



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

November 17, 2021

6:30pm

YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, November 17, 2021 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presentation : 2017-2021 Strategic Plan wrap-up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from October 28, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. October 2021 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
D. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Facilities Committee	<input type="checkbox"/>	<input type="checkbox"/>	
G. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Performance Indicators	<input checked="" type="checkbox"/>		
B. Departmental Reports	<input checked="" type="checkbox"/>		
C. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
A. Consideration of a proposal for operable windows	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Consider approval of FY2021-22 budget and set millage rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of FY2020-21 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal from Daniels & Zermack architects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. State of Michigan Public Act 152 (80/20 health care split affirmation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Scheduling of 2022 annual Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Possible appointment of Board Officers nominating committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Resolution in support of a non-motorized path on Geddes Rd.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closed session for Director evaluation	<input 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, October 27, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:32 p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix, Jean Winborn, Brian Steimel, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:34 p.m.)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (September 22, 2021, Regular Meeting Minutes & September 8, 2021, October 13, 2021 Special Meeting Minutes and September 2021 Financials and Check Registers). Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

COMMITTEE REPORTS

-Friends of the Library

- The Friends made \$2,130.25 in their September sale. Credit cards sales were 23% of this.
- They got 5 new memberships and 6 renewals during the fall sale.
- There are 10 new volunteers in the shop.
- The Friends did a pop-up house cleaning sale and made \$158.75 during this sale.
- The Holiday sale is Saturday November 20th from 11am-4pm.

-Fundraising committee

- The committee met last Thursday.
- YDL's matching challenge launched October 1st.
- The library did not get the appropriation that they had hoped to get for the road project.
- Debbie Stabenow's representative said she would watch to see if there is another opportunity to get money.
- YDL also did not get the MCACA Capital grant that the library applied for.
- Lisa learned that the ARPA grant that she applied for was also not approved.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 27, 2021 (Unapproved)

- Lisa advised that YDL has applied for other grants that have not yet been decided. Some of them she feels have good chances of being awarded to YDL.

- The Superior Township Planning
 - Lisa passed around a tentative construction schedule. She is hoping she will get one that is more official Friday when she attends the Superior construction meeting. This version shows the new Superior library construction is projected to be completed by the end of June 2022.
 - The beam signing is Monday at noon.

REPORT OF THE LIBRARY DIRECTOR

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

- Although the ARPA grant was denied Lisa has another idea. There is a grant opportunity from State Farm. Lisa plans to apply.
- Lisa wanted to let the board know that the staff computers they approved back in May are finally here. They kept getting delayed. YDL's IT manager talked to the supplier and asked for an alternative machine that was available. The alternative was purchased and received.
- Lisa reported that on Monday after all of the rain there was water everywhere. Bay 5 that has been repaired had no leaks and was dry. Bay 4 had lots of leaking, it is currently being repaired. Bays 1 and 2 that have been dry so far also had lots of leaking.
- The parking lot lighting that was a problem has been fixed. Now the lights stay on when they should.
- YDL received a Trust Donation from Grace Sweeny leaving YDL a quarter of her remaining estate. Lisa plans to use this toward replacing the carpet at Michigan Avenue.
- YDL received a donation from a couple who live in Bromley Park condos. Lisa reached out to them and communicated with them a bit. Recently they shared a petition via email with Lisa. The petition asks Superior Township to consider extending a non-motorized path down Geddes Road to Bromley Park. The petition says that people want to get to the new library. The couple wrote Lisa to see if there was anything she or the library could do to help them. The Superior Township Supervisor said he would share with the board. Lisa wanted to know if the YDL board was interested in passing a resolution in support of this petition. (Enthusiastic "yes.")

NEW BUSINESS

- A. Review of FY 2022 draft budget
 - A draft budget for the 2022 fiscal year was included for review, with a detailed explanation of the expenditures proposed.
 - Collective bargaining with YDL's AFSCME Union and the opening of the new superior branch will require a more flexible budget this year.

- B. Schedule public hearing for FY 2022 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-32

October 27, 2021

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 27, 2021 (Unapproved)

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2022 FISCAL YEAR

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

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

Whereas, the Library's 2022 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2022 fiscal year will be held at 6:15 p.m. on Wednesday, November 17, 2021.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

C. 2022 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-33

October 27, 2021

RESOLUTION TO ESTABLISH A SCHEDULE OF 2022 HOLIDAYS AND CLOSINGS

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

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2022 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 27, 2021 (Unapproved)

The 2022 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Patricia Horne-McGee

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

D. Consideration of approval of submission of a grant application in support of a solar array

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-34

October 27, 2021

RESOLUTION TO APPROVE THE SUBMISSION OF A 2021 GRANT APPLICATION TO THE
HAMMOND CLIMATE SOLUTIONS SOLAR MOONSHOT PROGRAM

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to submit a grant application to the Hammond Climate Solutions Solar Moonshot program in support of Plan 01-Option 1, 136 panels for the new Superior Library.

BE IT FURTHER RESOLVED THAT

If received, this grant will require a financial commitment by the Library. The use of these additional funds to execute the project is also approved.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

E. Consideration of a proposal for operable windows

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-35

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 27, 2021 (Unapproved)

October 27, 2021

RESOLUTION TO APPROVE A PROPOSAL TO ADD OPERABLE WINDOWS TO THE NEW
SUPERIOR LIBRARY BUILDING

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

Whereas, operable windows may be desired to cool the building if the HVAC system fails or to alleviate pandemic concerns, and

Whereas, Daniels and Zermack Architects released Bulletin #2 to solicit a cost proposal for this work prior to deciding whether to include it, and O'Neal Construction has acquired costs from the appropriate subcontractors, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that operable windows are approved for installation as follows:

- As written in Bulletin #2 for a cost not-to-exceed \$31,000
-OR-
- All ground-level windows included in Bulletin #2 (no cupola windows)
-OR-
- All windows included in Bulletin #2, but without electrical components, for approximately \$22,500

OFFERED BY Kristy Cooper
SUPPORTED BY: Kay Williams

Trustee McGee moved to table the vote on the Consideration of a proposal for operable windows to the November 2021 meeting. Trustee Steimel seconded this motion.

Vote: Ayes: Williams, Winborn, Maddix, Steimel, Kennedy, Cooper and McGee
Nays: None
Motion passed.

Motion passed, tabled until the November 2021 board meeting.

- F. Follow-up reporting from Board training sessions
 - Board reported out on the three talking points they have chosen for themselves after the board study sessions that took place Sept 8 and Oct 13 with Patricia Berry.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 27, 2021 (Unapproved)

G. Discussion of Director evaluation process

- Board discussed the review process that they will use for Director Hoenig's review.

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	No comments
Bethany	No comments
Pat	No comments
Brian	No comments
Kristy	I appreciate the visualization of the Superior Township projected construction schedule.
Theresa	I'm excited for the Beam signing.
Jean	Thank you! Thank the library staff for all the wonderful work they are doing.
Lisa	No comments

Adjournment

Trustee Kennedy moved to adjourn at 8:05 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 11/12/2021

Time: 12:13 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73691	10/01/21	Printed			A.A.	A.A. TECH., INC.	Mich Ave routine check 9/20/21	110.00
73692	10/01/21	Printed			ADT	ADT SECURITY SERVICES, INC	superior 9/13-12/31/21 service	166.59
73693	10/01/21	Printed			0000000025	AFLAC	#21 & #22 payments	113.80
73694	10/01/21	Printed			AK	AK LAWN CARE	whit #7 payment	610.00
73695	10/01/21	Printed			AES	ALLIED EAGLE SUPPLY CO	bathroom tissue	622.76
73696	10/01/21	Printed			BENCH	BENCHMARK DESIGN STUDIO	book a room signs-3	75.00
73697	10/01/21	Printed			BA	BLACKSTONE PUBLISHING	forgotten in death	191.76
73698	10/01/21	Printed			FBB	FREDERICK BROIDA	5 ways to save money 10/20/21	125.00
73699	10/01/21	Printed			0000000589	GENE BUTMAN FORD	Flex service PTU	3,363.63
73700	10/01/21	Printed			CAMPINC	CAMPBELL, INC	whit 9/1-11/30/21 contract	13,867.25
73701	10/01/21	Printed			CEN	CENGAGE LEARNING	final revival of opal andnev	77.22
73702	10/01/21	Printed			0000000567	CENTER POINT PUBLISHING	hummingbird lane	93.48
73703	10/01/21	Printed			CHBUCO	CHARLESTOWN BUILDING COMPANY	locker removal-whit	840.00
73704	10/01/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	October 2021 billing	2,840.26
73705	10/01/21	Printed			0000000039	DEMCO, INC.	bookmarks	27.43
73706	10/01/21	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit Youth supplies	33.83
73707	10/01/21	Printed			DTE ENERGY	DTE ENERGY	whit 8/24-9/22/21 elec	11,288.72
73708	10/01/21	Printed			0000000516	FARMINGTON COMMUNITY LIBRARY	lost-ILL Vacation under volcan	40.99
73709	10/01/21	Printed			FIND	FINDAWAY WORLD, LLC	computer called	449.91
73710	10/01/21	Printed			FRIEND	FRIENDS OF THE YDL	gift shop certificates	100.00
73711	10/01/21	Printed			0000000467	HISTORICAL SOCIETY OF MICHIGAN	If walls could talk 11/16/21	125.00
73712	10/01/21	Printed			JEHO	JEANNE HODESH	Writing Memoir series oct-nov	200.00
73713	10/01/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper license	4,110.51
73714	10/01/21	Printed			0000000051	THE LIBRARY NETWORK	telecomm 7/1-9/30/21	6,137.99
73715	10/01/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	2 of 2 zumba strength series	180.00
73716	10/01/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	October 2021	1,102.42
73717	10/01/21	Printed			MIDWESTTAP	MIDWEST TAPE	500970650	2,642.31
73718	10/01/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	ending 8/31/21	469.86
73719	10/01/21	Printed			OV	OVERDRIVE, INC.	01576DA21371064	4,473.06
73720	10/01/21	Printed			0000000318	PRINTING SYSTEMS	AA laser checks	161.77
73721	10/01/21	Printed			0000000443	SHERWIN-WILLIAMS	whit baseboards	55.12
73722	10/01/21	Printed			TDSM	TDS	9/22-10/21/21 service	1,233.48
73723	10/01/21	Printed			TERM	TERMINIX	MA bed bug dogs 9/17/21	931.00
73724	10/01/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	7/21 curside comm	90.00
73725	10/01/21	Printed			0000000030	VISION SERVICE PLAN - MI	October 2021 coverage	750.74
73726	10/01/21	Printed			WCROD	WASHTENAW COUNTY	8/21 MTT/STC	284.09
73727	10/01/21	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	deposit FSA/Dept Care account	12,677.32
73728	10/15/21	Printed			ALER	ALERUS FINANCIAL	YDL emply contribution 9/30/21	26,069.68
73729	10/15/21	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towels/tissue	293.44
73730	10/15/21	Printed			AFI	ANCHOR FENCE INC.	MA park fence remaining 50%	819.00
73731	10/15/21	Printed			0000000003	ANN ARBOR NEWS	whit notice 9/25/21	128.26
73732	10/15/21	Printed			LOR	BAKER & TAYLOR	statement 9/30/21	697.72
73733	10/15/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 9/30/21	408.43
73734	10/15/21	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 9/30/21	94.83
73735	10/15/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 9/30/21	574.02
73736	10/15/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 9/30/21	51.36
73737	10/15/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 9/30/21	436.42

Check Register Report

Date: 11/12/2021

Time: 12:13 pm

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								
73738	10/15/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 9/30/21	126.26
73739	10/15/21	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 9/30/21	158.40
73740	10/15/21	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 9/30/21	16.07
73741	10/15/21	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 9/30/21	121.41
73742	10/15/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 9/30/21	5,719.88
73743	10/15/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 9/30/21	3,718.84
73744	10/15/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 9/30/21	2,434.50
73745	10/15/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 9/30/21	2,527.74
73746	10/15/21	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 9/30/21	687.55
73747	10/15/21	Printed			BAA	BANK OF ANN ARBOR	closing 9/30/21 #5906	241.98
73748	10/15/21	Printed			BAA	BANK OF ANN ARBOR	closing 9/30/21 #9394	303.11
73749	10/15/21	Printed			BASIC	BASIC	FSA admin fee	67.15
73750	10/15/21	Printed			BECRAU	BECKETT & RAEDER	whit park lot	1,087.50
73751	10/15/21	Printed			BA	BLACKSTONE PUBLISHING	apples never fall	108.83
73752	10/15/21	Printed			BCN	BLUE CARE NETWORK OF MI	Nov 2021 coverage	41,797.51
73753	10/15/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	9/6-10/5/21 billing period	158.05
73754	10/15/21	Printed			CAMPINC	CAMPBELL, INC	whit-youth heat pipe leak 9/7	586.00
73755	10/15/21	Printed			JCARY	JAMES CAREY	8/20-9/24/21 service	1,025.00
73756	10/15/21	Printed			CEN	CENGAGE LEARNING	whats mine and yours	48.73
73757	10/15/21	Printed			0000000567	CENTER POINT PUBLISHING	pack up the moon	95.88
73758	10/15/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Sept 2021 grounds	81.68
73759	10/15/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Sept 2021 elec/fuel	111.56
73760	10/15/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 10/30/21	1,731.63
73761	10/15/21	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	big/mini/standard covers	695.09
73762	10/15/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Nov 2021 coverage	2,856.79
73763	10/15/21	Printed			0000000039	DEMCO, INC.	NEW classification labels-10	119.16
73764	10/15/21	Printed			CADO	CADEN DO	teen comm aug-sept 2120	85.00
73765	10/15/21	Printed			DTE ENERGY	DTE ENERGY	MA 8/28-9/28/21 service	1,830.76
73766	10/15/21	Printed			DTE ENERGY	DTE ENERGY	whit street Sept 2021	42.50
73767	10/15/21	Printed			FIND	FINDAWAY WORLD, LLC	how do dinosaurs learn	1,315.91
73768	10/15/21	Printed			GRNG	GRAINGER	toilet seats-2	77.66
73769	10/15/21	Printed			0000000051	THE LIBRARY NETWORK	delivery 10/1/21-9/30/22	3,789.00
73770	10/15/21	Printed			MAKT	MAKTABATEE	learning my arabic alaphabet	96.15
73771	10/15/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 8/24-9/23/21	891.02
73772	10/15/21	Printed			AFSCME	MICHIGAN AFSCME	deducted 10/14/21	496.70
73773	10/15/21	Printed			MIDWESTTAP	MIDWEST TAPE	501071045/501071049/501071211	1,674.74
73774	10/15/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 9/30/21	10,757.60
73775	10/15/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Oct 2021	128.00
73776	10/15/21	Printed			AYNA	AYESHA NADEEM	tn comm aug-sept 2021	155.00
73777	10/15/21	Printed			SLN	SOPHIA NEPIUK	teen comm aug-sept 2021	185.00
73778	10/15/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows #12	4,155.82
73779	10/15/21	Printed			OCLC	OCLC INC.	10/1-10/31/21 billing	478.60
73780	10/15/21	Printed			OV	OVERDRIVE, INC.	01576DA21416748	3,359.88
73781	10/15/21	Printed			PATR	PATRON ACCOUNT	return-Outlander	35.00
73782	10/15/21	Printed			PP	PROGRESSIVE PRINTING	500 Kanopy bookmarks	141.00
73783	10/15/21	Printed			PROQUEST	PROQUEST LLC	10/1/21-9/30/22 Ancestry lib	3,315.10
73784	10/15/21	Printed			KAREY	KAMRON REYNOLDS	noise permit-fall 2021	150.00

Check Register Report

Date: 11/12/2021

Time: 12:13 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73785	10/15/21	Printed			AMRO	AMELIA ROHIM	intern 8/26-10/3/21	220.00
73786	10/15/21	Printed			KIRO	KIMBERLEY ROWE	Michaels craft supplies	47.29
73787	10/15/21	Printed			0000000379	SALINE DISTRICT LIBRARY	lost-ILL Caste Adrienne Washington	32.00
73788	10/15/21	Printed			LYSET	LYNNE SETTLES	Ypsiglow luminary 10/16/21	150.00
73789	10/15/21	Printed			0000000610	SMILEMAKERS	Outreach supplies - Friends	126.06
73790	10/15/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 9/25/21	140.99
73791	10/15/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	8/16-9/15/21 service	8.07
73792	10/15/21	Printed			TERM	TERMINIX	MA 10/1/21 service	733.00
73793	10/15/21	Printed			TCI	TERRACON CONSULTANTS, INC.	MA water remediation	12,160.00
73794	10/15/21	Printed			TECI	TESTING ENGINEERS &	whit parking lot	383.50
73795	10/15/21	Printed			THOM WEST	THOMSON REUTERS-WEST	sub charges	450.00
73796	10/15/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside Oct 2021	90.00
73797	10/15/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA Oct 2021 service	510.31
73798	10/15/21	Printed			WTP	WORLD TRADE PRESS	A to Z food america	600.00
73799	10/15/21	Printed			0000000021	Y C U A	whit 8/20-9/20/21 service	1,209.48
73800	10/15/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 9/30/21	66.03
73801	10/25/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Sept 2021 service	2,211.33
73802	10/25/21	Printed			VERIZON	VERIZON WIRELESS	9/10-10/9/21 billing	434.63
73803	10/25/21	Printed			0000000030	VISION SERVICE PLAN - MI	nov 2021 coverage	774.38
73804	10/29/21	Printed			DLE	A DESIGN LINE EMBROIDERY	9-YDL aprons	156.82
73805	10/29/21	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Smith renewal 12/31/21	228.00
73806	10/29/21	Printed			BASIC	BASIC	admin fee FSA-Oct 2021	67.15
73807	10/29/21	Printed			BATT	BATTERIESPLUS	portable speaker	19.95
73808	10/29/21	Printed			CIDL	CLARKSTON INDEPENDENCE	lost-ILL Mysterious Benedict	18.50
73809	10/29/21	Printed			0000000039	DEMCO, INC.	desk calendar-MA	25.24
73810	10/29/21	Printed			CADO	CADEN DO	Gen Z intern Oct 2021	62.00
73811	10/29/21	Printed			FIND	FINDAWAY WORLD, LLC	Firekeeper's Daughter	298.42
73812	10/29/21	Printed			FST	FIRST BOOK	MA youth	75.00
73813	10/29/21	Printed			HTI	HOMELESS TRAINING INSTITUTE	1 yr. subscription	899.00
73814	10/29/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	11 Lenovo	9,679.89
73815	10/29/21	Printed			0000000051	THE LIBRARY NETWORK	Sep 2021 bookbilling	33.00
73816	10/29/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	November 2021 coverage	1,182.85
73817	10/29/21	Printed			MIDWESTTAP	MIDWEST TAPE	501121420/501130107/501130760	1,091.98
73818	10/29/21	Printed			NUTR	LISA MISLEVY	11/10/21-Diet is Right for You	90.00
73819	10/29/21	Printed			DDM	DANIEL MORRIS	Gen Z intern Oct 2021	54.00
73820	10/29/21	Printed			AYNA	AYESHA NADEEM	Gen Z intern Oct 2021	86.00
73821	10/29/21	Printed			SLN	SOPHIA NEPIUK	Gen Z intern Oct 2021	78.00
73822	10/29/21	Printed			OV	OVERDRIVE, INC.	4 items/black food	1,142.06
73823	10/29/21	Printed			AMRO	AMELIA ROHIM	Gen Z intern Oct 2021	33.00
73825	10/29/21	Printed			AMAZ	SYNCB AMAZON	statement 9/10/21	3,788.43
73826	10/29/21	Printed			TDSM	TDS	10/22-11/21/21 service	1,237.91
73827	10/29/21	Printed			0000000316	U S POSTMASTER	winter 2021 LOOP	3,400.00

Total Checks: 136

Checks Total (excluding void checks):

244,116.47

Total Payments: 136

Bank Total (excluding void checks):

244,116.47

Check Register Report

Date: 11/12/2021

Time: 12:13 pm

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
--------------	------------	--------	----------------	----------------	---------------	-------------	-------------------	--------

FIFTH THIRD BANK Checks

1036	10/04/21	Printed			ONE	O'NEAL CONSTRUCTION, INC. period ending 7/31/21		45,031.24
1037	10/22/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior 5/30-9/4/21 service	19,928.71

Total Checks: 2	Checks Total (excluding void checks):	64,959.95
------------------------	--	------------------

Total Payments: 2	Bank Total (excluding void checks):	64,959.95
--------------------------	--	------------------

Total Payments: 138	Grand Total (excluding void checks):	309,076.42
----------------------------	---	-------------------

**Ypsilanti District Library
Balance Sheet
October 31, 2021
General Fund**

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 10/31/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	635,240
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,903,852
CD's	-	-	-	-	-	-
Community Foundation	28,584	30,954	31,300	31,048	34,936	41,163
Memorials	6,402	6,403	3,368	3,368	-	-
Operational Cash	356	521	824	824	824	824
Total Cash	2,663,048	2,778,328	2,377,714	2,596,924	2,940,887	3,581,079
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	84,615
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,665,694
Liabilities						
	334,400	509,097	145,758	85,577	313,638	66,508
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						6,227
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	352,434	352,434	352,434
Current YTD--net of revenues						-
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	658,408	736,990	696,080	272,195	1,753,090	1,852,576
Current YTD	78,581	(40,530)	(23,885)	1,478,262	99,487	887,566
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,599,186
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,665,694

Ypsilanti District Library
Period Ending 10/31/2021 (91.7% of Year)
General Fund

ACCT #	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 10/31/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	5,862,296	(117,963)	102.1%
Expenditures								
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,852,129	532,303	77.3%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	585,399	486,622	98,777	83.1%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	88,088	84,223	3,865	95.6%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	163,154	147,775	15,379	90.6%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,148,438	1,148,438	975,855	172,583	85.0%
Dept 600 Donations	43,328	31,845	12,312	-	-	15,745	(15,745)	NA
Dept 700 Grants	12,190	12,323	7,405	-	-	12,381	(12,381)	
Total	3,947,140	4,025,767	4,069,379	4,369,511	4,381,011	3,574,730	794,781	81.6%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,374,822	1,363,322	2,287,566		
Sale of Assets	979	-	-			-		
Board Designation of Funds		(1,150,000)	(1,400,000)			(1,400,000)		
Fund balance - beginning of period	2,344,689	2,321,780	2,652,675	2,752,161	2,753,829	2,752,161		
Fund Balance - end of period	2,321,780	2,652,675	2,752,161	4,126,983	4,117,151	3,639,727		

**Ypsilanti District Library
General Fund
Period Ending 10/31/2021
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 10/31/21 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283	945,481	101.0%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	846,900	870,233	102.8%
425.075	PPT Reimbursement	20,105	18,247	16,119	12,000	12,000	21,874	182.3%
440.000	Ypsilanti Township Tax Levy	2,212,989	3,283,915	3,486,095	3,617,971	3,617,971	3,609,930	99.8%
441.000	Renaissance Zone Reimb		39,574	66,633	50,000	50,000	68,165	136.3%
443.000	State Aid Direct	30,201	32,932	32,931	35,678	35,678	35,678	100.0%
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	35,678	36,286	101.7%
500.600	Talk Grant Revenue	75,358	23,853	30,629	67,473	67,473	42,030	62.3%
657.000	Fines/Misc.	67,077	60,633	22,485	16,250	16,250	6,912	42.5%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	10,000	5,940	59.4%
657.600	Guest Pass	1,745	1,417	429	0	0	191	0.0%
661.000	Penal Fines County	116,084	111,395	84,478	97,500	97,500	113,205	116.1%
662.000	Coffee shop rent	3,500	1,296	0	0	0	0	NA
662.100	Community room rentals	1,250	1,850	575	500	500	0	0.0%
679.000	Donations/Misc.	4,993	1,152	1,063	2,500	2,500	1,351	54.0%
681.000	Donations Designated		18,850	5,100			0	0.0
681.080	Donations/Memorials	711	2,629	4,555	600	600	6,558	1092.9%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000	432	43.2%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500	2,996	54.5%
687.060	Interest/Yoder	3	0	0	0	0	0	NA
688.000	Interest/Endowment	1	1	0	0	0	6,227	0.0%
689.000	Dividends-MML	5,819	5,741	4,219	4,000	4,000	4,312	107.8%
690.000	Dividend Revenue Endowment	6,335	6,771	7,220	4,500	4,500	7,718	171.5%
691.000	CARES act Credit	0	0	0	0	0	6,400	0.0%
Total Revenue		3,835,327	5,404,404	5,536,898	5,744,333	5,744,333	5,791,918	100.8%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2021
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 10/31/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412	628,037	86.7%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500	5,965	79.5%
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840	1,573	23.0%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100	1,291	8.5%
705.000	Employee Recognition Awards	472	687	336	750	750	0	0.0%
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	12,360	11,190	90.5%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	153,626	136,528	88.9%
715.100	ACA Taxes Paid by employer	0	247	295	371	371	331	89.1%
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	99,361	77,457	78.0%
719.000	FSA Admin Fee	583	691	707	806	806	662	82.2%
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400	19,678	60.7%
727.050	CARES act Exp			95			6,305	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700	11,216	47.3%
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	67,673	66,589	98.4%
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	10,544	6,792	64.4%
754.000	Health Insurance	361,244	371,049	361,059	389,438	389,438	361,351	92.8%
756.000	Delta Dental	37,616	36,153	34,311	35,601	35,601	31,482	88.4%
757.000	Employee Assistance Program	1,006	974	579	0	0	0	0.0%
758.000	Life Insurance	4,213	4,036	3,969	4,212	4,212	3,632	86.2%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253	9,074	98.1%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	10,025	8,922	89.0%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200	15,063	71.1%
769.050	Classified Advertising	606	993	460	800	800	375	46.8%
774.050	Digital Collection	22,298	31,726	175,379	221,800	221,800	180,712	81.5%
774.100	Data Bases	79,791	93,136	21,988	30,000	30,000	24,948	83.2%
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	4,000	493	12.3%
774.900	All Materials Processing	30,750	25,838	15,899	15,000	15,000	18,149	121.0%
774.950	Play Kits	0	3,602	1,447	2,500	2,500	2,549	102.0%
774.975	Library of Things	0	0	0	4,000	4,000	1,320	NA
801.000	Major Events	20,906	10,978	6,768	24,225	24,225	3,071	12.7%
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	2,000	1,999	99.9%
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	2,500	487	19.5%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500	2,223	49.4%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000	5,376	107.5%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	53,263	20,186	37.9%
810.000	Capital Outlay - Buildings	0	4,301	600	5,000	5,000	5,197	103.9%
810.100	Capital Outlay - Improvements	3,062	6,824	1,300	3,700	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	2,562	3,949	0	5,000	5,000	0	0.0%
840.000	Repair & Main Bldg					0	-65,769	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800	84,949	47.5%
850.100	Telecommunications	12,788	6,573	-19,543	7,911	7,911	25,885	327.2%
850.200	SirsiDynix	55,644	51,473	62,573	62,224	62,224	59,088	95.0%
850.500	Software Subscription	0	7,926	14,762	18,985	26,485	19,014	71.8%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	2,796	93.2%
928.000	Postage	13,874	13,085	19,334	19,655	19,655	19,867	101.1%
965.000	Auditing Service	7,275	7,425	7,425	7,875	7,875	7,875	100.0%
975.000	Legal	9,804	8,870	6,422	4,000	8,000	4,800	60.0%
975.500	Legal - Negotiations	0	12,765	0	0	0	0	NA
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	36,822	20,665	56.1%
980.500	Branding Costs	2,415	2,561	1,188	2,500	2,500	373	14.9%
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	10,200	1,011	9.9%
982.000	MTT Charge Back City	387	-140	208	4,000	4,000	291	7.3%
983.000	MTT Charge Back TWP	1,194	389	200	10,000	10,000	879	8.8%
983.100	MTT Charge Back-Superior Twp	955	10,430	985	10,000	10,000	184	1.8%
984.050	Contributions/Endowment	0	0	0				NA
Total		1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,852,129	77.3%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2021
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 10/31/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	393,684	404,679	396,590	415,930	415,930	367,880	88.4%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833	3,048	31.0%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	25,000	19,028	76.1%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	15,650	10,041	64.2%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	3,000	2,617	87.2%
776.050	Periodicals - Youth	236	206	0	250	250	0	0.0%
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	8,000	5,110	63.9%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	2,850	2,107	73.9%
802.200	Parking	0	3,600	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings	2,373	7,952	18,869	20,000	20,000	10,000	50.0%
812.000	Capital Outlay - Furnishings	0	7,031	6,992	2,500	2,500	0	0.0%
840.000	Repair & Maintenance - Building	28,501	15,255	13,803	20,000	20,000	13,050	65.3%
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	12,672	12,672	100.0%
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	12,000	5,964	49.7%
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700	1,312	77.2%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900	1,482	78.0%
940.000	Phone	4,500	4,514	4,535	4,680	4,680	4,172	89.1%
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872	3,611	93.3%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	15,475	14,809	95.7%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	6,487	6,117	94.3%
Total		560,976	570,105	555,976	585,399	585,399	486,622	83.1%
Dept 300 Outreach/bookmobile								
702.000	Salaries	66,998	68,078	69,159	70,735	70,735	64,979	91.9%
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000	4,292	85.8%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693	13,393	200.1%
943.000	Fuel	5,379	5,425	1,661	5,660	5,660	1,558	27.5%
Total		85,794	83,090	82,140	88,088	88,088	84,223	95.6%
Dept 400 Outreach/Superior Township								
702.000	Salaries	136,949	144,398	146,792	149,443	149,443	137,027	91.7%
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000	4,985	71.2%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000	1,179	117.9%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200	898	74.9%
900.000	Programs - adult	589	601	543	600	600	478	79.6%
901.000	Programs - Youth	556	600	468	600	600	489	81.4%
940.000	Phone	1,125	1,129	1,134	1,186	1,186	1,043	87.9%
943.000	Natural Gas	756	573	659	789	789	637	80.7%
947.000	DTE - Electric	993	1,013	960	1,061	1,061	959	90.4%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	275	81	29.3%
Total		151,311	158,283	158,483	163,154	163,154	147,775	90.6%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2021
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 10/31/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	684,699	696,339	701,249	720,087	720,087	666,968	92.6%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024	17,171	40.9%
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200	33,300	69.1%
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400	24,621	83.7%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	5,300	4,220	79.6%
776.050	Periodicals - Youth	852	898	759	800	800	745	93.1%
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	15,500	8,480	54.7%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100	4,134	81.1%
810.000	Cap Outlay Building		11,328	3,880	39,000	39,000	12,515	32.1%
810.100	Cap Outlay Improvements				0	0	0	0.0%
840.000	Repair & Maintenance - Building	25,445	23,842	39,729	22,440	22,440	14,032	62.5%
840.025	Campbell Maint Contract	42,979	42,934	42,797	42,797	42,797	42,797	100.0%
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	22,100	13,399	60.6%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	4,200	2,952	70.3%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	6,500	5,595	86.1%
903.000	Equipment Maintenance	83	6,336	820	3,000	3,000	1,185	39.5%
940.000	Phone	8,950	9,029	9,070	9,485	9,485	8,344	88.0%
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828	27,304	110.0%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	101,712	83,712	82.3%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965	4,383	73.5%
980.000	Professional/Contractual	0	0	38,000	0	0		NA
Total		1,096,935	1,123,929	1,089,344	1,148,438	1,148,438	975,855	85.0%
Dept 600 Donations								
Revenue:								
	Total Revenue	71,011	87,817					
	Total Donated revenue	71,011	87,817	18,888			38,045	NA
Expenditures:								
	Total Expenditures	43,328	31,845					
	Total Expenditures	43,328	31,845	12,312			15,745	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	16,914	14,441					
	Total Revenue	16,914	14,441	13,080			32,333	NA
Expenditures								
	Total Expenditures	12,190	12,323					
	Total Expenditures	12,190	12,323	7,405			12,381	NA
Total	Net -- restricted for future	4,724	2,118	5,675			19,952	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets	979					0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
Total Other Revenue		979	0	0			0	NA
Total Revenue		3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	5,862,296	
Total Expenditures		3,946,161	4,025,767	4,069,379	4,369,511	4,381,011	3,574,730	81.6%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,374,822	1,363,322	2,287,566	
	Fund Balance Beginning of Year	2,344,689	2,321,780	2,652,675	2,752,161	2,752,161	2,752,161	
	Board Designation		-1,150,000	-1,400,000	0	0	-1,400,000	
	Ending Fund Balance	2,321,780	2,652,675	2,752,161	4,126,983	4,115,483	3,639,727	

**Ypsilanti District Library
Balance Sheet
October 31, 2021
Capital Asset Replacement Fund**

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 10/31/21
Assets:						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	3,771,159
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	3,771,159
Liabilities	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	3,628,804
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,807,370	3,771,159

Ypsilanti District Library
 Capital Expenses
 Period Ending 10/31/2021 (91.7% of Year)

ACCT #	ACCOUNT NAME	YTD 10/31/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	844,558
688.000	Interest	1,174
Other departments		-
Total		845,732
Transfer from Operating Fund		1,400,000
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	16,860
Subtotal		16,860
Dept 400 Superior Construction		
702.150	Bank Fees	436
801.000	Major Events	3,294
910.000	Site Development	137,734
975.000	Legal/Attorney	16,797
980.000	Prof/Contractual	58,448
981.000	Architect Fees	262,441
985.100	General Contractor	557,924
Subtotal		1,037,073
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	228,010
Subtotal		228,010
TOTAL		1,281,943
Total Revenue Over Expenditures		963,790
Beginning Fund Balance		2,665,015
Ending Fund Balance		3,628,804

Current Board Assignment

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 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	
YTD Capital Campaign & Int	10/31/2021	845,732		
YTD Expenditures	10/31/2021	-1,037,073	-244,870	
Balance	7/31/2021	3,105,469	523,335	3,628,805

	Summary	
	10/31/2021	10/31/2021
	Superior	Other
Board	3,500,000	781,745
Capital Ca	911,842	
Expense	-1,306,373	-258,410
	3,105,469	523,335

Communications



**Barr,
Anhut &
Associates, P.C.**
ATTORNEYS AT LAW

105 Pearl Street
Ypsilanti, MI 48197
(734) 481-1234
Fax (734) 483-3871
www.barrlawfirm.com
e-mail: aroberts@barrlawfirm.com

John M. Barr
Karl A. Barr

Jesse O'Jack ~ Of Counsel
William F. Anhut ~ Of Counsel - Retired
Jennifer A. Merritt ~ Legal Assistant

October 22, 2021

Ypsilanti District Library, for Michigan Ave Branch
5577 Whittaker Rd.
Ypsilanti, MI 48197

Dear Ypsilanti District Library, for Michigan Ave Branch,

RE: Grace Sweeney Revocable Trust
Our File No. 3777

You are named as a beneficiary of the Grace Sweeney Revocable Trust and, as a matter of law, are entitled to notice.

We had the privilege of knowing Mrs. Sweeney for many years and helped her with her estate planning documents. Mrs. Sweeney brought her documents up-to-date in December 2020.

Accordingly, I am enclosing a copy of the Grace Sweeney Revocable Trust and Amendments and an Inventory in this matter, along with a copy of her death certificate.

Mrs. Mary Henning, named as the Successor Trustee in this matter, has retained this office to represent her in the administration of the estate of Grace Anne Sweeney.

Sincerely yours,

Karl A. Barr
BARR, ANHUT & ASSOCIATES, P.C.

End – Trust
Amendments
Accounting
Death Certificate



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

November 1, 2021

Lisa Hoenig, Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197-9752

Dear Ms. Hoenig:

Applications for LSTA American Rescue Plan Act (ARPA) grant program funded by the American Rescue Plan Act have been reviewed and funding decisions have been made. I regret to inform you that the proposal submitted by the Ypsilanti District Library was not among those approved for a grant. The Library of Michigan in the Michigan Department of Education (MDE) received 61 grant applications requesting over \$7,614,000. A funding level of \$4,000,000 was available for awards; therefore, we were unable to fund every proposal.

Funding decisions included a review of the proposal project planning, sustainability planning and the applicant library's community statistics relating to poverty, supplemental nutrition assistance program (SNAP) participation, unemployment, and broadband availability as per the Institute of Museum and Library's priorities. Should you decide to appeal this decision, please inform the MDE within five business days of receipt of this letter, but no later than November 12th.

We appreciate the effort that you and your staff put into the preparation of a proposal for this Library of Michigan grant program. If you have questions about your proposal, you may contact Karren Reish, Library of Michigan, at 517-241-0021 or reishk@michigan.gov to arrange a review appointment in November.

Sincerely,

A handwritten signature in cursive script that reads "Randy Riley".

Randy Riley
State Librarian

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48609
www.michigan.gov/mde • 833-633-5788

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

November 5, 2021

Dear Property Owner,

In March 2020, the Charter Township of Ypsilanti adopted the Ypsilanti Township 2040 Master Plan as the township's official comprehensive, long-range view for the community's future. The Future Land Use Plan in the Master Plan implements the goals and objectives of the Plan, primarily through an update of the Zoning Ordinance and the Zoning Map. That update has been drafted and is under review by the Planning Commission and Township Board. The Zoning Ordinance, with the Zoning Map, is the local law governing where and what land uses are allowed, the design and placement of buildings on a property as well as signs, fences and parking.

You are receiving this letter because you own property that is under consideration for a zoning district change (rezoning). The proposed zoning map may be found on the township's website at <https://ytown.org/planning-commission>. The Planning Department will hold dedicated office hours on November 16 from 8:30 to 11:30 and November 18 from 1:00 to 4:00 to answer your questions about the proposed rezoning. Questions can also be emailed to the planning department at planning@ytown.org.

The Planning Commission will hold a public hearing on **November 23, 2021 at 6:30 pm** in the Civic Center board room at 7200 S. Huron River Drive to consider recommending adoption of the updated Zoning Map. Written comments to the Planning Commission may be sent to Ypsilanti Township Planning Commission, 7200 S. Huron River Drive, Ypsilanti, MI 48197 or emailed to planning@ytown.org. Oral comments will be accepted during the public hearing.

Sincerely,

Charter Township of Ypsilanti Planning and Zoning Department

Committee Reports

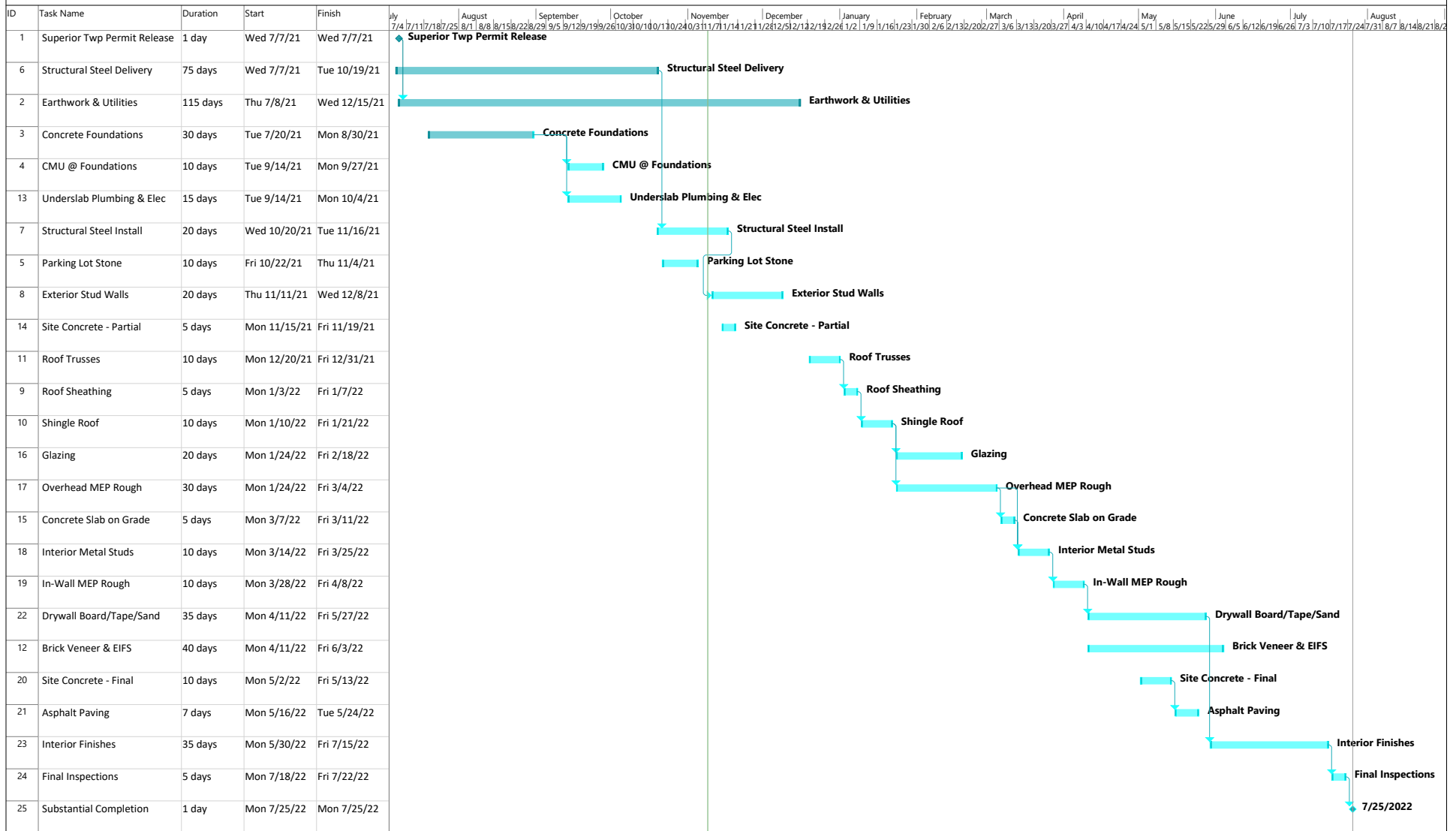
To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/12/2021
Re: Superior Planning Committee report

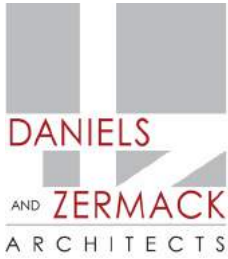
I attended bi-weekly construction site meetings on October 29th and November 12th.

- The beam signing on November 1 was a joyous occasion and a unique milestone – thank you to all who were able to attend! The tree that was used in the topping out ceremony will be planted in front of the mechanical enclosure area.
- The sanitary sewer line has been connected to the County drain. The easement area leading from the library property back to the drain has been seeded and all work there is complete.
- The masonry around the building's foundation failed construction testing. The grout used was not what was specified. The subcontractor is in the process of removing and replacing it.
- The steel structure is in place and crews have been on site welding since the beam signing. This should be complete before Thanksgiving. Roof trusses are now slated to arrive mid-late December, so the schedule for their installation has been moved back up slightly.
- Next week the team plans to begin installing exterior studwalls and pouring curbs.



**YPSILANTI DISTRICT LIBRARY SUPERIOR TWP BRANCH LIBRARY
PROJECT SCHEDULE**





Architect's Field Report

OWNER	<u> X </u>
ARCHITECT	<u> X </u>
CONTRACTOR	<u> X </u>
FIELD	<u> </u>
OTHER	<u> </u>

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	08				
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55				
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration				
DATE:	29 OCT 2021	TIME:	12:40 pm	WEATHER:	Rain	TEMPERATURE:	57
ESTIMATED % OF COMPLETION:	18%	CONFORMANCE WITH SCHEDULE (+,-)	On schedule				

PRESENT AT SITE:

Name:

Larry Zielinski
Shawn Courtney
Matt Ratzow
Dan Whisler
Davy Shellabarger
Lisa Hoenig
Dave Strenski

Representing:

O'Neal Construction (OCI)
OCI
OCI
Daniels & Zermack Architects (DZA)
DZA
Ypsilanti District Library (YDL)
Solar PV Panel System Consultant

(1) Plumber

WORK IN PROGRESS:

- 8.1 Plumber Installing finger drains.
- 8.2 No other work onsite today due to weather.

OBSERVATIONS:

- 8.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, diesel fuel, structural steel and fasteners, geogrid reinforcement.
- 8.2 Structural steel has all been erected except for one beam that will be put in place at the beam signing ceremony. (The beam was put in place on 11/01/21 after this site visit). Welding is scheduled through 11/12/21 to complete the installation.

ITEMS TO VERIFY:

- 8.1 YDL to make final decisions on operable windows and actuators based on discussion at today's construction meeting.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
- 7.1 OCI to provide a sample of the river rock stone that will go around the perimeter of the building.
- 8.1 DZA to determine a method/system for attaching PV solar panel array to the roof structure.

ATTACHMENTS:

- 8.1 None

REPORT BY: D. Shellabarger

**Director's
Report
and attachments**

Library Director's Report November 17, 2021

Three Shining Moments

#1: YDL once again played a leading role in YpsiGlow. Though the weather was soggy, staff did a beautiful job preparing plenty of fun opportunities for the event's participants. Under the Radar Michigan was on hand to document it! See Joy's Michigan Avenue report for more details.

#2: I felt the beam signing ceremony on November 1 was an unexpectedly delightful treat – a chance to literally set our names on the new Superior building. I hope you all felt the same joy and excitement to watch the final beam go up!

#3: We've officially kicked off the selection of the new Superior library's Opening Day Collection. Staff on the ODC team are extremely excited to begin this task, and it drives home that the new library is less than a year away from opening.

Facilities:

- After another long wait at the local repair shop, the bookmobile was transported to Downriver Bus Repair. This shop knew what to do, and their efficient repairs seem to have done the trick. The bookmobile returned to service at long last on 11/8. It is wonderful to have it home.
- Controls for the parking lot lights are programmed correctly now, and Jim Reed rented a lift last week to replace all burnt-out bulbs. Very important to have good lighting now that DST has ended. We should be set for the winter.
- Window sealing work on the Whittaker curtain wall is expected to wrap up the week of the Board meeting, weather permitting.

Fundraising:

- I submitted a State Farm Good Neighbor Community Development grant request to support the purchase of after-hours lockers at Michigan Avenue on 10/29.
- The state's Director for the Humane Society of the United States applied for and was awarded a \$2,000 grant for our bird-friendly glass from the national organization. We are thrilled with their support and will be doing some joint PR for the project in an effort to raise additional funds.
- The annual appeal postcards are being mailed! We hope to have a steady return from them to help us reach the current \$100,000 matching grant goal for Superior.

Personnel:

Part-time Custodian Julius Johnson resigned effective 10/29. This leaves us with two vacancies. The first was posted but yielded no applications in the current job climate. We will post the two together as a full-time position and see if we have better luck.

Side Notes:

- I toured Eastern Michigan University's Halle Library with Director Rhonda Fowler on 11/28, then gave her a tour of Whittaker. Now that the two of us have been introduced, we hope to find creative opportunities to partner in the coming year.
- We submitted our Year 1 reports on TALK to IMLS. The project is right on track; see attached.
- On 11/8 I gave a 5-minute lightning talk about TALK to the MCLS Board at their annual retreat. It was quite a challenge to condense 5-plus years of work into 5 minutes!



IMLS INTERIM PERFORMANCE REPORT FORM

For Projects with Award Dates between October 1, 2015 and September 30, 2020
(i.e., award number ends in -16, -17, -18, -19, or -20)

Please consult the IMLS Interim Performance Report Instructions when filling out this form.

1. Federal agency and organization element to which report is submitted: <p style="text-align: center;">Institute of Museum and Library Services</p>	2. Federal award or other identifying number assigned by federal agency: LG-246434-OLS-20	Page 1	of 7 Pages
		3a. D-U-N-S® number: 1249350990000	
		3b. EIN/TIN: 38-2462745	
4. Recipient organization (name and complete address, including ZIP+4/postal code): Ypsilanti District Library 5577 Whittaker Road Ypsilanti, MI 48197-9752		5. Recipient identifying or account number:	
6a. Award period of performance start date (MM/DD/YYYY): 8/1/2020	6b. Award period of performance end date (MM/DD/YYYY): 7/31/2023	7. Reporting period end date (MM/DD/YYYY): 10/31/2021	
8. Project URLs, if any: https://texttolearn.com/ Promotional Toolkit Building Partnerships Toolkit		9. Report frequency: <input checked="" type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> final <input type="checkbox"/> other If other, describe:	
10. Other attachments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contact the appropriate IMLS program office to receive instructions for transmitting additional attachments.			
11a. Name and title of Project Director: Jodi Krahnke, Head of Youth Services		11b. Telephone (area code, number, extension): 734-879-1340	
		11c. Email address: jodi@ypsilibrary.org	
12. Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents.			
13a. Signature of Authorized Certifying Official: 		13b. Date report submitted (MM/DD/YYYY): 10/26/21	
13c. Name and title of Authorized Certifying Official: Lisa Hoenig, Library Director		13d. Telephone (area code, number, extension): 734-879-1300	
		13e. Email address: lisa@ypsilibrary.org	

The purpose of the Interim Performance Report is to provide a record of grant-funded project activities at annual intervals throughout the grant period. If you have questions concerning the interim performance reporting requirements, you may address them to the Program Officer assigned to your grant and whose name and contact information appears in your Official Award Notification. IMLS may share Interim Performance Reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum and library services. Reports may be distributed in a number of ways and formats, including online.

14. Recipient Organization: Ypsilanti District Library

15. Project Title: Connecting Families to Libraries with Text Messages for Early Learning

16. Project Summary:

Singing, reading, talking, and playing with young children every day from birth has a proven impact on brain development, but many parents are too busy or unaware these daily interactions can prepare their child for school success. To meet parents where they are, the Ypsilanti District Library (YDL) led libraries in Washtenaw County in the development of a text messaging service called TALK: Text and Learn for Kindergarten, that empowers parents by providing simple, accessible, fun activities they can incorporate into everyday routines. Parents receive two messages each week that suggest age-appropriate activities based on Every Child Ready to Read 2.0 that build early learning skills with the goal of raising the frequency and quality of parent/child interactions to prepare a child for school success. Bold, colorful graphics were designed to inspire parents to sign up, and strong community partnerships helped TALK reach under-resourced families.

In the current phase of the project, YDL is scaling the service to all Michigan public libraries with the goal of reaching more parents by translating the messages into Spanish and by providing Michigan libraries with the tools and knowledge to use TALK effectively in their communities. The Midwest Collaborative for Library Services (MCLS) developed a new technology platform to deliver the messages and created a Web interface where libraries can schedule custom messages to connect users to their library. The Library of Michigan is helping spread the word to libraries. 156 libraries have signed up to use TALK in their communities and over 2,100 children are currently being served statewide. HighScope Educational Research Foundation is gathering usability data through surveys and interviews with participating libraries, gathering effectiveness data on training and toolkits, and will examine TALK reach and ability to increase and improve parent/child interactions in year two.

17. Activities

Activities Proposed in Your Application	Activities Completed during the Reporting Period	Explanation of Any Variance
Translate the texts into Spanish to serve a broader audience.	The database of text messages created in the developmental phase of the project were translated into Spanish by a	Some text messages contain links to resources on the TALK website, so songs and fingerplays were also translated, or substituted with an alternative song from

	graduate student translator from Western Michigan University, then reviewed by a Spanish Language and Literature professor who is also a native Spanish speaker. Two focus groups of Spanish-speaking parents were held to make sure the translation made sense to Spanish speakers from various countries.	another culture with a similar learning goal. Alternate songs and fingerplays were selected by Spanish-speaking parents in the focus groups. Parts of the website were translated into Spanish to facilitate patron sign-up and all promotional materials are now available in both English and Spanish.
Develop and test a new text messaging platform to distribute messages to more users and create a Web interface libraries can use to schedule custom text messages about local library programs and services.	<p>After applying and receiving approval for a new short code, MCLS used Twilio to develop a system that allows users to sign up by texting the word TALK to the short code. Users input their zip code and child's birthday, which triggers them to receive the appropriate message on the continuum of developmentally progressive activities that are automatically sent twice a week.</p> <p>MCLS also created a Web interface for participating libraries. Once a library signs up for TALK, they receive access credentials and are then able to see their user data and send two messages per month to promote their own events and services to connect users to the library. The MCLS interface continues to be updated to facilitate usability.</p>	MCLS built in special access to allow TALK staff to create library login credentials, provide access to the toolkits and training materials, and monitor and assist users who have questions or difficulties signing up for the service. We have also worked with MCLS to make numerous unanticipated improvements to help libraries see and monitor their user data so they can share progress with their own community partners, and to help resolve patrons' account questions so that after the grant period there is a method in place for the service to continue without YDL's oversight.
Update the TALK website.	The TALK website was extensively updated. A new tab was added for libraries, where they can find answers to frequently asked questions, sign up for an MCLS account, find newsletters with tips, and see other TALK libraries on a Google map. A new tab was added with TALK information in Spanish and the partner	On reviewing the website during the translation project, we realized we not only needed to add Spanish book lists, we completely overhauled the existing English book lists to ensure diverse authors and characters were represented. We also carefully examined the traditional English songs we included and decided to omit some that were included during the development phase to further ensure diversity.

	page was edited to reflect current TALK partners.	
Develop and test toolkits and resources that any library can use to implement TALK. Toolkits help libraries connect to underserved parents by forming successful community partnerships and providing colorful promotional materials.	<p>We developed two toolkits for libraries, one with promotional materials and one with tips and resources to build strong community partnerships. (See links in Section 8). Libraries that sign up for TALK access the materials that are stored in Google Drive through the MCLS interface.</p> <p>The Promotional Toolkit includes a wide variety of digital and print promotional material in English and Spanish that libraries can customize with their own logo, style guides, and promotional strategies.</p> <p>The Building Partnerships Toolkit includes letters of introduction and guides based on research and YDL's experience during the development phase that focus on five types of community partners a library might choose to approach; local businesses, educators, medical professionals, and nonprofits.</p>	Toolkits are stored in a Google Drive folder accessible from the MCLS interface instead of through the Library of Michigan.
Convene advisors to help develop toolkits.	<p>Our team connected with TALK libraries in Washtenaw County who were part of the development phase to get ideas to improve the Promotional Toolkit contents, which led to offering yard signs and bookmarks libraries can download.</p> <p>We met with Reach Out to Read at the University of Michigan and their advice became the basis of the guide to partnering with medical professionals to promote early literacy.</p>	Getting advisors to participate was difficult due to COVID constraints. We met independently with Reach Out and Read and also with the early literacy team at the Michigan Department of Education (MDE) to discuss how we can work with the Great Start Parent Collaboratives statewide. That work is still in progress. MDE sent a press release to all Michigan schools in late September, which generated interest by schools interested in connecting with their local library.

<p>Launch pilot test of new platform in Washtenaw County and then in Calhoun County and evaluate libraries' experiences before launching statewide in September 2021.</p>	<p>We tested the new text distribution platform with TALK users in Washtenaw County, then expanded to libraries in the Woodlands Library Cooperative, which includes Calhoun County libraries. We offered Zoom training sessions for these libraries and HighScope conducted an evaluation and provided feedback before we opened TALK to other libraries in Michigan.</p>	<p>Based on the cooperative groups of libraries who meet and share resources, instead of expanding just to Calhoun County, we worked with the Woodlands Library Cooperative. Many of them struggled to get started in the spring because they were closed due to COVID, but feedback from our conversations with them paired with HighScope's evaluation data guided our development of other training materials. HighScope will continue to evaluate libraries' experiences in year two.</p> <p>We originally envisioned a statewide kickoff in September 2021 for all libraries. But due to COVID, we knew there would not be large in-person launch parties at libraries. We allowed libraries to have access to the toolkits beginning in June 2021 and then provided training during the summer and encouraged them to take advantage of the back-to-school period to begin heavily promoting TALK.</p>
<p>Develop training materials for libraries to successfully use TALK.</p>	<p>We created videos and PowerPoint training materials for libraries accessible from the MCLS interface. We also provide Zoom training sessions on request that cover a variety of TALK-related topics--successful launch strategies, community partnerships, cost-sharing, and promotion.</p> <p>The Library of Michigan facilitated a recorded webinar that shows libraries TALK basics.</p> <p>We gave a presentation at the Michigan Library Association's annual conference in October 2021 with details about how to use TALK to build early literacy partnerships.</p>	<p>Due to COVID, our training opportunities have all been on Zoom instead of in-person. We surveyed libraries about the formats they prefer before we began developing content and we chose topics to cover based on the needs of libraries, focusing on the parts of the toolkits where we had the most questions. In an effort to keep the excitement about TALK going, and to remind libraries about the program, we began a short monthly newsletter that features updates, news, and examples of how libraries are promoting TALK as an informal ongoing training.</p>

18. Changes

Type of Change	Description	Date of Approval (if applicable)
Project budget allocation change	Due to the inability to make in-person presentations that require travel, we used \$1,933 originally allocated for travel in year one for the Spanish translation project, which was more involved than originally expected due to translating the website, promotional materials, and songs.	September 10, 2020
Key personnel change	Anita Zandstra, a graduate student in the Spanish Language Department at Western Michigan University was hired as an independent contractor instead of being hired directly through the university as originally planned.	November 16, 2020
Key personnel change	Monica Gower, YDL’s Business Office Manager, was added as an additional contact to upload financial report.	November 24, 2020

19. Lessons Learned

Public libraries come in all sizes with different numbers of staff and a wide range of staff knowledge and expertise. We realized early on that the promotional materials that could be printed in-house needed to be available as JPGs that could be used in Publisher. But we didn’t realize until later that some libraries needed guidance on how to download a JPG from a Google drive, add it to a Publisher document, and layer their library’s logo over the top. For these smaller libraries, we have learned a lot about how to make using TALK doable. For example, when making presentations via Zoom meetings to encourage libraries to sign up, the Library of Michigan helped us remember to make our spiel about getting started a simple three step process and we reiterate that at each training session.

In addition, libraries have widely varying experiences partnering with other organizations and businesses in their communities. We learned that we need to explain the value of partnerships and remind libraries that partnering is more than asking someone to hang flyers and publicize your events. It’s a two-way street and being intentional about how you approach a potential partner with data and common interests in why the partnership is important is necessary for success. And each community is unique. Some may have large partners such as hospitals, others might not have a pediatrician, so we provide tools and ideas that are flexible and the libraries have to think through what makes sense for their community and how to use the tools, which isn’t as easy as a straightforward how-to guide, but the benefits for the library extend beyond just early literacy.

We learned that working within Michigan’s library cooperatives is an effective way to reach libraries because they are already sharing resources. So, we’ve started encouraging small libraries to work together on promotion to share printing costs and decide which staff will approach county-wide

providers such as the sheriff, intermediate school district, or county health department. We'll continue to explore this in year two. On the flip side, smaller libraries may share zip codes and patrons, and we encountered instances of libraries becoming territorial while promoting TALK. This experience taught us to create a protocol on how to properly claim zip codes in overlapping areas, and how to make decisions about event messaging, so the users are not overwhelmed with multiple event messages from neighboring libraries. Libraries read the rules and check an opt-in agreement the first time they log into their MCLS TALK account.

In terms of technical difficulties, we tested the back end of the MCLS Web interface, made updates, and are constantly troubleshooting for improved usability. We have also encountered technical issues for users signing up and continue to work with MCLS to fine-tune the process.

YDL 2017-2021 Strategic Plan Wrap-Up

November 17, 2021

Lisa Hoenig, YDL Director

I am extremely proud of the YDL team's accomplishments in the nearly five years since the Board adopted the current strategic plan. I'd just joined YDL in September 2015, and was eager to identify the community's wants and needs. Our journey with strategic planning consultants from The Ivy Group in 2016 was truly a discovery process. In tandem with this, we immersed ourselves in Harwood Institute work, leading community conversations to divine our district's overall aspirations.

January 18, 2017: Strategic Plan presentation by Pam Fitzgerald of the Ivy Group at a Special Board meeting.

January 19, 2017: Formal adoption of the 2017-21 Strategic Plan and new logo and branding at Annual Board meeting.

February 3, 2017: "What's Next?" breakfast to unveil the new strategic plan to community leaders.

Staff were organized into work groups, most of which began meeting in May, 2017: Summer Reading, Internal Communication, 2018 YDL Anniversary Gala, Brand Consistency, Staff Diversity, Community Dialogue, Program Proposal/Evaluation, Workflow Opportunities/Efficiencies, Business/Economic Development, Service to Superior Township, and Bookmobile. A Wayfinding group was to be assembled following our space needs assessment, but Covid precluded this.

Progress reports from the chairs of work groups that remain active follow this summary. Our strategic plan infographic and Harwood summary are also attached, and [the full plan](#) is available on the YDL website.

The 2017-2021 Strategic Plan had five primary areas of focus.

1. **Generate and support greater staff diversity**

A. Foster a workforce that reflects the community

- *New hiring practices put in place that focus on recruiting a more diverse staff.*

B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races

- *Staff attended webinars, continued community conversations, and coordinated dialogue programs with the Washtenaw County Sheriff's Office which were very well received.*
- *Four staff members attended a TLN training session on the "Choose Civility" campaign in May 2018.*
- *Partnered with the League of Women Voters in 2018 to present candidate forums for local races which generated great interest.*
- *YDL offered programming focused on building community dialog with the thought-provoking Power of Children exhibit in 2019, and continued the "Safely talk about race and racism" film and discussion series.*
- *Assembled a new joint work group to further both of these objectives in 2019.*
- *In May about a dozen staff virtually attended Kent District Library's all-day Equity, Diversity and Inclusion summit.*
- *Two members of the work group attended the inaugural Allies Academy program offered by the NEW Center.*
- *Lisa & Julianne attended the A2Y Chamber's Impact event Diversity, Inclusion, Equity & Creativity in late 2019.*
- *YDL was a community partner and encouraged its staff and patrons to participate in each United Way 21-Day Equity Challenge.*
- *A number of staff attended a Library Journal webinar series on conducting a Collection Diversity Audit in 2020, and we have actively worked with the principles learned since that time to achieve a more representative collection.*
- *Covid-19 changed many procedures and interrupted many YDL initiatives, but virtual programming included many sessions on the topics of race and anti-racism.*
- *Despite our closure YDL still hosted the NEH exhibit For All The World To See, as it was more timely than ever. We provided a virtual tour so patrons could experience it digitally.*
- *The EDI workgroup contracted with Social Explorer to perform an in-depth GIS survey of our communities and our cardholders to provide the data needed to move forward with policies and outreach that better serve our most vulnerable patrons.*
- *Final report and recommendations coming soon!*

2. **Maximize the effectiveness of Library programs**

A. Develop a community-needs-based program proposal and evaluation process

- *The Program proposal work group learned about PLA's Project Outcome from 3 employees who attended training in April 2017, and ideas gleaned from the ALA annual conference by Jodi Krabnke.*

- *The group found a model from Plano, TX, that gave them many ideas for ways to better coordinate program proposals.*
 - *The group recruited small staff groups based on Early Literacy, School Age (K-8), Teen, Adult, and LINGO (55 years +) audiences. These sub-groups meet 3 times/year to brainstorm ideas that fit our strategic plan goals and have measurable outcomes.*
 - *The work group developed an extremely useful presenter/partner database for our staff Intranet.*
 - *A patron survey was conducted in 2020; staff used data collected to plan events.*
 - *Training established for programming staff on new Program Proposal and Evaluation process in 2021.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
- *A staff committee developed a new logo and unveiled The Summer Challenge in June 2017. It was immediately embraced by patrons, with participation way up! New badges were added in response to demand.*
 - *The Summer Challenge wrapped up its inaugural year successfully; the final report was presented in the September packet.*
 - *New Gold Star Partners program (day camps, etc.) extended our Summer Challenge reach in 2018.*
 - *The second year of The Summer Challenge solidified the brand.*
 - *In 2019 we purchased a 2-year sponsorship banner advertising the Summer Challenge at Rutherford Pool, a key partner.*
 - *The 2019 final report on The Summer Challenge illustrated the program's continued growth and success.*
 - *2020 Summer Challenge was all virtual... 2021 hybrid.*
- C. Become a valued contributor to economic development, especially small businesses
- *Adult Services Head Paula Drummond took a four-week eCourse titled Business Outreach for the Public Librarian. She has used knowledge and ideas generated through this program to lead our effort.*
 - *The Business and Economic Development work group assembled a comprehensive inventory of local business support organizations to help staff make effective referrals and share with the public online. They worked to identify gaps that YDL could fill in preparation for creating a web portal for business support.*
 - *Business work group effort on hold during Covid closure, but business programming has been beefed up considerably with this strategic plan focus, and is thriving.*

3. Improve the Library's fiscal health

- A. Explore millage feasibility and voter education program
- *I presented financial scenarios for the Board's consideration at the May 2017 meeting and held feasibility discussions with each municipality.*
 - *The Board unanimously voted to place a request for an additional .7 mills of operations funding on the November 2018 ballot.*
 - *A millage consultant was hired to assist with messaging and organizing the campaign.*
 - *A citizen's advocacy team for the millage formed.*
 - *Millage talking points and a FAQ were developed.*
 - *Staff, Board, and citizen's advocacy committee received training from the non-profit EveryLibrary.*
 - *Voter education efforts included mailings, in-house flyers, bookmarks, posters, and information sessions.*
 - *Millage approved by a 2/3 margin, November 2018!*
- B. Expand fundraising capabilities
- *150th anniversary fundraising gala held June 8, 2018.*
 - *YDL was selected to receive a fully-funded D-SIP intern to help with fundraising for Superior for 12 weeks in summer 2019.*
 - *Superior Capital Campaign committee established in 2019.*
 - *IRS 501(c)3 determination letter received December 2019!*
 - *Capital Campaign quiet phase launched with new Campaign Coordinator on board in early 2020.*
 - *I had my first executive coaching session on fundraising in January.*
 - *Began applying for foundation grants, and joined Kroger Community Rewards and Amazon Smile programs in 2020 with 501(c)3 status.*
 - *The James W. and Marla J. Gousseff Fund for the Ypsilanti District Library established in January 2021.*
 - *Capital Campaign public phase launched June 2021 using Fundly crowdfunding platform and featuring the 2:1 Young Family Next Chapter Challenge Match.*
 - *TD Ameritrade account opened to allow YDL to accept and sell gifts of stock for their cash value.*
 - *Board study sessions for fundraising coaching with Patricia Berry held fall 2021.*
- C. Explore workflow opportunities and efficiencies

- *Acquisitions Department visited Midwest Tape in August 2017. This led to a new processing profile for BluRay, with additional formats following. The changes freed up time for staff, incorporated the new branding, and incoming materials got to the shelf much faster.*
- *New phone system installed in December 2017 with Workflow Opportunities work group input.*
- *EnvisionWare service and Blue Cloud Mobile library app launched in 2018.*
- *New ticketing system to report help desk issues to IT, Facilities and Communications departments launched in 2019.*
- *Upgraded staff PCs to Windows 10 and Office 2019 in early 2020.*
- *Re-envisioning the Whittaker staff work areas that were damaged in the 2021 flood. Renovations will rearrange staff workstation locations to make better use of space and improve workflows.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Lisa and Julianne attended Library Journal Design Institute in May 2017.*
 - *Due to tight staffing, space utilization study was put on hold until after millage results were known.*
 - *Teen area at Whittaker Road was revamped in January 2018; very popular with all ages.*
 - *Space utilization study completed in 2019.*
 - *Whittaker second floor lighting upgrade complete summer 2021.*
- B. Improve service to Superior Township
 - *Superior's interior renovation completed in January 2017 was embraced by patrons and staff. Statistics went up!*
 - *Engaged Dan Whisler to develop design concepts for a new building.*
 - *Met with Superior Township representatives to begin discussions about site and building usage.*
 - *New Superior Library building project began immediately after millage approval, but placed in a holding pattern through 2019 pending WCRC agreement.*
 - *Site clearing work complete fall 2020.*
 - *New after-hours lockers partially funded by DTE operational support grant installed 2021.*
 - *Groundbreaking held April 7, 2021!*
 - *New Superior Library building construction underway in May.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile given a full-page feature in the summer 2017 issue of The Loop.*
 - *Exciting new bookmobile wrap with new YDL logo and brand installed.*
 - *New bookmobile driver hired and trained in 2018. "Meet the Outreach Fleet" featured the bookmobile during NLW.*
 - *Bookmobile appeared in Independence Day parade for the first time with its new wrap in 2018.*
 - *Bookmobile canopy repaired in January 2019.*
 - *Plan for signage at bookmobile stops placed on hold for Covid; bookmobile being used for curbside pick-up only in 2021.*

5. Market Library services more effectively

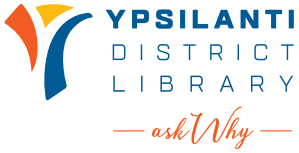
- A. Examine newsletter usage, format, content, and frequency
 - *First issue of The Loop released in June 2017 – feedback overwhelmingly positive.*
 - *Fall 2017 issue of The Loop was the first to be mailed, significantly increasing our reach to residents. Many new shoppers at the September Friends book sale were attributed to this.*
 - *With a grant from the United Way, expanded The Loop to 12 pages to include more community information in 2019.*
 - *Re-evaluated frequency and length of issues to better bridge the digital divide during the pandemic.*
 - *Returned to 12 pages and began quarterly publication with March-May 2021 issue.*
- B. Improve internal communications
 - *New staff Intranet and new security log database launched in late June 2017.*
 - *New phone system installed in December 2017 included many beneficial features.*
 - *New ticketing system to report help desk issues to IT, Facilities and Communications departments launched in 2019.*

- *Internal Communications work group considered further structuring and organizing the new Intranet, and a much-needed new and improved staff Intranet was unveiled just prior to Covid closure.*
- *Staff email migrated to Google Workspace for Nonprofits, providing better internal communication as well as improved resource sharing with many partner organizations.*

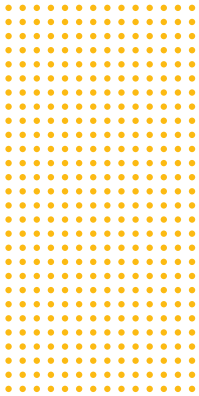
C. Rebrand, develop messaging, upgrade website, and improve wayfinding

- *New website, newsletter, and logo launched in June 2017, with signage, letterhead, t-shirts, business cards, banners, flag, pens, and more.*
- *The Brand Consistency work group developed guidelines for flyers and other internal use of the new brand.*
- *Friends purchased logo pop-up tent canopies for use at events.*
- *New website launched for National Library Week 2018.*
- *The Flex received a new wrap and the book trike was rebranded; they were featured with the bookmobile at “Meet the Outreach Fleet.”*
- *YDL-branded pencils, stickers, and water bottles were distributed during Library Card Sign-Up Month in September 2018.*
- *Additional tablecloths and banner signage acquired for better visibility at Outreach events.*
- *New YDL-branded 2-pocket folders and staff t-shirts acquired at the end of the 2018 fiscal year.*
- *Text notifications for holds, overdues, and pre-overdues launched summer 2019.*
- *Communico Attend and Reserve modules added to website in 2021 for improved room reservation and event booking interfaces.*
- *Whittaker reception desk area overhauled, making express computers and copy/print equipment easier to find.*
- *Wayfinding work delayed by Covid closure.*

THREE COMMUNITIES
ONE LIBRARY
A PLAN FOR ALL



734.482.4110 ypsilibrary.org



1 DIVERSITY

Foster a workforce that reflects our community

- Consult with others in the area who are doing this well
- Apply best practices and uniform policies and procedures to ensure inclusivity and attractive postings
- Increase opportunities for part time staff and reinstate paraprofessional positions, budget permitting

Facilitate community dialogue that builds relationships within our diverse population

- Ensure consistently inclusive messaging and communications
- Train staff in dialogue facilitation and encourage attendance at community meetings
- Create a Diversity Dialogue Committee with other groups to develop programs and host Community Conversations



2 PROGRAMS

Develop a community-needs-based program proposal and evaluation process

- Conduct Outcomes Based Planning and Evaluation training and apply to program proposals and assessments
- Develop online submission, management, and evaluation archive

Reorganize, rebrand, and reintroduce the summer reading program

- Rename and rebrand as a Library-led collaboration that focuses on critical thinking, skill-building, and community engagement
- Streamline program operations

Become a valued contributor to economic development

- Identify existing community resources and opportunities to serve
- Form a business advisory board of support agencies
- Train staff to serve the business community and add a dedicated YpsiBiz! web portal



3 FINANCES

Determine millage feasibility as basis of voter education program

- Research millage history and build financial scenarios
- IF the Board authorizes a campaign, contract with a millage consultant to guide outreach

Expand fundraising capabilities

- Conduct training for Board and Library leadership
- Develop process to vet grant proposals
- Investigate 501c3 status to expand opportunities

Explore workflow opportunities and efficiencies

- Investigate alternatives to SAM, credit card payment systems, and phone system to improve customer service
- Research replacement for current SPAM blocker and OCLC for MARC catalog records
- Enable online library card and Books on Wheels registration and e-notifications
- Survey staff for more suggestions



4 FACILITIES

Undertake facilities and space utilization studies of Michigan Avenue and Whittaker Road buildings

Improve service to Superior Township

- Survey residents and students regarding needs and preferences
- Review hours of operation and revamp collection based on survey data
- Collaborate with the Township to make the facility more welcoming and safe
- Revamp collection for better use of space
- Improve marketing to Township residents
- Increase number of bookmobile stops and investigate alternative venues for programs

Maximize visibility and use of the bookmobile

- Wrap the vehicle as a moving billboard for YDL's new brand
- Park at alternative locations throughout the community and attend school parent/teacher nights
- Expand visibility with signs at regular stops and increase use with expanded hours



5 MARKETING

Examine newsletter usage, format, content, and frequency

- Change format to decrease cost
- Expand reach by disseminating via postal routes
- Include a calendar of events and news about services
- Work with Washtenaw Literacy to improve readability

Improve internal communications

- Schedule in advance regular departmental meetings for group problem-solving
- Restructure or replace intranet and purge and reorganize files
- Develop an improved security log
- Provide opportunities for Library leadership to work service desks for a closer understanding of issues and challenges

Rebrand, develop messaging, upgrade website, and improve wayfinding

- Inventory signage, communications, and publications before applying new brand standards
- Launch new website
- Establish a standing committee to ensure consistent, readable signage across the District
- Renovate reception desk at Whittaker Road to become a more effective directional aid.
- Evaluate digital signage and real-time communications options

Ypsilanti District Library Harwood Community Conversations Summary December 2016

Libraries are trusted organizations in their communities and can objectively collect public knowledge from residents to work toward positive change. The Midwest Collaborative for Library Services and the Library of Michigan sponsored training in the Harwood Practice for 50 Michigan librarians in March, 2016, and YDL staff were honored to be among them. Between April and December 2016, YDL staff conducted 12 conversations and heard from 79 people across Ypsilanti, Ypsilanti Township and Superior Township. Staff also conducted a shorter ASK exercise with several hundred people at a Downtown Farm Market. The Library is committed to gaining a deep understanding of the community we are part of so we can better align the Library's work with things the community cares about. Here is what we have heard so far.

People said they want a community that:

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

Main concerns and actions that can make a difference:

1. Safety

People are concerned about their personal safety and the safety of their community. Lower-income and minority neighborhoods experience more severe criminal activity. Poorer people describe feeling unsafe walking down the street because they have witnessed guns, gangs, drugs and violence, while people in other neighborhoods are impacted more by a perception of area crime, feeling unsafe leaving their homes or parking downtown. People believe the police are not very effective or responsive and are prone to racial profiling. Low-income people, minorities, and youth particularly feel unprotected.

Many feel that clean-up of roadsides and starting or strengthening of watch programs could help improve the safety situation for neighborhoods. People would also like to see an increase in positive interactions with the police, especially with youth. The Sheriff's Office's efforts to engage the community are making some inroads, but there is still mistrust of police. Evidence of improvement such as the addition of effective officers and a lower crime rate could improve safety perceptions. A more positive media image and a stronger sense of community could go a long way toward a solution.

2. Economics

Community members are concerned that the area needs more jobs that pay better; adults are working the low-paying jobs that would normally be available to teens. Other economic needs are a stronger tax base, more investment and development in business, infrastructure repair and removal of blight. With the loss of industry, the Ypsilanti area has become a bedroom community whose residents primarily work in Ann Arbor or Detroit. There is a feeling that City

government uses poor judgment in regards to fiscal matters. City taxes are high due in part to debt related to Water Street, making it difficult for the city or its residents to get ahead.

Suggestions included finding funding for new businesses, so a focus on supporting new business start-ups could create jobs and retain both people and funds. A diversification of career options outside the service industry would also help. The Library could better market its resources to small businesses, and Washtenaw Community College might also be a strong partner in rebuilding the economy.

3. Sense of Community

People feel that there are many strong divisions between neighborhoods and many different “silos” in the community, causing judgment and scrutiny. Economically- or racially-based divisions are perpetuating stereotypes. People feel isolated. As people talk more about these concerns they talk about a lack of cooperation or communication between municipalities, between academics and the rest of the community, and even between neighborhoods. People lack pride in their community.

People want more activities that bring diverse groups together and a unified information source about activities in the area. A welcome wagon or packet for new residents, a large, free community event (perhaps the Heritage Festival reinvented), and a mechanism for better communication between groups could bridge divides. Ypsilanti takes great pride in its diversity – this identity should be promoted and practiced as a strength.

4. Youth

People are concerned about the public school system’s quality, its limited resources, and its safety. The outside competition for students from schools of choice and charter schools have diverted funds from the public schools. People also raised concerns about a lack of things for children and teens to do after school; we need free activities that educate youth and engage them in constructive behavior. Teens specifically asked for more free activities to “keep them out of trouble.”

People perceive there are few affordable, kid-friendly opportunities in Ypsilanti besides the Library, but this could be partially due to the area’s negative image and lack of a local news outlet. Improvements in safety of parks and cleanliness of rivers could help these natural resources be better utilized by families. Although people want to trust the new Superintendent and YCS teachers, there is lingering anger over the school merger and confidence is still building. More community support and partnerships would help, and youth would also benefit from creation of more job and training opportunities.

5. Environment

A large segment of the community has a strong interest in sustainability, green products, environmental stewardship, and buying local. At the same time there are also concerns about equal access to affordable healthy food, and poorer people seek community clean-up and less drug-related trash.

Solar Ypsi and the city's many sustainability groups are strong partners for environmental preservation. Ypsi Pride is one example of a clean-up event which could be built upon to include more participants to have a greater impact.

Going Forward

It will be important to take action on things the community cares about. People who have been in the conversations to date have given a few ideas about how to get started. This tells us that as a community we need to begin with small projects that give people a sense of hope and confidence that we can work together on more ambitious changes and aspirations.

If you would like to find out more about this work, or to host a community conversation, please contact Library Director Lisa Hoenig at (734) 879-1300.

Business Development Workgroup Report

Paula, Julianne, Jim, Khi, Charline

- The group decided at our first meeting that YDL should serve in a support and referral role as other well-established organizations (such as SCORE, SBDC at WCC and the Entrepreneurship Center at WCC) already offer mentoring, classes, and advisory services for the business community.
- We did a survey of existing organizations and services and agreed that both staff and the public should be made aware of these resources.
- We looked at business portal web sites to see which we thought might work as a template/ideas for a YDL business portal.
- One committee member went to a Small Business Forum presented by Ypsilanti Township and spoke about library services.
- We ran through an exercise to see if YDL could help a patron (with existing resources/referrals) with the basic steps of starting a small business. We found that we could indeed, use existing YDL resources and referrals to outside organizations/websites to help a patron with the first steps in starting a business. Our in-house resources are best suited to the small business community, which reflects on the information generally requested by our patrons with business questions.
- We have established a strong relationship with the staff at the Entrepreneurship Center at WCC and with the Ann Arbor Area SCORE office. We are co-hosting programs with both on a regular basis and have had good turnouts. The EC regularly advertises our programs in their newsletter and we publicize their programs as well by posting flyers and getting the word out via social media. We have recently started co-hosting our SCORE small business programs with the Salem South Lyon District Library; they are currently experiencing staffing changes so it is unsure where this partnership will go but we are both eager to explore what we can do together.
- We have developed a list of nearly 500 names of those interested in attending future small business programs. Each time a new program is developed, those on the list are notified. This has proven to be an effective tool to keep interested people informed; we see many repeat registrants. Virtual programs have proven popular with those interested in small business topics.
- We regularly refer patrons to both EC and SCORE and are currently looking at how we can better serve as a conduit for referral, possibly by creating a form on our website for patrons to fill out, as the library is more familiar in many cases to patrons than SCORE and EC.
- One committee member has had follow-up inquiries from patrons who have attended business programs and has met with several to assist them with using library resources.

We have not met since the pandemic but may be able to accomplish a few more tasks before the end of December.

Comments from those attending small business webinars and when receiving slide decks (sent via email after each presentation)

- I enjoyed the webinar last evening. Thanks for facilitating my registration and sending me the slide decks.
- I did, very helpful! Thanks again!
- This is great, thank you!
- This is great, thank you so much!
- Yes, The zoom meeting was helpful..The speaker was not the best, but his information was good.
- Awesome. Thx.

-Paula Drummond

Final Report 2017-2022 Strategic Plan Goal:

Reorganize, rebrand, and reintroduce the summer reading program



Summer reading programs have long been a staple of library programming. Newer research has shown that to stop summer learning loss, especially for kids who don't see themselves as readers, summer programs should go beyond reading. Providing family learning activities that encourage critical thinking, community engagement, physical fitness, and skill-building to keep kids engaged in learning all summer helps reduce summer learning loss for children who can't afford to attend camp or travel and fosters a community of learners. In 2017 after researching best practices, we redesigned and rebranded our reading program into a summer learning program--the Summer Challenge.

Local artist Jermaine Dickerson designed a bold logo that is a combination superhero emblem/sports logo that aligns with the library's brand and connotes energy and fun. The new program maintains the same look and structure for brand consistency, while staying fresh and engaging with new learning challenges and digital badges each year. Participants of all ages earn the digital badges by reading, learning at library programs, and completing challenges designed by library staff, giving the Summer Challenge a game-like feel.

A small committee that includes staff from all departments and the Community Relations Coordinator meet in January to review the previous year's program and make adjustments, following a timeline we developed to ensure we spread the work throughout the year and everyone knows their roles. All staff are invited to attend annual training sessions and can refer to a staff guide to provide good customer service and encourage participation. To ensure more non-library users are reached, Outreach developed a Summer Challenge Champions program so camps can participate as a group and earn prizes for all kids. A number of other small changes have been implemented and tested and we now have a solid program to continue in the coming years.

We track user data, including reading scores for local school districts, but it is difficult to know the impact of our program in relation to all other community initiatives and we will continue to consider how to align data with school success. Each year we create an annual report with user statistics. In 2018, participants who responded to a survey reported 90% learned something new and 70% enjoyed reading more. One participant responded, "I especially enjoyed the Explore Challenges. We went to parts of town and to events we might not have gone to otherwise... and I liked learning more about services offered at the library." While numbers of participants dropped during Covid, we continued to offer the program and people enjoyed the opportunity to engage with the library while we were closed, keep learning, and pick up prizes curbside. We expect numbers to rebound in the coming years. We have had some success getting schools, both public and charter schools, to promote the Summer Challenge, but more work is needed after Covid allows for us to renew our collaborations more regularly.

The program is funded in large part by the Friends of Ypsilanti Library, and one item remaining is to have a concise way to track costs from different budget lines and know the exact cost per participant.

Program Proposal and Evaluation Work Group Report

Ypsilanti District Library

November 17, 2021

As a result of the 2017-2021 YDL Strategic Plan, the Program Proposal and Evaluation (PP&E) work group was formed to develop a community needs-based program proposal and evaluation process. This process includes identified community needs, expected objectives, and outcomes-based evaluation tools to assess the effectiveness of programs. The Harwood community conversations and consultant's work with resident phone surveys that took place in 2016 as well as additional surveys in 2020 focused on virtual programming have informed our work where needs and expectations are concerned. The tools used to gauge the effectiveness of programs follows the Public Library Association's Project Outcome model as well as other alternative evaluation methods. In order to achieve this directive, the work group responded to each point as follows:

- **Conduct training in Outcomes-Based Planning and Evaluation (OBPE) and include it in new staff orientation.**

In order to introduce and fully embrace a new program planning and evaluation process, training emphasized the why's as well as the how's. A Program Hub on our staff Intranet was created to serve as the main resource for program planners. Staff training was developed based on the tools in the Program Hub. Also included on the Hub is a flow chart that demonstrates the step-by-step process for planners. Clickable links are included in the flow chart for ease of use. In-person training was conducted in September and October 2021. Twenty-one program planners attended the September sessions which offered an overview of the new planning and evaluation process. A second training in October focused specifically on evaluation methods, tools, and resources and was attended by 15 staff in person with others viewing the recorded version. Project Outcome was explored and a guide for alternative evaluation methods was assembled and is available on the Hub. Staff feedback on the training was positive and included encouraging comments about the benefits of the Program Hub and the district-wide communication among staff that results from this collaborative process. The training slide presentations and videos to be used as part of new staff orientation or as on-demand refresher training are currently being edited and will be readily available on the Program Hub. This process was successfully employed in planning the winter 2021 program season.

- **Regularly convene program proposal and evaluation committee consisting of department heads and key public service staff to assess new program proposals and the effectiveness of existing programs.**

In addition to the PP&E work group, five audience-based groups were created in 2018 to discuss ideas and develop program goals for specific age levels—Little Ones, Kids, Teens, Adults, and Seniors. Subsequently, the Teens and Kids groups were combined as they often have overlap and there is technically only one teen librarian on staff. These groups are comprised of staff from all public service departments and branches. The staff member in the PP&E work group representing an age group is also part of the appropriate audience-based work group. Work groups are advised to take into consideration any library, community or school initiatives when developing program ideas. After work groups discuss ideas, members share information with staff in their departments and can then propose programs based on work group goals and focus areas. These work groups will be ongoing and membership can change on an annual basis, however, the Community Relations Coordinator is a constant member of the PP&E work group. An organizational chart and timeline of duties was created to guide ongoing committee work. The chart is not necessarily to be viewed as a hierarchy of position; all of the groups represented have an equal stake in the ultimate goal of providing effective programs.

- **Develop a new program application process.**

A planning worksheet was created as a starting point for planners to assist in identifying how the community needs and the behavioral objectives will be addressed and programs evaluated. To create a more collaborative atmosphere surrounding program planning, the ideas outlined on the personal worksheet are intended to be shared and discussed at department and audience-based work group meetings. That information, once crystalized, is then entered in Communico Attend, a cloud-based application used to create events for The Loop newsletter and the online events calendar and reserve required venues for programs. A report is generated in Communico and reviewed each programming season (currently quarterly) by the PP&E work group with an eye toward preventing duplication of efforts across locations, intended audiences, and dates/times. If conflicts exist, planners have the opportunity to reconcile them before they are finalized for the online events calendar and The Loop. Because of the collaboration and steps taken prior to this point in the process, conflicts should be rare but the PP&E work group review will flag any for consideration.

- **Annually assess the effectiveness of existing programs in meeting behavioral objectives and community needs by using the OBPE tool.**

The PP&E work group will assemble documents once a year to review the effectiveness of the prior year's programming efforts and suggest any needed changes. Patron surveys, anecdotal statements, staff feedback, and attendance statistics will inform the evaluation of meeting the community's needs and objectives. The audience-based work groups evaluate

their programs each program season in order to react to any needed changes in a timely manner.

- **Develop online proposal submission and archive capabilities and both online and paper mechanisms to assemble patron evaluations, staff feedback, and anecdotal information on behavioral outcomes.**

Communico Attend serves as the online program proposal vehicle for programming staff to offer details of programs that includes description, intended audience, partners, and supervisor's approval. Reports are generated that capture programs by season and reviewed for conflicts of time/location/audience. The Public Library Association's Project Outcome serves as the portal to create and distribute both online and paper surveys to participants. This website has the capability of producing reports in various forms and offers comparisons to peer libraries and national averages for analysis. Other alternative evaluation methods introduced in training are varied in format and complexity allowing planners to consider the age group being surveyed and type of program being evaluated when choosing the appropriate method. Online folders have been created to store and access program photos that may be useful in evaluating the success of programs. Staff feedback is recorded and shared in the Presenter Directory and on individual planning worksheets to reflect on outcomes and consider any needed improvements.

- **Maintain a database of partner community organizations and contact information.**

A Presenter Directory was created to serve as an archive for programmers to consult for presenter information, topic ideas, staff feedback and partner organizations. A Presenter Entry form that includes partner information is completed by programmers and upon submission, is added to the Directory which can be accessed on the Program Hub. In addition, proposals that are submitted by presenters to YDL are collected in a spreadsheet that is available to programmers for planning purposes. These unsolicited proposals are gathered from the public form on the YDL website and funneled into a listing that is linked on the Program Hub.

Conclusion and Recommendations

The PP&E work group was tasked with creating a process that would maximize the effectiveness of the programs YDL offers based on the identified needs of the community. A defined process with concrete evaluation methods was established that emphasizes communication between staff from all branches and with a common goal of improving outcomes for participants through ongoing evaluation. With the Program Hub as the internal anchor bringing all of the tools and data together on the staff intranet, programming staff have the resources and tools needed to support the work of providing programs using this newly

established process. With the process established and the staff trained, the PP&E work group recommends the following:

- The PP&E work group and its audience-based groups continue to meet each programming season to provide structure with a collaborative framework.
- The PP&E work group continue to maintain and support changes or updates to the Program Hub including community needs, digital platforms, and best practices.
- New staff orientation for programmers should include a meeting with a member of the PP&E work group to introduce the planning process and the Program Hub and its contents. A checklist was created and should be used to ensure all relevant areas are introduced.
- Continue to offer feedback to Communico regarding the Attend module and enhancements for additional fields to indicate identified community needs and behavioral objectives when creating new events.

Submitted by Sheila Konen, on behalf of the Program Proposal and Evaluation Work Group, Jodi Krahnke, Monique Lopez-Geiman, Pat Mitchell, Psyche Jetton

Bookmobile Work Group

In accordance to the Mission Statement, the goal of the bookmobile is to “[break] down barriers of unfamiliarity and access, reaching people who cannot get to a library building due to physical, economic, social, or geographic reasons.” The bookmobile tries to meet the needs of as many people as possible, both for neighborhood and school visits. As such, prior to our closure due to the Covid outbreak, members of the Outreach department were assessing the attendance at neighborhood stops and discussing needed changes to increase attendance. However, due to the pandemic, the bookmobile is not making its school visits nor available for browsing, so any changes in the stops will be assessed once we are back to “normal.” The bookmobile, after time off the road both for the outbreak and for repairs, has resumed its stops as a location to pick up requested materials. Also shelved due to Covid restrictions was the project to place permanent signposts at the site of bookmobile stops. We hope to continue looking into this in the future.

**Equity, Diversity, and Inclusion:
Ypsilanti District Library and the Greater Ypsilanti Community
2017-2022 Strategic Plan Summary**

The Diversity workgroup was charged with “fostering a workforce that reflects our community” and “facilitating community dialogue that builds relationships within our diverse population.”

During the past few years of intense social change, our efforts seemed to mirror those on the national stage, and our work took on an urgency that the staff was eager to explore. The full plan outlines the many initiatives underway and our recommendations for future work, which are considerable.

In summary, this workgroup took a hard look both internally and externally at YDL procedures and policies and evaluated them with a new eye toward achieving equity in services and opportunities. Beginning with a custom GIS survey of the YDL district, we received a granular study of our community, with Census tract-level data allowing us to study demographics and risk indicators that guide how we might best provide outreach to our most vulnerable community members.

Another key element of our plan is the recommendation that YDL adopt a “fine free” policy. This workgroup believes that fines are a punitive measure that have unintended consequences beyond the timely return of library materials. Considerations we have undertaken include: Are fines negatively impacting library usage, either past, present, or future?; Are fines central to the library’ revenue?; Do fines in any way reduce the tax burden?; How are fines justified in a budgetary surplus?; Do fines “punish” specific groups of users, such as children or low-income patrons?; Does the retention of fine data result in a “7-year penalty?;” Is the usage of a collection agency working for or against the perceived image of the library?

YDL staff were eager to undertake continuing education opportunities and attended an astounding number of workshops and webinars, including county-wide initiatives and year-long learning cohorts. Training crossed industry sectors and included work in racial justice, cultural competency, hospitality, community engagement, implicit bias, and other efforts that benefit both the worldview of the staff member and the public which we serve.

The pandemic made abundantly clear the debilitating impact of the digital divide, and YDL made a concerted effort to bridge that gap by installing improved WiFi access points at its Whittaker and Michigan locations and to circulate hot spots to patrons with poor Internet connections. In addition, we instituted an online library card application process to ensure that all community members would be able to access the library’s digital collections and services during our closure.

The EDI workgroup also scratched the surface of employment trends in the library field and how we might better attract a more diverse pool of candidates for job openings. Our work here has just begun, and the full plan will outline the larger conversations that we feel are important to undertake, such as the requirement of the industry-standard MLS degree, and the implications that a union environment have on recruiting and retention. With an eye toward change, however, YDL sought to increase candidates of color by posting its job openings outside of traditional library avenues and to consider more deeply how a diverse staff benefits our community beyond conventional past work experience in a library. The compensation study currently underway also represents an important undertaking in evaluating YDL’s staff infrastructure.

Our work in equity, diversity, and inclusion has just begun, and we are excited to begin our next chapter. Many of our recommendations will impact board policy, and we look forward to sharing our findings.

2017-2022 EDI Workgroup

Julianne Smith, Marianne Vandenberg, Joy Cichewicz, Marlena Shuler, Monica Gower, Monique Lopez-Geiman

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
Oct 2021**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
Friends of YDL Annual Support	\$46,316	\$43,360	\$36,050	\$36,000	\$31,000		\$8,850	
Memorial Gifts	\$1,923							
In Memory of Marcia Peters			\$525	\$100				
In Memory of Xavier Small		\$5,951						
In Memory of Robert Warren			\$2,170	\$150	\$100			
In Memory of Ingrid Koch				\$1,011				
In Memory of Beatrice L. and Harman F. Sperry				\$1,000				
In Memory of Mary Weizenbach					\$1,000			
In Memory of Pete Murdock					\$1,500			
In Memory of Diane Horn					\$950			
In Memory of Jannette M. Gable			\$2,000					
In Memory of Marguerite Leighton						\$1,008		
In Memory of William M. White Jr.						\$2,000		
In Memory of John C. Slicker						\$1,000		
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008		\$0
Annual Giving Campaign	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764		\$350
Additional fundraising activities								
Gala 150 year anniversary				\$24,123				
Annual Report Mailing			\$1,180		\$1,971		\$5,000	
Dining for Dollars	\$273	\$652	\$276	\$306	\$256		\$237	
Trustee Parties	\$7,165	\$3,421	\$5,489	\$3,760				
Kroger Community Rewards						\$257	\$455	
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693	
Sponsorships								
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000					
Bank of Ann Arbor (New Superior Library Groundbreaking Livestream)							\$2,500	
Bank of Ann Arbor (Vehicle Donation)			\$2,000	\$2,000				
Gene Butman Ford (Vehicle Donation)			\$3,316					
Beal Investment-TedX Sponsor			\$900					
The Mosaic Foundation	\$1,000	\$1,000	\$1,000		\$1,000			
Fifth Third Bank (Flag Pole - New Superior)						\$5,000		
Sub-total	\$1,000	\$3,500	\$10,216	\$2,000	\$1,000	\$5,000	\$2,500	
YDL Endowment Fund								
General		\$10,400	\$2,505	\$6,025	\$5,350	\$3,675	\$4,000	
YDL (Yoder Fund Transfer/ Yates Fund Transfer)				\$3,252		\$3,369		
Superior					\$350	\$2,641		
Marla J. Gousseff Trust: The James W. and Marla J. Gousseff Fund for YDL							\$211,588	
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$215,588	
Designated Donations	\$4,054							
General Fund		\$450	\$620	\$1,229	\$1,037	\$101		
Michigan Ave			\$1,000	\$1,000	\$1,000		\$300	
Superior		\$500		\$7,584	\$45,900	\$30,495	\$358,815	
Adult Fiction		\$500		\$600	\$500			
Bookmobile				\$1,000				
Memorial Gifts		\$953	\$1,264	\$443	\$225			
MI Ave Plaza Lighting					\$1,000		\$10,000	
Youth Programming					\$50			
Sub-total	\$4,054	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	\$369,115	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$602,096	

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD**

Oct 2021

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
Grants								
ALA-PBS Great American Reads series				\$2,000				
ALSC Dia Turns 20 Mini Grant		\$2,000						
ALSC STEAM Strengthening Communities Grant					\$5,000	\$5,000		
Ann Arbor Farm & Garden		\$985				\$5,000		
Blue Cross Complete of MI - Early Literacy Program					\$1,200			
CARES Act Grant						\$6,400		
Downtown Association of Ypsilanti [Direct]		\$1,700						
DTE Foundation							\$10,000	
Ezra Jack Keats Minigrant, EJK Foundation		\$500						
Gro More Good Grassroots Grant					\$500			
Graham Scholars Summer Internship Program						\$4,000	\$4,000	
Generations United					\$1,500			
Generator Z (Lakeshore Connections)							\$24,000	
IMLS National Leadership Grant (TALK)						\$71,324	\$59,534	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080	\$1,080			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100			
LSTA - Public Library Services Grant					\$1,555			
MCACA- Capital Grant - Superior						\$42,500	\$7,500	
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		\$2,800		
MCACA-Ypsi Song Fest	\$5,625	\$8,156						
MCFB - Family Read						\$500		
MCLS-Harwood		\$690						
MHC - America without Racism: Making the Vision a Reality							\$1,500	
MHC- Arts & Humanities Touring Grant			\$324					
MHC - Prime Time Family Reading	\$8,075	\$3,000		\$3,000	\$2,700			
MHC - Ypsilanti African American Oral History Archive		\$24,350						
MParks						\$3,000		
National Center for Family Learning			\$3,000					
NEH-Wild Land Exhibit Programming Grant		\$1,000						
Nuetral Zone -TAG Youth Driven Project							\$900	
Teen Science Café Grant				\$3,000				
The Herrick Foundation							\$150,000	
The Towsley Foundation ***								
United Way Opportunity Grant			\$5,000	\$3,000				
Washtenaw County Census Mini Grant						\$500		
Washtenaw County Commission Superior Allocation							\$50,000	
YACF - Air Purification						\$12,000		
YACF Early Creative Youth Studio		\$3,000						
YACF Early Literacy Outreach		\$2,565						
YALSA/DollarSummer Teen Intern Grant	\$1,000		\$1,000		\$1,000			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,335	\$6,571	\$7,220	\$7,718	
Young Family Foundation							\$200,000	
Ypsilanti Downtown Development Authority						\$800		
Total Grants	\$23,360	\$57,956	\$91,360	\$82,465	\$63,206	\$160,244	\$515,152	
GRAND TOTALS	\$88,145	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$1,117,248	

Designated Fundraising to Date
YDL - Superior Construction (Gousseff Trust included) - \$1,329,672.29
*** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

** IMLS National Learership Grant - TALK remaining grant amount is \$111,142

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
CURRENT PUBLIC SERVICE OFFERINGS													
BOOKS ON WHEELS DELIVERIES	9	8	6	10	13	7	14	15	21	12			115
CIRCULATION													
Whittaker	12,829	11,399	11,775	10,748	10,548	15,784	30,538	30,622	25,882	27,375			187,500
Michigan	3,587	3,115	3,461	3,186	3,486	3,254	5,039	5,645	5,660	5,691			42,124
Superior	1,118	966	1,134	747	704	873	670	656	782	585			8,235
Bookmobile	0	0	0	113	149	23	129	318	133	50			915
eProducts	12,412	11,903	12,222	10,499	10,720	10,379	10,200	11,266	10,200	11,086			110,887
TOTAL	29,946	27,383	28,592	25,293	25,607	30,313	46,576	48,507	42,657	44,787	0	0	349,661
COLLECTION													
Physical items added	1,127	1,127	225	940	443	945	730	1,200	1,424	1,477			9,638
eltems added	969	562	947	585	1,827	726	1,186	1,688	717	1,236			10,443
Items cataloged	186	317	163	301	289	319	241	438	508	477			3,239
CURBSIDE APPOINTMENTS													
Whittaker	1,858	1,630	1,706	1,587	1,430	1,075	227	173	157	121			9,964
Michigan	585	524	628	507	516	511	102	44	21	34			3,472
Superior	212	203	85	165	151	143	110	159	130	144			1,502
Bookmobile	0	0	0	21	30	0	20	181	44	0			296
TOTAL	2,655	2,357	2,419	2,280	2,127	1,729	439	376	352	299	0	0	15,033
HAND PICKED FOR YOU													
Whittaker	28	21	15	13	16	6	0	0	0	0			99
Michigan	6	1	10	3	8	1	0	0	0	0			29
Superior	3	0	2	0	1	2	0	0	0	0			8
Bookmobile	0	0	0	7	0	1	0	1	0	0			9
TOTAL	37	22	27	23	25	10	0	1	0	0	0	0	145
MELCAT													
Loans	890	934	644	864	956	1,006	898	999	932	867			8,990
Borrows	972	955	730	890	794	883	1,058	1,320	932	926			9,460
NEW LIBRARY CARDS													
New applications	102	74	88	77	93	202	349	376	458	291			2,110
Student eCards	55	1	0	3	0	0	0	0	0	0			59
TOTAL	157	75	88	80	93	202	349	376	458	291	0	0	2,169
PODCAST: YPSI STORIES													
Plays	544	572	686	752	802	961	1,068	1,184	1,290	1,385			9,244

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**
****Whittaker Rd. reopen June 21st**
****Michigan Ave reopen July 6th**

Bookmobile off the road:
- July 2021
- Sept 6th to Nov 5th

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
PRINTING ON DEMAND <i>Ltd. to 20 free pages/day</i>													
Whittaker	24	26	27	44	40	30							191
Michigan	55	51	89	75	63	57	3						393
Superior	1	4	8	10	10	4	7	1	15	6			66
TOTAL	80	81	124	129	113	91	10	1	15	6	0	0	650
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390	420	263	18	0	50	0	0			1,633
Teen	21	24	30	12	21	0	0	63	0	0			171
Adult	103	83	106	65	71	35	56	24	0	0			543
Partner sites	0	0	0	0	0	0	0	0	0	0			-
TOTAL	344	379	526	497	355	53	56	137	0	0	0	0	2,347
REFERENCE <i>Telephone and email</i>													
Whittaker	349	559	578	339	279	2,008	4,131	2,957	2,768	2,454			16,422
Michigan	424	616	885	481	375	392	1,563	2,175	2,031	1,910			10,852
Superior	94	120	96	127	126	58	71	73	75	75			915
Bookmobile	0	0	0	5	20	52	0	65	11	0			153
TOTAL	867	1,295	1,559	952	800	2,510	5,765	5,270	4,885	4,439	0	0	28,342
TAX ASSISTANCE VISITS													
Whittaker		5	103	67	0								175
Michigan		32	162	45	7								246
Superior		19	37	25	3								84
TOTAL		56	302	137	10								505
TEACHER BUNDLES													
Whittaker	1	0	1	1	0	0	0	0	0	0			3
Michigan	0	1	0	0	0	0	0	0	0	0			1
Superior	0	0	0	0	0	0	0	0	0	0			-
TOTAL	1	1	1	1	0	0	0	0	0	0	0	0	4
TECHNOLOGY													
Web site visitors	107,067	96,938	109,540	85,095	86,150	103,324	106,125	100,727	96,693	93,069			984,728
Wireless users	238	419	760	788	710	1,529	3,918	4,987	5,846	5,738			24,933
App users (unique)	680	681	683	698	658	747	804	866	886	1,069			7,772
TUTORING SESSIONS (826)	21	98	112	100	29				0	0			360

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**
****Whittaker Rd. reopen June 21st**
****Michigan Ave reopen July 6th**

Bookmobile off the road:
- July 2021
- Sept 6th to Nov 5th

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
VIRTUAL PROGRAMS													
<i>Live viewing or off-site</i>													
WHIT Youth/Attendance	9(37)	12(36)	7(16)	13(30)	7(10)	10(133)	21(329)	7(137)	15(261)	35(866)			101(989)
MICH Youth/Attendance	8(191)	5(34)	8(46)	6(39)	4(30)	7(43)	8(72)	5(47)	8(72)	11(268)			70(842)
SUP Youth/Attendance	2(193)	9(35)	1(25)	1(7)	1(12)	8(627)	6(472)	7(579)	4(128)	4(118)			43(2,196)
TOTAL YOUTH	19(421)	26(105)	16(87)	20(76)	12(52)	25(803)	35(873)	19(763)	27(461)	50(1,252)			249(4,893)
WHIT Teens/Attendance	3(19)	2(13)	2(14)	2(13)	2(15)	2(12)	2(10)	2(8)	3(11)	5(18)			25(133)
MICH Teens/Attendance	5(30)	9(69)	1(30)	4(20)	3(15)	8(70)	4(20)	2(11)	3(11)	16(48)			55(324)
SUP Teens/Attendance	0	0	0	0	0	0	0	0	0	0			-
TOTAL TEEN	8(49)	11(82)	3(44)	6(33)	5(30)	10(82)	6(30)	4(19)	6(22)	21(66)			80(457)
WHIT Adults/Attendance	19(106)	25(139)	28(160)	22(174)	24(163)	23(312)	20(115)	22(208)	39(166)	35(324)			218(1,701)
MICH Adults/Attendance	12(116)	14(549)	13(102)	9(80)	14(113)	15(171)	14(134)	10(105)	10(55)	11(78)			112(1,448)
SUP Adults/Attendance	2(45)	1(39)	6(87)	3(48)	2(7)	3(47)	2(69)	0	3(47)	6(64)			25(406)
TOTAL ADULT	33(267)	40(727)	47(349)	34(302)	40(283)	41(530)	36(318)	32(313)	52(268)	52(466)			407(3,823)
TOTAL VIRTUAL EVENTS	60(737)	77(914)	66(480)	60(411)	57(365)	76(1,415)	77(1,221)	55(1,095)	85(751)	123(1,784)			736(9,173)
VIRTUAL PROGRAMS													
<i>Recorded views</i>													
Youth programs/views													
Teen programs/views													
Adults programs/views													
<i>* Programs are totaled in Sept. to comply with State Aid reporting</i>													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution		500	3,000							3,000			6,500
COVID Rapid Test Kits								90	10				
New book widget on web site													March
Additional mobile hotspots (10)		10											21 (total)
Pop-up sidewalk browsing				42	39				107 (Friends &	18			99
Electronics Recycling						9,433 pds							
Vaccine days							28						28
Lunch distribution (Parkridge)						25	79	59					163
Sycamore Meadows lunch help							67	80					147
FUTURE COVID ACTS OF GREATNESS													TBD
WiFi expansion at SUP													TBD
COVID testing days													

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**
****Whittaker Rd. reopen June 21st**
****Michigan Ave reopen July 6th**

Bookmobile off the road:
- July 2021
- Sept 6th to Nov 5th

Department Reports

Acquisitions Department Board Report

November 2021

Department News and Activities

- The 2021 amended budgets and 2022 proposed budgets have been finalized.
- I have been busy attending meetings and gathering information for our Superior Opening Day Collection project.
- The initial orders for our expanded Library of Things have been placed and will be arriving soon. This is a very exciting project! A few examples of the Things include a sewing machine, oversized yard games, a pickleball set, and Roku streaming devices.
- Starting in the new fiscal year, we will be switching our periodicals vendor to W.T. Cox, contracted through TLN. Periodicals management is quite time consuming, given the constant changing nature of the industry. Unfortunately, our current vendor did not always meet our expectations. I'm hopeful this new vendor will be better and it will be beneficial to have TLN's support in case any issues do arise.
- Acquisitions staff continue to work on our regular tasks, including receiving orders (lots arriving at the end of the fiscal year!), processing materials, repairing items, MeLCat, and cataloging.
- Acquisitions clerk Brenda continues to work on an inventory project, making sure everything is accounted for and accurate on our shelves.

Statistics

- The collection budget is currently 90% encumbered.
- 477 items were cataloged in October.
- 2,713 items were added to the collection, including 1,236 e-items, in October.
- YDL borrowed 926 items from other libraries via MeLCat in October.
- YDL loaned 867 items to other libraries via MeLCat in October.

Submitted by Sarah Zawacki
November 10, 2021

Assistant Director
Board Report: October, 2021

“Designing” the opening day collection (ODC) for the new Superior branch is full-steam ahead! Total items by audience, subject, format, etc., is being finalized, and processing and cataloging specifications with the vendor are underway. It’s exciting to imagine the book collection growing from 2,173 to 12,354 items!

Unfortunately, the Health Department is unable to provide us with a vaccine clinic in November as we had hoped. I will try again in the new year.

The bed bug committee is finalizing our staff presentation and documentation. The presentation will be recorded for those unable to attend in person, as well as for the Friends who often find unsavory items in donations (!)

I am working with several staff on “revamping” our services for seniors and disability access tools location/marketing. I hope to offer a PSA-style “release” of our services that coincides with this year’s Washtenaw Read: *Being Heumann: An Unrepentant Memoir of a Disability Rights Activist* (Judith Heumann). We will move the JAWS machine (text to speech) downstairs where it is more accessible, visible, and located by other assistive devices, such as the Topaz (video magnifier) machine.

ProQuest has decided to end their remote access to Ancestry Library Edition on December 31, 2021. It was terrific of them to offer it during the pandemic, and I think there will be many disappointed people on January 1. Their reasoning was that providing continued remote access would compete with the comparative product HeritageQuest, as well as the consumer version of Ancestry Library.

Flood remediation work continues. The staff room is nearly finished (dare I say it). We are waiting on an electrician, one piece of equipment, some hardware, new vinyl flooring, and a few smaller items. The majority of the work is complete, and the staff will be beyond thrilled to have their lunch room back. The downstairs work is making progress on paper, but we continue to experience supply chain issues. The latest is that only 2 of our 3 carpet tiles is available. Because the carpet must be laid before the furniture can be installed, we are paused yet again. I anticipate the need to close the library for 2-3 days during the installation.

This month’s “fine free homework” is an article from the Freep (Feb. 2020). It focuses a bit more on our Michigan neighbors. So far you have studied the national lead, what the “big kids” are doing, and now our local colleagues. 😊



ALA Resolution on Monetary Library Fines as a Form of Social Inequity (Sep. 2021)



NPR: The Nation’s Largest Public Library System if Ending Late Fees Forever (Oct. 2021)



Some Michigan Libraries Join Nationwide Trend: Eliminating Late Fees on Overdue Books (Nov. 2021)

Submitted by Julianne Smith, November 10, 2021

Detroit Free Press

MICHIGAN

Some Michigan libraries join nationwide trend: Eliminating late fees on overdue books

Christina Hall Detroit Free Press

Published 6:01 a.m. ET Feb. 12, 2020 | Updated 7:50 a.m. ET Feb. 12, 2020

My household checks out a *lot* of library materials — books, DVDs, CDs.

But life gets busy. Work. School. Play. Activities. Repeat.

During the library loan time, something in the pile isn't returned on time. Then, it's overdue. Then, the fines begin.

But relief is in sight for some households like mine. Libraries in metro Detroit, Michigan and across the U.S. have or are considering joining the nationwide trend of eliminating fines for overdue materials. Or, at least going partially fine-free.

Larger library systems, including the Detroit Public Library, Kent District Library and Grand Rapids Public Library, and smaller ones, such as the Ferndale Area District Library, Grosse Pointe Public Library and Chesterfield Township Library, either have eliminated overdue fines for all patrons or have gotten rid of late fines for certain patrons, such as children and teens.

Ferndale Area District Library removed overdue fines from children and teen materials and older adult materials at the end of September, Director Jenny Marr said. The library just charges overdue fines on the newest adult materials and CDs for adults to incentivize patrons to return the most popular materials.

"We might eventually be completely fine-free. This is a nice way to try it out and see (how it goes)," Marr said. "The biggest burden — families, and children's materials — we wanted to remove that barrier. It really hits families harder. Multiple

items checked out. Multiple due dates. We didn't want fines on a child's card to prevent them from using the library." She said most patrons are pleasantly surprised when they find out about the revised policy.

"They didn't realize. They were thrilled. We've had a lot of parents, who used to be very concerned ... have less anxiety bringing the kids in."

More: Oakland County libraries hustling to get hip

More: Book returned to Flint library 51 years later

Grosse Pointe Public Library went fine-free starting Feb. 1 on everything except certain DVDs, WiFi hot spots and wireless charging stations, according to a notice to patrons.

Chesterfield Township Library went fine-free Jan. 1, but said in a news release that fees will continue for lost or damaged items. Also, materials obtained from other libraries through interlibrary loan will still be subject to fines.

The American Library Association passed a resolution last year stating that the imposition of monetary library fines creates a barrier to library and information services. It urged libraries to move toward eliminating them.

Some local library directors said studies on the topic were examined before making a final decision. Some conversations about eliminating overdue fines have been going on for years.

Library directors said the main reason for going fine-free is to ensure there are no barriers to service. Those with low income, who were reluctant to check out materials, now don't have to worry about fines if they return materials late.

Fines could be imposed if the library determines that the item is considered lost under its policies.

In Michigan, there are 398 library systems, of which 391 reported to the state in an annual report/state aid request that was due by Feb. 1. Of the 391 systems that reported, 60 said they don't collect fines from patrons, according to Joe Hamlin, library data coordinator for the Library of Michigan.

He said 39 library systems reported that they only collect fines from adult patrons, and 292 library systems reported that they still collect overdue fines from all patrons.

"I added that (question) this year," Hamlin said. "There's a lot of libraries that are talking about fine-free. The push has been over the last couple of years."

Jim Flury, technical services manager of The Library Network, which serves about 75 libraries in Wayne, Oakland, Washtenaw, Livingston and St. Clair counties, said he is aware of a dozen libraries that are partially or all fine-free — from Allen Park Public Library to Cromaine Library in Hartland.

Hamlin said the idea has been that fines change behavior and keep patrons returning materials on time, "but there's really no impact." However, there is staff time and cost involved in dealing with and collecting overdue fines.

In mid-2018, the city of San Diego decided to forgive fines and no longer charge daily late fees for items returned late, in part, because of the cost of trying to recover the fines exceeded the value of the fines. A city analysis showed the library collected \$675,000 in fees each year and spent nearly \$1 million to collect them, according to a city news release.

Several metro Detroit libraries said revenue from overdue fines is very small — 1% or less of their budget. *typical*

With the elimination of overdue fines, directors said, library staff can spend more time focusing on library services.

Chesterfield Township Library Director Elizabeth Madson said it's too early to report any problems or effect on circulation. However, she said the response staff has received from patrons is "overwhelmingly positive."

"Staff have shared experiences where a patron is returning a stack of overdue books, and when they learn that their fine has been waived, the patron reacts with delight. This is a win-win for the patron, who is not penalized, and the library, whose materials are actually returned," Madson wrote in an email. "Public libraries are firm believers that equal access means equal opportunity for success."

She said eliminating fines still holds patrons accountable for returning materials, but eliminates what may be a negative customer experience.

Library directors said the staff also appreciates the move.

Redford Township District Library Director Garrett Hungerford said there's no more arguing with patrons about fines, creating friendlier vibes at the circulation desk.

He said the library also has seen a 7% increase in circulation since it went completely fine-free starting April 1 through the end of last year. He said the library has not experienced a high non-return rate since making the move.

"Fine-free doesn't mean there's no responsibility," he said. "Ultimately, if you decide not to bring the book back, you will have to pay for the replacement item."

Contact Christina Hall: chall@freepress.com. Follow her on Twitter: [@challreporter](https://twitter.com/challreporter).



Communications & Development

Monthly report: November 2021

Major print pieces produced:



- We printed 700 postcards for this year's Annual Appeal. We have one version to send to people who have already donated to the Capital Campaign, and one to those who haven't yet contributed. This is mailing in lieu of the letters we typically send out in the hopes it will be more streamlined and visually appealing. There are QR codes for people to easily donate or access more information about the fundraising progress. For those who have already contributed, there's also a QR code taking them to a video that we made of staff members thanking them for their contributions.
- The winter issue of *The Loop* is in progress and should hit mailboxes around December 1. We'll include information about the YDL strategic plan, 1-year anniversary of Ypsi Stories, the spring exhibit "Evicted," community warming centers, and more.

Promotions

- **Capital Campaign:** As of 11/9 we've raised about \$130,000 in the crowdfunding portion of our Capital Campaign. We're currently in another matching challenge, where a local foundation is matching donations up to \$100,000, which we're hoping to raise by the end of the year. We've finished our postcard mailers that should result in an uptick in donations to the campaign (see above).
- **Ypsi Stories:** We had an unusual release schedule for the latest set of Ypsi Stories episodes, and one was a two-parter. This also coincided with the 1-year anniversary of the podcast! As such, we had special social media plugs for these episodes that were very well-received, and are including an article in *The Loop* celebrating 1 year of Ypsi Stories. The podcast was also covered in *American Libraries* (see below).

Notable Media Mentions

- *American Libraries* featured Ypsi Stories in their November issue as part of an article on how library podcasts examine local history. Ypsi Stories was one of a handful of library podcasts from across the country that was featured in the article (see attached).
- Destination Ann Arbor listed the Friends Holiday Book Sale on their site.

- Superior Township had a piece about the progress at the new Superior Library construction site. They also posted photos from the beam signing and linked to the post on the YDL website that we wrote about the progress.

Community Relations

- Sam and Mary continue to attend Parkridge meetings and provide YDL updates. Sam attended the Engage@EMU meeting this month.

Notable Social Media activity

Ypsilanti District Library
Published by Hootsuite · November 5 at 1:39 PM · 🌐

Great news...after TOO long, the Bookmobile will get back on the road next week! Starting Monday, Nov 8, the Bookmobile will resume it's regular routes from 4-7pm Mon-Thurs. Visit <https://www.ypsilibrary.org/about/visit/bookmobile/> for details and route information. Thanks for your patience!

3,036 People reached 345 Engagements ↑ +9.7x higher Distribution score **Boost post**

👍❤️ 52 18 Shares

👍 Like 💬 Comment ➦ Share

Comment as Ypsilanti District Library

- More than 3,000 people saw our post announcing the return of the Bookmobile after a prolonged absence due to maintenance. It got 345 engagements, including 18 shares and 52 likes.
- Our post announcing our new Digital Michigan Newspaper Portal reached over 830 people with 45 engagements and 15 likes.
- Our posts on the latest two episodes of Ypsi Stories reached a combined 1,300 people, with more than 100 engagements.
- More than 700 people saw our post about the Superior Construction progress, and the last beam being put into place. The post had 48 engagements and 28 likes.
- A picture of our chain of ghosts made out of sassafras leaves that was displayed in the Whittaker Youth Department got 87 likes on Instagram.

Submitted by Sam Killian on November 12, 2021

Broadcasting the Past

Library podcasts explore local history

By [Bill Furbee](https://americanlibrariesmagazine.org/authors/bill-furbee/) | November 1, 2021

[\(/#facebook\)](#) [\(/#twitter\)](#) [\(/#email\)](#)



Jeff Whalen, special collections librarian at Long Beach (Calif.) Public Library, records an episode of *Don't Know Beach about History: Short Histories of Long Beach* in August.
Photo: Ryan Rogers

Keloni Parks, manager of Cincinnati and Hamilton County (Ohio) Public Library's (CHCPL) West End branch, is passionate about West End history. Her father was born and raised in the area, and Parks used to visit family and friends there regularly while growing up. "The West End was one of the few places in the city where African Americans could reside," she says. "[It] was dense, vibrant, and thriving."

That all changed in the 1950s, when parts of the neighborhood were partially destroyed to make way for Interstate 75. "[The area] will never be what it was," she says.

In an effort to share this history with her city, Parks started *The West End Stories Project*, a monthly podcast that preserves the fading narratives of African Americans who grew up in the area, before their stories are lost to time. The podcast, which debuted in September 2020, was inspired by two events: the construction of a soccer stadium that further displaced many West End residents and the death of local author John W. Harshaw Sr., who wrote the book *Cincinnati's West End: Through Our Eyes* (2011). "Memories [were] erased with [Harshaw's] passing, and the further destruction of the community really lit the fire to get the project started," she says.

Parks is one of several librarians across the country using their research and tech skills to create podcasts that capture community histories—especially those perspectives that are often forgotten or marginalized. Many in the profession find that podcasting is easy to learn, and that

Latest Library Links

[\(https://americanlibrariesmagazine.org/links/\)](https://americanlibrariesmagazine.org/links/)

19h



<https://americanlibrariesmagazine.org/wp-content/uploads/2020/10/librarybooks.jpg>
W. Gavigan writes: "School librarians hear the question all the time: Why do we need school libraries and school librarians when students have the internet? The perception is that a computer and Wi-Fi are all students need for their informational and recreational needs. [Here are four functions that school librarians carry out](#) (<https://theconversation.com/librarians-help-students-navigate-an-age-of-misinformation-but-schools-are-cutting-their-numbers-168637>), that I believe make their role more important now than ever."
[The Conversation, Nov. 2](#)

AL Live



[\(http://americanlibrarieslive.org/\)](http://americanlibrarieslive.org/)



[\(https://americanlibrariesmagazine.org/al-live/\)](https://americanlibrariesmagazine.org/al-live/)



[\(https://spellingbee.com/\)](https://spellingbee.com/)

[utm_source=ala&utm_medium=banner&utm_campaign=AL-online](https://spellingbee.com/?utm_source=ala&utm_medium=banner&utm_campaign=AL-online)

audio brings a vibrance and immediacy that often can't be replicated with the written word. Another reason for this medium's popularity is the low barrier to entry, as library staffers are privy to the many free tools that are now available for recording, editing, and hosting podcasts.

Labor of love

Shoshanna Wechter, reference librarian at Ypsilanti (Mich.) District Library, created the podcast *Ypsi Stories* in November 2020 to explore overlooked aspects of the town's history. "It was an opportunity to showcase different experiences, narratives, and histories that you don't normally see in a history book or even from local history organizations," she says.

Ypsi Stories was inspired by the local history programs that the library had hosted before the pandemic. When in-person events became impractical or impossible, Wechter turned to podcasting to fill the void. The monthly show features local historians and experts discussing everything from city infrastructure and Black liberation to organizational histories and personal narratives. The library supplements each episode with related videos, photos, bibliographies, and biographies on its website. "Ypsilanti has a rich and diverse history," Wechter says, "and there are many people working on telling this history from different angles and through different lenses."

One common thread running through these podcasts: It's a labor of love.

"Doing a history podcast takes much longer than anyone probably thinks it should," says Jeff Whalen, special collections librarian at Long Beach (Calif.) Public Library. "It's much more work than seems reasonable."

Whalen's podcast, *Don't Know Beach about History: Short Histories of Long Beach*, has explored the city's everyday, sometimes eccentric aspects since its inception in June 2020.

"Super-interesting Long Beach stories are all over the place," Whalen says. "It's really more the digging in to find the best, most reliable information and then putting it all together in a way that's as accurate as possible. You really have to piece it together yourself."

Don't Know Beach about History's first nine episodes have showcased some of the more bizarre moments in Long Beach's history—an abandoned mummy at a funhouse, a daredevil who attempted to set a world record in flagpole sitting, the arrest of baseball great Babe Ruth in 1927. "I loved growing up in Long Beach," says Whalen, "but I didn't have any idea the place had so many gripping, human stories."

Whalen didn't have to go far to find his city's stories; they were waiting for him in the library's local history collection. Uncovering them was a task he had trained for.

"You use all the tricks you learned in school and all the tricks you've learned on the job—how to work the databases and navigate books, newspapers, vertical files, scrapbooks, archives," Whalen says. "You find clues that lead you to other clues that lead you to dead ends that lead you to try something else in some other part of the collection. You end up finding so many interesting details around the edges. I still have so much to learn about Long Beach's collection. The podcast has helped me in that process."

Assembling an episode

Parks records interviews for *The West End Stories Project* using Google Voice and edits audio using open source software Audacity. After she writes a rough outline and records narration with her phone, she sends her audio files to Kent Mulcahy, grants resource librarian at CHCPL and the podcast's coproducer, to assemble the episode in Audacity.

To produce *Ypsi Stories*, Wechter also uses Audacity: "I taught myself as I went," she says. She recommends using Spotify's podcast distributor Anchor.fm to host episodes.

Sharing human stories via podcasts has allowed these libraries to maintain and strengthen outreach with the patrons they serve. For Parks, her podcast is about preserving the memories of a once-dynamic community.

Registration

www.placonference.org

PLA 2022
Portland
Oregon
MARCH 23-25

Don't miss the premier event for public libraries—the PLA 2022 Conference! Register today to save with Early Bird/Advanced rates.

REGISTER

(<http://bit.ly/2oRcBvq>).

OCLC

Inform better choices.

oc.lc/smart-fulfillment

(https://www.oclc.org/en/library-on-demand/smart-fulfillment.html?utm_campaign=g-smart-fulfillment-fy22&utm_medium=digital-ad&utm_source=american-libraries-online&utm_content=smart-fulfillment-banner-ad-november).

"[Our patrons] believe in the value of this work," Parks says, referencing an email that she received from a listener. "They wrote: 'Though I am getting on the old side, it's refreshing to hear older people talk about their experiences growing up. It reminds me of listening to one's grandparents reminisce. I always come across things I did not know, and it's always interesting to think about how things once were.'" ■

BILL FURBEE is a writer living in Melbourne, Kentucky.

Share

[./#facebook](#), [./#twitter](#), [./#email](#),
[./#print](#)

Tagged Under

[HISTORY \(HTTPS://AMERICANLIBRARIESMAGAZINE.ORG/TAG/HISTORY/\)](https://americanlibrariesmagazine.org/tag/history/)

[PODCASTS \(HTTPS://AMERICANLIBRARIESMAGAZINE.ORG/TAG/PODCASTS/\)](https://americanlibrariesmagazine.org/tag/podcasts/)

RELATED ARTICLES:



[\(https://americanlibrariesmagazine.org/2021/11/01/local-history-in-your-neighborhood/\)](https://americanlibrariesmagazine.org/2021/11/01/local-history-in-your-neighborhood/)

In Your Neighborhood

[\(https://americanlibrariesmagazine.org/2021/11/01/local-history-in-your-neighborhood/\)](https://americanlibrariesmagazine.org/2021/11/01/local-history-in-your-neighborhood/)

Tools for bringing local history online



[\(https://americanlibrariesmagazine.org/2019/05/01/stork-storytime-podcast-that-delivers/\)](https://americanlibrariesmagazine.org/2019/05/01/stork-storytime-podcast-that-delivers/)

A Podcast That Delivers

[\(https://americanlibrariesmagazine.org/2019/05/01/stork-storytime-podcast-that-delivers/\)](https://americanlibrariesmagazine.org/2019/05/01/stork-storytime-podcast-that-delivers/)

Stork Storytime Talks shares early-literacy tips with expecting caregivers

**CORETTA SCOTT KING
VIRGINIA HAMILTON AWARD
for LIFETIME ACHIEVEMENT**



Honoring African American authors and illustrators for their contributions to children's literature

NOMINATIONS NOW OPEN!
Deadline : November 22, 2021

LEARN MORE

[\(https://airtable.com/shrSOiRF1iBuvRLkL\)](https://airtable.com/shrSOiRF1iBuvRLkL)

OverDrive

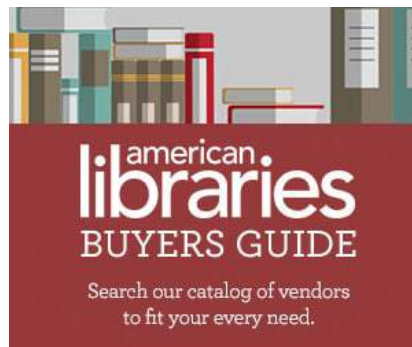
Get the most out of
ARPA funding for your
digital library

FAQs | Training | Recommended Lists

[VISIT OUR RESOURCE HUB](#)

[\(https://resources.overdrive.com/arpa/\)](https://resources.overdrive.com/arpa/)

[utm_medium=paid&utm_source=american-libraries&utm_campaign=undefined](https://resources.overdrive.com/arpa/?utm_medium=paid&utm_source=american-libraries&utm_campaign=undefined)



[\(http://americanlibrariesbuyersguide.com/\)](http://americanlibrariesbuyersguide.com/)

Customer Services

Monthly report: November 2021

Circulation Stats

For the month of October, we checked out 33,701 items system wide.

Patrons also downloaded 11,086 digital items, which include 168 plays from our new streaming service:



We also issued 291 new library cards.

The Whittaker Road library had 121 curbside appointments.

Submitted by *John Connaghan* on November 9, 2021

Facilities Department

Board Report: November 2021

Busy in Facilities these days. We lost a couple people in our department, one to retirement, one moved on to other employment. Jim, Ron, Marc, and Derek are holding down the fort. We are in search of one or two people to replace the lost staff.

Rented a lift to repair the Whittaker Road parking lot lights. We lucked out, only bulbs needed to be replaced. Cross our fingers that none of the ballasts burn out after we return the lift. Brennan from Enlighten gave us a proposal to replace the aging, and outdated bulb system with an LED solution. LED lights would use less electricity, and would be less maintenance. Something we should look into in the near future. While we had the lift, we used it for a couple other projects, like cleaning out some gutters.



Johnson Controls came out to inspect our fire suppression system at both Whittaker Road, and Michigan Ave buildings. They ran tests on the backflows, Fire Department hook ups to the building, and randomly removed some of the sprinkler heads for testing to make sure everything would work properly in case of an emergency. They replaced the removed heads with new ones.

Sprinkler system for watering the grass was winterized by Suburban Sprinkler. We repaired the garage door at Whittaker Road, the chain came off track. Working properly now. Associated Plumbing came out to repair a stress crack in a drain pipe which was leaking in the Acquisitions office area. This happened from the building settling over the years. The technician cut out the old cast iron pipe and made all the needed repairs.



Campbell Inc. came to repair a heating loop pipe which began to leak in the Whittaker Road Youth Department. They had to drain the boiler system before taking the leaking area apart. Rubber seals over time had dry rotted causing the issue. All is back to normal now.

Glasco is continuing to work on the curtain wall. Bay 5 is finished. They are working on Bay 4. O'Neal representative expects the work to be complete in the next couple of weeks. Terracon, and O'Neal Construction are overseeing the project.



The letter 'Y' fell off the brick sign at the Whittaker Road/Veteran's Drive entrance. Had to use some imagination to re-attach the pegs on the back of the letter. Re-drill the holes in the brick, and attach the letter.



Submitted by: Jim Reed

November 10, 2021

Observation Report #07

Project: Ypsilanti District Library

Report Date: 10/25/2021
 Site Visit Date: 10/20/2021

Location: 5577 Whittaker Road
 Ypsilanti, MI 48197

By: Jared Lawrence, NCARB
 Senior Architect


Client: Ypsilanti District Library

Project No.: FR206032
 CM/Contractor: O'Neal Construction
 Phone #: (636) 537-9700
 Weather: Pt. Cloudy, 71's ° F

Project Superintendent: Dean Kokkales
 Onsite: Yes No

General Comments:

Terracon visited the project site to review the construction in progress. Terracon arrived on site at approximately 5:00 PM. The conditions noted are representative, and no attempt was made to identify each location that similar conditions occur.


Item	Observation/Recommendation	Photo
1	<p>Terracon reviewed the construction in progress which included the following:</p> <ul style="list-style-type: none"> • Primary seals installed (Dow 758), no cap seals or precured silicone on Bay 4 (top photo). • Primary seal installed, Precured silicone installed, no cap seals on Bay 5 (bottom photo). <p>Terracon Comments:</p> <p>The work is in progress and appears to be in general conformance with the contract documents.</p>	

Field Observation Report #07

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: October 20, 2021 ■ Terracon Project No. FR206032




Item	Observation/Recommendation	Photo
2	<p>Perimeter sealant joint mock-up on south jamb of Bay #4:</p> <ul style="list-style-type: none">• The joint was tested in general accordance with ASTM C1521 "Tail" Procedure, Method A. The joint extended over 300% before failing cohesively.• The remainder of the joint was tested using Nondestructive Technique 1 with 50% depression.• Both tests exhibited good adhesion to the substrate despite evidence that the sealant was not fully cured at the time of testing (approximately 1 week of cure). <p>Terracon Comments:</p> <p>The work is in progress and appears to be in general conformance with the contract documents.</p>	

Field Observation Report #07

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: October 20, 2021 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
3	<p>Additional observation from the sealant mock-up.</p> <ul style="list-style-type: none">• The bond line to the brick was approximately 5/8 inch (top photo).• The center of the sealant was approximately 5/16 inch deep.• The backer used was a dual-density polyolefin. <p>Terracon Comments:</p> <p>The work is in progress and appears to be in general conformance with the contract documents.</p>	

END OF REPORT

Field Observation Report #07

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: October 20, 2021 ■ Terracon Project No. FR206032



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



Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

Shawn Sheehan, AIA
Senior Architect
Facilities Engineering Services

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

November 2021

Status Report

- PC Replacement: We have PCs! We have prepared some custom images for the various staff computer environments and will install new equipment throughout 2021.
- Antivirus – CrowdStrike is installed on primary patron systems. We will finalize updating the system with our current PC deployment.
- People Counting – There's been interest in updating this system for some time and we eagerly anticipate providing an updated solution for this system in 2022. We expect to utilize TLN to access a modern patron capacity system to assist in updating this critical function for our buildings.
- Virtual Meeting equipment – Our next step in virtual meeting equipment is to attempt to find a solution for meeting room technology. I've spoken with a local vendor but providing pricing seems to be a struggle for them. This vendor provided services to the new Belleville library and is generally well regarded in the area. If pricing is at a premium I'll continue to look for a reasonable solution.
- Wi-Fi – We've received new equipment and will be formulating a plan to address Whittaker Rd and Michigan Ave objectives. An expansion of outdoor Wifi services towards the southern parking lot at Whittaker Rd and a similar expansion to fortify Wifi access in the Michigan Ave park towards Michigan Ave.
- YDL- Internet Filter: OpenDNS, We have the system running, The remaining step is to pass along some information to staff on overall functionality and operational procedures.
- End of the year ordering – I've placed some equipment orders for anticipated changes regarding the new staff PCs, including some dual monitors and replacement monitors that were outdated. The majority of my large expenditure items are processed.
- New servers – 2021 will be a year of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home.

Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine points of improvement for 2022. We will also be focused on tasks related to the new Superior location in a few months so we anticipate a busy winter.

New or Upcoming Items

- We'll be assisting in rebuilding our water damaged staff area at Whittaker rd.
- Sensus People Counting
- Updated Video Surveillance

Michigan Avenue Board Report: November 2021

ypsiGLOW

The big event this month was ypsiGlow. We used workshops and impromptu activities for multiple participants to create handheld luminary lights from 2 liter bottles and approximately 90 hexagon. We put the hexagons together to create a wonderful collage of our interconnectedness. My husband, Rick, created a black lit frame to display the artwork which was on display for 10 days in the plaza. Jenny and Maddy spruced up the butterfly wings to make them UV reactive. We had 16 people who made LED lit quilt pieces for the Ann Arbor Hands-on Museum and All Hands Active quilt collage, including Liz Pitcher and I who made pieces reflecting YDL. The quilt will eventually be on display at Mich Ave.

The day of the event was rainy all day but the show went on with all three of the library's tents and two tents from Bright Futures set up in the plaza. All tents were using black lights so neon colors were popping with glow power! Mary and Outreach staff setup the library trike to be an invisible ink writing station and did multiple other activities. We were making glowy bead bracelets. Bright Futures were painting white pumpkins with glowy paint. Wonderfool Productions had a lighted hula hoop artist and lighted belly dancers from Unveiled Dance Company perform in the plaza and Bright Futures put on a shadow play. We had approximately 200 people attend the event including Jim Edelman and Tom Daldin from Under the Radar Michigan who came by and interviewed some of the attendees and Nicole Russell. He also used invisible ink! The video can be found on UTR's Facebook page. All in all, with the rain and Covid still holding down attendance, I think the library was a very visible, valuable, and meaningful contributor in this community event. I want to thank Outreach folks, my staff, and Jim and Ron for helping us to put this together every year. Pictures are at the bottom of this report.

Youth Activities

Jenny's storytime is still slowly gathering momentum. We seem to have an abundance of parents who are having social worker supervised visits with their children. We reach out to those parents to make the library a comfortable and welcoming place for them and their children. Pat and Jenny setup a new "Fall into a Good Book" display. Pat also setup a Halloween-themed scavenger hunt. Pat has added a basic collection of Wonder Books, picture books that have an attached, rechargeable player to read the book aloud. They have already become popular. Maddy and I attended a Library of Michigan "Leap into Science" webinar and will be doing at least 3 programs in the spring using their model that pairs a book with science.



Teen Activities

Kelly is continuing to run a teen book club with WSC charter school in their English Class. She goes there twice a month. She also has been involved in hiring and training the new Teen Subscription Pack interns who will help put together and market the subscription packs. Maddy has been keeping up the neon dry-erase board in the teen zone so that it has regularly changing messages.

Adult Activities

Scott's Guitar club is continuing to gain larger attendance. Charline's Washtenaw African-American Genealogy Group is getting interest from outside of the Ypsi area. I've received emails from several people in Taylor who want to be included in the zoom sessions. My Crafternoon group made lovely beaded spiders with skull heads.

Shoshanna and the YpsiStories podcast was in the American Libraries publication. The article references how much work that history podcasts take to put together and



how they are a labor of love. This is totally true for Shoshanna. She is excited and energized by putting these podcasts together but she tracks her time and it takes quite a bit of time. She spends about 20 hours per week working on drumming up new interviewees, creating interview questions, interviewing, and editing. This has only been possible due to our continued light use of the building and the rest of the adult staff being gracious enough to not need a lot of off-desk time. As we gradually get busier this may become more difficult to sustain.

Other News

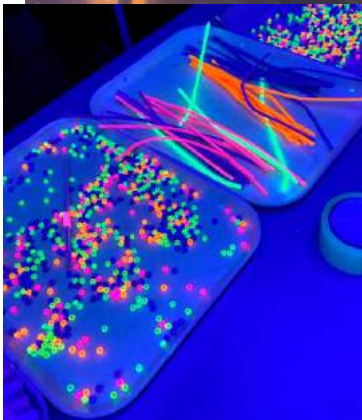
Jerome has been very active on the Bed Bug Committee who will be doing training next month. The work that this committee has done has directly benefited Mich Ave. Lisa, Jim, and I have nailed down the details to get 4 wing chairs, originally from Auburn Hills Library, reupholstered to give them new life. This is a wonderful way to reuse but still keep our libraries looking great. Lisa purchased a new, quieter, and more energy efficient dehumidifier for the lower level. Humidity in the air in the lower level has been an ongoing issue that affects the staff and paper in the building, causing jams in the printer and probably also affects the materials. Due to the age of this building, it has been difficult to change the humidity through the larger HVAC system, even though several attempts have been made. All downstairs staff are grateful for the upgrade.

I am on the board of Kiwanis of Ypsilanti. They are having their 100th Anniversary this year. There will be a small ceremony on November 20th from 2-4pm at the Senior Center /Recreation Park where Kiwanis will be unveiling a large boulder with a bronze plaque to acknowledge their anniversary and work in Ypsilanti. Everyone is welcome.

Joy Cichewicz
November 11, 2021

ypsiGLOW Photos





Outreach Services Board Report

November 2021

Staff:

- Monique and I are working with other members of the Bedbug Committee to finalize staff training materials in preparation for a December 9 training session.

Superior:

- Monique, Khi, and I were overjoyed to attend the beam signing on November 1. We are hearing more and more patron excitement about the building.
- Our final book browse of the year was last Saturday, November 6. We partnered with the Washtenaw County Office of Community and Economic Development to help people fill out CERA (Covid Emergency Rental Assistance) applications. The application process is quite complicated; trained helpers make a big difference.
- I submitted a grant application to the Ann Arbor Area Community Foundation for the most recent round of Community Grantmaking. I worked with Washtenaw Success by Six to propose pop-up library/social service events from April-September 2022 at Sycamore Meadows.
- Liz, Nicole, Stacey, and I continue working on the Opening Day collection. Stacey and I have been doing an inventory and weeding of the current Superior collection so records are accurate and the collection is ready to move when the time comes.



Outreach Projects & Programs:

- Ypsi Glow was a big hit! Nicole, Liz, Ken, and I hosted glowy crafts and a glowy book trike under a tent in the park plaza.
- I attended Halloween events at Sauk Trail & New Parkridge, passing out bags of candy and library information.
- We continue doing bi-weekly Zoom storytimes with Ford kindergarten class
- Liz continues working with her Generator Z subgroup on video & social media content.



Bookmobile:

- The mechanic that had the bookmobile from early September told us they wanted to send the vehicle to a different mechanic. We approved that, and the Bookmobile went to Downriver Bus & Truck repair. After about a week and half, Downriver was able to diagnose a couple of wiring issues, repair them, and get the bookmobile back to us. We received it last Tuesday and spent the remainder of the week putting it through its paces. So far, we are not seeing any of the problematic issues. We resumed our curbside route yesterday.

Learning Never Gets Old

- Monique & Nicole hosted a two-part Zen Doodle class in the Community Room. Participants got creative with designs, cards, and gift tags.
- Our new Zumba/Strength Training series started today. Thanks to the Friends of YDL for funding this latest round!

Submitted by Mary Garboden,
November 9, 2021



Whittaker Road-Adult Services Board Report: November 2021

Here is a listing of November programs:

- 2 book discussion groups (Virtual African American Authors, Thursday AM Book Group)
- Your Life in Story: A Memoir Writing Workshop (1 session)
- How to Host a Zoom Meeting
- Google Docs for Beginners
- Small Business Savvy – Social Media Marketing and Metrics
- Small Business Savvy -Bookkeeping and Cash Flow
- Saturday Morning Mindfulness (virtual, 2 sessions)
- Virtual Monthly Gardening Tips
- If These Walls Could Talk: Researching Your House
- Which Diet Is Right for You and Your Health?
- Traditions: Using Writing to Weave Our Past and Futures
- Introduction to the Library's Streaming Services
- Microsoft Publisher – Basics
- Microsoft Word – Basics
- Microsoft Word – Intermediate
- Microsoft Excel – Basics
- Microsoft Excel – Intermediate
- Microsoft PowerPoint – Basics
- Internet Basics - How to Search the Web
- Google Docs Tips and Tricks
- Google Sheets for Beginners
- Google Sheets Tips and Tricks
- Computer Basics-Getting Started
- Google Drive – Basics
- Google Calendar – Basics
- Microsoft Excel-Pivot Tables
- Google Slides for Beginners

We have worked closely with Head of Acquisitions Sarah Zawacki to get our Library of Things collection items ordered; most have been ordered and the first items have arrived. Thanks to Sarah for getting the orders placed! Next, we will need to put procedures in place and determine how we will manage this collection. We'll be able to look at best practices from other libraries to help us determine what will work best for YDL.

We've also ordered a Chromebook for Brigitte to use with her virtual classes; she has had quite a few attendees who attend sessions on Chromebooks who are not able to explain what they are seeing on their device. Some end up unable to fully participate and can only watch during the interactive portion of the class. Brigitte will learn how the Chromebook platform works so she can better assist Chromebook attendees; the goal is to be able to guide them so they can fully participate in classes.

We have resumed exam proctoring services and Brigitte is scheduling 1-1 Tech Help for seniors.

We have been in communication with our local AARP Tax Help volunteers and are hopefully we will be able to provide tax help services in 2022. They are not yet sure what kind of service they will be able to offer as AARP National makes this determination. We don't expect that they will know much in advance, but will be ready to put a plan in place once we know more.

-Submitted by Paula Drummond November 9, 2021

Whittaker Youth Services Board Report November 2021

Programs

LITTLE ONES

Storytimes 464 people have attended 17 storytimes since the last board report and our 8 week fall session ends this Friday. Once the weather turned cold, we moved into the bay near the Youth Department for most storytimes, with activities in the Community Room. See an example of Marlena's STEM demonstration during last week's storytime in the photo to the right! We will offer indoor play in November and December and then start a 6 week winter storytime session in January with the same weekly schedule as this season because it's working well to keep people distanced and provide a range of options for parents and caregivers.

KIDS & FAMILIES

Saturday Family Programs Weekend family programs since the last board report include Kitchen Science potions stations designed by Liz; Skeleton Study the day before Halloween with Jaclyn where kids learned bone names, ran bone relays, and made crafts; and DIY I Spy with Psyche. Attendance averaged 22 per program. We look forward to two EMU Theatre performances later this month--*Frog and Toad Stories and Songs* and *Michigan Tales*.

Love of Learning Attendance ebbs and flows each week at Jaclyn's afternoon read aloud and hands-on learning program for 6-9 year olds, with 23 attending last week. She will continue to offer weekly sessions through mid-December in the hopes of building a solid group of attendees, then start back up again in January.

TEENS

TAG Members are planning a December finals study session with snacks in the Community Room and are planning anime meetups that will begin in January. They also started creating monthly interactive boards in the teen area. This month they're polling people about what type of school support they need most and hope to raise awareness about services the library already offers.

Generator Z Interns are meeting in small work groups and have started planning new pack contents, redesigning the [subscription pack webpages](#), planning programs, and recording a podcast. We'll have the entire team meet once a month. It's exciting to see the project coming together.

Volunteers A lot of teens have signed up for a weekly shift in the department. We don't have enough work to accommodate everyone, so there is currently a waiting list. Four teens come in regularly to put away board books, stamp withdrawn books, help with program prep, and straighten the books in the department to make sure there are always books on display.

Other Work

AROUND THE DEPARTMENT

I Spy The current theme is I Spy. Ulana created a new bulletin board to match Psyche's DIY I Spy program that culminated with a laminated book of attendees' creations people can look through for an independent activity in the department, and we have a book display too.

Kits We have 5 Kindergarten Reading [Kits](#) in circulation, thanks to Liz and Acquisitions.

TALK

- New library sign-ups have slowed and we are now focusing on how to get libraries who have MCLS accounts to actively use them to increase the number of children we reach. TALK is serving 235 kids in our district and 2217 kids statewide.
- We met HighScope to learn about upcoming evaluation plans to help us improve our services to libraries and get their help promoting the service to HeadStart programs who use their curriculum. They will survey participating libraries in the winter and begin evaluating the service's impact on parents in the spring.
- Slava is going business to business to ask if they will display posters and is continuing to reach out to former partners.
- We submitted our first year interim report to IMLS and finished our third monthly newsletter, this time about QR codes.

Submitted by Jodi Krahnke November 10, 2021



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/9/2021

Re: Consideration of a proposal for operable windows at the new Superior Library

At the October meeting a motion to accept this proposal was tabled. The original memo follows this one. I shared your questions with the design and construction team at our meeting on 10/29. Their answers are below; hopefully this information helps reach a decision on how to proceed.

Question: How much maintenance do the actuators require? Will they be reliable when needed?

Answer: The actuators do not have batteries per se, but run on a battery back-up system (UPS). They would require minimal, infrequent maintenance. According to information Dan provided, they suggest a minimum yearly wipe down of any dust and debris and inspection for wear. No lubrication is recommended. There is a 2-year manufacturer's warranty.

Question: Will having operable windows provide more opportunities for leaks?

Answer: They would probably leak air a little more than if not operable, but no difference from a water standpoint. Quality modern windows are very water-tight.

Question: Would we need screens?

Answer: Screens are not specified, but the windows are quite high – 7 to 9 feet off the ground. Staff would need to use a kick stool or small ladder to open or close them. Screens can be added if we wish.

Question: Would the windows provide egress (asked from an ALICE/Active shooter perspective)?

Answer: In the public area, not conveniently, because they are so high. In the staff area they are lower. However, there are emergency doors addressing this safety concern in most areas.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/22/2021

Re: Consideration of a proposal for operable windows at the new Superior Library

A couple of months ago, Dan and I asked O'Neal to get a cost for providing some operable windows in the new building. Dan's thought was that if something happened to the A/C (as happened at Whittaker before I was here), we'd want to have some means of air circulation in order to stay open on hot days. To quote Dan, the idea is "to provide some flexibility if the HVAC unit ever goes down and to aid in increasing natural ventilation for any future pandemic concerns." The request for a quote was released as Bulletin #2. I'm including the text pages of the bulletin here, but not the architectural drawings, as they are such large pages; if you would like to see these, please let me know prior to our meeting.

The cost proposal came back really high, but we found it included more windows bid than we'd specified. It took a while to get, but a corrected one is attached. It's still high, but if we feel this is important, there are a few strategies we can use to reduce the cost -- see below.

Dan's plan was to have a few operable windows in the main area and in the staff area, and also in the cupola. The ones in the cupola would allow for greater airflow, but they would need electronic actuators in order to open and close -- this is where the money comes in. The overall cost is about \$31,000.

To save money we could just do the ground-level windows and forgo the ones in the cupola altogether. Another option would be to install all the operable windows but delay the actuators and the electrical work until after the building opens. This would reduce the cost by about \$8,500.

Would you like to proceed with the inclusion of operable windows? The Building Committee felt that the cost was enough to justify bringing before the full Board.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-35

October 27, 2021

RESOLUTION TO APPROVE A PROPOSAL TO ADD OPERABLE WINDOWS TO
THE NEW SUPERIOR LIBRARY BUILDING

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

Whereas, operable windows may be desired to cool the building if the HVAC system fails or to alleviate pandemic concerns, and

Whereas, Daniels and Zermack Architects released Bulletin #2 to solicit a cost proposal for this work prior to deciding whether to include it, and O'Neal Construction has acquired costs from the appropriate subcontractors, Now Therefore

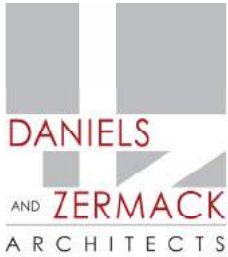
IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that operable windows are approved for installation as follows:

- As written in Bulletin #2 for a cost not-to-exceed \$31,000
-OR-
- All ground-level windows included in Bulletin #2 (no cupola windows)
-OR-
- All windows included in Bulletin #2, but without electrical components, for approximately \$22,500

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Bulletin No.2

PROJECT: Ypsilanti District Library
Superior Branch Project
1900 Harris Drive
Ypsilanti, Michigan 48197

PROJECT NO: 2017-55

BULLETIN ISSUE DATE: July 09, 2021

Page 1 of 2

This Bulletin is issued during the construction period to determine how certain modifications or alterations will affect the present contract sum.

The General Provisions of the contract, including General Conditions and General Requirements, apply to the work specified in this Bulletin.

The contractor shall provide all labor, materials and equipment required to perform the modifications and alterations herein specified.

The contractor shall submit for the approval of the Architect, a completely itemized quotation as set forth under the article entitled "Bulletin."

The contractor shall not proceed with the work of this Bulletin until approval of the contractor's quotation.

SPECIFICATIONS

Item No. 1 Revise section 08 41 13—Aluminum-Framed Entrances and Storefronts, Section 2.3 Framing to read:

- F. Venting Windows:
 - 1. Manufacturer's standard heavy commercial grade GLASSvent window units, complying with AAMA/WDMA/CSA 101/I.S.2/A440, as follows:
 - a. Window Type: Awning.
 - b. Hardware: Manufacturer's standard; of aluminum, stainless steel, die-cast steel, malleable iron, or bronze; including the following:

- 1) Access control lock with removable handle locking system (at non-auto-operated window units)
 - 2) Multi-point locking system.
 - 3) Stainless Steel 4-bar hinge operating arms.
- c. Weather Stripping: Provide full-perimeter weather stripping for each operable sash unless otherwise indicated.
- d. Glazing: Same as adjacent aluminum-framed storefront glazing.
- e. Automatic Window Actuators at Clerestory Cupola windows units: Model: Vega AC electric chain actuator, die-cast aluminum housing, grey color, 100 VAC- 240VAC, 300 N max force, 300 mm stroke, 2500 N locking force, with mounting brackets suitable for installation configuration, as manufactured by Ultraflex Control Systems.
- f. Finish: Match adjacent aluminum-framed storefront finish.

DRAWINGS (13 SHEETS)

ARCHITECTURAL DRAWINGS

Drawings issued as part of this Bulletin include:

T1.2 DRAWING INDEX

C5.0 UTILITY PLAN

C8.1 STORMWATER PLAN & PROFILE

A2.1 EXTERIOR ELEVATIONS

A2.2 EXTERIOR ELEVATIONS

A4.1 WALL SECTIONS

A9.2 EXTERIOR DETAILS

S-400 FOUNDATION DETAILS

P1.1 ABOVE GROUND PLUMBING PLAN

M1.1 HVAC PLAN

EP1.1 ELECTRICAL POWER PLAN

EL1.1 ELECTRICAL LIGHTING PLAN

E5.0 ELECTRICAL ONE LINE DIAGRAM AND PANEL SCHEDULES

CIVIL CHANGES

Item No. 1 Revise site utility and stormwater drawings with information for storm structure R36 as indicated.
C5.0, C8.1

ARCHITECTURAL CHANGES

Item No. 1 Modify fixed aluminum storefront framing at the north face of the cupola, staff work rooms, and reading area window bays to operable aluminum frame storefront windows as shown.
A2.1, A2.2, A9.2

Item No. 2 Revise top of steel heights as indicated.
A4.1

Item No. 3 Add automatic actuators with uninterruptable power supply for operable windows at the north face of the cupola.
A9.2

STRUCTURAL CHANGES

Item No. 1 Revise detail 6 on sheet S-400 as indicated.
S-400

Item No. 2 Revise detail tag on drawing 3 on sheet S-201 (not issued) at the main ridge beam from (4/S-400) to (4/S-500).

Item No. 3 Revise Top of steel heights at the main ridge beam from 128'-11½" to 128'-10" on sheets S-201 and S-300 (not issued).

MECHANICAL CHANGES

Item No. 1 Revise routing of refrigerant lines away from server rack location as indicated.
M1.1

Item No. 2 Revise location of exhaust fan duct roof penetrations as indicated.
M1.1

Item No. 3 Revise location of cold-water piping out of server room as indicated.
P1.1

ELECTRICAL CHANGES

Item No. 1 **Revise** lighting layout in toilet room 118 as indicated.

EL1.1

Item No. 2 **Revise** lighting in meeting room 111; connect lighting fixture at the north end of the room type L16B and L16A together, fixtures to be controlled via 3-way switches.

EL1.1

Item No. 3 **Add** key notes 12, 13, and 14.

EP1.1

Item No. 4 **Add** UPS unit with dedicated 120V-20A circuit to power operable windows (actuator) above circulation desk as shown. Refer to attached UPS cutsheet.

EP1.1

Item No. 5 **Revise** panel schedule RP-B as indicated.

E5.0

End of Bulletin No.2

SDU AC - B Series, DIN Rail UPS

The SolaHD SDU AC - B Series DIN Rail UPS combines an industry leading compact design with a wide operation temperature range, enhanced communication and unique installation options. The SDU Series provides economical protection from damaging impulses and power interruptions. These units include easy to wire screw terminations for critical devices needing battery back up such as computer based control systems.

Applications

- Programmable Logic Controllers
- Factory Automation
- Robotics
- Conveying Equipment
- Computer based Control Systems

Features

- Lightweight, compact industrial design
- Communications port for optional Industrial Ethernet protocols or discrete communication card
- User Replaceable Battery
- Long-Life High-Temperature Battery
- Wide operation temperature range from 0 °C to +50 °C (+32 °F to +122 °F)
- Cold start capability
- Software and cable included for easy installation
- Simulated sinewave output
- USB communication port
- Remote turn-on and shutdown capabilities
- Two year limited warranty
- Panel/wall mounting brackets (optional)

Certifications and Compliances

- UL Recognized Component, Hazardous Locations E491259
 - ANSI ISA 12.12.01/CSA 213
 - Class I, Division 2, Groups A, B, C, D, T4

Selection Table

Catalog Number	Capacity (VA/W)	Volts, Frequency In/Out	Typical Back-Up Time (minutes) At full load/half load.	Input/Output Connections	Approx. Ship Weight – lbs (kg)
SDU 500B	500/300	120 Vac, 50/60 Hz	4:20/14:30	IP20 touch proof, screw terminals. Wire range: 8 ~ 18 AWG.	10.8 (4.9)
SDU 850B	850/510	230 Vac, 50/60 Hz	1:30/7:00		11.5 (5.2)
SDU 500B-5	500/300		4:20/14:30		10.8 (4.9)
SDU 850B-5	850/510	1:30/7:00	11.5 (5.2)		

Note: Run times in this table are approximate. They are based upon new, fully charged standard battery modules at a temperature of 25 °C (77 °F) with 100% resistive UPS loading. Run times listed above can vary by +/-5% due to manufacturing variances of the individual batteries



- UL Recognized Component, UPS Equipment, E179213
 - UL 1778 5th Ed., CSA C22.2 No. 107.3
 - Suitable for UL 508 at full load output (no derating) and Ind. Control Equipment Applications Overvoltage Cat III, Pollution Degree III
- - Low Voltage Directive: EN62040-1
 - EMC Directive: EN62040-2 EN55032; EN 55011, EN 55024, EN 61000-6-1, EN 61000-6-2, EN 61000-6-3, EN 61000-6-4, EN 61326-1, EN61000-3-2, EN 61000-3-3, IEC/EN 61000-4 Series
- ODVA Compliant
 - EtherNet/IP™ SDUENETIPCARD has been tested and approved for conformance by the ODVA. More information about EtherNet/IP™ and the ODVA can be obtained from the following website: www.odva.org.
- RoHS Compliant

Related Products

- Portable MCR Power Conditioners
- STV Surge Protective Devices
- SDN DIN Rail Power Supplies
- STFV Plus SolaHDTracking Filters

Specifications

Catalog Number	SDU 500B	SDU 850B	SDU 500B-5	SDU 850B-5
Input				
Capacity (VA/Watts)	500/300	850/510	500/300	850/510
Nominal Voltage	120 Vac		230 Vac	
Frequency	50 or 60 Hz			
Harmonic	THD: 38.1%; Maximum single harmonic distortion of: 31.3%			
Power Factor	0.6			
Output (Back-Up Mode)				
Voltage Vac	Simulated sine wave			
	120 V		230 V	
Frequency	50 or 60 Hz			
Transfer Time	Typical <8 ms			
Protection				
Input (Internal)	10A	8A	6.3A	
Overload Protection	UPS shutdown if overload exceeds 105% of nominal at 20 s, 120% at 10 s, 130% at 3 s; auto-recovery			
Short Circuit (Utility Mode)	In the event of dead short on the outputs of the UPS, input fuse will break Once the fuse opens, UPS goes to battery mode and goes on battery mode short circuit protection until OSCP is removed			
Short Circuit (Battery Mode)	Retry until the short circuit is removed or battery defect			
Battery				
Type	Sealed, maintenance-free, lead acid batteries			
Typical Recharge Time	8 hours			
Typical Back-Up Time At full load/half load	4:20/14:30 min.	1:30/ 7:00 min.	4:20/14:30 min.	1:30/ 7:00 min.
Alarm				
ON Battery	Slow beeping every 10 seconds			
Battery Low	Rapid beeping every second			
Overload	Continuous beeping sound			
Environment				
Ambient Operation	0-95% humidity non-condensing, Ordinary Location: 0 °C to +50 °C (+32 °F to +122 °F) up to 3000 m (9842.5 ft.) Hazardous Location: 0 °C to +40 °C (+32 °F to +104 °F) up to 2000 m (6600 ft.)			
Audible Noise	< 40 dBA (1 meter from surface)			
Vibration	Operating - IEC60068-2-6, Sine Wave: 10 Hz to 60 Hz displacement of 0.35 mm, 60 Hz to 500 Hz @ 5 G; 60 min. per axis for all X, Y, Z direction Non-operating - IEC60068-2-6, Random: 5 Hz to 500 Hz @ 2 Grms; 20 min per axis for all X,Y,Z			
Shock	Operating - IEC60068-2-27, Half Sine Wave: 10 G for a duration of 10 ms, 3 shocks each in 3 axes in positive and negative direction Non-operating - IEC60068-2-27, Half Sine Wave : 20 g for duration of 10 ms, 3 shocks in 3 axes in positive and negative direction			
Dimensions				
Unit (H x W x D) – in. (mm)	4.89 x 10.91 x 5.22 (124.2 x 277.0 x 132.7)			
Weight – lbs (kg)	10.8 (4.9)	11.5 (5.2)	10.8 (4.9)	11.5 (5.2)

Comm Card Accessories



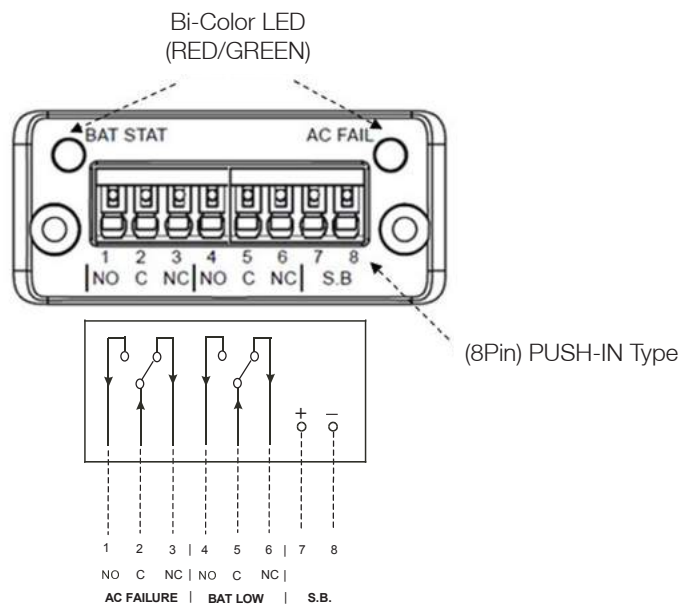
Active - (Industrial Ethernet)



Passive

Catalog Number	Description	Approx. Ship Weight – oz. (g)
Active - (Industrial Ethernet)		
SDUENETPCARD	2 Port EtherNet/IP™ COMM CARD	1.0 (28.4)
SDUECATCARD	2 Port EtherCAT COMM CARD	1.0 (28.4)
SDUMBUSCARD	2 Port Modbus® - TCP COMM CARD	1.0 (28.4)
SDUPNETCARD	2 Port Profinet Industrial Protocol COMM CARD	1.0 (28.4)
Passive		
SDUCFRELAYCARD	SDU CF Dry Contact I/O RELAY CARD	1.0 (28.4)

SDU CF Relay Card Connection Diagram



SDU Accessories

Catalog Number	Description	Approx. Ship Weight – oz. (g)
SDU-PMBRK	Mounting brackets to secure UPS to wall, back of panel or enclosure	16.0 (454.0)
SDUEDC	Enhanced DIN Clip to secure UPS to DIN rail	1.6 (45.3)

Comm Card Specifications

Description	Catalog Number	
	SDUCFRELAYCARD	Active Cards (Example: SDUENETIPCARD)
Input		
Nominal Voltage	+3.3 V ±5 %	
Standby Signal	Active low via normally open momentary switch	
Frequency	50/60 Hz	
Output		
LED Diagnostics	Refer to diagram	Refer to diagram NS = Network Status, MS=Module Status
Relay Logic Signals	Refer to diagram	—
Relay Contact Ratings	60 V peak, 1A	—
Case/Enclosure Material	Housing: LCP (Liquid Crystal Polymer) Color: Natural, Thermoplastic, UL 94 V-0	
Weight & Dimensions		
H x W x D, in. (mm)	0.91 x 2.0 x 2.2 (23 x 50 x 55) approximate	
Net Weight, oz. (g)	1.0 (28.4) approximate	
EMC		
Immunity/Emissions	Emission EN 61000-6-4 EN55016-2-3 Radiated emission EN55022 Conducted emission Immunity EN 61000-6-2 EN61000-4-2 Electrostatic discharge, EN61000-4-3 Radiated immunity EN61000-4-4 Fast transients/burst, EN61000-4-6 Conducted immunity	
Temperature °F (°C)	Storage: -40 °C to +85 °C (-40 °F to +185 °F) Operating: -40 °C to +70 °C (-40 °F to +158 °F) Convection cooling; no forced air required	
Vibration	Operating: IEC60068-2-6, Sine Wave: 10 Hz to 500 Hz @19.6 m/S ² , displacement of 0.35 mm, 60 min per axis for all X, Y, Z direction Non-Operating: IEC60068-2-6, Random : 5 Hz to 500 Hz (2.09 Grms); 20 min per axis for all X,Y,Z direction	
Shock	Operating: IEC60068-2-27, Half Sine Wave: 10 G for a duration of 11 ms, shock for 1 direction (X axis) Non-Operating: IEC60068-2-27, Half Sine Wave : 50 G for duration of 11 ms, 3 shocks for each 3 directions	
Humidity	0% to 90% RH, noncondensing; IEC 60068-2-2, 60068-2-3	
Warranty	2 Years	
MTBF (bellcore)	1,968,800 Hours	
General Protection	Protected against Continuous short -circuit, Continuous overload, Continuous open circuit. Galvanic Isolation:I/P to O/P: 3 KVac, I/P to GND: 1.5 KVac, O/P to GND: 0.5 KVac	



525 W. William
Ann Arbor, MI 48103

Change Request

To: Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti MI
Ph: (734) 482-4110

Number: 98002
Date: ~~8/19/2021~~ 10/14/2021
Job: 1458 Ypsi Library Superior Branch
Phone:

Description: Bulletin #02

We are pleased to offer the following specifications and pricing to make the following changes:

Description	Labor	Material	Equipment	Subcontract	Other	Price
B & A STEEL - N O COST						
CLARK - NO COST						
DIVERSIFIED EXCVATING				\$3,800.00		\$3,800.00
LANSING GLASS				\$21,194.00		\$21,194.00
ROBERTSON MORRISON				\$381.67		\$381.67
DUGGAN ELECTRICAL				\$4,275.00		\$4,275.00
The total direct cost to perform this work is						\$29,650.67
(Please refer to attached sheet for details.)						
			Bond	\$29,650.67	1.00%	\$296.51
			OCI Fee	\$29,947.18	3.50%	\$1,048.15
					Total:	\$30,995.33

If you have any questions, please contact us.

Lansing Glass Break-Down
Labor = \$5,264
Actuators = \$4,229
Windows = \$11,701

Submitted by: Matt Ratzow
O'Neal Construction

Approved by: _____
Date: _____

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/12/21

Re: Consider approval of proposed FY2021-22 budget and set millage rate

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

1. PPT Revenue was increased to \$16,000 from \$12,000 given the history of past payments.
2. Collection figures were reallocated; the total amount earmarked for collection materials remains the same.
3. Two reductions were made in the Superior expenses, considering the timing for opening of the new building.
4. Surveillance system upgrade approved by the Board on 9/22 for \$12,642.21 has been delayed and will not be delivered until January, so this amount has been added into the Automation/Technology expenses.
5. The compensation study will be about halfway complete by the end of this year, so we put the remainder of the cost (\$4,000) in the new budget for Professional/Contractual expenses.

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

**PROPOSED
YPSILANTI DISTRICT LIBRARY**
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2022

Revenue

Superior Township Tax Levy	965,929
City Tax Levy	883,587
Ypsilanti Township Tax Levy	3,701,210
State of Michigan PPT reimbursement	81,000
State Aid Direct	38,148
State Aid Indirect	38,148
State of Michian TALK Grant	32,000
Fines/Misc.	9,000
Smart Cards - Printing & Copies	8,000
Penal Fines County	108,500
Rental Income-community room	2,500
Donations/Misc.	2,500
Donations/Memorials	600
Coffee Shop Rent	0
Interest/Checking	500
Interest/Savings	3,500
Interest/Yoder	0
Interest/Yates Memorial	0
Dividend Revenue	4,000
Dividend Revenue Endowment	9,500
Transfer to/from Improvement Fund	-1,047,073
Sale of Assets	0

Total Revenue **4,841,549**

EXPENDITURES by Department

Dept 100 Administrative	2,484,212
Dept 200 Michigan Ave	668,190
Dept 300 Outreach Services- Bookmobile	182,590
Dept 400 Outreach Services - Superior Township	339,263
Dept 500 Whittaker Road	1,167,294

Total Expenditures **4,841,549**

EXPENDITURES by Category

Category as % of 2021-2022

		Expense
Salaries and Benefits	3,190,072	65.9%
Public Utilities	185,736	3.8%
Repairs and Maintenance	152,159	3.1%
Materials	507,000	10.5%
Technology	234,245	4.8%
Other	572,337	11.8%

Total Expenditures **4,841,549** 100.0%

Net Revenue Over (Under) Expenses **0**

Proposed Budget FY 2021-22

ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	Original Adopted FY 2020-21 Budget	Amended Adopted FY 2020-21 Budget	Draft Proposed Budget amendment FY 11/30/21	Proposed Budget FY 2021-22
Revenue								
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283	951,283	965,929
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	846,900	868,135	883,587
440.000	Ypsilanti Township Tax Levy	2,212,989	3,283,915	3,486,095	3,617,971	3,617,971	3,620,064	3,701,210
425.075	PPT reimbursement	20,105	18,247	16,119	12,000	12,000	21,874	16,000
441.000	Renaissance Zone Reimb		39,574	66,633	50,000	50,000	68,165	65,000
443.000	State Aid Direct	30,201	32,932	32,931	35,678	35,678	35,678	38,148
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	35,678	36,286	38,148
500.600	IMLS TALK	75,358	23,853	30,629	67,473	67,473	47,830	32,000
657.000	Fines/Misc.	67,077	60,633	22,485	16,250	16,250	7,540	9,000
657.100	Smart Cards - Printing & Copi	40,841	36,686	11,776	10,000	10,000	6,500	7,500
657.600	Guest Pass	1,745	1,417	429	0	0	200	500
661.000	Penal Fines County	116,084	111,395	84,478	97,500	97,500	113,205	108,500
662.000	Coffee shop rent	3,500	1,296	0	0	0	0	0
662.100	Community room rentals	1,250	1,850	575	500	500	100	2,500
679.000	Donations/Misc.	4,993	1,152	1,063	2,500	2,500	1,800	2,500
681.000	Donations Designated		18,850	5,100			0	
681.080	Donations/Memorials	711	2,629	4,555	600	600	7,000	600
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000	495	500
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500	3,100	3,500
687.060	Interest/Yoder	3	0	0	0	0	0	0
687.070	Interest/Yates Memorial	1	1	0	0	0	0	0
688.000	Interest/Endowment						6,227	
689.000	Dividends	5,819	5,741	4,219	4,000	4,000	4,312	4,000
690.000	Dividend Revenue Endwmnt	6,335	6,771	7,220	4,500	4,500	7,718	9,500
691.000	CARES act Credit	0	0	0	0	0	6,400	0
	Transfer to/from Improvement Fund	0	0	0	(1,374,822)	(1,363,322)	(1,648,713)	(1,047,073)
	Transfer from Fund Balance	23,885	(1,480,896)	(1,499,486)			0	0
	Sale of Assets	0	0	0	0	0	0	0
Total Revenue		3,859,213	3,923,508	4,037,411	4,369,511	4,381,011	4,165,199	4,841,549

Proposed Budget FY 2021-22

ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	Original Adopted FY 2020-21 Budget	Amended Adopted FY 2020-21 Budget	Draft Proposed Budget amendment FY 11/30/21	Proposed Budget FY 2021-22
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412	688,768	740,549
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500	7,500	7,500
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840	4,000	6,840
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100	2,300	15,600
705.000	Recognition Awards	472	687	336	750	750	850	750
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	12,360	12,360	12,720
715.000	Employer FICA	141,453	144,670	144,791	153,626	153,626	149,408	176,339
715.100	ACA Taxes Paid by employer	0	247	295	371	371	371	420
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	99,361	92,000	99,780
719.000	FSA Admin Fees	583	691	707	806	806	806	853
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400	32,400	32,400
727.050	CARES act Exp			95	0	0	6,305	0
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700	23,700	23,700
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	67,673	66,589	69,253
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	10,544	9,800	12,074
754.000	Health Insurance	361,244	371,049	361,059	389,438	389,438	394,850	429,938
756.000	Dental Insurance	37,616	36,153	34,311	35,601	35,601	35,601	35,882
757.000	Employee Assistance Program	1,006	974	579	0	0	0	0
758.000	Life Insurance	4,213	4,036	3,969	4,212	4,212	4,212	4,212
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253	9,075	9,253
762.000	STD/LTD	10,542	12,076	11,403	10,025	10,025	9,800	10,027
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200	21,200	19,000
769.050	Classified Advertising	606	993	460	800	800	800	1,000
774.050	Digital Collections	22,298	31,726	175,379	221,800	221,800	218,100	263,950
774.100	Data Bases	79,791	93,136	21,988	30,000	30,000	30,000	30,000
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	4,000	500	2,000
774.900	All Materials Processing	30,750	25,838	15,899	15,000	15,000	21,500	21,000
774.950	Play Kits	0	3,602	1,447	2,500	2,500	2,700	3,000
774.975	Library of Things	0	0	0	4,000	4,000	8,000	8,000
801.000	Major Events	20,906	10,978	6,768	24,225	24,225	15,000	15,925
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	2,000	2,000	3,000
802.000	Mileage/Travel Reimburseme	2,017	2,883	289	2,500	2,500	700	5,000
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500	4,500	5,330
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000	6,000	6,350
806.000	IMLS Talk Grant Expenses		12,625	24,342	53,263	53,263	25,000	14,938
810.000	Capital Outlay - Building & La	0	4,301	600	5,000	5,000	5,500	5,000
810.100	Capital Outlay - Improvement	3,062	6,824	1,300	3,700	3,700	3,700	3,700
812.000	Capital Outlay - Furnishings	2,562	3,949	0	5,000	5,000	5,000	5,000
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800	166,800	162,642
850.100	Telecommunications	12,788	6,573	(19,543)	7,911	7,911	7,000	6,973
850.200	SirsiDynix	55,644	51,473	62,573	62,224	62,224	59,088	64,630
850.500	Software Subscriptions	0	7,926	14,762	18,985	26,485	26,485	27,074
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	2,796	3,000
928.000	Postage	13,874	13,085	19,334	19,655	19,655	20,655	21,647
965.000	Auditing Service	7,275	7,425	7,425	7,875	7,875	7,875	8,100
975.000	Legal	9,804	8,870	6,422	4,000	8,000	6,800	6,000
975.500	Legal-Negotiations	0	12,765	0	0	0	0	13,000
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	36,822	32,822	47,963
980.500	Branding Costs	2,415	2,561	1,188	2,500	2,500	2,500	2,500
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	10,200	2,000	10,200
982.000	MTT Charge Back City	387	(140)	208	4,000	4,000	2,000	1,200
983.000	MTT Charge Back Ypsi Twp	1,194	389	200	10,000	10,000	5,000	5,000
983.100	MTT Charge Back-Superior	955	10,430	985	10,000	10,000	5,000	4,000
990.000	Contribution to endowment	0	0	0				
Total		1,996,605	2,046,192	2,163,720	2,384,432	2,395,932	2,267,716	2,484,212

Proposed Budget FY 2021-22

ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	Original Adopted FY 2020-21 Budget	Amended Adopted FY 2020-21 Budget	Draft Proposed Budget amendment FY 11/30/21	Proposed Budget FY 2021-22
Dept 200 Michigan Ave.								
702.000	Salaries	393,684	404,679	396,590	415,930	415,930	404,177	421,638
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833	3,501	9,360
771.000	Adult Books	31,369	31,227	25,084	25,000	25,000	25,000	26,100
772.000	Youth Books	18,216	17,891	14,651	15,650	15,650	15,650	17,400
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	3,000	3,000	3,000
776.050	Periodicals - Youth	236	206	0	250	250	250	100
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	8,000	8,000	7,500
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	2,850	2,850	3,000
802.200	Parking Fees	0	3,600	3,600	3,600	3,600	3,600	3,600
810.000	Capital Outlay - Building	2,373	7,952	18,869	20,000	20,000	10,000	95,000
812.000	Capital Outlay - Furnishings	0	7,031	6,992	2,500	2,500	3,500	2,500
840.000	Repair & Maintenance - Build	28,501	15,255	13,803	20,000	20,000	18,000	20,000
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	12,672	12,672	12,672
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	12,000	8,000	9,835
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700	1,700	1,700
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900	1,900	1,900
940.000	Phone	4,500	4,514	4,535	4,680	4,680	4,575	4,820
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872	3,760	4,216
947.000	DTE - Electric	16,432	16,452	15,236	15,475	15,475	18,432	16,713
949.000	Ypsi Community Util Auth	5,625	4,802	7,707	6,487	6,487	6,512	7,136
Total		560,975	570,104	555,976	585,399	585,399	555,079	668,190
Dept 300 Outreach/bookmobile								
702.000	Salaries	66,998	68,078	69,159	70,735	70,735	71,500	162,704
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000	5,000	5,250
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693	15,800	8,693
943.000	Fuel	5,379	5,425	1,661	5,660	5,660	2,400	5,943
Total		85,794	83,090	82,140	88,088	88,088	94,700	182,590
Dept 400 Outreach/Superior Township								
702.000	Salaries	136,949	144,398	146,792	149,443	149,443	151,500	305,556
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000	7,100	7,000
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000	2,000	5,000
840.025	Campbell Maint Contract							0
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200	1,200	4,000
900.000	Programs - adult	589	601	543	600	600	600	600
901.000	Programs - Youth	556	600	468	600	600	600	600
940.000	Phone	1,125	1,129	1,134	1,186	1,186	1,140	1,222
943.000	Natural Gas	756	573	659	789	789	700	3,336
947.000	DTE - Electricity	993	1,013	960	1,061	1,061	1,061	9,146
949.000	Water	85	88	98	275	275	97	2,803
Total		151,311	158,283	158,483	163,154	163,154	165,998	339,263

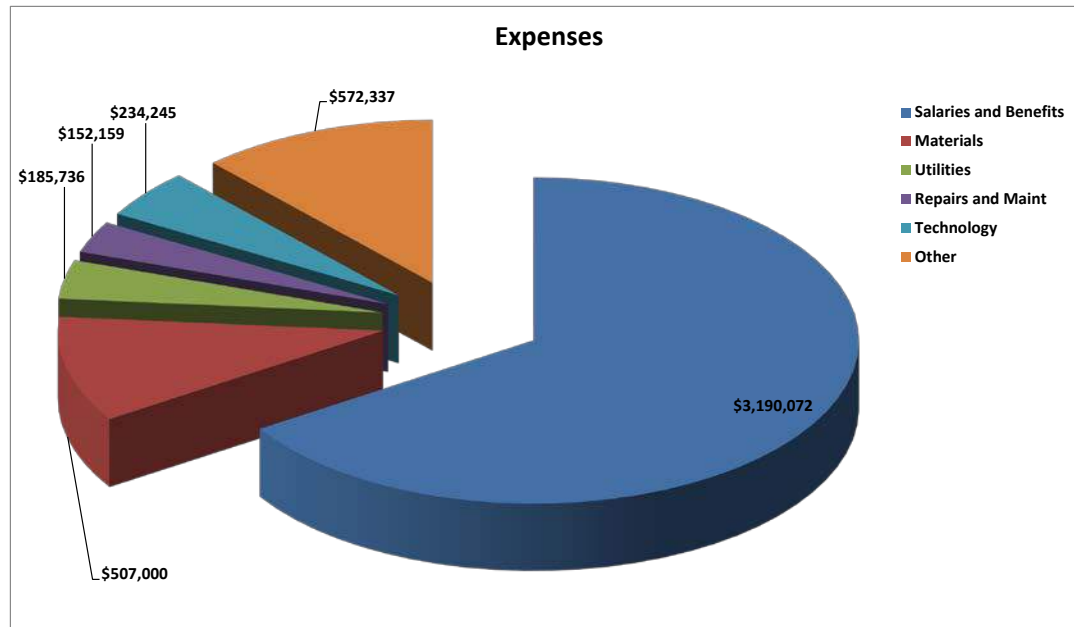
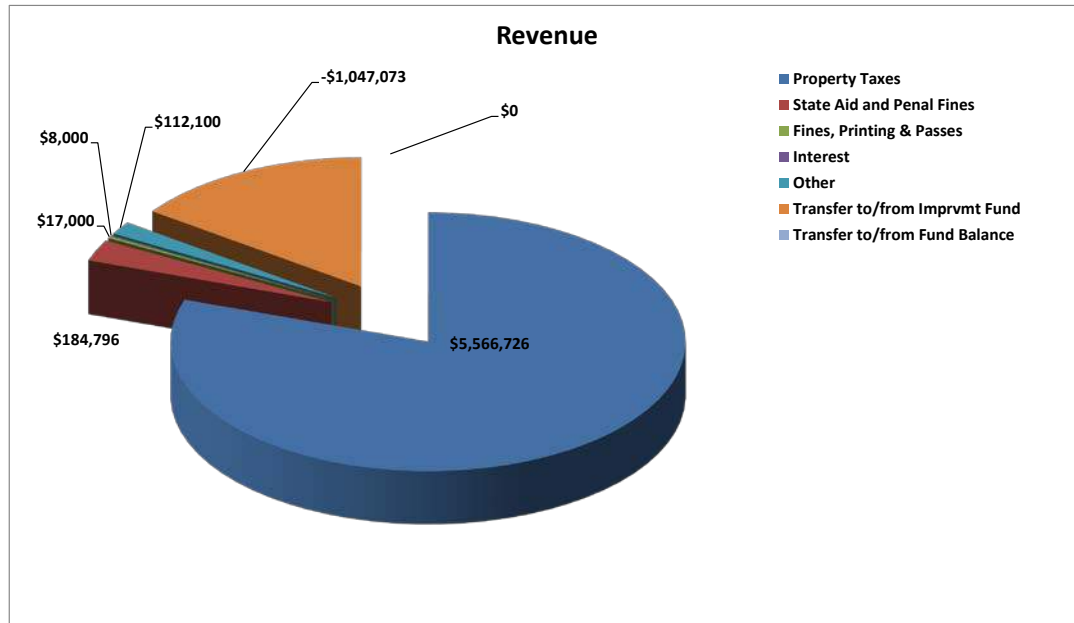
Proposed Budget FY 2021-22

ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	Original Adopted FY 2020-21 Budget	Amended Adopted FY 2020-21 Budget	Draft Proposed Budget amendment FY 11/30/21	Proposed Budget FY 2021-22
DEPT 500 WHITTAKER RD								
702.000	Salaries	684,699	696,339	701,249	720,087	720,087	724,667	719,720
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024	21,500	37,440
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200	44,800	51,000
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400	29,800	33,100
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	5,300	5,300	5,000
776.050	Periodicals - Youth	852	898	759	800	800	800	800
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	15,500	14,900	14,700
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100	5,100	5,100
810.000	Capital Outlay - Building		11,328	3,880	39,000	39,000	35,100	45,000
840.000	Repair & Maintenance - Build	25,445	23,842	39,729	22,440	22,440	19,074	23,562
840.025	Cambell Maint Contract	42,979	42,934	42,797	42,797	42,797	42,797	42,797
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	22,100	18,600	22,600
900.000	Programs - Adult	3,325	3,765	4,206	4,200	4,200	4,200	4,200
901.000	Programs - Youth	5,122	6,298	5,697	6,500	6,500	6,500	6,500
903.000	Equipment Maintenance	83	6,336	820	3,000	3,000	2,000	3,000
940.000	Phone	8,950	9,029	9,070	9,485	9,485	9,200	9,770
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828	30,500	31,680
947.000	DTE - Electric	101,664	103,549	92,512	101,712	101,712	101,712	104,763
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965	4,639	6,562
980.000	Professional Contractual	0	0	38,000				
Total		1,096,935	1,123,929	1,089,344	1,148,438	1,148,438	1,121,189	1,167,294
DEPT 600 DONATIONS REVENUE		71,011	87,817	18,888				
Subtotal		71,011	87,817	18,888	0	0	41,900	0
DEP 600 DONATIONS EXPENDITURES		43,328	31,845	12,312				
Subtotal		43,328	31,845	12,312	0	0	20,750	0
Total Donations Net		27,683	55,972	6,576	0	0	21,150	0
DEP 700 GRANTS REVENUE		16,914	14,441	13,080				
Subtotal		16,914	14,441	13,080	0	0	32,333	0
DEP 700 GRANTS EXPENSE		12,190	12,323	7,405				
Subtotal		12,190	12,323	7,405	0	0	14,000	0
Total Grants Net		4,724	2,118	5,675	0	0	18,333	0
Revenue		3,947,138	4,025,766	4,069,379	4,369,511	4,381,011	4,239,432	4,841,549
Total Expenditures		3,947,138	4,025,766	4,069,380	4,369,511	4,381,011	4,239,432	4,841,549
Net Surplus (Deficit)		(1)	(0)	(1)	0	0	0	0

Proposed FY 2020-21 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	5,566,726	115.0% **
State Aid and Penal Fines	184,796	3.8%
Fines, Printing and Passes	17,000	0.4%
Interest	8,000	0.2%
Other	112,100	2.3%
Transfer (to) Improvement Fund	1,047,073	-21.6%
Transfer (to)/from Fund Balance	0	0.0%
Total	4,841,549	100.0%

**Note: Property Taxes represent 94.5% of Revenue
Not transferred (to)/from Fund Balance



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-36

November 17, 2021

RESOLUTION TO ADOPT THE 2021-22 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2021-22 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4948 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/12/21
Re: FY 2021 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account, and to reflect actual revenues. The proposed budget amendment for the 2021 fiscal year is contained within the FY21-22 budget document. It moves money from account to account within the total approved.

This amendment shows we will bank about \$267,000 more in fund balance than originally budgeted.

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-37

November 17, 2021

RESOLUTION TO AMEND THE 2010-21 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2021 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/10/2021

Re: Consideration of a proposal from Daniels & Zermack Architects for additional services

With the new Superior building's structure going up, it is time to turn our attention to finer details of the construction project. Daniels & Zermack has proposed to coordinate a number of technical elements that are outside our current contract: A/V, building security, and data cabling. These are systems YDL's IT and Facilities staff will manage once in place; in some cases we already have a system that serves all facilities. D&Z can specify how these systems integrate into the new building, help with the bid process, and coordinate the work of our installers and vendors with that of the construction team.

I recommend accepting the attached proposal with a not-to-exceed cost of \$7,500.



November 9, 2021

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

RE: Additional Services Request – Assistance with A/V, Building Security, & Data Cabling
New Superior Branch Library
Harris Road Site, Superior Township, MI
Ypsilanti District Library
DZA Project Number 2017-55

Dear Ms. Hoenig,

Per your request and in accordance with our executed agreement for professional design services, AIA Document B133 – 2014, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor, we propose to provide assistance with incorporating Audio – Visual systems, Building Security Intrusion & Surveillance systems, and Data cabling on an hourly basis for the time expended to assist the Library and, where appropriate, the Construction Manager, in incorporating this work into the project.

These related building systems were originally budgeted, where anticipated, under the Technology portion of the Overall Project Budget and outside of the Construction Budget and our Basic Professional Design Services fee sections. Costs for additional professional fees and specialty consultants including those for AV, technology, and Building security were budgeted under the Owner's Other Costs section of the Project Budget. With the Library's approval of this Additional Services Request, we can incorporate these additional services into our scope of work.

Subject to further review and discussion with Library staff, we anticipate the scope of our involvement to include the following:

Audio – Visual Systems:

- Review with Library staff to finalize proposed A/V system requirements for the meeting room, finalize location of related equipment and flat panel displays, and determine any associated power and / or data needs not previously anticipated, if any, and coordinate with the CM for inclusion in the project.

- Develop a Request for Proposal outlining the Library's A/V System requirements.
- Identify preferred vendors, if any, and solicit or assist the Library in soliciting the RFP, review proposals received, and make recommendations for award.
- Coordinate with selected Vendor and Construction Manager for implementation into the project.

Building Security Intrusion & Surveillance systems:

- Review with Library staff to document system objectives, identify preferred vendors, and confirm strategy for surveillance system procurement and installation by in-house library staff or vendor.
- Document proposed surveillance camera locations on a drawing for pricing and procurement.
- Determine any associated data raceway needs through inaccessible ceilings or other concealed construction, if any, to allow camera and cabling installation at the end of construction and coordinate any required changes with CM.
- Develop a Request for Proposal outlining the Library's Intrusion and Surveillance System requirements.
- Identify preferred and / or existing vendors, if any, and solicit or assist the Library in soliciting the RFP, review proposals received, and make recommendations for award.
- Coordinate with selected Vendor and Construction Manager for implementation into the project.

Data Cabling systems:

- Review with Library staff to finalize proposed number of data cabling drop locations, cabling and associated equipment requirements, and document on a drawing.
- Coordinate with Construction Manager for development of Data Cabling bid package.
- Assist as required and coordinate with CM for bidding, review, and award, and implementation into the OCI Construction Contract.

Based on providing similar professional services for other library clients, we anticipate the above scope of work may entail 45 to 60 hours of DZA staff time. Assuming an average blended hourly rate for Principal and Project Manager time, an estimate for these additional hourly services may be approximately \$5,000 to \$7,200. The final cost may be higher or lower than this estimate, depending on extent of our involvement and the actual time to assist with the anticipated scope of work indicated above.

If you find the proposed additional services indicated above acceptable to you, please sign below to incorporate this work into our contract and return one copy to Daniels and Zermack Architects for our record and file.

Very truly yours,
Daniels and Zermack Architects



Daniel E. Whisler, AIA, LEED AP BD+C
Principal

Approved:

Ypsilanti District Library

Date

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-38

November 17, 2021

RESOLUTION TO ACCEPT A PROPOSAL FROM DANIELS & ZERMACK
ARCHITECTS FOR ADDITIONAL SERVICES RELATED TO THE DESIGN AND
CONSTRUCTION OF THE NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new Library in Superior Township, and

Whereas, in December 2018 the Library Board of Trustees engaged architect Dan Whisler of Daniels & Zermack Architects to design the library, and

Whereas, to streamline coordination of the specification, bidding, and installation of certain technological systems, the architect's project knowledge and expertise are desired, and

Whereas, Dan Whisler has presented a proposal to the Board for these additional services, including assistance with A/V, building security, and data cabling, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby accepts the terms of the proposal from Daniels & Zermack Architects for additional services related to the design and construction of a new Superior library for a cost not-to-exceed \$7,500.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/8/2021
Re: State of Michigan Public Act 152 of 2011

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

The attached resolution adopts the 80/20 split for 2022.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2021-39

November 17, 2021

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2022, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/8/2021
Re: Scheduling of 2022 Annual Meeting

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

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 26, 2022. Will this work for everyone?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-40

November 17, 2021

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2022

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2022 shall be held at 6:30 p.m. on Wednesday, January 26th.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/12/2021
Re: Possible appointment of Board Officers nominating committee

The Board's Bylaws state that a President, Vice-President, Secretary and Treasurer shall be elected for a term of one year at the annual meeting. According to the Bylaws, no officer shall serve more than two consecutive terms in the same office.

President Jean Winborn, Vice President Kristy Cooper, Treasurer Theresa Maddix and Secretary Bethany Kennedy have each held office for two years, so in January the Board will need to elect a new slate of officers. In the past, the Board has sometimes appointed a nominating committee to determine that slate. Would you like to do that this time, or leave it up for discussion in January?

**

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

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

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

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

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/9/21

Re: Resolution in support of a non-motorized path on Geddes Road

At the October meeting I mentioned a Change.org petition requesting the Superior Township Board consider extending the non-motorized path along Geddes Road East to the Bromley Park subdivision. The residents of Bromley Park would like a safe way to walk or bike to the new Superior library. The Board indicated it would like to show support for this petition. The attached resolution, if approved, will be shared with the Township Board as they consider the idea.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-41

November 17, 2021

RESOLUTION IN SUPPORT OF THE EXTENSION OF THE NON-MOTORIZED
PATHWAY ON GEDDES ROAD TO SERVE RESIDENTS OF THE BROMLEY PARK
AND ARBOR WOODS NEIGHBORHOODS

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

Whereas, the Library believes in equal access to its facilities and resources for all, and

Whereas, the Township maintains a non-motorized path along Geddes Road which extends from Hunters Creek Drive to Andover Drive, and

Whereas, to the East of Andover Drive, Geddes Road has only a narrow gravel shoulder, and is heavily trafficked with a speed limit of 55 miles per hour, and

Whereas, residents of Bromley Park and Arbor Woods have petitioned for an extension of the non-motorized path to provide safe and equal access from their neighborhoods to the new Harris Road library, Now Therefore,

BE IT RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby expresses its wholehearted support for the idea of an extension of the non-motorized pathway as presented in the petition, and urges the Superior Township Board to give its feasibility due consideration.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Extend Non Motorized Path from Bromley Park for Access to New Superior Township Library



Movement: [Support Safe Community Infrastructure \(Services, Roads\)](#)



[Dawn Baker](#) started this petition to Superior Township Board of Trustees

The non motorized path is connected to ALL Superior Township neighborhoods, EXCEPT for Bromley Park and Arbor Woods. The only way to access this path from these two neighborhoods is along Geddes Road which has a narrow, dirt/gravel shoulder on a road with a dangerously high speed of 50 miles per hour. All other neighborhoods will be able to access the new Superior Township Library via the non motorized pathway EXCEPT Bromley Park and Arbor Woods. People with disabilities (ADA) do not have accessibility to the non motorized pathway from these two neighborhoods. Accessibility to the new library should be available to all residents. All resident should have safe access to the pathway and be able to have the opportunity to walk, ride bicycles and to safely access the new library.

190 have signed. Let's get to 200!

Updates

100 supporters

1 month ago

Dawn Baker started this petition

1 month ago

Reasons for signing

Amanda Walker · 1 week ago

Our kids are cut off from sidewalks at Arbor Woods. Let's give them a safe option to get to these new facilities!

Lydia Field · 1 week ago

I want to be able to walk my dog on that trail

Rachel Sibbitt · 1 week ago

I would like for the kids to have a safe path to the library. I would like to go too. I use an electric wheelchair and am afraid to ride on Grades Re to get to the library.

Anthony Lutz · 1 month ago

I am a resident of Arbor Woods and I generally go places by bike or take a bus from the stop at MacArthur and Harris. During the warm months, the walk or ride along Geddes is mildly unnerving. During the winter it can be downright terrifying. Cars fly by and often fail to keep a reasonable distance from pedestrians and cyclists on the shoulder. In order to ride in keeping with state law (MCL 257.660a), I actually have to cross the road twice in order to reach the path Andover, the second time while looking back over my shoulder for traffic. This is also an area with moderate to high animal populations so there are usually roadkill carcasses to dodge as well. Many of my fellow residents also use the bus and would benefit greatly. Not to mention the prospect of the new library branch, which will attract children who will also need a safe route to access it. In fact, it might be beneficial to also extend the path to South Pointe Scholars school at Geddes and Ridge. There are myriad reasons to connect these neighborhoods to the rest of the area by non-motorized path, particularly as the Arbor Woods trailer park is a low income/underserved community whose residents are frequently in the demographics most served by such infrastructure.

Trisha Matelski · 1 month ago

Safe access for all to the new library

Tamara Gissendaner · 1 month ago

Safe biking ☐

Jodie Guerrero · 1 month ago

I'd like the path:)

Yvonne Leonard · 1 month ago

I too would appreciate a nice access way, not only to the library, but in general for a nice walking path so as to feel safe walking along Geddes Road. I have lived on Geddes Road for 57 years and it has always been a dangerous road.

Brian Burak · 1 month ago

I would love a safe, accessible way to walk or bike to the new library with my kids from our subdivision

Dawn Baker · 1 month ago

I am in favor of safe passage between Bromley Park and the New Superior Township Library. Right now it is dangerous to access the non motorized pathway from Geddes Road as there is lots of traffic and the speed limit is 50 mph. Not safe for walking, biking or accessible for residents with disabilities.