

Board of Trustees

2022
Information
Packet



Wednesday
January 26, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, January 26, 2022 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"/>
Annual Meeting			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2022 Board Meeting Dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Committee Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from November 17, 2021 Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2021 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. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Resolution to designate fund balance for Superior Building project and other capital improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to authorize new signers for YDL with financial institutions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Preliminary discussion of EDI committee report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/18/2022
Re: Election of Officers

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

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

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

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

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

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

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

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/20/2022
Re: Board meeting schedule for 2022

Attached for your review is a draft schedule of Board meetings for 2022. It follows past practice of holding meetings at 6:30 on the fourth Wednesday of each month, with two exceptions.

- I have a vacation planned in April. I have proposed the third Wednesday in April; if that doesn't work, a good alternative date would be the fourth Tuesday.
- The fourth Wednesday of November is the day before Thanksgiving, and YDL will close at 5:00 that day. I have proposed the fifth Wednesday, the last day of the fiscal year. Another alternative is the third Wednesday, November 16th, but that is a little early for having accurate budget amendment information to share.

If COVID and the construction schedule allow, it would be exciting to hold the October meeting at the new Superior Library. I suggest we leave this option open!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-1

January 26, 2022

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS
FOR 2022

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2022 Board meeting schedule as revised through discussion be adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Board Meetings 2022 – DRAFT

Fourth Wednesday of the month in the Whittaker Road Library Board Room with exceptions as noted. No meeting in December.

Date	Day	Time	Notes
1/26/22	Wednesday	6:30 p.m.	Annual meeting
2/23/22	Wednesday	6:30 p.m.	
3/23/22	Wednesday	6:30 p.m.	
4/20/22	Wednesday	6:30 p.m.	Third Wednesday; ALTERNATE: Tuesday, 4/26
5/25/22	Wednesday	6:30 p.m.	
6/22/22	Wednesday	6:30 p.m.	
7/27/22	Wednesday	6:30 p.m.	
8/24/22	Wednesday	6:30 p.m.	
9/28/22	Wednesday	6:30 p.m.	
10/26/22	Wednesday	6:30 p.m.	Location TDB – Superior Library Meeting Room?
11/30/22	Wednesday	6:30 p.m.	Fifth Wednesday; ALTERNATE: Wednesday, 11/16

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/20/2022
Re: Committee appointments by President

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

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

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

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

Because I did not know who the new President (to be ex-officio on committees) or new Treasurer (to chair the Finance Committee) would be, I could not draft a committee roster for the President's consideration, as I usually do. I suggest the Board table this action until February so the President and I can create a thoughtful and equitable proposal. Any Trustee who has specific committee aspirations, please let me know!

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees
Budget Hearing Minutes, November 17, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Budget Hearing to order at 6:15 p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix , Bethany Kennedy, Jean Winborn, Patricia Horne McGee and Brian Steimel

Trustees Absent: Kristy Cooper

Also present: Director Lisa Hoenig and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

Public Comment

NONE

Adjournment

Trustee McGee moved to adjourn at 6:18p.m. Trustee Maddix seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 17, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:29 p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix, Jean Winborn, Brian Steimel, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper

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 with the following revisions. Board member comments to go before the closed session. Trustee Maddix supported this motion.

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

PUBLIC COMMENT

NONE

Introduction of new staff: Michigan Avenue Branch manager Joy Cichewicz introduced Courtney Duke. Courtney is the new PT clerk at Michigan Avenue.

Presentation: Lisa presented the 2017-2021 Strategic Plan wrap-up

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (October 28, 2021, Regular Meeting Minutes and October 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

-Fundraising committee

- The current fundraising total for the Superior Branch as of Tuesday was about 1.67 million.
- A grant that YDL applied for from the Children's Foundation for the kitchenette at new Superior was approved.
- Annual appeal postcards were mailed. Half went out this week and the other half last week.
- YDL has raised about \$19,000 so far towards the \$100,000 match challenge. The library can apply the Children's Foundation grant to that also when it is received.
- YDL received a gift a few weeks ago. It was \$100.00 check from an endowment fund that was established by Rabbi Jeff and his wife Mindy in Connecticut. They have a website

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TurnToTheWonderful.com. The couple went around the country in an RV for a couple of months, met people, gave money to organizations. They have been giving to NPR stations, Libraries, and United Ways all over the country. Lisa read their story and was impressed by their charitable giving. She wrote them a thank you note for the donation. Today Lisa got a call. It was Rabbi Jeff Glickman. He told Lisa a bit about what they are doing and asked about the library. He said he was impressed by YDL and what we are doing and gave an additional \$1,000 grant.

REPORT OF THE LIBRARY DIRECTOR

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

- Chairs from Michigan Ave were taken for reupholstering.
- The bookmobile is back from the shop. There is another problem now with its speedometer sticking. It's not being taken off the road but YDL will monitor the issues.

OLD BUSINESS

- A. Consideration of a proposal for operable windows

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 17, 2021 (Unapproved)

OFFERED BY: Kay Williams
SUPPORTED BY: Brain Steimel
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

NEW BUSINESS

- A. Consider approval of FY2021-22 budget and set millage rate

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: Bethany Kennedy
SUPPORTED BY: Theresa Maddix
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

- B. Amendment of FY2020-21 budget

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 17, 2021 (Unapproved)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-37

November 17, 2021

RESOLUTION TO AMEND THE 2020-21 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: Theresa Maddix

SUPPORTED BY: Kay Williams

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

C. Consideration of a proposal from Daniels & Zermack architects

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 17, 2021 (Unapproved)

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: Kristy Cooper

SUPPORTED BY: Patricia Horne McGee

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

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

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:

Ypsilanti District Library
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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: Patricia Horne McGee

SUPPORTED BY: Brian Steimel

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

- E. Scheduling of 2022 annual Board meeting

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: Brian Steimel

SUPPORTED BY: Kay Williams

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

- F. Discussion of possible appointment of Board Officers nominating committee – no desire to appoint a nominating committee.

- G. Resolution in support of a non-motorized path on Geddes Rd.

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 17, 2021 (Unapproved)

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: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

BOARD MEMBER COMMENTS

Trustee	Comment
Kristy	No comments
Theresa	No comments
Brian	I just want to thank the library for providing me with my first theater event since Covid. I attended the Michigan Tales on Saturday which was presented by the EMU theater for the young department. Which I also an affinity for me because

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	that's where I have my Masters from. It was a great performance in an intimate and safe setting.
Pat	No comments
Bethany	I very much appreciated all of the thoughtfulness that went into the Beam signing and raising. I was glad I could be there for that.
Kay	I just want to thank this board. This board has worked hard all through this pandemic. You all have been wonderful. I want to thank you because it is unusual to have a board that is this willing to work, listen to each other and provide all of the things that we do for the library. We love it and I love it thank you all.
Jean	I want to thank you too and the staff. Oh, my goodness to come this far. You guys are amazing. I really appreciate this so much.

Adjournment to closed session

Trustee McGee moved to adjourn to closed session for the Director evaluation at 7:39p.m. Trustee Maddix seconded this motion.

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

Regular meeting reconvened

Trustee Williams moved to adjourn the closed session and return to the regular meeting at 8:19 p.m. Trustee Steimel seconded this motion.

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

Adjournment

Trustee Williams moved to adjourn at 8:21p.m. Trustee McGee seconded this motion.

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

Financial Report

Check Register Report

Date: 01/20/2022

Time: 3:25 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73828	11/10/21	Printed			DLE	A DESIGN LINE EMBROIDERY	security staff jacket/shirts/c	211.70
73829	11/10/21	Printed			DTE ENERGY	DTE ENERGY	whit 9/23-10/21/21 service	9,468.34
73830	11/10/21	Printed			DTE ENERGY	DTE ENERGY	MA 9/29-10/28/21 service	1,723.92
73831	11/10/21	Printed			DTE ENERGY	DTE ENERGY	whit street light Oct 2021	43.48
73832	11/10/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 9/24-10/23/21	667.01
73833	11/10/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	9/16-10/15/21 service	8.07
73834	11/10/21	Printed			0000000021	Y C U A	whit 9/20-10/20/21 service	651.56
73835	11/19/21	Printed			0000000025	AFLAC	#23 & #24 payments	113.80
73836	11/19/21	Printed			AK	AK LAWNCARE	Whit #1 plow/salt	3,000.00
73837	11/19/21	Printed			ALER	ALERUS FINANCIAL	YDL employ contribution 10/21	17,467.80
73838	11/19/21	Printed			AES	ALLIED EAGLE SUPPLY CO	hand sanitizer/towel	568.46
73839	11/19/21	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	WR 2nd fl mens room	1,056.50
73840	11/19/21	Printed			LOR	BAKER & TAYLOR	statement 10/31/21	209.18
73841	11/19/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 10/31/21	22.84
73842	11/19/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 10/31/21	291.84
73843	11/19/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 10/31/21	156.20
73844	11/19/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 10/31/21	210.17
73845	11/19/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 10/31/21	190.80
73846	11/19/21	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 10/31/21	5.57
73847	11/19/21	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 10/31/21	203.92
73848	11/19/21	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 10/31/21	50.95
73849	11/19/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 10/31/21	5,463.86
73850	11/19/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 10/31/21	2,131.47
73851	11/19/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 10/31/21	2,739.08
73852	11/19/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 10/31/21	2,351.56
73853	11/19/21	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 10/31/21	957.86
73854	11/19/21	Printed			BAA	BANK OF ANN ARBOR	Closing 10/31/21 #9394	1,094.65
73855	11/19/21	Printed			BAA	BANK OF ANN ARBOR	closing 10/31/21 #5906	541.39
73856	11/19/21	Printed			BAA	BANK OF ANN ARBOR	closing 10/31/21 #5384	2,439.60
73857	11/19/21	Printed			BATT	BATTERIESPLUS	Whit admin door keypad	14.85
73858	11/19/21	Printed			BECRAU	BECKETT & RAEDER	whit parking lot 9/2021	725.00
73860	11/19/21	Printed			BA	BLACKSTONE PUBLISHING	Slow Fire Burning	380.38
73861	11/19/21	Printed			BCN	BLUE CARE NETWORK OF MI	December 2021 coverage	41,144.42
73862	11/19/21	Printed			BOD	BODMAN PLC	sept 21 services	382.46
73863	11/19/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	10/6-11/5/21 billing	138.13
73864	11/19/21	Printed			JCARY	JAMES CAREY	October 2021 service	840.00
73865	11/19/21	Printed			CDW	CDW GOVERNMENT, INC.	tv display/monitor	3,979.83
73866	11/19/21	Printed			CEN	CENGAGE LEARNING	The Herons Cry	304.39
73867	11/19/21	Printed			0000000567	CENTER POINT PUBLISHING	book of magic	95.88
73868	11/19/21	Printed			CHBUCCO	CHARLESTOWN BUILDING COMPANY	payment 2 of 3	11,345.00
73869	11/19/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Oct 2021fuel/elec	98.35
73870	11/19/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Oct 2021 grounds	81.68
73871	11/19/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 11/30/21	1,731.63
73872	11/19/21	Printed			LRC	LIAA CRUZ	TALK materials	150.00

Check Register Report

Date: 01/20/2022

Time: 3:25 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								
73873	11/19/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	12/1-12/31/21 coverage	2,840.02
73874	11/19/21	Printed			0000000039	DEMCO, INC.	MA-plexiglass tier racks	172.56
73875	11/19/21	Printed			CADO	CADEN DO	Gen Z intern Nov 2021	56.00
73876	11/19/21	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	bkm electrical	1,136.74
73877	11/19/21	Printed			DAOY	DOWNTOWN ASSOCIATION	dues	45.00
73878	11/19/21	Printed			FST	FIRST BOOK	MA youth	283.80
73879	11/19/21	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Sept 2021 services	2,730.00
73880	11/19/21	Printed			GORDON	GORDON FOOD SERVICE, INC.	MA tree lighting 2021	333.45
73881	11/19/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	STATEMENT 11/12/21	1,761.56
73882	11/19/21	Printed			HUID	LAUREN HUDSON	Gen Z intern Oct/Nov 2021	75.00
73883	11/19/21	Printed			IKON	IKON VIDEOGRAPHY LLC	Holiday Jazz concert 12/5/21	125.00
73884	11/19/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	backup essential license	36,380.67
73885	11/19/21	Printed			JOCO	JOHNSON CONTROLS	fire dept connection	7,417.16
73886	11/19/21	Printed			KANO	KANOPIY INC.	October 2021 billing	210.90
73887	11/19/21	Printed			PK	PAUL KELLER	Holiday Concert 12/5/21	1,700.00
73888	11/19/21	Printed			NIA	NIA KHALEED	Gen Z intern Oct/Nov 2021	51.00
73889	11/19/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	check 2 of 2	180.00
73890	11/19/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	check 1 of 2	180.00
73891	11/19/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	December 2021 coverage	1,157.26
73892	11/19/21	Printed			NARX	MARXMODA	task chair	816.01
73893	11/19/21	Printed			AFSCME	MICHIGAN AFSCME	deducted 11/10/21	539.20
73894	11/19/21	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Jetton renewal	85.00
73895	11/19/21	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/21-7/1/22 premium	2,952.00
73896	11/19/21	Printed			MIDWESTTAP	MIDWEST TAPE	501168312/501168323/801168326	2,329.66
73897	11/19/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 10/31/21	11,276.61
73898	11/19/21	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Good Kind of Trouble	35.94
73899	11/19/21	Printed			DDM	DANIEL MORRIS	Gen Z intern Nov 2021	64.00
73900	11/19/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Nov 2021 service	128.00
73901	11/19/21	Printed			NEDE	HAJIRAH NADEEM	Gen Z intern Nov 2021	81.00
73902	11/19/21	Printed			SLN	SOPHIA NEPIUK	Gen Z intern Nov 2021	78.00
73903	11/19/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	48,945.14
73904	11/19/21	Printed			OCLC	OCLC INC.	billing 11/1-11/30/21	478.60
73905	11/19/21	Printed			ORION	ORION TOWNSHIP PUBLIC LIBRARY	lost-ILL Lazy Genius Way	28.00
73906	11/19/21	Printed			OV	OVERDRIVE, INC.	01576CO21434646	5,069.83
73907	11/19/21	Printed			PATR	PATRON ACCOUNT	lost return	18.99
73908	11/19/21	Printed			POG	MADISON POGUE	Gen Z intern Oct/Nov 2021	72.00
73909	11/19/21	Printed			QUAD	QUADIENT LEASING USA, INC.	9/5-12/4/21 lease mail machine	237.00
73910	11/19/21	Printed			KAREY	KAMRON REYNOLDS	Noise permit wksp oct/nov 21	200.00
73911	11/19/21	Printed			RING	RINGBLOOM ELECTRICAL	whit staff lounge	3,500.00
73912	11/19/21	Printed			AMRO	AMELIA ROHIM	Gen Z intern Nov 2021	120.00
73913	11/19/21	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	Chases Calendar of Eev 2022	181.78
73914	11/19/21	Printed			SHOW	SHOWCASES	30-zcdr12	289.66
73915	11/19/21	Printed			MATSIE	MATTHEW SIEGFRIED	podcast-UWA/ypsi native americ	300.00
73916	11/19/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 10/25/2021	689.89
73917	11/19/21	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	whit winterization	485.00
73919	11/19/21	Printed			AMAZ	SYNCB AMAZON	statement 10/10/21	2,762.73

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73920	11/19/21	Printed			TERM	TERMINIX	Super 10/28/21 service	107.00
73921	11/19/21	Printed			TECI	TESTING ENGINEERS &	whit parking lot sept 2021 ser	2,084.92
73922	11/19/21	Printed			THOM WEST	THOMSON REUTERS-WEST	whit-MI Sentencing Guidelines	379.00
73923	11/19/21	Printed			THYSSENKRI	TK ELEVATOR CORPORATION	whit maint 11/1/21-1/31/22	1,296.01
73924	11/19/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside nov 2021	90.00
73925	11/19/21	Printed			VERIZON	VERIZON WIRELESS	10/10-11/09/21 service	434.65
73926	11/19/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit nov 2021 service	522.46
73927	11/19/21	Printed			0000000550	LARON WILLIAMS	Safely talking Racism series	500.00
73928	11/19/21	Printed			KEWI	KENDRA WILSON	Gen Z intern Oct 2021	82.00
73929	11/19/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 10/31/21	4.39
73930	11/19/21	Printed			YCC	YPSILANTI COMMUNITY CHOIR	tree lighting 2021	100.00
73931	11/30/21	Printed			BASIC	BASIC	FSA plan Nov 2021 fee	67.15
73932	11/30/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Oct 2021 service	3,070.54
73933	11/30/21	Printed			DTE ENERGY	DTE ENERGY	whit 10/22-11/22/21 service	6,146.39
73934	11/30/21	Printed			TDSM	TDS	11/22-12/21/21 service	1,237.36
Total Checks: 105							Checks Total (excluding void checks):	270,175.61
Total Payments: 105							Bank Total (excluding void checks):	270,175.61

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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FIFTH THIRD BANK Checks

1038	11/03/21	Printed			DABL	DAN BLAKENEY	Photos Superior beam signing	250.00
1039	11/03/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Period Ending Date 9/30/21	98,064.10

Total Checks: 2	Checks Total (excluding void checks):	98,314.10
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Total Payments: 2	Bank Total (excluding void checks):	98,314.10
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Total Payments: 107	Grand Total (excluding void checks):	368,489.71
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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73935	12/10/21	Printed			ALER	ALERUS FINANCIAL	YDL contribut 11/30/21	17,652.17
73936	12/10/21	Printed			ASI	ASPHALT SPECIALISTS, LLC	whit parking lot	122,110.00
73937	12/10/21	Printed			LOR	BAKER & TAYLOR	statement 11/30/21	109.08
73938	12/10/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 11/30/21	44.04
73939	12/10/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 11/30/21	390.82
73940	12/10/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 11/30/21	284.17
73941	12/10/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 11/30/21	103.32
73942	12/10/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 11/30/21	7.76
73943	12/10/21	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 11/30/21	9.30
73944	12/10/21	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 11/30/21	5.96
73945	12/10/21	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 11/30/21	32.05
73946	12/10/21	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 11/30/21	57.58
73947	12/10/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 11/30/21	2,177.82
73948	12/10/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 11/30/21	1,300.24
73949	12/10/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 11/30/21	354.03
73950	12/10/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 11/30/21	834.78
73951	12/10/21	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 11/30/21	1,415.70
73952	12/10/21	Printed			BAA	BANK OF ANN ARBOR	closing 11/23/21 #2986	2,612.96
73953	12/10/21	Printed			BAA	BANK OF ANN ARBOR	closing 11/30/21 #0667	1,245.63
73954	12/10/21	Printed			BA	BLACKSTONE PUBLISHING	debt trap	30.94
73955	12/10/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	11/6-12/5/21 service	270.09
73956	12/10/21	Printed			CAMPINC	CAMPBELL, INC	whit HVAC repair	7,291.00
73957	12/10/21	Printed			JCARY	JAMES CAREY	Nov 2021 services	640.00
73958	12/10/21	Printed			CDW	CDW GOVERNMENT, INC.	4 Planar LEd monitors	754.28
73959	12/10/21	Printed			CEN	CENGAGE LEARNING	once in a lifetime	48.73
73960	12/10/21	Printed			CLHI	CLARK HILL	nov 2021 service	98.00
73961	12/10/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	ma upholstery fabric	1,783.75
73962	12/10/21	Printed			DTE ENERGY	DTE ENERGY	whit street light Nov 2021	43.83
73963	12/10/21	Printed			DTE ENERGY	DTE ENERGY	MA 10/29-11/30/21	1,775.93
73964	12/10/21	Printed			EMUBH	EASTERN MICHIGAN UNIVERSITY	Noise Permit program 2021	800.00
73965	12/10/21	Printed			ELEM	ELEMENTONE CONSULTING, INC	prof fees Oct-Nov 2021	4,890.00
73966	12/10/21	Printed			FST	FIRST BOOK	story of Nisrin's Hijab	210.00
73967	12/10/21	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server roon semi inspection	325.00
73968	12/10/21	Printed			GRNG	GRAINGER	whir cart repair	125.81
73969	12/10/21	Printed			IKON	IKON VIDEOGRAPHY LLC	Holiday concert 12/5/21	175.00
73970	12/10/21	Printed			JOUP	JOHN'S UPHOLSTERY	MA-4chairs	1,600.00
73971	12/10/21	Printed			KANO	KANOPY INC.	131 items	314.45
73972	12/10/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Sup 10/24-11/23/21 overage	473.06
73973	12/10/21	Printed			0000000125	MICHIGAN EDUCATION DIRECTORY	2022 edition	29.95
73974	12/10/21	Printed			MWP	MICHIGAN WEB PRESS	2021 winter LOOP	4,001.45
73975	12/10/21	Printed			MIDWESTTAP	MIDWEST TAPE	501269506/501269508/501269530	1,146.58
73976	12/10/21	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla ending Nov 2021	10,699.84
73977	12/10/21	Printed			MMG	MLIVE MEDIA GROUP	budget hearing notice	57.64
73978	12/10/21	Printed			OV	OVERDRIVE, INC.	15 items	870.37
73979	12/10/21	Printed			QM	Q+M	2021 winter LOOP design	1,500.00

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73980	12/10/21	Printed			SHOW	SHOWCASES	25/24 CD album	241.38
73981	12/10/21	Printed			SPRIG	SPRINGSHARE LLC	12/21-11/2022	914.00
73982	12/10/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 11/25/21	955.93
73983	12/10/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	10/16-11/15/21 service	8.22
73984	12/10/21	Printed			TCI	TERRACON CONSULTANTS, INC.	Whit windows final phase II	8,387.06
73985	12/10/21	Printed			0000000130	WASHTENAW COUNTY TREASURER	10/21 MTT/STC	125.32
73986	12/10/21	Printed			0000000021	Y C U A	WHIT 10/20-11/19/21	613.50
73987	12/10/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 11/30/21	20.56
73988	12/10/21	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	pettey cash year end 2021	109.60
73989	12/17/21	Printed			0000000025	AFLAC	#25 & #26 payment	113.80
73990	12/17/21	Printed			AK	AK LAWNCARE	whit #8 grounds	3,610.00
73991	12/17/21	Printed			0000000003	ANN ARBOR NEWS	MA - 3/5/22	54.40
73992	12/17/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	sub fee 2022	2,633.00
73993	12/17/21	Printed			BAA	BANK OF ANN ARBOR	closing 11/30/21 #1822	1,701.36
73994	12/17/21	Printed			BASIC	BASIC	ACA Elevate 1 8/1/21-1/31/22	180.12
73995	12/17/21	Printed			BEAL	BEAL PROPERTIES LLC	2022 parking fees	3,600.00
73996	12/17/21	Printed			BCN	BLUE CARE NETWORK OF MI	Jan 2022 coverage	44,612.30
73997	12/17/21	Printed			CAMPINC	CAMPBELL, INC	whit 12/1/21-2/28/22 service	13,867.25
73998	12/17/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Nov 2021 grounds	81.68
73999	12/17/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Niov 2021 fuel/elec	154.67
74000	12/17/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 12/30/21 lease	1,731.63
74001	12/17/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Jan 2022 coverage	2,840.02
74002	12/17/21	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	56.96
74003	12/17/21	Printed			CADO	CADEN DO	Gen Z intern nov/dec 2021	75.00
74004	12/17/21	Printed			FST	FIRST BOOK	Whit-Youth	243.00
74005	12/17/21	Printed			SZG	SINCERE ZION GODWIN	Gen Z intern Oct 2021	36.00
74006	12/17/21	Printed			GORDON	GORDON FOOD SERVICE, INC.	LNGO supplies	92.80
74007	12/17/21	Printed			GRPTLIB	GROSSE POINTE PUBLIC LIBRARY	lost-ILL Oldboy Hilda Ciaramitaro	10.00
74008	12/17/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 12/13/21	262.94
74009	12/17/21	Printed			INTER	INTERACTIVE SCIENCES, INC.	10/14/21-10/13/22	790.00
74010	12/17/21	Printed			NIA	NIA KHALEED	Gen Z intern nov/dec 2021	99.00
74011	12/17/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	jan 2022 coverage	1,157.26
74012	12/17/21	Printed			MANPOW	MANPOWER	week ending 12/12/21	1,027.65
74013	12/17/21	Printed			AFSCME	MICHIGAN AFSCME	deduc 11/10/21	539.20
74014	12/17/21	Printed			DDM	DANIEL MORRIS	Gen Z intern nov/dec 2021	176.00
74015	12/17/21	Printed			CAL	CAL MUNSON	12/2/21 tuning	160.00
74016	12/17/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	december 2021 service	128.00
74017	12/17/21	Printed			AYNA	AYESHA NADEEM	Gen Z intern nov/dec 2021	165.00
74018	12/17/21	Printed			NEDE	HAJIRAH NADEEM	Gen Z intern nov/dec 2021	168.00
74019	12/17/21	Printed			SLN	SOPHIA NEPIUK	Gen Z intern nov/dec 2021	160.00
74020	12/17/21	Printed			OCLC	OCLC INC.	12/1-12/31/2021 billing	478.60
74021	12/17/21	Printed			PATR	PATRON ACCOUNT	return-Yu Gi Oh	14.99
74022	12/17/21	Printed			POG	MADISON POGUE	Gen Z intern nov/dec 2021	88.00
74023	12/17/21	Printed			KAREY	KAMRON REYNOLDS	Noise Permitwsp fall 2021	250.00
74024	12/17/21	Printed			AMRO	AMELIA ROHIM	Gen Z intern nov/dec 2021	108.00
74025	12/17/21	Printed			SD	SIRSIDYNIX	BLUEcloud 12/1/21-11/30/22	64,630.57
74026	12/17/21	Printed			SHPL	STERLING HEIGHTS	lost-ILL 48 hrs laws of power	30.00

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74028	12/17/21	Printed			AMAZ	SYNCB AMAZON	statement 11/10/21	3,808.79
74029	12/17/21	Printed			STGI	SYSTEMS TECHNOLOGY GROUP, INC.	READ program 2022	2,095.00
74030	12/17/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside dec 2021 fee	90.00
74031	12/17/21	Printed			0000000030	VISION SERVICE PLAN - MI	Dec 2021 coverage	762.56
74032	12/17/21	Printed			WCROD	WASHTENAW COUNTY	2021 tax foreclosed auction los	244.38
74033	12/17/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA dec 2021 service	530.13
74034	12/17/21	Printed			KEWI	KENDRA WILSON	Gen Z intern nov/dec 2021	35.00
74035	12/21/21	Printed			AMAZ	SYNCB AMAZON	statement 12/10/21	375.63
74036	12/21/21	Printed			VERIZON	VERIZON WIRELESS	11/10-12/9/21 coverage	434.67
74037	12/28/21	Printed			ADT	ADT SECURITY SERVICES, INC	Superior 1/1 - 3/31/22 coverag	166.59
74038	12/28/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	November 2021 billing	3,631.21
74039	12/28/21	Printed			TERM	TERMINIX	Super 12/16/21 service	107.00

Total Checks: 104

Checks Total (excluding void checks): 360,486.84

Total Payments: 104

Bank Total (excluding void checks): 360,486.84

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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								
1040	12/06/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior 5/30-9/4/21 fees	13,454.42
1041	12/13/21	Printed			JESMOR	JESSE MORGAN	Superior gathering 12/14/21	300.00
Total Checks: 2							Checks Total (excluding void checks):	13,754.42
Total Payments: 2							Bank Total (excluding void checks):	13,754.42
Total Payments: 106							Grand Total (excluding void checks):	374,241.26

Communications



Lisa Hoenig <lisa@ypsillibrary.org>

Michigan Myths and Legends

1 message

Brian Steimel <bsteimel@emich.edu>

Mon, Nov 22, 2021 at 11:43 AM

To: Emily Levickas <elevicka@emich.edu>, "jodi@ypsillibrary.org" <jodi@ypsillibrary.org>

Cc: Lisa Hoenig <lisa@ypsillibrary.org>, Kathleen Stacey <kstacey@emich.edu>, Meriah Sage <msage@emich.edu>, President Smith <president@emich.edu>

Dear Emily and Jodi,

I want to thank you both for providing my first live theatre event since the beginning of the pandemic in March of 2020. The performance of "Michigan Myths and Legends" by Eastern Michigan University's Theatre for the Young in the community room at the Ypsilanti District Library Whittaker Road on November 13, 2021 was perfect.

The use of tabletop theatre in the performance was truly effective. It is a medium akin to puppetry that I am particularly fond of. The choice of both well-known and unknown stories was also great for the library setting and was fitting for a "Pure Michigan" afternoon. The performance was a solid mix of theatre, creative drama and storytelling.

For me, the high point of the performance was the one-child dancing ovation when he showed his unbridled delight after the telling of the tale of the Sleeping Bear Dunes. His reaction was spontaneous and helped reinforce the power of repetitive storytelling. True joy.

My only "complaint" was provided by covid. It was unfortunate that the performance could not have been seen and appreciated by more people and performed more intimately as the tour is used to. At the same time the movement and social distancing of the actors was effective and the space and seating provided by the library worked extremely well and both provided a safe and comfortable experience.

While I am fond of all collaborations between EMU and YDL, whether it is through Engage or the Writing Center, this one was especially meaningful. As an emeritus staff and alumni of EMU and the Drama/Theatre for the Young area, and a frequent patron, friend and member of the Board of Trustees of YDL, I was thrilled to see both of my worlds and backgrounds truly collide.

Once again, thank you for a wonderful experience that was engaging and fun. It was an afternoon well spent. Shared collaborations and opportunities such as this are vital to our children and our community and I am hoping to see many more to come.

Sincerely,

Brian Steimel

cc. Dr. James Smith, President, EMU
Dr. Kathleen Stacey, Department Head, CMTA, EMU
Meriah Sage, Director, ADTY, EMU
Lisa Hoenig, Director, YDL

Michigan seed libraries grow food resilience

By Kayla Nelsen | 11 hours ago

0
SHARES



The seed library at the Lucile E. Dearth Union Township Library in Union City, Michigan, provides seeds and other gardening resources. Image: Michigan Seed Library Network

By Kayla Nelsen

More than 650 public libraries, garden and community centers across Michigan will receive packets of Boston Pickling Cucumber seeds next spring as a part of a seed saving and swapping program.

Seed saving is the practice of collecting and storing mature seeds for planting in subsequent growing seasons. As with books at traditional libraries, seed libraries contain seeds that circulate among community members. Once the original seed is planted and matured, the new seeds from the fruit are harvested and returned to the library to restart the cycle.

The program, called One Seed, One State, is organized by the Michigan Seed Library Network. The program unites the state in a learning experience, said founder Bevin Cohen.



Michigan Seed Library Network founder Bevin Cohen promotes seed libraries at a seed swap in Midland, Michigan. Image: Michigan Seed Library Network

“Hopefully we’re giving people a chance to get their foot in the door to see what seed saving is all about,” he said. “Everybody’s growing the same plant, so it’s a shared experience.”

The Michigan Seed Library Network was created in 2018 with only about 30 seed-swapping locations, Cohen said. Now Michigan has more than 100 of the 400 seed libraries in the country.

“I realized that I was teaching the same concepts and ideas, answering the same questions at each library that I visited,” Cohen said. “So I thought we needed a network, an umbrella, if you will, a hub for resources.”

It is the only seed saving network in the region that functions as a state-wide alliance. Cohen said he hopes the network will lead the region in making seed saving more accessible.

The network launched as a [website \(https://misedlibrary.org/\)](https://misedlibrary.org/), then became a nonprofit organization in 2019, said board member Pam Quackenbush. The network functions as a resource for independent seed savers and newly-started seed libraries. The website provides a seed library locating map, how-to guides and promotional materials.

Michigan has more than 100 of the 400 seed libraries in the United States. Map: Michigan Seed Library Network

The growth of seed libraries is due to increasing recognition of seed saving as a way to combat the loss of crop diversity from commercialization, said Deborah Lynch, the director of the Grosse Pointe Grows seed saving program and a librarian at the Grosse Pointe Public Library Ewald Branch.

“The loss of diversity puts us at a disadvantage when things go wrong,” Lynch said. “If we have local communities conserving the genetic material of different varieties, that could actually be a saving grace for us.”

Cohen said seed saving is at the root of food security, as conserving genetic material increases the nutritional quality of crops.

“When we save our seeds from our own gardens, they adapt to our local climates and that’s going to ensure more vibrant plants, which is the cornerstone to food security,” Cohen said. “Food is only as local as the seed it grows from.”

The Michigan Seed Library Network is profiling seed libraries on its website. With further development, the network hopes to become a nationwide seed library-planting resource, Quackenbush said.



Seed packets in the seed library cabinet at the Herrick District Library in Holland, Michigan. Image: Michigan Seed Library Network

“Baby steps is where we want to start with this,” Cohen said. “When we do things we’ve never done before, it can seem daunting.

“But really, people have been seed savers since the dawn of agriculture. If you wanted to eat food, you had to grow it. And if you wanted to grow that food, you had to save your seeds,” he said.

Anne M. Seurnyck
ASeurnyck@fosterswift.com
P: 616.726.2240 F: 517.367.719

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

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

Re: Hourly Rate

Dear Lisa:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Ypsilanti District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

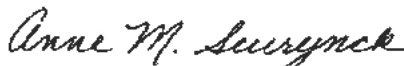
As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Ypsilanti District Library to \$225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at \$250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Ypsilanti District Library and other libraries throughout Michigan.

We value our client relationship with Ypsilanti District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

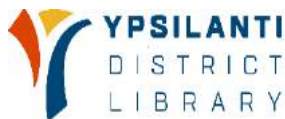
Ypsilanti District Library

By: _____
Signature

Title: _____
Please print title

Name: _____
Please print name

Date: _____, 202__



Lisa Hoenig <lisa@ypsilibrary.org>

Community Grantmaking for YDL

1 message

Amina Iqbal <aiqbal@aaacf.org>
To: "lisa@ypsilibrary.org" <lisa@ypsilibrary.org>

Fri, Dec 24, 2021 at 12:59 AM

Dear Lisa,

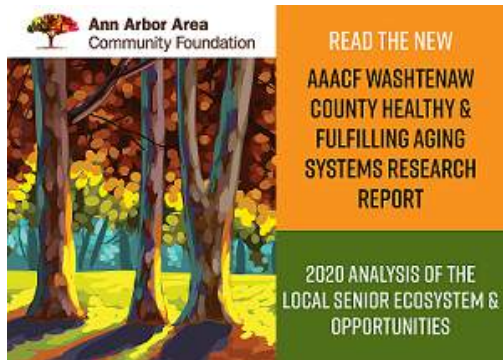
The Ann Arbor Area Community Foundation's Community Investment Committee is pleased to award the Ypsilanti District Library a \$15,000 grant related to your work with Washtenaw County residents. We know how your efforts are contributing to the overall well-being of our community and appreciate everything you are doing.

In the coming 2 weeks we will be sharing a Terms of Grant (TOG) for you to sign electronically. This will be considered a 2021 grant as the notification and decision were made in 2021.

Once the signed TOG is received, we will process the payment via ACH.

Please let me know if you have any questions or concerns and I will get back to you upon my return to the office, January 3rd.

Happy New Year,
Amina



Amina Iqbal
Senior Community Investment Officer

E: aiqbal@aaacf.org
P: 734-663-0401 x118
W: aaacf.org
A: 301 N Main St | Ste 300 | Ann Arbor, MI | 48104



COVID Grant Application

General Organization Information

Organization Legal Name

Ypsilanti District Library

Primary Contact

Mary Garboden

Primary Contact Email

garboden@ypsilibrary.org

Organization's Website

www.ypsilibrary.org

Please share your Organization's Mission or Purpose

YDL's mission is to enrich life, stimulate intellectual curiosity, foster literacy and encourage an informed citizenry. Providing access to lifelong learning, we offer programs that create vibrant, resilient and inclusive communities.

General Information about the Program or Project

Please describe your idea and address how it will serve marginalized communities impacted by COVID-19.

The Ypsilanti District Library (YDL) and Success by 6 Great Start Collaborative (SB6GSC) will assist residents of Sycamore Meadows in COVID relief and recovery by conducting door to door outreach, delivering free literacy materials for children, and providing onsite library and social services from March-September 2022.

The Ypsilanti District Library operates a 1,000 square foot branch across MacArthur Boulevard from Sycamore Meadows. Due to the library's tiny size and lack of ability for social distancing, this location remains closed. A new, larger library location is under construction and projected to open in Fall of 2022. As residents of Sycamore Meadows work to recover from the myriad impacts of the COVID-19 pandemic, they need the library more than ever.

SB6GSC's Trusted Advisor Initiative includes 7 Trusted Parent Advisors (TPAs) trained in community organizing who live in the communities they serve. The TPAs began their outreach by going door-to-door in Sycamore Meadows, sharing resources and educational program information with parents, and

Community Grantmaking COVID Relief & Recovery 2021

Application #: 162833

offering ways to advocate for their families. Over the past 4 years, TPAs have continued their outreach in Sycamore Meadows, building relationships and gaining trust with families.

With a population of primarily African American residents, many living below the poverty line, pre-existing inequities have only deepened in the pandemic. Reduced bus routes decreased access to food, work, healthcare, and social services for many residents. Online school meant parents had to choose between work and supervising children. Workers were largely employed in the service sector, which increased their exposure to the virus. Students learning from home missed access to supplemental services at school. Social service agencies transitioned to virtual services, which cut off those with limited internet.

To assist in recovery from the social, educational, health, and technological impacts of the pandemic, YDL & SB6GSC will provide onsite pop-up literacy events at Sycamore Meadows. In March, TPAs will canvass the apartments to deliver books & educational materials, spread the word about the events and ask residents about service providers they'd like at the pop-ups. Between April-September, YDL & SB6GSC will host twice-monthly pop-up events. While children hear stories and choose free books, adults will have access to computers and can speak with staff to help connect them to jobs, government assistance, and rent relief.

Within the population of Washtenaw County, what is/are the priority population(s) your idea will serve? A priority population can be defined by: demographic factors such as age, gender, race/ethnicity, income level, education attainment, sexual orientation, marital status, or health care coverage status; geography within Washtenaw County; or a location in which the priority population may be reached such as a workplace, school or church.

This project delivers targeted services to residents of the Sycamore Meadows apartment complex in Superior Township, one of Washtenaw County Health Department's six health equity priority areas. Within the census tract that Sycamore Meadows occupies, 78% of residents are African American with an additional 10% identifying as mixed race. Over half of the households are run by a single parent, and 31.2% of residents are living below the poverty line. 45% of residents are under the age of nine.

Please share system level efforts that your organization has supported for marginalized communities to gain access to resources that positively contribute to relief and recovery.

Since the onset of the pandemic, YDL & SB6GSC have worked to keep residents connected and safe by delivering vital services, such as food, educational materials, hygiene & cleaning supplies, at-home COVID test kits, and KN-95 masks. Trusted Parent Advisors work with residents to get critical maintenance issues in their apartments resolved. The library hosts COVID testing and vaccine events for anyone in the community.

When the library closed its doors in March of 2020, staff quickly began providing services outside of the library's traditional model. YDL created monthly kits for preschoolers and school-aged students with educational family activities, providing all materials necessary for accessibility purposes. TPAs delivered

Community Grantmaking COVID Relief & Recovery 2021

Application #: 162833

these kits directly to families at Sycamore Meadows. Residents raved about the kits, telling SB6GSC that the kits were a lifeline when they felt isolated and left behind by the trajectory of the pandemic. The library only had funding to provide those kits for a short time. This proposal would bring the kits back and help families again enjoy educational enrichment and connections within their own homes.

Both YDL & SB6GSC participate in the Sycamore Meadows Allies group, a coalition of community members and organizations working to improve housing, health, and educational outcomes at Sycamore Meadows. Through this work, both organizations look at big-picture, systems-level issues and work to address them in collaboration with other organizations.

Please list any partnering organizations or agencies involved in this program/initiative.

YDL & SB6GSC have a positive working relationship with the property manager, who is supportive of activities that provide resources for residents. YDL & SB6GSC work with a coalition of organizations called the Sycamore Meadows Allies, with representation from the social services and community organizing fields. YDL & SB6GSC will survey Sycamore Meadows residents during canvassing activities and invite members from this group and broader community networks to attend pop-up events.

Program Budget

For this idea to be successful, how much funding (up to \$15,000) will be required over the next year? Please share the budget details.

A grant of \$15,000 will enable at least 200 households to receive activity kits, 50 adults to receive hands-on assistance, and 250 children to hear stories, choose free books, get library cards, and interact with Trusted Parent Advisors and Library staff. These activities will reconnect residents to technology, resources, and community services they have been unable to readily access since the beginning of the pandemic.

In-kind costs from YDL & SB6GSC include YDL staff time, the subscription for a Wi-Fi hotspot, and funds from SB6GSC to purchase books and educational materials for children ages 0-5. These contributions total \$14,390.40

Books and educational materials (ages 0-5): \$3000

YDL staff time (1 manager, 1 librarian, 5 hours weekly, 48 weeks): \$11,030.40

Wi-fi monthly subscription, six months: \$360

The grant will provide funds for the contracted TPAs, technology equipment, educational literacy giveaway items, chairs, and office supplies. At each pop-up event, a tent will be set up outside the Sycamore Meadows office. Under the tent will be a table with laptops, a story time area, and the book trike, loaded with new, appealing library materials for checkout. Another table will have giveaway books and educational toys for all ages. While the costs for the giveaway materials for ages 0-5 are covered by SB6GSC, AAACF funds will supply books and educational materials for kids ages 6 and up. A third table

Community Grantmaking COVID Relief & Recovery 2021

Application #: 162833

will host a different guest organization each month. These organizations will be invited based on input received from residents when Trusted Parent Advisers canvass in March. YDL will provide a tent and folding tables.

Proposal costs:

Trusted Parent Advisor time (8 hours weekly, 40 weeks): \$5500

SB6GSC coordination and management of Trusted Parent Advisors: \$2040

Laptops (4): \$3200

MiFi hotspot: \$200

Folding chairs (8): \$360

Books and educational materials: \$3400

Office supplies (paper toner, pens, hand sanitizer): \$200

Wireless printer: \$100

Sign & Submit

I hereby affirm: The information provided on this application is accurate to the best of my knowledge. Type in your name (First & Last Name):

Email Address

Date:

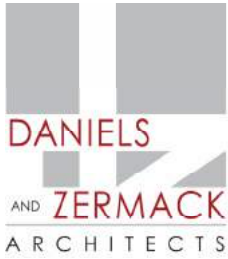
Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/21/2022
Re: Superior Planning Committee report

I attended construction site meetings on December 3 and 17, and January 7 and 21. The building's structure is nearing completion, and looks dramatically different from my last report.

- Exterior studwalls are in place except on the south side of the building. This is by design, to allow equipment access for installation of roof trusses.
- Curbs are in place and really help define the parking and drives from above in our drone photographs.
- O'Neal's site supervisor from May-November was Larry Zielinski. He was recently assigned to another project; our new site supervisor is Nick Kresta.
- Roof trusses were once again delayed, but received in several shipments over the last 2 weeks. A crane was on site January 17-22 to install them. The interior of the building looks very dramatic and impressive with the various slopes in roof/ceiling height! Crews will continue to work on finishing the roof truss installation and sheathing the roof over the next several weeks. The roof should be ready to shingle by Valentine's Day; the shingles are on site and the roofer is ready to go.
- Detailed masonry work on the monument sign near the road was rejected by the architect and will be redone. Masonry work on the dumpster and mechanical equipment enclosures is in progress.
- We have been gradually working toward the installation of utilities. On 1/12 I signed an agreement for installation of a gas main, and an electrical pole has been erected across Harris from the site. Next week, utility crews for both gas and electric are expected on site. Once temporary power is achieved, the construction trailer will be moved to the back of the lot to take advantage.
- The Solar Moonshot grant program has been funded again in 2022, so we submitted an application on January 18. O'Neal has received four solid bids for the solar project and is in the process of vetting them.
- The week of December 12 we had several Zoom meetings with the design team to discuss building security, surveillance, A/V, and to begin selecting furniture.





Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	09
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	12 NOV 2021	TIME:	11:30 pm
		WEATHER:	Sunny
		TEMPERATURE:	48
ESTIMATED % OF COMPLETION:	18%	CONFORMANCE WITH SCHEDULE (+,-)	On schedule

PRESENT AT SITE:

Name:

Shawn Courtney
 Matt Ratzow
 Dan Whisler
 Davy Shellabarger
 Lisa Hoening

Representing:

O'Neal Construction (OCI)
 OCI
 Daniels & Zermack Architects (DZA)
 DZA
 Ypsilanti District Library (YDL)

(6) Masons
 (5) Ironworkers

WORK IN PROGRESS:

- 9.1 Masons removing and reconstructing cmu foundation wall because the wrong type of grout was accidentally used that did not meet compressive strength requirements when tested.
- 9.2 Iron workers welding and detailing structural steel.
- 9.3 Workers were onsite earlier removing formwork from the recently poured concrete caps at the steel building columns.

OBSERVATIONS:

- 9.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, diesel fuel, metal studs, shingles, modified bitumen sheet roofing, ice and water guard, and geogrid reinforcement.
- 9.2 The perimeter of the site to the south and west of the building has been seeded.
- 9.3 Equipment pads for the transformer and RTU have been poured in the mechanical screen area.
- 9.4 DZA provided cutsheets to OCI for the two book returns after the site visit so that the carpenters can frame in the appropriate size openings in the stud wall.

ITEMS TO VERIFY:

- 8.1 YDL to make final decisions on operable windows and actuators (YDL anticipates this issue will be discussed in their next board meeting).
- 9.1 DZA and Structural to verify if there is an issue with reinforcing steel touching the inside walls of the 6in blocks at the top of the foundation wall. (Structural confirmed after the site visit that a minimum of ½" clear cover is needed between the steel and inner wall of the block to ensure adequate bond strength between the rebar and the grout)
- 9.2 OCI to verify if a beehive grate was installed on the storm structure at the edge of the site where the drain tie-in was recently completed.

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.
- 9.1 DZA to provide an electrical layout plan to locate floor boxes.

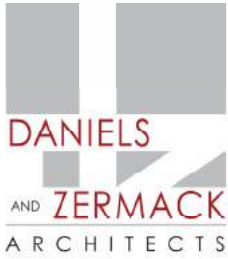
ATTACHMENTS:

- 9.1 See Progress photos below:





REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	10
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	03 DEC 2021	TIME:	11:30 am
		WEATHER:	Light Snow
		TEMPERATURE:	34
ESTIMATED % OF COMPLETION:	20%	CONFORMANCE WITH SCHEDULE (+,-)	On schedule

PRESENT AT SITE:

Name:

Larry Zielinski
Shawn Courtney
Matt Ratzow
Davy Shellabarger
Lisa Hoening

Representing:

O'Neal Construction (OCI)
OCI
OCI
Daniels & Zermack Architects (DZA)
Ypsilanti District Library (YDL)

(5) Masons
(5) Carpenters
(5) Earthwork

WORK IN PROGRESS:

- 10.1 Masons working on redoing the CMU for the mechanical screen wall.
- 10.2 Carpenters installing wall sheathing and exterior wall studs. Exterior studs look to be about 75% complete.
- 10.3 Grading and spreading aggregate course on the driveway and parking lot.

OBSERVATIONS:

- 10.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, diesel fuel, metal studs, shingles, modified bitumen sheet roofing, ice and water guard, geogrid reinforcement, and brick.
- 10.2 The site superintendent confirmed that the masons have been instructed to center the reinforcing steel in the new block that is being installed for the foundation walls.
- 10.3 Most of the curbs for the parking lot and driveway have been poured. There is one spot near the site entrance that was damaged that will be repaired.
- 10.4 There was a conflict between the steel cross bracing and the intended location of the opening for the walk-up book return. The opening was framed in approximately 4-3/8in west of the intended location.
- 10.5 There is formwork at some of the concrete foundation caps that still needs to be removed.

ITEMS TO VERIFY:

- 10.1 DZA to verify if the shifting of the walk-up book return opening will cause an issue with clearances for the book carts that will be used once the building is complete. (It has been confirmed that the openings are ok as they are)
- 10.2 OCI asked DZA to verify if the finish for the glazing frames will be all clear anodized aluminum. (This is **CONFIRMED**)

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1a Per discussion with OCI, the clay for the liner has been procured, but is not onsite. Contractor plans to complete this work as the weather permits. OCI to review requirements of the due care plan and ensure that the site is in compliance until the new liner is complete.
- 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.
- 9.1 DZA to provide an electrical layout plan to locate floor boxes.
- 10.1 OCI to send out an RFI regarding the location of the gas meter. (RFI 44 was sent on 12/6/21)
- 10.2 OCI to confirm the dimension from the drive-up book return framing opening to the steel cross bracing. This opening may need to be shifted to accommodate the book carts. (It has been confirmed that the openings are ok as they are)
- 10.3 DZA to provide an updated layout for the PV solar panel array to OCI.

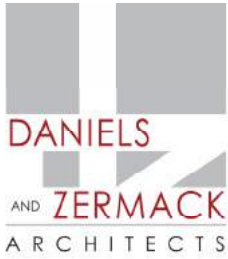
ATTACHMENTS:

- 10.1 See Progress photos below:





REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	10
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	17 DEC 2021	TIME:	11:30 am
		WEATHER:	Sunny
		TEMPERATURE:	36
ESTIMATED % OF COMPLETION:	20%	CONFORMANCE WITH SCHEDULE (+,-)	On schedule

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney
Will Gordon
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

O'Neal Construction (OCI)
OCI
OCI
Daniels & Zermack Architects (DZA)
DZA
Ypsilanti District Library (YDL)

(6) Masons
(2) Carpenters

WORK IN PROGRESS:

- 11.1 Masons finishing the CMU for the mechanical screen wall.
- 11.2 Carpenters continuing to install wall sheathing and exterior wall studs.
- 11.3 Earthwork cleanup.

OBSERVATIONS:

- 11.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, diesel fuel, metal studs, shingles, modified bitumen sheet roofing, ice and water guard, geogrid reinforcement, cast stone, and brick.
- 11.2 The masons have completed a mockup of the brick and cast stone at the building entrance sign (see photos on pages 4-5). DZA and OCI had the following comments:
 - 11.2a The metal flashing pieces appear to be butted against each other. There should be an overlap between adjacent flashing pieces, and notch cut / cope exposed drip to not overlap.
 - 11.2b The brick for the project has a range of reds and dark browns. On the mockup, the different colors are not distributed very well with several darker colored bricks laid together not in a distributed blend. The mason should take care to properly distribute the darker bricks consistently, so the overall appearance of the wall looks like the different colors are evenly distributed.

- 11.2c Mortar netting should be used at air space where there is a gap between the cast stone and the CMU (on the main building brick there will also be an airspace behind the brick, so netting will be used everywhere).
- 11.2d The bond pattern overall seems plumb and level but there is insufficient height of brickwork laid to ascertain consistency of head joints. There are a several vertical joints that may be starting to creep to the left or right and head joint width varies. Mason to take due care with maintaining consistent bond pattern and joint width as quality level of the brickwork will be monitored closely for all finish masonry work on the project.
- 11.2e Metal flashing receptor is not set in sufficient bead of mastic for continuous and full seal below metal flashing.
- 11.3 CMU block at the dumpster enclosure is complete.
- 11.4 Frost blocks at the building entrances have been poured.
- 11.5 OCI confirmed that an electrical outlet will be surface mounted to the inside face of the CMU at the mechanical screen area to power future holiday lighting.

ITEMS TO VERIFY:

- 11.1 The possibility of a future building/site tour was mentioned. The 2nd week of April is National Library Week and would be an ideal time for the tour. The exact date will be determined later based on construction schedule and progress.
- 11.2 DZA asked that the light pole base heights at the parking lot and drive-up book return loop be checked. Per E5.1 the concrete should extend to 3'-0" above grade/pavement.
- 11.3 DZA was asked to verify if electric has been added for pickup lockers at the building entrance.
 - 11.3a **Confirmed**—electric and data was added to drawing EP1.1 as part of Addendum #1.

INFORMATION OR ACTION REQUIRED:

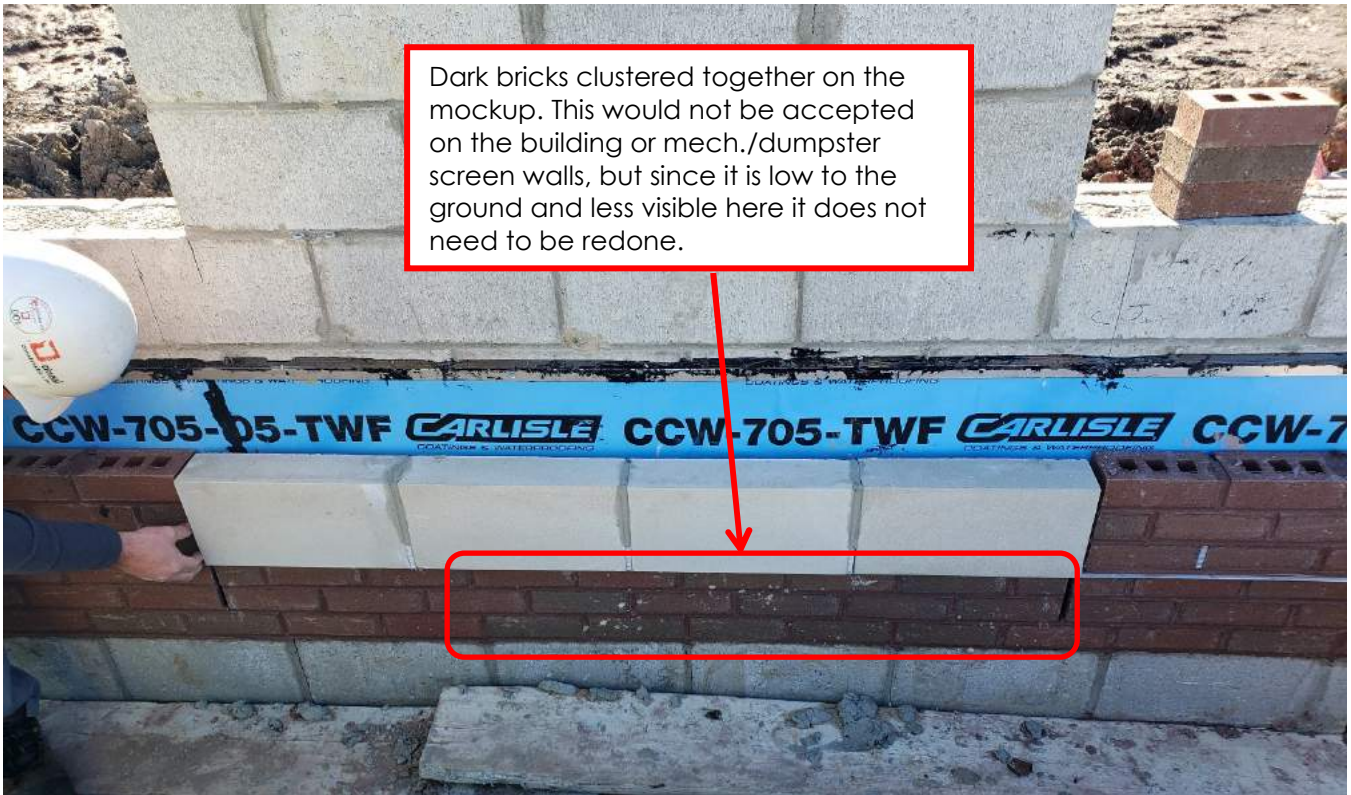
- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1a Per discussion with OCI, the clay for the liner has been procured, but is not onsite. Contractor plans to complete this work as the weather permits. OCI to review requirements of the due care plan and ensure that the site is in compliance until the new liner is complete.
- 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.
- 9.1 DZA to provide an electrical layout plan to locate floor boxes.
- 11.1 OCI to confirm whether conduit for security cameras can be run through the PVC sleeves that have been installed for irrigation lines.
- 11.2 DZA will issue a bulletin for the addition of the PV solar panel array to the south face of the main roof. The bulletin will be issued for design/bid and will include drawings of the panel layout with required parameters, as well as other required electrical infrastructure; there will not be a specification issued for the solar array. The bulletin will also include minor corrections to architectural, mechanical, and electrical drawings.
- 11.3 OCI to confirm how roof truss overbuild members will be braced laterally during construction.

ATTACHMENTS:

- 11.1 See Progress photos on pages 3-5:





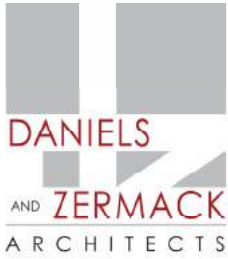


Dark bricks clustered together on the mockup. This would not be accepted on the building or mech./dumpster screen walls, but since it is low to the ground and less visible here it does not need to be redone.



Flashing pieces butted together. There should be an overlap between adjacent flashing pieces, and notch cut / cope exposed drip to not overlap.

REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	13				
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55				
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration				
DATE:	07 JAN 2022	TIME:	11:30 am	WEATHER:	Sunny	TEMPERATURE:	16
ESTIMATED % OF COMPLETION:	25%	CONFORMANCE WITH SCHEDULE (+,-)	Schedule may have slipped 1-2 wks due to late roof truss delivery				

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney (phone)
Matt Ratzow (phone)
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

O'Neal Construction (OCI)
OCI
OCI
Daniels & Zermack Architects (DZA)
DZA
Ypsilanti District Library (YDL)

(3) Carpenters

WORK IN PROGRESS:

- 13.1 Carpenters continuing to install wall sheathing and exterior wall studs.
- 13.2 Welding of truss clips.

OBSERVATIONS:

- 11.5 **Correction from field report #11:** New outdoor outlet will be surface mounted on the outside brick face of the mechanical screen area, not the inside CMU face.
- 13.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, diesel fuel, metal and wood studs, CFMF roof trusses, shingles, modified bitumen sheet roofing, ice and water guard, geogrid reinforcement, cast stone, and brick.
- 13.2 Sheathing and exterior wall studs are mostly complete; reading areas at the south face are the last remaining area. These studs and sheathing will go up in conjunction with the roof truss installation.
- 13.3 OCI confirmed that the masonry work for the building sign will be redone per DZA's comments from site visits #11 and 12.

ITEMS TO VERIFY:

13.1 None.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1a Per discussion with OCI, the clay for the liner has been procured, but is not onsite. Contractor plans to complete this work as the weather permits. OCI to review requirements of the due care plan and ensure that the site is in compliance until the new liner is complete.
- 7.1 OCI to provide a sample of the river rock stone that will go around the perimeter of the building.
- 9.1 DZA to provide an electrical layout plan to locate floor boxes. *(This will be issued as part of bulletin #4)*
- 11.1 OCI to confirm whether conduit for security cameras can be run through the PVC sleeves that have been installed for irrigation lines.
- 13.1 DZA and OCI discussed whether additional venting or weep holes are needed at the underside of a typical roof eave. This item may be addressed in bulletin #4 if deemed necessary.
- 13.2 Trigon is planning to provide vented plates for the ridge detail on the roof. Confirmation is needed on whether these will allow adequate ventilation. *(The vented plates have since been delivered to the site. Per video call on 01/12/22, mitered blocking on the ridge beam can be spaced 14½" o.c. to coincide with the vent holes in the plates, which should give enough free area to meet ventilation requirements.)*

ATTACHMENTS:

13.1 See Progress photos:





**Director's
Report
and attachments**

Library Director's Report January 26, 2022

Continued Impacts of COVID

YDL didn't have its first staff case of COVID with potential in-house exposure until October, 2021, but the omicron variant has brought many more cases among staff and their families. As is the case everywhere, it is difficult to operate without staff. We have worked to minimize the impact on public service while keeping staff and patrons safe. Michigan Avenue's tree lighting and a number of other programs since have been cancelled or moved online, including the winter storytime series. We have closed Michigan Avenue and Superior on a few instances, and hired a temporary custodian from Manpower to help us through the month of December. At the same time, we have learned from our pandemic experience. At your request, we've assembled a report on services implemented over the course of the last 22 months, which is attached.

Facilities:

- The bookmobile spent its holiday break back at Downriver Bus for additional repairs. After more tinkering with gauges and electrical components, we are back on the road AGAIN!
- We received an insurance check from Campbell, Inc.'s insurer for repairs to the Michigan Avenue main floor ceiling and carpeting. Ceiling repairs are complete; new carpet is planned later this year.
- The Whittaker Road staff lounge has (mostly) reopened at last. Yay!
- We continue to work with Siemens on lighting issues following the lighting control system replacement. The Whittaker meeting room and local history rooms are impacted.
- I released an Invitation to Bid on the Michigan Avenue Water Remediation Project on 1/18. Several contractors have already expressed interest in our mandatory walkthrough, to be held the morning of the Board meeting. A project recommendation will be on the February agenda.

Financial:

- The audit field work was held January 6-7 and went smoothly. I was on leave, but the auditors were pleased with the assistance they received from staff.
- Whittaker Parking Lot Phase III final costs are in. Of \$155,569 approved, we spent \$122,110. I hope to coordinate Phase II work in 2022, if time and money allow.

Fundraising:

- My State Farm Good Neighbor Community Development grant request to support the purchase of after-hours lockers at Michigan Avenue was denied.
- Mary Garboden worked with Success by Six to win a grant from the Ann Arbor Area Community Foundation for \$15,000 to provide COVID relief services at Sycamore Meadows from April-September 2022. More details in the Communications section of this packet.
- We learned quite a bit from the annual appeal mailing this year. Our postcards, though very attractive, were not recognized as an appeal. We sent out some smaller, targeted mailings to lapsed donors in later November which included a return envelope; this showed a much better return. Next year we'll return to the "normal" type of mailing.
- We received a very generous end-of-year IRA donation from a Michigan Avenue patron that will allow us to explore an upgrade to the basement lighting downtown. Very exciting – stay tuned!

Personnel:

- We re-posted our part-time Custodian vacancies as a full-time position, and Kevin Dillen began work for YDL on 1/3/22. He is eager to work, and because he is full-time we've been able to expand the hours of custodian coverage, much appreciated by staff.
- Our TALK Para-Professional, Slava Pallas-Brink, resigned without notice in early December citing family issues. We posted the position but did not receive a large enough applicant pool; it has been re-posted.
- Teen Librarian Kelly Scott expressed a desire to go to part-time work. To allow for this, Part-time Outreach Librarian Nicole Russell has been promoted to full-time, with half of her hours designated to the Michigan Avenue Youth Department. This took effect January 1.

Service Highlights:

- TLN received a large ARPA grant to provide libraries across Michigan with various technology kits. YDL is very excited to have been selected to receive 5 Laptops and an Outdoor Programming Kit (Speaker System and Microphone, Weather Canopy). The items are valued at approximately \$3,603.08.
- A second statewide ARPA library program is providing COVID relief in the form of additional Overdrive titles. YDL was allocated \$2,225 to spend. The Download Destination group we belong to opted to pool its funds to provide the best service to our combined database of Overdrive patrons.
- The *Evicted* exhibit will be installed the week of our Board meeting. It runs through the end of March – please plan to come tour it, and help us spread the word!
- Tax preparation details have been worked out with AARP and the United Way, and we are already taking appointments. Patrons are thrilled, and we are delighted to provide such a valuable service.

Side Notes:

- Yours truly was out for medical leave starting 12/27. I returned to YDL part time on 1/12, and will continue to add hours as my stamina returns. Thank you to Assistant Director Julianne Smith for stepping up during my absence to make sure the library continued to operate smoothly.
- Julianne and I met with Element One in November and December for our part of the compensation study work. Now that I am back from leave, we plan to reconvene with them in February to review the external research portion of the project.
- A grant and a state allocation were obtained separately to work on a pedestrian crossing of MacArthur Boulevard near Sycamore Meadows, to make it safer to cross to the library and Fireman's Park. The SEMCOG Planning Grant was spearheaded by the County OECD, and includes community input sessions. These were delayed due to COVID, but will tentatively be held at Christian Love Fellowship in February. Please let me know if you are interested, and I can share when these are confirmed. The state allocation was made to Superior Township and will fund the purchase and installation of the equipment once the planning is complete.
- Jodi Krankhe and I had several meetings about TALK in December to brainstorm additional ways to promote the service statewide, both to other libraries and directly to parents. We met with our partners at the Library of Michigan and MCLS, and from there began working on the ideas we came up with. One of these was to work more closely with Community Colleges and their libraries – which led to a Zoom meeting with Bethany (wearing her WCC hat!) and two librarians from Oakland Community College. We are now at about 168 libraries signed up for TALK, and the numbers continue to grow!

YDL & THE COVID PANDEMIC

A Greatest Hits Album

2020-c.2022



KEEPING STAFF SAFE

On March 13, 2020 YDL shut its doors in anticipation of a looming pandemic. We anticipated a brief two-week closure. Nearly two years later, we are still operating in a hybrid environment. With health orders and mandates coming fast and furious, YDL administration tackled health guidance and legal guidance alike, learning how to keep staff safe, how to continue providing service to the public, how to invest in technology and tools to keep our work going, and how to reach out and keep our community engaged.

We have come a long way. We now have vaccines, an air purification system, KN-95 masks, booster shots, at-home testing kits, PPE, and more knowledge than we ever desired.

Our Safety and Reopening Workgroups allowed for staff to have input on how best to reopen ... and when; how to schedule staff for in-person work and how to decide what could be accomplished from home. We learned how to move services and programs online; how to support families with safe, outdoor activities; and how to invest in new platforms and services, such as improved exterior lockers and curbside service via texting.

While the pandemic continues on, our work so far has been significant and continues to be forward-thinking. We hope you will agree that we rose to the challenge.

LEARNING TO WORK FROM HOME: WHAT IS ZOOM?!

On March 13, 2020, staff were sent home. During the closure, patrons were instructed to keep their materials and told that fines would be waived. The “home office” became a standard, and staff monitored the library phone number from their homes, answering questions and making referrals. As the anticipated two-week closure extended on, staff began making calls (not just answering them), and checked in with over 3,000 older YDL patrons to see how they were doing, how we could help, and what they were feeling.

Staff learned many new platforms during this time, including Zoho Assist, which allowed us to access our work computers from home, and Zoom – now a staple everywhere – originally provided to us free through the Ginsburg Center at U of M. We held staff meetings, created safety workgroups, attended webinars and workshops, went to virtual conferences, and two staff members even finished a Consumer Health Information Specialization certificate.



BACK TO THE BUILDINGS: LIBRARIES WITHOUT PATRONS

On June 15, staff returned to their respective locations in non-overlapping, 4-hour shifts, with 30-minute cleaning regimens instituted between them. Social distancing rules, mask wearing, a staged reopening plan, and a new staff safety training program were implemented.

Then we reopened the book drops, quarantining all items for 3 days afterward. The inside lobbies of Whittaker and Michigan were set up to begin a new service called “curbside.” Patrons could not come in, but we could come out! So we did.

After research, implementation, and training, two new platforms were launched: Curbside Communicator and Calendly. Used together, these new platforms would allow patrons to schedule an appointment from home, text us when they arrived, and staff would bring their materials out to their car. Safely. In bags. Placed on no-touch tables, already checked out to them. On June 29, curbside began at Whittaker and Michigan came online in July.

Other staff resumed public service desk duties and were able to answer questions, make referrals, select materials for patrons based on their interests, and more.

It wasn't long before we realized that a lot of our services could be accomplished curbside. We began renewing cards, dropping off print jobs, completing “hand-picked for you” bundles, and even started to design craft, activity, and programming kits. More on that later. We were back! Sort of.



TACKLING THE HONEY-DO LIST

The best time to clean is when the house is empty. And since our house was empty, we started cleaning like champs. A new committee was formed. Known as The Sparklers, this merry group of maids solicited a 6-page list of wants and needs from each building and department. In no particular order, some of The Sparklers' accomplishments include:

- ✓ Updated all stack-end signage;
- ✓ Inventoried/buffed all youth DVDs;
- ✓ Cleaned a substantial portion of the Mezzanine;
- ✓ Deep cleaned quiet study area;
- ✓ Deep cleaned fireplace area;
- ✓ Sorted puzzle collection by quantity of pieces;
- ✓ Reorganized Admin copy room;
- ✓ Updated all vendor catalogs;
- ✓ Painted kick plates on stacks;
- ✓ Added gliders to patron and staff chairs;
- ✓ Cleaned insects out of drop lights;
- ✓ Created a dedicated IT area in the Mezzanine;
- ✓ Painted portions of Mich Ave;
- ✓ Cleaned the Mich Ave fire escape;
- ✓ Purchased and installed new craft bins in Mich staff room;
- ✓ Completed a major collection shift at Mich Ave;
- ✓ Finished remodeling the Mich staff kitchen.

PROGRAMS GO VIRTUAL

It was starting to become obvious that a “return to normal” was not happening any time soon. In fact, many people were still afraid to leave their homes, even though they desperately missed visiting the library and their many social interactions. In an effort to bring people more timely information, we soon expanded *The Loop*, publishing 4-page issues bi-monthly for a year, returning to a 12-page format in the summer and fall of 2021, and then expanding long term to a quarterly schedule.

Planning for a longer closure, YDL staff stepped up again. What services and programs could we move to an online format? Or, better yet, were there any services that we couldn’t? We started with the obvious:

- ✓ Created a new online library card application/renewal form;
- ✓ Created a new printing on demand form (free, of course, to our patrons);
- ✓ Published a COVID resources web page that people could use as a directory to county-wide services and information.

Then we got really creative. Packaging a typical in-person program into a “kit” to use at home quickly became a weekly “destination activity” for our families. So far, YDL staff have created and distributed:

- ✓ 575 build your own storytime, kindergarten readiness, and STEAM kits for Little Ones;
- ✓ 50 “1000 Books Before Kindergarten” kits;
- ✓ 250 supply kits for teens;
- ✓ 2,550 program supply kits for kids and families.

While hands-on activities were possible to recreate and repackage, traditional programs, such as storytimes, didn't lend themselves to a bag. Again, YDL staff stepped up. Learning to use new equipment, such as video and audio recorders, green screens, and editing software, staff created a wealth of programs accessible "live" at certain days/times or on-demand when patrons could best take advantage. In no small number, they include:

- ✓ 150 YouTube storytime recordings;
- ✓ 14 STEAM videos;
- ✓ 9 "Kitchen Science" videos;
- ✓ 14 "Around the World" videos and fact pages;
- ✓ Virtual read aloud pages, starring various community members reading books, including one on *Roller Girl* by Victoria Jamieson in partnership with the Ann Arbor Roller Derby Club, and for the Fall Family Read, *Look Both Ways*, a successful virtual event that has been used by teachers across the country and is still accessible;
- ✓ 11 how-to videos for teens;
- ✓ Virtual computer classes on the Google suite of products and new classes on Zoom (how to use, how to host, how to record);
- ✓ Virtual SAT math prep support;
- ✓ Kindergarten readiness webpages with a virtual preschool/kindergarten resource fair;
- ✓ A full year of garden to table lessons designed with UM Graham Scholars that includes web pages with activities and 27 how-to videos;
- ✓ College essay how-to page and video in partnership with 826michigan;
- ✓ Digital-only library cards for students in YDL's service area. Unlike traditional library cards, these are available without parental signature.

REDECORATING FOR SOCIAL DISTANCING

Our space needed space. That's what the scientists were saying. The Sparklers approached the social distancing task to not only provide safety, but to improve access to and the aesthetics of existing services:

- ✓ Redesigned the entire Triangular Bay, including:
 - Installing a new cell phone charging station;
 - Installing a new adjustable height table for wheelchair and power chair users;
 - Conducted extensive weeding of collections and removal of stacks;
 - Relocated furniture for improved aesthetics and social distancing;
 - Created new periodical and seating areas;
 - Created new area for future Library of Things;
 - Created new Services for Older Adults area;
 - Created a new self-serve area for copy/fax and self-check;
 - Created a New Movies browsing area;
 - Created a new patron holds area;
 - Created a new themed display area;

- Installed new Internet Express stations;
- Redid all associated signage.

CONDUCTING INVENTORY

The Sparkle Committee also embarked on a complete and total collection inventory to prepare the library for a transition to a new catalog. Accounting for over 350,000 volumes happens one small collection at a time. As of this writing, the following collections have been completed :

- ✓ Large Print Fiction;
- ✓ Large Print Nonfiction;
- ✓ Large Print Mystery;
- ✓ Large Print Science Fiction;
- ✓ Large Print Western;
- ✓ Youth Graphic Novels;
- ✓ Adult Periodical Back Issues;
- ✓ Youth DVDs;
- ✓ Bookmobile;
- ✓ Youth Nonfiction;
- ✓ Youth Board Books;
- ✓ Adult Fiction;
- ✓ Adult Mystery;
- ✓ Adult Science Fiction;
- ✓ Adult Story Collection;
- ✓ Adult Nonfiction (through 400's).

IMPROVING TECH ACCESS

As the “digital divide” continued to expose inequities, YDL sought to close the gap by:


- ✓ Improving WiFi access both inside and from Michigan Avenue and Whittaker Road parking lots;
- ✓ Acquiring 11 mobile hotspots for patrons to take home.
- ✓ Provided 10 additional mobile hot spots (with service) donated by the Metro Parks.



YES, TAXES...

The IRS offered some leniency with filing taxes, but for low-income families and seniors who rely on the library's tax assistance program, the closure of our buildings was devastating. YDL staff were determined to help these long-standing patrons, however, and stepped up to take training, pass tests, and develop a new curbside program.

Working with both AARP and United Way, staff ultimately were able to assist community members with over 500 visits, resulting in 84 Scan & Go and 253 AARP income taxes filed.



GETTING GRANTS

The American Rescue Plan, along with generous companies and organizations, allowed YDL to apply for several funding opportunities. Aside from fundraising for the new Superior location, we were able to secure nearly \$70,000 in 2020-21 to provide new or altered services and programs during the pandemic.

CARES Act, Library of Michigan (\$6,400)

CARES Act funding was divided into two required areas: PPE and Digital Inclusion. The digital inclusion portion of the grant supported the purchase and installation of improved WiFi antennas at our Michigan and Whittaker locations, in addition to 11 new circulating hotspots and their service plans. The PPE portion of the grant supported the NPBI system (see Ypsilanti Area Community Foundation).

MCACA New Leaders Grant, Noise Permit (\$2,800)

The annual Noise Permit grant was forced to become virtual via Zoom. Due to poor attendance, music workshops were expanded to include poetry writing, manga drawing, music production, photography, pottery, and video production and editing. Led by EMU college students, participating teens were paid a stipend for submitting their work.

Michigan Center for the Book, Family Read (\$500)

The 2020 Family Read, Look Both Ways, engaged young readers with its award-winning collection of 10 short stories about middle schoolers on their way home from school. Youth staff designed online activities for each chapter, including links to the "Write. Right. Rite." video series created by the author, along with 826Michigan writing prompts. Activities also included activity packs available for curbside reservation.

MParks (\$3,000)

This funding allowed YDL to create and distribute 500 free summer packs for children. The packs were distributed at free lunch sites and other library outreach sites. They contained writing prompts and items to help children and families get outside and play.

Ypsilanti Area Community Foundation, NPBI Air Purification System (\$12,000)

This funding was combined with YDL's year end giving campaign, along with a portion of the CARES Act grant, to support the purchase and installation of new Needlepoint Bipolar Ionization air purification systems at the Whittaker and Michigan Avenue locations. The NPBI system introduces ions into the air, which attach themselves to particles, including viruses and bacteria, which are then continuously filtered out.

Ypsilanti Downtown Development Authority (\$800)

The DDA-provided funds allowed YDL to decorate the library plaza en lieu of an in-person tree lighting event.

DTE Foundation (\$10,000)

This funding went toward the installation of a new locker system at Superior, which remains closed to the public. The new lockers are a vast improvement and will be moved to the new location when it opens in 2022.

Graham Scholars Summer Internship Program (\$4,000)

While many organizations canceled their summer intern positions due to COVID, YDL felt we could safely offer a learning opportunity for a graduate candidate. The Graham Scholar in 2020-21 worked directly with youth and families with a focus on outdoor STEAM and nature play, allowing her to design and implement exploratory learning programs for young children.

Ralph C. Wilson, Jr. Foundation, Generator Z Teen Subscription Packs (\$24,000)

This grant supported the creation and distribution of free themed monthly subscription packs and monthly youth-led meet-ups tied to each month's theme with the goal of bringing hope to teens, along with less isolation and a way to engage with others in the unstructured, informal conversations they missed due to COVID.

Michigan Humanities Council, America without Racism (\$1,500)

This grant allowed YDL to host a virtual conference with Washtenaw Faces Race, a small volunteer group that works on social justice and political issues and how they intersect and interact with racial justice. The two-day Zoom conference had nearly 500 attendees.

NeutralZone, TAG Youth Driven Project (\$900)

Four TAG members and YDL librarian Kelly Scott attended an online conference to pitch their idea for Teen Subscription Boxes. Like the larger Generator Z grant, these themed packs were designed by teens for teens to open virtual doors and provide hope and socialization during the pandemic.

ACQUIRING NEW PRODUCTS, DESIGNING NEW SERVICES

As the pandemic continued to dictate the safety of in-person services, staff decided to invest in long-term additions that would benefit the community beyond the scope of the pandemic. The following products were acquired and launched:

The “Wowbrary” carousel. Patrons frequently reported that what they missed most about the library was browsing the new book shelf. The Wowbrary carousel allowed a third-party software to tap into our ILS and display the cover art of and links to new materials in a rotating view on our web site.

Niche Academy. While our databases were available remotely, help and instruction was harder to provide. The purchase of Niche Academy allowed us to imbed brief, professionally-produced videos next to our databases so that patrons could have instruction in using the resource, as well as remote access 24-7.

More Hoopla. Our most popular eContent provider, Hoopla, was seeing significant use. We decided to increase the limit of downloadable items, and we also installed a “connector” so that Hoopla titles appeared in our regular YDL catalog.

Food America. All of us were missing our favorite restaurants, and many of us were seeking something new for dinner. The addition of Food America was offered to bridge that gap and support the home cook with new recipes, along with their historical culture, a culinary reference section, and helpful video hacks and tips.

CreativeBug. Our curbside craft kits, led by YDL-Michigan staff, were an enormous hit, but we could only do so many! In response, we acquired CreativeBug, a database that offers thousands of award-winning art and craft video classes taught by recognized design experts and artists.

Communico. A long time wish of both staff and patrons was the replacement of our existing events and room reservation system. Since our study rooms and events were minimal, we took the opportunity to purchase and build a new platform: Communico. We are successfully up and running, with a new module (digital signage) slated to be added in 2022.

Kanopy. With Hoopla usage reaching an all-time high, the demand for streaming entertainment was obvious. A long desired, but previously unaffordable service, Kanopy, was finally offered to TLN libraries for consortium pricing. With little delay, YDL added Kanopy to our roster, and staff and patrons could not be happier.

Ypsi Stories. Not every new offering was an actual purchase. Long-time librarian, Shoshanna Wechter, fearlessly started a brand new local history podcast called Ypsi Stories. This professionally-produced and fascinating look at Ypsi's past deserves an Oscar! Shoshanna has now completed 14 podcasts.

A FOCUS ON EQUITY, DIVERSITY, AND INCLUSION

The United States faced more than a pandemic in 2020-2021. Police brutality, the health care inequities, and the public murder of George Floyd brought to the forefront our country's weaknesses and the need for systemic change. The YDL EDI Workgroup knew that our work would be more important than ever. To engage and support our community, staff:

- ✓ Advocated for the erasure of \$287,000 in past patron fines;
- ✓ Developed a race relations page on our web site;
- ✓ Completed a custom GIS survey of the YDL service area to identify local inequities;
- ✓ Assembled and produced a virtual tour of the traveling exhibit *For All the World to See: Visual Culture and the Struggle for Civil Rights*, along with remote activities and curbside activity packets.
- ✓ Collaborated with Washtenaw Faces Race, a small volunteer group that works on social justice and political issues and how they intersect and interact with racial justice. With \$1,500 in funding from the Michigan Humanities Council, a 2-day, 6-hour Zoom conference was offered. Over both days, the conference had nearly 500 attendees.
- ✓ Completed a comprehensive EDI Report with recommendations for future initiatives, including the cessation of fines and guest pass fees.

HELPING OUR COLLEAGUES AND PEERS IN THE COMMUNITY

YDL staff continued their strong tradition of community partnerships and collaborated with several area organizations to help them offer remote services and reach their constituents, including:

- ✓ 826 Michigan (virtual homework help);
- ✓ FEMMES-UM (camp kit distribution);
- ✓ Ann Arbor Hands-on Museum (LED quilt block kits);
- ✓ League of Women Voters (National Voter Registration Day);
- ✓ Ypsilanti Historical Society (board meeting hosting);
- ✓ Matthei Botanical Gardens (kit distribution);
- ✓ Black Men Read (kit distribution);
- ✓ Game Above-EMU (kit distribution);
- ✓ Barrier Busters training for patron referrals (Washtenaw County);
- ✓ Summer lunch distribution at Sycamore Meadows and Parkridge;

- ✓ Swoops Food Pantry (EMU), YDL staff donations of 15 boxes of food, 1 cooler of fresh dairy, and \$1000 cash;
- ✓ Food giveaway event with VegMI.

MOVING IT OUTDOORS

Health guidance and warmer weather allowed for outdoor programming, and YDL staff again got creative designing safe and engaging activities. We:

- ✓ Partnered with Township park officials to offer outdoor storytimes throughout the community;
- ✓ Developed no-touch exploratory learning programs, such as scavenger hunts;
- ✓ Offered an extremely successful eCycle event, where patrons could drop off their “deceased” electronics;
- ✓ Hosted several outdoor pop-up events, where new books available for check out were displayed on carts outside of the building;
- ✓ Collaborated with Ypsi Writes on a Mystery Maker and Public Art kit;
- ✓ Acquired YDL-branded camp chairs for hosting book clubs outside;
- ✓ Added a Spring Challenge, with events and activities available outside, on demand;
- ✓ Collaborated with Ypsi Glow to create many art activities and projects that downtown visitors could tour;
- ✓ Participated in a socially-distanced Family Pride Day;
- ✓ Hosted many popular YDL programs outside, including the wildly successful Crafternoons;
- ✓ Collaborated with Parkridge Summer Camp to provide storytimes based on the Prime Time model;
- ✓ Created a socially-distanced Christmas-themed plaza for downtown visitors.

HELPING THE PUBLIC STAY SAFE

As a trusted community partner, YDL was in a strong position to offer access to health services. Our publication, *The Loop*, along with social media outreach, ensured that our services reached not only our regular patrons, but community members who might not have previously considered themselves library users. Working with local health officials, YDL:

- ✓ Hosted an outdoor flu clinic; 43 shots administered;
- ✓ Distributed over 6,500 free KN-95 masks provided by the Washtenaw County Racial Equity Office;
- ✓ Organized two COVID testing days with WCHD, administering over 600 tests;
- ✓ Worked with WCHD to offer a COVID vaccine day; 28 shots administered;
- ✓ Distributed over 100 at-home COVID test kits.



THANK YOU TO OUR FRIENDS

Throughout the closure, the Friends of YDL, despite having their book shop closed and their book sales canceled, continued to raise money for YDL through online platforms. Their dedication to the library resulted in a \$18,000 donation and made possible many of the initiatives highlighted above. To them, we owe many thanks!



2022 AND BEYOND

Like everyone, we look forward to the “end” of the pandemic. The last few years have been full of loss, disappointment, frustration, and fear. We miss our patrons, our events, and our gatherings. There have been, however, some programs that proved more successful in a virtual environment, such as our African American Genealogy Society meetings, and we anticipate their continuation in a virtual format. In addition, curbside service has proved popular for many patrons and is likely to remain a staple. We have learned a great deal since March of 2020, and we are grateful to the YDL Trustees for their continued support of the staff and their belief in our ability to provide library services to our community.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
Dec 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		\$18,000	
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	\$630	
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,867	
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		
Trinity Health (St. Joes) - Grand Opening							\$5,000	
Sub-total	\$1,000	\$3,500	\$10,216	\$2,000	\$1,000	\$5,000	\$7,500	
YDL Endowment Fund								
General		\$10,400	\$2,505	\$6,025	\$5,350	\$3,675	\$5,000	
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	\$216,588	
Designated Donations	\$4,054							
General Fund		\$450	\$620	\$1,229	\$1,037	\$101		
Michigan Ave			\$1,000	\$1,000	\$1,000		\$9,453	
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		\$50	
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	\$378,318	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$626,623	

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
Dec 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						
Neutral 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	\$1,141,775	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$1,374,811.00
*** 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 Leadership 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	17	17	149
CIRCULATION													
Whittaker	12,829	11,399	11,775	10,748	10,548	15,784	30,538	30,622	25,882	27,375	24,827	23,526	235,853
Michigan	3,587	3,115	3,461	3,186	3,486	3,254	5,039	5,645	5,660	5,691	5,700	5,176	53,000
Superior	1,118	966	1,134	747	704	873	670	656	782	585	665	593	9,493
Bookmobile	0	0	0	113	149	23	129	318	133	50	234	177	1,326
eProducts	12,412	11,903	12,222	10,499	10,720	10,379	10,200	11,266	10,200	11,086	10,915	11,315	133,117
TOTAL	29,946	27,383	28,592	25,293	25,607	30,313	46,576	48,507	42,657	44,787	42,341	40,787	432,789
COLLECTION													
Physical items added	1,127	1,127	225	940	443	945	730	1,200	1,424	1,477	931	307	10,876
eltems added	969	562	947	585	1,827	726	1,186	1,688	717	1,236	754	760	11,957
Items cataloged	186	317	163	301	289	319	241	438	508	477	420	234	3,893
CURBSIDE APPOINTMENTS													
Whittaker	1,858	1,630	1,706	1,587	1,430	1,075	227	173	157	121	101	96	10,161
Michigan	585	524	628	507	516	511	102	44	21	34	25	14	3,511
Superior	212	203	85	165	151	143	110	159	130	144	131	123	1,756
Bookmobile	0	0	0	21	30	0	20	181	44	0	101	14	411
TOTAL	2,655	2,357	2,419	2,280	2,127	1,729	459	557	352	299	358	247	15,839
HAND PICKED FOR YOU													
Whittaker	28	21	15	13	16	6	0	0	0	0	0	0	99
Michigan	6	1	10	3	8	1	0	0	0	0	0	0	29
Superior	3	0	2	0	1	2	0	0	0	0	0	0	8
Bookmobile	0	0	0	7	0	1	0	1	0	0	8	3	20
TOTAL	37	22	27	23	25	10	0	1	0	0	8	3	156
MELCAT													
Loans	890	934	644	864	956	1,006	898	999	932	867	913	819	10,722
Borrows	972	955	730	890	794	883	1,058	1,320	932	926	945	763	11,168
NEW LIBRARY CARDS													
New applications	102	74	88	77	93	202	349	376	458	291	288	220	2,618
Student eCards	55	1	0	3	0	0	0	0	0	0	0	0	59
TOTAL	157	75	88	80	93	202	349	376	458	291	288	220	2,677
PODCAST: YPSI STORIES													
Plays	544	572	686	752	802	961	1,068	1,184	1,290	1,385	1,669	1,958	12,871

****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	10	4	80
TOTAL	80	81	124	129	113	91	10	1	15	6	10	4	664
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390	420	263	18	0	50	0	0	0	0	1,633
Teen	21	24	30	12	21	0	0	63	0	0	0	0	171
Adult	103	83	106	65	71	35	56	24	0	0	0	0	543
Partner sites	0	0	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	1,821	1,629	19,872
Michigan	424	616	885	481	375	392	1,563	2,175	2,031	1,910	1,568	1,529	13,949
Superior	94	120	96	127	126	58	71	73	75	75	74	46	1,035
Bookmobile	0	0	0	5	20	52	0	65	11	0	23	11	187
TOTAL	867	1,295	1,559	952	800	2,510	5,765	5,270	4,885	4,439	3,486	3,215	35,043
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	0	0	3
Michigan	0	1	0	0	0	0	0	0	0	0	0	0	1
Superior	0	0	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	91,639	92,891	1,169,258
Wireless users	238	419	760	788	710	1,529	3,918	4,987	5,846	5,738	N/A	4,577	29,510
App users (unique)	680	681	683	698	658	747	804	866	886	1,069	1,215	1,155	10,142
TUTORING SESSIONS (826)	21	98	112	100	29				0	0	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

Department Reports

Acquisitions Department Board Report

January 2022

Department News and Activities

- The 2022 budgets are open and ordering has resumed.
- I continue to attend meetings regarding the Superior Opening Day collection, making sure the processing and cataloging specifications are accurate with our vendor, Baker & Taylor.
- Adult Services librarian Christy and I are working on cataloging and processing the Library of Things items.
- Acquisitions staff continue to work on our regular tasks, including receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The collection budget is currently 16% encumbered.
- 234 items were cataloged in December.
- 1,067 items, including 760 e-items, were added in December.
- YDL borrowed 763 items from other libraries via MeLCat in December.
- YDL loaned 819 items to other libraries via MeLCat in December.

Submitted by Sarah Zawacki
January 20, 2022

Assistant Director
Board Report: January, 2022

The annual State Aid report is due February 1, and, as usual, is a gymnastics event of numbers and statistics. There are changes and additions again this year due to COVID, making the process more complicated than ever.

Both the EDI and COVID achievements reports are included in this month's packet for your review. I hope you will find them both informative and impressive! YDL has a wonderful staff, and the efforts and successes reflected here are testament to their creativity and dedication.

The infrastructure for purchasing the new opening day collection for Superior has been completed. The specifications, credentials, cataloging, and quantities are finalized. Selection staff will begin reviewing titles and submitting orders next week.

The bed bug dogs visited our downtown location this month and did not detect any live activity. In addition to the dogs, the bed bug committee finished its all-staff training in December. This was in the hopper since right before we closed in March of 2020. It is recorded so that new staff members will be able to watch on demand.

The exhibit *Evicted* (National Building Museum) is arriving the week of January 24. It has been difficult to offer programming in conjunction with it, as COVID cases continue to rise in the area and would-be presenters are understandably reluctant to be in a crowd. We are thus focusing on virtual events, and will offer legal services with ABA by appointment via Zoom, an Ypsi Stories podcast that focuses on historic housing issues in Ypsilanti, a book discussion on Matthew Desmond's title of the same name, and a film screening and discussion led by La'Ron Williams on *East Lake Meadows: A Public Housing Story*. The exhibit opens on February 1 and will be here through March 31.

Reluctantly, the Friends canceled their January sale due to rising COVID cases. They were disappointed, but felt that the environment is still too unsafe. Their annual meeting will be January 24. They hope to provide a small increase to YDL and are aiming for donations totaling \$24,000.

The auditors were here the first week of January conducting their field work. Karen and I were here to secure what they needed, and others were available to assist remotely.

We have had many COVID issues over the last two months, forcing the closure of Michigan Avenue for a day in December and Superior for a day in January. I am currently updating our Preparedness and Response Plan to reflect the new guidance from the CDC. We do everything we can to keep staff safe and avoid closing the library, but sometimes there are simply not enough people available. Some libraries have moved to curbside only service, but I am thankful we have not had to do that.

Karen and I will make a trip today to the County offices to secure more KN-95 masks for distribution to the public. The county was overwhelmed with requests for these, so I doubt we will get the 5,000 we asked for, but we will take any amount they offer!

The new "Access your Library" brochure is hot off the press. This initiative is meant to coincide with the Washtenaw Read 2022 title. I hope to have everything in its proper location by mid-February.

The flood remediation work continues. Increased prices, new conversations with the insurance adjuster, lack of materials, etc. all continue to delay the project. The latest is a new floor that looks 10 years old (unacceptable). The manufacturer visited, the vendor visited, a professional floor cleaning company is going to try to "get it like new" (!) before the manufacturer will agree to replace it. Instances like this are simply chronic. As it stands, I am seeking an additional \$35,000 to complete the project as I think it should be done.

Submitted by Julianne Smith, January 21, 2022

Communications & Development

Monthly report: January 2022

Major print pieces produced:

- We printed 150 copies of a brochure highlighting our Tools for Living and assistive resources. We wanted to make it easier for people to learn about the things we have available that make the library accessible to everyone. These brochures will be available for patrons to pick up at Michigan Ave and Whittaker.
- The spring issue of *The Loop* is in progress and should hit mailboxes around March 1. We'll include information about the 20th anniversary of Whittaker Road, the exciting new Pedestrian Pathway project across I-94, the Family Read, and of course community updates from Ypsi Writes, our schools, the Health Department, and more.



Promotions

- **Capital Campaign:** As of 1/19 we've raised nearly \$170,000 in the crowdfunding portion of our Capital Campaign. More than \$50,000 has been raised in our current matching challenge, which means we're over halfway to our \$100,000 goal. We continue to share social media and email updates, along with photos of the construction progress, to keep interest in the campaign going.
- We've done a fresh batch of TALK promotion on social media and continue to have it featured in our weekly email blasts. Are also planning to include an article about the program in the spring Loop. See below for additional TALK promotion to community groups.

Notable Media Mentions

- MLive included the new Superior Library Branch in their list of 2022 Washtenaw County developments to watch.
- Concentrate featured an article about our mental health programming and partnerships for On the Ground Ypsi (see attached).
- Washtenaw Voice had an event listing for our Downtown Tree Lighting (that ended up being cancelled due to COVID rates ☹️).
- Current magazine and the A2Y Chamber had blurbs highlighting our grant from the Children's Foundation to fund the kitchenette at the new Superior Library branch.
- Broadway World covered the UMS Parable of the Sower event that we're participating in with the read aloud.

Community Relations

- Sam and Jodi presented on TALK to the Michigan Library PR group that Sam attends regularly. We wanted the opportunity to make sure libraries on the call knew about TALK, and those who were using it knew about promotional materials and opportunities that they could get.
- Sam and Mary continue to attend Parkridge meetings and provide YDL updates. Sam attended the Engage@EMU meeting this month.

- We're coordinating with Groundcover News, a newspaper that creates opportunity and a voice for low-income people, to have a YDL callout in one of their issues every month. They have two issues a month, and we'll alternate with AADL as a Library Feature section.

Notable Social Media activity

Ypsilanti District Library
Published by Hootsuite · January 17 at 5:20 PM · 🌐

They're putting the roof on the new Superior Building! Over the next couple of days you'll see the roof trusses being installed by a gigantic crane. Keep on top of the construction and fundraising progress at ypsilibrary.org/nextchapter and help us meet our matching goal!



1,169 People reached 72 Engagements [Boost post](#)

👍❤️ 23 3 Comments 4 Shares

- More than 2,500 people saw our post about a young local author sharing a copy of her book, *Rainbow Flare*, with us. It had 267 engagements, with 87 likes, 12 shares, and 5 comments.
- 1,169 people saw our post about the roof going up on the new Superior Building, with 72 engagements including 23 likes and 4 shares.
- 1,462 people saw our post that we had sharing YCS COVID testing information, and nearly 2,000 people saw our post sharing information about KN95 mask pickups from the Health Department. This continues to show that we're a valuable community partner for information-sharing.
- Nearly 1,000 people saw the post where we shared the *Concentrate* article about mental health resources, and it got 74 engagements, including 24 likes.
- Over 100 people watched Psyche's *Baby Time Rhymes* video on Instagram. We posted this as part of a series we're doing in lieu of in-person storytimes this winter.

Submitted by Sam Killian on January 21, 2022



Doug Coombe

Corner Health Center mental health therapist Jonathan Edwards.

Ypsilanti

From teen chats to mindfulness sessions, Ypsilanti District Library offers mental health resources



SARAH RIGG | WEDNESDAY, JANUARY 12, 2022

YDL, often in collaboration with other community partners, has offered a variety of mental health programming at users' request since the COVID-19 pandemic started.



Doug Coombe

Sam Killian and Kelly Scott at YDL-Whittaker.





Ypsilanti District Library (YDL) Community Relations Coordinator Sam Killian wants patrons to know that the library "has something for everybody," – including mental health programming, which users have been requesting regularly since the COVID-19 pandemic started.

YDL, often in collaboration with other community partners, has offered one-off lectures and workshops on mental health topics like "Happiness." YDL also hosts ongoing programs that include virtual and in-person "Corner Chats" for youth in collaboration with Ypsilanti's Corner Health Center and all-ages "Saturday Morning Mindfulness" sessions via Zoom.

YDL patrons of all ages have some input on what type of programming is offered, but that's especially true with youth on the library's Teen Advisory Group (TAG).

"Who better to tell us what they need than the teens themselves?" asks YDL Teen Librarian Kelly Scott of the TAG model and the push for teen mental health programming.

"This is what we need right now."

Scott says that as the COVID-19 pandemic started and teens attended YDL programs virtually, staff saw a lot of young adults experiencing burnout, stress, and isolation.

"Socialization is so important for that age level as part of their development. They've been lacking in that aspect and have been for a long time," Scott says. "Teens really brought it to our attention. We believe in letting the teens tell us what they need, and they told us, 'This is what we need right now.'"

Scott says the new addition of "Corner Chats" in collaboration with Corner Health Center grew from a previous TAG project.

"Our teen subscription packs were the first push, but they wanted to expand



that," Scott says.

Ypsilanti District Library Teen Librarian Kelly Scott.

The subscription packs program allowed teens to connect safely via packets of free take-home activities and conversational icebreakers, typically built around themes that ranged from social justice to self-care.

Scott says she thinks there's "more depth" to an in-person interaction, and December's Corner Chat was held in person. However, due to rising COVID-19 cases, the January session was held virtually.

Jonathan Edwards, mental health therapist at Corner Health, says his organization has been putting a stronger emphasis on getting involved in the community.

"We want to increase our teen recruitment, particularly teens of color. Our executive director mentioned to me that the Ypsilanti District Library had success in that area, at least pre-pandemic," Edwards says.

When Edwards connected with Scott, the Corner Chats idea was born. The sessions are largely driven by teens, but Scott wanted to make sure there was a mental health professional present to answer questions and provide guidance.

Corner Health Center mental health therapist Jonathan Edwards.

Corner Health Center had already hosted its own series of open-ended conversations with teens over the summer, so Edwards and Scott are extending that model to the YDL's program for teens. Sessions start with an icebreaker, and then the adults will typically suggest a discussion topic like drugs or dating violence. But if teens are interested in other topics, they're welcome to change course of the conversation, Edwards says.



Edwards says things like the teen subscription packs are a great idea for teens who may be skeptical of programs explicitly labeled as counseling or therapy.

"It's helpful when we don't always use mental health language when we do interventions with teens," Edwards says. "At least in my experience, some of them get burned out by overused terms. They see them coming and think they're corny. You can still get across a mental health message without it feeling like a teen special from the 1980s."

Offering this type of programming through the library also avoids any stigma or other practical barriers teens may feel around seeking mental health services.

"We know that there aren't enough therapists for teens who need it. There are long wait lists for therapy for teens, including in Michigan," Scott says. "And, across the country, suicide has been up since 2019. We want them to know that the library is not just a place to come grab a book and leave again. It's a place to share thoughts, information, and different perspectives."

Scott says library staff and TAG members are looking into partnering with the nonprofit Home of New Vision to offer programming for teens on substance use and recovery in the future as well.

"Saturday Morning Mindfulness" and other programs for adults

Scott notes that much of the library's programming for both adults and youth touches on mental health.

"All of our programs, in some way, are impacting mental health, whether that's the specific goal or not," Scott says.

While her emphasis is programming for teens, the library also has special programming for adults, including those 55 and over.

"The 'Learning Never Gets Old' program with older adults is really impactful," Scott says. "It brings a quick bit of joy into someone's lives, coming together and doing something they find interesting."

Ypsilanti District Library Community Relations Coordinator Sam Killian.

Killian names programs such as "The Science of Happiness" and "Grieve Well During the Holidays" as recent one-off events touching on mental health. A "Pet a Therapy Dog" session for adults was originally scheduled for January but is being postponed for a few weeks due to rising COVID-19 cases.

Every week, the library also offers "Saturday Morning Mindfulness" sessions with Toni Pressley-Sanon, an associate professor at Eastern Michigan University who has gone through mindfulness teacher training.

Pressley-Sanon says she began to learn about meditation and mindfulness after a period of feeling "really lonely and unhappy, and really isolated with all the pressure of publishing and teaching" at a previous job.

"With the destruction of our lives during COVID-19, we're realizing we need to be taking care of our mental health on a daily basis," Pressley-Sanon says. "It doesn't need to be a big money or time investment. Mindfulness is about being in the moment and enjoying the fact that we're still breathing. It's a gift to really appreciate this in and out breath."

She says patrons who choose to attend one of the mindfulness sessions should expect a "welcoming atmosphere." She typically starts by having participants check in with one another and talk about how things are going. Then she leads a 20- to 25-minute meditation, often on the topic of loving kindness.

Eastern Michigan University associate professor Toni Pressley-Sanon.

"I think one of the things that has shown up for a lot of us in the past few years especially since 2016, is the need to not only extend more loving kindness to others but also to ourselves," she says. "So many of us spend so much time and



energy sending love to other people. Why don't we take that time to send love to ourselves and fortify our own hearts, and then send love out to our loved ones?"

Pressley-Sanon says that while some may prefer in-person classes, she thinks Zoom has advantages as well.

"What I've been able to do this past year is offer what we have to a larger audience," she says. "For example, if someone is homebound or they live in California, they can still tune into that Zoom link and enjoy these mindfulness practices."

Pressley-Sanon encourages participants to turn off their monitors if they like, because everyone has been spending so much time looking at screens over the last two years.

"Even though Zoom is a space we associate with work and stress in a lot of ways, being able to use this platform has really been a gift," Pressley-Sanon says. "The invitation is always there to just listen to my voice and make the practice their own."

More information about YDL's health and wellness programming is available here.

Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She joined Concentrate as a news writer in early 2017 and is an occasional contributor to other Issue Media Group publications. You may reach her at sarahrigg1@gmail.com.

All photos by Doug Coombe.

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ROUTE BAY CITY

SOUTHWEST MICHIGAN



Customer Services

Monthly report: January 2022

Circulation Stats

For the month of November, we checked out 31,424 items system wide.

Patrons also downloaded 10,915 digital items.

We also issued 288 new library cards.

The Whittaker Road library had 101 curbside appointments.

For the month of December, we checked out 29,472 items system wide.

Patrons also downloaded 11,315 digital items.

We also issued 220 new library cards.

The Whittaker Road library had 96 curbside appointments.

Submitted by *John Connaghan* on January 20, 2022

Facilities Department

Board Report: January 2022

COVID hit the Facilities Department while we were already short-handed as staffing goes. We had to contact Manpower Temporary Services to get a custodian to help us out for a while. During that time, we were able to hire a full-time custodian. Kevin seems to be a good fit in our department. He has been training with Marc and Ron to get accustomed to our routine, buildings, and staff. I think he will do well at YDL!



After Suburban Sprinkler winterized our sprinkler system (which our fountain is hooked up to the same water lines) at the Michigan Ave building, we put up the red box to cover the fountain. Even though the tree lighting ceremony did not happen this past Christmas season due to COVID issues, we still put up the tree lights, and lights on the fences in the plaza area to make it look more festive.

Facilities put away all the summer, and warm weather tools for the winter. We brought out the winter gear – snow shovels, salt, salt buckets, put them near all the entrances of all the buildings in preparation for in-climate weather.

It's been a long time coming, but Whittaker Road breakroom is almost completely re-modeled after the flood we had many months ago. Staff can use it again, as it is fully functional now even though a few minor finishing touches remain.



Submitted by: Jim Reed

January 20, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2022

Status Report

- PC Replacement: We have all but wrapped up this project, and have rung in the New Year. It was a pleasure.
- Antivirus – CrowdStrike is installed on primary patron systems. We are continuing to get a feel for the system. It has shown to impact some of our maintenance/support processes but overall it appears to work well.
- 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. Still ongoing, may consult with a local AV professional to get additional insight on available options.
- Wi-Fi – We've recently been tracking down a video conferencing issue that has sidetracked some of the improvements I hoped to make at Whittaker Rd and Michigan Ave. 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 are anticipated for 2022.
- YDL- Internet Filter: OpenDNS, We have the system running, We will be modifying the installation slightly to account for operational needs in the near future.
- New servers – 2022 will continue the process of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home, updated backup infrastructure, and brought a few critical/new systems online.
- TLN WAN and Intranet connectivity – TLN recently came out to assist with some long performance issues that we've struggled to tackle, they rage in variety and scope but they were able to point us in some proper directions to hopefully see some resolution to the odd issues we've faced.

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.
- Sensource People Counting
- Updated Video Surveillance

Michigan Avenue Board Report: January 2022

Programs:

- Unfortunately, due to staff illness and high Covid numbers we had to cancel the Holiday Tree Lighting.
- Guitar club met in person in December but is meeting virtually in January.
- Jenny conducted three snow globe-making programs and each one was full! Lots of fun was had by all.
- Pat's youth and tween book clubs went back to meeting virtually due to high Covid numbers.
- TAG has been pretty full the last few weeks and teen subscription packs are very popular. Most packs are gone every month.
- In December Crafternoons folks created resin ornaments and in January we went back to virtual programming and Charline led students in a macramé wall hanging project.
- Cocoa Bombs – this program was scheduled in December but had to be postponed, again due to staffing shortages. Kim and Charline turned it into a virtual program with kits and made it into a success.
- The Safely Talk about Racism film series had 52 people in attendance over zoom this month.
- Washtenaw African American Genealogy had 20 people in attendance at their January program. A new attendee from Oakland County came to learn how to track her adopted daughter's ancestry so that she could share that with her daughter when she got older. Coincidentally her daughter and Cheryl Garnett share relatives! We are receiving requests from all over southeast Michigan from people who want to participate in WAAG.
- AARP registration is in full swing. We are scheduling 12 people per day every Tuesday and Wednesday, potentially 250 appointments. This doesn't come close to serving the number of people accommodated pre-Covid. However, most people receive refunds so are happy with the library.

Staff:

- We had to close three days in December due to low staffing.
- Jenny participated in a 6-hour story time class sponsored by Library of Michigan and is taking another class, Reimagining School Readiness, sponsored by a children's museum. She hopes to find different hands-on activities to set up in our building.
- Maddy is now a full-time library science student at Wayne State University. She also has a Graduate Student Assistant position and is working part-time for WSU. In addition, she is in MLA's and ALA's mentorship programs. In both programs her mentors are Black so she feels very lucky to have that extra support. Maddy is so excited to become a librarian!



- Kelly is pregnant with her second child and has asked to reduce her hours to part-time. Fortunately for us, Nicole Russell was able to move to full-time and is now working at Mich Ave for half her hours.
- Kim is now a selector for Overdrive eBooks. She received training and has started selecting.
- Shania and Courtney started systematically sending books with worn spine labels to Gail at Acquisitions to get them replaced. In the first 3 boxes they found one missing book and several WR items.
- Pat will continue her work on the Program Planning Committee for 2022.
- Staff have started to participate in Homeless Library Academy tutorials. I'm hearing good things from those who have done one or two.
- Chris has replaced all the staff machines in offices and desks. We are grateful!

Community Interactions:

- I'm continuing to work with Washtenaw Faces Race to decide on whether there is the man power or funds to put on another conference. This year's conference was focusing on racism and our democracy. The conference last year was heavily attended and the Facebook Live recording continues to receive hits.
- Kiwanis had their 100th Anniversary Celebration at Rutherford Pool. Shoshanna created a December podcast about their 100-year history.
- Shoshanna had a meeting with EMU library's archive staff and will be working with them on some projects. They have many unedited audio recordings that can be used for the YpsiStories podcast. We are also exploring other collaborations.
- Shoshanna has been invited to be on a panel of librarians who are presenting at Spring Institute about library podcasts.
- Today we found out that Ozone House's Drop-in Center is closing indefinitely. One member of their staff met with me to talk about the situation and I have reached out to the Executive Director to see if there are ways we can collaborate with their staff to keep some services in the downtown.

Joy Cichewicz
January 21, 2022



Outreach Services Board Report

January 2022

Staff:

- We presented the all-staff bedbug training in December. It is recorded and available on the staff intranet for future staff members.
- Nicole Russell transitioned to full-time status, with her time divided evenly between Michigan Ave youth and Outreach.

Superior:

- Our selectors for the new Superior library are about to start receiving Opening Day Collection carts. The setup process is complete; now the shopping begins!
- I met with a representative of Sycamore Meadow's new owner, along with a group of other community organizations. We had a constructive discussion about how to work together to meet needs in Sycamore Meadows.
- Planning for the new library continues, with recent meetings about technology and furniture options. One of the most rewarding notes of progress recently is that it is very easy to see the new building from our current location!
- We are gearing up to participate in Scan and Go tax preparation through United Way of Washtenaw County. Liz, Stacey, and I will again do intakes for clients. As was the case last year, clients will remain outside in their vehicles while we bring their items inside to scan and submit them.

Outreach Projects & Programs:

- We received word that the COVID Relief grant I submitted in November to the Ann Arbor Area Community Foundation was approved, at \$15,000 funding. This award allows us to partner with Success by Six Great Start Collaborative to provide pop-up library/social service events from April-September 2022 at Sycamore Meadows.
- I presented about library resources for English Language Learners to adult ELL students at Washtenaw Community College. The instructor arranged for a member of the Ann Arbor District Library to present in the same Zoom session, which worked out beautifully. The students in the ELL class are split fairly evenly between Ann Arbor and Ypsilanti. We were able to help them figure out which library district they live within and how they can access materials to support their learning.
- I visited a 10th grade classroom at ACCE to present library services and resources for teens.
- Liz Getty and I continue working with the Generator Z interns, Liz heading up the social media team.
- We had a meeting of the YDL-Lincoln Schools task force. We were able to reconnect about how the library can support teachers right now. One item that came out of that meeting is developing some in-classroom library instruction to provide enrichment and break up instruction time some. We are developing these lessons now and will implement if/when case numbers make it safe to do so.
- We hosted the WISD Cultural Arts Program, composed of young adults ages 18-26 with disabilities, for a wreath-making program at the holidays.
- I gave a presentation to teachers at parents at Ford elementary about library resources. After that presentation, a Ford preschool teacher asked to try out a hotspot. The staff use ipads for school dropoff and pickup, but the school's Wifi doesn't reach the parking lot. The teachers were overjoyed to have an easy solution from us!

LNGO

- Monique and I hosted a holiday appreciation event for our Senior Advisory Board. We had snacks, saw a slide show of LNGO events over the years, and wrote holiday cards to be delivered to Ypsilanti Meals on Wheels clients.
- We started our latest round of virtual fitness, with an adapted HIIT (High Intensity Interval Training) for older adults.
- We have officially resumed our Large Print deposit collection deliveries, with the first sites coming back on board. We delivered to The Village at St. Joe's, Cross Street Village, and the Ypsilanti Senior Center.
- See below for Monique's 2021 Books on Wheels Snapshot

Bookmobile:

- After having the bookmobile back on the road for a few weeks, we experienced a check engine light and again-failing gauges. We took it back to Downriver Bus & Truck repair for further work. We are now back on the road again.

Submitted by Mary Garboden,
January 20, 2022

Books on Wheels 2021: A Snapshot

Submitted by Monique Lopez-Geiman

YDL began this year with 14 Books on Wheels patrons, and ended with an even 14 as well, with some folks leaving the program and others joining. A total of 143 visits were made this year, which is 60 more than last year, when YDL was shut down for several months because of Covid, and equivalent to 2019, which is very encouraging. Our busiest month was September, with 21 visits.

Per 2020's Covid plan Monique had been doing contactless deliveries, exchanging materials with the patron, or their caretaker outside. In mid June, with guidance and input from Mary Garboden and Julianne Smith the decision was made to let Monique once again enter the homes of our homebound patrons when making deliveries. She follows library protocol and always wears a mask when doing so. For those living in a residential complex she meets them in the lobby or outside. This change was met with enthusiasm from patrons and Monique alike, as it had been over a year since they were able to meet face to face.

Looking forward to 2022, and in keeping with YDL's new Program Planning and Evaluation blueprint, Monique plans to create a survey to get patron feedback on the Books on Wheels program. With the results YDL can take a closer look at the program, evaluate, and implement any necessary changes.

As always, it is a pleasure bringing library materials to people's homes that cannot physically get to the library. This was always a needed and worthwhile service, and now, living in a Covid world it is especially important for YDL to keep reaching out to those who need it, and to best serve our community.

Quotes from current YDL Books on Wheels Patrons:

"Books on Wheels allows me to read books I would not otherwise read. My limited mobility keeps me from visiting a regular library. Books I request are usually available from YDL or through MEL loans. Since I read multiple books per week, that is very important. Thank YOU!"

Betty S.

"When I first found out about the Books on Wheels program I was so grateful and relieved. I have cancer and need six months of chemotherapy. Being immuno-suppressed during a global pandemic is quite scary. Thank goodness I can still access everything I need from the library! Monique from YDL brings me books about surviving breast cancer, distracting novels, engrossing non-fiction, celebrity gossip magazines and everything in between. Each delivery feels like a special treat and is a day I really look forward to. During a really isolating experience, you help me feel like I'm still part of our community. Thank you!"

-Katy M.

"As Tony the Tiger might say, the Books on Wheels program is Great. With limited mobility not being able to get to the library is a great drawback, but the Books on Wheels program makes up for it."

Paul P.

Whittaker Road-Adult Services Board Report: January 2022

Here is a listing of January programs:

- National Trivia Day Contest
- 3 Book Discussion Groups (Thu AM, African American Authors Book Discussion Group, Mystery Lover's Book group)
- Google Sheets for Beginners
- Microsoft Word – Basics
- Google Docs for Beginners
- Microsoft Excel – Basics
- Small Business Savvy: The One Page Business Plan: the Business Model Canvas
- Microsoft PowerPoint – Basics
- Computer Basics - Getting Started
- Google Sheets Tips & Tricks
- Microsoft Word – Intermediate
- Saturday Morning Mindfulness (2 sessions)
- Pet a Therapy Dog! **Rescheduled to later date**
- Finds from Strolls on Florida's Beaches- **Rescheduled to Later Date**
- Internet Basics - How to Search the Web
- Reading, and Writing, About Writing: A Virtual Book Club (2 sessions)
- Microsoft Publisher – Basics
- Google Docs Tips & Tricks
- Microsoft Excel – Intermediate
- How to Host a Zoom Meeting
- Microsoft Excel – Pivot Tables (Intermediate)
- Google Calendar-Basics

Covid cases have once again affected our programming. We have rescheduled two programs on the list above to the spring in hopes that we will be in a better situation by then. Some programs switched from in person to virtual events and Brigitte has temporarily stopped offering in person one-on-one computer help appointments (she is still doing virtual and telephone one-on-one appointments). I would also like to mention one very nice in-person event that we were able to offer in December: the annual Paul Keller Ensemble Holiday Jazz Concert. This event was also livestreamed and later posted to our YouTube channel-available for our patrons and others in whichever way works best for them. Sheila did a great job planning this program and all the logistics that went along with it. It is tricky to plan programs for the rest of the winter months, not knowing when conditions will improve. We have planned mostly virtual programs for the rest of winter with in-person programs coming closer to the end of the next programming season, in May. Paula is also working on programming related to our Evicted exhibit. We are also going to have a program on Bitcoins, NFTs and other digital assets in March and are hosting (virtually) author Scott Ellsworth in February to talk about his latest book, "The Tulsa Race Massacre and the Search for Justice".

Programming partnerships continue with YpsiWrites and the Ann Arbor Area SCORE Office. We are also partnering with the UMS (University Musical Society) on a major Ann Arbor-Ypsilanti Collaboration called Parable Path A2-Ypsi Community Read, centering around the book "The Parable Sower", will offer a couple of programs on this year's Great Michigan Read title, "The Women of the Copper Country", and will offer a book discussion of this year's Washtenaw Reads title, "Being Heumann".

We are gearing up for our AARP Tax Help Service, which will be every Thursday starting Feb 3, running through April 7th. We are currently scheduling appointments, preparing a packet of information for clients to pick up, and calling clients to make arrangements to pick up their packets. It will be a busy winter!

-Submitted by Paula Drummond January 19, 2022

Whittaker Youth Services Board Report January 2022

Programs

LITTLE ONES

Storytimes We planned to start the winter storytime season last week but instead postponed the start date and changed plans. Instead of reading and singing, several times each week in February we'll offer age appropriate activity stations for kids and parents to explore together, paired with themed books parents can checkout. Twice each week we'll set up play spaces, once for babies and once for all other little ones. We'll start reading aloud again in March if Covid rates go back down. In the meantime, we're also adding a few new videos to our storytime song and short activity video selection on YouTube and our [Build a Storytime page](#).

KIDS & FAMILIES

Saturday Family Programs We enjoyed the short version of EMU's Frog and Toad musical in late November, went on a cold but beautiful hike at North Bay Park with the Washtenaw Audubon Society, and offered YpsiWrites holiday card making stations in December. Weekend family programs start back this weekend with the Superhero Training Academy from Detroit.

Winter Break STEAM We had 161 people attend 6 sessions of family activities, which seemed like a lot while Covid was beginning to peak, but kids and parents enjoyed working together on the projects, which didn't involve a lot of direct staff/patron contact because we set up stations at the back of the department that people could explore mostly on their own.

Weekday Programs for Kids Three December sessions of Love of Learning averaged several families each. We delayed the start-date by one week and Jaelyn looks forward to teaching this week. Liz is starting a new graphic novel book club and got Marlena to dress up with her to help advertise the book—*Sheets* by Brenna Thummler.

TEENS

TAG The last two meetings averaged 11 attendees each. We took a break and played video games in December so everyone could get to know each other better. In January, teens started a new sticky note pixel art project in the teen area that is coming along quickly as patrons fill in the spaces by following a pattern to create a giant Sonic the Hedgehog. This week several members will meet YpsiWrites to share thoughts about writing supports teens need most.

Generator Z Liz G., Liz P., Kelly, Mary, and I continue to meet interns in small groups to carry out the project, and as a full group monthly. We submitted the interim grant report with the help of several interns and it is [on the Generator Z website](#) and getting positive feedback from Generator Z youth. Kelly and I learned we were accepted to present how we used the advisory to write the grant and secure funding to youth staff at the MLA Spring Institute in March.

TALK

- Slava submitted her resignation in late November to take a fulltime job. We recently posted the TALK position and are reviewing applications this week.
- Sam helped set up and make a co-presentation to the Library of Michigan's PR group and the presentation prompted several new library sign ups and questions from new potential users.
- We've had more activity the past few weeks, with libraries asking for their passwords and how to get started. I also had email exchanges with the library cooperative in the upper peninsula and the Detroit Public Library, so interest in using the service continues to grow.

Other Work

- Liz and Psyche accepted a book from a young author for the collection, a popular photo on social media!
- I learned that an IMLS presentation proposal for ALA was accepted. I will be part of a panel and speak about our experience leveraging LSTA funds to create a service and then secure a National Leadership grant.

Submitted by Jodi Krahnke January 19, 2022



Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/21/22

Re: Resolution to designate fund balance for the Superior building project and Capital projects

In January 2019, Accountant Jim Carey created a Superior Department within the Capital Projects Fund and set up the revenue and expenditure accounts we use for the new building. All expenses for the project are drawn from this fund.

Over the past 3 years the Board has committed \$3,500,000 to this project, and last year also committed \$200,000 for Capital Projects generally, to be used for projects like the Whittaker lighting control system replacement, Michigan Avenue water remediation, possible parking lot work, etc.

Normally I've been able to share a page from our draft audit report to illustrate the current designations of fund balance. This year I am told the information is not yet available.

After consulting with Accountant Jim Carey, I propose designating another \$1,000,000 as Committed funds for the Superior building project, and designating \$300,000 as Committed funds for Capital Projects generally. Depending on fundraising and further changes to the project scope, we may or may not need this much for the Superior building, but some of our fundraising pledges are expected over a period of the next 5 years. Having this cushion should satisfy the auditors, and if we have surplus once the building is complete, we can designate it back to Capital Projects.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-2

January 26, 2022

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and a Superior fund is a department of the Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2022, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,300,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

IT IS FURTHER RESOLVED THAT:

\$1,000,000 of these Committed funds will be placed in the Superior department of the fund.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-3

January 26, 2022

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

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

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/21/2022
Re: Preliminary discussion of EDI report

The long-awaited Strategic Plan report from YDL's Equity, Diversity and Inclusion Committee is attached. Please read through and bring your thoughts to the meeting. As we move forward in 2022 with a new strategic planning process, collective bargaining, and other work, we will use these recommendations as a guide and a tool.

I know there is considerable interest in YDL going fine-free. I would like to hold a formal Board discussion on this at one of our next meetings, and if passed, plan for implementation to coincide with the 2022 launch of the Summer Challenge. This will afford us time to develop a strong promotional campaign to draw users back to the library – hopefully along with a reduction in Covid concerns.

I'd like to know what other preliminary thoughts you have after reading the report, and where each of you feel we should place our focus. Julianne will be at our meeting to field any questions about the committee's findings and recommendations.

Equity, Diversity, and Inclusion:

Ypsilanti District Library and the Greater Ypsilanti Community

2017-2022 Strategic Plan Report

The Ypsilanti District Library (YDL) believes that equity, diversity, and inclusion (EDI) is critical to achieving its mission. YDL policies guide the library's commitment to inclusiveness of all protected classes, including "age, sex, marital status, race, creed, national origin, color, religion, sexual orientation, gender identity or expression, height, weight, disability, and political or union affiliation." In addition, the YDL Strategic Plan research and Harwood Community Conversations undertaken in 2016 further affirm the greater Ypsilanti community's desires for itself in five key areas: (1) a safe and welcoming community with a positive image; (2) an economically-thriving community for the benefit of all; (3) an inclusive, vibrant, and integrated community; (4) a community that values youth and offers a quality education and a broad range of opportunities; and (5) a community that focuses on environmental stewardship. YDL believes that the Equity, Diversity, and Inclusion Plan as presented here provides a valuable roadmap for innovation, engagement, social cohesion, and improved quality of life that reflects and honors the community's aspirations for its public library and for itself.

Research shows that social approaches such as "color blindness" do not reduce racial disparities but rather justify current social orders. Therefore, race-neutral practices not only do not reduce, but in fact reproduce racial disparities, resulting in the continuance of inequitable outcomes. Advancing equity should thus begin with identifying inequities, both locally and nationally, as different populations may experience different disparities in different communities.

YDL is committed to EDI initiatives long-term. We believe that our role in the community is far more expansive than enrichment and traditional access to print information. YDL increasingly offers access to health programs, social work services, employment fairs, tax preparation assistance, housing advocacy, and more. These programs attempt to ensure that those who might struggle to obtain assistance and services have an equal opportunity for success.

Nationally defined, at-risk characteristics are those "that statistically represent a principal, negative determinant of health, safety, education, and opportunity." Broadly grouped, they fall into eight areas:

1. Economic (at or below federal poverty level);
2. Education (non-high school graduates, poorly performing schools);
3. Language and Literacy (limited literacy, ESL);

4. Health, Medical, and Disability (mental, cognitive, sensory, and physical);
5. Isolation (cultural, migrant, geographic location);
6. Age (chronic health conditions in older adults, infants and small children with no advocacy);
7. Race and Culture (national bias, immigration status);
8. Family Structure or Neighborhood (adoption, single parents, grandparents as parents, homelessness).

While national indicators are the appropriate starting point, they only tell part of the story. A more granular analysis will allow YDL to apply national indicators to local factors, equipping us to better understand our own local barriers to equity. For example, while poverty is the predominant national benchmark for risk, economic limitations in our community may be based on the need to work two or more jobs, the need to commute to find adequate work, or the inability to work based on a lack of local child care. The 2020 Census provides an extraordinary opportunity for us to analyze trends and deploy library resources where they are most needed.

By identifying local at-risk indicators for the purpose of removing barriers and improving life outcomes, YDL will be better equipped to offer our community those solutions that best meet their needs, making the most positive impact. Therefore, the EDI initiative began with a concentrated study of our community.

GOAL 1: IDENTIFY KEY DEMOGRAPHIC PATTERNS, RISK INDICATORS, AND BARRIERS THAT PRESENT OR SUSTAIN INEQUITIES IN THE GREATER YPSILANTI COMMUNITY.

SUMMARY REPORT:

The EDI workgroup contracted with the firm Social Explorer (NY) to perform a custom GIS survey of the YDL district for the cost of \$1,950. The report (see Sep. 22, 2021 board packet) provided detailed, Census tract-level data on demographics and risk indicators needed to address inequities on a granular level. Comparative data on the County, State, and National levels provides YDL with the metric to measure progress of efforts over time. Armed with this data, YDL staff are in a strong position to provide services and outreach efforts that directly support our most vulnerable community members.

GOAL 2: EXAMINE LIBRARY POLICIES OR PROCEDURES THAT CREATE OR SUSTAIN INEQUITIES OR FINANCIAL OR PSYCHOLOGICAL BARRIERS TO USE.

SUMMARY REPORT:

YDL must be both brave and transparent enough to evaluate its own practices through an equity lens. Historically, libraries have instituted “late fines” as an incentive to have materials returned. As COVID raged in 2020, it became increasingly clear to both individuals and organizations “what really mattered.” At the recommendation of this workgroup, the YDL Board of Trustees agreed to waive an existing \$287,000 in patron fines. These past fines were highly unlikely to be recovered and represented a tedious amount of work for both staff and a paid collection agency seeking dimes and quarters from the masses, along with an unmeasurable amount of “good will” lost. Fines were suspended at YDL from March 2020 through July of 2021 and were reinstated in August 2021.

It is the opinion of this committee that library fines are punitive and typically have unintended consequences beyond the timely return of materials. Fine-free public libraries are a nationwide movement, and included on the list are many large systems in Michigan, such as Detroit Public Library and the Capital Area District Libraries, both of which likely had “fee income” much greater than that of YDL (\$61,425 in 2020). The Urban Libraries Council publishes a [“Fine Free Library Map”](#) showing libraries across the country that have eliminated overdue fines. This workgroup strongly encourages the YDL Board of Trustees to eliminate the practice of instituting late fines. Considerations we have undertaken include: Are fines negatively impacting library usage, either past, present, or future? Are fines central to the library’s revenue (see Attachment A)? 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?

Members of this workgroup are happy to answer any questions about this recommendation or to provide research and reading materials on the topic.

GOAL 3: PROVIDE CONTINUING EDUCATION FOR STAFF THAT SUPPORTS BOTH PERSONAL AND PROFESSIONAL GROWTH IN EDI INITIATIVES; CULTIVATE AN ORGANIZATIONAL CULTURE THAT SUPPORTS AND NURTURES EQUITY, DIVERSITY, AND INCLUSION.

SUMMARY REPORT:

The year 2020 saw intense national change in issues related to race, equity, and inclusion. The Black Lives Matter movement, the public murder of George Floyd, police profiling and brutality, issues of white privilege, objections to critical race theory, and health inequities during the pandemic brought to the forefront the importance of continuing and deepening our national conversations about equity, diversity, and inclusion.

YDL staff exceeded all expectations in participating in continuing education for EDI work and showed a voracious eagerness for learning. Staff members embraced training opportunities in many areas, including 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. Activities ranged from month-long, in-person learning cohorts with external community organizations to online webinars during the COVID lockdown.

A few examples include:

- 21-Day Equity Challenge (United Way)
- Tackling Racism in Classic Children’s Literature (Nashville PL and Tennessee State Library and Archives)
- What’s DEI Got to Do with It (The Library Network)
- Racial Equity Summit (Washtenaw Community College)
- Neutrality and Libraries (University of Michigan School of Information)
- Dismantling Racism in Collaborative Collections (Digital Public Library of America)
- Applying Critical Race Theory to the Experiences of Librarians of Color and Diverse Communities (Black Caucus of the American Library Association)
- Equity in Action (Library Journal)
- Allies Academy / Champions for Change (Nonprofit Enterprise at Work)
- Evaluating, Auditing, and Diversifying Your Collections (Library Journal)

2022 AND BEYOND: LOOKING FORWARD . . .

YDL has only begun to scratch the surface of EDI work, and this committee recommends that ongoing initiatives be included in the next strategic plan. While we were able to accomplish important foundational goals despite the global pandemic, much work remains to be done. Efforts should both “look in” at our own procedures and policies and “look out” at how we, as a community anchor, can both participate in and lead efforts to reduce disparities in our community. Some of our suggestions include the following.

Becoming & Remaining a YDL Patron

Because of the pandemic, many goals, which at one time seemed to be considerable undertakings, moved quickly into reality during lockdown, such as the issuance of library cards electronically. When instituting this process, the new online form was sensitive to the EDI workgroup’s goals of not asking for personal information beyond the need for doing business with the library. This new application process

is a step forward in answering the question, “Is it easy or hard to become and remain a patron of YDL?” Are there unintentional barriers in our application or renewal processes? Is our “customer retention” the best it can be? Are patrons “loyal” or are they “loyal advocates?” Do they see themselves and their goals aligned with the progress and initiatives of the library?

A Focus on Youth

Future EDI work in the borrower application process could have considerable impact if focused on school-aged children. For example, how does YDL accommodate would-be young users who lack parental involvement, either through logistical barriers, such as time and transportation, or through their own lack of interest in the library? Do parents with fines or fees discourage their children from using the library? Are they fearful of their children incurring fines they cannot pay? How could YDL protect and improve the experience of young patrons? Could “tech” or “student cards” bridge the gap? Could YDL work with the school system on the issuance of library cards? The current application process requires all youth under the age of 18 to have a parent present to issue a library card. This may have the unintended consequence of excluding many young people from the public library system and thus deserves future evaluation.

The Digital Divide

The pandemic also made abundantly clear the severe impact of the “digital divide” and the lack of broadband access across communities. While regional and national efforts are underway to reduce this inequity, YDL can also examine its own practices. Some initiatives undertaken were a clear attempt to be part of the solution: the acquisition of over 20 circulating hot spots for patrons with poor Internet connections, and the addition of WiFi access points in the downtown and Whittaker branches, allowing patrons to access the Internet from our parking lots while our buildings were closed.

Upon reopening, YDL resumed its “guest pass” procedure, charging \$2.00 for anyone not using a YDL library card to access a computer. At one time instituted as an “incentive” for residents to apply for a free library card, this procedure has had other, noteworthy repercussions. As information is increasingly published online only, access to the Internet is no mere luxury. For a tax-supported public library to charge for access to government information increasingly smacks of double taxation and certainly does little to uphold our values of public trust, equal access, and excellent service. Staff are increasingly discouraged with implementing this policy, for obvious reasons.

For example: a community member arrives at YDL to apply for CERA (COVID Emergency Rental Assistance). She has not had a library card since before the pandemic and is told she cannot access a computer without one. When offered access as a “guest,” she is told there is a \$2.00 fee and that we only

accept cash and that her access will be limited to 3 hours. This represents neither our mission nor our service philosophy and, in this example, clearly presents a burden to a community member with an urgent need. While the non-tax payer is historically the focus of this practice, its implementation across the board is a barrier implemented by YDL that deserves further review.

Applying to Work at YDL

Future work must also consider the present and future diversity of YDL staff. This is a difficult area to tackle, as the profession of librarianship is historically and nationally homogenous.

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*ALA Office of Research and Statistics
Demographic Study Report 2017*

ALA Members by Race or Family Origin *% of members self-identifying*

	2014	2017
American Indian or Alaskan Native	1.1	1.2
Asian	3.5	3.6
Black or African American	4.3	4.4
Hawaiian or Other Pacific Islander	0.3	0.2
White	87.1	86.7
Other	3.7	4.0

To foster a workforce that reflects our community, YDL must examine several factors independently and realize that this desired goal will perhaps require significant structural change with budgetary impacts. Some progress has been made in how YDL approaches the recruitment and application process, such as posting jobs outside of traditional library avenues, but further work remains to be done. If job seekers are interested in the job description, we should next assure that the application process is not a deterrent; for example, asking ourselves such questions as how background checks, military/citizenship status, or gender declaration questions support or deter applicants given greater societal efforts for change, such as “ban the box.” Do job postings make applicants of diverse backgrounds feel welcome applying? Does legally-required language such as “equal opportunity employer” reflect our values deeply enough? Examining our procedures with a fresh eye toward diversity and inclusion will be a worthwhile exercise.

Reevaluating the MLS

To attract more candidates of color, YDL will need to examine one historic job requirement in particular: that of the traditional MLS/MILS degree. The profession of librarianship has greatly changed since the Internet arrived in the mid 1990's and can rightly be seen as making the "job of librarian" considerably easier, with traditional research skills and access to materials much more accessible to the average person. While the philosophies, policies, and management of library buildings and systems rightly belong in the realm of master-degreed professionals, more "front of the house" roles increasingly require skills outside of the traditional MLS and can effectively be served by those who excel in customer service, creative engagement, tech education, and enthusiasm for specific age groups, such as young children or teens. Librarians of color are few and far between, and good ones command higher salaries. With the cost of postgraduate education becoming increasingly difficult to attain, the candidate pool – of all races and ethnicities – is shrinking accordingly. It is time to ask ourselves if the MLS degree still accurately reflects the work being done or if it represents a roadblock to further diversifying our staff. How would YDL appear to its community with a more diverse staff? Do patrons see themselves in our ranks or do they see "mastered-degreed librarians," and what is more important to them and to us? These are not easy questions with easy solutions, and they will require brave and thoughtful leadership.

Competition for Workers

An additional outcome of the pandemic has been "the great resignation," where employees are reevaluating their careers and leaving their jobs in records numbers. As the labor force has shrunk, wages have increased and competition for workers continues to climb. YDL now not only "competes" with area libraries, but with local retail and service industries, who might be paying significantly more per hour than the library.

In late 2021, YDL undertook a compensation study led by ElementOne. This important step will help us gain a macro view of our jobs and compensation schedules and how they "stack up" both within the industry, geographically with our neighbors, and in transferable skills sets. According to ElementOne, there are three components which are essential to an effective compensation program: a structured method for assessing the contribution of each job to the organization; the use of market data to ensure that pay is competitive; and a performance model for developing employees. Once implemented, this program should help YDL in both attracting candidates and retaining quality employees.

A final consideration for attracting and retaining talent must be given to the role of AFSCME and how union standards and longevity pipelines work for or against staff growth, compensation, and retention. We must ask ourselves if YDL is an employer who can actively recruit candidates of color, pay an attractive wage, and develop and reward its employees for growth; or, if our compensation structure means that YDL "trains" its employees to work elsewhere. If salary increases are primarily dictated by AFSCME and structured solely by years of service, where lies the incentive for growth, creativity, and greatness? Where can YDL reward exceptional staff? If the Collective Bargaining Agreement dictates

what purpose staff members can use their “paid time off,” where can YDL provide flexibility and accommodation for staff needing temporary support?

In addition, in the post-pandemic “new normal,” enter the hybrid workplace. Organizations of all sizes are adapting to a changing workforce and embracing a blended model of in-person and virtual work. This need for flexibility directly relates to the “great resignation,” and it is likely that organizations that best and most proactively offer this model will attract the best candidates. These considerations have a direct correlation to our unionized environment and will require staff buy-in, a new element for AFSCME negotiations, or a reevaluation of the need for and benefit of union representation. If AFSCME leadership cannot support YDL’s initiatives for greater staff diversity, AFSCME could be encouraged to develop its own membership diversity plan, including measurable goals and timelines.

Going Boldly Forward

The EDI Workgroup undertook considerable research in preparing this plan and making its recommendations. While we offer specific goals for consideration, there remains much work to be done, and we hope that our work will continue beyond the 2017-2021 strategic plan.

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Access to Greater Talents, Skills, Strengths, Abilities

Diverse teams are able to access top ideas from a wealth of different perspectives

Better Ability to Win Top Talent

A diverse workforce is innovative and successful

Better Community Outcomes

Leading inclusion work sets the example for other community institutions

Better Conflict Resolution

A diverse staff has greater opportunity to separate “people from problems”

Better Relationships with Patrons

A diverse staff is more likely to relate to more patrons

Cross-Cultural Understanding

Libraries with diverse workforces model cultural appreciation to their communities

Cultural Fluency

Individuals with diverse backgrounds teach non-discriminatory cultural appreciation

Deeper Knowledge Base

A diverse staff is more likely to bring authentic insight to services and situations

Enhanced Organizational Culture

A diverse workforce has a deeper and richer purpose than just library service

Fresh Outlook and Perspectives

Diverse teams challenge old ways of thinking

Global Citizenship

Individuals with cultural experiences are better prepared to collaborate on a world scale

Greater Advocacy

Diverse teams are more likely to have existing leadership for community advocacy

Greater Innovation

Diverse teams offer increased creativity resulting in new and improved services

Improved Ability to Adapt to Change and Move Forward

Diverse teams have more perspectives to advance ideas

Improved Adaptability

Diverse teams are more prepared to adapt to new dynamics

Improved Decision Making

Diversity in leadership can lead to more sensitive, forward-thinking initiatives

Improved Evaluation

A diverse staff brings more authentic insight into the impact of services

Improved Outreach

A diverse staff is more likely to attract opportunities for community outreach

Improved Partnerships

A diverse staff cultivates mutual respect and future investment in each other

Increased Employee Retention

Organizations that support diversity are more likely to retain a diverse workforce

Increased Range of Services

A diverse staff brings more innovative viewpoints that can improve service offerings

Increased Sense of Ownership

A diverse staff is more likely to reflect feelings of safety and value in its patrons

Patron Loyalty

Organizations that represent diversity are more appealing to members of a diverse population

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