



# BOARD OF TRUSTEES



**YPSILANTI**  
DISTRICT  
LIBRARY

## 2024 Information Packet

Wednesday, February 28, 2024  
6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, February 28, 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> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Kristy Cooper <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Audit Presentation:</b> Luke Downing, CPA, Clark Schaefer Hackett	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Presentation of 1917 Michigan Avenue Painter Genealogy:</b> Jean Winborn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from January 24, 2024, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2024 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Friends of the Library	<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>			
A. Committee appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Acceptance of FY 2022-2023 Audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of purchase of three bike repair/tire pump stations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of purchase and installation of an Interactive Play Area at Superior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approval of base budget for Michigan Avenue improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Approval of the purchase of new furniture for Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 24, 2024 (Unapproved)

**CALL TO ORDER**

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

**Attendance**

Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Theresa M. Maddix, Patricia Horne McGee, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:34 p.m.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Building Monitor Mark Bailey.

**APPROVAL OF THE AGENDA**

Trustee Steimel advised we may strike the Friends of the Library Report due to the cancellation of their meeting due to inclement weather. With that correction Trustee Maddix moved to approve the agenda and Trustee Steimel supported this motion.

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

**PUBLIC COMMENT**

Mr. Tebbens introduced himself and his work gathering information about library boards.

**INTRODUCTION OF NEW STAFF**

Director Hoenig introduced our new part-time Building Monitor, Mark Bailey. Mark discussed his professional background and advised he is happy to be here and finds this work very interesting.

**ANNUAL MEETING**

**Election of Officers:**

President Horne McGee opened the floor for the nominations of officers. She advised all of the offices are open, except for the Treasurers Office, but that the incumbent may run again. She advised we would start with the President's Office. Trustee Kennedy nominated herself for the position, with no other nominations for that office. Trustee Winborn suggested the Board complete a slate of nominations for all the offices. Trustee Winborn nominated Trustee Williams for Vice-President. Trustee Cooper nominated herself for Secretary, as Trustee Steimel is term limited. This was followed by Trustee Maddix nominating herself to remain Treasurer.

President Horne McGee then advised we have a slate of nominations for the positions, consisting of:

President – Bethany Kennedy  
Vice-President – Terrence Williams  
Treasurer – Theresa Maddix  
Secretary – Kristy Cooper

Trustee Winborn moved to elect the officers via the slate for the 2024 Board Positions, and Trustee Steimel seconded this motion.

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

**APPROVAL OF 2024 BOARD MEETING DATES**

Trustee Winborn moved to approve the 2024 Schedule of Library Board Meetings. Trustee Kennedy seconded this motion. Notice enclosed.

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

**YPSILANTI DISTRICT LIBRARY 2024 BOARD COMMITTEES**

President Horne McGee congratulated the incoming trustees on their new positions for 2024. She then advised the new President would assign committee membership at the next regularly scheduled meeting.

**Consent Agenda**

Trustee Williams moved to approve consent agenda (November 29, 2023 Regular meeting minutes and November and December 2023 check registers). Trustee Winborn seconded this motion.

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

**Communication**

Director Hoenig discussed Jodi Krahnke's nomination for the American Library Association's (ALA) I Love My Librarian Award, which honors librarians across the country for their impact on their community. Only ten librarians across the country are selected to be honored by the award, and this year there were nearly 1,400 inspiring nominations.

She also pointed out the notice of a Virtual Trustee Roundtable conducted by the Library of Michigan. Director Hoenig believes this could be enlightening and serve as a resource for interested Board members. The roundtable will cover how Trustees at other libraries manage pressing issues as well as exploring more of the services available from the Library of Michigan.

Director Hoenig briefly discussed a couple articles she included in this Board Packet related to the oral history project launched in December 2023. She advised that from all accounts the meeting was amazing and that the database is up and running. She also advised that coincidentally the most recent publication of the ALA had a cover article on preserving oral histories and the important role libraries have in preserving local history.

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She advised that the University of Michigan-Dearborn Assistant Professor of Human Services, Dr. Finn Bell, is conducting additional interviews while he looks for additional funding to support the project as the database collection continues to grow.

**Committee Reports**

Facilities Committee Report – Director Hoenig stated that she was excited as the construction of the Superior branch location was completed enough that it is no longer considered a construction project. She will now report on the Superior library with the rest of the facilities.

With that said, Director Hoenig pointed to the monthly status update on the outstanding capital improvement projects. She also notified the board about two new water leaks discovered today at the Whittaker Road location. Finally, she discussed the Michigan Avenue design work wrapping up. She was supposed to have a meeting with the engineering team working on the permit process, but the meeting was cancelled due to inclement weather. The meeting has been rescheduled for Friday, January 26<sup>th</sup>. She anticipates submitting the permit application by the end of the week and getting final budget numbers for repairs over and above elements beyond the insurance repair. She stated that Phoenix Construction and Faber Design are working on putting together a construction sign. She believes the sign will help hearten the community as an indication we are moving forward toward reopening.

**Report of the Library Director**

Director Hoenig communicated with the board about the TriNet Zenefits incident regarding erroneous debiting of the operating account. She updated the Board on her communications with TriNet Zenefits, as well as information about the possible use of different banks and ACH limits. At this time nothing jumps out at her as a solid solution, as most potential processes could become an obstacle or worse. However, she advised that she will continue to consult with the external accountant and search for viable options. She will keep the Board posted with any updates or requested changes to existing processes.

YDL launched the Healthiest You benefit for the part-time staff effective January 1<sup>st</sup>, 2024. This is a telemedicine benefit available through the Michigan Library Association. Some of the part-time staff have already used the service, and reported positive experiences.

Michigan Avenue had two more broken windows in the last month. The remediation company had used these windows to direct airflow out of the building. However, the contractors failed to secure the windows correctly afterward. The recent inclement weather with high winds slammed the windows down and caused breakage. We are waiting to see if our insurance carrier would add this to the existing claim or require a new claim.

Trustee Williams asked a clarifying question to be sure this wasn't vandalism, but high winds, which Director Hoenig confirmed.

Director Hoenig stated that she has provided tours for 52 people to view the damages at Michigan Avenue. She encourages them to share and help spread the word about the difficulties in re-opening. She also provided feedback from these guests who are surprised by the extent of the damage and impressed with the reconstruction plans. More specifically, upon learning of the plans for a future addition there is excitement and comments have been unanimous in support of reaching this goal.

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Director Hoenig also discussed an issue with a recent program sponsored by Eastern Michigan University (EMU)'s Digital Connecting Corps. EMU cancelled the class multiple times, and today did not notify participants, who were understandably upset upon arrival.

Director Hoenig briefly discussed the ThinkSpace Directors conference in Grand Rapids as well as the Strategic Plan Progress Report. She also wanted to mention on the dashboard attached to her report that there are a couple of NAs for electronic services. Google analytics had a change counting website traffic very differently from how it was calculated in the past. Also, the YDL app is currently out of commission. Assistant Director Smith advised that two organizations involved with the app are in arbitration. The company SirsiDynix refuses to provide a web services license to connect with the app, which is very unfortunate for our patrons. The good news is we are migrating away from this company, but this won't be until late August 2024.

Trustee Williams advised he appreciated the ThinkSpace notes regarding Michigan's declining population. He is seeing a push to keep graduates in the area and he believes many of these items will be beneficial in that goal as well as helping the community long-term.

**Old Business**

None

**New Business**

- A. Resolutions to authorize new signers for YDL with financial institutions

**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: Theresa Maddix
3. YDL Board of Trustees President: Bethany Kennedy
4. YDL Board of Trustees Secretary: Kristy Cooper

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

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OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Williams

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

B. Award of contract for Whittaker Road Plaza renovations

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

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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.



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OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Kennedy

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

C. Staff email policy revision

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: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

D. Severe weather closing policy revision

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: Trustee Steimel

SUPPORTED BY: Trustee Kennedy

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

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	No comment
Trustee Steimel	Was half-taken back and half-enthused about the signage outside the library regarding first amendment rights. Also, he was happy to see YDL represented at the farm markets.
Trustee Winborn	Congratulations to Lisa on her award. At Michigan Theatre on February 4, 2024, will be a documentary produced by the Ann Arbor Public Library about Jones School. Jean and her sister are featured in the film.
Trustee Maddix	Thanked President Patricia Horne McGee for her two years of service!
Trustee Williams	Library's showing around MLK day was really good. Impressed by all the people coming to use the library as a warming center.
Trustee Kennedy	Really truly appreciates The Loop newsletter. Went to the Friends of the Library sale and it was really great to see shoulder-to-shoulder shoppers.
Trustee Horne McGee	Been a pleasure and an honor to serve the last two years. Stepping down and look forward to continuing to work with you this year.

**Adjournment**

Trustee Maddix moved to adjourn at 7:21 p.m. Trustee Kennedy seconded this motion.

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

# Financial Report

**Ypsilanti District Library  
Balance Sheet  
January 31, 2024  
General Fund**

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 1/31/2024	Current FYTD Variance from 11/30/23
<b>Assets:</b>							
Total Cash & Cash Equivalents	2,596,924	2,940,888	3,413,908	3,497,836	4,132,884	4,596,609	463,725
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	65,502	(24,133)
Total Assets	<b>2,646,206</b>	<b>3,039,041</b>	<b>3,498,278</b>	<b>3,606,506</b>	<b>4,222,520</b>	<b>4,662,111</b>	<b>439,592</b>
<b>Liabilities</b>	145,758	85,577	313,638	344,511	1,513,408	53,388	(1,460,020)
<b>Composition of Fund Balance</b>							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	1,102,434	352,434	352,434	352,434	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	696,080	272,195	1,753,090	1,852,576	2,554,955	2,202,502	(352,452)
Current YTD	(23,885)	1,478,262	99,487	466,448	(352,452)	1,899,612	2,252,064
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	2,709,111	4,608,723	1,899,612
<b>Total Liabilities &amp; Fund Balance</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,258</b>	<b>3,522,578</b>	<b>4,222,520</b>	<b>4,662,111</b>	<b>439,592</b>

**Ypsilanti District Library**  
**Period Ending 1/31/24 (16.7% of Year)**  
**General Fund**

ACCT #	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,918,352	6,086,566	6,437,010	6,668,539	2,739,778	3,928,761	41.1%
<b>Expenditures</b>							
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	448,906	2,605,676	14.7%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	84,495	670,941	11.2%
Dept 300 Outreach	92,557	103,159	285,464	265,708	47,138	218,570	17.7%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	78,350	481,407	14.0%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	177,213	1,176,322	13.1%
Dept 600 Donations	21,629	52,305	79,576	-	3,918	(3,918)	NA
Dept 700 Grants	19,079	31,359	43,127	-	146	(146)	
Total	4,051,907	4,550,634	5,637,023	5,989,018	840,167	5,148,852	14.0%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	1,899,612		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		-		
Fund balance - beginning of period	2,752,161	3,468,606	3,604,538	3,004,525	3,004,525		
Fund Balance - end of period	3,468,606	3,604,538	3,004,525	3,684,046	4,904,137		

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2024  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	634,461	55.7%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	56,209	5.6%
425.075	PPT Reimbursement	22,407	27,533	33,869	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,653,122	3,707,057	3,862,384	4,149,269	2,000,327	48.2%
441.000	Renaissance Zone Reimb	68,165	67,905	66,774	65,000	0	0.0%
443.000	State Aid Direct	35,678	43,256	44,630	44,671	0	0.0%
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	0	0.0%
500.500	Operational Grant Revenue			10,000		0	
500.600	Talk Grant Revenue	47,787	41,774	45,554	35,000	0	0.0%
657.000	Lost Books/Misc.	7,187	6,777	7,195	6,000	597	10.0%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	4,562	15.2%
657.600	Proctor Fees	263	574	60	0	0	
661.000	Penal Fines County	113,205	83,080	69,569	68,000	0	0.0%
662.100	Community room rentals	0	1,250	2,250	2,500	600	24.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	456	18.2%
681.000	Donations Designated	0	0	0	0	0	0.0%
681.080	Donations/Memorials	7,170	7,736	4,629	600	0	0.0%
687.000	Interest/Checking	457	1,383	6,705	4,800	1,516	31.6%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	11,482	32.8%
687.121	MI Class value change	0	0	3,033	0	5,559	NA
688.000	Interest/Endowment	6,227	0	0	0	0	
689.000	Dividends-MML	4,312	7,460	6,490	6,000	0	0.0%
690.000	Dividend Revenue Endowment	9,045	8,161	12,595	11,000	0	0.0%
691.000	CARES act Credit	6,400	0	0	0	0	
<b>Total Revenue</b>		<b>5,838,824</b>	<b>5,963,560</b>	<b>6,341,931</b>	<b>6,668,539</b>	<b>2,715,770</b>	<b>40.7%</b>

**Ypsilanti District Library**  
**General Fund**  
**Period Ending 1/31/2024**  
**(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	685,029	758,009	860,334	981,124	161,895	16.5%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	2,350	21.8%
702.150	Bank Fees	1,888	2,494	2,807	3,630	673	18.5%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	2,351	15.1%
705.000	Employee Recognition Awards	804	689	521	750	0	0.0%
710.000	Payroll Service	12,115	13,050	18,957	11,500	2,621	22.8%
715.000	Employer Payroll Tax	148,792	164,634	208,026	235,243	36,450	15.5%
715.100	ACA Taxes Paid by employer	331	555	644	1,190	0	0.0%
718.000	MERS Defined Contribution	91,780	99,768	108,527	143,055	9,384	6.6%
719.000	FSA Admin Fee	729	624	600	758	103	13.6%
727.000	Office Supplies	24,088	38,242	45,636	34,000	1,314	3.9%
727.050	CARES act Exp	6,305	0	0		0	
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	3,152	9.9%
752.000	MML/Building Insurance	66,589	74,515	77,332	81,972	0	0.0%
753.000	MML/Workers Comp	9,744	10,202	12,633	15,050	3,653	24.3%
754.000	Health Insurance	394,266	380,631	456,375	489,783	99,981	20.4%
755.000	PT Telemedicine	0	0	0	4,131	281	6.8%
756.000	Delta Dental	34,322	32,832	34,625	35,589	5,803	16.3%
758.000	Life Insurance	4,316	4,061	4,708	4,728	810	17.1%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	2,205	23.4%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	3,811	20.5%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	55	0.2%
769.050	Classified Advertising	432	733	312	1,000	25	2.5%
774.050	Digital Collection	209,154	246,754	315,437	296,050	35,912	12.1%
774.100	Data Bases	24,948	28,073	32,458	50,000	18,040	36.1%
774.800	System Wide DVDs	493	61	220	0	0	NA
774.900	All Materials Processing	21,270	25,603	28,394	35,000	1,785	5.1%
774.950	Play Kits	2,590	2,975	4,735	4,900	20	0.4%
774.975	Library of Things	2,876	8,799	12,379	14,000	67	0.5%
801.000	Major Events	2,805	9,143	14,259	23,325	0	0.0%
801.500	Learning Never Gets Old	1,999	2,999	0	0	0	
802.000	Mileage/Travel Reimbursement	775	4,754	6,936	6,000	435	7.2%
804.000	Workshops/Training	2,422	3,613	7,003	6,500	765	11.8%
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	1,009	14.9%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	12,511	35.7%
807.000	Operational Grant Expenditure			12,389	0	2,105	NA
810.000	Capital Outlay - Buildings	5,197	650	4,880	5,000	0	0.0%
810.100	Capital Outlay - Improvements	3,500	0	2,261	6,000	0	0.0%
811.100	Capital Outlay - Technology	0	0	59,118	59,119	0	0.0%
812.000	Capital Outlay - Furnishings	268	1,100	5,735	5,000	0	0.0%
840.010	Insurance Claim In Progress		-5,825	138	0	-38,792	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	22,537	16.9%
850.100	Telecommunications	6,243	7,003	11,111	8,241	7,013	85.1%
850.200	ILS Contract	59,088	64,631	63,125	50,400	42,828	85.0%
850.500	Software Subscription	21,823	35,693	42,936	44,983	4,961	11.0%
890.000	The Library Network	2,796	2,796	2,796	4,500	0	0.0%
928.000	Postage	20,112	18,912	20,240	23,569	0	0.0%
965.000	Auditing Service	7,875	8,100	8,325	8,550	0	0.0%
975.000	Legal	5,280	11,191	1,870	10,000	0	0.0%
975.500	Legal - Negotiations	0	7,620	0	0	0	
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	256	0.6%
980.500	Branding Costs	2,201	894	3,195	4,000	0	0.0%
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	428	6.8%
982.000	MTT Charge Back City	471	48	259	2,000	0	0.0%
983.000	MTT Charge Back TWP	1,070	3,873	878	7,500	109	1.5%
983.100	MTT Charge Back-Superior Twp	184	1,467	914	5,000	0	0.0%
984.050	Contributions/Endowment	0		250	0	0	NA



Ypsilanti District Library  
General Fund  
Period Ending 1/31/2024  
(16.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
Total		2,132,618	2,357,850	2,799,845	3,054,582	448,906	14.7%

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2024  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	402,866	423,056	473,988	500,515	73,201	14.6%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	1,531	32.7%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	0	0.0%
772.000	Youth Books & Processing	13,282	16,552	11,280	14,800	16	0.1%
776.000	Periodicals - Adult	2,802	4,395	2,868	3,500	0	0.0%
776.050	Periodicals - Youth	0	0		100	0	0.0%
778.000	Adult Audio/Visual	5,441	4,852	3,481	6,600	115	1.7%
779.000	Youth Audio/Visual	2,413	2,743	901	2,050	0	0.0%
801.500	Learning Never Gets Old	0	0	1,250	1,250	0	0.0%
802.200	Parking	3,600	3,600	3,700	3,900	0	0.0%
810.000	Capital Outlay - Buildings	10,000	68,081	18,357	100,000	0	0.0%
812.000	Capital Outlay - Furnishings	3,384	0	4,510	0	0	NA
840.000	Repair & Maintenance - Building	16,584	17,990	32,249	22,900	819	3.6%
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	3,700	25.0%
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	2,200	16.4%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	370	12.3%
901.000	Programs-Youth	1,762	606	2,531	2,500	0	0.0%
940.000	Phone	4,553	2,631	2,319	1,671	387	23.2%
943.000	Natural Gas	3,946	4,838	3,923	5,009	618	12.3%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	1,225	4.8%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	312	4.3%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	NA
<b>Total</b>		<b>542,950</b>	<b>619,718</b>	<b>679,655</b>	<b>755,436</b>	<b>84,495</b>	<b>11.2%</b>
<b>Dept 300 Outreach</b>							
702.000	Salaries	70,870	77,276	233,500	236,142	40,888	17.3%
775.000	Library Materials	5,084	5,857	3,275	6,550	992	15.1%
801.500	Learning Never Gets Old	0	0	1,223	3,000	508	16.9%
811.000	Capital Outlay Vehicle	0	0	35,000	0	0	NA
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	3,835	31.6%
901.000	Programs	0			2,000		NA
943.000	Fuel	1,967	6,040	4,090	5,886	915	15.5%
<b>Total</b>		<b>92,557</b>	<b>103,159</b>	<b>285,464</b>	<b>265,708</b>	<b>47,138</b>	<b>17.7%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2024  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 400 Superior Township</b>							
702.000	Salaries	149,424	211,331	353,232	367,003	61,638	16.8%
702.800	Salary/Pages	0	0	3,706	9,360	873	9.3%
771.000	Adult Books & Processing	0	0	14,935	18,000	727	4.0%
772.000	Youth Books & Processing	0	0	12,171	16,700	3,385	20.3%
775.000	Library Materials	6,553	7,388	0	0	0	
776.000	Periodicals	0	0	1,290	1,400	0	0.0%
778.000	Audio/Visual	0	0	1,276	2,300	23	1.0%
801.500	Learning Never Gets Old	0	0	748	1,000	200	20.0%
810.000	Cap Outlay Building		0	2,381	50,000	0	0.0%
812.000	Cap Outlay Furnishings		0	0	3,000	0	0.0%
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	1,069	21.4%
840.025	Campbell Maint Contract	0	0	7,108	8,500	2,125	25.0%
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	4,200	24.7%
900.000	Programs - adult	580	267	502	1,500	120	8.0%
901.000	Programs - Youth	624	655	547	2,500	31	1.2%
902.000	Art Purchases			8,683	9,000	39	0.4%
940.000	Phone	1,138	782	2,041	2,101	341	16.2%
943.000	Natural Gas	650	1,097	2,722	2,953	468	15.9%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	1,090	11.8%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	41	0.8%
980.000	Professional/Contractual	0	0	23,760	27,800	1,980	7.1%
<b>Total</b>		<b>162,269</b>	<b>230,011</b>	<b>482,563</b>	<b>559,757</b>	<b>78,350</b>	<b>14.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2024  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Approved FY 2023-2024 BUDGET	YTD 1/31/24 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	722,800	749,625	798,216	902,601	131,369	14.6%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	4,578	12.2%
771.000	Adult Books	41,604	44,654	44,943	41,900	1,947	4.6%
772.000	Youth Books	27,802	29,974	29,767	38,200	1,167	3.1%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	135	1.3%
776.050	Periodicals - Youth	745	617	722	800	0	0.0%
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	697	6.8%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	41	1.1%
810.000	Cap Outlay Building	12,515	22,620	71,761	20,000	3,026	15.1%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	22,271	54,658	36,176	27,300	3,271	12.0%
840.025	Campbell Maint Contract	42,797	41,649	41,379	50,900	12,725	25.0%
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	4,600	16.4%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	100	2.4%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	1,657	12.7%
903.000	Equipment Maintenance	1,564	0	1,702	3,000	150	5.0%
940.000	Phone	9,105	5,277	4,916	5,068	821	16.2%
943.000	Natural Gas	30,040	31,451	24,868	31,680	3,462	10.9%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	7,147	6.1%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	318	4.2%
980.000	Professional/Contractual	0			0		NA
<b>Total</b>		<b>1,080,805</b>	<b>1,156,232</b>	<b>1,266,793</b>	<b>1,353,535</b>	<b>177,213</b>	<b>13.1%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	Total Revenue	37,195	106,336	46,229			
	<b>Total Donated revenue</b>	<b>37,195</b>	<b>106,336</b>	<b>46,229</b>		<b>21,482</b>	<b>NA</b>
<b>Expenditures:</b>							
	Total Expenditures	21,629	52,305	79,576			
	<b>Total Expenditures</b>	<b>21,629</b>	<b>52,305</b>	<b>79,576</b>		<b>3,918</b>	<b>NA</b>
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	Total Grant Revenue	42,333	16,670	48,850			
	<b>Total Revenue</b>	<b>42,333</b>	<b>16,670</b>	<b>48,850</b>		<b>2,526</b>	<b>NA</b>
<b>Expenditures</b>							
	Total Expenditures	19,079	31,359	43,127			
	<b>Total Expenditures</b>	<b>19,079</b>	<b>31,359</b>	<b>43,127</b>		<b>146</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>23,254</b>	<b>-14,689</b>	<b>5,723</b>		<b>2,380</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
<b>Total Other Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>NA</b>
<b>Total Revenue</b>		<b>5,918,352</b>	<b>6,086,566</b>	<b>6,437,010</b>	<b>6,668,539</b>	<b>2,739,778</b>	
<b>Total Expenditures</b>		<b>4,051,907</b>	<b>4,550,634</b>	<b>5,637,023</b>	<b>5,989,018</b>	<b>840,167</b>	<b>14.0%</b>
	Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	1,899,612	
	Fund Balance Beginning of Year	2,752,161	3,218,606	3,454,538	2,749,657	2,749,657	
	Board Designation	-1,400,000	-1,300,000	-1,504,868	0	0	
	<b>Ending Fund Balance</b>	<b>3,218,606</b>	<b>3,454,538</b>	<b>2,749,657</b>	<b>3,429,178</b>	<b>4,649,268</b>	

**Ypsilanti District Library  
Balance Sheet  
January 31, 2024  
Capital Asset Replacement Fund**

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 1/31/2024	Current FYTD Variance from 11/30/23
<b>Assets:</b>							
Cash and Current Assets	1,481,745	2,807,370	3,503,051	1,356,163	1,266,634	1,208,483	(58,151)
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	1,266,634	1,208,483	(58,151)
<b>Liabilities</b>	-	-	-	468,231	240,000	542,328	302,328
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	1,026,634	666,155	(360,479)
<b>Total Liabilities &amp; Fund Balance</b>	1,478,745	2,665,015	3,489,597	1,356,163	1,266,634	1,208,483	(58,151)

Ypsilanti District Library  
Capital Expenses  
Period Ending 1/31/24 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 1/31/24 ACTUAL
<b>Revenue</b>					
Dept 400 Superior Construction					
683.800	Superior Library Designated	857,193	450,871	166,970	-
688.000	Interest	1,181	97	7,230	-
Other departments		-	-	-	-
					818
<b>Total</b>		<b>858,374</b>	<b>450,968</b>	<b>174,200</b>	<b>818</b>
Transfer from Operating Fund		1,400,000	1,300,000	1,504,868	-
<b>Expenditures</b>					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	16,860	97,989	66,927	16,290
Subtotal		16,860	97,989	66,927	16,290
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	60
752.500	Insurance - Bldrs Rsk		8,564	-	-
780.000	Opening Day Collection		194,247	7,319	-
801.000	Major Events	3,544	7,744	2,191	-
812.000	Capital Outlay - Eq/Furn		208,175	36,712	-
850.000	Automation - Technology		91,123	26,562	-
910.000	Site Development	32,064	-	-	-
943.000	Fuel/Natural Gas		1,482	-	-
975.000	Legal/Attorney	16,797	720	-	-
980.000	Prof/Contractual	21,763	-	618	-
981.000	Architect Fees	275,895	142,813	(32,314)	-
955.100	General Contractor	655,988	3,167,412	1,367,136	1,500
985.300	Outside Contract Expense	-	42,875	58,545	-
Subtotal		1,006,671	3,866,658	1,467,340	1,560
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	410,262	387,987	308,428	41,119
Subtotal		410,262	387,987	308,428	41,119
<b>TOTAL Capital Expenditures</b>		<b>1,433,793</b>	<b>4,352,633</b>	<b>1,842,695</b>	<b>58,969</b>
Total Revenue Over Expenditures		824,581	(2,601,665)	(163,626)	(58,151)
Beginning Fund Balance		<b>2,665,015</b>	<b>3,489,596</b>	<b>887,930</b>	<b>724,306</b>
<b>Ending Fund Balance</b>		<b>3,489,596</b>	<b>887,930</b>	<b>724,304</b>	<b>666,155</b>

Capital Asset Replacement Fund  
Composition of Fund Balance

		Superior Project	Other	Total
<b>2019</b>	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
<b>2020</b>				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
<b>2021</b>				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
<b>2022</b>				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
<b>2023</b>				
Board Assigned	2/1/2023	750,000	754,868	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,340	-375,355	
Balance	11/30/2023	189,685	534,621	724,306
<b>2024</b>				
Board Assigned				
YTD Capital Campaign & Int	1/31/2024	0	818	
YTD Expenditures	1/31/2024	-1,560	-57,409	
Balance	1/31/2024	188,125	478,030	666,155
				240,000 future pledges
				906,155

Project Summary Through:

	1/31/2024	1/31/2024
	Superior	Other
Board	5,250,000	1,836,613
Capital Campaign	1,549,652	818
Future pledges	240,000	
Expense	-6,611,527	-1,359,401
	428,125	478,030

# Check Register Report

Date: 02/13/2024

Time: 11:28 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>								
76608	01/04/24	Printed			0000000025	AFLAC	FY24 #1	113.80
76609	01/04/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Super jan 2024 service	595.33
76610	01/04/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	dec 2023 dilling	674.11
76612	01/04/24	Printed			CAPONE	CAPITAL ONE	11/24-12/24/2023 billing	6,887.77
76613	01/04/24	Printed			DTE ENERGY	DTE ENERGY	Superior11/22-12/21/23	1,090.18
76614	01/04/24	Printed			DTE ENERGY	DTE ENERGY	whit 11/21-12/21/23	7,095.16
76615	01/04/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	Jan 2024 coverage	1,882.35
76616	01/04/24	Printed			0000000030	VISION SERVICE PLAN - MI	Jan 2024 coverage	738.98
76617	01/04/24	Printed			WCROD	WASHTENAW COUNTY	2023 tax foreclosure auction	109.13
76618	01/04/24	Printed			0000000021	Y C U A	MA 11/20-12/19/23 service	630.18
76619	01/05/24	Printed			MCTC	MOTOR CITY TRUCK COLLISION	BKM-lft frnt wheel well	2,536.32
76620	01/11/24	Printed			APBS	A PRODUCTION BUILDING SOLUTION	superior Dec 2023 service	1,980.00
76621	01/11/24	Printed			SARAR	SARA ADDINGTON	chair yoga #1	200.00
76622	01/11/24	Printed			0000000025	AFLAC	FY24 #3	227.60
76623	01/11/24	Printed			AOFL	AGE OF LEARNING, INC	12/2023-11/2024 subscrip	3,346.51
76624	01/11/24	Printed			AK	AK LAWNCARE	Whit 1/1/24	5,500.00
76625	01/11/24	Printed			AALLC	ALLSTAR ALARM LLC	superior 2/1-4/30/2024	138.00
76626	01/11/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Scott renewal 2/29/24	501.00
76627	01/11/24	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	Superior 2/10/24 program	266.90
76628	01/11/24	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	Whit 1/26/24	352.10
76629	01/11/24	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	whit 1/15/24 concerts	320.00
76630	01/11/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 12/31/23	481.63
76631	01/11/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 12/31/23	592.09
76632	01/11/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 12/31/23	156.65
76633	01/11/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 12/31/23	782.46
76634	01/11/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 12/31/23	2,172.92
76635	01/11/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 12/31/23	598.16
76636	01/11/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 12/31/23	1,038.67
76637	01/11/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 12/31/23	1,097.06
76638	01/11/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 12/31/23	578.36
76639	01/11/24	Printed			BATT	BATTERIESPLUS	Facilities supplies	97.74
76640	01/11/24	Printed			BENCH	BENCHMARK DESIGN STUDIO	Holiday hours-banner	55.00
76641	01/11/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 1/6/24	293.74
76642	01/11/24	Printed			CAMPINC	CAMPBELL, INC	final invoice - re-gasket hot	25,382.24
76643	01/11/24	Printed			CDW	CDW GOVERNMENT, INC.	APC batt mod	3,140.40
76645	01/11/24	Printed			CEN	CENGAGE LEARNING	everything is not enough	425.84
76646	01/11/24	Printed			TOCU	TORYN CURRIE	Dec 2023 STEAM intern	149.50
76647	01/11/24	Printed			0000000464	DELL MARKETING L.P.	Poweredge R740 upgrades	2,979.96
76648	01/11/24	Printed			DTE ENERGY	DTE ENERGY	MA 11/30-12/28/23 service	1,225.19
76649	01/11/24	Printed			DTE ENERGY	DTE ENERGY	whit Dec 23 street	52.24
76650	01/11/24	Printed			ENV	ENVISIONWARE INC.	annual manitenance	4,592.12
76651	01/11/24	Printed			CLFI	CLARKE FIELDS	Dec 2023 STEAM intern	91.00
76652	01/11/24	Printed			FCB	FIRST CITIZENS BANK	lease due 1/19/24	2,372.95
76653	01/11/24	Printed			THFO	THERESE FOOTE	2/24/24 yoga for kids	100.00
76654	01/11/24	Printed			GRNG	GRAINGER	gauffers tape	72.23
76655	01/11/24	Printed			IMPDAD	IMPERIAL DADE	waxed paper liner/bath tissue	364.60



# Check Register Report

Date: 02/13/2024

Time: 11:28 am

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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>								
76656	01/11/24	Printed			ISI	INDUSTRIAL SERVICES INC.	MA roof	36,230.00
76657	01/11/24	Printed			JOCO	JOHNSON CONTROLS	Superior monitor 10/23-9/24	600.00
76658	01/11/24	Printed			KCUL	KALAMAZOO COLLEGE	lost ILL-Two Thousand Seasons	60.00
76659	01/11/24	Printed			KANO	KANOPY INC.	annual budget cap	3,831.30
76660	01/11/24	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1/11/24 program	180.00
76661	01/11/24	Printed			LSC	LIGHTING SUPPLY CO.	facilities supplies	504.99
76662	01/11/24	Printed			LDL	LOUTIT DISTRICT LIBRARY	lost ILL-Hola Papi	26.00
76663	01/11/24	Printed			ACADE	MAD SCIENCE OF DETROIT	whit 2/3/24 balance	163.00
76664	01/11/24	Printed			MANLAN	MANGO LANGUAGES	2/1/24-1/31/25 renewal	4,863.42
76665	01/11/24	Printed			MITT	MICHIGAN IT TECHNICIANS LLC	data cable water damage test	1,535.00
76666	01/11/24	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Jetton renewal 10/31/24	85.00
76667	01/11/24	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/23-7/1/24	3,653.00
76668	01/11/24	Printed			MISCCE	MICHIGAN SCIENCE CENTER	discovery dome 1/27/24	644.20
76669	01/11/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK grant expenses	9,920.00
76670	01/11/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504751754.....	785.83
76671	01/11/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla Dec 2023	18,213.45
76672	01/11/24	Printed			OSCR	ON-SITE SPECITALTY CLEANING	MA	136,267.73
76673	01/11/24	Printed			OV	OVERDRIVE, INC.	01576CO23452634.....	8,782.99
76674	01/11/24	Printed			ELIZ	ELIZABETH PITCHER	PLA 2024 conference	347.00
76675	01/11/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Big Mooncake	527.91
76676	01/11/24	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	project closure	3,743.56
76677	01/11/24	Printed			SER	SANDRA RYDER	Storytelling 1/20/24	100.00
76678	01/11/24	Printed			0000000379	SALINE DISTRICT LIBRARY	lost ILL-Ancessor Trouble	28.99
76679	01/11/24	Printed			SENG	SENG TIRE CO.	BKMB -tire 12/28/23	1,299.00
76680	01/11/24	Printed			0000000443	SHERWIN-WILLIAMS	CMR paint	30.45
76681	01/11/24	Printed			SD	SIRSIDYNIX	12/1/23-8/31/24	42,828.45
76682	01/11/24	Printed			LASL	LAUREN SLAGTER	Finding you voice - 1/20/24	100.00
76683	01/11/24	Printed			RJS	RICHARD JOHN SPANGLER	stipend 2/3/24 concert	100.00
76684	01/11/24	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost ILL-Cinema under the star	33.95
76685	01/11/24	Printed			STAPAD	STAPLES ADVANTAGE	12/25/23 statement	136.55
76686	01/11/24	Printed			0000000136	STATE OF MICHIGAN	Dec 2023 withholding Detroit	103.18
76687	01/11/24	Printed			TCI	TERRACON CONSULTANTS, INC.	site visit 12/20/23	1,500.00
76688	01/11/24	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Jan 2024 curbside	90.00
76689	01/11/24	Printed			DOT	US DEPARTMENT OF TREASURY	WG2468269 (PP#2)	145.44
76690	01/11/24	Printed			VALUE	VALUE LINE PUBLISHING, INC	2/1/24-1/31/25	7,905.00
76691	01/11/24	Printed			WMU	WESTERN MICHIGAN UNIVERSITY	31141004397191	75.00
76692	01/25/24	Printed			0000000025	AFLAC	#4 of 2024	113.80
76693	01/25/24	Printed			ALER	ALERUS FINANCIAL	YDI Employ contri Dec 2024	18,334.42
76694	01/25/24	Printed			ARBORVACUI	ARBOR VACUUM	vac bags	21.99
76695	01/25/24	Printed			BASIC	BASIC	Jan 2024 admin fee	52.93
76696	01/25/24	Printed			BBR	BLACK MEN READ	2/19/24 Black Hist Celebration	200.00
76697	01/25/24	Printed			0000000660	BLOOMFIELD TWP PUBLIC LIBRARY	lost ILL - Beverly Hills Cop	20.00
76698	01/25/24	Printed			BCN	BLUE CARE NETWORK OF MI	Feb 2024 coverage	51,294.88
76699	01/25/24	Printed			BOX	BOXCAR STUDIO	Food Growers Final	5,610.00
76700	01/25/24	Printed			BSB	BSB COMMUNICATIONS INC.	1/13/24-1/12/2025 coverage	2,648.68
76701	01/25/24	Printed			JCARY	JAMES CAREY	Dec 2023 service	1,500.00
76702	01/25/24	Printed			CDW	CDW GOVERNMENT, INC.	Whit commons TV	660.48
76703	01/25/24	Printed			CEN	CENGAGE LEARNING	Holler Child	214.42
76704	01/25/24	Printed			0000000567	CENTER POINT PUBLISHING	California Golden	294.84

# Check Register Report

Date: 02/13/2024

Time: 11:28 am

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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>								
76705	01/25/24	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	stand/mini/big covers	785.35
76706	01/25/24	Printed			CONSTELL	CONSTELLATION	Dec 2023 service all	4,548.16
76707	01/25/24	Printed			0000000027	NEWENERGY- DELTA DENTAL PLAN OF MICHIGAN	Feb 2024 coverage	2,904.76
76708	01/25/24	Printed			EMU	EASTERN MICHIGAN UNIVERSITY	lost ILL - Max Perkins	68.00
76709	01/25/24	Printed			GM	GROWING MINDS, LLC	2/2024-1/2025 coverage	1,700.00
76710	01/25/24	Printed			HEAL	HEALTHIEST YOU INC.	2024 membership	280.50
76711	01/25/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 1/12/24	458.68
76712	01/25/24	Printed			IMPDAD	IMPERIAL DADE	tissue/wiper/towel	788.71
76713	01/25/24	Printed			DAJA	DAISHAYANEA JACKSON	2/19/24 Black Hist Celebration	100.00
76715	01/25/24	Printed			KHCU	KHADI'S CUISINE, LLC	2/19/24 Black Hist Celebra	120.00
76716	01/25/24	Printed			LARD	LARDNER ELEVATOR COMPANY	Whit elev maint	1,245.00
76717	01/25/24	Printed			0000000051	THE LIBRARY NETWORK	telecom 10/23-12/2023	7,013.26
76718	01/25/24	Printed			LFC	LIFESTYLE FITNESS	LNGO	180.00
76719	01/25/24	Printed			MNL	COACH-LLC		
76719	01/25/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	Feb 2024 coverage	2,738.31
76720	01/25/24	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	whit 12/15/23-1/14/24	556.81
76721	01/25/24	Printed			AFSCME	MICHIGAN AFSCME	january 2024 dues	782.00
76722	01/25/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504931365.....	242.17
76723	01/25/24	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost ILL - Leviathan weeks	16.99
76724	01/25/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Jan 24 lease	128.00
76725	01/25/24	Printed			OTS	OMNI TECH SPACES	whit youth 50% down	3,026.02
76726	01/25/24	Printed			OV	OVERDRIVE, INC.	01576DA24014468.....	5,004.58
76727	01/25/24	Printed			PALA	STACEY PALAZZOLO	PLA 2024 (conference only)	389.50
76728	01/25/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	giraffes cant dance	52.99
76729	01/25/24	Printed			KAREY	KAMRON REYNOLDS	Feb Manga draw teens	150.00
76730	01/25/24	Printed			RAC	RIVERSIDE ARTS CENTER	Mar/Apr/May 2024 room rental	150.00
76731	01/25/24	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	stat abstract	237.98
76732	01/25/24	Printed			0000000379	SALINE DISTRICT LIBRARY	lost ILL - Adven of Ook	14.39
76733	01/25/24	Printed			0000000136	STATE OF MICHIGAN	Detroit tax - January 2024	102.81
76734	01/25/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Dec 2023 billing	40.82
76735	01/25/24	Printed			TAKE	TAKEFORM	Superior tree sign balance	285.28
76736	01/25/24	Printed			TDSM	TDS	1/22-2/21/24 coverage	774.77
76737	01/25/24	Printed			VEDD	VEDDER ELECTRIC	circuit washer & dryer - whit	1,200.00
76738	01/25/24	Printed			VERIZON	VERIZON WIRELESS	12/10/23-1/9/24 coverage	336.02
76739	01/25/24	Printed			0000000030	VISION SERVICE PLAN - MI	Feb 2024 coverage	727.16
76740	01/25/24	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	FSA transfer FY23-24	5,500.00

Total Checks: 130

Checks Total (excluding void checks):

493,134.02

Total Payments: 130

Bank Total (excluding void checks):

493,134.02

## Check Register Report

Date: 02/13/2024

Time: 11:28 am

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

2100	01/26/24 Printed	ONE	O'NEAL CONSTRUCTION, INC. Superior doors & drawers	1,500.00
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**Total Checks: 1**

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

**1,500.00**

**Total Payments: 1**

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

1,500.00

**Total Payments: 131**

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

**494,634.02**

# Communications

**GROWING  
MICHIGAN  
TOGETHER**

*Executive summary attached.  
Full report and more information:  
<http://growingmichigan.org>.*

# **Growing Michigan Together Council Report**

**December 14, 2023**





## Executive Summary

Throughout most of the 20th century, groundbreaking innovation in the automotive industry and industrial manufacturing helped build the middle class, create vibrant cities, and provide opportunities for homeownership, a great education, and economic prosperity. Michigan was a place where people from all over the country—and world—wanted to live. But over the last 40 years, we have fallen behind in an ever-changing, globally competitive economy.

**Michigan's greatest strength is its people—and we are losing them. Today Michigan is 49th out of 50 in terms of population growth. We're failing to prepare our people for the jobs of the future and failing to ensure Michigan is the place current and future Michiganders want to call home.**

We're losing too many of our talented young people and failing to attract others. And when they leave, our communities suffer from lost tax base and wages needed to support our public amenities, schools, roads, transit, and housing and to attract business to our state. The cycle of healthy growth is broken.

No one person or party is to blame—we are all responsible for the apathy that allowed our outcomes to slip so far and the lack of cohesion and shared commitment necessary to build a better Michigan. In the face of our challenges, we have been quick to retreat to

our corners (both geographical and political), ignore the deep problems, and fail to advance solutions that will return Michigan to a place of prominence and growth.

It was in response to this crisis that Gov. Gretchen Whitmer announced the creation of the Growing Michigan Together Council (GMTC) earlier this year. The council was charged with setting aside our differences, appointing workgroups of experts and practitioners, engaging the public, and developing recommendations that support Michigan's population growth through investment in our people, places, and education system. With each meeting, our alignment on a shared vision for Michigan grew stronger and our belief in our work deepened. We specifically chose to dive into the center of Michigan's challenges in population growth to put forward a new framework for a prosperous state. The government cannot bring this vision into reality on its own, so our vision must engage public, private, and philanthropic institutions that all have a role to play in building a better Michigan. We must commit to this vision and work collaboratively and inclusively to transcend the partisan differences that have contributed to our lack of cohesion, sapped our ability to respond dynamically to problems, and limited our potential.

Today, we are united in this shared vision and deeply committed to seeing this work come to fruition.

**The council set a goal that by 2050, Michigan will be a top-ten state for population growth.** Our state will be a welcoming, cohesive, affordable, equitable, and attractive place for growing families who have been here for generations, as well as those from around the country and world. Michigan will be home to a world-class, lifelong education system that inspires and supports every child on their journey to reach their potential and achieve their dreams anywhere, but more young people will want to stay in Michigan as they enter the workforce. As a leader in growing industries, Michigan will prepare, attract, support, and retain the best workers, entrepreneurs, and companies that thrive in a globally competitive economy and power prosperity for all. Our sustainably built transportation networks, as well as water and other infrastructure, will serve as the foundation for thriving communities and a vibrant economy.

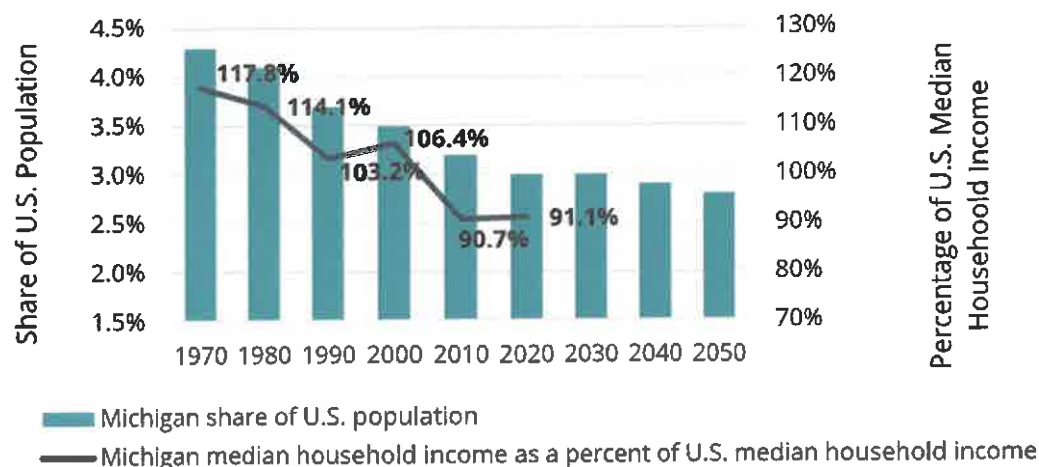
Michigan's rich natural beauty and resources will be protected and enhanced and continue to be a central part of why people want to live, work, and play here.

**While Michigan has many assets—world-class higher-education universities, rich natural resources, a dominant engineering workforce, and relatively low cost of living—we face many challenges that we must reverse to thrive in a 21st-century economy.**

Michigan now ranks 49th out of 50 states in growth since 2020 and our population is aging. By 2050, the U.S. population will likely have grown by more than 20 million people, but Michigan's population is projected to fall (Guidehouse 2023).

As our population has declined, so has our shared and individual prosperity. While Michigan's median income was once 114 percent of the national average, today we rank 34th in median income among U.S. states.

### Michigan's Declining Share of the U.S. Population and Median Household Income



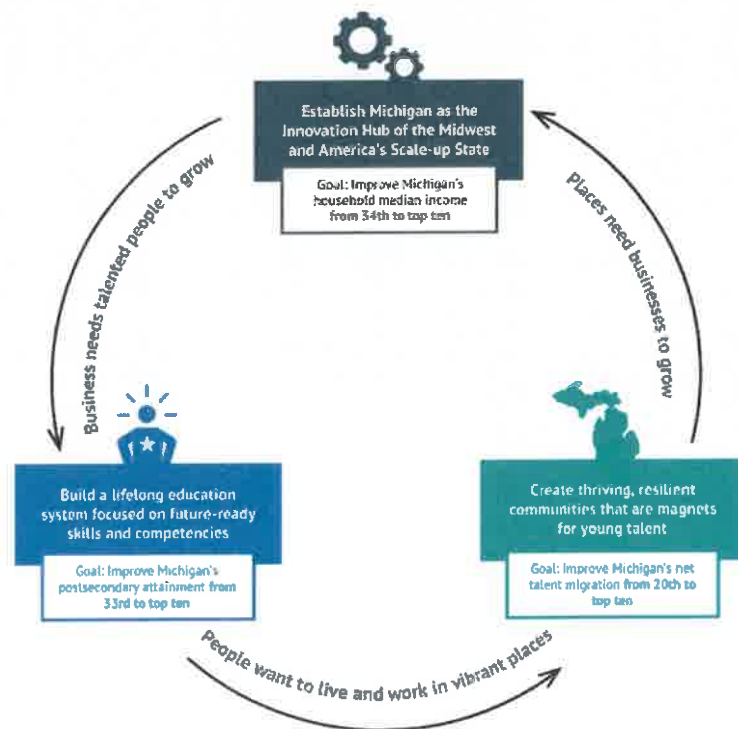


Our education system is leaving the next generation of Michiganders behind. Currently, fewer than 33 percent of Michigan students are proficient in reading or math in the fourth and eighth grade, and grade-four reading proficiency for Black students in Michigan is at only 10 percent, lower than in any growing peer state (National Center for Education Statistics n.d.c; National Center for Education Statistics n.d.e). Only 30 percent of Michigan adults over 25 have a bachelor's degree or higher, and these degrees will only grow in importance as global and local economies continue to shift toward the knowledge economy of the future (Boston Consulting Group July 2023).

Alongside challenges with our education system, Michigan's infrastructure isn't keeping up with our needs. Despite recent

improvements and significant one-time investments, our infrastructure is crumbling and facing growing threats from a changing climate. Michigan's highway system ranks among the worst in the nation and communities struggle with aging water infrastructure and flooding (ASCE 2023). And while Michigan enjoys a relatively low cost of living compared to other states, we lack the vibrant amenities and housing to attract and retain young talent to our cities.

To address these challenges stymying Michigan's growth, **the council has focused on transformational strategies** to redefine how we grow businesses that provide high-wage jobs, educate our kids so they can succeed and innovate in our changing economy, and create thriving, inclusive places that are magnets for talent.





These strategies are interwoven and mutually reinforcing to create a Michigan poised for shared prosperity and growth. They include:

## **01. Establish Michigan as the Innovation Hub of the Midwest and America's Scale-up State**

- Develop an economic growth plan that establishes Michigan as the Innovation Hub of the Midwest and America's Scale-up State
- Target efforts to attract and retain young talent

## **02. Build a lifelong learning system focused on future-ready skills and competencies**

- Commit to the Michigan Education Guarantee that all students will develop future-ready skills and competencies to thrive in work and life and guarantee up to an additional year of schooling to ensure that all students achieve this standard
- Reimagine the job of teaching and the structure of the school day, enabling educators to innovate so students can learn for life
- Make postsecondary education attainment more accessible and affordable by providing all students with access to up to two years of free postsecondary education and creating a seamless lifelong learning system
- Align governance and accountability across an equitably and efficiently funded lifelong learning system while clarifying roles, eliminating inefficiencies, and bolstering capacity

## **03. Create thriving, resilient communities that are magnets for young talent**

- Develop robust and reliable regional public transit systems across the state
- Develop and revitalize housing stock to meet Michigan's housing demands
- Future proof our infrastructure to ensure Michigan has reliable and resilient infrastructure that serves as an asset to the economy

The council's recommendations stand on their own, but a problem as significant as changing the momentum of 50 years of declining outcomes for Michiganders cannot be fixed by simply recommending a reformed education system, a future-focused economic growth plan, or better places to live. Long-term change must address the structural and fiscal challenges that make it difficult to address these problems in Michigan. An analysis of the underlying policies, systems, processes, laws, and institutions that have been longtime barriers to the successful transformation of our state is needed to make the underlying structural changes necessary. Once the structural changes have been identified, we recognize that there must also be a full understanding of the financial impact of each recommendation and, as such, we have proposed a process to estimate costs, evaluate the return on investment, and identify appropriate funding mechanisms for each recommendation. Finally, the extensive public engagement work undertaken by the council, lifting the voices of over 10,000 Michiganders, must continue to ensure that all people who call this state home can participate in the implementation of these reforms and equitably benefit from the impact of our recommended strategies.

As Michiganders, we can rise to meet our challenges. We are excited by the idea that if the 27 council members—all at very different life stages with diverse life experiences, belief systems, and political ideologies—could align on strategies to set Michigan up for a better future, it is possible for policymakers to do the same. We believe that implementation of our report means the worst of Michigan's days are behind us and that we will step into a more prosperous future for all Michiganders. We trust that our work will result in people choosing Michigan to build their lives and raise their families. We call on the governor and legislature and the people of Michigan to take action. The stakes have never been higher.

# Committee Reports

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/22/2024  
**Re:** Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: Contract documents are being finalized.
- Resolution 2023-41 Michigan Avenue roof repairs: Complete. Bloom Roofing's additional follow-up work is also complete.
- 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: Glasco installed the color they had. It is definitely not an exact match, but looks better than a shattered window pane. It is likely we will request a direct match from Viracon; they will next make the proper color in September.

\*\*

Whittaker had a couple of new leaks stemming from the roof which I mentioned verbally at the January meeting. Terracon visited and found some damage to the flat roof that surrounds the lobby dome. Bloom Roofing performed repairs on 2/19.

We received an interior demo permit for Michigan Avenue on 2/6. Final permits should be issued soon; electrical and mechanical engineers' drawings were received 2/21 and were the final piece of the puzzle. All-Star Alarm began installation of the new fire panel this week, and our construction sign is up!





229 W MICHIGAN	Issued: 02/06/24      Expires: 02/05/25
Permit Type: <b>Building</b> Permit No: <b>PBLDG-24-0025</b>	Permit expires 6 Mos. from issue date if work has not started or an inspection has not been conducted. FINAL INSPECTION OF WORK IS REQUIRED TO FINALIZE PERMIT

**Contractor:**

PHOENIX CONTRACTORS INC  
2300 BISHOP CIRCLE EAST  
DEXTER MI 48130

**Owner:**

YPSILANTI DISTRICT LIBRARY  
229 W MICHIGAN  
YPSILANTI MI 48197

**Work Descript**

INTERIOR DEMO ONLY

REMODEL PERMIT UNDER REVIEW - NO INTERIOR WORK TO START UNTIL PLANS ARE APPROVED AND SEPARATE PERMIT IS ISSUED.

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City of Ypsilanti. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the City of Ypsilanti shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of the City of Ypsilanti.

**PERMIT NUMBER IS REQUIRED WHEN SCHEDULING INSPECTIONS  
PLEASE CALL FOR INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE**

BE ADVISED: If this work is being performed in rental units, you must comply with the Tenant Privacy Act. A 72 hour written notice is required for entry. A copy of this ordinance is available for review in the Building Department Office.

**Fee Paid: \$0.00**

**PERMIT MUST BE POSTED ON PROPERTY AND A COPY OF APPROVED PLANS MUST BE ON SITE**

**ALL WORK MUST MEET ALL CODE REQUIREMENTS**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

# Director's Report and attachments

## Library Director's Report

### February 28, 2024

#### Many hats to fill

Librarians often joke about all the things they don't teach you in library school. It is true that we wear many hats and that library jobs are full of variety. This month EMU's Sarah Shea held two input sessions with staff as part of her trauma training series, followed by a session just for supervisors. We had a heartfelt discussion on the needs of staff as well as our own needs when faced with traumatic situations. Sarah shared that she would also find the sorts of situations we face difficult, but as a practiced social worker, she has resources at hand to debrief and recover. The session was very insightful and will help us shape our upcoming staff in-service and inform security practices moving forward. We're looking forward to next month's sessions on secondary trauma and self-care.

Our staff are not social workers, but many of our goals align, and as you know we've been trying to identify a student from EMU's School of Social Work for a placement at YDL. Trinity Health recently opened a grant opportunity we're going to apply for to fund a full-time social worker for 2 years. We hope at the end of this period enough groundwork would be established that the EMU students would have a better place to start from. As we've been working out the details of our application, a new student placement possibility has popped up. Cross your fingers we will be able to offer some form of social work assistance to our patrons soon.

#### Financial:

- In response to the unauthorized ACH by our payroll processing vendor earlier this fiscal year, I was pleased to accept an offer from Bank of Ann Arbor to implement ACH Positive Pay at no additional cost. Andy, Karen and I attended training and the service is live. I am breathing easier with this safeguard in place.
- After conferring with Accountant Jim Carey, on 2/13 Treasurer Theresa Maddix and I authorized a wire of \$750,000 from Bank of Ann Arbor to Michigan CLASS, where it will earn significantly more interest. This is the time of year when we receive the majority of tax revenues from our municipalities, so we are likely to do a few more wires in the coming month or so.

#### Personnel:

- Congratulations to Part-time Youth Paraprofessionals Stephanie Posci-Morrison and Madelynne Rivenbark, who will both have completed their library degrees by early May. I was delighted to be able to promote them both to Part-time Youth *Librarian* at Michigan Avenue effective May 8.
- With mixed feelings, I accepted a letter of resignation from Amisha Harijan. She departed effective 2/9 to become the Inkster library's new director. Congrats are in order, but her time with us was much too brief.
- We've received a tremendous response already to the Adult Paraprofessional postings at Michigan Avenue. Following the GLAM Virtual Career Jam on 2/23, we will post all of our vacant positions more broadly.
- I applied for up to 4 SummerWorks! Interns for YDL for 2024, primarily to help with Lunch, Listen & Learn. We will receive at least one free Intern placement (hopefully all 4!).

#### Side Notes:

- Five staff members attended free Active Shooter/De-escalation training offered by the Library of Michigan on 2/8. They brought home great information to share.
- AARP Tax preparation is going great guns, and both Whittaker and Superior have waiting lists.
- The Superior Art Committee convened its first meeting of the new fiscal year. We plan to commission a mural for the kitchenette wall, and have begun discussions with 3 mural artists the group identified. A call to artists similar to last year's will follow once mural details are nailed down.
- Please consider attending our first "Meet the Artists" reception at Superior on 3/9 at 3:00. Jen Eastridge will emcee a Q&A with T'onna Clemons and Meredith Byrd. Should be wonderful!

# **YDL Dashboards**



# YDL DASHBOARD JANUARY 2024

		Jan	Year to Date
<b>Circulation</b>			
Whittaker		35,801	35,801
Michigan		4,056	4,056
Superior		5,985	5,985
Outreach/BKM		1,039	1,039
eProducts		19,876	19,876
<b>TOTAL</b>		<b>66,757</b>	<b>66,757</b>
<b>MeLCat ILL</b>			
Loaned		1,027	1,027
Borrowed		1,307	1,307
<b>New Cards</b>			
Whittaker		341	341
Michigan		-	-
Superior		35	35
Outreach/BKM		6	6
<b>TOTAL</b>		<b>382</b>	<b>382</b>
<b>Reference</b>			
Whittaker		3,883	3,883
Michigan		-	-
Superior		1,820	1,820
Outreach/BKM		38	38
<b>TOTAL</b>		<b>5,741</b>	<b>5,741</b>
<b>Computer Sessions</b>			
Whittaker		1,950	1,950
Michigan		-	-
Superior		524	524
Outreach/BKM		3	3
Wireless		5,733	5,733
<b>TOTAL</b>		<b>8,210</b>	<b>8,210</b>
<b>Door Count</b>			
Whittaker		13,376	13,376
Michigan		-	-
Superior		4,311	4,311
Bookmobile		185	185
<b>TOTAL</b>		<b>17,872</b>	<b>17,872</b>
<b>Collection</b>			
Items Added		4,040	4,040
Items Cataloged		169	169
<b>Electronic Services</b>			
Website Visits		47,289	47,289
Podcast		17	17
App Users		N/A	N/A

		Jan		Year to Date
Programs				
Whit Adult		30		30
Attendance		182		182
Whit 0-5		22		22
Attendance		758		758
Whit 6-11		21		21
Attendance		552		552
Whit Teen		5		5
Attendance		66		66
Mich Adult		8		8
Attendance		91		91
Mich 0-5		2		2
Attendance		32		32
Mich 6-11		7		7
Attendance		132		132
Mich Teen		5		5
Attendance		52		52
Sup Adult		14		14
Attendance		134		134
Sup 0-5		9		9
Attendance		182		182
Sup 6-11		8		8
Attendance		148		148
Sup Teen		5		5
Attendance		39		39
Out Adult		3		3
Attendance		51		51
Out 0-5		5		5
Attendance		117		117
Out 6-11		1		1
Attendance		18		18
Out Teen		-		-
Attendance		-		-
Virtual/Hybrid (all)		3		3
Attendance		47		47
General/All Ages (all)		-		-
Attendance		-		-
<b>TOTAL PROGRAMS</b>		<b>148</b>		<b>148</b>
<b>TOTAL ATTENDANCE</b>		<b>2,601</b>		<b>2,601</b>

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	

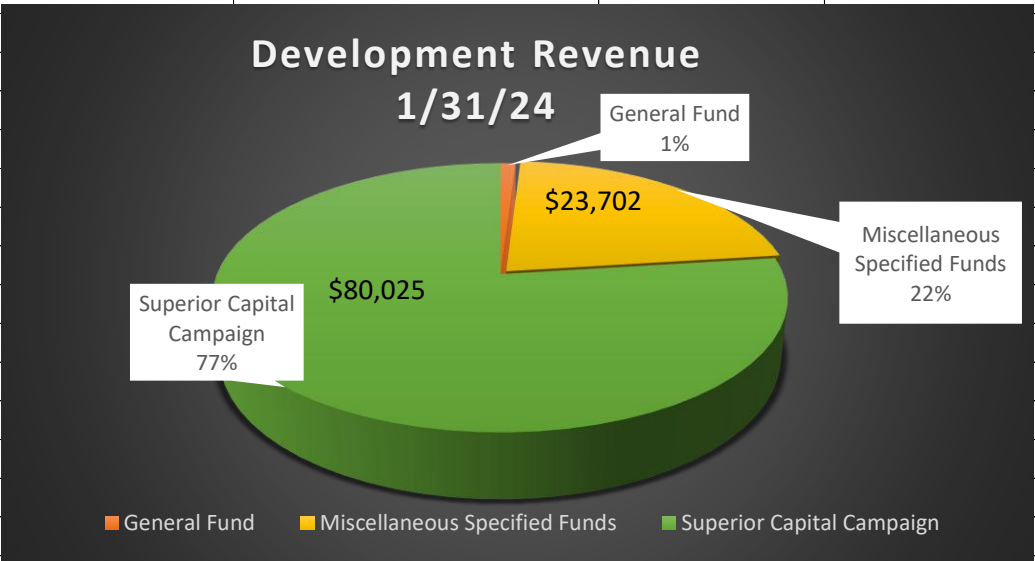
Endowment gifts received  
and deposited with AACF: \$7,688

FY2023/2024

AS OF:

	12/31/2023	1/31/2024
General Fund	\$227	\$233
Miscellaneous Specified Funds	\$17,148	\$23,702
Superior Capital Campaign	\$80,025	\$80,025
TOTAL:	\$97,400	\$103,960

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



<b>DEVELOPMENT REVENUE BY SOURCE</b>		<b>Where the \$ Comes From</b>	<b>As of 1/31/24</b>	
	<b>ACTUAL</b>	<b>TO DATE</b>	<b>NOTES</b>	
<b>DONATIONS</b>	<b>FY22/23</b>	<b>FY23/24</b>		
Annual Report	\$1,685	\$0		
Annual Appeal	\$32,145	\$21,053		
Individual	\$3,630	\$158		
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>\$22,555</b>		
<b>GRANTS</b>				
Charitable Foundation/Organization	\$24,850	\$0		
Corporate Foundation	\$30,500	\$0		
Government	<u>\$38,593</u>	<u>\$2,380</u>	MACC - Noise Permit	
	<b>\$93,943</b>	<b>\$2,380</b>		
<b>ENDOWMENT FUNDS</b>			Distribution in April	
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>\$24,935</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 (2/20/24):</b>	<b>\$39,025</b>		Primarily gifts from individuals with additional gifts from O'Neal Construction, Stites Financial, Library Design Associates and The Martin Family Foundation.	

# Department Reports

# Acquisitions Department Board Report

## January 2024

### Department News and Activities

- Paula and I began working with a group of graduate students from the University of Michigan School of Information this month. They will be assessing our local history collection and generating new ideas for promotion and collection development. We're excited to see what they come up with!
- I continue to work with the ILS migration team on preparing for our new system. We are on schedule and have completed the main profiling work for our new ILS.
- We're working on processing a big new batch of Library of Things items. Soon, patrons will be able to check out night vision goggles, a karaoke machine, a bike repair kit, a synthesizer, and many, many more handy tools, kits, and games.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

### Statistics

- The budget is currently 13% encumbered.
- 169 items were cataloged in January.
- 4,040 items, including 3,427 e-items, were added in January.
- YDL borrowed 1,027 items from other libraries via MeLCat in January.
- YDL loaned 1,307 items to other libraries via MeLCat in January.

Submitted by Katie Page  
February 21, 2024

Assistant Director  
Board Report: February, 2024

The 2024 Washtenaw Read selection is *How the Word is Passed: A Reckoning with the History of Slavery Across America* by Clint Smith. In this *New York Times* bestseller, Smith takes the reader on a tour of monuments, landmarks, and historic sites that tell the story of how slavery has been central to shaping our nation's history. From Monticello, where Jefferson "wrote letters espousing the urgent need for liberty while enslaving more than 400 people" to Angola, a "former-plantation-turned maximum-security-prison in Louisiana," Smith's debut offers a reckoning with the history of slavery and a new understanding of our country.

Alas ... Mr. Smith's speaking fee far exceeded our collective capacity to host him in person. Instead, Ashley Rogers, Director of the Whitney Plantation in Louisiana, will speak on Sunday, April 14 at 3:00pm in the Downtown Ann Arbor District Library Lobbytorium.

The Whitney Plantation is a 200-acre former sugar plantation turned historic site dedicated to telling the history of slavery in the United States from the perspective of the enslaved Africans, African-Americans, and Creoles of Color who built America's wealth. Their efforts to educate visitors about the experiences of the enslaved people who worked the plantation is a perfect tie-in to Mr. Smith's book (which features the Whitney).

In other news, I have been busy designing a "welcome packet" for new residents, per our strategic plan. A service offered by Unique Management allows us to identify new residents to the community, compare it with existing cardholders, and mail the former a full-color postcard inviting them to the library to receive a free card and welcome packet. The letter and postcard are attached. This mailing can be done quarterly or less depending on how many new movers we have. Statistics on success will be reported by the Customer Services Coordinator, John Connaghan, going forward.

I am working on both the Volunteer Potluck and staff in-service day for 2024. The potluck will be held on April 16 from 12-2:00, so come hungry! In-service day will be dedicated to several topics, including training on our new Polaris system, policy "gray areas," Summer Challenge pep talk, and a tour of Michigan Avenue reconstruction to date.

Other activities include:

- Meetings and correspondence with insurance, architect, and construction manager.
- Meetings for ILS implementation.
- Wonder Media cohort meetings.
- Trauma Training for administrative staff.

Submitted by Julianne Smith, February 23, 2024





**YPSILANTI**  
DISTRICT  
LIBRARY

**We can't wait  
to meet you!**





# We have something for everyone

Bring this postcard  
and a photo ID to any  
location to get your **FREE**  
library card and welcome kit today!



## LIBRARY LOCATIONS

5577 Whittaker Road

229 Michigan Avenue  
(temporarily closed)

1900 N. Harris Road

Bookmobile

## LEARN MORE



[ypsilibrary.org](http://ypsilibrary.org)



734-482-4110

## EXPLORE OUR:



Meeting  
rooms



Computers &  
free WiFi



Digital  
collections



Events for  
all ages



Tools, toys, and  
more in our  
Library of Things



Books, music,  
and movies

# Welcome to YDL!

Our welcoming staff strives to serve you with excellence. Founded in 1868, YDL has grown from a one-floor library with 175 books to a 3-building independent district with over **400,000 items**. Nearly 200,000 visitors each year enjoy the many free services the library offers.

As a YDL cardholder, you may borrow materials from any of our three unique branches. Next-day delivery to the YDL location of your choice is available Monday-Saturday. In addition, materials may be returned in person or through our 24-hour drop boxes at any YDL location. We never charge late fees, and our circulation and renewal policies are meant to **empower your learning and maximize convenience**.



hoopla

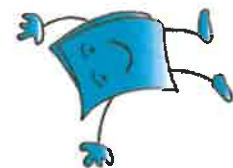


Libby.

kanopy

Thousands of items in our collection are available to stream and download on your personal device. No-waitlist services, such as hoopla, enable you to instantly borrow movies, music, TV shows, and more. Over 4,000 popular magazines are available through the Libby app, and our kanopy service offers thousands of acclaimed movies, inspiring documentaries, and award-winning foreign films.

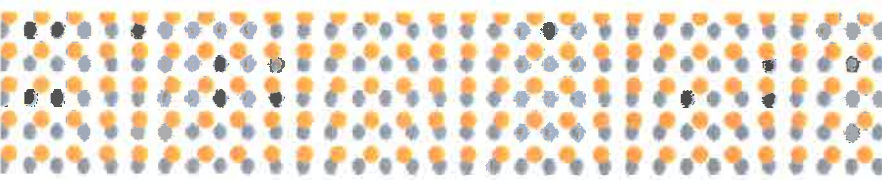
Have a youngster at home? Our pre-reader and read-along digital products help little ones learn letter and word recognition with music and exciting, family-friendly animation.



TumbleBook  
Library



*More on back!*



Know a student? We know lots! Whether you're preparing for nursing school, have a toddler heading off to kindergarten, need an exam proctored, or just need a quiet place to study, **YDL has you covered**. From free online tutoring and test prep to research databases and texting services for early literacy skills, **we believe that everyone is a lifelong learner**.



Our events happen in our buildings and across greater Ypsilanti. YDL offers over 1,200 programs annually to enrich and inform. Storytimes, STEM activities, lectures, concerts, book clubs, and much, much more are offered with **your interests and needs** in mind.



We get it. Not every interest turns out to be a lifelong passion. That's where our Library of Things can help. We have musical instruments, sewing machines, portable scanners, air compressors, cake pans, and so much more. This "try before you buy" model allows you to see what "things" are **a good investment for you**.

Our home-delivered quarterly newsletter will keep you updated on library news, in addition to important information from our community partners. Can't get enough? You can also opt to **receive weekly YDL emails** customized to your interests.



Welcome! Keep in touch. Let us surprise and delight you.



*We're glad you're here!*



# Community Relations

Monthly report: February, 2024

## Major print/design pieces produced:

- Communications has designed a number of pieces for our new resident packets. This includes a postcard, welcome letter, and LOT bookmark. See below for more details.
- We're close to publishing the spring Loop, which will cover March-May. It includes coverage of the eclipse, National Library Week, and the new Toyota STEM grant.



## Promotional activity

- **New resident outreach:** We're reaching out more proactively to new residents with a postcard to mail out periodically to everyone who has moved to the area. It encourages them to get their library card. When they come in, they receive a packet with information about the library that includes a welcome letter, bookmarks about our services, and more.
- **National Library Week (April 7-13):** We'll have our typical blog post and Loop article about National Library Week. This year, we've got a series of suggested activities we're highlighting in The Loop to encourage people to explore how we provide spaces to connect with others. There will also be daily social media posts during the week. We will produce a press release to solicit media coverage.



## Notable Media Mentions

- WEMU covered the Ypsi Farmers and Gardeners Oral History Project on a Washtenaw United episode.
- Jean Winborn was a guest on Michigan Radio's Stateside during a segment they had about the closing of Jones School in the 60s.
- Finn Bell will appear on an upcoming Stateside episode talking about the Farmer's & Gardener's Oral History Project.

## Community Relations news

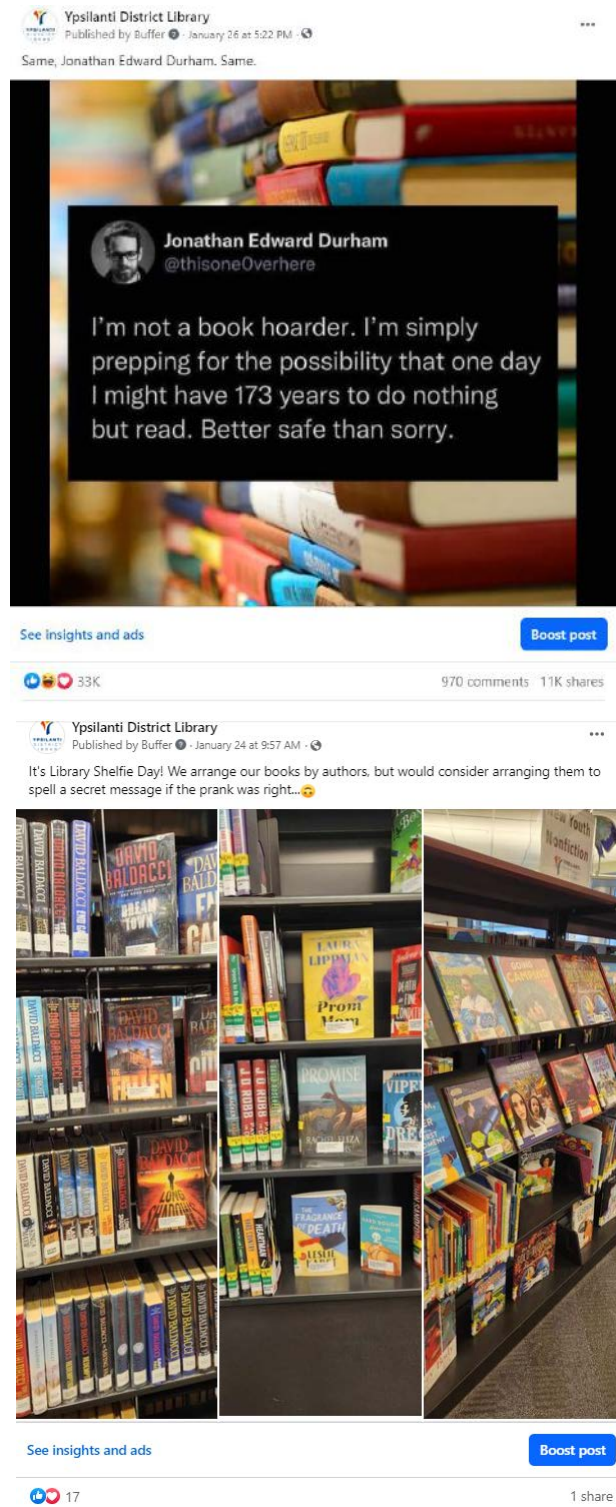
- Sam and Monica continue to share weekly Parkridge duty. Sam attends the monthly Engage meetings.
- Sam has started a 4-week course called Marketing the 21<sup>st</sup> Century Library to begin working on a marketing plan for YDL.

*Submitted by Sam Killian on 2/23/2024*

## Notable Social Media activity

This was a bit of a crazy month on social media! We had a few memes we posted (thanks Hailey!) go viral. Over the last month, we've had 3.8 million impressions with our social media posts (an increase of 2,714% over the previous month), with 202,475 engagements (an increase of 3,500%). Our impressions have gone up significantly on Facebook (513%) and Instagram (18%). We're consistently getting 600+ views on our TikTok videos and have nearly 500 followers with 5,100+ video likes. Some highlights from the last month:

- A twitter post we "memed" talking about book hoarding reached 2.3M people w/ 109,000 engagements, including 33,000 likes and 970 comments.
- Our post saying that construction was starting at Michigan Avenue reached 7,200 people with 690 engagements, including 121 likes on Facebook and 108 likes on Instagram.
- A meme we shared talking about the Pizza Hut Book It program reached 735,000+ on Facebook with 31,000 engagements, including 10,000+ likes.
- A post we shared with a Barbara Kingsolver quote about librarians reached 500,000+ people generating 16,000+likes.
- We shared a picture of some of our collections in honor of Library Shelfie Day that reached 1,600+ people with 17 likes.
- A Tik Tok video we made highlighting the Friends Book Sale got more than 1,500 views.



## **Customer Services**

Monthly report: February 2024

### ***Circulation Stats***

For the month of January, we checked out 43,203 items system wide.

Patrons also downloaded 19,876 digital items.

We also issued 382 new library cards.

Submitted by *John Connaghan* on February 21, 2024

# YDL DEVELOPMENT REPORT

February 2024

## DONOR OUTREACH

As we approach the development of our annual report to the community, Development continues to consider opportunities to re-engage our lapsed donors – those who have supported us in the past, but have not made a gift in several years. These donors no longer receive our annual report. We will be developing a letter to be sent in the spring to approximately 150 lapsed donors in hopes of bringing them back into the fold. This is also a beneficial exercise in cleaning up our database. The last time we sent a lapsed donor mailing was in December of 2021 with a 14% return that brought in \$2,023

## MAKING CONNECTIONS

**Ypsi 9<sup>th</sup> Hour: Spark East** – Chris attended the January 25<sup>th</sup> gathering of local business folks downtown.

**Creative Washtenaw** – At the January meeting, held at the Blue Llama Jazz Club in Ann Arbor, Chris was able to make numerous connections with local artists and art organizations including our friends at the Riverside Arts Center, FestiFools and the Chelsea Library.

**Creative Washtenaw/Michigan Arts & Culture Council Meeting** – At their February meeting held at the State Theater in Ann Arbor, Creative Washtenaw hosted MACC staff who were in Ann Arbor for their meeting the next day at the Neutral Zone. This was a great opportunity to meet the staff, put faces to names and thank them for their support of the new Superior Library. Chris attended both events and was able to connect with MACC Executive Director, Allison Watson and Capital Projects Manager Jeff Garrett. She also was able to “talk shop” with the Hands On Museum & Leslie Science Center’s Development Manager.

## PROGRAM GRANTS

### Grants Submitted

**Ann Arbor Area Community Foundation Youth Council Grant** – Request: \$10,580

Kelly, Liz and Chris submitted a grant to the **Ann Arbor Area Community Foundation Youth Council** in support of *Teen Self Care Sundays* - two community events centering around teen mental health to take place during the 24/25 school year. This project is imagined by and will be planned and implemented by YDL’s Teen Advisory Group. These two events are meant to provide opportunities for teens to rebuild social capital, reduce anxiety, and build connections. Funding will be announced in early April.

### Upcoming Grant Submissions

**Believe in Reading** – Request: \$3,000

Jodi and Chris are working on this grant in support of free books for the Summer Challenge. We have been wonderfully spoiled by our support from the Ann Arbor Rotary Club in the last couple of years for books; but, per their rules, we needed to take a year off. So, we are seeking additional resources. Application due March 1.

**ACTION:** *Please let Chris know if there is a business or individual you believe might be interested in supporting our free books for kids this summer.*

**Trinity Health Ann Arbor and Livingston – Investing in Our Communities** – Request: \$50,000

per year for two years. Lisa is taking the lead on this grant request to support for a full-time social worker serving our MI Ave. and Superior branches. We are collaborating with EMU’s School of Social work on the application which is due March 4. Awards will be announced on May 15.

**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. Request amount: \$4,000.

**Ypsilanti Downtown Development Authority** – Joy is working on an application for sponsorship from YDDA in support of a re-opening celebration event downtown when MI Ave. reopens this summer. Our ask amount is yet to be determined.

### **Grant Reporting**

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

## **CORPORATE SUPPORT**

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

Jodi, Joy, Mary, Monica and Chris met with the **Toyota** team on Feb. 20<sup>th</sup> to review our current Project STEM@YDL activities. We discussed YDL's use of funds in 2023/24, highlights of programming and things we might do differently with our new funding for 2024/25. The Toyota team was impressed with our work and praised our Interim Report. Because of everything both teams have learned over the last year, we were able to talk in much more detail regarding our vision for the future. Toyota will be putting more attention into supporting volunteer activities with YDL going forward and now have a team member dedicated to this. YDL will create a list of potential volunteer opportunities for Toyota engineers to encourage their participation. Chris and Jodi then gave the team a tour of the library and children's area, highlighting our new STEM equipment. A final report for 23/24 is due in May. Both teams agreed to meet again in late spring.

Chris is working with Jodi and the **Summer Challenge** team in soliciting prizes for the 2024 Challenge. Thank yous were recently sent to our 2023 prize donors, which prompted some early prize donations for this year.

**Aubree's** on Whittaker Rd. held a second Dine to Donate event on February 15<sup>th</sup> in support of Michigan Ave. Still waiting to hear the results. Next Dine to Donate: **Thursday, April 11<sup>th</sup>**. Spread the word!

## **CAMPAIGN FOR MICHIGAN AVENUE**

We continue to seek funds for the restoration of Michigan Avenue. Funds raised total \$39,025.

**ACTION:** *Please continue to spread the word and direct people to our website where they can make a gift.*

## **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 still need to raise the remaining funds.

**ACTION:** *Let Chris or Lisa know of any individuals or businesses you believe would consider support.*

**FUN FUNDRAISING FACT** – Direct mail continues to reap strong return on investment. Per NonProfitPRO, 70% of people feel direct mail feels more personal than digital methods of solicitation.

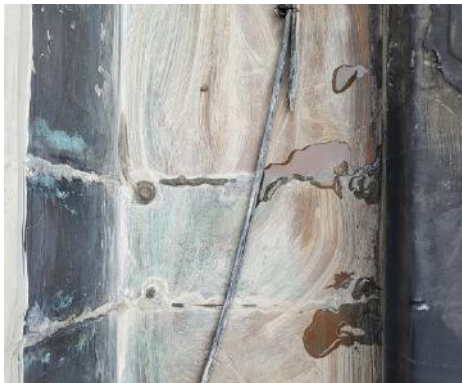
*Report Submitted by Chris McMullen, Development Manager, 2/22/23*



# Facilities Department

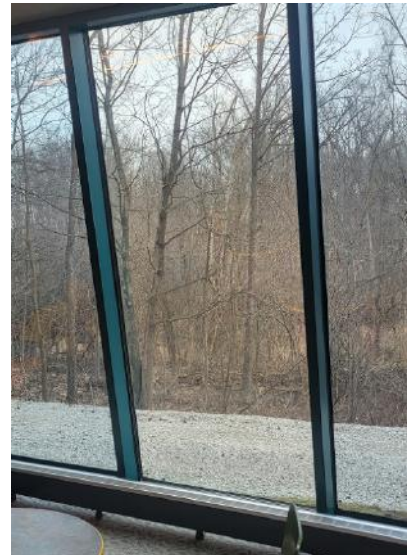
## Board Report: February 2024

Michigan Ave gutter sealing project was completed by Bloom Roofing. They adhered rubber patches at all the seams of the copper gutter. We tested them to make sure everything is water tight. No leaks were detected, the real test will be with spring rains, and some potential snow melt.



A new Michigan Ave Fire and Burglar Alarm system is being installed this week by All Star Alarm as part of the insurance claim we have with the flood. It'll take about a week to complete the install, testing with the Fire Department, and their monitoring center.

The broken window in the Whittaker Road Youth Department finally got replaced. Glasco installed a temporary window until the correct color match can be manufactured. That'll take a few months for that to happen.



Campbell, Inc. had to cut open some ceiling drywall in the Whittaker Youth Department to repair some of the hot water heat loop in the building. Instead of re-drywalling, we put in some access panels for any other work that may need to be done in the future.



We had another leak at Whittaker Road. It was around the dome area in the lobby. Jared from Terracon came out to do some water testing, and inspect the area. We found a couple leaks, and a lot of suspicious areas that need to be patched, or resealed. Bloom Roofing came out to take care of all the areas Terracon suggested, plus did their own inspection as well. Bloom Roofing said we should be able to get another ten years out of our three flat roofs here at Whittaker before replacement may be needed.

**Submitted by: Jim Reed**

**February 22, 2024**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2024

## Status Report

- Michigan Ave Locker system – The system experienced a small outage and is now happily back online. I've requested that staff notify us as soon as possible if further issues appear. There's some concern with limited usage there may be some delay in recognizing an issue exists.
- Tax Services – Tax help has been active for a few weeks now and appear to be working well with the enhanced services we were able to supply.
- 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. We've also supplied replacement information for equipment that has been marked as damaged.
- New ILS System – We are eagerly anticipating the next steps for our new ILS. Initial steps are moving ahead as planned and on schedule.
- 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'll be replacing and expanding audio equipment at Whittaker Rd in the Community room this month.
- Wireless Printing – Envisionware has moved to a new mobile printing solution. We will be required to migrate in the near future. We'll be testing and distributing training to staff in the coming weeks, implementation is tentatively set for early second quarter this year.
- 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: February 2024

### Programs

Adult programming consisted of a clinic about legally changing one's name which Shoshanna setup and will do again in the fall. Aaron led Guitar Club and facilitated the Downtown Queer Crafting Club. Kathryn led the Queer Book Group which may need to start a second session! All-ages programming included Jenny facilitating Intergenerational Chess and Maddy ran an artistic paper making series, both at the Ypsi Senior Center. Senior programming included Joy leading Crafternooners making paper roses and Charline facilitating the Washtenaw African American Genealogical Society's program.

Kelly had a great Teen STEAM Café with representatives from a phone app based advertising company walking teens through the basic planning processes of creating a product and becoming profitable. Kelly is also continuing to work with Ozone House leading the Great Stories Book Club. D&D is continuing to get a modest teen turnout, led by Casey Dixon, while many giggles are heard with the tweens are "Adventuring," a simplified D&D. Jenny led a Valentine's Day resist art Family Maker Night. Pat continues her tween and kids' book clubs and Read to Moon programs. Kelly and Stephanie conducted a Shake, Rattle, & Roll storytime and shared coverage of the Bookmobile storytime for multiple ages of little ones.

Joy has been facilitating an 8 week Family STEM Time led by Drs. Shiri Vivek and Mohammed Ahmed from EMUiNVENT but based on the Prime Time Family Reading model which encourages participation from lower-income families. Kids have created inventions to solve problems, everything from an improved personal language translator for a child from Ghana who is self-conscious about speaking English to a friend or foe bug identifier for a vegetable garden. Kids will present their invention process at the local invention convention at EMU in March and winners will go to The Henry Ford.

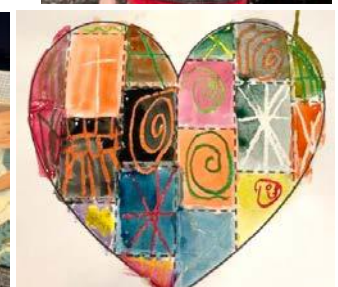
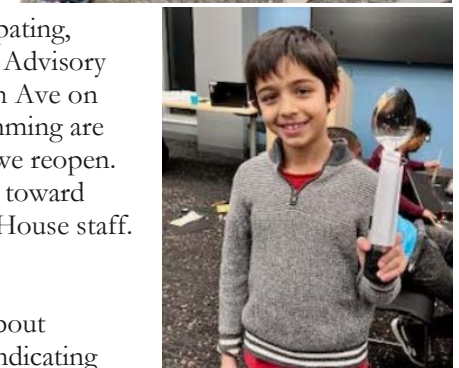
### Staff

Happily, Stephanie and Maddy have been promoted to youth librarians starting in May! However, since their librarian duties don't start till May, Jenny is continuing to do collection development for Mich Ave, including doing STEM and Reading kits which will be kept at Mich Ave. She just finished one on Spatial Awareness. Lisa has posted for 4 positions at Mich Ave, 1 youth paraprofessional, 2 adult paraprofessionals, and one summer intern. We are also hoping to get a Summer Works intern this summer. All staff continue to attend Trauma Training sessions. Pat and Kathryn attended an Active Shooter/De-escalation training in Lansing. Joy will participate in a virtual career fair with many universities participating, including several local universities and those with MLIS programs. Joy led a tour of Senior Advisory Board members, facilitated by Susana. Peggy Daub posted photos of our demolished Mich Ave on her blog, [fordlakenaturenotes.wordpress.com](https://fordlakenaturenotes.wordpress.com). Mich Ave staff who are involved in programming are planning summer and fall now, trying to get ahead of the hectic schedule we'll have when we reopen. Kelly and Liz Getty submitted a grant for teen mental health. Brian Steimel donated \$1000 toward this summer's Noise Permit which Kelly, Stephanie, and Maddy will organize with Ozone House staff.

### Building Update

Thanks to facilities staff, Christmas decorations are down! Joy was included in a meeting about choosing furniture replacements. There is a nice big sign in front of Michigan Ave that is indicating some work might be happening soon! All Mich Ave staff are unanimous in welcoming our opening as soon as possible!

Joy Cichewicz  
February 23, 2024



## Outreach Board Report - February 2024

### Bookmobile

The Bookmobile now has menstrual products for distribution to the community. One of Outreach's goals is to have the Bookmobile have physical resources like our physical locations. So, the Bookmobile has Narcan, a First Aid kit, a Stop the Bleed kit, Kill-a-Watt meters, Youth kits, and COVID tests.

### School / Daycare Visits

The school/daycare visits just keep rolling in. We have added two new schools to our visits: Ypsilanti Cooperative Preschool, located inside of Chappelle School and Gretchen's House in addition to Dorothy's Daycare (Textile and Merritt locations), Erickson, Perry, Ford Learning Center, Adventure 1, Bemis (Lincoln location) and Children's Garden's Montessori. The Outreach Team has been very busy.

### Outreach Events

On February 2nd, Washtenaw Intermediate School District's Cultural Arts Program used our space for activities. The program is



young people with cognitive disabilities to transition into independent living. We will have three themed craft sessions, and the first was a dedication to the Bookmobile for Valentine's Day. The crafts were Bookmobile coloring sheets, love letters to the Bookmobile on hearts now displayed on the



Bookmobile, and creating Bookmobiles out of cardboard boxes. It was awesome to see young people engaged in the activities. This program was one that Kaitlyn led, and Jenny assisted. BTW, Kaitlyn wanted to showcase her Bookmobile.



On February 10th, Ypsilanti District Library welcomed Our House to our spaces. Our House is a nonprofit organization that helps foster youth transition into adults. We provided them with welcome packets that included both library and community resources. I gave them a library resources presentation in our Board room. The young people felt like royalty in the space. They said this is where the big decisions are made. Once my presentation was over, Jenny and Kaitlyn took over by giving them a detailed tour of our spaces. After the tours, the students completed a scavenger hunt about the library. We heard from the Community Engagement Coordinator that this was the most time she had seen them so engaged. This tour/presentation came from a Life Skills program they give to young adults.



On February 12th, Jenny and I had an Information Table at Brick Elementary for National African American Parent Involvement Day over at Lincoln Consolidated's Brick Elementary. We provide library resources, youth kits, and Black History Booklists from the Black Caucus American Library Association and Ypsilanti District Library for parents. We also had coloring activities for the little ones. It was amazing. I had a little fan who kept sharing her resources with me.



On February 9th, Joy gave the Senior Advisory Board and Susana a tour of the Michigan Ave location. A BIG thank you to Joy for doing that. Out of that tour came shared community blog posts from Peggy and Michigan Ave pictures from Tammy, who are Senior Advisory Board members. The blog posts generated over 3000+ community responses that show how much the community cares about our libraries, especially Michigan Ave.

Here are links to the posts <https://fordlakenaturenotes.wordpress.com/2024/02/11/new-photos-of-restoration-at-michigan-avenue-library-main-floor/>

Post two: <https://fordlakenaturenotes.wordpress.com/2024/02/11/new-photos-of-restoration-at-michigan-avenue-library-meeting-room-reading-room-basement/>

Post three: <https://fordlakenaturenotes.wordpress.com/2024/02/12/for-more-information-about-the-michigan-avenue-library/>

### Library Presentations

On January 31, 2024, I gave a presentation on library resources for Ypsilanti Township. There was a community meeting, and they invited me to speak. It was amazing to be invited and be in the presence of the Ypsilanti Township's Supervisor, Brenda Stumbo, Debbie Dingell's Representative, Haille Brown, and Juliann Trudell, the Ypsilanti Township's Community Engagement Coordinator. There were many questions about what the library offers. Stay tuned... there could be more invitations for the neighborhood meetings.



On February 7th, St. Joe's Village Senior Facility asked me to speak at the Residents' meeting. I talked about our senior newsletter, Books on Wheels, how to sign up for library cards, and the talking book service from the Washtenaw Library for the Blind and Print Disabled. The residents thanked me for coming and I thanked them for not heckling me.

# Superior Board Report

## February 2024

### Staff News

- Like other YDL locations, we've been navigating a lot of staff illnesses. Our extra staffing from Michigan Ave has been incredibly helpful over the winter illness months!
- In preparation for hosting at Superior next year, Kallista attended the Preschool fair at Whittaker. She came back with great ideas and is looking forward to heading up that event in 2025.

### Program Highlights

- Tax preparation at Superior is going strong. Stacey has been managing this service, with lots of great assistance from Rachel. We are glad to be able to host one of Michigan Ave's normal preparation days. All appointments at Whittaker and Superior are now full and we are operating a waiting list.
- This is the final week of storytimes before a three-week break. Our youth staff are getting very positive feedback about our storytime offerings. They put a lot of energy and time into developing storytimes, and are ready for a breather before the next round starts in mid-March!
- Monique & Liz hosted adult/teen Banned Book club discussions in January & February. Participants have expressed appreciation for the intergenerational nature of these discussions, getting to hear different perspectives from readers of other ages.
- Nicole & Liz co-hosted Sensory Saturdays, a series of Little Ones programs every Saturday in February with different sensory play options.
- Monique offered a Social Media class. This class attracted more attendees than other computer classes have at Superior in the past. We will likely offer it again.
- Trustee Winborn once again offered a series of Genealogy one-on-one sessions in celebration of Black History Month.
- Stacey coordinated a jazz show, funded by the Jazz Foundation of America. A last-minute emergency meant a change in performers, but the show otherwise went off without a hitch. Attendees were energized and dancing around the room by the end of the concert!
- With funding from Toyota, we hosted two STEM programs: Pixel Art and Crime Lab (presented by the Ann Arbor Hands on Museum).



- We co-presented Black History Celebration with Our Community Reads and Black Men Read, highlighting less-told stories of African-American innovators, activists, and artists throughout US history. It was a joyful, meaningful evening of books, art, and STEM activities for families.

## Building & Grounds

- After its first winter, we are noticing flaking of the ground mural on the youth patio. When the weather warms, we'll do touch up and a sealant to protect it.
- Crews from O'Neal finished repairing a few drywall cracks that developed before the warranty period ended in the fall.

Submitted by Mary Garboden,  
February 21, 2024





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

Here is a listing of February programs:

- Black History Month Trivia Program (month long program)
- AARP Tax Help on Tuesday (3 times in Feb)
- Thursday Morning Book Group
- Google Docs for Beginners (Adult-Virtual)
- Changing Our Hearts Through Poetry - Celebrating and Learning from African-American Women Poets
- Mahjong Meetup
- AARP Tax Help on Thursday (5 times in Feb)
- Microsoft Word – Basics
- MICHIGAN WORKS! Southeast Community Outreach
- Noir Movie Night - The Big Heat (1953)
- Small Business Savvy: LARA - The Hidden Gem for Michigan Businesses
- Google Docs Tips & Tricks (Adult-Virtual)
- Google Sheets for Beginners (Adult-Virtual)
- Google Drive - Basics
- Grieve Well: Understanding Grief Webinar - Valentine's Day special edition
- Microsoft Excel – Basics
- Microsoft Word – Intermediate
- Mahjong Meetup
- Microsoft Excel – Intermediate
- Microsoft Word – Tips, Tricks, and Hacks
- Computer Basics - Getting Started
- Google Sheets Tips & Tricks (Adult-Virtual)
- Jumpstart Your Novel - World Building and Plot Development
- Microsoft Excel – Pivot Tables (Intermediate)
- Virtual African American Authors Book Discussion Group
- Gmail - Basics
- Microsoft PowerPoint – Basics

New programs start in March; the Silent Book Club and exercise classes offered by the YMCA are two new initiatives that we hope take off and do well. We are also doing a few programs that tie into this year's Great Michigan Read program with funds from a small grant from Michigan Humanities. Thanks to Robert Neil for helping out with this. We held a lively, well-attended book discussion in early February for the Washtenaw Reads Title, "How the Word is Passed"; there will be another discussion on this book at the end of the month.

Tax Help Season is in full swing at both Whittaker Road and Superior. ALL tax appointments through the middle of April are now booked and we have started a waitlist. People who get their taxes done are very appreciative. We are fortunate to have such dedicated AARP volunteers who give so much of their time during tax season to help out those in our community who truly need this service.

The two adult services librarians “on loan” here from Michigan Avenue have both been very helpful this tax season. Shoshanna Wechter has dedicated many hours to making sure that packets are prepared, that people are notified that their packet is ready and to making appointment reminder calls. Her dedication is truly appreciated! Aaron Smith has also done a lot of tax help duty and has handled unique situations with care and compassion. I am thankful and grateful to both of them.

We are now operating with one less staff person as Librarian Amisha Harijan has left YDL for another position. Staffing has been stable in the Adult Services Department for many years but we have lost 3 staff since last Fall, two to retirement and one to resignation. We are looking forward to new hires when Michigan Avenue staff move back to their home building. It has been very busy and we have had some staff illnesses, but everyone has pitched in to keep the department rolling along. Paula will be participating this month in a virtual career fair for library students where we hope to encourage some great candidates to apply for the two open Adult Services Librarian positions.

All staff continue to participate in the Trauma Training Sessions; the last session will take place in March. We’re learning a lot about how to manage traumatic events, getting new tools to help us through them, and learning how to process such events after the fact.

-Submitted by Paula Drummond February 21, 2024

# Whittaker Youth Services Board Report February 2024

## Programs

### Little Ones

- **Storytimes** The six week winter storytime season is winding down this week. 863 people attended storytimes, averaging about 27 people per session, down slightly compared to other recent seasons, most likely due to some extremely cold winter mornings. Kelly and Stephanie led a music themed Saturday morning storytime too.
- **Sensory Stations** 168 people attended Ulana's construction themed sensory stations on Friday and Saturday mornings in early February. We're always surprised by how many people attend these and how busy the department gets for about two hours.
- **Little Ones Play** Only 40 people in total attended the two sessions of Little Ones Play we offered this winter. Now that we have added play time to all storytimes to give families a chance to connect, the need for a play meet-up seems lower. Going forward, we'll devote staff time to planning sensory stations and storytimes instead.
- **Special guests** We brought in presenters for two little ones' programs— a Saturday morning dance class coordinated by Jaclyn, and a STEM storytime and stomp rocket program with the Ann Arbor Hands On Museum called Preschool Universe coordinated by Pat.
- **Preschool and Kindergarten Resource Fair** 95 people participated in this year's resource fair, either representing a school or getting information from schools. Pat oversaw the play-based learning stations in the youth department that included box play, writing at the light table, and musical instrument exploration. Kallista shadowed me and met all the school representatives so she'll be able to host the event at YDL-Superior next year. It's our intent to have it rotate around the district each year to reach more parents.

### Kids and Parents

- **After School** Jaclyn led four sessions of After School STEM with a Roller Coaster theme on Thursdays. I am leading sessions about Flight Science using the new wind tunnel and balcony to test helicopters, airplanes and parachutes. Marlena led four weeks of after school play-based phonics instruction for families on Mondays and now we have art instructor Kam Reynolds for four Mondays. His first session attracted 30 aspiring young artists. Liz's drop in Graphic Novel Book Club continues to meet on Tuesdays.
- **Saturday STEM** Toyota funding allowed us the chance to expand our Saturday afternoon STEM programs. I invited Mad Science of Detroit to do a Winter Wonder Lab demo and hands-on activity. Liz invited the Michigan Science Center to bring their mobile planetarium and teach families about eclipses. The extra funding allowed us to accommodate more families by offering three chances for people to go inside the dome. While they waited their turn, they engaged in hands-on activities Liz provided with the help of teen volunteers.
- **Music and Storytelling** Jaclyn invited two guest artists to lead interactive programs on Saturday afternoons—Sandy Ryder from Wild Swan Theatre for storytelling and Sundance DiDominico for a drum circle.
- **Wee Bots** 826michigan reached out late in the program planning stages about space for a weekly writing workshop for 5-8 year olds. They are using the triangular bay on Saturdays from noon-1pm. So far, about 10-16 young writers and college volunteers gather for a read aloud and story creation activities each week. We hope the program continues to grow.

### Teens

- **Haunted Hotel Murder Mystery** Thanks to Liz for helping run TAG's Haunted Hotel after hours party. forty-nine teens played a part in the mystery or tried to solve the mystery. A local teen jazz trio provided music, and attendees ate pizza, snacks, and ice cream. Thank you to Mark for helping with the door.
- **TAG** 19 teens attended the TAG meeting following the after hours, including six new members who have joined since the beginning of 2024. There is a nice mix of experienced seniors and 8th and 9th graders who will be able to carry the program going forward. One small workgroup spent time evaluating the after hours based on TAG's program goals. Members are also brainstorming summer programs and volunteer opportunities.
- **Sweet Treats** 15 tweens and teens made and decorated cake truffles for Valentine's Day.





## Other Work

### Around the Department

- **Book Displays and independent learning activities** Ulana maintained all holiday book displays including Valentine's Day, Lunar New Year, Purim, and Holi. Kelly curated the youth Black History Month display, which went so fast Pat chipped in to help restock it. Emma pulled all the 2024 Youth Media Award books, stickered them, and created Youth and YA displays. I created an interactive bulletin board based on the artwork of Ashley Bryan.
- **Tours** Liz gave an evening tour followed by STEM play to 36 girl scouts and parents. Pat, Liz and I hosted 21 YCS middle school students. We provided library instruction and helped them get started on a research project, plus they had free time to explore. Thanks to Monica and John for continuing to make sure students on field trips get library cards.
- **Family Read** We chose a STEM themed, nature adventure graphic novel entitled *Little Monarchs* for this year's Family Read to align with our Project STEM @ YDL programming. Instead of an author visit, we will focus on Saturday and Spring Break Programming that kicks off March 9 with nature journals, art instruction, and a mindful hike from the Washtenaw County Parks. Activities conclude with an Earth Day event hosted by the Southeast Michigan Stewardship Coalition to help kids learn about global warming. Attendees will take home a pollinator-friendly native plant donated by the Washtenaw County Conservation District. In between, two book clubs will feature the book and Superior will offer two programs as well.
- **Toyota STEM** I joined a group of managers to meet Toyota employees who are working on community-wide STEM funding. We shared what we've done so far with the funding and I gave them a tour of the youth department and STEM tools.
- **Summer Challenge** This year's committee, made up of staff from all departments and locations, met last week. We set a kickoff date, made a donation request plan, and assigned committee members tasks to do over the next month to make sure we're ready for summer. Chris found a grant that can potentially help fund prize books. I drafted a proposal that she is reviewing and we will submit next week.
- Psyche returns from maternity leave this week and we'll be happy to have her back!

Submitted by Jodi Krahne February 21, 2024



# **Old Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/22/2024  
**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 two: the Fundraising and Michigan Avenue Building committees.

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.

Brian Steimel is interested in continuing as Friends Liaison.

The Board tabled the committee appointments from the annual meeting until February so the new President and I could create a thoughtful and equitable proposal. Bethany and I worked together to develop the attached draft of appointments for consideration.

**YPSILANTI DISTRICT LIBRARY**  
**\*DRAFT\* BOARD COMMITTEE ASSIGNMENTS 2024**

FINANCE

Theresa Maddix, Treasurer, Chair  
Kristy Cooper, Secretary  
Jean Winborn, Trustee  
Lisa Hoenig, Library Director  
Bethany Kennedy, President – Ex-Officio

POLICY

Kristy Cooper, Secretary, Chair  
Patricia Horne McGee, Trustee  
Brian Steimel, Trustee  
Lisa Hoenig, Library Director  
Bethany Kennedy, President – Ex-Officio

FUNDRAISING

Christina McMullen, Dev. Coord.  
Patricia Horne McGee, Trustee  
Theresa Maddix, Treasurer  
Terrence Williams, Vice-President  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Representative(s) from YDL Friends  
Bethany Kennedy, President – Ex-Officio

PERSONNEL

Patricia Horne McGee, Trustee, Chair  
Jean Winborn, Trustee  
Brian Steimel, Trustee  
Lisa Hoenig, Library Director  
Bethany Kennedy, President – Ex-Officio

FACILITIES

Terrence Williams, Vice-President, Chair  
Kristy Cooper, Secretary  
Theresa Maddix, Treasurer  
Lisa Hoenig, Library Director  
Jim Reed, Facilities Manager  
Bethany Kennedy, President – Ex-Officio

MICHIGAN AVENUE BUILDING

Brian Steimel, Trustee  
Terrence Williams, Vice-President  
Jean Winborn, Trustee  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Joy Cichewicz, Branch Manager  
Bethany Kennedy, President – Ex-Officio

Appointed: \_\_\_\_\_

# **New Business**



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-7

February 28, 2024

RESOLUTION TO ACCEPT THE FISCAL YEAR 2023 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2023 as presented are accepted.


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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/21/2024  
**Re:** Approval of purchase of three bike repair/tire pump stations

One of our strategic plan goals is to improve outdoor amenities. We budgeted \$6,000 to add bike repair/tire pump stations at each of our three locations this year. Following some research, we selected this unit from [Dero.com](http://Dero.com) as the best option for YDL:

Product	Price	Quantity	Subtotal
			
Fixit® Plus			
Finish: Powder Coat - Black	\$2,017.00	3	\$6,051.00
Fixit Pump: Air Kit Prime			
Access: Single Sided			

The units have a 6-week lead time, so if we order now we should receive them in mid-April. The Whittaker Road station will likely not be installed until the sidewalk replacement project is complete, but the other two would be ready to welcome cyclists as the weather improves.

I recommend the purchase of three units as described for \$6,051.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-8

February 28, 2024

RESOLUTION TO PURCHASE THREE BIKE REPAIR/TIRE PUMP STATIONS

---

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

Whereas, the Library's strategic plan includes improving outdoor spaces with "destination" elements, and

Whereas, the Library budgeted to add bike repair/tire pump stations at each of its locations this fiscal year, and

Whereas, the Assistant Director reviewed replacement options and following consultation with the Facilities Manager, selected the Dero FixIt Plus with Air Kit Prime, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to purchase the bike repair/pump stations as described for \$6,051.00.

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

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

YES:        NO:        ABSENT:        VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/21/2024  
**Re:** Approval of YDL-Superior Interactive Play Area purchase

An interactive play area for the youth department of the new Superior library was on our construction wish list, but in the interest of both time and money, we chose to delay its development and purchase. Since the building opened, we've been working with Daniels and Zermack to refine and price the attached design. We solicited input from staff on the best elements to include to ensure it will be flexible, engaging, and meet the needs of our young patrons.

\$50,000 is included in the current operating budget for its addition, plus a \$5,000 gift from Domino's Pizza received last May was earmarked for this project. We are currently in discussions with 5/3 Bank regarding a possible contribution toward the play area as well.

If approved now, the play area should be ready to ship by late July, and could be installed near the conclusion of the Summer Challenge.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-9

February 28, 2024

RESOLUTION TO PURCHASE AND INSTALL AN INTERACTIVE PLAY AREA FOR  
YDL-SUPERIOR

---

Whereas, the Ypsilanti District Library strives to provide diverse play experiences to help its young patrons learn, and

Whereas, a flexible and engaging interactive play area for the new Superior library was put on hold until after construction, and

Whereas, staff worked with Daniels and Zermack Architects to design the attached plan for the play area, and

Whereas, up to \$50,000 was allocated in the 2023-24 library operating budget for this project, and

Whereas, a generous donation of \$5,000 is also earmarked to support this installation, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Omni Tech Spaces to acquire and install the new play area as proposed for a total cost of \$52,313.70.

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

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

YES:        NO:        ABSENT:        VOTE:



FLOCK OF GEESE PROFILE

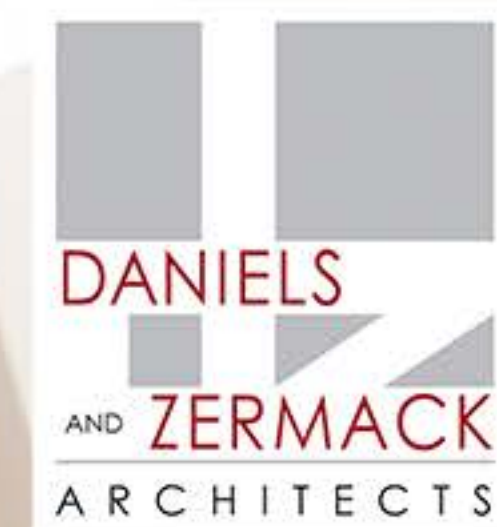
BACK PANEL "CLOUD" MURAL

PERSPECTIVE #1



1' 9" X 2' 6" MAGNETIC BOARD

STANDARD LEARNING DESK SIZE FOR TABLET COUNTERS W/ ADDED HOOK FOR HEADPHONES

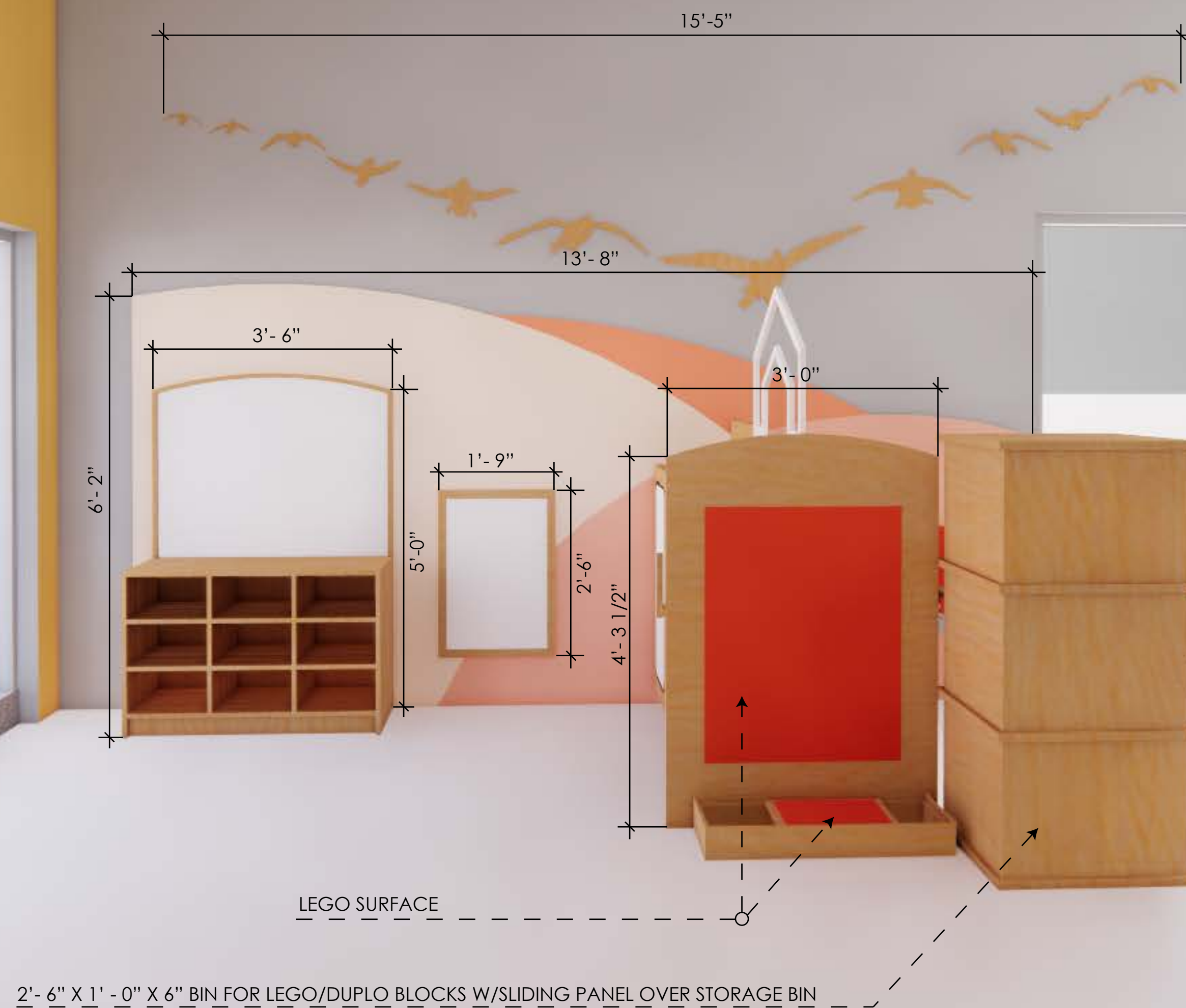


KITCHEN ACCESSORIES:

- HOOK
- SPATULA HOLDER
- CUP HOLDER

# WEST VIEW





SOUTH VIEW

BACK PANEL "CLOUD" MURAL

MAGNETIC BOARD FOR FRIDGE DOOR

1'-9" X 2'-6" MAGNETIC BOARD

STANDARD 9 BIN CUBBY W/MAGNETIC BOARD

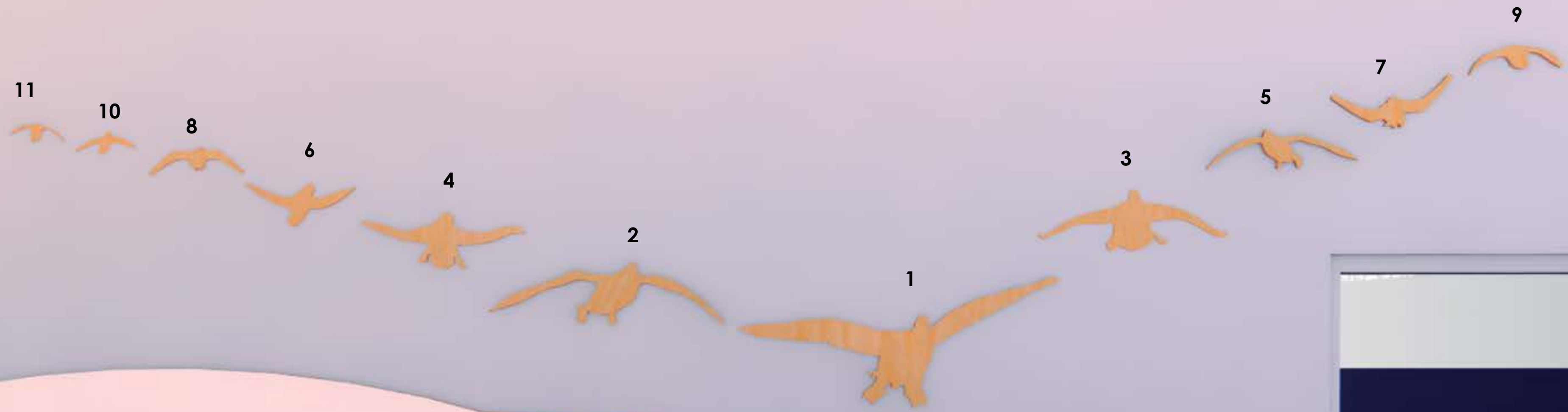
EXISTING BOOK TOWER

LEGO WALL

LEGO SURFACE ON SLIDING TOP

PERSPECTIVE #2





## GEESE DIMENSIONS

**1:** 3'- 1 .5'' X 1'-6''

**2:** 2'- 4 .5'' X 10''

**3:** 3'- 1 .5'' X 1'-6''

**4:** 1'- 8'' X 7''

**5:** 1'- 6'' X 6''

**6:** 1'- 1.5'' X 5.5''

**7:** 1'-2.5'' X 6''

**8:** 11.5'' X 4''

**9:** 11'' X 4''

**10:** 8'' X 3''

**11:** 7'' X 2.5''

## QUOTE



Date: Feb 19, 2024  
 Quote #: QU-17-03-2832  
 Expiration Date: Mar 20, 2024  
 Reference: Superior Branch  
 Kids Area

Omni Tech Spaces

**PLEASE NOTE NEW ADDRESS:**

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

To: Ypsilanti Public Library  
 YPSILANTI 48197

LINE	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	SPL1171440 Plover Stool, 14 in Height Dimensions: 14 in. W x 14 in. D w/ 14 in. SH Material: 1 in. Baltic Birch w/ Maple Veneer; Bent Plywood Legs Edge: Exposed Ply 40 Seat/Edge Finish: TMC Standard TBD Base Finish: TMC Standard TBD	2.00	\$463.80	\$927.60
2	SPL1171640 Plover Stool, 16 in Height Dimensions: 14 in. W x 14 in. D w/ 16 in. SH Material: 1 in. Baltic Birch w/ Maple Veneer, Bent Plywood Legs Edge: Exposed Plywood 40 Seat/Edge Finish: TMC Standard Finish TBD Base Finish: TMC Standard Finish TBD	1.00	\$478.80	\$478.80
3	LPCU426019 Nine Bin Cubby Unit w/ Magnetic Marker Board Dimensions: 42 in. W x 19 in. D x 60 in. H Panel Material: .75 in. Plywood w/ Maple Veneer Edge: .125 in. Maple Edgebanding 20 Magnetic Dry Erase Board w/ .125 in. Clear Plexiglas Cover Horizontal Shelf Material: .75 in. Particle Board w/ Laminate and PVC Edge, Maple Colored Laminate: Pionite Hardrock Maple WM791 Finish: Clear 01 Note: Back Side is Finished MISC: Heavy Break on All Edges	1.00	\$5000.40	\$5000.40

	9 Storage Bins			
4	<b>LPPBMAGLAM</b> <b>Magnetic Board</b> <b>Dimensions: 21 in x 30 in</b> <b>Orientation: Vertical</b> <b>Material: 1 in Particle Board w/ Laminate &amp; Backer</b> <b>Laminate: White</b> <b>Frame Material: Same as Mural Frame</b> <b>Finish: Clear 01</b> <b>Note: Magnets not included.</b>	2.00	\$1133.40	\$2266.80
5	<b>X-LPLTD161416</b> <b>Modified Learning Tablet Desk</b> <b>Dimensions: 16 in. W x 14 in. D x 16 in. H</b> <b>Material: 1 in., .75 in. and .5 in. Baltic Birch w/ Maple Veneer</b> <b>Edge: Exposed Ply 40</b> <b>ImPrinted Design: None</b> <b>Finish: Clear 01</b> <b>MISC:</b> <b>Dowels for headphones.</b>	2.00	\$1726.80	\$3453.60
6	<b>X-LEARNING</b> <b>Custom Cloud Mural Panels - refer to customer drawing</b> <b>Materials - need to determine if laminate or veneer and colors.</b> <b>Dimensions 156 in W x 74 in H</b>	1.00	\$11933.40	\$11933.40
7	<b>X-LEARNING</b> <b>Custom Kitchen Trio w/ Window Perimeter</b> <b>Kitchen Wall : 66 in W x 45 in H x .50 in Th (Window Top Height 72 in H)</b> <b>Wall Material: .50 in Baltic Birch w/ Maple Veneer</b> <b>Edge: Exposed Ply 40</b> <b>Wall Finish: Clear 01</b> <b>Window Finish: Chalk White 117</b> <b>Countertop w/ Sink</b> <b>Dimensions: 22 in W x 14 in D x 24 in H</b> <b>Top Material: 1 in Baltic Birch w/ TMC Standard Laminate</b> <b>Laminate: Wilsonart Designer White D354-60</b> <b>Edge: Exposed Ply 40</b> <b>Edge Finish: Clear 01</b> <b>End/Shelf Toe Kick Material: 0.75 in Baltic Birch</b> <b>Toe Kick Finish: Clear 01</b> <b>MISC:</b> <b>(1) Sink w/ Solid Maple Knobs and Faucet</b> <b>Finish: Clear 01</b> <b>(1) Fixed Shelf</b> <b>Finish: Clear 01</b>	1.00	\$15933.60	\$15933.60

Refrigerator w/ Magnetic Marker Board  
 Refrigerator Dimensions: 22 in W x 38 in H x 14 in D  
 Door Material: .75 in MDF w/ Magnetic White Marker Board  
 Laminate Face  
 Door Back Laminate: Wilsonart Designer White D354-60  
 Edge: .125 in Ply Edgebanding 25  
 Panel/Shelf Material: .75 in Baltic Birch w/ Maple Veneer  
 Panel/Shelf Edge: Exposed Ply 40  
 Finish Shelves: Clear 01  
 Solid Maple Handle Finish: Clear 01  
 Toe Kick Finish: Clear 01  
 Misc:  
 (2) Fixed Shelves in Refrigerator  
 Note: Magnets are not included.  
 Stove  
 Material: 0.75 in Baltic Birch w/ Maple Veneer  
 Edge: Exposed Ply 40  
 Dimensions: 22 in W x 14 in D x 24 in H  
 Stove Top and Door: Clear 01  
 Stove Knob Panel Finish: Clear 01  
 Knob Material: 1 in. Solid Maple  
 Knob Finish: Clear 01  
 Burners: CNC InRelief  
 Burners Material: 0.5 in Baltic Birch w/ TMC Standard  
 Laminate  
 Laminate: Same as Countertop  
 Rings: 0.25 in D Routs  
 Solid Maple Handle Finish: Same as Refrigerator Handle  
 Toe Kick Finish: Clear 01  
 Note: Oven door does not open. Door Opening: 15 in x 9 in  
 Hook (LPKT-HK)  
 Square Backer w/ Peg set at an angle  
 Dimensions: 2.25 in W x 2.25 in H x 2.5 in D  
 Material: 0.75 in Baltic Birch  
 Edge: Exposed Ply 40  
 Hook Material: 0.5 in Dowel Rod  
 Finish: Clear 01  
 Spoon Rack w/ Spoons (LPKT-SR)  
 Dimensions: 11.25 in W x 3 in D x .75 in Th  
 Material: 0.75 in Baltic Birch w/ Maple Veneer  
 Edge: Exposed Ply 40  
 Finish: Clear 01  
 Holes: (4) .75 in Dia  
 MISC:  
 (1) Set of Spoons  
 Book & Measuring Cup Rack (LPKT-CR)  
 Dimensions: 16.75 in W x 3.5 in D x 3 in H

	Material: .75 in Baltic Birch w/ Maple Veneer Edge: Exposed Ply 40 Cup Hooks (5) Material: .5 in Dowel Rod Finish: Clear 01 Note: Books and measuring cups are not included.			
8	X-LEARNING Custom Lego Wall w/ Trough Dimensions: 36 in W x 51.5 in H Trough Dimensions: 30 in W x 12 in D x 6in H Finish: Clear 01 Note: Trough to have a sliding Lego panel as well. Refer to renderings. Price included in Line 7.	1.00	\$0.00	\$0.00
9	X-LEARNING Custom Geese Appliques (set of 11) - refer to rendering Material: TBD Finish: Clear 01	1.00	\$7725.00	\$7725.00
10	Freight Estimate	1.00	\$1744.50	\$1744.50
11	Delivery and Installation	1.00	\$2850.00	\$2850.00

Subtotal:	\$52313.70
MI 6% Sales Tax:	\$0.00
Total:	\$52313.70

## TERMS & CONDITIONS

Budgetary Quote. Final quote will be provided upon approval of selections and drawings.  
Budgetary quote valid for 30 days.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/23/2024  
**Re:** Approval of Michigan Avenue construction improvements

We are narrowing in on final pricing for the upgrades at Michigan Avenue we hope to undertake during the flood repair work. It is complicated by many factors, some of which have to do with the insurance claim work, some by the unknowns that come with working on an historic building, and a number of other variables. Because the project is so time-sensitive and we want the work underway as soon as possible, I request your approval of a base project budget at this time.

The current budget estimate for the construction improvements to be handled by Phoenix Contractors, Inc. is \$418,847.15. I propose the Board approve a base budget of \$425,000 at this time.

We have a placeholder of \$100,000 in the operating budget, and approximately \$40,000 in donations that have been designated toward this project. This leaves \$285,000 to be drawn from the Capital Asset Replacement Fund.

The estimate for repair work to be covered by insurance (separate from our proposed improvements) is \$822,597.40. In the end it is possible that the base budget (\$425,000) will be sufficient for our improvements, as the insurance claim is likely to provide more money for the work classified as flood repair than needed. This is due to our selection of more cost-effective solutions (example: installing drywall rather than plaster). Any surplus can be applied to the improvements part of the project.

As the work proceeds, we are likely to encounter some change orders. I propose that the Michigan Avenue Building Committee be authorized to approve these the same way the Superior Building Committee was. This will make the approval process more nimble and help avoid delays.

\*\*

Attachment 1: Budget estimate for improvements, dated February 22, 2024: \$418,847.15 not including alternates. Some of the alternates are already off the table. If we decide we want to proceed with any of the others, they would be handled as change orders.

Attachment 2: Estimate for repair work to be covered by insurance, dated November 1, 2023. This will be updated as the work actually performed are invoiced. The more cost-effective solutions (drywall vs. plaster costs) should stand.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-10

February 28, 2024

RESOLUTION TO AUTHORIZE A BASE BUDGET FOR MICHIGAN AVENUE IMPROVEMENTS  
FOLLOWING FLOOD DAMAGE, AUTHORIZE THE MICHIGAN AVENUE BUILDING  
COMMITTEE TO APPROVE CHANGE ORDERS, AND AUTHORIZE THE USE OF CAPITAL  
ASSET REPLACEMENT FUND MONIES FOR THE PROJECT

---

Whereas, the Michigan Avenue library suffered a catastrophic flood July 1, 2023, and

Whereas, while repairs that are covered by insurance are being conducted, the Library wishes to make additional improvements to the building, and

Whereas, Phoenix Contractors, Inc. has been approved by MML to perform the insurance repairs, and

Whereas, Phoenix Contractors has prepared a budget estimate of \$418,847.15 to perform the proposed additional improvements, and time is of the essence, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Phoenix Contractors, Inc. for construction management services for Michigan Avenue improvements, with a base budget of \$425,000.

BE IT FURTHER RESOLVED that:

An amount not to exceed \$285,000 from the Capital Asset Replacement Fund shall be allocated to this project.

BE IT FURTHER RESOLVED that:

The Michigan Avenue Building Committee is authorized to approve or deny any requested Change Orders, and if approved, the cost shall also be drawn from the Capital Asset Replacement Fund.

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

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

YES:        NO:        ABSENT:        VOTE:



February 22, 2024

**Project: Ypsilanti District Library- Additional Work Scope Budget cost.**

229 W. Michigan Ave.  
Ypsilanti, MI. 48197  
Attention: Lisa Hoenig and Julianne Smith

	Alternates									
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Scope of Work: Additional Work Scope Budget cost.										
*On site project supervision and coordination, project manager and project coordinator,	\$ 24,522.00									
*General conditions, safety consultant, project clean up, final clean, dumpsters, construction signage, temporary protection	Inc. w/ insurance cost									
*Scaffolding and Lifts	Inc. w/ insurance cost									
*Masonry- Create wall opening, shore, tooth in masonry block and arching system for new wall opening at teen 008 area	\$ 9,660.00	\$ 3,300.00								
*Demo-Remove cabinets/countertops per plans.	\$ 4,900.00	\$ 855.00	\$ 450.00					\$ 940.00		
*Z furring & Insulation for first floor, basement room 010 and stair area.	\$ 16,544.00									
*Carpentry- Steel stud, and drywall for new office meeting rooms 112,113,114, basement staff work area 020	\$ 29,230.00									
and Lact/Work room 021, stg. closet, install new wood double door at closet.										
*Supply and install four new Kirei acoustical panels at Teen/Teen Study area. (Final profile required) (Possible material change?)	\$ 7,820.00									
*Flooring- (Alternates)							\$ (195.00)	\$ 3,361.00		
*Floor patching and replace where millwork demo occurred	Inc. w/ insurance cost									
*Wood door and frame at closet material only *Allowance*(Product TBD)	\$ 2,880.00									
*Four Type D Aluminum door/frame and glass for office 112,113,114,021 *Allowance* ( Final profile and specifications TBD)	\$ 12,638.00	\$ 8,918.00								
*Glazing/Aluminum- New window system at new office meeting rooms 112,113,114 *Allowance* ( Final profile and specifications TBD)	\$ 11,175.00									
*Remove and rework vestibule *allowance* ( Final profile and specifications TBD. Currently talking with specialty contractors on the configuration)	TBD									
*Millwork- 3/4" Tafisa material for S1,S2,S3,S4,,S6,S7. WS-1,WS-2, per millwork plans A10-1,A10-2.	\$ 73,626.00									
*Quartz countertops for main floor, Plastic Laminate Countertops in basement.	\$ 13,969.00									
*Book drop slot *allowance*	\$ 1,500.00									
*Painting new office meeting rooms 112,113,114, basement staff work area 020 and Lact/Work room 021, stg. closet	\$ 9,410.00									
*New overhead sprinkler added to existing wet pipe sprinkler system in basement for staff work area 020 and lact/work 021	\$ 4,930.00									
*Fire Alarm System- Add two addressable & control smoke detectors, two addressable module for connection to duct smoke detectors,	\$ 6,298.00									
lower existing strobe for room 113, install one at room 010, relocate one existing wall strobe and one wall horn strobe from the first floor to basement,										
one pull station.										
*Mechanical design, mechanical engineer	\$ 2,100.00									
*Mechanical - Connecting to existing ductwork and bringing supply and return to new office meeting rooms 112,113,114.	\$ 18,200.00									
*Mechanical grill covers at book shelves/ fin tube (aged brass/bronze metal grill *Allowance*(Profile/Specification TBD)	TBD									
*Electrical design, Electrical engineer	\$ 4,300.00									
*Electrical decorative light fixtures, data conduit and outlets for offices 112,113,114.	\$ 32,150.00			\$ 39,300.00	\$ 6,500.00					
*Electrical- Connect new push button operator at vestibule, add key locking system to basement light switches, add new receptacles,	\$ 69,555.00									
run new connect track floor conduit and wire mold to tables in main area, meeting room/tech lounge tables/ countertops, basement countertops/tables,										
<b>Sub Total:</b>	\$ 355,407.00	\$ 855.00	\$ 12,668.00		\$ 39,300.00	\$ 6,500.00	\$ (195.00)	\$ 4,301.00	\$ -	
Phoenix Contractors construction fee:	\$ 24,878.49	\$ 59.85	\$ 886.76		\$ 2,751.00	\$ 455.00	\$ (13.65)	\$ 301.07	\$ -	
Insurance:	\$ 3,020.96	\$ 7.27	\$ 107.68		\$ 334.05	\$ 55.25	\$ (1.66)	\$ 36.56	\$ -	
Project Contingency allowance ( Use TBD W/ owner as needed) 10%	\$ 35,540.70	\$ 85.50	\$ 1,266.80		\$ 3,930.00	\$ 650.00	\$ (19.50)	\$ 430.10	\$ -	
Permit-(Permit fee inc. w/ insurance work)										
<b>Total Project Cost:</b>	\$ 418,847.15	\$ 1,007.62	\$ 14,929.24	TBD	\$ 46,315.05	\$ 7,660.25	TBD	\$ (229.81)	\$ 5,068.73	TBD

#### Additions, Exclusions, Qualification

- \* Furniture by others.
- \* 3/4" Tafisa millwork pieces has 6 week lead time to be delivered from factory to Doors and Drawers. Doors & Drawers lead time is 4-6 weeks for products to be on site Millwork custom bookshelf lead time is 10-12 weeks to be on site.
- \*Glazing products are 5-7 week lead times from approved shop drawings and field measurements.
- \*Specialty lighting fixtures 9-12 weeks once ordered from factory.
- \*Bathroom accessories not included at this time.
- \* No gas work included.
- \* If DTE needs to be involved, pricing is not included in total project cost.
- \*No plumbing work included.
- \*No exterior work included
- \*No Labor Performance Material Bond included
- \*Project is priced as normal business hours (M-F 7am-5pm).
- \*Re-stain/replace/modify any marble not included.
- \*No Hazardous Material Handling
- \*IT work by owner.
- \*Security System by owner.
- \*Faber Design Co. fees by owner.
- \*Permit cost was removed with both insurance and additional work being under the same permit. Permit cost will go under insurance budget.
- \*Project pricing is not final until permit ready Architectural, Mechanical and Electrical drawings are received and approved so there has been no scope/cost missing from cost breakdown.

#### Alternates:

- #1. Remove and salvage existing security gates. (Add) \*If electrical demo is required, additional cost will be required. TBD until further information is provided.
- #2. Demo existing doors, patch in masonry wall and install new two way glass frameless doors. (Add) \*Allowance\*
- #3. Replace 18 year old boiler with new. (Add)
- #4. Removing and replacing lights C & F style with new fixtures and convert to LED (Add)
- #5. Change Retrofit style to LED for existing fixtures C,E,F,G. (Add)
- #6. Use metal shelving instead of wood shelving for casework. (Add) (Currently talking with manufacturer/supplier on pricing)
- #7. Use RF 1: Alternate instead of RF 1 (Deduct)
- #8. Remove VCT in existing staff lounge D13 and program room 015, grind adhesive and install new (Add)
- #9. Install plastic laminate countertops rather than Quartz countertops at top floor. (Deduct)(Looking into pricing difference for upper levels)
10. S1 Alternate millwork (TBD)





November 1, 2023

**Project: Ypsilanti District Library**

229 W. Michigan Ave.  
Ypsilanti, MI. 48197  
Attention: Lisa Hoenig and Julianne Smith

Scope of Work: Insurance Breakdown Cost Budget Pricing

On site project site supervision and coordination	\$	82,700.00
General conditions, clean up and temporary protection	\$	24,950.00
Scaffolding and Lifts	\$	18,500.00
Carpentry- New tongue and groove wainscot, new crown mold around main level, main room area. Wood trim around windows on main floor.	\$	107,750.00
Joint Sealants	\$	3,910.00
Gypsum board wall and ceiling repair, metal stud framing repair.	\$	84,600.00
Repair plastering at existing plastered walls and ceilings.	\$	55,444.00
Acoustical ceiling repair.	\$	7,800.00
Floor prep, concrete infill, carpet replacement, stair treads, transition strips.	\$	89,787.00
Roller shades at exterior windows on main floor.	\$	21,500.00
Painting and refinish of gypsum board, existing wood trim, crown and base, window edges, patching areas.	\$	74,980.00
Mechanical-Supply and install new sterling single tier finned tube radiant replacement. Reuse existing piping mains, but modifications included.	\$	67,575.00
Electrical- Engineered drawings, Pendant lights, LED linear decorative lighting, fixtures, switches and plates, wall/floor outlets.	\$	112,765.00

<b>Sub Total:</b>		<b>\$ 752,261.00</b>
Phoenix Contractors construction fee:	7%	\$ 52,658.27
Insurance:	0.85%	\$ 6,394.22
Permits	1.50%	\$ 11,283.92
Faber Design Co. drawings and fees.	9.00%	\$ 67,703.49

<b>Total Project Cost:</b>	<b>\$</b>	<b>822,597.40</b>
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Additions, Exclusions, Qualification

- \*Fire Alarm System by YDL
- \* Furniture TBD
- \*No modifications to current ductwork, supply/return vents, RTU.
- \* No modifications to existing electrical panel.
- \* No gas work included.
- \* If DTE needs to be involved, pricing is not included in total project cost.
- \*No plumbing work included.
- \*No exterior work included
- \*No LPM Bond included
- \*No additional demo/ remediation work included.
- \*Project is priced as normal business hours (M-F 7am-5pm).
- \*Re-stain/replace/modify and marble to be determined.
- \*No Hazardous Material Handling



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/23/2024  
**Re:** Approval of Michigan Avenue furniture purchases

Alongside the insurance reimbursement for repairs to the building is insurance coverage for building contents that were deemed to be a total loss. The estimated replacement cost for this furniture, which we will receive from MML, is \$79,045.99.

We have been working with Faber Design, Inc., to select replacements for furnishings that were a total loss, plus new furniture necessary for the redesign of the building's interior. Selections have not been finalized yet (colors, fabrics, etc.), but we have identified all the desired pieces. Faber Design has provided an estimated cost for these furnishings of \$98,702.30.

To expedite acquisition of the furniture, in hopes of having everything when the building reopens, I request approval of a spending allocation of \$35,000 from the Capital Asset Replacement Fund to cover costs over and above insurance reimbursement.

\*\*

Attachment 1: Total Loss list from On-Site Restoration with estimated replacement costs provided by Faber Design.

Attachment 2: Estimate from Faber Design for proposed replacement furniture and additional furniture to accommodate proposed building improvements.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-11

February 28, 2024

RESOLUTION TO APPROVE THE PURCHASE OF NEW FURNISHINGS FOR THE  
MICHIGAN AVENUE REPAIR/RENOVATION PROJECT

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Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, 2023, and a good deal of furniture was deemed a total loss, and

Whereas, as repair work is underway, YDL also plans to redesign portions of the building's interior and some new furnishings will be required, and

Whereas, insurance will reimburse the library \$79,045.99 for furniture that was destroyed, and

Whereas, Faber Design, Inc. has proposed a package of new furnishings estimated at \$98,702.30, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that an allocation of up to \$35,000 from the Capital Asset Replacement Fund is approved to make up the difference between the final furniture cost and insurance reimbursement.

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

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

YES:        NO:        ABSENT:        VOTE:
















ICAT SOL v2 With Non-Salvage

Please complete and return to:








Insured: Ypsilanti District 23-0693 Library  
Claim #: NA  
Date of Loss: Jul-03-2023

Attention:

YDL is Tax Exempt

No	ICAT ID	Image	1. (Make Model, Size, Etc.)	2. Where Purchased	3. Approximate Years Owned	4. Approximate Purchase Price	5. Approximate Replacement Cost Each	6. Approximate Replacement Cost Total	7. Tax Rate	8. Tax Amount	9. Total Replacement Cost (No Tax)	10. Installation / Estimate	11. Depreciation (%) - Year	12. Total Depreciation Amount Including Tax	13. ACV for Cash Settle	14. ACV for Cash Settle Including Tax	15. Actual R.C (Replaced)	16. Amount Claimed Bal.	17. Content Condition	NOTES	ALTS
1	42227684		Bulletin Boards		---	\$0.00	\$158.00	\$790.00	0.00%	\$0.00	\$790.00	\$79.00	0.00%	\$0.00	\$0.00	\$790.00	\$0.00	\$79.00		Is there a standard? <a href="https://www.findofficefurniture.com/product/OLB501/2-x-3-Vin%24tak-Tackboard-by-Best-Rite.aspx">https://www.findofficefurniture.com/product/OLB501/2-x-3-Vin%24tak-Tackboard-by-Best-Rite.aspx</a>	
2	42227686		White boards 72 x 40 in		---	\$0.00	\$630.00	\$1,260.00	0.00%	\$0.00	\$1,260.00	\$126.00	0.00%	\$0.00	\$0.00	\$1,260.00	\$0.00	\$126.00		<a href="https://www.findofficefurniture.com/product/OLC573/4-x-6-Trimline-Porcelain-Markerboard-by-Claridge.aspx">https://www.findofficefurniture.com/product/OLC573/4-x-6-Trimline-Porcelain-Markerboard-by-Claridge.aspx</a>	Item #20 from Viz-Pro? <a href="https://www.findofficefurniture.com/product/OLC573/4-x-6-Trimline-Porcelain-">https://www.findofficefurniture.com/product/OLC573/4-x-6-Trimline-Porcelain-</a>
3	42227690		Seat cushions		---	\$0.00	\$150.00	\$450.00	0.00%	\$0.00	\$450.00	\$45.00	0.00%	\$0.00	\$0.00	\$450.00	\$0.00	\$45.00		request more detail - size, custom item, location used, fabric rating?	
4	42241361		Wooden Bench with Cushion		---	\$0.00	\$1,069.00	\$1,069.00	0.00%	\$0.00	\$1,069.00	\$106.90	0.00%	\$0.00	\$0.00	\$1,069.00	\$0.00	\$106.90		Pricing from KI #: 1220/NC	
5	42241362		Wooden Single-Sided Book Display Bookshelf		---	\$0.00	\$4,950.00	\$4,950.00	0.00%	\$0.00	\$4,950.00	\$495.00	0.00%	\$0.00	\$0.00	\$4,950.00	\$0.00	\$495.00		Was this custom? added 20% for custom option Pricing from TMC Furniture # MBDLPC48244825X - <a href="https://tmc furniture.com/products/mobile-display-unit-adult/">https://tmc furniture.com/products/mobile-display-unit-adult/</a>	
6	42241363		Bulletin Board		---	\$0.00	\$158.00	\$158.00	0.00%	\$0.00	\$158.00	\$15.80	0.00%	\$0.00	\$0.00	\$158.00	\$0.00	\$15.80		Is there a standard? <a href="https://www.findofficefurniture.com/product/OLB501/2-x-3-Vin%24tak-Tackboard-by-Best-Rite.aspxCreate">https://www.findofficefurniture.com/product/OLB501/2-x-3-Vin%24tak-Tackboard-by-Best-Rite.aspxCreate</a>	
7	42241358		Rectangular Wooden Library Table		---	\$0.00	\$3,082.00	\$3,082.00	0.00%	\$0.00	\$3,082.00	\$308.20	0.00%	\$0.00	\$0.00	\$3,082.00	\$0.00	\$308.20		Confirm dimensions Pricing from TMC Furniture #: TS4242M__A29	
8	42241359		Rectangular Wooden Desk		---	\$0.00	\$3,082.00	\$3,082.00	0.00%	\$0.00	\$3,082.00	\$308.20	0.00%	\$0.00	\$0.00	\$3,082.00	\$0.00	\$308.20		Confirm dimensions Pricing from TMC Furniture #: TS4242M__A29	
9	42241360		Armless Fabric Office Chair		---	\$0.00	\$979.00	\$979.00	0.00%	\$0.00	\$979.00	\$97.90	0.00%	\$0.00	\$0.00	\$979.00	\$0.00	\$97.90		Pricing from KI #: ArmlessKISN86F0 <a href="https://www.findofficefurniture.com/pd/Boss-Office-Products-Blue-Contemporary-Task-Chair/1000869842?user=shopping&amp;feed=yes&amp;srsitid=Afm">om/pd/Boss-Office-Products-Blue-Contemporary-Task-Chair/1000869842?user=shopping&amp;feed=yes&amp;srsitid=Afm</a>	
10	42240754		Wooden Conference Table		---	\$0.00	\$5,658.00	\$5,658.00	0.00%	\$0.00	\$5,658.00	\$565.80	0.00%	\$0.00	\$0.00	\$5,658.00	\$0.00	\$565.80		Confirm dimensions add 15% for custom option Pricing from KI #: SEGS4896L/CL	
11	42237556		Rectangular Wooden Library Table		---	\$0.00	\$8,550.00	\$8,550.00	0.00%	\$0.00	\$8,550.00	\$855.00	0.00%	\$0.00	\$0.00	\$8,550.00	\$0.00	\$855.00		Confirm dimensions Custom work table by Mesa (2021) with (2) integrated outlet receptacles 40"x108" Oak Veneer Slab Style Dining Table 8,550.00	
12	42237558		Rectangular Wooden Library Table		---	\$0.00	\$8,550.00	\$8,550.00	0.00%	\$0.00	\$8,550.00	\$855.00	0.00%	\$0.00	\$0.00	\$8,550.00	\$0.00	\$855.00		Confirm dimensions Custom work table by Mesa (2021) with (2) integrated outlet receptacles 40"x108" Oak Veneer Slab Style Dining Table 8,550.00	
13	42237557		Rectangular Wooden Library Table		---	\$0.00	\$8,550.00	\$8,550.00	0.00%	\$0.00	\$8,550.00	\$855.00	0.00%	\$0.00	\$0.00	\$8,550.00	\$0.00	\$855.00		Confirm dimensions Custom work table by Mesa (2021) with (2) integrated outlet receptacles 40"x108" Oak Veneer Slab Style Dining Table 8,550.00	



14	42237699		Wooden Conference Table		---	\$0.00	\$5,658.00	\$5,658.00	0.00%	\$0.00	\$5,658.00	\$565.80	0.00%	\$0.00	\$0.00	\$5,658.00	\$0.00	\$565.80		Confirm dimensions add 15% for custom option Pricing from KI #: SEGS4896L/CL
15	42237700		Wooden Conference Table		---	\$0.00	\$5,658.00	\$5,658.00	0.00%	\$0.00	\$5,658.00	\$565.80	0.00%	\$0.00	\$0.00	\$5,658.00	\$0.00	\$565.80		Confirm dimensions add 15% for custom option Pricing from KI #: SEGS4896L/CL
16	42237697		Wooden End Table		---	\$0.00	\$3,082.00	\$3,082.00	0.00%	\$0.00	\$3,082.00	\$308.20	0.00%	\$0.00	\$0.00	\$3,082.00	\$0.00	\$308.20		Confirm dimensions Pricing from TMC Furniture #: TS4242M__A29
17	42237698		Wooden Conference Table		---	\$0.00	\$5,658.00	\$5,658.00	0.00%	\$0.00	\$5,658.00	\$565.80	0.00%	\$0.00	\$0.00	\$5,658.00	\$0.00	\$565.80		Confirm dimensions add 15% for custom option Pricing from KI #: SEGS4896L/CL
18	42238575		Rectangular Wooden Library Table		---	\$0.00	\$8,550.00	\$8,550.00	0.00%	\$0.00	\$8,550.00	\$855.00	0.00%	\$0.00	\$0.00	\$8,550.00	\$0.00	\$855.00		Confirm dimensions Custom work table by Mesa (2021) with (2) integrated outlet receptacles 40"x108" Oak Veneer Slab Style Dining Table 8,550.00
19	42241327		Rectangular Wooden Library Table		---	\$0.00	\$3,082.00	\$3,082.00	0.00%	\$0.00	\$3,082.00	\$308.20	0.00%	\$0.00	\$0.00	\$3,082.00	\$0.00	\$308.20		Confirm dimensions Pricing from TMC Furniture #: TS4242M__A29
20	42280392		White Board 72 x 40 in VIZ-PRO		---	\$0.00	\$229.99	\$229.99	0.00%	\$0.00	\$229.99	\$23.00	0.00%	\$0.00	\$0.00	\$229.99	\$0.00	\$23.00		<a href="https://viz-pro.com/product/viz-pro-dry-erase-board-magnetic-whiteboard/">https://viz-pro.com/product/viz-pro-dry-erase-board-magnetic-whiteboard/</a>
					---	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		pending requested pricing from SPI Lighting 10/10/23
					---	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
						Deductible										\$0.00		\$0.00		
						Totals		\$79,045.99		\$0.00	\$79,045.99	\$7,904.60		\$0.00	\$0.00	\$79,045.99	\$0.00	\$7,904.60		

Any person who fraudulently or willfully makes a false, misleading, or exaggerated statement, or who conceals information for the purpose of presenting a claim is acting in violation of the Statutory Conditions of their insurance policy. This could lead to the denial of the entire claim and may result in criminal prosecution.

Date	Signature of Insured
	Signature of Insured

Shaded Areas For Office Use Only

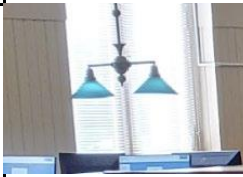





ICAT SOL v2 With Non-Salvage

Please complete and return to:

Insured: Ypsilanti District 23-0693 Library  
Claim #: NA  
Date of Loss: Jul-03-2023

Attention:

YDL is Tax Exempt																						
No	ICAT ID	Image	1. (Make Model, Size, Etc.)	2. Where Purchased	3. Approximate Years Owned	4. Approximate Purchase Price	5. Approximate Replacement Cost Each	6. Approximate Replacement Cost Total	7. Tax Rate	8. Tax Amount	9. Total Replacement Cost (No Tax)	10. Installation / Estimate	11. Depreciation (%) - Year	12. Total Depreciation Amount Including Tax	13. ACV for Cash Settle	14. ACV for Cash Settle Including Tax	15. Actual R.C (Replaced)	16. Amount Claimed Bal.	17. Content Condition	NOTES	ALTS	
1			(3) Green Glass Pendants - (Custom Length Rod) - 2		---	\$0.00	\$800.00	\$2,400.00	0.00%	\$0.00	\$2,400.00	\$0.00	0.00%	\$0.00	\$2,400.00	\$2,400.00	\$0.00	\$0.00		<a href="https://viz-pro.com/product/viz-pro-dry-erase-board-magnetic-whiteboard/">https://viz-pro.com/product/viz-pro-dry-erase-board-magnetic-whiteboard/</a>		
2			(4) Large Bowl Pendant Lights (From the two rooms flanking the main lobby)		---	\$0.00	\$3,800.00	\$12,000.00	0.00%	\$0.00	\$12,000.00	\$0.00	0.00%	\$0.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00		pending requested pricing from SPI Lighting 10/10/23		
2			(16) Large Direct / Indirect Linear Pendant Lights		---	\$0.00	\$1,600.00	\$25,600.00	0.00%	\$0.00	\$25,600.00	\$0.00	0.00%	\$0.00	\$25,600.00	\$25,600.00	\$0.00	\$0.00		pending requested pricing from SPI Lighting 10/10/23		
3			(10) Valences at windows - Need to verify if there were window treatments in the New Book Room & The Vault Room		---	\$0.00	\$800.00	\$8,000.00	0.00%	\$0.00	\$8,000.00	\$0.00	0.00%	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00				
							Deductible								\$0.00		\$0.00					
							Totals	\$48,000.00		\$0.00	\$48,000.00	\$0.00			\$0.00	\$2,400.00	\$48,000.00	\$0.00	\$0.00			

Any person who fraudulently or willfully makes a false, misleading, or exaggerated statement, or who conceals information for the purpose of presenting a claim is acting in violation of the Statutory Conditions of their insurance policy. This could lead to the denial of the entire claim and may result in criminal prosecution.

Date	Signature of Insured
	Signature of Insured

Shaded Areas For Office Use Only

YDL Michigan Avenue - Furniture  
Faber Design Co. - 02/23/2024

<b>Downstairs Furniture</b>					
Room	Tag	QTY	Cost	Item Total	Area Total
<b>Teen Room</b>					
Reuse Existing Chairs (Height Adjustable)	1.1	-	\$ -	\$ -	
Ruckus Table - Odd Quad (Height Adjustable)	1.3	3	\$ 323.09	\$ 969.27	
<b>Area Subtotal</b>					<b>\$ 969.27</b>
Room					
<b>Teen Study Room</b>					
Reuse Existing Chairs	2.1	-	\$ -	\$ -	
Tattoo Table (30x44)	2.2	2	\$ 566.28	\$ 1,132.56	
Lounge Chair - Sonrisa - With Arms	2.4	2	\$ 1,844.51	\$ 3,689.02	
Upholstered Ottoman	2.5	1	\$ 600.00	\$ 600.00	
<b>Area Subtotal</b>					<b>\$ 5,421.58</b>
Room					
<b>Adult Seating</b>					
Tattoo Table (30x44)	3.1	2	\$ 566.28	\$ 1,132.56	
Doni - Task Base - Full Upholstered (Back & Seat) (Height Adjustable)	3.2	4	\$ 494.90	\$ 1,979.60	
<b>Area Subtotal</b>					<b>\$ 3,112.16</b>
Room					
<b>Tween Room</b>					
Strive Task Chair - Armless - Upholstered Seat	4.2	6	\$ 360.95	\$ 2,165.70	
Ruckus Table - 6 Leg Sprocket (55x48) (Height Adjustable)	4.4	2	\$ 680.68	\$ 1,361.36	
Ruckus Chair (No Arms - All Poly) (Height Adjustable)	4.5	4	\$ 165.41	\$ 661.64	
Ruckus Activity Table (Round - 42" Dia) w/ Casters (Height Adjustable)	4.7	1	\$ 490.28	\$ 490.28	
Ruckus Floor Height Activity Table (24 x 48) (Height Adjustable)	4.8	1	\$ 394.49	\$ 394.49	
Imaginasium Blips - Round 16" Dia - 3" Height Stack of 10 - Multi Colors	4.9	10	\$ 143.91	\$ 1,439.10	
Lounge Seating Bench 2 Sections w/ Back - 2-3 sections w/o backing (S Shape)	4.6	4	\$ 1,400.00	\$ 5,600.00	
<b>Area Subtotal</b>					<b>\$ 12,112.57</b>
Room					
<b>Program Room</b>					
Pirouette Nesting Training Table - 24x60	5.1	10	\$ 823.98	\$ 8,239.80	

Strive Chair - 4 Leg - Armless (Height Adjustable)	5.3	22	\$ 148.59	\$ 3,268.98	
<b>Area Subtotal</b>				<b>\$ 11,508.78</b>	
<b>Staff Work &amp; Lactation Room</b>					
Chairs for this area (Height Adjustable)	6.1	5	\$ 823.98	\$ 4,119.90	
<b>Area Subtotal</b>				<b>\$ 4,119.90</b>	
<b>Downstairs Subtotal</b>				<b>\$ 37,244.26</b>	
<b>Upstairs Furniture</b>					
<b>Tech Lounge</b>	Tag	QTY	Cost	Item Total	Area Total
Doni - 4 Leg Armless - 24" Stool (Upholstered Seat)	7.1	7	\$ 481.46	\$ 3,370.22	
Tattoo Table - 35x44 - Column Base	7.2	2	\$ 566.28	\$ 1,132.56	
Doni - 4 Leg - Armless Chair - (Upholstered Seat)	7.3	4	\$ 407.16	\$ 1,628.64	
<b>Area Subtotal</b>				<b>\$ 6,131.42</b>	
<b>Security</b>					
Security - Mobile Cart	8.1	1	\$ 897.98	\$ 897.98	
Doni - Task Base - Armless - 24" Stool (Upholstered Seat)	8.2	1	\$ 600.00	\$ 600.00	
<b>Area Subtotal</b>				<b>\$ 1,497.98</b>	
<b>Circulation / Reference</b>					
Reuse Existing Chairs	9.5	4	\$ -	\$ -	
Likha Credenza (Need to Add Magnetic Top)	9.6	2	\$ 1,000.00	\$ 2,000.00	
<b>Area Subtotal</b>				<b>\$ 2,000.00</b>	
<b>Meeting Room 1</b>					
Reuse Existing Chairs	10.3	8	\$ -	\$ -	
Tributaire Table - 48x132 - Rectangular	10.4	1	\$ 2,708.30	\$ 2,708.30	
<b>Area Subtotal</b>				<b>\$ 2,708.30</b>	
<b>Meeting Room 2 (New Upstairs - Large)</b>					
Pirouette Rectangular Table - 42x60	11.1	1	\$ 1,047.08	\$ 1,047.08	
Doni - No Arms - Casters (Upholstered Seat)	11.2	4	\$ 407.16	\$ 1,628.64	
<b>Area Subtotal</b>				<b>\$ 2,675.72</b>	
<b>Meeting Room 3</b>					
Doni - No Arms - Casters (Upholstered Seat)	12.1	2	\$ 407.16	\$ 814.32	
<b>Area Subtotal</b>				<b>\$ 814.32</b>	
<b>Meeting Room 4</b>					
Doni - No Arms - Casters (Upholstered Seat)	13.1	2	\$ 407.16	\$ 814.32	
<b>Area Subtotal</b>				<b>\$ 814.32</b>	

<b>Convo Area by Meeting Room 2</b>					
Lyra Parlor Small End Table - Lam. Top / Wood Leg 20"x20"	14.2	2	\$ 652.86	\$ 1,305.72	
Lyra Parlor Obround Coffee Table - Lam. Top / Wood Base	14.3	1	\$ 889.20	\$ 889.20	
Sonrisa Lounge Chair w/ Arms - Full Upholstered	14.5	2	\$ 1,944.54	\$ 3,889.08	
Sonrisa Lounge Chair Armless - Full Upholstered	14.7	2	\$ 1,764.95	\$ 3,529.90	
<b>Area Subtotal</b>				<b>\$ 9,613.90</b>	
<b>Convo Area by Stacks (Near West Wall)</b>					
Lyra Parlor Small End Table - Lam. Top / Wood Leg 20"x20"	15.2	1	\$ 652.86	\$ 652.86	
Sonrisa Lounge Chair w/ Arms - Full Upholstered	15.3	2	\$ 1,944.54	\$ 3,889.08	
<b>Area Subtotal</b>				<b>\$ 4,541.94</b>	
<b>Computers 1-4</b>					
Modified Serenade Gathering Table 48"x72"	16.1	1	\$ 2,663.60	\$ 2,663.60	
Reuse Existing Library Chairs	16.3	4	\$ -	\$ -	
<b>Area Subtotal</b>				<b>\$ 2,663.60</b>	
<b>Read / Work Area (Middle)</b>					
Modified Serenade Gathering Table 48"x72"	17.1	4	\$ 2,663.60	\$ 10,654.40	
Reuse Existing Library Chairs	17.2	16	\$ -	\$ -	
<b>Area Subtotal</b>				<b>\$ 10,654.40</b>	
<b>Computers 5-12 (Larger Area)</b>					
Reuse Existing Library Chairs	18.1	8	\$ -	\$ -	
Modified Serenade Gathering Table 48"x72"	18.2	2	\$ 2,663.60	\$ 5,327.20	
<b>Area Subtotal</b>				<b>\$ 5,327.20</b>	
<b>Power Towers</b>					
Layer Power Tower w/ Ledge	19.1	2	\$ 1,521.00	\$ 3,042.00	
<b>Area Subtotal</b>				<b>\$ 3,042.00</b>	
<b>Upstairs Subtotal</b>				<b>\$ 52,485.10</b>	
				<b>\$ 89,729.36</b>	
<i>Estimated freight, delivery &amp; intallation</i>			<i>Included in Sourcewell Quote / Pricing</i>		
<i>Furniture Procurement / Design Fee - 10%</i>				<b>\$ 8,972.94</b>	
<b>Estimated Total Cost</b>				<b>\$ 98,702.30</b>	