

Board of Trustees

2023
Information
Packet



▲ Wednesday, June 28, 2023
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, June 28, 2023 6:30 pm, YDL – Whittaker Road
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of New Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from May 24, 2023 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. May 2023 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Budget Amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of grant submission to MACC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 24, 2023 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:32 p.m.

Attendance

Trustees Present: Patricia Horne McGee, Theresa M. Maddix, Jean Winborn, Brian Steimel, Terrence Williams, and Bethany Kennedy formed a quorum. Trustee Kristy Cooper arrived at 6:39 just after the Approval of the Agenda,

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Youth Services Librarian Kelly Pedersen Scott.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

Introduction of New Staff

Director Lisa Hoenig introduced Kathryn Ziegler, Michigan Avenue Clerk, as well as Patrick Pigott, Facilities Custodian, to the Board. Both employees spoke of their positions and their happiness to be working at YDL. Chris Oliver, Michigan Avenue's contracted building monitor from Security & Protective Services, was also introduced.

Presentation: Project STEM@YDL sponsored by Toyota – Kelly Pedersen Scott

Kelly Pedersen Scott, Teen Services Librarian provided an overview of the current plan for the grant sponsored by Toyota. Ms. Scott discussed the focus of the grant, the various programming events, as well as a listing of the potential materials and presenters that will be acquired to execute the goals of the grant. She also delved in to the opportunities being afforded to teen interns to help drive the STEAM café program and the Toyota employees who will volunteer to support the programs.

Consent Agenda

Trustee Winborn moved to approve the consent agenda (April 19, 2023 Regular meeting and April 2023 Financials and Check Registers). Trustee Maddix supported this motion.

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

Communication

Director Hoenig briefly spoke about the statewide opinion poll conducted by MLA on book banning.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 24, 2023 (Unapproved)

Committee Reports

Trustee Steimel provided an update on the Friends of the Library. He discussed the success of the March Pop-Up sale, how the group is averaging about \$1000.00 a month in online sales, as well as how the May Big Sale was the second largest sale since 2016. He mentioned the group is discussing an idea to experiment with selling "Friends Shop Gift Certificates" as another way to increase revenue. He advised the Friends President is out for several months, but that the Vice President has stepped in and is doing a wonderful job.

For the Fundraising Committee Director Hoenig advised we received a large pledge to the Next Chapter capital campaign as a matching grant. If we secure the match we will eclipse our goal for the campaign.

Director Hoenig also discussed the Superior Planning Committee report. The learning garden has been planted, and the Call to Artists will go out on 6/12.

Report of the Library Director

The Director discussed how construction on Michigan Avenue branch forced the branch to close due to no water one day last week. She advised that as long as the rest rooms can be utilized the branch will remain open. The after hours lockers were installed and once staff are thoroughly trained will be activated and promoted. Staff are starting to explore several new intergenerational programming grant opportunities, a topic mentioned at our strategic plan retreat.

Old Business

None

New Business

- A. Approval of 2023 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2023-20

May 24, 2023

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2022

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2023 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 24, 2023 (Unapproved)

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Brought up how parents keep mentioning the STEM kits and how much they like using them.
Trustee Steimel	Attended an EMU luncheon recently where YDL came up numerous times without his prompting. Shows how much the library's leadership in the community is recognized.
Trustee Winborn	Thanked YDL for the 10 th anniversary event for her genealogy group, which was held at Whittaker Road in the Community Room and how wonderful it was.
Trustee Maddix	Thanks Michigan Avenue for hosting the Board meeting. Great to see the Plaza in use tonight and the number of patrons/citizens involved.
Trustee Williams	Advised he had stopped by the Superior branch and found it to be an amazing space. He was really impressed with the ESL program.
Trustee Kennedy	Loves the changes at Michigan Avenue: the lighting is so much better, new carpet and furniture re-arrangement has made a big difference in the space. Glad the Board meeting was held here.
Trustee Horne McGee	Very pleased with the changes at Michigan Avenue.

Adjournment

Trustee Cooper moved to adjourn at 7:20 p.m. Trustee Kennedy seconded this motion.

Vote: Ayes: 7

Nays: 0

Motion: Passed

Absent: 0

Financial Report

**Ypsilanti District Library
Balance Sheet
May 31, 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 5/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Total Cash & Cash Equivalents	2,377,714	2,596,924	2,940,888	3,413,908	3,497,836	3,757,573	259,737
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	105,016	(27,098)
Total Assets	2,426,996	2,695,077	3,025,258	3,522,578	3,629,949	3,862,588	232,639
Liabilities	145,758	85,577	313,638	344,511	215,952	104,796	(111,156)
Composition of Fund Balance							
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						-	
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	696,229	460,298
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	3,757,793	343,795
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	3,629,950	3,862,588	232,639

Ypsilanti District Library
Period Ending 5/31/23 (50% 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 5/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	4,572,844	1,638,799	73.6%
Expenditures							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,872,651	1,378,017	1,494,634	48.0%
Dept 200 Michigan Ave.	555,976	542,948	619,718	741,220	356,904	384,316	48.2%
Dept 300 Outreach	82,140	92,558	103,158	306,297	160,228	146,069	52.3%
Dept 400 Superior Township	158,483	162,269	230,011	484,343	209,040	275,303	43.2%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,240,401	541,324	699,077	43.6%
Dept 600 Donations	12,312	21,629	52,305	-	66,108	(66,108)	NA
Dept 700 Grants	7,405	19,079	31,359	-	12,561	(12,561)	
Total	4,069,379	4,051,904	4,550,633	5,644,912	2,724,181	2,920,731	48.3%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	1,848,663		
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	4,300,768		

**Ypsilanti District Library
General Fund
Period Ending 5/31/2023
(50% 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 5/31/23 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	878,489	82.4%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	282,358	30.4%
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	3,228,474	83.4%
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	22,158	49.1%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	22,158	49.1%
500.500	Operational Grant Revenue					30,500	
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	3,705	61.7%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	15,282	76.4%
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	1,225	49.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	7,248	289.9%
681.000	Donations Designated	5,100	0	0	0	0	0.0%
681.080	Donations/Memorials	4,555	7,170	7,736	600	1,958	326.4%
687.000	Interest/Checking	1,037	457	1,383	950	4,539	477.8%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	24,774	381.1%
688.000	Interest/Endowment	0	6,227	0	0	0	
689.000	Dividends-MML	4,219	4,312	7,460	6,000	6,490	108.2%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	13,252	165.7%
691.000	CARES act Credit	0	6,400	0	0	0	
Total Revenue		5,536,898	5,838,824	5,963,558	6,211,643	4,542,626	73.1%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2023
(50% 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 5/31/23 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	657,068	685,029	758,009	839,879	410,280	48.8%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	5,465	60.7%
702.150	Bank Fees	3,176	1,888	2,494	5,400	1,203	22.3%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	7,822	50.1%
705.000	Employee Recognition Awards	336	804	689	750	445	59.3%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	12,157	82.1%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	98,424	47.9%
715.100	ACA Taxes Paid by employer	295	331	555	740	185	25.0%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	44,393	35.1%
719.000	FSA Admin Fee	707	729	624	758	300	39.6%
727.000	Office Supplies	26,412	24,088	38,242	32,400	23,563	72.7%
727.050	CARES act Exp	95	6,305	0			
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	9,328	29.2%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	97.9%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	6,714	61.7%
754.000	Health Insurance	361,059	394,266	380,631	470,886	231,389	49.1%
756.000	Delta Dental	34,311	34,322	32,832	36,383	17,483	48.1%
757.000	Employee Assistance Program	579	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	2,401	57.4%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	5,763	64.3%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	9,754	68.5%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	6,917	33.1%
769.050	Classified Advertising	460	432	733	1,000	220	22.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	125,244	42.5%
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	53	10.6%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	11,743	33.6%
774.950	Play Kits	1,447	2,590	2,975	5,000	596	11.9%
774.975	Library of Things	0	2,876	8,799	13,000	723	5.6%
801.000	Major Events	6,768	2,805	9,143	17,390	3,632	20.9%
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	3,374	67.5%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	1,218	27.1%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	5,523	81.8%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	15,709	44.9%
807.000	Operational Grant Expenditure					4,099	
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	1,831	36.6%
840.000	Repair & Main Bldg		0	-5,825	0	0	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	74,166	53.2%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	14,458	181.1%
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	28,327	79.3%
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	9,242	41.2%
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	100.0%
975.000	Legal	6,422	5,280	11,191	10,000	162	1.6%
975.500	Legal - Negotiations	0	0	7,620	0	0	
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	6,470	23.3%
980.500	Branding Costs	1,188	2,201	894	2,500	2,067	82.7%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	1,113	17.7%
982.000	MTT Charge Back City	208	471	48	2,000	42	2.1%
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	913	18.3%
984.050	Contributions/Endowment	0				250	
Total		2,163,719	2,132,617	2,357,850	2,872,651	1,378,017	48.0%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2023
(50% 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 5/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	396,590	402,866	423,056	506,014	240,556	47.5%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	2,541	27.1%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	8,182	37.0%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	6,287	41.4%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	294	9.8%
776.050	Periodicals - Youth	0	0	0	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	2,125	37.9%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	487	23.7%
801.500	Learning Never Gets Old	0	0	0	1,250	558	44.6%
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	18,357	63.3%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	112.8%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	21,926	109.6%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	6,336	44.7%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	4,085	36.0%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	414	13.8%
901.000	Programs-Youth	2,659	1,762	606	2,500	2,065	82.6%
940.000	Phone	4,535	4,553	2,631	4,695	1,160	24.7%
943.000	Natural Gas	3,624	3,946	4,838	5,777	2,996	51.9%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	8,062	39.4%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	1,816	24.9%
980.000	Professional Contractual (Security)	0	0	0	50,440	20,546	40.7%
Total		555,976	542,948	619,718	741,220	356,904	48.2%
Dept 300 Outreach							
702.000	Salaries	69,159	70,870	77,276	244,241	119,936	49.1%
775.000	Library Materials	5,303	5,084	5,857	5,250	695	13.2%
801.500	Learning Never Gets Old	0	0	0	3,000	748	24.9%
811.000	Capital Outlay Vehicle	0	0	0	35,000	35,000	100.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	2,118	17.7%
943.000	Fuel	1,661	1,967	6,040	6,813	1,730	25.4%
Total		82,140	92,558	103,158	306,297	160,228	52.3%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2023
(50% 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 5/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township							
702.000	Salaries	146,792	149,424	211,331	358,053	170,393	47.6%
702.800	Salary/Pages	0	0	0	9,360	1,103	11.8%
771.000	Adult Books & Processing	0	0	0	15,550	3,621	23.3%
772.000	Youth Books & Processing	0	0	0	12,400	2,642	21.3%
775.000	Library Materials	5,842	6,553	7,388	0	0	
776.000	Periodicals	0	0	0	500	75	15.0%
778.000	Audio/Visual	0	0	0	1,550	503	32.5%
801.500	Learning Never Gets Old	0	0	0	750	180	24.0%
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	1,513	30.3%
840.025	Campbell Maint Contract	0	0	0	6,600	3,322	50.3%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	8,000	57.1%
900.000	Programs - adult	543	580	267	600	215	35.8%
901.000	Programs - Youth	468	624	655	600	539	89.9%
940.000	Phone	1,134	1,138	782	4,156	1,021	24.6%
943.000	Natural Gas	659	650	1,097	11,636	2,159	18.6%
947.000	DTE - Electric	960	1,044	1,299	10,061	1,807	18.0%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	252	4.6%
980.000	Professional/Contractual	0	0	0	25,000	9,900	39.6%
Total		158,483	162,269	230,011	484,343	209,040	43.2%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2023
(50% 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 5/31/23 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	701,249	722,800	749,625	782,222	371,437	47.5%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	16,470	44.0%
771.000	Adult Books	41,293	41,604	44,654	41,400	19,073	46.1%
772.000	Youth Books	23,641	27,802	29,974	29,000	12,012	41.4%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	1,179	23.6%
776.050	Periodicals - Youth	759	745	617	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	2,563	24.0%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	880	26.7%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	18,023	30.4%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	10,145	37.2%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	19,103	43.7%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	8,900	34.8%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	1,666	39.7%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	5,480	42.2%
903.000	Equipment Maintenance	820	1,564	0	3,000	0	0.0%
940.000	Phone	9,070	9,105	5,277	10,063	2,459	24.4%
943.000	Natural Gas	24,227	30,040	31,451	31,680	14,979	47.3%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	35,548	33.7%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	1,406	19.0%
980.000	Professional/Contractual	38,000			0		NA
Total		1,089,344	1,080,805	1,156,233	1,240,401	541,324	43.6%
Dept 600 Donations							
Revenue:							
	Total Revenue	18,888	37,195				
	Total Donated revenue	18,888	37,195	106,336		12,218	NA
Expenditures:							
	Total Expenditures	12,312	21,629				
	Total Expenditures	12,312	21,629	52,305		66,108	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	13,080	42,333				
	Total Revenue	13,080	42,333	16,670		18,000	NA
Expenditures							
	Total Expenditures	7,405	19,079				
	Total Expenditures	7,405	19,079	31,359		12,561	NA
Total	Net -- restricted for future	5,675	23,254	-14,689		5,439	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
Total Other Revenue		0	0	0		0	NA
Total Revenue		5,568,866	5,918,352	6,086,564	6,211,643	4,572,844	
Total Expenditures		4,069,379	4,051,904	4,550,633	5,644,912	2,724,181	48.3%
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	1,848,663	
	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	
	Ending Fund Balance	2,752,161	3,218,609	3,454,539	4,021,270	4,150,768	

**Ypsilanti District Library
Balance Sheet
May 31, 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 5/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Cash and Current Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,731,743	375,581
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,731,743	375,581
Liabilities	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,411,743	523,812
Total Liabilities & Fund Balance	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,731,743	375,581

Ypsilanti District Library
Capital Expenses
Period Ending 5/31/23 (50% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 5/31/23 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	55,442
688.000	Interest	4,986	1,181	97	3,962
Other departments		-	-		-
Total		59,589	858,374	450,968	59,404
Transfer from Operating Fund		1,400,000	1,400,000	1,300,000	1,504,868
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual		16,860	97,989	18,655
Subtotal		-	16,860	97,989	18,655
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	389
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	9,768
801.000	Major Events		3,544	7,744	2,191
812.000	Capital Outlay - Eq/Furn			208,175	36,712
850.000	Automation - Technology			91,123	18,225
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	3,412
955.100	General Contractor	46,274	655,988	3,167,412	884,896
985.300	Outside Contract Expense	-		42,875	42,357
Subtotal		269,300	1,006,671	3,866,658	997,951
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	23,855
Subtotal		-	410,262	387,987	23,855
TOTAL Capital Expenditures		269,300	1,433,793	4,352,633	1,040,461
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	523,812
Beginning Fund Balance		1,474,716	2,665,005	3,489,586	887,932
Ending Fund Balance		2,665,005	3,489,586	887,930	1,411,743

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
2023				
Board Assigned		352,434	1,152,434	
YTD Capital Campaign & Int	5/31/2023	59,404		
YTD Expenditures	5/31/2023	-997,951	-42,510	
Balance	5/31/2023	146,711	1,265,032	1,411,744

	Project Summary Through:	
	5/31/2023	5/31/2023
	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,434,856	
Expense	-6,140,579	-969,147
	146,711	1,265,032

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75691	05/10/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior April 2023 service	1,980.00
75692	05/10/23	Printed			SARAR	SARA ADDINGTON	Chair Yoga 6/9/23 1 of 2	200.00
75693	05/10/23	Printed			0000000025	AFLAC	April 2023 coverage	113.80
75694	05/10/23	Printed			ALBI	ALBION COLLEGE LIBRARY	lost-ILL Toreros	6.00
75695	05/10/23	Printed			ALER	ALERUS FINANCIAL	Employ April 2023 contribution	18,476.77
75696	05/10/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior May 2023 service	570.48
75698	05/10/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	statement 5/1/23	3,640.04
75699	05/10/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Geiman renewal 5/31/23	155.00
75700	05/10/23	Printed			0000000003	ANN ARBOR NEWS	whit 8/5/2023	123.76
75701	05/10/23	Printed			A2Y	ANN ARBOR-YPSILANTI	annual membership 5/2023	375.00
75702	05/10/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	sub fee 2023	2,633.00
75703	05/10/23	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/23 #4669	1,595.04
75704	05/10/23	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/23 #0667	598.52
75705	05/10/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	YDL hours banner	185.00
75706	05/10/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	billing 4/6-5/5/2023	452.65
75707	05/10/23	Printed			BRD	BRD PRINTING INCORPORATED	talk/ydl fulfillment	6,490.65
75708	05/10/23	Printed			BSB	BSB COMMUNICATIONS INC.	4/18/23 service	1,522.50
75709	05/10/23	Printed			CAMPINC	CAMPBELL, INC	50% deposit re-gasket Whit	19,679.00
75710	05/10/23	Printed			CASSDIS	CASS DISTRICT LIBRARY	lost ILL-Prayer of Owen Meany	27.99
75711	05/10/23	Printed			CDW	CDW GOVERNMENT, INC.	printhead replacement kit	338.90
75712	05/10/23	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	overpayment	913.39
75713	05/10/23	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 5/19/23	2,372.95
75714	05/10/23	Printed			0000000039	DEMCO, INC.	new labels-6 rolls-yellow	89.11
75715	05/10/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	bathroom stool	213.47
75716	05/10/23	Printed			DTE ENERGY	DTE ENERGY	whit 3/24-4/24/23 service	8,856.09
75717	05/10/23	Printed			DTE ENERGY	DTE ENERGY	MA 3/30-4/28/23 service	1,555.02
75718	05/10/23	Printed			DTE ENERGY	DTE ENERGY	whit street April 2023	48.05
75719	05/10/23	Printed			ENV	ENVISIONWARE INC.	media case controller	10,093.27
75720	05/10/23	Printed			FST	FIRST BOOK	#7000894006 MA-youth	333.25
75721	05/10/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Volunteer lunch	25.97
75722	05/10/23	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	kit upg dual sided card	363.88
75723	05/10/23	Printed			KANO	KANOPY INC.	228 play credits	3,458.15
75724	05/10/23	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	6/19 program	315.08
75725	05/10/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	yards ArcCom Evolution	2,860.00
75726	05/10/23	Printed			AFSCME	MICHIGAN AFSCME	May 2023	740.20
75727	05/10/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	A. Smith renewal 6/30/24	170.00
75728	05/10/23	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/23-7/1/24 coverage	3,653.00
75729	05/10/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	Traveling Science #100489801	300.35
75730	05/10/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	Traveling Science #100489801	300.35
75731	05/10/23	Printed			BOTMSU	MICHIGAN STATE UNIVERSITY	6/16/23 nature STEM program	100.00
75732	05/10/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	may 2023 service	128.00
75733	05/10/23	Printed			OTS	OMNI TECH SPACES	whit wooden chairs 50%	4,329.00
75734	05/10/23	Printed			OPSP	OPENSPOOT THEATRE	6/26 workshop	150.00
75735	05/10/23	Printed			PP	PROGRESSIVE PRINTING	800 annual rpt 2022	2,463.00
75736	05/10/23	Printed			QUAD	QUADIENT LEASING USA, INC.	3/5-6/4/23 coverage	237.00

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75737	05/10/23	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost-ILL - Dissolving classroom	17.95
75738	05/10/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	MA April 23 service	4,049.75
75739	05/10/23	Printed			SHOW	SHOWCASES	100 single DVD cases	268.00
75740	05/10/23	Printed			SHURT	BILL SHURTLIFF	Superior Artwork - 2	870.00
75741	05/10/23	Printed			STAPAD	STAPLES ADVANTAGE	statement 4/25/2023	707.61
75742	05/10/23	Printed			0000000316	U S POSTMASTER	LOOP summer 2023 mailing	3,850.00
75743	05/10/23	Printed			0000000316	U S POSTMASTER	Permit #658 annual fee	290.00
75744	05/10/23	Printed			U	ULINE	superior-storage/tables	1,143.34
75745	05/10/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	May 2023 service	90.00
75746	05/10/23	Printed			VGK	VGKIDS	summer 2023 challenge	373.02
75747	05/10/23	Printed			0000000021	Y C U A	MA 3/20-4/20/23 service	642.20
75749	05/18/23	Printed			BAA	BANK OF ANN ARBOR	statement 4/30/23 #4396	530.10
75750	05/18/23	Printed			BECRAU	BECKETT & RAEDER	whit sidewalk billing 4/30/23	2,975.00
75751	05/18/23	Printed			CONCEN	CONCENTRA	J.Lee DOT Phys 4/12/23	130.00
75752	05/18/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Apr 2023 service ALL	3,381.73
75753	05/18/23	Printed			ENZ	ENZOS CATERING	in-service balance due 6/2/23	679.25
75754	05/18/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior mural supplies	226.38
75755	05/18/23	Printed			GOW	MONICA GOWER	lost check final check	1,059.45
75756	05/18/23	Printed			JOUP	JOHN'S UPHOLSTERY	MA 4 chairs	1,650.00
75757	05/18/23	Printed			LEID	LEID PRODUCTS	MA lockers	9,178.50
75758	05/18/23	Printed			0000000051	THE LIBRARY NETWORK	recite/36 mon Overd 4/23-4/24	5,634.82
75759	05/18/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 4/15-5/14/23	791.80
75760	05/18/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior April 2023 service	39.23
75761	05/18/23	Printed			UOMTBC	UNIVERSITY OF MICHIGAN	In service training 2023	150.00
75762	05/18/23	Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/23 service	384.98
75763	05/25/23	Printed			0000000025	AFLAC	payment #6	113.80
75764	05/25/23	Printed			ANPACO	ANDERSON PAINT COMPANY	Superior mural	666.74
75765	05/25/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 4/30/23	52.18
75766	05/25/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 4/30/23	22.98
75767	05/25/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 4/30/23	33.04
75768	05/25/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 4/30/23	1,323.17
75769	05/25/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 4/30/23	1,440.69
75770	05/25/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 4/30/23	235.46
75771	05/25/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 4/30/23	104.92
75772	05/25/23	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 4/30/23	26.78
75773	05/25/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 4/30/23	58.87
75774	05/25/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/23	1,345.68
75775	05/25/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 4/30/23	1,305.25
75776	05/25/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 4/30/23	941.86
75777	05/25/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 4/30/23	930.51
75778	05/25/23	Printed			BASIC	BASIC	May 2023 admin fee	50.00
75779	05/25/23	Printed			BBT	BLACK AND BROWN THEATRE	6/24/23 program	500.00
75780	05/25/23	Printed			BA	BLACKSTONE PUBLISHING	Family Morfawitz	496.13
75781	05/25/23	Printed			BCN	BLUE CARE NETWORK OF MI	June 2023 coverage	50,046.35

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75782	05/25/23	Printed			BRIGHLIB	BRIGHTON DISTRICT LIBRARY	lost ILL - Mon Coeuraletroit	14.95
75783	05/25/23	Printed			CUHL	CALVIN UNIVERSITY	lost ILL-Reconstruction of Wes	250.00
75784	05/25/23	Printed			JCARY	JAMES CAREY	April 2023 service	1,425.00
75785	05/25/23	Printed			CDW	CDW GOVERNMENT, INC.	apc avc c type 2 outlet	408.79
75786	05/25/23	Printed			0000000567	CENTER POINT PUBLISHING	Eden's Children	294.84
75787	05/25/23	Printed			CRCO	CREATURE CONSERVANCY	6/14/23 STEM program	400.00
75788	05/25/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	June 2023 coverage	2,968.70
75789	05/25/23	Printed			ELEM	ELEMENTONE CONSULTING, INC	FY2024 prof fee	2,000.00
75790	05/25/23	Printed			FST	FIRST BOOK	order #7000920910	1,054.43
75791	05/25/23	Printed			GARB	MARY GARBODEN	Superior building supplies	51.92
75792	05/25/23	Printed			0000000336	GENEALOGICAL SOCIETY	2023 membership renewal	10.00
75793	05/25/23	Printed			GRNG	GRAINGER	toilet seat	64.73
75794	05/25/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 5/12/23	1,405.61
75795	05/25/23	Printed			HCDL	HOWELL CARNEGIE	lost ILL - Polar Bear.....	8.00
75796	05/25/23	Printed			HCMA	HURON CLINTON	6/15/23 STEM Pollywog program	100.00
75797	05/25/23	Printed			IMPDAD	IMPERIAL DADE	towel/bath tissue/liner	1,112.65
75798	05/25/23	Printed			JOCO	JOHNSON CONTROLS	whit 6/1/23-5/31/24 monitoring	1,245.00
75799	05/25/23	Printed			MICHLIE	MICHELLE LIETZ	ypsi/writes wrksp 4/15 & 4/29	200.00
75800	05/25/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	June 2023 coverage	1,842.47
75801	05/25/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Killian-Public relations for I	25.00
75802	05/25/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	503637808/503637940.....	903.89
75803	05/25/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla-ending 4/30/23	16,179.51
75805	05/25/23	Printed			NMU	NORTHERN MICHIGAN UNIVERSITY	lost ILL-Preambles	53.00
75806	05/25/23	Printed			OV	OVERDRIVE, INC.	01576CO23095255.....	16,168.94
75807	05/25/23	Printed			QM	Q+M	Summer 2023 LOOP	2,000.00
75808	05/25/23	Printed			JARE	JAMES REED	MA mtg rm cabinets	38.16
75809	05/25/23	Printed			0000000443	SHERWIN-WILLIAMS	whit cmr paint	177.34
75810	05/25/23	Printed			SWANK	SWANK MOTION PICTURES, INC	5/10/23-8/31/23 site license	200.00
75811	05/25/23	Printed			TDSM	TDS	5/22-6/21/23 service	769.73
75812	05/25/23	Printed			TERM	TERMINIX	MA 4/24/23 application	716.00
75813	05/25/23	Printed			0000000030	VISION SERVICE PLAN - MI	June 2023 coverage	839.70
75814	05/31/23	Printed			CAPONE	CAPITAL ONE	statement 5/24/23 #9019	2,250.00

Total Checks: 121

Checks Total (excluding void checks):

257,218.56

Total Payments: 121

Bank Total (excluding void checks):

257,218.56

Check Register Report

Date: 06/23/2023

Time: 11:03 am

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
2090	05/03/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	display tower-Superior	3,100.00
2091	05/03/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior-ending 3/31/23	40,446.34
2092	05/03/23	Printed			TEL	THALNER ELECTRONIC	Superior AV install	6,880.01
					Total Checks: 3			Checks Total (excluding void checks): 50,426.35
					Total Payments: 3			Bank Total (excluding void checks): 50,426.35
					Total Payments: 124			Grand Total (excluding void checks): 307,644.91

Communications

Notification of Construction - Emergency Water Shutoff - Driveway and Alleyway Access
US12/M17 YCUA Trunkline Water Infrastructure Improvement
Date: 5/26/2023

Dear Water Customer, Resident, or Business Owner,

Ypsilanti Community Utilities Authority (YCUA) is improving the transmission watermain along W. Michigan Ave. between Ballard St and Huron St. OHM Advisors is the engineering consultants and DiPonio Contracting is the contractor performing the work on behalf of YCUA. The watermain for phases 1 and 2 have been completed along N. Hamilton St., N. Huron St., S. Hamilton St., S. Huron St., Washtenaw Ave and Jefferson Ave.

The project is to be along portions of W. Michigan Ave as well as the alleyway between Adams St and Washington St north side of Michigan Ave. and the parking/alleyway between BLM (Washington St.) and Huron St south side of Michigan Ave buildings.

In these locations the pavement will be removed to allow for the new pipeline to be installed in the road/ alleyways. At times, access to your driveway or alley may be limited while construction is underway. **We strongly recommend that your vehicle be moved to a side street if immediate use is required. Attached is a windshield flyer that can placed in on the dash to avoid being ticketed if parked in City owned parking areas. These parking passes will expire 09/01/2023.** We realize this will be an inconvenience and will do our best to minimize the impact. Pavement will be restored after the underground work has been completed.

There will be water shut offs to reconnect the new water main to the existing network and during water service relocations. All planned water shut offs will be communicated in advance, with written notice provided 24 hours before any planned water shut offs via a notice taped to the front door of the business or residence. **Due to the nature of the work and the old infrastructure, emergencies can occur at any time that require the water to be shut off without warning for varying lengths of time. Please call YCUA and OHM to report any loss of water at (734) 466-4502.** A precautionary boil water advisory will accompany all water main shut offs where required and be rescinded in writing when testing has passed.

Please remove any personal landscaping or personal belongings from within the road Right Of Way (ROW). The project will restore the area with topsoil and concrete material and may not replace any specialty items or landscaping in the ROW. The project is not responsible for personal items such as sprinklers, trees, shrubs, flowers, small plants, rocks, edging, mulches, or any other landscaping items within the ROW.

We will do everything we can to monitor the work site to ensure that pets and children stay clear. We ask that you also help us to ensure that everyone stays clear of the work area to ensure the public's safety. If someone from YCUA, DiPonio or OHM contacts you at your address, the person will be able to provide identification of who they are, business cards matching their identification and a clear explanation of who they are or what they are doing. Please contact us at any of the numbers below for confirmation of identification or answers to any questions.

Your patience through this process is much appreciated,

Engineering - OHM Advisors
Fraser Payne – Const. Engineer
734-466-4502 - Leave a message, I will call you back.
Fraser.payne@ohm-advisors.com

Mitch Belisle - Onsite Technician
(734) 466-4462- Leave a message, I will call back.

Contractor – DiPonio Contracting
Chris Maltese - Project Manager
(586) 997-4150 –Leave a message, I will call back. Ypsilanti

Community Utility Authority (YCUA) – Scott Westover –
Engineering Manager
734-484-4600 x 220.
After hours, 734-484-4600 x 316.

For after hours and weekend assistance or to report suspicious activity please contact the non-emergency Ypsilanti Police Department at (734) 483-9510. For up-to-date information about parking changes, please visit cityofypsilanti.com/parking.

20 June 2023

Michigan Department of Natural Resources
Attn: Spark Grant Evaluation Committee

5577 Whittaker Rd.
Ypsilanti, MI 48197
(734) 482-4110
ypsilibrary.org

To Whom It May Concern:

The Ypsilanti District Library wholeheartedly supports the Superior Charter Township's Spark grant request to make improvements to Fireman's Park. For fifteen years the Library occupied a cramped Township space adjacent to the park. Every day, both the Library and the park saw needy children and families cross MacArthur Boulevard to visit from Sycamore Meadows and Danbury Park. Together, these two apartment complexes make up the lowest-income, highest-density housing tract in Washtenaw County.

In November 2022, the Library opened a new, larger facility less than a quarter mile down the street to provide better service to neighborhood residents and improve their quality of life. We actively worked with community members and the Township to choose this walkable location, create safe street crossings, provide street lighting, and build a full-service library that meets the area's specific needs. Now, the Township has committed \$318,000 for improvements to the park, including a 1/5-mile paved walking trail, 7 pieces of adult exercise equipment, a picnic pavilion, additional swings, grills, and picnic tables, and a play structure for 5-12-year-olds. Spark grant funds would add padded turf under all playground equipment, reducing possible injuries from falls and providing universal design ADA accessibility. Alongside the new library, a safer, fully-inclusive playground will stand as another strong symbol of support for this struggling community.

Even prior to the pandemic, this area saw high rates of crime and poverty and a lack of educational opportunities and services such as transportation, health and child care. Through our staff's relationships with neighborhood kids, we know firsthand that many have already suffered traumatic experiences no child should have to face. Like the new branch, this project is about more than "just" a library or "just" a playground – it's about creating a lifeline of support for those young people who need it the most. It shows them someone cares, and provides hope for the future. I'm passionate about providing opportunities that transform lives in this long-underserved neighborhood. I'm confident the park project will do this. If I can be of additional assistance as you consider this application, please do not hesitate to contact me.

Sincerely,



Lisa Hoenig
Director

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/22/2023
Re: Superior Planning Committee report

Project status:

- The Township Building Official has issued our unconditional Certificate of Occupancy. We should receive it soon.
- Have ordered a more sophisticated fireplace wireless remote that we hope will perform better. Fireplace currently off since weather is nice.
- OHM Punchlist is complete.
- The garden fence has been installed.
- EIFS has been refinished in the area where the color was mismatched.
- Security keypad numbers had already worn off; it has been replaced.
- Bollard hand railing to be repainted a darker color to match the building.
- Landscapers to review plantings and replace those that did not survive the winter.
- Adjustments being made to one of the water pumps to increase pressure for toilet flushing.

TelSystems did some work on the speaker volume adjustments but further work is required. Some handheld microphones are backordered.

DTE has installed street lighting along Harris Road per the Township's request.

Recognition plaques for sponsored trees have been installed and look very nice.

The additional bulletin boards on order are expected by 7/6.

We are working with Dan Whisler on a plan for interactive play area elements for the Youth area.

We have already received a number of art submissions. The deadline is 9/15.





On my travels, outside Italy's National Library in Florence!

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/23/2023
Re: Facilities Committee report

We released an RFP for the proposed Whittaker sidewalk reconstruction project on 5/8, but received no bids. Brian Barrick of BRI talked to several contractors on our behalf and was able to secure two quotes, but both were significantly higher than our budget estimate. We believe we should try again over the winter, before the contractors' schedules fill up. I would like to re-release of the RFP in early December or January if that suits the Board.

As it appears we will not execute that project in the current fiscal year, I plan to request your consideration of a few smaller projects at the July meeting.

1. The work to seal the remaining curtain wall window bays at Whittaker is underway. At the outset of the project, Terracon Consultants performed water infiltration testing on bay 5, where water has still been seeping through the ceiling tiles following roof repairs last summer. Terracon's findings report is attached.

Essentially, the masonry roof piers need to be better sealed to prevent the water from getting through. Following discussions with Terracon, I believe the "Moderate-term repair" recommendation in section 4 of the report provides the most bang for the buck. Terracon is soliciting quotes for this work.

2. Prior to commencement of the window sealing, Allied Building Services washed the exterior of the first 2 curtain wall window bays to be sealed. While on site they provided a quote for washing all of Whittaker's windows, inside and out. To my knowledge, this has never been done, and is sorely needed. Due to the complexity of the project, the cost is significant. We will secure an additional quote or two prior to the July meeting for your consideration.
3. At the April meeting the Board approved an upgrade to Whittaker's stack and pendant lighting. The stack lighting is being delivered and installation should begin next week. Enlighten ordered a sample of the proposed pendant light fixture following the Board's approval of the work. The fixture's configuration was problematic in a couple of ways, and could not be installed as planned. Enlighten has another option that falls within the existing budget, but it doesn't match the building's aesthetics quite as well. I have asked them to research additional fixtures that might be a better fit at a somewhat greater cost. Stay tuned.

June 15, 2023

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Attn: Ms. Lisa Hoenig
T: (734) 879-1300
E: lisa@ypsilibrary.org

Re: Water Leakage Investigation – Bay 5
Ypsilanti District Library
5577 Whittaker Road, Ypsilanti MI 48197
Terracon Project No. FR206032

Dear Ms. Hoenig:

Terracon Consultants, Inc. (Terracon) visited the property located at 5577 Whittaker Road, Ypsilanti, MI 48197 on June 1, 2023, to conduct a water leakage investigation at curtain wall Bay 5 on the east elevation of the building. The project scope was based on a proposal to Ypsilanti District Library (Client) dated May 8, 2023. This report summarizes site activities, documents the findings, and provides general recommendations based on information available to date.

1.0 PROJECT INFORMATION

The original building was constructed around 2000 and that some repairs/improvements have been made to address the water infiltration along the east elevation and roof starting in 2020. This repair work has been based on Terracon documents titled Building Envelope Repair Project dated June 2, 2020 (FR206032) and Terracon's scoping document titled Roof Resealing dated July 18, 2022 (FR226078). The fenestration units of the subject building are curtain wall framing with multi-pane glass that utilizes tinted insulated glass units that are set between masonry walls.

Terracon was informed by Client that several of the locations of water infiltration had stopped based on previous enclosure work, Bay 5 continues to leak at one location after significant rain. Evidence of water intrusion can be seen on the ceiling in the form of stains.

The scope of Terracon's services included:

- Visiting the site to make visual observations.
- Performing water testing to identify the likely water leakage paths at the selected area **[Photo 1 & 2]**.

Terracon team members present on site included:

- Jared Lawrence, Senior Architect
- Arvin Santos, Senior Staff Architect



2.0 SITE ACTIVITIES

Terracon made observations and conducted testing from a manlift provided by O’Neal Construction (Contractor). An infrared camera was utilized to observe thermal anomalies of the ceiling tiles in the test area.

2.1 Visual Observations

The following observations were made by Terracon prior to testing:

- Roof perimeter at test area generally in good condition [**Photo 3**].
- Overview of brick wall coping assembly closest to the leak location [**Photo 4**].
- Limestone coping joint on brick wall in good condition [**Photo 5**].
- Gaps in the masonry mortar joints observed [**Photo 6**].
- Discontinuous mortar joint above steel flashing observed [**Photo 7**].
- Sealant on counterflashing appears to be new and in good condition [**Photo 8**].
- Standing seam roof in good condition [**Photo 9**].
- Roof flashing sealant joints in good condition [**Photo 10**].
- Visible moisture staining of the lay-in ceiling tiles [**Photo 11**].
- View of the ceiling using an infrared camera before commencing testing [**Photo 12**].

2.2 Testing

Terracon tested various locations along the roof area above Bay 5 on the east elevation where the reported water leakage was located [**Photos 1&2**].

Water was applied to the limestone coping joint, brick masonry assembly, masonry metal flashing, roof counter flashing and the roof utilizing a spray nozzle (AAMA 501.2) in general accordance with ASTM E2128 *Standard Guide for Evaluating Water Leakage of Building Walls*. An infrared camera was used to observe water leakage from the inside of the test area location. After completion of the testing from the exterior, Terracon conducted additional evaluation by accessing the roof.

OBSERVATIONS

- At 10:50AM, Terracon started spraying water at the limestone cap joint. Water was applied for 15 minutes [**Photo 13**].
- Testing was paused for 15 minutes to allow water to move through the assembly of the wall system.
- At 11:35 AM, water leakage was observed on the ceiling using the infrared camera [**Photo 14**].
- To isolate the source of the water leakage, Terracon did a series of tests on each joint assembly starting from the base of the brick wall cap going up.
- **Test 1:** Roof – Terracon tested the roofing termination at the base of the brick wall assembly below the counterflashing. Water was applied for 15 minutes and paused for 10 minutes. No water leakage observed [**Photo 15**].
- **Test 2:** Roof counterflashing – Terracon tested the counterflashing. Water was applied for 20 minutes and paused for 10 minutes. No water leakage observed [**Photo 16**].
- **Test 3:** Masonry Metal Flashing – Terracon moved on to test the masonry metal flashing which was observed to have visible gaps on the brick mortar joints. After 5 minutes of spraying, testing was halted due to significant presence of water on the ceiling. [**Photos 17 & 18**].
- **Test 4:** Limestone Cap Joint – To complete the test, Terracon tested the limestone cap joint a second time. After 3 minutes of testing, significant water leakage was observed which started dripping from the ceiling to the library floor [**Photo 19**].

3.0 FINDINGS

Based on the conditions observed and the results of testing, the following summarizes Terracon's findings:

- Testing performed resulted in water leakage at several areas and condition of the exterior wall. This leakage appeared consistent with the locations of previous leak locations that have occurred from natural rain events.
- The primary path of water to the interior appears to be through failed portions of the masonry joint above and below the masonry metal flashing located above the roof flashing. This included portions of joints with deteriorated mortar and may also occur at locations where openings in the brick wall allowed water to bypass the joints [**Photo 20**]. Note that similar leaks at other bays have been eliminated based on previous repair work.
- It was also noted when testing the limestone coping joint, water from the coping travels down and enters the openings in the masonry mortar joints. This water appeared to absorb into the surface more than expected considering that Terracon understands that a penetrating sealer was applied last year.
- It appears that the water that bypasses the exterior masonry assembly, collects in the brick wall cavity and travels to the ceiling below. The direct path that the water travelled cannot be determined due to lack of access to the ceiling cavity from the interior and limited visibility from the exterior.
- Upon accessing the roof for further evaluation, evidence of water exiting the back of the masonry wall cap from failed masonry joints was observed [**Photos 21, 22, 23 & 24**].

4.0 RECOMMENDATIONS

Terracon offers the following general recommendations for remediation:

Short – Term Maintenance

- Remediate voids on masonry joints at through-wall flashing.
- Install sealant at masonry flashings.
- Remediation of any open masonry joint like shown in photo 6.
- Repointing of masonry joints as needed, apply/re-apply penetrating sealer. A reapplication period of 3-5 years should be expected.
- This approach has the highest risk of future water infiltration.

Moderate- Term Repair

- Install a continuous coating from the coping to the roof flashing. Transition between coatings, flashings, and coping to provide a water-tight assembly.
- For best results with least aesthetic change, the use of a translucent silicone coating such as Optic 3101 by GE should be considered. Note that this coating cannot be a re-coating with anything other than silicone, and that it cannot be effectively removed for use by another coating chemistry. The translucent material provides a shorter warranty period than the opaque product that is similar, and it is not offered by the Dow so there is less competition in the market.

Long Term- Term Repair

Option 1: Install a suitable weather barrier (including Optic 3101) and clad coping and masonry wall cap with a sheet metal coping and siding assembly.

Option 2: Remove the masonry down to the roof system to install new stainless-steel flashing and air/water seals to provide effective air and water control, rebuild to match existing.

Due to the complexity of the assembly and the level of uncertainty with the concealed conditions, this approach should be conducted on one masonry wall cap prior to proceeding with the remaining. This will allow for the investigation and confirmation of the approach prior to formalization of bid from contractors. If the work is negotiated with a mason, this approach can give them the opportunity to accurately price the remaining scope.

- The involvement, oversight, and quality assurance monitoring by third party of any building envelope renovation.
- Conduct testing on remedial work to verify adequate performance of installed components/systems.

5.0 CLOSING

The extent and full scope of water leakage that has affected the building may require additional water testing after implementation of recommended remedial actions due to the possibility of multiple sources of water entry contributing to the same interior condition(s).

We appreciate the opportunity to assist you on this project. If we can be of further assistance, please do not hesitate to contact us.

Sincerely,
Terracon Consultants, Inc.



Arvin Santos
Senior Staff Architect
Facilities Engineering Division



Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Division

Distribution: Ms. Lisa Hoenig, lisa@ypsillibrary.org

Attachments: Photographs



Photo 1 – Overview of the building indicating test area.



Photo 2 – Overview of the building indicating test bay, testing conducted on north side.



Photo 3 – Roof perimeter at test area generally in good condition.



Photo 4 – Overview of the brick wall coping closest to the leak location.



Photo 5 – Limestone coping joint on brick in good condition.



Photo 6 – Gaps in the masonry mortar joints observed.



Photo 7 – Discontinuous mortar joint above steel flashing observed.



Photo 8 – Sealant on counterflashing is in good condition.



Photo 9 – Standing seam roof in good condition.



Photo 10 – Roof flashing sealant joints in good condition.

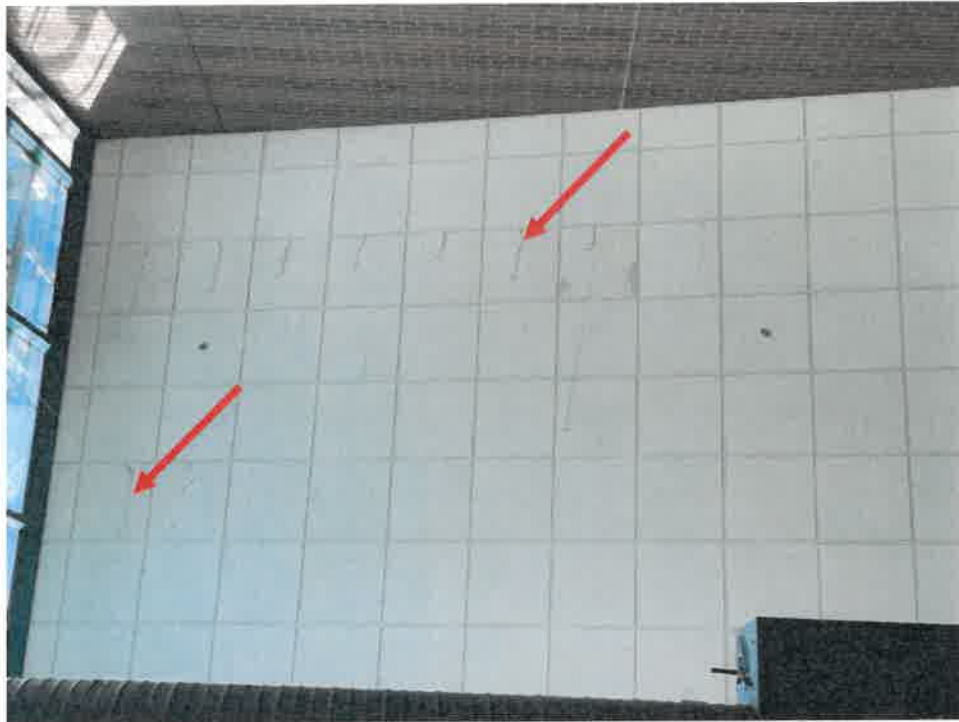


Photo 11 – Visible moisture stains on lay-in ceiling tiles.

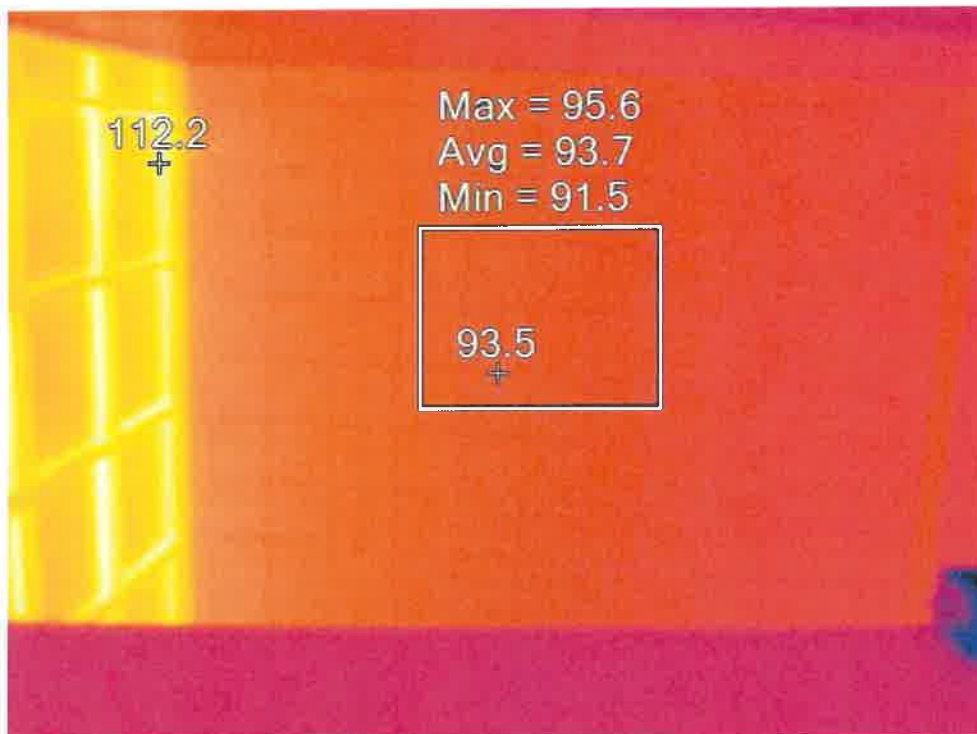


Photo 12 – View of the ceiling using an infrared camera before commencing testing.



Photo 13 – Test 1: Limestone cap joint.

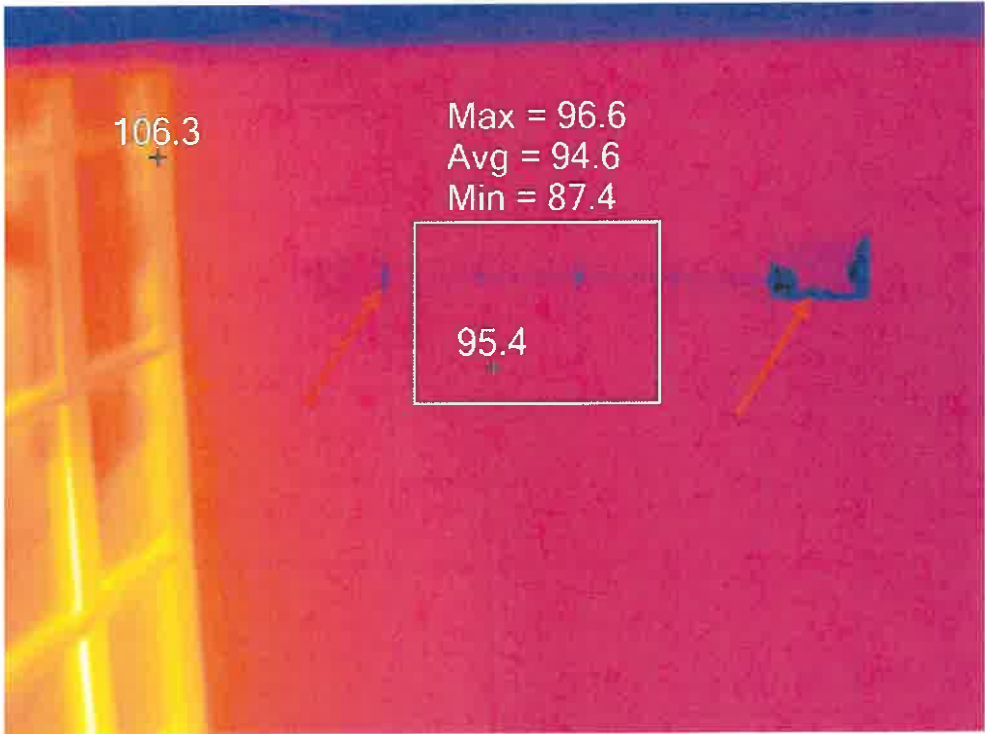


Photo 14 – Water leakage observed.



Photo 15 – Test 1: Roof – No water leakage observed.



Photo 16 – Test 2: Counterflashing – No water leakage observed.



Photo 17 – Test 3: Masonry metal flashing – Test area which yielded significant water leakage.

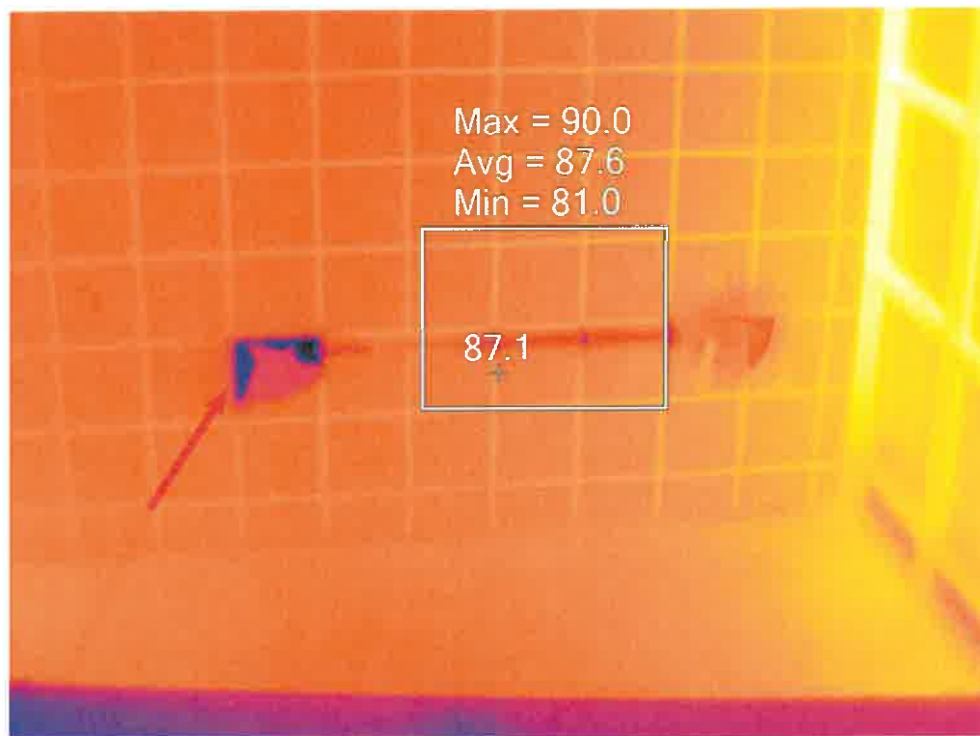


Photo 18 – Water leakage observed while testing the masonry metal flashing.

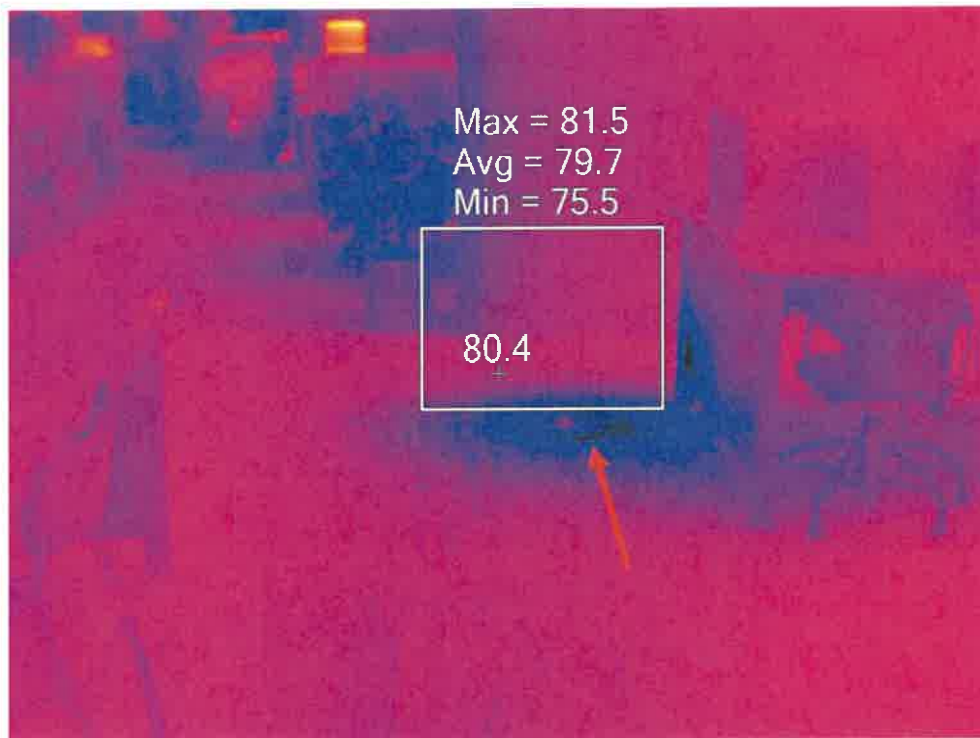


Photo 19 – Water leak from above.



Photo 20 – Possible water leakage entry points.



Photo 21 – Water exiting the back of the brick wall cap from failed masonry joints.



Photo 22 – Failed masonry joints.



Photo 23 – Failed masonry joints.



Photo 24 – Failed masonry joints.

Director's Report and attachments

Library Director's Report

June 28, 2023

The Latest and Greatest

- YDL's 2023 Summer Challenge kicked off at Superior with a bang, and we're already significantly ahead of last year's sign-up numbers. Our Youth departments are hopping!
- Lunch, Listen & Learn starts Monday. Channel 62 is expected to report from Superior. :)
- We received a \$20,000 gift from the Song Family Fund and another anonymous \$20,000 matching gift since the last Board meeting. The \$2M capital campaign goal is now just about \$9,000 away!
- I was away for a wedding, but the staff in-service day on 6/2 was by all accounts a terrific gathering. Congratulations to Julianne and her team for pulling off another crowd-pleasing learning experience!
- YCUA and OHM continue to work on the downtown water mains. Michigan Avenue has intermittently been without water a few times; at least two more closures are anticipated. The building will be closed 6/26 as they switch service to the new water main. They have also discovered lead (Pb) piping leading to our building, and will replace it at their expense. A few other changes are advised. I received notice of this today, and am meeting with the lead engineer from OHM Monday morning. See attached correspondence, proposed contract agreement, and sketch. They hope to complete this work next week if we agree.

Facilities:

- The after-hours lockers in Library Plaza are in operation and already being used!
- The Whittaker curtain wall window project is underway and is right on schedule.
- The Explorer's wrap was installed on 6/22; it's all ready to show off in the 4th of July parade.
- The bookmobile was off the road for a couple of weeks to take care of some long-awaited repairs.

Financial:

- Insurance reimbursed us for the counterfeit check; funds have been returned to the construction budget.
- We have been unhappy with our credit card over the past year after Bank of Ann Arbor outsourced it. We have opened a new Mastercard account and will discontinue it once current statements have been paid.

Personnel:

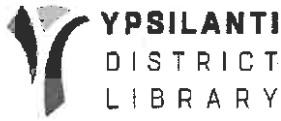
- Congratulations to Whittaker Adult Services Librarian Christy Havens, who will retire on 9/15 after 31 years of service at YDL. We hope to have a replacement begin training in mid-August.
- Communications Intern Samantha Huck has resigned effective 8/10 as she heads off to school. She's done a great job and will be missed; we will post this position soon.
- Our transition to Zenefits for payroll processing is scheduled for the next payroll (7/6).

Side Notes:

- Julianne and I attended an EDI hiring presentation hosted by the A2Y Chamber on 6/22.
- I will meet with County Commissioners Crystal Lyte and Caroline Sanders on 6/26 to discuss possible financial assistance from the County for the Harris Road widening project.
- TLN launched new branding and a new software platform for the Michigan Activity Pass (MAP) on 6/21. Both are huge improvements! Check it out at <https://miactivitypass.org/>.
- Jodi Krahne will join MCLS to present TALK as a service to state library representatives from Ohio and Arizona on 7/10. Texas has also expressed interest.

Announcements:

- Please join YDL for the Ypsilanti Independence Day parade! We will assemble on Cross Street (usually somewhere near Wallace). The parade steps off at 11:00. The bookmobile will be there and I will drive the freshly-wrapped Explorer. It's always fun, and should be extra-special in this Bicentennial year.



Lisa Hoenig <lisa@ypsilibrary.org>

RE: YCUA visit -- clarification request

1 message

Fraser Payne <Fraser.Payne@ohm-advisors.com>

Fri, Jun 23, 2023 at 1:13 PM

To: Lisa Hoenig <lisa@ypsilibrary.org>

Cc: Jim Reed <jreed@ypsilibrary.org>, Joy Cichewicz <joy@ypsilibrary.org>, Julianne Smith <smith@ypsilibrary.org>, "SWestover@ycua.org" <SWestover@ycua.org>, Mitch Belisle <Mitch.Belisle@ohm-advisors.com>, Ellen Campbell <Ellen.Campbell@ohm-advisors.com>, Cameron McCarthy <Cameron.McCarthy@ohm-advisors.com>

Lisa,

Thanks for taking the time to talk. As discussed late last week we discovered that the library has a section of Lead (Pb) that will need to be removed from the YCUA water system. As we went through the process of determining the extend of the lead (Pb) line into the building, we have further determined that there is a shared use 2 inch water line. The 2 inch water line is feeding the fire suppression, heating system, drinking water and irrigation.

YCUA would like to separate the systems. In order to do so an additional water service will need to be installed into the basement of the library. Attached is a basic sketch of the current set up and a generic contract documents. When we meet onsite we can determine some of the details.

I'll send out a separate email for an invitation to meet on site at 9:00 AM Monday June 26.

I have now added your email to the communication list and you'll receive update emails for the project.

On Monday June 26, the existing water main will be shut off on Michigan Ave from Adams St Washington St to tie in the new water main onto the old water main. The watermain will be shutdown from 9am to 5pm. A precautionary boil water advisory will remain in effect. A notice for water shut down will be delivered tomorrow. After samples are collected and a passing test is received, the public notice will be posted when the precautionary advisory is withdrawn.

Thank you,

FRASER PAYNE, PE | OHM Advisors® | est.1962

PROJECT ENGINEER

D (734) 466-4502 | C (810) 322-0524 | O (734) 522-6711

fraser.payne@ohm-advisors.com | OHM-Advisors.com

From: Lisa Hoenig <lisa@ypsilibrary.org>

Sent: Friday, June 23, 2023 11:23 AM

To: Fraser Payne <Fraser.Payne@ohm-advisors.com>

Cc: Jim Reed <jreed@ypsilibrary.org>; Joy Cichewicz <joy@ypsilibrary.org>; Julianne Smith <smith@ypsilibrary.org>

Subject: YCUA visit -- clarification request

This Message originated outside your organization.

Hi, Fraser:

I just got a third-hand report that some engineers from YCUA visited the Michigan Avenue library this morning and spoke with our Custodian there. They told him they need to replace lead pipes leading into our building and will need to do some excavating. He also said they mentioned the entirety of Michigan Avenue downtown will be without water on Monday.

Is the pipe replacement project under OHM's jurisdiction, or do I need to chat with someone from YCUA? If the latter, can you point me to the right person?

Is there any truth to the report of no water on Monday?

Thank you!

Lisa

--

Lisa Hoenig, Director

Ypsilanti District Library

5577 Whittaker Road

Ypsilanti, MI 48197

(734) 879-1300

www.ypsilibrary.org



229 W Mich - Full Work Plan.pdf

671K

Y.C.U.A. Lead and Copper Rule – Service Line Replacement Program

229 W. Michigan Ave. - Work Plan

- **Preparation:**

- Survey property with audio and visual recording equipment to assess and document the current condition of the property inside, outside, and in the ROW.
- Protect all surfaces from damage and repair any damage that occurs to surfaces to equal or better condition than the existing.
- Protect any and all shrubs, bushes, trees, flowers, or other ornamental, shade, or edible plants from damage. If any plant must be removed for work it is to be saved, protected, and replanted in the same area it was removed from. If damage or death to a plant is unavoidable, the plant must be replaced with one of the same species of a similar size and growth as the plant which was removed.
- Mulch, landscaping stone, or weed barrier in a planter bed is to remain in place. Any barrier that must be removed for work is to be saved, protected, and placed back in the same area it was removed from, or replaced with new barrier of the same material.
- Any grass disturbed by excavations is to be replaced with topsoil, seed, fertilizer, and mulch, which must be established within two (2) growing seasons. Watering seeded areas until it takes root shall be the responsibility of the Contractor.
- Procure permits for all plumbing work, coordinate inspection, and submit final approval upon completion of the work.
- Safely remove any furniture or stored items within the work area. Store items onsite outside of work area limits and reinstall upon completion of the project.
- Set up work area with positive ventilation to control dust during construction.

- **Exterior**

- As part of the ROW work, a new curb stop and box is to be located at the R.O.W. line with the public part of the Contract. It is not intended for that work to be done with this work plan.
- The Contractor may choose open cut installation or boring method for the installation of approximately __ feet of 1" Type K Copper for new water service line from new water curb stop and box into the home/building. (See **Property Layout & Service Location Sketch** for details, attached.)
- Pressure test all joints that will be buried under line pressure prior to backfill.
- Exterior foundation exposed by excavation, especially the one foot around the outside of the cored hole filled with hydraulic cement shall be sealed with an approved foundation sealant.

- **Exterior Restoration**

- Remove and replace sidewalk pavement as required for installation of new water service line to home/building.
- Landscaping: None proposed at this property.
- Fencing: None proposed at this property.

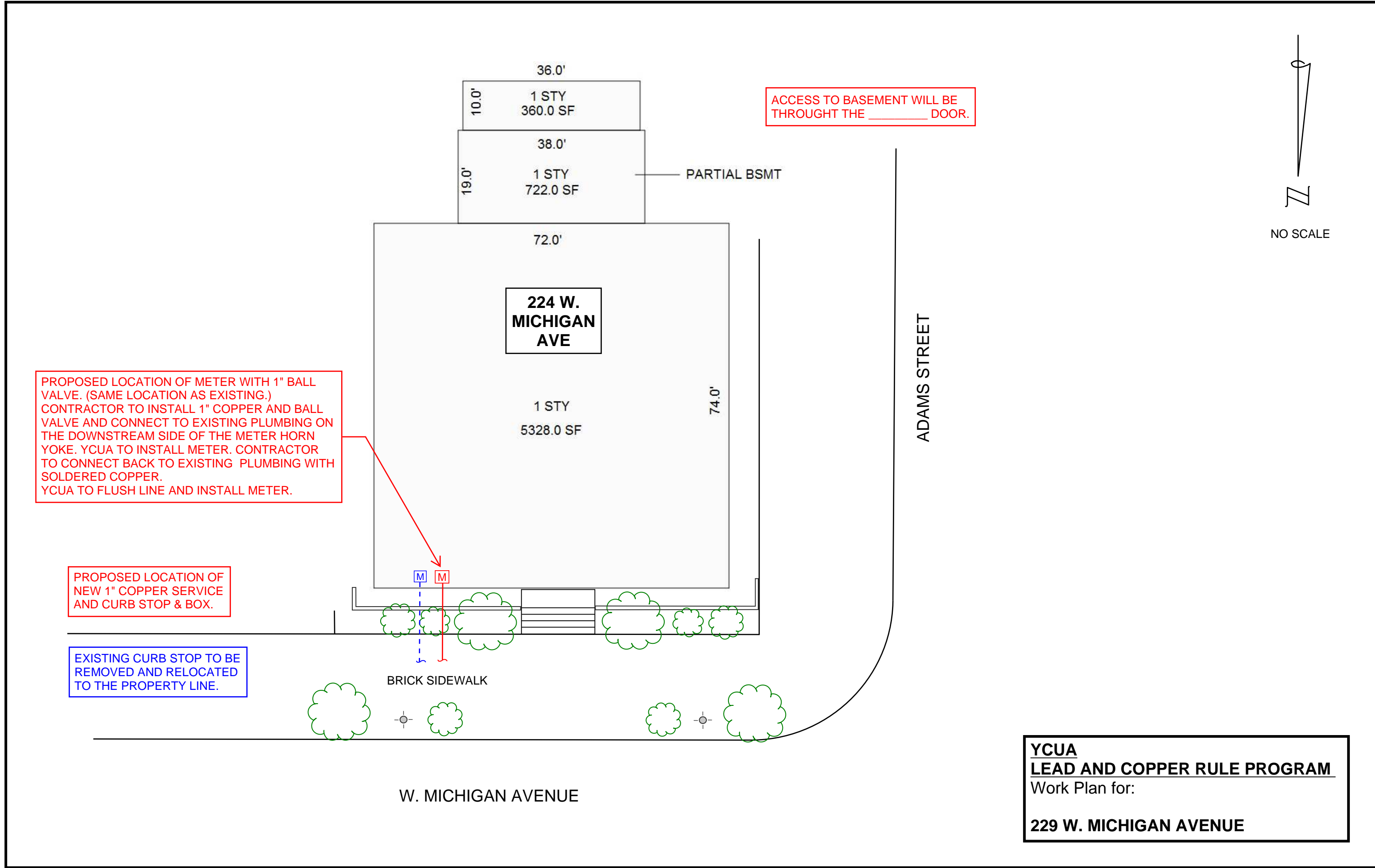
- **Interior**

- Existing service line will be cut flush with floor and hydraulic cement will be used to seal the hole in the floor. YCUA will remove existing meter.

Y.C.U.A. Lead and Copper Rule – Service Line Replacement Program

- The hole through the foundation shall be core drilled through the existing foundation or floor of the basement. No hammer or pneumatic tools may be used to create the opening. The opening shall allow for at least ½" clear opening around the new service.
- Install 1" copper service from the point of entry into basement.
- Contractor will reset entire meter and install two new 1" ball valves.
or
- Contractor to install 1" copper and ball valve and connect to downstream side of meter horn yoke. Contractor to connect back to existing plumbing with soldered copper.
- The plumbing will be secured and supported as required by the plumbing code.
- YCUA will flush the service after installation.
- At no time shall water pass the new meter horn to enter the building until after YCUA has flushed and installed the meter. Water may be run to the meter horn into a bucket to purge the line and pressure test from the ball valve inside to check the joints outside prior to backfill.
- YCUA will schedule a time with the homeowner for the collection of an LSLR sample, which must be collected as close to, but no later than, 30 days from the service line replacement. Sampling procedures will be provided along with a sample kit on the day of the work.
- The service in the foundation hole will be centered and the foundation hole will be filled with hydraulic cement full width from outside to inside.

See attached work plan which includes a property layout sketch detailing the specific work.



ACCESS TO BASEMENT WILL BE THROUGH THE _____ DOOR.

PROPOSED LOCATION OF METER WITH 1" BALL VALVE. (SAME LOCATION AS EXISTING.) CONTRACTOR TO INSTALL 1" COPPER AND BALL VALVE AND CONNECT TO EXISTING PLUMBING ON THE DOWNSTREAM SIDE OF THE METER HORN YOKE. YCUA TO INSTALL METER. CONTRACTOR TO CONNECT BACK TO EXISTING PLUMBING WITH SOLDERED COPPER. YCUA TO FLUSH LINE AND INSTALL METER.

PROPOSED LOCATION OF NEW 1" COPPER SERVICE AND CURB STOP & BOX.

EXISTING CURB STOP TO BE REMOVED AND RELOCATED TO THE PROPERTY LINE.

NO SCALE

YCUA
LEAD AND COPPER RULE PROGRAM
Work Plan for:
229 W. MICHIGAN AVENUE



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

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

**Ypsilanti Community Utilities Authority
Lead Service Line Replacement Agreement**

1. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) announced new rules regarding the replacement of lead service lines or galvanized steel service lines that are or were connected to lead components (the New Rules). Rule 325.10604(6), issued under MCL 325.1005 et seq., 1976 PA 399. These types of services were used to connect public water mains to homes and other buildings.
2. The New Rules require that the Ypsilanti Community Utility Authority (YCUA) replace your lead or galvanized steel service line that is or was connected to lead with new copper piping at no cost to you, the owner of the home or other building. This will improve your water quality.
3. The New Rules require that YCUA replace the service line from the public water main into the inside of your home or building for 18 inches, or to the water meter inside your building, whichever is shorter. To perform this work, but only in coordination with you, it may be necessary for an employee or contractor of YCUA to enter your home or building to gain access to your water meter (likely located in the basement); to disconnect and reconnect your water meter; to perform work outside of your home or building in the area between the public water main and the point where your service line enters your home or building; and to install your new service line in what YCUA determines to be the most efficient and cost-effective manner and location.
4. By this agreement, you grant to YCUA a limited and temporary license agreement under which YCUA or its contractor has the right and authority to replace your service line as described above.
5. By this agreement, you do not grant to YCUA, and YCUA does not assume, possession, control, or ownership of your service line. You, the property owner, are and remain the sole and exclusive owner of your service line from the property line to the home or building and you remain responsible for your service line in the future.
6. YCUA is, however, responsible for any defect in workmanship in replacing your service line and YCUA will substantially restore your property to the condition in which it existed before the service line replacement work was performed and in conformance with the work plan outlined on the pages preceding this agreement.
7. Under the New Rules, all lead services are required to be replaced within the next 20 years. Lead levels in your drinking water may increase if you refuse to have your portion of the service line replaced. YCUA is prohibited from reconnecting your service line that is lead or galvanized that is or was connected to lead to the new water main. If you choose not to have your portion of the service line replaced, you will have a water service interruption. Once YCUA leaves your neighborhood, you will need to replace your portion of the service line at your expense in order to be reconnected to the water system and have service restored.

___ I, the property owner, grant to YCUA a limited, temporary license as described above, and YCUA agrees the terms of this license as described above;

or

___ I, the property owner, refuse to grant to YCUA a limited, temporary license as described above, and refuse to permit YCUA to replace my lead or galvanized steel service line that is or was connected to lead.

Property Owner

YCUA

Signature

By: _____
Its: _____

Printed name

Contractor

Address: _____

Date: _____

Printed name _____

YDL Dashboards

REVENUE BY SOURCE		Where the \$ Comes From	
	<u>ACTUAL</u>	<u>TO DATE</u>	
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,560	
Annual Appeal	\$22,549	\$11,887	21/22 includes a \$10,000 gift
Individual	\$85,004	\$1,815	21/22 includes \$73,150 gift
Corporate	\$0	\$100	
Sponsorship	\$1,000	\$0	
Memorials	\$2,769	\$3,069	
Tributes	\$751	\$275	
Third Party - Kroger, Amazon	\$946	\$634	
Friends of the YDL	\$24,000	\$12,212	
	\$139,694	\$31,552	
GRANTS			
Charitable Foundation	\$21,350	\$23,000	Dresner, A2 Rotary
Corporate Foundation	\$0	\$30,500	Toyota, Kids Gardening
Government	\$111,142	\$0	Talk Grant
	\$132,492	\$53,500	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,393	\$1,497	
Goussef Fund Distribution	\$17,240	\$9,077	Art Fund - Superior
YDL General Endowment Distribution	\$6,768	\$7,859	
	\$25,401	\$18,433	
SUPERIOR CAPITAL			
Grants (Funds Received)	\$187,600	\$120,000	Towsley, Song, Anonymous
Corporate/Organization	\$14,800	\$11,555	AK, Domino's, Menlo, Campbell, D&Z, Stites
Donations - Individual	\$388,669	\$24,307	
	\$591,069	\$155,862	
GRAND TOTAL	\$894,273	\$259,247	

REVENUE BY FUND	Where the \$ Goes	
<u>FY2021/2022</u>	<u>ACTUAL</u>	
General Fund	\$9,746	
		Friends and all non-grant designated gifts for a specific purpose
Miscellaneous Specified Funds	\$42,952	
Grants (Funds Received)	\$132,492	Non-capital
YDL Endowment Distributions	\$25,401	
Superior Capital	\$591,069	
	\$801,660	
Endowment gifts received and deposited with AACF: \$5,000		
<u>FY2022/2023</u>	<u>AS OF:</u>	
	<u>5/18/2023</u>	<u>6/22/2023</u>
General Fund	\$1,678	\$3,323
Miscellaneous Specified Funds	\$34,270	\$42,781
Grants (Funds Received)	\$53,500	\$53,500
YDL Endowment Distributions (General Fund)	\$9,355	\$9,355
Superior Capital Campaign	\$100,204	\$155,862
TOTAL TO DATE:	\$199,007	\$264,821
Endowment gifts received and deposited with AAACF: \$5,588		

Department Reports

Acquisitions Department Board Report

June 2023

Department News and Activities

- This is my first board report as the YDL Head of Acquisitions. I joined the team at YDL after spending 12 years as the Technical Services Coordinator at the Plymouth District Library, managing their acquisitions, cataloging, and ILL activity. During my time at Plymouth, I led their ILS (integrated library system) migration, transitioning the library from SirsiDynix Horizon to a more modern system.

My first big task at YDL will be helping the team choose and implement a new ILS, which is an exciting opportunity to improve many different aspects of the staff and patron experience! At the moment, I am helping the administrative team evaluate the RFPs that have been submitted for consideration.

I have also been spending time learning the ropes in different departments at YDL. (Thank you to Julianne for coordinating this!) So far I've spent time with the Youth, Adult, and Circulation departments at Whittaker, the Community Relations team, and the team at the Superior branch. Soon I will be visiting the Michigan Avenue branch and spending some time with Outreach on the Bookmobile.

I want to thank everyone at YDL for the incredibly warm welcome I've received, and I want to thank the Acquisitions department in particular for their endless patience and help. I'm very excited to work with all of you!

- 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 51% encumbered.**
- 127 items were cataloged in May.
- 2,773 items, including 2,044 e-items, were added in May.
- YDL borrowed 778 items from other libraries via MeLCat in May.
- YDL loaned 1,066 items to other libraries via MeLCat in May.
- 72 items no longer in our system have been returned since going fine free.

Submitted by Katie Page
June 21, 2023

Assistant Director
Board Report: June, 2023

- I couldn't be more pleased that Katie Page has joined our team as the Acquisitions Manager! She is doing a great job and is busy digging in. She has many years of professional experience under her belt, and I know she will be a great asset to rolling out a new ILS.
- We are all busy reviewing the RFPs for a new ILS, and we hope to be done within a few weeks and have our top 2-3 candidates identified. Those vendors will be invited to make a site visit and give presentations to staff.
- Per our strategic plan, I am researching libraries that offer "Memory Labs," which feature hardware and software enabling old formats, such as VHS and photos, to be scanned and/or digitized into the cloud. This will be a significant undertaking, requiring a (modest) redesign of existing space, the acquisition of equipment (probably some of it secondhand), and staff training – all before a public launch of the service – but we think it will be a very popular and needed service. I, for one, have many old formats in my personal archive that should be digitized!
- The exhibit programming committee met for the first time this week to brainstorm ideas associated with the themes of the fall exhibit, *A Colorful Dream*. It will be here from September 1-October 20, 2023.
- Lisa and I attended a Chamber of Commerce breakfast this morning, which featured two speakers on retaining and recruiting a diverse workforce. I'm not sure the presentation was entirely on target in terms of how it was marketed, but it did reinforce that we have done, and are doing, many of the right things!
- In-service day was a great success! Staff feedback has been very positive, and it was great having our entire staff together. I would like to extend many thanks to the Safety Patrol Team, who worked for nearly a year researching and writing our new Emergency Manual: Derek Humphrey, Chris Slay, Jim Reed, and Karen Esper.
- One of the takeaways from the Stop the Bleed training at in-service day was the need to stock bleeding control kits. I have since purchased these, and they are available on all floors at all YDL locations.



Submitted by Julianne Smith, June 22, 2023

Community Relations

Monthly report: June, 2023

Major print/design pieces produced:

- We printed our Summer Challenge flyers to distribute to the schools and Interrupters. It had information about participating in the Summer Challenge, along with Summer Lunches.
- We made a banner to highlight the new lockers at Michigan Ave.

Promotions

- **Summer Challenge:** Summer Challenge is in full swing so we're continuing to promote events on social media and have started highlighting badges in our emails.
- **Superior Call for Artists:** We've opened up our Call for Artists for the new Superior branch. We have a blog post up, along with monitor slides and flyers at all locations that let people find more information and nominate their own work, or someone else's work. Submissions are accepted through September 15.
- **Juneteenth and Pride Month:** We made blog posts highlighting displays and activities related to Juneteenth and Pride Month. It allowed people to learn more about the celebrations, as well as find YDL events they could participate in.

Notable Media Mentions

- CBS News and Click On Detroit highlighted the free bus rides with your library card that are available from TheRide as part of the Summer Challenge.
- The Eastern Echo and WEMU had pieces about the Summer Challenge.
- Kallista Walker and Mary Garboden participated in an Ear to the Ground interview with Bryan Foley about the benefits of the library.
- Click on Detroit included us in their list of summer cooling centers.
- Sam had interviews on the Lucy Ann Lance show about the Summer Challenge and the Toyota STEM grant.

Community Relations

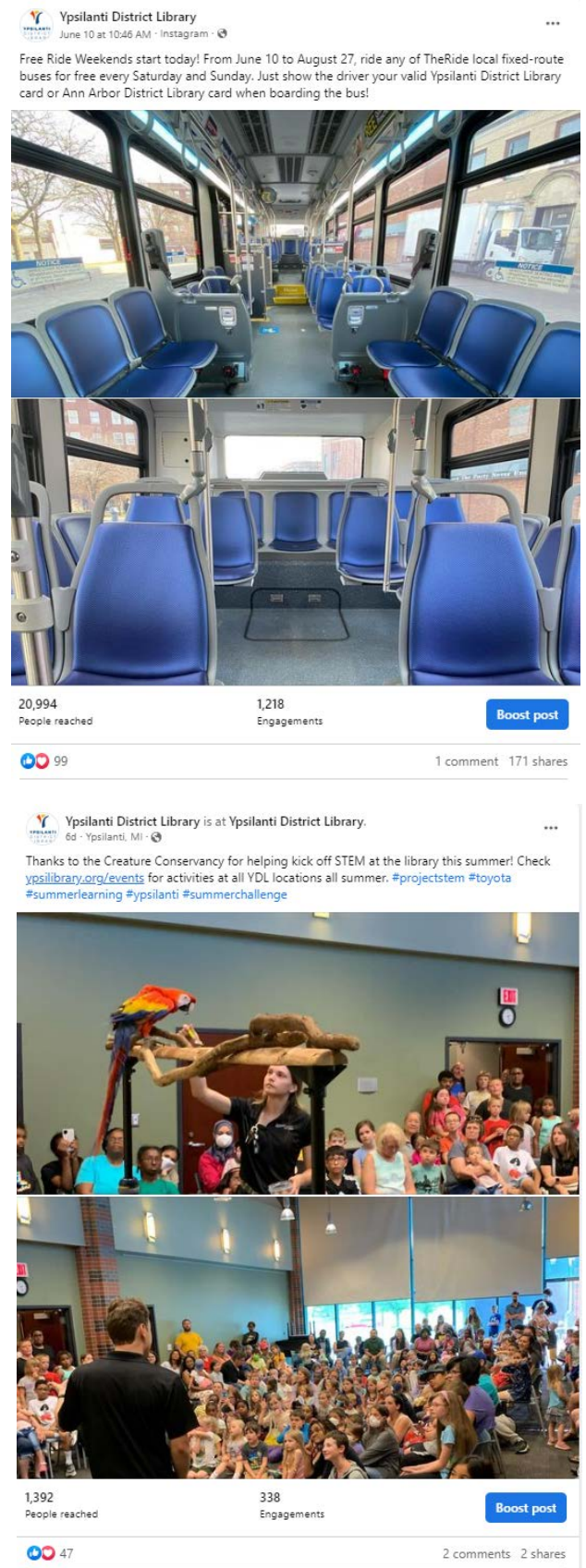
- Sam and Monica continue to attend Parkridge meetings and provide YDL updates.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.
- We're updating our email process so that we're sending out more targeted communication to our subscribers.

Submitted by Sam Killian on June 21, 2023



Notable Social Media activity

- Our post sharing free bus rides with your library card (weekends throughout the summer with TheRide) reached almost 21,000 people with over 1,200 engagements.
- Our post about accessing WiFi from the parking lot reached more than 1,200 people with almost 50 likes and 90 engagements.
- Our post sharing pictures of the Creature Conservancy visit (complete with a macaw) reached almost 1,400 people on Facebook with over 330 engagements and almost 50 likes.
- Our post teasing the Summer Challenge Kickoff reached over 1,400 people with almost 50 engagements.
- Our post with images from the downtown Chalkathan reached more than 1,100 people with more than 150 engagements.
- A Library “heist” video we posted on Instagram was viewed more than 500 times with more than 30 likes.
- We’re continually gaining followers on TikTok (up to 235) and have more than 3,100 video likes. We’ve published more than 80 videos so far.



Submitted by Sam Killian on June 21, 2023

Customer Services

Monthly report: June 2023

Circulation Stats

For the month of May, we checked out 42,417 items system wide.

Patrons also downloaded 15,854 digital items.

We issued 434 new library cards.

Staff News

Taylor Banks has joined the Customer Services staff at Whittaker Road as a library page. Taylor lives in Ypsilanti Township and will be starting her senior year at Pioneer High School this September.

Submitted by *John Connaghan* on June 19, 2023

YDL DEVELOPMENT REPORT

June 2023

PROCESSES AND REPORTING

Chris continues work on a full acknowledgement and cultivation plan for our various levels of donors. When a first draft is complete, she and Lisa will work on refining it before sharing with others for feedback. In addition, Chris has been digging into creating a grants management plan to help streamline our grant vetting, writing and reporting.

Chris also took a deep dive into our Donor Tools database comparing her revenue numbers to Andrew's in a new donation tracking system he created in our AirTable platform. The effort was well worth it to confirm our tracking systems are in synch. The difference between Chris' revenue and Andrew's was only \$93.86!

OUTREACH – MAKING CONTACT

Now exploring funding for all of YDL, Chris will be venturing out into the community more often to reach new funders and continue building relationships with current supporters. In May/June, Chris attended:

May 26 – National Black Women's Justice Institute Community Gathering

May 27 – Washtenaw Literacy Lifelong Literacy Luncheon

June 7 – Rotary Club of Ann Arbor 2023 Grantee Reception – thank you Bethany and Nicole from Superior for presenting our project – Summer Reading Challenge Books – and thanking Rotary.

June 8 – Toyota North America press conference launching the Driving Possibilities Initiative at Toyota's research and development site in Saline. This is the STEM initiative we are a part of via Toyota's Project STEM@YDL support.

June 9 – Safe Aging Townhall, Washtenaw Council on Aging

PROGRAM GRANTS

Planning

MI Arts and Culture Council Minigrant 2024

Due January 15, this \$4,000 minigrant would support programs surrounding the artwork for Superior.

EMU Engage: Intergenerational Community Solutions Institute

Stacy Palazzolo at Superior has been meeting with this group at EMU to explore the creation of community projects to support intergenerational programming. Chris is now looped and receiving updates. In order to organize ourselves in preparation for creating an application for support, we are holding a meeting here at YDL on June 29th with representatives from each of our branches, as well as Lisa and Chris to discuss possible projects and partnerships (i.e., Ypsilanti Senior Center who is interested in partnering with YDL) that could be implemented to enhance our intergenerational programming. We will be brainstorming and creating first steps for moving forward. On June 30th, EMU Engage will bring the various non-profit representatives back together to discuss ideas, receive feedback on our ideas and then help create a plan of action for our concept/project.

Michigan Humanities Council: Arts & Humanities Touring Artist Grant

Potential funder for *Photos Along the Underground Railroad* exhibition in September/October at YDL.

Request up to \$3,000.

In Process - Writing

Great Michigan Read 2023/24 – Author tour and supplies for this year's book, Firekeeper's Daughter
Michigan Humanities Council – Support for the Superior Art Fund. Request up to \$20,000.

Submitted

Michigan Arts & Culture Council New Leaders Grant – Request of \$4,000 for Noise Permit for 2024 in collaboration with Ozone House.

With our new strategic plan identifying program areas that need or desire extra funding, we will be holding initial idea generating meetings with staff across all branches to start the ball rolling. Our first meeting is taking place on June 29th to discuss intergenerational programming. The goal here is to make sure everyone is in on the conversation, and that we can then move forward as a team in creating grant applications and funding requests that are embraced by all. This may also be the point where we determine that more research or planning needs to be done in order to move forward. Other priorities identified in the strategic plan: Outdoor Spaces, Library of Things and Afterschool Mentoring.

SUPERIOR CAPITAL CAMPAIGN

Funds Raised: \$1,990,944 Balance to Raise: \$9,055

Outreach continues to identify a connector to engage the following foundations:

Benard Maas Foundation – David Engelbert Montague Foundation – Essel and Mennaka Bailey

Chris has reached out to the Towsley Foundation and the Mullick Foundation to schedule tours of the new library during *Lunch, Listen and Learn* activities in July. Currently we are focusing on a small segment of our major donors and select prospects to tour the library. We are also enlisting the help of a few of our major donors in making connections with the above foundations. We are also reaching out to select early campaign donors with the capacity to help us finish out the campaign.

As we approach the end of the capital campaign, we have closed our online Fundly account. This will eliminate any extra fees we have been paying for gifts received via this site. Donors will be directed to our website donor page and can select Superior Capital Campaign to make their gift. **Please direct potential donors to our website if they would like to make a gift online!**

ANNUAL REPORT UPDATE

As a result of the annual report mailing, we have received 16 donations totaling \$1,560. Funds from this mailing will support the new Superior library branch.

FUN FUNDRAISING FACT

Currently 51% of YDL's FY23 gifts have been made online.

Report respectfully submitted by Chris McMullen, Development Coordinator 6/21/23

Facilities Department

Board Report: June 2023

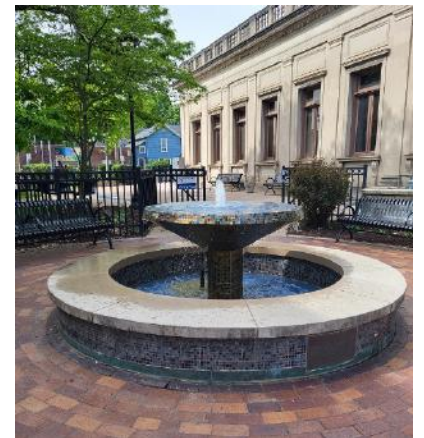
Here are some of the highlights in the Facilities Department during the last month.

O'Neal has begun repairs on the Whittaker Road curtain wall window leaks. Terracon used the lift to investigate the water infiltration around the brick pillars. They found a couple areas needing to be repaired, and have a couple options on how to go about it. More information on that to come from Terracon.

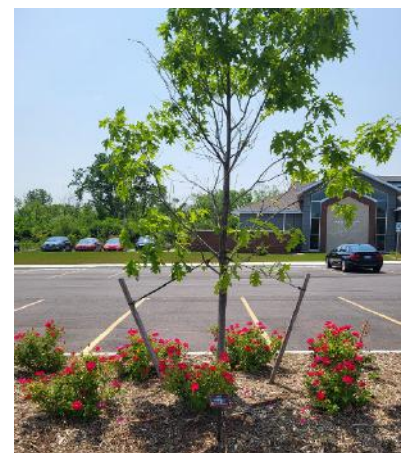


We put together for the Whittaker Road Youth Department a sound wall for youth to play, and use their musical skills. Assembled a playscape, and hung dragon wings for kids, and adults to take their pictures.

The fountain is up and running at Michigan Ave.



O'Neal had one of their contractors install a fence around the Superior garden. Nicole and I are installing an irrigation system for it as well. Patrick worked on setting up the donor signs in front of several trees.



Some beautiful flowers mysteriously showed up at the entrance of the Whittaker Road building. Not to be out done – Patrick tried his gardening skills to challenge the artwork at the front entrance.



Submitted by: Jim Reed

June 22, 2023

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2023

Status Report

- 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.
- Zoho Management– We've ordered this exciting new management product and are currently testing and configuring. We'll finish this in the next few months and rollout late spring/summer.
- Spring/Summer Cleaning – I've been working on some of our data closets to re-organize and give the infrastructure a re-organization. Years of dust and day to day living has accumulated and I'll be working to get these vital backend areas a once or twice over likely through the summer as time allows.
- Web Improvements – I'll be working with Boxcar to migrate some of our remaining web solutions over to their platform. This will extend our partnership after years of successful collaboration.
- Updated Firewall – Our primary firewall has seen a few years of service and is scheduled to be replaced. I will plan for an install after hours with negligible impact to operations. I currently have the unit in hand and am hopeful to install it after some of the upcoming holiday time constraints pass.
- Michigan Ave Floorplan Update – We anticipate working to make a small adjustment to the floorplan in the adult area at Michigan Ave. This should space out the PC services a little more as an appreciated update to the recent re-arrangement.
- New ILS System – We look forward to taking part in the selection and implementation process for an exciting new ILS system. Current proposals are under review.

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

- Memory Lab – We're taking part in an added feature that in some form will certainly help patrons archive/digitize personal physical/digital media.

Michigan Avenue Board Report: June 2023

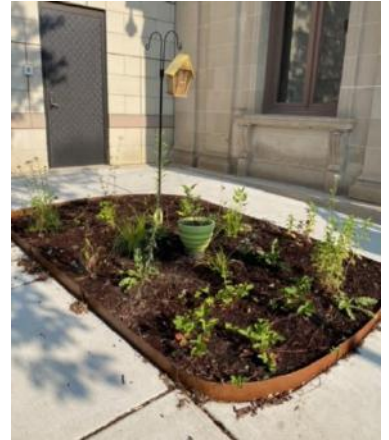
Programs

- YpsiWrites held a drop-in writing support.
- Joy held two Crafternoons, one making textured spackle wall-hangings and one putting together plates to make yard art flowers.
- Maddy and Shoshanna held a very well-attended clothing swap in the library plaza. There were many requests to do it again.
- Kathryn held her Queer Book Club.
- Aaron hosted a Michigan Notable Author program, hosting Ghassan Zeineddine and Sally Howell, editors for *Hadha Baladuna: Arab American Narratives of Boundary and Belonging*.
- For Juneteenth Joy created activities for kiddos for their bike parade while Maddy, Kelly, and the great Outreach crew manned tables at the “Kids Black Joy Corner” on S. Washington. We also hosted Senator Irwin’s Coffee Hour, which had a great turnout, along with Gabrielle Hickmon who presented a program on an African-American card game, “How You Play Spades is How You Play Life.” Aaron arranged both speaking programs and was sick but we pulled it all together!
- Joy hosted a Safely Talk about Racism program in the Board Room with La’Ron Williams screening a presentation entitled “Forty Acres in the Twenty-First Century: Black Reparations Today.” Washtenaw County is in the process of putting together a reparations committee so this was a timely topic. There have been several compliments about our new hybrid room setup, both from those in person and those on zoom.
- Kelly held an Ypsi Pride First Friday storytime, 2 TAG meetings, and helped with Discovery Storytime.
- Jenny’s Family Maker Day had families painting fairy doors laser cut from wood by Joy’s husband, Rick. Jenny also had a Friday STEM program, making pop-up books. Jenny and Kelly take turns with Discovery Storytime.
- Pat held her Tween Book Club, Kids Book Club and Read to Moon programs.
- Jenny, Rachel, Venus, and other people joined in chalking up our plaza for Ypsi Pride Day.



Staff and Stuff

Rachel, Venus, Stephanie, and Aaron attended Summer Challenge training offered by Jodi. Rachel, Venus, and Kathryn attended after-hours locker training given by Megan. All youth staff and Joy attended Summer Food Service training. Shoshanna and Pat attended a webinar, “Unpacking Conspiracy Theories.” We were able to have a long-awaited all-department meeting and Sam presented about the importance of PR and introduced making TikToks. We were pleased to host May’s board meeting at Mich Ave. Joy attended a NBWJI dinner with Chris McMullen and Jean Winborn. Kelly and Joy attended an Ozone House fundraiser. All Mich Ave staff were able to attend the in-service training. Joy attended two meetings with Washtenaw Faces Race, an 826MI meeting, and three Kiwanis meetings. Aaron had a meeting with other LOT selectors. Jenny met with the Little Ones committee and created displays for Juneteenth, Summer Challenge and Pride Month. Stephanie put together a cart with adhoc steam supplies that have been used nearly daily. Jenny and Maddy painted dragon wings on black muslin to hang in the plaza. Jenny called local businesses and several more wanted fairy doors for Summer Challenge fairy door hunt. Lots of staff pitched in on painting the doors. Maddy has started sewing the Bicentennial Quilted Collage together. It will be hung on the upstairs wall for a time. Pat and Jenny have put together some new activity boxes for kids to pick up. Joy finished personnel evaluations of her staff. We hired the summer intern from last year but unfortunately, she discovered that her health issues are not resolved enough to work. Ozone House has started their WorkZone program back up and 2 interns and a possible third have shown interest. We also have a Food Gatherers volunteer one day per week. The after-hours lockers are starting to be used. We’ve had several days of closures while water mains are being replaced on Michigan Ave. Staff have been working at other locations or taking PTO when that happens. At one point the construction was making the whole building shake!



Joy Cichewicz
June 23, 2023

Outreach Board Report - June 2023



The Outreach Team has been very busy this month. We have been requested and scheduled to participate in many events this month and over the summer. We have tabled at Lincoln Consolidated Schools' Childs Elementary Summer Reading Family Fun Night, Bishop School's Carnival, and Reading in the Park. Due to June 10th being the startup date for the Summer Challenge Literacy Program kickoff, we have signed up over 20 families in total at these school events. The kids are excited to see us and we entice them with our creative activities like coloring books, magna tiles,

Legos, 3D Pens and other activities. In addition to activities we give out a lot of resources about our summer programming and library card signup. Kaitlyn, the Outreach Librarian has been a superstar to the kids at these events due to her creative and well-illustrated story times!

BTW, Firemen and Police Officers joined in the fun at Reading in the Park by visiting Ypsilanti District Library!

The Bookmobile has been the superstar of YDL and has been requested by many organizations to be in attendance.

However, due to scheduled maintenance the

Bookmobile has been off the road since June 5 and will be returning to the community on June 22. Even though the Bookmobile has been unavailable the Outreach Team have to stepped up and showed up for our community. We showed this at two large events: Superior Day and the Juneteenth Celebration! Superior Day, at Oakbrook's Park in Superior Township, was the Outreach's Team Summer Challenge kickoff and we signed up 10 people at that event and we had 142 community members stop by our table. Then in support of the Superior Branch also doing the Summer Challenge kickoff, the team: Kaitlyn, Outreach Librarian and Khi, Outreach Paraprofessional shared the love by referring community members to attend the Superior Branch kickoff! Even after the Superior Day event both Khi and Kaitlyn attended the Superior Branch's event to see if they needed help! Team work at its finest.





The next big event for the team was Juneteenth Celebration! It was empowering and enlightening to see how much love the community has for the library. We had 180 community members that visited our table and 20 Summer Challenge sign ups in addition to three library card signups! We had many Juneteenth giveaways which were a HUGE hit! All of our wristbands, buttons, and Rubik cubes disappeared! We made four community connections and two have already reached out to partner with us. In fact, Khi will be tabling at the Brighter Way Resource Fair for recently released incarcerated men. We also shared the love with the Michigan Ave Branch team where they had crafts for kids at the Juneteenth Celebration.



I also would like to add that we had over 12 events this month which includes community, schools and summer camps. I also would like to add that the Outreach Team prides itself in making sure all voices are heard and representation is valued. So, I would like to mention another event that Kaitlyn attended and that was the Home of New Vision for Women's Specialty Program Wellness Brunch. It was an event held at Eastern Michigan University that provides services to those that are pregnant, parents or have experienced miscarriage/terminated a pregnancy and have substance abuse disorders.



Superior Board Report June 2023

Program Highlights

- Liz & Monique painted dragon wings on a canvas for a Summer Challenge photo backdrop. This is now on the back patio as a badge-earning photo opportunity.
- The painting of the Ground Mural on May 13 was a huge success. Around 70 people participated that day. The weather cooperated and a good time was had by all. We are seeing much more use of the back patio. The mural, garden, and dragon wings have made the space vibrant, just like we'd hoped!
- We got the garden planted on May 20. I have huge appreciation for Nicole and Jim, who made sure the beds were ready. Nicole is in charge of the Garden to Table programs at Superior, which begin this week.
- Liz hosted a bird walk around the library grounds with Victor Chen from Washtenaw Audubon Society, which drew 17 participants.
- Storytimes were on break for most of the month of May and just started back up again on June 19.
- Teen Advisory (TAG) offered a Pretzel Dipping program for teens, an event that was initiated and run by TAG with support from Liz.
- New adult summer series have begun and are going well, with weekly Chair Yoga and Meditation series having started up the first week of June. Walking Wednesdays moved to a new time (7pm), which has been helpful in drawing more participants.
- The Summer Challenge kickoff was a ton of fun, with Taiko drumming from the Sazanami Taiko Ensemble followed by hands-on science stations hosted by Michigan Science Center. We were grateful for the 8 volunteers who joined us from our teen volunteer list and from Toyota. Staff from Whittaker and Michigan helped with the event. Well done, team!
- To kick off our Summer Food Service Program, Food Gatherers sponsored a barbecue for families, with 75 people in attendance. The event was meant to be held outside, but we moved inside due to storms. The meeting room and kitchen worked beautifully, and it was one of many times that I pinch myself over how well this building meets our needs.



Building

- We have a nice new fence around the garden that will help keep the wildlife from using it as a buffet.
- Jim and Nicole installed a drip irrigation system in the garden. Just a few more pieces to go and it will be up and running.

Staffing:

- All staff have been trained in ReadSquared and are ready to help people with Summer Challenge signups and prizes.
- Reference staff have been trained by Food Gatherers to assist in our Summer Food Service Program, Lunch, Listen, & Learn, which starts next week.
- Megan assisted the Michigan Ave staff in getting up to speed on their new after-hours pickup lockers.
- Nine Superior staff attended this year's inservice. Thank you to all Trustees for supporting the library's closure on this day of learning and team-building.
- Nicole attended a reception held by the Rotary Club of Ann Arbor for this year's grant recipients. She was able to speak briefly about the impact of Summer Challenge and our use of their funding to give high-interest books as prizes.



Submitted by Mary Garboden,
June 21, 2023

Whittaker Road-Adult Services Board Report: June 2023

Here is a listing of June programs:

- Microsoft Publisher – Basics
- Microsoft Word – Basics
- Thursday Morning Book Group
- Telling Our Stories - Fred Hart Williams Book Signing event
- Microsoft Excel – Basics
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- YpsiWrites Writers' Room - Write with us!
- YpsiWrites Drop-in Writing Consulting
- Google Docs for Beginners (Adult-Virtual)
- Native Plant Swap
- Microsoft PowerPoint – Basics
- Google Sheets for Beginners (Adult-Virtual)
- Weeds in your Garden? - Identify and control them without using chemicals
- Microsoft Excel – Pivot Tables (Intermediate)
- Computer Basics-Getting Started
- Google Sheets Tips & Tricks (Adult-Virtual)
- How to Host a Zoom Meeting (Adult-Virtual)
- Google Slides for Beginners (Adult-Virtual)
- Garden questions? Ask the Master Gardener!
- Google Docs Tips & Tricks (Adult-Virtual)
- Google Drive – Basics
- Internet Basics
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Google Calendar – Basics

Robert, Paula, Christy and Brenda have finished up with nearly all of the LOT items that were still to be added when Sarah left. YDL now has 2 guitars, a microscope, a telescoping gutter wand for cleaning gutters and new board games! The very few items left to go are now in the capable hands of new Acquisitions Manager Katie Page. The LOT Committee (Mary, Paula, Robert, Aaron and Katie) met recently to determine our next round of purchases, which will be ordered very soon. Look for many new items in the coming months, including a guitar amp, a portable DVD player, and duplicates of our most popular items, to name just a few. We have also now received a donated guitar from the Ann Arbor Alumnae Chapter of Sigma Alpha Iota International Music Fraternity that will go to YDL-Superior; it is currently being catalogued and processed.

Sheila had over 40 people come to the June 11 Native Plant Swap and 48 people attended the Book Reading/Signing presentation by members of the Fred Hart Williams Genealogical Society, facilitated by Paula. Other programs this month have had smaller turnouts which is typical for our summer offerings.

Christy Havens has announced her retirement; we will say goodbye to her on September 15th. Christy has been a great YDL employee and team member of the Whit AS department and will be missed, but we wish her well as she moves into the next chapter of life. The process of finding a replacement for Christy has begun and if all goes well, we'll have a new hire by the end of August.

Katie spent some time at the Whit AS desk to see how things work in our department. Later this month, Brigitte will train her on using YDL's Security Log system.

We are signing adults up for the Summer Challenge and handing out prizes earned by adults. As usual, we owe a huge thanks to Youth Department staff who market it to adults when they register their children; they actually register more adults than we do!

Submitted by Paula Drummond June 21, 2023

Whittaker Youth Services Board Report June 2023

Programs

Little Ones

Storytimes Storytimes returned last Monday, with 137 attending the three morning storytimes we offered in week one out of eight weeks of the summer storytime session.

Sensory Stations/Nature Play In late May, 72 parents and little ones attended two sessions of Jaclyn's garden themed sensory stations. We are offering similar hands-on experiences at nature themed STEAM activities once a week this summer. Liz invited Kensington Metropark for the first session. 45 kids and parents got to touch live animals, hear stories, and watch a puppet show.

Kids and Parents

Garden

- Jaclyn hosted a garden planting day in May, paired with an indoor craft provided by Scrap Reuse where kids made planters out of tennis ball containers.
- The garden is thriving despite the heat thanks to everyone in the department taking turns watering. Jaclyn has signs out to show people what they can harvest.
- Jim and Patrick built a sound wall for kids in the garden and hung Jaclyn's dragon wings.
- I weeded and mulched the pollinator garden. At the plant swap in early June, Sheila gathered information from the county about how to improve the rain garden. I will coordinate work with our Graham Scholars so the water retention berm is rebuilt and the garden is weeded.
- Friday afternoons feature nature, food, and sustainability topics. Liz coordinated the first week's activities, which included a visit from 4-H with a live chicken for kids to touch and facts about embryology. 80 people attended, so half watched the presentation while the other half went on a sensory hunt in the garden with Audrey, then everyone switched activities.

Move Thursdays are about staying active. Jaclyn kicked off the series with world dance.

STEM Liz invited the Creature Conservancy for the first Wednesday afternoon STEM program sponsored by Toyota. About 225 people got to see and learn about macaws, skinks, hedgehogs, and sloths.

Reading Buddies Tuesday afternoons we offer time for kids to read and write with teens. I have 7-9 teen volunteers lined up to help each week. This week they arrived an hour early to get to know each other, try out skill building games they can play with their readers, and get tips about helping kids write from Michael, who is coordinating the weekly writing station. 17 teens and readers were engaged in learning and all enjoyed the activities and reading scavenger hunt.

Teens

Volunteers Over 35 teens grades 7-12 signed up for the Summer Volunteer Corps. Kelly, Liz G., and I have been working together to try to coordinate their work across locations helping with lunches and programs. Last week about half of them attended training at Whittaker led by Kelly. Although we hope to improve and streamline this program, this year has been a good start in learning how we can offer this type of volunteering opportunity across locations.

Cross stitch Emma hosted her first program, a cross stitch workshop attended by 6. She prepared kits and taught teens how to follow a pattern, then they took supplies home to finish the project.

Other Work

Around the Department Audrey created a Juneteenth display; Michael created a Pride display for kids; Liz and a teen volunteer created a Pride display for YA; Ulana worked on all the other holiday displays. Audrey and Michael designed a summer themed interactive writing and art bulletin board. Psyche and Jaclyn made improvements to the indoor crazy course. Marlena's art cart includes make-and-take bookmarks. Psyche and Emma made new scavenger hunts.

Outreach Liz and Audrey went to events at LCS schools with Kaitlyn.

Summer Challenge 1,424 have signed up for the Challenge already, more than twice the amount as this time last year. We have been busy helping people with accounts and distributing prizes.

TALK Promotional materials were distributed to libraries across Michigan and Indiana. I am working with Q+M on updating guides and training videos to make sure screenshots reflect the updates MCLS made to the system in preparation for expanding to other states. Conversations are in progress with Ohio, Texas, and Arizona.

Submitted by Jodi Krahnke June 21, 2023



New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/23/2023
Re: Budget amendment

In the budget amendment that accompanies this memo we made adjustments to Expenditures based on the following:

- Salaries and benefits adjustments resulting from staffing changes and raises implemented June 1st.
- Increased cost of supplies and maintenance, etc. due to inflation.
- Migration of payroll processing service from PayChex to Zenefits (cost for overlapping services).
- Increased mileage to reimburse staff while without a library vehicle, and increased branding expenses to wrap the Explorer.
- Additions to our software subscriptions.
- Previously estimated figures now known (building insurance, ILS contract, landscaping contracts, waste removal contract for Superior, etc.).

This amendment reduces the amount being transferred to fund balance by \$100,624. However, no adjustments have been made to Revenues at this time. We will adjust those at year-end. Due to the absence of a Headlee rollback this year, we anticipate a revenue increase that may offset this.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-21

June 28, 2023

RESOLUTION TO AMEND THE 2022-23 BUDGET

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

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

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2023 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED AMENDMENT
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2023

Revenue

Superior Township Tax Levy	1,066,617
City Tax Levy	928,809
Ypsilanti Township Tax Levy	3,869,999
State of Michigan PPT reimbursement	85,000
State Aid Direct	45,084
State Aid Indirect	45,084
IMLS TALK Grant	35,000
Fines/Misc.	6,000
Smart Cards - Printing & Copies	20,000
Penal Fines County	83,000
Rental Income-community room	2,500
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	950
Interest/Savings	6,500
Dividend Revenue	6,000
Dividend Revenue Endowment	8,000
Transfer to/from Fund Balance	-466,107
Sale of Assets	0

Total Revenue **5,745,536**

EXPENDITURES by Department

Dept 100 Administrative	2,936,006
Dept 200 Michigan Ave	740,892
Dept 300 Outreach Services	311,340
Dept 400 Superior Branch	492,848
Dept 500 Whittaker Road	1,264,450

Total Expenditures **5,745,536**

EXPENDITURES by Category	Category as % of 2022-2023	
		Expense
Salaries and Benefits	3,725,582	64.8%
Public Utilities	231,440	4.0%
Repairs and Maintenance	197,205	3.4%
Materials	571,765	10.0%
Technology	330,503	5.8%
Other	689,041	12.0%
Total Expenditures	5,745,536	100.0%

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

Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
Revenue							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	1,066,617	0
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	0
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	0
425.075	PPT reimbursement	16,119	22,407	27,533	20,000	20,000	0
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	65,000	0
443.000	State Aid Direct	32,931	35,678	43,256	45,084	45,084	0
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	45,084	0
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	35,000	0
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	6,000	0
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	20,000	0
657.600	Proctor Fees	429	263	574	0	0	0
661.000	Penal Fines County	84,478	113,205	83,080	83,000	83,000	0
662.100	Community room rentals	575	0	1,250	2,500	2,500	0
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	2,500	0
681.000	Donations Designated	5,100	0	0	0	0	0
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	0
687.000	Interest/Checking	1,037	457	1,383	950	950	0
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	0
688.000	Interest/Endowment	0	6,227	0	0	0	0
689.000	Dividends-MML	4,219	4,312	7,460	6,000	6,000	0
690.000	Dividend Revenue Endwmnt	7,220	9,045	8,161	8,000	8,000	0
691.000	CARES ACT Credit	0	6,400	0	0	0	0
	Transfer from Improvement Fund	0	0	0			
	Transfer (to)/from Fund Balance	(99,486)	(466,449)	(235,931)	(566,731)	(466,107)	
	Sale of Assets	0	0	0	0		
Total Revenue		5,437,411	5,372,375	5,727,627	5,644,912	5,745,536	0

Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	42,503
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	0
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	0
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	9,371
705.000	Recognition Awards	336	804	689	750	750	0
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	19,800	5,000
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	202,897	-2,463
715.100	ACA Taxes Paid by employer	295	331	555	740	740	0
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	120,409	-5,897
719.000	FSA Admin Fees	707	729	624	758	758	0
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	0
727.050	CARES act Exp	95	6,305	0	0	0	0
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	31,900	0
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	-1,654
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	10,875	0
754.000	Health Insurance	361,059	394,266	380,631	470,886	470,886	0
756.000	Dental Insurance	34,311	34,322	32,832	36,383	36,383	0
757.000	Employee Assistance Program	579	0	0	0	0	0
758.000	Life Insurance	3,969	4,316	4,061	4,183	4,183	0
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	0
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	14,235	0
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	0
769.050	Classified Advertising	460	432	733	1,000	1,000	0
774.050	Digital Collections	175,379	209,154	246,754	294,765	294,765	0
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	0
774.800	System Wide DVDs	2,959	493	61	500	500	0
774.900	All Materials Processing	15,899	21,270	25,603	35,000	35,000	0
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	0
774.975	Library of Things	0	2,876	8,799	13,000	13,000	0
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	0
801.500	Learning Never Gets Old	2,246	1,999	2,999	0	0	0
802.000	Mileage/Travel Reimbursement	289	775	4,754	5,000	6,500	1,500
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	0
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	0
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	35,000	0
807.000	Operational Grant Exp				0	10,000	10,000
810.000	Capital Outlay - Building & Land	600	5,197	650	5,000	5,000	0
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	2,400	0
811.100	Capital Outlay Tech				120,000	120,000	0
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	5,000	0
840.000	Repair & Maint Bldg			(5,825)			0
850.000	Automation - Technology	183,693	128,433	110,253	139,395	139,395	0
850.100	Telecommunications	(19,543)	6,243	7,003	7,983	7,983	0
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	-1,505
850.500	Software Subscriptions	14,762	21,823	35,693	35,722	40,722	5,000
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	0
928.000	Postage	19,334	20,112	18,912	22,447	22,447	0
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	0
975.000	Legal	6,422	5,280	11,191	10,000	10,000	0
975.500	Legal-Negotiations	0	0	7,620	0	0	0
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	27,740	0
980.500	Branding Costs	1,188	2,201	894	2,500	3,250	750
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	6,300	0
982.000	MTT Charge Back City	208	471	48	2,000	2,000	0
983.000	MTT Charge Back Ypsi Twp	200	1,070	3,873	7,500	7,500	0
983.100	MTT Charge Back-Superior	985	184	1,467	5,000	5,000	0
990.000	Contribution to endowment	0	0	0	0	750	750
Total		2,163,720	2,132,617	2,357,850	2,872,651	2,936,006	63,355

Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
Dept 200 Michigan Ave.							
702.000	Salaries	396,590	402,866	423,056	506,014	501,189	-4,825
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	-4,013
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	22,100	0
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	15,200	0
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	0
776.050	Periodicals - Youth	0	0	0	100	100	0
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	5,600	0
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	2,050	0
801.500	LNGO				1,250	1,250	0
802.200	Parking Fees	3,600	3,600	3,600	3,900	3,900	0
810.000	Capital Outlay - Building	18,869	10,000	68,081	29,000	29,000	0
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	510
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	27,000	7,000
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	14,172	0
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	12,335	1,000
900.000	Programs-Adult	1,625	1,462	1,772	3,000	3,000	0
901.000	Programs-Youth	2,659	1,762	606	2,500	2,500	0
940.000	Phone	4,535	4,553	2,631	4,695	4,695	0
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	0
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	0
949.000	Ypsi Community Util Auth	7,707	6,864	5,858	7,290	7,290	0
980.000	Professional/Contractual	0	0	0	50,440	50,440	0
Total		555,976	542,948	619,718	741,220	740,892	-328

Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
Dept 300 Outreach							
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	5,043
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	0
801.500	LNGO				3,000	3,000	0
811.000	Capital Outlay Vehicle				35,000	35,000	0
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	11,993	0
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	0
Total		82,140	92,558	103,158	306,297	311,340	5,043
Dept 400 Superior							
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	-6,186
702.800	Salaries -- Pages				9,360	3,874	-5,486
775.000	Library Materials	5,842	6,553	7,388	0	0	0
771.000	Adult Books & Processing				15,550	15,550	0
772.000	Youth Books & Processing				12,400	12,400	0
776.000	Periodicals				500	500	0
778.000	Audio Visual				1,550	1,550	0
801.500	LNGO				750	750	0
810.000	Capital Outlay - Building	0	0	0	3,000	3,000	0
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	6,650	1,650
840.025	Campbell Maint Contract				6,600	6,600	0
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	23,450	9,450
900.000	Programs - Adult	543	580	267	600	600	0
901.000	Programs - Youth	468	624	655	600	600	0
902.000	Art Purchases					9,077	9,077
940.000	Phone	1,134	1,138	782	4,156	4,156	0
943.000	Natural Gas	659	650	1,097	11,636	11,636	0
947.000	DTE - Electricity	960	1,044	1,299	10,061	10,061	0
949.000	Water	98	97	1,609	5,527	5,527	0
980.000	Professional Contractual	0	0	0	25,000	25,000	0
Total		158,483	162,269	230,011	484,343	492,848	8,505

Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
DEPT 500 WHITTAKER RD							
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	22,049
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	0
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	0
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	0
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	0
776.050	Periodicals - Youth	759	745	617	800	800	0
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	0
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	0
810.000	Capital Outlay - Building	3,880	12,515	22,620	59,245	59,245	0
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	27,300	0
840.025	Cambell Maint Contract	42,797	42,797	41,649	43,705	43,705	0
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	27,600	2,000
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	0
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	0
903.000	Equipment Maintenance	820	1,564	0	3,000	3,000	0
940.000	Phone	9,070	9,105	5,277	10,063	10,063	0
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	0
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	0
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	0
980.000	Professional Contractual	38,000	0	0			0
Total		1,089,344	1,080,805	1,156,233	1,240,401	1,264,450	24,049
DEPT 600 DONATIONS REVENUE		18,888	47,195	106,336			
Subtotal		18,888	47,195	106,336	0	0	
DEP 600 DONATIONS EXPENDITURES		12,312	21,629	52,305			0
Subtotal		12,312	21,629	52,305	0	0	
Total Donations Net		6,576	25,566	54,031	0	0	

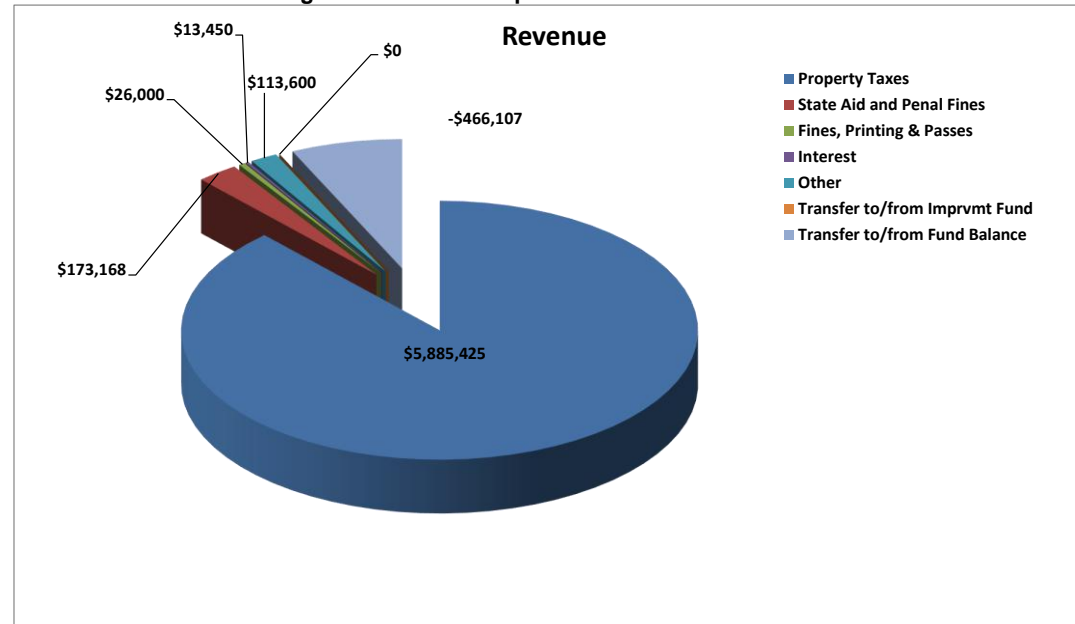
Proposed Budget Amendment FY 2022-23

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Proposed Amended FY 2022-23 Budget - June	Adjustment amount
	DEP 700 GRANTS REVENUE	13,080	32,333	16,670			0
	Subtotal	13,080	32,333	16,670	0	0	
	DEP 700 GRANTS EXPENSE	7,405	19,078	31,359	0	0	0
	Subtotal	7,405	19,078	31,359	0	0	
	Total Grants Net	5,675	13,255	(14,689)	0	0	
996.000	Transfer Out	(1,400,000)	(1,400,000)	(1,300,000)			
	To Cap Asset Repl Fund						
	Revenue	5,469,379	5,451,903	5,850,633	5,644,912	5,745,536	0
	Total Expenditures	5,469,380	5,451,903	5,850,633	5,644,912	5,745,536	100,624
	Net Surplus (Deficit)	(1)	1	(0)	0	0	-100,624

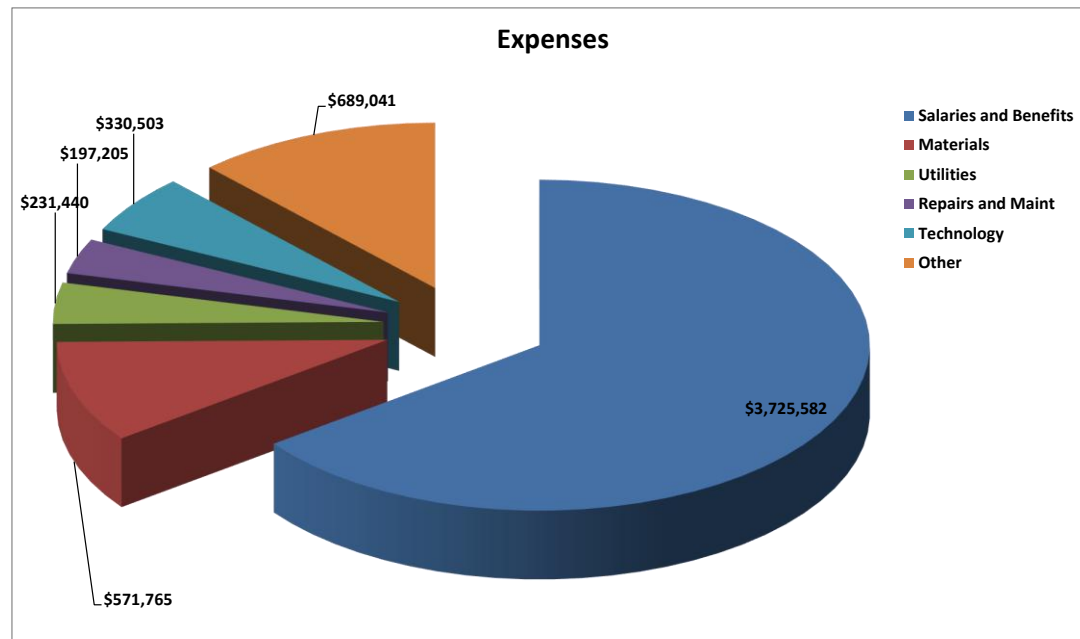
**Proposed Amended
FY 2022-23 Budget Revenue and Expenditures**

% of Revenue		
Property Taxes	5,885,425	102.4% **
State Aid and Penal Fines	173,168	3.0%
Fines, Printing and Passes	26,000	0.5%
Interest	13,450	0.2%
Other	113,600	2.0%
Transfer from Improvement Fund	0	0.0%
Transfer (to)/from Fund Balance	(466,107)	-8.1%
Total	<u>5,745,536</u>	100.0%

**Note: Property Taxes represent 94.7% of Revenue
Not transferred (to)/from Fund Balance



% of total Expense		
Salaries and Benefits	3,725,582	64.8%
Materials	571,765	10.0%
Utilities	231,440	4.0%
Repairs and Maint	197,205	3.4%
Technology	330,503	5.8%
Other	689,041	12.0%
Total	<u>5,745,536</u>	100.0%



To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/21/2023

Re: Resolution to approve a MACC grant application submission

We have applied for a grant from the Michigan Arts and Culture Council (MACC, formerly the Michigan Council for Arts and Cultural Affairs). MACC requires our governing body to approve submission before applications are considered.

Here is a description of the grant project:

The Ypsilanti District Library's Noise Permit is a summer celebration of the arts, created by teens for teens, which culminates in a live concert with stage performances by youth in August. Originally created by the Ozone House, Noise Permit has evolved into a teen-centered collaboration between the Ozone House and the Ypsilanti District Library. Noise Permit provides teens with summer arts programming in downtown Ypsilanti, by offering youth twice weekly mentoring and educational music workshops, as well as providing a venue for teens to share their artistic "voice" at the summer concert.

We have asked for \$4,000 in support of the project. Since the MACC grant requires a match, which would be met with in-kind staffing expenses from YDL and Ozone House. We are looking forward to bringing back Noise Permit!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-237

June 28, 2023

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT
APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application described in this Board packet is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Michigan Arts & Culture Council Assurances

Assurances

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under- representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Arts & Culture Council, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

This application is scheduled to be approved by the governing board on June 28, 2023. **The organization agrees to document this approval in official meeting minutes and agrees to supply a copy of the minutes to MACC upon request.**

Organization Name: YPSILANTI DISTRICT LIBRARY

Program Name: New Leaders

Project Director: Kelly Pedersen Scott

DocuSigned by:

828CF676CB7D44D

Name : Christina McMullen

Title : Development Coordinator