

# Board of Trustees

2023  
Information  
Packet



YPSILANTI  
DISTRICT  
LIBRARY



Wednesday, January 25, 2023

6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, January 25, 2023, 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Kristy Cooper <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Annual Meeting</b>			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2023 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"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from November 30, 2022 budget hearing & regular meeting & the December 14, 2022 Special meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2022 Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
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"/>		
<b>Old Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Resolution to designate fund balance for 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"/>
A. Consideration of the purchase of an additional self-check kiosk for Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to honor Trustee Kay Williams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Swearing-in of new YDL Trustee Terrence Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/13/2023  
**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. Our current officers just completed their first years in their offices. If Pat, Beth and Brian are willing to continue as President, Vice-President, and Secretary, we will just need to elect a new Treasurer, to replace Kay.

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 and 5/3 Bank accounts following the meeting. Those elected to these offices should be prepared for this task; we will ask to copy your driver's licenses after the meeting.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/13/2023  
**Re:** Board meeting schedule for 2023

Attached for your review is a draft schedule of Board meetings for 2023. 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 15<sup>th</sup>, but that is a little early for having accurate budget amendment information to share.

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-1

January 25, 2023

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS  
FOR 2023

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2023 Board meeting schedule as revised through discussion be adopted.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

**PUBLIC MEETING NOTICE**  
**YPSILANTI DISTRICT LIBRARY**  
**NOTICE OF REGULAR MEETINGS FOR 2023**

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for 2023 on the fourth Wednesday of each month, with the exception of the months of April and November as noted below.

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

All interested citizens are encouraged to attend.

**SCHEDULE OF LIBRARY BOARD MEETINGS**

January	Wednesday	January 25, 2023	6:30 PM	YDL-Whittaker
February	Wednesday	February 22, 2023	6:30 PM	YDL-Whittaker
March	Wednesday	March 22, 2023	6:30 PM	YDL-Whittaker
April	Wednesday	April 19, 2023*	6:30 PM	YDL-Whittaker
May	Wednesday	May 24, 2023	6:30 PM	YDL-Michigan
June	Wednesday	June 28, 2023	6:30 PM	YDL-Whittaker
July	Wednesday	July 26, 2023	6:30 PM	YDL-Superior
August	Wednesday	August 23, 2023	6:30 PM	YDL-Whittaker
September	Wednesday	September 27, 2023	6:30 PM	YDL-Whittaker
October	Wednesday	October 25, 2023	6:30 PM	YDL-Whittaker
November	Wednesday	November 29, 2023**	6:30 PM	YDL-Whittaker
December		No meeting		

\*Third Wednesday

YDL-Whittaker: 5577 Whittaker Road 48197

\*\*Fifth Wednesday

YDL-Michigan: 229 W. Michigan Avenue 48197

YDL-Superior: 1900 Harris Road 48198

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

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

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/19/2023  
**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 (who is TBD).

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 Building committees.

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.

I created the attached proposal for the President's approval, barring anyone's objection.

Brian will remain the Friends liaison.

# **YPSILANTI DISTRICT LIBRARY**

## **BOARD COMMITTEE ASSIGNMENTS 2023**

### FINANCE

Theresa Maddix, Trustee, Chair  
Kristy Cooper, Trustee  
Jean Winborn, Trustee  
Lisa Hoenig, Library Director  
Patricia Horne McGee – Ex-Officio

### POLICY

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

### FUNDRAISING

Christina McMullen, Dev. Coord.  
Bethany Kennedy, Vice-President  
Theresa Maddix, Trustee  
Terrence Williams, Trustee  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Representative(s) from YDL Friends  
Patricia Horne McGee – Ex-Officio

### PERSONNEL

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

### FACILITIES

Kristy Cooper, Trustee, Chair  
Terrence Williams, Trustee  
Theresa Maddix, Trustee  
Lisa Hoenig, Library Director  
Jim Reed, Facilities Manager  
Patricia Horne McGee – Ex-Officio

### SUPERIOR BUILDING

Brian Steimel, Secretary, Chair  
Terrence Williams, Trustee  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Mary Garboden, Superior Branch Manager  
Patricia Horne McGee – Ex-Officio

Appointed: \_\_\_\_\_



# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

**PUBLIC HEARING**  
**November 30, 2022, 6:15 p.m.**

Meeting held in the Ypsilanti District Library Board Room

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:15 p.m.

**Attendance**

Trustees Present: Theresa M. Maddix, Kay Williams, Patricia Horne McGee, Jean Winborn, Kristy Cooper, Bethany Kennedy formed a quorum and Brian Steimel (6:19 p.m.).

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: Maddix, Williams, McGee, Winborn, Kennedy and Steimel  
Nays: None  
Motion: Passed  
Absent: None

**PUBLIC COMMENT**

NONE

**Adjournment**

Trustee Kay Williams moved to adjourn at 6:30 p.m. Trustee Bethany Kennedy seconded this motion.

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, and Superior Branch Library Manager Mary Garboden.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: Winborn, Cooper, Maddix, Williams, McGee, Steimel and Kennedy  
Nays: None  
Motion: Passed  
Absent: None

**PUBLIC COMMENT**

NONE

**Introduction of new staff:** Director Lisa Hoenig introduced YDL's Head of Outreach, Monica Porter, who introduced her new staff: Ms. Susana Adame-Goff, Ms. Kristin Stiger, and Ms. Kaitlyn Johnson. Then Director Hoenig introduced the Superior Branch Library Manager, Mary Garboden, who introduced her new staff: Ms. Sienna Higgins, Ms. Kallista Walker, Ms. Lewander Davis, and Ms. Coronda Maxwell.

**CONSENT AGENDA**

Trustee Maddix moved to approve the consent agenda (October 26, 2022, Regular meeting minutes, October 2022 Financials and Check Registers). Trustee Winborn supported this motion.

Vote: Ayes: Maddix, Williams, McGee, Steimel, Cooper, Winborn and Kennedy  
Nays: None  
Motion: Passed  
Absent: None

**COMMUNICATION**

None

**COMMITTEE REPORTS**

- Friends of the Library (FOL) Report
  - Trustee Steimel advised the FOL Holiday Sale brought in \$1202.00. \$652 of that is credit, so the credit point of sale is working. Committed \$30,000.00 for library in 2023, which is \$6000.00 more than 2022. In the process of setting up a self-serve cart at Superior branch. Working on a new logo. Annual meeting will be Monday, January 23, 2023 at 4pm.
- Fundraising

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Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

- Director Hoenig advised that she doesn't currently have a formal report, however, we just had a pledge from Domino's Pizza for \$5000.00 from "Giving Tuesday". Donor Reception scheduled for Superior on January 28, 2023, from 7-9pm.
- Superior Building
  - Harris Road is still under construction. Barricades and barrels are still up, so it is difficult for some patrons to realize the library is open.
  - Lounge furniture arrived and looks lovely.
  - Keys to the "old" library have been provided back to the Fire Chief.
  - Security cameras are installed and working.
  - There have been some growing pains: day when heat didn't turn on, then it was on too high; issues with the bathrooms, a light falling out of ceiling
  - Mary Garboden advised how much the library has been utilized, with 100-150 people a day during the opening week.

**REPORT OF THE LIBRARY DIRECTOR**

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

- The light pole that was knocked down outside Whittaker has been re-installed and is working.
- Learned about how salt and other products on new concrete has negative impact on its life-span. Asked a company to research some alternate products, some of which were quite expensive. Decided to use a sealer on the concrete areas, but now having to juggle when to seal the concrete due to weather and usage of the areas.
- Hired a new security guard from an outside company for Michigan Avenue.
- New substitute bookmobile driver starting December 5, 2022, driving filling post first posted in 2018

**OLD BUSINESS**

None

**NEW BUSINESS**

- A. Consider approval of FY2022-23 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-50

November 30, 2022

RESOLUTION TO ADOPT THE 2022-23 LIBRARY OPERATING BUDGET  
AND SET THE MILLAGE RATE

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2022-23 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4633 mills.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

B. Amendment of FY2021-22 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-51

November 30, 2022

RESOLUTION TO AMEND THE 2021-22 BUDGET TO REFLECT PROJECTED YEAR-END  
SPENDING

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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, 2022 be amended as presented.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

C. Consideration of possible special meeting to interview for an upcoming Board vacancy

Director Hoenig proposed an interview with an applicant on December 14, 2022, at 6:30pm, or the Personnel Committee could interview instead. Board wants to interview, and Director advised she will post a special meeting and forward details for the interview.

D. Approval of HVAC maintenance contract for the Superior library

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-52

November 30, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR  
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE SUPERIOR LIBRARY  
THROUGH 11/30/23

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

Whereas, Campbell Mechanical Services services the Library's HVAC equipment at the Whittaker Road and Michigan Avenue libraries, and

Whereas, Campbell Mechanical Services has proposed a Guaranteed Professional Maintenance Agreement for the new Superior library's warranted equipment for the next year, changing filters and performing regular maintenance checks, and

Whereas, at the conclusion of the warranty period the contract will be reassessed, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreement proposed by Campbell Mechanical Services for Superior effective December 1, 2022 through November 30, 2023.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Jean Winborn

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

E. Approval of a cleaning contract for the Superior library

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)  
YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-53

November 30, 2022

RESOLUTION TO AWARD A CLEANING CONTRACT FOR THE NEW SUPERIOR  
LIBRARY

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

Whereas, YDL desires to contract with a cleaning service to keep the building clean and looking like new, and

Whereas, time is of the essence due to the resignation of one of YDL's full-time custodians, and

Whereas, A Production Building Solutions has been recommended by three different parties, and

Whereas, a proposal was secured for nightly after-hours cleaning 6 days per week which the library budget can accommodate, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and authorize the Library Director to execute the contract for janitorial services as proposed by A Production Building Solutions for a base cost of \$1,980 per month.

OFFERED BY: Jean Winborn

SUPPORTED BY: Theresa Maddix

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

F. Consideration of a proposal to upgrade and repair string lights at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-54

November 30, 2022

RESOLUTION TO REPAIR AND UPGRADE THE WHITTAKER STRING LIGHTS

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the Whittaker library's string lights in the public areas stopped working, creating dark conditions that felt unsafe to patrons and staff, and

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

Whereas, an improvement to this situation is desired, and

Whereas, the Library Director engaged a consultant from Enlighten to develop a lighting upgrade and repair plan, and the situation brought the string lights to the forefront, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to perform the lighting repair and LED upgrade as proposed for a total cost not-to-exceed \$8,500.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2022-55

November 30, 2022

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

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2023, 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: Brian Steimel

SUPPORTED BY: Bethany Kennedy

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

H. Scheduling of 2023 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-56

November 30, 2022



Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 30, 2022 (Unapproved)

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2023

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2023 shall be held at 6:30 p.m. on Wednesday, January 25<sup>th</sup>.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

Closed session for Director evaluation at 7:30pm

Open session resumed at 8:00pm. Trustee Jean Winborn made a motion to approve a 7% increase to the salary for Director Lisa Hoenig for the 2022/23 fiscal year effective December 1, 2022. Trustee Bethany Kennedy supported this motion.

OFFERED BY: Jean Winborn

SUPPORTED BY: Bethany Kennedy

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	Very excited about Superior opening and getting to see all the new faces!
Trustee Steimel	Agreed with Trustee Cooper's comments.
Trustee Winborn	Excited about Superior opening and wanted to thank the staff for all the opening events and the smooth operation since opening.
Trustee Maddix	Wants to thank board and staff. Special thanks to Lisa Hoenig, Mary Garboden, and Jean Winborn. Finally, a most special thanks to Kay Williams for her work.
Trustee Williams	Appreciates the support of the board members. Advised that everything beautiful in the library is from the good decisions and actions of this board. Wants to encourage this board to keep it moving.
Trustee Kennedy	Advised that opening the Superior Library has been a highlight of her professional life accomplishments. Now wonders what else the future holds.
Trustee Horne McGee	Agrees with previous comments. Advised Superior library has been a labor of love and that the ribbon cutting was a great day. Also, loved "The Loop" newsletter this month.

**Adjournment**

Trustee Kay Williams moved to adjourn at 8:10 p.m. Trustee Bethany Kennedy seconded this motion.

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

Nays: None

Motion: Passed

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, December 14, 2022 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Business Office Manager Andrew Hamilton, as well as Board Applicant Terrence Williams.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: Winborn, Cooper, Maddix, Williams, McGee, Steimel and Kennedy  
Nays: None  
Motion: Passed  
Absent: None

**PUBLIC COMMENT**

NONE

**NEW BUSINESS**

A. Trustee candidate interview: Terrence Williams

Board members interviewed Mr. Terrence Williams regarding interest and qualifications for becoming a Board member.

Trustee Williams made a motion that Mr. Terrence Williams be appointed to the Board when she steps down, effective February 1, 2023. Trustee Steimel seconded this motion.

Vote: Ayes: Winborn, Cooper, Maddix, Williams, McGee, Steimel and Kennedy  
Nays: None  
Motion: Passed  
Absent: None

B. Consideration of a proposal to purchase after-hours lockers for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-57

December 14, 2022

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, December 14, 2022 (Unapproved)  
**RESOLUTION TO PURCHASE NEW PATRON PICK-UP LOCKERS FOR  
MICHIGAN AVENUE**

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Whereas, the Ypsilanti District Library strives to provide high quality services, and

Whereas, the after-hours pick-up lockers at Michigan Avenue ceased functioning long ago, and

Whereas, lockers are desired downtown to make library access more equitable across the district on Sundays and after hours, and

Whereas, the new lockers installed at Superior are popular and effective, and provide convenience to both staff and patrons, and

Whereas, YDL budgeted to purchase new lockers for Michigan Avenue in the 2022-23 fiscal year, and

Whereas, LEID has informed YDL that prices will increase at least 10% in January, Now Therefore,

**IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD** that the recommended locker system specified on the attached quote be acquired from LEID Products LLC, for \$18,357.

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa Maddix

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

**BOARD MEMBER COMMENTS**

NONE

**Adjournment**

Trustee Williams moved to adjourn at 7:23 p.m. Trustee Maddix seconded this motion.

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

Nays: None

Motion: Passed

# Financial Report

# Check Register Report

Date: 01/20/2023

Time: 11:39 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75156	12/01/22	Printed			ALER	ALERUS FINANCIAL	YDL Nov 2022 contribution	14,899.23
75157	12/01/22	Printed			AES	ALLIED EAGLE SUPPLY CO	hand soap[/liner/tissue	845.96
75158	12/01/22	Printed			JCARY	JAMES CAREY	Oct 2022 service	800.00
75159	12/01/22	Printed			CDW	CDW GOVERNMENT, INC.	tripp 13ft usb c cable	605.69
75160	12/01/22	Printed			CEN	CENGAGE LEARNING	Racing the Light	79.47
75161	12/01/22	Printed			0000000567	CENTER POINT PUBLISHING	Other Birds	147.42
75162	12/01/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	11/29/21-6/1/22 projects	1,127.50
75163	12/01/22	Printed			DTE ENERGY	DTE ENERGY	Superior10/12-10/18/22	185.27
75164	12/01/22	Printed			DTE ENERGY	DTE ENERGY	whit 10/22-11/22/22 service	7,852.36
75165	12/01/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA courtyard lighting balance	21,409.59
75166	12/01/22	Printed			FANCHER	FANCHER'S UPHOLSTERY, INC	7 book bag repairs	80.00
75167	12/01/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 11/13/22	1,027.50
75168	12/01/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Whit meet rm equip	6,753.52
75169	12/01/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 10/24-11/23/22	820.27
75170	12/01/22	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/22-7/1/23 policy prem	2,659.00
75171	12/01/22	Printed			MWP	MICHIGAN WEB PRESS	winter 2022 LOOP	4,940.54
75172	12/01/22	Printed			MIDWESTTAP	MIDWEST TAPE	502964439/502973055.....	1,392.08
75173	12/01/22	Printed			MMG	MLIVE MEDIA GROUP	YDL budget hearing notice	57.64
75174	12/01/22	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Hare & Tortoise	16.99
75175	12/01/22	Printed			OV	OVERDRIVE, INC.	01576CO22419062.....	9,876.44
75176	12/01/22	Printed			PATR	PATRON ACCOUNT	return-Air War in Europe	19.95
75177	12/01/22	Printed			QM	Q+M	winter 2022 LOOP	1,500.00
75178	12/01/22	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	calendar of events 2023	192.37
75179	12/01/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Super Oct 2022 usage	432.34
75180	12/01/22	Printed			TDSM	TDS	11/22-12/21/22 service	774.93
75181	12/01/22	Printed			U	ULINE	utility cart-Acq	528.49
75182	12/01/22	Printed			0000000030	VISION SERVICE PLAN - MI	december 2022 coverage	765.68
75183	12/01/22	Printed			WT	WT COX INFORMATION SERVICES	superior-national geo	51.12
75184	12/01/22	Printed			0000000021	Y C U A	whit 10/19-11/20/22 service	632.98
75185	12/15/22	Printed			AOFL	AGE OF LEARNING, INC	12/1/22-11/30/23	3,596.51
75186	12/15/22	Printed			AES	ALLIED EAGLE SUPPLY CO	credit	535.53
75187	12/15/22	Printed			AWS	ALLIED WASTE SERVICES #241	superior	1,203.66
75188	12/15/22	Printed			A2Y	ANN ARBOR-YPSILANTI	12/15/22 Mayor lunch	50.00
75189	12/15/22	Printed			BAA	BANK OF ANN ARBOR	closing 11/25/22 #4396	1,948.59
75190	12/15/22	Printed			BAA	BANK OF ANN ARBOR	closing 11/25/22 #4669	2,514.22
75191	12/15/22	Printed			BAA	BANK OF ANN ARBOR	closing 11/25/22 #0667	3,891.24
75192	12/15/22	Printed			BASIC	BASIC	Dec 2022 fee	50.00
75193	12/15/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	11/6-12/5/22 service	462.80
75194	12/15/22	Printed			CAMPINC	CAMPBELL, INC	Whit HTG system leak - Acquist	7,337.00
75195	12/15/22	Printed			CIRG	CIRQUE AMONGUS	3/17/23 wksp deposit	60.00
75196	12/15/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 12/30/22	1,731.63
75197	12/15/22	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Superior youth bathroom	114.99
75198	12/15/22	Printed			DTE ENERGY	DTE ENERGY	whit Nov 2022 street light	44.98
75199	12/15/22	Printed			DTE ENERGY	DTE ENERGY	MA 10/29-11/30/22 service	1,718.16
75200	12/15/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	whit-LG monitors	4,799.03
75201	12/15/22	Printed			INTER	INTERACTIVE SCIENCES, INC.	10/14/22-10/13/23	790.00
75202	12/15/22	Printed			KANO	KANOPY INC.	218 credits	453.90

# Check Register Report

Date: 01/20/2023

Time: 11:39 am

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75203	12/15/22	Printed			LARD	LARDNER ELEVATOR COMPANY	Whit-Nov 22 maintenance	195.00
75204	12/15/22	Printed			MAKT	MAKTABATEE	The happy bee	102.95
75205	12/15/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Superior 10/24-11/23/22	77.18
75206	12/15/22	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla Nov 2022	13,530.18
75207	12/15/22	Printed			OV	OVERDRIVE, INC.	One Last Chance	33.75
75208	12/15/22	Printed			RE	ROCKET ENTERPRISE INC.	US/6 MI/4 YDL/6 flags	1,865.00
75209	12/15/22	Printed			SPS	SECURITY & PROTECTIVE SERVICES	MA Nov 2022 service	1,006.38
75210	12/15/22	Printed			SD	SIRSIDYNIX	12/1/22-11/30/23 period	63,125.27
75211	12/15/22	Printed			SPRIG	SPRINGSHARE LLC	12/22-11/2023	946.00
75212	12/15/22	Printed			STAPAD	STAPLES ADVANTAGE	branch wide supplies	1,628.27
75213	12/15/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior 10/14-11/15/22 serv	8.63
75214	12/15/22	Printed			TERM	TERMINIX	MA 11/29/22 service	141.00
75215	12/15/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Dec 2022 fee	90.00
75216	12/15/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit Dec 2022 service	414.80
75217	12/28/22	Printed			0000000025	AFLAC	#1 & #2 payment	113.80
75218	12/28/22	Printed			BCN	BLUE CARE NETWORK OF MI	Jan 2023 coverage	42,570.76
75219	12/28/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	10/22-11/30/22 service-ALL	3,690.11
75220	12/28/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Jan 2023 coverage	2,968.70
75221	12/28/22	Printed			DTE ENERGY	DTE ENERGY	Super 10/19-11/23/22 service	654.40
75222	12/28/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	12/13/22 statement	2,415.22
75223	12/28/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	Jan 2023 coverage	1,729.79
75224	12/28/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 11/24-12/23/22	598.82
75225	12/28/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Nov 2022 service (1900 Harris)	39.23
75226	12/28/22	Printed			TDSM	TDS	12/22/22-1/21/23 coverage	774.93
75227	12/28/22	Printed			VERIZON	VERIZON WIRELESS	11/10-12/09/22 service	613.57
75228	12/28/22	Printed			0000000030	VISION SERVICE PLAN - MI	Jan 2023 coverage	786.82
75229	12/28/22	Printed			WCROD	WASHTENAW COUNTY	2022 foreclosure chargeback	814.52
75230	12/28/22	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	transfer-5/3 account	400,000.00

**Total Checks: 75**

**Checks Total (excluding void checks):**

**652,711.65**

**Total Payments: 75**

**Bank Total (excluding void checks):**

**652,711.65**

# Check Register Report

Date: 01/20/2023

Time: 11:39 am

Page: 3

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIFTH THIRD BANK Checks</b>								
2044	12/12/22	Printed			CASPER	CASPER CORPERATION	Superior-75% of default phase	35,649.00
2045	12/12/22	Printed			CEN	CENGAGE LEARNING	Superior-Last Summer	181.56
2046	12/12/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior 11/5-12/3/22 services	3,086.03
2047	12/12/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	reissue-Superior 5/1-6/30/22	35,725.74
2048	12/12/22	Printed			HLF	HLF FURNITURE, INC.	Superior - balance due	20,157.00
2049	12/12/22	Printed			LANDSCAPEF	LANDSCAPEFORMS	Superior-litter	3,588.76
2050	12/12/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Superior-3rd partial invoice	13,000.00
2052	12/12/22	Printed			MIDWESTTAP	MIDWEST TAPE	Superior ODC	12,846.51
2053	12/12/22	Printed			TEL	THALNER ELECTRONIC	Superior-AV	27,765.87
<b>Total Checks: 9</b>							<b>Checks Total (excluding void checks):</b>	<b>152,000.47</b>
<b>Total Payments: 9</b>							<b>Bank Total (excluding void checks):</b>	<b>152,000.47</b>
<b>Total Payments: 84</b>							<b>Grand Total (excluding void checks):</b>	<b>804,712.12</b>

# Communications





# **Public Notice**

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December 22, 2022

As part of the ongoing dedication to provide top quality, cost effective, and environmentally safe water and wastewater services to our customers, YCUA continues to make improvements to both existing water and wastewater utilities within the M-17 and US-12 corridors in the City of Ypsilanti. The improvements are being constructed for YCUA by DiPonio Contracting, Inc., of Shelby Township, Michigan. OHM Advisors, Inc. of Livonia, Michigan is administering the construction contract and providing full-time, on-site observation of the work by DiPonio on behalf of YCUA.

YCUA's utility improvements north of Michigan Avenue were substantially completed during early December and construction work has concluded for the winter months. Note that the work completed this year included Huron Street from Michigan Avenue north to Cross Street, an area that was initially expected to not be started until early spring of 2023. Some minor clean up and restoration work, such as grass seed, will need to be completed by YCUA's contractor in the areas north of Michigan Avenue next spring.

The final phase of YCUA's project will be within or adjacent to Michigan Avenue from Huron Street west to Ballard Street. The scope of work has been revised from the original plan to abandon the existing water main in Michigan Avenue between Huron Street and Washington Street as well as between Adams Street and Hamilton Street. Most properties along the south side of Michigan Avenue between Huron Street and Washington Street will have their water services relocated to an existing water main in the parking lot south of the buildings. Properties along the north side of Michigan Avenue between Washington Street and Adams Street will have their water services connected to an improved water main in the alley and parking lot north of the buildings. Properties along the south side of Michigan Avenue between Washington Street and Adams Street will be reconnected to a new water main installed under the eastbound lanes of Michigan Avenue. The revised scope of work will lessen disruption to traffic flow along Michigan Avenue. Although every effort will be made to minimize disruptions caused by the water and wastewater system improvements, the construction work will invariably result in some inconveniences.

Similar to the first phases of the project, the Michigan Department of Transportation (MDOT) will follow YCUA's construction into Washtenaw Avenue, Hamilton Street, and Huron Street to resurface or repair those portions of the pavement not impacted by YCUA's project. MDOT will then follow into the Michigan Avenue corridor following completion of YCUA's utility work.

If you have any questions regarding this project please call YCUA at (734) 484-4600 and ask for Scott Westover, Engineering Manager, at extension 220 or via electronic mail at [swestover@ycua.org](mailto:swestover@ycua.org).

# YCUA US12/M17 Water Infrastructure Improvements



W Cross St

W Cross St

Emmet St

Ballard St

N Hamilton St

N Adams St

Washtenaw Ave

N Hamilton St

N Adams St

N Huron St

W Michigan Ave

Ferris St

S Huron St

## PHASE 2

Substantially complete  
Final Restoration in 2023

## PHASE 1 IS COMPLETE

\*Colors are associated with each phase of work.

## PHASE 3

March 2023 to  
September 2023



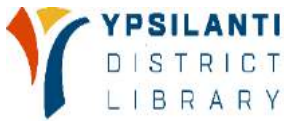
Ypsilanti Community Utilities Authority

Environmental Leaders

Dedicated to Providing Top Quality, Cost Effective, and  
Environmentally Safe Water and Wastewater Services to Our Customers







Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

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## Update on AmazonSmile

1 message

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**AmazonSmile** <store-news@amazon.com>  
To: lisa@ypsilibrary.org

Wed, Jan 18, 2023 at 6:31 PM

Amazon to focus its philanthropic giving to programs with greater impact. [Stay updated.](#)



**Dear charitable organization,**

In 2013, we launched AmazonSmile to make it easier for customers to support their favorite charities. We were excited about the potential for the program and the impact it could have for many charitable organizations. We want to thank you for your partnership during all these years.

After almost a decade of running AmazonSmile, we learned that with so many eligible organizations—more than 1 million globally—our ability to have an impact was often spread too thin.

Over the past few years, we've seen that Amazon can have a more significant and lasting impact if we invest in specific areas and focus our philanthropic efforts in the communities where our employees live and work. We've started to see the benefits of a more focused approach with our investments in programs like [Amazon Future Engineer](#) and our [\\$2 billion investment in building affordable housing](#) in our hometown communities through the Amazon Housing Equity Fund—and we will continue to pursue and invest in other areas where we've seen we

can make meaningful change.

We are writing to let you know that we have made plans to wind down AmazonSmile by February 20, 2023. Until this date, customer purchases made via AmazonSmile will continue to accrue funds for your charity as normal. To help nonprofits like you plan ahead, we will also provide you with a one-time payment equivalent to three months of payments based on what you accrued in 2022 through this program. The timing of this final payment will be approximately 60 to 90 days after February 20, 2023. We hope that this will help minimize the impact that this decision might have.

You will be able to continue asking for the support from Amazon customers in other ways, like creating your [product lists](#).

We will keep supporting thousands of charities across the U.S. in many ways, and focus on the areas we believe can help create an even greater impact. Our long-term commitment to our communities remains the same: We are determined to help create a better world for our customers, our employees, and the communities we serve across the country.

Thank you,

AmazonSmile Team



You received this e-mail because you are the registered contact of an organization enrolled in AmazonSmile. If you would like to view or change your organization's AmazonSmile account, please visit: <https://org.amazon.com/signout>.

© 2023 Amazon.com, Inc. or its affiliates. All rights reserved. Amazon, Amazon.com, the Amazon.com logo, and 1-Click are registered trademarks of Amazon.com, Inc. or its affiliates. Amazon.com, [410 Terry Avenue N., Seattle, WA 98109-5210](#). Reference 694508380

Please note that this message was sent to the following e-mail address: [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)



# LIBRARY BOARD FACTS ABOUT:

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This information sheet is intended as a tool to assist in clarification and decision making for **Public Library Directors and Boards**. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

## BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio*, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:

*"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."*

- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut*, 381 U.S. 479, 482, (1965).
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity**. (For more information, see pgs. 2-6 of [Book Challenges, Censorship, and Michigan Public Libraries](#)).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** [Miller v. California](#), 413 US 15
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, [18 USC 1465](#). If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) “Sexual expression which is indecent but not obscene is protected by the First Amendment.” [Sable Comm. Of Calif. V. FCC](#), (1989).
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan’s law explicitly exempts Library staff and teachers from prosecution for this**, [MCL 722.676](#). This exemption is evidence that the state considers public libraries not responsible for supervising minors’ choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors’ exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested, [MCL 397.606](#)
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan’s constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed [in Art. XI, Section 1 is:](#)  
*“All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that **I will support the Constitution of the United States and the constitution of this state**, and that I will faithfully discharge the duties of the office of ..... according to the best of my ability.”*
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a WHOLE entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business), [County of Saginaw v Kent](#), 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a ‘Fiduciary Duty’ to always act in the best interests of the library-** NOT the bests interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire COMMUNITY and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more [diverse](#) in almost every metric. [Michigan](#) reflects this trend. Approximately 7% of Michigan’s population is [LGBTQ+](#). The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection

only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against [limits](#) or bans on library materials.** Another [poll](#) suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member (while representing themselves as a board member or while on duty as a board member) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). [Challenges to Materials and Programs: The Role of Library Trustees & Board Members](#) (3/31/22)
- Trustees’ failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** [Texas public library board in Llano County is sued over book bans | The Texas Tribune](#)
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people’s exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.  
  
*“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion .... If there are any circumstances which permit an exception, they do not now occur to us.” [West Virginia Board of Education v. Barnette](#), 319 U.S., at 642, quoted by.” [Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico](#), 457 U.S. 853, (1982).*
- **Know your library’s [Collection Development Policy](#).** Collection Development Policies define a library’s design for its collections and is a library’s template for how they purchase items for the community to borrow and utilize.

- **Know your library's [Materials Reconsideration Policy](#)** that describes the procedure and criteria for removing material from the collection.
- **Know your library's [Patron Behavior Policy](#)** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's Public Relations, Crisis Communication, or Media Contact Policies.** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

## RESOURCES

[Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009](#)

[Libraries and Intellectual Freedom](#), The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

[CBS News Poll – Big Majorities Reject Book Bans, February 2022](#)

[Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020](#)

[Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021](#)

[Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022](#)

[Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022](#)

Clare Membiela, MLS JD  
Library Law Consultant  
Library of Michigan


5/2022

**This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries**



# M MICHIGAN MEDICINE

## HEADLINES

- 
- [Submit an Entry](#)
- [Help/FAQ](#)
- [Digital Sign and Screensaver Request Form](#)

- [Michigan Medicine News](#)
- [Strategy & Leadership](#)
- [Our Employees](#)
- [Updates & Resources](#)
- [Events](#)
- [Ops Update](#)

# M MICHIGAN MEDICINE

## HEADLINES

[Michigan Medicine Headlines](#) > [Strategy & Leadership](#)

## U-M Health Ypsilanti Health Center announces relocation and expansion of services

December 9, 2022 // FOUND IN: [Strategy & Leadership](#)

The U-M Health Ypsilanti Health Center will be relocating and expanding its services to continue bringing world-class health care to the community it serves.

The board of regents on Thursday approved the expansion of the U-M Health clinical presence in Ypsilanti-area communities, allowing for the health system to repurpose an existing building by entering a lease of space for 15 years. The future site is located at 300 W. Michigan Avenue in Ypsilanti and once housed the Eastern Michigan University College of Business.

“We are highly committed to this planned expansion and relocation of the Ypsilanti Health Center, which will improve access to needed health care services for the area communities which we serve,” said [Tony Denton, J.D., M.H.A.](#), senior vice president and chief operating officer of U-M Health. “This new facility will provide comprehensive services in primary and specialty care, with diagnostic imaging, laboratory, social support and community service spaces. The new health center will be conveniently located close to the downtown transportation center.”

The total project cost estimate is \$35,400,000 and the new facility boasts nearly 50,000 square feet of space on three different levels of a five-floor complex in downtown Ypsilanti. It will house a wide range of adult and pediatric services, including family medicine, geriatrics, general pediatrics, urology, behavioral health,

cardiology, dermatology, ophthalmology, endocrinology, and women's health, among others. The opening date will be announced in the near future.

"This investment in our community will allow U-M Health to deliver more high-quality primary and specialty care services directly to the residents of Ypsilanti and its surrounding areas," said [David Miller, M.D.](#), president of U-M Health. "We look forward to expanding our community-based presence, as we work to elevate health outcomes within Ypsilanti."

Denton noted that as a major employer and provider in the area, U-M Health is an anchor institution seeking to make a real difference for patients and families.

"Through this significant expansion of community presence, the Ypsilanti Health Center will be a part of a broader U-M Health strategy to improve socioeconomic and health equity within the area," said Denton. "Through collaboration and teamwork with community leaders, we are actively striving to reduce disparities and address social and other determinants of health in the Ypsilanti area to improve quality of life. Our goals include local hiring, supplier investment, community education, awareness and empowerment. We are striving to build stronger relationships that make it easier to access timely health care and provide more ideal patient and family experiences."

U-M Health will share the building with several other companies researching and developing new technologies aimed at improving health care outcomes and reducing costs. Through this collaboration with Mi-HQ, an entrepreneurial community with over 290,000 square feet of property in Ann Arbor and Ypsilanti, Michigan Medicine will help enable early-stage life science companies to grow and thrive in Ypsilanti.

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# Dingell helps net \$7 million for new Ypsilanti Transit Center

Published: Jan. 17, 2023, 7:30 p.m.

The Ypsilanti Transit Center expansion project receives \$7 million in federal funding

By

• [Ryan Stanton | ryanstanton@mlive.com](#)

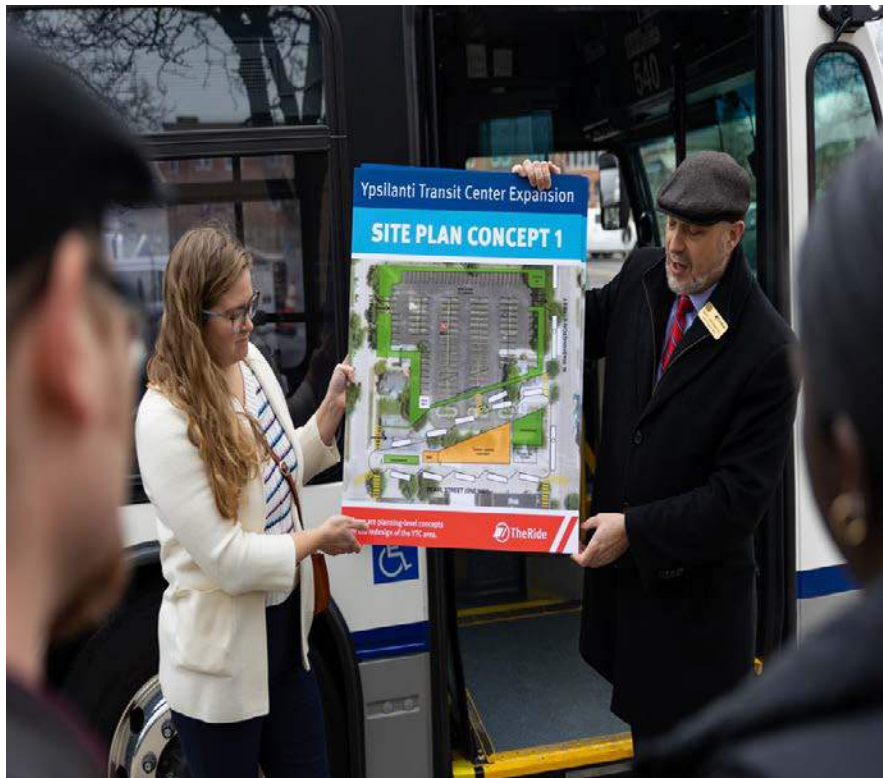
YPSILANTI, MI — Another \$7 million in federal funds are coming to help build a [new Ypsilanti Transit Center](#).

U.S. Rep. Debbie Dingell, D-Ann Arbor, announced the appropriation she recently helped secure during a tour of the existing bus station on Pearl Street on Tuesday, Jan. 17.

“Public transportation matters,” Dingell said, adding a lot of people can’t afford to own or operate a car, and transit is critical for access to jobs, medical centers, higher education institutions such as the University of Michigan, and more.

The Ann Arbor Area Transportation Authority, also known as TheRide, is planning a new and expanded bus terminal in downtown Ypsilanti, a project estimated to cost over \$18 million.

TheRide CEO Matt Carpenter said the \$7 million in federal help with construction is a big boost and gives the project a feeling of inevitability.



TheRide Senior Project Manager Gretchen Johnson and CEO Matt Carpenter show two site plan options during a tour of the Ypsilanti Transit Center at 220 Pearl St. on Tuesday, Jan. 17, 2023. Congresswoman Debbie Dingell secured \$7 million in federal funding for what's now estimated to be an over \$18 million project to build a new Ypsilanti Transit Center. Sydney Verlinde | The Ann Arbor News

Those funds will be paired with local transit millage dollars and state funding, though it could take another two to three years of federally required planning before construction, he said.

A tentative \$18.5 million project budget on [TheRide website](#) shows \$1.6 million for planning and design, \$800,000 for additional environmental analysis, \$1 million for land acquisition and \$15.1 million for construction. Ypsilanti Mayor Nicole Brown was on hand for Tuesday's tour and shared in the excitement about the funding.

"We know there's a lot of work that still has to be done and a lot of discussions that we have to have," she said. "I'm most excited about the public engagement that's going to be coming, because we want to make sure that everybody's voice is heard."



TheRide's Board of Directors Secretary Jesse Miller, Ypsilanti Mayor Nicole Brown and Congresswoman Debbie Dingell take a tour of the Ypsilanti Transit Center for its expansion project at 220 Pearl St. on Tuesday, Jan. 17, 2023. Dingell secured \$7 million in federal funding for what's now estimated to be an over \$18 million project to build a new Ypsilanti Transit Center. Sydney Verlinde | The Ann Arbor News

U.S. Sen. Gary Peters, D-Michigan, last year helped secure a \$300,000 federal earmark for pre-construction planning. TheRide intends to do more public engagement to seek feedback on plans between late 2023 and early 2024.

"With the congresswoman's help and with Sen. Peters' help, we're able to really give this project a shot in the arm," Carpenter said. "We will be moving forward with a request for proposals to hire our planning consultants in March-April."

He added, "We have the resources — we just need to talk to the community and make sure everyone's in line, because we do have options. We can go in a couple of different ways. We need to know what Ypsilanti thinks is the best way to do it."



TheRide officials say the current transit center dating back to the 1990s has outlived its useful life and increased demand for service and planned service increases make it necessary to plan for a new station. The agency is planning to build the new station on the same block, though it's expected to expand to surrounding property and it could nearly triple in size and have enough bays for 10 or more buses to pull up at once, Carpenter said.

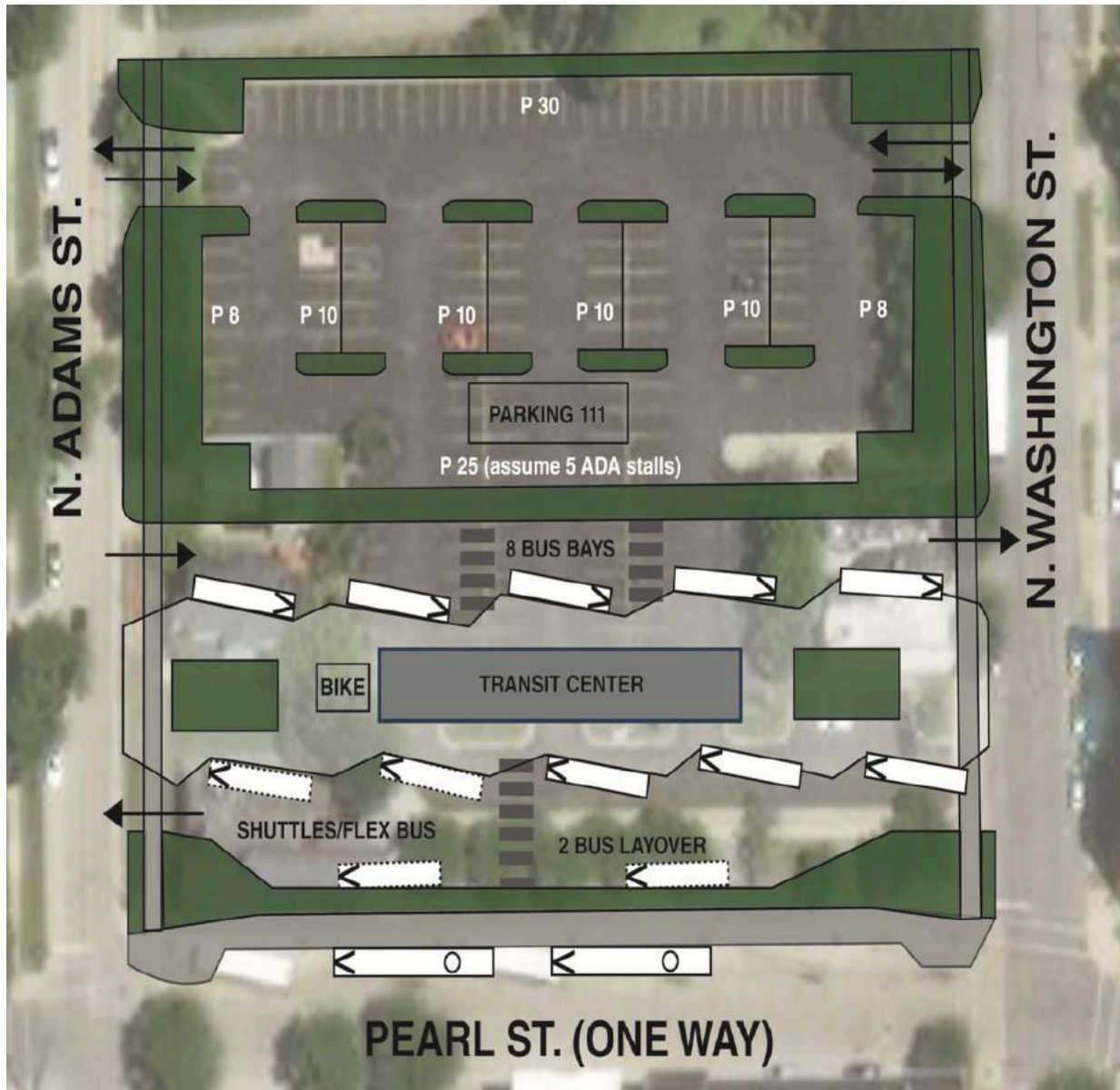
One option he showed Tuesday depicts a 5,500-square-foot transit center with a wedge-shaped layout he compared to a pizza slice, plus bike space and green space. The current station is about 2,000 square feet, officials said.



One option for a new and expanded Ypsilanti Transit Center. TheRide

Another option shows a more narrow and elongated station surrounded by a block-long series of bus bays on both the north and south sides from Adams Street to Washington Street. The agency would need to reach agreements with adjacent property owners for any property acquisitions.

"We'll need to talk to the city about the land, because every one of these configurations involves somehow the transit authority having access to or title of city land," Carpenter said, noting adjacent city-owned parking and walkway areas.



One option for a new and expanded Ypsilanti Transit Center. TheRide

A block-long option could require demolition of adjacent structures like the Hare Krishna house, known as the Harmony Collective, at 108 N. Adams St., and officials acknowledge that would require more conversations.

Brown said she wants to make sure the final plan is what's best for everyone.

"We know that we need access to buses, we need an adequate space ... and we also want the staff to be able to stop here and be able to utilize the facilities as well," she said. "We just talked to some of them inside of the station and they're scrambling because they don't have the correct facilities at the moment."

TheRide's plan is to give Ypsilanti a transit center more comparable to the Blake Transit Center in downtown Ann Arbor with a fully staffed customer service counter, in addition to expanded restrooms and a break area for bus drivers.

Brown said she's hopeful the city will be able to do what it can to help make the project happen.

The Ypsilanti Transit Center is a beginning and end point for many bus rides in the greater Ypsilanti area and many buses leaving the station also carry passengers to and from Ann Arbor, including along the busy Washtenaw Avenue route where TheRide is planning to expand services.





The exterior of the current Ypsilanti Transit Center at 220 Pearl St. on Tuesday, Jan. 17, 2023. Congresswoman Debbie Dingell secured \$7 million in federal funding for what's now estimated to be an over \$18 million project to build a new Ypsilanti Transit Center. Sydney Verlinde | The Ann Arbor News

While the new transit center is being planned, TheRide aims to make upgrades to the existing station this year to start staffing a customer service counter, giving bus riders another option to buy passes other than via online, mobile app or at the Blake Transit Center in Ann Arbor.

"We haven't had customer service agents selling tickets here in many years," Carpenter said of the Ypsilanti terminal. "That should be resolved by the end of this year."

Riders have said they want to keep the transit center on the same block because it's close to places such as the Corner Health Center, Ypsilanti District Library and Ypsilanti City Hall, said Jesse Miller, Ypsilanti representative on TheRide board.

"This is where people are," he said. "It's the center of the city and this is just one example of the agency listening to the riders."



TheRide Senior Project Manager Gretchen Johnson and CEO Matt Carpenter show two site plan options during a tour of the Ypsilanti Transit Center at 220 Pearl St. on Tuesday, Jan. 17, 2023. Congresswoman Debbie Dingell secured \$7 million in federal funding for what's now estimated to be an over \$18 million project to build a new Ypsilanti Transit Center. Sydney Verlinde | The Ann Arbor News

Miller said he can't express a preference for any of the options right now because the agency still needs to hear more from people who may be impacted, including the Hare Krishna house and a neighboring church. He wouldn't be happy with any plan that left the community unhappy, he said.

"I'm really excited about this project as part of the development of the city of Ypsilanti," he said. "We're not going to achieve our community's economic goals or our climate goals without improving our public transportation system."



[Education](#)  
[General Politics](#)

# Local libraries are being targeted by ‘1st amendment auditors’, book challenges

By: [Allison R. Donahue](#) - March 1, 2022 12:00 pm



Kent District Library East Grand Rapids Branch | Allison R. Donahue

There's been a rise of "First Amendment auditors" visiting public libraries across the country and in Michigan over the last year, testing to see if they're allowed to film inside the library.

Under First Amendment "audits," when individuals go to public spaces, like police stations, city halls and libraries, to seek out First Amendment violations, have been happening for years. But according to the American Library Association's (ALA) Office for Intellectual Freedom (OIF), these "audits" have become more aggressive since the start of 2021.

The First Amendment protects speech, religion, press, assembly and the right to petition the government.

"What are they looking for? Every single one of them is different. Some auditors are looking for fame and fortune on YouTube and other auditors are looking for confrontation," said Deborah Mikula, executive director of the Michigan Library Association (MLA). "They're looking to be confronted, either by the staff or by police, and they're creating those videos to claim a violation of their First Amendment rights."

It is the latest issue confronting public libraries, where a debate over banning certain books has garnered national attention.

Lance Werner, the executive director of the Kent District Library system in Grand Rapids, said that each of the KDL branches have been visited by auditors, but there haven't been issues of harassment or hostility.

"We treat everybody with empathy, kindness, love and respect, even if they're coming in and filming employees or asking pointed questions," said Werner. "It's of no concern to us. We're transparent and we recognize everybody's right to be in the library. We would only care if they were interfering with other patrons."

The public has the right to film inside public buildings, but Michigan does have a Library Privacy Act, which protects a patron's right to privacy of what they read and check out at the library.

"We're paying attention to privacy issues of other patrons. That's a really important part of the conversation for our libraries. Because it's not just our librarians working at those buildings, but a lot of people are in those buildings, and we want to make sure that their privacy is upheld," Mikula said.

The Michigan Library Association, which oversees the state's 396 library systems, has been working to train librarians on how to de-escalate situations.

"We're trying to make sure that our librarians feel comfortable in dealing with First Amendment audits, and that's really all we can do," Mikula said.

Libraries have been under an especially watchful eye in recent months as nationwide [conversations](#) about book-banning have started to heat up.

Most of these fights, organized by Republican groups, like the national organization No Left Turn in Education, have been targeting school libraries and aiming to ban books that discuss race, gender and sexuality.

But Werner said that since the start of last summer, the number of book challenges KDL has received has significantly increased, with informal challenges coming in about weekly.

There are very few books that would get banned from any of the KDL public libraries, Werner said. For a book to be removed from the library's collection, it would have to be pornography or child pornography — which is not protected by the Constitution.

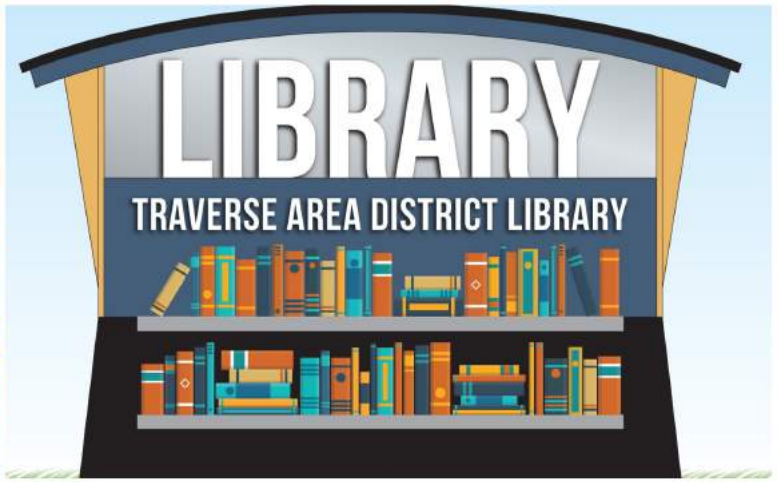
According to the ALA's preliminary America's Libraries [Report](#), more than 330 unique book challenges nationwide were reported in the three-month period between Sept. 1 and Nov. 30, 2021. In that timeframe, there have been more than double the number of reports from 2020 (156 challenges) and it will likely outpace 2019 figures (377 challenges).

"We want to do the best we can by people and we're going to protect the Constitution," said Werner. "We're going to treat everybody with kindness and society's going to do what it's going to do. I just wish everybody would understand that we really don't have any agenda and we don't support any agenda. We are politically agnostic."

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# TADL to Transform Front Lawn With Gardens, Reading Spaces, Events & More

By Beth Milligan | Dec. 29, 2022

The Traverse Area District Library (TADL) main branch on Woodmere Avenue circulates over 1 million items to more than 400,000 visitors annually. But while the building is often bustling with activity, Library Director Michele Howard calls the site’s outdoor space “a long-forgotten book, left on the shelf to gather dust.” Now – thanks to a successful community fundraising campaign and matching state grant – TADL is set to transform its front lawn in 2023, creating reading areas, garden spaces, and amenities to accommodate a wide range of community and library events.

Planted over 24 years ago, the sprawling front lawn along Woodmere Avenue has become an “overgrown mess,” according to Howard. Lacking amenities that might invite visitors to linger – like benches, shade, and comfortable places to read or rest – the lawn is typically bypassed by patrons who head straight into the building. But that started to change during the pandemic, when TADL began relocating events outdoors to safely accommodate visitors.



“Many people weren’t comfortable being in the building, so we moved a lot of our programming outside,” says Howard. “People loved it. They wanted to be outside.” When TADL board members began working on a new strategic plan (<https://www.traverseticker.com/news/under-new-strategic-plan-tadl-tackles-upgrades-to-make-library-more-inclusive-space/>) in 2021 and surveyed patrons about what they loved most about Traverse City, the outdoors rose to the top of the list. Respondents said they loved the library, “but would love to see the library more outside,” says Howard. TADL also had a recognition problem: The lack of a front yard sign for the main branch meant many passersby – and residents in adjacent neighborhoods like Traverse Heights – didn’t even realize the building was a library.

“Some people thought we were a county building,” Howard chuckles. “We knew we needed a sign. It’s been on the wish list for almost 20 years.” As TADL prepared to bite the bullet and dip into its coffers to cover the \$30,000 project, Howard learned from Traverse City Mayor Pro Tem Amy Shamroe about a grant opportunity through the Michigan Economic Development Corporation (MEDC). The MEDC’s Public Spaces Community Places is a grant match program that utilizes donation-based crowdfunding to revitalize or create public spaces. If TADL could raise \$25,000 from the community, MEDC would provide a \$25,000 match – generating enough funds to not only cover the sign project but revitalize the rest of the front lawn.

While funding can often be a challenge for public libraries, this particular story has a happy ending. After launching the Patronicity campaign ([https://www.patronicity.com/project/library\\_lifelong\\_learning\\_lawn#!/](https://www.patronicity.com/project/library_lifelong_learning_lawn#!/)) earlier this month for the new “Lifelong Learning Lawn,” patrons quickly stepped up to support the cause. TADL has already raised \$25,980 – surpassing its \$25,000 target – from 126 patrons ahead of its December 31 deadline. The campaign means the \$25,000 MEDC match is secured, and any additional donations contributed by the community will help further enhance lawn improvements. ↑

In addition to the 8'x10' new TADL library sign (pictured, top right rendering) set to be installed this winter, improvements will include new benches, garden features, reading spaces, activity areas, electricity, and water. Electricity will power not only the new sign but numerous events, says Howard, from cooking events like the popular Chili Cookoff to community concerts, listening parties, live theater, speaker series, and dances. Shade sails will provide shaded areas for reading in the summer (they can be removed in the winter), while a new sensory garden will be accessible to all ages and abilities. TADL also plans to install an art pebble path that allows individuals to decorate and contribute stones to the path, with accompanying flowers and landscaping. "We want it to be a pleasant place for the community to use, where a family can come in and get their books and sit out on the lawn and read and have lunch," says Howard.

The enhanced space will not only better accommodate existing events – like TADL's Tiny Fest and Summer Clubhouse – but also welcome new ones, from expanded outdoor storytelling opportunities to fitness classes. Environmental improvements are also on deck for the lawn. TADL is planning to install a rain garden near Woodmere Avenue to capture stormwater runoff from the building and paved areas, with educational signage explaining how the garden works. Howard hopes to work with a range of community partners on implementing the front lawn improvements, such as working with SEEDS on the rain garden.

Funding is typically released by the MEDC within 45 days following a successful fundraising campaign. In the meantime, Howard says staff and board members are working to finalize design plans with the goal of beginning work in the spring. The timing is especially auspicious given the opening of the newly completed Boardman Lake Trail loop this summer (<https://www.traverseticker.com/news/boardman-lake-loop-trail-opens-to-public-friday/>). Howard believes the library – which has already seen increased traffic from people parking and using the trail – will be a natural stopping point for trail users, especially once new drinking fountains, shaded areas, and events are offered on the front lawn. "Hopefully it'll make people want to use the library more, too," she says. "We're often constrained by finances, but getting this matching grant helped us free up our ideas and dream bigger."

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# **Committee Reports**



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/20/2023  
**Re:** Superior Planning Committee report

Harris Road reopened on 12/21, and the building has been bustling ever since! Mary and I attended a site meeting on 1/6/23. Much has been completed, but some items remain. Current status of the construction project:

- Replace exterior egress lights per building official - S1EM fixtures have been ordered. O'Neal does not have a delivery date at this time. Once this is complete we will receive an unconditional Certificate of Occupancy.
- Fireplace wireless module is on order and expected to be installed within 2 weeks.
- Bollard handrail near drive-up book return is being fabricated.
- Exterior punchlist is partially completed. O'Neal coordinating with subcontractors to finish their respective items.
- Boiler room temperature – RFI #76 response instructed O'Neal to add an exhaust fan to the space to maintain lower temperatures. They are meeting a mechanical contractor on site to develop means and methods so a quote can be provided.
- Circulation desk and millwork punchlist – Replacement panels for the fireplace have been ordered. O'Neal has given Banco a hard deadline of 1/27 to complete *all* punchlist items or they will find an alternative contractor to complete it at Banco's expense.
- Boiler room white noise in Women's restroom - discussing options with the plumber to better isolate the vibrations.
- OHM Punchlist –a walkthrough is planned for the first week of February to close out the punchlist. O'Neal will attend to make sure OHM is satisfied and close the project.
- Parking Lot lights: OCI is working with DZA, the lighting designer and electrician to ensure the specified, submitted and approved system with all its controls are in place, and investigate all possible options for brightness controls.

Lounge furniture has arrived and is lovely. Exterior signage is in. Outdoor waste receptacles are installed; benches are to ship 1/24. YDL IT staff installed the outdoor security cameras.

We have done the final sign-off on the interior signage and are waiting for an approximate installation date. Also waiting for one final piece to complete the shelving.

Garden beds are still in the planning stage. I am working on recognition plaques for trees donated in memory of loved ones, to be installed in spring.

Awaiting an installation date for the final pieces of meeting room A/V equipment from TelSystems.

Donor recognition reception scheduled for 1/28 – please join us!

# Director's Report and attachments



## **Library Director's Report January 25, 2023**

### **The Year of the Deep Breath Begins**

The New Superior building is open, and we are settling into our new “skin.” I took time over the holidays to do some weeding and re-organizing of my office (more yet to do!), plot a course for 2023, and begin to work on making our administrative tools more efficient. As I shared via email, our Trustee Manual is now 100% online, and will be updated as various elements change. New Trustee-to-be Terrence Williams and I met for an orientation session on 1/17, and it seemed to work well. Please let me know if you have comments or suggestions!

### **Facilities:**

- We applied a sealer to the new concrete at YDL-Michigan and Superior, allowing us to use salt in winter.
- The Board-approved HVAC drain pan was added at YDL-Michigan, and a cellular communicator was added to make the fire alarm panel more reliable.

### **Financial:**

- After consulting with Treasurer Kay Williams, we worked with our banks to institute positive pay on both of YDL's checking accounts. This fee-based service will help prevent future check fraud.
- Audit field work for the year ending November 30, 2022, was completed January 5-6. The auditors worked remotely, as the key person had a head cold. Congrats to Andy for working through his first YDL audit!

### **Fundraising:**

- The Vera and Joseph Dresner Foundation granted YDL \$18,000 to fund youth and family programming at Superior in 2023. The first event supported by this gift was our MLK Day celebration with Akili Jackson and Anthony Morgan. Thanks to their generosity we'll be able to enhance events throughout this year.
- Our annual appeal was mailed in early December; donor reception invitations in mid-January.

### **Personnel: Many congrats in order!**

- Congratulations #1 to YDL-Michigan Clerk Jerome Drummond on his retirement! We have received many applications for the PT Clerk position that his departure created; interviews will be scheduled soon.
- Congratulations #2 go to Chris McMullen. Our temporary part-time Capital Campaign Coordinator is now YDL's full-time Development Director. One of our first projects together was writing her job description, which follows this report.
- Congratulations #3 to YDL-Superior Paraprofessional Kallista Walker, who was honored by WCC with an Equity in Action Award for her work on Our Community Reads. We are delighted to have her on our team!
- In December we welcomed a new substitute bookmobile driver and paraprofessional, Jonathan Lee. He formerly drove a school bus, and since starting here, has learned the ropes at the circulation desk. Jonathan is trained to substitute at all locations, and we're pleased to have him aboard.

### **Side Notes:**

- TALK has entered the home stretch, as our IMLS grant period will conclude at the end of July. We are actively planning its transition to a subscription-based service offered by our partner MCLS.
- Our EMU social work student candidate did not pan out for this semester. We are assured there will be many more students in the fall term and now hope to have one (or two!) aboard in August.
- I attended the A2Y Chamber's Headline Lunch on 12/15 to network with local colleagues and listen to remarks from the Mayors of Ann Arbor and Ypsilanti. My first in-person such meeting since Covid.
- YDL-Whittaker was visited by First Amendment “Auditors” the evening of December 1. Staff had been briefed, knew exactly what to do, and were great. It was a non-incident. Kudos to everyone!

## **YPSILANTI DISTRICT LIBRARY**

### **Job Description**

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<b>Classification:</b>	<b>Development Coordinator</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports:</b>	<b>Library Director</b>

#### **Nature of work**

As a member of the Ypsilanti District Library's administrative team, the Development Coordinator is responsible for leading, coordinating, and implementing all aspects of YDL's comprehensive fund development program. This includes setting strategic direction, establishing contributed revenue goals and assisting with the creation of key fundraising messages designed to further enhance the organization's capacity and future growth. The Development Coordinator evaluates current development systems and makes recommendations for improvements. Key areas of management responsibility include supporting the Board of Trustees' engagement and fundraising efforts, major donor program, broad-based community support, strategic planning, annual fund, and planned giving.

#### **Essential Duties and Responsibilities**

- Coordinates library fundraising efforts, including donor cultivation/solicitation, planned and deferred giving, annual and capital campaigns
  - Develops and executes the annual fundraising plan and works with Library Director to set annual fundraising goals
  - Researches and identifies potential donors and sponsors and implements strategies to foster positive relationships
  - Establishes and maintains friendly communications with individual, business, and foundation donors
  - Manages portfolio of donors to effectively accomplish the following:
    - network and maintain regular correspondence with donors
    - make direct, face-to-face solicitations
    - help YDL's donors accomplish their philanthropic goals and ambitions through an ongoing relationship with the library
  - Generates new ideas that increase revenue and donor loyalty
- Donor Stewardship
  - Acts as a key point of contact with existing donors
  - Acknowledgements of gifts
  - Annual reporting

- Supports library staff in planning and executing signature fundraising and donor stewardship events
- Development Infrastructure
  - Reviews Development processes/procedures and recommends updates and changes as needed.
  - Maintains prospect plans for the Director and self, as well as any other ambassador solicitations (board members, staff, etc.)
  - Keeps donor database, patron mailing lists, and key community contact lists up to date and accurate to track and cultivate donors and prospects.
  - Researches donation programs and opportunities for financial support through grants, local, state and federal programs, and sponsorships.
  - Manages grant writing process and identification of new grant opportunities. Identifies grant writing partners, either paid or volunteer, keeping a detailed calendar of grant deadlines including project dates and reporting.
  - Assists in creation of print, digital and social media content, donor communications, newsletters, and annual report.
- Internal Support
  - Attends Administrative Team meetings, and board meetings when appropriate
  - Leads and develops agenda for the board fundraising subcommittee, acting as staff liaison for Board of Trustees' fundraising initiatives.
  - Works closely with Business Manager to ensure accurate recording of YDL gifts and grants
  - Prepares and presents regular reports on progress towards fundraising goals to senior management and the board.
  - Partners with Community Relations Coordinator and other staff to create fundraising-friendly opportunities in a calendar of planned events and activities.
  - Provides input to Community Relations Coordinator to keep development pages and links on the YDL website up to date and looking fresh.
  - Trains and networks with library staff on subjects of philanthropy and contributed revenue resources (grants, etc.)
  - Creates other reports as needed to keep the Director informed on all fundraising efforts.
  - Provides administrative support to the Library Director for board presentations as needed.
  - Assumes other duties as needed and requested by the Library Director.

**Minimum Qualifications:**

1. Bachelor's degree or four to eight years of work experience in a related field

2. Thorough knowledge of the methods, best practices, and techniques of fund development
3. Demonstrated proficiency in Microsoft Office and donor database tracking software
4. Outstanding written and oral communications skills, including presentation skills
5. Positive public service orientation

**Desired Qualifications:**

1. Previous experience with non-profit organizations
2. Grant writing experience
3. Passion for public library mission

**Job Specific Knowledge, Skills, and Abilities:**

1. Successful experience creating development strategies to meet organizational objectives
2. Fundraising experience raising five-figure and above gifts, including campaigns, major event planning, and donor cultivation
3. Strong interpersonal skills while working with staff, volunteers, donors, media representatives, and the Library Board
4. Strong organization and time management skills with exceptional attention to detail
5. Ability to handle multiple projects simultaneously
6. Ability to work both independently without close oversight as well as a team player who productively engages with others

**Physical Requirements:**

1. Talking – constantly required while communicating with patrons, staff, and media directly and on the telephone
2. Hearing – constantly required while communication with patrons , staff, and media directly and on the telephone
3. Sight – close vision, color vision, and depth perception constantly required while performing duties
4. Lifting and carrying up to 25 lbs
5. Stooping, bending, and reaching overhead/horizontally to retrieve library or other materials occasionally required
6. Moving throughout library—constantly required

**Working Conditions:**

1. Flexible schedule may require occasional evening and weekend hours. Requires regular evening and weekend shifts, including occasional Sundays

# **YDL Dashboards**

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	
<b>CURRENT PUBLIC SERVICE OFFERINGS</b>														
<b>BOOKS ON WHEELS DELIVERIES</b>	11	12	17	13	20	22	14	14	17	11	16	9	176	
<b>CIRCULATION</b>														
Whittaker	25,932	26,501	29,474	32,846	30,683	33,468	31,403	36,055	31,751	31,534	29,826	26,409	365,882	
Michigan **	5,913	5,538	6,457	4,370	5,639	6,895	9,491	8,290	7,181	7,890	7,655	7,748	83,067	
Superior	703	693	648	604	511	561	671	747	584	256	2,192	4,273	12,443	
Bookmobile	154	331	52	606	1,214	979	1,060	1,612	834	1,317	1,066	906	10,131	
eProducts	12,547	11,334	12,364	11,712	12,699	12,746	13,914	14,039	12,877	13,232	13,458	13,935	154,857	
<b>TOTAL</b>	<b>45,249</b>	<b>44,397</b>	<b>48,995</b>	<b>50,138</b>	<b>50,746</b>	<b>54,649</b>	<b>56,539</b>	<b>60,743</b>	<b>53,227</b>	<b>54,229</b>	<b>54,197</b>	<b>53,271</b>	<b>626,380</b>	
<b>COLLECTION</b>														
Physical items added	1,206	1,124	884	783	952	987	436	1,298	1,016	397	1,175	389	10,647	
eltems added	1,714	999	1,121	792	1,270	2,187	1,848	1,261	685	1,032	1,825	1,274	16,008	
Items cataloged	460	346	376	260	406	373	209	353	369	281	360	311	4,104	
<b>CURBSIDE APPOINTMENTS</b>														
Whittaker	166	90	73	67	62	104	43	46	45	32	45	36	809	
Michigan	36	34	27	21	6	5	9	10	9	1	0	0	158	
Superior	162	142	159	144	121	139	175	171	142	30	0	0	1,385	
Bookmobile	50	108	176	79	0	0	0	0	0	0	0	0	413	
<b>TOTAL</b>	<b>414</b>	<b>374</b>	<b>435</b>	<b>311</b>	<b>189</b>	<b>248</b>	<b>227</b>	<b>227</b>	<b>196</b>	<b>63</b>	<b>45</b>	<b>36</b>	<b>2,765</b>	
<b>DOOR COUNT</b>	(New counters installed 4/15-MA & 4/22-Whit)													
Whittaker	8,486	8,643	12,214	11,042	9,380	10,346	9,016	12,053	11,281	10,195	9,796	8,016	120,468	
Michigan **	3,921	6,398	6,776	3,394	2,969	4,204	4,645	5,676	6,805	5,166	4,512	4,203	58,669	
Superior											2,690	2,501	5,191	
Bookmobile				107	352	146	107	134	22	486	309	186	1,849	
<b>TOTAL</b>	<b>12,407</b>	<b>15,041</b>	<b>18,990</b>	<b>14,543</b>	<b>12,701</b>	<b>14,696</b>	<b>13,768</b>	<b>17,863</b>	<b>18,108</b>	<b>15,847</b>	<b>17,307</b>	<b>14,906</b>	<b>186,177</b>	
<b>HAND PICKED FOR YOU</b>														
Whittaker	0	0	0	0	0	0	0	0	0	0	0	0	-	
Michigan	0	0	0	0	0	0	0	0	0	0	0	0	-	
Superior	0	2	0	0	0	0	1	0	0	0	0	0	3	
Bookmobile	5	10	15	8	0	0	0	0	0	0	0	0	38	
<b>TOTAL</b>	<b>5</b>	<b>12</b>	<b>15</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>	
<b>MELCAT</b>														
Loans	972	910	1,017	818	831	847	580	1086	864	914	899	764	10,502	
Borrows	979	786	842	907	728	836	724	876	772	773	752	659	9,634	

\*\* Michigan Avenue location closed for repairs 4/18-5/9/22

8/14 - 8/20/22 carpet install

Superior Grand Opening 11/14/23

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	
<b>NEW LIBRARY CARDS</b>														
New applications	330	241	359	226	240	334	329	374	417	313	413	297	3,873	
Student eCards	0	0	142	0	0	0	0	0	0	0	0	0	142	
<b>TOTAL</b>	<b>330</b>	<b>241</b>	<b>501</b>	<b>226</b>	<b>240</b>	<b>334</b>	<b>329</b>	<b>374</b>	<b>417</b>	<b>313</b>	<b>413</b>	<b>297</b>	<b>4,015</b>	
<b>PODCAST: YPSI STORIES</b>														
Plays	91	237	93	82	122	93	94	88	152	0	0	0	1,052	
<b>PRINTING ON DEMAND</b>														
<i>Ltd. to 20 free pages/day</i>														
Whittaker													-	
Michigan													-	
Superior	2	3	3	8	2	11	2	10	4	0			45	
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>	
<b>PROGRAM/SUPPLY/KIT DISTRIBUTION</b>														
Youth	19	5	6	0	0	0	0	0	2	0	0	0	32	
Teen	0	0	0	0	0	0	0	0	0	0	0	0	-	
Adult	49	37	13	16	14	0	0	0	0	0	0	0	129	
Partner sites	0	0	0	0	0	0	0	0	0	0	0	0	-	
<b>TOTAL</b>	<b>68</b>	<b>42</b>	<b>19</b>	<b>16</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>161</b>	
<b>REFERENCE</b>														
Whittaker	1,933	1,947	2,800	2,386	2,091	2,902	2,275	2,623	2,098	2,225	2,052	1,781	27,113	
Michigan **	1,787	1,995	2,373	1,099	1,247	1,901	2,694	1,859	2,358	2,278	1,710	1,568	22,869	
Superior	71	121	117	75	72	82	70	62	57	13	787	756	2,283	
Bookmobile	5	20	18	30	131	71	49	152	27	138	85	54	780	
<b>TOTAL</b>	<b>3,796</b>	<b>4,083</b>	<b>5,308</b>	<b>3,590</b>	<b>3,541</b>	<b>4,956</b>	<b>5,088</b>	<b>4,696</b>	<b>4,540</b>	<b>4,654</b>	<b>4,634</b>	<b>4,159</b>	<b>53,045</b>	
<b>TAX ASSISTANCE VISITS</b>														
Whittaker		47	79	19									145	
Michigan		89	131	56									276	
Superior		16	20	0									36	
<b>TOTAL</b>		<b>152</b>	<b>230</b>	<b>75</b>									<b>457</b>	
<b>TEACHER BUNDLES</b>														
Whittaker	0	0	0	0	0	0	0	0	0	0	0	0	-	
Michigan	0	0	0	0	0	0	0	0	0	0	0	0	-	
Superior	0	0	0	0	0	0	0	0	0	0	0	0	-	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	

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8/14 - 8/20/22 carpet install

Superior Grand Opening 11/14/23

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	
<b>TECHNOLOGY</b>														
Web site visitors	112,212	101,681	107,123	93,999	90,948	96,865	90,558	85,586	81,626	82,883	81,103	83,871	1,108,455	
Wireless users	4,256	5,303	5,376	5,498	5,453	4,799	4,576	5,853	6,448	4,621	5,518	3,991	61,692	
App users (unique)	1,257	1,225	1,357	1,373	1,269	1,323	1,403	1,382	1,367	1,332	1,309	1,276		
<b>TUTORING SESSIONS (826)</b>	0	0	0	0	0				0				-	
<b>PROGRAMS</b>														
<i>Virtual or in-person, live</i>														
WHIT Youth/Attendance	11(111)	33(658)	47(1,319)	45(1,245)	10(253)	31(995)	39(1,272)	9(373)	14(435)	44(1,358)	29(720)	15(362)	327(9,101739)	
MICH Youth/Attendance	5(34)	7(87)	13(170)	13(186)	8(80)	21(448)	19(246)	11(130)	16(404)	28(736)	8(100)	11(432)	160(3,053)	
OUT Youth/Attendance											2(95)	4(189)	6(284)	
SUP Youth/Attendance	3(55)	3(75)	17(435)	4(345)	3(136)	8(298)	9(431)	12(685)	0	1(400)	4(108)	3(80)	67(3,048)	
<b>TOTAL YOUTH</b>	<b>19(200)</b>	<b>43(820)</b>	<b>77(1,924)</b>	<b>62(1,776)</b>	<b>21(469)</b>	<b>60(1,741)</b>	<b>67(1,949)</b>	<b>32(1,188)</b>	<b>30(839)</b>	<b>73(2,494)</b>	<b>43(1,023)</b>	<b>33(1,063)</b>	<b>560(15,486)</b>	
WHIT Teens/Attendance	4(49)	7(71)	8(44)	5(37)	10(477)	4(19)	4(40)	4(26)	4(29)	6(32)	4(35)	2(14)	62(873)	
MICH Teens/Attendance	5(19)	7(28)	5(31)	7(49)	5(56)	5(137)	2(21)	2(2)	3(4)	5(12)	3(8)	4(19)	53(386)	
OUT Teens/Attendance											0	0	-	
SUP Teens/Attendance	0	0	0	0	0	0	0	6(359)	0	0	1(20)	0	7(379)	
<b>TOTAL TEEN</b>	<b>9(68)</b>	<b>14(99)</b>	<b>13(75)</b>	<b>12(86)</b>	<b>15(533)</b>	<b>9(156)</b>	<b>6(61)</b>	<b>12(387)</b>	<b>7(33)</b>	<b>11(44)</b>	<b>8(63)</b>	<b>6(33)</b>	<b>122(1,638)</b>	
WHIT Adults/Attendance	27(167)	34(177)	40(225)	36(135)	34(240)	32(114)	32(76)	23(174)	32(164)	32(276)	29(126)	32(227)	383(2,101)	
MICH Adults/Attendance	11(143)	8(87)	13(99)	4(28)	13(163)	12(103)	3(29)	7(44)	16(114)	16(160)	6(76)	2(24)	111(1,070)	
OUT Adults/Attendance											2(12)	1(6)	3(18)	
SUP Adults/Attendance	3(46)	5(63)	6(92)	6(86)	5(42)	0	5(57)	3(41)	9(280)	4(45)	16(529)	2(7)	64(1,288)	
<b>TOTAL ADULT</b>	<b>41(356)</b>	<b>47(327)</b>	<b>59(416)</b>	<b>46(249)</b>	<b>52(445)</b>	<b>44(217)</b>	<b>40(162)</b>	<b>33(259)</b>	<b>67(558)</b>	<b>52(481)</b>	<b>53(743)</b>	<b>37(264)</b>	<b>561(4,477)</b>	
<b>TOTAL VIRTUAL EVENTS</b>	<b>69(624)</b>	<b>104(1,246)</b>	<b>149(2,415)</b>	<b>120(2,111)</b>	<b>88(1,447)</b>	<b>113(2,114)</b>	<b>113(2,172)</b>	<b>77(1,834)</b>	<b>104(1,430)</b>	<b>136(3,019)</b>	<b>104(1,829)</b>	<b>76(1,360)</b>	<b>1,243(21,601)</b>	
<b>PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS</b>														
KN-95 mask distribution	1,000	3,000	3,000	1,000	0	3,000	0	2,000	0	0	0	0	13,000	
COVID Rapid Test Kits	300	300	0	300	0	0	0	0	0	325	360	0	1,585	
Electronics Recycling				331									331	
Pop-up sidewalk browsing														
Vaccine days													-	
<b>FUTURE COVID ACTS OF GREATNESS</b>														
WiFi expansion at SUP													TBD	
Lunch distribution (Parkridge)													-	
Sycamore Meadows lunch help													-	

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8/14 - 8/20/22 carpet install

Superior Grand Opening 11/14/23



# Department Reports

# Acquisitions Department Board Report

## January 2023

### Department News and Activities

- Ordering for the new fiscal year is in full swing.
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee.
- Work on the expanding Library of Things collection is continually ongoing.
- I attended a planning meeting with Outreach Services Head Librarian Monica Porter and representatives from the Turner African American Services Council regarding an inter-generational event in February about the Great Migration. I will be doing an overview and demonstration of the A.P. Marshall African American Oral History Archive at the event.
- Michigan Avenue Adult Services Librarian Shoshanna Wechter and I have been working on a new local collection of materials. This will include the already existing local music CDs and Michigan/Ypsilanti Heritage Room materials, plus the addition of zines made by local artists.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

### Statistics

- The collection budget is currently 12% encumbered.
- 311 items were cataloged in December.
- 1,663 items, including 1,274 e-items, were added in December.
- YDL borrowed 659 items from other libraries via MeLCat in December.
- YDL loaned 764 items to other libraries via MeLCat in December.
- 44 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki  
January 19, 2023

**Assistant Director**  
**Board Report: January, 2023**

The YDL Safety Patrol – myself, Jim Reed, Chris Slay, Derek Humphrey, and Karen Esper – have been hard at work on the revised Emergency Manual. Using data and “best practices” from government agencies, schools, hospitals, universities, and other libraries, we are writing protocol for possible emergencies that staff would be faced with and appropriate responses and procedures. Both Chris and Derek have a background in law enforcement, so their contributions are immensely helpful. With many new staff on board, our goal is to make this training the topic of our 2023 in-service day.

Two big reports – the State Aid Report and the DSLRT Report – are nearing completion. Both utilize a variety of “data silos,” so a new dashboard that is able to draw data from our many reporting platforms is a priority for me in 2023. I attended a Zoom meeting with one such company and was very impressed. It is probable that a new ILS will incorporate some of these features, but the product I reviewed went one step further and was able to utilize data from the Census and area school districts, which I thought was significant.

**Other Stuff**

- I sponsored two programs under our EDI initiative this month: one on second-generation Holocaust survivors and one on Leader Dogs for the Blind (tonight)!
- Joy, Jim, Derek, and I met with our new “sub” security guard from SPS for an overview and orientation.
- Two months into supplying free Narcan outside of all our facilities, two locations (W and M) both need restocking.
- I am happy to report that The Dot.Org is willing to expand their free menstrual supplies program to Superior.
- I delivered our staff holiday donations to Lincoln Consolidated Schools; they were very grateful!
- An AED has been secured for Superior. This has been surprisingly difficult.
- I met with the lead saxophonist from the quartet that will be playing at the Donor Reception. I’m looking forward to hearing them!
- Lisa and I met to “map out” 2023, aligning projects with timelines and budgets.
- The Friends are currently holding their first big sale of 2023. Their annual meeting is the 23<sup>rd</sup>.
- Applications are being reviewed for the part-time clerk opening at Michigan Avenue.
- All the best to my long-time colleague, Jerome Drummond, on his retirement. We worked together for nearly a decade downtown and shared a million laughs. He will be deeply missed!

**Submitted by Julianne Smith, January 20, 2023**

# Communications & Development

Monthly report: January, 2023

## Major print/design pieces produced:

- We printed hundreds of postcard invites for our Jan. 28 donor reception at the new Superior Building.
- We printed professional copies of our 1000 Books Before Kindergarten bookmarks so we would have higher quality versions to distribute at events.
- Content for the Spring Loop is underway. The issue will cover March-May and will include information about National Library Week, our gardens and seed library, Terrence Williams, our new Board Member, and more.



## Promotions

- **MLK Day:** We had a number of social media posts promoting all of our MLK Day events, including a boosted post promoting the Akili Jackson event at Superior. We also created a blog post sharing MLK info and put all of the events in one place. Sam also did an interview on WEMU discussing the events along with our A.P. Marshall collection (see below). All of this led to successful concerts and programming!
- **Capital Campaign:** As of 1/19 we have less than \$61,000 left to reach our final crowdfunding goal.

## Notable Media Mentions

- Information about the Dresner Foundation grant was included in an A2Y newsletter, and the Ann Arbor Independent.
- WEMU had an interview with Sam that covered our MLK Day programming and our A.P. Marshall African American Oral History Archive as part of their Washtenaw United programming. The segment was also included in the United Way 21-Day Equity Challenge.
- Our MLK programming was also included in articles from MLive and Concentrate.
- ClickOnDetroit included a write up about the January Friends of YDL Book Sale and included us in an article they put out about area warming centers.
- Michigan News/LocalToday had an article about the new Superior Branch opening.

## Community Relations

- Sam and Monica continue to attend Parkridge meetings and provide YDL updates.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.

- Sam is presenting on Tuesday (Jan. 24) about news writing and interviewing tips in partnership with YpsiWrites and Groundcover News.

### Notable Social Media activity

- Our Facebook post congratulating Kallista on her WCC Equity in Action award was seen by more than 1,800 people and gained nearly 250 engagements and over 80 likes.
- Our post congratulating Jerome on his retirement also reached over 1,800 with over 60 likes and 180 engagements, including 15 comments from our community sending him well wishes.
- Our post looking for a part-time customer service clerk at Michigan Ave reached more than 2,300 people with almost 500 engagements.
- Our post highlighting the Friends of YDL book sale reached almost 10,000 people with over 1,000 engagements including 18 comments and 70 shares. It also got nearly 100 likes.
- Our video of Psyche enjoying the library got over 70 likes on Instagram.
- Our Tik Tok account continues to slowly gain followers and we're almost to 100. Our videos have received nearly 1,000 likes.

*Submitted by Sam Killian on January 19, 2022*



## **Customer Services**

Monthly report: January 2023

### ***Circulation Stats***

For the month of November, we checked out 41,039 items system wide.

Patrons also downloaded 13,458 digital items.

We also issued 413 new library cards.

The Whittaker Road library had 45 curbside appointments.

For the month of December, we checked out 39,336 items system wide.

Patrons also downloaded 13,935 digital items.

We also issued 297 new library cards.

The Whittaker Road library had 36 curbside appointments.

### ***Fine Free***

One way to see if going “fine free” has increased the number of items that have gone to “lost” status, is to track the lost item charges that have been levied to patron accounts. In the first half of 2022 we levied \$31,361 in lost item charges. In the second half of 2022, after we went “fine free”, we levied \$30,335 in lost item charges. So, it appears that the “fine free” initiative has not had an impact on the number of items going to lost status.

Submitted by *John Connaghan* on January 17, 2023

## DEVELOPMENT REPORT

January 2023

### HERE TO HELP!

As I near the end of my first month as a full-time employee for YDL, I just want to say how happy I am to be here as a member of such a dedicated and talented staff. Little did I know that when I joined YDL as a part-time contract Capital Campaign Coordinator in January of 2020 that I would be trying to raise funds through a global pandemic and then wind up becoming a part of the YDL team.

There is much to do. I look forward to planning a year full of strategizing, exploring new avenues of funding and getting to know our Board members, donors and community partners in greater depth. With my focus on the capital campaign over the last three years, I will now turn my attention to the organization as a whole. Yes, there is still much I have to learn. But, I am ready to begin my journey!

### WHAT LIES AHEAD

There are several primary areas of development that will form the basis of my work this year.

- Raise the remaining \$60,000 needed to close out the **Superior Capital Campaign**.
- Review and update current systems of **tracking and reporting** out annual revenue.
- Update and clean Donor Tools **database** to ensure accurate data capture.
- Work with Business Manager and Accountant to streamline process for cross checking **annual revenue**.
- Create a new **Development Dashboard** for reporting fundraising progress monthly.
- Create **grant process** for vetting grant applications and determining which grants to pursue.
- Create **process for staff in preparing grant applications and reporting**.
- Create a **strategic fundraising plan** to serve as a pathway to achieving revenue goals
- Focus on creating **stewardship** activities that promote strengthening donor relationships with YDL.
- Create **moves management process** that actively cultivates new donors and retains current donors.
- Work with **Board of Directors** in providing guidance and support of fundraising efforts.

Future Development reports will include activities supporting the various areas of emphasis: revenue reporting, stewardship, cultivation, review of processes and grant updates.

### SUPERIOR CAPITAL CAMPAIGN

**Funds Raised: \$1,939,624    Balance to Raise: \$60,376**

Mark your calendars for **Saturday, January 28<sup>th</sup>**, for our Superior Capital Campaign Donor Thank You Reception at the new Superior library! From 7 – 9 p.m., we will recognize and thank all those who made the new library a reality. With over 428 invitations mailed out, we are anticipating a healthy response. RSVPs have started to roll in. Lisa and Chris will be reaching out to our major funders to extend a personal invitation to join us. Once we have a more robust response list, Chris will prepare a list of donors that we should make a concerted effort to thank personally that evening. The list will be provided to the Board prior to the event.

Strategizing has begun on how to raise the remaining funds for the new building. Any thoughts and ideas from the Board of Trustees are welcome! There are still prospective donors we will continue to cultivate. There is also the possibility of reaching out to specific donors who might be willing to help us close the gap.

## **FUN FUNDRAISING FACT**

So far this year's FY23 annual appeal mailing has raised \$8,814. The solicitation was sent to 657 households and has garnered an 8.37% return rate. A return rate of 2% is expected, 5% is considered good. So, we are doing quite well!

Respectfully Submitted by Chris McMullen, Development Coordinator  
January 19, 2023



# Facilities Department

## Board Report: January 2023



Always something happening in the Facilities Department – Here are some of the highlights.

We rented a lift for the IT Department to install security cameras at the new Superior branch. While we had it, we used it to do some tree trimming at Michigan Ave. We were then able to put up a new flag. The old one kept getting caught in the branches.



On the scissor lift at Whittaker Road, which is not able to travel to the other buildings – The batteries needed to be replaced. We picked them up from Batteries Plus, and installed them ourselves with help from Chris in IT.



We sprung another leak in the Acquisitions Department of our heat loop piping at Whittaker Road. Campbell, Inc. came and had to do some repairs. The building is at the age where this is going to start happening more often. Campbell has been asked to count, and give some pricing to replace the seals throughout the building before they fail and cause any more property damage.

Marc set up all the tables for the Friends of the Library book sale. He also assisted them in getting situated as they brought in boxes of books in preparation for the weekend.



Library staff has been weeding books off the shelves that are no longer needed at our branches. Six pallets with 40 boxes each were picked up by Better World Books. They will resell the books, and give us a portion of the sale.



**Submitted by: Jim Reed**

**January 19, 2023**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2023

## Status Report

- Superior – So far the system as a whole has been working out well, we are looking forward to the community room being finalized along with a few other misc. items.
- Virtual Meeting equipment – We have quotes from various vendors for required electrical needs. I'll be looking to acquire the remaining installation hardware components and install system as time allows thereafter.
- Digital Signage – Current expansions now include 5 total displays and may conclude with a 6<sup>th</sup> during the next fiscal year.
- Wi-Fi – I'll be looking to work on this in tandem with some of the digital meeting room equipment installation as I will be working in similar spaces. This will likely be in the first or second quarter of this year.
- New servers – 2023 will continue the process of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home, updated backup infrastructure, and brought a few critical/new systems online.
- TLN WAN and Intranet connectivity – I'm currently working with AT&T on the new Superior location's connectivity and actively working to address a performance issue with WAN.
- Laptops– We have distributed a select few laptops and will be working on implementing a control and maintenance systems for our current inventory as well as additional systems deployed moving forward. We hope to implement the system in the first half of 2023.

## 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 2023. We will also be focused on tasks related to new system offerings in 2023.

## New or Upcoming Items

- YCS Patron Cards



## Michigan Avenue Board Report: January 2023

### Programs

We had youth programming every day we were open for 2 weeks between the holidays. We had several paper folding/decorating activities, cookie decorating, along with making bird seed pinecones, shrinky dinks, beaded snowflakes, and bugs from recycled materials. Every day we had 20-40 people in attendance, far larger attendance than in pre-Covid years. Stephanie has jumped into storytimes with both feet, doing 3 storytimes per week, including a tummy time, all of which have had attendance! New storytimes at Mich Ave have typically had very slow starts. Kelly held a teen PJ Party and we had a full room of teens, again this is the first-time we've had a big group of teens for a library event since Covid. Maddy was sick and couldn't conduct her Soar into Science program about bones but her preparation allowed youth staff to pull the program together anyway. The LNGO Crafternoon program on diamond painting had full attendance for the first time since Covid. Crossing my fingers, but I think we are finally starting to really recover from Covid shutdowns and getting even better attendance than before, no doubt from Sam's great PR!

On MLK Day we held two events, a service project and young black authors showcase. The service project was creating fleece hats which we will donate to Hope Clinic and Delonis. We also gathered hygiene products. We were overwhelmed with over 40 people coming with donations and waiting in line to sew, fringe and tack down the edges of a hat. The Young Black Authors Showcase, well organized by Aaron, was our best attended author event in the last year. Our tech was a little glitchy, trying to bring in an author in California with two in-person authors, live audience along with live-streamed audience. We also hosted a hybrid Safely Talk about Racism film event with La'Ron Williams. I'm still learning how to put together hybrid events and it's a bit of trial and error. However in-person and virtual attendees have been very gracious while I tackle the learning curve! AARP tax prep appointments for Tuesdays and Wednesdays in February are almost entirely filled.

### Staff

Jerome's last day was last Friday. He has retired after 18 years at YDL. He has been a terrific employee, doing many things that needed to be done without being asked. Over the next few months I expect to find undone tasks because Jerome is not here to do them. He will be missed by all of the YDL-Michigan staff. However, Rachel Resin and Kathryn Ziegler have taken over and will be ready to train a 1/2 time clerk when that person is hired. Librarians have been very busy doing their annual collection weeding and most staff have programs planned for Spring. Lisa contracted with SPS to have a security monitor at Mich Ave. Chris Oliver has been assigned to us and we are very pleased with his competence and his ability to get along with the range of folks who use Mich Ave. Yesterday we met Chris's backup person and staff are happy to have someone on board.

Joy Cichewicz  
January 20, 2023



## Outreach Board Report - January 2023

### Happy New Year from the New YDL Outreach Team



### BOOKMOBILE

- There are now Youth Kits to be checked out by the community on the Bookmobile.

### SCHOOL VISITS

- School visits have now resumed for the Outreach Department and the Bookmobile can be requested.
- **December 6**
  - Outreach Librarians, Kristin Stiger and Kaitlyn Johnson, visited Erickson School which included story time and a how to use the library presentation.
- **January 17, 2023**
  - The Bookmobile was requested for Ford Learning Center for story time and for students to check out books. There were three classes: K-3rd grade. The team involved was Ken MacGregor and Kristin Stiger.
- **January 23 - May 31, 2023**
  - One of the Outreach Librarians, Kristin Stiger, will be visiting Estabrook School weekly for story time and some research assistance. This is an afterschool program for Eastern Michigan University Bright Future program. The grades: 2nd-5th.



## OUTREACH COMMUNITY EVENTS

- **December 15 -**
  - **Celebration of Families** -Celebrating the international family's rich culture in Ypsilanti and the partnership with WISD Early Head Start
    - Outreach Team: Susan Adame-Goff, Kaitlyn Johnson and Monica Porter shared library resources and had many youth activities for the event.



- **December 31**
  - New Year's Eve Youth Ball Drop in honor of the City of Ypsilanti's Bicentennial
    - The Bookmobile was in attendance along with 3 members of the Outreach team: Susana Adame-Goff, Khi Brenen and Kaitlyn Johnson.
    - The community enjoyed being in the environment of the bookmobile and learning about library resources/programs.
    - There were over 105 in attendance.



- **Youth Night at the Willow**
  - Willow Run Middle School Basketball game in partnership with Ozone House
  - The Outreach Team will be in attendance sharing resources, library card signup and having an activity. The activity will be creating and designing items using our 3D Pens.

## **LIBRARY EVENTS**

- **January 17, 2023**
  - Outreach Librarian, Kaitlyn Johnson helped Youth Services welcome Washtenaw Circles to the library by giving a tour and having an activity for youth ages 5-13.
- **January 31, 2023**
  - Head of Outreach Services, Monica Porter will be hosting the EMU School of Nursing with a tour, instruction on how to locate digital resources and providing an activity.



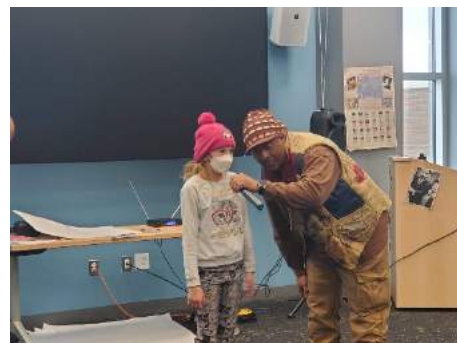
## Superior Board Report

### January, 2023

Two months into operation, first-time visitors continue to come through the doors each day with looks of awe on their faces. We are overjoyed to continue welcoming them!

#### Programs & Events

- In December, we received word that our funding request to the Vera and Joseph Dresner Foundation was granted, covering programming and early literacy costs for 2023. We have begun using funds to book programs and purchase materials for our early literacy spaces, storytimes, STEM, and Garden to Table programs.
- After our whirlwind of Grand Opening events, we took a short break from most programs until the schools' winter break.
- Adult programming included computer classes: Chromebook Basics and Google Docs for Beginners.
- Youth and family programs over winter break included: Tote bag painting, Build-athon, Kinetic Sand, Air pots, Dragon puppets, Circuits, Family painting, Plushies, and a showing of Disney's *Encanto*.
- Our Martin Luther King, Jr. Program with Akili Jackson & Anthony Morgan was a huge hit, drawing 80 enthusiastic participants. With our newly-announced funding from the Dresner foundation, we were able to offer a free book to each person in attendance, boost the event on Facebook, and bring a second performer.
- Storytimes started the second week of January. We are hosting three weekly storytimes: Baby Storytime, Read Sing Play, and Discovery time to cover the birth through preschool spectrum. We are using Project Outcome to get feedback on this storytime session. We'll use compiled survey information in our grant reports to the Dresner Foundation.
- We hosted two public input sessions for our Play on the Ground mural input sessions. We are accepting online input through the end of January. After that, artist Yen Azzaro will offer 2-3 design options for community input.



#### Building

- December saw some exciting finishing touches, with the arrival of the lounge furniture and wooden shelf tops. The comfortable seating has encouraged people to relax and enjoy the beautiful space for longer visits.

- The meeting room and group study rooms are getting a lot of use by staff and public; see the appreciative note to the right we recently found on the whiteboard! We are still waiting for the final AV system to be installed in the meeting room, but have appreciated the workaround option to be able to show videos and computer screens on the large monitor.
- The Harris Road construction concluded in mid-December. Never have I been so happy for a road to be open! We immediately saw an increase in traffic inside the library.
- Lisa and I are communicating with our construction team about remaining items that need to be addressed before the construction books are closed.



### Staffing:

- Takima Banks started as our Page. Working 10 hours a week, she is doing a great job keeping our collection shelved and orderly.
- Kallista Walker, our youth paraprofessional, received high honors, having been granted the Equity in Action award at Washtenaw Community College's Martin Luther King, Jr. Celebration. Kallista, pictured second from the right, was recognized for her strong contributions to community literacy, youth engagement, and action through Our Community Reads, which recently was granted nonprofit status in the state of Michigan. Congratulations, Kallista!



Submitted by Mary Garboden,  
January 18, 2023

## Whittaker Road-Adult Services Board Report: January 2023

Here is a listing of January programs:

- Thu AM Book Discussion Group
- Small Business Savvy: E Commerce- Where to begin
- Google Docs for Beginners (Adult-Virtual)
- Google Drive - Basics
- Microsoft Word – Basics
- Best/Worst/Forgotten Movies Series -Creatures
- Thursday Morning Book Group
- Microsoft Excel – Basics
- The Ones Who Remember (Assistant Director Julie Smith)
- Google Sheets for Beginners (Adult-Virtual)
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Google Calendar – Basics
- Jazz Concert-MLK Jr celebration
- Small Business Savvy: - A Sticky Note Marketing Plan
- Microsoft Excel – Pivot Tables (Intermediate)
- Cooking with Your Instant Pot with Mary Spencer
- Google Sheets Tips & Tricks (Adult-Virtual)
- Computer Basics - Getting Started
- Microsoft PowerPoint – Basics
- Microsoft Publisher – Basics
- Google Slides for Beginners (Adult-Virtual)
- Gmail - Basics
- Internet Basics - How to Search the Web
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Raising a Leader Dog for the Blind (Assistant Director Julie Smith)
- With Open Hearts and Minds: Meditation and Journaling
- Michigan Native Trees
- YpsiWrites Love Letters - Drop-In Session
- How to Host a Zoom Meeting (Adult-Virtual)

We have had some good attendance numbers on some of this month's programs. There was standing room only for the Jazz Concert on the Sunday before MLK Jr. Day. Sheila organized this event and said that there were many comments from patrons about how much they enjoyed this event. Christy got good numbers for her virtual Instant Pot cooking program and the Small Business Savvy series programs are well received. We are wrapping up our next round of programs now and hope that patrons will find them interesting.

AARP Income Tax help appointments start at Whittaker Road on Thu, Feb 2 and run through Thu, Apr 6. We are already booked at Whittaker Road through Mar 23<sup>rd</sup> so will likely be fully booked soon. We have gotten as many as twelve calls in a four-hour shift from people wanting to make an appointment. We are grateful to AARP for providing this service to our community.

Brigitte is continuing to teach a couple of Google classes at YDL-Michigan Avenue to meet patron needs. She is a great teacher who also remains in demand for senior citizen one-on-one sessions to help them with devices and technology.

Submitted by Paula Drummond Jan 18, 2023



# Whittaker Youth Services Board Report January 2023

## Programs

### Little Ones

- **Storytimes** are in session again as of last Monday. We expected to see a drop in numbers as some families from the Superior area started going to the new library, but so far the first week shows the average per storytime is similar to the fall. We offer four morning storytimes and one evening storytime, plus a variety of other activities.
- **Music Together** A local parent/child music facilitator led a workshop enjoyed by many families with little ones.
- **Tummy Time** Psyche prepared a DIY sensory bottle craft for parents to make and use with babies just learning to crawl. We held sessions on a Friday and Saturday morning, and caregivers were happy to meet up while babies played.
- **KinderConcerts** are almost back to pre-Covid numbers. 175 attended the two concerts this week, with music selections that aligned with MLK Day.

### Kids

- **After School Programs** dipped slightly in attendance in December but are popular again. We offer chess on Wednesdays and domino toppling on Thursdays.
- **Winter Break** We offered four drop-in sessions attended by about 20 each day. Kids made votive candle holders with Jaclyn, experimented with printmaking techniques with me, made thank you cards with Psyche, and popsicle stick puzzles with Ulana.

### Teens

- **TAG** only met once in December for an end-of-year celebration with wii sports and cupcake decorating. I usually make certificates noting their service hours and a document with photos highlighting what they worked on. I didn't make them for the past two years, so this year's covered a lot! One highlight was reworking volunteer options, which led to close to 600 teen volunteer hours served in 2022 at YDL-Whittaker.
- **Letters of recommendation** I am always asked for college and scholarship letters at this time of year, but with a lot of seniors on TAG, I wrote more than usual and look forward to hearing where students end up next year.

## Other Work

### Book Displays and Activities

- In December, Liz created a mitten decorating interactive display since we're in the mitten state. This month Marlena has a community quilt growing.
- Play areas were reset into a Pet Vet (Jaclyn), Lego emotion station (Marlena), and small motor play farm (Liz).
- Liz and Psyche created MLK craft and sensory activities families could explore independently because we only offered the Kinderconcerts and Sunday afternoon family music concert at this location and families visited the library all day.
- We all worked together to make an indoor silly walk to encourage active kids to get their energy out safely.

**1000 Books Before Kindergarten** Liz helped me prepare instructions and materials so all locations can create their own logging kits. I ordered more t-shirts for everyone and we're ready to begin tracking the kits better so we know how many start and finish the program each year.

### TALK

- Lisa and I met twice with partners to begin planning how to transition TALK to a permanent MCLS service. MCLS has a better idea about future are pricing and we're beginning to share that with libraries.
  - I am working with Q+M on a new publicity piece we can use to recruit libraries and larger organizations such as ALSC.
  - I hosted a webinar for Indiana libraries this week attended by 30.
  - Emma Seibert is now trained and working in the department 10 hours per week to offset my TALK time!
- Submitted by Jodi Krahne January 19, 2023**



# **New Business**



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/20/23  
**Re:** Resolution to designate fund balance for capital improvements

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

Over the past 4 years the Board has committed \$4,500,000 to this project, and last year also committed \$300,000 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.

To provide some context, here is an excerpt from our upcoming draft audit report to illustrate the current designations of fund balance.

<b>Fund balances</b>	General	Cap. Improv.	Total
Nonspendable	36,358	-	36,358
Restricted:			
Memorials	6,609	-	6,609
Endowment	36,491	-	36,491
Improvements	41,264	-	41,264
Committed:			
Working capital	500,000	-	500,000
Improvements	352,434	186,771	539,205
Assigned ( <i>Lisa's note -- Superior</i> )	-	701,159	701,159
Unassigned	<u>2,440,840</u>	<u>-</u>	<u>2,440,840</u>
Total fund balances	<u>3,413,996</u>	<u>887,930</u>	<u>4,301,926</u>

After consulting with our auditors and Accountant Jim Carey, I propose designating \$800,000 as Committed funds for Capital Projects. We also recommend moving the \$352,434 committed to General/Improvements to the Capital Improvement portion of the committed fund balance. (These funds were placed there prior to my tenure.)

We are still accruing expenses for the Superior project, but things are winding down. If it turns out we need more to complete the project than designated, we can assign the additional amount needed once known. If we have surplus once the building is complete, it can be designated back to Capital Projects.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-2

January 25, 2023

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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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, additional capital project expenses are anticipated in 2023, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,152,434 currently marked as Unassigned are hereby Committed funds for Capital Improvement.

BE IT FURTHER RESOLVED that:

\$352,434 currently designated as Committed in the General fund for improvements be removed from committed as we have transferred those committed funds to the Capital Projects Fund.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:        NO:        ABSENT:        VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/16/23

**Re:** Resolution to authorize new signers with financial institutions

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

The attached resolutions will authorize new signers with Bank of Ann Arbor, where our main checking account is held, and 5/3 Bank, which handles the checking for our Superior construction project funds. Following the Board meeting we will request the new signers stay to fill out the remaining paperwork and make a copy of each person's driver's license for the bank. We will work on updating the signers at our other two banks over the next few months.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-3

January 25, 2023

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:

**Resolution of Lodge, Association or  
Other Similar Organization**

BANK OF ANN ARBOR  
7 W MICHIGAN AVENUE  
YPSILANTI MI 48197



By: YPSILANTI DISTRICT LIBRARY  
5577 WHITTAKER ROAD  
YPSILANTI MI 48197

*Referred to in this document as "Financial Institution"*

*Referred to in this document as "Association"*

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of Michigan, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 25, 2023 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Name and Title or Position	Signature	Facsimile Signature (if used)
A. LISA HOENIG DIRECTOR	X 	X 
B. _____ PRESIDENT	X _____	X _____
C. _____ TREASURER	X _____	X _____
D. _____ SECRETARY	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

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

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

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

**The Association named on this resolution resolves that,**

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



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

**Effect on Previous Resolutions.** This resolution supersedes resolution dated February, 2022. If not completed, all resolutions remain in effect.

**Certification of Authority**

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

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

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Attest by Other Officer)

\_\_\_\_\_  
(Attest by Other Officer)

**For Financial Institution Use Only**

Acknowledged and received on

(date) by \_\_\_\_\_ (initials)

☐ This resolution is superseded by resolution dated \_\_\_\_\_.

**Comments:**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/20/23

**Re:** Consideration of the purchase of an additional self-check kiosk for Whittaker

We budgeted \$10,000 to add another Envisionware self-check kiosk on the main floor at Whittaker this year. We'd like to make this purchase before prices increase. The attached quote is for \$8,630.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-5

January 25, 2023

RESOLUTION TO PURCHASE AN ADDITIONAL ENVISIONWARE SELF-CHECK  
KIOSK FOR WHITTAKER

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Whereas, the Ypsilanti District Library offers Envisionware kiosks which allow patrons to check out materials, make payments, reserve computers, and view their accounts, and

Whereas, an additional kiosk is desired at Whittaker Road to maximize patron convenience and minimize check-out lines, and

Whereas, \$10,000 was earmarked in the 2022-23 fiscal year budget for this purpose, and

Whereas, IT Manager Scott Ostby secured the attached quote for the additional kiosk, Now  
Therefore,

IT IS HEREBY RESOLVED to waive the bid process and purchase Envisionware equipment and installation as described on the attached quotation for a cost of \$8,630.00.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:        NO:        ABSENT:        VOTE:

**Bill To**

Scott Ostby  
 Ypsilanti District Library - Whittaker  
 5577 Whittaker Rd  
 Ypsilanti MI 48197  
 United States

**TOTAL**

**\$8,630.00**

**Quote Expires: 3/7/2023**  
**Partner 71007 SirsiDynix**

<b>Federal EIN</b>	<b>Currency</b>	<b>Terms</b>	<b>Sales Rep</b>
58-2424595	US Dollar	Net 30 Days	Nielsen, Peton

<b>Quotation Title</b>	<b>Memo</b>
X11 Vending Kiosk with remote installation assistance	

Qty	Item / Description	Ship To	Unit Price	Amount
1	<b>SSC-X11-KV-BK-BK (**USD) 3T v4 (N)</b> X11 Vending Kiosk (Network Capability) 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna Next Generation Vending Control System - Copy Payment-ready Coin Acceptor Bill Validator 10 ft Ethernet Cable / 6 ft Power Cord	5 5 7 7 Whittaker Rd	\$7,095.00	\$7,095.00
7	<b>PS-HR-UM</b> ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.		\$150.00	\$1,050.00

**Subtotal** \$8,145.00

**Discount**

**Freight** \$485.00

**Total Tax** \$0.00

**PST-CA**

**Total** **\$8,630.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

**EMAIL:** orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-6

January 25, 2023

RESOLUTION TO HONOR AND THANK DEPARTING TRUSTEE  
KAY WILLIAMS FOR FOURTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Kay Williams has served on the Ypsilanti District Library Board of Trustees for fourteen years since first taking office in 2009, and

WHEREAS, Kay brought a wealth of knowledge and connections to the post, as well as true dedication to the library, and

WHEREAS, she served as the Board's Vice-President, Secretary, and Treasurer multiple times over the course of her tenure, and

WHEREAS, she always gave generously of her time and resources, working to help not only the YDL Board and staff, but also volunteering with the Friends of the Library, and

WHEREAS, Kay's passion and commitment to the vision of a full-service YDL branch in Superior Township kept that dream in the forefront for the Board, and

WHEREAS, the Superior Branch Library is now a reality at 1900 Harris Road thanks in no small part to Kay's efforts, and

WHEREAS, Kay has decided to step down to enjoy the fruits of her labors,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Kay Williams for the dedicated service she has provided to YDL and our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that as she visits YDL-Superior, Kay will take pride in the tremendous impact her efforts have made.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE: