



# BOARD OF TRUSTEES



**YPSILANTI**  
DISTRICT  
LIBRARY

## 2024 Information Packet

Wednesday, January 24, 2024  
6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, January 24, 2024, 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> 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"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Annual Meeting</b>			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2024 Board Meeting Dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Committee Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from November 29, 2023 budget hearing & regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2023 check registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Facilities Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Friends of the Library liaison report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
<b>Old Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Resolutions to authorize new signers for YDL with financial institutions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of contract for Whittaker Road Plaza renovations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Staff email policy revision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Severe weather closing policy revision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/9/2024  
**Re:** Election of Officers

The Board's Bylaws state that a President, Vice-President, Secretary and Treasurer shall be elected for a term of one year at the annual meeting. According to the Bylaws, no officer shall serve more than two consecutive terms in the same office. Our current President, Vice-President, and Secretary have served two terms, so we must elect new ones. Theresa has only served one term as Treasurer and is willing to continue for a second term.

Article V of the Bylaws describe the duties of the officers as follows:

**Section 1:** The President shall preside at all Board meetings, act as chief spokesperson for the Board, serve as an ex-officio member of all committees and undertake such other assignments as may be requested by the Board.

**Section 2:** In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice President shall assume the office for the unexpired term.

**Section 3:** The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meeting is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

**Section 4:** The Treasurer shall have charge of the funds of the Ypsilanti District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall review all expenditures from all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

Please note: The newly-elected President and Secretary will be asked to fill out and sign documents authorizing them as signers on our Bank of Ann Arbor and 5/3 Bank accounts following the meeting. Those elected to these offices should be prepared for this task; we will ask to copy your driver's licenses after the meeting.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/9/2024  
**Re:** Board meeting schedule for 2024

Attached for your review is a draft schedule of Board meetings for 2024. It follows past practice of holding meetings at 6:30 on the fourth Wednesday of each month, with three exceptions.

- I have a vacation planned in April. I have proposed the third Wednesday in April; if that doesn't work, a good alternative date would be the fourth Tuesday.
- I will be away at a conference on the normal May date. I have proposed the third Wednesday instead. There is also a fifth Wednesday that month we could try.
- The fourth Wednesday of November is the day before Thanksgiving, and YDL will close at 5:00 that day. I have proposed the third Wednesday.

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-1

January 24, 2024

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS  
FOR 2024

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2024 Board meeting schedule as revised through discussion be adopted.

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

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

YES:      NO:      ABSENT:      VOTE:

APPROVED: \_\_\_\_\_

YDL – Board of Trustees

**PUBLIC MEETING NOTICE  
YPSILANTI DISTRICT LIBRARY  
NOTICE OF REGULAR MEETINGS FOR 2024**

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for 2024 on the fourth Wednesday of each month, with the exception of the months of April, May, and November as noted below.

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

All interested citizens are encouraged to attend.

**SCHEDULE OF LIBRARY BOARD MEETINGS**

January	Wednesday	January 24, 2024	6:30 PM	YDL-Whittaker
February	Wednesday	February 28, 2024	6:30 PM	YDL-Whittaker
March	Wednesday	March 27, 2024	6:30 PM	YDL-Whittaker
April	Wednesday	April 17, 2024*	6:30 PM	YDL-Whittaker
May	Wednesday	May 15, 2024*	6:30 PM	YDL-Whittaker
June	Wednesday	June 26, 2024	6:30 PM	YDL-Superior
July	Wednesday	July 24, 2024	6:30 PM	YDL-Michigan
August	Wednesday	August 28, 2024	6:30 PM	YDL-Whittaker
September	Wednesday	September 25, 2024	6:30 PM	YDL-Whittaker
October	Wednesday	October 23, 2024	6:30 PM	YDL-Whittaker
November	Wednesday	November 20, 2024*	6:30 PM	YDL-Whittaker
December		No meeting		

\*Third Wednesday

YDL-Whittaker: 5577 Whittaker Road 48197

YDL-Michigan: 229 W. Michigan Avenue 48197

YDL-Superior: 1900 Harris Road 48198

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

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

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/17/2024  
**Re:** Committee appointments by President

The Board's Bylaws state that the Board shall have four standing committees whose members are appointed by the President at the Annual Meeting: Personnel, Policy, Finance and Facilities. According to the Bylaws the Finance Committee is chaired by the Treasurer.

The Bylaws also provide that special committees may be appointed at the discretion of the Board President. I would like to retain the Fundraising and Superior Planning committees, and we need a Negotiations Committee to bargain with the AFSCME Union this spring.

Article III of the Bylaws, Committees, was revised in 2016 to include the following section, so a Friends liaison should also be appointed:

Section 4. The President shall appoint a Friends of the Library liaison each year at the annual meeting. The President shall provide specific purposes, duties and assignments to the liaison.

Because I did not know who the new President (to be ex-officio on committees) would be, I could not draft a committee roster for the President's consideration, as I usually do. As in 2022, I suggest the Board table this action until February so the new President and I can create a thoughtful and equitable proposal. Any Trustee who has specific committee aspirations, please let me know!

# **Minutes of Previous Meeting**



Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

**PUBLIC HEARING**  
**November 29, 2023, 6:15 p.m.**

Meeting held in the Ypsilanti District Library Board Room

**CALL TO ORDER**

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

**Attendance**

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

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

**APPROVAL OF THE AGENDA**

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

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

**PUBLIC COMMENT**

None

**Adjournment**

Trustee Maddix moved to adjourn at 6:20 p.m. Trustee Williams seconded this motion.

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:20 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Architect Kyle Keaffaber.

**APPROVAL OF THE AGENDA**

Trustee Kennedy moved to approve the agenda as amended, and Trustee Winborn supported this motion.

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

**PUBLIC COMMENT**

None

**Consent Agenda**

Trustee Kennedy moved to approve consent agenda (October 25, 2023 Regular meeting and October 2023 Financials and Check Registers). Trustee Winborn supported this motion.

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

**Communication**

None

**Committee Reports**

Friends of the Library – Trustee Steimel advised the Holiday sale was a success with \$2,411.00 brought in. the group is finding that pop-up sales events are easier and bringing in as much money as the bigger sales events. The group also earned an additional \$1,000.00 from the online sales. The group is planning a pop-up sale at Superior in the summer. He also stated that this year the group had \$35,726.00 in revenues and only about 3% is spent on anything other than donating to the library. Next year the group is budgeting \$35,000.00 for the library.

Superior Township Planning – Director Hoenig started off with a celebratory statement regarding this branch now being open for more than a year. A new kick-plate was installed on the circulation desk and

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

in a couple weeks the wire management systems under the study tables will be replaced with a more suitable version.

Facilities –The roof repairs at Michigan Avenue have been completed up to the point where a specific material is needed. The contractor is waiting on 123 tape, which is a silicone sealant that will be used to bond and seal between the gutters and limestone. After this is done the last piece of roof work will be scheduled.

**Report of the Library Director**

Director Hoenig brought up the “Dine to Donate” flyer found in the packet and pointed out just bring the flyer with you if participating. She also discussed the first in a 5-session staff trauma training series with EMU’s Sarah Shea. Director Hoenig advised that the Toyota Motor Group emailed to state they wished to continue their STEM partnership with YDL by asking us to apply for a second grant of \$30,000.00. She also mentioned the annual appeal letter public perception of the damage to Michigan Avenue. She plans to address this by inviting stakeholders on tours to view the damage in person, starting with the board itself. Finally, she discussed the new issue of *The Loop*, and specifically mentioned the article that gives a synopsis of the art work that has arrived. She had several pieces available for the board to view during the meeting.

**Old Business**

A. Further discussion of Michigan Avenue restoration with Kyle Keaffaber, Architect  
Architect Kyle Keaffaber presented updated information regarding the restoration work. He provided cost and time estimates for potential structural changes in the interest of a planned future expansion. Following discussion, the board prioritized the need to reopen the branch as quickly as possible over structural changes. He shared preliminary designs for the restoration, which the Board received favorably.

B. Board communication priorities discussion follow-up  
Trustee Winborn recapped the discussion from the last meeting. Director Hoenig reported there were no further incidents since the memo in the Board packet.

**New Business**

A. Consider approval of FY2023-24 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-43

November 29, 2023

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

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Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

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: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

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

B. Amendment of FY2022-23 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-44

November 29, 2023

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

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

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

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

- C. Consideration of a proposal to purchase a replacement table and benches for the Whittaker Youth area

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

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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: Trustee Cooper

SUPPORTED BY: Trustee Kennedy

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

- D. Authorization of an approval process for Michigan Avenue renovation work

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

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.

President Patricia Horne McGee appointed Trustee Steimel, Trustee Williams, and Trustee Maddix to the 3-member Michigan Avenue Building Committee.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2023-48

November 29, 2023

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

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Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

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: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

G. Scheduling of 2024 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-49

November 29, 2023

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

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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 24<sup>th</sup>.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Kennedy

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	She advised she has really enjoyed Sam Killian's social media posts, as he has been making them very entertaining.
Trustee Steimel	Went to six intergenerational workshops at Superior and they were great. The branch is well used and run.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

Trustee Winborn	Just finished the oral interviews for the Food Growers database. The kickoff for its opening is December 14 <sup>th</sup> at 6pm. She also briefly discussed William Carlson, a painter from the 1900's, whose signature was found at the Michigan Avenue branch during remediation work.
Trustee Maddix	Went through the packet and determined approximately 30% of collection use is downloaded items. She is pleased that the upcoming budget shows a commitment to continuing to invest in those materials.
Trustee Williams	Expressed that Commissioner Annie Somerville and State Senator Jeff Irwin have been very interested in the Michigan Avenue restoration. Suggests an invite for a tour for them as well.
Trustee Kennedy	In the spirit of Thanksgiving she is just so thankful for this library, the board and staff.
Trustee Horne McGee	Expressed sympathy for a Friends of the Library member having issues, as well as to Trustee Williams and his family. She is very excited to see the new artwork, and is thankful for them.

F. Closed session for Director evaluation

Closed session for Director evaluation at 7:44pm.

Open session resumed at 8:20pm. Trustee Jean Winborn made a motion to approve a 3% increase to the salary for Director Lisa Hoenig for the 2023/24 fiscal year effective December 1, 2023. Trustee Bethany Kennedy supported this motion.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Kennedy

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

**Adjournment**

Trustee Kennedy moved to adjourn at 8:26 p.m. Trustee Maddix seconded this motion.

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



# Financial Report

# Check Register Report

Date: 01/18/2024

Time: 11:05 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
76406	11/07/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	11/01/23 billing	4,922.23
76407	11/07/23	Printed			0000000003	ANN ARBOR NEWS	whit - 1/10/24	129.75
76408	11/07/23	Printed			BBR	BLACK MEN READ	12/9/23 event	500.00
76409	11/07/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	report 11/6/23	452.98
76410	11/07/23	Printed			CAMPINC	CAMPBELL, INC	credit AGMT agreement	3,634.50
76412	11/07/23	Printed			CAPONE	CAPITAL ONE	9/24-10/24/23 billing	3,308.32
76413	11/07/23	Printed			JCARY	JAMES CAREY	Oct 2023 service	950.00
76414	11/07/23	Printed			CMPL	CLINTON MACOMB PUBLIC LIBRARY	lost-ILL John DSies at the End	17.95
76415	11/07/23	Printed			DTE ENERGY	DTE ENERGY	MA 9/29-10/27/23 service	990.84
76416	11/07/23	Printed			DTE ENERGY	DTE ENERGY	whit street Oct 2023	49.88
76417	11/07/23	Printed			DTE ENERGY	DTE ENERGY	whit 9/23-10/20/23 service	9,359.57
76418	11/07/23	Printed			FDC	FABER DESIGN CO.	Oct 2023 service MA	3,300.00
76419	11/07/23	Printed			LEFO	LEAH FOX	12/8/23 parent/child music	125.00
76420	11/07/23	Printed			KANO	KANOPY INC.	328 items	655.85
76421	11/07/23	Printed			PK	PAUL KELLER	Holiday 2023 concert	1,800.00
76422	11/07/23	Printed			0000000051	THE LIBRARY NETWORK	acq serv 10/23-12/23	10,828.56
76423	11/07/23	Printed			0000000125	MICHIGAN EDUCATION DIRECTORY	2024 edition	32.95
76424	11/07/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Not that Fancy	328.78
76425	11/07/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 10/31/23	17,759.66
76426	11/07/23	Printed			LAMU	LAUREN MURPHY	12/1/23 wreath making	300.00
76427	11/07/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	14,063.78
76428	11/07/23	Printed			OV	OVERDRIVE, INC.	24 items	1,459.03
76429	11/07/23	Printed			RNA	RNA FACILITIES MANAGEMENT	whit Oct 2023 #7 of 8	1,850.00
76430	11/07/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	Oct 2023 service	2,885.75
76431	11/07/23	Printed			STAPAD	STAPLES ADVANTAGE	statement 10/25/23	947.39
76432	11/07/23	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Nov 2023	1,681.25
76433	11/07/23	Printed			TCI	TERRACON CONSULTANTS, INC.	whit-south wall/visits	18,800.00
76434	11/07/23	Printed			VRC	VITAL RECORDS CONTROL	whit shred day	975.00
76435	11/07/23	Printed			WTP	WORLD TRADE PRESS	Ato Z Food America-renewal	600.00
76436	11/07/23	Printed			0000000021	Y C U A	MA 9/20-10/20/23 service	680.26
76437	11/13/23	Printed			DLE	A DESIGN LINE EMBROIDERY	Security	435.76
76438	11/13/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Whit Nov 2023 service	441.36
76439	11/13/23	Printed			FCB	FIRST CITIZENS BANK	lease due 11/19/23	2,372.95
76440	11/17/23	Printed			AK	AK LAWCARE	MA 11/23-4/2024 service snow	5,500.00
76441	11/17/23	Printed			ALER	ALERUS FINANCIAL	Employ contribution Oct 2023	19,823.34
76442	11/17/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior Nov 2023 service	167.58
76443	11/17/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 10/31/23	288.22
76444	11/17/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 10/31/23	315.05
76445	11/17/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 10/31/23	65.05
76446	11/17/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 10/31/23	3,936.76
76447	11/17/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 10/31/23	116.12
76448	11/17/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 10/31/23	145.10
76449	11/17/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 10/31/23	163.27
76450	11/17/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 10/31/23	1,016.49
76451	11/17/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 10/31/23	2,848.54
76452	11/17/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 10/31/23	307.23

# Check Register Report

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
76453	11/17/23	Printed			0000573121	BAKER & TAYLOR, INC.	statement 10/31/23	3,100.30
76454	11/17/23	Printed			BASIC	BASIC	FSA Plan Admin Nov 2023	50.00
76455	11/17/23	Printed			BENCH	BENCHMARK DESIGN	bus ads	157.50
76456	11/17/23	Printed			BA	BLACKSTONE PUBLISHING	The Secret	141.67
76457	11/17/23	Printed			BCN	BLUE CARE NETWORK OF MI	December 2023 coverage	48,310.26
76458	11/17/23	Printed			BOD	BODMAN PLC	Sept service	270.00
76459	11/17/23	Printed			BOX	BOXCAR STUDIO	website update 45%	4,590.00
76460	11/17/23	Printed			CAMPINC	CAMPBELL, INC	Whit Boil #3-triple duty valve	3,458.00
76461	11/17/23	Printed			CEN	CENGAGE LEARNING	dirty thirty	308.89
76462	11/17/23	Printed			0000000567	CENTER POINT PUBLISHING	Summer of Songbird	147.42
76463	11/17/23	Printed			CONSTELL	CONSTELLATION	Oct 2023 service all location	2,383.28
76464	11/17/23	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	BKM 11/13/23 service	357.80
76465	11/17/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	December 2023 coverage	2,983.66
76466	11/17/23	Printed			DDL	DEXTER DISTRICT LIBRARY	distribution-Wash Reads-How th	342.80
76467	11/17/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	56.11
76468	11/17/23	Printed			GWP	GEORGE F. WILBUR, INC	Superior-faucet replacements	1,187.00
76469	11/17/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 11/13/23	402.79
76470	11/17/23	Printed			HCDL	HOWELL CARNEGIE	lost ILL-Summer I Turned Prett	12.00
76471	11/17/23	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit diagnosis	1,458.00
76472	11/17/23	Printed			IMPDAD	IMPERIAL DADE	bath tissue/towel/liner	544.74
76473	11/17/23	Printed			ISI	INDUSTRIAL SERVICES INC.	whit south wall roof leaks	7,500.00
76474	11/17/23	Printed			MICHLIE	MICHELLE LIETZ	11/18/23-Nat Am Ind Hert Month	100.00
76475	11/17/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	Dec 2023 coverage	1,887.41
76477	11/17/23	Printed			AFSCME	MICHIGAN AFSCME	Nov 2023 dues	782.00
76478	11/17/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504618151.....	809.04
76479	11/17/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Nov 2023 service	128.00
76480	11/17/23	Printed			NTAL	NORTHFIELD TWP AREA LIBRARY	lost ILL- Shiver of Light	104.70
76481	11/17/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit floor drain replace	2,260.96
76482	11/17/23	Printed			OV	OVERDRIVE, INC.	CO23405780 / 23403897 .....	3,421.74
76483	11/17/23	Printed			PATR	PATRON ACCOUNT	return-Going Postal	16.99
76484	11/17/23	Printed			PP	PROGRESSIVE PRINTING	STEM flyers - 500	799.00
76485	11/17/23	Printed			QUAD	QUADIENT LEASING USA, INC.	Sep-Dec 2023 lease	237.00
76486	11/17/23	Printed			0000000443	SHERWIN-WILLIAMS	Whit CR repair	88.09
76487	11/17/23	Printed			SHOW	SHOWCASES	200 single DVD	2,283.90
76488	11/17/23	Printed			TAKE	TAKEFORM	40% deposit tree sign	190.19
76489	11/17/23	Printed			0000000316	U S POSTMASTER	Winter LOOP 2023	4,250.00
76490	11/17/23	Printed			U	ULINE	BKM traffic cones	716.30
76491	11/17/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Nov 2023 curbside	90.00
76492	11/17/23	Printed			VEDD	VEDDER ELECTRIC	whit triangle bay	3,500.00
76493	11/17/23	Printed			VERIZON	VERIZON WIRELESS	10/10-11/9/23 service	336.02
76494	11/17/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	supplies	5.67
76495	11/20/23	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA 8/1-10/9/23 architec servic	7,720.00
76496	11/30/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior Nov 2023 service	1,980.00
76497	11/30/23	Printed			AALLC	ALLSTAR ALARM LLC	MA elec permit	210.00
76498	11/30/23	Printed			0000000003	ANN ARBOR NEWS	whit 1/10/24	129.75
76499	11/30/23	Printed			ARBORVACU	ARBOR VACUUM	Sebo-Onyx/filter	733.99
76500	11/30/23	Printed			BATT	BATTERIESPLUS	whit emergency lights	75.97
76501	11/30/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	1st amendment sign	24.00

# Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 01/18/2024

Time: 11:05 am

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
76502	11/30/23	Printed			BA	BLACKSTONE PUBLISHING	The Running Grave	89.90
76503	11/30/23	Printed			BOD	BODMAN PLC	Oct 2023 services	540.00
76504	11/30/23	Printed			BSB	BSB COMMUNICATIONS INC.	11/14/23 call	87.50
76506	11/30/23	Printed			CAPONE	CAPITAL ONE	statement due 12/18/23	6,904.87
76507	11/30/23	Printed			CDW	CDW GOVERNMENT, INC.	whit - APC Symmetra	2,999.22
76508	11/30/23	Printed			CEN	CENGAGE LEARNING	did you hear about Kitty Karr	50.23
76509	11/30/23	Printed			JOY	JOY CICHEWICZ	gift cards/prizes/teen cafe	316.53
76510	11/30/23	Printed			DTE ENERGY	DTE ENERGY	whit 10/21-11/20/2023	7,911.06
76511	11/30/23	Printed			DTE ENERGY	DTE ENERGY	Superior 8/24-11/21/23 service	3,319.69
76512	11/30/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit stacklights	12,470.10
76513	11/30/23	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	Oct service 2023	70.50
76514	11/30/23	Printed			KRGA	KRISTINE GACHEL	gift card prog 12/2/23	300.00
76515	11/30/23	Printed			MOHI	HICKSON MONICA	author talk 12/2/23	50.00
76516	11/30/23	Printed			INNOV	INNOVATIVE INTERFACES, INC	innovative mobile	59,118.49
76517	11/30/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 10/15-11/14/23 coverage	736.77
76518	11/30/23	Printed			MITT	MICHIGAN IT TECHNICIANS LLC	11/9/23 replace conduit cablin	770.49
76519	11/30/23	Printed			MWP	MICHIGAN WEB PRESS	winter 2023 LOOP	4,953.05
76520	11/30/23	Printed			51155	MIDWEST PROPERTY MAINTENANCE	whit cleaning 11/11/23	5,705.00
76521	11/30/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504652164.....	1,006.81
76522	11/30/23	Printed			MMG	MLIVE MEDIA GROUP	11/19/23 public notice	46.09
76523	11/30/23	Printed			CAL	CAL MUNSON	tuning 11/20/23	175.00
76524	11/30/23	Printed			OV	OVERDRIVE, INC.	01576CO23422116.....	3,486.02
76525	11/30/23	Printed			PARK	PARKRIDGE COMMUNITY CENTER	gym rental-STEM	150.00
76526	11/30/23	Printed			PATR	PATRON ACCOUNT	return-Tom Lake	20.00
76527	11/30/23	Printed			PCI	PHOENIX CONTRACTORS, INC.	10/10-11/14/23 service MA	9,015.00
76528	11/30/23	Printed			QM	Q+M	winter 2023 LOOP	2,000.00
76529	11/30/23	Printed			0000000136	STATE OF MICHIGAN	Detroit Income Tax Withhold November 2023	103.18
76530	11/30/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior Oct service	436.56
76531	11/30/23	Printed			TDSM	TDS	11/22-12/21/23 service	774.76
76532	11/30/23	Printed			0000000030	VISION SERVICE PLAN - MI	Dec 2023 coverage	738.98
76533	11/30/23	Printed			YPSICHOR	YPSILANTI CHORAL ASSOCIATION	tree lighting	300.00
76534	11/30/23	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	petty cash reimbursement	130.34
<b>Total Checks: 126</b>					<b>Checks Total (excluding void checks):</b>			<b>376,751.18</b>
<b>Total Payments: 126</b>					<b>Bank Total (excluding void checks):</b>			<b>376,751.18</b>

## Check Register Report

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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
<b>FIFTH THIRD BANK Checks</b>								
2098	11/28/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior FINAL invoice	85,145.67
2099	11/28/23	Printed			TEL	THALNER ELECTRONIC	superior-FINAL invoice	8,337.06

## FIFTH THIRD BANK Checks

**Total Checks: 2**

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

**93,482.73**

**Total Payments: 2**

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

**93,482.73**

**Total Payments: 128**

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

**470,233.91**

# Check Register Report

Date: 01/11/2024

Time: 2:51 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
76535	12/15/23	Printed			AK	AK LAWNCARE	Super Nov 23 -Apr 24 #1	5,500.00
76536	12/15/23	Printed			ALER	ALERUS FINANCIAL	YDL Employ contribut Nov 2023	19,805.41
76537	12/15/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Super Dec 2023 service	606.35
76539	12/15/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	dec 2023 statement	7,283.99
76540	12/15/23	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost ILL-Opening Wednesday	27.00
76541	12/15/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 11/30/23	83.58
76542	12/15/23	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	Magic Music	38.04
76543	12/15/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	Kingdom of Fantasy	29.66
76544	12/15/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 11/30/23	142.44
76545	12/15/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 11/30/23	846.87
76546	12/15/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 11/30/23	1,400.89
76547	12/15/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 11/30/23	357.20
76548	12/15/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	Diary of a wombat	19.24
76549	12/15/23	Printed			B55553	BAKER & TAYLOR, INC. 405555	st 12/15/23	154.58
76550	12/15/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 11/30/23	5,804.27
76551	12/15/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	TS360 sub fee 1/1-12/31/24	2,633.00
76552	12/15/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 11/30/23	256.12
76553	12/15/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 11/30/23	2,081.37
76554	12/15/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 11/30/23	103.10
76555	12/15/23	Printed			0000573766	BAKER & TAYLOR, INC. 573766	I know why	17.10
76556	12/15/23	Printed			BASIC	BASIC	Dec 2023 service	50.00
76557	12/15/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	hours of operation	45.00
76558	12/15/23	Printed			BCN	BLUE CARE NETWORK OF MI	Jan 2024 coverage	51,456.30
76559	12/15/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	report date 12/6/23	620.90
76560	12/15/23	Printed			BRIGHTLIB	BRIGHTON DISTRICT LIBRARY	lost ILL-Towers of Midnight	36.99
76561	12/15/23	Printed			CAMPINC	CAMPBELL, INC	whit 12/1/23-2/29/24	18,550.00
76562	12/15/23	Printed			JCARY	JAMES CAREY	Nov 2023 service	850.00
76563	12/15/23	Printed			CLHI	CLARK HILL	Nov 2023 service	122.50
76564	12/15/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Jan 2024 coverage	2,898.08
76565	12/15/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	63.35
76566	12/15/23	Printed			SEDOB	SEAN DOBBINS	1/14/24 MLK Jazz concert	1,400.00
76567	12/15/23	Printed			DTE ENERGY	DTE ENERGY	MA 10/28-11/29/23 service	1,251.68
76568	12/15/23	Printed			DTE ENERGY	DTE ENERGY	whit street Nov 2023 service	50.33
76569	12/15/23	Printed			FDC	FABER DESIGN CO.	Nov services	5,777.00
76570	12/15/23	Printed			FCB	FIRST CITIZENS BANK	due 12/19/23 lease	2,372.95
76571	12/15/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	2023 tree lighting-Mich Ave	179.19
76572	12/15/23	Printed			JENHAN	JENNIFER HANNIBAL	EMU Chess Program	146.48
76573	12/15/23	Printed			HGD	HARMON GLASS DOCTOR	MA window repair	689.99
76574	12/15/23	Printed			IMPDA	IMPERIAL DADE	towel/tissue/liner	360.72
76575	12/15/23	Printed			IUG	INNOVATIVE USERS GROUP	Membership 2024	125.00
76576	12/15/23	Printed			LIKA	LIDIA KAKU	1/3/24 teen eraser stamps	150.00
76577	12/15/23	Printed			KANO	KANOPY INC.	771 tickets	689.35
76578	12/15/23	Printed			AFSCME	MICHIGAN AFSCME	Dec 2023 dues	782.00

## Check Register Report

Date: 01/11/2024

Time: 2:51 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
76579	12/15/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Johnson renewal 2024	85.00
76580	12/15/23	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	Payroll audit 7/1/22-7/1/23	2,266.00
76582	12/15/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	1989	324.63
76583	12/15/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla 11/2023	17,185.29
76584	12/15/23	Printed			MMG	MLIVE MEDIA GROUP	11/19/23 services	46.09
76585	12/15/23	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost ILL-Prisoner of Night	8.99
76586	12/15/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	dec 2023 service	128.00
76587	12/15/23	Printed			OSCR	ON-SITE SPECITALTY CLEANING	MA July 2023 service	346,693.69
76588	12/15/23	Printed			OV	OVERDRIVE, INC.	Firekeepers Daughter	80.00
76589	12/15/23	Printed			RAC	RIVERSIDE ARTS CENTER	Dec/Jan/Feb 2024 room rental	220.00
76590	12/15/23	Printed			RNA	RNA FACILITIES MANAGEMENT	MA Nov 2023 #8 of 8	1,850.00
76591	12/15/23	Printed			SEA	CHRISTINA SEARS	re-issue 1/20/24 dance	125.00
76592	12/15/23	Printed			0000000443	SHERWIN-WILLIAMS	whit lobby supplies	30.45
76593	12/15/23	Printed			SPRIG	SPRINGSHARE LLC	12/23-11/24 libstaffer	979.00
76594	12/15/23	Printed			STAPAD	STAPLES ADVANTAGE	11/25/23 statement	331.55
76595	12/15/23	Printed			TRICOUNTY	TRI COUNTY INTERNATIONAL	BKM fuel cap	112.70
76596	12/15/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside Dec 2023	90.00
76597	12/15/23	Printed			0000000550	LARON WILLIAMS	Racism Film series	300.00
76598	12/15/23	Printed			0000000021	Y C U A	MA 10/20-11/20/23 service	643.68
76599	12/15/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 11/30/23	29.65
76600	12/15/23	Printed			YEA	YPSILANTI ENTERPRISE	dues 2024	120.00
76601	12/21/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Nov 2023 service-all	3,156.36
76602	12/21/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	12/13/23 statement	1,759.77
76603	12/21/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 11/15-12/14/23	599.64
76604	12/21/23	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK 1/1/24-6/30/24 Subscript	225.00
76605	12/21/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Nov 2023 service	40.82
76606	12/21/23	Printed			TDSM	TDS	12/22/23-1/21/24 service	774.76
76607	12/21/23	Printed			VERIZON	VERIZON WIRELESS	11/10-12/09/23 service	336.02

Total Checks: 71

Checks Total (excluding void checks):

514,400.11

Total Payments: 71

Bank Total (excluding void checks):

514,400.11

Total Payments: 71

Grand Total (excluding void checks):

514,400.11

# Communications





Hello Jodi,

We're writing to let you know that you were nominated for the American Library Association's (ALA) I Love My Librarian Award, which honors librarians across the country for their impact in their community.

While we were only able to honor ten librarians with this year's award, we received nearly 1,400 heartfelt and inspiring nominations, and yours was among them! We're happy to pass along the remarks from your nominator(s).

ALA announced the 2024 award recipients in December, and you can read about them [here](#). We hope you'll join us for the [livestream of the award ceremony](#) this Friday, January 19, at 6:00pm ET.

Thank you for your outstanding contributions to the field of librarianship and for your service to your community!

*Note: nominations below have not been edited or proofread for typos.*

### **I Love My Librarian Nomination**

*Nominator selected to have their name withheld.*

Jodi Krahnke is the Best of the Best

I am nominating Jodi Krahnke for the best librarian award! She is a standout role model for all youth librarians and should be rewarded for all she does! I have visited over a dozen libraries with my little boy. But when I visited Ypsilanti Library-Whittaker in Michigan, I was blown away! As a former teacher, I could see that there was a lot of dedication behind everything that was there and all the programs that were scheduled.

On a personal level, Jodi always has a ready smile and is so kind and helpful. It's always a joy to walk in and see her!

She sweetly approached a mom and her little one who was upset and offered to help. And Jodi offered outdoor story times when libraries started reopening after covid. She also offers suggestions of local events to attend which I really appreciate. Jodi goes above and beyond the definition of a typical librarian.

The library has a writing/creative area which helps kids with their pre-writing skills. There are amazing books, games, puzzles, coloring books, puppets, computers, a keyboard, a dollhouse, a kid sized kitchen, legos, and dozens of amazing stem, reading, and learning kits. If you visit the library's website, it is incredible looking through all of their kits!!! No other library compares to it. I found it to be a wonderful and stimulating environment for little ones who are not yet ready for school and for those in school.

My son just completed the Summer Reading Challenge which motivated him to read hundreds of books!!! Participants were put in a drawing for incredible prizes and one person I spoke to said her grandson won Tiger tickets last year from the reading challenge, and it motivated him too to read books! Again, no other library I know of compares to this program!

Children were offered free lunch this summer on certain days which I thought was so generous and nice. And a huge flower, veggie, and herb garden was grown outside with a nature playscape for the children to play in. The library offered patrons the chance to pick veggies to take home too. It was awesome to find it; and again, I was so impressed at all of the work and love that went into this!

The schedule of events is INCREDIBLE!

There are story times for babies, toddlers and preschoolers with instruments and streamers followed by crafts and gross motor activities. There are Discovery days with sensory stations. And there is a very popular program called Jumpstart Kindergarten that is led by Marlena Shuler who has been reading stories and preparing kids for school for 25 years! She is funny, caring, creative, helpful, and AMAZING! She has a natural talent for capturing the attention of kids with her stories and science experiments! And then leads them in listening games, using a parachute, and practicing their fine motor skills through painting, coloring, cutting, and gluing. It is an incredible program that all libraries should have!

I am forever grateful that my son has had these weekly story times as they have really helped him prepare for school! My son was not ready for school for a handful of reasons, and this program provided him with a place to go and explore. It was a learning environment in which he could socialize, listen to stories, and be offered creative projects. I can't praise Jodi, Marlena,

and this library enough for offering this! All of the youth staff there are friendly and dedicated. Jodi has a great team, and it is a wonderful place to visit!

As if this isn't enough, they schedule Kinderconcerts, animal exhibits, scavenger hunts, and dance and movement classes. They have a bookmobile, book trike and are in the community at many events. No other library compares...

All of this couldn't be possible if it weren't for the leadership of Jodi! She is very inclusive and warm, serving families from many backgrounds in this college town. She even provides a survey asking patrons if they have any ideas for helping kids become better readers! She really cares about children and helping them develop a love for reading and doesn't miss a detail. I really believe she is one of the best librarians in the country and would love for her and her staff to be recognized at the national level! I sing the praises of her and all of her youth staff! They have helped my son grow, learn to read, make friends, and love the library!!! All thanks to Jodi!



# LIBRARY OF MICHIGAN

## Trustee Roundtable - Virtual

02/21/2024 01:00 PM - 03:00 PM ET

[CLICK HERE TO REGISTER ONLINE](#)

### Admission

Free

### Location

Webinar link will be emailed to registrants the day before the webinar begins.

### Summary

Serving as a Library Trustee can be fulfilling - and exhausting. Ever wonder how Trustees at other libraries manage the issues you are facing? Wish you knew more about the services available from the Library of Michigan? This informal virtual meeting will cover both of those wishes! Come spend some time with fellow trustees in the warmth and comfort of your own home - with no worry about OMA violations!

### Description

Serving as a Library Trustee can be fulfilling - and exhausting. Ever wonder how Trustees at other libraries manage the issues you are facing? Wish you knew more about the services available from the Library of Michigan? This informal virtual meeting will cover both of those wishes! Come spend some time with fellow trustees in the warmth and comfort of your own home - with no worry about OMA violations! In this session, Joe Hamlin and Clare Membiela will facilitate discussions on library funding, contracting, Establishment and the Open Meetings Act. There will also be time for a Q&A... and a couple of surprises...

Participants in this session will be able to:

- Discover the importance of knowing their library's establishment.
- Discuss the State Aid process and the pros and cons of library service contracts.
- Identify resources for support, including fellow library trustees from other libraries.

Instructor information: Joe Hamlin, Library Data, State Aid & Penal Fine Coordinator, Library of Michigan and Clare Membiela, Library Law Consultant, Library of Michigan

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# Ypsilanti

## New oral history project spotlights stories of Ypsi's farmers and gardeners

SARAH RIGG | WEDNESDAY, JANUARY 10, 2024

From promoting the importance of land ownership to making sure neighborhoods don't go hungry, Ypsilanti-area food growers' stories are captured in a new oral history project.

concentrate





Doug Coombe

Linda Mealing at the NWWNA Community Garden.



From promoting the importance of land ownership to making sure neighborhoods don't go hungry, Ypsilanti-area food growers' stories are captured in a new oral history project. Conceived and researched by University

of Michigan-Dearborn Assistant Professor of Human Services Finn Bell, the Ypsi Farmers & Gardeners Oral History Project will live and continue to grow on the Ypsilanti District Library's (YDL) local history website alongside existing local history collections.

### **"Telling your story is good medicine"**

The project grew out of doctoral dissertation work Bell was doing before the COVID-19 pandemic, focused on Black, Indigenous, people of color, or working-class farmers and gardeners.

"I was thinking about how growing food can be an act of resistance and resilience," Bell says. "There's such a rich history of Black resistance in the face of climate change and gentrification."

Bell says he was struck by one participant's comment that "telling your story is good medicine."

"I was worried that I was bothering people, so hearing him talk about stories as medicine was really moving, and affirming that this was a worthwhile project," Bell says.

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#### **U of M-Dearborn Assistant Professor of Human Services Finn Bell.**

---

Bell says he was clear from the start that these were "not my stories to tell," and that the research he was doing was already framed by his own "white, middle-class lens." That led him to the oral history format for the interviews, as well as hosting meetings with community partners about how to best package and provide context for the interviews.

"I really felt people needed to be able to tell their own stories in their own words," Bell says.

Along with assistant Briana Hurt, Bell found several local gardeners or farmers to interview, and several of those connections lead to other potential



interviewees.

Omer Jean Winborn, a YDL board member, local genealogy enthusiast, and co-founder of the Washtenaw County African American Genealogy Society, was one of those local gardeners. She not only provided her own story, but also helped Bell and his team obtain other interviews and interviewed several participants herself.

Besides Winborn, the other participants featured in the series so far include Melvin Parson, founder of Ypsilanti Township-based nonprofit We the People Opportunity Farm; Ypsilanti Township-based Master Gardener Patricia Wells; Ypsilanti-based gardener Versel Jones; Linda Mealing, a gardener active with the New West Willow Neighborhood Association and its West Willow Community Garden; and Lisa Bashert, an Ypsilanti-based beekeeper and co-founder of the Cooperative Orchard of Ypsilanti.

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**Lisa Bashert at the Cooperative Orchard of Ypsilanti.**

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## **Family traditions and maximizing land use**

YDL Adult Services Librarian Amisha Harijan says common themes emerged from the interviews, and a big one was the family traditions associated with growing your own food.

"I loved hearing Linda Mealing and Patricia Wells talk about how gardening created a connection with their family," Harijan says. "You're feeding your family and telling stories that pass on the family history while you're doing it."

Winborn says her interest in growing food and in genealogy are a good match.

"Most of our history as Black people includes food," Winborn says.

**Washtenaw County African American Genealogy Society co-founder Omer Jean Winborn.**

---

She recalls her family and others from her generation having a "bean-picking party" and sitting around a pot snapping beans afterward. She notes that her great-nieces are now learning those food traditions from their elders.

Bell notes that elders of color he interviewed had a different mindset around growing their own food than "middle-class white homesteaders who want to do it all themselves."

"That wasn't at all what anyone we interviewed was talking about," Bell says. "It was about how do you grow a community, how do you share and take care of each other?"

Another theme was finding land and not letting it go to waste. Many of the participants or their families, including Jones and Winborn's father, grew food in spaces that weren't officially sanctioned for gardening but that nobody else was using.

"I remember more than one talking about letting the land go to waste when there's so much that can be done with it," Harijan says.

**YDL Adult Services Librarian Amisha Harijan.**

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Bell says he was impressed by Wells' story of growing up in an Black neighborhood in Detroit where it was normal to grow and cook your own food.

"I remember her saying she begged for a boxed cake mix, and then she was horrified at how it tasted," Bell says.

Winborn says she didn't think her family's story was remarkable in any way until

she started talking more about it as part of the project.

"My dad was a sharecropper, and coming from the south to the north, we always had a garden," Winborn says. "There was no food insecurity in my neighborhood growing up. My dad had a garden across the street, and everyone in the community was allowed to eat out of it. My mother was a wonderful cook, too. We fed the whole community."

### **A living collaboration with YDL**

It was important to Bell that the histories be easy for community residents to access, "something that is not true for most dissertations," he says. That's how the partnership with YDL came about.

Harijan says she knew about the project before Bell secured a grant from the Arts Initiative at the University of Michigan. She says library staff felt the project would be a "perfect addition" to the A.P. Marshall Oral History Project, a collection of stories of Black Ypsilantians, which the library's website hosts. Library staff had been planning to revamp their history page anyway, and it "all tied in very well," Harijan says. YDL's Ypsi History page now houses two oral history projects, genealogy resources, and the Ypsi Stories history podcast.

The project officially opened to the public with six interviews during a ceremony in December, but the collection will grow over time. Harijan says about 60 people turned out to the launch event, where large portraits of each interviewee were on display, accompanied by select text from their interviews. Attendees heard from storytellers, poets, and documentary filmmakers during the event as well.

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**Amisha Harijan, Finn Bell, and Omer Jean Winborn at the YDL Whittaker Road branch.**

---

Harijan says she "can't wait" to see the collection grow as Bell and his team add more interviews.

"We're hoping for a total of 20 to 25, and it may grow larger than that," she says.

"We want people to engage with it and see how they can work with their neighbors. We're housing it, but it's a living project."

You can listen to all the oral histories here.

**Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She joined Concentrate as a news writer in early 2017 and is an occasional contributor to other Issue Media Group publications. You may reach her at [sarahrigg1@gmail.com](mailto:sarahrigg1@gmail.com).**

**All photos by Doug Coombe.**

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**ANN ARBOR**

# Migration, gentrification & resilience: Ypsilanti gardeners share their stories

Published: Dec. 25, 2023, 8:30 a.m.







By [Lucas Smolcic Larson](#) | [lsmolciclarsen@mlive.com](mailto:lsmolciclarsen@mlive.com)

YPSILANTI, MI - Growing up on Fourth Avenue in Ann Arbor, Omer Jean Winborn could count on a bounty springing up from the soil on a vacant lot across the street.

It was her father's garden, planted with the knowledge the Tennessee sharecropper brought to Michigan. Its harvest fed far more than Winborn and her five siblings. The produce was shared around what was then a strong Black community in Kerrytown, Winborn said.



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"If you came to our house and you played with us, you didn't go home if it's dinner time. You come in that house and you eat with us," recalled the now-retired educator and expert in African American genealogy.

You can now listen to or read [Winborn's story](#) and nearly half a dozen others in [a new collection of interviews, the Ypsilanti Farmers and Gardeners Oral History Project](#), published online by the Ypsilanti District Library on Dec. 14.

"It is so important that we tell our own stories, because no one can tell our stories like we can, particularly if you're African American," said Winborn, a library trustee who conducted the majority of the interviews that make up the inaugural round of the project.

The interviews delve into the life experiences of six people with ties to Ypsilanti and various traditions of farming and gardening. As lives do, the stories cover a lot of ground, stretching from Detroit to New Jersey.

Some, like [Linda Mealing](#), a leader of the West Willow Community Garden, have coaxed fresh produce from the ground since age 7. Others, like [We the People Opportunity Farm](#) founder Melvin Parson, came to farming in adulthood.

"I know what having my hands in the soil does for me, from the word go, from that 3-foot-by-9-foot vegetable bed. It helped ground me, it gave me an opportunity to look beyond today," said [Parson in his interview](#), describing how his farm offers a chance for formerly incarcerated people to experience the same.

The stories show how growing food has served as a means of resistance and resilience for Black, indigenous and people of color as well as working-class cultivators in Ypsilanti, according to Finn Bell, an assistant professor of Human Services at the University of Michigan-Dearborn and curator of the collection.

Bell conducted similar interviews for his [dissertation](#) research. But, he said, it became clear they weren't his stories to tell.

"Dissertations don't tend to be read by a lot of people," Bell said. "I really wanted people to be able to tell their own stories, and also to have it in a place where people from their own communities, their own families could actually access them."

The oral history project was born out of a collective of Ypsilanti food-growers who met to discuss what they wanted it to look like, he said. That led to the inclusion of portraits of each interviewee by photographer Nick Azzaro.

A common theme that runs through the stories is migration, Bell said, with many families coming to the area from the South and bringing with them their own agricultural practices.

That's the case for Winborn's family. Her parents came to Michigan from Brownsville, Tennessee in the mid-1940s, she said in her interview.

It took a while for her to realize her father's accomplishments, she said. One day she came home from graduate school and dropped a pile of books. Her father, William Dixon, knelt to help pick them up.

"He looked at me and he says, I wonder if they can teach an old man like me how to read. And I went, what?" Winborn said. "Here this man brought up all these kids. We had a nice house. It was clean. We had plenty of food, and he couldn't read."

The experience led her to begin doing genealogy work, cofounding the Washtenaw County African American Genealogy Society and fighting to preserve the landmarks of Ann Arbor's Black community [almost completely pushed out from the neighborhoods where it took root](#), she said.

That includes [historic Black churches](#) and community members that made up a part of the Underground Railroad, she said. "A Black community was born, and now it's completely wiped out. There's no history of it, no recording."

Gentrification is another common theme in the oral histories, Bell said. Some of the interviewees, like Mississippi native [Versel Jones](#), began living in Ann Arbor but ended up in Ypsilanti because they couldn't afford to buy a house there, Bell said.

Now the south side of Ypsilanti is feeling the gentrification pressures that Black [neighborhoods in Ann Arbor felt decades ago](#), Bell said. The dynamic has implications for food-growers, who generally need land to practice their craft, as well as the strength of small-scale urban growers in the face of climate change.

"As we're thinking about how to build climate resilience in our area, gentrification is particularly dangerous because of how it takes homeownership, takes any kind of land out of the hands of people who have traditionally lived in these places," Bell said.

Bell hopes the initial interviews on the library's website will be just the beginning for the project, funded in part by a grant from the UM Arts Initiative.

The project is valuable in preserving the wisdom and life experiences of elders in the community, he said.

“The more we can have ways for people to share that the better, and I think oral histories are a really democratizing way to do that,” Bell said.

Want more Ann Arbor-area news? Bookmark the [local Ann Arbor news page](#), the [Ypsilanti-area news page](#) or sign up for the free “[3@3 Ann Arbor](#)” daily newsletter.

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To commemorate the work of the late activist Martin Luther King Jr., the Ypsilanti District Library (YDL) will celebrate his life with “All Lives Stand Up.” Taking place Sunday, Jan. 14, this free event will run from 2-3:30 p.m. at the branch on Whittaker Rd. in the community room.

This concert program welcomes all ages and will feature live original jazz music. One of the performers includes Sean Dobbins, a drummer from Southeast Michigan and educator at Oakland University and the University of Michigan.

Helping run “All Lives Stand Up” is YDL staff member Paula Drummond, who hopes community members will enjoy this reflection.

“By the choice of songs and the timing of this event, we hope that our community will be reminded of the significance of both Dr. King's work and his impact on our society. All of us can benefit from reflecting on these fundamental truths,” Drummond said.

This is not the only time that the YDL has held a concert centered around the celebration of topics. Drummond said the library offers concerts every year through a series called “Take Note.” The inclusion of “All Lives Stand Up” into the series started in 2023.



Like many events at YDL, "All Lives Stand Up" was sponsored by Friends of Ypsilanti District Library, a non-profit membership-based organization that raises thousands of dollars in support of the library.

"Thanks to the generosity of the Friends of the Ypsilanti District Library, we were able to allocate funds for this event, which our community very much appreciated from the feedback we got last year," Drummond said.

"Dr. Martin Luther King Jr. inspired many people, not the least musicians expressing the fundamental truths of freedom, equality and compassion," YDL said in their program.

To learn more about this and other future events at the library, visit their website and Instagram.

# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/19/2024  
**Re:** Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: Successfully rebid the project, details on current agenda.
- Resolution 2023-41 Michigan Avenue roof repairs: Complete. Bloom Roofing engaged to do some additional follow-up work now that this has been done.
- Resolution 2023-42 Whittaker roof flashing: Mostly complete. ISI needs to return to complete some painting, but needs temperatures 50 degrees or above.
- Resolution 2023-47 Glass replacement: Terracon found additional options for a color match that they wanted to investigate. Glasco has been instructed to procure and install the color option they have. If it doesn't appear to be close enough, we will request a direct match from Viracon, but they only make these once a year – will have to wait until September 2024 (!).

\*\*

On 12/16 the Bookmobile blew a tire on I-94 near the Whittaker exit. Khi was able to safely navigate to the shoulder and the bus was towed back to Whittaker. Two front tires were replaced, but there was damage to the metal in the wheel well that needed attention from a body shop before it could be driven. Its holiday break was extended a little due to this incident.

We continue to work with Architect Dan Whisler on the design for an Interactive Play Area for Superior. Very close now.

Michigan Avenue design work is wrapping up and the team anticipates submitting for permits next week. This is slightly behind schedule but Phoenix believes they can catch up if permits can be secured quickly. I have communicated the importance of this to City Officials on my branch flood tours; they vowed to do what they can.

## Observation Report 02

Project: Ypsilanti District Library  
Location: 229 W Michigan Ave, Ypsilanti MI 48197  
Client: Ypsilanti District Library  
Project No.: FR236152  
CM/Contractor: IS1 Industrial Services INC.  
Phone #: (734) 761-8370  
Weather: Partly sunny, mid 40's F



Report Date: 12/14/2023  
Site Visit Date: 12/07/2023

By: Jared Lawrence, NCARB  
Senior Architect  
Jenny Perilla  
Field Engineer

Project Superintendent: Garrett Kelly  
Onsite: Yes ☐ No ☒

### General Comments:

Terracon visited the project site to review the progress in construction. Terracon arrived on site at approximately 1:00 PM. The conditions noted are representative and no attempt was made to identify each location that similar conditions occur. The items identified in this report were discussed with IS1 Industrial Services INC. personnel on site before leaving the site.

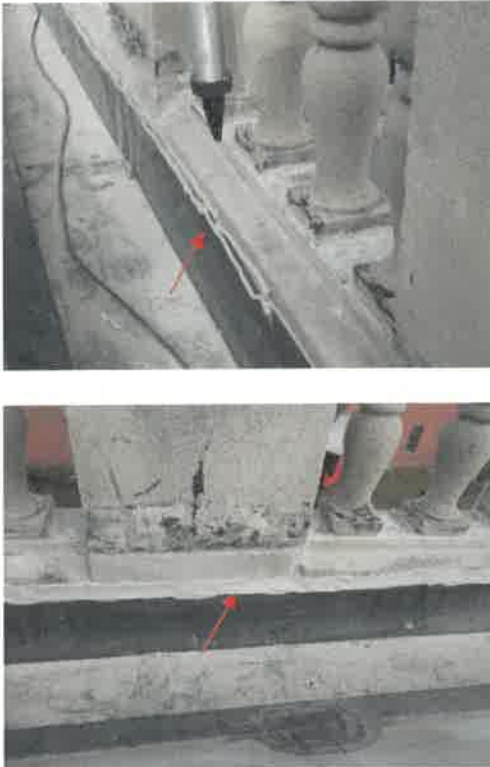
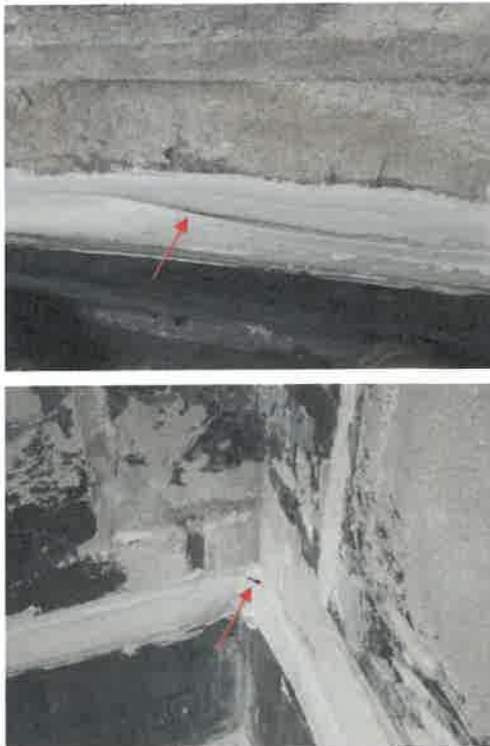
Item	Observation/Recommendation	Photo
1	<p>South elevation:</p> <p>Terracon noted the following work completed on the West side of the access stairs (top photo). IS1 was working clockwise around the roof and would end on the east side of the stair (bottom photo).</p> <p><b>Terracon Comments:</b></p> <p><b>The work is in progress and appears to be in general conformance with the contract documents.</b></p>	 

**Field Observation Report 02**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: December 7, 2023 ■ Terracon Project No. FR236152



Item	Observation/Recommendation	Photo
2	<p><b>East Elevation:</b></p> <p>123 tape installed at the copper to limestone transition, however, sealant was too wet to test. Terracon observed IS1 cleaning the surface of the metal prior to application of sealant and no significant previous sealant was observed.</p> <p><b>Terracon Comments:</b></p> <p><b>The work is in progress and appears to be in general conformance with the design intent.</b></p>	
3	<p><b>North Elevation and NW Corner:</b></p> <p>123 tape appears to be "tenting" as inside corners or pulling free of the adhesive seal resulting in gaps between the tape and the stone. IS1 was notified of this condition during the visit.</p> <p><b>Terracon Comments:</b></p> <ul style="list-style-type: none"><li>• <b>Provide temporary support to tape while sealant cures to ensure continuous bond along top edge.</b></li></ul>	







**Field Observation Report 02**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: December 7, 2023 ■ Terracon Project No. FR236152



Item	Observation/Recommendation	Photo
4	<p>All elevations:</p> <p>Red marks and silver tape were left by Terracon in several areas to identify conditions that were not consistent with the project intent. First photo, gap between repointed mortar and existing. Second photo, sealant joint cut but not resealed. Third photos, failed sealant at coping stone.</p> <p><b>Terracon Comments:</b></p> <ul style="list-style-type: none"><li>• Terracon spoke to workers on site about some situations and notified superintendent about concerns.</li><li>• The work is in progress and appears to be in general conformance with the contract documents.</li></ul>	   

**Field Observation Report 02**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: December 7, 2023 ■ Terracon Project No. FR236152



Item	Observation/Recommendation	Photo
5	<p>North Elevation:</p> <p>Rusted nail observed in wall stone parapet.</p> <p><b>Terracon Comments:</b></p> <p><b>Remove nail and seal/repoint.</b></p>	
6	<p>Terracon verified material on site is Dowsil 795. Sealant expires August 14, 2024.</p> <p><b>Terracon Comments:</b></p> <p><b>The work is in progress and appears to be in general conformance with the contract documents.</b></p>	
7	<p>North Elevation, Grade:</p> <p>Water was applied to the granite paving at the main entrance and concrete at the west ramp to verify coating installation. Top photo observes to be beading up. Bottom photo, water appeared to react similar to adjacent untreated concrete on the west elevation with some absorption and ponding.</p> <p><b>Terracon Comments:</b></p> <p><b>Verify that penetrating waterproofing was applied consistent with manufacturer's recommendations.</b></p>	



## Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: December 7, 2023 ■ Terracon Project No. FR236152



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

### END OF REPORT

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



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

Jenny Perilla  
Field Engineer  
Facilities Engineering Services

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

Jared Lawrence, NCARB  
Senior Architect  
Facilities Engineering Services

## Field Observation Report 02

Project: Ypsilanti District Library

Report Date: 01/03/2024

Site Visit Date: 12/29/2023

Location: 5577 Whittaker Rd,  
Ypsilanti, MI 48197

By: Jared Lawrence, NCARB  
Senior Architect  
Jenny Perilla  
Field Engineer

Client: Ms. Lisa Hoenig  
Ypsilanti District Library

Project No.: FR206032

CM/Contractor: Industrial Services Inc.

Site Superintendent: Garrett Kelly


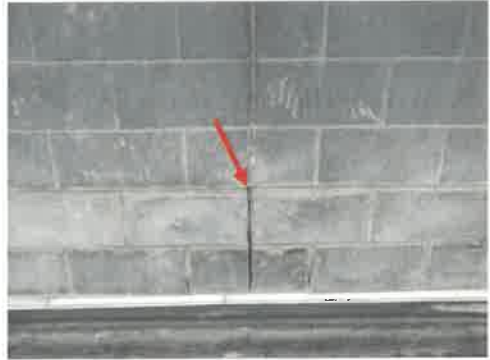
Phone #: (734)761-8370

Onsite: Yes ☐ No ☒

Weather: Cloudy, mid 40's F

### General Comments:

Terracon arrived on site at approximately 10:00 AM to observe the installed flashing to the South Wall. It was observed that at 10:15 AM an IS1 employee arrived to clean and caulk the remainder of work. IS1 employee did provide keys to the lift.

Item	Observation/Recommendation	Photo
1	Overview of South Wall.	
2	<p>Overview of re-installed salvaged CMU.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"> <li>Sealant joint installation to be completed.</li> <li>The work is in progress and appears to be in general conformance project expectations.</li> </ul>	

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: December 29, 2023 ■ Terracon Project No. FR206032



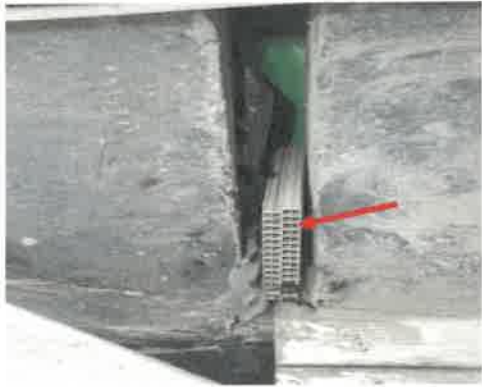
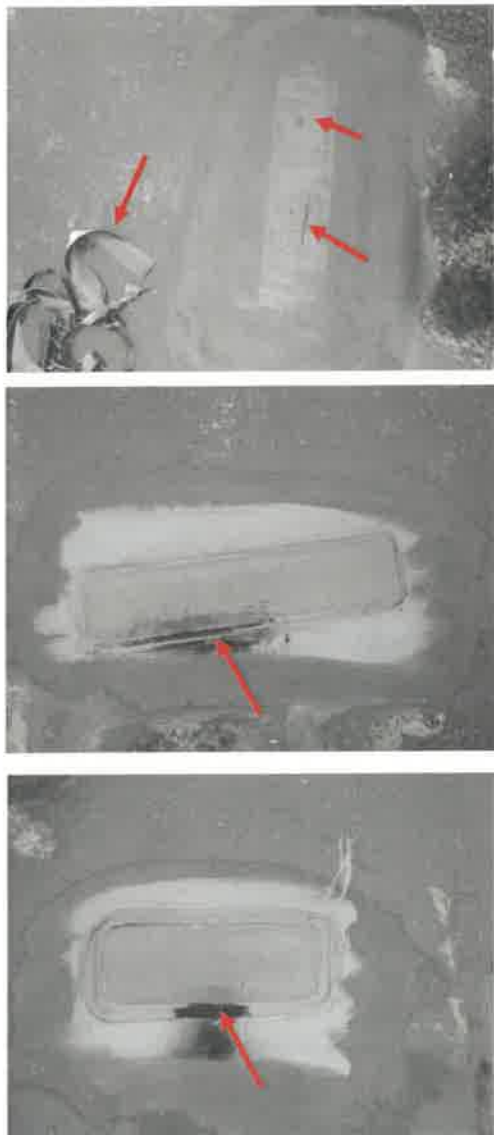
Item	Observation/Recommendation	Photo
3	<p>Overview of observed damaged roof. IS1 informed Terracon of the damage prior to our visit and informed that measurements have been taken. IS1 informed that they may rely on a roofer to repair.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Based on the damaged observed, it may be preferable to remove, rework, and reinstall the existing since new metal will likely not match the existing. Review condition with Library to determine next steps.</b></li></ul>	A photograph showing a corner of a roof where the metal flashing is damaged and bent. The roof surface is dark, and the sky is visible in the background.
4	<p>Overview of installed flashing. Flashing observed to be consistently overlapped without a consistent transition into the next section of flashing. This condition does not allow for effective installation of a continuous removable counterflashing.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Terracon discussed with Superintendent and IS1 is aware of inconsistent installation. IS1 to mock-up repair in shop before implementing in field.</b></li><li>• <b>Survey for similar conditions and repair/replace as appropriate.</b></li></ul>	Two photographs showing close-ups of flashing installation. The top photo shows two sections of flashing overlapping, with red arrows pointing to the joint. The bottom photo shows a similar joint with a red arrow pointing to the overlap.

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: December 29, 2023 ■ Terracon Project No. FR206032



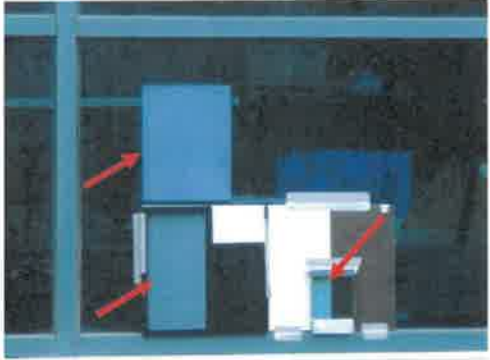
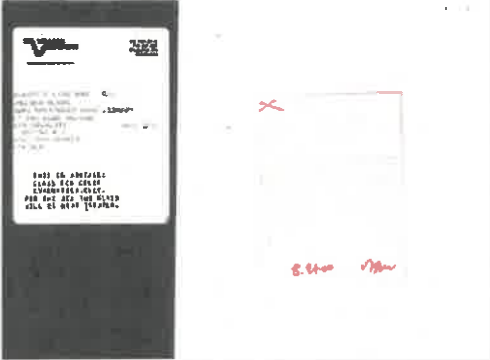
Item	Observation/Recommendation	Photo
5	<p><i>Weep Vent:</i></p> <p>End dams and weep vent installed.</p>	
6	<p><i>Terracon removed temporary tape and installed EPDM tape to re-seal 2 locations on roof of south wall:</i></p> <p>Terracon removed old Gorilla duct tape followed with cleaning the surface with solvent , primer, new EPDM tape, and sealant around the perimeter.</p> <p><b>Terracon Comments/Recommendations:</b></p> <p><b>Evaluation of this roof by a competent roofing contractor is recommended in the next few years. Replacement should be anticipated within the next 5 with appropriate maintenance.</b></p>	

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: December 29, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
7	<p><b>East Elevation: Matching glass for replacement</b></p> <p>Overview of original window display behind a white background (top left). Viracon sample sent according to requested glass (bottom left).</p> <p>Requested glass (bottom):  <u>1" VE7-52 Insulating</u>            ¼" Azuria VE-52 (2)            ¼" Clear</p> <p>Previous match piece of sample glass by Glasco (smaller glass, bottom right), was the closest match to date.            Glasco Sample:  <u>1" Vistacool unit</u>            ¼" Azuria glass with Vistacool (2)            ¼" Clear glass</p> <p>Based on the conditions observed, the Viracon VE7-52 glass units is the closest match from the exterior. Note the building was not accessible to conduct evaluation from the interior during the site visit.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"> <li>• <b>Terracon has concluded that the requested glass sent from Viracon is the best match for replacement.</b></li> <li>• <b>Viracon informed that this glass is only made once per year 9/16/2024 and that a Purchase Order would need to be received by 8/5/2024 to be included.</b></li> </ul>	 

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

**END OF REPORT**

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: December 29, 2023 ■ Terracon Project No. FR206032



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

Thank you,

**Terracon Consultants Inc.**

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

Jenny Perilla  
Field Engineer  
Facilities Engineering Services

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

Jared Lawrence, RA, NCARB  
Senior Associate/Group Manager  
Facilities Engineering Services

Terracon Consultants, Inc.  
611 Lunken Park Drive  
Cincinnati, Ohio 45226



### Field Observation Report 03

Project: Ypsilanti District Library

Report Date: 01/09/2024

Site Visit Date: 01/04/2024

Location: 5577 Whittaker Rd,  
Ypsilanti, MI 48197

By: Jared Lawrence, NCARB  
Senior Architect  
Jenny Perilla  
Field Engineer

Client: Ms. Lisa Hoenig  
Ypsilanti District Library

Project No.: FR206032

CM/Contractor: Industrial Services Inc.

Site Superintendent: Garrett Kelly


Phone #: (734)761-8370

Onsite: Yes ☐ No ☒

Weather: Sunny, mid 20's °F

#### General Comments:

Terracon arrived on site at approximately 11:30 AM to observe the correction of the flashing installed to the South Wall. It was observed that an IS1 employee had already been on site. Terracon discussed with IS1 employee regarding potential paint application color matches.

Item	Observation/Recommendation	Photo
1	<p>Overview of South Wall. The sealant that was missing between the glass units has been installed.</p> <p>IS1 informed that they made efforts to install a matching paint prior to removal of the lift, unfortunately due to the weather, it could not be installed. Terracon discussed color matching options and concern with Library and was directed to provide a reasonable match to the adjacent faded color.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>IS1 it inform Library of intended schedule for painting and repair of sod if required.</b></li><li>• <b>IS1 provided color swatches for paint match, Terracon selected the "Web Gray" by Sherwin Williams (SW7075) as a reasonable match.</b></li></ul>	

Environmental



Facilities



Geotechnical



Materials

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: January 4, 2024 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
2	<p>Overview of re-installed salvaged CMU.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Sealant joint installed, full height.</b></li><li>• <b>The work is completed and appears to be in general conformance project expectations.</b></li></ul>	A close-up photograph of a concrete masonry unit (CMU) joint. A red arrow points to a black sealant joint that has been applied between two CMU blocks. The joint appears to be full and properly installed.
3	<p>Overview of observed sheet metal coping damaged by IS1 from the ground level. IS1 informed Terracon that the attempt to remove, rework, and reinstall the existing piece was going to be implemented.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Based on the conversation with the Contractor and the Library, Terracon understands that the contractor will try to repair.</b></li><li>• <b>Terracon noted to ISI and the Library that if replacement is determined to be necessary, the new metal will not likely match the existing adjacent 20-year-old material due to exposure.</b></li></ul>	A photograph showing a section of sheet metal coping on a roof. The metal is blue and appears to be part of a larger structure. The background is a clear blue sky.
4	<p>Flashing observes to be 1.5" in measurements.</p>	A close-up photograph of a metal flashing joint. A yellow measuring tape is placed vertically against the flashing to measure its height. The tape shows a measurement of approximately 1.5 inches.

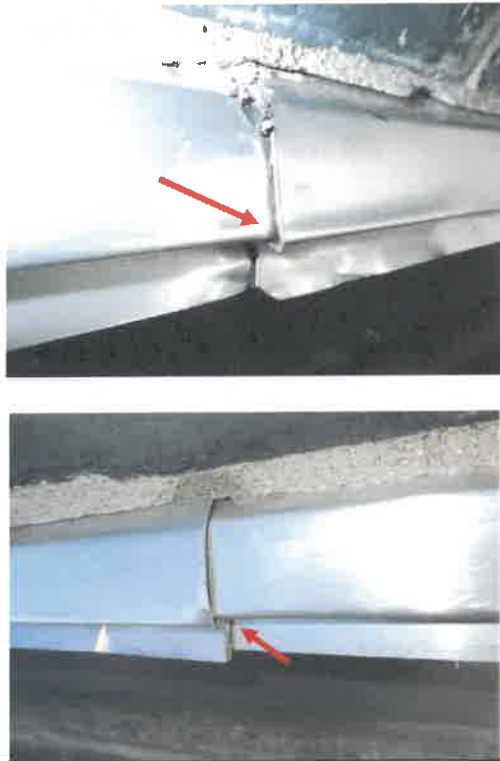
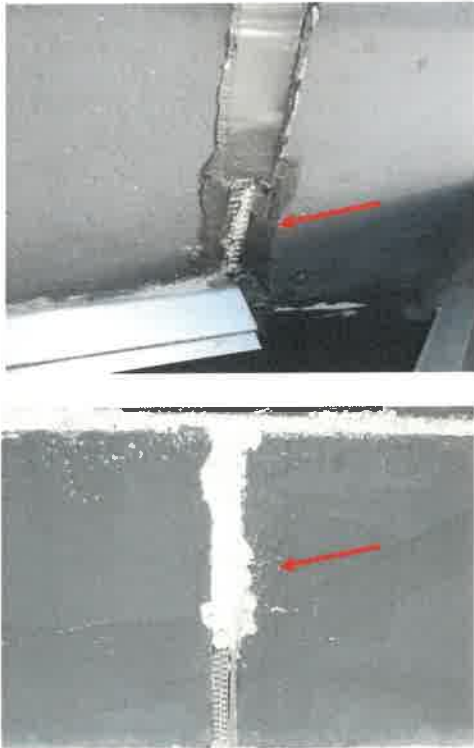


**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: January 4, 2024 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
5	<p>Overview of corrected flashing. Flashing observes to be consistently overlapped with a more consistent transition between lengths of flashing. This condition now allows effective installation of a continuous removable counterflashing.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is completed and appears to be in general conformance project expectations.</b></li></ul>	
6	<p><i>Weep Vent:</i></p> <p>Weep vent installed and caulked around.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Sealant joint installed.</b></li><li>• <b>The work is completed and appears to be in general conformance project expectations.</b></li></ul>	

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: January 4, 2024 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
7	<p>Overview of observed hole between the salvaged CMU, likely missing weep vent.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Install weep vent during next mobilization to the site.</b></li></ul>	
7	<p><i>East Elevation: Matching glass for replacement from interior view</i></p> <p>Overview of original window display behind a white background (top). Previous match piece of sample glass by Glasco (middle) for temporary replacement, Viracon sample sent according to requested glass (bottom).</p> <p>Previous match- Thompson IG (middle): <u>1" Vistacool unit</u> ¼" Azuria glass with Vistacool (2) ¼" Clear glass</p> <p>Requested glass- Viracon (bottom): <u>1" VE7-52 Insulating</u> ¼" Azuria VE-52 (2) ¼" Clear</p> <p>Based on the conditions observed, Terracon informed Client that the Viracon VE7-52 glass units is the closest match overall, however, is not available until end of 2024 and the full replacement cost is not yet known.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Based on the information provided, Client directed Terracon/Glasco to proceed with the replacement of the broken lit with the Azuria glass with Vistacool coating due to the availability. After the glass is replaced, the Viracon (VE7-52) will be evaluated and priced to determine if a permanent replacement is required to achieve a more appropriate match.</b></li></ul>	  

**Field Observation Report 01**

Ypsilanti District Library ■ Whittaker Road, MI

Site Visit Date: January 4, 2024 ■ Terracon Project No. FR206032



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Jenny Perilla  
Field Engineer  
Facilities Engineering Services

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Jared Lawrence, RA, NCARB  
Senior Associate/Group Manager  
Facilities Engineering Services

# **Director's Report**

**and attachments**

## **Library Director's Report**

### **January 24, 2024**

#### **Building support and understanding, laying groundwork**

To date I have conducted eight tours of the Michigan Avenue building's flood damage, hosting 43 people. I have two more tours scheduled the week of our Board meeting, with 14 currently signed up.

Guests are surprised by the extent of the damage and impressed with our progress and plans. I encourage them to share, and help spread the word that the we really can't reopen yet. One guest posted photos and a plea for support to her social media network following her tour. Within hours we received a sizable gift inspired by that post.

In addition to sharing about the condition of the building and our plans for the current renovation, the tours are laying groundwork for our vision – a future addition to the building. Comments are unanimous that this is an exciting and important project the community wants and needs. We are definitely on the right track.

#### **Financial:**

- On 12/5 I provided details via email on an unauthorized ACH by our payroll processing vendor. Although the situation was quickly rectified and the monies returned, I continue to explore options that might provide more security and confidence moving forward. I will share what I've learned so far verbally at our meeting.
- Audit field work was completed 1/2-5. We are on track to have the FY2023 audit presentation in February.
- After conferring with Accountant Jim Carey, on 1/17 Treasurer Theresa Maddix and I authorized a wire of \$1.5M from Bank of Ann Arbor to Michigan CLASS, where it will earn significantly more interest.

#### **Fundraising:**

- The annual appeal to benefit Michigan Avenue restoration has so far raised nearly \$40,000. We've been blown away by this generous response and are extremely grateful to all of our donors.

#### **Personnel:**

- Part-time Librarian Jenny Hannibal was granted a lateral transfer from Michigan Avenue Youth to Outreach, her assigned work location since the flood. She loves the work is excited to remain there.
- A true professional, Adult Services Librarian Sheila Konen retired effective 12/15. Her departure coincided with a YDL holiday staff party, the first festive gathering for many of our employees. Fun was had by all, including Sheila. :)
- We launched Healthiest You, a new telemedicine benefit for part-time staff, on January 1<sup>st</sup>, the start of our new benefits year. 20 employees have been enrolled in this new perk to start.
- YDL welcomed Mark Bailey as our new Part-time Building Monitor on 1/16. A longtime patron and former corrections officer, he has extensive experience working with challenging situations. We're excited to have him join us in this new role.
- We currently have several vacancies due to attrition which the Michigan Avenue staff have helped absorb. As reopening downtown gets closer, we will fill these positions. At the end of February we will participate in the GLAM Virtual Career Jam, an opportunity to meet alums/students from library schools nationwide.

#### **Side Notes:**

- Superior's new artwork was installed on 12/15 to rave reviews. Go visit when you can!
- Bethany and I attended the Washtenaw County Treasurer's Open House on 12/19, and visited with Terrence and Crystal Campbell from the County Administrator's office informally afterward.
- I am attaching my notes from the ThinkSpace Directors conference in Grand Rapids, the first in a year-long series of gatherings on futuring for libraries. It was an invigorating start!

## Advancing EDI

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Continue to expand programs and efforts that encourage recruitment of a more diverse staff.

- *Added Healthiest You telemedicine benefit for part-time staff January 2024*
- *Attending GLAM Virtual Career Jam February 2024*

Continue to expand programs and services that reach underserved members of the broader Ypsilanti community.

- *ESL program at Superior going well*
- *Outreach developed new partnerships to reach refugee groups*
- *AARP tax preparation at Whittaker and Superior in 2024*

Pursue the placement of social workers in high-need YDL locations.

- *Working with additional EMU School of Social Work faculty to recruit candidates for placement*

Implement student cards for all YCS students.

- *Pending new ILS; ILS to go live August 2024!*

## Engaged Community

---

Create a welcome kit for new residents.

- *Launching welcome kit workgroup to plan New Mover service implementation soon*

Provide next-level communications via an ILS-integrated texting tool.

- *Pending new ILS; ; ILS to go live August 2024!*

Create a mis/disinformation curriculum and campaign for both students and the public.

- *Julianne Smith and Jodi Krahne representing YDL in Wonder Media exhibit grant cohort*

Develop a viable and engaging library volunteer program.

- *Scheduled to tackle this in plan year 2*

## Dynamic Resources

---

Secure a new ILS with deep analytic and engagement tools.

- *Polaris ILS to launch in August 2024 will provide these tools.*

Re-envision collection development strategies and procedures to support increased digital content and future reconfiguration of interior spaces.

- *Beginning to strategize with reconfiguration at Michigan Avenue*

Grow the Library of Things and install a memory preservation system.

- *Library of Things continues to expand and gain popularity*
- *Washtenaw County partnership for more mobile hotspots in the works*
- *Memory preservation system workgroup step 1: Public service staff to identify patron needs*

Redesign and launch new staff/board tools (dashboard, payroll, manuals) for improved efficiency and greater autonomy.

- *Trustee manual online 1/2023*
- *Payroll transitioned to Zenefits platform 7/2023*
- *New Emergency manual complete and available on staff Intranet 6/2023*

## Optimized Facilities

---

Begin a feasibility study for a renovation and expansion to Michigan Avenue, including funding.

- *Historical Commission meeting 9/2023 very encouraging*
- *Post-flood tours of VIPs and stakeholders laying groundwork for support*
- *Architect contracted to develop budget estimate following current renovation work*

Evaluate options for a “next generation” bookmobile.

- *Potential vendor list generated*

Improve outdoor spaces with “destination” elements.

- *Reviewing grant opportunities*
- *Bike pump/repair stations for each YDL location budgeted for 2024*

Develop a capital improvement schedule.

- *Accountant Jim Carey has developed a schedule template*
- *Schedule to be fleshed out as time permits – targeting completion 10/2024*

# Think Space: Future-Ready Libraries

Grand Rapids

December 7-8, 2023

## Gen Z and Millennials: How They Use Public Libraries

- Convenience is big for them. 21% say ANY wait to borrow a digital book is too long.
- They love print books, especially with visual content. Prefer graphic novels. They visit libraries but 47% of those visiting say they do not identify as readers. An opportunity?
- 92% check social media daily; 25% check multiple times/hour.
- These age groups largely discover their next reads via social media/influencers.
- Webtoon is the fastest-growing reading app in the world, and it's not available to libraries. Largely comics for content.
- Use of "Crossmedia" definitely appeals – interested in the movie/book/game/fan fiction combination. Programming on *Bridgerton* example.
- IDEA: Promote Hoopla comics near graphic novels collections to grow usage.
- IDEA: PokeMoms group – mothers of small children reminisce about playing Pokemon; some libraries have created mother/kid groups where moms can meet other gamer moms.

## Michigan's Growth Forecast: Hillary Doe, Chief Growth Officer, MEDC

- State's population is shrinking. If we don't act, Michigan is predicted to grow at 1/3 of the national rate over the next 30 years. Lots of negative impacts. A new initiative "Let's Grow" aims to turn it around.
- Governor created a bipartisan task force tasked with developing specific policies to grow Michigan's population, including identifying a population goal for 2050 by 12/15/2023.
- Other tasks:
  - Increase net migration (reverse the current trend)
  - Raise median income by 10%
  - Raise degree attainment to 40%
  - ASCE grade/walk score (community walkability)
- Recommendations coming from 4 workgroups on 12/15:
  - PreK-12 education workgroup
  - Higher education workgroup
  - Jobs, talent & people workgroup
  - Infrastructure and places workgroup
- Libraries are placemaking bodies. We are also amenities critical for retaining people in our communities and partners in raising literacy rates.



## Libraries in the Age of AI: Landscape and Future, Nick Tanzi

- Nick stresses that the current AI discourse can be very unhelpful. This presentation looks at the good, bad, and ugly.
- Definition: “AI leverages computers and machines to MIMIC the problem-solving and decision-making capabilities of the human mind.”
- It is already interacting with us in libraries – digital library branches are essentially an amalgam of third party services that offer chatbots for customer support, etc.
- Example tool: AI in collection development platforms – upside is they are capable of diversity audits; downside is they can be tools of censorship. It’s no replacement for expertise; need humans to be able to see when it’s wrong.
- Multi-modal AI will be next. Wearable tech, VR glasses that can translate what someone is saying in another language with Google translate, etc.
- Vendors are approaching us more and more with AI components. Are we ready to critically evaluate them? AI in the private sector will inform patron expectations. A regulatory environment will take shape – eventually.
- What can we do while the landscape settles?
  - Read and learn about the technology
  - Play with it (experiential learning)
  - Dive in and try
  - Get your organization AI ready with policy and procedure development (Confidentiality of patron data is the “guiding star” for him team in the policy realm.)
- Patrons of all ages/levels are interested in programs around demystifying AI. We need to teach AI (and media) literacy.
- If we want to see ethical AI, we will need to be involved in its creation.

## Designing for Future Relevance: Margaret Sullivan

- A “place” connotes an emotional attachment to a piece of land.
- Placemaking is intentional forethought to help a community have experiences that allow them to live their best lives.
- Library as studio – a creative, risk-taking environment where ideas can be explored, problems are solved, talents are practiced and passions uncovered. A place where you can learn, create and share.
- Prioritize bringing in people together in shared spaces – intergenerational living room – battling social isolation/loneliness.
- Flexible spaces are constant, but the tools/technologies in them will adapt to meet changing needs over time.
- Libraries OWN inclusion.

Relationship-Building & Change Processes: engaging diverse communities,  
Karla Alvarez

- How/when to build relationships with untapped patrons and untapped partners.
- Harwood questions revised:
  1. What kind of community do you want to be a part of?
  2. How is that different from what you see now?
  3. How can the library help create the kind of community/experience you want?
  4. Open question – What kind of programs would you like to see more of at the library? (Posterboard/post-it exercise)

# **YDL Dashboards**

\*\*Michigan Avenue closed beginning July 2023

YDL DASHBOARD DECEMBER 2023						
	November	December		Monthly Change		Year to Date
Circulation						
Whittaker	29,339	22,218		-24%		362,564
Michigan	2,968	2,515		-15%		94,184
Superior	5,533	3,922		-29%		63,784
Outreach/BKM	1,520	902		-41%		13,184
eProducts	17,781	17,710		0%		196,912
TOTAL	57,141	47,267		-17%		730,628
MeLCat ILL						
Loaned	834	692		-17%		10,562
Borrowed	962	949		-1%		11,390
New Cards						
Whittaker	245	237		-3%		3,468
Michigan	-	-		0%		416
Superior	50	34		-32%		828
Outreach/BKM	6	4		-33%		91
TOTAL	301	275		-9%		4,803
Reference						
Whittaker	2,999	2,402		-20%		37,479
Michigan	-	-		0%		19,381
Superior	1,394	1,383		-1%		18,643
Outreach/BKM	93	41		-56%		834
TOTAL	4,486	3,826		-15%		76,337
Computer Sessions						
Whittaker	1,826	1,644		-10%		22,418
Michigan	-	-		0%		7,544
Superior	473	381		-19%		6,575
Outreach/BKM	2	2		0%		16
Wireless	6,101	4,968		-19%		68,462
TOTAL	8,402	6,995		-17%		105,015
Door Count						
Whittaker	11,320	9,755		-14%		139,162
Michigan	-	-		0%		29,624
Superior	4,285	3,618		-16%		53,528
Bookmobile	479	174		-64%		3,657
TOTAL	16,084	13,547		-16%		225,971
Collection						
Items Added	4,150	2,234		-46%		35,062
Items Cataloged	245	107		-56%		2,764
Electronic Services						
Website Visits	NA	-		0%		932,463
Podcast	83	96		16%		903
App Users	NA	-		0%		NA
(App unavailable Nov to date)						
	Nov	Dec		Monthly Change		Year to Date
Programs						

**\*\*Michigan Avenue closed beginning July 2023**

Whit Adult	36	37		3%		426
Attendance	204	371		82%		3,363
Whit 0-5	17	3		-82%		208
Attendance	552	171		-69%		7,433
Whit 6-11	14	13		-7%		224
Attendance	295	303		3%		7,631
Whit Teen	4	4		0%		69
Attendance	35	43		23%		1,104
Mich Adult	14	10		-29%		173
Attendance	130	82		-37%		1,945
Mich 0-5	2	1		-50%		78
Attendance	28	18		-36%		718
Mich 6-11	5	4		-20%		107
Attendance	40	115		188%		2,006
Mich Teen	6	6		0%		52
Attendance	44	43		-2%		347
Sup Adult	30	8		-73%		363
Attendance	238	64		-73%		2,828
Sup 0-5	9	1		-89%		183
Attendance	145	15		-90%		1,681
Sup 6-11	12	6		-50%		155
Attendance	109	122		12%		1,499
Sup Teen	6	1		-83%		87
Attendance	11	11		0%		316
Out Adult	0	3		0%		69
Attendance	0	112		0%		1,499
Out 0-5	5	4		-20%		25
Attendance	107	121		13%		1,231
Out 6-11	2	1		-50%		53
Attendance	235	40		-83%		3,172
Out Teen	0	1		0%		1
Attendance	0	48		0%		48
Virtual/Hybrid (all)	3	0		-100%		26
Attendance	37	0		-100%		417
General/All Ages (all)	0	0		0%		7
Attendance	0	0		0%		867

\*\*Michigan Avenue closed beginning July 2023

TOTAL PROGRAMS	165	103		-38%		2,306
TOTAL ATTENDANCE	2,210	1,679		-24%		38,105

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From		
	ACTUAL	TO DATE	NOTES
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,685	
Annual Appeal	\$22,549	\$32,145	
Individual	\$85,029	\$3,630	21/22 includes \$73,150 gift
Corporate	\$0	\$850	
Sponsorship	\$1,000	\$3,000	Ann Arbor SPARK, YDDA, Ypsi Real
Memorials	\$7,769	\$5,797	
Third Party - Kroger, Amazon	\$946	\$1,066	Amazon Smile discontinued as of 2/20/23
Friends of the YDL	\$24,000	\$36,501	
	<b>\$143,968</b>	<b>\$84,674</b>	
GRANTS			
Charitable Foundation/Organization	\$20,600	\$24,850	Dresner, A2 Rotary, ALA, LoM, MHC
Corporate Foundation	\$0	\$30,500	Toyota, Kids Gardening
Government	\$41,774	\$38,593	Talk Grant
	<b>\$62,374</b>	<b>\$93,943</b>	
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	
	<b>\$25,401</b>	<b>\$18,433</b>	
<b>TOTAL:</b>	<b>\$227,469</b>	<b>\$197,050</b>	
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	
<b>SUPERIOR TOTAL:</b>	<b>\$567,969</b>	<b>\$159,640</b>	

## DEVELOPMENT REVENUE BY FUND

*Where the \$ Goes*

### FY2021/2022

### ACTUAL

### NOTES

General Fund	\$13,149	Includes Endowment Distribution
Miscellaneous Specified Funds	\$146,730	Friends & Designated, Non-Capital
Superior Capital	\$567,969	
<b>TOTAL:</b>	<b>\$727,848</b>	

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

### FY2022/2023

### AS OF:

	<u>10/18/2023</u>	<u>11/21/2023</u>	<u>11/30/2023</u>
General Fund	\$14,062	\$14,179	\$14,518
Miscellaneous Specified Funds	\$99,528	\$116,270	\$118,845
Superior Capital Campaign	\$159,615	\$159,640	\$159,640
<b>TOTAL:</b>	<b>\$273,205</b>	<b>\$290,089</b>	<b>\$293,003</b>

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





DEVELOPMENT  
REVENUE BY FUND

Where the \$ Goes

FY2022/2023

ACTUAL

NOTES

General Fund	\$14,518	Includes Endowment Distribution
Miscellaneous Specified Funds	\$118,845	Friends & Designated, Non-Capital
Superior Capital	\$159,640	
TOTAL:	\$293,003	

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

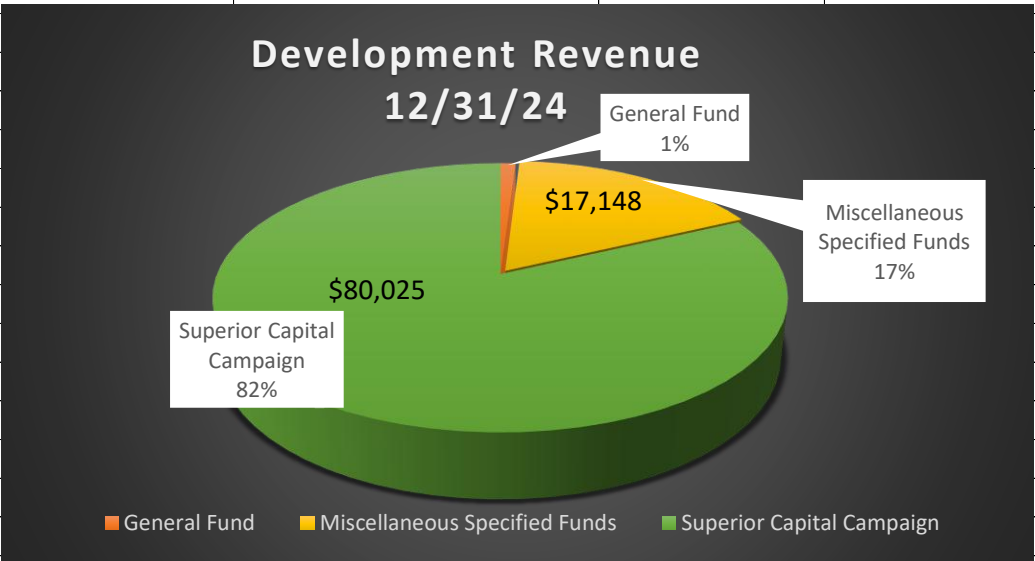
FY2023/2024

AS OF:

12/31/2023

General Fund	\$227	
Miscellaneous Specified Funds	\$17,148	
Superior Capital Campaign	\$80,025	
TOTAL:	\$97,400	

Endowment gifts received  
and deposited with AAACF: \$1,000



<b>DEVELOPMENT REVENUE BY SOURCE</b>		Where the \$ Comes From		
	<u>ACTUAL</u>	<u>TO DATE</u>	<u>NOTES</u>	
<b>DONATIONS</b>	<b>FY22/23</b>	<b>FY23/24</b>		
Annual Report	\$1,685	\$0		
Annual Appeal	\$32,145	\$16,914		
Individual	\$3,630	\$117		
Corporate	\$850	\$0		
Sponsorship	\$3,000	\$0		
Memorials	\$5,797	\$1,000	Tribute gifts captured in Individual & Annual Appeal	
Third Party - Kroger, Amazon	\$1,066	\$344	Aubree's	
Friends of the YDL	\$36,501	\$0		
	<b>\$84,674</b>	<b>\$18,375</b>		
<b>GRANTS</b>				
Charitable Foundation/Organization	\$24,850	\$0		
Corporate Foundation	\$30,500	\$0		
Government	<u>\$38,593</u>	<u>\$0</u>	Talk Grant	
	<b>\$93,943</b>	<b>\$0</b>		
<b>ENDOWMENT FUNDS</b>				
YDL Agency Distribution	\$1,497	\$0		
Goussef Fund Distribution	\$9,077	\$0		
YDL General Endowment Distribution	<u>\$7,859</u>	<u>\$0</u>		
	<b>\$18,433</b>	<b>\$0</b>		
<b>GRAND TOTAL:</b>	<b>\$197,050</b>	<b>\$18,375</b>		
<b>SUPERIOR CAPITAL CAMPAIGN</b>				
Grants (Funds Received)	\$80,500	\$80,000	Towsley	
Corporate/Organization	\$20,556	\$0		
Donations - Individual	<u>\$58,584</u>	<u>\$25</u>		
<b>SUPERIOR TOTAL:</b>	<b>\$159,640</b>	<b>\$80,025</b>		
<b>MI Ave. Restoration to Date: \$38,586</b>			Primarily gifts from individuals with additional gifts from O'Neal Construction, Stites Financial and The Martin Family Foundation.	

# Department Reports

# Acquisitions Department Board Report

## December 2023

### Department News and Activities

- We have completed the initial profiling sessions for the implementation of our new ILS, Polaris. We are on track for a successful system migration!
- I attended the Southeast Michigan Regional Innovative User Group meeting at the Clinton-Macomb Public Library this month. This is the local user group for our new integrated library system. It was wonderful to connect with other libraries who are currently using our future ILS. I came away from this meeting encouraged by the strong local user community and very excited about the new possibilities offered by our future system.
- We completed the fiscal year rollover, ending the year with just over 96% of the 2023 spent. The 2024 fiscal year has officially begun!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

### Statistics

- **We ended the 2023 fiscal year with the budget 96% spent/encumbered.**
- 107 items were cataloged in December.
- 2,234 items, including 1,928 e-items, were added in December.
- YDL borrowed 949 items from other libraries via MeLCat in December.
- YDL loaned 692 items to other libraries via MeLCat in December.

Submitted by Katie Page  
January 18, 2024

**Assistant Director**  
**Board Report: January, 2024**

- The new ILS project is humming along. All profiling is finished by our staff team here, and Polaris will soon extract and test our data.
- The bad news of the month is that our library app is being held hostage by our current ILS provider and is out of commission as a result. In an attempt to build their own app in-house, they discontinued their contract with the current developer. Sirsi had years (literally) to build their own app, but they were unable to do so. Resulting negotiations between the two did not go well, and Sirsi refused to provide a web license to anyone, claiming it would be a “security risk.” Libraries across the US are beyond frustrated, and the ill will is extensive. I am told that attorneys for both sides reached an agreement last week, but no announcements have been made. Stay tuned.
- The Bed Bug Committee, affectionately known as the BBC, met to welcome new members, watch a recently-released webinar, and review our procedures. I am pleased to report that our guidelines were, in fact, better than those recommended in the webinar.
- I finished filing the DSLRT report and have moved onto the State Aid Report, due February 1. If the monies received were reflective of the time invested, I would have better things to say about this (!)
- I have been working virtually with colleagues across the state on our extension projects for the Wonder Media exhibit. My three projects are: “To Share or Not to Share,” “Fact Check This,” and “Whose Story Gets Told.” All are meant to teach information literacy, improve the ability to recognize mis/disinformation, and increase knowledge of how media portrayals or complete omissions of certain peoples and groups contributes to bias.
- Several of us met with the City of Ann Arbor sustainability staff regarding a grant they received from the EPA to create “resilience hubs” related to climate issues. They intend to deliver physical hubs (“shelters” of sorts with the infrastructure to stay open and serve the public when weather events disrupt and endanger daily living, a “resilience network” of people and organizations that work together to ensure service, and a fellowship program, to increase participation and grow the network.) There are partners across the county, but it is TBD how YDL can/shall be involved. Funding for Michigan Avenue would be lovely.
- Lisa and I met to “map out” yearly projects and timelines, including strategic plan initiatives. Next month we hope to begin a “new mover” program with one of our trusted vendors, which identifies new residents in our zip codes and invites them via postcard mailing to apply for a library card and see all that we can offer them.
- Jim has been working with our plumbing and electrical contractors to prepare the second floor custodial closet for our new stackable washer and dryer. I’m sure staff will be very happy that they no longer have to take home YDL “laundry,” especially the youth department!
- The final piece of the time out/lactation room is the installation of black out blinds for nursing mothers. The blinds are expected to arrive in early February, at last completing this comfortable space and putting us in full compliance with the “Pump Act.”
- The Friends of YDL sale takes place January 18-21; stop in and say hello!

**Submitted by Julianne Smith, January 16, 2024**

# Community Relations

Monthly report: January, 2024

## Major print/design pieces produced:

- To dress up and utilize the box that covers the Michigan Avenue Plaza fountain during the winter, we're making a series of banners to put on top. We've made one for the holiday season, and will likely make 1-2 more that we can use during the winter months.
- We're getting content together for the spring Loop. This issue will cover March-May and include coverage of the eclipse, National Library Week, food assistance, and more.

## Promotional activity

- **MLK Day Activities:** We published a blog and social media posts about MLK Day and the library activities we were doing to celebrate and honor it.
- **End of the year reading stats:** We made graphics, a blog, and social media posts highlighting items that people checked out most in 2023.
- **Superior Art display:** We had a blog post and social media about the new art going up in the Superior building. We also had an article in The Loop talking about the pieces and artists.
- **Ypsi Farmers & Gardeners Oral History Project:** We had a blog post, Loop article, news coverage (see below) and a lot of social media around the launch of the new Farmers & Gardeners collection that Finn Bell is curating. We also shared information about the new YDL History Page that it's a part of.



## Notable Media Mentions

- Between the Lines (the LGBTQ newspaper in Livonia) is going to do a story about the Queer Book Club.
- Our MLK activities were included in articles in the Eastern Echo and MLive.
- Concentrate and MLive published pieces about the new Oral History collection.
- Click on Detroit included our library locations in their list of area warming stations.
- Sarah Rigg mentioned the reopening of the Michigan Avenue branch as the thing she was most looking forward to in Concentrate's "What are you most excited for in Washtenaw County in 2024" article.
- 826michigan mentioned the Superior branch creative writing programs they hold in an interview they did with WEMU.
- MLive mentioned our downtown tree lighting in their list of festive holiday events in Washtenaw County.
- Rachel Blistein mentioned our participation in her self-care fair in a WEMU interview.

*Submitted by Sam Killian on 1/19/2024*

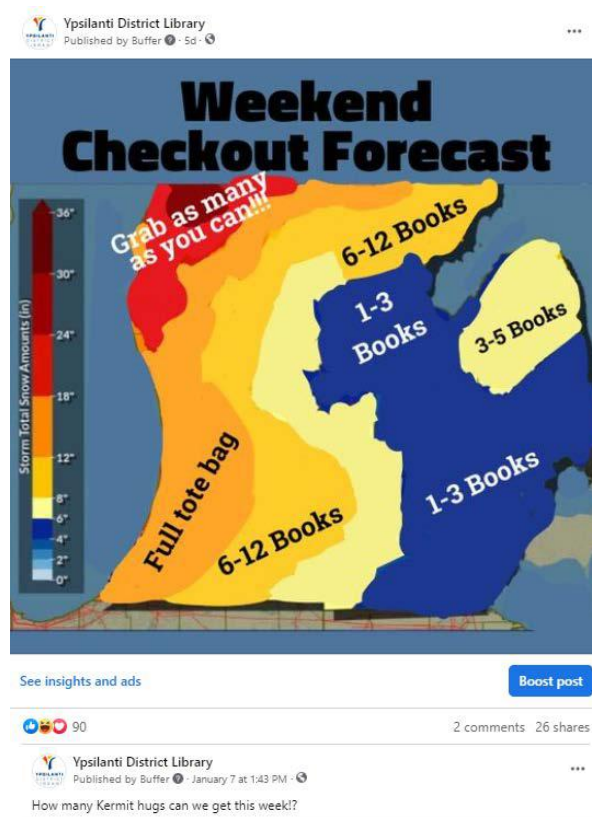
## Community Relations news

- Sam and Monica continue to share weekly Parkridge duty. Sam attends the monthly Engage meetings.

## Notable Social Media activity

Over the last week, we've had 46,200+ impressions with our social media posts (an increase of 74% over the previous week), with nearly 1,900 engagements. Our impressions have gone up significantly on Facebook (112%), Twitter (77%) and Instagram (39%). We're consistently getting 300+ views on our TikTok videos and are over 450 followers with 5,100+ video likes. Some highlights from the last month:

- A meme we made linking the weather forecast to book checkouts got over 9,500 impressions with 90 likes and 26 shares on FB and 120 likes (reaching 936 accounts) on Instagram.
- A post about the Firekeepers Daughter (the 2024 Great Michigan Read) reached more than 1,300 people with 140 engagements, including 45 likes.
- Our post about the Friends of YDL Book Sale reached over 6,700 people with 425 engagements, including 50 likes and 46 shares.
- A meme we shared talking about a library's "medicinal" energy reached over 4,400 people with 285 engagements, including 89 likes.
- A meme we shared about how much library marketers care about people liking their posts (using Kermit the Frog) reached over 2,000 people with 160 engagements on FB and 126 likes (reaching 714 accounts) on Instagram.
- A video of Shoshanna set to a melancholy Taylor Swift song with the caption of "Our feelings when we don't get to see you until the new year" got 168 likes (with 2,500 views) on Instagram and 800+ views on Tik Tok.



Library social media when someone likes their posts:



*Submitted by Sam Killian on 1/19/2024*

## **Customer Services**

Monthly report: January 2024

### ***Circulation Stats***

For the month of November, we checked out 36,390 items system wide.

Patrons also downloaded 17,781 digital items.

We also issued 301 new library cards.

For the month of December, we checked out 27,120 items system wide.

Patrons also downloaded 17,710 digital items.

We also issued 275 new library cards.

Submitted by *John Connaghan* on January 18, 2024



# YDL DEVELOPMENT REPORT

January 2024

## PROCESSES AND PROCEDURES

Andrew and Chris continue to refine donation and grant tracking processes. Beginning in December 2023, we initiated a monthly deep dive into comparing our numbers to make sure we have captured the correct information. This will be done at the beginning of every month for the previous month instead of sporadically throughout the year. This should help make our year-end calculations much easier.

December was a busy month in Development crunching year-end numbers and making sure all our donors were thanked in a timely manner. Sam and Chris continue to brainstorm on keeping our annual campaign alive and well. Right now we are focusing on a February push for gifts centered around the community's love for the Michigan Avenue branch. This may include another Dine to Donate at Aubree's around Valentine's Day, as well as a lapsed donor solicitation to those who have not made a gift in well over a year.

## PROGRAM GRANTS

### *Grants Submitted*

In January, YDL was informed that **Toyota North America** would once again support Project STEM@YDL with a continuing grant of \$30,000 for STEM activities June 2024 – May 2025. With significant help from Jodi, Mary, Joy and Monica we quickly submitted an official grant request just before the holidays. We are amazed and grateful for their continued support. We will meet with Toyota's team soon to flesh out programming and goals for the project.

### *Denied*

#### City of Ypsilanti Youth Mental Health Mini-Grant

A request of \$5,000 was submitted to the City in support of Ypsilanti teens. YDL proposed hosting four community teen events, in collaboration with other local youth-serving organizations, centering around mental health. The City ended up funding three local non-profits at \$5,000 each: Our Community Reads, Ypsilanti Choral Association and Elevation Youth. We will continue to research other prospective donors and sponsors for this project.

### *Grant Reporting*

With support from Mary and Lisa, a year-end report on the first year at the new Superior branch was completed and submitted to the Harry A. and Margaret D. Towsley Foundation and the Vera and Joseph Dresner Foundation. Chris also helped Stephanie in her submission of a final report to GroMoreGood in support of the Michigan Ave. 2023 garden.

Chris is now working on final reports on Superior's first year to The Mullick and Herrick Foundations.

### *Upcoming Grant Submissions*

**Dollar General Youth Literacy** – Chris will be working with the Outreach Department to submit a proposal to Dollar General in support of outreach projects that will include the distribution of free books to youth participants. Applications open in March with an April deadline. Maximum request: \$4,000.

**Ann Arbor Area Community Foundation Youth Council Grant** - Chris and Kelly are planning to submit a grant to the **Ann Arbor Area Community Foundation Youth Council** in support of teen events addressing mental health. This grant is due Feb. 13. Chris will be attending an informational webinar on Jan. 18 and get YDL registered in the Foundation's new grant portal.

Lisa continues to maintain communications with **Fifth/Third Bank** regarding their potential support of the Interactive Play Area at new Superior.

## **END-OF-YEAR ANNUAL APPEAL CAMPAIGN**

The 2023 annual appeal mailing began hitting donor mailboxes in early December. Funds received are being dedicated to Michigan Avenue restoration. A total of \$38,586 has been received thus far for the restoration since this summer. The solicitation was mailed to over 600 library donors and 93 prospective donors. This is a return rate of 9%!

**ACTION:** *Please continue to spread the word that Michigan Avenue still needs the community's support. Simply direct people to our website where they can make a gift to help us bring back the MI Ave. branch.*

**Giving Tuesday** on November 28 brought in \$1,004 in support of the MI Ave. Restoration and \$25 for the Bookmobile. In 2022, we received \$519. Having a specific project to support on this day of giving most certainly reaps greater gifts.

**Aubree's Dine to Donate** event on December 7 was extremely successful for YDL and Aubree's. We raised \$343 for the MI Ave. Restoration. Feedback from a few donors indicated a wait of over an hour to get a seat that night. At least one donor made a gift in lieu of not being able to get into the restaurant. Thanks to all who dined on pizza that day! Nancy McFadden, the General Manager, was immediately interested in booking more Dine to Donate events with us. We are considering a couple of dates in the new year, but don't want to overdo it with our patrons.

## **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.

**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**

Only about 56% of donors see tax deductions as a motivator to give. In fact, 97% of donors cite the impact of their gift as their main reason for giving.

*Report respectfully submitted by Chris McMullen, Development Coordinator 1/18/24*

# Facilities Department

## Board Report: January 2024

Industrial Services have finished their work on the Michigan Ave Balustrades, and the seal between the limestone and gutter. Bloom Roofing has the go ahead to start their work sealing all the gutter joints as soon as the weather permits.



Industrial Services have finished most of the work on the exterior wall above the Triangle Bay area where water was leaking into the building. They still need to paint the wall to match the rest of the brick when weather permits. The entire black wall out front of the building needs to be repainted soon. It will help prevent breakdown of the brick and mortar joints which water could find its way into the walls. Plus, for aesthetic reasons also.



Patrick prepping for repainting the header wall in the library entrance, which needed to be done after numerous decals and pictures have been hung up there over the years.



The Bookmobile had a blowout of the left front tire, which also damaged the wheel well. Khi had to get it towed back to the library. Seng Tire recommended we replace both front tires as the right one looked to be in rough shape also, which we did. The mechanic helped me do a temporary fix on the wheel well. Seng Tire also recommended we get a front wheel alignment. Monica is working on getting that taken care of, along with the wheel well.







Patrick and I hung art work up at the Superior branch.

Added a frame to the red box at Michigan Ave for signage.



Set up the Community Room for the Friends to prepare for their Book Sale.

**Submitted by: Jim Reed**  
**January 18, 2024**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2024

## Status Report

- 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.
- Tax Services – We've been tasked with assisting our tax assistance partnership and will be offering a solution for their internet related needs.
- 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. We have replaced some infrastructure affected by the flood such as security cameras and are awaiting final plans for restoration.
- New ILS System – Initial kickoff meetings have taken place and current meetings are focused on operational roles and ILS related custom configurations.
- 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.
- Miscellaneous Equipment updates – We've been tackling some replacement of displays and power backup infrastructure. I pads are also on the list to review and replace as necessary.
- Security Cameras – There's been a request to reinforce camera coverage in our system. We've done preliminary research into new positions and will work to finalize the project and obtain pricing.

## 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 2024.

## 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.
- Renewed interest in 3d printing

## Michigan Avenue Board Report: January 2024

### Programs – Staff did the following programs:

Kelly led three Great Stories book club meetings with Ozone House partners at Spark East. She also led one STEAM Cafe at Superior. Aaron and I did a “reset” on the Guitar Club to get everyone on the same page. Aaron will lead the next one this Saturday. Aaron has also facilitated two meetings of the Downtown Queer Craft Group, meeting at the Riverside Arts Center. They have 18 people coming to do crafts together. Kathryn’s Queer Book Club group also continues to have a full group. Stephanie has led a regular Adventurer’s Club, a beginning D&D group. I can hear the kids giggling and having so much fun. Between the holidays, Stephanie also led activities with the wind tunnel, purchased with the Toyota grant. Aaron and Stephanie have created an ongoing series that will highlight the Library of Things. The first one focused on craft equipment: sewing machines, Cricut Joy, crochet hooks, papercutting tools, etc. They had 35 people registered but we had the snowstorm that night so only 6 people showed up. Still, it is a promising focus on the new collection. Maddy led a Soar into Science program about snow and an intergenerational program on paper making. I received a glowing review of the paper making program from an attendee. Pat has continued to do her book clubs. Jenny held two Family Maker Nights, one making snow globes, one making birdfeeders. She also led another program for kids to make infinity mirrors, along with a multitude of programs in Outreach. Joy held two full Crafternoons, one on making alcohol ink ornaments, one making scented soaps using melt and pour soap. She also organized the Downtown Tree Lighting. Many thanks to Jim and Ron for decorating the plaza. The Family STEM program met for the first-time last week and we have 36 registered and had 30 attendees. This is an 8-week program loosely organized around the Prime Time Family Reading program model of removing barriers and providing incentives. EMUiNVENT professors will lead kids through a process of computational thinking while kids create prototype inventions. Pat, Kelly, and Stephanie all helped with school tours in the youth department. Mich Ave staff in WR adult and Superior are all helping with taking appointments for AARP tax-aide appointments.

### Building update

Youth staff met with the architect and there have been some changes in the youth area. Lisa has been giving tours to downtown business owners, city officials, residents, and anyone who is interested. These tours have also brought in some new donations, along with interest in the downtown library and understanding about why it is taking so long to reopen. We’re still waiting for permits, etc.

### Staff

The bittersweet news is that Jenny has moved to a part-time librarian in Outreach. She has loved being in the community and will be happy there. She will be missed. That leaves us with 3 part-time vacancies; 2 adult parapro and 1 youth librarian. We have received nearly 3000 books back since Mich Ave’s closure which have been in storage in Whittaker’s mezzanine. Jenny put in order the youth and teen materials and created 38 boxes of books to put back on shelves. Pat is continuing to order youth materials for Whittaker while Psyche is on maternity leave. Kelly and I attended STEM Play Day training that Jodi setup to help us become familiar with the plethora of new and old STEM equipment. Rachel is attending a zoom training series offered by TLN called Conversations about Race. All Mich Ave staff attended November and December’s Trauma Training. Working at Mich Ave is very meaningful but it





definitely exposes us to trauma in the community, brings up trauma in one's self, and incidents between patrons and with patrons can also create new traumas. It is very helpful to have these trainings. Stephanie is now leading the Little Ones program committee and Aaron is leading the Adult Services program committee, along with being involved in the larger planning committee. Stephanie has finished her librarian degree and now has two master's degree, one in child development, one in library science. Joy is working with IT to overcome hurdles in being able to provide youth classes around 3d printing.

Joy Cichewicz  
January 19, 2024



## **Outreach Board Report - December 2023/January 2024**

### **Bookmobile**

Due to the Winter Holidays, the Bookmobile was off the road and getting much-needed rest from December 22, 2023 - January 8, 2024.

Congratulations to the Outreach Team, we now have a new part-time Outreach Librarian, Jenny Hannibal. She has been with Ypsilanti District Library as a Youth Librarian from the Michigan Avenue location for 8 years! She comes with great experience, advocacy, and community engagement. Welcome Jenny!!

The Bookmobile also just made a partnership with Dot.org to have menstrual products on the Bookmobile for the community we serve. So excited for this.

On December 16 around 3:00 PM, Khi experienced a tire blowout on I-94 when returning from getting the Bookmobile, a car wash in Dexter. It was a horrifying experience for him being on a highway during the holiday rush. However, Khi handled it very well. He remained calm and used his amazing skills to pull the Bookmobile safely out of traffic. He called me upon which a Tow truck was called. Khi was brought back to the library by Nicole, Superior Youth Librarian and I met him there to take him back to wait on the Tow truck which came 20 minutes later. The Bookmobile was safely returned to the library and Khi was successful in wrapping up the Tow transaction by meeting with him at the library. Go Khi!

### **School / Daycare Visits**

The Outreach team and the Bookmobile have been very busy. There have been many visits to our local schools and daycare centers and more to come. The places visited from January - to May are Dorothy's Daycare (Textile and Merritt locations), Adventure 1, Bemis Farms Preschool, Childs Elementary, and Children Gardens Montessori. Thank you to Ken, Khi, Kaitlyn, and Jenny ... the rock stars who have managed to make more than one visit in a day! The little ones have expressed how they enjoy them coming to read to them.



We added a high school to the Bookmobile visit. The first one was on December 5th at the Ypsilanti Community High School, visiting the Multilingual Learners Program. There were 4 classes in which Kaitlyn did a Read Aloud and Ken assisted with materials. When it comes to multilingual students, it is not based on literacy proficiency but on language proficiency. It was amazing, and we hope to set up a monthly visit.





## Community Events

On December 1st, the Bookmobile was invited to be at the Tree Lighting event at the Michigan Avenue Location. It was a nice way of gathering the community to enjoy winter activities, treats and to visit the bookmobile all at the same time. Ken and Jenny were a part of the activities. Wink! We even made the Bookmobile out to be a winter wonderland??



On December 15th. We celebrated food, social engagement, and cultures from all over the world with families. It was the Celebration of Cultures. Our table was very popular due to the use of sharing resources including bookmarks written in Arabic, Pashto, and Spanish. We also had an activity table where kiddos, played with Magna Tiles. It was Kaitlyn, Jenny and I who enjoyed being in great company at this amazing event.



In addition to school and daycare visits were community visits. Many of those visits were family and literacy celebrations. On December 7th, we hosted an Information Table at the Childs Elementary Family Literacy Night. Kaitlyn and Jenny shared resources and read a story to the kiddos. This was a special treat. Many of the kids recognized them from Storytime visits and treated them like the stars they were. As you can see from the pictures the kids and the families were very engaged. Shhh! We are listening to stories!



## Outreach Team 2024 Partnerships

We are working on three future partnerships: Eastern Michigan University, Girl Scouts Beyond Bars, and the Shelter Association with developing supportive opportunities for their communities.

The partnership with Eastern Michigan University is to have Ypsilanti District Library host an information table at the Student Center to share public library resources. There has also been a

request by the EMU police to have the Bookmobile attend sporting events, such as football games.

The Shelter Association/Freight House partnership is about two things: 1) the Bookmobile parked at the Freight House's Day Shelter once a month to have the clients come on board for browsing the internet, access to printing and the Bookmobile's collection. The Bookmobile will be stationed for 3-4 hours. 2) Having a deposit collection inside the Freight House for in house circulation and having a member of the Outreach Team be available for questions.

Girl Scouts Beyond Bars is a program for girls ages of 6 - 18 where the Girl Scouts take them to the correctional facility to engage in activities with their mothers. After visiting their mothers, the girls will come to Ypsilanti District Library once per month to do something engaging centered around mental health and have a safe space to discuss their visits with their moms. The items on the agenda, are movie nights, book clubs, art therapy, blogging/journaling, and a poet centered around mindfulness.

### **Community and Library Resources**

Monica has been invited to give a presentation at the Ypsilanti Township Civic Center. This came out of my attending a community meeting to see how the library can support the communities. I have also been invited to speak at the neighborhood meetings as well. The only way to see what is needed in the community is to go to the community.

I also was a part of a focus group for Metroparks and Washtenaw County Parks. Out of all the libraries invited Ypsilanti District Library was the only one to show support. There was a discussion of transportation, financial, and accessibility barriers. Also discussed safety concerns but mostly how much the library engages with the community when it comes to park events. They enjoyed the feedback so much that they reached out last week to meet with us about a future partnership. Susana and I were the team members to meet with them. We discussed how we could do a lot of senior programs at the parks which created a buzz.

I am now a Barrier Buster so that I can better assist the community with emergency assistance throughout Washtenaw County and Detroit Edison. I completed orientation on December 21st and received my logins for both Washtenaw County and DTE on January 12.

## Senior Programs



### Winter Indoor Farmers Market

On December 2 and December 16, Susana had an Information Table at the Winter Indoors Farmers Market. She shared many senior resources like the senior newsletter she developed with our Senior Advisory Board and other LNGO programming. She also brought puzzles to engage further with seniors which was a BIG hit.



Susana also met with Growing Hope, on January 17 to discuss more partnerships that will include Older Adults. They offered up their spaces to Ypsilanti District Library for adult/youth programs, programs that include their Garden, possible an instructional partnership of “How to Use the Library,” and a partnership with giving free produce to Books on Wheels patrons.

On Dec 21, 2023, the Senior Advisory Board had a Celebration Luncheon to thank them for all of their hard work. They were so happy and honored for us showing them this appreciation. Under the leadership of Susana, the Senior Advisory Board has provided much feedback when it comes to the success of the many programs and services.

- Senior Newsletter - one of our seniors from the Books on Wheels program wrote a book review featured in the Newsletter.
- Tools for Living kits which went from a circulation of 62 times in 9 years to 14 in a month.
- Suggestions were given on how to make Whittaker more accessible to Seniors. One example is the Library of Things not being accessible to those with walkers. So due to this suggestion, the Library of Things has been redesigned to make it more user-friendly.
- The Senior space has been more visible in what we offer and provide for seniors. So according to the cultural month or season, DVDs, puzzles, and books have been there for circulation and it has been AMAZING.

So, stay tuned for more interesting things to come.

## Committee Work

Look and you shall find. The Outreach team is involved with a lot of community meetings and committees



- Kaitlyn attends the Great Start Collaborative Meetings, Little Ones meetings at Ypsilanti District Library, Erickson School's Policy Council as a Community Member and is on the Bed Big Committee here at Ypsilanti District Library
- Khi is the backup for Sam and Monica when it comes to Parkridge Community Organization meetings and he is on the Program Planning Committee here at Ypsilanti District Library.
- Susana is on the Adult Services, LNGO Committees and leads the Senior Advisory.
- Monica is on the Parkridge Community Meetings, WISD Policy Council, and Literacy Coalition Team, and leads the LNGO meeting.



# Superior Board Report

## January 2024

### Staff News

- At our December staff meeting, we reflected on our first year of service with some prompts for input and a collective art activity to help envision our future at this library branch.
- Staff have appreciated the trainings on trauma offered by EMU's School of Social Work. We are learning highly-applicable information and skills to help us in our work with patrons.
- Superior was the site for the staff holiday party, a cozy, fun, after-hours event. A huge thanks to Nicole for serving as our representative on the planning committee.
- Youth staff attended hands-on demonstration of STEM tools to help us in our program planning.



### Program Highlights

- Our Martin Luther King, Jr. Day program featured the Mosaic Youth Theatre of Detroit, a fabulous group of young people who performed various songs with African-American & Civil Rights Movement roots. We had a huge crowd of all ages, estimated at 70 people.
- On January 16, we had a late addition program called Harriet Tubman Herself. The performer, Christine Dixon, was set to perform at another site that lost power. Looking for a place to perform, a contact reached out to Kallista and we made it happen! We were glad to provide a site for this meaningful performance.
- We hosted a group of Ukrainian refugees for a tour followed by Washtenaw Literacy's ESL Conversation Group.
- Stacey coordinated our Intergenerational Wreath Making program, which was a huge success with lovely results.
- At our December Black Men Read book party, we were fortunate to be joined by author Winsome Bingham via Zoom. A friend of Kallista knew Ms. Bingham and when he saw that her book, *Soul Food Sunday*, would be the featured book, he connected the author, Kallista, and BMR to coordinate the event.
- A number of Michigan Ave programs continued to be held at Superior while the branch undergoes repairs: Teen STEAM Café, Soar into Science, LINGO Crafternoons, and the new Family STEM Time program.
- Programs for the Toyota STEM grant included a lineup of STEM activities during winter break: Lego Coding, Bill Nye Film Fest, Magnets, Build-a-thon, Ozobots, and Water Science



- Drew, Chris, and Kallista held a Board Games & Video games program for kids, which was a huge success. We plan to repeat it in the spring programming period.
- During the storytime break, Kallista held a “box play” event for babies and toddlers, gathering a bunch of big boxes for climbing and playing.
- Trustee Jean Winborn gave an Introduction to Genealogy presentation – we so appreciate the sharing of her expertise with us and the library community!
- We are getting geared up for tax service. With Michigan Ave.’s closure, we are hosting one day of their AARP tax preparation. Appointments are filling up and we are looking forward to helping many clients get their taxes prepared for free starting February 5. We hope that even after Michigan Ave reopens, AARP may have capacity to add us as a site.
- Continued programs include Read to Hugo, After-School Writing Lab, Washtenaw Literacy ESL and Basic Tutoring.



## Building & Grounds

- After a new keypad was installed, our staff door is working much better.
- Jim and Patrick installed all of our newly-acquired artwork, plus some pieces from Superior and Whittaker. If you haven't been by to see it in person, check it out!

Submitted by Mary Garboden,  
January 17, 2024

## Whittaker Road-Adult Services Board Report: January 2024

Here is a listing of January programs:

- Thursday Morning Book Group
- Gmail - Basics
- Google Calendar - Basics
- Microsoft Excel – Basics
- Mahjong Meetup (2 meetups)
- Science Fiction Book Club
- Google Drive - Basics
- Computer Basics - Getting Started
- MICHIGAN WORKS! Southeast Community Outreach
- Microsoft PowerPoint – Basics
- Noir Movie Night: the Killing
- Microsoft Word – Basics
- Google Docs for Beginners
- All Lives Stand Up
- Google Slides for Beginners
- Internet Basics - How to Search the Web
- Small Business Savvy: Ecommerce, Where to Begin, UPDATED
- Microsoft Word – Intermediate
- Google Docs Tips & Tricks
- Finding Your Authentic Voice as a Writer
- Microsoft Excel – Intermediate
- Google Sheets for Beginners
- Microsoft Word – Tips, Tricks and Hacks
- Microsoft Publisher – Basics
- Jumpstart Your Novel: Experimenting With Point of View
- Microsoft Excel – Pivot Tables
- How to Host a Zoom Meeting
- Virtual African American Authors Book Discussion Group
- Google Sheets Tips & Tricks

We had a wonderful program launch in December for our new digital archives, the Ypsi Farmers and Gardeners Oral History Project; over 50 people attended. Amisha did a great job helping to make this happen. Mi Works is very happy with the turnout at their lobby table events; we had people waiting for them to arrive the last time they were here. They met with 13 people in a couple of hours. They have already scheduled lobby dates for March-May.

We are busily scheduling appointments for AARP tax help at YDL-Whittaker Road and YDL-Superior. All but a few slots in late February are already booked at Whittaker. People are always appreciative that we offer this service in our buildings. Tax Help appointments begin on February 1. Amisha's Mahjong

Meetup has shown steady growth since the first meetup and will be continued into the next programming season. We're also starting a new program called Silent Book Club where people get together to read silently and visit a little at the beginning and at the end. We will also have several programs in connection with the Great Michigan Read initiative. Paula got a grant that will cover some program costs-we have had 1 book discussion, will have a craft program, and will show a documentary film where the producer will also do a Q & A after the presentation. We will also be able to buy a few new books for our collection. Regular programs with partners continue (gardening, small business, writing) along with movie series, book groups, computer classes, and LINGO 1-1 tech help for seniors.

We had a wonderful concert, All Lives Stand up, on Sunday, Jan 14<sup>th</sup>, in celebration/recognition of MLK Jr. Despite the bad weather, 60 people came to listen to a meaningful musical experience. The concert was written up in EMU's Eastern Echo newspaper. We appreciate the generous support of the Friends of YDL who make it possible for us to offer this type of program.

Sheila Konen retired in mid-December. We miss her but are happy that she was able to retire after a long working career. It helps to have Aaron and Shoshanna here for now.

All staff are taking the Trauma Training sessions offered to YDL staff; there is much to learn and we appreciate the opportunity to add more tools to our toolbox when engaging with others. Amisha will be taking a class from MCLS on creating and caring for digital collections to give her tools for her role as co-manager of the Michigan/Ypsilanti Room.

Paula met with staff from the Y (looking to run some exercise programs at YDL), with a representative from the SBA, and with staff from MI Works to explore possible additional partnerships with their organizations. She will also be attending an upcoming Senior Advisory Board meeting to discuss our tax help services and our two community reads programs.

-Submitted by Paula Drummond January 17, 2024



# Whittaker Youth Services Board Report January 2024

## Programs

### Little Ones

- Winter storytimes kicked off this week with Kinderconcerts. About 245 people attended the two sessions, despite the temperature hovering around 0. A frequent Whittaker parent was the cellist!
- In between the Fall and Winter storytime sessions, we hosted four programs for families with little ones with attendance averaging 54 people each. In December, Music Together offered a parent/child music workshop and Jaclyn curated Sensory Stations with a zoo theme offered on a Friday and Saturday morning. In January, Liz curated pretend baking Sensory Stations. Only one session was offered due to the weather related delayed opening.

### Kids and Parents

- **Weekdays** I wrapped up the After School STEM Legos series in early December. Jaclyn is hosting the current four week session themed around roller coasters. Wednesday Chess Club continues after school, as does the Thursday afternoon homeschool meetup Jaclyn teaches. Liz's weekly Graphic Novel Book Club returned this week. Attendance dropped slightly at all ongoing programs in December, but numbers are back up this month. Many Michigan programs have temporarily moved to Whittaker. Jenny has a monthly family maker night, Pat has two monthly book groups and Read to Moon twice a month, and Stephanie has an ongoing D&D meetup for tweens.

### Winter Break

- About 43 people attended each of the four Winter STEAM sessions we offered for families with school aged kids. I used the new giant dinosaur bones for a program where kids designed skeletons, named them, and made skeleton imprints with clay. Liz brought fun family games from her husband's gaming store, Golden Rhino Games, located nearby in the Paint Creek Crossing shopping center. Stephanie used the wind tunnel for wind science activities. Ulana, Jaclyn and I led a marbleized paper lantern workshop where kids created paper circuits with copper tape to light up an LED light to make their lanterns glow.
- TAG planned two programs that were attended by about 14 tweens and teens each. We invited the YMCA to teach beginning fencing and an artist to lead rubber stamp carving and printmaking.
- Emma offered a make-a-pet-blanket for a shelter pop-up service project that was so well attended we added a Meals on Wheels card-making option for youth to earn the service hour because we didn't have enough blanket supplies on hand. We'll try two more pop-ups in the spring to see if this type of program fills a need for students to have more options to earn service hours at the library.

### Teens

- **Cookie Houses** Teens enjoyed assembling and decorating tiny cookie houses in December at a TAG generated program.
- **TAG** In December, we celebrated the end of the year. Everyone got a certificate documenting their 2023 volunteer hours, a book, and candy. They ate pizza, played Uno and decorated cookies.
- **Pixel Art** TAG's new Adventure Time themed pixel art is popular. Thanks to our sub Claire for creating the pattern grids for patrons to use to make the art.

## Other Work

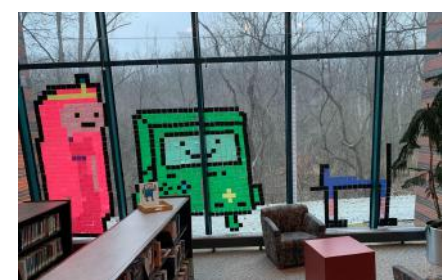
### Around the Department

- **Book Displays and independent learning activities** Ulana maintained all winter holiday book displays during December. She's working on Valentine's Day and Lunar New Year now. Marlena created a book display about Big Life Changes with difficult topics like death, moving, and starting school. Ulana put out books for MLK Day and Claire helped me make an activity for kids to decorate hands and write their dreams for a temporary bulletin board display. Marlena developed the main interactive bulletin board where kids



can make a snowman to add to the winter scene. I switched out the magnet ramp wall for the light table. I will see how patrons interact with supplies and create new learning activities over the next few months related to light and color.

- **Wonder Media** As part of the team of librarians from across Michigan, I've been working on mis- and dis-information lesson plans to help turn a museum exhibit created by a Western Michigan University journalism professor into activities librarians and teachers can download and use to help students analyze social media and news articles to think deeper about who is creating and profiting from content and how to determine what is real. My lessons include a detect-the-fake activity where students look at real and AI generated photos closely to see which is real, and an escape-the-fake breakout room where students find clues they use to determine whether a social media post is sharing real facts or not. If they gather the clues and use them to find the correct answer, they've escaped the fake. Lessons will be tested with patrons in the spring and then be accessible for librarians across the US as part of this IMLS funded project.
- **TALK** Lisa and I have been meeting with Cathy Lancaster from LM to prepare for our PLA TALK presentation. We also continue to regularly meet MCLS staff and help transition TALK to a service any library can use to raise awareness about early learning.
- **Toyota STEM** I hosted two STEM play days for youth staff to try out new and old STEM tools. There is a Google sheet to help staff see what tools are available and which building they are at so they can reserve them to use at a program. Joy is investigating how we might make this process easier in the future. We hope staff will continue to make use of the new toys. Parents have been excited about the new, enriched learning opportunities and kids are having a lot of fun learning STEM concepts through play.
- **Field Trips** Six YIES 2nd and 5th grade classes visited the library in December and January. We look forward to YCS middle school visits next month. Thanks to Monica and John for creating student cards so they can take home a book when they visit, and to staff hosting the tours. Liz has helped lead almost every tour along with Pat, Kelly, Marlena, Stephanie, and me as the schedule allows.
- **Program Planning Groups** Liz leads the Kids program planning group, Stephanie leads the Little Ones group, and I lead the teen group, so we all attended a meeting to touch base to see how the groups are working and how to move forward to make sure we're working across locations and aligning programs to community needs and the strategic plan. This project started with the previous strategic plan and was put into action during Covid, so we're now reviewing how it's working and will continue to make adjustments. Thanks to Aaron who leads the Adult Services group for stepping up to lead that process and bring everyone together.



# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/17/24

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

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

The attached resolutions will authorize new signers. One specific to Bank of Ann Arbor, where our main checking account is held. Following the Board meeting we will request the new officers stay to finalize the resolution and make a copy of each person's driver's license for the bank. I will work with the new officers to update the signers at our other three financial institutions over the next few weeks.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-2

January 24, 2024

RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER  
FINANCIAL INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: \_\_\_\_\_
3. YDL Board of Trustees President: \_\_\_\_\_
4. YDL Board of Trustees Secretary: \_\_\_\_\_

Two signatures are required for any financial transaction. Signature may be by facsimile.  
This resolution supersedes any previous such resolution.

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

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

YES:      NO:      ABSENT:      VOTE:

# Resolution of Lodge, Association or Other Similar Organization

**By:**

Bank of Ann Arbor  
7 W. Michigan Avenue  
Ypsilanti, MI 48197

Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

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

*Referred to in this document as "Association"*

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of \_\_\_\_\_ the State of Michigan \_\_\_\_\_, Federal Employer I.D. Number 38-2462745 \_\_\_\_\_, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 24, 2024 \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Name and Title or Position	Signature	Facsimile Signature (if used)
A. Lisa Hoenig Director _____	X _____	X _____
B. _____ President _____	X _____	X _____
C. _____ Treasurer _____	X _____	X _____
D. _____ Secretary _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

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

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

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

## Resolutions

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

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

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

**Effect on Previous Resolutions.** This resolution supersedes resolution dated February, 2023 . If not completed, all resolutions remain in effect.

#### **Certification of Authority**

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

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

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

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

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

#### **For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

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

**Comments:**



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/17/2024  
**Re:** Award of contract for Whittaker Plaza renovations

In May 2023, YDL released an RFP for Whittaker sidewalk reconstruction prepared by Beckett and Raeder, Inc. (BRI). Unfortunately, no proposals were received in response. We decided to try again, timing the RFP's release for Michigan pavement contractors' off season. The updated RFP was released on December 8, 2023. You can review the 155-page document [here](#).

BRI updated its cost estimate for reconstruction of the sidewalk in October 2023 at \$243,751.35. This covers the primary plaza area in front of the building. The bid form requested a base bid for the equivalent scope, plus two alternates. Alternate #1 includes the sidewalk adjacent to the recently paved south parking lot. Alternate #2 includes sidewalk from the Whittaker Road bike path to the drop-off circle.

We received two bids in response to the updated RFP. I was pleased that the low bid fell below BRI's estimate.

	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Alternate #2</b>	<b>Total</b>
KAB Enterprises	\$235,740.59	\$16,068.00	\$11,017.50	\$262,826.09
Rathburn Contracting	\$262,576.00	\$15,752.00	\$11,836.00	\$290,164.00

Following the bid opening, Brian Barrick from BRI reviewed the two bids and responded:

*BRI conducted a post-bid phone call with KAB Enterprises and confirmed that the bid correctly reflects the specified scope of work. KAB also confirmed the required project schedule of August 12, 2024 to September 13, 2024. Based on our conversations, we suggest moving forward with the low bid from KAB Enterprises.*

*To save future expenses, BRI suggests that the Board approve the Base Bid and both alternates at this time. Because of the limited scope, we anticipate replacement of the two alternate sidewalks would be more costly if contracted independently at a later date.*

*Just a reminder that BRI's estimate anticipated need for additional undercut and subbase replacement due to poor soil conditions. This was not included in KAB's bid (nor the other bidders') and will be determined on-site during construction by the testing agency. When requesting Board approval, it would be good to allow for contingency authorization to cover additional undercut, if encountered.*

Brian recommended a contingency of \$25,000 to cover the potential cost of additional undercut and subbase replacement, plus the necessary construction testing. In the attached resolution I recommend awarding the construction contract for Whittaker Plaza Renovations, base bid and both alternates, to KAB Enterprises, and a total project cost not to exceed \$300,000.

We planned to have the project commence in the latter half of August, as the Summer Challenge winds down, but KAB suggested we entertain doing the work in the Spring. May could be feasible if we have good weather. Upon award BRI will help us finalize a contract, and we'll discuss this possibility.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-4

January 24, 2024

RESOLUTION TO AWARD THE CONTRACT FOR WHITTAKER PLAZA  
RECONSTRUCTION, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE  
CONTRACT, AND ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES  
FOR THE PROJECT

---

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

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

Whereas, professional engineering firm Beckett and Raeder, Inc. developed bid documents and bids were accepted on the renovation of the entry Plaza and other sidewalks, and

Whereas, the low bid from KAB Enterprises was found to be complete and acceptable,

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Whittaker Plaza Renovations as described in the December 8, 2023, bid documents, including the base bid and both alternates, is awarded to KAB Enterprises and

BE IT FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract; and

IT IS FURTHER RESOLVED that:

Up to \$290,000 from the Capital Asset Replacement Fund shall be allocated toward Whittaker Plaza Renovations as described in the bid documents, and construction testing for the project.

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

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

YES:        NO:        ABSENT:        VOTE:

## BID FORM

Owner: Ypsilanti District Library

Project: Whittaker Road Library Plaza Renovations  
Landscape Architect/ Beckett & Raeder Inc.  
Engineer:

To: Ypsilanti District Library  
Whittaker Road Library Plaza Renovations  
5577 Whittaker Road  
Ypsilanti, MI 48197

Attn: Lisa Hoenig, Director

The undersigned, having examined the Drawings and Specifications, and having familiarized him/herself with local conditions affecting the cost of work, hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction, to do all work, to furnish all materials, and equipment except as otherwise specified herein; and for the lump sum price named to complete the work described herein in strict conformity with the requirements of the Drawings and Specifications entitled:

### Whittaker Road Library Plaza Renovations

Prepared by Beckett & Raeder, Inc., including Addenda No.'s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto.

#### BASE PROPOSAL SUM

The Base Proposal Sum is solicited and the lump sum amount shall be inserted in the blank space provided below. The Base Proposal Sum shall be the lump sum bid amount for all Work shown on the Drawings within the base bid limit of work and specified in the Specifications. Award of Contract, if made, will be to the Contractor whose bid is determined to be in the best interest of the Owner.

\$ \$235,740.59

Two Hundred thirty five thousand seven hundred forty dollars and fifty nine cents  
(Written Amount)

#### ALTERNATE 1 SUM

The Alternate 1 Sum is solicited and the lump sum amount shall be inserted in the blank space provided below.

\$ 16,068.00

sixteen thousand sixty eight dollars and zero cents  
(Written Amount)

**ALTERNATE 2 SUM**

The Alternate 2 Sum is solicited and the lump sum amount shall be inserted in the blank space provided below.

\$ 11,017.50

eleven thousand seventeen dollars and fifty cents  
(Written Amount)

**UNIT PRICES**

Contractor shall submit installed unit prices for items of work stated below. Prices shall include all base material required for the installation of the item. The Owner reserves the right to increase or decrease the base proposal sum by up to thirty percent (30%) on the basis of the unit prices stated. The Owner reserves the right to negotiate with the Bidder on any or all unit prices listed in this Bid Form. Unit prices given shall include all profit and overhead. Contractor "mark-up" will not be paid in addition to the prices given below. (Unit price list is not intended to be a complete representation of the entire progress)

DESCRIPTION	UNIT	UNIT COST
<b>DEMOLITION</b>		
Pavement Sawcutting (full depth)	lf	\$5
Concrete Pavement Removal	sf	\$1.50
Bituminous Pavement Removal (including base to specified depth)	sf	\$3
<b>SOIL EROSION AND SEDIMENTATION CONTROL</b>		
Inlet Filter	ea	\$400
<b>EARTHWORK</b>		
Undercut and Backfill with Class II Sand	cy	\$70
Granular Base (MDOT Class II Sand)	cy	\$50
<b>PAVING</b>		
Concrete Planter Curb	lf	\$35
Concrete Pavement 5"	sf	\$18
<b>UTILITIES</b>		
Pavement Edge drain with compacted Class II Sand backfill	lf	\$35

**PROJECT LAYOUT**

It shall be the responsibility of the Contractor to provide all instrumental surveying required to layout and construct the work. Surveying shall be performed by a Registered and Licensed Land Surveyor. The Owner and the Landscape Architect/ Engineer shall have access to the work site at all times to verify the project layout.

The undersigned affirms that neither he/she nor agents, officers or employees of the Contractor submitting this lump sum bid have directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken action in restraint of free competitive bidding in connection with the bid for this project.

The undersigned agrees that if this lump sum proposal is accepted by the Owner, he/she will enter into the Contract, furnishing all bonds and other contract requirements and commence construction, within 10 business days of the Notice of Award/Notice to Proceed, and will complete the entire Work of the Contract within the given schedule and the provisions of the project specifications.

Dated and signed at 3318 Fort Street, Lincoln Park, MI 48146 State of

Michigan this 28 day of December, 2023.

Signature

Bidder KAB Enterprises, Inc.

By John Balogh

Title Vice President

Business Address 3318 Fort Street  
Lincoln Park, MI 48146

Telephone 734-719-2642

AFFIDAVIT OF NONCOLLUSION BY CONTRACTOR

State of Michigan \_\_\_\_\_ )  
County of Oakland \_\_\_\_\_ ) SS

John Balogh, BEING DULY SWORN deposes and says

that he/she is Vice President  
(Title)

of KAB Enterprises, Inc.  
(Insert Name of Bidder)

who submits herewith a Proposal and Bid to Ypsilanti District Library for Whittaker Road Library Plaza Renovations.

That all statements of fact in such proposal are true;

That such bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Ypsilanti District Library, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in his business.

Subscribed and sworn to before me this

3 day January, 2024

Stacey Brown  
Notary Public

John Balogh  
by

Vice President  
(Title)

STACEY BROWN  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF WAYNE  
MY COMMISSION EXPIRES May 17, 2024  
ACTING IN COUNTY OF Wayne

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Licensing & Compliance Division  
P.O. Box 30254  
Lansing, MI 48909

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Company Builder License  
Q.O. - Jonathan Balogh

KAB ENTERPRISES, INC.  
3318 FORT STREET  
LINCOLN PARK, MI 48146

License No:  
262200162

Expiration Date:  
05/31/2025

KAB ENTERPRISES, INC.  
3318 FORT STREET  
LINCOLN PARK, MI 48146

GRETCHEN WHITMER  
Governor

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Company Builder License

KAB ENTERPRISES, INC.  
3318 FORT STREET  
LINCOLN PARK, MI 48146

Qualifying Officer:  
Jonathan Balogh  
Qualifying Officer #  
242200845

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.  
262200162

Expiration Date:  
05/31/2025

This document is duly  
issued under the laws of the  
State of Michigan



## Qualifications

<b>Project Name</b>	<b>Owner's Contact Person</b>	<b>Design Engineer</b>	<b>Type of Work</b>	<b>Status</b>	<b>Cost of Work</b>
Taylor - Homestead and Rotary Parks	Name: Guido Ulin Agency: City of Taylor Phone: 734-374-3908	Name: Ray Parker Firm: Hennessey Engineers Phone: 734-341-3129	Asphalt, Concrete Flatwork, Footings, Pavillion, Playground	80%	\$340,047.88
Oakwood Metro Park - Nature Trail	Name: Kirk Walker Agency: Metro Park Phone: 586-206-5352	Name: Andrew Capik Firm: Metro Park Phone: 810-494-6054	Stone Path, Concreté, Asphalt, Carpentry, Site Furnishings, Helical Piers	85%	\$ 385,281.89
Livonia Pavilion	Name: Ethan Engel Agency: Livonia Parks Phone: 734-466-2414	Name: KAB Design/Build Firm: Phone:	Concrete Flatwork, Restoration, Footings, Pavilion	30%	\$ 100,840.53
Superior - Firemans Park	Name: Juan Bradford Agency: Superior Twp Parks Phone:	Name: Jenna McCutchen Firm: OHM Phone: 734-466-4545	Asphalt, Concrete Flatwork, Underdrain, Restoration, Footings, Pavillion,	15%	\$ 529,858.62
	Name: Agency: Phone:	Name: Firm: Phone:			
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# KAB

## Qualifications

### Completed Projects

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Heritage Park Splash Pad Improvements	Name: Jeanette Aiello Agency: Canton, MI Phone: 734-394-5479	Name: Melinda Whitten Firm: MCSA Group Phone: 616-451-3346	9/30/2022	Flatwork, Footing, Fountain, Shade Structure	100%	\$218,498.47
DeLuca Field Improvements Melvindale, MI	Name: Stephanie Cayce Agency: Wayne County Phone:	Name: Ray Parker Firm: Hennessey Engineers Phone: 734-341-3129	8/15/2022	Asphalt, Concrete, Bleachers, Dugouts	100%	\$369,693.05
Archery Range	Name: Cindy Martel Agency: Shelby Township Phone: 586-731-0300	Name: KAB Design/Build Firm: Phone:	5/5/2022	Fencing, Netting, Footings, Pavilion	100%	\$78,703.54
Train Car Restoration	Name: Guido Ulin Agency: City of Taylor Phone: 734-374-3908	Name: KAB Design/Build Firm: Phone:	1/24/2022	Painting, Woodworking, Historical Preservation	100%	\$69,485.00
Disc Golf Course	Name: Guido Ulin Agency: City of Taylor Phone: 734-374-3908	Name: KAB Design/Build Firm: Phone:	10/8/2021	Flatwprk, Footings, Course Layout, Signage	100%	\$48,643.00
Southgate Bleachers	Name: Jason Hardy Agency: Southgate School Phone: 734-246-4600	Name: Gary Kent Firm: Plante Moran Phone: 313-588-6263	6/7/2023	Bleachers	100%	\$35,981.09
	Name: Agency: Phone:	Name: Firm: Phone:				
	Name: Agency: Phone:	Name: Firm: Phone:				
	Name: Agency: Phone:	Name: Firm: Phone:				

# Wayne County Human Relations Certifications



This certifies that  
**kab enterprises inc**

3318 Fort Street  
Lincoln Park, Michigan 48146

Has complied with all the requirements of the Wayne County Business Certification Program. This firm is hereby eligible to participate in Wayne County's procurement process utilizing the Equalization Credits for the following programs and/or has established compliance with Wayne County's Fair Employment Practices Resolution.

(Listed under the Certification Medallion is the date through which your Certification/Registration is valid.)



3/16/2025



3/16/2025



6/22/2025



3/16/2025

M/WBE Registered through: 3/16/2025

A handwritten signature in black ink, reading "Victoria I. Edwards".

Victoria I. Edwards, Director

A handwritten signature in black ink, reading "Warren C. Evans".

Warren C. Evans, County Executive

1807 N Steinbach Rd  
Dexter, MI 48130  
734-341-2458  
rathburncontracting@gmail.  
com

**RATHBURN**  
*Contracting*  
QUALITY CONCRETE CONSTRUCTION

**ADDRESS**

Brian Barrick  
Beckett & Raeder  
YDL

**Estimate 1161**

**DATE 12/15/2023**

**EXPIRATION DATE 12/15/2024**

**SALES REP**

Austin Rathburn

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Concrete	BASE BID. Removal of concrete and base, new sub-base, tree ring drain system, new concrete curbs and flatwork. All to spec on prints.	1	262,576.00	262,576.00
	Concrete	ALTERNATE 1. Sidewalk area demolished, removed, and replaced. Spec'd to print	1	15,752.00	15,752.00
	Concrete	ALTERNATE 2. Sidewalk area demolished, and replaced. Spec'd to print.	1	11,836.00	11,836.00

Please feel free to give us a call, text, or email with any questions regarding this estimate!

SUBTOTAL 290,164.00  
TAX 0.00

**TOTAL \$290,164.00**

Accepted By

Accepted Date

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/18/2024  
**Re:** Staff Email Policy revision

The YDL [Staff Email Policy](#) was adopted in July 2003. It was time for a revision to clarify our expectations. The recommended revision attached also removes the original's employee acceptance statement and signature line, as we intend to automate that process using our new payroll processing platform.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-5

January 24, 2024

RESOLUTION TO REVISE POLICY F4: STAFF EMAIL POLICY

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Whereas, the Ypsilanti District Library has a Staff Email Policy which sets forth guidelines and outlines expectations for staff using the Library's email system, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Staff Email Policy was last revised in July, 2003, and

Whereas, Library Administration drafted a revision to update the policy to clarify current expectations, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Staff Email Policy is approved.

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

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

YES:        NO:        ABSENT:        VOTE:

## **F4**

### **Staff E-Mail Policy**

**Approved: 7/24/2003**

**DRAFT revision: 1/24/2024**

The YDL email system serves as a vehicle for staff communication in pursuit of the Library's mission and core values. All employees, including temporary and hourly staff, are subject to this policy.

Emails sent or received on the library email system are not private property. They form part of the administrative records of the Library and as such, may be subject to records retention requirements and FOIA requests. No expectation of privacy is granted nor should it be expected.

The Library Director reserves the right to authorize appropriate personnel (ie. IT, Business Office, or security staff) to access, retrieve, read, or delete any communication that is created on, received through, or sent via the YDL email system to assure compliance with library policies.

Employees may not engage in any email activity that is illegal, distasteful, or likely to have negative repercussions for the Library. Examples of such activities include but are not limited to the upload, download, use, retention, distribution, or dissemination of any images, text, materials, or software which might be perceived to:

- be indecent, pornographic, or illegal;
- be abusive or rude or generally distasteful;
- be an unproductive use of work time;
- involve activities outside the scope of the job responsibility, including personal solicitations such as cookie sales, donation drives, or fundraising activities;
- have the potential to affect the performance of or create damage to the library's email system in any way;
- be in violation of any other YDL policy, including Policy F2: Anti-Discrimination and Harassment.

Further, content which may be defamatory, incur liability on the Library's part, or adversely impact the image of the Library is not allowed, and copyright laws must be observed.

Failure to comply with this policy may result in disciplinary action, up to and including termination.



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/18/2024  
**Re:** Severe Weather Closing Policy revision

YDL's [Severe Weather Closing Policy](#) was adopted 10 years ago. The attached revision clarifies some internal procedures and reflects of our move to being fine-free, as well as our experience of the pandemic and Michigan Avenue flood.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-6

January 24, 2024

RESOLUTION TO REVISE POLICY D9: SEVERE WEATHER CLOSING POLICY

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Whereas, the Ypsilanti District Library's Policy D9 sets forth guidelines for severe weather and emergency closings, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy D9 was last revised in February, 2014, and

Whereas, the library administration has prepared a revision to clarify current practices and reflecting recent experiences including the pandemic and Michigan Avenue flood, Now  
Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy D9: Severe Weather Closing Policy is approved.

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

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

YES:        NO:        ABSENT:        VOTE:

## **D9**

### **Severe Weather Closing Policy**

**Approved: 2/27/2014**

**DRAFT Revision: 1/24/2024**

In accordance with its commitment to serve the public, the Ypsilanti District Library maintains a regular schedule of hours and rarely closes for severe weather. YDL is an independent entity, and does not automatically close when other local institutions, such as schools, close.

The library's first priority will always be the safety of its staff and patrons.

The decision to close, close early, or delay the opening of the library system or one of its branches will be made by the Library Director or designee, based upon one or more of the following circumstances:

- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard/other visibility conditions;
- Availability of sufficient staff to operate the library;
- Failure of vital building services, such as heat or air conditioning, extended power failure, or the condition of a building and/or its equipment;
- A general health or safety emergency in a YDL municipality;
- A formal state of emergency declaration from a municipality within the service district, or from Washtenaw County.

Emergency closings are announced to the public as broadly as possible given the circumstances of the emergency. Communications will be made via the YDL website, social media channels, press announcements, the YDL phone system, and – when possible – physical signage on buildings.

In the event of a closing, the Library Director and Assistant Director will utilize the YDL “closing tree” to notify the Library Board, department managers, and Washtenaw Literacy and the Friends of YDL representatives. Managers and the partner organizations will notify impacted employees/volunteers, as well as any scheduled contractors or presenters.

Unless contacted by a supervisor, all employees should assume the library is open and arrive on time for their scheduled shift.

If the library closes due to severe weather or another emergency situation, all permanent staff will be paid for the time they were scheduled to work. No “snow day pay” will be provided to subs, staff who were not scheduled to work, or staff who previously scheduled PTO. Regular staff who work fewer than 20 hours/week (Pages, Interns, etc.) may make up hours within the pay period provided there is work to be done.

Should only some of YDL's locations close, scheduled staff may be reassigned to another building or department. If the Bookmobile is pulled from its regularly scheduled route, Outreach staff may be reassigned to another department or building and are not automatically eligible for “snow day pay.”

Library materials will not be due on days that the library system closes, nor will any fines or fees for materials or room rentals be assessed.