

# Board of Trustees

2023  
Information  
Packet



▲ Wednesday, March 22, 2023  
6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, March 22, 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> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Kristy Cooper <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>Presentation: New YDL Strategic Plan – Lisa Hoenig and Julianne Smith</b>			
<b>Consent Agenda</b>			
A. Proposed Minutes from March 1, 2023, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 2023 Financials and Check Register	<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. Facilities Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Dashboards	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
<b>Old Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Approval of the purchase of a replacement firewall	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of the purchase of a ManageEngine software subscription	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Construction administration contract proposal for Whittaker sidewalk replacement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of allocating FY2023 Gousseff Endowment fund proceeds to seed an art collection for the Superior branch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Proposed 2023-2025 YDL Strategic Plan	<input checked="" type="checkbox"/>	<input checked="" 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"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 1, 2023 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting (rescheduled from 2/22/23) to order at 6:32 p.m.

**Attendance**

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

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

**APPROVAL OF THE AGENDA**

Director Hoenig advised she would like to add one more item to the agenda under Committee Reports for the Friends of the Library. Trustee Kennedy moved to approve the agenda and Trustee Steimel supported this motion.

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0

**PUBLIC COMMENT**

None

**Introduction of New Staff**

None

**AUDIT PRESENTATION**

Daniel Morris, CPA, representing the firm Clark Schaefer Hackett, served as the Audit Manager for the FY 2021-2022 audit. Mr. Morris joined the meeting remotely via the Zoom platform to speak about the most recent audit. He provided an overview of the report, noted findings, and answered questions posed by the board members. Mr. Morris keyed in on several items of high importance, including: the unmodified opinion of the final audit, review of assets and liabilities, significant changes during the audit period, as well as the supporting letters that round out the audit.

**Consent Agenda**

Trustee Winborn moved to approve consent agenda (February 1, 2023 regular meeting minutes, January 2023 Financials and Check Register). Trustee Kennedy supported this motion.

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0

**Communication**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 1, 2023 (Unapproved)

Director Hoenig brought up an article regarding Superior Township's plans for a new Willow Acres Community Garden, to be located at the lot across from the Superior Fire Station on MacArthur Boulevard.

**Committee Reports**

- A. Fundraising Committee – Capital Campaign has raised over approximately \$2,943,000.00 so far, which leaves about \$56,600 to go to reach the \$2 million dollar goal. Also, Ypsilanti District Library was awarded a \$30,000.00 grant from Toyota of North America. The project will promote STEM and career readiness for K-12 students.
- B. Superior Township Planning – TEL Systems installed most of the technology hardware, though a few small items are missing. However, programming is required to utilize the systems fully. A majority of the interior signage arrives on March 2, 2023, at 8am, and the library will look more finished and polished. Finally, the large power unit for the building, which was originally scheduled to arrive in 8-10 weeks, then was pushed back to 40 weeks, has arrived. Currently the building is running on a temporary power unit. To get the final Certificate of Occupancy, a remaining project to replace exterior security lighting needs to be finished. We will schedule a day in the first half of April to close the Superior Branch to complete all of this electrical work.
- C. Friends of the Library – There is a pop-up sale on March 25, 2023, in the Whittaker Road lobby. The group is also updating their logo as well as planning on buying a new vacuum. Finally, the group received a letter from a local jail requesting possible donation of books and materials for the inmates. The group is working on this proposal.

**Report of the Library Director**

The Winter issue of The Loop was mailed today. Director Hoenig pointed out the article highlighting the Sheriff's Department's Spring Summit. YDL is partnering on a community read in an effort to stem gun violence in the community. Director Hoenig also provided pictures and information regarding the work to update the basement lighting at the Michigan Avenue location. Finally, the Director advised the Michigan Avenue lockers are ready to ship. Once electrical work at the branch is complete the lockers will be able to be installed.

**Old Business**

None

**New Business**

- A. Acceptance of FY 2021-2022 audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-7

February 22, 2023

RESOLUTION TO ACCEPT THE FISCAL YEAR 2022 AUDIT

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Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 1, 2023 (Unapproved)

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2022 as presented are accepted.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Consideration of two proposals for electrical work at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-8

February 22, 2023

RESOLUTION TO APPROVE TWO EXTERIOR ELECTRICAL PROJECTS AT MICHIGAN  
AVENUE

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

Whereas, the electrical projects proposed by Enlighten will improve safety and security and prepare Library Plaza for the addition of after-hours lockers, and

Whereas, Enlighten's upgrade to the lighting and electrical amenities in Library Plaza in 2022 was professionally performed and has been well-received by all, and

Whereas, the after-hours lockers are to be installed in a few weeks, making time of the essence, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to execute the electrical work as described in the attached proposal dated 1/31/23 for a total cost of \$9,461.78.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for these projects.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall also be used for the balance of the Michigan Avenue basement lighting project, less remaining donations to the project, at a cost of \$18,654.67.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 1, 2023 (Unapproved)

OFFERED BY: Trustee Kennedy  
SUPPORTED BY: Trustee Steimel  
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

C. Award of Landscaping contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-9

February 22, 2023

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

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Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the bids were tabulated and analyzed, and references were contacted, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract for Whittaker Road and Michigan Avenue is awarded to the low bidder, RNA Facilities Management.

BE IT FURTHER RESOLVED that a new three-year landscaping contract for the Superior branch is awarded to the low bidder for that location, Superior Landscape Companies.

OFFERED BY: Trustee Cooper  
SUPPORTED BY: Trustee Maddix  
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

D. Discussion of new mission/vision statements/core values for YDL

The Library adopted its current mission statement and list of core values 20 years ago. Following discussion of these at the strategic plan retreat, all agreed it was time for a refresh.

There was a robust discussion of the proposed new mission, vision and core values statements. Some additional suggestions on wording choices were made, but overall Trustees were pleased with the drafts.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 1, 2023 (Unapproved)

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	During the recent inclement winter event, she used the Superior branch location as a warming center to complete her work, and it was great.
Trustee Steimel	Inquired whether former board members had been notified of the successful completion of the Superior branch location. Director Hoenig advised many that could be located were contacted, and many are donors; she will provide a list so he could review and contact as desired.
Trustee Winborn	Thanked the staff for the use of the libraries as a warming center during recent inclement weather. Also, on March 22, 2023, (date of next Board meeting) she will be at the Superior branch with her genealogy group who are being filmed for their work for a TV production called "Finding Your Roots."
Trustee Maddix	Advised one of her co-workers came to the Whittaker library after a long absence and her eyes were filled with tears for how wonderful to be back.
Trustee Williams	Appreciated the facilities supporting the community as warming centers during the inclement weather event.
Trustee Kennedy	None
Trustee Horne McGee	None

**Adjournment**

Trustee Cooper moved to adjourn at 7:47 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0



# Financial Report

**Ypsilanti District Library**  
**Balance Sheet**  
**February 28, 2023**  
**General Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 02/28/2023	Current FYTD Variance from 11/30/22
<b>Assets:</b>							
Total Cash & Cash Equivalents	2,377,714	2,596,924	2,940,888	3,413,908	3,497,836	4,730,225	1,232,390
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	102,054	(30,059)
Total Assets	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,258</b>	<b>3,522,578</b>	<b>3,629,949</b>	<b>4,832,280</b>	<b>1,202,331</b>
<b>Liabilities</b>	145,758	85,577	313,638	344,511	215,952	148,562	(67,390)
<b>Composition of Fund Balance</b>							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						-	
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Current YTD						1,990	
Designated:							
Improvement Fund	1,102,434	352,434	352,434	352,434	352,434	-	(352,434)
Current YTD--net of revenues						-	
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Current YTD						-	
Designated: MTT settlements							
Designated: TEEN ZONE							
Current YTD							
Unreserved/Undesignated	696,080	272,195	1,753,090	1,852,576	2,319,024	2,554,955	235,931
Current YTD	(23,885)	1,478,262	99,487	466,448	235,931	1,622,155	1,386,224
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	4,683,718	1,269,720
<b>Total Liabilities &amp; Fund Balance</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,258</b>	<b>3,522,578</b>	<b>3,629,950</b>	<b>4,832,280</b>	<b>1,202,331</b>

**Ypsilanti District Library**  
**Period Ending 2/28/23 (25% of Year)**  
**General Fund**

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	4,093,856	2,117,787	65.9%
<b>Expenditures</b>							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,872,651	657,161	2,215,490	22.9%
Dept 200 Michigan Ave.	555,976	542,948	619,718	741,220	173,570	567,650	23.4%
Dept 300 Outreach/bookmobile	82,140	92,558	103,158	306,297	61,379	244,918	20.0%
Dept 400 Outreach/Superior Township	158,483	162,269	230,011	484,343	107,472	376,871	22.2%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,240,401	273,093	967,308	22.0%
Dept 600 Donations	12,312	21,629	52,305	-	41,148	(41,148)	NA
Dept 700 Grants	7,405	19,079	31,359	-	5,445	(5,445)	
Total	4,069,379	4,051,904	4,550,633	5,644,912	1,319,267	4,325,645	23.4%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	2,774,589		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		(1,152,434)		
Fund balance - beginning of period	2,652,675	3,002,161	3,468,609	3,604,539	3,604,539		
Fund Balance - end of period	3,002,161	3,468,609	3,604,539	4,171,270	5,226,694		

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2023  
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	817,426	76.6%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	162,577	17.5%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,071,167	79.4%
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	0	0.0%
443.000	State Aid Direct	32,931	35,678	43,256	45,084	0	0.0%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	0	0.0%
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	0	0.0%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	2,182	36.4%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	7,409	37.0%
657.600	Proctor Fees	429	263	574	0	15	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	0	0.0%
662.100	Community room rentals	575	0	1,250	2,500	275	11.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	625	25.0%
681.000	Donations Designated	5,100	0	0	0	0	0.0%
681.080	Donations/Memorials	4,555	7,170	7,736	600	1,558	259.7%
687.000	Interest/Checking	1,037	457	1,383	950	2,736	288.0%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	7,889	121.4%
688.000	Interest/Endowment	0	6,227	0	0	1,990	
689.000	Dividends-MML	4,219	4,312	7,460	6,000	0	0.0%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	0	0.0%
691.000	CARES act Credit	0	6,400	0	0	0	
<b>Total Revenue</b>		<b>5,536,898</b>	<b>5,838,824</b>	<b>5,963,558</b>	<b>6,211,643</b>	<b>4,075,850</b>	<b>65.6%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2023  
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	657,068	685,029	758,009	839,879	205,560	24.5%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	3,240	36.0%
702.150	Bank Fees	3,176	1,888	2,494	5,400	438	8.1%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	3,563	22.8%
705.000	Employee Recognition Awards	336	804	689	750	51	6.8%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	3,749	25.3%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	49,234	24.0%
715.100	ACA Taxes Paid by employer	295	331	555	740	0	0.0%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	24,671	19.5%
719.000	FSA Admin Fee	707	729	624	758	150	19.8%
727.000	Office Supplies	26,412	24,088	38,242	32,400	13,898	42.9%
727.050	CARES act Exp	95	6,305	0			
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	4,537	14.2%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	0	0.0%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	3,061	28.1%
754.000	Health Insurance	361,059	394,266	380,631	470,886	115,065	24.4%
756.000	Delta Dental	34,311	34,322	32,832	36,383	8,681	23.9%
757.000	Employee Assistance Program	579	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	1,202	28.7%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	3,244	36.2%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	5,426	38.1%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	1,847	8.8%
769.050	Classified Advertising	460	432	733	1,000	0	0.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	45,804	15.5%
774.100	Data Bases	21,988	24,948	28,073	50,000	23,198	46.4%
774.800	System Wide DVDs	2,959	493	61	500	0	0.0%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	5,203	14.9%
774.950	Play Kits	1,447	2,590	2,975	5,000	162	3.2%
774.975	Library of Things	0	2,876	8,799	13,000	565	4.3%
801.000	Major Events	6,768	2,805	9,143	17,390	1,493	8.6%
801.500	Learning Never Gets Old	2,246	1,999	2,999	0	0	
802.000	Mileage/Travel Reimbursement	289	775	4,754	5,000	1,835	36.7%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	550	12.2%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	1,018	15.1%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	1,264	3.6%
810.000	Capital Outlay - Buildings	600	5,197	650	5,000	0	0.0%
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	0	0.0%
811.100	Capital Outlay - Technology	0	0	0	120,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	0	0.0%
840.000	Repair & Main Bldg		0	-5,825	0	0	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	38,984	28.0%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,343	92.0%
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	97.7%
850.500	Software Subscription	14,762	21,823	35,693	35,722	11,138	31.2%
890.000	The Library Network	2,796	2,796	2,796	4,500	0	0.0%
928.000	Postage	19,334	20,112	18,912	22,447	3,865	17.2%
965.000	Auditing Service	7,425	7,875	8,100	8,325	0	0.0%
975.000	Legal	6,422	5,280	11,191	10,000	113	1.1%
975.500	Legal - Negotiations	0	0	7,620	0	0	
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	1,513	5.5%
980.500	Branding Costs	1,188	2,201	894	2,500	480	19.2%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	473	7.5%
982.000	MTT Charge Back City	208	471	48	2,000	291	14.6%
983.000	MTT Charge Back TWP	200	1,070	3,873	7,500	878	11.7%
983.100	MTT Charge Back-Superior Twp	985	184	1,467	5,000	0	0.0%
984.050	Contributions/Endowment	0				250	
<b>Total</b>		<b>2,163,719</b>	<b>2,132,617</b>	<b>2,357,850</b>	<b>2,872,651</b>	<b>657,161</b>	<b>22.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2023  
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	396,590	402,866	423,056	506,014	125,041	24.7%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	1,154	12.3%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	4,087	18.5%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	2,336	15.4%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	274	9.1%
776.050	Periodicals - Youth	0	0	0	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	769	13.7%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	448	21.8%
801.500	Learning Never Gets Old	0	0	0	1,250	76	6.1%
802.200	Parking	3,600	3,600	3,600	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	18,869	10,000	68,081	29,000	9,179	31.7%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	0	0.0%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	4,723	23.6%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	3,168	22.4%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	3,085	27.2%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	0	0.0%
901.000	Programs-Youth	2,659	1,762	606	2,500	644	25.7%
940.000	Phone	4,535	4,553	2,631	4,695	582	12.4%
943.000	Natural Gas	3,624	3,946	4,838	5,777	2,230	38.6%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	3,137	15.3%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	629	8.6%
980.000	Professional Contractual (Security)	0	0	0	50,440	8,409	16.7%
<b>Total</b>		<b>555,976</b>	<b>542,948</b>	<b>619,718</b>	<b>741,220</b>	<b>173,570</b>	<b>23.4%</b>
<b>Dept 300 Outreach/bookmobile</b>							
702.000	Salaries	69,159	70,870	77,276	244,241	60,002	24.6%
775.000	Library Materials	5,303	5,084	5,857	5,250	255	4.9%
801.500	Learning Never Gets Old	0	0	0	3,000	388	12.9%
811.000	Capitall Outlay Vehicle	0	0	0	35,000	0	0.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	140	1.2%
943.000	Fuel	1,661	1,967	6,040	6,813	593	8.7%
<b>Total</b>		<b>82,140</b>	<b>92,558</b>	<b>103,158</b>	<b>306,297</b>	<b>61,379</b>	<b>20.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2023  
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 400 Outreach/Superior Township</b>							
702.000	Salaries	146,792	149,424	211,331	358,053	84,818	23.7%
702.800	Salary/Pages	0	0	0	9,360	0	0.0%
771.000	Adult Books & Processing	0	0	0	15,550	1,204	7.7%
772.000	Youth Books & Processing	0	0	0	12,400	799	6.4%
775.000	Library Materials	5,842	6,553	7,388	0	0	
776.000	Periodicals	0	0	0	500	62	12.4%
778.000	Audio/Visual	0	0	0	1,550	300	19.3%
801.500	Learning Never Gets Old	0	0	0	750	0	0.0%
810.000	Cap Outlay Building		0	0	3,000	1,795	59.8%
810.100	Cap Outlay Improvements		0	0		0	
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	6,872	137.4%
840.025	Campbell Maint Contract	0	0	0	6,600	1,661	25.2%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	6,000	42.9%
900.000	Programs - adult	543	580	267	600	107	17.9%
901.000	Programs - Youth	468	624	655	600	539	89.9%
940.000	Phone	1,134	1,138	782	4,156	512	12.3%
943.000	Natural Gas	659	650	1,097	11,636	1,445	12.4%
947.000	DTE - Electric	960	1,044	1,299	10,061	1,222	12.1%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	134	2.4%
980.000	Professional/Contractual	0	0	0	25,000	0	0.0%
<b>Total</b>		<b>158,483</b>	<b>162,269</b>	<b>230,011</b>	<b>484,343</b>	<b>107,472</b>	<b>22.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2023  
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 2/28/23 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	701,249	722,800	749,625	782,222	183,119	23.4%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	6,922	18.5%
771.000	Adult Books	41,293	41,604	44,654	41,400	11,274	27.2%
772.000	Youth Books	23,641	27,802	29,974	29,000	6,229	21.5%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	348	7.0%
776.050	Periodicals - Youth	759	745	617	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	1,446	13.5%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	713	21.6%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	12,399	20.9%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	5,724	21.0%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	9,551	21.9%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	6,000	23.4%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	941	22.4%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	2,980	22.9%
903.000	Equipment Maintenance	820	1,564	0	3,000	0	0.0%
940.000	Phone	9,070	9,105	5,277	10,063	1,234	12.3%
943.000	Natural Gas	24,227	30,040	31,451	31,680	10,418	32.9%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	13,280	12.6%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	514	7.0%
980.000	Professional/Contractual	38,000			0		NA
<b>Total</b>		<b>1,089,344</b>	<b>1,080,805</b>	<b>1,156,233</b>	<b>1,240,401</b>	<b>273,093</b>	<b>22.0%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	Total Revenue	18,888	37,195				
	<b>Total Donated revenue</b>	<b>18,888</b>	<b>37,195</b>	<b>106,336</b>		<b>6</b>	<b>NA</b>
<b>Expenditures:</b>							
	Total Expenditures	12,312	21,629				
	<b>Total Expenditures</b>	<b>12,312</b>	<b>21,629</b>	<b>52,305</b>		<b>41,148</b>	<b>NA</b>
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	Total Grant Revenue	13,080	42,333				
	<b>Total Revenue</b>	<b>13,080</b>	<b>42,333</b>	<b>16,670</b>		<b>18,000</b>	<b>NA</b>
<b>Expenditures</b>							
	Total Expenditures	7,405	19,079				
	<b>Total Expenditures</b>	<b>7,405</b>	<b>19,079</b>	<b>31,359</b>		<b>5,445</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>5,675</b>	<b>23,254</b>	<b>-14,689</b>		<b>12,555</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
<b>Total Other Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>NA</b>
<b>Total Revenue</b>		<b>5,568,866</b>	<b>5,918,352</b>	<b>6,086,564</b>	<b>6,211,643</b>	<b>4,093,856</b>	
<b>Total Expenditures</b>		<b>4,069,379</b>	<b>4,051,904</b>	<b>4,550,633</b>	<b>5,644,912</b>	<b>1,319,267</b>	<b>23.4%</b>
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	2,774,589	
	Fund Balance Beginning of Year	2,652,675	2,752,161	3,218,609	3,454,539	3,454,539	
	Board Designation	-1,400,000	-1,400,000	-1,300,000	0	-1,152,434	
	<b>Ending Fund Balance</b>	<b>2,752,161</b>	<b>3,218,609</b>	<b>3,454,539</b>	<b>4,021,270</b>	<b>5,076,694</b>	



**Ypsilanti District Library  
Balance Sheet  
February 28, 2023  
Capital Asset Replacement Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 02/28/2023	Current FYTD Variance from 11/30/22
<b>Assets:</b>							
Cash and Current Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	2,157,457	801,294
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	2,157,457	801,294
<b>Liabilities</b>	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,837,457	949,525
<b>Total Liabilities &amp; Fund Balance</b>	399,522	1,478,745	2,665,015	3,503,051	1,356,163	2,157,457	801,294

Ypsilanti District Library  
Capital Expenses  
Period Ending 2/28/23 (25% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 2/28/23 ACTUAL
<b>Revenue</b>					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	20,339
688.000	Interest	4,986	1,181	97	2,145
Other departments		-	-		-
<b>Total</b>		<b>59,589</b>	<b>858,374</b>	<b>450,968</b>	<b>22,484</b>
Transfer from Operating Fund		1,400,000	1,400,000	1,300,000	1,504,868
<b>Expenditures</b>					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual		16,860	97,989	-
Subtotal		-	16,860	97,989	-
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	272
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	9,751
801.000	Major Events		3,544	7,744	2,111
812.000	Capital Outlay - Eq/Furn			208,175	3,589
850.000	Automation - Technology			91,123	11,345
910.000	Site Development	106,263	32,064	-	-
943.000	Fuel/Natural Gas			1,482	-
975.000	Legal/Attorney	10,944	16,797	720	-
980.000	Prof/Contractual	12,709	21,763	-	-
981.000	Architect Fees	93,110	275,895	142,813	2,298
955.100	General Contractor	46,274	655,988	3,167,412	532,116
985.300	Outside Contract Expense	-		42,875	15,144
Subtotal		269,300	1,006,671	3,866,658	576,626
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	1,201
Subtotal		-	410,262	387,987	1,201
<b>TOTAL Capital Expenditures</b>		<b>269,300</b>	<b>1,433,793</b>	<b>4,352,633</b>	<b>577,828</b>
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	949,525
Beginning Fund Balance		<b>1,474,716</b>	<b>2,665,005</b>	<b>3,489,586</b>	<b>887,932</b>
<b>Ending Fund Balance</b>		<b>2,665,005</b>	<b>3,489,586</b>	<b>887,930</b>	<b>1,837,457</b>

Capital Asset Replacement Fund  
Composition of Fund Balance

		Superior Project	Other	Total
<b>2019</b>	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
<b>2020</b>				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
<b>2021</b>				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
<b>2022</b>				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
<b>2023</b>				
Board Assigned		352,434	1,152,434	
YTD Capital Campaign & Int	2/28/2023	22,484		
YTD Expenditures	2/28/2023	-576,626	-1,201	
Balance	2/28/2023	531,116	1,306,341	1,837,457

	Project Summary Through:	
	2/28/2023	2/28/2023
	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,397,936	
Expense	-5,719,254	-927,838
	531,116	1,306,341

# Check Register Report

Date: 03/21/2023

Time: 1:06 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75364	02/09/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	1/28/23 cleaning Superior	60.00
75365	02/09/23	Printed			0000000025	AFLAC	#5 & #6 pay periods	113.80
75366	02/09/23	Printed			AES	ALLIED EAGLE SUPPLY CO	blue brag/liner/tissue	435.44
75367	02/09/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	sub fee 2023	2,633.00
75368	02/09/23	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/23 #0667	1,612.52
75369	02/09/23	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/23 #4669	1,766.43
75370	02/09/23	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/23 #4396	856.50
75371	02/09/23	Printed			BEAL	BEAL PROPERTIES LLC	2023 parking	3,600.00
75372	02/09/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	leader dog poster	48.00
75373	02/09/23	Printed			BBT	BLACK AND BROWN THEATRE	3/18/23 Rapunzel performance	500.00
75374	02/09/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	1/6-2/5/23 billing	292.72
75375	02/09/23	Printed			BSB	BSB COMMUNICATIONS INC.	1/24/23 service call	145.00
75376	02/09/23	Printed			CEN	CENGAGE LEARNING	sweet soft	50.23
75377	02/09/23	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 2/19/2023	2,372.95
75378	02/09/23	Printed			CCSL	COLLEGE FOR CREATIVE STUDIES	lost ILL-Hypnerotomachia	55.51
75379	02/09/23	Printed			0000000039	DEMCO, INC.	laminate	177.98
75380	02/09/23	Printed			DTE ENERGY	DTE ENERGY	whit 12/22/22-1/23/23 coverage	6,971.25
75381	02/09/23	Printed			DTE ENERGY	DTE ENERGY	MA 12/29/22-1/27/23 coverage	1,657.58
75382	02/09/23	Printed			DTE ENERGY	DTE ENERGY	whit street light Jan 2023	48.90
75383	02/09/23	Printed			FIND	FINDAWAY WORLD, LLC	How do Dinosaurs say good nigh	474.91
75384	02/09/23	Printed			MAGE	MARCELA GEDDES	Spanish storytime 2/25/23	100.00
75385	02/09/23	Printed			GEC	GLOBAL INDUSTRIAL	MA downstairs drinking fountai	1,276.15
75386	02/09/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit youth supplies	53.31
75387	02/09/23	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Zebra plastic card printer	1,332.90
75388	02/09/23	Printed			KANO	KANOPY INC.	260 titles 1/31/23	503.20
75389	02/09/23	Printed			0000000051	THE LIBRARY NETWORK	Envisionware serv 1/1-12/31/23	1,945.00
75390	02/09/23	Printed			AFSCME	MICHIGAN AFSCME	Feb 2023 dues	706.05
75391	02/09/23	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/22-7/1/23 policy prem	2,657.00
75392	02/09/23	Printed			MIDWESTTAP	MIDWEST TAPE	503313718/503313721.....	1,505.15
75393	02/09/23	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla ending 1/31/23	16,789.89
75394	02/09/23	Printed			NICH	NICHE ACADEMY	renewal 2023	2,800.00
75395	02/09/23	Printed			OV	OVERDRIVE, INC.	2 titles	2,340.86
75396	02/09/23	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	camera replacement	2,213.25
75397	02/09/23	Printed			PP	PROGRESSIVE PRINTING	4 location bkmk 7,500	719.00
75398	02/09/23	Printed			QM	Q+M	TALK info sheet 1/2023	460.00
75399	02/09/23	Printed			QUAD	QUADIENT LEASING USA, INC.	12/5/22-3/4/23 mail machine	237.00
75400	02/09/23	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	world today series 22-2023	450.93
75401	02/09/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	MA Jan 2023	3,995.19
75402	02/09/23	Printed			SHOW	SHOWCASES	20-CD 12 vinyl	214.92
75403	02/09/23	Printed			SPL	SOUTHFIELD PUBLIC LIBRARY	lost-ILL Father Divine	22.95
75404	02/09/23	Printed			MASP	MARY SPENCER	2/21/23 Air Fryer program	200.00
75405	02/09/23	Printed			STADIUM TR	STADIUM TROPHY	Williams nameplate/badge	22.99
75406	02/09/23	Printed			STAPAD	STAPLES ADVANTAGE	st 01/25/23	1,306.42
75407	02/09/23	Printed			0000000316	U S POSTMASTER	permit #658 LOOP spring 2023	3,600.00
75408	02/09/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Feb 2023	90.00
75409	02/09/23	Printed			WBTP	WEST BLOOMFIELD TOWNSHIP	lost ILL- Beginner's Welsh	18.95

# Check Register Report

Date: 03/21/2023

Time: 1:06 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75410	02/09/23	Printed			WMU	WESTERN MICHIGAN UNIVERSITY	lost-ILL Theory/Practice of H	75.00
75411	02/09/23	Printed			0000000021	Y C U A	MA 12/16/22-1/15/23	575.54
75412	02/09/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 1/31/23	72.50
75413	02/24/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior-Feb 2023	1,980.00
75414	02/24/23	Printed			ALER	ALERUS FINANCIAL	emply cont Feb 2023	19,299.23
75415	02/24/23	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold/tissue/liner	621.28
75416	02/24/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior Feb 2023 service	135.13
75418	02/24/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	Jan 2023 billing	3,640.62
75419	02/24/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Hoening renewal 4/30/23	306.00
75420	02/24/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 1/31/23	115.01
75421	02/24/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 1/31/23	758.72
75422	02/24/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 1/31/23	545.18
75423	02/24/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 1/31/23	452.59
75424	02/24/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 1/31/23	459.51
75425	02/24/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 1/31/23	21.81
75426	02/24/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 1/31/23	417.09
75427	02/24/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 1/31/23	5,002.35
75428	02/24/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 1/31/23	1,922.46
75429	02/24/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 1/31/23	3,593.69
75430	02/24/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 1/31/23	882.39
75431	02/24/23	Printed			BASIC	BASIC	Feb 2023 FSA admin	50.00
75432	02/24/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	bus card/Stiger-Johnson-Goff	273.00
75433	02/24/23	Printed			BBR	BLACK MEN READ	3/18/23 program	500.00
75434	02/24/23	Printed			BA	BLACKSTONE PUBLISHING	Rise of Magicks	7.95
75435	02/24/23	Printed			BCN	BLUE CARE NETWORK OF MI	March 2023 coverage	48,468.11
75436	02/24/23	Printed			CAMPINC	CAMPBELL, INC	whit-Acq area 11/21/22	2,210.00
75437	02/24/23	Printed			JCARY	JAMES CAREY	Jan 2023 service	3,240.00
75438	02/24/23	Printed			CEN	CENGAGE LEARNING	Giuliani	161.94
75439	02/24/23	Printed			0000000567	CENTER POINT PUBLISHING	Night Travelers	147.42
75440	02/24/23	Printed			KACH	KAYLA CHENAULT	MLKDay-authors program	50.00
75441	02/24/23	Printed			COMMU	COMMUNICO	2/28/23-2/28/2024 sub fee	4,016.23
75442	02/24/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Jan 2023 coverage	5,737.94
75443	02/24/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	March 2023 coverage	2,933.97
75444	02/24/23	Printed			0000000039	DEMCO, INC.	3 key doc - whit	815.32
75445	02/24/23	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	Dec 2022 service	112.50
75446	02/24/23	Printed			PJH	PHILLIP JAMES HALE	3/18/23 Jazz performance	100.00
75447	02/24/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 2/13/23	222.65
75448	02/24/23	Printed			JFGAA	JEWISH COMMUNITY FOUNDATION	Irene Butter Fund-3 speakers	500.00
75449	02/24/23	Printed			LLLLL	LANGUAGE LIZARD, LLC	head, shoulders, knees	143.43
75450	02/24/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Super-3 shade staff area	5,694.00
75451	02/24/23	Printed			0000000051	THE LIBRARY NETWORK	Tumble/Creative 2023 sub	2,876.30
75452	02/24/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	March 2023 coverage	3,014.46

# Check Register Report

Date: 03/21/2023

Time: 1:06 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75453	02/24/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 1/15-2/14/23 overage	843.59
75454	02/24/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Walker memb/conf 3/30/23	335.00
75455	02/24/23	Printed			MIDWESTTAP	MIDWEST TAPE	503347033/503347035/503347031	388.85
75456	02/24/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Feb 2023 service	128.00
75457	02/24/23	Printed			OV	OVERDRIVE, INC.	01576CO23044726....	3,744.56
75458	02/24/23	Printed			DESI	DESIRAE SIMMONS	MLK authors program	50.00
75459	02/24/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior Jan 2023 service	2,665.16
75460	02/24/23	Printed			AMAZ	SYNCB AMAZON	statement 2/10/23	641.04
75461	02/24/23	Printed			TDSM	TDS	2/22-3/21/23 service	777.00
75462	02/24/23	Printed			TERM	TERMINIX	MA BB dogs 1/23/23	669.00
75463	02/24/23	Printed			TPG	THE PLAYFUL GROVE, LLC	MLK authors program	50.00
75464	02/24/23	Printed			VERIZON	VERIZON WIRELESS	1/10-2/9/23 COVERAGE	383.06
75465	02/24/23	Printed			0000000030	VISION SERVICE PLAN - MI	March 2023 coverage	839.70
75466	02/24/23	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit Feb 2023 service	337.95
75467	02/24/23	Printed			WSUMEL	WAYNE STATE UNIVERSITY	lost ILL-Social welfare policy	246.75
75468	02/24/23	Printed			YACF	YPSILANTI AREA COMMUNITY FUND	Longworth donation	250.00

**Total Checks: 104**

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

**203,934.81**

**Total Payments: 104**

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

**203,934.81**

# Check Register Report

Date: 03/21/2023

Time: 1:06 pm

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIFTH THIRD BANK Checks</b>								
2071	02/10/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	Super-parking/banner	571.00
2072	02/10/23	Printed			CEN	CENGAGE LEARNING	haven	24.00
2073	02/10/23	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior Dec 2022 billing	2,298.22
2074	02/10/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior donor event	177.74
2075	02/10/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior/ending 11/30/2022	162,831.47
2076	02/27/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Superior final invoice-tables	5,510.00
2077	02/27/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior-ending 12/31/22	124,974.15
					<b>Total Checks: 7</b>		<b>Checks Total (excluding void checks):</b>	<b>296,386.58</b>
					<b>Total Payments: 7</b>		<b>Bank Total (excluding void checks):</b>	<b>296,386.58</b>
					<b>Total Payments: 111</b>		<b>Grand Total (excluding void checks):</b>	<b>500,321.39</b>

# Communications



**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
FEBRUARY 21, 2023  
PROPOSED MINUTES  
PAGE 15**

**E. RESOLUTION 2023-8, RESOLUTION TO APPROVE CONTRACT WITH DTE  
FOR LIGHTING ALONG HARRIS ROAD**

The following resolution was moved by Trustee McGill supported by Treasurer Lewis.

**CHARTER TOWNSHIP OF SUPERIOR  
WASHTENAW COUNTY, MICHIGAN  
FEBURARY 21, 2023**

**RESOLUTION 2023-8**

**RESOLUTION TO APPROVE CONTRACT WITH DTE FOR LIGHTING ALONG  
HARRIS ROAD**

**WHEREAS**, the Charter Township of Superior provides street lighting to residents within the urban service district of the Township; and,

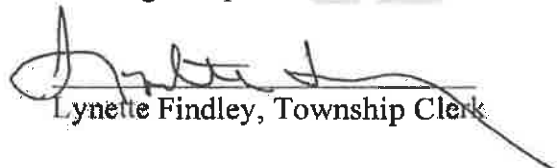
**WHEREAS**, the Township has determined that additional street lighting is needed on N. Harris Road between MacArthur Blvd. and Geddes Road.

**WHEREAS**, DTE is offering to install 6 (six) 136w LED with gray housing, and six (6) Code 48 support arms on existing wooden poles.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township administrative staff is authorized to execute any documents necessary with DTE to install street lighting as depicted in the proposed DTE map which shall be paid from the general fund in the amount of \$8, 469.28 (eight thousand, four hundred sixty-nine and twenty-eight).

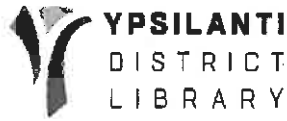
**CERTIFICATION STATEMENT**

I, Lynette Findley, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on February 21, 2023, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

  
Lynette Findley, Township Clerk

2/21/2023  
Date Certified

The motion carried by unanimous vote.



Lisa Hoenig <lisa@ypsilibrary.org>

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## RE: street lighting

1 message

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**Brandon R Faron** <brandon.faron@dteenergy.com>  
To: Ken Schwartz <kenschwartz@superior-twp.org>  
Cc: Lisa Hoenig <lisa@ypsilibrary.org>

Mon, Mar 13, 2023 at 6:12 PM

Good evening.

Wanted to let you know that the signed agreement and check was received at my office today. I have since processed this job in the system. As soon as I have an estimated start date, I'll be sure to send you an update.

FYI...Our typical process allows 90 days from the date the signed agreements and payment are received. This being said, I would assume mid-June for construction.

Please let me know if you have any questions. Have a great day!

### Brandon R. Faron

DTE Community Lighting

Account Manager-Sales & Marketing

Cell: 734.309.2937

Office: 734.397.4017

To report a streetlight outage-please click the link below:

[Report Streetlight Outage](#)

---

**From:** Brandon R Faron  
**Sent:** Tuesday, January 31, 2023 10:13 AM  
**To:** Ken Schwartz <kenschwartz@superior-twp.org>  
**Cc:** Lisa Hoenig <lisa@ypsilibrary.org>  
**Subject:** RE: street lighting

Good morning, Ken.

I sent the agreement back on December 19. See attached.

# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/21/2023  
**Re:** Superior Planning Committee report

Mary and I attended site meetings on 2/24 and 3/21. We plan to meet again on 4/21. Project status:

- Replace exterior egress lights per building official - S1EM fixtures have arrived; O'Neal plans to have them installed when the main switchgear is installed (tentative date 4/14). Once this is complete we will receive an unconditional Certificate of Occupancy.
- Fireplace wireless module has been installed but wireless controls are finicky; working to tweak.
- Bollard handrail near drive-up book return is now in place. Will be painted this spring.
- The majority of the exterior punchlist is complete. The balance of items are temperature sensitive and will be completed in the spring.
- Boiler room temperature – quote to add an exhaust fan to the space to maintain lower temperatures approved. Awaiting parts.
- Circulation desk and millwork punchlist – complete. Banco (the subcontractor) was replaced to finish this work and is not happy with O'Neal's decision. They are threatening to go to the bond company. Daniels & Zermack supports O'Neal's decision; Banco was difficult to work with.
- Boiler room white noise in Women's restroom – O'Neal working with plumber to reconfigure Unistrut supporting the pump that contributes the most vibration; stay tuned.
- OHM Punchlist – I attended the walkthrough on 3/2. OHM to provide final list of requirements to O'Neal – mostly grading issues.
- Walkway plantings – a patron tripped over a raised area of curb last month near the entry walk. The team proposes additional plantings to better define the boundaries of the walkway. O'Neal will get a quote for the additional plantings.

TelSystems has made progress on A/V installation in the meeting room, but more programming needs to be done, and a few minor elements are still backordered.

Interior signage is mostly complete and really gives the space a finished look. Two signs had defects and are being remade; the building dedication plaque arrived and is awaiting installation.

Garden bed planning is moving along, and seeds have been started! Staff have requested installation of a fence to keep out the many deer in the area.

Recognition plaques for trees donated in memory of loved ones are on order, to be installed in spring.

Margolis will return in April to re-seed and inspect last fall's plantings.

EFIS in the back SE corner of the building has a color-match issue that will also be addressed in spring.

Ground mural designs are out to vote! The selected design will be painted as a community art project in mid-May.



**To:** YDL Board Facilities Committee  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/21/2023  
**Re:** Facilities Committee report

The Facilities Committee met virtually on 3/13 to discuss the capital improvement projects proposed for this year in addition to the capital outlay projects in the Operating budget. The Committee felt all projects are necessary, though none are glamorous. YDL staff were instructed to proceed.

An overview of the projects discussed follows, with quotes obtained to date. Information on the current Capital Improvement fund balance is also attached.

#### Whittaker Sidewalk Reconstruction

With last year's reconstruction of the North parking lot, just one phase of our original pavement plan remains. Phase IV (the back South lot) is the smallest phase, and remains a lower priority. After Phase II was completed last year, I discussed a possible sidewalk reconstruction project with Brian Barrick of Beckett & Raeder. The Whittaker sidewalk has suffered greatly from heaving over the years. We have done leveling work, and made many (ugly) patches, but the entry becomes more of a safety concern over time. The only lasting way to resolve this is to reconstruct it completely, with a reinforced foundation.

We would need to do the work in two consecutive phases to avoid a closure, and use the Café or Community Room door as an entrance for part of the time. Brian tells me paving bids are trending downward, and the estimate he provided last fall is probably rather conservative.

**\$171,173.25**

\*\*

#### Whittaker Windows – additional bays

We have completed the recommended sealing of two of the 6 curtain wall window bays (#4 and #5). Bay #2 was the original test bay two years ago and some sealing was performed at that time. In theory we have 4 bays yet to complete. Bays #1, #2, and #3 have been leaking considerably with recent rains. Bay #6 is the storytime room and less of an issue.

Whittaker's carpeting very much needs replacing, but I cannot recommend new carpet until we resolve these leaks. When we re-carpet, I also plan to implement elements of the space plan reconfiguration – so much hinges on resolution of the window issue.

Last year we did roof sealing work in lieu of a window phase. We have noticed one area with wet ceiling tiles this winter, indicating some water is still making its way through somewhere. Jared Lawrence of Terracon recommends doing some testing to determine the source. If this work is performed when the windows are being worked on, it will maximize our savings in lift rental.

**\$4,000** = approximate cost for water infiltration testing to locate roof leak, plus

~~**\$135,475** = approximate cost for window washing, consulting, and work for 2 bays.~~

OR

**\$268,960** = approximate cost for window washing, consulting, and work for all 4 remaining bays.

(Facilities Committee recommended doing all 4 bays and putting this project behind us.)

\*\*

#### Whittaker HVAC System Gasket Replacement

Whittaker is heated with water piped in a loop around the building. The system is 20 years old, and we have had gasket failures in a number of locations. Each time one of these gaskets fails there is leaking, possibly resulting in damage to materials and equipment. The repairs require a full shut-down and draining of the system, which is disruptive and expensive. After the last incident, I asked Campbell to provide a quote for preemptively replacing all the gaskets, to save money and avoid disruptions. They quoted this on a not-to-exceed time and materials basis, and estimate the work would take 2-3 weeks.

**\$39,358.00**

# YDL Whittaker - Plaza Renovations

## Ypsilanti District Library

### Estimate of Probable Construction Costs

September 2022

DESCRIPTION	UNIT	UNIT COST	QTY.	UNIT TOTAL
<b>SITE PREPARATION AND EROSION CONTROL</b>				
Inlet Filter	ea	\$250.00	4	\$1,000.00
Pedestrian Traffic Control	ls	\$1.00	1,500	\$1,500.00
Vehicular Traffic Control	ls	\$1.00	1,500	\$1,500.00
Concrete Removal	sf	\$2.50	9,800	\$24,500.00
Concrete Base Removal (8")	cy	\$55.00	243	\$13,365.00
				<b>\$41,865.00</b>
<b>EARTHWORK</b>				
MDOT Class II Sand Base (6")	cy	\$30.00	174	\$5,220.00
Misc. Base Preparation & Trenching	ls	\$1.00	650	\$650.00
				<b>\$5,870.00</b>
<b>PAVEMENTS</b>				
Concrete Paving (6")	sf	\$10.00	9,380	\$93,800.00
Concrete Garden Curb	lf	\$28.00	380	\$10,640.00
				<b>\$104,440.00</b>
<b>SITE UTILITIES</b>				
Pavement Edge Drain, 4" HDPE Perf	lf	\$12.00	650	\$7,800.00
Storm Structure Tap for Edge Drain	ea	\$250.00	0	\$0.00
				<b>\$7,800.00</b>
<b>UNDERCUT ALLOWANCE</b>				
Over-Excavation (12" depth for 10-25% of area)	cy	\$35.00	0	\$0.00
Engineered Fill (12" depth for 10-25% of area)	cy	\$27.00	0	\$0.00
				<b>\$0.00</b>
<b>SITE CONSTRUCTION TOTAL</b>				
<b>SUBTOTAL</b>				<b>\$159,975.00</b>
General Conditions & Mobilization (2%)				\$3,199.50
Owner Contingency (5%)				\$7,998.75
<b>SITE CONSTRUCTION COST TOTAL</b>				<b>\$171,173.25</b>

#### Notes:

- Estimate represents work to be installed immediately and does not include escalation for deferral.
- Material costs have been highly volatile during the pandemic. Estimate reflects BRI's best available information.



Ypsilanti District Library Building Envelope Repair Phase 3

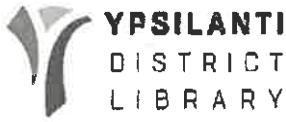
Cost Estimate

Date: 2/24/2023

Based on: Terracon drawings dated 6/2/2020



Category Name:	Pricing Source:	(4) Bay Total	(2) Bay Total	Remarks:
Building Permit	Not Included	\$0	\$0	Not Required for Phase 1 or 2
Performance Bond	Allowance	\$1,950	\$975	
GENERAL CONDITIONS				
General Conditions	O'Neal Construction	\$29,893	\$14,947	Part-Time Supervision
Window Cleaning	Allied	\$3,200	\$1,950	
Quality Control	Terracon	\$14,000	\$7,500	
DOORS & WINDOWS				
Glass & Glazing	Glasco	\$180,837	\$90,419	
Sub-Total:		229,880	115,790	
OCI OH&P: %		27,586	13,895	12.00%
Construction Contingency:		11,494	5,790	5.00%
TOTAL:		\$268,960	\$135,475	



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

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**RE: Wet Ceiling Tiles**

1 message

**Lawrence, Jared B** <Jared.Lawrence@terracon.com>

Tue, Feb 28, 2023 at 1:11 PM

To: Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;, Nicole Wallace &lt;nwallace@onealconstruction.com&gt;

Thank you for the photos. The roof sealing was an attempt to get all of those ceiling leaks in one fell swoop. I can take another look when we kick-off the next phase, but there isn't much up there to look at again. I think the next step here is to do some testing. I would assume that one full day will be adequate (with an outside chance of a second). Although we will do some of that from the roof, we will also want access to the top of the wall. In order to save some money, I would suggest that we plan on a day after the lift has been delivered but before the contractor starts working. We could schedule a day when they are on another job for a day or two (seems to me that happened once or twice last year), but this can be difficult to schedule/coordinate and avoid weather. Doing it first thing would be best, and easiest for everyone to plan for too. Nicole, please provide any comment.

Lisa, for budgeting, I would plan on about \$4,000 for testing and a report. \*

Thank you,

Jared

---

**From:** Lisa Hoenig <lisa@ypsilibrary.org>**Sent:** Tuesday, February 28, 2023 12:25 PM**To:** Lawrence, Jared B <Jared.Lawrence@terracon.com>; Nicole Wallace <nwallace@onealconstruction.com>**Subject:** Fwd: Wet Ceiling Tiles

FYI Jim sent me these this morning to document what we saw during yesterday's hard rain.

Lisa

----- Forwarded message -----

**From:** Jim Reed <jreed@ypsilibrary.org>**Date:** Tue, Feb 28, 2023 at 10:32 AM**Subject:** Wet Ceiling Tiles**To:** Lisa Hoenig <lisa@ypsilibrary.org>

--  
Lisa Hoenig, Director



Phone: (419) 476-4444

Fax: (419) 476-9352

## WORK AUTHORIZATION AGREEMENT

**Customer:** Ypsilanti Dist. Library Whitake  
**Site Contact:** Mr. Jim Reed  
**Project**  
**Address:** 5577 Whitaker  
**City:** Ypsilanti  
**State/Zip:** MI 48197  
**Phone #:** 0

**Project Name:** Re-Gasket Hot Water Heating System  
**Contact:** Ms. Lisa Hoenig  
**Invoice**  
**Address:** 5577 Whitaker  
**City:** Ypsilanti  
**State/Zip:** MI 48197  
**Email:** 0

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

**Proposal#**

**PP16398**

**Subject:** Hot Water Heating System Grooved Fitting Gasket Replacement

Due to the ongoing problems with leaks in the hot water heating system Campbell recommends replacement of the EPDM gaskets used on the grooved fittings.

**Scope of work:**

- 1) Strip insulation to expose the fittings.
- 2) Disassemble, clean and inspect the pipe and fittings for excessive wear 2" - 4".
- 3) Replace each fitting gasket and apply sealant.
- 4) Fill and test the system integrity.
- 5) Reinsulate effected pipe and fittings.

**Total Cost:** Thirty Nine Thousand, Three Hundred Fifty Eight Dollars (\$39,358.00)

Please note, our price is based on the assumption that the fittings are in usable condition, any fittings found that can't be reused will be quantified and quoted separately.

**Exclusions:** overtime work, any repair or additional work not included in this scope.

**We reserve the right to withdraw this proposal if not accepted within 30 days.**

**TERMS:** 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.

**Additional terms and conditions on the second page.**

**CONTRACTOR:**

Campbell, Inc.  
DocuSigned by:

Kevin Coakley  
Kevin Coakley

3/2/2023

(DATE)

**CUSTOMER:**

(SIGNATURE)

(PRINT NAME)

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2

Capital Asset Fund Balance	\$	1,837,457.00
Estimated Superior costs outstanding	\$	600,000.00
Capital improvements approved 3/1/23	\$	28,000.00
<b>Approximate balance</b>	<b>\$</b>	<b>1,209,457.00</b>
**RAM construction final payment???		
Whittaker sidewalk reconstruction*	\$	171,173.25
Whittaker windows -- 4 bays	\$	268,960.00
Water infiltration testing**	\$	4,000.00
HVAC system gasket replacement	\$	39,358.00
<b>Total proposed 2023 improvements</b>	<b>\$</b>	<b>483,491.25</b>

\*Additional funds will be required for sidewalk reconstruction; see New Business C.

\*\*Does not include any repairs that may be recommended.

In January 2024 we will commit additional incoming revenue to the capital improvements fund.

**Director's**  
**Report**  
**and attachments**

## Library Director's Report March 22, 2023

### New toys!

We are moving forward with plans for a variety of upgrades.

- We released an RFP for a new Integrated Library System on 3/8. It's a BIG step! A modern system will perform better for both our staff and patrons, and give us the ability to provide enhancements we've long dreamed about. The deadline for proposal submissions is 4/14. We'll be working through a careful vetting a review process before bringing our top choice to the Board. We're shooting to launch a new system in Spring 2024.
- Community Relations Coordinator Sam Killian took the initiative to redesign [ypsilibrary.org's](https://ypsilibrary.org) main landing page following attendance at a library marketing conference. The changes are intended to get users more quickly to the information they're seeking. It has a splashy look – check it out!
- With electrical infrastructure now in place, our IT staff were finally able to install new meeting room technology at Whittaker – including in the Board Room. We will demonstrate it Wednesday night!
- I have arranged to test drive a few new vehicles that could potentially replace the Flex. We earmarked \$35,000 in the budget for this purchase; I hope to have a proposal to announce by our next meeting.

### Facilities:

- The basement lighting upgrade in the Michigan Avenue Youth basement is complete. A remarkable improvement!
- Michigan Avenue now has a new drinking fountain on each floor; they both include bottle fillers.
- Electrical work to prepare for the installation of lockers was delayed; we are now shooting for early April.
- The bookmobile has been in and out of the shop a number of times in recent weeks. We are losing confidence in the service provider we've been using and are on the hunt for a new one again.

### Personnel:

- YDL Head of Acquisitions Services Sarah Zawacki has accepted a new position with MCLS, working on the MeLCat database. We are delighted for Sarah, but sad for us! Her position has been posted; deadline for applications is 4/7.
- We received a better-than-expected response to the part-time Custodian posting, and interviews have been scheduled.

### Side Notes:

- With the recent ice storm and widespread power outages that followed, YDL was busier than we have seen it since prior to the pandemic. It was wonderful to have so many visitors at once again. With the high-quality library services, improved wi-fi, and device charging stations they found on offer, we think they'll be back! YDL was the only warming center open in Ypsilanti on the Friday following the storm, 2/24.
- Scrutinizing a recent bill, I discovered that our natural gas provider, Constellation Energy, had been charging us sales tax on purchases since we switched from DTE. It was somewhat buried in the bill, but I'm glad I found it – we've been credited for all the tax we paid, and the credit paid for our current bill plus some.
- I met with Superior Township Supervisor Ken Schwartz and 3 engineers from OHM on 3/20 to discuss the balance owed on the Harris Road widening project and YDL's repayment plan. Given delays and inflation, the total cost is over \$120,000 more than anticipated. We are looking at some potential solutions to reduce this burden; stay tuned.

# **YDL Dashboards**

# Department Reports



# Acquisitions Department Board Report

## March 2023

### Department News and Activities

- This will be my last board report as Acquisitions Head Librarian, as I have submitted my resignation. My final day will be March 24. I have greatly enjoyed my nearly 10 years here at YDL.
- A first group of zines are now available for browsing at Michigan Avenue! They can be found in the catalog by doing a series search for “the local collection.”
- I recently presented about the A.P. Marshall African American Oral History Archive as part of an intergenerational event about the Great Migration.
- 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 28% encumbered.
- 237 items were cataloged in February.
- 1,889 items, including 1,036 e-items, were added in February.
- YDL borrowed 819 items from other libraries via MeLCat in February.
- YDL loaned 1,052 items to other libraries via MeLCat in February.
- 64 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki  
March 15, 2023

**Assistant Director**

**Board Report: March, 2023**

- The RFP for a new ILS has been released! Proposals are due on April 14. It was interesting to me that TLC declined to submit (this is the vendor of the shared TLN system). They are a large and popular vendor, and I have liked their interface in the past.
- The flooring in the staff break room has been polished and sealed by Ron Pierson. It looks a million times better, although I am not interested in working with Mannington again. Sigh. That said, thank you to Ron!
- Jim and I (mostly Jim, ha ha) have been assembling furniture for the time-out room. Once we purchase and install a door, we will be in compliance with requirements for nursing mothers on staff. It obviously serves a dual purpose of creating a nice place for staff to recalibrate, pray, take a private phone call, etc.
- Two big-ticket items requested by the Safety Patrol have arrived: the AED machine for Superior and the Knox Box for Michigan Avenue. More installation work for Jim...
- Several of us attended payroll demos by three different vendors. They all shared similar features, but Zenefits is the winner! Thanks to Andy for organizing it all. This will be a significant administrative improvement.
- With regret, we accepted Sarah Zawacki's resignation as Head of Acquisition Services. Sarah did a great job leading some exciting new projects, including the Library of Things and the local collection. She will be missed, but we wish her all the best in her new work-from-home role with MCLS.
- With Sarah's resignation, I am looking for new representation on the Washtenaw Read Selection Committee. This is a big time commitment, making it a "tough sell" for many people. Having served on both the Selection Committee and the Steering Committee, I can attest to the heavy lift.
- The Strategic Plan is finally ready for review! There are some great initiatives lined up, and we hope the Board members will be as enthusiastic as we are to get going.
- I was interviewed by an EMU student about book bans and censorship. They are spreading like wild fire across the country, so I am very pleased when young people get involved and learn about how dangerous these initiatives are.
- We received some very qualified applicants for the part-time custodial position. This is such a large building with a skeletal staff dedicated to actual cleaning. It would be ideal if they both could join the team!
- Just a reminder that the Friends are having a pop-up sale on March 25 from 11-3:00. Stop by and stock up!
- We are a GO for the volunteer potluck! Mark your calendar for Tuesday, April 25 from 12-2:00, and let YDL staff feed your bodies and souls.
- The annual March Madness statistics are attached for you here. All digital products continue to grow. Only the database usage declined, and that can be attributed to Ancestry Library pulling back their remote access, which is unfortunate.

**Submitted by Julianne Smith, March 16, 2023**

[illegible]



Home Improvement Reference Center	1	0	2	2	0	1	0	0	0	0	0	0	0	6
Humanities Source	0	2	0	0	0	0	0	0	0	0	0	8	3	13
Image Collection	7	14	15	8	6	11	11	0	30	6	28	21		157
Jewish Studies Source	0	2	0	0	0	0	0	0	0	0	8	3		13
Learning Express Library (LML)	0	0	3	8	2	2	0	0	0	9	10	11		45
Legal Information Reference Center	10	21	0	11	10	7	1	0	2	0	1	0		63
Legal Source	0	2	0	0	0	0	0	0	0	0	8	3		13
Library & Information Science Source	0	2	1	0	0	0	0	0	0	0	9	3		15
Literary Reference Center	1	23	0	14	18	0	2	0	2	0	10	3		73
Mango Languages	155	176	243	237	258	186	141	124	161	152	183	139		2155
Marketline and Medtrack Co. Profiles	0	2	0	0	1	0	0	0	0	0	9	3		15
MAS Complete	1	25	0	8	18	0	0	0	2	0	18	6		78
MasterFILE Complete	1	27	1	8	11	0	2	0	3	0	23	6		82
Medical Video & Animation Collection	0	2	0	1	0	0	0	0	0	0	9	0		12
Michigan History Magazine	0	0	0	0	0	0	0	0	0	0	1	2		3
Middle and Junior High Core Collection	0	0	0	0	0	0	0	0	0	0	0	0		0
Middle Search Plus	1	25	0	8	18	0	0	0	2	0	17	6		77
Muzzy	3	8	5	0	6	30	3	2	6	3	7	4		77
My Heritage Library Edition	67	115	85	43	0	6	116	36	68	0	0	0		536

Newspaper Source Plus	9	26	6	9	8	3	2	0	26	0	14	4	107
Newswires	16	14	16	9	15	11	11	0	31	6	29	10	168
<i>Niche Academy</i>	150	118	19	299	35	33	21	0	7	27	71	33	813
Nonfiction Core Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Novelist K-8 Plus	0	0	0	0	0	0	17	0	0	0	5	0	22
Novelist Plus	5	12	48	17	1	18	24	13	4	22	25	70	259
Opposing Viewpoints in Context	0	0	1	0	0	0	0	0	0	0	0	0	1
PebbleGo													141
Poetry & Short Story Reference Center	0	0	0	6	0	0	0	0	0	0	1	0	7
Points of View Reference Center	1	23	0	7	18	0	0	0	2	0	9	3	63
Political Science Complete	0	2	0	0	0	0	0	0	0	0	8	3	13
Primary Search	1	25	0	8	7	0	0	0	2	0	17	6	66
Professional Development Collection	1	23	0	7	7	0	0	0	2	0	9	3	52
Psychology & Behavioral Sciences Collection	1	23	0	7	7	0	3	0	2	0	9	3	55
Read It!	1	21	0	7	7	0	0	1	2	0	1	0	40
Referencia Latina	1	21	0	7	7	0	0	0	2	0	1	0	39
Regional Business News	0	2	0	0	0	0	0	0	0	0	8	3	13
Science Reference Center	11	33	14	18	22	5	20	6	45	5	33	21	233

Senior High Core Collection	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Small Business Reference Center	0	0	0	4	0	0	0	0	1	1	0	0	6	
Small Engine Repair Reference Center	0	0	0	0	0	0	0	0	0	0	0	0	0	
Topic Overviews K-5	0	0	0	0	0	0	0	0	0	0	0	0	0	
Topic Overviews 6-12	0	0	0	0	11	0	0	0	0	0	0	0	0	11
Topic Overviews in Public Libraries	1	21	0	7	7	0	0	0	4	0	2	0	42	
TumbleBook Library	96	58	66	84	53	33	55	42	40	26	76	34	663	
Tutor.com	4	0	1	2	0	2	40	0	0	0	47	3	99	
Value Line Investment Survey (searches not sessions)	4299	5531	2835	6901	5490	2640	3476	2664	8312	6791	6901	8592	64432	
Video Encyclopedia of the 20th Century	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vocational Studies Premier	0	2	0	0	0	0	0	0	0	0	8	3	13	
Web News	16	14	16	9	15	11	11	0	31	6	29	10	168	
World History Image Collection	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	6110	7653	4362	8571	6974	3493	4715	3399	9293	7307	8250	9584	79,711	

2021=125,054

Blue = MEL

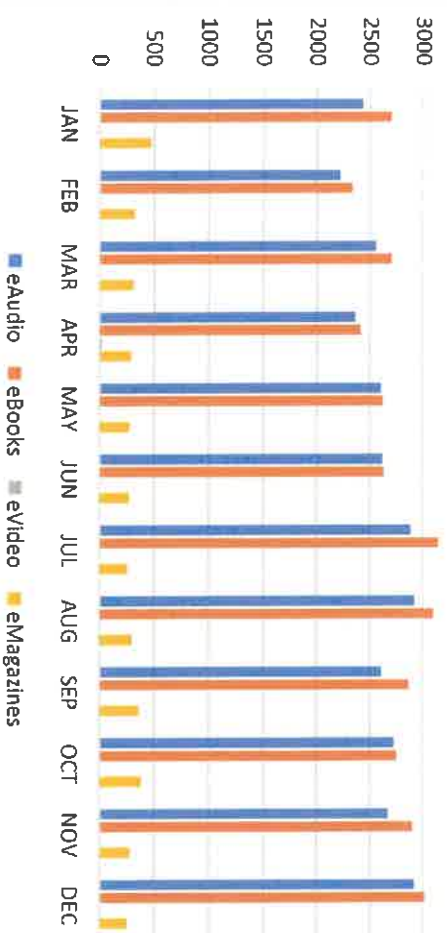
Red = YDL Subscription

	WHIT	MICH	SUP	MAP Adventures Selected
January	7	0	0	Hudson Mills Metropark, Kensington Metropark, Michigan Philharmonic, Yankee Air Museum
February	7	0	1	Legoland Discovery Center Michigan, Hudson Mills Metropark, Lower Huron Metropark, Michigan Firehouse Museum, Yankee Air Museum
March	18	4	6	Dexter-Huron Metropark, Kensington Metropark, Lower Huron Metropark, SEA LIFE Michigan Aquarium, Hudson Mills Metropark, Lake St. Clair Metropark, Michigan Firehouse Museum, Oakwoods Metropark, Wolcott Mill Metropark, Yankee Air Museum
April	9	2	5	Michigan Firehouse Museum, Lower Huron Metropark, SEA LIFE Michigan Aquarium, Seven Lakes State Park, Waterloo State Recreation Area, Kensington Metropark, Kids n Stuff Children's Museum, Outdoor Adventure Center, Saugatuck Dunes State Park
May	26	6	2	Kensington Metropark, Lake Erie Metropark, Maybury State Park, Yankee Air Museum, Delhi Metropark, Detroit Institute of Arts, Dexter-Huron Metropark, Hudson Mills Metropark, Lower Huron Metropark, Rentschler Farm Museum, Saugatuck Dunes State Park, Willow Metropark
June	20	5	4	Detroit Institute of Arts, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Lake Erie Metropark, Lower Huron Metropark, Oakwoods Metropark, Pinckney State Recreation Area, Yankee Air Museum
July	19	5	1	Kensington Metropark, Lower Huron Metropark, P.J. Hoffmaster State Park, Plymouth Historical Museum, Detroit Institute of Arts, Howell Nature Center, Hudson Mills Metropark, Lakeport State Park, Lake St. Clair Metropark, Pinckney State Recreation Area, Stony Creek Metropark, Yankee Air Museum
August	29	17	3	Detroit Institute of Arts, Howell Nature Center, Huron Meadows Metropark, Kensington Metropark, Lower Huron Metropark, Museum of Contemporary Art Detroit, Pinckney State Recreation Area, Yankee Air Museum, Dexter-Huron Metropark, Belle Isle Park, Brighton Recreation Area, Detroit River International Wildlife Refuge, Lake Erie Metropark, Legoland Discovery Center Michigan, Oakwoods Metropark, Outdoor Adventure Center, Saugatuck Dunes State Park, Wilson State Park
September	16	6	9	Cranbrook Art Museum, Howell Nature Center, Kensington Metropark, Lake Erie Metropark, Lower Huron Metropark, Michigan Renaissance Festival, Willow Metropark
October	11	15	3	Hudson Mills Metropark, Kensington Metropark, Lower Huron Metropark, Willow Metropark, Yankee Air Museum, Lake Erie Metropark, Oakwoods Metropark
November	8	11	1	Detroit Institute of Arts, Lower Huron Metropark, Willow Metropark, Flint Institute of Arts, Kensington Metropark, Yankee Air Museum
December	3	1	5	Yankee Air Museum, Detroit Institute of Arts, Kensington Metropark
<b>TOTAL</b>	<b>173</b>	<b>72</b>	<b>40</b>	<b>285 Adventures in 2022! (2021=113)</b>



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eAudio	2427	2211	2553	2354	2603	2615	2884	2918	2604	2724	2667	2915	31,475
eBooks	2703	2331	2710	2412	2624	2634	3153	3104	2872	2753	2903	3018	33,217
eVideo	13	4	7	17	4	2	2	2	0	0	0	0	51
eMagazines	473	326	316	294	279	276	261	304	367	384	281	251	3,812
<b>TOTAL</b>	<b>5616</b>	<b>4872</b>	<b>5586</b>	<b>5077</b>	<b>5510</b>	<b>5527</b>	<b>6300</b>	<b>6328</b>	<b>5843</b>	<b>5861</b>	<b>5851</b>	<b>6184</b>	<b>68,555</b>

Overdrive Usage 2022



2021=57,891

#### USER DATA

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
New Users	99	78	104	88	102	84	127	109	129	85	93	125	1,223
Unique Users	1167	1136	1202	1207	1232	1270	1360	1364	1302	1325	1337	1417	1,277
													average

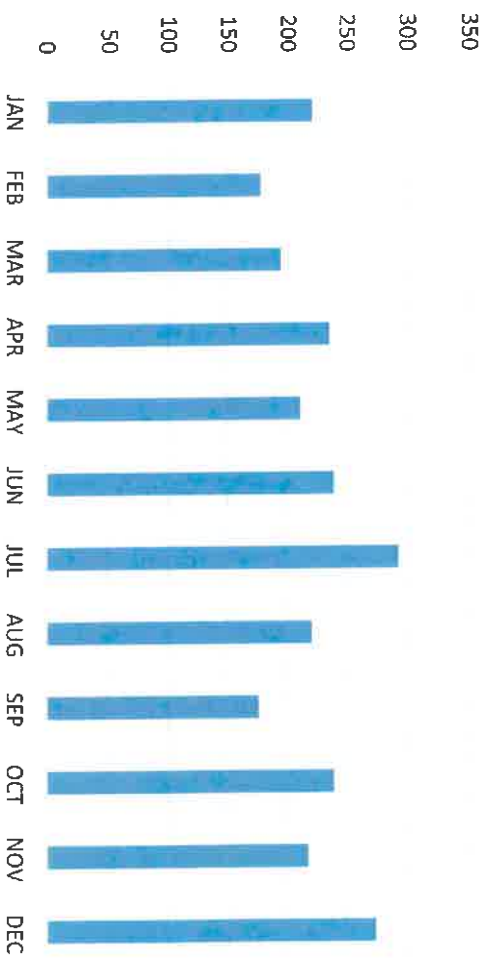
2121 new = 791

2121 average = 1,023

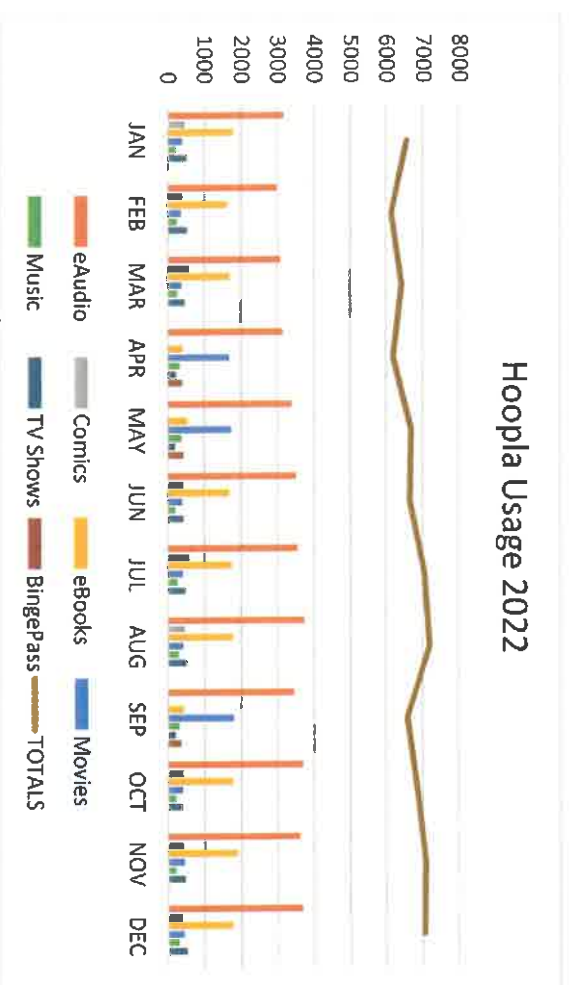
## OVERDRIVE 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
1.70 Credits	0	0	0	0	0	214	263	198	161	197	175	232	1440
1.80 Credits	0	153	155	201	185	0	0	0	0	0	0	0	694
1.90 Credits	192	0	0	0	0	0	0	0	0	0	0	0	192
3.40 Credits	0	0	0	0	0	20	18	19	10	29	31	36	163
3.60 Credits	0	19	29	23	15	0	0	0	0	0	0	0	86
3.80 Credits	22	0	0	0	0	0	0	0	0	0	0	0	22
K. Kids	2	1	1	2	2	2	0	1	2	4	4	2	23
K. Kids Series	5	4	9	10	9	4	4	3	3	10	8	5	74
Great Courses	0	0	0	0	0	0	9	0	0	0	0	0	9
TOTALS	221	177	194	236	211	240	294	221	176	240	218	275	2,703

Kanopy Usage 2022



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eAudio	3167	2983	3080	3151	3395	3521	3565	3749	3455	3,706	3626	3680	41,078
Comics	450	397	552	19	24	414	579	446	27	383	383	360	4,034
eBooks	1786	1613	1696	408	544	1689	1747	1775	424	1768	1897	1759	17,106
Movies	384	356	373	1682	1728	388	408	411	1801	392	451	435	8,809
Music	214	250	256	327	371	204	256	286	310	209	215	287	3,185
TV Shows	511	520	456	219	191	418	475	502	206	369	470	508	4,845
BingePass	51	29	17	393	430	17	19	22	361	23	31	23	1,416
<b>TOTALS</b>	<b>6563</b>	<b>6148</b>	<b>6430</b>	<b>6199</b>	<b>6683</b>	<b>6651</b>	<b>7049</b>	<b>7191</b>	<b>6584</b>	<b>6850</b>	<b>7073</b>	<b>7052</b>	<b>80,473</b>



2021=71,550

### UNIQUE USERS

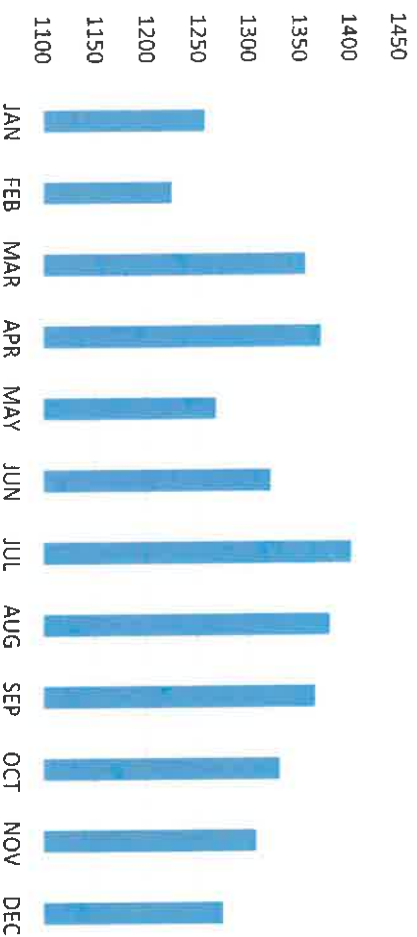
JAN	1257
FEB	1225
MAR	1357
APR	1373
MAY	1269
JUN	1323
JUL	1403
AUG	1382
SEP	1367
OCT	1332
NOV	1309
DEC	1276

### AVERAGE

1,323

2021=845

### Unique App Users by Month



### NEW USERS

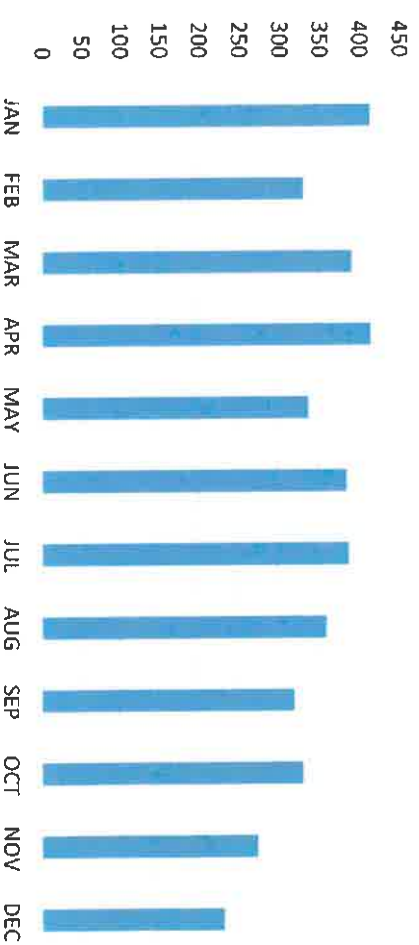
JAN	414
FEB	331
MAR	392
APR	416
MAY	338
JUN	386
JUL	389
AUG	361
SEP	321
OCT	332
NOV	276
DEC	234

### TOTAL

4,190

2021=2,042

### New App Users Added Each Month

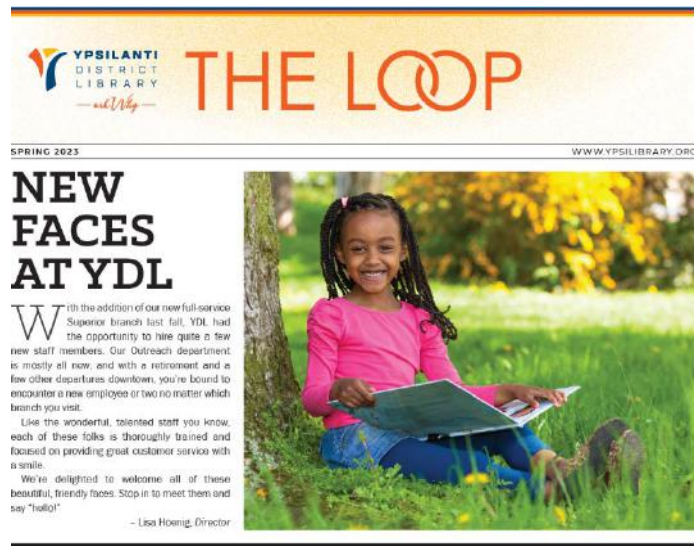


# Community Relations

Monthly report: March, 2023

## Major print/design pieces produced:

- We printed the Spring Loop, which covers March-May and includes information about National Library Week, our gardens and seed library, Terrence Williams, our new Board Member, and more.
- We're helping coordinate a large order of TALK promotional materials to distribute among other participating libraries.
- Our new homepage, designed to be more accessible and point people to the information they're most interested in, will be unveiled next week.



## Promotions

- **Family Read:** We created a press release and blog post highlighting the Family Read kickoff and activities. We also made a monitor slide for all locations and boosted a Facebook post about the kickoff event to increase attendance. The press release generated some news coverage that is outlined below.
- **Superior Storytimes:** We also created a press release highlighting the fact that you can take books home from Superior Storytimes, and highlighted the contributions from the Rotary Club of Ann Arbor that helped fund that initiative. We also called out the grant from the Dresner Foundation that helped increase the amount of play materials that are available.

## Notable Media Mentions

- The A2Y Chamber highlighted our Family Read information as well as the news about our Superior Storytime grants in their newsletters.
- MLive had a piece about the Family Read activities and upcoming virtual author visit.
- The Seed Library was included in a recent list of fun things to do around Ann Arbor in a writeup that called out our Seed Exchange event at Superior.
- The Eastern Echo plans to publish a piece about the Family Read activities in an upcoming issue.

## 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.

*Submitted by Sam Killian on March 15, 2023*

## Notable Social Media activity

- Our post sharing information about the Bicentennial Walking event along the Huron River reached more than 830 people and got more than 50 engagements...we're a good vessel for connecting people to community resources and activities.
- Our post on the day of the Family Read Kickoff reached more than 1,000 people with nearly 70 engagements.
- Our post sharing the MLive coverage of the Family Read reached more than 1,300 people with nearly 150 engagements.
- Our boosted Family Read post reached more than 2,500 people with more than 340 engagements.
- Our post about the Preschool and Kindergarten research fair reached almost 2,500 people with over 1,100 engagements.
- Our post requesting teen leaders for the Superior Library Mural project reached over 1,180 people.
- On Instagram, a video from the outreach team about "the lengths we go to for a good book" got over 130 likes. It also got over 1,300 views and 300 likes on Tik Tok, generating a good batch of comments on each platform.
- We're steadily gaining followers on TikTok (up to almost 150) and have almost 2,000 video likes. We've published more than 50 videos so far.







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Sign in to MLive.com with Google



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**Ypsilanti District Library**

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1 more account

Ann Arbor

## Nationally-acclaimed author pays virtual visit to Ypsilanti library's 2023 Family Read

Updated: Mar. 10, 2023, 9:42 a.m. | Published: Mar. 10, 2023, 8:41 a.m.



NEW!

By **Grace Tucker | [gtucker@mlive.com](mailto:gtucker@mlive.com)**

YPSILANTI, MI - Families can enjoy craft making, cooking workshops and book clubs as part of the Ypsilanti District Library's annual Family Read, featuring nationally-acclaimed author Lisa Yee and her book "Maizy Chen's Last Chance."

This year, Family Read programming and events will take place in both the Ypsilanti and Belleville areas. Activities kick off Saturday, March 11, at Ypsilanti District Library's Michigan Avenue and Whittaker Road branches at 3 p.m. and 2 p.m., respectively, and at the Belleville Area District Library at 2 p.m.

The Ypsilanti libraries have hosted Family Read since 2018 and decided to team up with the Belleville library this year as an "opportunity to share (Family Read) with a larger community," Ypsilanti District Library Community Relations Coordinator Sam Killian said.

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Ultimately, Family Read aims to "engage families and kids with literature and (help them) develop a shared love of reading," Killian said.

In previous years, Ypsilanti library staff members have selected Family Read books that offer a unique perspective, Killian said. Last year, the event featured children's book "American as Paneer Pie" by Supriya Kelkar, which tells the story of an Indian-American girl navigating prejudice in her small Michigan town.

For this year's selection, the Ypsilanti and Belleville libraries jointly selected "Maizy Chen's Last Chance" for its "touching story and unique voice," Killian said. The book tells the story of 12-year-old Maizy, who learns about her grandfather's journey from China to America while visiting her grandparents in Last Chance, Minnesota.

"'Maizy Chen's Last Chance' is the most personal book I've ever written," Yee, who has authored more than 21 children's books, said on her [website](#), "Like Maizy, my story began in China - a place I've never been to. Like Maizy, I'm a Chinese-American from Los Angeles. And, like Maizy, when I was 11 years old I knew little about my family history."

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Praised for its ability to weave a multi-generational family narrative with American history, “Maizy Chen’s Last Chance” has been recognized as a National Book Award Finalist, a Newbery Honor Winner and an Asian American Pacific Literature Award Winner.

This year’s Family Read features polymer clay workshops, a cream cheese wonton-making class and a family story album workshop led by volunteers. “Maizy Chen Spring Break Activities” will take place from Monday, March 27. through Friday, March 31. at the Ypsilanti District Library Michigan Avenue, Whittaker Road and Harris Road branches and the Belleville Area District Library.

The month’s events culminate in a virtual author visit with Lee on Saturday, April 15, streaming at 2:30 p.m. at the Belleville Area District Library and at 3 p.m. at Ypsilanti District Library’s Whittaker Road Branch. The visit will be followed by a panel question-and-answer session led by book club members at each library.

Readers can access a full schedule of 2023 Family Read events [here](#).

#### **More from The Ann Arbor News:**

[5 fun things to do in and around Ann Arbor this weekend \(March 10-12\)](#)

[Happy little trees: Art studio brings Bob Ross techniques to Chelsea](#)

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[‘We live in a death-denying culture.’ Death Café tackles taboo subject](#)

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## **Around the Web**

**The Mystery Of The “World’s Loneliest House” – And The Dark Truth About Why It’s Empty!**

## **Customer Services**

Monthly report: March 2023

### ***Circulation Stats***

For the month of February, we checked out 40,504 items system wide.

Patrons also downloaded 14,706 digital items.

We also issued 413 new library cards.

The Whittaker Road library had 41 curbside appointments.

### ***Fine Free Initiative***

One way to track the impact of going fine free is to calculate the dollar amount of items that have gone to "Lost" status.

In February of 2022 the total charged to patrons' accounts for lost items was \$5,709. In February of 2023 the amount was \$4,816. Which is sixteen percent less than the prior year. Going fine free doesn't appear to be impacting the rate of lost items.

Submitted by *John Connaghan* on March 13, 2023

## DEVELOPMENT REPORT

March 2023

### PROCESSES AND REPORTING

Andrew and Chris continue to collaborate on processes to create greater efficiency and accuracy in **donation processing, recording and reporting**. A preliminary draft gift processing procedure has been submitted to Lisa. The three of us will work on crafting the final procedure. The goal is to attain accuracy in reconciliation of gifts for data collection and reporting purposes. Andrew is using YDL's AirTable platform to enter gift information which will provide a cross-check of all donations received with our DonorTools donor database used for gift and grant recording.

Another process that is being worked on is **donor acknowledgement**. Chris and Lisa will first address thank you letters. We may be able to move to a more segmented thank you model where thank you processing is shared between the Library Director and Development. This is a first step in developing a plan which creates various acknowledgement and stewardship activities depending on the gift level. Chris will also be exploring opportunities for Board members to be a part of the process. An example is follow-up thank you calls or personal notes to donors from Board members presented on a monthly basis.

As a process for **grant application and writing** is being developed, Chris began by distributing a list of upcoming grant opportunities, grants being written and final report deadlines at our last administrative staff meeting. As Chris learns of potential grant opportunities, she will notify Department Heads at which point they can begin considering various projects/programs that might fit the opportunity. Once our strategic plan is finalized, this will help us in determining where to best place our time and energy. Andrew is also developing a process for helping staff track grant expenses that is consistent across departments. He has already begun working with staff using this process on current grants that we are implementing.

### PROGRAM GRANTS

#### Submitted

**American Library Association Great Stories Club** – Ask of \$500 for Michigan Ave.; reading and discussion program engaging teens who face difficult challenges.

**Rotary Club of Ann Arbor** – Ask of \$5,000 for free books for 2023 Summer Challenge. Awards announced at the end of April.

**Graham Sustainability Scholars 2023** – Ask of \$4,000 for an intern to create Gardening and sustainability STEM lessons.

#### In Process

**Great Michigan Read 2023/24** – Author tour and supplies for this year's book, Firekeeper's Daughter by Angeline Boulley. Paula is attending a workshop this month.

**Fifth/Third Bank** – Lisa and Chris will be preparing information to submit to our contact, Jerod Gigger, as a preliminary request for support for the new library as a result of our meeting with him in February.

## **Awarded**

**Toyota North America** - \$30,000 for K-12 STEM education across all three library branches for one year. Staff are meeting this week to flesh out our plan for the program, which will then be submitted to Toyota. We are now partners with Toyota in their five-year Driving Possibilities Initiative. YDL is part of the STEM & STEM-based CTE Awareness team which also involves WISD, Parkridge - WCC, EMU, YCS, LCS, Leslie Science and Nature Center, UM Wolverine Pathway and Unite STEM.

Chris and Sam are developing a way to easily capture all promotions and materials created in support of grants to provide a robust file for grant reporting.

## **SUPERIOR CAPITAL CAMPAIGN**

**Funds Raised: \$1,943,546**

**Balance to Raise: \$56,454**

Outreach continues with the following businesses and foundations:

**Comerica Bank** – Chris will try making contact one more time. If no movement, we will “bless and release” Comerica for the time being.

**Washtenaw County Board of Commissioners**

**Benard Maas Foundation**

**Lloyd and Mabel Johnson Foundation**

Chris and Lisa are currently working on scheduling VIP tours at the new library for major donors to the campaign, as well as prospects. Jeannette Sharpe from Domino’s and her team member, Megan, visited on March 15<sup>th</sup>. They expressed a desire to continue their support and are particularly interested in the interactive play area at Superior. They will also be providing pizza for the May 13<sup>th</sup> ground mural painting. She will try to round up other Domino’s team members to join the fun on the 13<sup>th</sup>.

## **ANNUAL APPEAL UPDATE**

Total funds raised so far total \$11,471 received from 70 donors.

**Return Rate:** 10.6%

**Average Gift:** \$163.87

## **FUN FUNDRAISING FACT**

**Dec. 2022 – March 16, 2023:** 101 donations totaling \$121,341

**Dec. 2021 – March 16, 2022:** 94 donations totaling \$190,040 (includes several large capital campaign gifts)

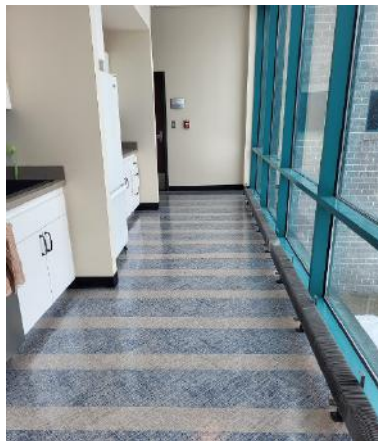
Report respectfully submitted by Chris McMullen, Development Coordinator  
March 16, 2023

# Facilities Department

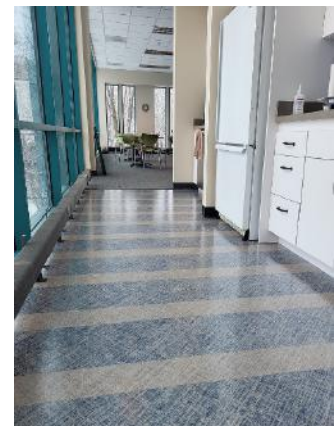
## Board Report: March 2023

Facilities has a few things happening this last month. Here are some of the highlights.

The drinking fountain at Michigan Ave was installed in the Youth Department. Associated Plumbing had cut open the wall, and reroute the plumbing. Facilities put in new drywall, and painted. Associated Plumbing came back to do the install with some of our help.



Whittaker Road breakroom flooring was re-installed after a few months of delay in the tile shipment. After the install, Ron buffed and waxed the new flooring. Looks great now!



The It Department got new TV's for Room 1C, and the Boardroom. Facilities repainted room 1C before the TV was hung on the wall by IT. Facilities helped with the large TV in the Boardroom.

Helping out the Friends of the Library. They got a couple new carts for themselves, one to use for moving materials around from the loading dock, to the shop, and the

mezzanine. The second one is for book sales at the Superior branch. Facilities assembled both of the carts.



**Submitted by: Jim Reed**

**March 16, 2023**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 2023

## Status Report

- New self-check at Whittaker Rd – We have a new self-check to install at Whittaker Rd and have collaborated with staff on the location. We look forward to increasing this offering in what appears to be a popular and active area of our lobby. It will also provide welcomed redundancy to our self-check systems that have been in service for quite a few years now.
- 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 recently finished installing equipment in 3 Rooms at Whittaker Rd. We're excited to provide this great offering. We are now complete in installing four rooms at Whittaker Rd with screens ranging from 50 to 86 inches. We'll be moving to complete our last 2 rooms at Michigan Ave in the coming month.
- 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 – We've finally seen some significant improvement here. Unfortunately things got worse before they were able to get better. It appears some upper level issue existed with our Internet provider. We noticed 2 additional impacts that appeared to further degrade our service, one around late November, and a significant impact on March 1. We were happy to see that after the issue resolved from the last major impact many of our other items that we've been tracking improved significantly.
- Zoho Management– We have identified a product that will streamline 3 of our existing systems into one. This should allow us to more efficiently manage mobile solutions such as laptops as well as improve our capacity to maintain all of our computer systems in a myriad of ways. We look forward to being able to order the product soon.

## Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine additional points of improvement through-out 2023.

## New or Upcoming Items

- New ILS System – We look forward to taking part in the selection and implementation process for an exciting new ILS system.



## Michigan Avenue Board Report: February 2023

### Programs

We are in the home stretch now and AARP has already done 175 tax returns at Mich Ave with a month to go. All staff have to be on board to make this program work but special thanks go to our new circ clerk Rachel Resin for making the reminder calls and spending the time to fill open slots. Today, our other new circ clerk, Dr. Kathryn Ziegler, led YDL's first Queer Book Club and it was a rousing success with full registration, attendance, and a wait list. Excited attendees were eager to check out next month's selection. Shoshanna kicked off the inaugural local zine collection this month with a zine-making program run by Emma Roeder. Scott's Paranormal Club had 16 people this month with a palm reader this time. The racism film series had 4 people in physical attendance and 4 people in virtual attendance. Crafternooners made bamboo and wine cork bulletin boards.

Pat's Celebrate Spring had 40 people in attendance and Family Read Kickoff event included remembering ancestors and had 15 people. Jenny's Dungeons and Dragons has now grown to 4-6 in attendance, a good number for this game. Jenny's Bubble Wrap Appreciation day had 25 people in attendance. 826MI is tutoring 8-11 kids every week. Maddy's family painting was full, once again, and Stephanie had great attendance to her Little Ones storytime. The Teen Advisory Group has an additional member. They regularly change over the Teen Zone bulletin board and they also went to the Ozone House drop-in center to spread news about programs.

### Staff

Maddy, Kelly, Stephanie and I went to meet with new Ozone House staff who will be working at the Drop-in Center. Aaron wrote a grant for an author visit in June from a Michigan Notable Author and we will be hosting Ghassan Zeineddine and Sally Howell, editors of *Hadba Baladuna: Arab American Narratives of Boundary and Belonging*. Kelly has submitted a grant for the YALSA Great Stories Book Club. Stephanie has submitted a grant for funding for the community vegetable, pollinator, and cut flower gardens. She has also had multiple ½ hr meetings to gather community volunteers.

### Building

The huge improvement at Michigan Ave are the new lights in the youth department. I've included on p. 2 the before and after photos taken with our security cameras. The old lighting made the youth department look like it was in grey fog. The new lighting makes the colors brighter, camera footage clearer, and staff and patron moods are lighter. These photos don't really show how dramatic the difference is so we hope you can stop by to see the difference. We want to thank the board for putting the financial investment into this major improvement in our youth staff's well-being. Also, in progress is a closet and shelving to park chair carts, tables, and consolidate all youth materials and music equipment into that space. Once the new 85" TV and the accompanying AV equipment, the Program Room will be streamlined with state-of-the-art technology.



Joy Cichewicz  
March 21, 2023



Before New Lights



After New Lights



## **Outreach Board Report - March 2023**

### **BOOKMOBILE**

- **Women's' History Month**
  - Resources and displays in celebration of women representing all cultures.

### **SCHOOL VISITS**

- **Bookmobile**
  - **Visit at East Arbor Academy**
    - **Monday, March 6, 2023 - Reading Month**
      - Kihlee Brenen, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian were present at the school.
      - There were six classes - 1st grade - 3rd grade
      - There were 112 students in attendance
      - There was story time and the students checked out books.
  - **Visit to Ford Learning Center**
    - **Tuesday, March 21, 2023**
      - Ken MacGregor, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be present.
      - This visit will include six classes - 2nd-4th grade
      - There will be 149 students in attendance.
      - There will be a new partnership with the Spanish Immersion program and we will have a Spanish Story Time with a translator.
  - **Visit to Fortis Academy**
    - **Wednesday, March 22, 2023**
      - Kihlee Brenen, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian were present at the school.
      - This visit will include 6 classes – 2<sup>nd</sup> grade – 4<sup>th</sup> grade
      - There will be story time and students will check out books.
  - **Visit to Eastern Michigan University Children's Institute**
    - **Thursday, March 23, 2023**
      - Ken MacGregor, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian were present at the school.
      - This visit will include 4 classes - 2 1/2 -4-year-old
      - There will be story time.
- **Classroom**
  - **Read Across America - Rawsonville Elementary**
    - **Friday, March 17, 2023**

- Kristin Stiger, Outreach Librarian, will be a guest reader. She will go to her assigned classroom and read stories.

## **OUTREACH COMMUNITY EVENTS**

- **Superhero FLIP Night at Erickson Elementary School - Family Literacy Interactive Program**
  - **Thursday, March 2, 2023**
    - Kristin Stiger and Kaitlyn Johnson, both Outreach Librarians table at the event.
      - Shared library resources
      - Library card signup
      - Superhero themed activity using 3D pens.
    - There were 43 people that visited the table.
- **Brick Elementary Literacy Family Night - giving local families information on how to promote reading.**
  - **Thursday, March 9, 2023**
    - Khi Brenen, Outreach Paraprofessional and Kristin Stiger, Outreach Librarian tabled at the event.
    - Shared library resources
  - There were 58 people that visited the table.
- **Women's Empowerment, Honoring Black Women through Poetry Event at Washtenaw Community College -This evening is part of a series of events that promote social equity and align with WCC's vision of support for creating inclusive spaces**
  - **Friday, March 24, 2023**
    - Susana Adame-Goff, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be tabling at the event.
      - Library card signup
      - Sharing resources
      - Passing out swag

## **BUILDING PARTNERSHIPS**

- **Kelly Wilson, a registered dietitian and the Lifestyle and Culinary Medicine program coordinator at Trinity Health in partnership with LNGO (Learning Never Gets Old)**
  - **February 16, 2023**
  - Susana Adame-Goff, Outreach Paraprofessional invited Kelly Wilson to do a presentation for the Senior Advisory Board on health videos that will be created on behalf of the seniors that involve 6 pillars of health: nutrition, sleep, addiction, movement, mental health and social ties will be developed as a program here at Ypsilanti District Library.

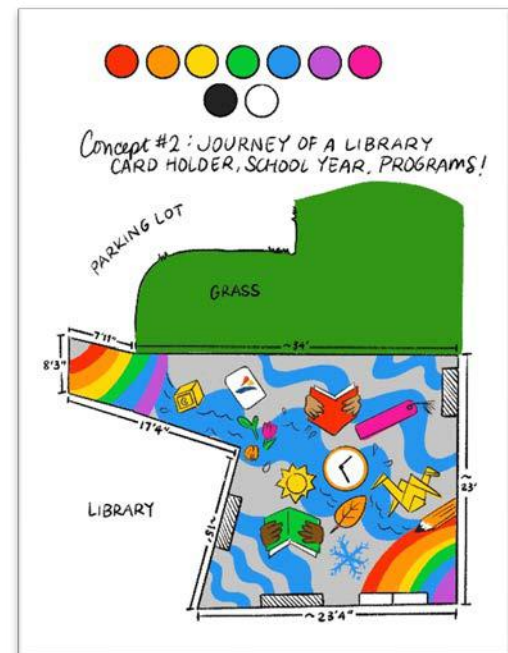
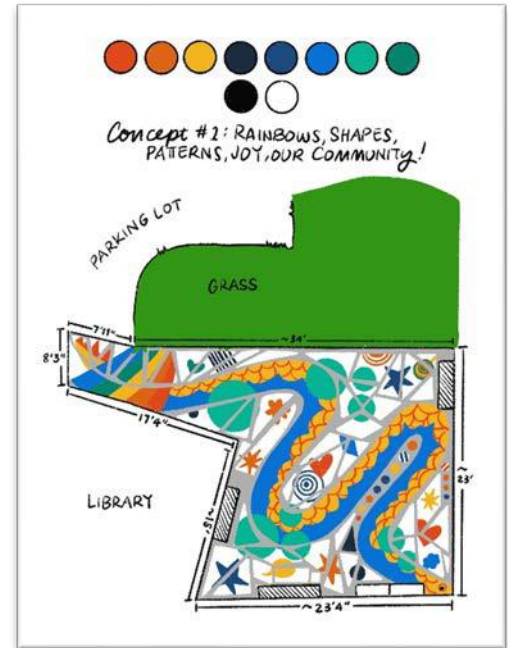
- **Q2 Refugee Resettlement Community Consultation - Washtenaw County - discuss how Washtenaw County can continue to grow in its capacity for refugee resettlement and integration**
  - **Thursday, March 9, 2023**
  - Monica Porter, Head of Outreach Services was invited by Jewish Family Services of Washtenaw County
- **Ann Arbor District Library**
  - **Thursday, March 9, 2023**
  - Monica Porter met with Marisa Hurston, Outreach Paraprofessional, Ann Arbor District Library to find out ways to connect the libraries and community.



## Superior Board Report March 2023

### Programs & Events

- We have two final design options for the youth patio ground mural from artist Yen Azzaro. The final concept will be decided by popular vote. There is a ballot box in the library and soon we will have options on our web and social media sites. See the fabulous options to the right. These concepts were developed based on public input sessions. Many of our young patrons' ideas are reflected in the final concepts.
- With storytimes on break, reference staff have had more time to plan for summer programs, the next round of storytime, and work on collections.
- The Teen and Tween biweekly programs are starting to get some attendance. We knew with both it would be a slow start and we'd need to build participation. We are glad to see that happening.
- Monique did a Felted Springtime Egg program for adults. It was quite a hit. She got the idea and instruction from the library's Creativebug subscription. She was able to promote that resource during the workshop.
- Trustee Winborn's 1:1 Genealogy sessions during February were very popular. We are so grateful for her generous gifts of time and talent!
- I gave a building tour to the Outreach team from the Ann Arbor District Library.
- Washtenaw Literacy is now holding two weekly drop-in learning sessions at Superior. On Tuesdays, they use the meeting room for their ESL conversation group. It has been drawing a steady group of 8-10 learners and 4-5 volunteers each week. Learners often arrive early or stay late to use the library and ask questions at the desk. On Wednesdays, Washtenaw Literacy holds basic literacy tutoring in a small group study room. This is a more recent addition, having started in February. They are getting 1-2 learners each time, along with volunteers and staff. Yesterday, they spilled out of the study room into the library proper, using the adult computers and reader tables. We are grateful for these programs and this partnership.



## Building

- With the exception of just a few pieces, the interior signage was installed the week of February 27. Gone are the temporary shelf end labels. There is much more definition at the service desks, with checkout and ask clearly telling people where to go for services. The Kids and Teens signs give much more personality to those respective areas. It has been worth the wait!
- Telsystems, our AV vendor, has been doing finishing work on the audiovisual setup in the meeting room. The podium is now wired with plugins to the microphone, sound, and the monitor. The ceiling microphones are installed and working. Cameras should be up and running this week. We are waiting for a few final tweaks on the system, which I hope can happen in the next couple of weeks.
- We made some changes to the reservations process for the meeting room. We were experiencing a significant number of no-shows and often had to ask follow up questions of patrons who booked online to see if their room use was permitted under our Facilities Usage Policy. Now we have people start the reservation process by emailing or calling, which gives us a chance to explain policies and verify their use is allowable before they reserve the room.
- With two big storms and widespread power outages in February/March, we saw a big influx of people spending long periods of time at the library to get warm and charge devices. We opened up the meeting room with extra tables and chairs for overflow work spaces. Many of our staff lost power during that time, as well. I give them all the kudos for being the troopers that they are!

## Staffing:

- Liz attended a two-day Youth Driven Spaces training at the Neutral Zone. We are gradually implementing their model at Superior so that our services and spaces can incorporate many teen voices.
- Kallista and I are serving on the newly-formed art committee, which is tasked with selecting, purchasing, installing, and doing programming around permanent art pieces for Superior.

Submitted by Mary Garboden,  
March 16, 2023

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

Here is a listing of March programs:

- Thu AM Book Discussion Group
- Small Business Savvy: Employee vs Independent Contractor: How to classify your employees
- Google Docs for Beginners (Adult-Virtual)
- Google Drive - Basics
- Microsoft Word – Basics
- Best/Worst/Forgotten Movies Series -Creatures
- Microsoft Excel – Basics
- AARP Tax Help (every Thu, 5 times in Feb)
- Google Sheets for Beginners (Adult-Virtual)
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Gmail Basics
- Growing Plants from Seeds 101
- Small Business Savvy: Exempt vs Non-Exempt: What's the Difference and Why Does It Matter
- Google Sheets Tips & Tricks (Adult-Virtual)
- Computer Basics - Getting Started
- Microsoft PowerPoint – Basics
- Microsoft Publisher – Basics
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)
- Internet Basics - How to Search the Web
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Writing for Change Through Blogging
- Carving Out a Corner: Finding Time and Space to Write in the Midst of Life
- Black Voices of Dignity: How an Exhibit Came to be
- Garden Questions? Ask The Master Gardener!
- Embracing a Plant-based Lifestyle
- Oscars Contest
- Author Talk with Greta Uehling: Everyday War: The Conflict Over Donbas, Ukraine
- Sci Fi Book Club
- YpsiWrites Writers Room: Write with Us!
- How to Host a Zoom Meeting (Adult-Virtual)

Our virtual partner programs with YpsiWrites that focus on self-care and writing have proven popular. We will likely work with them on additional writing programs that focus on self-care topics. We are also noticing a small but steady increase in attendance for our gardening programs. This month, our garden presenter, who is an advanced master gardener, will set up at a table in the lobby one evening to answer garden questions. She will do this one night a month at least through June.

AARP Income Tax help appointments at Whittaker Road continue to run smoothly. We have been able to move a few people off of the wait list as AARP has been able to add a few more appointment times. We still have a lengthy waitlist, which shows how much this service is needed in our community. We did have to reschedule some people due to the ice storm but were luckily able to find slots for all of them on other days.

We noted how many people made use of our facilities during recent weather events that caused them to lose power for an extended period of time. The newer lamps with power and charging capabilities that were installed upstairs at Whit got a workout; nearly all were in use for a number of days while people waited for the power to be restored at their homes. Some people worked all day at Whittaker Road; others came in for warmth and to recharge devices.

We have completed work on streamlining the check in and transfer processes for LOT collection items. We made it easier to check in LOT items by eliminating multiple check in cards and have improved the transfer of items on hold so it is faster for staff to figure out the status of an LOT item coming to another location in delivery.

Brigitte Vallion attended demonstrations from several payroll firms and gave feedback on potential services that could be offered.

Submitted by Paula Drummond Mar 15, 2023



# Whittaker Youth Services Board Report March 2023

## Programs

### Little Ones

- **Storytimes** We are on a storytime break, but offered a popular Spanish/English storytime on a Saturday morning.
- **Little Ones Play** 43 parents and kids enjoyed gross motor and fine motor toys set up by Psyche one cold Friday morning when many people were at the library due to the power outage.
- **Sensory Stations** I prepped painting stations with finger paints and watercolors for little ones this month. Two sessions were attended by over 70 people. We repeat the activities Friday and Saturday mornings to give parents who work an opportunity to attend and more people are choosing Saturday every month.

### Kids

- **Weekday programs** Afterschool programs and Jaclyn's homeschool meetup remain popular.
- **Emergent Readers Book Club** Marlena resumed her book club for kids just beginning to read, with weekly sessions that will run through early May. She had 8 kids the first session and 11 the second. This program offers an important bridge between storytimes and programs for older kids. In addition, we are frequently asked about reading support for beginning readers, so this program helps meet that community need.
- **Kaboomistry** Liz used the award we received for outstanding STEM programming to bring the Michigan Science Center to the library on a Saturday afternoon. 90 people attended.
- **Family Read Kickoff** Building off themes from the book related to family stories and positive messages distributed via fortune cookies, families who attended the kickoff made clay fortune cookies with Liz and created small books they filled with writing and art with the help of YpsiWrites prompts and volunteers. Attendees typed fortunes and got their photos taken with a Polaroid camera in Liz's photo booth, which they added to their books. Liz created two TikToks promoting the Family Read that were popular. One featuring Kaitlyn was shared on Instagram by the author who is following the library on Instagram and can see how Ypsi readers are engaging with her book. Liz P, Nicole, Joy, Pat and I worked on programming and the [web resources](#). Thanks to Amy for getting the books ready and Sam for writing a press release.

### Teens

- **Volunteers** We have a great group of event volunteers this year since we added this option to our youth volunteering page. Staff from any building can send an email to the list and request help. I usually have 2-7 teens respond each time I send a request and some end up returning for programs or TAG.
- **Tea Party** 17 teens came to make and drink tea—boba tea, chai from ground spices, and matcha. They played cards and ate snacks as well. TAG spent time this week evaluating the success of recent programs and how we can make improvements. Thanks to Karen for helping gather fancy tea supplies from the boardroom.

## Other Work

**Book Displays and Activities** Psyche created an interactive board for Women's History Month. Emma helped with books for the youth display and created the YA display. I have a fortune writing station tied to the Family Read out this month.

**Cleaning** Everyone chipped in to help clean the storage and supply closets. Big shoutout to Marlena for also cleaning our area of the mezzanine and discarding and reorganizing supplies we store there.

**Play Areas** We reset the play spaces to make sure they are clean and in good condition. Marlena changed the pretend space to a birthday party for stuffed animals. Jaclyn turned the dollhouse into a superhero house, with some dress up props for kids as well. Liz put out new Legos, I changed the puppets to an ocean theme, Psyche traded out the toddler toy bins, and Ulana is maintaining a basket of calming activities that includes pop its, other fidgets, and a book.

**Tours** I led a cub scout tour that included a hands-on STEM project. Marlena and I led tours for 3 classes of YCS second graders this week. Liz P, Liz G, Kelly, and Kristin will host YCS 10th grade math students this week to help them learn to use the library to do research for a class project. Thanks to Adult Services for helping with the computer lab setup.

**Collection Development** Ulana has started a major weeding project in Youth Nonfiction. Emma is helping her pull books based on Ulana's reports, to speed up the process. Emma is also helping me clean up Youth Series, which are heavily used and in disrepair. We are all using the storytime break to catch up on ordering and maintaining the collections.

**STEM Grant** I joined Chris, Kelly and Mary for a conversation with Toyota about the upcoming STEM grant. Monica and Lisa will join the continued conversation at this week's meeting so we can decide how to best use the funding to give STEM a boost at the library starting this summer.

**TALK** I met with our HighScope evaluation team for a summary of the full results of the parent/caregiver perception survey. We learned that our target audience, families with lower incomes and levels of education as well as those in urban and rural areas, rated the service as very valuable for helping them prepare their children for school. Parents also enjoyed receiving messages from the library, so we have feedback for libraries as well as possible additions for MCLS.







# Family Read

## Saturday, March 11: Kickoff Events

**Ypsilanti District Library Whittaker Rd Branch (YDL-Whittaker) 2pm-3:30pm**

**Belleville Area District Library (BADL) 2-3pm**

**Ypsilanti District Library Michigan Ave Branch (YDL-Michigan) 3-4pm**

Help us kick off the 2023 Family Read with hands-on art and writing programs!  
Check the events calendars for details about what is happening at each library.



## Read and learn all month

### Grandparent's Storytime

Saturday, March 25th, 11am, BADL

### Maizy Chen Spring Break Activities

Hear a few chapters of the book, then do a hands-on activity.

#### Monday, March 27

YDL-Whittaker, 1pm: Make a family photo album

YDL-Michigan, 2pm: Make origami fortune cookies

YDL-Superior, 3pm: Make tiny food with polymer clay

#### Tuesday, March 28

YDL-Whittaker, 1pm: Make tiny food with polymer clay

YDL-Michigan, 2pm: Use family photos and mod podge to make coasters

#### Wednesday, March 29

YDL-Whittaker, 1pm: Learn to play poker and build math skills

YDL-Michigan, 2pm: Design your own folding fan

BADL, 2pm: STEAM! Create with items from the recycling bins

#### Thursday, March 30

YDL-Whittaker, 1pm: Make parachute people with Scrap Creative Reuse

YDL-Michigan, 2pm: Make cream cheese wontons

#### Friday, March 31

YDL-Whittaker, 1pm: Make a compost bottle with the Washtenaw County

YDL-Michigan, 2pm: Use recycled materials to make hanging fish

BADL, 2-4pm: Play and learn some different card games

YDL-Superior, 3pm: Make a Mythical Monster box with the Scrap Creative

### Family Read Family Art

Saturday, April 1, 11am, YDL-Superior

Use family photos, digital or printed, to make a collage

### Book Clubs

Talk about the book, brainstorm questions to ask the author at the final event, get a copy of the book! Register on the events calendar.

BADL, Tuesday, April 4th, 6:30, Maizy Chen Book Club

YDL-Michigan, Thursday, April 6, 6:30pm, Tween Book Group

### Cream Cheese Wontons

Saturday, April 8, 2pm, YDL-Whittaker

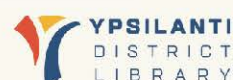
Make the recipe from the back of the book.

## Saturday, April 15: Meet the author

Meet Lisa Yee for a virtual author visit. Hear a brief presentation followed by a panel Q&A session led by tween book club members from YDL and BADL! Make art, eat snacks, enjoy!

BADL 2:30-4pm

YDL-Whittaker 3-4:30pm



Ypsilanti District Library  
YpsiLibrary.org  
734-482-4110



Belleville Area District Library  
Belleville.lib.mi.us  
734-699-3291

# **Old Business**

# **New Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/9/2023  
**Re:** Approval of the purchase of a replacement firewall

YDL's current firewall is at end of life and needs to be replaced. We budgeted \$6,500 for this purchase based on a quote TLN provided last year.

The current price from Dell through TLN's group purchasing program is \$7,358.59, plus a \$221 handling fee from TLN. Please see the attached quote for technical details.

Although this cost is more than we anticipated, there is typically wiggle room in the IT budget.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-10

March 22, 2023

RESOLUTION TO PURCHASE A REPLACEMENT FIREWALL

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's current firewall is more than 6 years old and critical to the library's technology services infrastructure, and

Whereas, the Library budgets for regular equipment replacement as needed, and

Whereas, the Information Technology Manager researched options and solicited a quote for the desired firewall from TLN's group purchasing program, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the firewall specified on the attached quote be acquired from The Library Network for \$7,579.59 using funds from the 2022-23 budget.

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

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

YES:        NO:        ABSENT:        VOTE:



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000145565026.1</b>	<b>Sales Rep</b>	Holly McWilliams
<b>Total</b>	<b>\$7,358.59</b>	<b>Phone</b>	(800) 456-3355, 6178523
<b>Customer #</b>	3974467	<b>Email</b>	Holly_McWilliams@Dell.com
<b>Quoted On</b>	Feb. 24, 2023	<b>Billing To</b>	ACCOUNTS PAYABLE
<b>Expires by</b>	Mar. 26, 2023		LIBRARY NETWORK
<b>Contract Name</b>	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		41365 VINCENTI CT
<b>Contract Code</b>	C000000979569		NOVI, MI 48375-1928
<b>Customer Agreement #</b>	MHEC-04152022		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,  
Holly McWilliams

### Shipping Group

Shipping To	Shipping Method
RECV DEPT LIBRARY NETWORK 41365 VINCENTI CT NOVI, MI 48375-1928 (248) 536-3100	Standard Delivery

Product	Unit Price	Quantity	Subtotal
SonicWall NSa 2700 Secure Upgrade Plus - Advanced Edition 3YR	\$6,316.83	1	\$6,316.83
SonicWall Advanced Protection Service Suite - Subscription license (3 years) + 24x7 Support	\$1,041.76	1	\$1,041.76



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<b>Subtotal:</b>	<b>\$7,358.59</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$7,358.59</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$7,358.59</b>
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Shipping Group Details

Shipping To	Shipping Method
RECV DEPT LIBRARY NETWORK 41365 VINCENTI CT NOVI, MI 48375-1928 (248) 536-3100	Standard Delivery

		Quantity	Subtotal
<b>SonicWall NSa 2700 Secure Upgrade Plus - Advanced Edition 3YR</b>	\$6,316.83	1	\$6,316.83
Estimated delivery if purchased today: Mar. 06, 2023 Contract # C000000979569 Customer Agreement # MHEC-04152022			

Description	SKU	Unit Price	Quantity	Subtotal
SonicWall NSa 2700 Secure Upgrade Plus - Advanced Edition 3YR	AB467511	-	1	-

		Quantity	Subtotal
<b>SonicWall Advanced Protection Service Suite - Subscription license (3 years) + 24x7 Support</b>	\$1,041.76	1	\$1,041.76

Estimated delivery if purchased today:  
Mar. 20, 2023  
Contract # C000000979569  
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
SonicWall Advanced Protection Service Suite - Subscription license (3 years) + 24x7 Support	AB433290	-	1	-

Subtotal:	\$7,358.59
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$7,358.59

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^DELL BUSINESS CREDIT (DBC):** Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/21/2023  
**Re:** Approval of the purchase of a ManageEngine software subscription

Since the Covid lockdown, YDL has been using ZoHo software to allow staff remote access to our network. We have since expanded to use their MDM software to manage devices across the system (iPads, laptops, desktops, etc.). These have been solid performers for us, but our needs have grown. IT staff would like to move to a more robust offering from ZoHo that will allow them to more easily maintain our expanding "fleet" of devices.

Attached is a quote for their ManageEngine Endpoint Central product, which would allow our two technicians to manage up to 259 devices. We would drop our two existing subscriptions in favor of this new product. Because we are an existing customer they have offered us an incentive discount of \$1,207 in the first year to make the switch. After year one our base renewal cost will be \$6,039.

I recommend approval of this quote to maximize our IT department's efficiency.

\*\*

From the product website, the following article discusses the software's capabilities in greater detail:

## **The Company**

Zoho Corporation, founded in 1996, is a privately held technology company with customers spread across the globe. Profitable since its inception, the organization now has millions of users around the world and offers a wide range of products and services. As the product portfolio diversified, the organization restructured itself into four main divisions: ManageEngine, Zoho.com, Qntrl, and Trainer Central.



## About ManageEngine

ManageEngine crafts the industry's broadest suite of IT management software. It has everything organizations need—more than 60 enterprise products—to manage all components of IT operations. From desktops, mobile devices, networks, and servers, to applications, service desks, Active Directory, and security, ManageEngine brings IT together. Since 2002, IT teams have turned to ManageEngine for affordable, feature-rich software that's easy to use. ManageEngine's on-premises and cloud solutions power the IT of over 280,000 companies around the world, including nine out of every ten Fortune 100 companies.

## ManageEngine History

Zoho Corporation started off by building SNMP APIs and Network Management Platforms for Network and Element Management Systems for the Telecom domain way back in 1996. WebNMS Framework was rated number one EMS/NMS Platform for Telecoms and is a carrier grade platform with over 1000 Man Years of development. During the dot com burst and

telecom slowdown, early 2000s, Zoho Corporation diversified in to the Enterprise IT Management space.

As a result, ManageEngine as a brand targeting Enterprise IT Management was born. The carrier grade platform used for large telecoms was used as the basis for the new products in the IT Management Space.

## **Our Philosophy**

We believe in innovation and invest heavily on Research and Development. One hundred percent customer-focused. Zoho Corporation believes in providing customers with the best software at affordable prices.

## **About Endpoint Central**

Endpoint Central is a robust UEMS system that controls servers, laptops, desktops, smartphones, and tablets from a single interface. It is compatible with Windows, Mac OS X, Linux, iOS, Android, Windows, tvOS, Chrome OS, and iPadOS. It also does not need considerable coding knowledge, making it ideal for organizations that cannot afford to hire IT specialists. In comparison to other vendors, it does not require significant SQL knowledge, is extremely cost-effective, has a wide feature set, a clean design, and setup and maintenance are quick and straightforward. Year after year, IDC, Gartner, and Forrester have recognized it for its endpoint administration and automation capabilities.

## **Endpoint Central Features**

End-to-end patch management with automatic OS and third-party patching is possible, as is quick software deployment using over 8000 built-in templates. With a simple click, you can remotely access and troubleshoot devices, giving you complete access to the device as if you

were physically using the computer. Real-time asset management will be available for both physical and digital assets.

Endpoint Central also includes a comprehensive set of endpoint security capabilities, including as vulnerability management, application control, device control, BitLocker management, and browser security. Over 25 preconfigured settings are available, including power management, USB device control, and security rules. Endpoint Central is available in both on-premises and cloud versions, with four distinct editions to fit various company types. It is totally configurable to your needs and is available in 18 languages. Endpoint Central's features are also available as independent products, allowing you to purchase only the feature you require.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-11

March 22, 2023

RESOLUTION TO PURCHASE A MANAGEENGINE SOFTWARE SUBSCRIPTION

---

Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's Information Technology staff works to efficiently manage nearly 250 devices across locations in the district, and

Whereas, the IT staff have requested an upgraded MDM product to manage these devices, and

Whereas, the IT staff researched options and solicited a quote for the desired software, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase of ZoHo MangeEngine Endpoint Central software as described on the attached quote is approved.

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

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

YES:        NO:        ABSENT:        VOTE:



Quote ID: 225541

Dated: 23-Feb-2023

**Dear Customer,**

Zoho Corp is pleased to provide a price quote for ManageEngine products. The pricing model is described in the table below.

**Annual Subscription Model**

Include License Fee + Support Fee for one year. Every year you need to pay the same fee to keep your product up and running.

S.No	Part Number	Particulars	Price
1	85202.2SUCA4	ManageEngine Endpoint Central Cloud UEM Edition - Subscription Model - Annual Subscription fee for 259 devices(End Points) and Single Technician License	5,594.00
2	85510.0SUCA1	ManageEngine Endpoint Central Cloud UEM Edition - Subscription Model - Annual Subscription fee for Additional 1 Technician	445.00
Sub Total			\$6,039.00
Special Discount			\$1,207.00
Total Price (USD \$):			4,832.00

#Local tax as applicable#

**Validity**

Prices are open for acceptance for 30 days from the date of offer. Please reconfirm the prices after the expiry date or before sending your Purchase Order.

**Payment Terms**

Net 30 days.

**Payment Mode**

1. You can purchase through our online store (or) I can send you a customized link to purchase through a credit card.
2. Please issue Purchase Order via email to [greg@manageengine.com](mailto:greg@manageengine.com) along with the end user email address.
3. Please mention the Accounts Payable contacts in the PO.
4. Zoho Corp accepts payment by valid company check or wire transfer. Please contact Zoho Corp for wire transfer particulars.

Sincerely,  
Greg Martin  
Sales Administrator

**Contact Details:**  
Phone: 3125283015  
[greg@manageengine.com](mailto:greg@manageengine.com)



Zoho Corp, 4141 Hacienda  
Drive, Pleasanton, CA  
94588, USA



+1-925-924-9500



+1-925-924-9500



[sales@manageengine.com](mailto:sales@manageengine.com)

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/20/2023

**Re:** Consideration of a proposal for professional services for Whittaker sidewalk reconstruction

Brian Barrick of Beckett and Raeder, Inc., developed the overall pavement evaluation and replacement plan that we've been using for Whittaker Road. Under the auspices of a different firm, Brian worked on the original Whittaker Road project, is a local resident and patron, and is very familiar with conditions on our property and in our area.

Phase I of the pavement replacement plan was completed in the fall of 2017, and included the circle drive and the Library's portion of Veteran's Drive. In 2021 we completed Phase III, the main South lot, and last year, Phase II, the North parking lot. The Facilities Committee and I recommend putting the final phase (Phase VI) of the plan on hold, and instead, replacing Whittaker's sidewalk this year. We have worked to keep the existing sidewalk as safe and level as possible, but the band-aids are stretching thin. the underlying foundation needs to be reinforced to see a lasting improvement.

Brian provided a cost estimate for the sidewalk work to be specified (included in the Facilities Committee report). He also prepared a proposal for BRI to perform construction administration services for this project. Both Brian and I recommend hiring a construction testing firm to ensure we document that the project has been carried out to specification. (With the first phase of the project, we went back to the contractor for additional work in areas where it had not been performed correctly – this was possible because of the construction testing.)

Construction estimate (bid could be higher or lower, Brian feels conservative): \$171,173

BRI professional services proposal: \$11,910

Construction testing (est): \$10,000

**Approximate total cost for sidewalk reconstruction project: \$193,083**

I recommend engaging Beckett and Raeder, Inc. to provide the construction administration services outlined on the attached proposal. If approved, you will still have the opportunity to approve or reject the sidewalk bids if you feel they are too high.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-12

March 22, 2023

RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR CONSTRUCTION ADMINISTRATION  
SERVICES FOR WHITTAKER ROAD SIDEWALK RESTORATION

---

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost or larger-scope building maintenance projects necessary from time to time, and

Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road in 2017, and

Whereas, this plan allowed BRI to expediently develop bid proposal packages for previous phases, and was intended to help the library wisely budget and prioritize future work, and

Whereas, YDL is now considering repair and replacement of the sidewalk, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Beckett and Raeder, Inc. for Whittaker sidewalk construction administration services.

BE IT FURTHER RESOLVED that:

Up to \$12,000 from the Capital Asset Replacement Fund is allocated toward these services.

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

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

YES:        NO:        ABSENT:        VOTE:

March 14, 2023

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

**Regarding: Whittaker Road Library  
Entry Plaza Reconstruction**



Dear Lisa,

Beckett & Raeder, Inc. (BRI) is pleased to offer this professional service proposal to Ypsilanti District Library (YDL) for continued assistance in its multi-phase pavement rehabilitation initiative.

For this current effort, BRI proposes to build upon work begun in 2017 and assist YDL in bidding and construction administration of Entry Plaza renovations. More specifically, we propose the Scope of Work and resulting fees described below:

## **SCOPE OF WORK**

### **TASK 1 - Evaluation & Recommendations**

#### **1.1 Site Investigation**

BRI will perform an on-site investigation of existing conditions to document current conditions of the entry plaza and pedestrian sidewalks. Findings will be documented by photographs, sketches, measurements, or other appropriate methods.

#### **1.2 Recommendations**

Based on information gathered through on-site investigation, BRI will make recommendations for corrective actions including pavement cross section design and underdrainage. Draft recommendations will be reviewed with YDL staff prior to development of final bid documents.

#### **1.3 Meetings**

BRI will attend a total of two (2) meetings during Task 1 for the following purposes:

- Meeting with YDL staff to review draft recommendations
- Meeting with YDL staff and/or Board to review final recommendations

**Beckett & Raeder, Inc.**  
535 West William, Suite 101  
Ann Arbor, MI 48103

734.663.2622 ph  
734.663.6759 fx

**Petoskey Office**  
616 Petoskey St., Suite 100  
Petoskey, MI 49770

231.347.2523 ph  
231.347.2524 fx

**Traverse City Office**  
921 West 11th St., Suite 2E  
Traverse City, MI 49684

231.933.8400 ph  
231.944.1709 fx

**Toledo, Ohio**  
419.242.3428 ph

#### 1.4 Bid Documents

BRI will produce an abbreviated set of bid documents for YDL's use in soliciting contractor proposals. For efficiency, bid documents from the 2017-2022 projects will be used as a basis, and edited as necessary for the current Entry Plaza work. Bid documents are anticipated to include the following:

- Phasing Plan
- Pavement Replacement Plan noting locations of underdrainage.
- Pavement Cross Section Details
- Underdrainage Details
- Technical Specifications

#### TASK 2 – Bid Period

##### 2.1 Bidding and Award

BRI will assist YDL in soliciting bids from qualified contractors, answer contractor questions during the bid period, review the bids received, and make recommendation for award to the YDL Board.

#### TASK 3 – Construction Period

##### 3.1 Construction Administration

BRI will assist YDL in review of material submittals, construction observation, and pay applications. BRI will make up to three (3) site visits to review field conditions and answer contractor questions. As with the previous 2017-2022 projects, we recommend YDL contract an independent testing agency for full-time observation and inspection.

#### ASSUMPTIONS

BRI makes the following assumptions in preparation of this proposal:

- Township Site Plan or Engineering approvals will not be required.
- Construction Permit submittals and fees will be by the selected Contractor.
- Fees assume pavement replacements will be limited to the Entry Plaza and adjacent concrete sidewalks. Replacement of concrete curbs are not anticipated at this time.
- Construction documents will be developed in a lump sum format without pay items and quantities.

Should any of the above assumptions change during the course of the project, BRI reserves the privilege to revise this proposal or request fee for additional services.

#### SCHEDULE

BRI understands YDL would like to complete the above scope of work to allow for construction in Summer/Fall 2023.

#### PROFESSIONAL FEE

For the work outlined above, BRI proposes an **estimated fee of \$11,910**. Hourly services will be billed monthly according to actual hours expended. Provided electronic communication of documents is acceptable to YDL, we do not anticipate a need for reimbursable expenses.

### **ADDITIONAL SERVICES**

Any additional services will be provided upon authorization according to the attached hourly rates or a prepared additional services agreement.

We look forward to working with you on this project! Please feel free to contact us to discuss any components of our proposal.

Sincerely,



Brian D. Barrick, PLA, ASLA  
Principal

Attach: BRI 2023 Rates



*initiative*

## 2023 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

### AS REQUIRED BY CLIENT:

Partner	\$160.00 Hour
Principal	\$150.00 Hour
Senior Associate	\$140.00 Hour
Senior Project Manager	\$135.00 Hour
Senior Professional Engineer	\$135.00 Hour
Associate	\$130.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$125.00 Hour
Project Manager	\$125.00 Hour
Professional Engineer	\$125.00 Hour
Senior GIS Specialist	\$115.00 Hour
Project Engineer (E.I.T.)	\$110.00 Hour
Senior Project Site Representative	\$105.00 Hour
Project Professional/Landscape Architect/Planner	\$105.00 Hour
GIS Technician	\$ 95.00 Hour
Resident Project Site Representative	\$ 85.00 Hour
Computer Technician /CAD Technician	\$ 85.00 Hour
Clerical	\$ 70.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

*Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered*

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/20/2023

**Re:** Allocation of FY2023 Gousseff Endowment fund proceeds to seed an art collection for Superior

YDL has a rich history of showcasing public art in its spaces. The new Superior branch has many interior walls perfect for art. Over the past few months, Mary and I developed plans and guidelines for selecting and collecting artwork for the new building. We have established a core Art committee of four: Director, Branch Manager, Board representative (Pat), Staff representative (Kallista).

Before we move forward, I would like to formally request the Board allocate the FY2023 grant proceeds from the Gousseff Endowment to seed this fund. We anticipate receiving a little over \$9,000 this year. Proceeds from the Gousseff Endowment would typically be used for capital improvements to Superior. As the branch is brand new, with little needing "improvement" yet, I believe this would be a great use of the money.

As an aside:

We hope to apply for a MACC Project Support grant to augment the Art committee's work. Our \$9K from the Gousseff proceeds (which would actually purchase the art), could be considered the match for the grant. We'd request the MACC money to fund programming we want to do around the acquisitions we make: artist reception(s), community discussions, and family art projects that coordinate with the artwork purchased. This could be more of a system-wide celebration if we were awarded the grant funding.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-13

March 22, 2023

RESOLUTION TO ALLOCATE FY2023 GOUSSEFF ENDOWMENT PROCEEDS TO  
SEED AN ART COLLECTION FOR THE NEW SUPERIOR BRANCH LIBRARY

---

Whereas the Ypsilanti District Library is a major cultural resource for the Ypsilanti area, and has long recognized the value of integrating art with other public services, and

Whereas, grant proceeds from the Gousseff Endowment for the Ypsilanti District Library at the Ann Arbor Area Community Foundation are intended for improvements to the Superior branch library, and

Whereas, no capital improvement needs are anticipated at the new building in 2023, but a collection of public art would be embraced, and

Whereas, roughly \$9,000 are expected to be granted to the Library from the Gousseff Endowment this spring, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Grant proceeds from the Gousseff Endowment in fiscal year 2022-23 shall be used to seed the acquisition of public art for the Superior branch.

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

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

YES:        NO:        ABSENT:        VOTE:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-14

March 22, 2023

RESOLUTION TO ADOPT THE 2023-2025 STRATEGIC PLAN, NEW MISSION,  
VISION AND CORE VALUES STATEMENTS

---

Whereas the Ypsilanti District Library Board of Trustees released an RFP for Strategic Plan Facilitation Services in March, 2022; and

Whereas ReThinking Libraries was selected to facilitate the project; and

Whereas YDL and ReThinking Libraries conducted in-depth research on the wants and needs of the citizens of the library district; and

Whereas this research, presented at a strategic retreat in September, 2022, was used to identify four areas of strategic focus for the Library to advance its mission, raise its profile in the community, add value to the lives of residents, and engage the Library more effectively in the life of the community over the next three years; and

Whereas, the four areas of strategic focus have been expanded upon by the YDL staff to identify the goals and direction of the plan; and

Whereas the proposed new Mission, Vision, and Core Values statements were presented to the Library Board at the regular meeting held March 1, 2023; and

Whereas the new proposed 2023-2025 YDL Strategic Plan was presented and discussed this evening; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2023-2025 Ypsilanti District Library Strategic Plan, new Mission, Vision, and Core Values statements are adopted.

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

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

YES:        NO:        ABSENT:        VOTE:

# Mission, Vision, Core Values



**OUR MISSION:** The Ypsilanti District Library builds community through discovery, education, and partnerships.

**OUR VISION:** We envision a thriving, highly-connected community supported by innovative resources and exciting learning opportunities.

## OUR CORE VALUES:

**Inclusion:** Making sure everyone has access to the services and spaces of a high-quality library.

**Community Focus:** Understanding and responding to local needs in a constantly changing world.

**Welcoming:** Offering engaging staff and services that invite and inspire, in facilities where all feel welcome and secure.

**Diversity:** Reflecting and celebrating the differences within our community through staffing, collections, programs, and services.

**Reinvention:** Perpetuate excellent service by continuously adapting what we do to best support learning and growth.

**Creativity:** Encouraging lifelong exploration to develop the imagination.

# YDL: Strategic Focus Areas

## Three Communities – One Library

