



BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2024 Information Packet

Wednesday, June 26, 2024
6:30pm | YDL-Superior

Ypsilanti District Library
YDL Board Meeting, June 26, 2024, 6:30 pm, YDL – Superior Meeting Room
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*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"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of New Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Michigan Avenue vestibule options – Kyle Keaffaber, Architect and Joy Cichewicz, YDL – Michigan Branch Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Superior summer overview – Mary Garboden, YDL – Superior Branch Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from May 15, 2024, Regular meeting			
B. May 2024 Financials and Check Register			
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Michigan Avenue Building Committee	<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			
A. Selection of Michigan Avenue vestibule change order options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Approval of 2024 Tax Rate Request forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Budget amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of an amendment to the Harris Road widening repayment agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Award Audit contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Consideration of a quotation from Campbell, Inc. to repair the Whittaker HVAC system following damages caused by DTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Changes to meeting locations	<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, May 15, 2024 (Unapproved)

CALL TO ORDER

President Bethany Kennedy called the Regular Meeting to order at 6:42 p.m.

Attendance

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

Also present: Director Lisa Hoenig; Assistant Director Julianne Smith; Business Office Manager Andrew Hamilton; Community Relations Coordinator Sam Killian; Head, Acquisitions Services Katie Page; and Architect Kyle Keaffaber, Faber Design Co.

APPROVAL OF THE AGENDA

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

Vote: Ayes: 4
Nays: 0
Motion: Passed
Absent: 3

PUBLIC COMMENT

None

Presentation: 2023 Annual Report, Sam Killian, Community Relations Coordinator
Sam Killian provided the Board with a first-look at the 2023 Annual Report. He discussed the choice of theme, topics and images by going page by page and offering insights behind each portion. He also drilled into the numbers provided in the document.

Presentation: University of Michigan School of Information (UMSI) student analysis of Michigan/Ypsi Room, Katie Page, Head, Acquisitions Services
Katie Page advised that the library hosted several graduate students over the last few months. The focus of this group was to perform archival research on the Michigan/Ypsilanti collection and re-evaluate, assess and provide recommendations on how to move forward with the collection. She discussed the groups methodology and goals, as well as the final reports and indexing provided by the group. Links to the documents were provided to the Board members for further review.

Presentation: Michigan Avenue vestibule options, Kyle Keaffaber, architect
The architect Kyle Keaffaber discussed options for reworking the Michigan Avenue vestibule. He provided a brief history on the casting of the structure and why it is so unique. He shared pros and cons of the available options to the Board. Mr. Keaffaber responded to Board member questions with information and drawn illustrations to provide context for their decision making.

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Consent Agenda

Trustee Maddix moved to approve consent agenda (March 27, 2024, Regular meeting minutes and March and April 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

Vote: Ayes: 4
Nays: 0
Motion: Passed
Absent: 3

Communication

Director Hoenig briefly reviewed the communications included in the Board packet.

Committee Reports

Friends of the Library – Trustee Steimel advised that sales taxes have been paid and are up-to-date. He stated the April shop sales were strong and that both the Book Sales and Book Shop Committees are becoming more active. The group received a \$400 grant for a new book cart when Michigan Avenue re-opens. The group is opening a second account to deposit online sales revenues into. He discussed the upcoming changes to the by-laws which will be presented for a vote at the next meeting. Finally, he asked for any suggestions or ideas from the Board to take to the group, as well as answered questions from his fellow trustees.

Fundraising – Director Hoenig advised the group met and planned for two upcoming events. One event will be a sneak-peek “tea party” inspired by the Patsy Chandler events of the past. It will be held on Sunday, June 30th, at the Michigan Avenue Plaza. There will be a nominal ticket cost with a plan to limit the number of guests to 100-150 people. There will be presenters as well as tours of the construction. Then, on Friday, August 2nd, the Noise Permit teen showcase of talent is planned, in the library plaza. The second planned event is the next day, on Saturday, August 3rd, which will be the public welcome back celebration for Michigan Avenue. There will be food and entertainment as well as a ribbon cutting.

Facilities – Director Hoenig reported on the power outage as well as the subsequent claim from DTE. It appears our insurance provider will cover our claim and then seek reimbursement from DTE.

Michigan Avenue Building – the committee approved the purchase of metal shelving, which provided a significant cost savings from the all-wood shelves that were originally planned. There are a number of change orders still being worked on by Phoenix Construction. The other large purchase considered was the vestibule, which was determined to need full Board approval.

Report of the Library Director

Director Hoenig shared that Washtenaw County still has ARPA funds for technology. She stated that she received a contract from the county for over \$300,000.00 to be used for purchasing much needed items, including a power generator, a set of lockers, and the new ILS system. She also pointed out the number of interns and a Graham Scholar who are working this summer. Director Hoenig discussed the recent social worker grant submittals, as the library was not selected for the Trinity Health grant. However, she feels hopeful that the Michigan Health Endowment Fund will come through as our submittal was much stronger and we received many letters of support. Director Hoenig highlighted the Recite Me Report

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 15, 2024 (Unapproved)

found in the packet, which is the overlay on the website regarding accessibility. She concluded with information about the new Fund Balance forecast and chart.

Old Business

None

New Business

- A. Consideration of a proposal to replace two light poles at the entrance to Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-13

May 15, 2024

RESOLUTION TO REPLACE TWO LIGHT POLES AT THE ENTRANCE TO MICHIGAN
AVENUE

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

Whereas, one of the light poles at the entrance to Michigan Avenue fell in heavy winds, and the base of the second pole has similarly corroded anchor bolts, and

Whereas, an improvement to this situation is desired before the library reopens this summer for both safety and aesthetic reasons, and

Whereas, the Library Director has requested approval from the Ypsilanti Historic District Commission for replacement light poles as specified in the attached proposal from Enlighten, and

Whereas, the Commission will consider the matter on May 14, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to replace the two light poles as approved by the Ypsilanti Historic District Commission for a total cost not-to-exceed \$18,155.

BE IT FURTHER RESOLVED that the Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Steimel

YES: 4 NO: 0 ABSENT: 3 VOTE: Passed

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 15, 2024 (Unapproved)

- B. Approval of quotations to purchase additional security camera equipment and contract for necessary cabling

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-14

May 15, 2024

RESOLUTION TO PURCHASE EQUIPMENT AND DATA CABLING TO UPGRADE THE
YDL SURVEILLANCE SYSTEM

Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, security and IT staff recommend increasing the Whittaker Road library's security camera coverage, and

Whereas, the Library budgeted to install additional cameras this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited two quotes for the desired cameras, and

Whereas, new data cabling is also required to execute this project, and

Whereas, a quote for this work was also solicited, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, Presidio Networked Solutions Group, LLC, for \$7,466.31.

BE IT FURTHER RESOLVED that the data cabling quote from Michigan IT Technicians, LLC for \$4,785.00 is also approved.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 4 NO: 0 ABSENT: 3 VOTE: Passed

- C. Selection of Michigan Avenue vestibule change order options

Trustee Maddix made a motion to table this agenda item until the June meeting. Trustee Horne McGee seconded the motion. Following discussion, the motion passed unanimously.

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BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	(Absent)
Trustee Steimel	No comments
Trustee Winborn	(Absent)
Trustee Maddix	She believes the work on the oral history project is phenomenal and believes that this is work that the library should be very proud of. She is learning so much about the history of the area.
Trustee Williams	(Absent)
Trustee Kennedy	Believes that the recent ability to promote from within was awesome for the library and staff. She was also happy to see YDL received some responses to the New Mover service postcards.
Trustee Horne McGee	No comments

Adjournment

Trustee Maddix moved to adjourn at 8:08 p.m. Trustee Steimel seconded this motion.

Vote: Ayes: 4
Nays: 0
Motion: Passed
Absent: 3

Financial Report

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

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 5/31/2024	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	5,433,580	1,300,696
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	63,717	(25,918)
Total Assets	2,646,206	3,039,041	3,498,278	3,606,506	4,222,520	5,497,297	1,274,778
Liabilities	145,758	85,577	313,638	344,511	1,160,956	122,552	(1,038,404)
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	2,907,407	2,554,937	(352,470)
Current YTD	(23,885)	1,478,262	99,487	466,448	(352,452)	2,313,200	2,665,652
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,061,563	5,374,745	2,313,182
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	4,222,520	5,497,297	1,274,778

Ypsilanti District Library
Period Ending 5/31/24 (50% 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 5/31/24 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,918,352	6,086,566	6,437,010	6,668,539	4,969,429	1,699,110	74.5%
Expenditures							
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	917,020	2,137,562	30.0%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	291,676	463,760	38.6%
Dept 300 Outreach	92,557	103,159	285,464	265,708	136,370	129,338	51.3%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	263,659	296,098	47.1%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	535,579	817,956	39.6%
Dept 600 Donations	21,629	52,305	79,576	-	10,779	(10,779)	NA
Dept 700 Grants	19,079	31,359	43,127	-	1,146	(1,146)	
Total	4,051,907	4,550,634	5,637,023	5,989,018	2,156,229	3,832,789	36.0%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	2,813,200		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)		(500,000)		
Fund balance - beginning of period	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563		
Fund Balance - end of period	3,178,078	3,414,010	3,061,563	3,741,084	5,374,763		

**Ypsilanti District Library
General Fund
Period Ending 5/31/2024
(50% 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 5/31/24 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	947,763	83.1%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	306,200	30.5%
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	3,438,361	82.9%
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	22,158	49.6%
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	22,158	49.6%
500.500	Operational Grant Revenue			10,000		30,000	
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	2,076	34.6%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	15,779	52.6%
657.600	Proctor Fees	263	574	60	0	60	
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	1,600	64.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	1,643	65.7%
681.000	Donations Designated	0	0	0	0	500	NA
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	4,645	96.8%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	27,386	78.2%
687.121	MI Class value change	0	0	3,033	0	57,829	NA
688.000	Interest/Endowment	6,227	0	0	0	0	
689.000	Dividends-MML	4,312	7,460	6,490	6,000	6,675	111.3%
690.000	Dividend Revenue Endowment	9,045	8,161	12,595	11,000	12,421	112.9%
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	4,930,087	73.9%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2024
(50% 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 5/31/24 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	685,029	758,009	860,334	981,124	483,341	49.3%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	5,950	55.1%
702.150	Bank Fees	1,888	2,494	2,807	3,630	1,978	54.5%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	5,926	38.0%
705.000	Employee Recognition Awards	804	689	521	750	328	43.7%
710.000	Payroll Service	12,115	13,050	18,957	11,500	4,234	36.8%
715.000	Employer Payroll Tax	148,792	164,634	208,026	235,243	107,257	45.6%
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	52,039	36.4%
719.000	FSA Admin Fee	729	624	600	758	318	42.0%
727.000	Office Supplies	24,088	38,242	45,636	34,000	8,784	25.8%
727.050	CARES act Exp	6,305	0	0		0	
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	9,246	28.9%
752.000	MML/Building Insurance	66,589	74,515	77,332	81,972	85,655	104.5%
753.000	MML/Workers Comp	9,744	10,202	12,633	15,050	11,880	78.9%
754.000	Health Insurance	394,266	380,631	456,375	489,783	260,779	53.2%
755.000	PT Telemedicine	0	0	0	4,131	1,441	34.9%
756.000	Delta Dental	34,322	32,832	34,625	35,589	17,422	49.0%
758.000	Life Insurance	4,316	4,061	4,708	4,728	2,307	48.8%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	5,066	53.8%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	9,874	53.1%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	9,023	39.7%
769.050	Classified Advertising	432	733	312	1,000	-21	-2.1%
774.050	Digital Collection	209,154	246,754	315,437	296,050	143,021	48.3%
774.100	Data Bases	24,948	28,073	32,458	50,000	23,829	47.7%
774.800	System Wide DVDs	493	61	220	0	0	NA
774.900	All Materials Processing	21,270	25,603	28,394	35,000	9,279	26.5%
774.950	Play Kits	2,590	2,975	4,735	4,900	1,222	24.9%
774.975	Library of Things	2,876	8,799	12,379	14,000	714	5.1%
801.000	Major Events	2,805	9,143	14,259	23,325	2,779	11.9%
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	2,721	45.3%
804.000	Workshops/Training	2,422	3,613	7,003	6,500	3,230	49.7%
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	5,292	78.4%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	33,088	94.5%
807.000	Operational Grant Expenditure			12,389	0	10,455	NA
810.000	Capital Outlay - Buildings	5,197	650	4,880	5,000	766	15.3%
810.100	Capital Outlay - Improvements	3,500	0	2,261	6,000	6,531	108.9%
811.100	Capital Outlay - Technology	0	0	59,118	59,119	5,031	8.5%
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	-595,110	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	58,795	44.1%
850.100	Telecommunications	6,243	7,003	11,111	8,241	13,976	169.6%
850.200	ILS Contract	59,088	64,631	63,125	50,400	47,867	95.0%
850.500	Software Subscription	21,823	35,693	42,936	44,983	24,337	54.1%
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	10,463	44.4%
965.000	Auditing Service	7,875	8,100	8,325	8,550	8,550	100.0%
975.000	Legal	5,280	11,191	1,870	10,000	7,950	79.5%
975.500	Legal - Negotiations	0	7,620	0	0	0	
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	6,412	15.7%
980.500	Branding Costs	2,201	894	3,195	4,000	1,494	37.3%
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	670	10.6%
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	830	11.1%
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	917,020	30.0%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2024
(50% 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 5/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	402,866	423,056	473,988	500,515	211,521	42.3%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	4,787	102.3%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	342	1.5%
772.000	Youth Books & Processing	13,282	16,552	11,280	14,800	22	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	610	48.8%
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	42,994	43.0%
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	6,173	27.0%
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	7,400	50.0%
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	3,849	28.7%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	871	29.0%
901.000	Programs-Youth	1,762	606	2,531	2,500	622	24.9%
940.000	Phone	4,553	2,631	2,319	1,671	1,115	66.7%
943.000	Natural Gas	3,946	4,838	3,923	5,009	3,331	66.5%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	6,318	24.9%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	1,581	21.7%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	NA
Total		542,950	619,718	679,655	755,436	291,676	38.6%
Dept 300 Outreach							
702.000	Salaries	70,870	77,276	233,500	236,142	125,985	53.4%
775.000	Library Materials	5,084	5,857	3,275	6,550	2,364	36.1%
801.500	Learning Never Gets Old	0	0	1,223	3,000	926	30.9%
811.000	Capital Outlay Vehicle	0	0	35,000	0	0	NA
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	3,941	32.5%
901.000	Programs	0			2,000	275	13.8%
943.000	Fuel	1,967	6,040	4,090	5,886	2,880	48.9%
Total		92,557	103,159	285,464	265,708	136,370	51.3%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2024
(50% 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 5/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township							
702.000	Salaries	149,424	211,331	353,232	367,003	181,268	49.4%
702.800	Salary/Pages	0	0	3,706	9,360	2,642	28.2%
771.000	Adult Books & Processing	0	0	14,935	18,000	5,749	31.9%
772.000	Youth Books & Processing	0	0	12,171	16,700	9,382	56.2%
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	918	39.9%
801.500	Learning Never Gets Old	0	0	748	1,000	400	40.0%
810.000	Cap Outlay Building		0	2,381	50,000	26,143	52.3%
812.000	Cap Outlay Furnishings		0	0	3,000	0	0.0%
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	2,476	49.5%
840.025	Campbell Maint Contract	0	0	7,108	8,500	4,250	50.0%
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	9,561	56.2%
900.000	Programs - adult	580	267	502	1,500	446	29.7%
901.000	Programs - Youth	624	655	547	2,500	822	32.9%
902.000	Art Purchases			8,683	9,000	210	2.3%
940.000	Phone	1,138	782	2,041	2,101	1,038	49.4%
943.000	Natural Gas	650	1,097	2,722	2,953	2,275	77.0%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	5,698	61.7%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	243	4.5%
980.000	Professional/Contractual	0	0	23,760	27,800	10,140	36.5%
Total		162,269	230,011	482,563	559,757	263,659	47.1%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2024
(50% 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 5/31/24 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	722,800	749,625	798,216	902,601	367,502	40.7%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	13,565	36.2%
771.000	Adult Books	41,604	44,654	44,943	41,900	10,436	24.9%
772.000	Youth Books	27,802	29,974	29,767	38,200	12,115	31.7%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	902	9.0%
776.050	Periodicals - Youth	745	617	722	800	2	0.2%
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	2,722	26.7%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	610	16.1%
810.000	Cap Outlay Building	12,515	22,620	71,761	20,000	7,295	36.5%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	22,271	54,658	36,176	27,300	15,482	56.7%
840.025	Campbell Maint Contract	42,797	41,649	41,379	50,900	25,450	50.0%
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	10,475	37.4%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	898	21.4%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	6,616	50.9%
903.000	Equipment Maintenance	1,564	0	1,702	3,000	234	7.8%
940.000	Phone	9,105	5,277	4,916	5,068	2,494	49.2%
943.000	Natural Gas	30,040	31,451	24,868	31,680	17,923	56.6%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	39,182	33.2%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	1,677	22.4%
980.000	Professional/Contractual	0			0		NA
Total		1,080,805	1,156,232	1,266,793	1,353,535	535,579	39.6%
Dept 600 Donations							
Revenue:							
	Total Revenue	37,195	106,336	46,229			
	Total Donated revenue	37,195	106,336	46,229		36,815	NA
Expenditures:							
	Total Expenditures	21,629	52,305	79,576			
	Total Expenditures	21,629	52,305	79,576		10,779	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		1,146	NA
Total	Net -- restricted for future	23,254	-14,689	5,723		1,380	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	4,969,429	
Total Expenditures		4,051,907	4,550,634	5,637,023	5,989,018	2,156,229	36.0%
	Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	2,813,200	
	Fund Balance Beginning of Year	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563	
	Board Designation	-1,400,000	-1,300,000	-1,152,434	0	-500,000	
Ending Fund Balance		3,178,078	3,414,010	3,061,563	3,741,084	5,374,763	

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

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 5/31/2024	Current FYTD Variance from 11/30/23
Assets:							
Cash and Current Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	1,335,526	421,332
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	1,335,526	421,332
Liabilities	-	-	-	468,231	542,328	542,328	0
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	371,866	793,198	421,332
Total Liabilities & Fund Balance	1,478,745	2,665,015	3,489,597	1,356,163	914,194	1,335,526	421,332

Ypsilanti District Library
Capital Expenses
Period Ending 5/31/24 (50% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 5/31/24 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	857,193	450,871	166,970	8,893
688.000	Interest	1,181	97	7,230	-
Other departments		-	-	-	-
		-	-	-	2,658
Total		858,374	450,968	174,200	11,551
Transfer from Operating Fund		1,400,000	1,300,000	1,152,434	500,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	16,860	97,989	66,927	37,445
Subtotal		16,860	97,989	66,927	37,445
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	180
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	1,680
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	410,262	387,987	308,428	51,099
Subtotal		410,262	387,987	308,428	51,099
TOTAL Capital Expenditures		1,433,793	4,352,633	1,842,695	90,224
Total Revenue Over Expenditures		824,581	(2,601,665)	(516,060)	421,327
Beginning Fund Balance		2,665,015	3,489,596	887,930	371,871
Ending Fund Balance		3,489,596	887,930	371,870	793,198

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	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,340	-375,355	
Balance	11/30/2023	239,685	132,187	371,872
2024				
Board Assigned	3/27/2024		500,000	
YTD Capital Campaign & Int	5/31/2024	0	11,551	
YTD Expenditures	5/31/2024	-1,680	-88,544	
Balance	5/31/2024	238,005	555,194	793,198
			240,000 future pledges	1,033,198

Project Summary Through:

	5/31/2024	5/31/2024
	Superior	Other
Board	5,300,000	1,934,179
Capital Campaign	1,549,652	11,551
Future pledges	240,000	
Expense	-6,611,647	-1,390,536
	478,005	555,194

Check Register Report

Date: 06/03/2024

Time: 11:00 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								
77064	05/02/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior may 2024	386.43
77066	05/02/24	Printed			CAPONE	CAPITAL ONE	3/25-4/23/24 billing	10,595.24
77067	05/02/24	Printed			0000000437	CITY OF YPSILANTI	MA permit fee	70.00
77068	05/02/24	Printed			DTE ENERGY	DTE ENERGY	whit 3/23-4/23/24	8,575.50
77069	05/02/24	Printed			DTE ENERGY	DTE ENERGY	Superior 3/26-4/24/24	976.74
77072	05/07/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	thru 3/31/24 insurance work	88,660.76
77077	05/09/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Whit May 2024 service	1,005.97
77078	05/09/24	Printed			AALLC	ALLSTAR ALARM LLC	MA install services	84.00
77079	05/09/24	Printed			DTE ENERGY	DTE ENERGY	MA 3/29-4/29/24 service	1,221.83
77080	05/09/24	Printed			DTE ENERGY	DTE ENERGY	Whit street April 2024 service	54.32
77081	05/09/24	Printed			FCB	FIRST CITIZENS BANK	lease due 5/19/24	2,372.95
77082	05/09/24	Printed			0000000021	Y C U A	MA 3/20-4/20/24 service	683.09
77083	05/16/24	Printed			APBS	A PRODUCTION BUILDING SOLUTION	April 2024 service	4,080.00
77084	05/16/24	Printed			SARAR	SARA ADDINGTON	2 of 2 Yoga series	200.00
77085	05/16/24	Printed			0000000025	AFLAC	#8 of 13	113.80
77086	05/16/24	Printed			ALER	ALERUS FINANCIAL	YDL employ contrib April 2024	19,938.88
77088	05/16/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	April 2024 billing	1,402.30
77089	05/16/24	Printed			A2Y	ANN ARBOR-YPSILANTI	2024 dues	375.00
77090	05/16/24	Printed			BAKTAY	BAKER & TAYLOR INC	statement 4/30/24	268.79
77091	05/16/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 4/30/24	65.98
77092	05/16/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 4/30/24	1,779.35
77093	05/16/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 4/30/24	1,642.26
77094	05/16/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 4/30/24	384.33
77095	05/16/24	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 4/30/24	27.47
77096	05/16/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 4/30/24	54.16
77097	05/16/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/24	2,415.51
77098	05/16/24	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 4/30/24	34.11
77099	05/16/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 4/30/24	1,883.13
77100	05/16/24	Printed			BASIC	BASIC	May 2024 admin fee	56.42
77101	05/16/24	Printed			BICH	BICHINI BIA CONGO	6/15/24 Sum Chall kickoff	600.00
77102	05/16/24	Printed			BCN	BLUE CARE NETWORK OF MI	June 2024 coverage	50,249.44
77103	05/16/24	Printed			DABO	DAVID BOEVING	5/11/24-Journaling wkp	100.00
77104	05/16/24	Printed			BONE	BONE HEADS B-QUE	2024 in-service	1,329.00
77105	05/16/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 5/6/24	540.49
77106	05/16/24	Printed			BSB	BSB COMMUNICATIONS INC.	4/19/24 service	350.00
77107	05/16/24	Printed			CAMPINC	CAMPBELL, INC	4/10/24 service MA	400.00
77108	05/16/24	Printed			CDW	CDW GOVERNMENT, INC.	webcam	130.20
77109	05/16/24	Printed			CEN	CENGAGE LEARNING	Double lives	53.23
77110	05/16/24	Printed			CPR	CHERI'S PARTY RENTAL	MA 6/30/24 party	75.00
77111	05/16/24	Printed			JUCE	JUDY CIESLAK	balance SC petting zoo 6/15/24	525.00
77112	05/16/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	April 2024 coverage ALL	3,628.75
77113	05/16/24	Printed			TOCU	TORYN CURRIE	May 2024 STEAM cafe	123.50
77114	05/16/24	Printed			0000000039	DEMCO, INC.	NEW labels	186.07
77115	05/16/24	Printed			CLFI	CLARKE FIELDS	STEAM cafe May 2024	130.00
77116	05/16/24	Printed			FST	FIRST BOOK	#7001299244 MA	37.50
77117	05/16/24	Printed			HEAL	HEALTHIEST YOU INC.	May 2024 #5	280.50
77118	05/16/24	Printed			IMPDA	IMPERIAL DADE	gloves	45.00

Check Register Report

Date: 06/03/2024

Time: 11:00 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								
77119	05/16/24	Printed			INNOV	INNOVATIVE INTERFACES, INC	4 test load	5,031.30
77120	05/16/24	Printed			LFC	LIFESTYLE FITNESS	LNGO Fitness	180.00
77121	05/16/24	Printed			MBM	COACH-LLC MBM TECHNOLOGY SOLUTIONS	Super 4/15-5/14/24 lease	775.07
77122	05/16/24	Printed			ABMC	ABIGAIL MCDONALD	STEAM cafe May 2024	188.50
77123	05/16/24	Printed			MEADOWBROCK	MEADOWBROOK INSURANCE GROUP	MA Builders Risk coverage	2,500.00
77124	05/16/24	Printed			AFSCME	MICHIGAN AFSCME	May 2024 dues	782.00
77125	05/16/24	Printed			MICRE	MICRE8IVE LLC	drawing class 6/17/24	385.00
77126	05/16/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK texts 5/3/24-12/31/99	80.00
77127	05/16/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	505344728/505348520/505348521	731.51
77128	05/16/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla April 2024	19,831.49
77129	05/16/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	may 2024 service	128.00
77130	05/16/24	Printed			NGBH	NO GRAVITY BOUNCE HOUSE	6/15/24 SC kickoff	295.00
77131	05/16/24	Printed			OV	OVERDRIVE, INC.	01576CO24119197.....	7,813.85
77132	05/16/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	work thru 4/30/24 additional w	61,948.84
77133	05/16/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	a day in the life: bugs	467.47
77134	05/16/24	Printed			QUAD	QUADIENT LEASING USA, INC.	3/5-6/4/24 lease	237.00
77135	05/16/24	Printed			RNA	RNA FACILITIES MANAGEMENT	MA lawn #1 of 8	1,850.00
77136	05/16/24	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL-Tanglewood's Secret	11.99
77137	05/16/24	Printed			STAPAD	STAPLES ADVANTAGE	Invoice date 4/25/24	960.50
77138	05/16/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	April 2024 service	63.56
77139	05/16/24	Printed			SUTT	SUTTLE ENTERPRISES LLC	in-service 2024 speaker	1,500.00
77140	05/16/24	Printed			TTE	TIPTOP ENTERTAINMENT LLC	6/28/24 teen after hours	525.00
77141	05/16/24	Printed			TROY	TROY PUBLIC LIBRARY	lost ILL- Among the Mad	16.00
77142	05/16/24	Printed			0000000316	U S POSTMASTER	Loop summer 2024 mailing	4,250.00
77143	05/16/24	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	petty cash reimbursement	79.88
77144	05/21/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Palazzolo renewal 6/30/24	162.00
77145	05/21/24	Printed			A45	CANTON PUBLIC LIBRARY	lost ILL-Sound Doctor	21.98
77146	05/21/24	Printed			JCARY	JAMES CAREY	April 2024 service	800.00
77147	05/21/24	Printed			CEN	CENGAGE LEARNING	Toxic Prey	254.16
77148	05/21/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	June 2024 coverage	2,904.76
77149	05/21/24	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA light pole	9,077.35
77150	05/21/24	Printed			EVHA	EVAN HALLER	6/22/24 concert	430.00
77151	05/21/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 5/13/24	240.68
77152	05/21/24	Printed			IMPDAD	IMPERIAL DADE	tissue/towel	404.31
77153	05/21/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	June 2024 coverage	1,890.05
77154	05/21/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	505451912/505451914/505451916	387.27
77155	05/21/24	Printed			MYTD	MOSAIC YOUTH THEATRE	deposit 7/15/24 wksp	250.00
77156	05/21/24	Printed			OTS	OMNI TECH SPACES	whit youth table/bench balance	3,026.03
77157	05/21/24	Printed			PW	PLANTWISE	whit - site maintenance	725.00
77158	05/21/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Thank You Mr. Falker	113.98
77159	05/21/24	Printed			PP	PROGRESSIVE PRINTING	4,100 summ chall flyers 2024	601.00
77160	05/21/24	Printed			RAC	RIVERSIDE ARTS CENTER	Ypsi Pride 2024 - 1st. Fridays	25.00
77161	05/21/24	Printed			0000000443	SHERWIN-WILLIAMS	whit supplies	40.31
77162	05/21/24	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA start up 2024	198.95
77163	05/21/24	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	superior lawn erosion	1,095.00

Check Register Report

Date: 06/03/2024

Time: 11:00 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								
77164	05/21/24	Printed			TDSM	TDS	5/22-6/21/24 coverage	774.07
77165	05/21/24	Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/24 coverage	335.92
77166	05/21/24	Printed			0000000030	VISION SERVICE PLAN - MI	June 2024 coverage	715.34

ANN ARBOR Checks

Total Checks: 95

Checks Total (excluding void checks):

343,297.12

Total Payments: 95

Bank Total (excluding void checks):

343,297.12

Total Payments: 95

Grand Total (excluding void checks):

343,297.12

Communications



Dollar Power Using The Library Network Services

For the Year 2023, your Public Library received significant value for the cost of services to The Library Network.

Ypsilanti District Library

TLN Cooperative Service	Cost to Library	Value to Library	Notes
Michigan Activity Pass	\$ 415	\$ 4,228	445 MAP passes checked out
Delivery Service	\$ 18,088	\$ 316,680	39,585 items received
Cataloging & Records	\$ -	\$ -	- items
Items Borrowed	\$ -	\$ 33,205	1,407 items from TLN Catalog
Ebooks - Libby	\$ 14,132	\$ 1,263,612	84,297 items checked out
Emagazines - Libby	\$ 2,305	\$ 15,922	7,475 items checked out
Wide Area Network & Internet, net of e-rate	\$ 10,236	\$ 38,866	400, 400, 150, 150 Mbs Service
Employee Assistance Program (EAP)	\$ -	\$ -	- Employees Covered
Amazon Prime Membership	\$ 9	\$ 129	Statewide

2023 Totals \$ 45,185 \$ 1,672,642

Other Benefits Not Quantified:	
Programs Attended	4
SAS Programs Attended	-
IT Services	
Book/Magazine Discounts	
Database Discounts	
Equipment Discounts	

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/18/2024
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: A pre-construction meeting is scheduled for 6/28.
- Resolution 2023-47 Glass replacement: The special order glass is expected to ship 9/2.
- Resolution 2024-4 Whittaker Plaza sidewalk reconstruction: Construction is set to begin mid-August and last approximately 1 month.
- Resolution 2024-8 Bike repair stations: The units are here! Superior's station will be installed soon. Whittaker's will go in following sidewalk reconstruction. Michigan Avenue's final location is TBD.
- Resolution 2024-9 Superior Interactive Play area: Shop drawings were approved recently! Installation is anticipated in early September.
- Resolution 2024-10: Michigan Avenue repairs and upgrades: Work continues. Rather than have the stacks moved multiple times (\$\$\$), we ordered two PODs and boxed the books for storage there. Insulation is in and drywalling has begun. Electricians are wrestling with uncertainties as there is a metal grid to contend with both in the ceiling and the floor. The Building Committee approved several change orders (thank you!). Millwork started late and is my biggest concern for reopening on time.
- Resolution 2024-13 Replacement light poles: Electricians are preparing the bases for the new poles this week. Materials are expected to ship at the end of June.

**

After heavy rains on 6/5, Superior experienced two water leaks from the soffit that surrounds the opening to the skylight. On 6/12 a crew from Duke Roofing installed end caps under the apron flashing on all four ends of the cupola. It's hard to see in the picture as they are a few inches from the end. They allow the water coming down the sidewall step flashing to run out and not get trapped under the apron flashing. No further leaking was observed following strong thunderstorms 6/16 and 6/17!



Campbell completed the heat loop repairs that inadvertently caused the May 29 Whittaker mini-flood incident I emailed the Board about. We lost a few books and a building motion sensor, but otherwise flood damages were fairly minor. Campbell immediately accepted responsibility and is footing the bill.

Director's
Report
and attachments

Library Director's Report

June 26, 2024

Summer is here!

School's out and the 2024 Summer Challenge is ON! This year's kick-off celebration was held at Whittaker on 6/15, and by all accounts was a tremendous success. Summer lunch service has begun at Whittaker and Superior, with both locations offering a variety of fun learning opportunities following the meal each weekday.

Artist Julia Lubas completed an amazing kitchenette mural on 5/31 which we believe will fascinate and inspire Superior's lunch crowd. Related, Painter Earl Jackson visited from Georgia for an engaging art workshop and Meet the Artist reception on 6/20. We released our second Call to Artists for submissions of artwork to be considered for Superior recently, and have already received some entries. It continues to be a tremendous pleasure to share the chosen works with our community.

Facilities:

- The Bookmobile's A/C needed a fan replaced; it was making rattling sounds and producing insufficient cooling for the heat wave. Facilities staff were able to complete a repair in-house and it was only off the road for a few days.

Fundraising:

- The annual report was mailed to donors and stakeholders in late May with an invitation to the Michigan Avenue "Sneak Peek" Tea Party. This sparked some additional donations to the renovation project.
- I've been notified of an incoming gift of stock. It's the first one since our account at TD Ameritrade moved to Schwab. Big thanks to Treasurer Theresa Maddix for helping me get account access at Schwab so I can liquidate the shares to cash.

Personnel:

- There are many new faces at YDL! On 6/10 our four new Michigan Avenue staff members officially began work. Training is going well! Three Library Science Summer Interns and four SummerWorks! Interns have also recently joined us. We appreciate having all of them here at the beginning of our busy summer season.
- In the happy-sad news department, Full-time Superior Clerk Megan Watts resigned effective 6/21 to pursue additional schooling. Megan was long known as the Whittaker Page who could find anything, and will be greatly missed by all of us.
- Part-time Superior Clerk Coronda Maxwell has accepted the full-time role vacated by Megan, and Part-time Custodian Olivia Snelling will join the Superior team as a Part-time Clerk on 7/8.

Side Notes:

- I attended MLA's latest Think Space gathering 5/22-24. It was extremely interesting and valuable. I will include a brief write-up of my experiences both there and at PLA following this report.
- I met with Washtenaw County Administrator Greg Dill and his Deputy Andrew DeLeeuw on 6/10 to answer some questions they had about the AARPA technology grant they're considering for YDL. Hopefully I'll have an answer soon on what they decide to fund.
- Kudos to Julianne for planning an outstanding 2024 staff In-Service Day! It included a new ILS overview, an engaging wellbeing presentation, and a review of our Michigan Avenue plans, followed by an optional tour. It's always a treat to have the full staff together for professional development, laughs, and lunch!
- EMU Professor of Art Brian Nelson is putting the finishing touches on a bronze casting of the William Carson signature uncovered in the Michigan Avenue subfloor. We'll display this fascinating piece of history in the front meeting room permanently. I look forward to showing it off at the Tea Party!

By Library Directors. For Library Directors.

Schedule of Events

Thursday, May 23, 2024

- 8:30 - 9:30 AM** Early arrivals 8.2 mile bike ride
- 10:00 - 11:00 AM** Early arrivals tour of the Mission Point Resort Gardens
- 12:00 - 1:00 PM** Registration
- 12:30 - 1:30 PM** Lunch with a View, Summit Room
- 1:30 - 2:00 PM** Break
- 2:00 - 3:15 PM** **Tech Transformation at the Library**
Developing Staff & Guiding Our Communities through Disruption
- 3:15 - 3:30 PM** Break
- 3:30 - 5:00 PM** **Strategic Succession Planning**
Empowering the Next Generation of Library Leaders
- 6:00 - 10:00 PM** Welcome Reception, Cypress Deck

Friday, May 24, 2024

- 7:30 - 8:30 AM** Morning hike to Robinson's Folly
- 9:00 - 9:30 AM** Breakfast
- 9:30 - 11:00 AM** **From Startups to Libraries**
Using Experimentation as a Catalyst for Change
- 11:00 - 11:05 AM** Break
- 11:05 - 12:30 PM** **Strategies For a Future-Proof Space**
Framework and Solutions
- 12:30 - 1:00 PM** Lunch Buffet
- 1:00 - 2:30 PM** **Powerful Partnerships**
Reimagining the Library of the Future
- 2:30 - 3:00 PM** Wrap-Up Discussion

Expert Speakers



Nick Tanzi
The Digital Librarian
South Huntington Public Library (NY)



Dr. Deborah Charbonneau
Professor, MLIS Program Chair
Wayne State University



Cathryn Copper
Head, Eberhard Zeidler Library
University of Toronto



Dennis Jensen
Design Architect
C2AE



Chloë Aalsburg
Interior Designer
C2AE



Kelvin Watson
Executive Director
Las Vegas-Clark County Library District (NV)

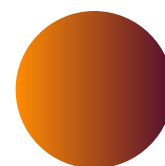


Mission Point Resort
1 Lake Shore Drive
Mackinac Island, MI, 49757

Atrium Room
Conference Center



Session Information



THURSDAY

2:00 – 3:15 PM | Tech Transformation at the Library: Developing Staff & Guiding Our Communities Through Disruption

Nick Tanzi, South Huntington Public Library (NY)

For years, library staff have fulfilled the role of technology instructors within our communities. However, in an era of swift transformations, this responsibility comes with its fair share of challenges. What skills are necessary to thrive in this environment? How do we overcome staff resistance as we integrate emerging technologies into our programs and services? Our speaker will explore strategies for effectively (and efficiently) training staff, securing the support of library stakeholders, and building tech-forward organizations.

3:30 – 5:00 PM | Strategic Succession Planning: Empowering the Next Generation of Library Leaders

Deborah Charbonneau, Wayne State University

In an ever-evolving landscape of libraries, ensuring a successful transition of leadership is crucial for maintaining organizational stability and continuity. This session is designed to equip library directors and stakeholders with the essential knowledge and strategies to cultivate future leaders effectively. The session highlights the key components of succession planning, including talent identification, leadership development, and transition management. Discover how to nurture the next generation of library leaders who will carry your institution's legacy forward.

FRIDAY

9:30 – 11:00 AM | From Startups to Libraries: Using Experimentation as a Catalyst for Change

Cathryn Copper, University of Toronto

Using techniques garnered from startups and quickly evolving technology companies, this program explores how experimentation can be used to make evidence-based decisions and advance innovative initiatives. Discover how to foster a culture of curiosity and innovation regardless of budget constraints. Learn from the playbook of tech giants and startups, uncovering their secrets to effective experimentation. Dive into design thinking, IDEA methodology, and user engagement techniques to develop and test prototypes. You'll gain a concrete roadmap to infuse your library with a culture of experimentation, embracing failure, building skilled teams, and communicating around experiments for impactful change.

11:05 – 12:30 PM | Strategies For a Future-Proof Space

Dennis Jensen & Chloë Aalsburg, C2AE

As libraries continue to evolve to meet the dynamic needs of their communities, so too does the interior space. The architecture and interior design of libraries play a crucial role in enhancing their functionality and community impact, ensuring adaptability for years to come. The speakers will discuss how to customize spaces for emerging programs while preserving open areas for flexibility. They will delve into the framework and solutions to support future-focused libraries.

1:00 – 2:30 PM | Powerful Partnerships

Kelvin Watson, Las Vegas-Clark County Library District (NV)

Libraries are being called upon to reinvent their role as the great equalizers of society. Libraries are physical and digital "places" that support education for all ages. The library district our speaker represents has a focus in its Strategic Playbook 2026 that it will continue to forge powerful partnerships to create innovative programs that provide equity and access to all and address the digital divide in society. The district is "Reimagining the Library of the Future" to emerge within the community virtually, providing the tools for access, discovery, and delivery of knowledge-the evolution of a library so it is a continued vital member of the community. Get tips and ideas for doing the same in your community.

2024 PLA Annual Conference: Highlights

The PLA annual conference was held in Columbus, Ohio, April 3-5. Jodi Krahne and I attended under the auspices of the TALK grant and presented on 4/5:

Reaching Underserved Families with TALK: Text and Learn for Kindergarten

April 5, 2024 11:30 AM-12:30 PM ET

Panel Presentation

GCCC A120-125

Connect with partners and reach non-library users while making an impact and becoming an early literacy leader in your community! Learn how the Ypsilanti District Library worked with community partners to successfully develop, promote, and expand an early literacy text messaging service, which targets underserved families. TALK: Text and Learn for Kindergarten, created with LSTA and IMLS National Leadership funding, connects families to their local library and helps caregivers prepare kids for school success.



Jodi Krahne
Head of Youth Services
Ypsilanti District Library



Lisa Hoenig
Director
Ypsilanti District Library



Cathy Lancaster
Youth Services Coordinator
Library of Michigan

Primary Topic:
Serving Youth
Audience:
In-Person

This was an outstanding program! ;)

In all seriousness, we presented to a room of roughly 150 people and received good questions and comments. Our evaluation afterward was very positive. MCLS also staffed a TALK booth in the Exhibit Hall and marketed the service to libraries across the country. We were very pleased with how TALK was received and considered this national launch a success.

I was sick for part of the conference, but was still able to attend a number of excellent programs.

Digital Inclusion In Action shared a model for digital navigators in the library. Digital navigators address the whole inclusion process: home connectivity, devices, and digital skills.

- The digital divide is the issue
- Digital inclusion is the work
- Digital equity is the goal

Hot Ones was a panel discussion that was standing room only. Representatives from 5 different library systems shared their takes on various controversial issues, from holidays to phones to unions to safety and security. Extremely interesting to hear how widely some of the approaches varied. They all agreed that faxing is an important service, one of the panelists calling it “an equity issue.” Local wishes must guide many of these decisions.

Social Determinants of Health was presented by representatives of the St. Louis Public Library and their partners from BJC Health. 60% of a person’s health is determined by factors outside personal choices. They decided to team up to try to make an impact on their community’s most vulnerable populations. SLPL has 20 branches that serve 900,000 residents. Basic philosophy when considering a new service: start with YES. Today they offer:

- Meal distribution
- Diaper and period products
- Eye Thrive mobile vision clinic
- Social workers
- Notary services
- Digital equity
- Metro market grocery store on wheels visits the library
- Library of Things related to health (blood pressure kits, exercise equipment, musical instruments, fishing poles and pickle ball equipment, etc.)
- Tablets provided to older adults to help them connect and combat loneliness, which the Surgeon General identified as a health problem.
- Next up for them: creating spaces where people can access telehealth services.

How to Supervise a Library-Based Social Work Intern was a How-to Stage session by our partner EMU School of Social Work Associate Professor Margaret Ann Paauw. This excellent session 1) showed how prepared we are already, and 2) provided information we will need when we onboard and train our incoming interns this August.

Advancing EDI

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

- *Added Healthiest You telemedicine benefit for part-time staff January 2024*
- *Attended GLAM Virtual Career Jam February 2024*
- *CBA's Year three raises to "right" our pay structure implemented June 2024*

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

- *ESL program at Superior going well*
- *Outreach developed new partnerships to reach refugee groups*
- *AARP tax preparation at Whittaker and Superior*
- *Partnering with a UM Professor studying how low-income Black women find political information*
- *With Superior's opening, Bookmobile routes are being reevaluated to best cover underserved areas*

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

- *Two EMU SW students set to begin placements in late August*
- *Grant submitted to Michigan Health Endowment Fund to support a full-time Social Worker for YDL*

Implement student cards for all YCS students.

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

Engaged Community

Create a welcome kit for new residents.

- *Created welcome kit and launched New Mover service in April 2024*

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

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

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

- *Julianne Smith and Jodi Krahnke represented YDL in Wonder Media exhibit grant cohort*

Develop a viable and engaging library volunteer program.

- *Scheduled to tackle this in plan year 2*

Dynamic Resources

Secure a new ILS with deep analytic and engagement tools.

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

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

- *Beginning to strategize with reconfiguration at Michigan Avenue*

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

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

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

- *Trustee manual online 1/2023*
- *Payroll transitioned to TriNet platform 7/2023; now using it for hiring paperwork as well*
- *New Emergency manual complete and available on staff Intranet 6/2023*

Optimized Facilities

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

- *Historical Commission meeting 9/2023 very encouraging*
- *Post-flood tours and “Sneak Peek” Tea Party laying groundwork for support*
- *Architect contracted to develop budget estimate following current renovation work*

Evaluate options for a “next generation” bookmobile.

- *Potential vendor list generated*
- *Lisa spoke to two vendors at PLA in April 2024; 2-3 year order fulfillment time currently*

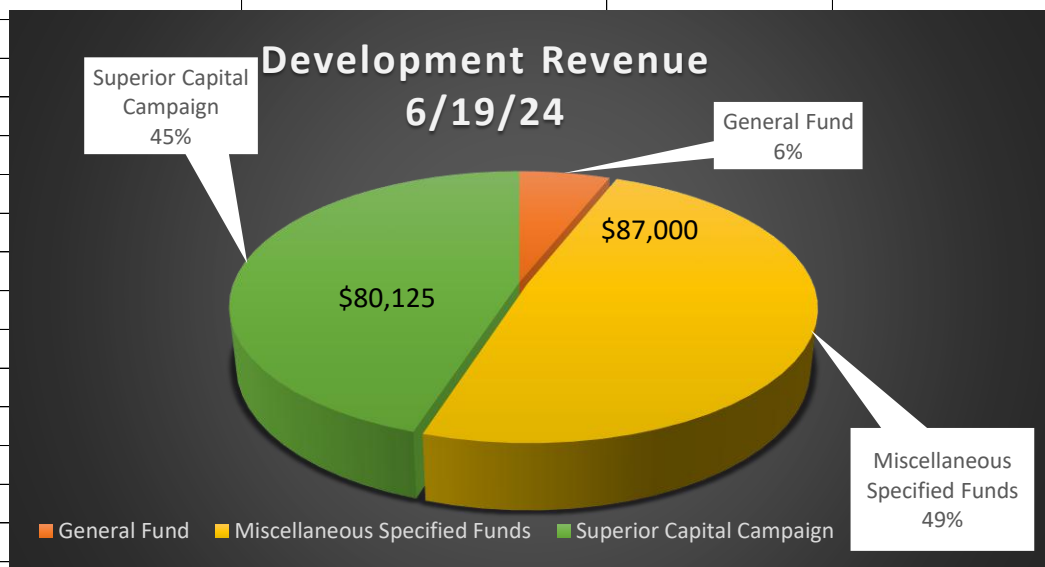
Improve outdoor spaces with “destination” elements.

- *Reviewing grant opportunities; work group to convene this fall to brainstorm recommended approach*
- *Bike pump/repair stations will be installed at each YDL location this summer*

Develop a capital improvement schedule.

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

YDL Dashboards



DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 6/19/24	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY22/23	FY23/24		
Annual Report	\$1,685	\$2,635	(includes Tea Party)	
Annual Appeal	\$32,145	\$22,031	12/1/23 - 5/30/24	
Individual	\$3,630	\$1,266		
Corporate	\$850	\$650		
Sponsorship	\$3,488	\$5,500	Domino's, TRUE Community	
Memorials	\$5,797	\$1,425	Tribute gifts captured in Individual & Annual Appeal	
Third Party - Kroger, Amazon	\$1,066	\$1,077	Aubree's x 2, Krogers	
Friends of the YDL	\$36,501	\$13,221		
	\$85,162	\$47,805		
GRANTS				
Charitable Foundation/Organization	\$24,850	\$0		
Corporate Foundation	\$30,500	\$30,000	Toyota	
Government	<u>\$38,593</u>	<u>\$35,212</u>	MACC - Noise Permit, TALK	
	\$93,943	\$65,212		
ENDOWMENT FUNDS				
YDL Agency Distribution	\$1,497	\$1,595		
Goussef Fund Distribution	\$9,077	\$8,893		
YDL General Endowment Distribution	<u>\$7,859</u>	<u>\$8,452</u>		
	\$18,433	\$18,940		
GRAND TOTAL:	\$197,050	\$131,957		
SUPERIOR CAPITAL CAMPAIGN				
Grants (Funds Received)	\$80,500	\$80,000	Towsley	
Corporate/Organization	\$20,556	\$0		
Donations - Individual	<u>\$58,584</u>	<u>\$125</u>		
SUPERIOR TOTAL:	\$159,640	\$80,125		
MI Ave. Restoration to Date (6/19/24): \$42,155	Sneak Peek Tea Party (Gross): \$1,440			

Department Reports

Acquisitions Department Board Report

June 2023

Department News and Activities

- This was our first big month of training and test for our new ILS! We've been gathering a lot of valuable feedback from staff and we continue working on system setup with the Polaris team. Training and testing will continue to expand through June to more staff members, but so far people have been finding the system easy to use and are excited for the transition!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- **The collection budget is currently 45% encumbered.**
- 213 items were cataloged in May.
- 3,524 items, including 2,870 e-items, were added in May.
- YDL borrowed 1,014 items from other libraries via MeLCat in May.
- YDL loaned 708 items to other libraries via MeLCat in May.

Submitted by Katie Page
June 19, 2024

Assistant Director
Board Report: June, 2024

The migration to Polaris is going well. Thirteen of 27 trainings have been completed. Many thanks to Lewander, Shane, Joy, and Ken who have joined the circulation training team. We are working on brief how-to documents for all the various functions that happen at a circulation desk, and there are many! Because Leap is web-based, the interface is strikingly easy, and help tools are imbedded into the product. Our training documents will thus be concise even though this is a new product for everyone. Thanks is also due to Katie, Chris, John, and Scott. As system administrators, we are attending most all of the 27 trainings. It's a lot to take on, but the team is in good spirits and is managing to digest scads of information.

Lisa and I continue our weekly meetings with the contractor and architect for the Michigan Avenue renovation. Progress is happening, but it's not of the "WOW" variety. Data cables and drywall don't look like much, although they are necessary steps. Mich Ave staff have been more than good sports about being relocated for an entire year, but they are so anxious to reopen!

I would like to thank Kallista, Paula, Psyche, Joy, and Susana for serving on the exhibit committee. We are finalizing a wealth of programs related to the September exhibit, *Through Darkness to Light: Photographs Along the Underground Railroad*.

Navigating by stars and quilt symbolism are just some of the educational programs we will offer. There will also be music and dance programs, as well as a Harriet Tubman reenactment. As soon as our programs are finalized, I will begin designing the exhibit brochure with Sam. Can't wait!



In-service day was very successful. We hosted Polaris trainings, an update to the Michigan Avenue project with architect Kyle Keaffaber (and optional tour), and a speaker on wellbeing. Breakfast from IHOP and lunch from Bone Heads kept us well-fed. The room, however, was packed, and I suspect that we will need to move in-service day off-site next year to a larger facility. Thanks is due to Karen for helping me organize the day and keep everything running smoothly.

Regretfully, the Washtenaw Reads program has come to an end. The partners have decided that it has reached its natural conclusion, and so 2024 will be our last year. I enjoyed serving on the steering committee over the years, but, as a business model, I have had concerns for quite a while. Ann Arbor District Library paid for everything, attendance and participation had been declining, marketing and engagement were insufficient, the book selection process was astoundingly complex (for no good reason IMO), and there were “too many cooks in the kitchen.” We will continue the one-book-one-community initiative with our Family Read, organized by Jodi, and the Great Michigan Read, organized by Paula.

We are excited for the Tea Party on June 30! Sam and I designed a tea cup door prize that is wrapped in the artwork of the building drawn by Bill Shurtliff. This is TOP SECRET, so no sharing with others, wink wink.

Other recent activities include onboarding new Mich Ave staff and providing a behind-the-scenes tour with Sam for staff of the Tecumseh library on their staff development day.



Finally, I have attached some exciting and interesting statistics: a five-year look at some key indicators. What can we learn?

- Cardholders are dropping (thus our new resident mailing initiative).
- Circulation is higher than pre-pandemic levels (growth is in the streaming and downloading format). So, while less people are using us, the people that are, are using us heavily.
- Activity passes are hot!
- Digital platform usage is growing by leaps and bounds. You will note that Kanopy is not included here due to our having it less than five years.
- Database usage looks skewed, but I believe the spike in 2021 was due to the availability of Ancestry.com from home. Too bad that was only a temporary offering due to COVID.
- People love the YDL App. Had it not been taken offline due to litigation between two outside parties, I believe this trajectory would be quite higher.
- People walking into our buildings is creeping back up to pre-pandemic usage. The partial-year closure of Michigan Avenue affected our 2023 numbers, and, to be honest, many people are “engaging” with the library in digital and virtual ways.

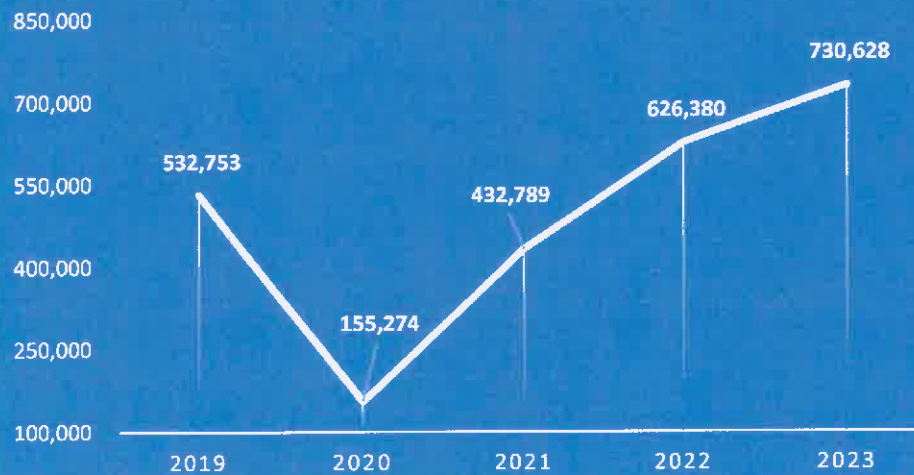
All in all, I am happy with these trend lines except for the active cardholders, which we are working to improve!

Submitted by Julianne Smith, June 21, 2024

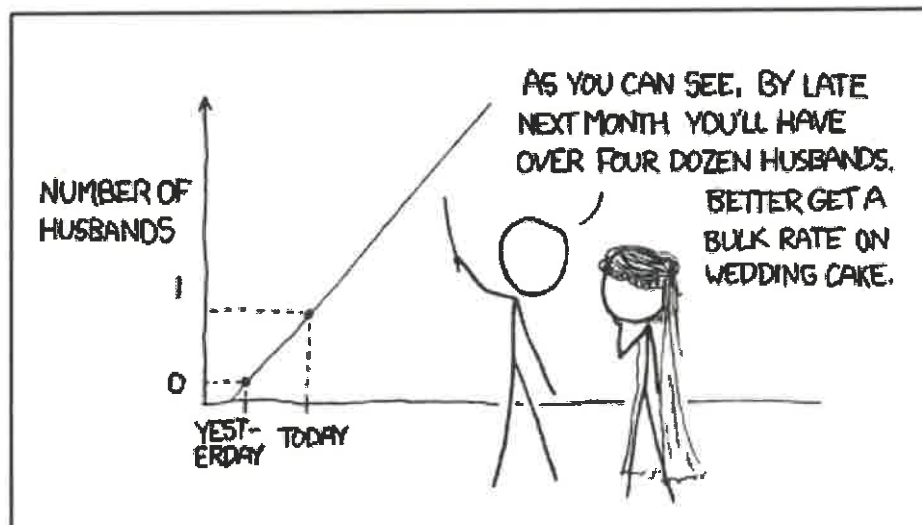
ACTIVE CARDHOLDERS



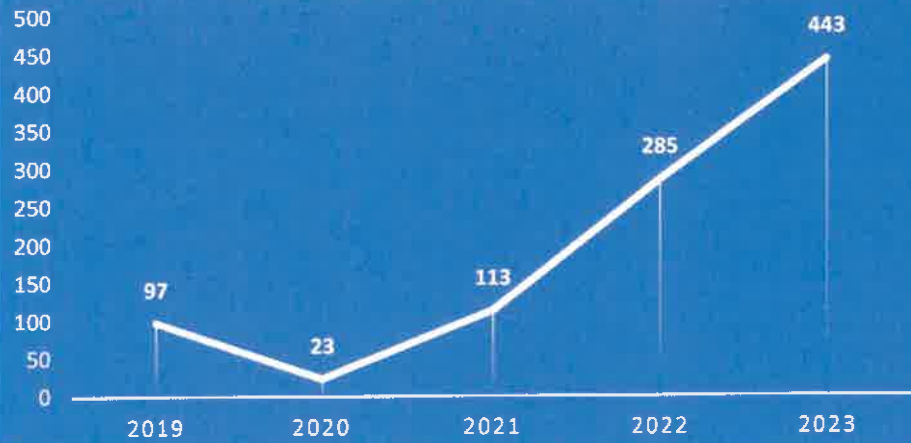
CIRCULATION



MY HOBBY: EXTRAPOLATING



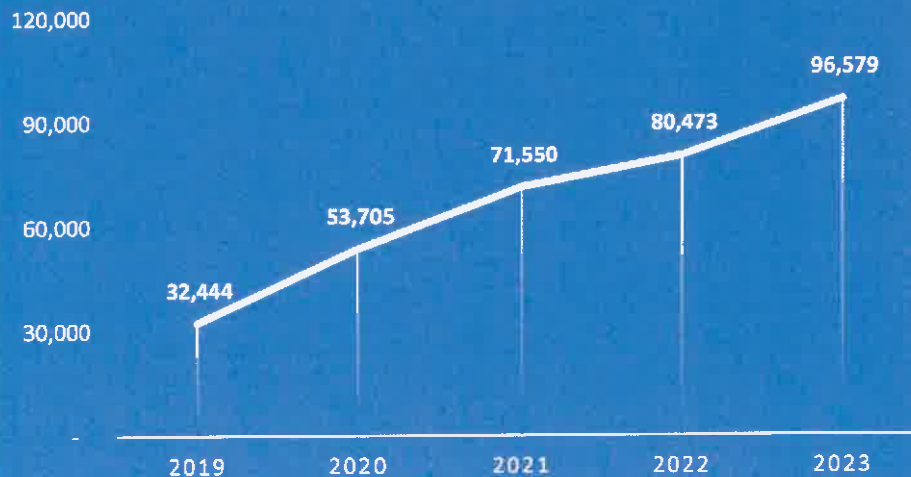
MICHIGAN ACTIVITY PASS



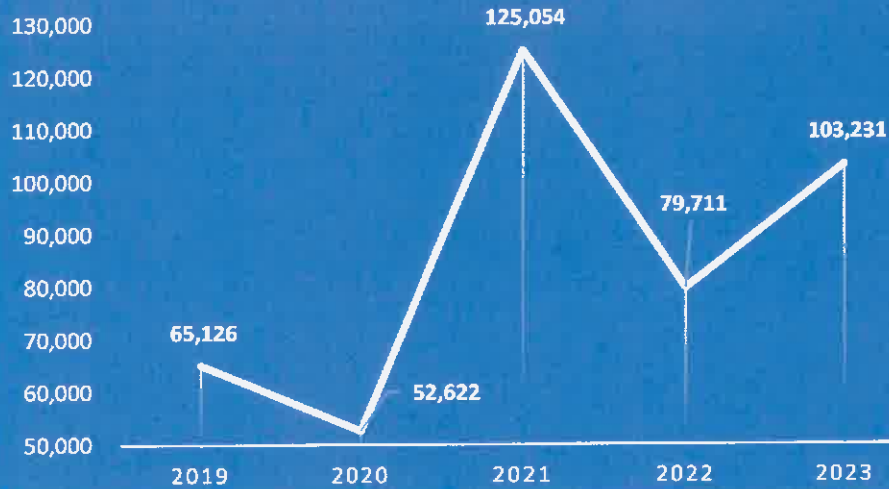
OVERDRIVE



HOOPLA

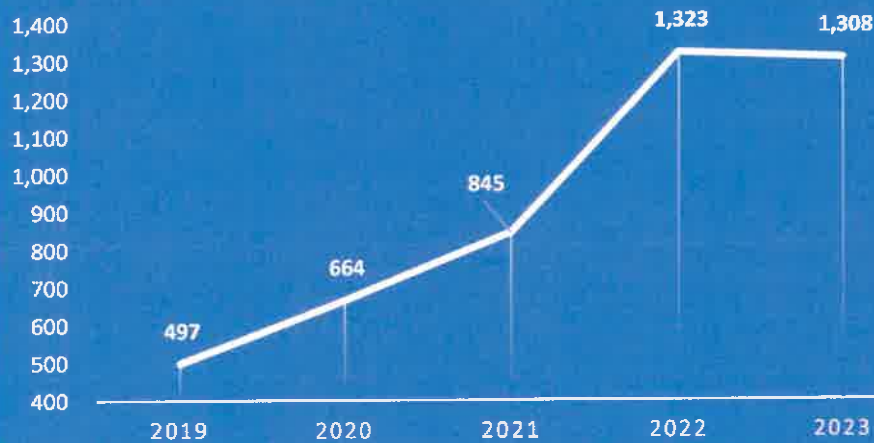


DATABASE USAGE

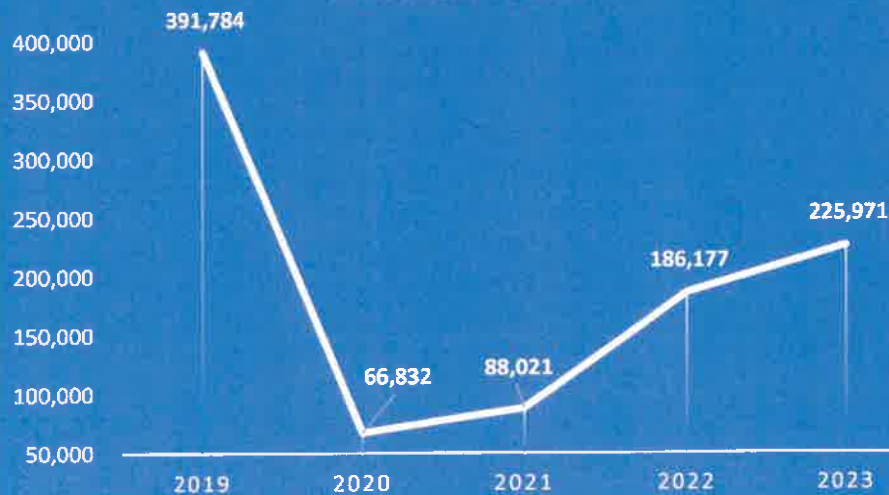


AVERAGE APP USERS PER MONTH

* APP TAKEN OFFLINE IN NOV. 23 DUE TO LITIGATION



LIBRARY VISITS



WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

JAN	13	3	3	Detroit Institute of Arts, Kensington Metropark, Yankee Air Museum, Hidden Lake Gardens, Lower Huron Metropark, Plymouth Historical Museum
FEB	12	4	8	Detroit Institute of Arts, Farmington Hills Ice Arena, Longway Planetarium, Lower Huron Metropark, Cranbrook Art Museum, Yankee Air Museum, Flint Institute of Arts, Kensington Metropark
MAR	19	5	19	Detroit Institute of Arts, Hudson Mills Metropark, Lower Huron Metropark, Outdoor Adventure Center (MI DNR), SEA LIFE Michigan Aquarium, Cranbrook Art Museum, Delhi Metropark, Holocaust Memorial Center, Kensington Metropark, Museum of Contemporary Art Detroit, Yankee Air Museum, Belle Isle Park, LEGO Land Discovery Center
APR	11	0	15	Belle Isle Park, Detroit Institute of Arts, Kensington Metropark, Lower Huron Metropark, Maybury State Park, Willow Metropark, Yankee Air Museum, Delhi Metropark, Hudson Mills Metropark, Lake Erie Metropark
MAY	12	7	13	Kensington Metropark, Yankee Air Museum, Hudson Mills Metropark, Lower Huron Metropark, Sterling State Park, Belle Isle Park, Detroit Institute of Arts, Howell Nature Center, Stony Creek Metropark, Tahquamenon Falls State Park
JUN	23	11	23	Flint Institute of Arts, Hidden Lake Gardens, Hudson Mills Metropark, SEA LIFE Michigan Aquarium, Yankee Air Museum, Detroit Institute of Arts, Howell Nature Center, Kensington Metropark, Lower Huron Metropark, Stony Creek Metropark, Dexter-Huron Metropark, Farmington Hills Ice Arena, Holocaust Memorial Center, Kids n Stuff Children's Museum, Maybury State Park, Museum of Contemporary Art Detroit, Pinckney State Recreation Area, Belle Isle Park, Huron Meadows Metropark, Oakwoods Metropark, Willow Metropark
JUL	44	7	24	Bay City State Park, Delhi Metropark, Dennon Museum Center, Detroit Institute of Arts, Dexter-Huron Metropark, Flint Institute of Arts, Hidden Lake Gardens, Holocaust Memorial Center, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, LEGO Land Discovery Center, Lower Huron Metropark, Michigan Railroad History Museum, Pinckney State Recreation Area, Saginaw Valley Naval Ship Museum, SEA LIFE Michigan Aquarium, Shiawassee Arts Center, Sloan Museum of Discovery, Steam Railroading Institute, Willow Metropark, Yankee Air Museum, Delhi Metropark, Belle Isle Park, Island Lake State Recreation Area, Kids n Stuff Children's Museum, Maybury State Park, Midwest Miniatures Museum, Museum of Contemporary Art Detroit, UofM Museum of Natural History



WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

SEP	40	2	3	Big Sable Point Lighthouse, Brighton Recreation Area, Delhi Metropark, Detroit Institute of Arts, Hidden Lake Gardens, Historic White Pine Village, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Lake Erie Metropark, LEGO Land Discovery Center, Lower Huron Metropark, Ludington North Breakwater Lighthouse, Palms Book State Park, Port of Ludington Maritime Museum, Stony Creek Metropark, Tahquamenon Falls State Park, Willow Metropark, Yankee Air Museum, Lake St. Clair Metropark, Lakeport State Park, Sterling State Park
OCT	20	2	5	Flint Institute of Arts, Hidden Lake Gardens, Hudson Mills Metropark, Lake Erie Metropark, Lower Huron Metropark, Mill Race Historical Village, Oakwoods Metropark, Pinckney State Recreation Area, Stahls Automotive Foundation, Sterling State Park, UofM Museum of Natural History, Outdoor Adventure Center (Michigan DNR)
NOV	12	2	3	Detroit Institute of Arts, LEGO Land Discovery Center, Lower Huron Metropark, Washtenaw County Historical Society Museum, Waterloo State Recreation Area, Yankee Air Museum, Highland State Recreation Area
DEC	21	0	7	Arab American National Museum, Detroit Institute of Arts, Holocaust Memorial Center, Kensington Metropark, Lower Huron Metropark, Meadowbrook Hall, Plymouth Historical Museum, UofM Museum of Natural History, Yankee Air Museum, Dexter-Huron Metropark, Maybury State Park



TOTAL 227 43 123

Proudly supporting 443 Adventures in 2023



Community Relations

Monthly report: June, 2024

Major print/design pieces produced:

- **Loop** – The summer issue of The Loop hit mailboxes. It covers the Michigan Avenue reopening, Summer Challenge, return of the Noise Permit concert, the new Ypsilanti Youth Poet Laureate, and more.
- **Michigan Avenue Tea Party:** We designed invites and a tea cup set for the June 30 Tea Party Sneak Peek.

Promotional activity

- **Summer Challenge:** In addition to the promotional signs and flyers we produced, we also organized an ad to play on WEMU using the Toyota funds to highlight the summer challenge.
- **Michigan Ave. Reopening:** Sam has almost finished the SAB video with comments about the Michigan Avenue reopening.
- **We also organized blog posts for Juneteenth and Pride Month.**

Notable Media Mentions

- The Eastern Echo had an article about our call for artists for the Superior Art Collection.
- The Chalk Up for Pride event held downtown (including outside the Michigan Avenue branch) was listed in an MLive article about ways to celebrate Pride Month in Ypsilanti.
- The Eastern Echo had a piece about the YpsiWrites Author Reading we hosted.
- WEMU, ClickOnDetroit, and MLive covered our free weekend bus rides with TheRide for the Summer Challenge.
- We were listed as a cooling center in pieces that appeared in MLive and ClickOnDetroit.

Community Relations news

- Both Parkridge and Engage@EMU meetings are on summer break now and will resume in the fall.

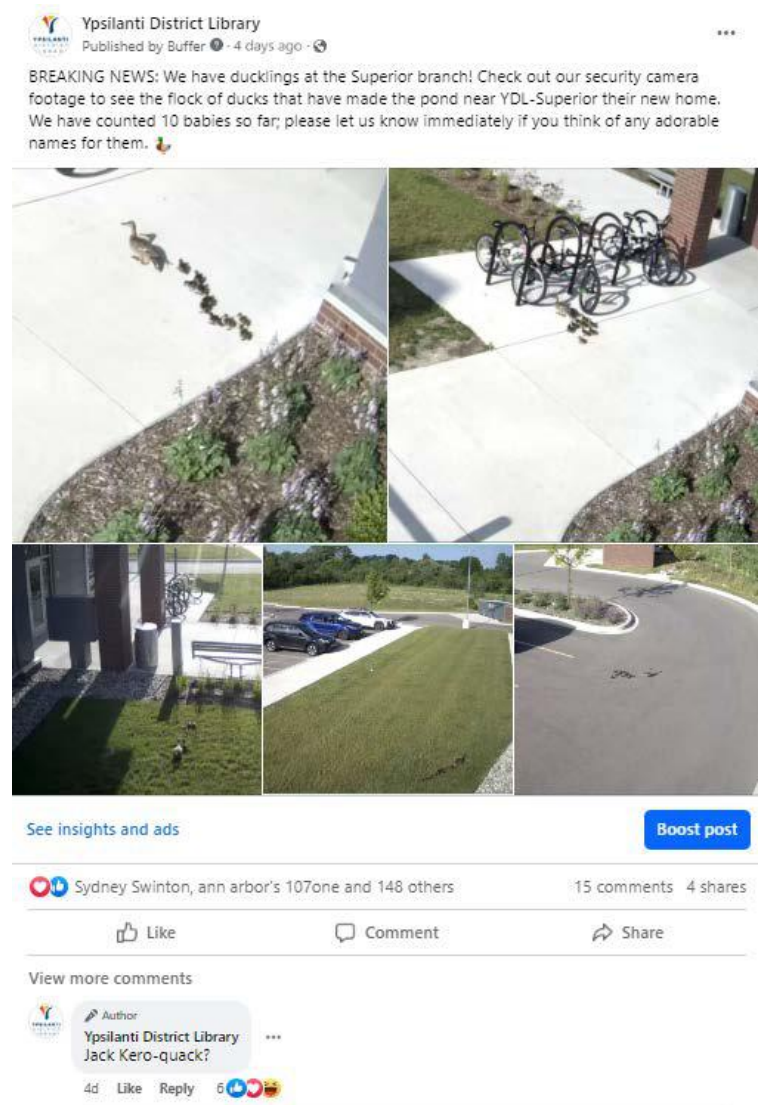


Submitted by Sam Killian on 6/21/2024

Notable Social Media activity

We had a total audience of 10,865, up slightly from the previous month. We had 50,000 total impressions, and our total engagement was 2,700. Both those numbers were down significantly from the previous month. Our Tik Tok now has 640 followers with 6,600 likes, and we're consistently getting around 1,000 views on our videos. Some highlights from the last month:

- A meme we shared about having a favorite book got more than 1,600 views on Facebook with 180 engagements.
- A meme we shared about the job of the character in the last book you read reached more than 2,000 people with 400 engagements, including 70 comments.
- The post with pictures of the ducklings at Superior reached 6,200 people with 1,100 engagements, including 150 likes and 15 comments.
- The latest post about the Michigan Avenue progress reached 6,700 people with 260 engagements, including 130 likes.
- 620 people watched the last Library of Laughs video on Facebook, and 700 people watched on Tik Tok.
- 130 people liked the Call to Artists post for Superior on Instagram.



YDL DEVELOPMENT REPORT

June 2024

MAKING CONNECTIONS

Chris attended the May meeting of Creative Washtenaw at the home of Russ Collins, President of the Michigan Theater, and Deb Polich, CEO of Creative Washtenaw. Many connections were made and Chris was able to share information on the progress of restoration work at our Michigan Ave. branch. Discussions regarding the new Michigan Arts and Culture Council's new grant process were plentiful especially surrounding the new award decision making process which will be based on an organization's eligibility – no more scoring of applications. How this works is still a mystery.

On June 11, Chris attended a Rotary Club of Ann Arbor and Ann Arbor Kiwanis mixer – the first of two scheduled for 2024. Chris was able to connect with several Kiwanis Board Members to discuss upcoming projects at YDL. Both the Rotary and Kiwanis grant processes open in the new year.

On June 12, Chris attended Rotary as the speaker was one of our Superior capital campaign donors – Rich Sheridan of Menlo Innovations. The author of Joy, Inc.: How We Built a Workplace People Love. After his presentation, Chris was able to connect with Rich and personally invite him to take a tour of the Superior Library. He indicated he would definitely be interested. Chris will follow up with him soon.

PROGRAM GRANTS

Grants Awarded

Ypsilanti Downtown Development Authority – YDL has been awarded \$1,500 from the YDDA in support of our **Back on the Block** party on August 3rd.

Grant's Submitted

Michigan Health Endowment Fund – 2024 Behavioral health Initiative – With support from both the EMU and U of M Schools of Social Work, Lisa prepared and submitted a request for funds for the **Ypsilanti District Library Social Work Model: Partnering for Behavioral Health in Ypsilanti**. YDL has requested \$377,342 over a two-year period. Funding would assist YDL in creating a social work model to support both the library staff and the people we serve. If not funded, we will be notified in August. Funded projects will be approved on September 12th.

Upcoming Grant Submissions

Ethel & James Flinn Foundation – Due: June 27, 2024. We are submitting this grant request in support of Kelly Scott's teen workshops – **Self-Care Sundays**. This mini-grant funds mental health awareness, education and outreach projects. Grant awards range from \$2,000 - \$5,000. Our project focuses on a youth led teen mental health prevention activities and support, as well as promotion of wellness through self-care.

Michigan Arts & Culture Council – Due: July 24, 2024. YDL will once again submit a request for funds in support of **Noise Permit 2025**. This year, we are able to request funds up to \$20,000 if we so choose. MACC has simplified the application dramatically.

Grants Denied

Trinity Ann Arbor & Livingston: Investing in Our Communities Grant

This request was for \$50,000 per year for two years in support of a full-time social worker for our Superior and Michigan Ave. branches.

CORPORATE SUPPORT

Chris is working on creating a process for attracting more business and corporate donors to YDL projects. She hopes to use this year's Noise Permit event on August 2nd as an opportunity to invite select corporate/business contacts to the concert and build enthusiasm for support. This model will also be a way to promote support for larger annual events like the Summer Challenge and Lunch, Listen and Learn.

CAMPAIGN FOR MICHIGAN AVENUE

We continue to seek funds for the restoration of Michigan Avenue. Thus far, we have received 124 donations totaling \$42,155. It would be great to make it to \$50,000!

As of this report, we have raised \$1,440 (gross) in ticket sales for the upcoming *Sneak Peek Tea Party* on Sunday, June 30th, from 2 – 4 p.m.

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.*

Reservations for the Tea Party are due on June 25th. There are still plenty of tickets available! Please direct friends and family who would like to join the fun to ydlteaparty.eventbrite.com before our deadline on the 25th to order their tickets.

SUPERIOR CAPITAL CAMPAIGN

Our interactive play area at Superior still needs funding! The project will cost around \$50,000. Funds can come from business or individual support.

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

FUN FUNDRAISING FACT

According to Nonprofit Times, more than 80% of donors research how a non-profit spends its money.

Report respectfully submitted by Chris McMullen, Development Coordinator
6/19/24

Facilities Department

Board Report: June 2024

Facilities has been busy at Michigan Ave while all the repairs by Phoenix is going on. We had to remove all the books from the stacks, using about 800 boxes, and cart them out to two Pods which are located in the library parking lot. Then we helped Phoenix lift the empty shelving on to carts so they can easily move around to make room for the different stages of the project.

Phoenix painted, and carpeted Joy's office, and the employee workroom on the main floor. After that, we installed new ceiling tiles, cleaned the light fixtures, and new light bulbs to brighten the rooms up. Then we moved all the furniture back into the offices.



Phoenix finished the framework for the drywall. The spray insulation was installed. Phoenix will get an inspection from the city, then putting up the drywall is the next step.



We took the red box down over the fountain and put it into storage. Got the fountain up and running.



We had a leak in the heat loop piping at Whittaker Road in the Acquisitions Department. Campbell came to do repairs. The technician broke a bolt while tightening a clamp, and water started spewing out creating a flood in the department. They were able to shut off the heat loop system to do repairs. A Campbell representative said they will cover the cost of the damages. We had Midwest Carpet to extract the water, dry the carpet, clean, and deodorize the area. A motion sensor for the burglar alarm was full of water. A new one is on order and will be installed soon. We will replace any stained ceiling tiles, and repaint the walls in the area.



The Bookmobile air conditioning has two blower motors. One of the motors was making a rattling sound, and needs to be replaced. Outreach took it to Cummins – they said they are not able to work on it. I disconnected the wiring to the motor making the noise, the other still works. I ordered a new motor from Grainger. It took a couple weeks to get and is finally here. We will need to have a welder attach a couple brackets to it before we can install the new one. Fingers crossed all goes as planned.

We went to Pinters Greenhouse to pick up some flowers. Ron planted them at both Whittaker Road and Michigan Ave.



Submitted by: Jim Reed

June 19, 2024

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2024

Status Report – June

- Michigan Ave – We’ve moved through initial phases of Michigan Ave’s redesign. We’ve spent the last few weeks covering many details pertaining to Tech and infrastructure needs. In the next month we’ll test IT systems that will be available upon re-opening along with schedule and perhaps install all data infrastructure requirements.
- New ILS System – We are moving full steam ahead with the next steps for our new ILS. Test data migration went well and we’re actively in our test environment working with the primary clients for Polaris. We’ll be focusing on testing IT systems along with staff operations and training through the next month.
- 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 – With recent power outages we’re looking to improve some of our digital signage systems with Uninterruptable power options. We find there’s a consistent interruption to our applied settings during brief outages and would like to limit this.
- Wireless Printing – Our new system Princh has been running smoothly and at last check we’ve been processing over a hundred jobs per week system wide.
- Security Cameras – We’re looking to schedule this install along with Michigan Ave’s data infrastructure. It’s a busy summer!
- 3D printing – Joy has received 5 laptops and is actively utilizing them with programing! Initial feedback is positive.

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.
- Data Line improvements – TLN will be upgrading the speed of our data lines for our other buildings in Early July. This will include a small adjustment to our interconnected buildings that should improve performance as it moves towards dedicating resources to each building. We’ll be happy to know that this will be in place for the implementation of the new ILS and re-opening of MI Ave.

Michigan Avenue Board Report: June 2024

Programs & Services

Kelly has wrapped up Great Stories Book Club till August and was able to take the group to Skyzone. Aaron has continued the Guitar Club and Queer Craft Group meetings and both are getting regular attendance. Rachel and Joy facilitated a Chalk It Up for Ypsi Pride with about 40 people using chalk sticks spray and sticks and really filling up the plaza and the front of Mich Ave. Rachel created a terrific Pride flag with “LIBRARIES ARE FOR EVERYONE” on top of it! Shoshanna organized a League of Women Voters forum for Ward 3 primary. Unfortunately it was cancelled last minute due to no fault of either YDL or LWV. Joy facilitated a Family Tree Maker workshop for which we had a full house and another 200+ signed up virtually. Joy also taught a pilot 3D printing workshop with 6-7 year olds. Her husband and grandchildren, all who are familiar with 3D printing, helped her with this. The kids created free drawn images and printed their names. Summer Challenge has started and Mich Ave staff are assisting at Superior and Whittaker desks, helping with lunches, programs, signups, and prizes.

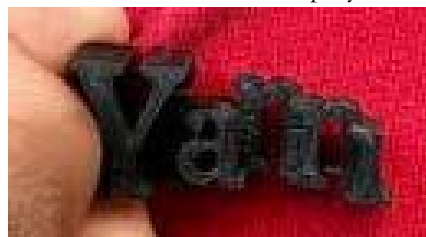
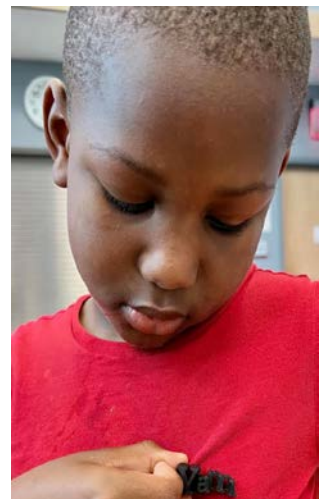
Staff

Inservice was informative, useful, and allowed the entire staff to get together. Many thanks to the board for allowing this training day. Joy and Rachel attended 12 hours of training for the new circulation module, LEAP. I'm personally thrilled to be able to put Horizon to bed. Our Circ staff continue to help Outreach with Friday bookmobile visits to Michigan Ave. During Mich Ave's closure four staff moved to a different department or left us for various reasons; Jenny moved to Outreach, Charline, Scott, and, Venus resigned last month to go to school. They were not replaced right away due to Mich Ave being closed. Last week four new part-time staff were onboarded and are being trained in expectation of our August reopening. Ellen Steves, one of our new paraprofessionals, has recently moved to Ypsilanti, has experience in screenwriting, has a wine and food business, and is an AI consultant. Mani Brito, our other new paraprofessional, has a MS in chemistry, is the brew master for 734. Daishayanea Jackson will be our youth paraprofessional and has extensive experience in Erickson Elementary, Our Community Reads, and Friends Indeed's Circle. And Shayla Card-Nowlin will be our new circulation clerk and has a degree in Entertainment and Arts management. We're excited to have these new additions to our staff and have high expectations. I'm very grateful for Paula, Mary, and John, who have taken the new staff into their departments to get experience prior to Mich Ave's opening. We also have added SummerWorks Intern, Marques Hunter, a YCSHS student, whom I'm onboarding this week. He has already started to help out with Noise Permit workshops and lunches.

Building

YDL-Michigan is slowly coming back together. Facilities boxed up all the remaining books on the standalone shelves and put them in pods in the parking lot so shelving could be easily moved out of the way. The managers' office and upstairs staff offices were carpeted and painted which allowed us to move that furniture and miscellany out of the middle of the upstairs floor. New electrical and data lines have been installed upstairs. Metal studs were added to the walls to support new drywall. Foam insulation was sprayed between the studs.

Joy Cichewicz
June 21, 2024



Outreach Board Report - June 2024



Bookmobile

Introduction of Summer Interns

This summer the Outreach Department has two interns helping us with our Summer Camps and Community Events. They are Bridget, LIS Intern, and Eric, Summerworks Intern. Bridget is a recent graduate of University of Michigan Dearborn with a major in English and she is considering attending the MLIS program. She is still determining an area of librarianship, but I have agreed to be her mentor throughout this process. Next, we have Eric Smith Jr a recent graduate of Ypsilanti High School. will be attending Eastern Michigan University in the Fall to major in Computer Science. I will have Bridget mentor Eric about how to balance college life. Welcome to our team!

Repair of the Bookmobile

On May 21st and May 22nd, the Bookmobile was pulled due to no air conditioning. It was reported that there was a rattling sound when the AC was turned on. So, it was decided to pull the Bookmobile off due to the excessive heat those days. Immediately I called Cummins, the location that services our Bookmobile to be aware of what was happening. It was mentioned that the entire top of the Bookmobile would need to be replaced which would have been costly. Khi drove the Bookmobile out to get regular service on it and thought that what was making the noise was equipment in the AC unit that needed to be replaced. So once the Bookmobile was returned home, Jim and Khi looked at it and sure enough, it was the fan. Jim ordered the part and will be replaced. The Bookmobile will be an in-house repair thanks to Khi's quick thinking! Great job Khi!

Also, on June 5th, on behalf of the Outreach team, Khi attended a viewing of Bookmobiles at Chelsea District Library and TechOps. He met many team members from Chelsea, Livonia, and Dearborn. They asked him questions due to us having a Bookmobile. He also spoke with the TechOps and asked many questions. He returned with a business card for (wink, wink) future reference.

Bookmobile Summer Survival Kits

We now have a summer survival kit available on the Bookmobile! Big thanks go out to Jenny! The summer survival kit has mints, sunscreen, hydrocortisone itch gel (bug bites), citrus room spray, and electrolyte powder (dehydration). These are normal occurrences that happen over the summer and we want to be sure the community is taken care of and have what they need.

International Collection

The Bookmobile now has an International Book Collection on the Bookmobile. A BIG thank you goes out to Kaitlyn and Jenny for working so hard to make this happen. On

the first day of the Internal Collection being added, we got an immediate response from another and her little one. ALL voices must be considered and heard on the Bookmobile and YDL.



Community Events

Stop the Violence @ Huron Heights

On June 1st, the outreach team was invited to the first in a 3-part series to inform community members about **Stopping Gun Violence**. It was held at Huron Heights, and is also of the Bookmobile's Community Stops. Debbie Dingell stopped by to take pictures and speak with the community. I shared



resources and encouraged families to visit the Bookmobile on Thursday nights. Guess who took the photo, Debbie Dingell?

YPSI Pride

On June 7, we participated in the **Ypsi Pride!** It was AMAZING! We met so many people (282 to be exact) who were so very happy to see us in attendance. Many Ypsilanti residents already had library cards, knew about our resources, and shared reading lists for youth/ young adults and adults! It was fun just to engage! I was there with Bridget who did an Excellent job talking about the library. I will let you in on a secret.... Michigan Ave was the biggest hit! The community is so excited for the library to open! I have so many questions about the opening date. Also, people just love YDL! They just stop by to say they love us :). We had big support from our team too!

Marianne, Amy and son, Ken and his kids, Kaitlyn, Susana and her kids, and Maddy and family stopped by to support us. Can you say team spirit?



Superior Day!

On June 8th, the next day after Pride, Kaitlyn Bridget, and Ken were at Superior Day! It also was a big hit! The community was so thrilled to see the team and the Bookmobile. The Bookmobile was sick last year. We had over 381 people who visited our table and the Bookmobile! Resources were shared, and there was Summer Challenge chatter and FREE books to be shared. We even got a donation of books from a community member!



EMU Bike Rodeo

On June 15th, we celebrated our second year with Eastern Michigan University at the Bike Rodeo! It was nice weather, great giveaways, great participation, the Bookmobile, the Book trike, and of course BIKES!! Swoop even kept us company throughout the event. Can you smell more partnerships coming? Yes, according to Sgt. Torres!



LNGO

On June 11, Kaitlyn went to the Ypsilanti Senior Center and gave a Summer Challenge presentation for the seniors. There is always the focus of youth which there should be, but adults and seniors read too! So, it is important to pass that information along.

The Outreach department has a special Summer Challenge promotional flier for senior signup. for seniors. The current flier that promotes Summer Challenge makes it look more like a youth incentive which causes adults not to sign up. This all in thanks to Susana!

Team Work Acknowledgment

Due to a family loss, Khi wasn't able to drive the Bookmobile for an event or his regular Tuesday route. So, in support of his colleague, team, and community, Ken stepped up by driving for those events! He volunteered and committed his time. Way to go Ken!

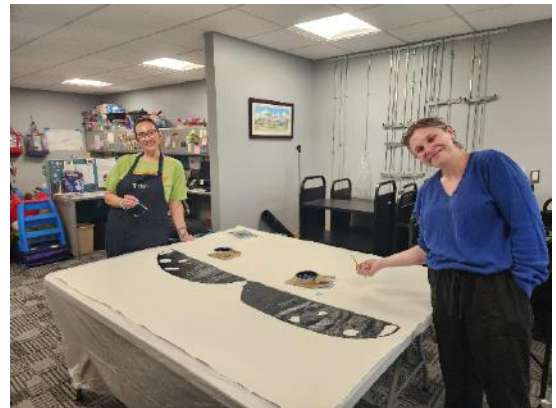


Superior Board Report

June 2024

Staff News

- We are saying a bittersweet goodbye to clerk Megan Watts, who is departing YDL for an apprenticeship program at Washtenaw Community College.
- We are happy to have Coronda Maxwell stepping into the full-time clerk role that Megan vacated. Coronda has been with YDL-Superior since right before we opened and is excited about transitioning to full time.
- We are finalizing the hiring of a part-time clerk to fill the gap created by Coronda shifting to the full-time role.
- We welcomed two summer interns, Josiah Edwards with Michigan Works' SummerWorks program, and Monse Bolanos, our Summer Library Intern. They both help with lunches and post-lunch programs. Monse also staffs the reference desk and has a few special assignments with displays.
- Kallista, Nicole, and Mary attended a Restorative Practices two-day training offered by Neutral Zone. This training provides training and tools for implementing restorative approaches with young people.
- Lewander and Mary attended training for the LEAP circulation module.
- All staff attended inservice day – it's always helpful and inspiring to spend the day learning together.



Summer Challenge/Summer Food

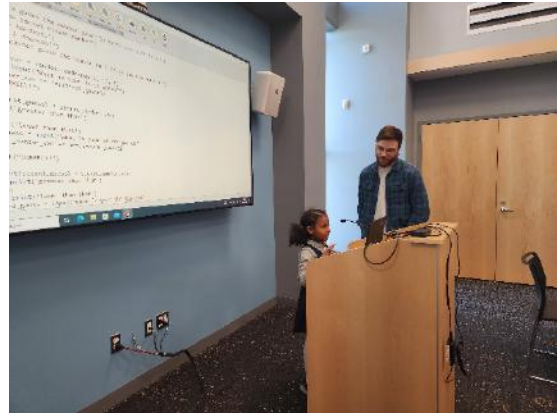
- Reference staff attended the Food Gatherers Summer Food training.
- Along with Bridget from Outreach, staff from Youth Arts Alliance and Food Gatherers, YDL-Superior staff went door-knocking at Sycamore Meadows to promote our summer food and enrichment programs.
- Liz and Monique created a gorgeous wings mural as part of summer challenge. Stop by to see it and pose for your photo opp!
- Liz helped plan and staff the Summer Challenge Kickoff at Whittaker. Her DIY catapults were a huge hit!



Program Highlights

- Summer is in full swing! We have a full slate of activities during the week, including storytimes, lunches, art workshops, STEM programs, garden to table, and more.
- We wrapped up the Kids Computer Programming series for the school year with a celebration and a showcase. Kids created some really fun codes, including a tic tac toe game and a number guessing game.
- Other programs we hosted included:

- Adult: Meditation, Sew Social, Chair Yoga, Ypsi Writes, I Just Want to Be Included author event,
- Teen: Hip Hop Workshop,
- Youth: Black Men Read Book Party, Celebration of Asian American/Pacific Islander Heritage Month, Board Games & Video Games, Chess with Mentor2Youth, Read to Hugo, Garden Planting, Food Gatherers Barbeque



Building & Grounds

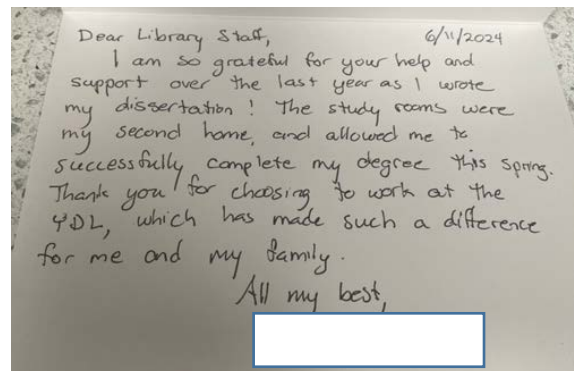
- We finalized a design for the new kitchenette mural with Julia Lubas. She painted/installed it the last week of May. It features stylized illustrations of people at the book brigade, mixed with literary and nature themes. We were happy to showcase it during the first summer lunch!
- We enjoyed monitoring the duck nest by the front hallway window. Ducklings hatched the week of 6/10 and Liz G caught some adorable security camera footage of the adult and babies moving from land to water. Thanks to our Communications team for posting photos on social media – they made quite a splash!
- During a very windy rainstorm, we experienced two small ceiling leaks. O'Neal worked with roofers to troubleshoot and fabricate a piece of flashing to prevent this in the future. This week, we had another windy rainstorm with no noted leaks. We will continue to watch and report.



We recently received the following card from a patron along with a large bag of chocolates. It is so meaningful to our staff to see the impact of the work we do. The note reads:
"Dear Library Staff,

I am so grateful for your help and support over the last year as I wrote my dissertation! The study rooms were my second home, and allowed me to successfully complete my degree this spring. Thank you for choosing to work at the YDL, which has made such a difference for me and my family."

Submitted by Mary Garboden,
 June 18, 2024



Whittaker Road-Adult Services Board Report: June 2024

Here is a listing of June programs:

- Google Docs for Beginners
- Bird Photography
- Rare Birds Flocking Together at North Bay Park - A Black Birders Week Meetup
- Microsoft Word – Basics
- Container Gardening for Hummingbirds and Butterflies
- Mahjong Meetup (every Mon, four meetups)
- Knitting Plus (every Tue, four meetups)
- Genealogy and Family History Bunch
- Google Sheets for Beginners
- Classic Comedy/Mystery/Crime Movies - A Slight Case of Murder (1938)
- Thursday Morning Book Group
- Google Calendar - Basics
- Microsoft Excel – Basics
- Google Sheets Tips & Tricks
- MICHIGAN WORKS! Southeast Community Outreach
- Google Docs Tips & Tricks
- Writers Room & Drop-in Consulting
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Let's Learn Crochet!
- How to Host a Zoom Meeting
- Microsoft Publisher – Basics
- Virtual African American Authors Book Discussion Group
- Google Drive - Basics
- Google Slides for Beginners
- Microsoft PowerPoint – Basics
- Garden questions? Ask The Master Gardener!
- Microsoft Excel – Pivot Tables (Intermediate)
- Microsoft Word – Tips, Tricks, and Hacks

We do less programming during the summer months as many adults are busy with home projects, activities for their children and taking vacations. In addition, some recurring programs take a summer break but will return this Fall. Thanks to Joy Cichewicz for helping out with the two birding programs when staffing was tight in my department, much appreciated that she stepped in to run them. Speaking of Fall programs, Paula is on the committee to plan programming that ties in with the September-October Underground Railroad Exhibit. We will have a wonderful array of programs from quilting to dance to lecture-style presentations. It should be an engaging experience for our community.

We are welcoming several new staff over the summer. This month, Paula is helping train the two new Michigan Avenue Adult Services Para pros, Mani and Ellen. Next month, the two new Whit Adult Services Librarians, Brett Hamilton and Nicole Walley, will join us. I'm looking forward to having them on our team and expect to spend time in July training them. Brett was able to visit/tour Whittaker Road already and Nicole will do the same shortly before her official start date in July.

We're all looking forward to Michigan Avenue reopening later this summer! Paula is on the committee that is planning the Tea Party fundraiser and the Welcome Back Reopening. Both are shaping up to be great events.

Robert is on the Summer Challenge Committee and worked at the Summer Kickoff event, attended by an estimated three hundred plus people; hopefully, they all registered for the Challenge as well.

We are doing a lot of exam proctoring this summer for distance learning students. While it is a small side service, the students we do this for are grateful, as there are not many places locally that offer this service.

Brigitte and Paula are participating in the "Train the Trainer" Polaris training so we can help other staff learn how to use our new ILs. Staff have been given logins and access to a Practice Database so they can get used to the new system in advance of the Go Live date in August. Staff feedback thus far has been positive. Thanks to Julie for making the training videos available to all staff.

-Submitted by Paula Drummond June 19, 2024

Whittaker Youth Services Board Report June 2024

Programs

Little Ones

Storytimes returned this week for an 8 week summer session. We are offering 4 morning storytimes each week for a range of ages from baby to kindergarten readiness, plus weekly outdoor (weather permitting) sensory stations.

Kids and Parents

- **Lunch** Seven weeks of lunch and daily programs began this week. All staff attended a Food Gatherers Training to be certified to serve lunch. Psyche got the document camera from IT so we can use the projector to enlarge the books we read and use a lapel mic to project our voices.
- **After lunch programs**
 - **Mondays:** Creative Arts hosted by a variety of presenters. It kicked off this week with a drawing class taught by Young Rembrandts, a Canton based art school.
 - **Tuesdays:** Movement and food tasting with WISD's Healthy Habits Start Now team.
 - **Wednesdays:** Tween Scene, hands-on projects for slightly older kids without a parent. Liz hosted the first session where kids made diamond art keychains.
 - **Thursdays:** Indoor STEM Play with new topics each week.
 - **Fridays:** Outdoor STEAM near the garden when weather permits.

Teens

- **Summer Volunteer Corps** 34 teens signed up to help at YDL-Whittaker this summer. Almost all attended a training session offered before the end of school. Many who participated last summer returned because they enjoyed the experience and some brought friends! There are about 4-5 teens scheduled each day to help with lunch and programs.
- **Ypsi Pride POP** Two TAG members helped plan activities for the library table in the youth area of Ypsi Pride coordinated by Ozone House. Kelly and I worked the table and interacted with 48 people who made pronoun pins, tie dye t-shirts, and/or friendship bracelets.

Other Work

- **Book Displays** Liz made a youth Pride display, and Ulana made holiday displays for Juneteenth, Eid al-Adha, and Father's Day. Ellie made Pride and Caribbean American Heritage Month displays for YA and a Caribbean American Heritage display for youth. Last year, grab and go book bundles with leveled packs of fiction and nonfiction were popular, so Emma and Ellie are creating some for families to check out this year.
- **Play Spaces** During May we cleaned the supply closets and reset the department for the summer. Marlena turned the pretend play space into a Let's Play House space, Ellie added new Duplos and puppets, Liz made a small motor skills forest theme play area, Psyche and Emma created a new crazy walk. Everyone is maintaining weekly scavenger hunts and activity bins.
- **Garden** Jaclyn's garden is growing, with the help of everyone in the department taking turns watering. Jim and Patrick are working on new supports for the sound wall. Patrick power washed the mud kitchen, I put out loose nature parts, and we have new table umbrellas to help on hot days. Patrons are enjoying the space and sampling strawberries, radishes, and herbs.
- **Other Work** Psyche is representing our department to help plan programs for Julie's fall Underground Railroad exhibit. Liz went to LCS Reading in the Park with Kaitlyn.
- **Summer Challenge**
 - **Staff Preparation** I offered two training sessions on Zoom to provide an introduction and/or refresher to using ReadSquared. Sam ordered more Summer Challenge t-shirts so everyone is set to promote the program from public service desks and outreach tables. Supplies and secret codes were distributed to all locations.
 - **Prizes** Jenny, Stephanie, Sam, Chris, and Maddy helped collect a great array of grand prizes for patrons to try to win. Business donors were also offered fairy doors that players can hunt for, made by Joy's husband and decorated by staff or the business. Treasure boxes for kids to pick from every time they earn 10 badges were popular last year, especially at Superior, so Liz P and Liz G worked together to order fun items for this year's boxes. We'll also have 100 tigers tickets to give away later in the summer, plus weekly drawings for Puffer Reds gift cards.



- **Kickoff** It was Whittaker's turn to host the kickoff party, so Liz P, Robert, and I planned the event. Thanks to the Toyota Foundation grant, we were able to have a big kickoff party with STEM themed carnival games such as math archery, a building challenge, and catapults, plus interactive music by Bichini Bia Congo, a farm animal petting zoo, booth by Washtenaw County 4-H, bounce house, cake decorating contest, and snacks. Liz P, Liz G, Jaclyn, Ellie, Kelly, Ulana, Jodi, and eight teen volunteers led booths and signed people up for the Challenge. We're estimating 400-450 people attended based on the amount of popcorn and ice cream consumed and the long lines and lack of parking. Thanks to Karen for getting all the food and paper products, plus storing popsicles at her house!
- **Sign-ups** Over 1,250 people have signed up as of day five of the program.

Submitted by Jodi Krahnke June 19, 2024



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/21/2024

Re: Selection of Michigan Avenue vestibule change order options

In the original estimated budget for Michigan Avenue's renovation, the rework of the entry vestibule to match the plans was listed as TBD.

As you'll recall from your tours, the idea is to change the vestibule so the door leads directly into the library, without diverting people to the left or right. Making this change means the vestibule must become a little bit deeper to meet code, but it will give us more space on either side, make for better safety and security, and provide easy entry for paramedic equipment, wheelchairs and strollers.

The ADA's intent is to ensure everyone can effectively maneuver into, around, and out of a building safely. Currently the vestibule does not comply because there is not enough room next to the door for a person using a wheelchair or walker to get close enough to open it independently, as required.

Phoenix Contractors solicited three quotes to rework the vestibule, with a very wide swing in price and make-up of the finished product. I shared these with the Building Committee. They felt the decision merits the full Board's consideration as it is a big ticket item, and selection will have an impact on how much of the historic feel of the building is retained. Architect Kyle Keaffaber presented the three options at the 5/15 Board meeting. The four Trustees present had many questions and wanted to hear from more voices, so the item was tabled until June.

On 6/11 Kyle and Phoenix Site Supervisor Jake Autrey met with a City Building Inspector to inquire whether we could open without the vestibule in place as believed. As long as the entry is made safe (no trip hazards, etc.) he was quite confident they would be able to issue a Temporary Certificate of Occupancy without the vestibule. (It will take a few months to fabricate; we will probably need to close a day or two for installation when ready.)

However, the Inspector noted that the drawings that were approved during the City's plan review included the new format vestibule. He felt if we should decide not to rework the vestibule it would likely mean the project would need to return to plan review, which would require time. Whether or not we need to bring the entry up to ADA requirements is based on the percentage of the building's square footage being renovated. 80% of our project is repair rather than renovation, but interpretation can be subjective. Kyle is seeking a meeting with the Planner to see where they weigh in on this.

Kyle will return for the June meeting to present more information on the three options. Fresh renderings illustrating the differences are in the works and will be forwarded via email prior to the Board meeting.

Branch Manager Joy Cichewicz will also attend to provide insight on how Michigan Avenue's patrons would greet the reworked vestibule and proposed security desk.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-15

May 15, 2024

RESOLUTION TO APPROVE A CHANGE ORDER REGARDING THE MICHIGAN
AVENUE VESTIBULE

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

Whereas, as repair work is underway, YDL also plans to redesign portions of the building's interior, and

Whereas, the architectural plans call for reworking the historic front entry vestibule, and

Whereas, Phoenix Contractors, Inc. has solicited three quotations for the work and the three options each have different merits, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following Change Order to rework the vestibule is approved: _____.

BE IT FURTHER RESOLVED THAT the Capital Asset Replacement Fund will be used for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

VESTIBULE OPTION #1
CHANGE ORDER #2.1-A - VESTIBULE

SCOPE OF WORK:

#1 - Labor and material to remove, rebuild existing vestibule, salvage, and reuse partial existing pieces/some new, reuse existing door, refinish brass and install new vestibule. This work is to be done by *CAN Art Handworks Inc. out of Detroit Michigan.*
- \$103,262.00

#2 - Labor and material to install new glass in the reworked brass vestibule frame along with glass at the ceiling in the vestibule. Cost includes new auto operator at the reworked door. (*Glasco*)
- \$33,368.00

#3 - Fees - Phoenix Fee (7%), Insurance (.85%), Bond (1.2%)
- \$9,564.10
- \$1,161.36
- \$1,639.56

Total Cost for Option - \$148,995.02

VESTIBULE OPTION #2
CHANGE ORDER #2.1-B - VESTIBULE

SCOPE OF WORK:

#1 - All labor, materials, hardware, and equipment to remove and restore front entrance vestibule. This includes replacing glass, reconfiguring doors, extending the depth of the vestibule, applying wax and reinstalling. Salvageable pieces will be shipped to Alabama at Allen Architectural Metal shop to be rework and brought back to site when ready for install.
- \$250,115.00

#2 - Fees - Phoenix Fee (7%), Insurance (.85%), Bond (1.2%)
- \$17,508.05
- \$2,125.98
- \$3,001.38

Total Cost for Option - \$272,750.41

VESTIBULE OPTION #3
CHANGE ORDER #2.1-C - VESTIBULE

SCOPE OF WORK:

#1 - All labor, materials, hardware, and equipment to replace existing main entry vestibule to an aluminum frame storefront vestibule. Framing to be E4500 series framing glazed with 1/4" clear tempered glass. Hardware to be manufacture standard. Cost includes the top of the vestibule covered with clear glass. New custom wood crown molding at top included.
- \$50,566.00

#2 - Labor and material to paint new aluminum vestibule.
- \$2,942.00

#3 - Labor and material to remove and dispose of existing brass vestibule.
- \$2,800.00

#4 - Fees - Phoenix Fee (7%), Insurance (.85%), Bond (1.2%)
- \$3,941.56
- \$478.62
- \$675.70

Total Cost for Option - \$61,403.87



New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/12/2024
Re: Approval of 2024 L-4029 Tax Rate Request Forms

Each June YDL must submit L-4029 forms to the Washtenaw County Clerk's Office to request the appropriate tax be levied by each of the municipalities in the library district. The signatures of the Board President and Secretary are required on the approved forms.

Accountant Jim Carey prepares these forms based on figures from the County Equalization Department. As is usually the case, our operating millage tax rates will be rolled back by Headlee. Last year Headlee did not impact us, largely due to inflation. Despite Headlee, our 2024 revenues show projected growth.

YDL's operating millages are authorized by approval of these forms.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-16

June 26, 2024

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2024

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 494,449,148
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Superior	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4294	.9929	1.4192	1.0000	1.4192		1.4192	N/A
CA24' 89'	Oper.	11/2/10	.3800	.3600	.9929	.3574	1.0000	.3574	.3574		N/A
Voted	Oper.	11/6/18	.7000	.6739	.9929	.6691	1.0000	.6691		.6691	12/31/29

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Library Director	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Kristy Cooper	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Bethany Kennedy	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 433,234,311
Local Government Unit Requesting Millage Levy Ypsilanti District Library/City of Ypsilanti	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4294	.9929	1.4192	1.0000	1.4192	1.4192		N/A
CA24' 89'	Oper.	11/2/10	.3800	.3600	.9929	.3574	1.0000	.3574	.3574		N/A
Voted	Oper.	11/6/18	.7000	.6739	.9929	.6691	1.0000	.6691		.6691	12/31/29

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Library Director	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Kristy Cooper	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Bethany Kennedy	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 1,791,014,959
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Ypsilanti	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4294	.9929	1.4192	1.0000	1.4192		1.4192	N/A
CA24' 89'	Oper.	11/2/10	.3800	.3600	.9929	.3574	1.0000	.3574	.3574		N/A
Voted	Oper.	11/6/18	.7000	.6739	.9929	.6691	1.0000	.6691		.6691	12/31/29

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Library Director	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Kristy Cooper	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
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**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/21/2024
Re: Budget amendment

In the budget amendment that accompanies this memo you will note adjustments to both Revenues and Expenditures. Here's an overview of the rationale:

Revenue adjustments

- Actual remaining TALK grant balance to be spent by July 31.
- Toyota grant for 2024.
- Anticipated Michigan CLASS interest added to Revenues.
- Board-authorized transfer to Capital Asset Replacement Fund earlier this year.

Expenditures adjustments

- Adjusted salaries resulting from staffing changes and raises implemented June 1st.
- Builder's Risk insurance from MML added for Michigan Avenue.
- Increase to major events to fund Michigan Avenue reopening and fall exhibit plans.
- Actual remaining TALK grant balance to be spent by July 31.
- Toyota grant for 2024.
- Increase to legal/attorney fees for Michigan Avenue construction manager and architect contracts, potential DTE case.
- Reduction to Whittaker capital outlay since DTE recommissioning project recommendations were all no cost.

The TALK and Toyota grant changes are a wash that have no impact on the budget. Because we did not need to fill vacancies during much of the Michigan Avenue closure, salaries did not need as much adjustment following the raises. As customary, we will request additional adjustments at year-end.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-17

June 26, 2024

RESOLUTION TO AMEND THE 2023-24 BUDGET

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

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

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2024 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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

Revenue

Superior Township Tax Levy	1,139,898
City Tax Levy	1,003,630
Ypsilanti Township Tax Levy	4,149,269
State of Michigan PPT reimbursement	85,000
State Aid Direct	44,671
State Aid Indirect	44,671
IMLS TALK Grant	59,900
Fines/Misc.	6,000
Smart Cards - Printing & Copies	30,000
Penal Fines County	68,000
Rental Income-community room	2,500
Donations/Misc.	2,500
Donations/Memorials	600
Operational Grant Revenue	30,000
Interest/Checking	4,800
Interest/Savings	35,000
MI Class Value Change	100,000
Dividend Revenue	6,000
Dividend Revenue Endowment	11,000
Transfer to/from Cap Asset Replacement Fund	-500,000
Transfer to/from Fund Balance	-285,838
Sale of Assets	0

Total Revenue	6,037,601
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EXPENDITURES by Department

Dept 100 Administrative	3,147,105
Dept 200 Michigan Ave	770,436
Dept 300 Outreach Services- Bookmobile	290,708
Dept 400 Superior Branch	559,757
Dept 500 Whittaker Road	1,269,595

Total Expenditures	6,037,601
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		Category as % of 2023-2024
EXPENDITURES by Category		Expense
Salaries and Benefits	3,976,585	65.9%
Public Utilities	240,625	4.0%
Repairs and Maintenance	194,430	3.2%
Materials	599,000	9.9%
Technology	251,155	4.2%
Other	775,806	12.8%
Total Expenditures	6,037,601	100.0%

Net Revenue Over (Under) Expenses	0
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Proposed Budget FY 2023-24

ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
Revenue						
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	1,139,898
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	1,003,630
440.000	Ypsilanti Township Tax Levy	3,653,122	3,707,057	3,862,384	4,149,269	4,149,269
425.075	PPT reimbursement	22,407	27,533	33,869	20,000	20,000
441.000	Renaissance Zone Reimb	68,165	67,905	66,774	65,000	65,000
443.000	State Aid Direct	35,678	43,256	44,630	44,671	44,671
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	44,671
500.500	Operational Grant Revenue			10,000	0	30,000
500.600	IMLS TALK	47,787	41,774	45,554	35,000	59,900
657.000	Lost Book/Misc.	7,187	6,777	7,195	6,000	6,000
657.100	Smart Cards - Printing & Copi	8,765	22,883	33,006	30,000	30,000
657.600	Proctor Fees	263	574	60	0	
661.000	Penal Fines County	113,205	83,080	69,569	68,000	68,000
662.100	Community room rentals	0	1,250	2,520	2,500	2,500
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	2,500
681.000	Donations Designated	0	0	0	0	
681.080	Donations/Memorials	7,170	7,736	4,629	600	600
687.000	Interest/Checking	457	1,383	6,705	4,800	4,800
687.010	Interest/Savings	5,226	3,154	54,301	35,000	35,000
687.010	MI Class Value Change	0		3,033	0	100,000
688.000	Interest/Endowment	6,227	0		0	
689.000	Dividends	4,312	7,460	6,490	6,000	6,000
690.000	Dividend Revenue Endwmnt	9,045	8,161	12,595	11,000	11,000
691.000	CARES ACT Credit	6,400	0			
	Transfer to Improvement Fund	0				(500,000)
	Transfer from/(to) Fund Balance	(466,449)	(235,932)	701,408	(679,521)	(285,838)
	Sale of Assets	0	0		0	
Total Revenue		5,372,375	5,727,628	7,043,609	5,989,018	6,037,601

Proposed Budget FY 2023-24

ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	685,029	758,009	860,334	981,124	1,001,124
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	10,800
702.150	Bank Fees	1,888	2,494	2,807	3,630	3,630
702.900	Salary/Subs	1,571	5,987	17,893	15,600	15,600
705.000	Recognition Awards	804	689	521	750	750
710.000	Payroll Service	12,115	13,050	18,957	11,500	11,500
715.000	Employer FICA	148,792	164,634	208,026	235,243	235,243
715.100	ACA Taxes Paid by employer	331	555	644	1,190	1,190
718.000	MERS Defined Contribution	91,780	99,768	108,527	143,055	143,055
719.000	FSA Admin Fees	729	624	600	758	758
727.000	Office Supplies	24,088	38,242	45,636	34,000	34,000
727.050	CARES act Exp	6,305	0	0	0	0
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	32,000
752.000	MML/Building Insurance	66,589	74,515	77,332	81,972	85,655
753.000	MML/Workers Comp	9,744	10,202	12,633	15,050	15,050
754.000	Health Insurance	394,266	380,631	456,375	489,783	489,783
755.000	PT Telemedicine	0	0	0	4,131	4,131
756.000	Dental Insurance	34,322	32,832	34,625	35,589	35,589
758.000	Life Insurance	4,316	4,061	4,708	4,728	4,728
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	9,420
762.000	STD/LTD	10,594	12,301	18,396	18,612	18,612
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	22,750
769.050	Classified Advertising	432	733	312	1,000	1,000
774.050	Digital Collections	209,154	246,754	315,437	296,050	296,050
774.100	Data Bases	24,948	28,073	32,458	50,000	50,000
774.800	System Wide DVDs	493	61	220	0	0
774.900	All Materials Processing	21,270	25,603	28,394	35,000	35,000
774.950	Play Kits	2,590	2,975	4,735	4,900	4,900
774.975	Library of Things	2,876	8,799	12,379	14,000	14,000
801.000	Major Events	2,805	9,143	14,259	23,325	27,265
801.500	Learning Never Gets Old	1,999	2,999	0	0	0
802.000	Mileage/Travel Reimburseme	775	4,754	6,936	6,000	6,000
804.000	Workshops/Training	2,422	3,613	7,003	6,500	6,500
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	6,750
806.000	IMLS Talk Grant Expenses	23,383	40,362	21,750	35,000	59,900
807.000	Operational Grant Expenditure	0	0	12,389	0	30,000
810.000	Capital Outlay - Building & La	5,197	650	4,880	5,000	5,000
810.100	Capital Outlay - Improvement	3,500	0	2,261	6,000	6,000
811.100	Capital Outlay Tech	0	0	59,118	59,119	59,119
812.000	Capital Outlay - Furnishings	268	1,100	5,735	5,000	5,000
840.000	R&M ongoing Insur Claim		(5,825)	138	0	0
850.000	Automation - Technology	128,433	110,254	134,299	133,395	133,395
850.100	Telecommunications	6,243	7,003	11,111	8,241	8,241
850.200	ILS Contract	59,088	64,631	63,125	50,400	50,400
850.500	Software Subscriptions	21,823	35,693	42,936	44,983	44,983
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500
928.000	Postage	20,112	18,912	20,240	23,569	23,569
965.000	Auditing Service	7,875	8,100	8,325	8,550	8,550
975.000	Legal	5,280	11,191	1,870	10,000	20,000
975.500	Legal-Negotiations	0	7,620	0	0	0
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	40,815
980.500	Branding Costs	2,201	894	3,195	4,000	4,000
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	6,300
982.000	MTT Charge Back City	471	48	259	2,000	2,000
983.000	MTT Charge Back Ypsi Twp	1,070	3,873	878	7,500	7,500
983.100	MTT Charge Back-Superior	184	1,467	914	5,000	5,000
990.000	Contribution to endowment	0	0	250	0	0
Total		2,132,617	2,357,850	2,799,845	3,054,582	3,147,105

Proposed Budget FY 2023-24

					Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL		
Dept 200 Michigan Ave.						
702.000	Salaries	402,866	423,056	473,988	500,515	510,515
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	9,680
771.000	Adult Books	22,288	18,713	14,185	22,150	22,150
772.000	Youth Books	13,282	16,552	11,280	14,800	14,800
776.000	Periodicals - Adult	2,802	4,395	2,868	3,500	3,500
776.050	Periodicals - Youth	0	0	0	100	100
778.000	Adult Audio/Visual	5,441	4,852	3,481	6,600	6,600
779.000	Youth Audio/Visual	2,413	2,743	901	2,050	2,050
801.500	LNGO		0	1,250	1,250	1,250
802.200	Parking Fees	3,600	3,600	3,700	3,900	3,900
810.000	Capital Outlay - Building	10,000	68,081	18,357	100,000	100,000
812.000	Capital Outlay - Furnishings	3,384	0	4,510	0	0
840.000	Repair & Maintenance - Build	16,584	17,990	32,249	22,900	22,900
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	14,800
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	13,400
900.000	Programs-Adult	1,462	1,772	2,641	3,000	3,000
901.000	Programs-Youth	1,762	606	2,531	2,500	2,500
940.000	Phone	4,553	2,631	2,319	1,671	1,671
943.000	Natural Gas	3,946	4,838	3,923	5,009	5,009
947.000	DTE - Electric	18,309	18,797	20,935	25,321	25,321
949.000	Ypsi Community Util Auth	6,864	5,858	6,029	7,290	7,290
980.000	Professional/Contractual	0	0	42,596	0	0
Total		542,948	619,718	679,655	755,436	770,436
Dept 300 Outreach/bookmobile						
702.000	Salaries	70,870	77,276	233,500	236,142	261,142
775.000	Library Materials	5,084	5,857	3,275	6,550	6,550
801.500	LNGO	0	0	1,223	3,000	3,000
811.000	Capital Outlay Vehicle	0	0	35,000	0	0
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	12,130
901.000	Programs	0	0	0	2,000	2,000
943.000	Fuel	1,967	6,040	4,090	5,886	5,886
Total		92,558	103,159	285,464	265,708	290,708

Proposed Budget FY 2023-24

ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
Dept 400 Superior Branch						
702.000	Salaries	149,424	211,331	353,232	367,003	367,003
702.800	Salaries -- Pages			3,706	9,360	9,360
775.000	Library Materials	6,553	7,388	0	0	
771.000	Adult Books			14,935	18,000	18,000
772.000	Youth Books			12,171	16,700	16,700
776.000	Periodical			1,290	1,400	1,400
778.000	Audio Visual			1,276	2,300	2,300
801.500	LNGO			748	1,000	1,000
810.000	Capital Outlay - Building	0		2,381	50,000	50,000
812.000	Capital Outlay - Furnishings			0	3,000	3,000
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	5,000
840.025	Campbell Maint Contract			7,108	8,500	8,500
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	17,000
900.000	Programs - adult	580	267	502	1,500	1,500
901.000	Programs - Youth	624	655	547	2,500	2,500
902.000	Art Purchase			8,683	9,000	9,000
940.000	Phone	1,138	782	2,041	2,101	2,101
943.000	Natural Gas	650	1,097	2,722	2,953	2,953
947.000	DTE - Electricity	1,044	1,299	8,772	9,240	9,240
949.000	Water	97	1,609	6,681	5,400	5,400
980.000	Professional Contractual	0		23,760	27,800	27,800
Total		162,269	230,011	482,563	559,757	559,757
DEPT 500 WHITTAKER RD						
702.000	Salaries	722,800	749,625	798,216	902,601	827,601
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	32,440
771.000	Adult Books	41,604	44,654	44,943	41,900	41,900
772.000	Youth Books	27,802	29,974	29,767	38,200	38,200
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	10,000
776.050	Periodicals - Youth	745	617	722	800	800
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	10,200
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	3,800
810.000	Capital Outlay - Building	12,515	22,620	71,761	20,000	16,060
840.000	Repair & Maintenance - Build	22,271	54,658	36,176	27,300	27,300
840.025	Cambell Maint Contract	42,797	41,649	38,176	50,900	50,900
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	28,000
900.000	Programs - Adult	3,765	2,382	3,196	4,200	4,200
901.000	Programs - Youth	6,659	6,647	12,837	13,000	13,000
903.000	Equipment Maintenance	1,564		1,702	3,000	3,000
940.000	Phone	9,105	5,277	4,916	5,068	5,068
943.000	Natural Gas	30,040	31,451	24,868	31,680	31,680
947.000	DTE - Electric	99,414	96,182	106,775	117,955	117,955
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	7,491
980.000	Professional Contractual	0	0	0		
Total		1,080,805	1,156,232	1,263,590	1,353,535	1,269,595

Proposed Budget FY 2023-24

					Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL		
	DEPT 600 DONATIONS REVENUE	47,195	106,336	46,229		
	Subtotal	47,195	106,336	46,229	0	0
	DEP 600 DONATIONS EXPENDITURES	21,629	52,305	79,576		
	Subtotal	21,629	52,305	79,576	0	0
	Total Donations Net	25,566	54,031	(33,347)	0	0

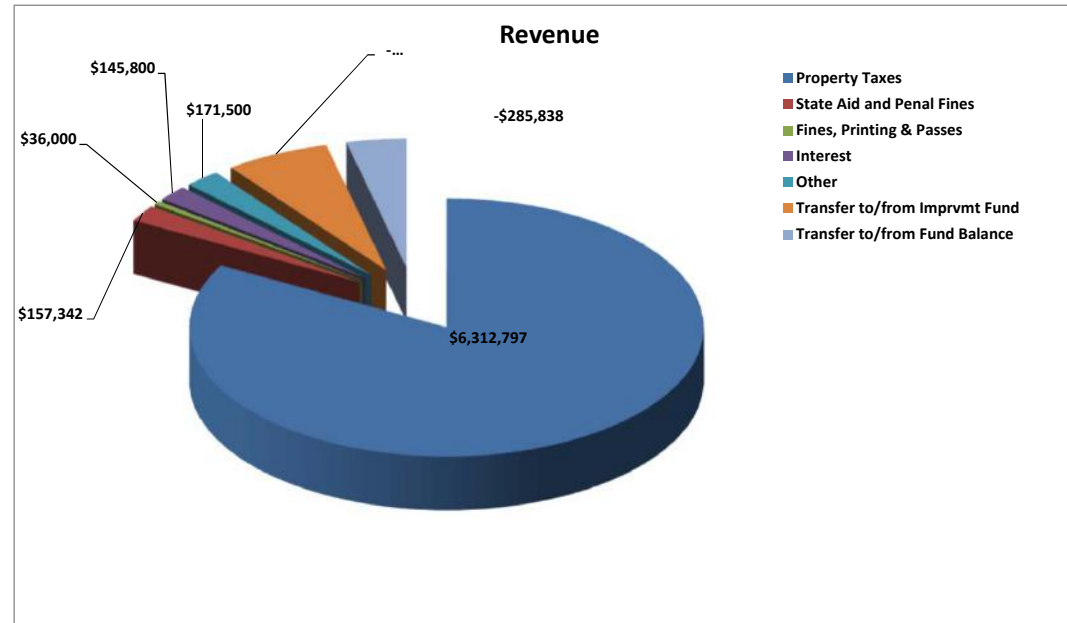
Proposed Budget FY 2023-24

					Original Adopted FY 2023-24 Budget	Proposed Budget Amendment June 2024
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL		
	DEP 700 GRANTS REVENUE	32,333	16,670	48,850		
	Subtotal	32,333	16,670	48,850	0	0
	DEP 700 GRANTS EXPENSE	19,078	31,359	43,127	0	0
	Subtotal	19,078	31,359	43,127	0	0
	Total Grants Net	13,255	(14,689)	5,723	0	0
996.000	Transfer Out to Cap Asset Repl Fund	(1,400,000)	(1,300,000)	(1,504,868)		0
	Revenue	5,451,903	5,850,634	7,138,688	5,989,018	6,037,601
	Total Expenditures	5,451,903	5,850,634	7,138,688	5,989,018	6,037,601
	Net Surplus (Deficit)	1	0	0	0	0

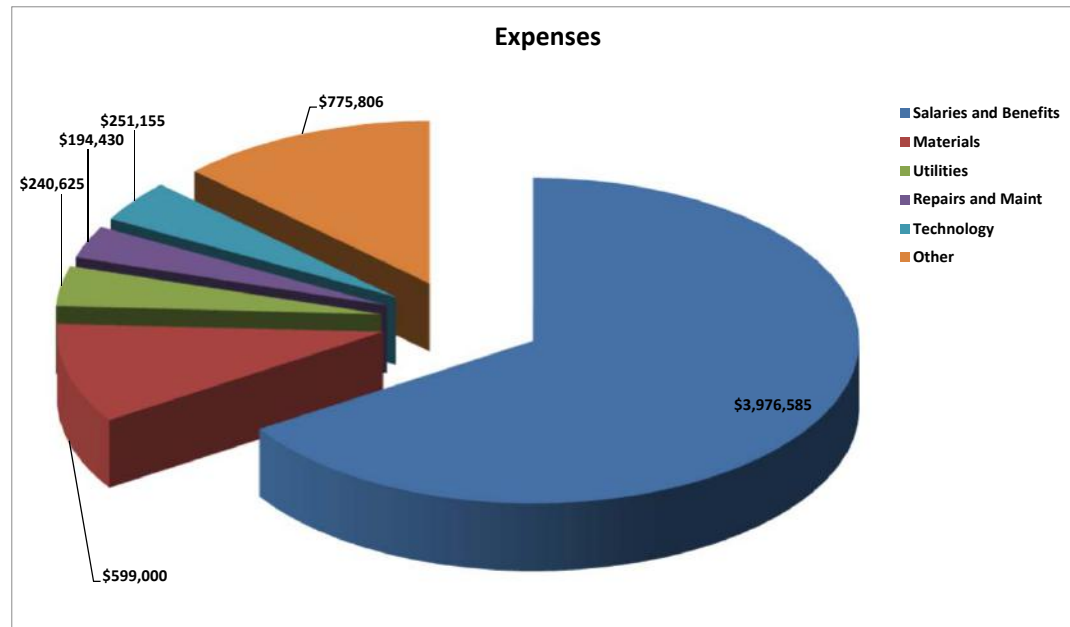
Proposed FY 2023-24 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,312,797	104.6% **
State Aid and Penal Fines	157,342	2.6%
Fines, Printing and Passes	36,000	0.6%
Interest	145,800	2.4%
Other	171,500	2.8%
Transfer (to)/from Cap Asst Fund	(500,000)	-8.3%
Transfer (to)/from Fund Balance	(285,838)	-4.7%
Total	6,037,601	100.0%

**Note: Property Taxes represent 92.5% of Revenue
Not transferred (to)/from Fund Balance



% of total Expense		
Salaries and Benefits	3,976,585	65.9%
Materials	599,000	9.9%
Utilities	240,625	4.0%
Repairs and Maint	194,430	3.2%
Technology	251,155	4.2%
Other	775,806	12.8%
Total	6,037,601	100.0%



To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/12/24

Re: Repayment agreement amendment for Harris Road widening project

As you know, the Washtenaw County Road Commission required us to widen Harris Road in order to obtain a driveway permit for the new Superior library. The Township generously agreed to pay for the engineering for the road project, and to front the money for the road construction. The YDL Board approved the attached repayment agreement in July 2021.

The agreement states that upon the road widening project's completion, "the Township and YDL will meet to settle and finalize the costs chargeable" to YDL. The project took longer than anticipated to complete because the work was seasonally delayed, then the Township decided to add elements to the work (which they paid for). The crosswalk they added was subsequently destroyed in a traffic accident the week it opened, leading to additional work paid for by the Township's insurance company. All of OHM's calculation of final costs.

Long story short, at last we have agreed-upon costs for the repayment of funds to the Township for covering the cost of widening Harris Road. Washtenaw County generously granted \$40,000 toward the repayment debt on condition that Superior Township waive a matching amount. Thus, our final cost is \$80,000 less than the calculated total.

Given the delays, the repayment schedule has been reworked in the attached amendment, which was approved by the Superior Township Board of Trustees on 5/20/24. Details:

- Total owed: \$302,327.60.
- Payment #1: \$102,327.60 is due on 7/15/24
- Payment #2: \$100,000 plus 2% accrued interest is due by 7/1/25
- Payment #3: \$100,000 plus 2% accrued interest is due by 7/1/26

These payments will be made with the remaining Superior Building Project funds, including specifically the \$80,000 Towsley grant payments expected in December 2024 and 2025.

I request your adoption of the attached contract amendment, to be signed by the Board President and Secretary.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-18

June 26, 2024

RESOLUTION TO FINALIZE AN AMENDED REPAYMENT AGREEMENT WITH
SUPERIOR TOWNSHIP FOR COSTS ASSOCIATED WITH HARRIS ROAD
WIDENING

Whereas, the Ypsilanti District Library built a new Library in Superior Township, and

Whereas, the Washtenaw County Road Commission approved the new Library's driveway permit contingent on widening of Harris Road, and

Whereas, Superior Township paid for the widening of the road and the Library agreed to repay these costs following the building's completion, and

Whereas, the building is open, the total amount to be repaid has been determined, and a new schedule for payments has been established, and

Whereas, the Superior Township Board of Trustees approved the amended agreement on May 20, 2024, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The repayment agreement as amended is approved.

BE IT FURTHER RESOLVED that:

The Library Director is authorized to make the stated schedule of payments from the Capital Improvement fund for the Superior Building Project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**AMENDMENT TO THE LIBRARY REPAYMENT AGREEMENT
FOR HARRIS ROAD IMPROVEMENTS**

RECITALS

- A. On or about July 19, 2021, the Superior Township Board of Trustees (Superior) and the Ypsilanti District Library Board agreed to enter into a repayment agreement for the costs expended by Superior on behalf of the Ypsilanti District Library (Library) to widen Harris Road pursuant to a construction permit issued by the Washtenaw County Board of Road Commissioners (the Project)..
- B. The Agreement requires the Township and the Ypsilanti District Library to meet and review the costs incurred by Superior Township.
- C. The Library and the Township have met and the parties agree that the chargeable costs incurred by Superior on behalf of the Library are Three Hundred Eighty Two Thousand Three Hundred and Twenty Seven Dollars and Sixty Cents (\$382,327.60) (the Chargeable Costs).
- D. Pursuant to a grant agreement, Washtenaw County has agreed to pay Superior, Forty Thousand Dollars and No Cents (\$40,000.00) towards the cost incurred in connection with the Project upon being invoiced by Superior.
- E. Further under the terms of the grant, Superior is obligated to match the grant funds with Forty Thousand Dollars and No Cents (\$40,000.00) of its own funds.

AGREEMENT

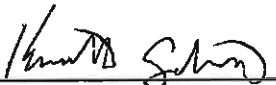
- 1 Upon the receipt of the funds from Washtenaw County by Superior, Superior will forgive **Eighty Thousand Dollars and No Cents (\$80,000.00)** of the Chargeable Costs incurred by Superior on behalf of the Library, reducing the net amount owed by the Library to Superior to **Three Hundred Two Thousand Three Hundred and Twenty Seven Dollars and Sixty Cents (\$302,327.60)**
- 2 It is further understood and agreed that the **Three Hundred Two Thousand Three Hundred and Twenty Seven Dollars and Sixty Cents (\$302,327.60)** shall be repaid to Superior, together with interest at the rate of **Two Percent (2%)** simple interest per annum, according to the following schedule:
 - a. **One Hundred Thousand Three Hundred and Twenty Seven Dollars and Sixty Cents (\$102,327.60)** together with accrued interest, to be paid to Superior by the Library on *July 15th, 2024*
 - b. **One Hundred Thousand Dollars and No Cents (\$100,000.00)**, together with accrued interest, to be paid to Superior by the Library on July 1, 2025; and,

- c. **One Hundred Thousand Dollars and No Cents (\$100,000.00)**, together with accrued interest, to be paid to Superior by the Library on July 1, 2026.

Date: MAY 20 2024, 2024

Superior Charter Township

Ypsilanti District Library Board


By: Kenneth Schwartz
Its: Supervisor

By:
Its:


By: Lynette Findley
Its: Clerk

By:
Its:

Drafted by:
Frederick Lucas
CASTLEBERRY & LUCAS
7577 US Highway 12
Onsted, MI 49265

YPSILANTI DISTRICT LIBRARY REPAYMENT FOR PUBLIC ROAD IMPROVEMENTS AGREEMENT

This agreement entered into on July 19, 2021, by the Charter Township of Superior, a Michigan municipal corporation (the Township) and the Ypsilanti District Library (YDL).

RECITALS

- A. In 2012, the Township acquired a 12-acre parcel of land on Harris Road between Geddes Road and MacArthur Boulevard (the Harris Road Property) with the intent that a portion of the land would be used for a future site for a YDL branch located within the Township.
- B. In 2016, the YDL approached the Township about constructing a branch library on the Harris Road Property, subject to the approval of a library millage to fund the construction of the branch library.
- C. In November of 2018, the voters approved the requested millage enabling the YDL to proceed forward with its plans to establish a branch library on the Harris Road Property.
- D. In order to facilitate the construction of the branch library, the Township rezoned the Harris Road Property from A-2 to PSP.
- E. In January of 2020, the Township applied for a commercial driveway permit from the Washtenaw County Road Commission (WCRC) to provide for access to the Harris Road Property in anticipation the construction of a branch library.
- F. As a condition for the issuance of a commercial driveway permit the WCRC is requiring certain road improvements including extending the left turn lane on a portion of southbound Harris Road south of Geddes Road. This commercial drive will not only serve the branch library but also the remaining land of the Harris Road Property not used by the YDL. Future expansion of the parking shall require a separate mutually acceptable agreement between the Township and YDL, and is not governed under this document.
- G. In consideration of the YDL agreeing to move forward with the construction of a branch library in the Township and the benefits that a community based library branch will provide to the residents of the Township, including but not limited to access to educational, technological and information resources that were not previously available, in December of 2020, the Township split off 4.26 acres from


the 12 acres of the Harris Road Property (the Donated Property) and sold it to the YDL for the sum of One Dollar (\$1.00).


- H. Based upon a preliminary agreement between the Township and the YDL regarding the repayment of costs incurred by the Township, the Township contracted with OHM Advisors in June of 2021 to provide contract administration and construction engineering services in connection with the road improvements required by the WCRC.
- I. The Township also accepted a bid from Asphalt Specialists, Inc. (ASI) for the required road improvements for an amount not to exceed \$330,502.08, subject to the Township receiving an acceptable repayment agreement with the YDL.
- J. The Township has reviewed and approved the preliminary and final site plan for the proposed branch library.
- K. On July 1, 2021, the Township issued building permits to the YDL for construction of the branch library.

Based upon the foregoing, it is agreed as follows:

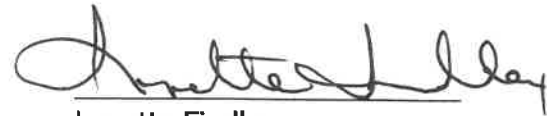
- 1. The YDL will build a branch library on the Donated Property according to the plans submitted to and approved by the Township.
- 2. The YDL will reimburse the Township the following costs incurred by the Township in connection with the road improvements mandated by the WCRC;
 - 2.1. All costs charged by ASI.
 - 2.2. All costs charged by OHM, less the cost charged by OHM for preliminary engineering.
 - 2.3. All other costs related to the road improvements mandated by the WCRC or mutually agreed to by the parties.
- 3. When all road improvements have been accepted the WCRC, the Township and YDL will meet to settle and finalize the costs chargeable (the Reimbursable Costs) to the YDL.
- 4. The YDL shall be responsible for maintaining the parking lot and the commercial driveway as outlined in an easement agreement effective 11/16/20.
- 5. The YDL agrees to repay the Township the Reimbursable Costs in three (3) three equal annual installments, at two percent simple interest; the payments being due on or before January 1, 2023, January 1, 2024, and January 1, 2025. If paid in full before the first payment is due, the interest would be waived.

6. This agreement becomes effective after adoption by both governing boards and executed in writing by the respective representatives.


Jean Winborn
YDL Board President


Kenneth Schwartz
Supervisor
Charter Township of Superior


Bethany Kennedy
YDL Board Secretary


Lynette Findley
Clerk
Charter Township of Superior

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/18/2024
Re: Award of a contract for auditing services

It is good practice to change auditing firms every 5-10 years to get fresh eyes on your organization's processes and internal controls. We first engaged Layton & Richardson to perform YDL's audit for fiscal year ending November 30, 2016. They later merged with Clark Schaefer Hackett. Our most recent contract with them ended with the fy 2023 audit, totaling 8 years with the same auditor.

Luke Downing of CSH has been very good to work with. When I informed him that we would go out for bid this year, he told me that fees across the industry have increased significantly. He was right.

We received four proposals for auditing services in response to the RFP released April 1, 2024. All four firms were determined to be qualified, and their fees fairly similar. Reading the proposals, Accountant Jim Carey and I decided we would like to learn more about two of the firms. (We know CSH well, and Rehmann was YDL's previous auditing firm.) Together with Business Office Manager Andy Hamilton, we conducted virtual interviews with Joe Verlin of Gabridge & Co. and Aaron Stevens of Maner Costerisan on 6/14.

Both auditors were well-spoken, their firms have excellent credentials, and they have other district libraries as clients. Following the interviews I reached out to some references, which gave excellent reviews. One library uses Gabridge for their audit and Maner Costerisan for accounting services. The Director told me we couldn't go wrong with either choice.

In the end, the team believes Gabridge & Co. is the best fit for YDL. Joe Verlin was very earnest and up front about how audits go, and emphasized the importance of professional development and keeping abreast of changes in auditing standards. He brought up a newer standard that neither Jim nor I had heard of that we feel probably should have been part of this year's audit. He asked questions which demonstrated genuine interest in our library and its strategic goals. Gabridge is a smaller firm, and we would be their only audit with a November 30 year end. By contrast, Aaron Stevens of Maner Costerisan asked how many proposals we received and how their fees compared. A somewhat larger firm, they seem more interested in selling us additional services than learning about us (a side proposal to examine our internal controls in-depth was included with their audit services proposal).

An overview of the bids follows this memo. Our RFP and the Gabridge proposal are also attached for your review.

We recommend Gabridge & Co. be engaged to conduct the YDL audit for the fiscal year ending November 30, 2014.

Overview of 2024 auditing services bids received

Maner Costerisan -- Lansing, Michigan

Year 1: \$16,000

Year 2: \$16,800

Year 3: \$17,700

Rehmann – Ann Arbor, Michigan

Year 1: \$16,000 (\$18,000 if not a 3-year contract)

Year 2: \$17,250

Year 3: \$19,800

Gabridge & Co. – Grand Rapids, Michigan

Year 1: \$18,390

Year 2: \$18,900

Year 3: \$19,500

Clark Shaefer Hackett* -- East Lansing, Michigan

Year 1: \$18,000

Year 2: \$19,500

Year 3: \$21,000

*Fee for year ending November 30, 2024 was \$8,550.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-19

June 26, 2024

RESOLUTION TO ENGAGE GABRIDGE & CO. FOR AUDITING SERVICES

Whereas, Michigan Public Act 2 of 1968, as amended, requires that each governmental unit serving a population of 4,000 or more have an annual audit, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that an audit of Ypsilanti District Library's records shall be performed each year by a qualified Independent Certified Public Accountant or firm of Certified Public Accountants licensed to practice public accounting in the State of Michigan, and

Whereas, the Library released an RFP for Auditing Services on April 1, 2024, and four proposals were received, and

Whereas, the four proposing firms were determined to be qualified and two were selected for interviews, and

Whereas, following interviews and reference checks, Gabridge & Co. is the firm recommended by the Library's Director, Accountant, and Business Office Manager, Now Therefore

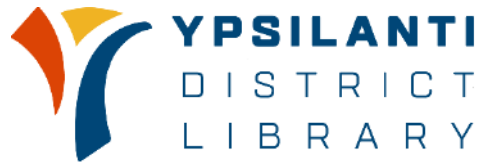
IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Gabridge & Co. be engaged to conduct auditing services for the fiscal year ending November 30, 2024, with a potential extension to a 3-year engagement.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Request for Proposal: AUDIT SERVICES

NOTICE OF PROPOSAL

The Ypsilanti District Library (YDL) issues this request for proposal (RFP) for the financial audit of the Library's financial statements and if necessary an audit in accordance with the Single Audit Act. YDL has historically conducted an annual audit and has not required a single audit. Currently, the Library has an operating budget of \$6 million. It was determined to be a 501(c)3 entity in 2019.

The contact person regarding this RFP is:

Lisa Hoenig, Director

Ypsilanti District Library

5577 Whittaker Road

Ypsilanti, Michigan 48197

(734) 879-1300

lisa@ypsilibrary.org

The response due date for this RFP is 5:00 PM, Thursday, May 9, 2024. Proposals received after this date may not be considered. Please send your response via email to lisa@ypsilibrary.org. Include in the subject line of your email: "Audit 2024-25." The audit period for proposal is for the year ending November 30, 2024, with likely award of a three-year agreement, ending with the audit for FY 2026-2027, and three-year-more renewal at the discretion of the Library. Required completion date of the December 1, 2023 to November 30, 2024 ending fiscal year's audit is February 15, 2025.

AUDITING STANDARDS

Your examination will be conducted in accordance with the standards generally accepted in the United States of America, and, if a Single Audit is required your examination will be conducted in accordance with the governmental audit standards issued by the Comptroller of the United States and standards contained in OMB's Uniform Guidance.

MANDATORY QUALIFICATIONS OF THE AUDITOR

The following information must be affirmed in the proposal response:

- The proposer is properly licensed in Michigan for public practice as a Certified Public Accountant.
- The proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions published by the U.S. General Accounting Office.
- The proposer does not have a record of substandard audit work as obtained from references. Please disclose the controls your firm has in place to ensure quality standards have been met.

Also, disclose whether your firm is subject to an external quality control review process.

DESIRABLE QUALIFICATIONS OF THE AUDITOR

The following qualifications are highly desirable and should be described in the proposal:

- Experience with Fund Balance accounting software
- Experience with fund accounting
- Experience with municipal accounting
- Experience with public libraries

MONITORING

To ensure the quality of the audit, the Library may request, from time to time, a report on the progress of the audit. In addition, prior to completion of the fieldwork, an audit exit conference will be held to discuss the results of the audit.

TIME REQUIREMENTS

The Library must receive all proposal responses by 5:00 PM, Thursday, May 9, 2024. The Library Board plans to award the bid no later than its June 26, 2024 meeting.

WORKING PAPERS

The auditor's working papers shall be retained for at least three years. The working papers are to be available for examination by authorized representatives of the State of Michigan, and, if required, the appropriate federal audit agencies and the General Accounting Office.

RIGHT TO REJECT

The Library reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit.

NUMBER OF COPIES OF AUDITOR'S REPORTS

The auditor shall furnish the Library with an electronic copy and twelve (12) printed copies of all required reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable.

CONTRACTUAL ARRANGEMENTS

Invoices for service will be paid when received. The total amount to be invoiced shall not exceed the amount of the submitted proposal unless other arrangements have been negotiated with the Library first. The cost of audits for subsequent years will be negotiated each year. If no negotiations are entered into, the cost of the audit will remain the same as the prior year. A three-year proposal is requested, however, the Library reserves the right to terminate the contract for audit at any time.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

- Number of governmental entities audited by office of CPA firm
- Firm's governmental resources available
- Involvement in governmental activity and organizations
- Training of personnel in governmental and fund accounting auditing
- Quality of staff included in assignment
- Reference responses
- Internal quality control procedures and external quality control review

After technical qualities have been evaluated, cost and other considerations will be evaluated. The proposing audit firm should indicate the cost of the audit for the first year and the range or average cost per hour for audit services. Once all factors have been evaluated, the audit firm chosen will be notified. The YDL has the unconditional right to reject any and all bids and to waive any informality or irregularity in any bid or bids received, and to make in its sole judgment, a determination as to the adequacy of the audit firm's qualifications, experience, and capability, and to accept such bid if any, in whole or in part, which in its judgment, is in the best interest of the YDL.

FORMAT OF THE RFP RESPONSE

Title Page

- The response should identify the RFP subject and the name of the independent auditor, local address, telephone number, name and title of the contact person and date of submission. The period for which the proposal is to cover should also be disclosed.

Table of Contents

- The table of contents of the proposal should include a clear and completed identification of the materials submitted by section and page number.

A **Letter of Transmittal**, which should contain the following information:

- A brief understanding of the audit service to be performed.
- A positive commitment to perform the service by February 15 following the close of each fiscal year for which the audit is prepared.
- The names of persons authorized to represent the proposer, their titles, addresses, phone numbers, and e-mail addresses. This may be important if different from the individual who signs the transmittal letter.

Summary of Fees

- Fee for separate study, evaluation, and report on internal control systems.
- Fee for single-year audit, including management letter, specific recommendations, and reports for the General and Debt Service Funds.
- Fee for three consecutive year audits, including management letters, specific recommendations, and reports for each year.
- Fee for accounting questions posed throughout the year to assure the Library's compliance with current accounting standards.

PROFILE OF THE INDEPENDENT AUDITOR

The proposer is requested to provide a profile of general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff by staff level employed by that office.
3. A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services.
4. A statement on the proposer's staff capability to audit federal programs, including the number and classifications of personnel skilled in federal program auditing who will work in the audit, if required to.
5. A positive statement that the following mandatory criteria are satisfied:
 - A. An affirmation that the proposer's auditing personnel be properly licensed in Michigan for practice as certified public accountants.
 - B. An affirmation that the proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Function, published by the U.S. General Accounting Office.
 - C. An affirmation that the proposer does not have a record of substandard work.
 - D. An affirmation from the proposer that the American Institute of Certified Public Accountants' (AICPA) "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits" will be followed. Basically, if a member of the AICPA accepts such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, the auditor is obligated to follow such requirements. Otherwise, the auditor must disclose in the audit report the fact that such requirements were not followed and the reasons therefore.

SUMMARY OF THE PROPOSER'S QUALIFICATIONS

- Identify the audit managers, field supervisors, and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for auditor in-charge up to the individual with final responsibility for the engagement should be included. (These may be included as an appendix.)
- Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits listed.
- Other members of the firm who are participating in the audit are also required to provide evidence of qualifications.

PROPOSER'S APPROACH TO THE EXAMINATION

Submit a work plan to accomplish the scope of the audit. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified.

The audit work plan should completely cover what audit work will be accomplished to allow the auditor to render, if requested:

- A report on the separate study and evaluation of internal control systems. This report will include a detailed review of the accounting area for the purpose of evaluating key accounting policies and procedures being followed; the allocation of duties and responsibilities among key personnel; and the authority levels of these employees.
- Reporting on the organization's control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal or state assistance program.
- Management letter, including specific recommendations.
- Continued presentation of Government-wide, as well as Operating and Debt Service Funds.
- Draft revisions of all documents presented in a sufficiently timely manner for thorough review by the Library's Administration in advance of presentation to the Board of Trustees.
- Presentation to Library Director and Board of Trustees at the regularly scheduled Board of Trustees' meeting held in February of each year.
- Submission of audit as finalized to State of Michigan Department of Treasury.

The audit work plan should demonstrate the auditor's understanding of the audit requirements of a single audit as specified by the OMB and the audit tests and procedures to be applied in completing the audit plan.

TIME REQUIREMENTS

If not already adequately covered in the letter of transmittal, the response to the RFP must comply with the deadline for final reports by February 15 following the close of each fiscal year for which the audit is prepared.

COMPENSATION

Provide a not-to-exceed cost of services being offered for the first year of the engagement and the range or average cost per hour of audit services. Provide a quote for three consecutive years of audits and management letters. Provide a factor, such as Consumer Price Index as of June 1 of the year in which such audit is being performed, to indicate increase in fees in subsequent years in that first three-year contract.

ADDITIONAL DATA

Provide any additional data the proposer feels may be helpful in the selection process.

A PROPOSAL FOR FINANCIAL AUDIT SERVICES

For the Years Ending November 30, 2024 - 2026

YPSILANTI DISTRICT LIBRARY

Submitted by



Joe Verlin, CPA, CGFM
3940 Peninsular Drive SE – Suite 200
Grand Rapids, MI 49546
Ph | 616.328.6275 ext. 17
JVerlin@Gabridgeco.com

May 9, 2024

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Audit Scope

Gabridge & Company, PLC will audit and provide an opinion on the Ypsilanti District Library's (the "Library") basic financial statements, including the governmental activities and each major fund.

The audit report will be performed in accordance with Generally Accepted Auditing Standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the AICPA Audits of State and Local Government Units audit and accounting guide; the OMB Uniform Guidance; the Single Audit Act Amendments of 1996; and the Government Auditing Standards, published by the U.S. General Accounting Office.

Gabridge & Company, PLC guarantees access to the working papers for a minimum of five years. All data, files & reports will be safeguarded by Gabridge & Company, PLC. The following reports will be submitted to the Library:

- Independent Certified Public Accountant report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles in the United States and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- Independent Certified Public Accountant report on internal control over financial reporting in accordance with Government Auditing Standards and test its compliance of laws, regulations, contracts and grants.
- Independent Certified Public Accountant report on the Schedule of Expenditures of Federal Awards (if applicable) and a report on Compliance and Internal Control over Financial Reporting in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and as required by OMB Uniform Guidance, Audits of State and Local Governments (if applicable – Single Audit).
- Management letter, covering internal control and recommendations.

All final copies of the Library financial statement audit and related reports will be provided to the Library in accordance with your schedule. Included with the audit will be the Management Representation Letter, a report on all audit adjustments (and backup documents), fixed asset depreciation lapse schedules, and year end proposed adjusting journal entries (if applicable). Gabridge & Company will upload the audit report to the Michigan Department of Treasury and Federal Audit Clearinghouse (if applicable). Lastly, a .pdf of the audit will be forwarded to the Library.

Authorized Contact

Joe Verlin, CPA, CGFM

Principal in Charge - Audit Services
3940 Peninsular Drive SE – Suite 200
Grand Rapids, MI 49546
Ph | 616.328.6275 ext. 17

We warrant that Joe Verlin is authorized to bind Gabridge & Company, PLC to the terms set forth in this proposal.

Proposed Audit Fees

YPSILANTI DISTRICT LIBRARY
Proposed Audit Fees
For the Period Ending November 30, 2024

PRELIMINARY		Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	Fee
	Partner in charge	4	-	-	4	\$ 295	\$ 1,180
	Senior Staff	22	-	-	22	125	2,750
Total		26	-	-	26		\$ 3,930
FINAL		Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	* Fee
	Partner in charge	-	4	8	12	\$ 295	\$ 3,540
	Audit Manager	-	16	8	24	205	4,920
	Senior Staff	-	32	16	48	125	6,000
Total		-	52	32	84		\$ 14,460
TOTALS		26	52	32	110		\$ 18,390

Year Ending November 30, 2024 \$ 18,390 - Not to exceed
Year Ending November 30, 2025 \$ 18,900 - Not to exceed
Year Ending November 30, 2026 \$ 19,500 - Not to exceed

* Notes regarding the proposed fees are as follows:

- Report-printing and out-of-pocket travel expenses would be billed separately and are not expected to exceed \$500 per year.

Firm Qualifications and Experience

Gabridge & Company currently has over 275 governmental and non-profit audit clients throughout the State of Michigan. We also have 20 employees, including fifteen governmental audit professionals. Gabridge & Company actively recruits prospective governmental audit staff members by seeking only individuals who are committed to serving our clients with integrity; while also being committed to becoming industry experts and providing proactive customer service. Gabridge & Company has offices located in Traverse City and Grand Rapids. Gabridge & Company will assign only accountants with extensive governmental experience to the audit of the Library, including a principal in charge and an independent review principal. Joe Verlin (Principal in Charge of Audit Services) will be assigned full-time to the audit and will remain the primary contact for the Library for the duration of the engagement term(s). Gabridge & Company is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center, the Michigan Municipal League and the Michigan Local Government Association.

Gabridge & Company is dedicated to serving Libraries. We offer newsletters, webinars, and conferences at no charge to provide our clients with timely updates and best practices for the rapidly changing governmental financial regulations. We advise our clients before, during, and after the audit – and strive to be much more than what you would expect from your auditor.

Our firm has not been involved with any state or federal desk reviews or field reviews of its audits. Additionally, our firm has not been involved with any disciplinary action taken by state regulatory bodies or professional organizations. Our firm will also follow the American Institute of Certified Public Accountants "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits." Our firm will not subcontract any of the auditing services included in this proposal.

Our proposal will remain valid for 120 days past the deadline for submittal.

We warrant that all information provided in connection with this proposal is true and accurate to the best of our knowledge.

Team Qualifications and Experience

PRINCIPALS

Joseph Verlin, CPA, CGFM

Principal in Charge - Audit Services

Education

BA, Accounting
Ferris State University

Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Municipal League
Michigan Local Government Management Association
AICPA Governmental Audit Quality Center
Association of Government Accountants (AGA)
Government Finance Officers Association (GFOA)

Committees

Co-Chair: MICPA Governmental Accounting and Auditing Task Force
President: West Michigan Chapter of the Association of Governmental Accountants

Recent Speaking Engagements

MICPA sponsored governmental auditing conferences
Internal Controls for Local Units of Government
Improving Audit Timelines
Implementing GASB 54, 63 & 65
Single Audit Update
Preventing Fraud, Waste and Abuse
AGA sponsored governmental accounting event
Implementing GASB 63 and 65

Joe will serve as the engagement principal with responsibility for planning and technical execution of all of Gabridge & Company's services. Joe will ensure appropriate levels of staffing for your engagement, monitor your satisfaction, and manage regular communication with your executive leadership and Audit Committee. Joe currently serves as the engagement executive or independent review partner on over 75 of our firm's audit clients.

Joe is certified to practice public accounting in Michigan. Joe is also a **Certified Government Financial Manager** (CGFM), has earned the **Advanced Single Audit certification** from the AICPA, and is a member of the Government Finance Officers Association's (GFOA) Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting Program.

Andrew Wilcoxon, CPA, CGFM

Independent Reviewer

Andrew provides valued support in the role of staff auditor. He is in the field routinely performing audit services. Andrew serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Grand Valley State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Over six years of public accounting experience
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

AUDIT TEAM MEMBERS

Robert J. Klein

Robert provides valued support in the role of senior auditor. He is in the field routinely performing audit services. Robert serves in a similar role on a significant number of other governmental audits.

Education

BA, Accounting
Eastern Michigan University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Over 16 years of public accounting experience with David E Wilson, CPA, which merged with Gabridge & Company, PLC in July 2010
- Serves local units of government, non-profit organizations, and privately held businesses

Lauren Wenneman, CPA

Lauren provides valued support in the role of senior auditor. She is in the field routinely performing audit services. Lauren serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Michigan State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Five years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Matt Holland

Matt provides valued support in the role of senior auditor. He is in the field routinely performing audit services. Matt serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Calvin College, Grand Rapids, MI

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Eight years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Other Services

Gabridge & Company, PLC is able to provide consulting services to its clients throughout the year **at no additional charge**. We feel that it is important to interact with our clients throughout the year, especially with the rapidly changing governmental accounting pronouncements. We find that these proactive discussions will ultimately reduce the upcoming audit workload for both our firm, and more importantly, the staff of the Library. Joe Verlin will be your primary contact throughout the year to ensure continuity.

Our consulting services include (but are not limited to); assistance with BS&A, budgeting, general accounting questions, human resource consulting, financial reporting, internal control, grant compliance, implementation and assistance to the Library with any new accounting principles required by GASB, or as required by State or Federal Law, etc. Our customer service policy allows us to handle our audit clients informal questions and consultations throughout the year without additional billings, unless the scope of the consultation becomes a project in nature. In these cases, our consulting projects will be documented in an engagement letter that will set forth the timing, scope and related fees.

Licensed to Practice in Michigan

Gabridge & Company is a CPA firm actively registered to practice public accounting in the State of Michigan. Also, all assigned CPA's from Gabridge & Company are properly registered and licensed to practice in public accounting in Michigan.

Independence and Conflict of Interest

Gabridge & Company, PLC is independent of the Library as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2018 revision). Gabridge & Company is also independent of all component units of the Library, as defined by the aforementioned standards. Gabridge & Company has had no professional relationships involving the Library or any of its agencies, component units or primary governments during the past five years that would impair independence. Lastly, Gabridge & Company will give the Library written notice of any professional relationship entered into with the Library, or any of its agencies, component units or primary governments during the period of this agreement.

We warrant that no work included within this proposal will be subcontracted by Gabridge & Company, PLC.

Similar Engagements

Following is a list of similar engagements with other governmental entities in the State of Michigan:

Marshall District Library

Scope of Work – Financial Audit

Principal in Charge – Joe Verlin

Contact – Angela Semifero, Executive Director

Phone – (269) 781.7821

Brandon Township Public Library

Scope of Work – Governmental Financial Audit

Principal in Charge – Joe Verlin

Contact – Kathleen Rocheleau, Executive Director

Phone – (248) 627.1474

Kalamazoo Public Library

Scope of Work – Governmental Financial Audit

Principal in Charge – Joe Verlin

Contact – Nnamdi Dike, Head of Finance and Budget

Phone – (269) 553.7856

Further references are available upon request.

Following is a list of all Michigan governmental and nonprofit clients for which our firm has performed an audit for during the past five years:

Townships

Township of Allegan
 Township of Arcadia
 Township of Bear Lake
 Township of Bingham
 Township of Blue Lake
 Township of Boyne Valley
 Township of California
 Township of Centerville
 Township of Cheshire
 Township of Constantine
 Township of Covert
 Township of Detour
 Township of Drummond Island
 Township of Everett
 Township of Garfield
 Township of Gilmore
 Township of Grattan
 Township of Hagar
 Township of Hartford
 Township of Holton
 Township of Howell
 Township of Inverness
 Township of Kasson
 Township of LaGrange
 Township of Manistee
 Township of Melrose
 Township of Mottville
 Township of Mullett
 Township of Nottawa
 Township of Otisco
 Township of Pentwater
 Township of Pleasanton
 Township of Salem
 Township of Sherman
 Township of Stronach
 Township of Sturgis
 Township of Trout Lake
 Township of Tuscarora
 Township of Tyrone
 Township of Union
 Township of Vevay
 Township of Whitefish
 Township of Wilson

Schools

Arbor Academy
 Augusta Academy
 Bessemer Area Schools
 Caledonia Community Schools
 Centerville Public Schools
 Colon Community Schools
 Columbia School District
 Constatine Public Schools
 Delton Kellogg Schools
 Evergreen Academy
 Forest Academy
 Manistee Area Public Schools
 Marcellus Community Schools
 Mendon Community Schools
 Michigan Center School District
 North Adams-Jerome Public Schools
 Nottawa Community Schools
 Oakland Academy
 St. Joseph County ISD
 Waldron Area Schools
 White Pigeon Community Schools
 William C. Abney Academy
 Woodland School

Nonprofits

Another Way Pregnancy Center
 Alano Club of Kent County
 Association of Legal Writing Directors
 Big Brothers Big Sisters
 Choices of Manistee County
 Clinton Gratiot Habitat for Humanity
 Communities in Schools of MI
 Community Action of Allegan County
 Habitat for Humanity of St. Joseph
 Jubilee Jobs
 Marshall Area Economic Dev. Alliance
 Senior Services of Van Buren County
 St. Joseph County Grange Fair
 Staircase Youth Services
 Sturgis Community Foundation
 The Ridge Project

Other

Alger Conservation District
 Barry County Transit
 Bear Lake Improvement Board
 Branch Area Transit Authority
 Bronson Area Fire Association
 Calhoun County Cons. Dispatch Authority
 Cass County Conservation District
 Cass County Transit Authority
 CCE Central Dispatch Authority
 Cedar Area Fire and Rescue
 Central Upper Peninsula Planning and Dev. Com.
 Coloma City-Charter Township of Coloma Cem.
 Colon Fire and Rescue
 Fife Lake Area Utility Authority
 Firekeepers Local Revenue Sharing Board
 Hillsdale Board of Public Utilities
 Iron Baraga Conservation District
 Jordan Valley Emergency Med. Svcs. Auth.
 Kalamazoo Conservation District
 Kent County Conservation District
 Lake Leelanau Lake Association
 Lowell Area Fire and Emergency Svcs. Auth.
 Ludington Mass Transit Authority
 Manistee 9-1-1 Authority
 Manistee-Blacker Airport Authority
 Mason-Oceana 9-1-1
 Match-E-Be-Nash-She-Wish Rev. Shg. Board
 Mendon Downtown Development Authority
 Michigan Native American Heritage Fund Board
 Mid-Michigan Area Cable Comm. Consortium
 Newaygo County Area Promise Zone Authority
 North Berrien Fire Rescue Board
 Oceana County Medical Care Facility
 Owosso Downtown Development Authority
 Pokagon Band Local Revenue Sharing Board
 Portland Area Fire Authority
 St. Joseph Conservation District
 St. Joseph County Transportation Authority
 Straits Regional Ride
 Sturgis Downtown Development Authority
 Thornapple Manor
 VanBuren Conservation District
 Washtenaw County Conservation District
 West Michigan Regional Planning Commission
 Western U.P. Planning & Development Commissic
 White Cloud-Sherman Utilities Authority
 White Pigeon Sanitary System

(Continued on next page)

Villages

Village of Ashley
Village of Bellevue
Village of Benzonia
Village of Beulah
Village of Calumet
Village of Colon
Village of Constantine
Village of Decatur
Village of Detour
Village of Eastlake
Village of Elk Rapids
Village of Empire
Village of Fowler
Village of Honor
Village of Kalkaska
Village of Lyons
Village of Maple Rapids
Village of Mendon
Village of Morrice
Village of Muir
Village of Ontonagon
Village of Perrinton
Village of Pewamo
Village of Thompsonville
Village of Turner
Village of Webberville
Village of White Pigeon

Counties

Allegan County
Barry County
Cheboygan County
Crawford County
Emmet County
Gogebic County
Manistee County
Missaukee County
Montcalm County
Oceana County
St. Joseph County
Tuscola County

Charter Townships

Charter Township of Breitung
Charter Township of Coloma
Charter Township of Gun Plain
Charter Township of Lowell
Charter Township of Marquette
Charter Township of Muskegon
Charter Township of Niles

Libraries

Albion District Library
Brandon Township Public Library
Briggs District Library
Cheboygan Area Public Library
Clarkston Independence District Library
Coopersville Area District Library
Eaton Rapids Area District Library
Eau Claire District Library
Ferndale Area District Library
Fraser Public Library
Galesburg-Charleston District Library
Grant Area District Library
Grosse Pointe Public Library
Hartford Library
Kalamazoo Public Library
Lakeland Library Cooperative
Manistee County Library
Maple Rapids Public Library
Marshall District Library
Newaygo Area District Library
Nottawa Township Library
Otsego District Library
Parchment Community Library
Sturgis District Library
Watervliet District Library
White Pigeon Township Library

Continuing Education and External Quality Control Review

Continuing Education

Gabridge & Company, PLC and its professional staff members meet all continuing education and external quality control requirements as stated in the U.S. General Accounting Office's Government Auditing Standards (2018 revision).

External Quality Control Review

Included with this proposal is Gabridge & Company's most recent external quality control review (peer review) for which government engagements were included. The peer review is for the period ended June 30, 2021. Our firm continues to meet the external quality control review requirements by actively monitoring our staff member's continuing education and training (through frequent staff meetings, attending pertinent governmental conferences, and self-study courses focused on governmental accounting and auditing), participating in governmental associations, and internal inspections of audit files by partners not involved with the audit.

Quality Control Procedures

Some examples of our quality control procedures include:

- Draft versions of audit reports are reviewed by an independent review principal who was not involved with the audit.
- Our audit teams are trained prior to their arrival for fieldwork to ensure audit efficiency and that you will not need to "train the auditor".
- An audit manager or the principal in charge of the audit will be on-site at all times during fieldwork to ensure that a properly trained decision-maker will be available throughout fieldwork.
- The principal in charge of each audit reviews the audit report and related letters with the client prior to finalizing.

Specific Audit Approach

Our goal is to provide a thorough and quality audit with as little disruption to our clients as possible. We achieve this by emphasizing planning procedures and having audit team members who specialize in governmental audit. For example, prior to our arrival for fieldwork, we will already have a working set of financial statements loaded into our proprietary software and will have identified the audit areas that we feel need to be emphasized in the field. We will know precisely what we need to look at prior to our arrival – this focused approach minimizes disruption to your staff while we are in the field. Also, our staff is made up of employees who specialize in governmental audit and who are fully dedicated to auditing governmental agencies. In other words, our clients will not need to "train the auditors".

Interim Fieldwork and Audit Planning

During the interim fieldwork and audit planning phase, we gain an understanding of your current year operations, evaluate the reliability of your internal controls, identify any issues that may have audit significance, and complete planning in preparation for final audit fieldwork. Based on the information that we obtain during this phase, we can determine your general areas of audit risk, the extent to which we can rely on your internal controls for our audit testing, and whether any significant audit issues need to be discussed so they can be resolved prior to the start of fieldwork. Some of the areas addressed at this time include documentation of internal controls, preparation of confirmations as necessary, review of minutes, completion of the preliminary analytical procedures review, and tailoring the current year audit work programs.

Final Fieldwork

As we complete our interim fieldwork and engagement planning, you will be provided with a listing of audit schedules required for final fieldwork. Many of the schedules will be similar to what you have prepared for previous audits and may be provided to us in an electronic format. The final fieldwork phase of the audit will generally commence once the books are closed and the appropriate audit schedules have been completed. During this phase, we will perform the appropriate tests of account balances, using sampling, substantive, and analytical review procedures, in order to form an opinion on the financial statements as a whole.

Areas that we will test using substantive procedures include (not intended to be an all-inclusive list):

Cash and cash equivalents – we will inspect bank account reconciliations and prepare bank account confirmations to ensure that the balances agree to the financial statements.

Accounts receivable – we will test certain balances by using a combination of analytical procedures and tracing year end balances to subsequent receipts.

Interfund transactions – we will review the schedule of interfund transfers and balances to ensure that all entries are reconciled and eliminated properly for government-wide presentation.

Capital assets – we will obtain a depreciation lapse schedule and verify key additions by inspecting vouchers, while also testing the adequacy of depreciation expense.

Accounts payable – we will obtain a year end accounts payable aging report and test for accuracy by inspecting certain vouchers. We will also review subsequent expenditures (after year end) searching for possible unrecorded liabilities as of year-end.

Accrued payroll – We will obtain payroll registers for payrolls issued after year end and compare to the schedule of accrued salaries and wages. We will also test the year end balances for payroll taxes by tracing year end liabilities to their payments, while comparing to payroll forms.

Compensated absences – We will obtain a year end value of compensated absences and validate the balance by comparing to the employee handbook and / or union contracts.

Long-term debt – We will obtain a year end schedule of long-term debt and verify the accuracy of the current portion of long-term debt by reviewing amortization schedules. We will also confirm certain balances by inspecting vouchers or sending confirmations to lenders.

Equity – We will ensure that the beginning fund balance and net assets amounts agree to the prior year ending balances.

Property Taxes – We will examine taxable values and the Library’s millages to ensure that the tax revenues are properly supported and allocated to the proper funds.

State and Federal Grants – We will compare state and federal grant revenues and substantiate the activity with Treasury reports and grant documents. We will also review federal grant and loan activity verifying consistency between the financial statements and the Schedule of Expenditures of Federal Awards (if applicable).

Type and Extent of Statistical Sampling to be Used in the Engagement

Statistical sampling will be used extensively during field work to assist with our testing procedures. Sample size will be based primarily on the level of risk assigned to a given financial statement assertion, the potential magnitude of misstatement, the potential for non-compliance, and other factors based on our professional judgment. Most often the range of our sample size is between 25 and 40 items. We affirm that adequate tests of transactions will be performed.

Type and Extent of Analytical Procedures to be Used in the Engagement

Analytical procedures also will be used extensively during our planning and final fieldwork stages. We will rely on our analytical procedures to determine what areas may need additional attention based on the size of deviation from our expectations. Analytical procedures will be applied using key ratios compared to budget and historical figures. Areas with large “gaps” between actual and expected amounts will receive additional attention in the field, and the results of the extra attention will be documented and substantiated. Lastly, during field work we will gather sufficient audit documentation, clear all open items, complete our audit programs, and our quality control documents will be completed and reviewed.

Approach to be Taken to Document an Understanding of Internal Controls

As auditors for a significant number of governmental units, we have a good understanding of the significant areas of internal control that need to be tested and documented. We have tailored client questionnaires for each significant transaction class that allow our clients to review and document any changes in procedures in a timely and efficient manner. We then review the questionnaires and utilize them as a base for documenting our related tests and walkthroughs.

Approach to Determining Laws and Regulations that will be Subject to Audit Test Work

We have accumulated an extensive list of the significant laws and regulations that apply to governmental entities. Each year we review that list in relation to new State, Federal, and industry guidelines and make modifications as appropriate. During fieldwork, the list is reviewed with client personnel to ensure compliance with the identified laws and regulations.

We will provide delivery dates during the planning phase of the audit and confirm these dates during our planning meeting with management. Following is our anticipated timetable to complete the audit:

Description	Dates
Detailed Audit Plan	December
Fieldwork	January
Draft Reports	January / February
Final Reports	February
Board Presentation	February

Identification of Potential Audit Problems

We begin the audit process each year by revisiting any prior year management recommendations and/or suggestions and inquiring of our clients regarding any action taken to remedy those recommendations. In addition, we engage in discussions with our clients regarding any potential areas of concern and if there are any specific procedures they would like us to perform during the audit process.

We will also provide monthly written reports to the Library that communicates progress of the audit. Additionally, any irregularities, illegal acts, or indications of illegal acts will immediately be reported in writing to management. Also, any conditions, transactions, situations or circumstances that need special consideration or that prevent or impede the completion of the audit will be reported to the Library officials.

Non-Discrimination Clause

Gabridge & Company, PLC does not discriminate against any individual for employment with respect to such person's hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law.

Report on the Firm's System of Quality Control

March 8, 2022

To the Shareholders of Gabridge & Co, CPA.
and the Peer Review Committee of the Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Gabridge & Co, CPA. (the firm) in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Gabridge & Co, CPA. in effect for the year ended June 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Gabridge & Co, CPA. has received a peer review rating of *pass*.



Ringo & Associates, PC

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/14/2024

Re: Consideration of a quotation from Campbell, Inc. to repair the Whittaker HVAC system following damages caused by DTE

DTE employees on the ground admitted fault and apologized for the power disruptions at YDL-Whittaker on 4/14-15. They encouraged us to file a damage claim, but so far DTE refuses to honor it.

Originally we were assured our MML insurance would cover the damages. Although the claims representative is actively pursuing recompense from DTE, during his investigation he confirmed that the damaged transformer on the Whittaker grounds is actually the property of DTE. Because of that, it turns out our policy will not cover our claim.

I am currently in conversations with legal counsel regarding possible next steps with DTE.

In the meantime, our HVAC system is running on one "leg." The band-aid fix that was applied following the lengthy brownout conditions leaves us with no backup should something more go wrong. With the heat of summer upon us, we cannot wait to undertake the repairs our system needs. In addition, the JACE unit we need to replace has special promotional pricing which is good through June 30. If we act now we can take advantage of the discount.

The attorney I am speaking with advised we should go ahead and undertake the repairs.

Campbell's quotation is attached, for \$39,421. I recommend moving forward and request your approval to proceed.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-20

June 26, 2024

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

Whereas, unexpected work by DTE on the transformer at YDL-Whittaker left the library in brownout power conditions for over 24 hours on April 14 and 15, and

Whereas, this situation caused extensive damage to the building's HVAC system, and

Whereas, Campbell, Inc. performed emergency repairs following the incident to make the system functional, and

Whereas, Campbell, Inc. has provided a quotation to undertake the repairs required to ensure the system continues to perform as expected, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to fully repair the HVAC system at Whittaker Road at a cost of \$39,421 is approved.

BE IT FURTHER RESOLVED that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Phone: (419) 476-4444

Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti District Library
Site Contact: Mr. Jim Reed
Project
Address: 5577 Whitaker
City: Ypsilanti
State/Zip: MI 48197
Phone #: 734.879.3100

Project Name: Power Disruption Aftereffects
Contact: Ms. Lisa Hoenig
Invoice
Address: 5577 Whitaker
City: Ypsilanti
State/Zip: MI 48197
Email: lisa@ypslibrary.org

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

Proposal#

PP17427

Subject: DTE Power Interruption Corrections

Campbell, Inc. will provide all labor and material to complete the scope of work listed below.

Scope of work:

- 1) Initial service calls and diagnosis.
- 2) Replace fuses for two (2) chilled water pumps.
- 3) Replace main building AHU return fan and heating pump VFDs.
- 4) New starters and transformers for P8 and P15.
- 5) Replace Trane chiller control interface.
- 6) Replace Building JACE due to communication loss.

Total Cost: Thirty Nine Thousand, Four Hundred Twenty One Dollars (\$39,421.00)

Please note, our JACE replacement includes savings for a special promotion that expires in June of this year, award after the promotion will require a price increase of \$3,584.00.

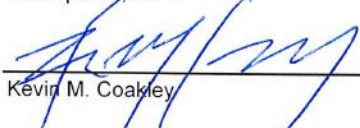
Exclusions: overtime work, natural gas service, repair or additional work not included in this scope.

We reserve the right to withdraw this proposal if not accepted within 30 days.

Additional terms and conditions on the second page.

CONTRACTOR:

Campbell, Inc.


Kevin M. Coakley

4.26.2024

(DATE)

CUSTOMER:

(SIGNATURE)

(PRINT NAME)

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2



TERMS & CONDITIONS

1. Customer shall permit contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item or equipment proves defective, Contractor will extend Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, or loss expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's hazard Communication Standard Regulations.
11. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this agreement.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or material are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATION OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/2024
Re: Changes to meeting locations

The July 24th Board meeting was scheduled to be held at Michigan Avenue. Since the building will not yet be open, and we must hold open meetings, we need to change the meeting location to YDL-Whittaker.

The Michigan Avenue Program Room is available on September 25th; I propose holding that meeting there instead.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-21

June 26, 2024

RESOLUTION TO CHANGE THE LOCATION OF TWO UPCOMING BOARD
MEETINGS

Whereas meetings of the Ypsilanti District Library Board of Trustees are required to be open to the public, and

Whereas YDL-Michigan will not yet be open for business in July, but the Board wishes to hold a meeting there in 2024,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The July 24, 2024 Board meeting will be held at YDL-Whittaker, and the September 25, 2024 meeting will be held at YDL-Michigan.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: