

BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2024 Information Packet

Wednesday, March 27, 2024
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, March 27, 2024, 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>*Roll Call 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"/></p>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Project STEM @ YDL report, Jodi Krahnke, Head of Youth Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from February 28, 2024, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 2024 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Fundraising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Michigan Avenue Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
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"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Resolution to designate fund balance for capital improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 28, 2024 (Unapproved)

Call To Order

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

Attendance

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

Also present: Director Lisa Hoenig, Business Office Manager Andrew Hamilton, as well as Luke Downing, CPA, of Clark Schaefer Hackett & Company, who attended virtually through a Zoom meeting.

APPROVAL OF THE AGENDA

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

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

Public Comment

None

Audit Presentation

Luke Downing, CPA, representing the firm Clark Schaefer Hackett & Company, reviewed the work of the Audit Manager, Daniel Morris, CPA, for the FY 2022-2023 audit. Mr. Downing joined the meeting remotely via the Zoom platform to speak about the most recent audit. He provided an overview of the report, noted findings, and answered questions posed by the board members. Mr. Downing keyed in on several items of high importance, including: the unmodified opinion on the Independent Auditor's Report, statement of net position, review of assets and liabilities, significant changes during the audit period, supporting letters that round out the audit, as well as the impact of the Superior Branch Library construction and the unique situation with the road widening contract with Superior Township.

Presentation of 1917 Michigan Avenue Painter Genealogy

Trustee Winborn presented a comprehensive presentation regarding the information she has discovered regarding the painter, William P. Carson, who worked on the initial construction of the Michigan Avenue location in 1917. During the initial flood mitigation efforts, an area of cement flooring was observed with etched markings of names and a date from the construction of the building. Trustee Winborn used multiple sources to perform a deep dive on the life and history of William Carson, whose name is the most clearly legible.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 28, 2024 (Unapproved)

Consent Agenda

Trustee Winborn moved to approve the consent agenda (January 24, 2024 Regular meeting minutes and January 24, 2024 Financials and Check Registers). Trustee Steimel seconded this motion.

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

Communication

Director Hoenig noted to the Board her inclusion of the Executive Summary of the Growing Michigan Together Council Report. She pointed out the URL provided for the full report if members would like to read the report for themselves.

Committee Reports

Facilities – Director Hoenig reported the sidewalk reconstruction contract has been finalized. She advised that there is a chance that the work could begin in May, but it is more likely that this work will occur in August, 2024.

Friends of the Library – Trustee Steimel advised the Friends of the Library group held both their Annual Meeting as well as their monthly meeting on Monday, February 26, 2024. At the meeting it was reported the group had over \$38,000 in revenue for 2023, with \$10,000 of that from online sales. The group does owe about \$2,000 for sales tax on the 2023 revenue. The group was paying sales tax annually, but with their higher numbers they are going to be paying sales tax on a quarterly basis.

The November 2023 “small sale” pop-up had \$2,450 in revenue, which was an increase of \$1,200 over the previous year’s sales numbers. The January 2024 “big sale” had \$3,157 in revenues. The group found this informative as the smaller pop-up sales take less set-up and effort to hold. They have also received over \$1,000 in donations from shredding and e-cycle events. The different formats and events are paying off, as well as the advertising on Facebook, as the group is projecting \$39,150 in revenue in 2024, with a \$35,000 commitment to the library.

Currently membership stands at 196 members, which is up 20 members from last year. The group will reach out to individuals whose membership expired in 2020-2022 to try to bring them back. No change in officers for the group from this year’s elections. They are also looking at reworking their by-laws which were last updated in 2017. They are looking at different membership categories, which currently start at \$10.00. Trustee Steimel advised he’d be working on a comparative study of other Friends of the library groups in the region to look at their by-laws, membership categories and other items to bring back to the group for discussion.

To close, Trustee Steimel advised shop donations are up to pre-pandemic levels, with the only item the group is lacking is paperback mysteries. A pop-up sales event is scheduled for March where the group will focus on highlighting and selling their nicer and more expensive “Specials” inventory items.

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Board of Trustees Meeting
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Report of the Library Director

Director Hoenig discussed the social work trauma training and the social work partnership with EMU. She advised we are attempting to identify a student from EMU's School of Social Work for a placement at Ypsilanti District Library. This could turn into an independent study, as well. Also, a couple different grant opportunities have opened up that could allow the funding of a full-time social worker for two years. This could allow for enough of the groundwork to be established that the EMU students would have a better pace to start from. The first grant application is due next week. The next application is not due for some time but offers more money and might allow the library to perform more work in this area. While working on the details of these applications, a new student placement possibility has popped up. Director Hoenig advised that with these possibilities in process we hope that we will be able to offer some form of social work assistance to our patrons soon.

Director Hoenig explained that this is the time of year when the library receives most of its tax revenues. As such, a recent wire was authorized to Michigan CLASS where our funds will earn significantly more interest.

Next Director Hoenig spoke about the tremendous response to the open positions currently available at the library. We participated in in the GLAM Virtual Career Jam on February 23, which is a nationwide virtual career fair offered by a variety of different library schools. A number of applicants made specific appointments with Department Managers and at least one interviewee has already submitted an application. The deadline for most of the positions isn't until March 12, so there are still a few weeks, and it appears we will have our hands full reading all the submissions.

Finally, the Director advised that there appears to be potential for the library app to return to service soon.

Then, in response to a question from the Board, Director Hoenig discussed the performance dashboard's current format and data. She advised the new ILS system has robust reporting features which will allow for a more dynamic and informative dashboard starting in 2025.

Old Business

President Bethany Kennedy advised the Committee Appointments are assigned as shown in the packet for the current year. After a brief discussion clarifying the potential overlap between the Policy and Personnel Committees in a theoretical situation, committee assignments were made official for the current year.

New Business

- A. Acceptance of FY 2022-2023 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-7

February 28, 2024

RESOLUTION TO ACCEPT THE FISCAL YEAR 2023 AUDIT

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 28, 2024 (Unapproved)

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: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

- B. Approval of purchase of three bike repair/tire pump stations

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: Trustee Steimel

SUPPORTED BY: Trustee Horne McGee

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

- C. Approval of purchase and installation of an Interactive Play Area at Superior

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 28, 2024 (Unapproved)

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: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

D. Approval of base budget for Michigan Avenue improvements

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 28, 2024 (Unapproved)

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: Trustee Winborn

SUPPORTED BY: Trustee Maddix

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

- E. Approval of the purchase of new furniture for Michigan Avenue

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

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

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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: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Urged all the Board members to make sure their Friends of the Library membership was up-to-date.
Trustee Winborn	Expressed how happy she is with the staff. She related a recent experience at Superior Library which made her so impressed with the forethought and preparation of the staff in addressing the needs of patrons, staff and Board members.
Trustee Maddix	No Comment
Trustee Williams	(Absent)
Trustee Kennedy	No Comment
Trustee Horne McGee	Stated she was at the Superior library this week and they had it "going on". Also celebrated the staff librarian who left last month to achieve her goal of becoming a library director at a nearby community library.

Adjournment

Trustee Horne McGee moved to adjourn at 7:55 p.m. Trustee Winborn seconded this motion.

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

Financial Report

**Ypsilanti District Library
Balance Sheet
February 29, 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 2/29/2024	Current FYTD Variance from 11/30/23
Assets:							
Total Cash & Cash Equivalents	2,596,924	2,940,888	3,413,908	3,497,836	4,132,884	5,865,312	1,732,428
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	61,565	(28,070)
Total Assets	2,646,206	3,039,041	3,498,278	3,606,506	4,222,520	5,926,877	1,704,358
Liabilities							
	145,758	85,577	313,638	344,511	1,513,408	62,167	(1,451,241)
Composition of Fund Balance							
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)	3,155,599	3,508,051
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	2,709,111	5,864,710	3,155,599
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	4,222,520	5,926,877	1,704,358

Ypsilanti District Library
Period Ending 2/29/24 (25% 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 2/29/24 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,918,352	6,086,566	6,437,010	6,668,539	4,478,768	2,189,771	67.2%
Expenditures							
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	744,433	2,310,149	24.4%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	127,217	628,219	16.8%
Dept 300 Outreach	92,557	103,159	285,464	265,708	68,818	196,890	25.9%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	115,837	443,920	20.7%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	262,149	1,091,386	19.4%
Dept 600 Donations	21,629	52,305	79,576	-	4,570	(4,570)	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	1,323,170	4,665,848	22.1%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	3,155,599		
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	6,160,124		

**Ypsilanti District Library
General Fund
Period Ending 2/29/2024
(25% 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 2/29/24 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	874,066	76.7%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	177,191	17.7%
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	3,325,327	80.1%
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	32,832	93.8%
657.000	Lost Books/Misc.	7,187	6,777	7,195	6,000	1,264	21.1%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	8,118	27.1%
657.600	Proctor Fees	263	574	60	0	15	
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	800	32.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	1,373	54.9%
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	2,301	47.9%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	15,349	43.9%
687.121	MI Class value change	0	0	3,033	0	15,067	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	
Total Revenue		5,838,824	5,963,560	6,341,931	6,668,539	4,453,703	66.8%

**Ypsilanti District Library
General Fund
Period Ending 2/29/2024
(25% 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 2/29/24 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	685,029	758,009	860,334	981,124	239,336	24.4%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	3,550	32.9%
702.150	Bank Fees	1,888	2,494	2,807	3,630	922	25.4%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	3,475	22.3%
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	53,552	22.8%
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	18,742	13.1%
719.000	FSA Admin Fee	729	624	600	758	156	20.6%
727.000	Office Supplies	24,088	38,242	45,636	34,000	2,598	7.6%
727.050	CARES act Exp	6,305	0	0	0	0	
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	5,099	15.9%
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	7,304	48.5%
754.000	Health Insurance	394,266	380,631	456,375	489,783	140,848	28.8%
755.000	PT Telemedicine	0	0	0	4,131	574	13.9%
756.000	Delta Dental	34,322	32,832	34,625	35,589	8,748	24.6%
758.000	Life Insurance	4,316	4,061	4,708	4,728	1,195	25.3%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	2,920	31.0%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	5,368	28.8%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	389	1.7%
769.050	Classified Advertising	432	733	312	1,000	-21	-2.1%
774.050	Digital Collection	209,154	246,754	315,437	296,050	60,585	20.5%
774.100	Data Bases	24,948	28,073	32,458	50,000	20,840	41.7%
774.800	System Wide DVDs	493	61	220	0	0	NA
774.900	All Materials Processing	21,270	25,603	28,394	35,000	3,607	10.3%
774.950	Play Kits	2,590	2,975	4,735	4,900	187	3.8%
774.975	Library of Things	2,876	8,799	12,379	14,000	357	2.6%
801.000	Major Events	2,805	9,143	14,259	23,325	462	2.0%
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	622	10.4%
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	1,326	19.6%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	28,153	80.4%
807.000	Operational Grant Expenditure			12,389	0	2,611	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	31,901	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	32,641	24.5%
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	5,153	11.5%
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	5,487	23.3%
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	306	3.1%
975.500	Legal - Negotiations	0	7,620	0	0	0	
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	843	2.1%
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	461	7.3%
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	910	12.1%
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
Total		2,132,618	2,357,850	2,799,845	3,054,582	744,433	24.4%

**Ypsilanti District Library
General Fund
Period Ending 2/29/2024
(25% 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 2/29/24 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	402,866	423,056	473,988	500,515	106,133	21.2%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	2,339	50.0%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	78	0.4%
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	141	2.1%
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	263	21.0%
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	4,818	21.0%
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	3,300	24.6%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	757	25.2%
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	581	34.8%
943.000	Natural Gas	3,946	4,838	3,923	5,009	1,751	35.0%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	2,698	10.7%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	644	8.8%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	NA
Total		542,950	619,718	679,655	755,436	127,217	16.8%
Dept 300 Outreach							
702.000	Salaries	70,870	77,276	233,500	236,142	61,514	26.0%
775.000	Library Materials	5,084	5,857	3,275	6,550	1,548	23.6%
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	3,911	32.2%
901.000	Programs	0			2,000		NA
943.000	Fuel	1,967	6,040	4,090	5,886	1,337	22.7%
Total		92,557	103,159	285,464	265,708	68,818	25.9%

**Ypsilanti District Library
General Fund
Period Ending 2/29/2024
(25% 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 2/29/24 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township							
702.000	Salaries	149,424	211,331	353,232	367,003	90,569	24.7%
702.800	Salary/Pages	0	0	3,706	9,360	1,290	13.8%
771.000	Adult Books & Processing	0	0	14,935	18,000	1,373	7.6%
772.000	Youth Books & Processing	0	0	12,171	16,700	5,191	31.1%
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	403	17.5%
801.500	Learning Never Gets Old	0	0	748	1,000	400	40.0%
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	1,536	30.7%
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	6,300	37.1%
900.000	Programs - adult	580	267	502	1,500	185	12.3%
901.000	Programs - Youth	624	655	547	2,500	55	2.2%
902.000	Art Purchases			8,683	9,000	210	2.3%
940.000	Phone	1,138	782	2,041	2,101	511	24.3%
943.000	Natural Gas	650	1,097	2,722	2,953	1,115	37.8%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	2,503	27.1%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	90	1.7%
980.000	Professional/Contractual	0	0	23,760	27,800	1,980	7.1%
Total		162,269	230,011	482,563	559,757	115,837	20.7%

**Ypsilanti District Library
General Fund
Period Ending 2/29/2024
(25% 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 2/29/24 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	722,800	749,625	798,216	902,601	188,102	20.8%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	6,873	18.4%
771.000	Adult Books	41,604	44,654	44,943	41,900	4,048	9.7%
772.000	Youth Books	27,802	29,974	29,767	38,200	3,989	10.4%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	350	3.5%
776.050	Periodicals - Youth	745	617	722	800	0	0.0%
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	1,335	13.1%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	268	7.1%
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	5,382	19.7%
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	6,900	24.6%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	300	7.1%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	3,292	25.3%
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	1,232	24.3%
943.000	Natural Gas	30,040	31,451	24,868	31,680	8,065	25.5%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	15,490	13.1%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	622	8.3%
980.000	Professional/Contractual	0			0		NA
Total		1,080,805	1,156,232	1,266,793	1,353,535	262,149	19.4%
Dept 600 Donations							
Revenue:							
	Total Revenue	37,195	106,336	46,229			
	Total Donated revenue	37,195	106,336	46,229		22,538	NA
Expenditures:							
	Total Expenditures	21,629	52,305	79,576			
	Total Expenditures	21,629	52,305	79,576		4,570	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	42,333	16,670	48,850			
	Total Revenue	42,333	16,670	48,850		2,526	NA
Expenditures							
	Total Expenditures	19,079	31,359	43,127			
	Total Expenditures	19,079	31,359	43,127		146	NA
Total	Net -- restricted for future	23,254	-14,689	5,723		2,380	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
	Total Other Revenue	0	0	0		0	NA
	Total Revenue	5,918,352	6,086,566	6,437,010	6,668,539	4,478,768	
	Total Expenditures	4,051,907	4,550,634	5,637,023	5,989,018	1,323,170	22.1%
	Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	3,155,599	
	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	
	Ending Fund Balance	3,218,606	3,454,538	2,749,657	3,429,178	5,905,255	

**Ypsilanti District Library
Balance Sheet
February 29, 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 2/29/2024	Current FYTD Variance from 11/30/23
Assets:							
Cash and Current Assets	1,481,745	2,807,370	3,503,051	1,356,163	1,266,634	1,199,782	(66,852)
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	1,266,634	1,199,782	(66,852)
Liabilities	-	-	-	468,231	240,000	542,328	302,328
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	1,026,634	657,454	(369,180)
Total Liabilities & Fund Balance	1,478,745	2,665,015	3,489,597	1,356,163	1,266,634	1,199,782	(66,852)

Ypsilanti District Library
 Capital Expenses
 Period Ending 2/29/24 (25% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 2/29/24 ACTUAL
Revenue					
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		-	-	-	-
		-	-	-	1,257
Total		858,374	450,968	174,200	1,257
Transfer from Operating Fund		1,400,000	1,300,000	1,504,868	-
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	16,860	97,989	66,927	19,290
Subtotal		16,860	97,989	66,927	19,290
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	90
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	1,590
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	410,262	387,987	308,428	47,229
Subtotal		410,262	387,987	308,428	47,229
TOTAL Capital Expenditures		1,433,793	4,352,633	1,842,695	68,109
Total Revenue Over Expenditures		824,581	(2,601,665)	(163,626)	(66,852)
Beginning Fund Balance		2,665,015	3,489,596	887,930	724,306
Ending Fund Balance		3,489,596	887,930	724,304	657,454

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
2023				
Board Assigned	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
2024				
Board Assigned				
YTD Capital Campaign & Int	1/31/2024	0	1,257	
YTD Expenditures	1/31/2024	-1,590	-66,519	
Balance	1/31/2024	188,095	469,359	657,454
			240,000 future pledges	
				897,454

Project Summary Through:
1/31/2024 1/31/2024

	Superior	Other
Board	5,250,000	1,836,613
Capital Campaign	1,549,652	1,257
Future pledges	240,000	
Expense	-6,611,557	-1,368,511
	428,095	469,359

Check Register Report

Date: 03/01/2024

Time: 11:39 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
ANN ARBOR Checks								
76741	02/02/24	Printed			SARAR	SARA ADDINGTON	chair yoga #2	200.00
76742	02/02/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Super Feb 2024 service	585.62
76744	02/02/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	January 2024 billing	2,044.61
76745	02/02/24	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	MA Jan inspect-annual sprinkle	300.00
76746	02/02/24	Printed			BATT	BATTERIESPLUS	floor scrubber	286.10
76747	02/02/24	Printed			BA	BLACKSTONE PUBLISHING	hidden potential	217.30
76748	02/02/24	Printed			CAPONE	CAPITAL ONE	12/25/23-1/24/24 billing	1,080.05
76749	02/02/24	Printed			0000000039	DEMCO, INC.	labels/laminate	372.85
76750	02/02/24	Printed			DTE ENERGY	DTE ENERGY	whit 12/22/23-1/23/24	8,286.40
76751	02/02/24	Printed			DTE ENERGY	DTE ENERGY	Super 12/22/23-1/24/24	1,413.09
76752	02/02/24	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	Dec 2023 billing	305.50
76753	02/02/24	Printed			KENT	KENT DISTRICT LIBRARY	lost ILL- Crafted by God	22.99
76754	02/02/24	Printed			SYKI	SYDNEY KITCHEN	Murder Mystery 2/2/24	100.00
76755	02/02/24	Printed			0000000051	THE LIBRARY NETWORK	Acq services Jan-Mar 2024	458.75
76756	02/02/24	Printed			DELO	DESMOND LORENZ	Murder Mystery 2/2/24	100.00
76757	02/02/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	4th qtr 2023 ER FICA withhold	38.99
76758	02/02/24	Printed			ZAMI	ZACHARY MICHALEC	Murder Mystery band 2/2/24	100.00
76759	02/02/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504961946/504961945/504961943	262.55
76760	02/02/24	Printed			APS	ANTOINETTE PRESSLEY SANON	2/3/24-Changing hearts poetry	200.00
76761	02/02/24	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	world today 23/24	234.85
76762	02/02/24	Printed			TCI	TERRACON CONSULTANTS, INC.	whit roofchange order 2 - 5	5,310.00
76763	02/02/24	Printed			TYLE	TYLER TECHNOLOGIES	2/2024-2/2025 coverage FB main	123.40
76764	02/02/24	Printed			VGK	VGKIDS	1000 BBK t-shirts	243.84
76765	02/02/24	Printed			WCROD	WASHTENAW COUNTY	12/23 bd review	800.63
76766	02/13/24	Printed			AK	AK LAWCARE	whit 2/1/24	5,500.00
76767	02/13/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 1/31/2024	243.96
76768	02/13/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 1/31/2024	249.76
76769	02/13/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 1/31/2024	687.19
76770	02/13/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 1/31/2024	1,797.98
76771	02/13/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 1/31/2024	815.86
76772	02/13/24	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 1/31/24	62.40
76773	02/13/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 1/31/2024	210.61
76774	02/13/24	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 1/31/2024	70.09
76775	02/13/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 1/31/2024	1,649.47
76776	02/13/24	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 1/31/2024	71.40
76777	02/13/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 1/31/2024	2,410.78
76778	02/13/24	Printed			BECRAU	BECKETT & RAEDER	whit entry plaza	800.00
76779	02/13/24	Printed			BENCH	BENCHMARK DESIGN STUDIO	tax sign	24.00
76780	02/13/24	Printed			BLOOM	BLOOM ROOFING SYSTEMS	MA 2/5/24 miscell	4,140.00
76781	02/13/24	Printed			BCN	BLUE CARE NETWORK OF MI	Mar 2024 coverage	51,083.59
76782	02/13/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	1/6-2/5/24 billing	421.88
76783	02/13/24	Printed			0000000589	GENE BUTMAN FORD	Explorer oil change	75.53
76784	02/13/24	Printed			JCARY	JAMES CAREY	Jan 2024 service	1,200.00
76785	02/13/24	Printed			CDW	CDW GOVERNMENT, INC.	8 battery module	6,519.52
76786	02/13/24	Printed			CEN	CENGAGE LEARNING	You only call when	140.95

Check Register Report

Date: 03/01/2024

Time: 11:39 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
ANN ARBOR Checks								
76787	02/13/24	Printed			DIDOM	ROBERT DIDOMENICO	Drumming for kids 2/10/24	200.00
76788	02/13/24	Printed			DOO	DOODLES ACADEMY	Family Read kickoff 3/9/24	545.00
76789	02/13/24	Printed			DTE ENERGY	DTE ENERGY	MA 12/29/23-1/29/24	1,472.46
76790	02/13/24	Printed			DTE ENERGY	DTE ENERGY	whit street Jan 2024	56.68
76791	02/13/24	Printed			FCB	FIRST CITIZENS BANK	lease due 2/19/24	3,249.29
76792	02/13/24	Printed			HEAL	HEALTHIEST YOU INC.	Feb 2024	293.25
76793	02/13/24	Printed			IMPDAD	IMPERIAL DADE	brag box/liner/tissue	428.85
76794	02/13/24	Printed			KIDO	KIDOKINETICS SE MICHIGAN	class 3/8/24	175.00
76795	02/13/24	Printed			LARD	LARDNER ELEVATOR COMPANY	whit 1/31/24 service	874.17
76796	02/13/24	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	installment #4 7/1/23-7/1/24	3,651.00
76797	02/13/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	Talk-PLA confer booth	15,300.00
76798	02/13/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504992527/504992526/504992524	454.83
76799	02/13/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla Jan 2024	20,507.46
76800	02/13/24	Printed			NICH	NICHE ACADEMY	renewal 2024	2,800.00
76801	02/13/24	Printed			OCC	OAKLAND COMMUNITY COLLEGE	lost ill	21.50
76802	02/13/24	Printed			OV	OVERDRIVE, INC.	01576CO24027800.....	4,165.58
76803	02/13/24	Printed			0000000318	PRINTING SYSTEMS	A/P laser checks	180.17
76804	02/13/24	Printed			QUAD	QUADIENT LEASING USA, INC.	12/5/23-3/4/24 lease	237.00
76805	02/13/24	Printed			KAREY	KAMRON REYNOLDS	Manga Draw 3/4 & 3/18/24	150.00
76806	02/13/24	Printed			STAPAD	STAPLES ADVANTAGE	st 1/25/24	399.06
76807	02/13/24	Printed			ROSW	ROBERT SWEET	Superior 2/3/24	100.00
76808	02/13/24	Printed			TCI	TERRACON CONSULTANTS, INC.	MA gutter work	3,000.00
76809	02/13/24	Printed			0000000316	U S POSTMASTER	Permit #658 spring 2024	4,250.00
76810	02/13/24	Printed			0000000021	Y C U A	Whit 12/20/23-1/20/24	635.84
76811	02/13/24	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	1/31/24 closing	96.88
76812	02/20/24	Printed			0000000025	AFLAC	#5 due 3/1/24	113.80
76813	02/20/24	Printed			ALER	ALERUS FINANCIAL	YDL contribution Jan 2024	19,125.66
76814	02/20/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Hoenig renewal 4/30/24	317.00
76815	02/20/24	Printed			AEER	APEK ELECTRONIC &	MA storage	49,145.13
76816	02/20/24	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	Superior sinks	652.00
76817	02/20/24	Printed			BASIC	BASIC	Feb 2024 admin fee	52.93
76818	02/20/24	Printed			BENCH	BENCHMARK DESIGN STUDIO	LOT bookmarks	130.00
76819	02/20/24	Printed			BA	BLACKSTONE PUBLISHING	Death in the Ozarks	59.99
76820	02/20/24	Printed			CDW	CDW GOVERNMENT, INC.	IPAD	318.39
76821	02/20/24	Printed			CEN	CENGAGE LEARNING	How to say Babylon	51.73
76822	02/20/24	Printed			0000000567	CENTER POINT PUBLISHING	Curse of Penryth	147.42
76823	02/20/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Jan 2024 - all locations	6,382.17
76824	02/20/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	March 2024 coverage	2,944.79
76825	02/20/24	Printed			EAST	JENNIFER EASTRIDGE	3/9/24 art reception	250.00
76826	02/20/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 2/13/24	691.88
76827	02/20/24	Printed			IMPDAD	IMPERIAL DADE	tissue/towel/liner	353.27
76828	02/20/24	Printed			LSC	LIGHTING SUPPLY CO.	30 - philips-458224	301.39
76829	02/20/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	March 2024 coverage	1,941.58
76830	02/20/24	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 1/15-2/14/24	829.02
76831	02/20/24	Printed			AFSCME	MICHIGAN AFSCME	Feb 2024 dues	782.00
76832	02/20/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	505025102.....	618.03
76833	02/20/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Feb 2024	128.00

Check Register Report

Date: 03/01/2024
 Time: 11:39 am
 Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76834	02/20/24	Printed			OSCR	ON-SITE SPECITALTY CLEANING	MA 7/19/23-1/19/24 storage	12,000.00
76835	02/20/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	11/15/23-1/26/24 service-MA	24,125.00
76836	02/20/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Jan 2024 service	49.04
76837	02/20/24	Printed			TDSM	TDS	2/22-3/21/24 service	774.77
76838	02/20/24	Printed			VERIZON	VERIZON WIRELESS	1/10-2/9/24 service	336.04
76839	02/20/24	Printed			0000000030	VISION SERVICE PLAN - MI	March 2024 coverage	715.34

Total Checks: 98

Checks Total (excluding void checks):

287,842.88

Total Payments: 98

Bank Total (excluding void checks):

287,842.88

Total Payments: 98

Grand Total (excluding void checks):

287,842.88

Communications

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO ACCEPT SERVICE CONTRACT WITH THE COUNTY OF
WASHTENAW IN SUPPORT OF THE YPSILANTI DISTRICT LIBRARY'S
SUPERIOR BRANCH ROAD IMPROVEMENTS**

RESOLUTION NUMBER: 2024-20

DATE: MARCH 18, 2024

WHEREAS, the County of Washtenaw, a municipal corporation with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County"), and the Charter Township of Superior located at 3040 North Prospect, Ypsilanti, MI, 48198 ("Contractor"), have agreed to enter into a service contract dated the 1st day of February 2024, aimed at enhancing the infrastructure and public services within the community; and

WHEREAS, the service contract is supported by Federal Award from the U.S. Department of Treasury under the Federal/State Contract Number SLRFRP0226, part of the American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds SLT-2294, with a CFDA Number of 21.027, ensuring full Federal Funding of 100%; and

WHEREAS, the scope of services under this contract includes the Contractor matching Washtenaw County's funding in support of the Ypsilanti District Library's - the Charter Township of Superior Branch Road improvements, a project required by the Washtenaw County Road Commission, to make the road safer and more accessible for the community; and

WHEREAS, the agreed compensation for the completion of the above services and submission of invoices by the Contractor is not to exceed \$40,000 (Forty Thousand Dollars), a sum that reflects the shared financial commitment of the parties to this project;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Charter Township of Superior accept the service contract dated the 1st day of February 2024, between the County of Washtenaw and the Charter Township of Superior, for road improvements at the Ypsilanti District Library - the Charter Township of Superior Branch.

BE IT FURTHER RESOLVED, the County will pay the "Contractor" (Charter Township of Superior) a compensation amount not to exceed \$40,000.00 (Forty Thousand Dollars) upon completion of the services and submission of invoices, in accordance with the terms of the contract.

Contract # _____

**SERVICE CONTRACT - FEDERAL FUNDED
SUPERIOR TOWNSHIP**

AGREEMENT is made this 1st day of February 2024, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and **Superior Township** located at **3040 NORTH PROSPECT, SUPERIOR TOWNSHIP, MI, 48198** ("Contractor").

Federal Awarding Agency	U.S Department of Treasury
Federal / State Contract Number	SLRFRP0226
Federal Program Title	American Rescue Plan- Coronavirus State and Local Fiscal Recovery Funds SLT-2294
CFDA Number	21.027
Federal Funding %	100

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will match Washtenaw County's funding in support of the Ypsilanti District Library's- Superior Township Branch Road improvements, required by the Washtenaw County Road Commission, and make the totality of the funding available for payment of YDL's road improvement costs.

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed \$40,000 (**Forty Thousand Dollars**)

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **Alize Asberry Payne** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on the date of this agreement and ends on December 31, 2024 *with an option to extend for two (2) additional one (1) year periods.*

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

Contract # _____

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: : **INSERT DEPARTMENT, ADDRESS, CITY, STATE & ZIP CODE AND CONTRACT # _____**, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XIII – LOBBYING

Contract # _____

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIV - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations Part 215 Subpart C – Post-Award Requirements, Procurement Standards, Sections 215.40-48 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XVI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVII - PREVAILING WAGE

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

ARTICLE XVIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XXI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

Section 2 - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided, however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within the above-referenced fifteen (15) working days, the party allegedly in default has begun to cure the default and continues until such default is cured within a reasonable time.

ARTICLE XXII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXIII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIV- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXVI-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60—1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964—1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3144, and 3146—3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or in Part by Loans or Grants from the United States") which prohibits Contractor or Subrecipient from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of "funding agreement" under 37 CFR, Sec. 401.2(a) and the recipient or subrecipient wishes to enter into a contract

Contract # _____

with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

If this Agreement and/or subgrant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency ("EPA").

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

Contract # _____

ARTICLE XXVII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

SUPERIOR TOWNSHIP:

By: _____
Alize Asberry Payne (DATE)
Racial Equity Officer

Ken Schwartz (DATE)
Township Supervisor

APPROVED AS TO FORM:

By: _____
Michelle K. Billard (DATE)
Office of Corporation Counsel



COUNTY ADMINISTRATOR

220 N. MAIN STREET P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645

February 14, 2024

Dear Supervisor Schwartz,

Per our discussion last fall, the Washtenaw County Administrator's Office will pay \$40,000 to Superior Township, to be matched by Superior Township, to assist with the cost of road improvements required by the Washtenaw County Road Commission for the Superior Township branch of the Ypsilanti District Library.

Payment will be rendered once Superior Township confirms the match, and in accordance with Washtenaw County policies and procedures.

If any other information is needed, please reach out directly.

Best,

Reconstruction begins on downtown Ypsilanti library shuttered due to water damage

Published: Mar. 04, 2024, 1:03 p.m.



The Ypsilanti District Library's Michigan Avenue branch in downtown Ypsilanti is undergoing reconstruction after suffering water damage during a July 2023 storm. Provided by Ypsilanti District Library



By [Lucas Smolcic Larson](#) | lsmolciclaron@mlive.com

YPSILANTI, MI - Construction has begun as downtown Ypsilanti's library continues its long journey back toward reopening.

The Ypsilanti District Library's Michigan Avenue branch has been shuttered since early July 2023, when a round of severe thunderstorms overwhelmed roof drains, soaked walls and ceilings inside the historic building and left it with extensive water damage.

Advertisement

AMERICAN EXPRESS

C F FROST

7997

AND BRING ON DESSERT, WITH 4X POINTS AT RESTAURANTS. Terms apply.

Learn More

A reconstruction project bringing repairs and additional upgrades to the library is now underway, according to [an update](#) from YDL Director Lisa Hoenig.

“Besides the flood-related repairs, we’re making improvements to the building we think you’ll love,” Hoenig wrote. “Interior upgrades will include three new study rooms, a laptop counter with street views, some spiffy new furnishings and a completely redesigned youth area. We can’t wait to show it to you!”

Library officials hope the downtown branch will reopen sometime in June.

Still, that timeframe isn’t set in stone, with the construction supply chain still somewhat unpredictable, according to Hoenig’s update. With construction gearing up, library staff should know more in a month or so about how realistic the timeline is, Hoenig said in an email.

The library’s journey back to health has been a long one.

The July 1, 2023 rainfall brought flooding to downtown and swamped roof drains on the library, built in 1914 as a Carnegie post office. The water infiltrated all four corners of the building, moving through the walls, ceilings and into the floors.



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

Library staff worked the night of the storm to move materials away from the flooding, losing fewer than 100 books and some furnishings.

Next came months of work by a remediation company to dry the building out, deal with mold and get it to a state where it was safe to enter.

Library officials worked with their insurer and architect Faber Design Co. to come up with a redesign of the branch, taking advantage of its gutted state to plan improvements. The YDL Board of Trustees approved the cost of the project at its Feb. 28 meeting, according to Hoenig's update.

The repair work, covered by insurance, is estimated to cost some \$823,000, and the new improvements are estimated at roughly \$419,000, [according to YDL board documents](#).

After securing building permits, the library's construction manager Phoenix Contractors is getting to work. The building's fire alarm panel, which alerted staff to the flooding in July, was the first item to be replaced, Hoenig said.

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

Repairs to the walls, floors and ceilings, as well as the installation of replacement lighting, new electrical systems, carpeting, window blinds and other items will follow, the library director's update stated.

"A big welcome back party is in the works – stay tuned!" Hoenig wrote.

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/22/2024
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: Contract documents have been finalized. We are awaiting a proposal for construction testing from TEC.
- 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. Viracon will next make the proper color in September, but the cost is astronomical (nearly \$23,000 installed). Given this, I would like your opinions on whether the current color is close enough. I doubt insurance will cover it, but we can ask.

**

Still one roof (?) leak at Whittaker whose source we haven't been able to trace. Terracon will need to visit again and further investigate.

Demolition and repairs are underway at Michigan Avenue!

**Director's
Report
and attachments**

Library Director's Report **March 27, 2024**

Inching forward

I attended the Superior Township Board's 3/18 meeting. They approved forgiveness of \$40,000 of YDL's Harris Road widening debt, securing a \$40,000 match from the county. At the April meeting a revised repayment agreement is expected to be on the agenda for consideration, stating the final amount owed and proposing a repayment schedule. Following approval by the Township, this agreement will come before this body.

Construction attorney Harvey Berman and I have been working with Faber Design and Phoenix Contractors to finalize their contracts for the Michigan Avenue project. Your approval last month of a base construction budget and the recent submission of electrical and mechanical engineering plans have helped us reach this point; we are just waiting for some final information to sign off. Work is moving ahead, with a new floor nearly installed and the new archway to the teen zone opened up as of this writing. Staff have also begun reopening party planning. Exciting!

Facilities:

- The morning of 3/18 we discovered that one of the light poles at the entrance to Michigan Avenue had come down in heavy winds. The base was corroded, and the other pole appears to be in similar condition. Enlighten has proposed possible replacement fixtures; I am working to get approval from the Historical District Commission.

Financial:

- Jim Carey and I discovered an error which affected the audit report, regarding the amount of fund balance the Board designated as Committed to Capital Projects in January 2023. The audit has been corrected and reissued with a note saying both our accountant and the auditors misinterpreted the Board resolution, which led to the error. (FYI the auditor wrote the resolution.)

Personnel:

- The deadline to apply for Youth and Adult Paraprofessional positions at Michigan Avenue and Adult Librarian positions at Whittaker has passed. All received a tremendous response. We are in the process of reviewing applications and arranging interviews.
- On 3/7 we interviewed two EMU Social Work student intern candidates. I am pleased to report we liked them, and they have both accepted placements at YDL! They will begin in late August.

Technology:

- The YDL app is working again! Everyone is doing a happy dance!
- Envisionware is moving to a new wireless printing service called Princh. Staff have evaluated and tested it, and we believe it will provide a much better experience for patrons. We expect to transition 4/1.

Side Notes:

- Postcards have gone out to residents who've moved into our district within the last 6 months. Welcome packets are waiting for those who come get a library card in response.
- The staff trauma training series with Professor Sarah Shea wrapped up 3/18. We are working on implementing some suggestions that came out of the training, and have written ongoing training into an upcoming grant proposal.
- I gave two tours of Superior to VIPs this month, and did a risk management walkthrough with a representative from the Michigan Municipal League at Michigan Avenue.

YDL Dashboards

**Michigan Avenue closed beginning July 2023

YDL DASHBOARD FEBRUARY 2024					
	Jan	Feb	Monthly Change	Year to Date	
Circulation					
Whittaker	35,801	29,908	-16%	65,709	
Michigan	4,056	3,577	-12%	7,633	
Superior	5,985	5,352	-11%	11,337	
Outreach/BKM	1,039	1,643	58%	2,682	
eProducts	19,876	18,344	-8%	38,220	
TOTAL	66,757	58,824	-12%	125,581	
MeLCat ILL					
Loaned	1,027	812	-21%	1,839	
Borrowed	1,307	1,009	-23%	2,316	
New Cards					
Whittaker	341	274	-20%	615	
Michigan	-	-	0%	-	
Superior	35	64	83%	99	
Outreach/BKM	6	7	17%	13	
TOTAL	382	345	-10%	727	
Reference					
Whittaker	3,883	4,014	3%	7,897	
Michigan	-	-	0%	-	
Superior	1,820	2,125	17%	3,945	
Outreach/BKM	38	85	124%	123	
TOTAL	5,741	6,224	8%	11,965	
Computer Sessions					
Whittaker	1,950	2,385	22%	4,335	
Michigan	-	-	0%	-	
Superior	524	639	22%	1,163	
Outreach/BKM	3	12	300%	15	
Wireless	5,733	6,674	16%	12,407	
TOTAL	8,210	9,710	18%	17,920	
Door Count					
Whittaker	13,376	14,354	7%	27,730	
Michigan	-	-	0%	-	
Superior	4,311	5,203	21%	9,514	
Bookmobile	185	465	151%	650	
TOTAL	17,872	14,354	-20%	32,226	
Collection					
Items Added	4,040	3,906	-3%	7,946	
Items Cataloged	169	161	-5%	330	
Electronic Services					
Website Visits	47,289	41,259	-13%	88,548	
Podcast	17	16	-6%	33	
App Users	N/A	43	0%	43	

**Michigan Avenue closed beginning July 2023

	Jan	Feb		Monthly Change		Year to Date
Programs						
Whit Adult	30	44		47%		74
Attendance	182	337		85%		519
Whit 0-5	22	26		18%		48
Attendance	758	993		31%		1,751
Whit 6-11	21	26		24%		47
Attendance	552	590		7%		1,142
Whit Teen	5	6		20%		11
Attendance	66	129		95%		195
Mich Adult	8	10		25%		18
Attendance	91	148		63%		239
Mich 0-5	2	4		100%		6
Attendance	32	25		-22%		57
Mich 6-11	7	11		57%		18
Attendance	132	146		11%		278
Mich Teen	5	6		20%		11
Attendance	52	50		-4%		102
Sup Adult	14	28		100%		42
Attendance	134	216		61%		350
Sup 0-5	9	15		67%		24
Attendance	182	326		79%		508
Sup 6-11	8	5		-38%		13
Attendance	148	103		-30%		251
Sup Teen	5	2		-60%		7
Attendance	39	9		-77%		48
Out Adult	3	4		33%		7
Attendance	51	51		0%		102
Out 0-5	5	8		60%		13
Attendance	117	198		69%		315
Out 6-11	1	3		200%		4
Attendance	18	91		406%		109
Out Teen	0	0		0%		-
Attendance	0	0		0%		-
Virtual/Hybrid (all)	3	-		-100%		3
Attendance	47	-		-100%		47
General/All Ages (all)	-	-		0%		-
Attendance	-	-		0%		-
TOTAL PROGRAMS	148	198		34%		346
TOTAL ATTENDANCE	2,601	3,412		31%		6,013

DEVELOPMENT REVENUE BY FUND	<i>Where the \$ Goes</i>		
<u>FY2022/2023</u>	<u>ACTUAL</u>	<u>NOTES</u>	
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			
<u>FY2023/2024</u>	<u>AS OF:</u>		
	<u>12/31/2023</u>	<u>1/31/2024</u>	<u>2/29/2024</u>
General Fund	\$117	\$123	\$515
Miscellaneous Specified Funds	\$17,258	\$23,812	\$25,394
Superior Capital Campaign	\$80,025	\$80,025	\$80,025
TOTAL:	\$97,400	\$103,960	\$105,934
Endowment gifts received and deposited with AAACF: \$6,000			
	Wagner, Webster		
<p style="text-align: center;">Development Revenue 2/29/24</p> <p>General Fund 1% \$25,394 Miscellaneous Specified Funds 24% Superior Capital Campaign 75% \$80,025</p> <p>Legend: ■ General Fund ■ Miscellaneous Specified Funds ■ Superior Capital Campaign</p>			

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From	As of 2/29/24	
	<u>ACTUAL</u>	<u>TO DATE</u>	<u>NOTES</u>
DONATIONS	FY22/23	FY23/24	
Annual Report	\$1,685	\$0	
Annual Appeal	\$32,145	\$21,651	
Individual	\$3,630	\$391	
Corporate	\$850	\$650	
Sponsorship	\$3,000	\$0	
Memorials	\$5,797	\$1,425	<i>Tribute gifts captured in Individual & Annual Appeal</i>
Third Party - Kroger, Amazon	\$1,066	\$563	Aubree's, Krogers
Friends of the YDL	\$36,501	\$0	
	\$84,674	\$24,680	
GRANTS			
Charitable Foundation/Organization	\$24,850	\$0	
Corporate Foundation	\$30,500	\$0	
Government	<u>\$38,593</u>	<u>\$35,212</u>	MACC - Noise Permit, TALK
	\$93,943	\$35,212	
ENDOWMENT FUNDS			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>	
	\$18,433	\$0	
GRAND TOTAL:	\$197,050	\$59,892	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$80,500	\$80,000	Towsley
Corporate/Organization	\$20,556	\$0	
Donations - Individual	<u>\$58,584</u>	<u>\$25</u>	
SUPERIOR TOTAL:	\$159,640	\$80,025	
MI Ave. Restoration to Date (3/20/24): \$40,023			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

February 2024

Department News and Activities

- Our graduate students from the UM School of Information are hard at work assessing our local history room. They're focusing on what we can do to better preserve this collection, as well as coming up with ideas on how to utilize it and promote it within the community.
- I continue to work with the ILS migration team on preparing for our new system. We will have a test server set up next month, so we can begin the work of making sure our data will migrate to the new system successfully!
- 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 23% encumbered.
- 161 items were cataloged in February.
- 3,906 items, including 3,077 e-items, were added in February.
- YDL borrowed 1,009 items from other libraries via MeLCat in February.
- YDL loaned 812 items to other libraries via MeLCat in February.

Community Relations

Monthly report: March, 2024

Major print/design pieces produced:

- Communications designed a new bifold brochure highlighting our new history.ypsilibrary.org page and the collections housed there.
- The spring Loop, covering March-May, hit mailboxes at the beginning of March. It includes stories about the eclipse, National Library Week, and the new Toyota STEM grant.

Promotional activity

- **Summer Challenge:** The Communications team is helping with Summer Challenge promotion in a number of ways. We're designing flyers for advertising the challenge (including the cake baking/decorating contest), bus ads, YDL branded prizes, and more. We're also reaching out to area businesses to help secure prizes for the challenge and producing a press release to highlight activities and sponsors. We'll also update the main Summer Challenge page on our website with this year's sponsor logos.
- **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.

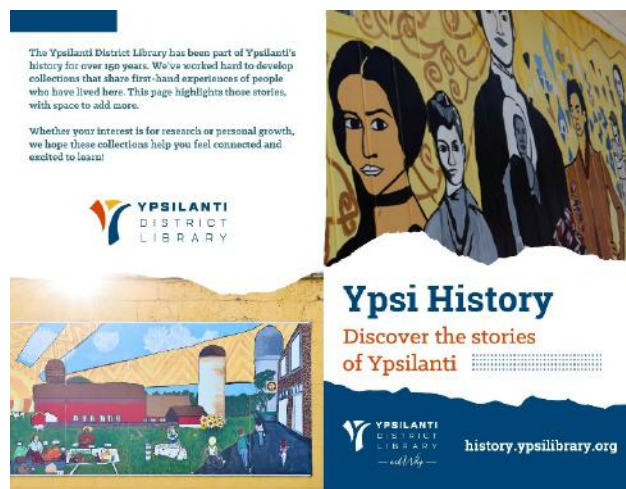
Notable Media Mentions

- The Michigan Avenue Library Plaza was listed as a place to explore public art in an article by Awesome Mitten that highlighted things to do in Ypsilanti.
- The Ypsi Food Growers Oral History project was covered on Stateside and a panel for "What's the Word Wednesday with United Way."
- MLive and the Eastern Echo covered the construction starting at the downtown branch.

Community Relations news

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

Submitted by Sam Killian on 3/22/2024

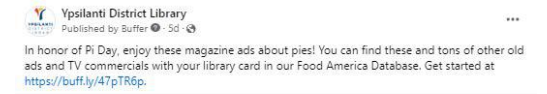


- Sam completed a 4-week course called Marketing the 21st Century Library and will begin working on a marketing plan for YDL with Lisa's input.

Notable Social Media activity

After a crazy month on social media in February, our numbers are back to more typical results. Over the last month, we've had 195,344 impressions with our social media posts and 5,641 engagements. Our total audience has gone up slightly to 10,515. We're consistently getting 700+ views on our TikTok videos and have 535 followers with 5,200+ video likes. Some highlights from the last month:

- A post sharing old pie advertisements from our Food America Database (in honor of Pi Day) reached over 530 people w/ 40 engagements.
- A meme we shared about organizing bookshelves reached over 2,100 people with 90 engagements, including 40 likes.
- The post we shared about the app working again reached 1,600+ people on FB with 230+ engagements including 95 likes.
- The post we shared about construction starting at Michigan Avenue reached 1,600 people with 150 engagements, including 50+ likes.
- A video we made about the broken window in the Whittaker youth department getting replaced reached over 1,800 people in Facebook and 800+ people on Tik Tok.
- A post we shared about scholastic book fairs on Instagram reached 825 accounts with 1,120 engagements, including 93 likes and 4 comments.
- A "zen" video we shared on Tik Tok following a library cart around with a Go Pro accompanied by soothing sounds and music got 866 views and 25 likes on Tik Tok.



See insights and ads Boost post

8 2 shares



See insights and ads Boost post

40 3 comments 6 shares

Like Comment Share

View more comments

Ginny Velazquez Mine are by color 🍌

Submitted by Sam Killian on 3/22/2024

Customer Services

Monthly report: March 2024

Circulation Stats

For the month of January, we checked out 37,055 items system wide.

Patrons also downloaded 18,344 digital items.

We also issued 345 new library cards.

Eclipse Glasses

On Monday, March 25, we began to distribute the 4,000 Eclipse Glasses we received from the *Space Science Institute* at the checkout desk of the Superior and Whittaker libraries, as well as on the Bookmobile. We will also be handing glasses at our eclipse viewing parties at Superior and Whittaker on April 8th.



New Mover Service

The *New Mover Service* project has begun. UMS has identified 728 households that have moved into the YDL service area over the last six months. These households will be receiving a post card telling them all about YDL and what we have to offer. Anyone bringing the postcard they received to a YDL location will be given a YDL welcome pack when they sign up for a card.



Submitted by *John Connaghan* on March 21, 2024

YDL DEVELOPMENT REPORT

March 2024

DONOR OUTREACH

List development is complete for the lapsed donor mailing that will be sent out near the end of April. We will be mailing to 147 lapsed donors whose last gifts to YDL were received between 2015 – 2019. Chris anticipates a strong return based on the last lapsed donor mailing which boasted a 14% return.

List building continues for the upcoming 2023 Annual Report mailing. The mailing list currently stands at over 720 households.

MAKING CONNECTIONS

Ypsi 9th Hour: Spark East – Chris attended a gathering of local business folks at the March 7th event held at the Back Office Studio.

PROGRAM GRANTS

Grants Submitted

Trinity Health Ann Arbor and Livingston – Investing in Our Communities – Request: \$50,000 per year for two years. Applicant interviews will take place between April 22nd and May 3rd.

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

Submitted 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. Awards will be announced in early April. Chris continues to keep her eyes open for other potential funders of this project.

Upcoming Grant Submissions

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. Due on March 31st.

Michigan Health Endowment Fund (MHEF)

Lisa and Chris met with Sierra Cameron, Program Officer, Behavioral Health at MHEF via zoom in early March to introduce our efforts to raise funds for a full-time social worker and the creation/implementation of a library social work model for YDL. Sierra was definitely interested in the project and sees it as an innovative approach to addressing the needs of vulnerable individuals in our community who seek support via the library. She invited us to submit a concept paper by March 25th for review. If the project seems promising to MHEF, they will invite us to submit a full proposal which is due on May 5th.

Decided Not to Submit

Dollar General Youth Literacy – Upon release of the RFP for this particular grant, it was determined that it was not possible for staff to collect the level of detailed data requested in the application. This grant ended up being more appropriate for a more controlled, classroom setting where kids' individual reading progress can be tracked. This is just not feasible for outreach events. We will look at Dollar General's Summer Reading grant when it is released in January for support of outreach projects that will include the distribution of free books to youth participants.

CORPORATE SUPPORT

No response from **Fifth/Third Bank** regarding their potential support of the Interactive Play Area at Superior.

As Jodi and Chris were about to submit a grant application request of \$3,000 to Believe in Reading for free books as prizes for the Summer Challenge, they unexpectedly shut down their grant portal the day before we intended to submit. There are no official submission deadlines as they accept grant requests year-round. In her frustration, Chris decided to re-format the grant narrative and submit a request for support to our friends at **Domino's** to sponsor free books for the Summer Challenge. Within a few days, she received an e-mail from Domino's saying "YES!" to our request. So, \$5,000 has been received in support of free books for Summer Challenge prize winners! They also agreed to donate coupons and pizzas for the Challenge.

Aubree's on Whittaker Rd. held a second Dine to Donate event on February 15th in support of Michigan Ave. restoration. We are still waiting to hear the results. The next Dine to Donate is scheduled for **Thursday, April 11th** during National Library Week. **Mark your calendars, take a friend to lunch and spread the word!**

CAMPAIGN FOR MICHIGAN AVENUE

We continue to seek funds for the restoration of Michigan Avenue. Thus far, we have received 114 donations totaling \$40,023

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

SUPERIOR CAPITAL CAMPAIGN

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

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

FUN FUNDRAISING FACT

In the U.S., the average retention rate for monthly donors is 90%, while the retention rate for one-time donors is around 27%. Over 40% of millennials are enrolled in monthly giving programs.

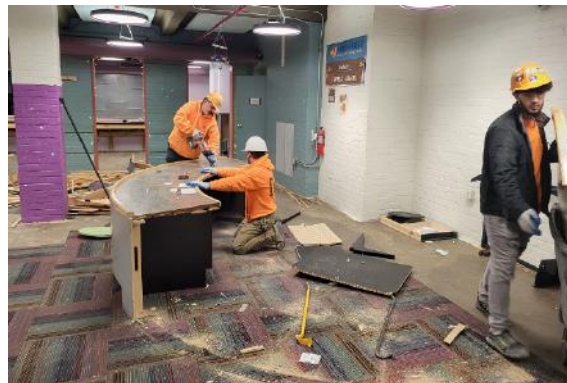
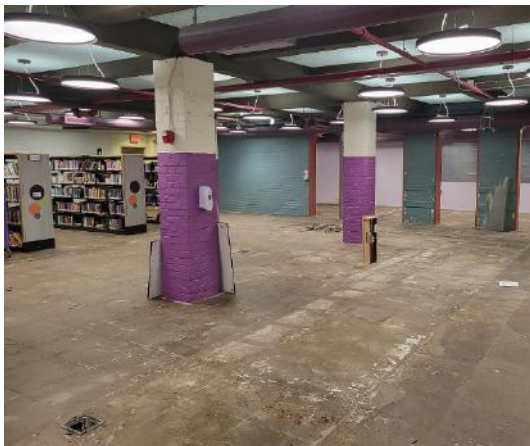
Report respectfully submitted by Chris McMullen, Development Coordinator 3/20/24

Facilities Department

Board Report: March 2024



Michigan Ave is a busy place these days. Phoenix has begun with some demolition, and removal of the rest of the carpeting. We had to get the shelves moved so they could remove the carpet, and work on the floor base underneath. They also did demolition to the Teen Zone in the basement in preparation of the remodel coming. Today they are cutting away some of the brick to create a fourth archway to open it up more.



Also, at Michigan Ave the base of a front entrance light pole corroded over time due to salt. The metal base finally gave way and fell over. The cement under the base was soft to the touch from the salt eating away at it for years.



The base of the second light pole is corroding also. Both will need to be replaced. Brennan from Enlighten is looking into replacements now. He believes he can match it up to a style similar to what is in front of the building now.

All Star Alarm has finished 90% of the Fire and Burglar alarm install. They have to wait for Phoenix to finish a couple new rooms before they can do the last 10%. Everything seems to be working in good order after the install.

At Whittaker Road, Patrick painted around the front Circulation Desk and Elevator. The area is looking new and fresh now.



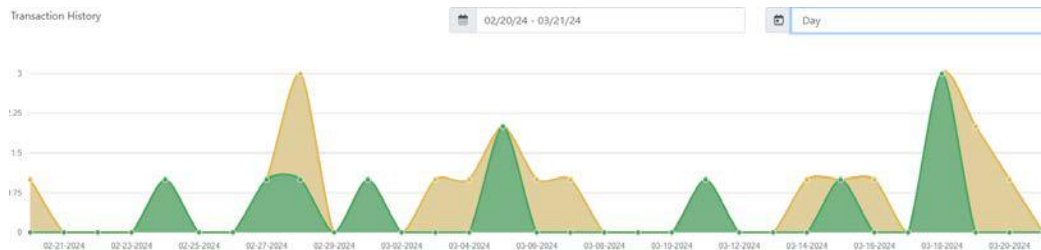
Submitted by: Jim Reed
March 21, 2024

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 2024

Status Report

- Michigan Ave Locker system – The system appears to be working well over the last 30 days. Loading (green) and pickups (Tan) are displayed.



- Tax Services – Tax help has been active for a few weeks now and they’ve expanded on using our customized service to all locations for the remainder of the tax year.
- Michigan Ave Water Closure – Our next steps include being briefed on current plans so that we may assist with tech needs along with removal of security gates.
- New ILS System – We are eagerly anticipating the next steps for our new ILS. Initial steps are moving ahead as planned and on schedule. We recently supplied our initial data migration file, work will now begin on migrating our essential data.
- New servers – We recently migrated our primary storage drive. I’ll be working on some secondary storage spaces along with planning for a migration of another administrative system next.
- Miscellaneous Equipment updates – We’ve added additional wireless microphone capability to Whittaker rd and provided much needed organization.
- Wireless Printing – We’re looking forward to rolling out a new Wifi product called Princh. It’s provided through our Envisionware suite and replaces our previous service for mobile, Wifi, and print from home options. The service will begin no later than April 1.
- Security Cameras – I should receive quotes for equipment and data infrastructure needs this month and proceed with updates shortly thereafter.

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 – Planning on availability upon Michigan Ave’s re-opening

Michigan Avenue Board Report: March 2024

Building Update

Pat and Kelly met with our architect and interior designer and worked out the youth area's shelving plan. Joy has also met with them several times and narrowed down furnishings. Work has started, removing the youth desk and the Teen Zone millwork. The unfortunate update is that our building construction will likely not be done until July 12 and we will not be able to be open until probably the last week of July or early August. This was a blow to our Summer Challenge programming, with many plans already in place. Mich Ave staff are now readjusting once again to see what we can do to put SOME programming back into downtown. We have a terrific staff that have been flexible, looking for ways to create lemonade.

Programs

Our programming this season was intentionally light with the expectation that we would be moving back into Michigan Ave toward May. Adult programming was run by Shoshanna, Aaron, Kathryn, and Charline and included Zine Making Group at Superior, Guitar Club at Whit Rd, Queer Book Club at Whit Rd, Downtown Queer Craft Group at Riverside Arts Center and the virtual Washtenaw African American Genealogy Society. I also led seniors in making collage pendants which everyone loved. Intergenerational programming consisted of Chess at the Ypsilanti Senior Center which Jenny facilitates, with Mentor to Youth. Stephanie and Jenny did melt and pour soap making for Family Makers at Whit Rd. Maddy ran a Soar into Science program about fingerprints at Superior. Kelly is continuing Great Stories book club with Ozone House at Spark East and had a Teen STEAM Café at Superior. Kelly and Stephanie are in partnership with Ozone House to plan the first in-person Noise Permit since the pandemic. Pat has continued with her book clubs and Read to Dog program. The 8-week Family STEM programs at Superior, led by Dr. Ahmed and Dr. Vivek, has ended. We received excellent feedback from our survey and almost all children will display their invention process and prototypes at the EMUINVENT Invention Convention tomorrow, Mar 22, at EMU. As an aside, Dr. Ahmed donated a 3D printer to the library, identical to the one we purchased with Toyota grant funding. They both will be used in future programming with EMU. My husband, Rick, has put both printers together and is now testing. Shoshanna has been diligently working with the League of Women Voters on a candidates' forum next Monday, March 25th, for the May election of a council person for Ypsilanti's Ward 3. I've been working with Washtenaw Faces Race and we will have a very full virtual program with presentations by five speakers on April 27th called "Freedom?? Whose Freedom?" discussing race and racism, the foundations of liberty in this country, and the conflict between individual rights and the good of the larger society. It promises to be very interesting.

Staff

I attended the GLAM Virtual Career fair and touched base with one prospective intern. We have received a large stack of applications for the two adult and one youth parapro positions and are in the process of narrowing them down. There has been a plethora of meetings regarding Summer Challenge and various programming committees. Maddy is our Summer Challenge Committee rep, Stephanie is the Little Ones Programming Committee chair, Aaron is the chair of the Adult Services Programming Committee, chair of the Program Planning & Evaluation Committee, and is also on the TLN Adult Services Committee and is organizing a half day training on intergenerational programming. Maddy and Stephanie are both out in the community, going door to door, talking to businesses and getting donations. Most of Mich Ave staff attended the last trauma training on self-care and regulating one's own emotions. Kathryn and I attended an excellent virtual training put on by the Ryan Dowd's Homeless Library series on supporting transgender individuals. Maddy received a scholarship and went to both days of Spring Institute which always exposes one to a plethora of ideas and authors. Lisa, Mary and I interviewed two EMU social work students and I'm very pleased to say that they have both accepted internships so it looks like we will have one intern at each location.

Joy Cichewicz
March 22, 2024



Outreach Board Report - March 2024

March stands for Literacy

The Outreach Team has been very supportive in providing tools to help with literacy. On March 10th, there was a Literacy Initiative Campaign Kickoff at Washtenaw Community College, to help youth with their struggles with reading. This is an initiative that was started by the Literacy Coalition that Monica is a part of. Monica tabled at the event in addition to many other organizations to share vital literacy resources and programs that can help support. In addition to the organizations, Lt. Governor Gilchrist, Senator Jeff Irwin, House Rep Jimmie Wilson Jr, and many of the school superintendents were in the house that day. It was a great event for a great cause.

On March 14, Jenny attended the Perry Learning Center's Reading Night. She engaged with many families, kiddos, and the Principal, Brian Dickerson. She shared many resources about the Bookmobile which sparked an e-mail from Brian requesting a visit to Perry Learning Center. She handed out many Bookmobile Route schedules and talked with a teacher about signing up for the Grizzly Camp for Summer Challenge Champions. The big push about the Bookmobile is due to Perry Learning Center being a community stop for the Bookmobile on Monday nights. We are trying to generate more patronage at this stop.

On March 19th, I tabled at the Lincoln Middle School 6th Grade Orientation. I was not invited, but I invited myself. I thought it was important for the families to know that the library has many resources to help support their 5th-grader transitioning to 6th grade. It was well attended and many families were so excited about all of the STEM programs we are offering. It was a wonderful event and they had some of our TAG members there to support families. The TAG members even stopped by to say hello.

On March 20, Jenny and Kaitlyn attended the STEM Literacy night at Brick Elementary. The theme was camping. They shared resources with the families and had an activity. Lincoln has welcomed us back. I will share in future Board Reports the many events that have invited us to. The future schools we will be working with are Childs, Brick, Bishop, Model, Lincoln Middle School and the goal is to work with Lincoln High School fingers crossed.

Outreach Community Events

On March 15th, Jenny and Kaitlyn participated in the Youth Night at the Willow event sponsored by Ozone House. This was an event we participated in last year which was a huge success for us. So, we were invited back this year. It was a YCS Middle School Basketball tournament with many organizations in support. There was food, basketball, and fun. Jenny and Kaitlyn brought our large Connect 4 which was a huge hit event the adults enjoyed playing with it. They also share many resources. Stay tuned... our April report will have the April 12th event.



On March 17th, I was invited to share resources and do a library card sign-up for Brown Chapel AME Church. Ann Arbor District Library was also in attendance signing people up for library cards. It was great having AADL there at the event. At many of our community events, we get a lot of Ann Arbor residents and Ann Arbor District Library gets a lot of Ypsilanti residents. So instead of sending our communities across town empty handed we were able to lean on one another and have the residents sign up for library cards at the same time. In addition, we let them know that even though their cards cannot be used at other locations, they still could use our spaces, computers, WIFI, printing, and attend programs without having a library card. This is giving access to everyone which is what libraries are about. BTW, I managed to get 3 library card sign ups!



Senior Outreach

Susana and the SAB are making things happen and being valued. Last February, the Senior Advisory Board provided feedback on the Trinity Health Lifestyle Medicine Department's senior video project. The videos have finally been completed: [Lifestyle Medicine for Older Adults - YouTube](#)
The SAB transformation in sharing their voices when it comes to senior outreach has been truly amazing.

Bookmobile Highlights

I am sharing a Bookmobile community moment. Khi and Kaitlyn on Thursday nights have a connection with all of their community members. However, at one particular stop a bond has been formed with an introverted brother and sister, regular patrons who have been using the Bookmobile since 2018, who would barely say hi. Somehow Khi and Kaitlyn have managed to get them to open up to them. Their transformation has been amazing. They even invited Khi and Kaitlyn to watch the brother fly an airplane and which was a part of him earning his pilot's license at 17. According to Kaitlyn, his dad said coming on the bookmobile is the highlight of he and his sister's week. On March 14, Thursday Bookmobile route. Khi and the young man struck up a conversation about his interest in NASCAR and auto racing. It just so happens Khi had an autographed racing hat that he had been holding onto for months and didn't quite know what to do with it. So Khi offered it to the young man and he accepted the offer. The following week another regular patron told Khi and Kaitlyn about her crying as she entered her home. Out of concern, her husband asked why was she crying. She told her husband about what Khi did and while telling the story she spoke very highly about the importance of the Bookmobile and the team to the community.

The Bookmobile has also been getting many requests from many organizations including Ann Arbor. It is one of Ypsilanti's many wonders and receives praise everywhere we go. We even received a request from Henry Ford Museum in Dearborn to be at a Touch a Truck event. My team is part of the love that is shown in this community and they dedicate themselves to making sure that every person who steps on the Bookmobile gets the best appreciation they deserve. We make it about the youth but it is also about adults that get excited about just seeing the Bookmobile. There is a senior who gets on one of the Khi's routes and makes sure she sees them and gives them special goodies for being there for her. I just wanted to share how much the Bookmobile and my team are valued in our community, especially Ken and Khi.

Superior Board Report

March 2024

Staff News

- I attended a virtual career fair for library school students to help recruit applicants for our summer internships.
- Over half of our staff attended the final trauma training, focusing on secondary trauma and self-care strategies. I walked away with new insight and valuable tools for understanding secondary trauma responses. Many other staff have said the same. We are very appreciative of these training opportunities.



Program Highlights

- Our tax prep service continues, with three more dates at Superior to go. We have been working through our wait list as cancellations come through. We hope to get most people an appointment who would like one.
- During the storytime break, Kallista hosted Box Play, an event for babies and toddlers to play in and around cardboard boxes – fun that can easily be replicated by parents at home!
- We started our Kids Learn Programming series with the help of 10 software developers from the area. They worked together to develop a curriculum and are paired 1-1 with children who are learning programming skills.
- Monique invited Samantha Musil from STEAP Teas to do a tea tasting. It was a highly successful, waitlist-only adult event.
- We hosted an art reception for T'onna Clemons & Meredith Byrd, the artists who created the newly acquired paintings in the teen area. Jen Eastridge facilitated a lively and informative discussion.
- Nicole has started a spring monthly Toddler Time program, giving parents a weekend opportunity for play and activities with their toddlers.
- Black and Brown Theatre held a Caribbean dance workshop in advance of their next show.
- Storytimes started up again the week of 3/11.



Building & Grounds

- Jim, Lisa, and I met with staff from Superior Landscaping to plan out landscaping services for this growing season.



Submitted by Mary Garboden,
March 20, 2024

Whittaker Road-Adult Services Board Report: March 2024

Here is a listing of March programs:

- Oscar & Razzie Awards Contest 2024
- Stories of Belonging and Unbelonging in Diverse Spaces: with Our Writers of Ypsilanti
- From Boomers to Zoomers: Zoom Practice for Seniors
- Microsoft Word – Basics
- Mahjong Meetup (Weekly on Mondays)
- AARP Tax Help (every Tuesday and Thursday)
- Gmail - Basics
- Genealogy and Family History Bunch
- Moving for Better Balance with the Ann Arbor YMCA (weekly on Wednesdays)
- Google Docs for Beginners (Adult-Virtual)
- Slow Flow Yoga with the Ann Arbor YMCA (weekly on Wednesdays)
- Classic Comedy/Mystery/Crime Movies: The Thin Man
- Small Business Savvy: Social Media Trends, UPDATED
- Vinyasa Yoga with the Ann Arbor YMCA (weekly on Wednesdays)
- Thursday Morning Book Group
- Google Drive - Basics
- Toxic Plants for Humans and Pets
- Microsoft Excel – Basics
- Science Fiction Book Club
- Google Docs Tips & Tricks (Adult-Virtual)
- MICHIGAN WORKS! Southeast Community Outreach
- Writers Room & Drop-in Consulting
- Google Calendar - Basics
- How to Host a Zoom Meeting (Adult-Virtual)
- Jumpstart Your Novel: Plot to Story: Why am I Doing This?
- Microsoft Word – Intermediate
- Google Sheets for Beginners (Adult-Virtual)
- Microsoft Excel – Intermediate
- Computer Basics - Getting Started
- Handmade Basket Craft (Great Michigan Read Tie-in Program)
- Small Business Savvy: Financial Modeling
- Microsoft PowerPoint – Basics
- Silent Book Club
- Google Sheets Tips & Tricks (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)
- Virtual African American Authors Book Discussion Group
- Internet Basics - How to Search the Web
- Microsoft Publisher – Basics
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Word – Tips, Tricks, and Hacks

Our new meetup programs that started this month are all doing pretty well; we are happy to see that people are showing up for these events. The Mahjong meetup is now meeting weekly rather than twice a month, by request. New people have been showing up each week along with the core group of regulars.

We continue to be busy with tax help appointments, reminders, and questions. It is working well to have Customer Service staff take care of reminding people with appointments to come in to get the paperwork that needs to be filled out in advance. We appreciate their help!

Robert is now the lead for our Lot Committee and is doing a great job keeping us all on track. We just got a nice telescope donated for the collection and will also be getting a 61-key Casio keyboard, a case for the keyboard, a microphone stand with carrying bag and clips, and a microphone with an aux cable and carrying bag donated in the coming months.

Robert is also participating on the Summer Challenge Committee again this year.

Paula attended the virtual GLAM career fair and spoke to four graduating students who expressed interest in working at YDL. At least one of them has applied for one of the open positions.

All staff attended the last Trauma Training Session, where we learned about self-care. Thanks to Lisa and the Library Board for setting up these sessions for staff, we all learned a lot.

Paula met with a librarian from Belleville to show her how we do the AARP Tax Service; they are thinking they may want to do it at Belleville down the road. We may also partner with Belleville on our Small Business Savvy virtual program series but need to work out the details first.

Thanks to Joy for filling some shifts this month when other staff are off on vacation, to Mary for helping out on a Sunday and to Katie for helping out in April by taking a Sunday, it is appreciated. Thanks also to Brigitte who is working some shifts at the reference desk this month.

-Submitted by Paula Drummond March 20, 2024

Whittaker Youth Services Board Report March 2024

Programs

Little Ones

- We took a short two week planning break between storytime seasons and started the spring session last week. We continue to offer four morning storytimes for a range of ages, an afternoon storytime for 4-5 year olds, and an evening storytime each week.
- Jaclyn hosted a Saturday morning storytime in English and German attended by 35.
- We offered two sessions of Sensory Stations since the last report. Jaclyn curated space themed activities in late February and Ulana's March theme was rainbows. Combined attendance at Friday and Saturday sessions averages about 125. The week we had over 160 people was a week I advertised it with a TALK message. I'm going to ask Mary for a few stats from Superior to see the impact at both locations to help decide what to promote via text each month.
- Kidokinetics offered a sports program for toddlers attended by 65 on a Friday morning.

Kids and Parents

- **Every week** We continue to offer chess, graphic novel book club, Weebot writing with 826michigan, and the Thursday afternoon homeschool meetup. My flight science After School STEM series ended and Jaclyn is currently teaching coding by using board games, movement, and the iPads to teach algorithms and computational thinking. Kameron Reynolds taught a four-session after school drawing series on Mondays.
- **Weekend events**
 - **Yoga for Kids** Marlena invited yoga instructor Tammy Foote, who led an engaging workshop for kids and families.
 - **STEMfest** UM's Scientist Spotlight provides an opportunity for researchers to talk to the public about their work in an accessible way with hands-on activities, and gives families the opportunity to learn about STEM and career paths. 125 people participated.
 - **Family Read Kickoff** included a nature walk led by a Washtenaw Parks naturalist, the chance to learn how to closely examine and draw natural objects with Doodles Academy, and tips for writing about what they see from Ypsi Writes. Liz prepared a journal making station so everyone took home a journal to use for their art and observations. 45 attended.

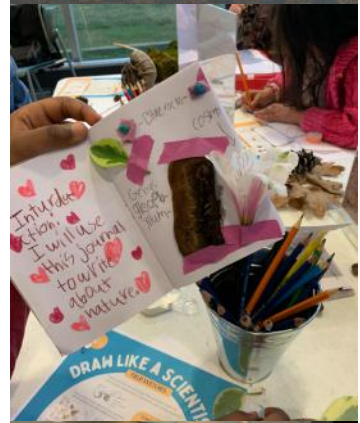
Teens

- **Breakfast Breads** 20 teens learned to make basic breakfast bread batter and stirred in their own fruit, nuts and spices. While their mini loaves baked, they dipped puff pastry in cinnamon and twisted it into cinnamon sticks. With so many people, Liz stepped up to help by starting a second oven to bake the treats. A trio of teen volunteers also helped everything run smoothly.
- **TAG** is working on long range planning based on community needs and summer programs.

Other Work

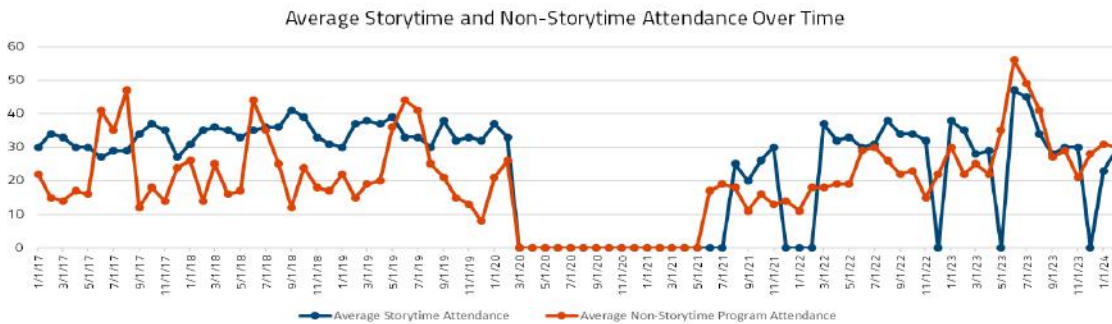
Around the Department

- **Book Displays and independent learning activities** March 1 was the day to reset play spaces! Jaclyn and Stephanie turned the pretend play area into a campground with a tent, lanterns, picnic table, fire and s'mores, and fishing pond. Marlena put out new Legos. Pat created a farm in the small motor play space and Ulana added farm animal puppets. Psyche put out new toddler and baby toys. Liz decorated the portal and created an interactive display to highlight the upcoming solar eclipse. Jaclyn and Kelly changed the crazy walk from fall to spring and kids can jump in pretend puddles and follow the window rainbow art. Ulana maintained holiday displays, Pat curated a Women's History Month display, and I put out a Family Read display.
- **March is Reading Month Class Visits** Ten classes came on library field trips in March. They took tours, heard stories, played with the giant dinosaur bones, and learned to find books. Many classes can't visit in the afternoons, so next year I will adjust the storytime break so we can accommodate more tour requests. All staff currently assigned to this department helped!
- **Summer Challenge** The planning committee met a second time for a progress check in. We are starting to gather prizes, inventory leftover books used for prize giveaways, reach out to camps, plan the kickoff, and create promotional elements. Thanks to Chris for reaching out to Domino's who will be a major sponsor this year, allowing us to purchase high demand popular titles.

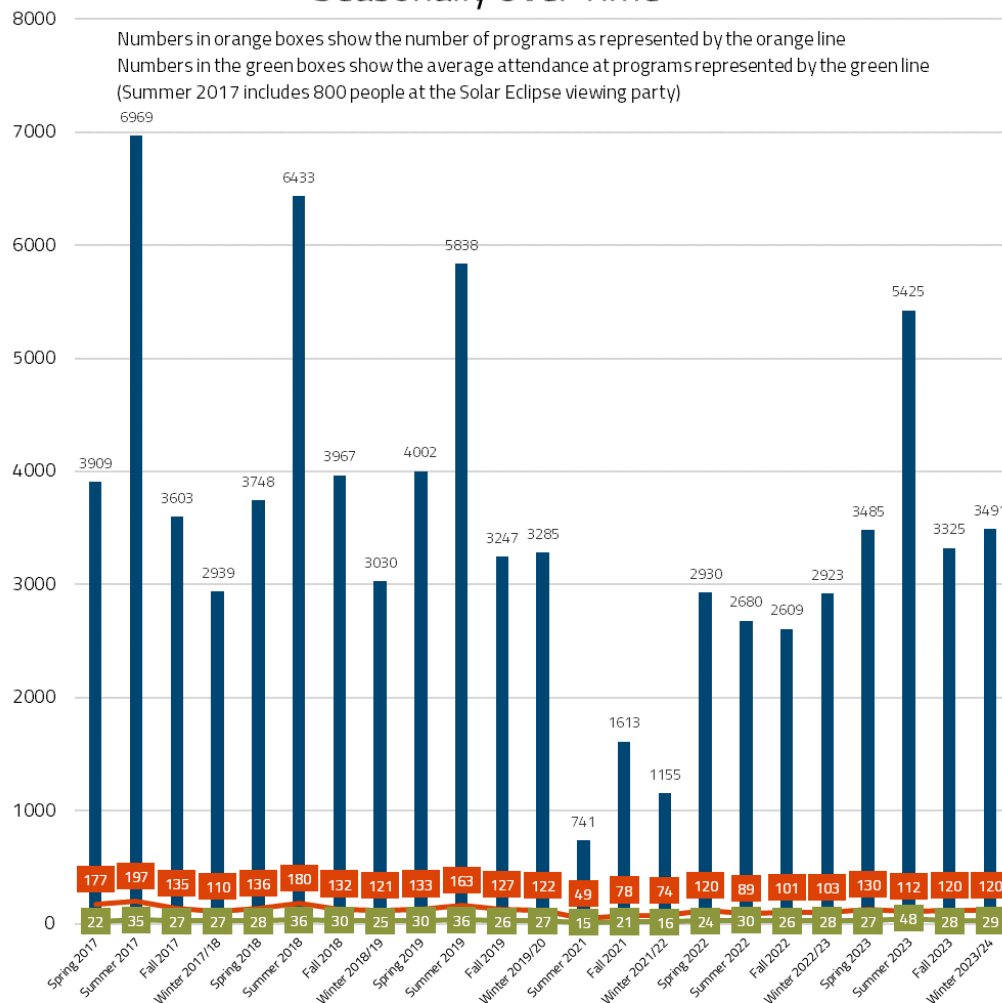




- Program Trends** I have slowly been compiling years of stats into one document to compare trends before and after Covid. We significantly reduced the number of storytimes by not offering as many each week and by taking longer breaks between seasons. At the same time, we increased recurring programs for school aged kids. In previous years, average program attendance for storytimes only dipped below average program attendance for other programs during the summer, but now the numbers are balancing out. We will talk about trends at our department meeting this week as we begin brainstorming and planning for summer. **Submitted by Jodi Krahnke March 20, 2024**



Program Attendance and Number of Programs Seasonally Over Time



New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/20/24
Re: Resolution to designate fund balance for capital improvements

In January 2019, Accountant Jim Carey created a Superior Department within the Capital Projects Fund and set up the revenue and expenditure accounts we use for the new building. All expenses for the project were drawn from this fund. We will keep this intact to accept our remaining Towsley grant monies and make payments toward the widening of Harris Road.

Each January for the past 5 years the Board has committed funds to the Superior project, and last year also committed \$300,000 for Capital Projects generally. The latter is spent on projects like the current year’s Whittaker sidewalk reconstruction and Michigan Avenue improvements. Because these projects are very large, we need to replenish the amount committed here to allow for additional needs that arise.

Here is an excerpt from our latest audit report* that illustrates the current designations of fund balance:

Fund balances	General	Capital Projects	Total
Nonspendable	739	-	739
Restricted:			
Memorials	6,609	-	6,609
Endowment	39,731	-	39,731
Improvements	9,643	-	9,643
Committed:			
Working capital	500,000	-	500,000
Improvements	-	151,272	151,272
Assigned (<i>Lisa’s note -- Superior</i>)	-	220,594	220,594
Unassigned	<u>2,540,830</u>	<u>-</u>	<u>2,540,830</u>
 Total fund balances	 <u>3,061,552</u>	 <u>371,866</u>	 <u>3,433,418</u>

After consulting with Accountant Jim Carey, I propose designating \$500,000 as Committed funds for Capital Projects.

*Working on this question, Jim and I discovered an error in the audit report as presented in February that had to do with the amount of fund balance committed last year. We brought it to the attention of the auditors, and they are reissuing the audit with corrections.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-12

March 27, 2024

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2024, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$500,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: