

Board of Trustees

2023
Information
Packet



▲ Wednesday, October 25, 2023
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, October 25, 2023 6:30 pm, YDL – Whittaker Branch
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 type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from September 27, 2023 Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. September 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. Fundraising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Friends of the Library	<input 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"/>		
Old Business			
A. Discussion of possible Michigan Avenue structural changes with Kyle Keaffaber, Architect	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Review of 2024 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Schedule of public hearing for 2024 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. 2024 holiday closing schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of proposals from Terracon and IS1 to further repair the Michigan Avenue roof	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Whittaker roof flashing repairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Discussion of Board communications priorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Discussion of Director evaluation process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Patricia Horne McGee, Theresa M. Maddix, and Bethany Kennedy formed a quorum. Kristi Cooper arrived at 6:40 p.m.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Librarian Amisha Harijan, as well as Architect Kyle Keaffaber, Faber Design Co.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

Introduction of New Staff

Director Hoenig provided an introduction for Librarian Amisha Harijan, the newest member of the Ypsilanti District Library staff. Ms. Harijan also addressed the board and detailed her excitement in performing her librarian duties.

Presentation: Michigan Avenue restoration and preparation for future renovation, by Kyle Keaffaber, Faber Design Co.

Director Hoenig provided a brief introduction of Kyle Keaffaber, who has performed previous work for the Ypsilanti District Library. Mr. Keaffaber presented an interactive report detailing the current situation at Michigan Avenue and the proposed timeline and work schedule for possible restoration of the building. Mr. Keaffaber displayed a Matterport 3D scan of the interior, and provided an in-depth understanding of how that software plays a critical role in the planning of the next stages of restoration. Matterport 3D allows users to capture conditions before beginning the design phase and replace time-consuming manual measurements with dimensional data to document structure, above ground utilities and equipment. A link to the scan was provided, as well as a brief tutorial on how to operate the functions within the software. Mr. Keaffaber used this information and tools to show existing design considerations as well as how proposed renovation projects may be rolled into the current restoration project. Faber Design proposed to explore changes YDL may wish to undertake while we are making repairs as well as improvements to make an eventual third floor addition structurally feasible.

Consent Agenda

Trustee Winborn moved to approve the consent agenda (August 23, 2023 Regular meeting and August 2023 Financials and Check Registers). Trustee Williams supported this motion.

Vote: Ayes: 7

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Nays: 0
Motion: Passed
Absent: 0

Communication

Director Hoenig mentioned the DTE Energy Efficiency Program and that our rebate check has been issued. She also discussed the Great Michigan Read Action Grant which was awarded in September 2023. Finally, Director Hoenig highlighted the fact that Trustee Terrence Williams was selected to be a member of the Detroit Regional Chamber's Leadership Detroit program, a nine-month transformational leadership program.

Committee Reports

Friends of the Library report - Trustee Steimel provided highlights of the August and September activities from the group. These included information about the continued strong donations vs. historical data, including \$255.00 in donations at the August shredding event. Online sales are now averaging between \$1,000.00 to \$1,500.00 per month. The September 16th lobby sale produced over \$1,000.00 in eight hours. The next sales event will be on November 18.

Superior Planning Committee report – Director Hoenig highlighted the replacement of the wire management system at the reader tables. She also touched on the interactive play area and how a budget document was finally provided by the vendor. However, now that we have a budget we can work on fundraising to meet it.

Facilities Committee report – Director Hoenig advised the trustees that the Youth wooden chairs from Resolution 2023-18 arrived, and provided pictures of the items. She also mentioned the Whittaker roof repairs from Resolution 2023-24 and Zone controller repairs from Resolution 2023-25 started on September 26th and we expect a completion by the following week, if not sooner.

Personnel Committee report – Director Hoenig had inquired about a telemedicine benefit that may be of interest for staff in the future. The committee was in favor, so she will include this in her draft budget for FY2024.

Fundraising Committee report – The Michigan Arts and Culture Council (MACC) awarded a \$2,800 grant to the Library for Noise Permit. The initial request was for \$4,000; the library may adjust the scope and/or see about obtaining additional funding through a separate source or budget line. Also, she was pleased to share that the Friends of the Library committed to closing out the Superior Capitol Campaign by donating the last remaining funds to reach that campaign's end goal.

Report of the Library Director

Director Hoenig talked about the Mad Hatter Tea Party on September 24th, 2023, and how the 90+ children thought all the library employees were Disney celebrities. The Call to Artists produced 37 submissions and will be reviewed on October 9th, 2023.

Assistant Director Julianne Smith provided a brief overview of her trip to Kalamazoo, Michigan, with Jodi Krahnke, to view the "Wonder Media: Ask the Questions" exhibit found at the Kalamazoo Valley Museum. They are part of a cohort of librarians who will be providing input and feedback on this grant-

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funded project. The exhibit explores the difference between facts and opinions, misinformation and more. Due to the size and activities in the exhibit, no vendor could be found to assist in creating a traveling exhibit. Thus the cohort will assist in the creation of a digital exhibit over the next year. The project is funded by a Laura Bush IMLS grant.

Director Hoenig followed with information about upcoming Trauma Training for YDL staff facilitated by the Eastern Michigan University School of Social Work. A survey is underway to assess staff needs, and training will follow.

Finally, she discussed the 2023 Summer Challenge report and 6 month strategic plan progress report before answering questions from the board.

Old Business

None

New Business

- A. Consideration of a proposal from Faber Design Co. for architectural design services for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-34

September 27, 2023

**RESOLUTION TO ENGAGE FABER DESIGN CO. FOR ARCHITECTURAL SERVICES
RELATED TO THE RESTORATION AND FUTURE EXPANSION OF THE MICHIGAN
AVENUE LIBRARY**

Whereas, the Ypsilanti District Library's Michigan Avenue branch suffered flood damage and extensive restoration is required, and

Whereas, YDL's strategic plan calls for a feasibility study for a future expansion, and Architect Kyle Keaffaber of Faber Design Co. has been working with YDL on this vision since the 2019 space needs assessment, and

Whereas, YDL has asked insurer and

Whereas, alongside the feasibility study, there may be structural improvements it would be prudent to make to prepare for the future expansion, and

Whereas, Kyle Keaffaber has presented a proposal to the Board for the feasibility study and potential structural improvements, including a timeline to efficient completion, Now Therefore,

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IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Faber Design Co. for architectural services related to the reconstruction and planning for a future expansion of the Michigan Avenue library.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

B. Award of Integrated Library System contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-35R

September 27, 2023

RESOLUTION TO AWARD THE CONTRACT FOR YDL'S NEXT INTEGRATED LIBRARY
SYSTEM TO INNOVATIVE INTERFACES, INC. FOR POLARIS

Whereas, the Ypsilanti District Library strives to provide high quality and user-friendly technology services to its patrons, and

Whereas, migration to a modern Integrated Library System (ILS) is a key element of the 2023-25 YDL Strategic Plan, and part of the 2023 fiscal year budget, and

Whereas, YDL released a Request for Proposals, received and thoroughly evaluated 7 responses, and invited three vendors to demonstrate their products to staff, and

Whereas, Innovative Interfaces, Inc.'s Polaris system provides a polished, high-quality solution, comes highly recommended, and is the YDL staff's choice for a replacement ILS,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to contract with Innovative Interfaces, Inc., for a year one total cost of \$118,237.00 and begin the migration process to Polaris.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Steimel

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

C. Consideration of proposals from Terracon and IS1 to investigate and repair leaks at Whittaker Road

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-36

September 27, 2023

RESOLUTION TO AUTHORIZE THE INVESTIGATE AND REPAIR OF TWO BUILDING
LEAKS AT WHITTAKER ROAD

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

Whereas, two new leaks have appeared stemming from the front façade of the Whittaker Road Library, and

Whereas, Terracon Consultants and Industrial Services, Inc. (IS1), have both successfully completed water remediation work at Whittaker, and have submitted proposals to investigate and repair the new leaks, and

Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Terracon Consultants and Industrial Services, Inc. as described in the attached proposals to investigate and repair the leaks for a cost not-to-exceed \$14,400.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

- D. Proposal for an electrical upgrade in the Whittaker Triangular Bay

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-38

September 27, 2023

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RESOLUTION TO APPROVE AN ELECTRICAL UPGRADE IN THE WHITTAKER
TRIANGULAR BAY

Whereas, the Ypsilanti District Library does a great deal of programming, and A/V equipment is often desired, and

Whereas, in the interest of greater flexibility, YDL staff developed a plan to install a large screen TV in the Whittaker Road triangular bay, and

Whereas, the plan was found to require a more extensive electrical upgrade than initially believed, and

Whereas, two electricians have submitted proposals to perform the work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the proposal from the following vendor is approved to perform the electrical upgrade:

☐ Duggan's Electrical Contracting for \$6,395

-OR-

☒ Vedder Electric for \$3,500

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

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BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Advised her children really enjoyed the exhibit at Whittaker Road titled “A Colorful Dream,” and she found it very cool.
Trustee Steimel	Attended the intergenerational art workshop and had a delightful time. Wanted to thank the staff for putting that program together. He was thrilled to see the Ypsilanti Food Grower digital archives in the works.
Trustee Winborn	Thanked the library for the support of her genealogical group’s use of the facilities. She advised Channel 7 aired a program last night and the library makes these events possible. She also mentioned the oral history project which will be interviewing local food growers.
Trustee Maddix	Is excited about several shining lights in the board packet. She mentioned the Summer Reading program, and the badges chart as a way to promote literacy. She also mentioned the Outreach department’s use and thinks it is fantastic the numbers they are putting up.
Trustee Williams	Advised his family continues to discuss the activities found at the library over the summer and he wants to thank the staff for the programs.
Trustee Kennedy	No comment
Trustee Horne McGee	No comment

Adjournment

Trustee Kennedy moved to adjourn at 7:55 p.m. Trustee Williams seconded this motion.

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

Financial Report

**Ypsilanti District Library
Balance Sheet
September 30, 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 9/30/2023	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	3,379,221	(118,615)
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	109,776	(22,337)
Total Assets	2,426,996	2,695,077	3,025,258	3,522,578	3,629,949	3,488,997	(140,952)
Liabilities	145,758	85,577	313,638	344,511	215,952	78,174	(137,778)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						713	
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						-	
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	349,259	113,329
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	3,410,823	(3,175)
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	3,629,950	3,488,997	(140,953)

Ypsilanti District Library
Period Ending 9/30/23 (83.3% of Year)
General Fund

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	5,906,683	304,960	95.1%
Expenditures							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,936,006	2,098,424	774,227	71.5%
Dept 200 Michigan Ave.	555,976	542,948	619,718	740,892	578,237	162,983	78.0%
Dept 300 Outreach	82,140	92,558	103,158	311,340	244,605	61,692	78.6%
Dept 400 Superior Township	158,483	162,269	230,011	492,848	377,500	106,843	76.6%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,264,450	1,008,696	231,705	79.8%
Dept 600 Donations	12,312	21,629	52,305	-	73,423	(73,423)	NA
Dept 700 Grants	7,405	19,079	31,359	-	24,104	(24,104)	
Total	4,069,379	4,051,904	4,550,633	5,745,536	4,404,990	1,239,922	76.7%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	466,107	1,501,693		
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	4,070,646	3,953,799		

**Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	1,066,617	1,067,624	100.1%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	505,779	54.5%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	20,000	564	2.8%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	3,874,073	100.1%
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	65,000	66,774	102.7%
443.000	State Aid Direct	32,931	35,678	43,256	45,084	45,084	44,630	99.0%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	45,084	44,630	99.0%
500.500	Operational Grant Revenue						33,350	
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	35,000	38,593	110.3%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	6,000	6,073	101.2%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	20,000	27,183	135.9%
657.600	Proctor Fees	429	263	574	0	0	60	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	83,000	69,569	83.8%
662.100	Community room rentals	575	0	1,250	2,500	2,500	2,250	90.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	2,500	8,300	332.0%
681.000	Donations Designated	5,100	0	0		0	0	0.0
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	2,838	473.0%
687.000	Interest/Checking	1,037	457	1,383	950	950	5,608	590.3%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	44,692	687.6%
687.121	MI Class value change	0	0	0	0	0	713	NA
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	6,490	108.2%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	8,000	13,366	167.1%
691.000	CARES act Credit	0	6,400	0	0	0	0	
Total Revenue		5,536,898	5,838,824	5,963,558	6,211,643	6,211,643	5,863,159	94.4%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	702,740	79.6%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	8,290	92.1%
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	1,879	34.8%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	16,433	65.8%
705.000	Employee Recognition Awards	336	804	689	750	750	521	69.5%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	19,800	16,277	82.2%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	202,897	171,389	84.5%
715.100	ACA Taxes Paid by employer	295	331	555	740	740	644	87.1%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	120,409	81,369	67.6%
719.000	FSA Admin Fee	707	729	624	758	758	500	66.0%
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	39,675	122.5%
727.050	CARES act Exp	95	6,305	0			0	
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	31,900	17,543	55.0%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	77,332	100.0%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	10,875	10,367	95.3%
754.000	Health Insurance	361,059	394,266	380,631	470,886	470,886	381,225	81.0%
756.000	Delta Dental	34,311	34,322	32,832	36,383	36,383	28,851	79.3%
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	3,942	94.2%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	8,643	96.4%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	14,235	15,510	109.0%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	18,714	89.5%
769.050	Classified Advertising	460	432	733	1,000	1,000	220	22.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	294,765	245,673	83.3%
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	28,324	56.6%
774.800	System Wide DVDs	2,959	493	61	500	500	53	10.6%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	35,000	21,215	60.6%
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	4,065	81.3%
774.975	Library of Things	0	2,876	8,799	13,000	13,000	6,342	48.8%
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	9,281	53.4%
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	4,040	62.2%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	2,952	65.6%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	6,414	95.0%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	35,000	20,086	57.4%
807.000	Operational Grant Expenditure					10,000	23,385	233.9%
810.000	Capital Outlay - Buildings	600	5,197	650	5,000	5,000	2,755	55.1%
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	2,400	0	0.0%
811.100	Capital Outlay - Technology	0	0	0	120,000	120,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	5,000	5,735	114.7%
840.000	Repair & Main Bldg		0	-5,825	0	0	-173,778	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	139,395	120,042	86.1%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,983	14,458	181.1%
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	63,125	100.0%
850.500	Software Subscription	14,762	21,823	35,693	35,722	40,722	41,505	101.9%
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	0	0.0%
928.000	Postage	19,334	20,112	18,912	22,447	22,447	14,753	65.7%
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	8,325	100.0%
975.000	Legal	6,422	5,280	11,191	10,000	10,000	209	2.1%
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	18,736	67.5%
980.500	Branding Costs	1,188	2,201	894	2,500	3,250	3,195	98.3%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	6,300	3,170	50.3%
982.000	MTT Charge Back City	208	471	48	2,000	2,000	259	12.9%
983.000	MTT Charge Back TWP	200	1,070	3,873	7,500	7,500	878	11.7%
983.100	MTT Charge Back-Superior Twp	985	184	1,467	5,000	5,000	913	18.3%
984.050	Contributions/Endowment	0				750	250	33.3%

Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
Total		2,163,719	2,132,617	2,357,850	2,872,651	2,936,006	2,098,424	71.5%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	396,590	402,866	423,056	506,014	501,189	397,187	79.2%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	4,806	89.9%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	22,100	13,085	59.2%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	15,200	10,649	70.1%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	545	18.2%
776.050	Periodicals - Youth	0	0	0	100	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	5,600	3,481	62.2%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	2,050	901	44.0%
801.500	Learning Never Gets Old	0	0	0	1,250	1,250	1,074	85.9%
802.200	Parking	3,600	3,600	3,600	3,900	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	18,869	10,000	68,081	29,000	29,000	18,357	63.3%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	4,510	100.0%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	27,000	34,367	127.3%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	14,172	9,504	67.1%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	12,335	8,762	71.0%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	3,000	1,387	46.2%
901.000	Programs-Youth	2,659	1,762	606	2,500	2,500	2,531	101.2%
940.000	Phone	4,535	4,553	2,631	4,695	4,695	1,932	41.1%
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	3,511	60.8%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	17,769	86.9%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	7,290	4,690	64.3%
980.000	Professional Contractual (Security)	0	0	0	50,440	50,440	35,588	70.6%
Total		555,976	542,948	619,718	741,220	740,892	578,237	78.0%
Dept 300 Outreach								
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	195,287	78.3%
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	2,022	38.5%
801.500	Learning Never Gets Old	0	0	0	3,000	3,000	1,144	38.1%
811.000	Capital Outlay Vehicle	0	0	0	35,000	35,000	35,000	100.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	11,993	7,875	65.7%
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	3,278	48.1%
Total		82,140	92,558	103,158	306,297	311,340	244,605	78.6%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	292,527	83.1%
702.800	Salary/Pages	0	0	0	9,360	3,874	2,833	73.1%
771.000	Adult Books & Processing	0	0	0	15,550	15,550	9,392	60.4%
772.000	Youth Books & Processing	0	0	0	12,400	12,400	8,590	69.3%
775.000	Library Materials	5,842	6,553	7,388	0	0	0	
776.000	Periodicals	0	0	0	500	500	75	15.0%
778.000	Audio/Visual	0	0	0	1,550	1,550	902	58.2%
801.500	Learning Never Gets Old	0	0	0	750	750	390	52.0%
810.000	Cap Outlay Building		0	0	3,000	3,000	2,381	79.4%
810.100	Cap Outlay Improvements		0	0			0	
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	6,650	4,947	74.4%
840.025	Campbell Maint Contract	0	0	0	6,600	6,600	4,983	75.5%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	23,450	18,111	77.2%
900.000	Programs - adult	543	580	267	600	600	395	65.8%
901.000	Programs - Youth	468	624	655	600	600	539	89.9%
902.000	Art Purchases					9,077		
940.000	Phone	1,134	1,138	782	4,156	4,156	1,700	40.9%
943.000	Natural Gas	659	650	1,097	11,636	11,636	2,300	19.8%
947.000	DTE - Electric	960	1,044	1,299	10,061	10,061	3,749	37.3%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	5,527	5,867	106.2%
980.000	Professional/Contractual	0	0	0	25,000	25,000	17,820	71.3%
Total		158,483	162,269	230,011	484,343	492,848	377,500	76.6%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2023
(83.3% 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	Amended FY 2022-2023 BUDGET	YTD 9/30/23 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	660,822	82.2%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	27,839	74.4%
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	32,877	79.4%
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	20,886	72.0%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	1,911	38.2%
776.050	Periodicals - Youth	759	745	617	800	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	5,721	53.5%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	1,741	52.8%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	59,245	47,486	80.2%
810.100	Cap Outlay Improvements		0	0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	27,300	35,461	129.9%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	43,705	28,654	65.6%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	27,600	20,275	73.5%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	2,104	50.1%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	13,129	101.0%
903.000	Equipment Maintenance	820	1,564	0	3,000	3,000	1,702	56.7%
940.000	Phone	9,070	9,105	5,277	10,063	10,063	4,095	40.7%
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	19,587	61.8%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	79,325	75.3%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	5,082	68.8%
980.000	Professional/Contractual	38,000			0	0		NA
Total		1,089,344	1,080,805	1,156,233	1,240,401	1,264,450	1,008,696	79.8%
Dept 600 Donations								
Revenue:								
	Total Revenue	18,888	37,195					
	Total Donated revenue	18,888	37,195	106,336			19,024	NA
Expenditures:								
	Total Expenditures	12,312	21,629					
	Total Expenditures	12,312	21,629	52,305			73,423	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	13,080	42,333					
	Total Revenue	13,080	42,333	16,670			24,500	NA
Expenditures								
	Total Expenditures	7,405	19,079					
	Total Expenditures	7,405	19,079	31,359			24,104	NA
Total	Net -- restricted for future	5,675	23,254	-14,689			396	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	6,211,643	5,906,683	
Total Expenditures		4,069,379	4,051,904	4,550,633	5,644,912	5,745,536	4,404,990	76.7%
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	466,107	1,501,693	
	Fund Balance Beginning of Year	2,652,675	2,752,161	3,218,609	3,454,539	3,454,539	3,454,539	
	Board Designation	-1,400,000	-1,400,000	-1,300,000	0	0	-1,152,434	
	Ending Fund Balance	2,752,161	3,218,609	3,454,539	4,021,270	3,920,646	3,803,799	

**Ypsilanti District Library
Balance Sheet
September 30, 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 9/30/2023	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	1,420,007	63,845
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,420,007	63,845
Liabilities	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,100,007	212,076
Total Liabilities & Fund Balance	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,420,007	63,845

Ypsilanti District Library
Capital Expenses
Period Ending 9/30/23 (83.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 9/30/23 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	80,469
688.000	Interest	4,986	1,181	97	6,222
Other departments		-	-		-
Total		59,589	858,374	450,968	86,692
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	61,927
Subtotal		-	16,860	97,989	61,927
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	510
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	7,319
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	(32,314)
955.100	General Contractor	46,274	655,988	3,167,412	979,663
985.300	Outside Contract Expense	-		42,875	58,545
Subtotal		269,300	1,006,671	3,866,658	1,070,851
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	246,705
Subtotal		-	410,262	387,987	246,705
TOTAL Capital Expenditures		269,300	1,433,793	4,352,633	1,379,484
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	212,076
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	1,100,008

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	9/30/2023	86,692		
YTD Expenditures	9/30/2023	-1,070,851	-308,632	
Balance	9/30/2023	101,099	998,910	1,100,008
				320,000 future pledges
				1,420,008

Project Summary Through:
9/30/2023 9/30/2023

	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,462,144	
Future pledges	320,000	
Expense	-6,213,479	-1,235,270
	421,099	998,910

Check Register Report

Date: 10/16/2023

Time: 1:46 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76158	09/08/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior August 2023	1,980.00
76159	09/08/23	Printed			0000000025	AFLAC	fy23 #10	113.80
76160	09/08/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Whit Sept 2023	582.08
76162	09/08/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	9/1/23 statement	4,448.40
76163	09/08/23	Printed			ANUN	ANDREWS UNIVERSITY	lost-ILL Jill:A Novel	40.00
76164	09/08/23	Printed			BASIC	BASIC	1/1/23-12/31/23	459.00
76165	09/08/23	Printed			BECRAU	BECKETT & RAEDER	whit sidewalk	272.50
76166	09/08/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	Obama letter	115.00
76167	09/08/23	Printed			BBR	BLACK MEN READ	9/30/23 prog - Superior	500.00
76168	09/08/23	Printed			BA	BLACKSTONE PUBLISHING	Longmire Defense	230.73
76169	09/08/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	8/6-9/5/23 coverage	461.98
76170	09/08/23	Printed			CAMPINC	CAMPBELL, INC	MA flood	20,837.85
76172	09/08/23	Printed			CAPONE	CAPITAL ONE	7/25-8/24/23 statement	13,396.76
76173	09/08/23	Printed			JCARY	JAMES CAREY	August 2023 service	650.00
76174	09/08/23	Printed			CDW	CDW GOVERNMENT, INC.	HP designjet T630 24	1,357.03
76175	09/08/23	Printed			CEN	CENGAGE LEARNING	All the Sinners	50.23
76176	09/08/23	Printed			HFCL	CITY OF DEARBORN	lost ILL-Holy Sister	12.99
76177	09/08/23	Printed			0000000039	DEMCO, INC.	"new" color tape	199.92
76178	09/08/23	Printed			DWA	DESIGNS WITH AIM	9/8/23 crafternoons	300.00
76179	09/08/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	superior craft supplies	438.85
76180	09/08/23	Printed			DTE ENERGY	DTE ENERGY	whit 7/26-8/23/23 service	10,214.13
76181	09/08/23	Printed			DTE ENERGY	DTE ENERGY	MA 8/1-8/29/23 billing	1,816.69
76182	09/08/23	Printed			DTE ENERGY	DTE ENERGY	whit street August 2023	48.11
76183	09/08/23	Printed			EML	EASTPOINTE MEMORIAL LIBRARY	lost ILL Initial D	50.00
76184	09/08/23	Printed			EIAL	ALAN EISER	10/4/23 Colorful Dreams lectur	125.00
76185	09/08/23	Printed			ENV	ENVISIONWARE INC.	RFID tags - 12,000	1,644.40
76186	09/08/23	Printed			FCB	FIRST CITIZENS BANK	due 09/19/23 lease	2,372.95
76187	09/08/23	Printed			GLZ	GLAZE	Crafternoons-LNGO	300.00
76188	09/08/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Whit/Superior prog supplies	374.82
76189	09/08/23	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth supplies	61.96
76190	09/08/23	Printed			AFSCME	MICHIGAN AFSCME	August 2023 dues	833.15
76191	09/08/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Johnson-2023 conference	380.00
76192	09/08/23	Printed			MWP	MICHIGAN WEB PRESS	Fall 2023 LOOP	4,941.02
76193	09/08/23	Printed			MAAA	MID-AMERICA ARTS ALLIANCE	Balance-Colorful Dream	2,150.00
76194	09/08/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504220997.....	955.58
76195	09/08/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla Aug 2023	19,198.77
76196	09/08/23	Printed			NTAL	NORTHFIELD TWP AREA LIBRARY	lost ill - This Book is Full	12.99
76197	09/08/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Whit windows Phase III	86,783.99
76198	09/08/23	Printed			OCLC	OCLC INC.	EZproxy 8/1/23-7/31/24	10,585.09
76199	09/08/23	Printed			OV	OVERDRIVE, INC.	01576CO23293550.....	4,014.19
76200	09/08/23	Printed			PP	PROGRESSIVE PRINTING	Colorful Dream Booklet-1,000	1,191.00
76201	09/08/23	Printed			QM	Q+M	Fall 2023 LOOP	2,000.00
76202	09/08/23	Printed			0000000300	SCHOLASTIC INC.	whit summ read	150.40
76203	09/08/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	August 2023 service	4,268.00
76204	09/08/23	Printed			0000000443	SHERWIN-WILLIAMS	whit fountain repair	66.27
76205	09/08/23	Printed			STAPAD	STAPLES ADVANTAGE	8/25/23 statement	863.95
76206	09/08/23	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	Whit start up 5/2023	303.75
76207	09/08/23	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Sept 2023 service	1,681.25
76208	09/08/23	Printed			U	ULINE	whith youth supplies	341.15

Check Register Report

Date: 10/16/2023

Time: 1:46 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76209	09/08/23	Printed			0000000021	Y C U A	whit 7/19-8/20/23 usage	1,640.19
76210	09/12/23	Printed			TUCCIA	CIATTA TUCKER	Youth Poet Laureate	5,500.00
76211	09/22/23	Printed			0000000025	AFLAC	#11 period	113.80
76212	09/22/23	Printed			ALER	ALERUS FINANCIAL	Emply Contribution Aug 2023	28,750.16
76213	09/22/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Mitchell renewal 11/30/23	162.00
76214	09/22/23	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	STEM fair 9/30/23	388.00
76215	09/22/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 8/31/2023	123.67
76216	09/22/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 8/31/2023	3,514.10
76217	09/22/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 8/31/2023	3,361.98
76218	09/22/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 8/31/2023	232.30
76219	09/22/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 8/31/2023	250.50
76220	09/22/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 8/31/2023	380.32
76221	09/22/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 8/31/2023	1,434.09
76222	09/22/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 8/31/2023	352.31
76223	09/22/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 8/31/2023	1,751.20
76224	09/22/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 8/31/2023	410.69
76225	09/22/23	Printed			BASIC	BASIC	Admin fee 9/2023	50.00
76226	09/22/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	Colorful Dream	212.00
76227	09/22/23	Printed			BBT	BLACK AND BROWN THEATRE	10/7 program-Superior	500.00
76228	09/22/23	Printed			BCN	BLUE CARE NETWORK OF MI	Oct 2023 coverage	47,836.80
76229	09/22/23	Printed			DABO	DAVID BOEVING	YpsiWrites virtual	300.00
76230	09/22/23	Printed			CDW	CDW GOVERNMENT, INC.	4 Monitors	2,170.78
76231	09/22/23	Printed			CEN	CENGAGE LEARNING	After the Miracle	51.73
76232	09/22/23	Printed			CMPL	CLINTON MACOMB PUBLIC LIBRARY	lost ILL- I, Me, Mine	55.00
76233	09/22/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	August 2023 - all locations	245.85
76234	09/22/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Oct 2023 coverage	2,860.37
76235	09/22/23	Printed			ENV	ENVISIONWARE INC.	profess service	600.00
76236	09/22/23	Printed			FST	FIRST BOOK	#7000980962 - Superior	140.25
76237	09/22/23	Printed			GWP	GEORGE F. WILBUR, INC	whit 2 drinking fountains	2,291.00
76238	09/22/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior supplies	42.77
76239	09/22/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 9/13/23	604.75
76240	09/22/23	Printed			IMPDAD	IMPERIAL DADE	tissue/towel/liner	773.79
76241	09/22/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	October coverage	1,863.81
76242	09/22/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 8/15-9/14/23 overage	753.02
76243	09/22/23	Printed			AFSCME	MICHIGAN AFSCME	Sept 2023 dues	812.30
76244	09/22/23	Printed			MITT	MICHIGAN IT TECHNICIANS LLC	7/23-9/23 service	2,149.96
76245	09/22/23	Printed			MAAA	MID-AMERICA ARTS ALLIANCE	The Perfect Shot-exhib 50% dep	1,537.50
76246	09/22/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	AIR	326.58
76247	09/22/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Sept 2023	128.00
76248	09/22/23	Printed			OV	OVERDRIVE, INC.	Careers for Women	2,216.41
76249	09/22/23	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Tom Lake	219.97

Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 10/16/2023

Time: 1:46 pm

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76250	09/22/23	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	whit youth area camera	1,586.17
76251	09/22/23	Printed			PP	PROGRESSIVE PRINTING	#9 donation envelopes-2000	494.00
76252	09/22/23	Printed			RNA	RNA FACILITIES MANAGEMENT	whit #5 of 8 aug 2023	1,850.00
76253	09/22/23	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL- Theft of Swords	21.00
76254	09/22/23	Printed			0000000300	SCHOLASTIC INC.	outreach	473.25
76255	09/22/23	Printed			0000000443	SHERWIN-WILLIAMS	whit CMR kitchen	130.47
76256	09/22/23	Printed			SHPL	STERLING HEIGHTS	lost ILL- Wake up Call	10.99
76257	09/22/23	Printed			TDSM	TDS	9/22-10/21/23 service	772.63
76258	09/22/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside-Sep 2023	90.00
76259	09/22/23	Printed			VERIZON	VERIZON WIRELESS	8/10-9/9/23 coverage	335.79
76260	09/22/23	Printed			0000000030	VISION SERVICE PLAN - MI	October coverage	733.38
76261	09/22/23	Printed			WCROD	WASHTENAW COUNTY	8/23 MMT/STC	149.15
76262	09/22/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	supplies	1.50
76263	09/28/23	Printed			AALLC	ALLSTAR ALARM LLC	MA-Fire sys repair 50% dep	7,206.00
76264	09/28/23	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	10/13/23 Radical Reptiles	319.72
76265	09/28/23	Printed			0000000003	ANN ARBOR NEWS	36100-22005708	67.86
76267	09/28/23	Printed			CAPONE	CAPITAL ONE	8/25-9/23/23 billing	7,150.17
76268	09/28/23	Printed			CEN	CENGAGE LEARNING	None of this is True	245.91
76269	09/28/23	Printed			0000000567	CENTER POINT PUBLISHING	The Paris Assignment	147.42
76270	09/28/23	Printed			DOO	DOODLES ACADEMY	10/7 & 10/14/23 wksps	647.50
76271	09/28/23	Printed			DTE ENERGY	DTE ENERGY	Superior Jan - Aug readings	1,942.16
76272	09/28/23	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	extended service - 4 laptops	4,832.46
76273	09/28/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504356362.....	786.94
76274	09/28/23	Printed			SPNR	SILVANA NUNEZ-REGUEIRO	printmaking #1 of 2	160.00
76275	09/28/23	Printed			OV	OVERDRIVE, INC.	01576CO23325722.....	4,095.06
76276	09/28/23	Printed			SAWA	SAWA BOOKS	I Have a Plan	112.83
76277	09/28/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Aug 2023 service	2,558.97
76278	09/28/23	Printed			THOM WEST	THOMSON REUTERS-WEST	MI SCAO approv forms V1&2	596.00
					Total Checks: 118		Checks Total (excluding void checks):	358,801.01
					Total Payments: 118		Bank Total (excluding void checks):	358,801.01

Check Register Report

Date: 10/16/2023
Time: 1:46 pm
Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

2096	09/22/23	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	Superior-camera additions	14,259.51
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Total Checks: 1

Checks Total (excluding void checks):

14,259.51

Total Payments: 1

Bank Total (excluding void checks):

14,259.51

Total Payments: 119

Grand Total (excluding void checks):

373,060.52

Communications

Connecting Caregivers to Libraries Using Text Messages for Early Learning: Text and Learn for Kindergarten (TALK) Process and Outcome Evaluation

In partnership with Ypsilanti District Library

October 2023

Madeline Chimka

Fernando Andrade

Reino Bruner

Anthony Nielsen

Jill Claxton

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Executive Summary

In 2017, Ypsilanti District Library (YDL) launched Text and Learn for Kindergarten (TALK), a text messaging service that allows libraries to share age-appropriate activities directly with families of children 5 and under to raise the frequency and quality of adult child interactions. The TALK pilot study reached 1,100 families, including families that are often underrepresented at the library. Findings from the TALK pilot study indicated that families enjoyed receiving notifications and parents expressed increased confidence that the daily interactions were helping their children learn. After implementing the service in Washtenaw County, Michigan, YDL was ready to scale the project first to all libraries in Michigan, then to Indiana, and ultimately nationally.

In 2020, YDL requested the support of HighScope Educational Research Foundation (HighScope) to evaluate bringing TALK to scale. HighScope agreed to conduct the evaluation free of charge as a community service from 2020 to 2023. Specifically, HighScope would conduct a process evaluation to support scaling TALK across the state of Michigan and an outcome evaluation to better understand how TALK might change caregiver mindsets and behaviors to increase and improve adult-child interactions.

During the first year of the evaluation, HighScope collected process data from test libraries in Michigan that recently launched TALK and shared findings with YDL to support Michigan's statewide launch of TALK. Shortly after the Michigan statewide launch, HighScope collected additional process information from participating Michigan libraries using TALK. Applying lessons from prior launches with test libraries and the Michigan statewide expansion, TALK recently launched in Indiana.

During the final year of the evaluation (2022–2023), HighScope designed and distributed a survey to caregivers to learn about their experiences with and perceptions about TALK. Findings showed that sampled caregivers read TALK text messages, implement TALK activities at least once a month, and 92% of sampled caregivers strongly agreed or agreed that they were more aware of activities to build their children's literacy skills because of TALK. Sampled caregivers that receive TALK event messages (about local resources or events taking place at their library) were also more likely to perceive that their engagement with their local library increased. Differences also emerged when examining changes in the frequency and quality of adult-child interactions based on caregivers reported characteristics (such as community type, annual household income, and highest level of education attainment). Currently, 235 libraries are participating in TALK, 4,157 children are registered, and 682 children graduated from TALK.

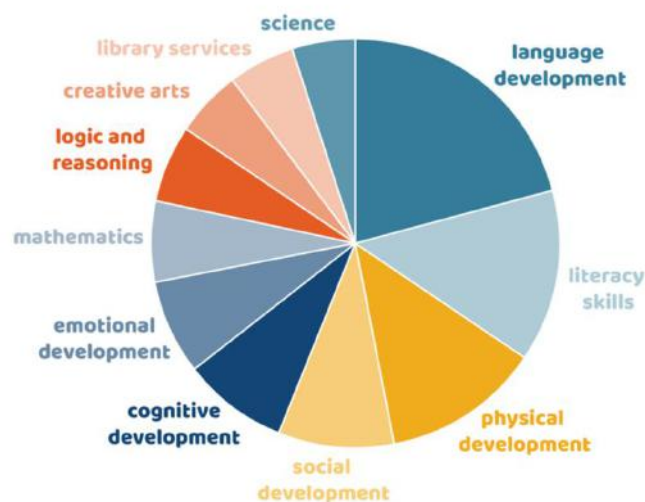
Introduction

Libraries are trusted institutions available to many communities in the nation, and are therefore ideally situated to partner with families to improve school readiness and educational outcomes. Ypsilanti District Library (YDL) embraced this opportunity when they launched Text and Learn for Kindergarten (TALK), a text messaging service for caregivers of children 5 and under.

TALK sends participating caregivers text messages each week with age-appropriate activities based on the library early literacy model Every Child Ready to Read 2.0. In total, the program consists of 650 messages leveled by child's development that are automatically sent twice a week based on a child's birthdate. Participating libraries can also choose to send two additional messages per month to subscribers in their service area about free events and resources.

Texts were specifically designed to help adults prepare their little ones for school success through a variety of activities and by connecting them to the library. TALK messages were first developed by youth staff at libraries and were then reviewed by experts for readability and by caregivers for accessibility and cultural sensitivity. For example, a specific piece of feedback was that texts did not always apply to the child, especially for texts designed for caregivers with babies. YDL refined the text messages so that they aligned with the ages and stages recommendations from the American Academy of Pediatrics. Messages were also reviewed by early childhood specialists at HighScope Educational Research Foundation. The final version of TALK text messages offered small bits of developmentally appropriate and usable information to improve the frequency and quality of adult-child interactions to support children's school readiness skills and future success (See Figure 1).

Figure 1: TALK messages by content category



Rationale for and Motivation to develop TALK

Singing, reading, talking, and playing daily with young children has a proven positive impact on brain development, but not all families are aware of the importance of these activities in preparing their child for school success (Bohlander et al., 2017). Fletcher and Wolfe (2016) found a difference in non-cognitive skills based on family income and that the difference grows over time. Additionally, Fernald et al. (2013) found that children from low-income households were six months behind their peers in language development by age two, which can contribute to the kindergarten readiness gap (Fernald et al., 2013). These gaps, along with the passage of the Michigan Read by Grade Three law, were the motivation behind YDL's decision to develop TALK to mitigate the possibility that large numbers of children may be held back based on a standardized measure outlined in the law. This law mandates that any child who is not proficient in reading based on state assessments, or who is identified as “at-risk” of reading failure, can be held back in third grade (National Conference of State Legislatures, 2019). In 2016, 80% of black children and 60% of Latino children were not proficient in reading by third grade in the state of Michigan (McVicar, 2016). Without equity-driven community support, Michigan's Read by Grade Three policy posed the potential to yield new gaps — between children moving on to grade four and children held back in grade three.

YDL designed TALK specifically to reach under-served families most likely impacted by this new law. Reardon & Portilla (2016) found that parents who do engage in “cognitively enriching activities” with their children improve achievement for children from low-income households and contribute to modest narrowing of the school readiness gap. Text messaging services have the capability to reach many families (given the widespread use of cellphones). York and Loeb (2014) evaluated a similar text messaging service, Ready4K, which showed strong evidence that a parent messaging service can increase parental involvement in their young child's education. The use of text messages allows libraries to reach families anywhere and anytime, even those who do not regularly come to the library.

TALK Pilot Study

During the pilot study, TALK successfully reached families who are often underrepresented at the library. During the pilot, 21% of users identified as African American, compared to 13% of Washtenaw County's population, and 40% of users reported an annual household income less than \$40,000. Data was also collected to learn and improve through surveys, phone interviews, and focus groups. Survey and focus group findings indicated that families enjoyed receiving notifications and that parents expressed increased confidence that the daily interactions were helping their children learn. Library events promoted through TALK demonstrated a marked improvement in attendance and at the end of year two of the pilot study, data showed an overall satisfaction rate of 8.28 on a scale of 1 to 10, with 10 representing the most satisfied.

TALK Evaluation

After successfully implementing the service with libraries in Washtenaw County, Ypsilanti District Library was ready to scale the project first to all libraries in Michigan, then to Indiana, and ultimately nationally. YDL sought partnership with HighScope Educational Research Foundation (HighScope), which has over 50 years of experience in early education research and evaluation, to evaluate the next stage of this work with the following project goals and evaluation outcomes in mind:

Project Goals

- Provide libraries in Michigan and Indiana the ability to use text messaging to connect parents in their service areas with free resources and events that promote early learning at the library.
- Offer a toolkit of high-quality resources and professional development materials that any local, state, or national library organization can use to implement TALK at an affordable rate in communities throughout the United States.
- Increase the frequency of skill-building interactions between parents or caregivers and children ages 0–5 in Michigan and Indiana by providing accessible activity suggestions based on Every Child Ready to Read 2.0 in English and Spanish.
- Expand libraries' capacity to reach underserved families by sharing an effective model for building partnerships with pediatricians, law enforcement agencies, schools, WIC, and other key early learning advocates in their communities.

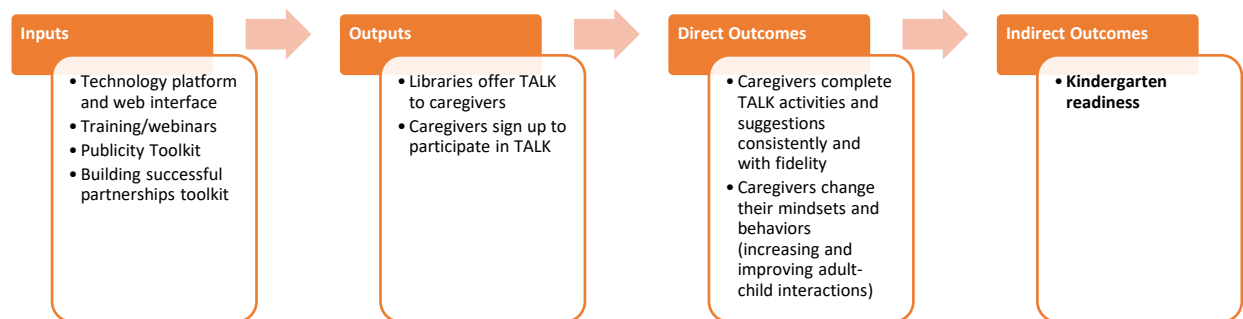
Evaluation Outcomes

1. Gather usability data (on the new technology platform and web-interface) using surveys and interviews with test libraries to monitor and guide the project.
2. Gather effectiveness data on the TALK training webinars and TALK toolkits used by libraries to reach patrons in their service areas using document analysis, surveys, and interviews with test libraries to monitor and guide the project.
3. Examine TALK's reach (including both the number of libraries that choose to offer TALK to families and the number of caregivers that sign up to participate in TALK) using tech platform data and data from an optional participant form.
4. Examine the direct outcomes of TALK (increasing and improving adult-child interactions) using a caregiver perception survey.
5. Develop a roadmap to share findings to monitor and guide the project.

To meet evaluation outcomes, HighScope planned to conduct both a process and outcome evaluation. The purpose of the process evaluation was to understand how test libraries used resources developed by YDL to implement TALK (technology platform, trainings and webinars, a publicity toolkit, and a partnership toolkit). Data gathered from this evaluation would be used for continuous improvement to ensure that TALK inputs were usable and feasible ahead of the Michigan statewide expansion.

HighScope also planned to conduct an early outcome evaluation after the Michigan statewide expansion to examine TALK’s direct outcomes (See Figure 2, TALK Logic Model). The early outcome evaluation would specifically explore whether caregivers were reading TALK text messages and using the TALK activities with their child(ren) and, if so, if caregivers perceived that they had improved the frequency and quality of adult-child interactions. Given the motivation for the creation of TALK, the process evaluation would also explore if there were differences between perceived changes in adult-child interactions based on caregivers reported household income and education levels.

Figure 2: TALK Logic Model



Process Evaluations

While HighScope Educational Research Foundation (HighScope) planned to conduct one process evaluation with test libraries (libraries that launched TALK prior to the Michigan state-wide expansion), HighScope and YDL later decided to conduct two process evaluations based on what was learned during the first process evaluation with test libraries. Process evaluations focused on evaluation outcomes 1–3 to understand libraries' perceptions of the usability and effectiveness of TALK inputs and examine TALK's reach to adults with young children living in Michigan.

Initial Process Evaluation: Test libraries experience launching TALK

In the spring of 2021, HighScope sent a survey to test libraries (libraries that launched TALK prior to the Michigan statewide expansion) to learn about their experiences with TALK. The survey asked libraries about the perceived usefulness of TALK inputs and test libraries' experiences launching TALK.

The survey had a 72% response rate from main contacts at test libraries (n=13). At the time of the survey, 100% of sampled test libraries were already using TALK or planning to offer TALK to their patrons that year. Most sampled test libraries (85%) had recently launched TALK at their library in March or April of 2021. Libraries that had not yet launched TALK cited 3 reasons: staffing, customizing promotional materials, and missed the TALK training.

Perceived usefulness and effectiveness of TALK inputs

A majority of test libraries found the resources used to launch TALK at their library usable and feasible, and more importantly, *helpful* to launch TALK at their library (See Table 1).

Table 1: Test libraries experience with TALK inputs

TALK Input	% of sampled test libraries reported	Usability, feasibility, and effectiveness indicators from sampled test libraries
TALK Trainings	77% had attended a TALK training	<ul style="list-style-type: none"> 100% agreed or strongly agreed that the information in the training was easy to understand. 100% reported that they feel more confident offering TALK to their patrons because of the TALK training.
TALK Tech Platform	77% had used the TALK Tech Platform	<ul style="list-style-type: none"> 100% agreed or strongly agreed that they found the TALK tech platform easy to use. 100% agreed or strongly agreed that they felt confident using the MCLS site to offer TALK to their patrons.
TALK Toolkits	92% had used a TALK Toolkit	<ul style="list-style-type: none"> 100% agreed or strongly agreed that they used the materials in the promotion toolkit to offer TALK to their patrons.

Test libraries experiences launching TALK

Sampled test libraries reported using a variety of materials from TALK Toolkits to launch TALK (see Figure 3 and Figure 4 below). Most reported that they found flyers and social media ads the most useful tools in the Publicity Toolkit and TALK trainings most useful to launch TALK.

Figure 3: Promotional TALK materials perceived as most useful according to Test Libraries

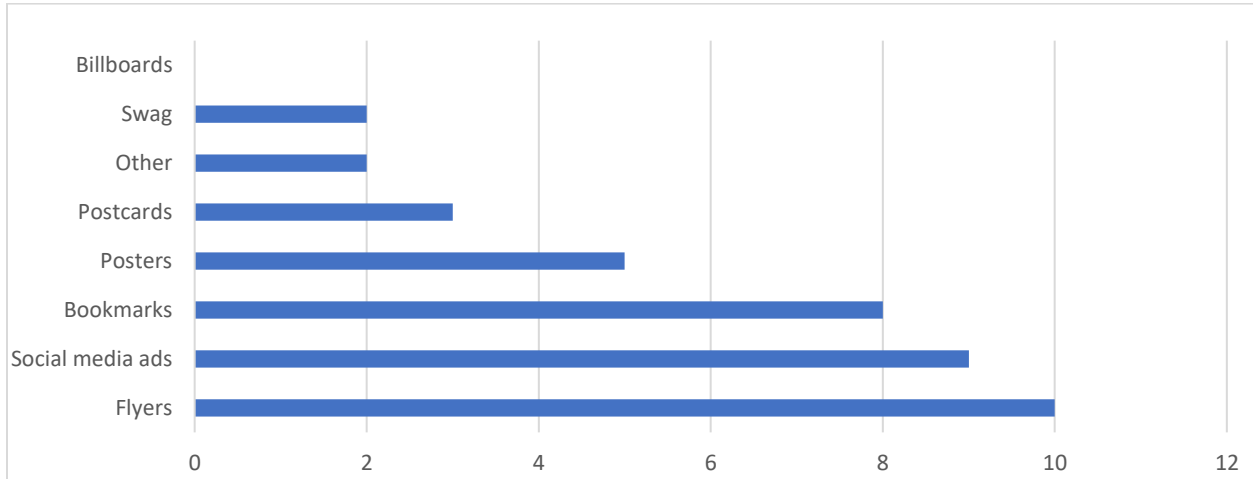
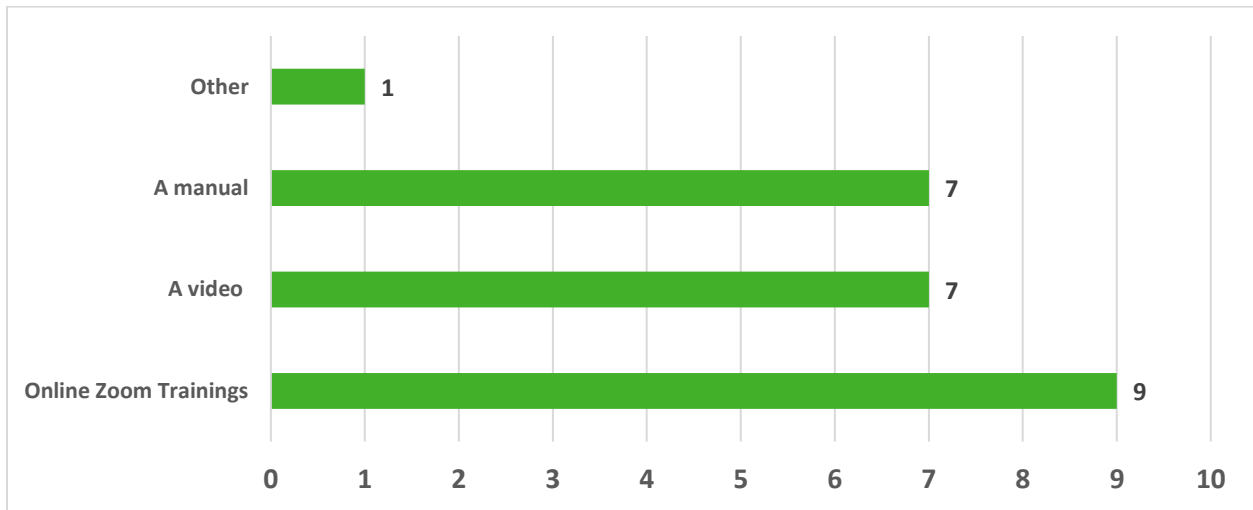


Figure 4: Resources reported most helpful to launch TALK



At the time of the survey, only one library had used the Spanish materials while about half reported that they planned to use them later. Most test libraries reported that they did not see a need to provide TALK materials in another language.

Patrons that sign up for TALK receive TALK activity messages and TALK messages from their local library about free events and resources. At the time of the survey, while most test libraries planned to send personalized text messages about their library's events or resources, only 1 test library had already sent them. While the partnership toolkit encouraged partnering with a variety of stakeholders to promote TALK (local government agencies and civic organizations, local businesses, medical professionals, laundromats, etc.), most test libraries (n=8) reported partnering with education and daycare providers to promote TALK.

"I think this will provide us a direct line to the families of young children and allow us to directly share information and programs of value to them."

Sampled test libraries demonstrated that they understood the purpose and potential of TALK (specifically to expand their reach with patrons with young children and to provide an early childhood service), however they also cited barriers to promote and launch TALK. Sampled test libraries cited lack of time and resources and the pandemic as the two main barriers to implementing TALK. At the same time, sampled test libraries described how TALK provided a way to connect with patrons during the pandemic. For example, while one test library said that the program allowed them to "reach patrons that can't make it to story time," another test library shared that the program allowed them to "offer more learning tips even when we can't meet in person."

At the time of this evaluation, we also examined TALK output — specifically, how many patrons and children were participating in TALK, had graduated from TALK, or opted out of TALK. At the time of this evaluation, 69 patrons were registered for TALK, 95 children were registered, and 5 children graduated. Once signed up for TALK, users could opt out of TALK or stop receiving TALK text messages. Very few patrons (4) and children (5) from test libraries had chosen to opt out after participating in TALK.

First process evaluation findings and recommendations

HighScope shared the following findings with Ypsilanti District Library (YDL) in the form of a roadmap in the summer of 2021 ahead of the Michigan statewide expansion:

Finding 1: TALK provided a means to connect with families with young children during the pandemic.

Finding 2: Libraries may need additional support to send personalized text messages (about their libraries resources and events for young children) using the TALK tech platform.

Finding 3: Additional resources (video and manual) may support the implementation of TALK.

Finding 4: Many test libraries had only recently started to use TALK.

Based on these findings, HighScope recommended that, ahead of the Michigan state-wide expansion of TALK, YDL:

Recommendation 1: Move forward with creating a TALK training video with a manual for libraries that want to participate but cannot or did not attend the TALK in-person training. Provide a resource for main library contacts to share with their staff, and support libraries in providing individualized text messages about early childhood programming at their library.

Recommendation 2: Within these new resources, HighScope recommended that resources specifically included information about how to send personalized text messages (including sample text message scripts that libraries could use) and feature how other libraries launched TALK by partnering with a variety of community partners as opposed to just educational partners.

In addition to program recommendations, HighScope suggested conducting another process evaluation early into the Michigan statewide expansion because sampled test libraries reported that they had only recently started using TALK (approximately 1–3 months prior to completing the survey). The second process evaluation would help to better understand the launch process and after libraries had more time to use TALK inputs.

Ahead of the second process evaluation, YDL changed how they provided support to TALK libraries. They focused on 4 main types of support: (1) Regular Zoom training opportunities, (2) Recorded videos of trainings, (3) a TALK manual, (4) Regular newsletters with bits of information and tips.

Second Process Evaluation: Libraries' experiences after Michigan statewide expansion of TALK

In February 2022, after the Michigan statewide expansion, HighScope launched a second survey. The survey asked libraries about the perceived usefulness and effectiveness of TALK inputs and test libraries' experiences launching TALK. We also planned to interview libraries to learn more about their experiences launching and using TALK inputs. Unfortunately, after contacting libraries several times, we were unable to schedule interviews with libraries participating in TALK. All information below comes from a survey launched following the Michigan statewide expansion of TALK. For comparison purposes, we refer to our survey with test libraries occurring during Year 1 of the evaluation and our survey with libraries following the statewide expansion occurring during Year 2 of our evaluation.

The Year 2 Survey had a 31% response rate (n=52) from libraries participating in TALK after the Michigan statewide expansion. Most of the sampled libraries (77%) had launched TALK in the summer or early fall (approximately 7 to 8 months prior to the survey), giving them more experience with TALK than earlier sampled test libraries. Libraries that had not launched TALK again cited internal reasons, such as the need for more staff or not enough time to launch.

Most libraries in our Year 2 sample that participated in TALK after the Michigan statewide expansion had also attended a TALK Training/Webinar and perceived the information useful for launching TALK (see Table 2).

Table 2: Comparison of libraries' experiences with TALK training

	Year 1: Sampled Test libraries	Year 2: Sampled libraries post MI statewide launch
Attended a TALK Training/Webinar	77%	83%
The information in this training was easy to understand	100% agreed or strongly agreed	95% agreed or strongly agreed
I feel more confident offering TALK to my patrons because of this training	100% agreed or strongly agreed	86% agreed or strongly agreed

Most libraries in our Year 2 sample (79%) were using the TALK tech platform and felt comfortable using it to offer TALK to their patrons (see Table 3). We also asked how libraries were using the TALK tech platform. A little under half (42%) of our sampled libraries were using the data feature to track TALK participation for their reporting or to increase participation.

Table 3: Comparison of libraries' experiences with TALK tech platform

	Year 1: Sampled test libraries	Year 2: Sampled libraries post MI statewide launch
Used the TALK platform	77%	79%
Found the tech platform easy to use	100% agreed or strongly agreed	92% agreed or strongly agreed
Feel confident using the MCLS site to offer TALK to patrons	100% agreed or strongly agreed	90% agreed or strongly agreed

Most libraries from the Year 2 sample (73%) reported that they had used the TALK Toolkits and found them useful to promote TALK to patrons and to partner with community organizations.

Libraries' experiences launching TALK during Year 2

Libraries from our Year 2 sample again reported using a variety of materials from the publicity toolkit to launch TALK and again reported that they found flyers and social media ads to be most useful to promote TALK with their patrons (see Figure 5 and Figure 6). Additional recommendations for resources included a list serv to connect TALK libraries and a resource to help navigate all TALK resources.

Figure 5: Comparison of promotional materials perceived as most useful (*Year 1 test libraries v. Year 2 Post MI statewide launch libraries*)

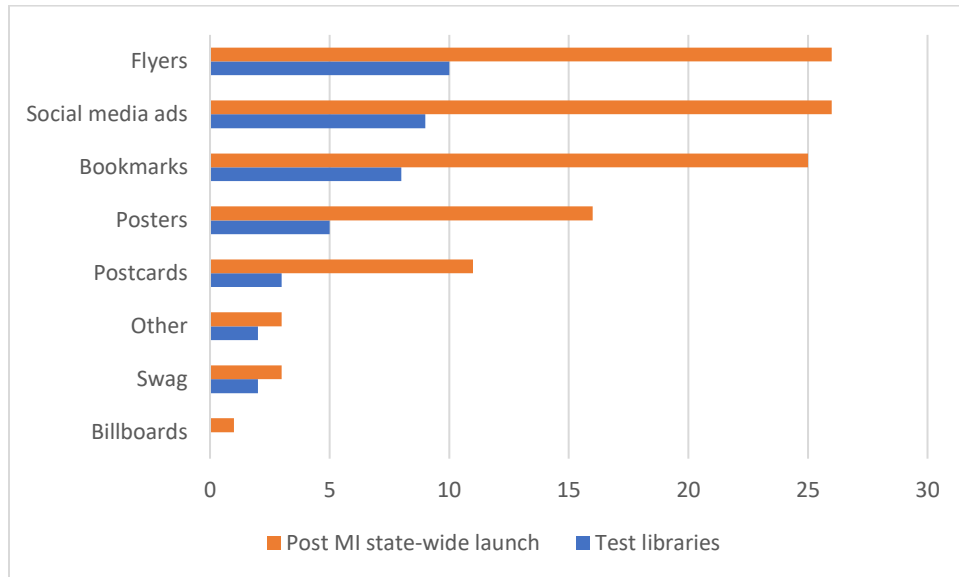
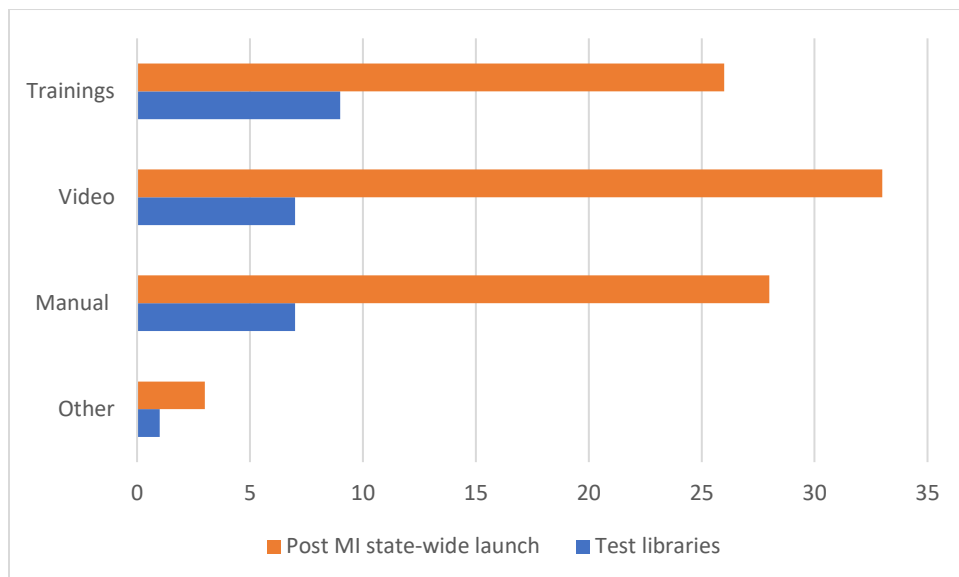


Figure 6: Comparison of resources perceived as most helpful to launch TALK (*Year 1 test libraries v. Year 2 Post MI statewide launch libraries*)



Compared to Year 1 sampled test libraries, more sampled libraries from Year 2 had sent personalized text messages using the TALK platform or were planning to send personalized text messages about their libraries' programs and services (65%) demonstrating an increase in the number of libraries using this TALK feature. This may be a result of YDL providing differentiated resources and including information specifically about how to use this feature. Approximately a third of libraries from Year 2 reported that they either had used the Spanish TALK materials (10%) or planned to (21%). Another 17% thought that it would be helpful for the TALK materials to be provided in another language, with 4 libraries reporting that TALK materials in Arabic would be helpful to serve their patrons. Like sampled test libraries, most sampled libraries from Year 2 reported that they partnered with education and daycare providers to launch TALK. Again, most sampled libraries from Year 2 found flyers, social media ads, and bookmarks most useful for promoting TALK at their library (See Figure 5).

Again, sampled libraries from Year 2 cited time and resources as a barrier to launching and implementing TALK at their library. However, libraries following the state-wide expansion also noted that time spent navigating resources and competing early childhood programming (Bright by Text, Ready Rosie, and Books for K) impacted experiences promoting and launching TALK.

Year 2 libraries also demonstrated a clear understanding of the purpose of TALK, in terms of both of TALK's outcomes to improve adult-child interactions and library engagement (for examples, please see Table 4).

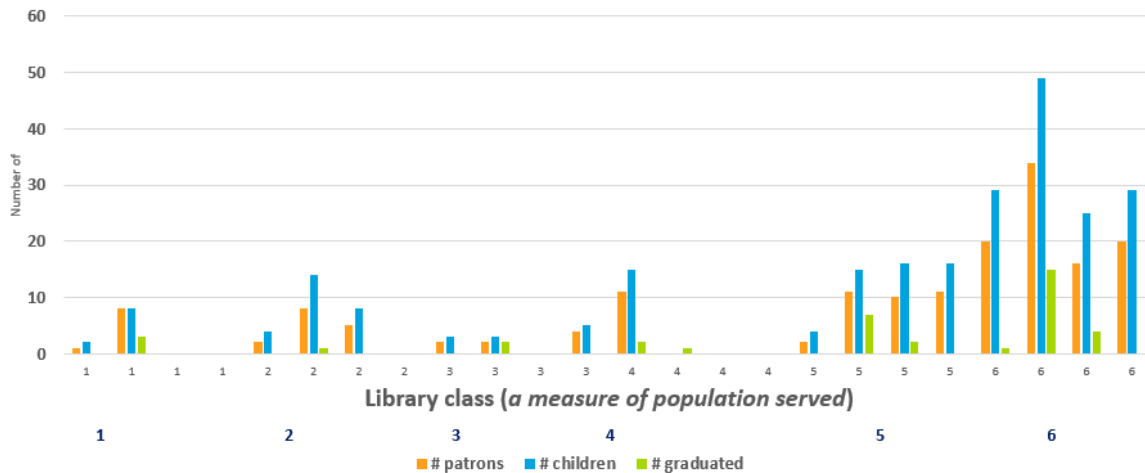
Table 4: Libraries perceived TALK outcomes from Year 2

Perceived changes in caregivers' mindsets and behaviors	<ul style="list-style-type: none"> • <i>"More confidence and knowledge in being their child's first teacher."</i> • <i>"We hope parents who use it will start to make talking opportunities more instinctively."</i> • <i>"Create stronger bonds between child and caregiver."</i>
Perceived changes in caregivers' interactions with library	<ul style="list-style-type: none"> • <i>"More visits to the library, more people aware of the services that the library offers."</i> • <i>"They [families] will have a resource and communication with the library."</i> • <i>"Increase number of patrons that attend programs."</i>

When exploring TALK output, or the number of patrons and children signed up for TALK, we explored whether output was related to library class (or size of the community the library served). As expected, there was an observed relationship between library class and TALK users in that libraries that serve more patrons had more users participating. There were,

however, a few outliers in which libraries from a smaller class had more TALK users (See Figure 7).

Figure 7: A random sample of Year 2 output by library class



Second process evaluation findings and recommendations

HighScope shared the following findings as a roadmap for future work with libraries with Ypsilanti District Library (YDL) in the summer of 2022:

Finding 1: Sampled libraries from Year 2 again recognized and understood TALK's outcomes.

Finding 2: Internal barriers existed to participate in TALK and the TALK evaluation (*for example, time to schedule and participate in an interview about their experiences with TALK*).

Finding 3: Sampled libraries from Year 2 continued to use a variety of resources to launch, engage with, and monitor TALK at their library.

Based on these findings, HighScope made the following recommendations to support libraries currently participating in TALK and for libraries that might participate in the future:

Recommendation 1: To support libraries using TALK, provide a one-page guide to navigate all TALK resources (video, manuals, toolkits, etc.) to support the launch of TALK and continued engagement with TALK.

Recommendation 2: Provide a clear overview of how to differentiate TALK from other programs aimed at caregivers with young children.

Recommendation 3: Provide examples of community partnerships to promote TALK outside of educational partnerships. For example, investigate libraries in areas

with a high number of TALK subscribers and showcase their strategy to promote TALK with a variety of community partners.

Recommendation 4: Provide specific support for smaller library communities to promote TALK with their patrons. For example, showcase the success of a library that serves a smaller population and how they engaged with a variety of community partners.

HighScope also made recommendations for future evaluations that examined TALK's process, including offering incentives for TALK libraries participating in evaluation surveys and interviews to increase response rate, and examining TALK data by set intervals after a state-wide launch to explore how TALK promotion is maintained over time.

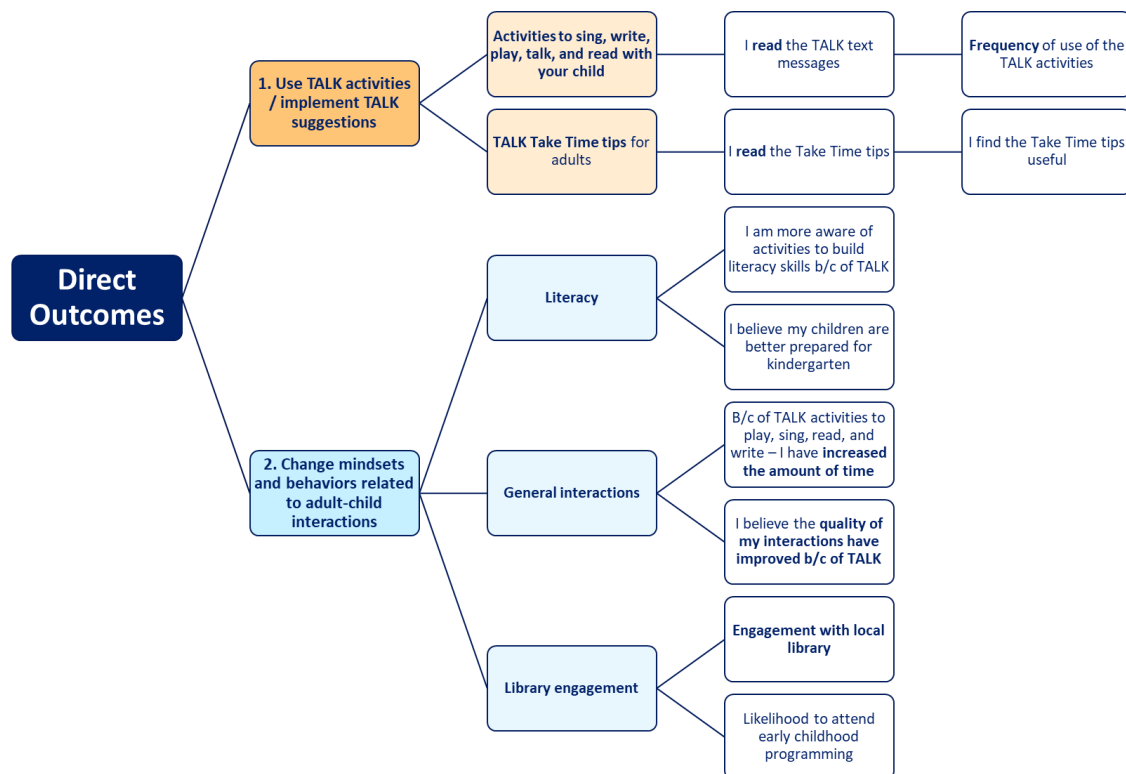
In response to these findings and recommendations, YDL made changes to better organize tools to launch and engage in TALK. They developed an index to help libraries more easily navigate TALK resources and a 6-step guide to TALK success with short videos for each step.

Early Outcome Evaluation

From December 2022 through January 2023, HighScope sent a survey to caregivers that subscribed to TALK to explore their perceptions of the program. To ensure that the survey was accessible to all TALK users, caregivers could choose to complete the survey in English or Spanish.

The survey was distributed to 2,700 caregivers participating in TALK and had a 20% response rate, meeting our ideal sample size with a margin of error of 5%. Survey items asked about TALK's two direct outcomes: (1) using TALK activities consistently and (2) changes in caregiver mindsets and behaviors. Given the purpose of TALK, to prepare children for kindergarten, we also included questions related to this purpose and questions about TALK activities to build children's literacy skills. For a more detailed visual of how the survey explored TALK outcomes, please see Figure 8.

Figure 8: Measuring TALK outcomes



The survey also asked questions about caregiver's background and characteristics to explore differences in outcomes based on reported characteristics. This included caregiver reported race/ethnicity, caregiver household income, caregiver community type (urban, suburban, rural), and highest level of education.

The end of the survey included questions related to caregiver's satisfaction with TALK (for example, "would you recommend TALK to another caregiver with young children?") and one

open-ended question asking if there was anything else they would like to share about their experiences with TALK.

Sample of caregivers using TALK

We surveyed caregivers after the statewide expansion of TALK. Consequently, we heard from TALK users from across the state of Michigan. Figure 9 shows a map of Michigan TALK libraries (indicated by different shades of blue) and survey response density (density indicated in red).

Most TALK libraries were in Southeast Michigan, and most of the TALK users we heard from were from this region. Figure 10 provides an additional view, with TALK libraries indicated by a yellow circle and responses received from TALK users in orange.

Figure 9: Michigan TALK libraries and survey responses

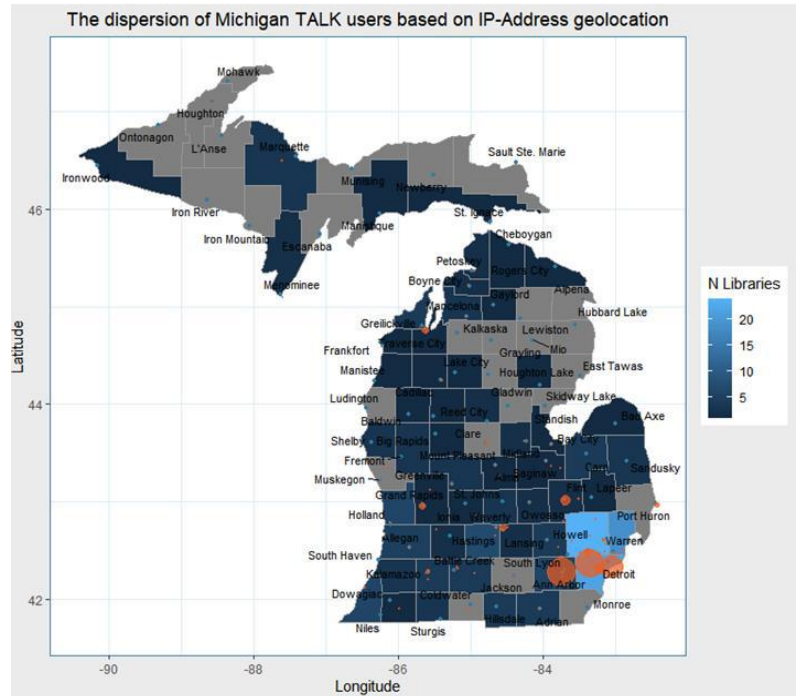
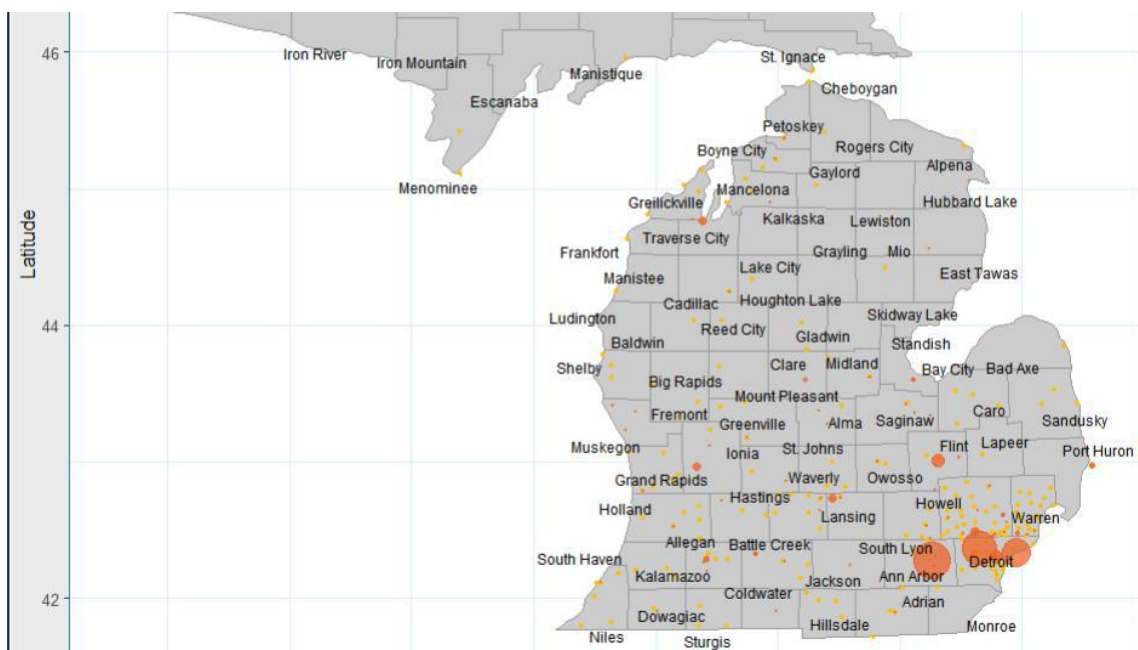


Figure 10: Michigan TALK libraries and survey responses



Figures 11-13 display caregiver characteristics from our survey sample. Note that caregivers always had the option to select “prefer not to say.” Most caregivers reported that their primary language was English. Sixteen other primary languages were reported by caregivers with Spanish (n=10) and Arabic (n=5) reported as the most common.

Figure 11:
Reported caregiver
race/ethnicity

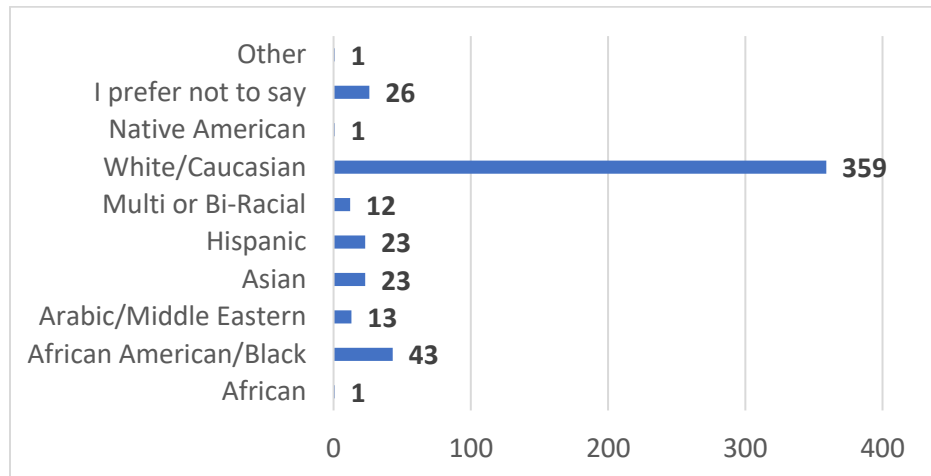


Figure 12:
Reported caregiver
community type.

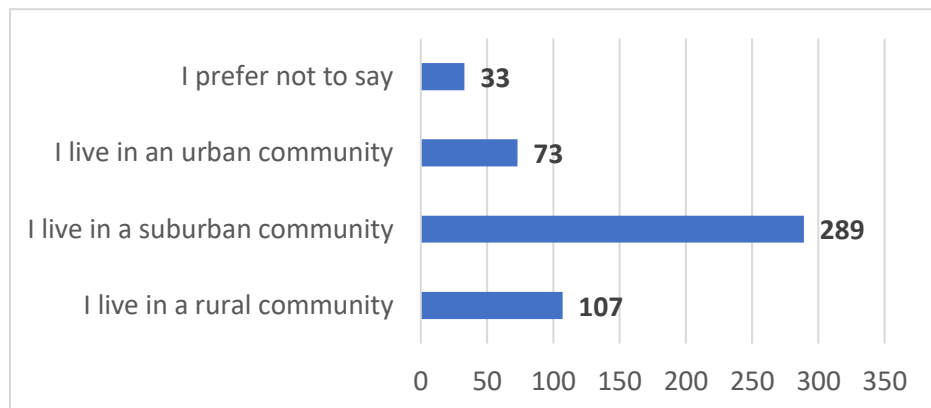
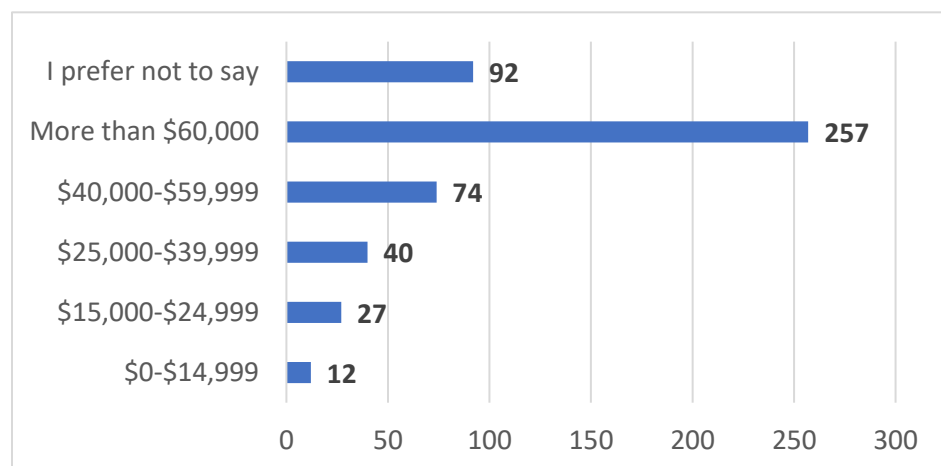


Figure 13:
Reported caregiver
annual household
income



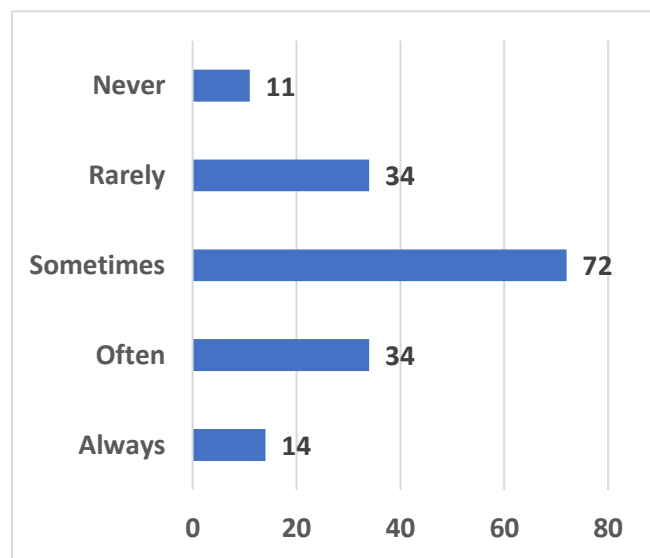
Outcome 1: Reading and using TALK messages

Most sampled TALK users reported that they read every TALK text (81%) and use TALK activities at least once a month (92%). We also inquired specifically about the TALK Take Time Tip messages, which contained tips for adults. Most sampled TALK caregivers again indicated that they read the TALK Take Time tips and 91% agreed that they find these messages useful.

Outcome 2: Changes in caregivers' mindsets and behaviors

About a quarter of sampled TALK users reported that they believed engagement with their library increased because of TALK. However, a little less than a third (32%) of sampled TALK users reported that they receive TALK event text messages from their local library (for example about an upcoming library event or resource). At the same time, caregivers who received TALK messages from their local library reported reading the message. After receiving a TALK event text message, a range of responses were reported for whether sampled caregivers attend a library event after receiving a TALK event message with "sometimes" being the most frequent response (See Figure 14).

Figure 14: How often do you attend a library's programming after receiving a TALK message?



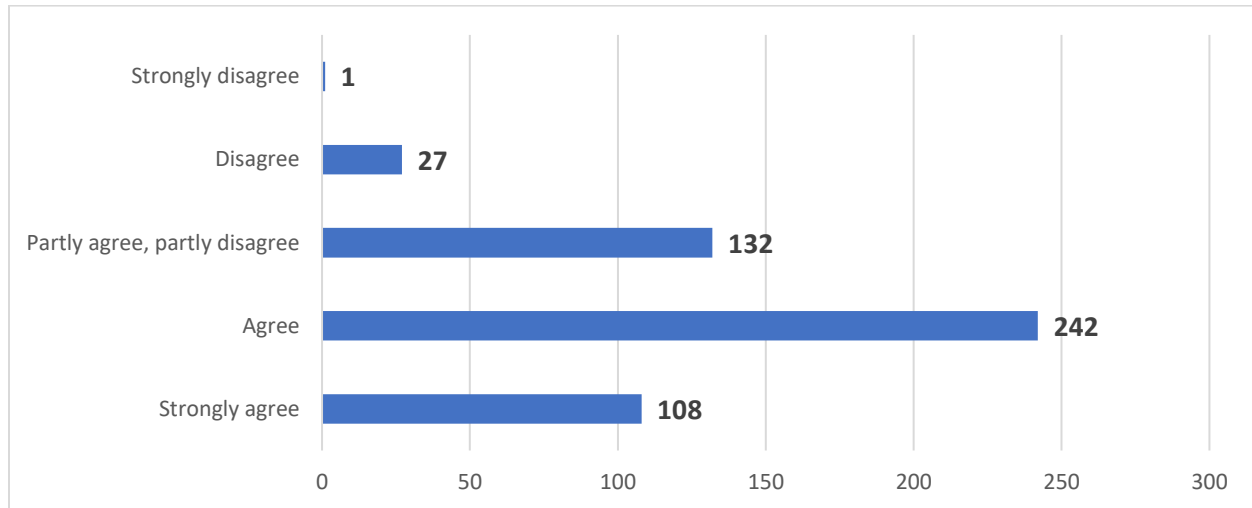
Most sampled caregivers reported positive changes in their mindsets and behaviors when it came to their child based on their participation in TALK. This included changes in the frequency and quality of caregiver-child interactions and a change in awareness of activities to build their children's literacy skills (see Table 5).

Table 5: Sampled caregivers perceived changes because of TALK

60% of sampled caregivers agreed or strongly agreed that because of TALK activities to play, sing, read, and write with children I have increased the amount of time I interact with my child(ren).
72% of sampled caregivers agreed or strongly agreed that they believe TALK activities have improved the quality of their interactions with their child(ren).
92% of sampled caregivers agreed or strongly agreed that they are more aware of activities to build their children's literacy skills because of TALK.

While this evaluation did not measure the overall goal of TALK (kindergarten readiness), we asked caregivers if they believed that their children were better prepared for kindergarten because of their use of TALK. Again, most sampled caregivers agreed or strongly agreed that their child was more prepared for kindergarten because of their participation in TALK (See Figure 15).

Figure 15: I believe my children are better prepared for kindergarten because of TALK



Differences in perceived outcomes based on caregiver characteristics

We also explored how the outcomes described above differed based on sampled caregiver reported characteristics. Differences emerged based on reported community type, household income, highest level of attained education, and if caregivers reported that they receive event text messages from their local library.

Sampled caregivers from rural communities perceived more changes in the frequency and quality of adult-child interactions because of TALK

Figure 16: Increased quality

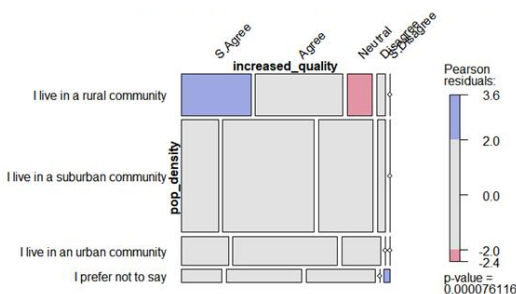
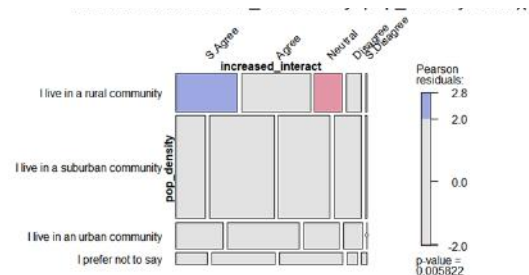


Figure 17: Increased frequency



As demonstrated by Figure 16 and 17, statistically significant differences ($p=0.00$ and $p=0.01$) emerged for caregivers who reported that they lived in a rural community and their perceived changes in the quality and frequency of their adult-child interactions because of TALK. In other words, sampled caregivers from rural communities were more likely to agree or strongly agree that they increased the quality and frequency of adult-child interactions because of TALK. This may be because cultural or public institutions offering activities or resources for young children may be more difficult to travel to for those living in rural communities. Thus, TALK text-messages provided a resource for young children without having to travel.

Sampled caregivers living in urban communities were more likely to attend their library's early childhood programming after participating in TALK

Sampled caregivers who reported that they live in an urban community were statistically significantly more likely to agree or strongly agree that they were more likely to attend early childhood programming after signing up for TALK ($p=0.01$). This complements the aforementioned finding related to reported community type in that if libraries are easier to access or travel to TALK event text-messages are particularly meaningful to increase participation at a library's early childhood programming.

Figure 18: More likely to attend

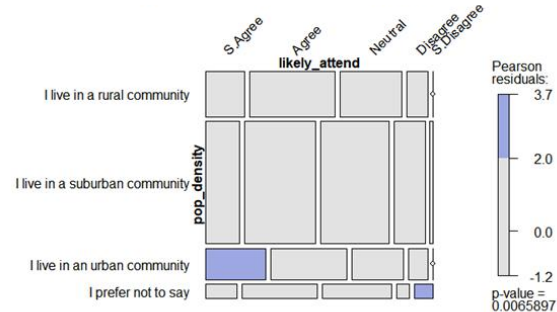


Figure 19: Increased frequency
(Differences based on reported income)

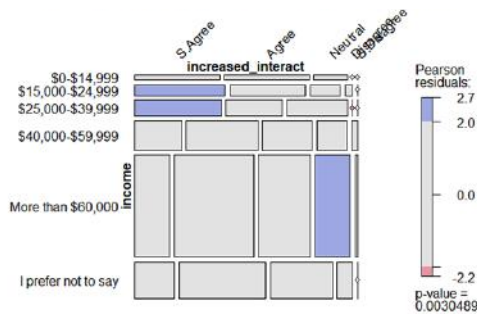
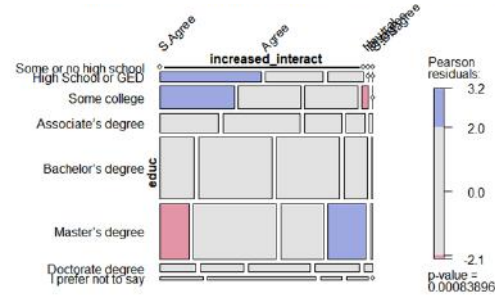


Figure 20: Increased frequency
(Differences based on reported education)



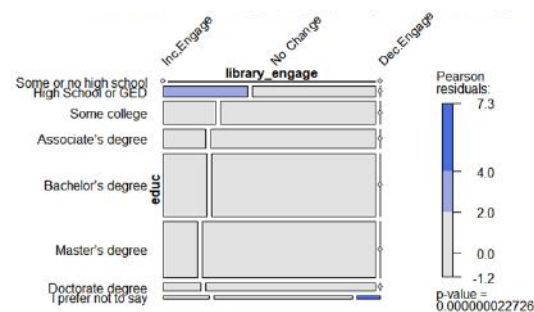
Differences emerged between sampled caregiver subgroups (income and education) and perceived changes in the frequency of adult-child interactions because of TALK

As demonstrated by Figure 19, statistically significant differences ($p=0.00$) emerged for caregivers who reported a household income between \$15,000–\$39,999 and their response to perceived changes in the frequency of adult-child interactions because of TALK. Statistically significant differences ($p=0.00$) also emerged for caregivers who reported that their highest level of education was high school or GED or some college and perceived changes in frequency of adult-child interactions because of TALK (See Figure 20). This suggests that TALK activities may be especially useful for caregivers that identify with these sub-groups to increase the frequency in which adults interact (play, sing, read, and write) with their children.

Sampled caregivers responded differently about changes in library engagement based on reported education and if they receive TALK library event messages.

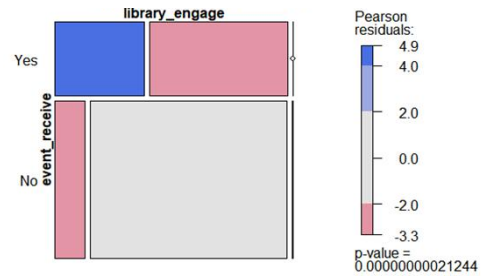
Another difference based on reported education emerged regarding library engagement. Statistically significant differences ($p=0.00$) were observed for sampled caregivers who reported that their highest level of education was high school or GED and if they perceived that their library engagement increased because of TALK. This suggests that for libraries hoping to reach this population, TALK provides a meaningful resource to improve library engagement.

Figure 21: Increased library engagement
(Differences based on reported level of education)



As demonstrated by Figure 22, statistically significant differences ($p=0.00$) regarding library engagement also emerged for caregivers who reported that they receive TALK event text messages from their local library. This finding highlights the importance of this feature, in that when TALK event text messages are used there may be an increase attendance and participation at library programming for caregivers and their young children.

Figure 22: Increased library engagement
(Differences based on receiving TALK event messages)



Additional findings and praise for TALK

Most caregivers reported that they learned about TALK from their local library (61%) although a variety of ways were reported by sampled TALK users. For example, the second most common response to this question was “other” and the third “social media.” Analysis of open-ended responses submitted with “other” revealed that caregivers were also learning about TALK through recommendations from a family member or friend.

This complements the finding that 95% of sampled TALK caregivers reported that they were likely or very likely to recommend TALK to a family member or friend with young children. Without prompting, sampled caregivers praised TALK. Based on a theme analysis from open-ended responses to the question, “is there anything else you would like to share with us about your experiences with TALK?”, caregivers praised TALK in supporting child development and learning, because of its ease of use, and as a resource for activities. We heard from parents, grandparents, and educators about the usefulness of TALK (See Table 6 below).

Table 6: Praise for TALK

<p><i>“I think it’s a great program and all parents would benefit from it, especially new parents.”</i></p>	<p><i>“I have found “TALK” to help generate more opportunities as a Grandmother to be part of my grandchildren’s education. Using your ideas have helped me understand the importance of communication in reading, writing, listening, watching the world around us to improve language - thank you!”</i></p>	<p><i>“As a retired early elementary educator (for over 40 years) I think the TALK ideas are great! My grandson and I enjoy following their suggested activities.”</i></p>
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Limitations and Future Evaluations

While we reached out to TALK users who opted out of TALK, we did not receive responses to better understand why caregivers who originally chose to participate later decided to opt out of TALK. This evaluation did not measure the goal of TALK, to prepare children for kindergarten.

Further evaluation efforts may focus on further expansion and scaling of TALK as states join the program. For an evaluation to measure the impact of TALK (kindergarten readiness) some steps below are recommended:

1. Develop a well-defined logic model and theory of change. This is crucial to understand how the TALK program would have an impact on children's readiness for kindergarten. Additional considerations include recommended dosage (or the amount of participation from caregivers to observe an impact) as well as clearly defined measures for “kindergarten readiness.” There is no consensus on the best tool to measure “kindergarten readiness” and the term can encompass more traditional academic skills (such as basic letter and number recognition), physical well-being and motor development, and approaches to learning (such as creativity and independence). If feasible, for caregivers that report a high dosage of TALK usage, it might be interesting to capture how TALK impacts not only the caregiver’s relationship with their local library, but the child’s future engagement with their local library in addition to kindergarten readiness.
2. Partner with an external evaluator to determine an appropriate research design to measure TALK impact. Factors to consider include if a control group (or group of children whose caregivers are not participating in the TALK program) is necessary for the research design. Because the program does not work directly with children, in that caregivers are responsible for implementing TALK activities consistently, the causal effect of the program on children’s outcomes will be difficult to establish without longitudinal measurements and a control group.
3. Develop a plan to carry out the investigation driven by the theory of change and research design. Plan for logistics and funding to carry out all components of the study including data collection, analysis, and incentives for participants.
4. Establish a partnership with a community that can support the research design and agrees to participate in all forms of data collection. One specific consideration includes if the community already measures kindergarten readiness at their school and if their measure aligns with TALK’s theory of change.

Conclusion

A summary of overall findings from the 3 evaluations conducted by HighScope organized by the 4 goals of the TALK Program is presented below.

Provide libraries in Michigan and Indiana the ability to use text messaging to connect parents in their service areas with free resources and events that promote early learning at the library.

As of October 2023, 235 libraries are currently participating in TALK. As of October 2023, 4,157 children are participating in TALK and 682 children have graduated from the TALK program (meaning that they turned 5 and thus have aged out of the developmentally appropriate text range). Table 7 contains a breakdown of participation by state.

Table 7: TALK Output by State (*October 2023*)

	Michigan	Indiana
Libraries	202	33
Children participating	3,822	335
Children who have graduated from TALK	671	11

Offer a toolkit of high-quality resources and professional development materials that any library, state library, or national library organization can use to implement TALK at an affordable rate in communities throughout the United States.

Sampled libraries during both process evaluations reported that they used TALK inputs (tech platform, trainings, and toolkits) to launch, engage with, and monitor TALK. Survey items from Year 1 and Year 2 indicated that libraries not only found the inputs easy to use, but that they found them helpful to implement TALK.

Following both process evaluations, Ypsilanti District Library (YDL) made improvements to TALK inputs to support future libraries engagement with TALK. Sampled libraries from Year 1 and Year 2 cited internal barriers to launch and engage in TALK, specifically not enough time, or resources (such as staff). Following the first process evaluation, YDL offered various materials (training, manual, videos, newsletters) for libraries to use based on their needs to implement TALK. After the second process evaluation, YDL developed an index for libraries to reduce time navigating TALK resources and a 6-step guide to successfully use TALK.

Increase the frequency of skill-building interactions between parents or caregivers and children ages 0–5 in Michigan and Indiana by providing accessible activity suggestions based on Every Child Ready to Read 2.0 in English and Spanish.

Sampled caregivers perceived TALK as a valuable and easy-to-use resource to support their child’s development. Most sampled caregivers read TALK text messages and implement

activities at least once a month. 92% of sampled caregivers agreed or strongly agreed that they were more aware of activities to build their children's literacy skills because of TALK.

While 60% of sampled caregivers agreed or strongly agreed that because of TALK activities to play, sing, read, and write with children they have increased the amount of time they interact with their child(ren), for some sub-groups a change in frequency in interactions was more pronounced. Sampled caregivers who reported that they live in a rural community, have a household income less than \$40,000, or highest level of educational attainment was high school, GED, or some college, were more likely to strongly agree or agree that they increased the frequency of their adult-child interactions (playing, singing, reading, and/or writing) because of TALK.

Expand libraries' capacity to reach underserved families by sharing an effective model for building partnerships with pediatricians, law enforcement agencies, schools, WIC, and other early learning advocates in their community.

TALK's toolkits provided resources and examples for building partnerships with various stakeholders. While most sampled libraries partnered with educational or childcare providers to promote TALK, they also indicated partnerships with other community agencies. Sampled caregivers reported that they most often learned about TALK through their library, but also reported learning about TALK from a variety of sources (at their doctor's office, a community organization, or by word of mouth).

Analysis also revealed that TALK improved library engagement for caregivers who reported that they live in urban community and caregivers who reported that their highest level of education was high school or GED. Sampled caregivers who reported that they live in an urban community were more likely to agree or strongly agree that they were more likely to attend early childhood programming after signing up for TALK ($p=0.01$). Sampled caregivers who reported that their highest level of educational attainment was high school or GED were also statistically significantly more likely to perceive that their library engagement increased because of TALK. Caregivers who received TALK event text messages from their local library about resources or events for young children were also statistically significantly more likely to report that their library engagement had increased.

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Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2023
Re: Superior Planning Committee report

Mary met with the construction team on 10/12 to consult on ongoing damage to the darker-colored wood on the service desk. Project status:

- The team determined that a metal base trim should be added to the desk to prevent further deterioration from mopping, feet, carts, strollers, etc. A similar trim is already in place on the shelving.
- Margolis has replaced a number of plants and worked on improving the grade near the sidewalk to the southwest of the building.
- Emergency exit door thresholds and outdoor landings were letting water in during heavy rains. O'Neal to work on a fix.
- Some exterior lighting around the building's perimeter stopped working; electricians are on the case.

The wire management system at the reader tables comes disconnected from the table and the floor regularly and does not meet our needs. The manufacturer has agreed to provide replacements. A sample of a different system was installed on 10/5 which we think should be much more functional. Replacements for the rest of the tables are now on order.

The Youth computer table was noticeably bowing in the middle. Library Design Associates has ordered an additional leg to support the center of the table.

We continue to wait for TelSystems to install the remaining microphone and provide training on the assistive listening system. I approved purchase and installation of additional components that will allow us to use the rear camera in the meeting room the way we would like. This equipment should be installed by the end of the fiscal year.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/19/2023
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: No bids received for sidewalk reconstruction; waiting until December to re-bid.
- Resolution 2023-26 Pendant lighting (revised): Expect to have new lights installed at Customer Services Desk before end of the fiscal year.
- Resolution 2023-36 Whittaker leaks: Update on this evening's agenda.

The Whittaker string lights (Resolution 2022-54) were repaired long ago, but an issue remains with the communication between the lights and our lighting control system. Siemens has been working to get to the bottom of this, but progress has been slow.

**

We were invited to participate in DTE's Retro-Commissioning program at Whittaker. This program looks at our building's mechanical and electrical systems and recommends low-cost energy-saving optimization measures. DTE provides funding for the base program, so there is no risk for us. On average they find between 2-6% energy savings, sometimes significantly more. Optional additional measures they might suggest would be at our cost. Please see the attached fact sheet for more information. Our first site visit is scheduled for 10/20.

**

The tile floor in the Whittaker Family restroom has heaved and broken, and presents a safety hazard. The restroom is closed until further notice. Dan Whisler will be on site to review and consult with us the day of the Board meeting. I hope to have enough information to make a verbal report then.

Retro-Commissioning:

Bringing energy savings to your business



**Optimize your
building's
performance**

DTE Energy is here to help

The DTE Energy Retro-Commissioning (RCx) Program is designed to help you lower energy usage and operating costs, reduce maintenance, and improve occupant comfort and productivity. Retro-commissioning is focused on tuning-up your existing equipment for more efficient performance rather than upgrading or replacing your equipment, requiring a large capital investment.

Receive a complimentary study of your facility from the DTE Retro-Commissioning Program. The RCx team will conduct a detailed assessment to identify low-cost energy-saving operational and process improvements through a systematic evaluation of mechanical and electrical systems.

Building system optimization:

- Optimize scheduling to ensure equipment and lighting is operating only when needed
- Fix outside air dampers that are not operating properly
- Adjust supply air temperature and fan speed controls
- Adjust ventilation in over-ventilated areas
- Adjust supply air static pressure setpoint
- Align zone temperature setpoints to match building occupancy patterns
- Optimize chiller and boiler operations to match building load conditions

Process optimization:

- Improve compressed air operations
- Optimize steam systems
- Optimize process heating and cooling
- Enhance industrial refrigeration performance

For a limited time only!

Qualified customers can receive a free 12-month Resolute BI Enterprise membership through the RCx Standard Program. This cloud-based software gives you insights into building performance within hours of configuration through remote performance monitoring. Additionally, it generates reports identifying problems and provides support during building configuration.

Retro-Commissioning:

Bringing energy savings to your business

Program benefits

- Energy cost savings for gas and electricity
- Improving occupant comfort
- Improving system performance
- Non-energy related ventilation benefits

How does the Retro-Commissioning process work?

Application: The RCx team will work with you to pre-qualify your project and identify potential savings opportunities. We will then help you fill out and submit your application.

Assessment: Once your application has been accepted, the RCx Team will perform a detailed assessment and analysis of your building and summarize the results in a report. The report will provide you with a list of low-cost energy-efficiency improvements to consider for implementation, along with their estimated payback period.

Implementation: Based on the assessment, estimated savings, and incentives available, RCx experts will help you to implement the energy-saving improvements. Upon completion of the improvements, the RCx team will confirm the energy savings and present you with a final report verifying the completion of retro-commissioning measures and estimated energy savings.

What is the Retro-Commissioning Program incentive?

You receive a free, comprehensive assessment of your building systems with an investigative retro-commissioning study fully-funded by DTE's Energy Efficiency Program for Business—**valued at up to \$80,000**. This is a “service-incentive” program, which means the retro-commissioning study is part of the incentive. Additionally, you can receive up to **\$50,000** in bonus incentives for exceeding minimum savings targets.

Who is eligible?

Large commercial and industrial DTE customers striving to save energy, reduce operating costs, and improve building performance are eligible. Selection criteria include the following:

- Facilities should have functioning building management/automation system with trending capabilities.
- Annual electric energy consumption of 2,000,000 kWh or greater

Get started today!


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Observation Report 01

Project:	Ypsilanti District Library	Report Date:	09/27/2023
		Site Visit Date:	09/26/2023
Location:	5577 Whittaker Road Ypsilanti, MI 48197		
Client:	Ypsilanti District Library	By: Jared Lawrence, NCARB Senior Architect Jenny Perilla Field Engineer	
Project No.:	FR206032		
CM/Contractor:	ISI Industrial Services Inc.	Project Superintendent: Garrett Kelly	
Phone #:	(734) 761-8370	Onsite: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Weather:	Cloudy, mid 60's °F		

General Comments:

Terracon visited the project site to review the progress in construction. Terracon arrived on site at approximately 9:30AM. The conditions noted are representative and no attempt was made to identify each location that similar conditions occur. ISI Industrial Services Inc. (ISI) was not on site to discuss the items identified in this report.





Item	Observation/Recommendation	Photo
1	<p><i>East Elevation: Roof</i></p> <p>Overview of the roof and fins. ISI's mason was on site removing mortar when Terracon arrived. Terracon reviewed the field conditions and discussed scope documents. Mason had a physical copy of the scope document on the roof during our visit and physical copies of the product data sheets for the detailing sealant translucent silicone coating were also on site. Both products data sheets were reviewed with the Mason stressing the recommended preparation.</p>	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: September 20, 2023 ■ Terracon Project No. FR206032





Item	Observation/Recommendation	Photo
2	<p><i>East Elevation: Roof - Fin 1, 2, 3</i></p> <p>Mortar joints of the first 3 fins have been removed and will be repointed with new mortar or sealant in preparation for Optic 3101 Translucent Silicone Coating.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• The work appears to be in general conformance with the scope documents.	   

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: September 20, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
3	<p><i>East Elevation: Roof - Fin 2</i></p> <p>The removal of this mortar joint exposes the minimal overlap between the two bricks. This joint will not be durable due to lack of interlock.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Advised worker that joint should be filled with sealant/repointing Type B.• The work appears to be in general conformance with the scope documents.	
4	<p><i>East Elevation: Roof</i></p> <p>Mason produced material to be use for preparation of joints and transition prior to installation of coating. Material appeared to be new, in good condition, and not expired. Images show SCS2800 SilGlaze II Silicone Glazing Sealant.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• The product is consistent with the scope documents.	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: September 20, 2023 ■ Terracon Project No. FR206032



Our services were provided using the standard of care exercised by our peers in the building enclosure consulting industry, for similar projects constructed in the same locale. Terracon's observations were limited to accessible work in place at the time of our site visit(s). Since certain conditions were concealed by completed work, and we are not providing full time monitoring of the building enclosure related work, Terracon does not claim that all issues which may potentially allow water intrusion to have been discovered during this site visit(s).

END OF REPORT

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



A handwritten signature in black ink, appearing to read 'Jenny Perilla'.

Jenny Perilla
Field Engineer
Facilities Engineering Services

A handwritten signature in black ink, appearing to read 'Jared Lawrence'.

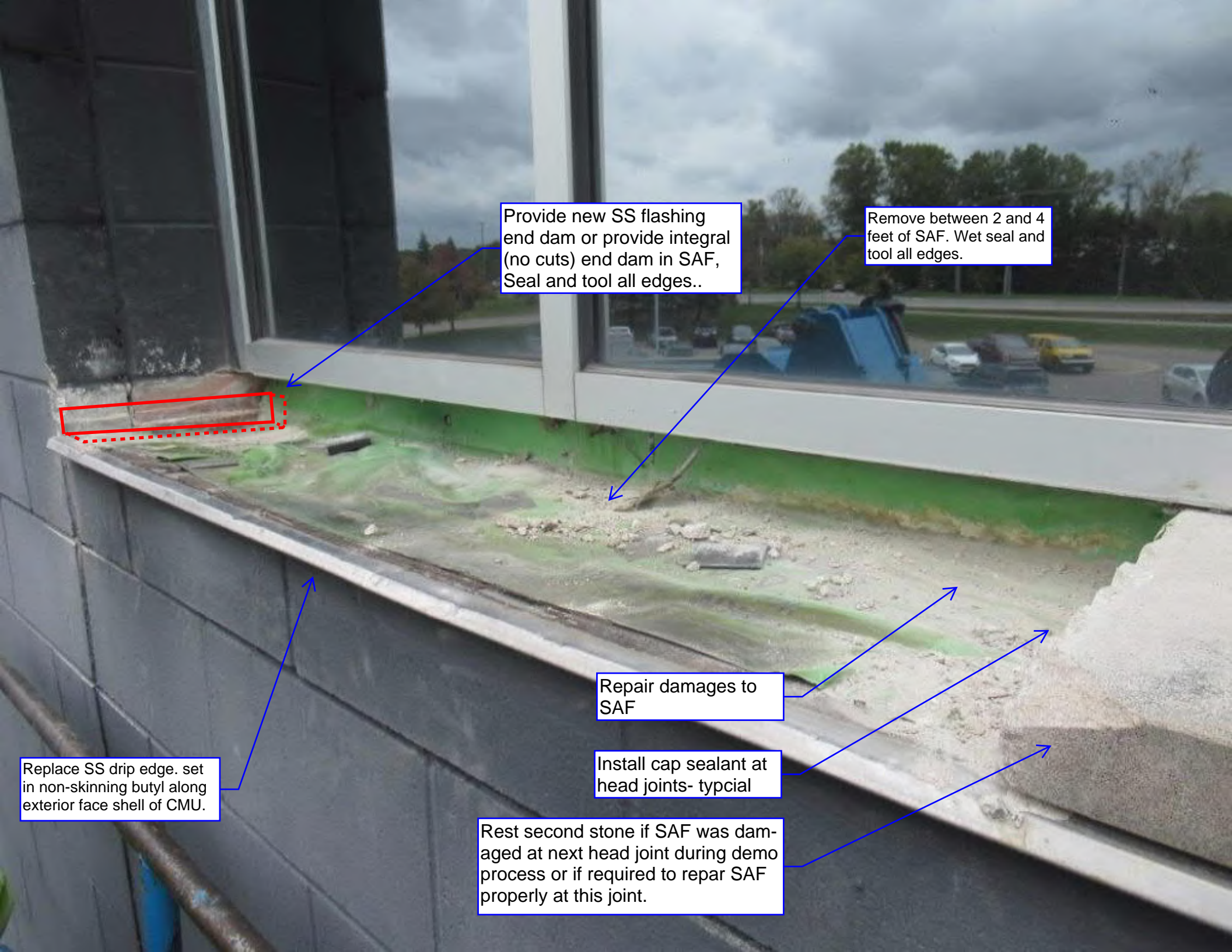
Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

Ypsilanti Library- South Wall
Location #1 and #2 Preliminary Scope
10/10/2023
FR206032

Infill with CMU/mortar to provide sound and continuous substrate for self-adhered flashing (SAF). Match surface of adjacent infill material.

Remove between 2 and 4 feet of SAF.





Provide new SS flashing end dam or provide integral (no cuts) end dam in SAF, Seal and tool all edges..

Remove between 2 and 4 feet of SAF. Wet seal and tool all edges.

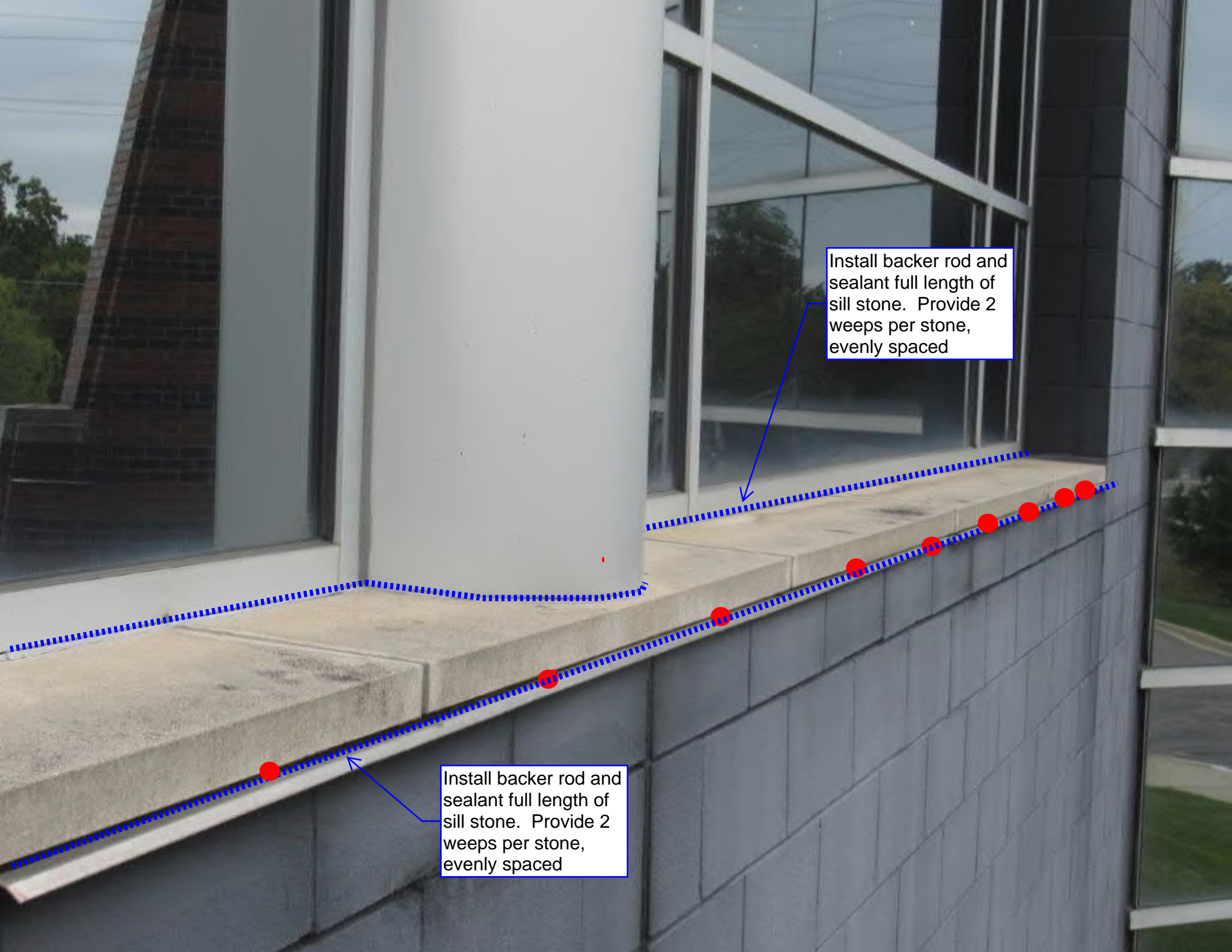


Repair damages to SAF

Install cap sealant at head joints- typical

Rest second stone if SAF was damaged at next head joint during demo process or if required to repair SAF properly at this joint.

Replace SS drip edge. set in non-skinning butyl along exterior face shell of CMU.



Install backer rod and sealant full length of sill stone. Provide 2 weeps per stone, evenly spaced

Install backer rod and sealant full length of sill stone. Provide 2 weeps per stone, evenly spaced

Cut screws flush with window frame

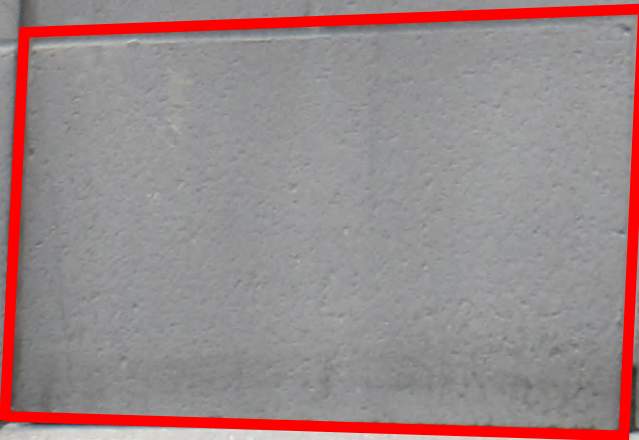
Install sealant joint between SAF and frame.



Replace Sealant joint
with Silicon, Black/
dark gray.



Remove block for ob-
servation. Installation
of end dam is antici-
pated.



Install/Replace
sealant joints in
window system
with silicone

Replace sealant
joints in CMU with
silicone

Remove 4 CMU blocks as marked
in the field for observation.



Director's Report and attachments

Library Director's Report

October 25, 2023

Thoughts on the Rebuild

We have already received several generous unsolicited gifts to help rebuild Michigan Avenue, and this will be the focus of our upcoming annual appeal letter. I also plan to hold a fundraiser next year at the branch prior to reopening. (Our last fundraising event was the 2018 Anniversary Gala.)

On 10/18 Joy Cichewicz and I attended the A2Y Chamber's Early Edition breakfast, which featured three speakers on the transformation of the former EMU School of Business building. Their vision is very exciting! They hope to uplift the City with a welcoming, state-of-the art medical center and a high-tech incubator. Mike Smith, Chief Imagineer and Owner of MI-HQ, told me he loves libraries and is looking forward to partnering with us. Festivals and other events will be planned in outdoor courtyard, and the facility includes a 160-seat amphitheater. It sounds perfect for events like author visits and TedX. Having this across the street from YDL-Michigan will be tremendous! Stay tuned for more as their construction proceeds.

Financial:

- I officially closed YDL's account at PNC Bank on 10/2. Jim Carey has added a "MI Class value change" account to the revenues section of this month's financial report where earnings will be tracked.
- Superior Township Supervisor Ken Schwartz outlined a potential payback plan for the Harris Road widening costs in his Supervisor's report to the Township Board (attached). I attended the Board meeting on 10/16, at which the Trustees decided to put this on their November agenda.

Personnel:

- Adult Services Librarian Sheila Konen has resigned her position effective 12/16 to explore part-time options outside the library world. A valued member of the staff for 10 years, she will be greatly missed. With Michigan Avenue adult staff currently working at Whittaker, we will wait to post her position.
- Full-time Building Monitor Drew Eaddy started work on 10/2, and Chris Oliver, the SPS security guard who has been doing a great job for us, will join the staff on 10/23. Mark Bailey will also come aboard as a part-time Building Monitor in mid-January 2024.

Service Highlights:

- Now that road construction on Michigan Avenue is complete, I have arranged with the City to park the Bookmobile on Adams Street on Friday afternoons from 1-5 p.m. during the branch closure. We have also purchased bus tokens to provide to needy patrons for transportation to and from Whittaker, these will be distributed from the Bookmobile at staff's discretion.

Technology:

- The TV for presentations has been installed in the Whittaker Triangular Bay. It looks great and will provide more flexibility in program space options.

Side Notes:

- I gave a Superior tour to about 30 staff from the Redford Township District Library on 9/29.
- Trustee Brian Steimel and I met with Julius Buzzard, Executive Director of Growing Hope on 10/4 to brainstorm ideas regarding the Whittaker Café space.
- The Superior Art Committee met on 10/9 to make selections. Four outstanding works were unanimously selected and purchases are underway.
- I am attaching the Superior Capital Campaign wrap-up infographic, and also the final TALK evaluation report from HighScope. Good stuff!

Supervisor's report:

I only have one item to report in depth this month. Last Friday October 5th I was invited by Greg Dill to have a meeting to discuss the Superior Branch of the YDL. Chairman, Justin Hodge attended.

At the urging of county commissioners who support the Superior Branch of YDL, Administrator Dill made the following offer:

If Superior Township will forgive \$40,000.00 of the debt owed by the YDL to Superior for fronting the costs of widening Harris Road and installing a left hand turn lane, the county will grant to Superior \$40,000.00 to offset the total costs of the improvement.

The following is a breakdown of the costs fronted by the township to ASI for construction on the Harris Road Permit. This doesn't include work on MacArthur and Harris nor the crosswalk on Macarthur. It also doesn't include the costs of the safety island and rapid flashing beacons on Harris Road and associated work.

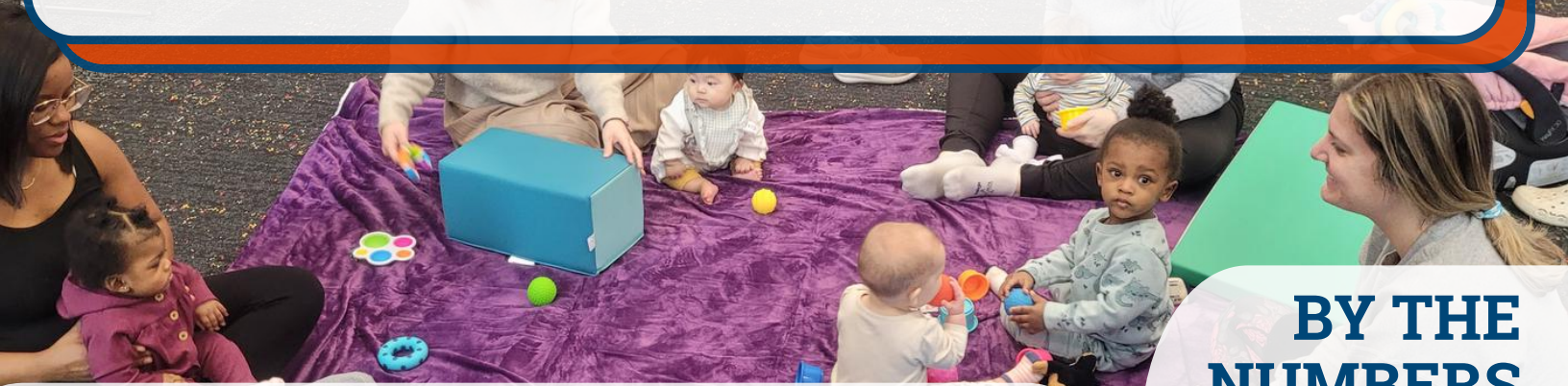
Original contract with ASI for YDL	\$330,502.08
Inflationary costs due to delays	\$51,825.52
Total Costs for ASI for YDL	\$382,327.60

I propose that we enter into the grant agreement with Washtenaw County. If we do, the following costs will result.

Total Costs for ASI for YDL	\$382,327.60
Minus \$40,000.00 from county	-\$40,000.00
Apply \$40,000.00 of debt forgiveness by Superior	-\$40,000.00
Total Due Superior from YDL	\$302,327.60 @ 2% per annum
Three payments from YDL	\$102,327.60 @ 2% due January 1, 2024
	\$100,000.00 @ 2% Due January 1, 2025
	\$100,000.00 @ 2% due January 1, 2026

I strongly recommend this as the new Superior Branch has tremendous public support and is an educational and community asset that is well worth the small amount of funding we have invested.

MAKING AN IMPACT



BY THE NUMBERS

\$2M NEXT CHAPTER GOAL MET

Thank you to everyone who contributed!

A generous \$6,500 donation from the Friends of YDL closed out the capital campaign to build the new Superior Library branch.



Building at a glance

- 7,800 sq ft
- 15,000 items
- 22 public computers
- 3 public meeting rooms
- Bird-friendly glass
- Drive-up book return
- Crowdsourced patio mural



More reach

Each MONTH:

- 70+ new library cards issued
- Around 4,000 items circulated
- Over 250 people use the computers and 590 use WiFi



More opportunity

Each MONTH:

- 5 new staff hired
- Now open 64 hours a week
- 1,170 lunches served during Lunch, Listen & Learn from the new kitchenette



More usage

Each MONTH:

- More than 2,800 people visit
- Nearly 300 people attend programs
- 100+ people use the meeting rooms

\$2M+

Total raised

470+

Total donors

40%

of donors gave more than once



Did you know? We have solar power!

Our solar panels generate nearly 4 Megawatt hours (enough to power around 3,000 homes) each month!



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DISTRICT
LIBRARY

YDL Dashboards

**Michigan Avenue Closed beginning July 2023

YDL DASHBOARD SEPTEMBER 2023					
	Aug	Sep	Monthly Change		Year to Date
Circulation					
Whittaker	35,359	30,910	-13%		279,255
Michigan	5,534	4,126	-25%		84,772
Superior	6,184	5,430	-12%		48,877
Outreach/BKM	1,565	1,165	-26%		9,325
eProducts	17,631	16,140	-8%		143,745
TOTAL	66,273	57,771	-13%		565,974
MeLCat ILL					
Loaned	899	869	-3%		8,203
Borrowed	948	954	1%		8,362
New Cards					
Whittaker	369	264	-28%		2,748
Michigan	1	0	-100%		416
Superior	57	51	-11%		696
Outreach/BKM	14	7	-50%		72
TOTAL	441	322	-27%		3,932
Reference					
Whittaker	3,859	3,319	-14%		28,314
Michigan	0	0	0%		19,381
Superior	2,113	1,751	-17%		14,202
Outreach/BKM	104	70	-33%		571
TOTAL	6,076	5,140	-15%		62,468
Computer Sessions					
Whittaker	2,369	2,024	-15%		16,646
Michigan	0	0	0%		7,544
Superior	1,031	733	-29%		5,001
Wireless	8,015	6,624	-17%		58,457
TOTAL	11,415	9,381	-18%		85,014
Door Count					
Whittaker	13,351	11,987	-10%		105,205
Michigan	37	21	-43%		29,883
Superior	6,446	4,786	-26%		40,469
Bookmobile	538	359	-33%		2,523
TOTAL	20,372	17,153	-16%		178,879
Collection					
Items Added	4,179	3,517	-16%		25,254
Items Cataloged	263	308	17%		2,104
Electronic Services					
Website Visits	101,431	94,686	-7%		932,463
Podcast	33	34	3%		690
App Users	1,671	1,596	-4%		14,141

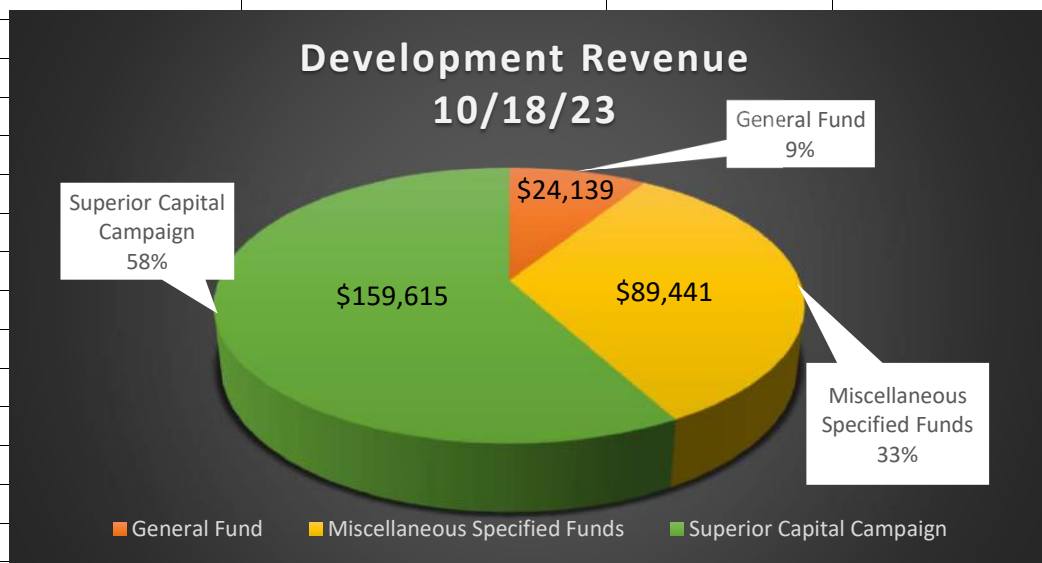
****Michigan Avenue Closed beginning July 2023**

	23-Aug	Sep-23		Monthly Change		Year to Date
Programs						
Whit Adult	26	44		69%		312
Attendance	158	234		48%		2,537
Whit 0-5	5	15		200%		155
Attendance	159	428		169%		5,645
Whit 6-11	8	10		25%		177
Attendance	477	311		-35%		6,474
Whit Teen	4	3		-25%		55
Attendance	195	23		-88%		957
Mich Adult	4	15		275%		132
Attendance	37	134		262%		1,576
Mich 0-5	5	5		0%		72
Attendance	28	35		25%		622
Mich 6-11	7	8		14%		191
Attendance	363	88		-76%		1,397
Mich Teen	2	4		100%		33
Attendance	39	28		-28%		215
Sup Adult	62	26		-58%		275
Attendance	405	193		-52%		2,156
Sup 0-5	44	11		-75%		159
Attendance	294	115		-61%		1,358
Sup 6-11	42	6		-86%		124
Attendance	493	38		-92%		1,120
Sup Teen	34	3		-91%		74
Attendance	148	5		-97%		286
Out Adult	4	4		0%		53
Attendance	59	71		20%		1,238
Out 0-5	0	7		2%		6
Attendance	0	362		100%		605
Out 6-11	13	0		0%		48
Attendance	422	0		0%		2,874
Out Teen	0	0		0%		0
Attendance	0	0		0%		0
Virtual/Hybrid (all)	0	6		0%		16
Attendance	0	70		0%		179
General/All Ages (all)	1	1		0%		3
Attendance	15	90		500%		250
TOTAL PROGRAMS	170	168		-1%		2,197
TOTAL ATTENDANCE	2,836	2,225		-22%		28,951

DEVELOPMENT REVENUE BY FUND

Where the \$ Goes

<u>FY2021/2022</u>	<u>ACTUAL</u>	<u>NOTES</u>	
General Fund	\$30,389	Includes Endowment Distribution	
Miscellaneous Specified Funds	\$123,390	Friends & Designated, Non-Capital	
Superior Capital	\$567,969		
TOTAL:	\$721,748		
Endowment gifts received			
and deposited with AACF: \$5,000			
<u>FY2022/2023</u>	<u>AS OF:</u>		
	<u>8/15/23</u>	<u>9/20/2023</u>	<u>10/18/2023</u>
General Fund	\$22,582	\$23,021	\$24,139
Miscellaneous Specified Funds	\$50,331	\$77,691	\$89,441
Superior Capital Campaign	\$149,512	\$150,589	\$159,615
TOTAL:	\$222,425	\$251,301	\$273,195
Endowment gifts received			
and deposited with AAACF: \$7,688			



DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From		
	ACTUAL	TO DATE	NOTES
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,685	
Annual Appeal	\$22,549	\$16,883	
Individual	\$85,004	\$5,765	21/22 includes \$73,150 gift
Corporate	\$0	\$850	
Sponsorship	\$1,000	\$3,000	Ann Arbor SPARK, YDDA, Ypsi Real
Memorials	\$2,769	\$5,797	
Tributes	\$751	\$375	
Third Party - Kroger, Amazon	\$946	\$840	Amazon Smile discontinued as of 2/20/23
Friends of the YDL	\$24,000	\$23,719	
	\$139,694	\$58,914	
GRANTS			
Charitable Foundation/Organization	\$20,600	\$25,450	Dresner, A2 Rotary, ALA x 2, LoM, MHC
Corporate Foundation	\$0	\$30,500	Toyota, Kids Gardening
Government	\$41,774	\$38,593	Talk Grant
	\$62,374	\$94,543	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,393	\$1,497	
Goussef Fund Distribution	\$17,240	\$9,077	Superior Art Fund
YDL General Endowment Distribution	\$6,768	\$7,859	
	\$25,401	\$18,433	
TOTAL:	\$227,469	\$157,543	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$164,500	\$80,500	Towsley, MACC
Corporate/Organization	\$14,800	\$20,556	AK, Domino's, Menlo, Campbell, D&Z, Stites, Reinhart
Donations - Individual	\$388,669	\$58,559	
SUPERIOR TOTAL:	\$567,969	\$159,615	

Department Reports

Acquisitions Department Board Report

September 2023

Department News and Activities

- This month, I attended a class on rare book cataloging with Amisha Harijan. Amisha is working on going through our uncataloged local history material, and this class gave us both some good ideas about how to better represent these collections online.
- The Polaris team at Innovative Interfaces presented an online demonstration of the interlibrary loan features of our next ILS. It looks like the new system will be a vast improvement for both staff and patrons, allowing us to streamline our MeLCat workflow while also giving patrons more power to manage their MeLCat requests. Everyone who attended was very excited about what they saw!
- 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 85% encumbered.**
- 308 items were cataloged in September.
- 3,517 items, including 2,705 e-items, were added in September.
- YDL borrowed 954 items from other libraries via MeLCat in September.
- YDL loaned 869 items to other libraries via MeLCat in September.
- 142 items no longer in our system have been returned since going fine free.

Community Relations

Monthly report: October, 2023

Major print/design pieces produced:

- **LNGO flyers:** Sam is working with Susanna and the Senior Advisory Board to finalize a monthly flyer highlighting events and resources for seniors. An example is here.
- Sam worked with Joy to order yard signs to help promote Halloween Downtown and the Downtown Tree Lighting.
- We're starting to compile all the articles and event information for the winter Loop issue. It will include an update about Michigan Avenue, our Next Chapter campaign closeout and the impact the new branch has had, and more.

Promotional activity

- **Bookmobile at Michigan Avenue:** We did a boosted post and updated the webpage to let people know the Bookmobile will be at Michigan Avenue from 1-5pm on Fridays. We also made a flyer to help spread the word.
- **Capital campaign closeout!** We sent press releases and did social media posts celebrating the end of the Next Chapter Capital Campaign.
- **Banned Books Week:** We made a few videos, a blog post, and some social media posts that went up throughout Banned Books Week. We also participated in a video with other Michigan Library professionals talking about the Freedom to Read campaign.

Notable Media Mentions

- Concentrate and WEMU featured a story about the menstrual products available in our restrooms.
- Concentrate and WEMU will also feature a piece about the Michigan Avenue branch as part of their On the Ground Ypsi segment.
- MLive had a story about the Michigan Avenue branch and next steps (see attached piece).
- A2Y Chamber featured a piece about the capital campaign closeout. Sam also did an interview with Lucy Ann Lance about the Friends donation that helped us reach our \$2M goal and the impact the new branch has had on the community.
- Concentrate had a piece about Ypsi Township's Self-Care Fair that called out the Bookmobile presence at the event.

Submitted by Sam Killian on 10/20/2023

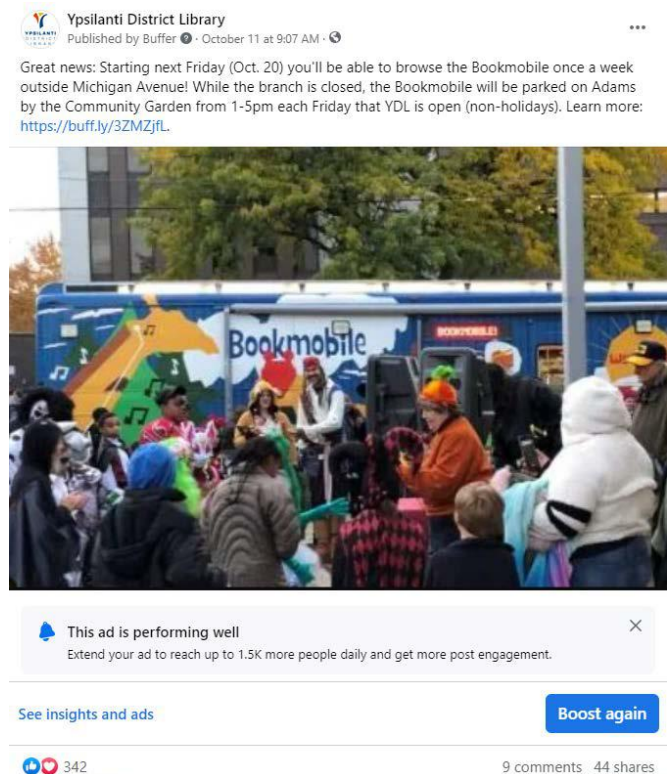
Community Relations news

- Parkridge and Engage@EMU meetings have resumed after a summer hiatus. Sam and Monica continue to share weekly Parkridge duty. Sam attends the monthly Engage meetings.

Notable Social Media activity

Over the last week, we've had 33,100+ impressions with our social media posts (an increase of 68% over the previous week), with over 1,600 engagements. Our impressions on Instagram in particular were up 206%. We're consistently getting 300+ views on our TikTok videos and are over 280 followers with 4,000+ video likes. Some highlights from the last month:

- The Song Foundation plugged our programs in a LinkedIn post.
- Our Friday the 13th video got over 100 likes on Instagram with over 1,300 views.
- Our post sharing pictures from Radical Reptiles reached 1,150 people on FB with over 160 engagements.
- Our boosted post on Facebook about the Bookmobile visiting the Michigan Avenue branch has reached over 5,000 people with 770 engagements, including 342 likes and 40+ shares.
- Our post sharing the news about October being Michigan Library Appreciation Month (made official by Gov. Whitmer) reached over 1,200 people and had 30+ likes.
- Our post sharing the Juan Bobo Black and Brown Theatre presentation reached 1,600 people with 60+ engagements.
- Our post sharing info about submissions for the next time capsule with the Bicentennial Committee reached 1,600 people with 60 engagements.
- Our post sharing pictures from the bird walk at Hewen's Creek Park reached over 1,700 people with 200+ engagements.



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ANN ARBOR

Flooding dealt a ‘gut punch’ to historic downtown Ypsilanti library. What’s next?

Updated: Oct. 16, 2023, 9:32 a.m. | Published: Oct. 15, 2023, 10:30 a.m.



Restoration underway after flooding shutters Ypsilanti District Library's Michigan Avenue branch

By **Lucas Smolcic Larson | lsmolciclaron@mlive.com**

YPSILANTI, MI - At about 10:30 p.m. on a Saturday night in early July, a fire alarm went off at the historic downtown library in Ypsilanti, summoning firefighters and library staff to the building.

Thanks to a round of thunderstorms, a layer of standing water covered the street, stranding cars and making the area nearly impassable. When Ypsilanti District Library Director Lisa Hoenig arrived to meet her branch manager and the first responders, she found no blaze inside the building.

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Instead, there was water.

It soaked the walls and ceilings, filled light fixtures and destroyed the building's fire panel. Amid the din of the alarm, Hoenig and other library staff worked until nearly 3 a.m. to rescue books and move materials away from the flooding.

In the end, they lost fewer than 100 books, she said. "If we hadn't been there and done what we did, I'm sure we would have lost a lot more."

But while their efforts salvaged the Michigan Avenue branch's collection, damage to the building was "catastrophic," Hoenig said. It has been shuttered since, with months of work necessary to dry the building, combat mold and get it to a state where it can be repaired.

One of the YDL's board members described the event as a "gut punch."

“Those aren’t the words I would have used, but that is accurate, that’s what it feels like. And I think a lot of our patrons feel that way too. It was a thing that was part of their life and then all of the sudden it was gone,” Hoenig said.

Fighting moisture and mold takes months

The storms that hit Ypsilanti on July 1, the night of the incident, dumped more than an inch of rain on the area in under a half-hour, according to data from the weather station at the Willow Run Airport.

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The speed of the downpour overwhelmed the roof drains on the library, built in 1914 as a Carnegie post office, Hoenig said.

It exposed a flaw library officials had not encountered before, where water could overflow toward the building in a space between the lip of the gutter and the wall. The storm also hit as construction was underway on public water systems downtown, though the library director said she didn’t know if that played a role.

“It was just a lot of water in a short time,” she said.

The flooding infiltrated all four corners of the building, moving through the walls, ceiling and into the floors. The library consolidated its collection in the center of the building and sealed it in plastic, removing damaged furniture and technology.



Restoration and repairs underway at the Ypsilanti District Library's branch at 229 West Michigan Avenue in downtown Ypsilanti after heavy rain overwhelmed roof drains and water spilled into the building on July 1, 2023. Provided by Ypsilanti District Library

Advertisement

A remediation company got to work attempting to dry the building out. That involved taking the paneling off the walls and removing layer after layer of flooring, some seven in total, according to Hoenig. The water awoke a dormant mold in the floor, which also had to

be dealt with, she said.

The library also immediately repaired the drains that led to the flooding, and officials are also looking at some other alterations, Hoenig said.

In all, the cleanup took about two and a half months to reach the stage where the building could pass required environmental testing as safe to enter.

“They just kept working and working to dry things, and they kept removing more and more layers,” Hoenig said.

What’s next as repairs get underway?

Library leaders are now on the road to reopening. They’ve hired an architect and a construction manager to work with their insurance, guiding the restoration process, according to the library director.

YDL is hoping that the repairs can also involve some improvements to the building while it is gutted, possibly a reconfiguration of some space in the basement for better visibility and layout, Hoenig said.

Advertisement



A strategic plan drafted in 2022 put expansion of the downtown library as a top priority, and YDL has entertained the possibility of adding a third floor on to the building, a possibility recently discussed with the city’s Historic District Commission.

That kind of addition wouldn’t happen now, as funding hasn’t been established and the priority is getting the Michigan Avenue branched reopened, Hoenig said, but there’s the possibility library officials could begin to prepare for a change like that.



Restoration and repairs underway at the Ypsilanti District Library's branch at 229 West Michigan Avenue in downtown Ypsilanti after heavy rain overwhelmed roof drains and water spilled into the building on July 1, 2023. Provided by Ypsilanti District Library

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Ad removed. [Details](#)

When will the library again welcome patrons? YDL doesn't have a concrete estimate for how long the repairs will take. Hoenig is "cautiously optimistic" it will be well before June 1 of 2024, when summer programs used by many children in the area begin.

The library has [a page on its website with updates on the process](#), and Hoenig says she will continue to deliver them as the project proceeds.

Library stays active, even with its doors closed

In the meantime, YDL officials recognize how difficult it can be to lose a library space. Its branches were packed during power outages over the summer, and residents rely on them for internet access and other basic necessities, Hoenig said.

The library still has 24/7 Wi-Fi available in its plaza and parking lot, alongside a power pedestal for device charging.

Beginning Friday, Oct. 20, YDL plans to park its bookmobile on Adams Street by the library from 1-5 p.m. each Friday afternoon, as another way to offer services to patrons, who are also welcome at [its other branches](#) on Whittaker Road in Ypsilanti Township and [Harris Road in Superior Township](#), Hoenig said.

The library will also go ahead with [its Halloween Downtown event](#) on Friday, Oct. 27, she said.

YDL has worked to keep a presence in the city, holding story times at Bridge Community Cafe and other programs at the Parkridge Community Center, she added. Its downtown staff were all retained, working at other branches or in the library's outreach department, Hoenig said.

Advertisement

Hoenig thanks the library's patrons for their support and understanding. The flooding was "devastating," she said.

"We're going to do our best to restore Michigan Avenue, so this won't happen again," the library director said.

Customer Services

Monthly report: October 2023

Circulation Stats

For the month of September, we checked out 38,953 items system wide.

Patrons also downloaded 16,140 digital items.

We issued 332 new library cards.

Staff News

Whittaker page, Taylor Banks, has resigned her page position. We will be conducting interviews for a new page the week of October 22nd.

Submitted by *John Connaghan* October 16, 2023.

YDL DEVELOPMENT REPORT

October 2023

OUTREACH – MAKING CONTACT

Chris and Lisa attended Washtenaw Literacy's annual fundraiser – *Enchanted Forest* – on Oct. 14th. It's always uplifting to reconnect with our friends at WL and others in the literacy community. We shared our table with dedicated WL volunteers Donna Debutts, Julie McFarland and Dallas Moore.



PROGRAM GRANTS

Received

Great Michigan Read 2023/24 – Author tour and supplies for this year's book, Firekeeper's Daughter. We will be partnering with the Saline District Library on this project in hopes of being selected for an author visit. As a partner organization we received a \$750 grant to promote our programs and activities surrounding the book. We have also applied to have author Angeline Boulley join us in Washtenaw County with an author visit in the spring of 2024.

Michigan Arts & Culture Council – New Leaders Grant

YDL has been granted \$2,800 in support of the **2024 Noise Permit** program – a summer celebration of the arts created by teens for teens. YDL will be partnering with Ozone House on the project.

The original request was for \$5,000. Chris will be scouting out possible local funders to provide the additional \$2,200 for the program.

ACTION: Let Chris or Lisa know if you have any suggestions for potential donors (business or individual) who you feel may be interested in supporting this teen program.

Submitted

Building Healthy Communities – Washtenaw County Public Health

Submitted on Oct. 6th, this \$50,000 grant request was made in support of reconstruction of the Whittaker library's sidewalks and community plaza.

City of Ypsilanti Youth Mental Health Mini-Grant

A request of \$5,000 was submitted to the City in support of Ypsilanti teens. YDL is proposing to host four community teen events, in collaboration with other local youth-serving organizations, centering around mental health. These events will be planned by YDL's Teen Advisory Group members. Events will be scheduled for the 2024/25 academic year.

Mobile Beacon Wi-Fly Digital Inclusion

National grant which would provide a Wi-Fly Lending Launch Kit. The launch kit includes 25 laptops, 25 mobile hotspots and one year of Mobile Beacon's unlimited broadband service. (\$10,000 value)

Grant Reporting

With immense support from program staff, Chris has been working on final reports for:
Summer Challenge free book giveaways funded by the Rotary Club of Ann Arbor
Interim report to Toyota for Project STEM@YDL. We have currently spent

END-OF-YEAR ANNUAL APPEAL

Lisa, Sam and Chris met in early October to plan YDL's upcoming annual appeal mailing. We are targeting the first week in November to have letters in the mail. Funds raised from this appeal will be dedicated to renovations at Michigan Ave.

SUPERIOR CAPITAL CAMPAIGN

Thanks to a generous gift from the Friends of YDL, we have officially reached our \$2million goal! Information regarding the campaign will be included in the annual appeal mailing in November.

We are currently seeking funders to complete the interactive play area at Superior. We estimate the project to cost around \$40,000. With partial support from Domino's secured, we need to raise the remaining \$30,000 to complete this space in the new library.

ACTION: Spread the word and let Chris or Lisa know of any individuals or businesses you believe would be interested in helping our little ones learn and grow through play.

MICHIGAN AVENUE RENOVATION SUPPORT

Since the flood of Michigan Ave. on July 1st, we have already seen a few committed donors step up and make contributions in support of the work being done at our downtown library. Current donations total \$12,743.

FUN FUNDRAISING FACT

97% of donors cite understanding the impact of their gift as their reason for giving. Only about 56% of donors see the tax-deduction as their motivation.

Facilities Department

Board Report: October 2023

ISI has finished all their work on the back of the Whittaker Road building with all of the water proofing Terracon had recommended. We will monitor the results to make sure we have fixed the leaking issues we have experienced over the years. Now they are focusing their attention to the front of the building. Terracon has done some investigation work to come up with the best course of action moving forward.



Ron assembled the Movable Magnet Board as part of the STEM Program. We transported the Magnet Board, and the Wind Tunnel to and from the Parkridge Center where Joy had held a program for the Youth Department.



Julie asked the IT Department to get a TV hung in the Triangular Bay area for programs to be held there. In a collaborating effort working with Julie, and Chris Slay we got it done. Chris arranged with O'Neal Construction to set up the TV mounting. Julie had Library Design install the blinds. I got with Vedder Electric to re-work the electrical, add power for the TV and add a switch turn the lights on and off in that area.

Suburban Sprinkler winterized our irrigation systems at all three buildings. We will be getting the salt and shovels ready for the icy weather soon to come.

Staff is excited about our two new building monitors Drew Eaddy, and Chris Oliver. They will split their time between Superior and Whittaker until Michigan re-opens. We will then re-work their schedules when that happens.

Submitted by: Jim Reed

October 19, 2023

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

October 2023

Status Report

- Michigan Ave – After Hours lockers, our recently installed locker system has experienced a rocky start. Weather related issues causes a few setbacks in it operational capacity. Fortunately the vendor has received and installed necessary equipment and the unit is now operational. We look forward to having the service stabilize after the long awaited repairs.
- Bookmobile service – With a rapid response we were happy to deliver extended tech equipment to expand our outreach department's mobile services. They can now reach their objective to provide Michigan Ave supplementary services via the bookmobile when available.
- New servers – We recently migrated our primary storage drive. I'll be working on some secondary storage spaces along with and small migration of another administrative system next.
- Zoho Management– We're expecting to implement a more regimented update process along with regular system shutdowns to help improve outside of business hours equipment activity.
- 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.
- Michigan Ave Water Closure – Previous plans for re-arrangement will be implemented during the re-opening process in the coming months. As of right now all required equipment to enable Mich Ave staff to operate across our other facilities have been removed and installed. A remediation company is handling the large task of removal and storage of most of our other IT equipment until the building is ready to re-accept the systems. Next steps will be to prepare for replacement of system affected by the flood such as security cameras and data wiring.
- New ILS System – Eagerly awaiting our kickoff meeting as we have recently gained access to the project management portal.
- Miscellaneous Equipment updates – We've replaced 4 laptops and installed a new 70+ inch TV in the 1st floor triangle bay at Whittaker rd. This area is heavily used by youth and other programming. We're told this will make a fantastic addition to the space.
- Security Cameras – There's been a request to reinforce camera coverage in our system. We've done preliminary research into new positions and will likely request a budget item for 2024.

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: September 2023

Building

Work is going on behind the scenes while the architect and contractor put estimates together for insurance purposes. We are in a bit of limbo while we wait for that process to finish. Staff have many improvement ideas that we hope will be part of the new Michigan Ave.

Staff

Shoshanna has been using the increase in off-desk time to cache a number of interviews for future podcasts. I believe she has at least 5 ready to edit for future podcasts. Jenny has thoroughly enjoyed working in Outreach, tabling at multiple events, and even doing 6 back-to-back storytimes. Aaron and Shoshanna are both helping with the detailed check-ins required for Library of Things which are constantly in and out. Pat is getting ready for selecting Psyche's materials while she is out on maternity leave. I know Pat will enjoy being able to order items again! I hosted Mich Ave staff at a get together at my house to help everyone unwind and relax a little. The limbo takes a toll but everyone is grateful to have jobs, hopeful about Mich Ave upgrades, and is hanging in there. Many thanks to Mary, Paula, Jodi, Monica, and John for their graciousness in incorporating Mich Ave staff into their routines. I'm also personally thankful for Lisa and Julie's patience with all my urgency and questions, helping me to take it one step at a time.

Programs & Services

We had a successful STEM Fair Extravaganza at Parkridge in September with lots of help from Outreach! Ann Arbor Hands on Museum had multiple stations and we brought out all the big new museum-quality equipment that the Toyota Grant has purchased. My husband demo'd his 3D Printer and kids put together fidget spinners that he had from a previous program. Pat and I helped with the Mad Hatter's Tea Party. I was the Cheshire Cat and Pat was the Mad Hatter. It was great fun! Kelly's Great Stories Book Club has started off well with lots of conversations amongst the teens. Teen STEAM Café had one session with a game designer and the kids had fun while learning a lot about doing game design. Storytimes at Bridge Community Café have been up and down in attendance. We will be dropping one of the storytimes. Pat's Read-to-Dog program is on hiatus while doggie recovers from surgery. Scott led Guitar Club in one meeting with 14 people in attendance. I led the Crafternoon program in making back lit Cricut-cut paper layered pumpkin scenes. It was my first time using a Cricut and now I feel like a pro! Stephanie's Dungeons and Dragons program is getting 6-10 kiddos which is great! We are having our Halloween Downtown next week and we will have a Halloween petting farm and a rare unicorn thanks to the support of YpsiReal and Spark East!

Joy Cichewicz
October 20, 2023



Outreach Board Report - October 2023

Ypsilanti District Library has YOU in mind. The library now has Bookmobile Fridays to better serve the community surrounding the Michigan Avenue location. Due to the Michigan Ave



location being closed, the Bookmobile will be parked on Adams Street next to the Community Garden. The Bookmobile will be there from 1:00 PM - 5:00 PM to provide many services: hold pickups, internet browsing, printing, checking out books and DVDs from the collection, library cards signup, and much more. Will we have any activities for the little ones? Yes, we will have Uno and Scavenger hunts allowed on the Bookmobile. So, join us on October 20th and every Friday after that so that we can assist you with your needs.



On September 24th, Ypsilanti District Library's Outreach team: Kaitlyn and Jonathan, had an information table at the Ypsilanti's Fall River Day! The Outreach Team had an information table that had library card signups, sharing library resources, and community activities. The activity was transforming plain rocks into beautiful paperweights for the Outreach team to use at community events in the summer. On the days when the wind picked up, our library resources would blow away. So, we thought that having community involvement in designing and creating rocks for us would be AWESOME! It is much more meaningful to us to share the stories. We also had EMU students, kiddos, and any age from the community help paint the rocks to make them into beautiful centerpieces.



On October 15th, the Bookmobile was invited to a Self-Care Fair that had dancing, food, music, and community! Two of the Outreach team and one Michigan Ave team member shared self-care giveaways, library resources, and library card signups! The Self Care Fair was at Original Moxie, from 12:00 pm - 4:00 pm. The library values self-care and how much it can impact a person's well-being no matter what age!

On Saturday, October 21, 9:00 am - 12:00 pm, the Ypsilanti District Library will be have an information table at the 5K Literacy Run/Walk for Literacy Awareness which is in conjunction with the Washtenaw County Literacy Coalition. It is an event bringing awareness to literacy in the county. Vendors will be stationed along the trail to give out resources when it comes to literacy. The representatives from the outreach team will be Monica and Khi.

Now the Ypsilanti District Library has bookmarks written in Arabic, Pashto and Spanish about the library resources. The bookmarks are: How to Get a Library Card, ***How to Checkout Materials from YDL in 4 Easy Steps*** and ***Have You Heard About Our Storytimes?*** This was made possible by Catchafire that is an organization that has volunteers help non-profits for free which includes translation projects. This all came out of a partnership with Bahjee Chea, WISD Early Head Start. The bookmarks will be used at community events and a future partnership with Ypsilanti Health Clinic.

Superior Board Report

October 2023

We are overjoyed at the attainment of the Capital Campaign fundraising goal! As we approach our one-year mark of being open, I'm so thankful for the library and how the community has embraced it.

Staff News

We welcomed Drew Eaddy as a new building monitor. He has spent the last few weeks shadowing Chris Oliver. Starting next week, they'll split their time between Whittaker and Superior.

Program Highlights

- We hosted a Credit Report program with Eboney Byrne of Liberty Financial Services. Participants were enthusiastic about the information they received. We hope to invite Eboney to present again in the future.
- Our latest Chair Yoga series started up and continues to draw good attendance.
- Maddy & Liz presented a STEM workshop on wind and air. One of the big features was our new wind tunnel, courtesy of the Toyota STEM grant.
- Nicole assisted with a couple of exhibit-related events at Whittaker, the Mad Hatter Tea Party and an Alice in Wonderland book discussion.
- We are halfway through our intergenerational art series. It has been going beautifully so far. As each instructor finishes their two-part series, we are hanging participants' art on the meeting room wall. Look for a full display starting mid-November.
- Nicole and Monique kicked off their intergenerational embroidery series. The series has gone very well so far, with participants often staying longer to keep working on their projects.
- 826michigan has started their weekly After-School Writing Lab on Mondays, drawing 20-25 young writers each time.
- Other special events: Black Men Read presented a storytime, Leslie Science and Nature Center presented their Life Cycle Strategies program, and Black and Brown Theater presented Juan Bobo, a bilingual play in English & Spanish.
- Staff from Michigan Ave hosted the following programs at Superior:
 - Soar into Science
 - Teen STEAM Café
 - LINGO Crafternoons
 - Guitar Club



Building & Grounds

- I met with our construction team from OCI & DZA to discuss some modifications to the checkout desk to prevent damage at the base from mopping and foot traffic.



- We have a few furniture tweaks underway to correct issues – a bowing table in the youth area and wire management in the teen and adult reader tables.
- The Art Committee met and selected four amazing, unique pieces for purchase and permanent display at Superior. I'm very excited about the choices. Thanks to staff member Kallista Walker and Trustee Horne-McGee for serving on this committee.

Submitted by Mary Garboden,
October 17, 2023



Whittaker Road-Adult Services Board Report: October 2023

Here is a listing of October programs:

- Google Drive - Basics
- Google Calendar - Basics
- The Strange and Wonderful World of Dreams
- Thursday Morning Book Group
- Microsoft Word – Basics
- YpsiWrites Fall “Campfire” 2: Exploring Poetic Devices
- Willy Wonka Chocolate Pretzels
- Google Sheets for Beginners
- Computer Basics - Getting Started
- Small Business Savvy: AI for Small Business Marketing
- Microsoft Word – Intermediate
- Google Docs for Beginners
- Microsoft Excel – Basics
- Unleash your inner photographer with your smartphone!
- Google Sheets Tips & Tricks
- Small Business Savvy: Don't Get Hacked!: Practical Cybersecurity for Small Businesses
- Microsoft PowerPoint – Basics
- Write for Change: YpsiWrites Celebrates Four Years
- Garden Demo/How to Make It: Tropical Planter, Garden, or Terrarium
- Grieve Well: Understanding Grief Webinar
- Microsoft Publisher – Basics
- Google Slides for Beginners
- Mystery Lover's Book Group
- Internet Basics - How to Search the Web
- Gmail - Basics
- Google Docs Tips & Tricks
- Microsoft Excel – Intermediate
- Microsoft Excel – Pivot Tables
- Virtual African American Authors Book Discussion Group

Sheila and Paula both arranged programs in support of the Colorful Dreams exhibit, one on dreams, and one on how to take better pictures with your smartphone. Patrons were complimentary of both programs. Our Small Business Savvy program on using AI in marketing for small businesses was also popular; over 80 people signed up. Robert's family friendly movie and pretzels program was also appreciated by patrons; over 40 people came. Adult Services staff will be meeting this month to discuss programming across locations. We're now all working on our next round of programs so it's good to talk together to ensure variety, depth and breadth. I'll have more information about what we will be doing in next month's report. Brigitte has also had many requests this month for one on one sessions with seniors: everything from new laptops to spreadsheets to photos and passwords!

In staff news, Sheila Konen will be retiring in mid-December. We will miss her but wish her well as she looks to explore life away from public libraries. With Shoshanna and Aaron still with us at Whit, Sheila will not be replaced right away. Our newest staff member Amisha is hard at work; along with Katie Page, Acquisitions Manager, she is going through items in our Michigan/Ypsilanti Room to assess what we have and what we might want to do with this room moving forward. Paula got a small grant for programs to be presented in 2024 in conjunction with the latest Great Michigan Read title, Firekeeper's Daughter.

Submitted by Paula Drummond October 18, 2023

Whittaker Youth Services Board Report September 2023

Programs

Little Ones

- **Storytimes** 814 people have attended 27 storytimes so far this season.
- **Sensory Stations** 73 people explored Liz's sun and eclipse themed sensory stations.
- **Radical Reptiles** Psyche invited the Leslie Science and Nature Center to bring stories and reptiles to the library for littles ones and 95 people came to the Friday morning program.

Kids and Parents

- **Homeschool Meetup** Close to 40 people join Jaclyn each Thursday afternoon for books and activities centered on a theme. It's great to see the friendships and love of the library that have been fostered through our ongoing programs such as this and the after school meetups.
- **After School** Liz's book group is getting ready to start a new book, *Enola Holmes*, and making crafts on Tuesdays. I put out a call for teen volunteers for Chess Club and now have several extra people to play with the younger students. Jaclyn just finished her four-week coding class and I start a ramps workshop this week as part of After School STEM on Thursdays.
- **Birding Walk** 26 people ranging in age from a baby being carried to people in their 80s, met at an Ypsi Township park on a beautiful Saturday morning for a walk led by the Audubon Society.
- **A Colorful Dream** This has been a great exhibit for families, who have enjoyed [attending programs](#) and using Psyche's I Spy to look closely at the photographs. Programs were attended by 170 people and included:
 - Kids decorated fairy wings. Liz set up a greenscreen and found backgrounds so kids took home a photo of themselves in the fantasy world of their choice wearing their wings.
 - Families took a guided art walk, then wrote fantasy stories with YpsiWrites.
 - After looking at the exhibit Doodles Academy staff, kids and families learned how to create depth and perspective, then used art supplies to create their own enchanted lands.
 - Teens assembled and decorated colorful mini layer cakes.

Teens Membership at TAG and Anime Club is changing with the new school year and I'm seeing old faces return and new ones join both programs. TAG is working on winter event planning. Anime Club chose roll-your-own maki rolls as this month's snack.

Other Work

Around the Department

- Pat created a banned book display with bookmarks about why books were challenged. Psyche made a scary stories fiction display. Ulana continued to work on all the fall holiday displays.
- Planning the contents of activity bins, developing educational play spaces, putting up scavenger hunts, and designing other welcoming, engaging self-directed activities takes time and we're happy to have Kelly, Pat, and Stephanie here to chip in this winter. I made a schedule based on everyone's interests to help divide up the workload.

Grant Work

- **TALK** HighScope submitted their final project report this month and I'm using information to write this year's interim report for IMLS.
- **Toyota** The Toyota team continues to meet and make sure we're effectively working together to meet the goals of the project we proposed and get Chris data for her reports.

Submitted by Jodi Krahnke October 18, 2023



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/19/2023

Re: Discussion of possible Michigan Avenue structural changes with Kyle Keaffaber, Architect

Kyle will join us to report on the findings of the structural engineer on his team. Using this information we'll discuss whether or not we want to pursue making structural changes for a future renovation now.

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/19/2023
Re: Review of FY2024 draft budget

Accompanying this memo is a draft budget for the 2024 fiscal year, and a detailed explanation of the proposed expenditures. The Board Finance Committee met on 10/17 and after review, recommended my draft. The version presented here has two small changes:

- Account 100.980.000 Professional/Contractual was increased by \$4,000 to include a year of Unique Management Systems' New Mover Service – a strategic plan initiative.
- Account 400.949.000 Superior – Water was overestimated. It has been adjusted down from \$10,000 to \$5,400.

Last year I wanted to determine a good base amount for our operating expenditures. Using 2019 benchmarks from peer libraries, we worked to attain an expenditure of \$65 per capita. We don't have any newer benchmarking data, but as written, this budget spends \$68.09 per capita. Jim and I feel this is a reasonable increase over the figures from 5 years ago, especially given inflation since that time.

The Budget Detail Planning document has some red notes and yellow highlighting for a few things still in flux. Jim hasn't finalized the collection budget expenditures between accounts yet. The overall collection budget will be set at approximately 10% of expenditures.

As written, this budget would return \$674,952 to the fund balance.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Department 100: Administrative

Account # 100.702.000 Salaries and Wages

This account includes the salaries of YDL employees whose work supports the library system as a whole, rather than a specific location: Director, Assistant Director, Information Technology staff, Facilities Manager, Building Monitors, Business Office Manager, Receptionist, Community Relations Coordinator, Communications Intern, and Capital Campaign Coordinator, as well as the Acquisitions Department.

I plan to hire an additional PT Building Monitor in January.

Account # 100.702.100 Professional/Accounting

This budget provides for the services of YDL's part-time Accountant.

Account # 100.702.150 Bank Fees

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. In 2023 we signed up for positive pay for our checking accounts, and have been incurring monthly charges from BOAA and 5/3 for this service.

Account # 100.702.900 Salary Subs

Substitute staff members are paid from this account. I encourage the regular use of subs to provide more flexibility in scheduling and to keep our substitutes' skills sharp.

Account # 100.705.000 Recognition Awards

This account covers the cost of Years of Service pins, staff recognition events, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week.

Account # 100.710.000 Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s.

Account # 100.715.000 Employer Payroll Tax

FICA payroll taxes for all YDL employees are paid from this account. FICA equals 7.65% of wages.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.715.100 ACA Fees

This service processes the ACA paperwork required by the IRS for large employers. We use the BASIC Elevate ACA plan. The fee is calculated at an annual rate per insurance-eligible employee.

Account # 100.718.000 Employee Retirement Funding

The Library's 5% contribution to eligible employees' MERS retirement accounts are funded by this line item.

Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. In past years up to 16 staff members have taken advantage, but in 2023 there were only 12.

Account # 100.727.000 Office Supplies

This account funds supplies such as copy paper, toner, pens, labels, ear buds, flash drives, envelopes, library cards and other office items as needed. Also found here are certain items for materials processing and repair such as book tape and disc repair supplies, meeting supplies such as paper products or name tags, donor wall plaques, business cards, and other miscellaneous needs.

Revenue collected from public printing via computers or copiers, and from the purchase of ear buds or flash drives, is deposited into this account to help offset the costs of those services.

Account # 100.727.200 Supplies-Facility

Funds from this account are used to purchase supplies for cleaning YDL facilities and stocking the restrooms. Toilet tissue, paper towels, soap, trash bags, disinfectant, air freshener, cleaners, and vacuum bags are examples of the items we buy. The account also pays for repair and maintenance supplies such as light bulbs, tools and miscellaneous hardware. Although not glamorous, these are all much-needed supplies we cannot operate without.

We have added many disinfectant products, wipes, and other products to our supply list in light of Covid. New Superior requires more facilities supplies than we needed at the old branch, but the Michigan Avenue closure skewed our trial budget year.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.752.000 MML/Building Insurance

We make one lump sum payment each year to the Michigan Municipal League Liability and Property Pool. Coverages include property, comprehensive crime coverage, general liability, public officials liability, personal injury and advertising, and auto insurance.

Account # 100.753.000 MML/Workers Comp

The Michigan Municipal League also provides our Worker's Compensation coverage on a July-June contract year. We make quarterly payments; in addition, a final settlement each year may be either a bill or a credit.

Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. The quote for the upcoming year increases the premium by 5.74%. Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

*****NEW Account # 100.755.000 PT Telemedicine**

I would like to add a Telemedicine benefit for YDL's part-time regular staff (currently 20 people). HealthiestYou is offered through the Michigan Library Association. It provides employees and their dependents access to medical help on the phone or via Zoom, as well as other health resources. We have long wished to give our part-time employees some sort of health benefit, but the cost for full insurance is prohibitive.

We could offer this program to our part-time regular staff (currently 20 people) for \$3,060/year. If we added in our Pages and Interns, \$4,131. Those employees currently have no health benefits through YDL.

Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. The 2024 renewal is up 2.8% from last year's costs.

Account # 100.757.000 Employee Assistance Program

When we switched providers for our Life and Disability insurance coverage in 2021, we became eligible for a free Employee Assistance Program for all staff through the new insurer. This account has a budget of zero.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.758.000 Life Insurance

The Library pays 100% of life insurance premiums for all full-time staff. Union members are covered to \$60,000; non-union employees to \$40,000. In 2020 we switched from Lincoln Financial Group to National Insurance Services (NIS) with a group purchasing discount through the Michigan Library Association.

Account # 100.759.000 Vision Service Plan

The Library pays 100% of VSP vision premiums for full-time employees. This insurance plan's rates will hold steady this year.

Account # 100.762.000 STD/LTD (Disability Insurance)

Full-time employees receive short-term and long-term disability benefits paid by the Library. NIS is the current provider for STD/LTD.

Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. Printing for the newsletter has increased substantially with the increased cost of newsprint. We believe that as in the past, \$5,000 of printing costs for *The Loop* will be paid for by the Friends of the Library this year. Estimated needs for 2024:

Summer reading flyers for schools/Interrupters	\$750.00
Banners	\$800.00
Business cards	\$500.00
Annual report	\$700.00
Other brochures (exhibit? Outreach?)	\$1,000.00
Printing for <i>The Loop</i>	\$15,000.00
Contingency (letterhead, donation envelopes, misc)	\$4,000.00
Total	\$22,750.00

Account # 100.769.050 Classified Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings. It is nice to also do some targeted advertising on AAATA buses and on Facebook, both fairly inexpensive yet effective advertising routes.

Account # 100.774.050 Digital Collections

This line includes subscriptions to platforms allowing patrons to access eBooks, eAudiobooks, digital magazines, streaming movies, TV shows, etc. Digital collections are the fastest growing and most heavily used products offered by YDL.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.774.100 Databases

eResources are available 24-7 from home computers and smart phones with a valid YDL card and include educational products such Tutor.com for students, Ancestry Library Edition for genealogical research, Consumer Reports for product evaluations, and more. Not included here are subscription products for staff use and databases provided through MEL.

Account # 100.774.800 System Wide DVDs

This centralized selection effort is designed to streamline the purchasing process. It allows one designated librarian to purchase multiple copies of bestselling movies and TV shows for all locations in order to decrease wait times for popular items.

Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here. Library of Things processing has increased the need.

Account # 100.774.950 Play Kits

Play Kits were originally funded with money from an annual appeal. This collection of early literacy tools is now an integral service and was given its own budget line in 2019.

Account # 100.774.975 Library of Things

Launched in 2019, this collection consists of items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. YDL's collection includes magnifiers, kits for seniors, puzzles, cake pans, telescopes, musical instruments, tools, and board games. Mobile hotspots are part of the collection, and require \$2,640 to cover annual service fees, currently \$120/year per hotspot (we have 22).

****Washtenaw County may take on the service fees for the hotspots for the next 2 years – TBD at this point.**

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.801.000 Major Events

Funds large special events that attract patrons from across the district.

Balance due for 2024 exhibit.....	\$5,325.00
Exhibit-related programming	\$3,000.00
Deposit for 2027 exhibit	\$2,000.00
Paper shredding event (1/2 paid by Washtenaw County).....	\$500.00
Summer Reading contingency	\$2,000.00
Washtenaw Reads.....	\$1,000.00
Banned Books Week.....	\$1,000.00
TedXYDL event OR Celebration of Public Art	\$7,800.00
Michigan Avenue Welcome Back event	\$1,500.00
Family Read programming/author visit.....	\$2,000.00
Total.....	\$26,125.00

Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. Less travel is anticipated since Covid brought more virtual training opportunities, and the addition of the Explorer should bring a reduction in mileage reimbursement expenditures. PLA annual is in Columbus in April 2024 and we'd like to send some staff.

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. In-service has become more unwieldy as our staff has grown; we will probably have the event catered this year. Covid increased the number of virtual events available, and staff have been taking advantage. The PLA Annual Conference is scheduled for Columbus in April, see above. We also purchase professional development collection items with this budget, including a subscription to Homeless Library Training webinars (\$899). I would like to increase this budget to \$6,500.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$2,067.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$375.00
Michigan Municipal League.....	\$200.00
Midwest Collaborative for Library Services.....	\$250.00
Freedom to Read Foundation	\$100.00
Sustainable Libraries Initiative.....	\$250.00
Sam's Club	\$45.00
Ypsilanti Enterprise Assn (formerly DAY)	\$120.00
Historical Society of Michigan	\$65.00
Genealogical Soc. Of Washtenaw County.....	\$10.00
<u>Total.....</u>	<u>\$3,482.00</u>

Regarding professional development, the YDL Employee Handbook says:

“Availability of funds to cover professional development activities may vary from fiscal year to fiscal year. Funds may be available as follows: The Library will pay for regular membership in the Michigan Library Association or the American Library Association for all regular full- and part-time staff.”

In addition, YDL encourages its Board of Trustees to participate in the Michigan Library Association, and will pay for a Trustee membership for any interested member of the Board.

With virtual conference and workshop opportunities, many staff have taken advantage and joined professional associations. I would like to budget \$3,500 for employee and trustee memberships in 2024.

Keeping the budget at \$6,750 should cover these expenses.

Account # 100.806.000 TALK Grant Expenditures

At the request of our Auditors, TALK grant revenues and expenses are shown. We created this account to help differentiate spending on publicity and professional services for TALK from Library spending. It will be used to pay all expenditures for TALK except salaries. TALK was extended one year; the grant period now wraps up in August 2024.

Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair, major tree trimming, and bed bug treatments.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.810.100 Capital Outlay – Improvements

As part of our strategic plan goal to improve outdoor amenities, we would like to add a bike repair station/pump at each building (\$6,000 for three).

Account # 100.811.100 Capital Outlay – Technology

This account will pay the 2024 balance of YDL's new Integrated Library System (ILS).

Account # 100.812.000 Capital Outlay – Furnishings

This account pays for replacements when chairs or other furniture breaks. I recommend a budget of \$5,000 for 2024.

Account # 100.850.000 Automation – Technology

Photocopier leases (\$2,372.95/month).....	\$28,475.40
Software support.....	\$20,000.00
Hardware support	\$16,000.00
IT training.....	\$2,500.00
Cell phone charges	\$5,500.00
Special projects: Additional security cameras	\$10,000.00
Special projects: Table mics for community room	\$3,000.00
Special projects: Memory preservation station	\$15,000.00
Equipment maintenance/repair	\$15,000.00
<u>Scheduled equipment replacement.....</u>	<u>\$20,420.00</u>
Total.....	\$133,395.00

Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN will begin a new 3-year telecommunications contract in July 2024. It is unknown at this time how costs may change, but they have been trending downward over the years.

Account # 100.850.200 SirsiDynix

This account covers payment to SirsiDynix for our Integrated Library System (ILS). The ILS includes all modules necessary to maintain our database of items, borrowers, and transactions, as well as the mobile app and Hoopla connector. We will move to the Polaris ILS in 2024 but need this 9-month prorated contract in place until our migration.

YDL BUDGET DETAIL SHEET
FY 2023/24

Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff. When we migrate to Polaris, we will be able to drop Title Source 360, Communico, MailChimp, and Wowbrary.

Vendor	Item Description	Unit Cost	Total Cost
Baker & Taylor	Title Source 360	\$2,635	\$2,635
Springshare	LibStaffer scheduling software	\$950	\$950
Survey Monkey	Annual subscription	\$306	\$306
Donor Tools	Annual subscription	\$390	\$390
Systems Technology Group, Inc.	READsquared annual subscription	\$2,100	\$2,100
JitBit (hosted)	Help Desk software	\$2,250	\$2,250
TLN/Recite Me	Accessibility software	\$3,330	\$3,330
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Tyler Technologies	Fund Balance accounting software	\$2,130	\$2,130
MailChimp	Email newsletter tool	\$68/month	\$816
Airtable Pro	Database platform; paid subscription for fundraising portion	\$720	\$720
Airtable Plus	Database platform; paid subscription for security portion	\$600	\$600
Communico for Libraries	Event registration/rooms/digital display	\$14,000	\$14,000
Go Daddy	Domain license renewals (varies each year)	\$400	\$400
RemotePC	Remote desktop software	\$150	\$150
Zoom	Virtual meetings and webinars tool	\$1,400	\$1,400
Zoho Manage Engine	For management of Chromebooks, etc.	\$6,039	\$6,039
Buffer	Social media scheduling tool	\$180	\$180
Grant Station (via TechSoup)	Grant information database	\$99	\$99
OCLC -- EZ Proxy (hosted)	Database proxy tool	\$4,200	\$4,200
Freepik	Tool to make summer reading badges	\$80	\$80

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Interactive Sciences	Wowbrary widget for website book display	\$790	\$790
Calendly	Online appointment scheduling tool	\$10/month	\$120
Unique Management Services	Curbside Communicator	\$90/month	\$1,080
TOTAL			\$44,983

Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. For the past several years, the cost has been \$699 per weekly stop.

Account # 100.928.000 Postage

This account pays for all postage-related costs YDL incurs, including:

- Lease of a postage machine (currently \$237/quarter)
- Postage applied via the machine
- Regular stamps for annual appeal, thank you letters, etc.
- A UPS deposit account for shipping, funded as needed
- Postage for *The Loop* (approximately \$4,220 per quarterly mailing)

Account # 100.965.000 Auditing Service

Our contract with Clark, Schaefer, Hackett for next year specifies a fee of \$8,550. This is the last year of the current contract. As it is good practice to change firms occasionally, we will likely issue an RFP for auditing services in 2024.

Account # 100.975.000 Legal Services

This account holds contingency funds for any legal services the Library may require during the course of the year. Past years' needs have included response to a Civil Rights complaint, personnel issues, policies, FOIA and LPA questions. We also pay the construction attorney from this account for review of capital improvements contracts.

Account # 100.975.500 Legal Services – Negotiations

2024 is not a negotiations year, so this budget is zero.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors. The OCLC cataloging support costs will go away with migration to Polaris.

Vendor	Item Description	Unit Cost	Total Cost
OCLC, Inc.	Cataloging support	\$6,000	\$6,000
My Favorite Plant Co.	Care of plants	\$128/month	\$1,536
Cal Munson	Piano Tuning	3 times/year @ \$140	\$420
SWANK Movie Licensing USA	Movie license	\$2,500	\$2,500
Q+M	<i>The Loop</i> design	4 issues @ \$2,000	\$8,000
Element One	Compensation plan annual update	\$2,200	\$2,200
TLN	Serials ACQ mgmt.	\$2,000	\$2,000
Unique Management	New Mover service	\$4,000	\$4,000
Faber Design Co.*	Design services for Michigan Avenue restoration	\$14,000	\$14,000
TOTAL			\$40,656

**Faber Design depends on how much he bills us in FY2023 – I split the difference.
New Mover service – \$1,761.20 for 6 months + \$200 one-time set-up fee**

Account # 100.980.500 Branding Costs

We use this account to purchase small brand swag items and summer reading t-shirts for staff.

Account # 100.981.500 Lost Book Expense

Two things are covered by this account:

- If patrons pay for lost items which are later found and returned, we reimburse them.
- If patrons fail to return items borrowed through MeLCat, we pay the lending libraries for replacements.

Prior to Covid, patrons who did not return YDL items were reported to Unique Management Services for collections. We did not pay Unique during Covid and now that we are fine free we have dropped them. This should reduce the budget dramatically.

Account # 100.982.000 MTT Charge Back City
Account # 100.983.000 MTT Charge Back TWP
Account # 100.983.100 MTT Charge Back Superior TWP

The impact Michigan Tax Tribunal decisions may have on the Library's finances is always difficult to predict. Accountant Jim Carey provides an estimate for each of our municipalities based on past trends and current events.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Department 200: Michigan Ave.

Account # 200.702.000 Salaries

This account includes the salaries of the Michigan Avenue Manager, Librarians, Para-Professionals and Clerks. It also includes 66% of one full-time Custodian's salary.

Also includes engaging a 12 hour/week library school student intern to help staff manage Lunch and Listen over the summer for roughly \$2,200.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Michigan Avenue are paid from this account. Michigan's minimum wage increases to \$10.33/hour in January.

Account # 200.771.000 Adult Books

Used for all reference and circulating print titles added to the Michigan Avenue adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 200.772.000 Youth Books

Used for all print titles added to the Michigan Avenue youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 200.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Michigan Avenue adult collection, including direct orders and those managed through the vendor.

Account # 200.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Michigan Avenue youth and young adult collections, including direct orders and those managed through the vendor.

Account # 200.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue adult collection. Movies with extensive wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 200.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue youth and young adult collections.

Account # 200.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. In past years this program has been supplemented with generous donations. This account provides for programs onsite at Michigan Avenue. I would like hold the budget steady this year, as staff are conducting programs at other venues.

Account # 200.802.200 Parking Fees

This account pays for employee parking downtown.

Account # 200.810.000 Capital Outlay – Buildings

The 2023 flood left the building gutted. I am putting a \$100,000 placeholder for changes we may wish to make while we restore the building. Additional costs may utilize the Capital Asset Replacement fund if the Board chooses.

Account # 200.812.000 Capital Outlay – Furnishing

Taking this to zero as we do the restoration.

Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building and equipment. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. It also covers bed bug inspection services (\$600/quarter). I have increased this budget by \$2,900 for semi-annual roof assessment and maintenance package from Bloom Roofing.

Account # 200.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Michigan Avenue.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs.

Account # 200.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue. I would like hold the budget steady this year, as staff are conducting programs at other venues.

Account # 200.901.000 Programs – Youth

This account covers all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. I would like hold the budget steady this year, as staff are conducting programs at other venues.

Account # 200.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 200.943.000 Natural Gas

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, which helped us realize some savings. Rates for natural gas are currently higher than they have been in over a decade. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti currently charges a 68% surcharge on water bills, so the Michigan Avenue water bill is hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

Account # 200.980.000 Professional/Contractual

Eliminating this line with the hire of in-house Building Monitors.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Department 300: Outreach

Account # 300.702.000 Salaries

This account pays the salaries of the entire Outreach Department. We would like to add a summer intern for Outreach this year.

Account # 300.775.000 Library Materials

All materials purchased for the bookmobile collection are combined together, including books, magazines, and DVDs.

Account # 300.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations. This account provides \$3,000 for programs Outreach does virtually, offsite, and at Whittaker.

NEW Account # 300.901.000 Programs

Now that the Outreach Department is separate from Superior, we have found it could use its own programming budget.

Account # 300.811.000 Capital Outlay -- Vehicle

Vehicle purchased in FY2023 – account will go to zero.

Account # 300.840.000 Repair & Maintenance

This account pays for regular maintenance and repairs to YDL's vehicles. The bookmobile is now on a regular preventative maintenance schedule, including engine oil changes, generator oil changes, and brush block replacement. The Explorer is also on a maintenance schedule.

Account # 300.943.000 Fuel

Fuel for library vehicles is paid from this budget line. The bookmobile uses diesel.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Department 400: Superior Township

Account # 400.702.000 Salaries

This account includes wages for all staff working at the new Superior library. This year we would like to add a summer intern.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Superior are paid from this account. Michigan's minimum wage increases to \$10.33/hour in January.

Account # 400.771.000 Adult Books

Used for all reference and circulating print titles added to the Superior adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 400.772.000 Youth Books

Used for all print titles added to the Superior youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 400.776.000 Periodicals

Used for all magazine and newspaper subscriptions for the Superior collection.

Account # 400.778.000 Audio Visual

All AV for the Superior collection. Streaming services are budgeted for in Digital Collections.

Account # 400.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations. This account provides \$1,000 for programs offered at Superior.

Account # 400.810.000 Capital Outlay -- Building

This account is intended for the addition of an interactive play area for the Youth Department. We are actively seeking donations to support this, but the budget assumes no outside funding.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

NEW Account # 400.812.000 Capital Outlay – Furnishings

This account pays for new or replacement furniture. In 2024 we will purchase 6 chairs for the staff workroom table.

Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. Hopefully not too much maintenance needed yet in the new building.

Account # 400.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Superior.

Account # 400.840.050 Snow Removal & Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs, such as service to the sprinkler system.

Account # 400.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult and family programs presented by Superior staff, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplement all YDL programming budgets. We received a grant that covered Superior programming for 2023, so this year's budget is \$1,500.

Account # 400.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs and special events presented by the Outreach Department. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. FY 2024 budget: \$2,500.

Account # 400.902.000 Art Purchases

This account was seeded by the 2022-23 grant from the Gousseff Endowment to start a collection of public art for the new branch. I am hopeful the Board will once again agree to \$9,000 in funding from the Endowment being used in this way.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 400.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 400.943.000 Natural Gas

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024 in the new building.

Account # 400.947.000 Electric

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024 in the new building.

Account # 400.949.000 Superior Township Utilities Department

Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024 in the new building.

Account # 400.980.000 Professional/Contractual

A professional cleaning company is paid from this account to keep the building looking new.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Department 500: Whittaker Road

Account # 500.702.000 Salaries

This account includes all Whittaker Youth Services, Adult Services, and Customer Services department salaries. It also includes the remaining hours of the Facilities Services department not allocated elsewhere.

We will once again hire two 12 hour/week library school student interns to help staff manage Lunch and Listen for roughly \$4,400.

Account # 500.702.800 Salaries – Pages

Hourly Pages who work at Whittaker Road are paid from this account. Michigan's minimum wage increases to \$10.33/hour in January.

Account # 500.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 500.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 500.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Whittaker Road adult collection, including direct orders and those managed through the vendor.

Account # 500.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Whittaker Road youth and young adult collections, including direct orders and those managed through the vendor.

Account # 500.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road adult collection. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 500.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road youth and young adult collections.

Account # 500.810.000 Capital Outlay – Buildings

Whittaker projects we'd like to tackle this year:

Contingency for optimization improvements to HVAC	\$10,000.00
Replace Youth entry table and benches.....	\$10,000.00
Total.....	\$20,000.00

Account # 500.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Whittaker Road building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection.

Account # 500.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Whittaker Road.

Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience.

Account # 500.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by the Adult Services department at Whittaker Road, and the Friends of the Library very generously supplement it.

Account # 500.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs presented by the Youth Services department at Whittaker Road. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets.

**YDL BUDGET DETAIL SHEET
FY 2023/24**

Account # 500.903.000 Equipment Maintenance

This account provides a contingency for maintenance or replacement of office equipment or materials processing equipment. Past examples have included the book covering machine, disc repair machine, and check signing machine. In 2018/19 we replaced the oven in the kitchen adjoining the Community Room and expanded the donor wall.

Account # 500.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so should be paying less moving forward. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 500.943.000 Natural Gas

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2024.

PROPOSED
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2024

Revenue

Superior Township Tax Levy	1,139,898
City Tax Levy	1,003,630
Ypsilanti Township Tax Levy	4,149,269
State of Michigan PPT reimbursement	85,000
State Aid Direct	44,671
State Aid Indirect	44,671
IMLS TALK Grant	35,000
Fines/Misc.	6,000
Smart Cards - Printing & Copies	30,000
Penal Fines County	68,000
Rental Income-community room	2,500
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	4,800
Interest/Savings	35,000
Dividend Revenue	6,000
Dividend Revenue Endowment	11,000
Transfer to/from Fund Balance	-674,952
Sale of Assets	0
Total Revenue	5,993,587

EXPENDITURES by Department

Dept 100 Administrative	3,032,046
Dept 200 Michigan Ave	774,209
Dept 300 Outreach Services- Bookmobile	265,408
Dept 400 Superior Branch	542,699
Dept 500 Whittaker Road	1,379,225
Total Expenditures	5,993,587

EXPENDITURES by Category	Category as % of 2023-2024	
		Expense
Salaries and Benefits	3,996,585	66.7%
Public Utilities	237,825	4.0%
Repairs and Maintenance	194,430	3.2%
Materials	603,569	10.1%
Technology	251,155	4.2%
Other	710,023	11.8%
Total Expenditures	5,993,587	100.0%

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

Proposed Budget FY 2023-24

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Proposed Budget FY 2022-23
Revenue							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	1,066,617	1,139,898
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	1,003,630
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	4,149,269
425.075	PPT reimbursement	16,119	22,407	27,533	20,000	20,000	20,000
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	65,000	65,000
443.000	State Aid Direct	32,931	35,678	43,256	45,084	45,084	44,671
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	45,084	44,671
500.500	Operational Grant Revenue						
500.600	IMLS TALK	30,629	47,787	41,774	35,000	35,000	35,000
657.000	Lost Book/Misc.	22,485	7,187	6,777	6,000	6,000	6,000
657.100	Smart Cards - Printing & Copi	11,776	8,765	22,883	20,000	20,000	30,000
657.600	Proctor Fees	429	263	574	0		
661.000	Penal Fines County	84,478	113,205	83,080	83,000	83,000	68,000
662.100	Community room rentals	575	0	1,250	2,500	2,500	2,500
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	2,500	2,500
681.000	Donations Designated	5,100	0	0			
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	600
687.000	Interest/Checking	1,037	457	1,383	950	950	4,800
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	35,000
688.000	Interest/Endowment	0	6,227	0			
689.000	Dividends	4,219	4,312	7,460	6,000	6,000	6,000
690.000	Dividend Revenue Endwmnt	7,220	9,045	8,161	8,000	8,000	11,000
691.000	CARES ACT Credit	0	6,400	0			
	Transfer from Improvement Fund	0	0				
	Transfer from Fund Balance	(1,499,486)	(1,866,449)	(1,535,932)	(566,731)	(466,107)	(674,952)
	Sale of Assets	0	0	0	0	0	
Total Revenue		4,037,411	3,972,375	4,427,628	5,644,912	5,745,536	5,993,587

Proposed Budget FY 2023-24

ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Proposed Budget FY 2022-23
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	981,124
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	10,800
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	3,630
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	15,600
705.000	Recognition Awards	336	804	689	750	750	750
710.000	Payroll Service	11,166	12,115	13,050	14,800	19,800	11,500
715.000	Employer FICA	144,791	148,792	164,634	205,360	202,897	235,243
715.100	ACA Taxes Paid by employer	295	331	555	740	740	1,190
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	120,409	143,055
719.000	FSA Admin Fees	707	729	624	758	758	758
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	34,000
727.050	CARES act Exp	95	6,305	0			
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	31,900	32,000
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	81,972
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	10,875	15,050
754.000	Health Insurance	361,059	394,266	380,631	470,886	470,886	489,783
755.000	PT Telemedicine						4,131
756.000	Dental Insurance	34,311	34,322	32,832	36,383	36,383	35,589
757.000	Employee Assistance Program	579	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	4,183	4,728
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	9,420
762.000	STD/LTD	11,403	10,594	12,301	14,235	14,235	18,612
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	22,750
769.050	Classified Advertising	460	432	733	1,000	1,000	1,000
774.050	Digital Collections	175,379	209,154	246,754	294,765	294,765	288,565
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	35,713
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	32,350
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	4,708
774.975	Library of Things	0	2,876	8,799	13,000	13,000	13,278
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	26,125
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	6,000
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	6,500
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	6,750
806.000	IMLS Talk Grant Expenses	24,342	23,383	40,362	35,000	35,000	35,000
807.000	Operational Grant Expenditures					10,000	0
810.000	Capital Outlay - Building & Lab	600	5,197	650	5,000	5,000	5,000
810.100	Capital Outlay - Improvement	1,300	3,500		2,400	2,400	6,000
811.100	Capital Outlay Tech				120,000	120,000	59,119
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	5,000	5,000
840.000	R&M ongoing Insur Claim			(5,825)	0		
850.000	Automation - Technology	183,693	128,433	110,254	139,395	139,395	133,395
850.100	Telecommunications	(19,543)	6,243	7,003	7,983	7,983	8,241
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	50,400
850.500	Software Subscriptions	14,762	21,823	35,693	35,722	40,722	44,983
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	4,500
928.000	Postage	19,334	20,112	18,912	22,447	22,447	23,569
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	8,550
975.000	Legal	6,422	5,280	11,191	10,000	10,000	10,000
975.500	Legal-Negotiations	0	0	7,620		0	0
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	27,740	40,815
980.500	Branding Costs	1,188	2,201	894	2,500	3,250	4,000
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	6,300	6,300
982.000	MTT Charge Back City	208	471	48	2,000	2,000	2,000
983.000	MTT Charge Back Ypsi Twp	200	1,070	3,873	7,500	7,500	7,500
983.100	MTT Charge Back-Superior	985	184	1,467	5,000	5,000	5,000
990.000	Contribution to endowment	0	0	0		750	0
Total		2,163,720	2,132,617	2,357,850	2,872,651	2,936,006	3,032,046

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Proposed Budget FY 2022-23
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL			
Dept 200 Michigan Ave.							
702.000	Salaries	396,590	402,866	423,056	506,014	501,189	500,515
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	4,680
771.000	Adult Books	25,084	22,288	18,713	22,100	22,100	31,070
772.000	Youth Books	14,651	13,282	16,552	15,200	15,200	20,714
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	3,571
776.050	Periodicals - Youth	0	0	0	100	100	119
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	5,600	8,928
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	2,050	3,571
801.500	LNGO			0	1,250	1,250	1,250
802.200	Parking Fees	3,600	3,600	3,600	3,900	3,900	3,900
810.000	Capital Outlay - Building	18,869	10,000	68,081	29,000	29,000	100,000
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	0
840.000	Repair & Maintenance - Build	13,803	16,584	17,990	20,000	27,000	22,900
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	14,172	14,800
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	12,335	13,400
900.000	Programs-Adult	1,625	1,462	1,772	3,000	3,000	3,000
901.000	Programs-Youth	2,659	1,762	606	2,500	2,500	2,500
940.000	Phone	4,535	4,553	2,631	4,695	4,695	1,671
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	5,009
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	25,321
949.000	Ypsi Community Util Auth	7,707	6,864	5,858	7,290	7,290	7,290
980.000	Professional/Contractual	0	0	0	50,440	50,440	0
Total		555,976	542,948	619,718	741,220	740,892	774,209

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Proposed Budget FY 2022-23
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL			
Dept 300 Outreach/bookmobile							
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	236,142
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	6,250
801.500	LNGO			0	3,000	3,000	3,000
811.000	Capital Outlay Vehicle			0	35,000	35,000	0
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	11,993	12,130
901.000	Programs				0		2,000
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	5,886
Total		82,140	92,558	103,159	306,297	311,340	265,408
Dept 400 Superior Branch							
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	367,003
702.800	Salaries -- Pages				9,360	3,874	9,360
775.000	Library Materials	5,842	6,553	7,388	0		
771.000	Adult Books				15,550	15,550	12,142
772.000	Youth Books				12,400	12,400	10,500
776.000	Periodical				500	500	500
778.000	Audio Visual				1,550	1,550	1,000
801.500	LNGO				750	750	1,000
810.000	Capital Outlay - Building	0	0		3,000	3,000	50,000
812.000	Capital Outlay - Furnishings						3,000
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	6,650	5,000
840.025	Campbell Maint Contract				6,600	6,600	8,500
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	23,450	17,000
900.000	Programs - adult	543	580	267	600	600	1,500
901.000	Programs - Youth	468	624	655	600	600	2,500
902.000	Art Purchase					9,077	9,000
940.000	Phone	1,134	1,138	782	4,156	4,156	2,101
943.000	Natural Gas	659	650	1,097	11,636	11,636	2,953
947.000	DTE - Electricity	960	1,044	1,299	10,061	10,061	9,240
949.000	Water	98	97	1,609	5,527	5,527	5,400
980.000	Professional Contractual	0	0		25,000	25,000	25,000
Total		158,483	162,269	230,011	484,343	492,848	542,699
DEPT 500 WHITTAKER RD							
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	902,601
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	37,440
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	60,712
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	39,404
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	5,952
776.050	Periodicals - Youth	759	745	617	800	800	952
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	17,499
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	6,071
810.000	Capital Outlay - Building	3,880	12,515	22,620	59,245	59,245	20,000
840.000	Repair & Maintenance - Build	39,729	22,271	54,658	27,300	27,300	27,300
840.025	Cambell Maint Contract	42,797	42,797	41,649	43,705	43,705	50,900
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	27,600	28,000
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	4,200
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	13,000

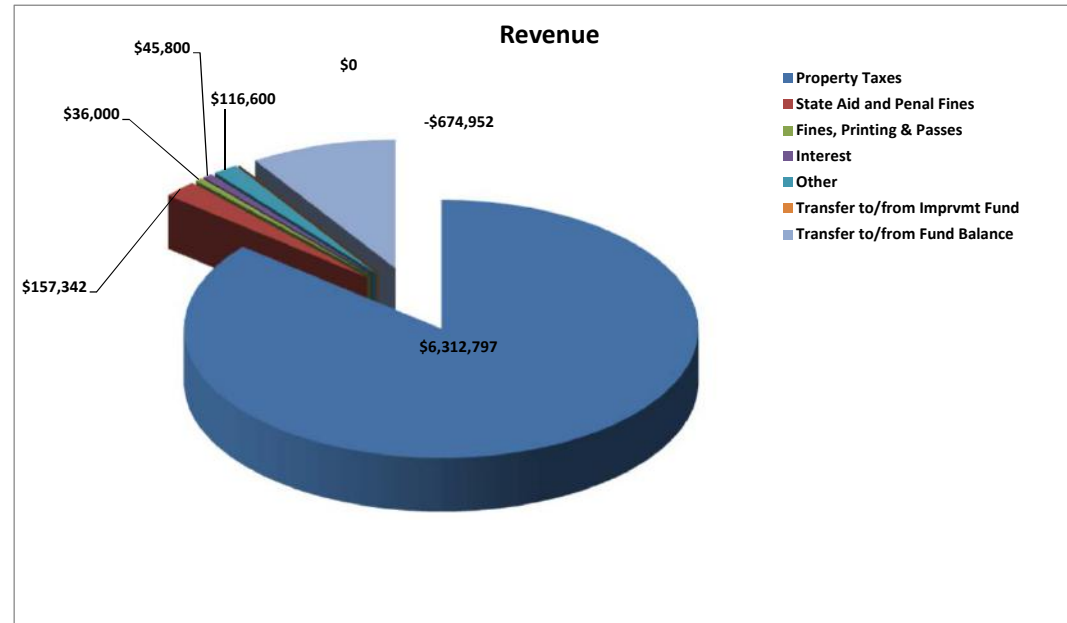
Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Proposed Budget FY 2022-23
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL			
903.000	Equipment Maintenance	820	1,564		3,000	3,000	3,000
940.000	Phone	9,070	9,105	5,277	10,063	10,063	5,068
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	31,680
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	117,955
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	7,491
980.000	Professional Contractual	38,000	0	0			
Total		1,089,344	1,080,805	1,156,232	1,240,401	1,264,450	1,379,225
DEPT 600 DONATIONS REVENUE		18,888	47,195	106,336			
Subtotal		18,888	47,195	106,336	0	0	0
DEP 600 DONATIONS EXPENDITURES		12,312	21,629	52,305			
Subtotal		12,312	21,629	52,305	0	0	0
Total Donations Net		6,576	25,566	54,031	0	0	0
DEP 700 GRANTS REVENUE		13,080	32,333	16,670			
Subtotal		13,080	32,333	16,670	0	0	0
DEP 700 GRANTS EXPENSE		7,405	19,078	31,359	0	0	0
Subtotal		7,405	19,078	31,359	0	0	0
Total Grants Net		5,675	13,255	(14,689)	0	0	0
Revenue		4,069,379	4,051,903	4,550,634	5,644,912	5,745,536	5,993,587
Total Expenditures		4,069,380	4,051,903	4,550,634	5,644,912	5,745,536	5,993,587
Net Surplus (Deficit)		(1)	1	0	0	0	0

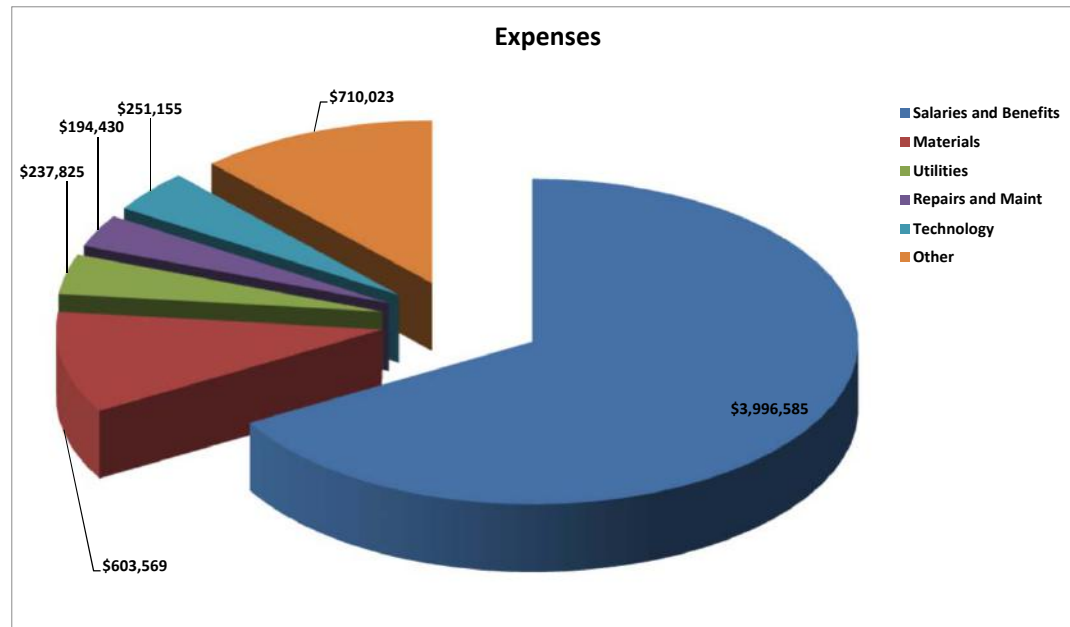
Proposed FY 2023-24 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,312,797	105.3% **
State Aid and Penal Fines	157,342	2.6%
Fines, Printing and Passes	36,000	0.6%
Interest	45,800	0.8%
Other	116,600	1.9%
Transfer from Improvement Fund	0	0.0%
Transfer (to)/from Fund Balance	(674,952)	-11.3%
Total	5,993,587	100.0%

**Note: Property Taxes represent 94.2% of Revenue
Not transferred (to)/from Fund Balance



% of total Expense		
Salaries and Benefits	3,996,585	66.7%
Materials	603,569	10.1%
Utilities	237,825	4.0%
Repairs and Maint	194,430	3.2%
Technology	251,155	4.2%
Other	710,023	11.8%
Total	5,993,587	100.0%



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2023
Re: Schedule public hearing for FY 2024 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 29, at 6:15 work for everyone?

Once a time and date are chosen we will prepare and post the legal notice as required.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-39

October 25, 2023

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2024 FISCAL YEAR

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

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

Whereas, the Library's 2024 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2024 fiscal year will be held at 6:15 p.m. on Wednesday, November 29, 2023.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/17/2023
Re: 2024 Holiday closings

Attached please find a draft schedule of holidays and closings for 2024. This was the most straightforward year to schedule in memory!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-40

October 25, 2023

RESOLUTION TO ESTABLISH A SCHEDULE OF 2024 HOLIDAYS AND CLOSINGS

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

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2024 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

APPROVED: _____
YDL – Board of Trustees

Ypsilanti District Library 2024 Holiday & Closing Schedule

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2024	New Year's Day	Monday
January 15, 2024	**Martin Luther King Day	Monday
March 31, 2024	Easter Sunday	Sunday
May 26, 2024	Sunday Preceding Memorial Day	Sunday
May 27, 2024	Memorial Day	Monday
May 31, 2024	YDL Annual In-service	Friday
June 19, 2024	**Juneteenth	Wednesday
July 4, 2024	Independence Day	Thursday
September 1, 2024	Sunday Preceding Labor Day	Sunday
September 2, 2024	Labor Day	Monday
November 11, 2024	Veterans Day	Monday
November 27, 2024	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 28, 2024	Thanksgiving Day	Thursday
November 29, 2024	Day after Thanksgiving	Friday
December 24, 2024	Christmas Eve	Tuesday
December 25, 2024	Christmas Day	Wednesday
December 31, 2024	New Year's Eve	Tuesday
January 1, 2025	New Year's Day	Wednesday
January 15, 2025	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

**** Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.**

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2023
Re: Whittaker roof flashing replacement proposal

Last month the Board approved proposals from Terracon and IS1 to investigate and repair leaks in two new areas at Whittaker. The investigation has since been completed, and the leak above the windows in the Youth Department is being addressed. The one in the corner of the Quiet Study Room (which affects both floors) turned out to be a larger-scale problem than we'd hoped.

The attached scope document from Terracon illustrates their findings – essentially, the flashing between the flat roof and the masonry needs to be replaced. We could do spot repairs, but the remaining sections will not last much longer. Jared Lawrence advises replacing the flashing along the length of the seam. There is a base scope and an alternate, which would entail removing two layers of brick masonry rather than just one. Jared lists pros and cons for the alternate:

Lisa, the Alternate is probably going a little far, but it provides two benefits:

- 1. It simplifies the number of flashing transitions at the parapets by raising the flashing above the parapets*
- 2. It provides more room for added insulation when the flat roof is replaced (with maintenance I would put replacement at 5 years)*

The negatives of the Alternate scope:

- 1. It will cost more*
- 2. There is a block between the roof system and where the new flashing will be installed that will be a little vulnerable to water infiltration until either the roof is replaced, or we get Royal out there to provide some membrane flashing over that 8-inch portion of the wall. I am calling for a coating in the attached to keep it all within ISI's scope to get a cost to you by Friday.*

The attached proposal from IS1 provides an estimate to perform the alternate scope. When I inquired, they told me the base scope would be \$1,950 less. In their minds, the alternate was the obvious way to go. I have written the resolution for the full cost, but we could modify if you prefer.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-42

October 25, 2023

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF ROOF FLASHING
AT WHITTAKER ROAD

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

Whereas, upon investigation, one of the new leaks at the Whittaker Road Library was found to be due to failure of the seal between the flat roof and the masonry, and

Whereas, Terracon Consultants has provided a scope document to complete the repair, and

Whereas, Industrial Services, Inc. (IS1), has submitted a proposal to replace the roof flashing and repair the leak, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Industrial Services, Inc. as described in the attached proposal for a cost not-to-exceed \$20,000.

BE IT FURTHER RESOLVED that

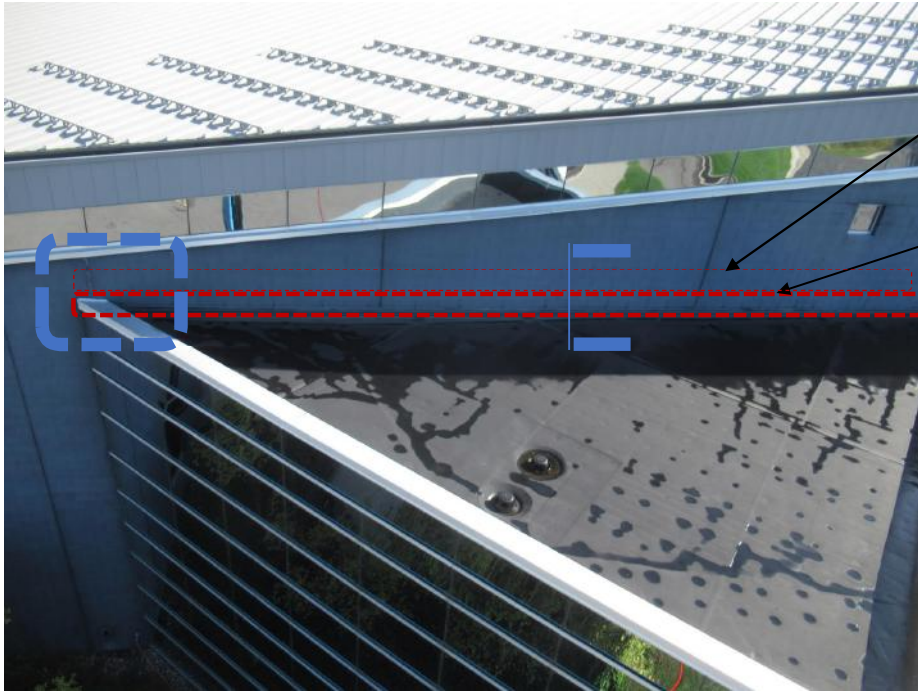
The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: _____

SUPPORTED BY: _____

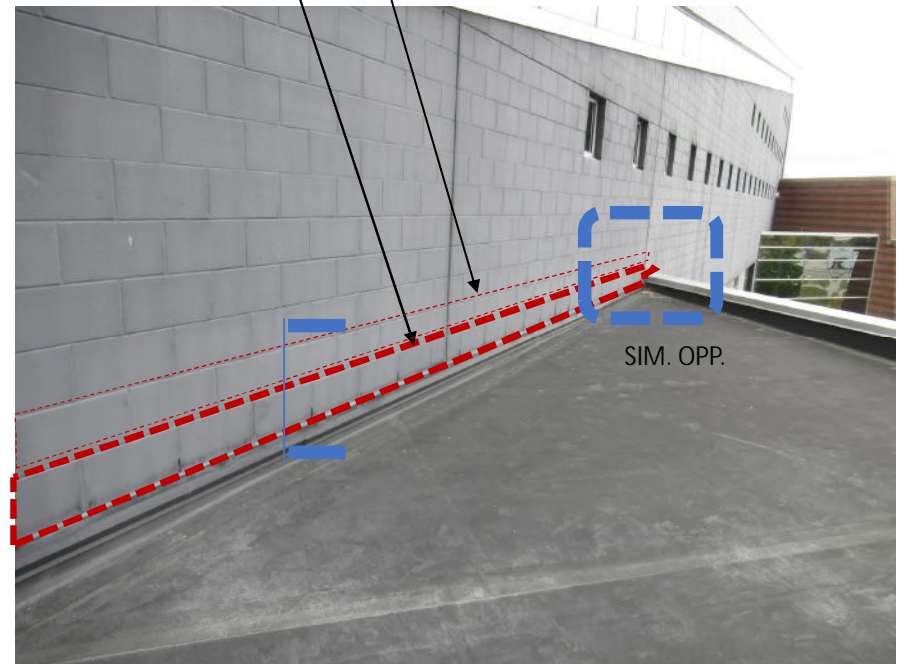
YES: NO: ABSENT: VOTE:

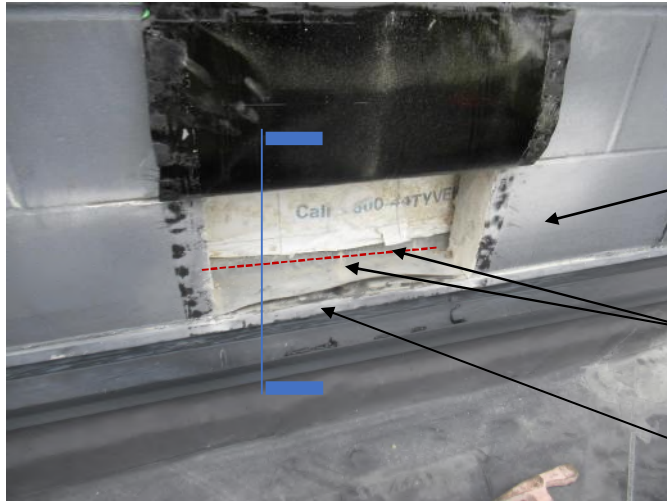
Ypsilanti library- South Wall
Location #2 Preliminary Scope
10/18/2023
FR206032



Alternate- Remove block,
salvage to the extent practical

Remove block, salvage to
the extent practical

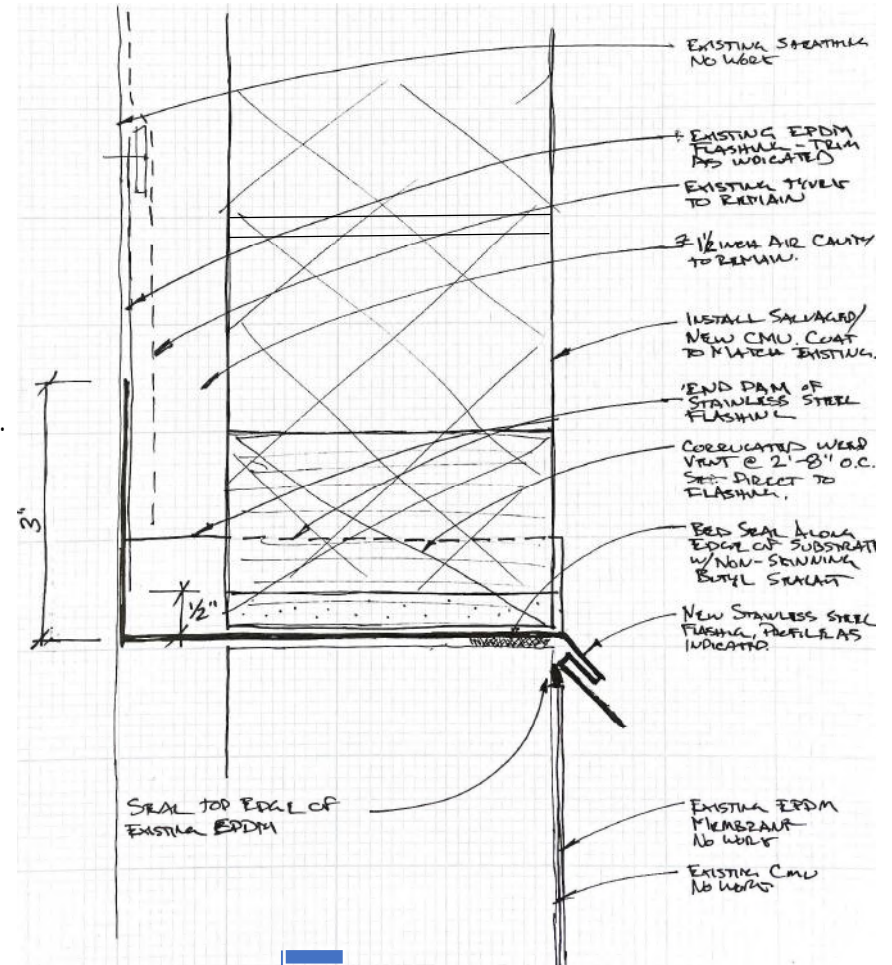




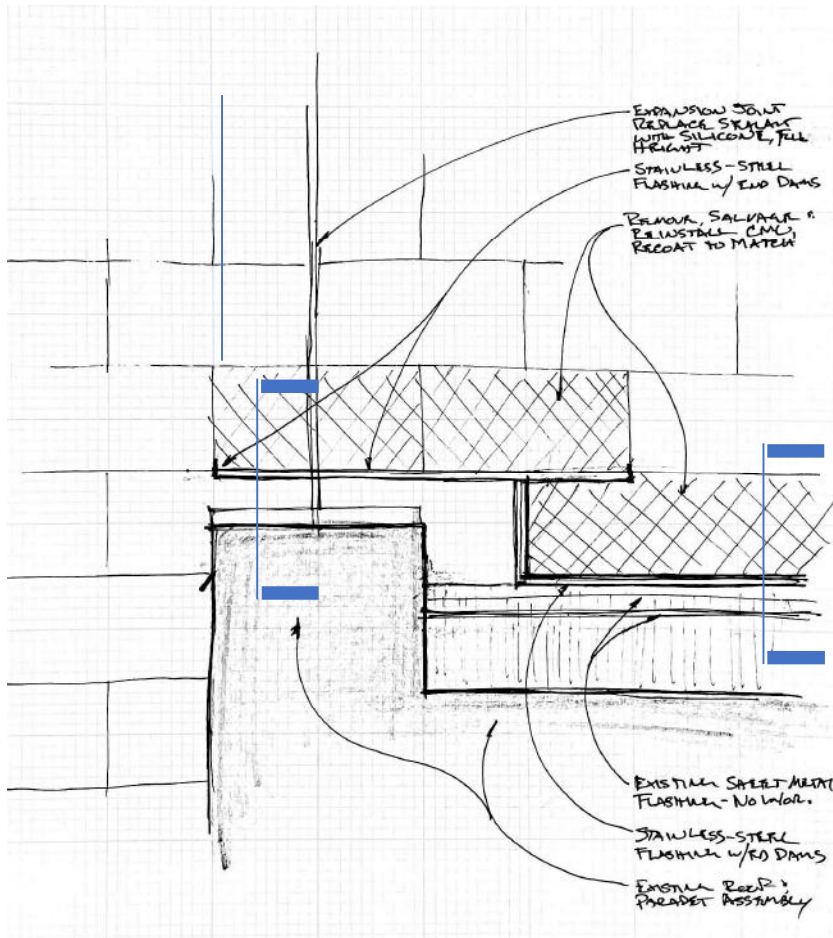
Remove block, salvage to the extent practical.

Cut rubber flashing approx. 1 inch above stainless-steel flashing.

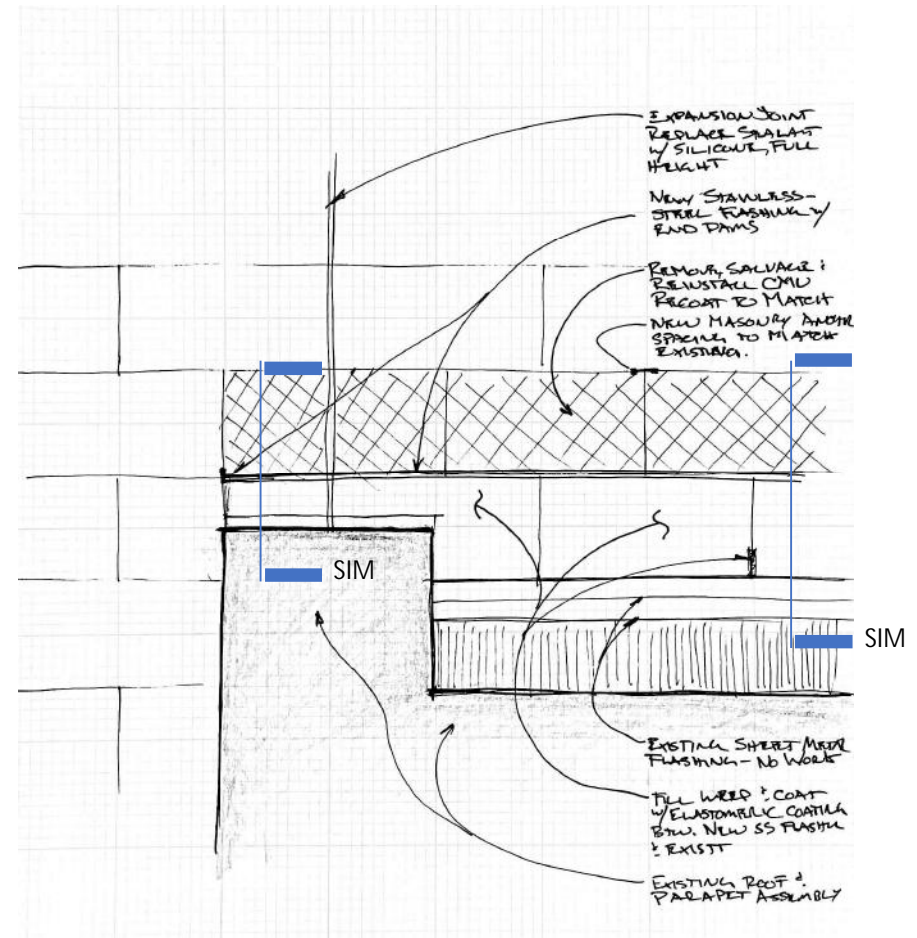
Remove and discard stainless-steel flashing drip.



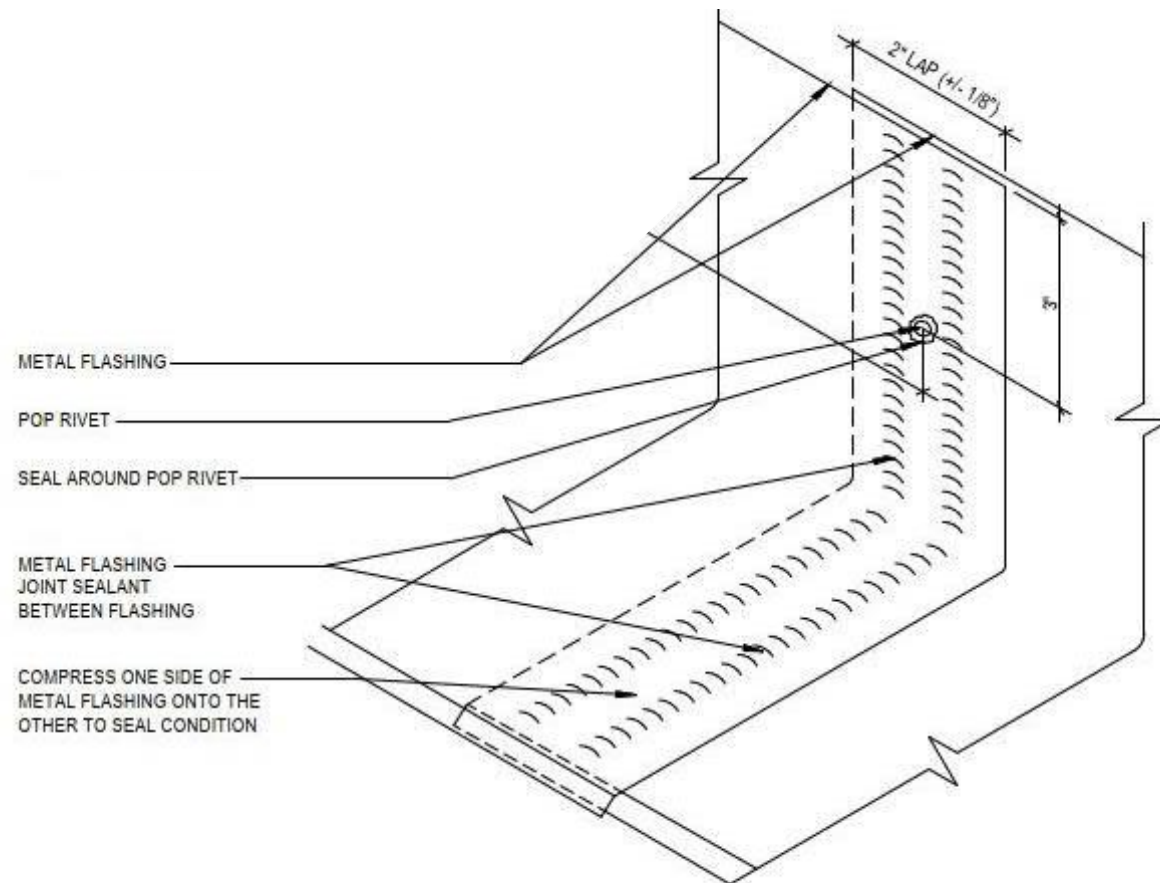
SECTION DETAIL



PARTIAL ELEVATION- BASE SCOPE



PARTIAL ELEVATION- ALTERNATE



TYPICAL FLASHING LAP JOINT

COST ESTIMATE //

Ypsilanti District Library – South Wall Location 2

October 20, 2023



**INDUSTRIAL
SERVICES INC.**

IndustrialServices1.com

COST ESTIMATE // 23-0284 PCO 2

DATE // October 20, 2023
 TO // Lisa Hoenig
 FROM // Garrett Kelly
 RE // Ypsi District Library

Industrial Services Inc. [IS1] is pleased to provide the following cost estimate. IS1 will provide project safety provisions, supervision, labor, materials, and equipment, for the above-named project, as outlined below:

Work	Qty	Unit	Total
GENERAL REQUIREMENTS & EQUIPMENT			
Mobilization, Submittals, GC & Safety, Supervision, Ins.	1	LS	\$ 1,600.00
040120 Masonry Restoration - South Wall Location 2			
Location 2: Provide labor, material, and equipment to complete Terracon repairs to South Wall Location 2 per 10/20/23 repair procedure provided. Remove and salvage (to greatest extent possible) CMU block shoring block above to remain, cut back flashing approximately 1" above stainless steel flashing, removing and discarding. Furnish and install new stainless steel flashing with end dams from inside parapet to inside parapet, set in butyl sealant bed. Seal top edge of existing EPDM to new SS Flashing drip. Reinstall salvaged block (or new to supplement) with weep vents at 2'-8" OC. Remove and Replace expansion joint sealant full height of wall above. Furnish and install new elastomeric coating following block reinstallation at area replaced/below flashing. Demobilize and remove debris associated with our scope of work safely offsite.	1	LS	\$ 18,340.00
Total Budget for Repairs			\$ 19,940.00

Exclusions/Clarifications:

Weather protection not included.

Site conditions or change in scope, other than specified herein, are subject to additional charges.

Unless otherwise specified, installation of our materials is performed at ambient temperatures of 40 degrees & rising.

Unless identified otherwise, bonds are not included.

Warranty EXCLUDES responsibility for removal and replacement of other work that conceals our work unless otherwise specified in our proposal.

All work is quoted first shift, straight time unless noted otherwise herein.

Testing is excluded unless noted otherwise herein.

Provisions for material escalation are not included.

IS1 Project Fees:

\$ 19,940.00

It is our goal to provide estimates that are complete & inclusive of all items required to complete the scope.

Questions? Please contact me directly at 734.761.8370.

Industrial Services Inc.

Garrett Kelly

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2023
Re: Discussion of Board communication priorities

In an email dated October 3, Board President Patricia Horne McGee recommended holding a discussion of transparency at this meeting, though she would be traveling and unable to preside. On 10/6, Pat, Vice-President Bethany Kennedy and I met on Zoom to further flesh out our thoughts.

I strive to be as transparent as possible within the Library Privacy Act and other laws. I am the library's head cheerleader, but I do not shy away from sharing the good, the bad, and the ugly. I frequently request your feedback on what should be included in our dashboards and other reporting mechanisms, because I don't always know what the Board wants to know. Other times, I feel I may be sharing more than is desired (as you well know, our packets are long!).

Tonight's discussion is aimed at clarifying your priorities. Please come prepared to share.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/17/2023
Re: Discussion of Director evaluation process

Brian has taken the lead on the Director evaluation process the last several years, and we've tried a few different formats. I've asked him to lead a discussion on what we'd like to do in 2023.

Assuming you would like to hold the evaluation at the November meeting as has been done in the past, I will email a completed self-review form to all of you by November 20th.

I would like to request that my evaluation be held in closed session. Thank you.