

Board of Trustees

2023
Information
Packet



▲ Wednesday, November 29, 2023
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, November 29, 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"/>
Consent Agenda			
A. Proposed Minutes from October 25, 2023 Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. October 2023 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
A. Further discussion of Michigan Avenue restoration with Kyle Keaffaber, Architect	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Board communication priorities discussion follow-up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Consider approval of FY2023-24 budget and set millage rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of FY2022-23 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal to purchase a replacement table and benches for the Whittaker Youth area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Authorization of an approval process for Michigan Avenue renovation work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Consideration of a proposal to remove a glass pane from the curtainwall for color matching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. State of Michigan Public Act 152 (80/20 health care split affirmation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Scheduling of 2024 annual Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H. Closed session for Director evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 25, 2023 (Unapproved)

Call to Order

Vice-President Kennedy called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Theresa M. Maddix, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:32 p.m. Patrica Horne McGee was absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Building Monitor Drew Eaddy, Communications Intern Hailey Burns, as well as Architect Kyle Keaffaber, Faber Design Co.

Approval of the Agenda

Director Hoenig advised of a correction to the agenda, stating that Committee Reports B should be Facilities not Fundraising. Trustee Maddix moved to approve the agenda and Trustee Winborn supported this motion.

Vote: Ayes: 5
Nays: 0
Motion: Passed
Absent: 2

Public Comment

None

Introduction of New Staff

Director Hoenig was pleased to introduce both Drew Eaddy and Hailey Burns. Ms. Burns is working as a Communications Intern with Ypsilanti District Library. Ms. Burns spoke a few words about her current duties. Drew Eaddy was introduced as the newest Building Monitor, and also spoke a few words of greeting to the Board.

Consent Agenda

Trustee Winborn moved to approve consent agenda (September 27, 2023 Regular meeting and September 2023 Financials and Check Registers). Trustee Williams supported this motion.

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

Communication

Director Hoenig discussed the last, final report from HighScope regarding the TALK evaluation. She believes there is a lot of material there that will help move TALK forward and make it attractive to other libraries.

Committee Reports

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 25, 2023 (Unapproved)

Superior Township Planning - Director Hoenig advised she has had some trouble with TelSystems responsiveness and has asked again for an estimated time of completion on items that need to be resolved. However, other than that we seem to be working towards a resolution of all outstanding items.

Facilities – On Tuesday, October 24, 2023, Enlighten Solutions travelled to the Whittaker Road location and installed a sample of the new lights above the customer service desk. Director Hoenig advised that not only is the light considerably brighter, but she also really enjoys the shape and style of the new lights. She stated that the rest of the lights should be installed around mid-November once a crew is scheduled to complete the work, as all the supplies and materials are now ready.

Director Hoenig also shared a picture of the Whittaker downstairs, youth area family restroom, which has experienced heaving on the floor near the drain. Dan Whisler, Facilities Manager Jim Reed and Director Hoenig investigated and discovered that the top portion of the drain has completely rusted through. The rust apparently pushed up on the tiles and drain cover. Mr. Whistler advised in all his years he has never seen anything like this. Director Hoenig asked the Board for some direction on this issue, as there is a need for plumbing, concrete, tiling and other trades to resolve the issue. Specifically, Director Hoenig asked the board if she may activate the Emergency clause of the Purchasing Policy, or if she should follow the normal procedure and request quotes for the November 2023 board meeting. Both Trustee Maddix and Trustee Winborn spoke up in favor of the use of the emergency purchasing clause. Vice President Kennedy asked the Board if there was anyone with a difference of opinion, and there was none. Permission was granted to pursue a fix for the issue using the Emergency Purchasing Clause.

Director Hoenig also discussed participation in the retro-conditioning program from DTE. This program assists customers in discovering energy savings by identifying ways to make building systems more efficient.

She briefly discussed the project to repair the roof fins above the curtainwall at Whittaker. She advised the project is complete.

Finance – Trustee Maddix spoke about the meeting held on Tuesday, October 17th. She advised the packet accurately represents the discussion held at that time.

Friends of the Library – Trustee Steimel reported that there is \$45,000.00 in cash to start planning next year's budget. The group is considering committing to donating \$35-40,000.00 this coming year to the library. Last year they committed to \$30,000.00 and gave a bit more. He also advised online sales are transitioning from Bob and Mary Jane Ferret to other Friends, and the sale books will be kept at the library. Currently the group is reviewing prices and inventory. He stated the group is requesting CD's for sale. The 1960-70's rock, as well as jazz, are the best sellers right now. Finally, he advised that the Holiday Sale will have expanded hours. Currently looking at November 18th, 2023, from 11 a.m. to 5 p.m., and November 19th, 2023, from 1-4 p.m.

Report of the Library Director

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Board of Trustees Meeting
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Director Hoenig started off her report with a big thank you to the Friends of the Library, whose generous \$6,500.00 donation closed out the capital campaign to build the new Superior Library branch. Currently the pledge payments are the only outstanding items for the campaign.

She also discussed the A2Y Chamber's Early Edition breakfast, which she and Joy Cichewicz attended on October 18th. They met Mike Smith, Chief Imagineer and Owner of MI-HQ, whose group has an exciting vision to uplift Ypsilanti with a state-of-the-art medical center and a high-tech incubator. Festivals and other events will be planned in an outdoor courtyard, and the facility includes a 160-seat amphitheater. Mr. Smith told them he loves libraries and is looking forward to partnering with Ypsilanti District Library.

Director Hoenig attended the Superior Township Board Meeting on October 16th. She is pleased with the proposed plan for the payback of the Harris Road widening costs. However, the Superior Township Trustees decided to put this item on their November agenda. If approved, Director Hoenig believes the library Board will need to approve as well.

The Bookmobile was at Michigan Avenue last Friday, to provide an opportunity for residents to utilize library services. And the "boo"mobile will be there this Friday with extended hours for Halloween Downtown.

Director Hoenig advised our first implementation meeting for the new ILS is coming up. She followed this with the just delivered, exciting news from Trustee Williams that Washtenaw County would like to contribute, if not pay entirely for, the ILS acquisition to make library services more accessible. The Board was very appreciative of this news and thanked the effort by the County.

The Board then discussed some of the performance indicator numbers from the dashboard to clarify their understanding and provided suggestions.

Old Business

- A. Discussion of possible Michigan Avenue structural changes with Kyle Keaffaber, Architect

Mr. Keaffaber provided an update on the current status of costs and timeline for the Michigan Avenue restoration. The structural improvements required for a third floor addition include adding 13 new columns and footings in the basement. However, the lead time for this would likely push the library opening date further out. The Board followed this up with a robust discussion of the current plans and how these items further impact the cost and time schedule. The Board has a priority to open the Michigan Avenue branch as soon as possible, however, they don't want to miss potential cost savings that may be available to do the work now while the facility is opened up and being remediated from the water damage.

After discussion, Trustee Winborn made a motion to get a quote from Phoenix Contractors for the cost and timeline for the renovations, and specifically whether this work would go past June 1st, 2024. Trustee Williams seconded this motion. The motion passed 6-0.

New Business

- A. Review of 2024 budget

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 25, 2023 (Unapproved)

Director Hoenig provided some brief information about how this draft budget was prepared as well as the spending per capita.

B. Schedule of public hearing for 2024 budget

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: Trustee Cooper

SUPPORTED BY: Trustee Steimel

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

C. 2024 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-40

October 25, 2023

RESOLUTION TO ESTABLISH A SCHEDULE OF 2024 HOLIDAYS AND CLOSINGS

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Board of Trustees Meeting
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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: Trustee Winborn

SUPPORTED BY: Trustee Maddix

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

- D. Consideration of proposals from Terracon and IS1 to further repair the Michigan Avenue roof

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-41

October 25, 2023

RESOLUTION TO AUTHORIZE ROOF REPAIRS AT MICHIGAN AVENUE

Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, and

Whereas, the roof drains were overwhelmed by torrential rain and water infiltrated the building, and

Whereas, Terracon, Inc. performed water infiltration testing and made a number of recommendations, and

Whereas, a proposal was secured from Industrial Services, Inc. to complete the first phase of recommended repairs, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Proposal 23-0472 from Industrial Services, Inc. to perform repairs on the Michigan Avenue roof, at a cost of \$16,290.00 is approved.

IT IS ALSO RESOLVED that:

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The Library Director is authorized to compensate Terracon, Inc. for project administration and site visit costs as required to complete the project.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

E. Whittaker roof flashing repairs

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: Trustee Maddix

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SUPPORTED BY: Trustee Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

F. Discussion of Board communications priorities

The Board participated in a robust discussion regarding the notification and dissemination of information to board members regarding incidents taking place at the library. After discussion, it was decided that for the next month, the Library Director will send a brief email to the Board if and when authorities are called to the scene, indicating whether the matter has been resolved. It can be evaluated next month when all are in attendance.

G. Discussion of Director evaluation process

The Board discussed the current evaluation process and possible alternatives. It was decided to use the same evaluation process as last year, but the Personnel Committee should look at other options mid-year 2024, when there is more time to explore options.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Kudos to Jodi Krahne for her scheduling of additional employees from Michigan Avenue by their own personal interests. He also hyped up the intergenerational art program, as well as the bookmobile parking downtown every Friday.
Trustee Winborn	Just started interviewing for the Washtenaw County Food Growers, and in January or February that project should be posted on the library website.
Trustee Maddix	Looks forward to seeing as many people as possible at Halloween Downtown.
Trustee Williams	Advised he had a conversation on October 23 rd with a group of Ypsilanti business owners. The discussion involved how the County could support the businesses along Michigan Avenue more by driving more foot traffic into the area. The Michigan Avenue closure and popularity of Halloween Downtown and the Tree Lighting were discussed.
Trustee Kennedy	No Comment
Trustee Horne McGee	Absent

Adjournment

Trustee Kennedy moved to adjourn at 8:34 p.m. Trustee Cooper seconded this motion.

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

Financial Report

**Ypsilanti District Library
Balance Sheet
October 31, 2023
General Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 10/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Total Cash & Cash Equivalents	2,377,714	2,596,924	2,940,888	3,413,908	3,497,836	3,458,972	(38,863)
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	111,774	(20,339)
Total Assets	2,426,996	2,695,077	3,025,258	3,522,578	3,629,949	3,570,746	(59,203)
Liabilities	145,758	85,577	313,638	344,511	215,952	104,274	(111,678)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						1,883	
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	404,909	168,979
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	3,466,473	52,475
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	3,629,950	3,570,746	(59,203)

Ypsilanti District Library
Period Ending 10/31/23 (91.7% 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 10/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	6,428,706	(217,063)	103.5%
Expenditures							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,936,006	2,307,801	564,850	78.6%
Dept 200 Michigan Ave.	555,976	542,948	619,718	740,892	630,471	110,749	85.1%
Dept 300 Outreach	82,140	92,558	103,158	311,340	264,679	41,618	85.0%
Dept 400 Superior Township	158,483	162,269	230,011	492,848	431,286	53,057	87.5%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,264,450	1,136,687	103,714	89.9%
Dept 600 Donations	12,312	21,629	52,305	-	75,615	(75,615)	NA
Dept 700 Grants	7,405	19,079	31,359	-	24,825	(24,825)	
Total	4,069,379	4,051,904	4,550,633	5,745,536	4,871,363	773,549	84.8%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	466,107	1,557,343		
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	4,009,448		

**Ypsilanti District Library
General Fund
Period Ending 10/31/2023
(91.7% 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 10/31/23 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	1,072,268	100.5%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	935,455	100.7%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	20,000	33,869	169.3%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	3,899,223	100.8%
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						34,350	
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	35,000	45,554	130.2%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	6,000	6,619	110.3%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	20,000	30,732	153.7%
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	9,412	376.5%
681.000	Donations Designated	5,100	0	0		0	0	0.0
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	2,843	473.8%
687.000	Interest/Checking	1,037	457	1,383	950	950	6,344	667.8%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	49,571	762.6%
687.121	MI Class value change	0	0	0	0	0	1,883	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	12,595	157.4%
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	6,375,122	102.6%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2023
(91.7% 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 10/31/23 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	779,461	88.3%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	9,390	104.3%
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	2,408	44.6%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	18,090	72.4%
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	18,897	95.4%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	202,897	189,998	93.6%
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	89,865	74.6%
719.000	FSA Admin Fee	707	729	624	758	758	550	72.6%
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	41,042	126.7%
727.050	CARES act Exp	95	6,305	0			0	
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	31,900	19,383	60.8%
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	417,727	88.7%
756.000	Delta Dental	34,311	34,322	32,832	36,383	36,383	31,642	87.0%
757.000	Employee Assistance Program	579	0	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	4,183	4,312	103.1%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	9,340	104.2%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	14,235	16,904	118.8%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	19,445	93.0%
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	270,780	91.9%
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	31,858	63.7%
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	22,610	64.6%
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	4,219	84.4%
774.975	Library of Things	0	2,876	8,799	13,000	13,000	6,411	49.3%
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	9,812	56.4%
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	6,207	95.5%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	5,646	125.5%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	6,661	98.7%
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	24,413	244.1%
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	-180,457	MA
850.000	Automation - Technology	183,693	128,433	110,254	139,395	139,395	128,081	91.9%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,983	21,471	269.0%
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	42,385	104.1%
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	15,753	70.2%
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	866	8.7%
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	24,710	89.1%
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	3,260	51.7%
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%
Total		2,163,719	2,132,617	2,357,850	2,872,651	2,936,006	2,307,801	78.6%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2023
(91.7% 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 10/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	396,590	402,866	423,056	506,014	501,189	436,891	87.2%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	5,637	105.4%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	22,100	13,630	61.7%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	15,200	11,023	72.5%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	2,868	95.6%
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	3,700	94.9%
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	35,241	130.5%
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	10,297	83.5%
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	2,125	45.3%
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	3,514	60.8%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	18,693	91.5%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	7,290	5,395	74.0%
980.000	Professional Contractual (Security)	0	0	0	50,440	50,440	39,710	78.7%
Total		555,976	542,948	619,718	741,220	740,892	630,471	85.1%
Dept 300 Outreach								
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	214,664	86.1%
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	2,329	44.4%
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	7,905	65.9%
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	3,637	53.4%
Total		82,140	92,558	103,158	306,297	311,340	264,679	85.0%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2023
(91.7% 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 10/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	323,563	92.0%
702.800	Salary/Pages	0	0	0	9,360	3,874	3,276	84.6%
771.000	Adult Books & Processing	0	0	0	15,550	15,550	10,345	66.5%
772.000	Youth Books & Processing	0	0	0	12,400	12,400	9,895	79.8%
775.000	Library Materials	5,842	6,553	7,388	0	0	0	
776.000	Periodicals	0	0	0	500	500	1,290	258.0%
778.000	Audio/Visual	0	0	0	1,550	1,550	955	61.6%
801.500	Learning Never Gets Old	0	0	0	750	750	401	53.5%
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	5,094	76.6%
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	22,724	96.9%
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	7,820	86.2%
940.000	Phone	1,134	1,138	782	4,156	4,156	1,870	45.0%
943.000	Natural Gas	659	650	1,097	11,636	11,636	2,318	19.9%
947.000	DTE - Electric	960	1,044	1,299	10,061	10,061	5,453	54.2%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	5,527	6,203	112.2%
980.000	Professional/Contractual	0	0	0	25,000	25,000	21,780	87.1%
Total		158,483	162,269	230,011	484,343	492,848	431,286	87.5%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2023
(91.7% 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 10/31/23 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	734,209	91.3%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	29,931	79.9%
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	36,476	88.1%
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	24,623	84.9%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	5,707	114.1%
776.050	Periodicals - Youth	759	745	617	800	800	722	90.3%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	6,378	59.6%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	2,668	80.8%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	59,245	65,451	110.5%
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	36,349	133.1%
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	29,165	105.7%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	2,212	52.7%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	12,607	97.0%
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	4,505	44.8%
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	20,142	63.6%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	89,404	84.9%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	5,783	78.3%
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	1,136,687	89.9%
Dept 600 Donations								
Revenue:								
	Total Revenue	18,888	37,195					
	Total Donated revenue	18,888	37,195	106,336			29,084	NA
Expenditures:								
	Total Expenditures	12,312	21,629					
	Total Expenditures	12,312	21,629	52,305			75,615	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			24,825	NA
Total	Net -- restricted for future	5,675	23,254	-14,689			-325	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	6,428,706	
Total Expenditures		4,069,379	4,051,904	4,550,633	5,644,912	5,745,536	4,871,363	84.8%
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	466,107	1,557,343	
	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	3,859,448	

**Ypsilanti District Library
Balance Sheet
October 31, 2023
Capital Asset Replacement Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 10/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Cash and Current Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,408,032	51,870
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,408,032	51,870
Liabilities	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,088,032	200,101
Total Liabilities & Fund Balance	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,408,032	51,870

Ypsilanti District Library
Capital Expenses
Period Ending 10/31/23 (91.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 10/31/23 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	86,970
688.000	Interest	4,986	1,181	97	6,744
Other departments		-	-		-
Total		59,589	858,374	450,968	93,714
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	540
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	-	618
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	1,071,499
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	265,055
Subtotal		-	410,262	387,987	265,055
TOTAL Capital Expenditures		269,300	1,433,793	4,352,633	1,398,481
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	200,101
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	1,088,033

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	10/31/2023	93,714		
YTD Expenditures	10/31/2023	-1,071,499	-326,982	
Balance	10/31/2023	107,474	980,560	1,088,033
			320,000 future pledges	
			1,408,033	

Project Summary Through:

	10/31/2023	10/31/2023
	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,469,166	
Future pledges	320,000	
Expense	-6,214,127	-1,253,620
	427,474	980,560

Check Register Report

Date: 11/01/2023

Time: 12:15 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76279	10/04/23	Printed			AES	ALLIED BUILDING SERVICES	Whit Ext/Int window wash	7,450.00
76280	10/04/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Whit Oct 2023 service	587.11
76281	10/04/23	Printed			DTE ENERGY	DTE ENERGY	Whit 8/24-9/22/23 service	10,030.42
76282	10/04/23	Printed			DTE ENERGY	DTE ENERGY	Superior 8/24-9/25/23	1,703.57
76283	10/04/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	50% down-whit circ area	10,657.41
76284	10/04/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Superior 7/15-9/14/23 billing	15.29
76285	10/04/23	Printed			MAS	MICHIGAN AUTOMATIC SPRINKLER	Superior start up 2023	334.00
76286	10/04/23	Printed			0000000021	Y C U A	Whit 8/20-9/20/23 service	1,405.01
76287	10/13/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior 9/2023	1,980.00
76288	10/13/23	Printed			SARAR	SARA ADDINGTON	Chair Yoga	200.00
76289	10/13/23	Printed			AK	AK LAWCARE	Superior #1 of 5 11/23-4/24	5,500.00
76290	10/13/23	Printed			ALER	ALERUS FINANCIAL	employe contribution 9/2023	19,029.68
76291	10/13/23	Printed			AALLC	ALLSTAR ALARM LLC	Superior 11/1/23-1/31/24	138.00
76293	10/13/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	10/1 invoice	840.38
76294	10/13/23	Printed			BASIC	BASIC	Oct 2023 fee	50.00
76295	10/13/23	Printed			BCSC	BE CREATYV STUDIO COMMUNITY	art instruction fall 2023	320.00
76296	10/13/23	Printed			BA	BLACKSTONE PUBLISHING	the breakaway	77.88
76297	10/13/23	Printed			BOX	BOXCAR STUDIO	web supt 10/1/22-9/30/23	1,950.00
76298	10/13/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 10/6/23	358.91
76299	10/13/23	Printed			MABY	MAREDITH BYRD	Unoccupied - oil painting	1,750.00
76300	10/13/23	Printed			CADL	CAPITAL AREA DISTRICT LIBRARY	lost ILL -Crucial Conversation	18.64
76301	10/13/23	Printed			JCARY	JAMES CAREY	Sept 2023 service	1,100.00
76302	10/13/23	Printed			CDW	CDW GOVERNMENT, INC.	2 - tripp 6ft lighting usb	37.28
76303	10/13/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Sept 2023 - all locations	575.65
76304	10/13/23	Printed			DTE ENERGY	DTE ENERGY	MA 8/30-9/28/23 service	924.20
76305	10/13/23	Printed			DTE ENERGY	DTE ENERGY	whit street sept 2023	48.78
76306	10/13/23	Printed			FDC	FABER DESIGN CO.	10/4/23 service date	5,391.75
76307	10/13/23	Printed			FCB	FIRST CITIZENS BANK	due 10/19/23 lease	4,353.90
76308	10/13/23	Printed			MVF	MICHAEL FORNES	11/4/23 Edmund Fitzgerald	300.00
76309	10/13/23	Printed			GHRR	GLOBAL HR REASEARCH, LLC	Eaddy/Bailey/Oliver check	453.75
76310	10/13/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior supplies	10.99
76311	10/13/23	Printed			HTI	HOMELESS TRAINING INSTITUTE	renewal 2023	899.00
76312	10/13/23	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit 9/15/23 service	131.25
76313	10/13/23	Printed			IMPDAD	IMPERIAL DADE	tissue/towel	564.10
76314	10/13/23	Printed			EAJA	EARL JACKSON	The Lily Pond - oil on canvas	3,570.00
76315	10/13/23	Printed			0000000051	THE LIBRARY NETWORK	circuit speed Jul-Sept 2023	7,013.26
76316	10/13/23	Printed			AFSCME	MICHIGAN AFSCME	October dues 2023	782.00
76317	10/13/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Think Space sessions	1,945.00
76318	10/13/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	11/4/23 program	212.85
76319	10/13/23	Printed			MCLS	MIDWEST COLLABORATIVE FOR	Corsizio wksp / Harijan	100.00
76320	10/13/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504416431/504416359.....	356.10
76321	10/13/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla sept 2023	17,510.70
76322	10/13/23	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Be Water	25.99
76323	10/13/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Oct 2023	128.00
76324	10/13/23	Printed			SPNR	SILVANA NUNEZ-REGUEIRO	Printmaking fall 2023	160.00
76325	10/13/23	Printed			OTS	OMNI TECH SPACES	whit youth chair balance	4,329.00
76326	10/13/23	Printed			OV	OVERDRIVE, INC.	01576CO23331018.....	4,930.78

Check Register Report

Date: 11/01/2023

Time: 12:15 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								
76327	10/13/23	Printed			PATR	PATRON ACCOUNT	return-Meet Mario	14.99
76328	10/13/23	Printed			PATR	PATRON ACCOUNT	rerutn-SAT prep 2020	20.00
76329	10/13/23	Printed			PATR	PATRON ACCOUNT	return-Intro to Genetics	10.00
76330	10/13/23	Printed			PW	PLANTWISE	Whit phragmites	725.00
76331	10/13/23	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Fragile Threads of Power	56.24
76332	10/13/23	Printed			PROQUEST	PROQUEST LLC	10/23 - 9/2024 Ancestry	3,534.07
76333	10/13/23	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #6 of 8 Sept 2023	1,850.00
76334	10/13/23	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	Chases Calendar of Events 2024	193.30
76335	10/13/23	Printed			SEA	CHRISTINA SEARS	11/4/23 dance program	125.00
76336	10/13/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	Sept 2023 service	4,122.50
76337	10/13/23	Printed			JMS	JEFFREY SMITH	10/15/23-Photograph program	250.00
76338	10/13/23	Printed			STAPAD	STAPLES ADVANTAGE	st 9/25/23	600.92
76339	10/13/23	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	superior repair	98.00
76340	10/13/23	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Superior-Oct 2023	1,681.25
76341	10/13/23	Printed			THERIDE	THE RIDE	200 fare tokens	100.00
76342	10/13/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Oct 2023 curbside	90.00
76343	10/13/23	Printed			YEA	YPSILANTI ENTERPRISE	dues 2023-replace dated check	120.00
76344	10/26/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior Oct 2023 service	1,980.00
76345	10/26/23	Printed			0000000025	AFLAC	FY23 #12 Nov coverage	113.80
76346	10/26/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Smith renewal	247.00
76347	10/26/23	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit kids restroom	429.00
76348	10/26/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 9/30/2023	107.80
76349	10/26/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 9/30/2023	78.96
76350	10/26/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 9/30/2023	165.02
76351	10/26/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 9/30/2023	1,104.67
76352	10/26/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 9/30/2023	1,220.69
76353	10/26/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 9/30/2023	381.28
76354	10/26/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 9/30/2023	457.34
76355	10/26/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 9/30/2023	149.52
76356	10/26/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 9/30/2023	3,497.42
76357	10/26/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 9/30/2023	559.70
76358	10/26/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 9/30/2023	3,612.34
76359	10/26/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 9/30/2023	128.31
76360	10/26/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	Cards-Harijan/Page/Neil/McMill	580.00
76361	10/26/23	Printed			BCN	BLUE CARE NETWORK OF MI	Nov 2023 coverage	45,627.24
76363	10/26/23	Printed			CEN	CENGAGE LEARNING	judgement prey	246.66
76364	10/26/23	Printed			0000000567	CENTER POINT PUBLISHING	shell beach	147.42
76365	10/26/23	Printed			TOCL	TONNA CLEMONS	Superior Art	1,000.00
76366	10/26/23	Printed			TOCU	TORYN CURRIE	STEAM cafe intern Oct 2023	123.50
76367	10/26/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Nov 2023 coverage	2,790.91
76368	10/26/23	Printed			ESQ	ANGELICA ESQUIVEL	Superior artwork-canvas 1/2/3	1,500.00
76369	10/26/23	Printed			CLFI	CLARKE FIELDS	STEAM Oct 2023 intern	52.00

Check Register Report

Date: 11/01/2023

Time: 12:15 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								
76370	10/26/23	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Sept 2023 service	658.00
76371	10/26/23	Printed			KIGA	KIERSTEN GAWRONSKI	Genealogy presen 11/2023	50.00
76372	10/26/23	Printed			HGD	HARMON GLASS DOCTOR	MA window	762.37
76373	10/26/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 10/13/23	756.22
76374	10/26/23	Printed			IMPDAD	IMPERIAL DADE	towel/bath tissue	326.35
76375	10/26/23	Printed			ISI	INDUSTRIAL SERVICES INC.	whit roof repair	10,900.00
76376	10/26/23	Printed			INTER	INTERACTIVE SCIENCES, INC.	10/14/23-10/13/24	790.00
76377	10/26/23	Printed			KAJO	KAITLYN JOHNSON	lodging MLA conference10/18/23	481.78
76378	10/26/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	whit-triangle bay shades	2,979.00
76379	10/26/23	Printed			0000000051	THE LIBRARY NETWORK	tech serv-deep freeze	1,193.00
76380	10/26/23	Printed			ACADE	MAD SCIENCE OF DETROIT	2/3/2024 program deposit	200.00
76381	10/26/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	Nov 2023 coverage	1,765.41
76382	10/26/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Superior 9/15-10/14/23	701.19
76383	10/26/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504514098.....	576.50
76384	10/26/23	Printed			OV	OVERDRIVE, INC.	17 items	2,665.69
76385	10/26/23	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA 8/1-10/9/23 architec servic	7,720.00
76386	10/26/23	Printed			PINTER	PINTER'S FLOWERLAND INC.	whit youth garden	317.85
76387	10/26/23	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Want my hat back	939.29
76388	10/26/23	Printed			MOPO	MONICA PORTER	ABOS conference 2023 lodging	1,325.47
76389	10/26/23	Printed			PP	PROGRESSIVE PRINTING	#4 coin envelopes-2,500	391.00
76390	10/26/23	Printed			RNA	RNA FACILITIES MANAGEMENT	whit-tree removal	3,965.00
76391	10/26/23	Printed			KARO	KAREN ROBINSON	Genealogy Nov 2023 programs	50.00
76392	10/26/23	Printed			TKFARM	THOMAS SALSBUY	Halloween Downtown-petting far	625.00
76393	10/26/23	Printed			0000000136	STATE OF MICHIGAN	Detroit- Oct 2023- City WH	99.12
76394	10/26/23	Printed			0000000136	STATE OF MICHIGAN	Detroit- Sept2023- City WH	104.38
76395	10/26/23	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	whit winterization 2023	885.00
76396	10/26/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Sept 2023 service	336.36
76397	10/26/23	Printed			TDSM	TDS	10/22-11/21/23 service	774.76
76398	10/26/23	Printed			U	ULINE	Superior entry mat	234.90
76399	10/26/23	Printed			VERIZON	VERIZON WIRELESS	9/10-10/9/23 service	336.02
76400	10/26/23	Printed			0000000030	VISION SERVICE PLAN - MI	November 2023 coverage	697.30
76401	10/26/23	Printed			LLW	LAWRENCE WARTLEY JR.	DJ-Halloween Dwtn 2023	200.00
76403	10/26/23	Printed			WT	WT COX INFORMATION SERVICES	NG Kids/People/RD Large print	8,108.76
Total Checks: 122					Checks Total (excluding void checks):			252,058.20
Total Payments: 122					Bank Total (excluding void checks):			252,058.20

Check Register Report

Date: 11/01/2023

Time: 12:15 pm

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

2097	10/20/23 Printed	BECRAU	BECKETT & RAEDER	Superior-plantings entry walk	617.50
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Total Checks: 1

Checks Total (excluding void checks):

617.50

Total Payments: 1

Bank Total (excluding void checks):

617.50

Total Payments: 123

Grand Total (excluding void checks):

252,675.70

Communications

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/21/2023
Re: Superior Planning Committee report

The new Superior Library has been open a full year! Most issues have been resolved. We have received final billings from O'Neal and TelSystems; these will be paid by the time of our meeting.
Project status:

- A metal base trim was installed on the service desk to prevent deterioration from mopping, feet, carts, strollers, etc. It looks quite nice.
- Emergency exit door thresholds and outdoor landings were letting water in during heavy rains. O'Neal did some work on these and we will monitor the results.
- Staff entrance keypad has had a variety of pesky issues and has now been replaced twice.
- There is an ongoing issue with one of the building's HVAC pumps; we are working with the installer, O'Neal, and our HVAC maintenance firm, Campbell, to determine where responsibility lies at this point.

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 on order.

The Youth computer table is noticeably bowing in the middle. Library Design Associates has ordered an additional leg to support the center of the table. This will be installed when the wire management system comes in.

TelSystems installed the remaining microphone and rear camera operating equipment, and provided training on the assistive listening system.

Four lovely pieces of artwork have been acquired. Once we receive accompanying signage we'll install them; should be before the end of December. Very exciting!

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/22/2023
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): Complete.
- Resolution 2023-41 Michigan Avenue roof repairs: This work is currently underway.
- Resolution 2023-42 Whittaker roof flashing: This project has not yet started; will be tackled by IS1 following the Michigan Avenue project.

**

The tile floor and drain in the Whittaker Family restroom were repaired, and the restroom reopened 11/1. O'Neal handled the repair for us. It was well within my threshold to approve (\$2,261), so I didn't need to utilize the emergency clause of the Purchasing Policy.

Director's Report and attachments

Library Director's Report

November 29, 2023

An Anniversary, Art, and an Award!

November 14th marked the first anniversary of YDL-Superior's grand opening. Congratulations to Branch Manager Mary Garboden and the entire Superior staff on a tremendous first year of operation. The community has truly embraced the new library, where storytimes are bustling and meeting spaces are often at a premium. This remarkable public space is already making a big impact. We should all be very proud!

Four wonderful pieces of art destined to hang permanently at new Superior are in my office just waiting for their signage to arrive. By the end of the year they'll be installed, and featured in the Winter issue of *The Loop*. Sadly, we didn't receive the Michigan Humanities grant we hoped would fund a district-wide celebration of public art. We will still make a big splash at Superior by holding receptions for and workshops by the artists in 2024.

On Tuesday, 11/7, I was recognized for my work on the new library with one of seven "Empowered Woman" awards at Washtenaw County's inaugural Women's Day Celebration. I was honored to accept and say a few words about the value and importance of libraries.

Financial:

- OHM finalized the costs for the Harris Road widening project and found an additional \$9,500 of work that should be billed to the Library. Washtenaw County has committed \$40K toward the project, but Superior Township Supervisor Ken Schwartz didn't have this confirmation until after the 11/20 Township Board meeting. I plan to attend the December 18th meeting, at which I hope his payback plan will be approved.

Personnel:

- Part-time Michigan Avenue Paraprofessional Scott Marlowe has resigned, effective 11/21 after about 5 years on staff. We wish him all the best as he starts a new chapter.
- Congratulations to Psyche Jetton and family on their new addition! Son Kit was born 11/2.
- The week after Thanksgiving, YDL will offer a number of staff opportunities: the first in the 5-session staff trauma training series with EMU's Sarah Shea, plus appointments with our health insurance broker and AFLAC representatives. Open enrollment for health insurance begins December 1.

Technology:

- On Monday, 11/13, there was a broad power outage that included Whittaker. The outage began around 4 p.m. with a restoration estimate from DTE of 4:45. Later, the estimate was pushed back to 8:45, so the library closed for the day. We hadn't lost power at Whittaker like this in a long time, and this was the first time in my memory that another branch (Superior) maintained power. Unfortunately, the battery back-up for the servers at Whittaker only lasted until 6:30 or so, at which time Superior lost phones and Internet access. The batteries are expensive. Rather than replace the faulty ones, we may wish to consider investing in a generator for situations like this. Our IT team will investigate.
- We've begun the profiling process for Polaris; very exciting!

Side Notes:

- On 10/26 I arranged a meet and greet with Ypsilanti's new Chief of Police, Kirk Moore. We gave him a tour of Michigan Avenue and shared our concerns about crime and vagrancy in Library Plaza during our extended closure. A library supporter, he now has a clear understanding of our issues; he is currently working to add officers to better manage security downtown.

Agenda

- 8:00 a.m. – 9:00 a.m. **Registration/Breakfast**
Mistress of Ceremony: Crystal Campbell, PIO Washtenaw County
- 9:00 a.m. – 9:15 a.m. **Opening/Welcome/Purpose** - Florence Roberson, S.U.R.E. MOMS
- 9:15 a.m.- 9:25 a.m. **Storyteller I:** Cathleen Taylor, Dress for Success
- 9:30 a.m. – 10:00 a.m. **Keynote Speaker-** Mama Shu
- 10:00 a.m.- 11:00 p.m. **Panel Discussion: Transforming Pain into Purpose**
Moderated by Dr. Kim Jones, WCSO
Mama Shu- The Avalon Village
Delphia Simpson/Brittney Williams - Public Defenders Office
Victoria Burton-Harris – Prosecutor’s Office
Gail Wolkoff – Educate Youth
Ashely Anderson – The Corner Health
- 11:00 a.m.- 12:00 p.m. **LUNCH**
- 11:30 a.m.- 12:00 p.m. **Washtenaw County Empowered Woman Awards**
- 12:35 p.m.- 12:45 p.m. **Storyteller II:** Selene Koremenos-Tsebelis, Huron Students Demand Action
- 1:00 p.m. - 2:00 p.m. **Breakout Sessions:**
-
1. “Healing From...”
Keri Jackson, Dawn Farms
Ashley Anderson – The Corner Health
 2. Navigating resources for
Gun/Domestic/ Partner Violence
Safehouse - Christine Watson
Domestic Violence Advocate/ Expert Witness -
Tanesha Ash-Shakoor
 3. The Pampering Place
Revolutionary Rest- Angleisia Brown
Ph.D. Candidate at WSU
Skincare/ Make-up Station - Mary Kay
Consultants - Candace & Camille
Glamour Photo Shots - Cre8tiv Media
 4. Launch Your Legacy - Cheranissa Williams
- 2:15 p.m. - 3:00 p.m. **Closing/ Call to Action**

YDL Dashboards

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From		
	<u>ACTUAL</u>	<u>TO DATE</u>	<u>NOTES</u>
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,685	
Annual Appeal	\$22,549	\$29,480	Dec '22 - March '23 / Fall 2023
Individual	\$85,004	\$3,517	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	\$29,200	
	\$139,694	\$74,744	
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	\$187,720	
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	\$58,584	
SUPERIOR TOTAL:	\$567,969	\$159,640	

DEVELOPMENT REVENUE BY FUND

Where the \$ Goes

FY2021/2022

ACTUAL

NOTES

General Fund	\$30,389	Includes Endowment Distribution	
Miscellaneous Specified Funds	\$123,390	Friends & Designated, Non-Capital	
Superior Capital	\$567,969		
TOTAL:	\$721,748		

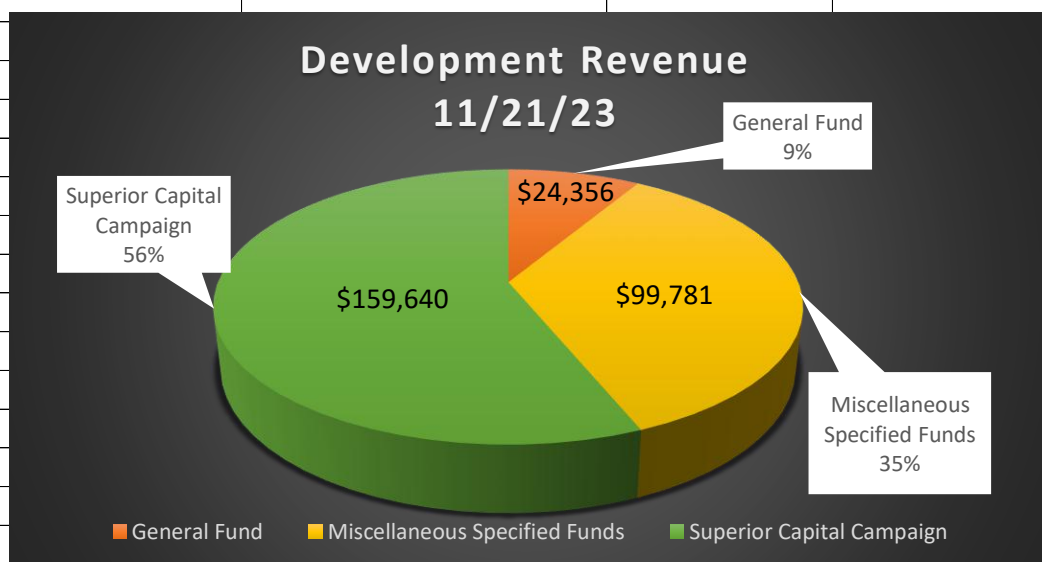
Endowment gifts received
and deposited with AACF: **\$5,000**

FY2022/2023

AS OF:

	<u>9/20/2023</u>	<u>10/18/2023</u>	<u>11/21/2023</u>
General Fund	\$23,021	\$23,239	\$24,356
Miscellaneous Specified Funds	\$77,691	\$90,440	\$99,781
Superior Capital Campaign	\$150,589	\$159,615	\$159,640
TOTAL:	\$251,301	\$273,294	\$283,777

Endowment gifts received
and deposited with AAACF: **\$7,688**



Department Reports

Acquisitions Department Board Report

October 2023

Department News and Activities

- We have started the ILS migration process! I'll be working with Julianne Smith and John Connaghan to begin the configuration profiling for our new system, Polaris.
- The fiscal year is ending soon and the last orders of 2023 are pouring in! To the right is a picture of our very full mailroom on a particularly busy day. (Most of these packages contain new Library of Things items that we'll be rolling out soon.) The Acquisitions team will be working hard this month to wrap up the orders for the year.
- 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 91% encumbered.**
- 308 items were cataloged in October.
- 3,424 items, including 2,505 e-items, were added in October.
- YDL borrowed 1,117 items from other libraries via MeLCat in October.
- YDL loaned 833 items to other libraries via MeLCat in October.
- 161 items no longer in our system have been returned since going fine free.

Submitted by Katie Page
November 15, 2023

Assistant Director
Board Report: November, 2023

Katie, John, and I are making good progress in our profiling sessions with Innovative staff. Policy decisions are being evaluated (if/then scenarios that affect functionality), and we are mapping our data for the eventual migration to the new system. It's a lot of brain drain, but between the three of us we are one giant monster of capability.



In addition to Polaris profiling, Sam and I attended virtual VEGA Promote training with our designated Innovative staff member. Promote will replace our subscription to MailChimp and will allow for improved email marketing, including market segmentation, auto opt-ins, and interface capabilities with the borrower side of the catalog, as well as analytical tools. In addition, the interface is very intuitive and has nice features. VEGA onboarding staff already uploaded our brand assets and created some templates for us.

The work toward reopening Michigan Avenue continues. Kyle, Lisa, Joy, and I have gone through several interior reconfiguration drafts, with the goals of improving services, safety, staff spaces, and adding additional features, such as study rooms and a lactation space for staff (a legal requirement with the passage of the PUMP Act in 2022).

Jodi and I continue to serve on the Wonder Media (mis/disinformation) committee for the Library of Michigan to design programs for a public library audience based on the exhibit. The website is in a wireframe status, and we will soon break into small groups to design specific programs based on their respective exhibit modules.

Chris McMullen and I attended an outstanding Chamber of Commerce event this month. While not exactly uplifting, the future of Michigan and Washtenaw County in terms of workforce development, a decreasing and aging population, and affordability were presented in depth. It definitely provided context for some strategic initiatives.

Jim and I recently went on a shopping adventure at Home Depot to price out a stackable washer and dryer for Whittaker Road. The youth department staff takes home items that need laundering on a weekly basis, and Karen takes all the tablecloths and kitchen linens to her home. Having a unit here has been on the “wish list” for years and will provide a more efficient use of staff time.

The Friends of YDL holiday sale (2 days) was a great success! Marci reports earnings of \$2,411, and the shop also had a very successful day. For context, their “big sales” (4 days) average \$2,498 and are significantly more work. Perhaps smaller, more frequent pop-ups are worth considering! I have collected their remaining pledge to YDL for 2023 (\$30,000), and we are so very grateful for all that they do!

I have attached attendance numbers for the fall exhibit and related programs. *A Colorful Dream* was wildly popular, and we look forward to welcoming *Through Darkness to Light: Photographs Along the Underground Railroad* in the fall of 2024.

Submitted by Julianne Smith, November 21, 2023

A Colorful Dream: Photography by Adrien Broom

September 1-October 20, 2023



Door Count: 2,885

NOTE: this is our first “official” deployment of the SenSource people counter in the Community Room. Former counts were historically a guess that 1/3 of library visitors viewed an exhibit. The actual door count proves that estimate to be high (c. 10,000/exhibit).

<i>Alice in Wonderland</i> Book Discussion	6
Enchanted Lands	48
Fairy Wings and Crowns	78
Family Art Walk	15
Fanciful Cakes	29
Film Screening of <i>La La Land</i>	15
Gumball Raffle	99
Mad Hatter Tea Party	90
Smartphone Photography	10
Strange and Wonderful World of Dreams	20
STEM Stations on Color (1 of 2)	36
STEM Stations on Color (2 of 2)	29
Storytime on Color	49
Tiny Art Show	26
TOTAL PROGRAM ATTENDANCE	550

Community Relations

Monthly report: November, 2023

Major print/design pieces produced:

- **STEM flyers and bus ads:** We had flyers printed to highlight our new STEM equipment and programming, along with Bus ads to promote them (see below).
- We're almost ready to send the Winter Loop to the printer. This issue contains information about the progress at Michigan Avenue, the successful completion of the Next Chapter Capital Campaign, the new Ypsilanti Food Growers & Gardeners Oral History Database that we're hosting on our website, and more.

Promotional activity

- **STEM w/ Toyota:** We have printed flyers, stickers, and bus ads to promote the Toyota STEM grant and all the programming and equipment we've gotten as a result. The flyers will be distributed to YCS, LCS, and local charter schools. They'll also be in our buildings and at programs. The bus ads will run for 2 months on all of TheRide's routes. Stickers will be distributed at programs.
- **Dine to Donate:** On December 7, Aubree's is hosting a Dine to Donate event to support YDL. They will donate 20% of all bills as long as the person shows the flyer. We're sharing the flyer prominently on social media, on our website, and around the buildings.

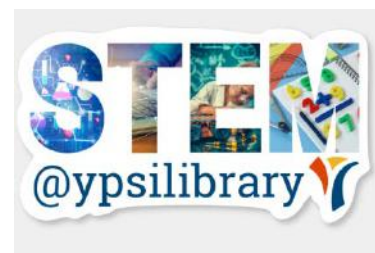
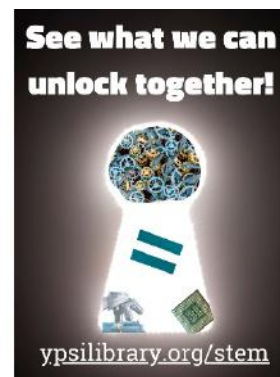
Notable Media Mentions

- Concentrate and WEMU ran their piece about the Michigan Avenue branch as part of their On the Ground Ypsi segment.

Community Relations news

- Sam and Monica continue to share weekly Parkridge duty. Sam attends the monthly Engage meetings.
- Sam and Paula are meeting with a representative from Michigan WORKS Southeast to talk about program and promotional collaboration opportunities.
- Sam attended the Library Marketing and Communications Annual Conference in Indianapolis, learning about Tik Tok trends, marketing challenges libraries are facing, and design tips that we can incorporate into our promotional work.

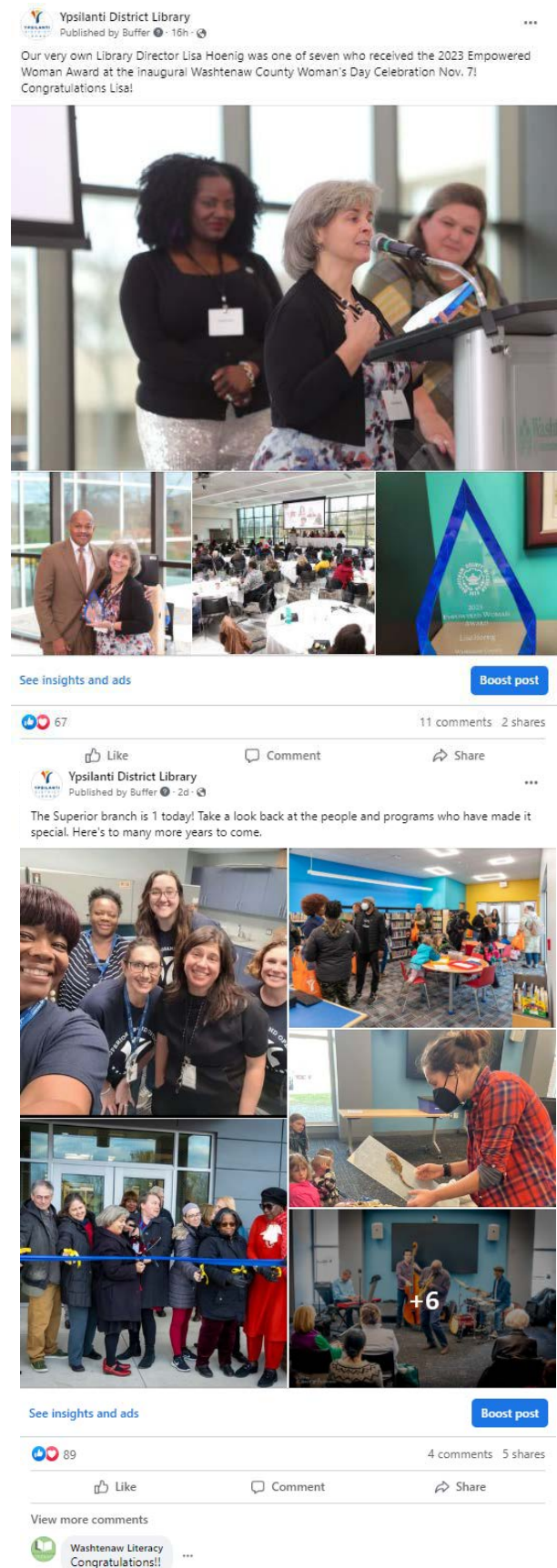
Submitted by Sam Killian on 11/22/2023



Notable Social Media activity

Over the last week, we've had 25,300+ impressions with our social media posts (a decrease of 9% over the previous week), with over 1,400 engagements. Even with a slight decrease in impressions, our engagement rates on Facebook and Instagram increased by 6% and 27% over that period. We're consistently getting 300+ views on our TikTok videos and are over 350 followers with 4,500+ video likes. Some highlights from the last month:

- Our post recognizing Lisa's Empowered Woman Award reached over 1,100 people with over 280 engagements including 11 comments.
- Our post sharing information about the Freighthouse being open as a warming center reached nearly 1,500 people with 110 engagements, once again showing our power as a community information sharing space.
- Our post about the Superior branch 1-year anniversary (with photos) reached over 1,700 people with 350+ engagements.
- Our Friends of YDL Holiday sale post reached over 3,100 people with around 180 engagements.
- Memes we shared about reading (including one referencing our We Pick for You service) reached 3,000+ people with hundreds of engagements.
- A video we posted on Instagram with Kaitlyn lying down and reading in various spots was seen 1,279 times with 53 likes.



Submitted by Sam Killian on 11/22/2023



DINE TO DONATE
AT AUBREE'S

20 % OF YOUR BILL WILL
BE DONATED TO:

**YPSILANTI
DISTRICT LIBRARY**

**PRESENT THIS FLYER
TO YOUR SERVER ON:**

DATE: DECEMBER 7 2023

FROM: 11AM - 10 PM

WHERE:

AUBREE'S

YPSILANTI TOWNSHIP

2122 WHITTAKER RD.

734-483-1111

VALID ON DINE-IN, DELIVERY & CARRYOUT

DISCLAIMER:

Donation percentage excludes tax, tip, and alcohol sales. Valid at participating restaurants during specific listed hours. Must present flyer for organization to receive credit for purchase. Flyers are not to be distributed in the restaurant or within the perimeter of the restaurant parking lot — doing so may forfeit donations. Thank you!

Customer Services

Monthly report: November 2023

Circulation Stats

For the month of October, we checked out 39,181 items system wide.

Patrons also downloaded 17,676 digital items.

We issued 295 new library cards.

Staff News

Olivia Snelling, who is a part-time YDL Facilities staff member, has now also joined the Whittaker Customer Services team as a page.

New ILS System

Katie Page, Julianne Smith and I have been working with our Polaris project coordinator, Mary Wood to begin the profiling process for the new Polaris ILS system.

Submitted by *John Connaghan* November 21, 2023.

YDL DEVELOPMENT REPORT

November 2023

OUTREACH – MAKING CONTACT

Chris and Julianne attended A2Y Impact 2023 presented the Ann Arbor/Ypsi Chamber of Commerce at EMU on November 3. Speakers presented research detailing Michigan and Washtenaw County's population trends and explained how they will impact and shape our economy, our community, and quality of life going forward. Presenters were Eric Lupher, President of Citizens Research Council of Michigan; Dug Song, co-founder of the Song Foundation and former co-founder and CEO of Duo Security; and Hilary Doe, Chief Growth Officer for the Michigan Economic Development Corporation.

Chris attended Ann Arbor Rotary on Wednesday, November 15. All 2023 grant recipients were invited to attend this meeting. Ann Arbor Mayor Christopher Taylor was the speaker.

PROGRAM GRANTS

Denied

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.

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)

Michigan Humanities Council Fall 2023

Support for new Superior Art Fund and associated programs/workshops. Request: \$13,000 for Honoraria, project supplies, and promotion.

Submitted

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.

Grant Reporting

With support from Jodi, the final report for the Ann Arbor Rotary Club's grant covering the cost of free books for kids during the Summer Challenge was submitted on November 7. As we have received funding two years in a row from Rotary, we did not apply for 2024 funding. Rotary guidelines require a year off from applying after being funded for two consecutive years.

Chris and Mary will begin work on the final report for the Vera & Joseph Dresner Foundation for support of the first year of programming at the new Superior library. The deadline is December 29.

Chris will support Stephanie in final reporting to GroMoreGood for the Michigan Avenue garden due December 15.

END-OF-YEAR ANNUAL APPEAL

The 2023 annual appeal mailing began hitting donor mailboxes last week. Funds received will be dedicated to Michigan Avenue restoration. A total of \$17,593 has been received thus far. Solicitation letters to prospective donors will be mailed this week.

Tuesday, November 28, is Giving Tuesday! Please spread the word. Funds raised on this day will support Michigan Avenue's restoration. Invite friends and family to visit YDL's donation page at <https://www.ypsilibrary.org/engage/donate-2020/>.

Another opportunity to raise funds for Michigan Avenue is taking place on **Thursday, December 7**. Aubree's on Whittaker Road will donate 20% of your dining bill to YDL. Stop in and present them with our Dine to Donate flyer to help us raise funds for our downtown branch. (See the flyer in Board packet materials.)

SUPERIOR CAPITAL CAMPAIGN

We continue seeking funders to complete the interactive play area at Superior. We estimate the project will cost around \$50,000. With partial support from Domino's secured, we need to raise the remaining funds to complete this space in the new library.

Lisa, Mary and Chris met with Philanthropy and Brand Visibility staff from Fifth/Third Bank on November 20 to discuss their potential support of the interactive play area. Lisa and Mary presented the plan for the play area and discussed the need for this avenue of early childhood learning through play. Fifth/Third's giving focuses on supporting financial literacy programs, affordable housing, small business development, workforce development and financial stability for individuals and families. They also place an emphasis on reaching underserved populations.

Tawnya Rose, Community Impact Manager & Philanthropy, is working on scheduling stops for the Fifth/Third Financial Empowerment Mobile or eBus, which seeks to address the gap caused by banking deserts and the lack of financial services for low- and moderate-income communities. She is hoping that she can schedule the bus for August 2024 in Michigan and would like to include YDL as one of its stops. Lisa also noted that YDL is definitely interested in discussing possibilities for financial literacy programs presented by Fifth/Third and use of meeting rooms at the library branches. Lisa is sending additional information to Fifth/Third regarding the impact of Superior on the community in its first year, as well as other potential projects for support.

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.

FUN FUNDRAISING FACT

Recurring donors give 42% more per year than one-time donors.

Facilities Department

Board Report: November 2023

ISI has begun their work at Michigan Ave roof project. They are grinding out all the failed joints on the roof side of the balustrades, then replacing with new mortar. After that, they will add Dow 123 Silicone tape from the copper gutter to the stone joint around the roof perimeter. When ISI is done, we will have Bloom Roofing come out to seal all the gutter joints in effort to prevent any more roof leaking. ISI also power washed the front of the building, and are going to add a clear sealant to prevent salt damage to the limestone.

After the exhibit ended, we took it down, packed it up, and loaded it up on a truck to its next destination. We had to repair the walls from all the artwork hung, and repainted to the dark green that was in there previously.



Carpet and tile cleaning was done at Whittaker Road, Superior, and the Bookmobile while we were closed on Veteran's Day. Midwest Carpet also cleaned a few small mats and rugs while they were here.

We put up the red box over the fountain at Michigan Ave. Ron and Patrick put up new Christmas lights in the pine tree in preparation for the tree lighting in early December.





Enlighten installed the new lights in the Whittaker Road lobby. It's a lot nicer and brighter now.

Submitted by: Jim Reed

November 20, 2023

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

November 2023

Status Report

- Michigan Ave –We are happy to have the after-hours locker 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 planning for a migration of another administrative system next.
- Zoho Management– We've conducted initial patch management routines and will be finalizing the implementation by year end.
- Updated Firewall – Installed and performing routine monitoring along with exploring other opportunities to utilize its additional capabilities.
- 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 storing much of our IT equipment until the building is ready to re-accept the systems. Next steps will be to prepare for replacement of systems affected by the flood such as security cameras and data wiring.
- New ILS System – Initial kickoff meetings have taken place and current meetings are focused on operational roles and ILS related custom configurations.
- Miscellaneous Equipment updates – Just in time for the holidays, Superior's large community room received its long awaited final installation. The remaining equipment appears to work as expected and staff have found a few additional ways to utilize the tech.
- 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: November 2023

Programs

Kelly has been getting great turnout at both Great Stories and STEAM Café. Her last Café was about careers in graphic design and she had 22 teens. Pat's Tween and Kids Book Clubs have continued with full numbers. Jenny had a terrific Family Maker program with the kids making infinity mirrors which turned out great! She also facilitated the Intergenerational Chess Club at the Senior Center. The last few weeks of our storytimes were canceled due to no turnout at the Bridge Café and then their closure. Halloween Downtown was terrific with about 350 people in attendance to enjoy a petting zoo, costume show, face painting, lots of candy, and the BOO!mobile. Kudos to all the Mich Ave and Outreach staff who helped. Shoshanna facilitated a zine-making program that had good attendance. Kathryn led the Queer Book Club which is full. Joy facilitated the Beverly Jenkins +Four author talk and Mike Fornes presentation on the Edmund Fitzgerald, both at Spark East. She also led Crafternooners in making reed baskets. Mich Ave's intense two days of AARP service will continue despite our closure by adding an extra day at Whittaker Rd and a day at Superior. We are grateful to Whit Rd Adult and Superior staff allowing our district to offer this heavily used service at normal capacity. Winter programs all in and ready to go. We'll start the season with the Downtown Tree Lighting on Dec 1st. Alex Thomas will be our Santa this year!

Building update

There have been several meetings with architect, Kyle Keaffaber, and we are moving forward in the design process. There are about 240 Mich Ave items still checked out. After-hours lockers are finally functional, a system is in place to fill the lockers, and we have had 17 pickups since they went live. The Bookmobile is serving Mich Ave folks every Friday from 1-5pm. In addition to printing and checking out items, Stephanie and Kelly will start weekly Bookmobile storytimes in the winter.

Staff

Scott is leaving us and his last day is today, November 21. He is moving on to different opportunities. His Guitar Club will be taken over by Aaron Smith. Unfortunately, the Paranormal Club will be discontinued. He will be missed! Pat has started selecting for Psyche while she's on maternity leave. Shoshanna has been working with Dr Finn Bell and Jean Winborn, recording a podcast that will introduce a new local history project, Ypsilanti Farmers and Gardeners Oral History Database. I went with Lisa to a Chamber presentation on the plans for the former EMU Business School. It's exciting to learn about plans to create space for UM Health Clinic and biotech research along with a large auditorium that will be available for community use.

Joy Cichewicz
November 22, 2023



Outreach Board Report - November 2023

BooMobile returned to Michigan this year! It was amazing to see the community show love and support to Michigan Ave Branch and the Bookmobile/Outreach Team. The Bookmobile was parked on N. Adams on October 27th from 3:00 PM - 7:00 PM. There were costumes, candy, a petting zoo, music, fun, oh BTW, did I mention there were COSTUMES! We had over 342 visitors at both our information table and Bookmobile!

The bookmobile transformed from this to the BooMobile!



The Outreach Team transformed from this to the Boo Outreach Team!



Thanks to Bishop Elementary for inviting us to Game Night with the kiddos! The event took place on Friday, November 10th! The Outreach Librarian, Kaitlyn, and the Michigan Ave Youth Librarian, Jenny were the game masters at the event. They brought our large Connect 4 and many other games for the kiddos and the families to enjoy!



There was a partnership with the Outreach Paraprofessional, Susana, and Alicia Jones, an Assistant Occupational Therapy Professor at Eastern Michigan University on behalf of seniors and technology. EMU applied for a grant and included the Ypsilanti District Library. On November 10, Eastern Michigan University was awarded the grant.

What they do: they train seniors on how to get on technology. Each week for 12 weeks, they do a class on how to do everything from the basics like 'turn on a computer' to how to print things and how to increase screen size. The classes are senior-specific and taught by occupational therapy students and other 'social health' type fields like social workers and nurses. Once the program is over, the seniors will get to keep the computer assigned to them for the entire 12 weeks. So, the program is 'Here's a computer, now we're going to spend time learning how to use it, now the computer is yours.' Ypsilanti District Library will provide the space for the training to happen.

Yay! The Ypsilanti District Library now has circulating newsletters for senior programs, services, and resources. Susana, an Outreach paraprofessional and the Senior Advisory Board designed this newsletter to attract more seniors into the library spaces.

Professional Development is very important for my team so that they can give the best service to the community, their colleagues and to help them grow in their roles at the library. I would like to speak about three of my Outreach Team that has done just that this month.

Kaitlyn, Outreach Librarian, attended the Michigan Library Association Annual Conference that was held in Kalamazoo, Michigan this year. She was amazed by all that she learned and attended so many sessions that will help the community. However, the one that she really enjoyed attending was, "Looking at Library Safety and Security Through a Trauma-Informed Lens" that was given by Kalamazoo Public Library. In the words of Kaitlyn, "they shared how their library handles conflicts that arise with a trauma-informed approach. They ensure that their

staff is not only keeping the patron's own trauma in mind, but that staff is fully supported during these conflicts as well. Some of the things KPL offers their staff are:

- Social workers from Western Michigan University
- A subscription to Headspace, a meditation/mindfulness app
- Debriefing after stressful situations
 - The main goals here are to offer support but also to discuss what they can do differently next time
- Morning check-in meetings every day.”

In addition to their many responsibilities, Ken and Khi, Outreach Paraprofessionals now maintain the lockers at the Michigan Ave location until further notice. Due to their flexibility, being strong team players and advocates for the community this has been a great opportunity for them.

Superior Board Report

November 2023

Staff News

- We celebrated our one-year anniversary with a Thanksgiving-style potluck at our November staff meeting. We plan to devote our next staff meeting to reflecting on the first year and looking ahead to the next few years.
- Michigan Ave staff member Scott Marlowe gave notice of his resignation to move on to other things. His last day at Superior was November 20. We've enjoyed having him here these last few months.

Program Highlights

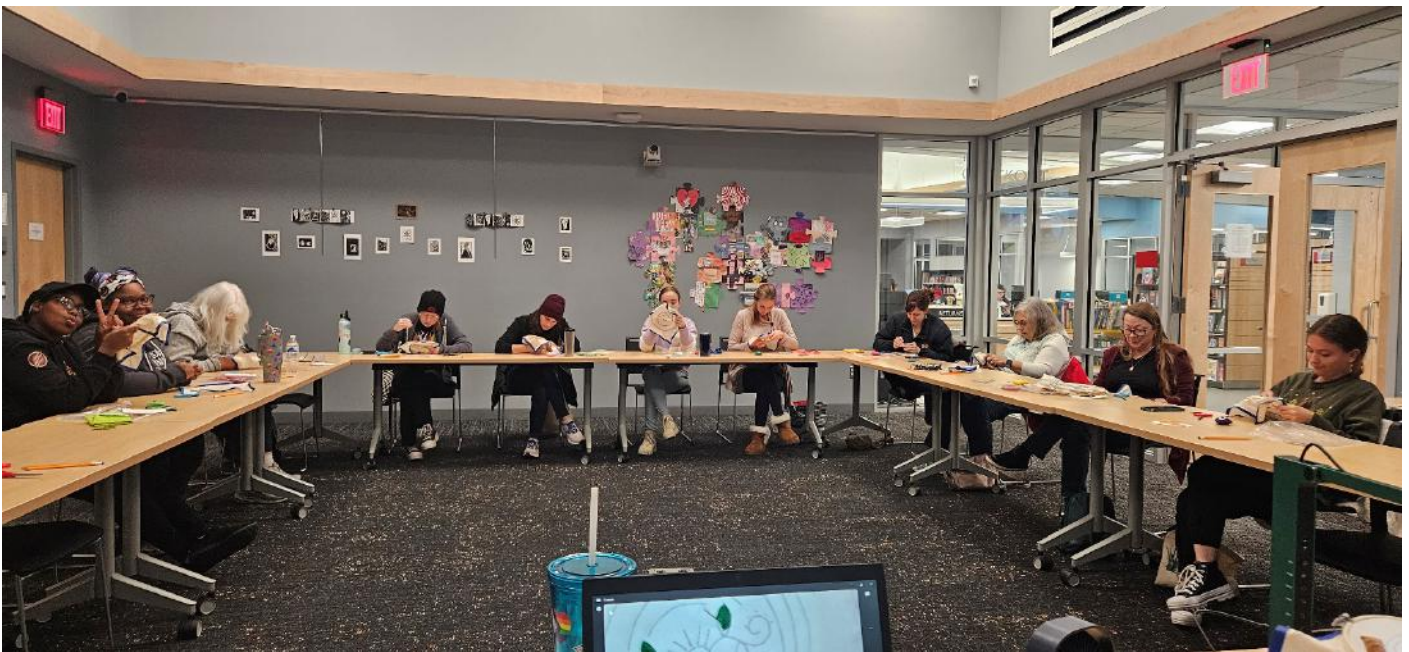
- Storytimes wrapped up in mid-November and we are now on break until mid-January. This gives our youth staff a chance to take a breath, organize, and plan for the next season.
- We were honored to provide space for the Senior Advisory Board to hold its October meeting at Superior. Monique gave them a tour and answered questions about the space before they held their regular meeting.
- The following Michigan Ave programs were held at Superior: Teen STEAM Café, Soar into Science, LNGO Crafternoons.
- Our Intergenerational Art Series wrapped up with the second of two printmaking workshops and a 2-part painting workshop with Curtis Wallace. Art from the series is on display in the Meeting Room through the first week of December.
- The Embroidery series, led by Monique and Nicole, had a strong, enthusiastic finish. Participants were overjoyed at their creations; we hope to repeat this in the future.
- Liz worked with TAG members to hold a Pretzel Dipping program around Halloween for tweens.
- Activities for the Toyota STEM grant included: building dinos with our dino bones kit, Lego Coding, and Frostology from the Michigan Science Center.
- Nicole helped to represent the library at a Sycamore Meadows Health outreach event
- Kallista and I worked with volunteers to offer the first two of a three-part kids' computer programming series. We are piloting this and will tweak before it becomes a weekly series in the Spring. The response has been very positive.
- Continued programs include Read to Hugo, After-School Writing Lab, Washtenaw Literacy ESL and Basic Tutoring,



Building & Grounds

- We were noticing damage to the base of the checkout desk from mopping and foot traffic. A new metal toe kick was just installed and looks great.
- We have been having problems with our back door not allowing staff to enter with the door code. Our construction manager is going to try taking it apart and rebuilding to see if that will help.

Submitted by Mary Garboden,
October 17, 2023



Whittaker Road-Adult Services Board Report: November 2023

Here is a listing of November programs:

- Microsoft Word – Basics
- Small Business Savvy: - Somewhat Simple Steps to Federal Government Contracts
- Thursday Morning Book Group
- Google Sheets for Beginners (Adult-Virtual)
- YpsiWrites Fall “Campfire” 3: - Workshopping and Revising Your Poetic Project
- Microsoft Word – Intermediate
- MICHIGAN WORKS! Southeast Community Outreach
- Genealogy and U.S. Newspapers
- Google Sheets Tips & Tricks (Adult-Virtual)
- Microsoft Excel – Basics
- Writers Room & Drop-in Consulting - Virtual
- Garden Demo/How To Make It: - Creating a Thanksgiving Floral Centerpiece (Canceled, presenter could not make it)
- How to Host a Zoom Meeting (Adult-Virtual)
- Science Fiction Book Club
- Google Docs for Beginners (Adult-Virtual)
- Small Business Savvy: Digital Marketing UPDATED
- Genealogy and Newspapers Beyond the U.S.
- Microsoft Excel – Intermediate
- Google Slides for Beginners (Adult-Virtual)
- Celebrating Native American Indian Heritage Month
- Thanksgiving Gratitude Tree
- Google Drive - Basics
- Microsoft Excel – Pivot Tables (Intermediate)
- Microsoft PowerPoint – Basics
- Virtual African American Authors Book Discussion Group
- Google Docs Tips & Tricks (Adult-Virtual)

We are now hosting MichiganWorks! at YDL-Whittaker once a month. They have a table in the lobby so they can engage with patrons. Sam and I are meeting with a representative from MichiganWorks! in late November to look at other events/promotions we may be able to work on together. We are working with other Adult Services Librarians to plan programs of interest and value to our patrons. Amisha is working with Professor Finn Bell on the launch of our next digital archive item, recording of local food growers in Ypsilanti. We are excited to host these recordings and to host a kickoff event on December 14th. In addition to this program, Amisha is starting a Mahjong Meetup, Robert will show films, and Paula will continue to work with both YpsiWrites and the Ann Arbor Area SCORE Office on partnership programs. We’re also gearing up for tax help season; we’ll host 2 days at Whittaker this year while YDL-Michigan Avenue is closed; YDL-Superior will host a day as well. We’ll be meeting in December to make

sure all Adult Services Librarians and Customer Services staff are on the same page before we start the service.

All staff will attend the Trauma Training session offered in November. We appreciate the opportunity to add more tools in our toolbox when interacting with patrons and other staff.

Our proctor laptop has come in handy several times to assist patrons who need Zoom sessions but don't have technology of their own. We also continue to proctor exams, with at least 3 now scheduled for the middle of December.

We have purchased a variety of new items for our LOT collection, look for more new things soon! We're adding a karaoke machine, an indoor air quality meter, a mini keyboard, and an orbital sander, to name a few items. Patrons are making good use of the items in this collection!

-Submitted by Paula Drummond November 20, 2023

Whittaker Youth Services Board Report November 2023

Programs

Little Ones

- **Storytimes** 1,681 people attended 54 storytimes during the 9 weeks of the fall storytime season. We are on a break until January, but we will be offering other programs for little ones such as a music workshop and sensory stations. Marlena used STEM equipment after Jumpstart Kindergarten Storytimes and kids loved playing with the new wind tunnel and Ozobots.
- **Sensory Stations** remain popular averaging 65 people per month. Ulana created harvest themed stations in October and Jodi offered an art project and small world pretend play toys in November.
- **Saturday Morning Storytimes** Jaclyn hosted a Movement Storytime in late October. Jodi worked with two teen volunteers from LCS's Spanish Immersion program who are from bilingual families to present a Spanish/English Storytime in November.

Kids and Parents

- **Weekdays** Jaclyn's weekly homeschool meetup, Chess Club, and After School STEM all continue into mid-December, but Liz hosted her last Graphic Novel Book Club until January. 214 people have attended an After School STEM program so far this fall. [Rube Goldberg Machines](#) were popular, but the first session of Lego coding with our new Spike sets had even higher attendance.
- **STEM fest** 120 people interacted with scientists from the Huron Valley American Chemical Society and did some hands-on activities in late October. Thanks to Liz for coordinating the visits, which kids and parents appreciate and enjoy, as seen in the Instagram Reel we were tagged in after the event.

Teens

- **Programs** Upside Down Pastries had a smaller turnout than the colorful mini cakes workshop last month, but teens who attended enjoyed making and eating sweet and savory pastries, a TikTok inspired recipe. Based on attendance stats, TAG is planning two programs that involve cake decorating techniques for the coming season. Anime Club has been excited by new food each month. Last month they made colorful, slightly sweet rice flour dango balls.
- **TAG** started new pixel art in the teen area with Adventure Time characters, worked on flyers for winter programs, started a teen art display space that is filling in slowly, and maintained a popular interactive question of the month where patrons can write responses.

Other Work and News

Book Displays Kelly curated a Native American Heritage Month display, Stephanie curated an all-kinds-of-families display, Ulana worked on holiday displays, and Emma curated a YA Found Families display.

Collection Development

- Jodi weeded Youth CDs. There are still quite a few that get checked out, especially soundtracks, but the collection was reduced to one shelving unit to make more space for book displays.
- Pat is selecting Youth Graphic Novels, picture books, and ER while Psyche is out on maternity leave.
- Liz weeded audiobooks and Jim and Ron took apart the last shelving unit in the bay just in front of the storyroom. That was the last of four units we've removed in the past 6 years and we are excited about the extra space for programs and the new STEM equipment for big kids to learn through play.

Interactive Spaces

- Jaclyn designed a math activity for the interactive board at the front of the department. Kids get to talk about fractions as they make their own special pie with their favorite ingredients.
- Kids can make a card to be delivered with holiday food by Ypsi Meals on Wheels, thanks to Marlena.
- Pat and Ulana are reworking the crazy course active walk that was in poor condition after the summer. They made pretend piles of leaves for kids to jump in and activities will transition from fall to winter to keep it in good repair all season.
- Everyone chipped in to keep the activity bins stocked and scavenger hunts refreshed.

Dollhouse Donation A patron contacted me about a dollhouse donation. I was initially skeptical about accepting something that couldn't be played with, but I allowed her to drop it off and we were all thrilled with its potential. Liz has taken it on as a project and we're looking forward to a solid house that will be really special for kids of all ages to play with. She started painting the exterior this week.

Maternity Leave Psyche's last day until February was October 31. She is now at home with baby Kit. Michigan Avenue staff are serving as subs to offset Psyche's time.

Garden Jaclyn and Ron move dirt to rebuild the rain garden, Jodi cleaned up the nature toys, and Jim brought in the mud kitchen for the winter.

Submitted by Jodi Krahne November 19, 2023 *More photos on page 2*





Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/22/2023

Re: Further discussion of Michigan Avenue restoration with Kyle Keaffaber, Architect

Kyle will join us to report on the cost/time estimate for the structural changes requested at the October meeting.

He will also share the preliminary designs we have developed together. We are currently discussing finishes. Once we have full cost information and knowledge of what insurance will pay, we will need to decide whether these changes are feasible as-is or if modifications are required. Your action on New Business "D" will help speed this process.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/22/2023
Re: Follow-up on discussion of Board communication priorities

At the October meeting it was decided that over the following month I would email the Board if/when incidents involving emergency personnel and a threat to public safety. As of this writing there were no incidents that qualified under the guidelines discussed. I will provide a verbal update at the meeting.

There have been 5 incidents logged by staff so far:

Michigan Avenue: 2

Superior: 3

Whittaker: 0

One of the Michigan Avenue incidents involved a bicycle theft; the police non-emergency number was called. Ypsilanti Police were also summoned to investigate drug use in Library Plaza.

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/17/23

Re: Consider approval of proposed FY2023-24 budget and set millage rate

The budget presented differs from the version presented at the October meeting in the following ways:

1. Major Events was reduced by \$2,800. We will not hold a TEDx event this year, but use the remaining \$5,000 earmarked for that to support our art acquisitions programming, since we did not receive grant funding.
2. The \$2,800 was moved to Superior – Professional/Contractual, as we believe our cleaning company's rates will increase at some point TBD.

These changes do not impact overall figures of revenues or expenditures.

The attached resolution to approve the budget includes the overall operating millage rate, as required by law.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-43

November 29, 2023

RESOLUTION TO ADOPT THE 2023-24 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2023-24 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4633 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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	-679,521
Sale of Assets	0
Total Revenue	5,989,018

EXPENDITURES by Department

Dept 100 Administrative	3,054,582
Dept 200 Michigan Ave	755,436
Dept 300 Outreach Services- Bookmobile	265,708
Dept 400 Superior Branch	559,757
Dept 500 Whittaker Road	1,353,535
Total Expenditures	5,989,018

EXPENDITURES by Category	Category as % of 2023-2024	
		Expense
Salaries and Benefits	3,996,585	66.7%
Public Utilities	240,625	4.0%
Repairs and Maintenance	194,430	3.2%
Materials	599,000	10.0%
Technology	251,155	4.2%
Other	707,223	11.8%
Total Expenditures	5,989,018	100.0%

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

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL				
Revenue								
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	1,066,617	1,074,324	1,139,898
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	937,955	1,003,630
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	3,906,673	4,149,269
425.075	PPT reimbursement	16,119	22,407	27,533	20,000	20,000	33,848	20,000
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	65,000	66,774	65,000
443.000	State Aid Direct	32,931	35,678	43,256	45,084	45,084	44,630	44,671
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	45,084	44,630	44,671
500.500	Operational Grant Revenue						10,000	
500.600	IMLS TALK	30,629	47,787	41,774	35,000	35,000	45,554	35,000
657.000	Lost Book/Misc.	22,485	7,187	6,777	6,000	6,000	7,300	6,000
657.100	Smart Cards - Printing & Copi	11,776	8,765	22,883	20,000	20,000	32,500	30,000
657.600	Proctor Fees	429	263	574	0		60	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	83,000	69,569	68,000
662.100	Community room rentals	575	0	1,250	2,500	2,500	2,500	2,500
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	2,500	16,000	2,500
681.000	Donations Designated	5,100	0	0				
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	2,950	600
687.000	Interest/Checking	1,037	457	1,383	950	950	6,944	4,800
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	54,372	35,000
687.010	MI Class Value Change	0	0				3,533	
688.000	Interest/Endowment	0	6,227	0				
689.000	Dividends	4,219	4,312	7,460	6,000	6,000	6,490	6,000
690.000	Dividend Revenue Endwmnt	7,220	9,045	8,161	8,000	8,000	12,595	11,000
691.000	CARES ACT Credit	0	6,400	0				
	Transfer to Improvement Fund	0	0					
	Transfer from/(to) Fund Balance	(99,486)	(466,449)	(235,932)	(566,731)	(466,107)	395,587	(679,521)
	Sale of Assets	0	0	0	0	0		
Total Revenue		5,437,411	5,372,375	5,727,628	5,644,912	5,745,536	6,774,788	5,989,018

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL				
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	861,351	981,124
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	10,340	10,800
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	3,000	3,630
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	18,310	15,600
705.000	Recognition Awards	336	804	689	750	750	750	750
710.000	Payroll Service	11,166	12,115	13,050	14,800	19,800	19,800	11,500
715.000	Employer FICA	144,791	148,792	164,634	205,360	202,897	208,262	235,243
715.100	ACA Taxes Paid by employer	295	331	555	740	740	740	1,190
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	120,409	109,305	143,055
719.000	FSA Admin Fees	707	729	624	758	758	650	758
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	45,000	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	25,000	32,000
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	77,332	81,972
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	10,875	14,025	15,050
754.000	Health Insurance	361,059	394,266	380,631	470,886	470,886	456,375	489,783
755.000	PT Telemedicine							4,131
756.000	Dental Insurance	34,311	34,322	32,832	36,383	36,383	34,650	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	4,710	4,728
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	10,100	9,420
762.000	STD/LTD	11,403	10,594	12,301	14,235	14,235	18,400	18,612
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	24,400	22,750
769.050	Classified Advertising	460	432	733	1,000	1,000	500	1,000
774.050	Digital Collections	175,379	209,154	246,754	294,765	294,765	314,765	296,050
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	50,000	50,000
774.800	System Wide DVDs	2,959	493	61	500	500	200	0
774.900	All Materials Processing	15,899	21,270	25,603	35,000	35,000	28,000	35,000
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	5,000	4,900
774.975	Library of Things	0	2,876	8,799	13,000	13,000	13,000	14,000
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	17,390	23,325
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	7,245	6,000
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	6,600	6,500
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	6,750	6,750
806.000	IMLS Talk Grant Expenses	24,342	23,383	40,362	35,000	35,000	24,000	35,000
807.000	Operational Grant Expenditures					10,000	10,000	0
810.000	Capital Outlay - Building & Lab	600	5,197	650	5,000	5,000	5,000	5,000
810.100	Capital Outlay - Improvement	1,300	3,500		2,400	2,400	2,400	6,000
811.100	Capital Outlay Tech				120,000	120,000	60,100	59,119
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	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	144,395	133,395
850.100	Telecommunications	(19,543)	6,243	7,003	7,983	7,983	8,500	8,241
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	63,125	50,400
850.500	Software Subscriptions	14,762	21,823	35,693	35,722	40,722	42,222	44,983
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	2,796	4,500
928.000	Postage	19,334	20,112	18,912	22,447	22,447	22,447	23,569
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	8,325	8,550
975.000	Legal	6,422	5,280	11,191	10,000	10,000	5,000	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	31,500	40,815
980.500	Branding Costs	1,188	2,201	894	2,500	3,250	3,250	4,000
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	6,300	4,100	6,300
982.000	MTT Charge Back City	208	471	48	2,000	2,000	1,000	2,000
983.000	MTT Charge Back Ypsi Twp	200	1,070	3,873	7,500	7,500	3,500	7,500
983.100	MTT Charge Back-Superior	985	184	1,467	5,000	5,000	3,000	5,000
990.000	Contribution to endowment	0	0	0		750	500	0
Total		2,163,720	2,132,617	2,357,850	2,872,651	2,936,006	2,842,109	3,054,582

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
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	475,245	500,515
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	7,183	4,680
771.000	Adult Books	25,084	22,288	18,713	22,100	22,100	12,300	22,150
772.000	Youth Books	14,651	13,282	16,552	15,200	15,200	12,200	14,800
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	3,100	3,500
776.050	Periodicals - Youth	0	0	0	100	100	100	100
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	5,600	4,600	6,600
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	2,050	2,050	2,050
801.500	LNGO			0	1,250	1,250	1,250	1,250
802.200	Parking Fees	3,600	3,600	3,600	3,900	3,900	3,700	3,900
810.000	Capital Outlay - Building	18,869	10,000	68,081	29,000	29,000	29,000	100,000
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	4,510	0
840.000	Repair & Maintenance - Build	13,803	16,584	17,990	20,000	27,000	32,164	22,900
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	14,172	13,204	14,800
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	12,335	12,335	13,400
900.000	Programs-Adult	1,625	1,462	1,772	3,000	3,000	3,000	3,000
901.000	Programs-Youth	2,659	1,762	606	2,500	2,500	2,550	2,500
940.000	Phone	4,535	4,553	2,631	4,695	4,695	2,325	1,671
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	3,904	5,009
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	21,034	25,321
949.000	Ypsi Community Util Auth	7,707	6,864	5,858	7,290	7,290	6,092	7,290
980.000	Professional/Contractual	0	0	0	50,440	50,440	43,000	0
Total		555,976	542,948	619,718	741,220	740,892	694,845	755,436
Dept 300 Outreach/bookmobile								
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	234,417	236,142
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	5,250	6,550
801.500	LNGO			0	3,000	3,000	3,000	3,000
811.000	Capital Outlay Vehicle			0	35,000	35,000	35,000	0
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	11,993	10,793	12,130
901.000	Programs				0			2,000
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	4,590	5,886
Total		82,140	92,558	103,159	306,297	311,340	293,050	265,708

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	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
Dept 400 Superior Branch								
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	354,129	367,003
702.800	Salaries -- Pages				9,360	3,874	4,223	9,360
775.000	Library Materials	5,842	6,553	7,388	0			
771.000	Adult Books				15,550	15,550	15,500	18,000
772.000	Youth Books				12,400	12,400	12,400	16,700
776.000	Periodical				500	500	1,300	1,400
778.000	Audio Visual				1,550	1,550	1,550	2,300
801.500	LNGO				750	750	750	1,000
810.000	Capital Outlay - Building	0	0		3,000	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	7,850	5,000
840.025	Campbell Maint Contract				6,600	6,600	7,108	8,500
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	23,450	26,550	17,000
900.000	Programs - adult	543	580	267	600	600	600	1,500
901.000	Programs - Youth	468	624	655	600	600	600	2,500
902.000	Art Purchase					9,077	9,077	9,000
940.000	Phone	1,134	1,138	782	4,156	4,156	2,041	2,101
943.000	Natural Gas	659	650	1,097	11,636	11,636	2,677	2,953
947.000	DTE - Electricity	960	1,044	1,299	10,061	10,061	8,453	9,240
949.000	Water	98	97	1,609	5,527	5,527	8,003	5,400
980.000	Professional Contractual	0	0		25,000	25,000	23,760	27,800
Total		158,483	162,269	230,011	484,343	492,848	489,570	559,757
DEPT 500 WHITTAKER RD								
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	800,169	902,601
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	32,833	37,440
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	40,400	41,900
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	30,900	38,200
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	6,000	10,000
776.050	Periodicals - Youth	759	745	617	800	800	800	800
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	8,700	10,200
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	3,300	3,800
810.000	Capital Outlay - Building	3,880	12,515	22,620	59,245	59,245	71,800	20,000
840.000	Repair & Maintenance - Build	39,729	22,271	54,658	27,300	27,300	37,119	27,300
840.025	Cambell Maint Contract	42,797	42,797	41,649	43,705	43,705	41,379	50,900
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	27,600	33,100	28,000
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	4,200	4,200
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	13,000	13,000
903.000	Equipment Maintenance	820	1,564		3,000	3,000	3,000	3,000
940.000	Phone	9,070	9,105	5,277	10,063	10,063	4,916	5,068
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	24,926	31,680
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	108,813	117,955
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	6,541	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	1,271,897	1,353,535

Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL				
DEPT 600	DONATIONS REVENUE	18,888	47,195	106,336				
681.000	Donations Designated	0		0		0	800	0
681.050	Art/Cultrl Prgrm Rev	0	0	0		0		0
681.075	Donation Designated MI Ave						15,259	
681.080	Donations/Memorials	0	0	0		0	300	0
681.100	Trustee Party Revenue							
683.200	Vehicle Designated Donation	0	0	0	0	0		0
683.499	Annual Appeal Designated	0	0	0		0		0
683.600	FOL - Designated	0	0	0		0	29,418	0
683.700	Teen Zone Whittaker	0	0			0		0
683.800	Superior Designated	0	0	0		0		0
Subtotal		18,888	47,195	106,336	0	0	45,778	0
DEP 600	DONATIONS EXPENDITURES	12,312	21,629	52,305				
681.200	MI Ave Exp Designated	0	0	0		0	52,980	0
683.500	Annual Apeal Designated	0	0	0		0		0
771.060	Designated Memorial Exp	0	0	0		0		0
775.000	Library Materials	0	0	0		0		0
783.200	Veihicle Designated Exp	0	0			0		0
781.050	Arts/Cultrl Prgrm Exp	0	0	0		0		0
815.100	FOL Special Projects	0	0	0		0	29,403	0
900.000	Programs Adult							
901.500	Youth programs							
		0		0		0		0
Subtotal		12,312	21,629	52,305	0	0	82,384	0
Total Donations Net		6,576	25,566	54,031	0	0	(36,606)	0

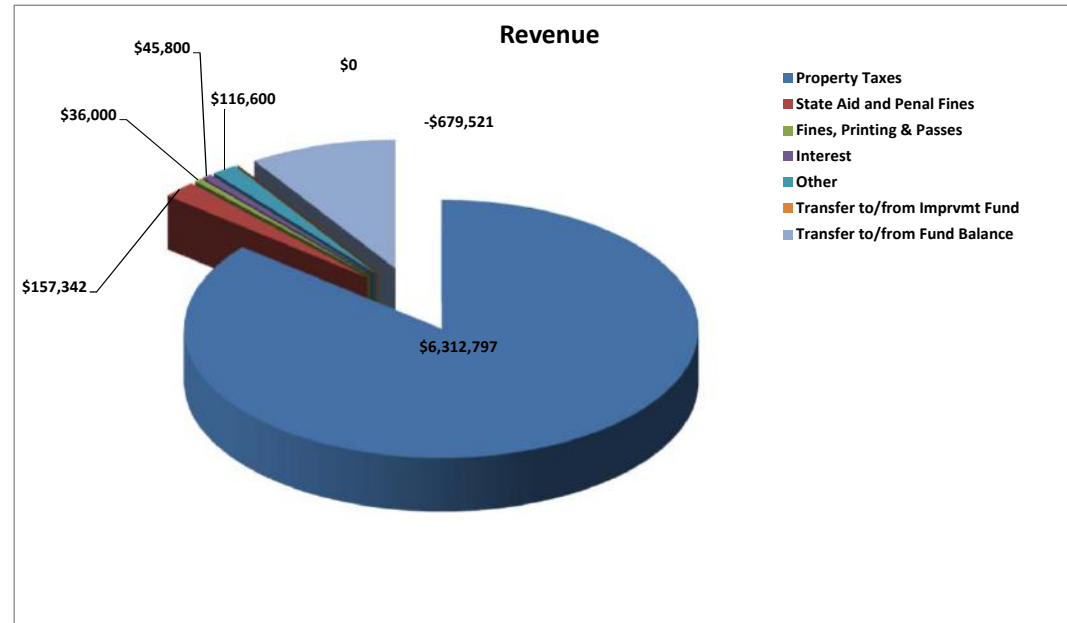
Proposed Budget FY 2023-24

					Original Adopted FY 2022-23 Budget	Adopted Budget amendment FY 2022-23	Draft Proposed Budget amendment FY 11/30/23	Proposed Budget FY 2023-24
ACCT #	ACCOUNT NAME	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL				
DEP 700 GRANTS REVENUE		13,080	32,333	16,670				
500.550	Operational Grant Revenue	0		0		0	48,850	0
500.700	NEH Grant Revenue	0	0	0		0		0
505.101	TCSN Grant Revenue							
507.300	Grassroots Grant	0	0	0		0		0
507.500	Grants Kiwanis	0	0	0		0		0
507.600	Grant ST of MI	0	0	0		0		0
507.900	ALA Grant	0	0	0		0		0
507.904	MHC-Heritage Grant	0	0	0		0		0
507.906	A2 Community Foundation	0	0			0		0
507.907	United Way Grant							
812.600	Prime Time Grant	0	0	0		0		0
Subtotal		13,080	32,333	16,670	0	0	48,850	0
DEP 700 GRANTS EXPENSE		7,405	19,078	31,359	0	0		0
681.300	Farm and Garden Grant	0	0	0		0		0
700.550	Grant Exp General	0	0	0		0	25,869	0
775.100	Graham Scholar Expense							
775.400	MLCS Grant Exp	0	0	0		0		0
775.500	Kiwanis Grant Exp	0	0	0		0		0
775.600	MACACA Shout it out	0	0	0		0		0
775.905	MHC Grant Exp	0	0	0		0		0
781.000	YALSA Grant exp	0	0	0		0		0
781.050	Arts & Cult prog Exp	0	0			0		0
785.200	United Way Exp							
812.500	NEH Grant							
812.601	Primetime exp	0	0			0		0
813.000	ALA Grant Exp							
901.400	Programs Sup	0	0			0	17,258	0
905.100	YACF-Early Lit Outreach	0	0			0		0
906.000	AAACF	0	0	0		0		0
				0				
Subtotal		7,405	19,078	31,359	0	0	43,127	0
Total Grants Net		5,675	13,255	(14,689)	0	0	5,723	0
996.000	Transfer Out to Cap Asset Repl Fund	(1,400,000)	(1,400,000)	(1,300,000)			(1,152,434)	
	Revenue	5,469,379	5,451,903	5,850,634	5,644,912	5,745,536	6,869,415	5,989,018
	Total Expenditures	5,469,380	5,451,903	5,850,634	5,644,912	5,745,536	6,869,415	5,989,018
	Net Surplus (Deficit)	(1)	1	0	0	0	0	0

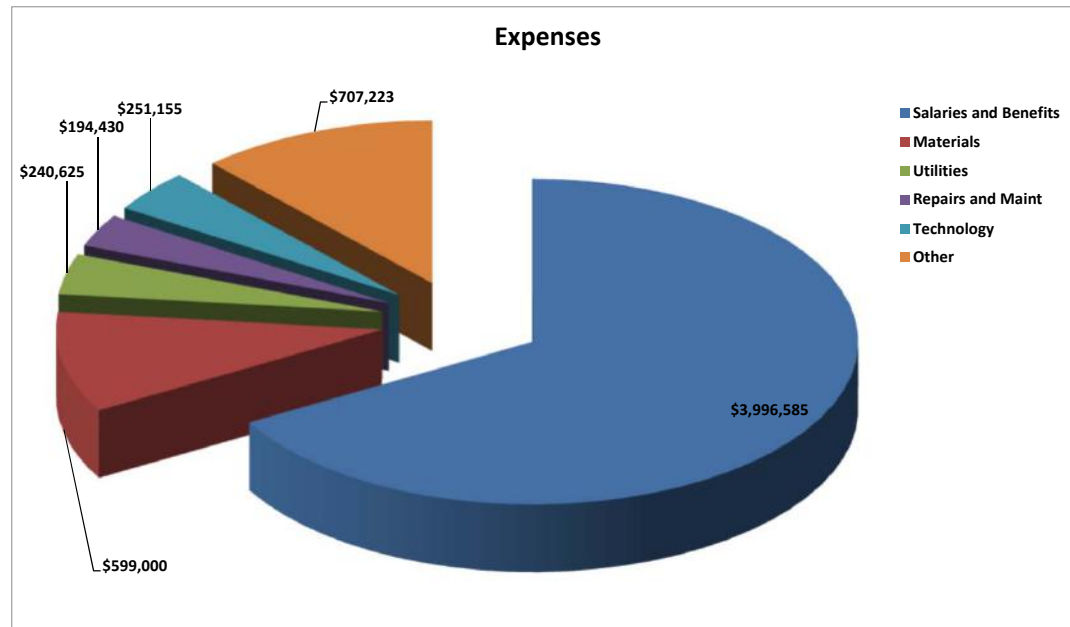
Proposed FY 2023-24 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,312,797	105.4% **
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	(679,521)	-11.3%
Total	5,989,018	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	599,000	10.0%
Utilities	240,625	4.0%
Repairs and Maint	194,430	3.2%
Technology	251,155	4.2%
Other	707,223	11.8%
Total	5,989,018	100.0%



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/21/23
Re: FY 2023 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account, and to reflect actual revenues. The proposed budget amendment for the 2023 fiscal year is contained within the FY23-24 budget document (second column from right). It moves money from account to account within the total approved.

We have an estimated budget surplus in the current year of \$769,347. However, last January the Board approved a transfer of \$1,152,434 to fund balance, which is more than that surplus. This caused some funny things to display in the budget report.

You will notice that in the Revenues section, the total is more than \$1M more than the original. There is a transfer “back” to the operating fund of \$383,087. And all the way at the end of that column, past the Expenditures and Donations and Grants, it shows the \$1,152,434 transfer out.

This is all offset by the funds transferred to fund balance in the three historical years displayed (2020, 21, and 22). The total for those three years was \$801,867 to fund balance, and the total from fund balance is \$395,587, so the Library has added \$406,280 to fund balance since 12/1/19, as illustrated below:

FY2020-21	FY2021-22	FY2022-23	FY2023-24 est.	Overall Impact
\$99,486 +	\$466,449 +	\$235,932 -	\$395,587 =	\$406,280

This is confusing but it’s not a bad thing. It’s just an accounting of where our surplus stands in terms of the General Fund. This report doesn’t describe the additional amount that has gone to fund balance as a result of our transfers. I can try to explain better in person at the meeting if anyone would like. I will also be happy to field any questions you may have regarding specific adjustments.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-44

November 29, 2023

RESOLUTION TO AMEND THE 2022-23 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

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

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

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/29/23

Re: Purchase of a new table and benches for the entry to the Whittaker Youth department

The sloped work table and matching benches in the Whittaker Youth department entryway were original with the building, so over 20 years old. The legs on the benches had buckled dangerously, and people were tipping over, so we removed them. I included a placeholder of \$10,000 in the new year's budget to purchase a replacement table and benches.

Head of Youth Services Jodi Krahne and I selected the TMC Plover chair in three colors earlier this year, and there is a matching table and benches which will work well. The attached quote from Omni Tech Spaces includes a table the same size as the existing, plus two long benches, one for either side. I request that the Board waive the bid process and accept this proposal for a total cost of \$6,052.05.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-45

November 29, 2023

RESOLUTION TO PURCHASE A NEW TABLE AND BENCHES FOR THE
ENTRANCE OF THE WHITTAKER YOUTH DEPARTMENT

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

Whereas, the table and benches in the entry to the Whittaker youth area were original to the building, and the legs of the benches had collapsed, and

Whereas, the Library budgeted to replace these items in the new fiscal year, and

Whereas, the Library Director and Head of Youth Services reviewed replacement options, and selected the TMC Plover table and benches, which will match the chairs acquired last year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and acquire the chairs specified on the attached quote from Omni Tech Spaces for an amount not-to-exceed \$6,060.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



QUOTE



Date: Nov 15, 2023
 Quote #: QU-17-03-2764
 Expiration Date: Dec 15, 2023
 Reference: Plover Table and Bench

Omni Tech Spaces

PLEASE NOTE NEW ADDRESS:

28243 Beck Rd Ste B13
 WIXOM MI 48393
 (248) 533-0805
 info@omnitechspaces.com

To: Ypsilanti Public Library
 YPSILANTI 48197

LINE	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	TY3272L60P20 Sloped Table w / Plover Leg - Child Dimensions: 32 in W x 72 in L x 28 in OH Height at Lowest Point: 22.8 in H Top Material: 1.125 in. Premium Particle Board Table Surface: TMC Standard Laminate Laminate: TBD Edge Material: .125 in. Ply Edgebanding 25 Book-Stop Edge: Solid Maple .50 in x 1.75 in Edge Finish: TMC Standard Finish TBD Cut-Out Design: None Leg: Plover - Bent Plywood w/ Adjustable Level Leg Finish: TMC Standard Finish TBD	1.00	\$2859.00	\$2859.00
2	SPL105604012 Plover 60 in Bench - Child - Wood Seat Dimensions: 60 in. L x 14 in. D x 12 in. H Material: 1 in. Baltic Birch w/ Maple Veneer; Center Keel and Bent Plywood Legs Edge: Exposed Ply 40 Seat/Keel Finish: Clear Legs Finish: Clear 01	2.00	\$1144.50	\$2289.00
3	Estimated Freight	1.00	\$429.05	\$429.05
4	Delivery and Installation	1.00	\$475.00	\$475.00

Subtotal:	\$6052.05
MI 6% Sales Tax:	\$0.00
Total:	\$6052.05

TERMS & CONDITIONS

See Attached Terms and Conditions

Expiration: Quote expires within 30 days unless otherwise noted.

Terms and Conditions:

Down payment of 50% is due before order is placed. Final invoice will be sent after installation.

1. ACCEPTANCE: These terms and conditions constitute an offer by Omni Cabling, LLC dba Omni Tech Spaces and may only be accepted on the exact terms set forth and no other terms and conditions shall be controlling. These terms and conditions supersede the terms and conditions of any proposal, bid, or acknowledgement form, if any. Either shipment of goods, commencement of work or written acknowledgment hereof shall constitute an acceptance by THE CUSTOMER of the terms and conditions of this order.

2. Customer represents that the product information in this quote, line item quote, and drawings are complete and accurate.

3. Furniture is manufactured per the customer's specifications and is non-returnable. Defective or damaged items will be repaired or replaced in accordance with manufacturer's warranty.

4. CLAIMS OR DISPUTES BETWEEN THE CUSTOMER AND Omni Cabling, LLC dba Omni Tech Spaces arising out of or relating to this agreement, or the breach thereof, shall be settled either by arbitration and regardless of the amount of the controversy or claim, the controversy or claim shall be submitted to a single arbitrator of a court in the state of Michigan. In the event of court action, the parties agree that any such claims or disputes shall be within the exclusive jurisdiction of the Michigan Courts.

5. No payment shall be withheld on any invoice because of partial delivery of the entire order.

6. If installation is delayed 10 business days past agreed upon installation date the buyer will pay the balance of invoice within 60 days of receipt of invoice.

7. Seller retains and customer grants seller a security interest in the products to ensure the payment of purchase price. The product shall remain personal property regardless of being affixed to any real property. If the customer defaults in the payment of the purchase price when due, seller shall have all rights and remedies granted under the law.

8. Any tax imposed by federal, state or other governmental authority on the sale of the merchandise and service referred to on this order shall be paid by buyer.

9. PAYMENT: Final payment of invoice balance is due within 15 days of final invoice receipt. In the event of a failure of a customer to make timely payment, Omni Cabling, LLC. is entitled to recover any collection cost, including 18% annual interest and attorney fees, if any.

THE CUSTOMER:

Issuing a PO or signing this quote these terms and conditions are accepted.

I, _____, agree to the terms and conditions of this quote and authorize Omni Cabling, LLC to commence the work outlined in the quote.

Signature: _____ Date: _____

Title: _____

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/29/23

Re: Authorization of an approval process for Michigan Avenue renovation work

In the interest of reopening Michigan Avenue as soon as possible, I request the Board authorize an approval process for renovation costs that may arise between now and January's annual meeting. This process could take a variety of forms. Some possibilities:

- Establish a Building Committee for the project similar to that formed for Superior
- Authorize me to approve costs up to a certain amount (I put \$100,000 for improvements in the FY2023-24 budget, plus donated funds?)
- Authorize me to solicit a vote of Trustees, with a majority vote required for approval
- Hold special meetings as the need arises

You may have other ideas to propose – please bring them!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-46

November 29, 2023

RESOLUTION TO AUTHORIZE AN APPROVAL PROCESS FOR THE MICHIGAN
AVENUE RESTORATION PROJECT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following process will be in effect for the Michigan Avenue restoration process from this date through the date of the 2024 Annual meeting:

- ☐ A 3-member Michigan Avenue Building Committee appointed by the Board President is hereby authorized to approve construction bids and change orders.
- ☐ The Library Director is hereby authorized to approve construction bids and change orders.
- ☐ The Library Director is hereby authorized to solicit a majority vote of Trustees via email to approve construction bids and change orders.
- ☐ The Library Board will schedule special meetings to approve construction bids and change orders.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/22/23

Re: Consideration of a proposal to remove a glass pane from the curtainwall for color matching

Earlier this year the outer pane of one of the curtainwall windows shattered, presumably from a long-dormant manufacturing defect. The inside pane is intact, so there is no danger, but the window needs to be repaired. Insurance will cover the cost of the repair.

Unfortunately, the samples of replacement glass we procured from Viracon (the manufacturer) do not come close to matching the color of our existing glass. (Our glass has a blue tint, the samples are more green.) Upon review of the Whittaker construction documents, it was discovered the "Azurlite" color has been discontinued and replaced by "Azuria," which doesn't match.

Viracon will produce a color matched pane if we can send them a piece of the existing glass. Glasco provided the attached quote to safely remove the shattered pane and replace it with a clear pane while we await the replacement. It is unclear whether our insurance will cover the cost of this work, which doesn't include the eventual installation of the permanent pane. We have reached out to them but as yet do not have a response. Should they respond positively prior to our meeting, I will request we remove this item of business from our agenda. Otherwise, I request your approval to accept Glasco's quote and begin the next step in this process.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-47

November 29, 2023

RESOLUTION TO AUTHORIZE THE REMOVAL OF A WHITTAKER CURTAIN WALL WINDOW
PANE FOR COLOR MATCHING

Whereas, the outer pane of one of Whittaker's curtain wall windows shattered earlier this year, and

Whereas, samples procured from the manufacturer do not match the existing color, and

Whereas, Glasco has provided a quote to remove the existing pane and replace it temporarily with clear glass while a color match is achieved, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Glasco to perform the work as detailed on the attached proposal.

BE IT FURTHER RESOLVED that

An amount not to exceed \$5,520 from the Capital Asset Replacement Fund shall be allocated for this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

QUOTATION



GLASCO CORPORATION
18205 Weaver Detroit Mi. 48228
PH: (313) 838-1040 FX: (313) 838-2122

To: Oneal construction

Project: Ypsilanti Library Broken Window

Attention: Nichole Wallace

Date: 11/07/23

Quote # 23-0093

Page 1 of 1

GLASCO QUOTES THE FOLLOWING:

TO PROVIDE THE MATERIALS AND LABOR FOR THE FOLLOWING:
TO REPLACE AN EXISTING BROKEN LITE WITH A NEW 1" OVERALL CLEAR INSULATED UNIT
TO TEMPOARY THIS UNTIL A REPLACEMENT IS RECEIVED.

WE WILL CUT THE PRESSURE PLATE AND COVER AT THE TOP OF THIS LITE AND REINSTALL
IT AND INSTALL A SPLICE 123 STRIP OVER THE CUT PIECES LIKE OTHER EXSITING SPLICES.

THIS COST INCLUDES NEW DOW 123 TO BE REDONE WHERE WE REMOVE THE GLASS

ALL FOR THE SUM OF \$ 5,520.00

ACCEPTED:

THIS QUOTATION FIRM FOR 30 DAYS

BY: _____
TITLE: _____
DATE: _____

BY: Dwayne McCartt
TITLE: Operations Manager
DATE: 11/7/2023

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/17/2023
Re: State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2024.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2023-48

November 29, 2023

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2024, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/17/2023
Re: Scheduling of 2024 Annual Meeting

According to the Board's By-Laws, the Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required. One of those organizational matters is setting the schedule of regular meetings for the year. Tonight's regular meeting is the last that has been approved.

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 24, 2024. Will this work for everyone?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-49

November 29, 2023

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2024

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2024 shall be held at 6:30 p.m. on Wednesday, January 24th.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: