



BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2024 Information Packet

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

Ypsilanti District Library
YDL Board Meeting, July 24, 2024, 6:30 pm, YDL – Whittaker Road Boardroom
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"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from June 26, 2024, Regular meeting			
B. June 2024 Financials and Check Register			
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Consideration of a proposal for Whittaker landscaping improvements following sidewalk reconstruction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of proposed renewal agreement for Superior HVAC maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal to remove, repair and reinstall Whittaker outdoor metal fixtures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Discussion of Library Plaza security measures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Discussion of next steps in DTE damage claim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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, June 26, 2024 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Brian Steimel, Kristy Cooper, Jean Winborn, and Terrence Williams formed a quorum. Patricia Horne McGee arrived at 6:36pm.

Also present: Director Lisa Hoenig, Business Office Manager Andrew Hamilton, Branch Manager Joy Cichewicz, Branch Manager Mary Garboden, Customer Services Clerk Shayla Card-Nowlin, Paraprofessional Mani Brito, Paraprofessional Ellen Steves, as well as Architect Kyle Keaffaber of Faber Design Co.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Joy Cichewicz introduced three new staff members to the Board, all of whom will be stationed at the Michigan Avenue branch once it re-opens. She brought forward Shayla Card-Nowlin, who will be working as a Customer Services Clerk, as well as Mani Brito and Ellen Steves, both of whom will be working as Paraprofessionals in the Adult Services Department.

Presentation: Michigan Avenue vestibule options – Kyle Keaffaber, Architect and Joy Cichewicz, YDL – Michigan Branch Manager. Kyle Keaffaber began the presentation with some additional renderings of the space and vestibule to help the Board better understand their choices for the final restoration of this space. Joy Cichewicz joined into the presentation at various points to provide context.

Presentation: Superior summer overview – Mary Garboden, YDL – Superior Branch Manager. Mary Garboden provided the Board with an audiovisual overview of summer programming at the branch. She advised that this is the second summer of programming since the opening of the branch and the experiences learned helped shape this year's programming. She discussed the high attendance numbers last year and how this impacted staffing levels as well as identifying and securing partnership with other organizations such as Youth Arts Alliance and Food Gatherers. Mary displayed the flyer distributed door-to-door with our partners to inform the community of the upcoming events. She then discussed the schedule of programs and highlighted what she considers to be the flagship program with Youth Arts Alliance known as the Summer of HeART. This grant-funded program offers a free low-barrier summer camp style lineup for eight weeks Monday through Friday.

Consent Agenda

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 26, 2024 (Unapproved)

Trustee Winborn moved to approve consent agenda (May 15, 2024 Regular meeting minutes and May 2024 Financials and Check Registers). Trustee Steimel supported this motion.

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

Communication

Director Hoenig briefly discussed the communication from The Library Network that shows the value added for the cost of their services.

Committee Reports

Friends of the Library – Trustee Steimel informed the group about the meetings held by the group as well as the sales and customer counts. The group is attributing a positive trend in revenue and new customer counts to correct ad placements. He also discussed the work on a new logo and continued research into pricing tiers for membership, as well as the new process that allows credit cards to be used for membership purchases. He ended with the groups' work into researching the terms of several 40-year old CD's and the possibility of changing terms or cashing-out. Trustee Steimel then responded to several questions from his fellow trustees regarding the above items, as well as the current push for the group to seek a 501(c)3 tax status.

Facilities – Director Hoenig provided a couple updates to the report from this month's packet. One update is that the week of July 22nd we should see the installation of the replacement light poles at Michigan Avenue. She also discussed the successful mitigation of the water leak at the Superior location around the skylight, and that a second set of leaks is being addressed in the book return area.

Michigan Avenue Building Committee – Director Hoenig explained how the committee dealt with several change orders for the continued restoration of the location. She also advised on the items such as furniture and millwork that is being scheduled and the race to completion for a successful opening.

Report of the Library Director

Director Hoenig advised that the 4th of July Parade through Ypsilanti is rapidly approaching and invited the Board members to join if they wished. Then she brought the Trustees up to speed on the current status of the Tea Party scheduled for July 30th at the Michigan Avenue location. She is excited to show the community the progress made at Michigan Avenue and the plans for the future of that building. Director Hoenig also addressed the ongoing situation with DTE and the repairs to the Whittaker Road HVAC system. She is working with an attorney to determine an approach. Director Hoenig mentioned a meeting with Washtenaw County officials to discuss the AARPA technology grant and the items listed by the library for consideration. She believes most of the items will sail right through, but perhaps only part of the new ILS system will be included in that grant. Director Hoenig discussed a recent bronze casting of the writing found at Michigan Avenue during the restoration process. This work was performed by Brian Nelson, an EMU art professor, and she hopes the piece as well as the professor will be available for the grand opening. She briefly touched on the materials placed after her report that detailed the conferences she attended recently that the Trustees may find of interest, as well as the Strategic Plan Progress Report, and asked for and responded to questions from the Board.

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Board of Trustees Meeting
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Old Business

- A. Selection of Michigan Avenue vestibule change order options

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: 2.2-A.

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

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 26, 2024 (Unapproved)

New Business

- A. Approval of 2024 Tax Rate Request 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: Trustee Horne McGee

SUPPORTED BY: Trustee Maddix

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

- B. Budget amendment

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

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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: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

C. Approval of an amendment to the Harris Road widening repayment agreement

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.

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Board of Trustees Meeting
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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: Trustee Williams

SUPPORTED BY: Trustee Horne McGee

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

D. Award Audit contract

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.

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Board of Trustees Meeting
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OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Maddix

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

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

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: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 26, 2024 (Unapproved)

F. Changes to meeting locations

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: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 26, 2024 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Trustee Cooper advised how much she and her family enjoy the Superior location and staff, and that this has become the library she visits the most. She also appreciates being able to pay for her Friends of the Library membership with a credit card.
Trustee Steimel	Trustee Steimel advised that at a recently attended EMU emeritus event a member told him how thrilled she was to be able to renew her library card online. He also mentioned recent questions from constituents regarding the continued fundraising from the library, as well as scheduling of the in-service day for library staff so near the Memorial Day holiday.
Trustee Winborn	Trustee Winborn wanted to thank the staff at the libraries for all the solid work they do every day. She mentioned how much her genealogy group appreciates utilizing the Superior location for allowing the group to host meetings there.
Trustee Maddix	Trustee Maddix thanked Mary Garboden and her staff at the Superior location for welcoming the Board. She believes this is the facility they dreamed of and it has surpassed Board expectations since its opening. She applauds the work of the staff as they continue to strive for improvements.
Trustee Williams	Trustee Williams has enjoyed observing the Superior staff as they interact with patrons and their children and is impressed with the work done on a daily basis.
Trustee Kennedy	Trustee Kennedy is disappointed to be missing the Tea Party but wishes the group success on what should be a lovely day of activities. She also thanked the Superior library staff for hosting this month's Board meeting.
Trustee Horne McGee	No Comment

Adjournment

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Winborn seconded this motion.

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

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 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 6/30/2024	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	5,156,955	1,024,071
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	67,171	(22,464)
Total Assets	2,646,206	3,039,041	3,498,278	3,606,506	4,222,520	5,224,126	1,001,607
Liabilities	145,758	85,577	313,638	344,511	1,160,956	24,069	(1,136,888)
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)	2,138,512	2,490,964
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,061,563	5,200,058	2,138,494
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	4,222,520	5,224,126	1,001,607

Ypsilanti District Library
Period Ending 6/30/24 (58.3% of Year)
General Fund

ACCT #	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,918,352	6,086,566	6,437,010	6,668,539	6,823,439	5,209,705	1,613,734	76.4%
Expenditures								
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	3,147,105	1,156,054	1,991,051	36.7%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	770,436	333,140	437,296	43.2%
Dept 300 Outreach	92,557	103,159	285,464	265,708	290,708	152,656	138,052	52.5%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	559,757	295,778	263,979	52.8%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	617,603	651,992	48.6%
Dept 600 Donations	21,629	52,305	79,576	-	-	14,816	(14,816)	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	6,037,601	2,571,193	3,466,408	42.6%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	785,838	2,638,512		
Sale of Assets	-	-	-			-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)		(500,000)	(500,000)		
Fund balance - beginning of period	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563	3,061,563		
Fund Balance - end of period	3,178,078	3,414,010	3,061,563	3,741,084	3,347,401	5,200,075		

**Ypsilanti District Library
General Fund
Period Ending 6/30/2024
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	1,139,898	975,454	85.6%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	1,003,630	442,904	44.1%
425.075	PPT Reimbursement	22,407	27,533	33,869	20,000	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,653,122	3,707,057	3,862,384	4,149,269	4,149,269	3,481,352	83.9%
441.000	Renaissance Zone Reimb	68,165	67,905	66,774	65,000	65,000	0	0.0%
443.000	State Aid Direct	35,678	43,256	44,630	44,671	44,671	22,158	49.6%
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	44,671	22,158	49.6%
500.500	Operational Grant Revenue			10,000		30,000	30,000	100.0%
500.600	Talk Grant Revenue	47,787	41,774	45,554	35,000	59,900	32,832	54.8%
610.010	Ticket Sales - Special Events						40	NA
657.000	Lost Books/Misc.	7,187	6,777	7,195	6,000	6,000	2,488	41.5%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	30,000	17,653	58.8%
657.600	Proctor Fees	263	574	60	0	0	75	
661.000	Penal Fines County	113,205	83,080	69,569	68,000	68,000	0	0.0%
662.100	Community room rentals	0	1,250	2,250	2,500	2,500	2,000	80.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	2,500	1,885	75.4%
681.000	Donations Designated	0	0	0		0	530	NA
681.080	Donations/Memorials	7,170	7,736	4,629	600	600	0	0.0%
687.000	Interest/Checking	457	1,383	6,705	4,800	4,800	4,942	103.0%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	35,000	30,629	87.5%
687.121	MI Class value change	0	0	3,033	0	100,000	73,148	NA
688.000	Interest/Endowment	6,227	0	0	0	0	0	
689.000	Dividends-MML	4,312	7,460	6,490	6,000	6,000	6,675	111.3%
690.000	Dividend Revenue Endowment	9,045	8,161	12,595	11,000	11,000	12,421	112.9%
691.000	CARES act Credit	6,400	0	0	0	0	0	
Total Revenue		5,838,824	5,963,560	6,341,931	6,668,539	6,823,439	5,159,344	75.6%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2024
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	685,029	758,009	860,334	981,124	1,001,124	526,307	52.6%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	10,800	5,950	55.1%
702.150	Bank Fees	1,888	2,494	2,807	3,630	3,630	2,249	62.0%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	15,600	6,387	40.9%
705.000	Employee Recognition Awards	804	689	521	750	750	328	43.7%
710.000	Payroll Service	12,115	13,050	18,957	11,500	11,500	4,234	36.8%
715.000	Employer Payroll Tax	148,792	164,634	208,026	235,243	235,243	117,194	49.8%
715.100	ACA Taxes Paid by employer	331	555	644	1,190	1,190	0	0.0%
718.000	MERS Defined Contribution	91,780	99,768	108,527	143,055	143,055	61,738	43.2%
719.000	FSA Admin Fee	729	624	600	758	758	375	49.4%
727.000	Office Supplies	24,088	38,242	45,636	34,000	34,000	10,524	31.0%
727.050	CARES act Exp	6,305	0	0			0	
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	32,000	11,638	36.4%
752.000	MML/Building Insurance	66,589	74,515	77,332	81,972	85,655	85,655	100.0%
753.000	MML/Workers Comp	9,744	10,202	12,633	15,050	15,050	11,880	78.9%
754.000	Health Insurance	394,266	380,631	456,375	489,783	489,783	300,311	61.3%
755.000	PT Telemedicine	0	0	0	4,131	4,131	1,709	41.4%
756.000	Delta Dental	34,322	32,832	34,625	35,589	35,589	20,287	57.0%
758.000	Life Insurance	4,316	4,061	4,708	4,728	4,728	2,670	56.5%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	9,420	5,770	61.3%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	18,612	11,368	61.1%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	22,750	14,222	62.5%
769.050	Classified Advertising	432	733	312	1,000	1,000	-21	-2.1%
774.050	Digital Collection	209,154	246,754	315,437	296,050	296,050	180,618	61.0%
774.100	Data Bases	24,948	28,073	32,458	50,000	50,000	23,829	47.7%
774.800	System Wide DVDs	493	61	220	0	0	0	NA
774.900	All Materials Processing	21,270	25,603	28,394	35,000	35,000	11,333	32.4%
774.950	Play Kits	2,590	2,975	4,735	4,900	4,900	1,521	31.0%
774.975	Library of Things	2,876	8,799	12,379	14,000	14,000	867	6.2%
801.000	Major Events	2,805	9,143	14,259	23,325	27,265	5,730	21.0%
801.500	Learning Never Gets Old	1,999	2,999	0	0	0	0	
802.000	Mileage/Travel Reimbursement	775	4,754	6,936	6,000	6,000	3,106	51.8%
804.000	Workshops/Training	2,422	3,613	7,003	6,500	6,500	3,887	59.8%
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	6,750	5,542	82.1%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	59,900	41,184	68.8%
807.000	Operational Grant Expenditure			12,389	0	30,000	17,326	57.8%
810.000	Capital Outlay - Buildings	5,197	650	4,880	5,000	5,000	766	15.3%
810.100	Capital Outlay - Improvements	3,500	0	2,261	6,000	6,000	6,531	108.9%
811.100	Capital Outlay - Technology	0	0	59,118	59,119	59,119	5,031	8.5%
812.000	Capital Outlay - Furnishings	268	1,100	5,735	5,000	5,000	1,852	37.0%
840.010	Insurance Claim In Progress		-5,825	138	0	0	-560,336	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	133,395	64,913	48.7%
850.100	Telecommunications	6,243	7,003	11,111	8,241	8,241	13,976	169.6%
850.200	ILS Contract	59,088	64,631	63,125	50,400	50,400	47,867	95.0%
850.500	Software Subscription	21,823	35,693	42,936	44,983	44,983	26,602	59.1%
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	0	0.0%
928.000	Postage	20,112	18,912	20,240	23,569	23,569	11,469	48.7%
965.000	Auditing Service	7,875	8,100	8,325	8,550	8,550	8,550	100.0%
975.000	Legal	5,280	11,191	1,870	10,000	20,000	11,885	59.4%
975.500	Legal - Negotiations	0	7,620	0	0	0	0	
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	40,815	13,587	33.3%
980.500	Branding Costs	2,201	894	3,195	4,000	4,000	1,850	46.2%
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	6,300	863	13.7%
982.000	MTT Charge Back City	471	48	259	2,000	2,000	0	0.0%
983.000	MTT Charge Back TWP	1,070	3,873	878	7,500	7,500	830	11.1%
983.100	MTT Charge Back-Superior Twp	184	1,467	914	5,000	5,000	4,052	81.0%
984.050	Contributions/Endowment	0		250		0	50	NA
Total		2,132,618	2,357,850	2,799,845	3,054,582	3,147,105	1,156,054	36.7%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2024
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	402,866	423,056	473,988	500,515	510,515	233,497	45.7%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	9,680	5,239	54.1%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	22,150	424	1.9%
772.000	Youth Books & Processing	13,282	16,552	11,280	14,800	14,800	370	2.5%
776.000	Periodicals - Adult	2,802	4,395	2,868	3,500	3,500	0	0.0%
776.050	Periodicals - Youth	0	0		100	100	0	0.0%
778.000	Adult Audio/Visual	5,441	4,852	3,481	6,600	6,600	415	6.3%
779.000	Youth Audio/Visual	2,413	2,743	901	2,050	2,050	0	0.0%
801.500	Learning Never Gets Old	0	0	1,250	1,250	1,250	610	48.8%
802.200	Parking	3,600	3,600	3,700	3,900	3,900	0	0.0%
810.000	Capital Outlay - Buildings	10,000	68,081	18,357	100,000	100,000	42,994	43.0%
812.000	Capital Outlay - Furnishings	3,384	0	4,510	0	0	0	NA
840.000	Repair & Maintenance - Building	16,584	17,990	32,249	22,900	22,900	17,978	78.5%
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	14,800	11,100	75.0%
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	13,400	4,705	35.1%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	3,000	871	29.0%
901.000	Programs-Youth	1,762	606	2,531	2,500	2,500	722	28.9%
940.000	Phone	4,553	2,631	2,319	1,671	1,671	1,262	75.5%
943.000	Natural Gas	3,946	4,838	3,923	5,009	5,009	3,566	71.2%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	25,321	7,485	29.6%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	7,290	1,903	26.1%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	0	NA
Total		542,950	619,718	679,655	755,436	770,436	333,140	43.2%
Dept 300 Outreach								
702.000	Salaries	70,870	77,276	233,500	236,142	261,142	139,620	53.5%
775.000	Library Materials	5,084	5,857	3,275	6,550	6,550	2,798	42.7%
801.500	Learning Never Gets Old	0	0	1,223	3,000	3,000	1,334	44.5%
811.000	Capital Outlay Vehicle	0	0	35,000	0	0	0	NA
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	12,130	5,348	44.1%
901.000	Programs	0			2,000	2,000	275	13.8%
943.000	Fuel	1,967	6,040	4,090	5,886	5,886	3,281	55.7%
Total		92,557	103,159	285,464	265,708	290,708	152,656	52.5%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2024
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	149,424	211,331	353,232	367,003	367,003	200,129	54.5%
702.800	Salary/Pages	0	0	3,706	9,360	9,360	2,866	30.6%
771.000	Adult Books & Processing	0	0	14,935	18,000	18,000	6,579	36.5%
772.000	Youth Books & Processing	0	0	12,171	16,700	16,700	10,327	61.8%
775.000	Library Materials	6,553	7,388	0	0	0	0	
776.000	Periodicals	0	0	1,290	1,400	1,400	0	0.0%
778.000	Audio/Visual	0	0	1,276	2,300	2,300	1,008	43.8%
801.500	Learning Never Gets Old	0	0	748	1,000	1,000	400	40.0%
810.000	Cap Outlay Building		0	2,381	50,000	50,000	26,143	52.3%
812.000	Cap Outlay Furnishings		0	0	3,000	3,000	2,165	72.2%
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	5,000	2,637	52.7%
840.025	Campbell Maint Contract	0	0	7,108	8,500	8,500	6,375	75.0%
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	17,000	9,561	56.2%
900.000	Programs - adult	580	267	502	1,500	1,500	679	45.3%
901.000	Programs - Youth	624	655	547	2,500	2,500	1,180	47.2%
902.000	Art Purchases			8,683	9,000	9,000	2,960	32.9%
940.000	Phone	1,138	782	2,041	2,101	2,101	1,224	58.2%
943.000	Natural Gas	650	1,097	2,722	2,953	2,953	2,389	80.9%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	9,240	6,631	71.8%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	5,400	284	5.3%
980.000	Professional/Contractual	0	0	23,760	27,800	27,800	12,240	44.0%
Total		162,269	230,011	482,563	559,757	559,757	295,778	52.8%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2024
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 6/30/24 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	722,800	749,625	798,216	902,601	827,601	401,814	48.6%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	32,440	14,727	45.4%
771.000	Adult Books	41,604	44,654	44,943	41,900	41,900	12,365	29.5%
772.000	Youth Books	27,802	29,974	29,767	38,200	38,200	15,583	40.8%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	10,000	1,342	13.4%
776.050	Periodicals - Youth	745	617	722	800	800	2	0.2%
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	10,200	3,104	30.4%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	3,800	672	17.7%
810.000	Cap Outlay Building	12,515	22,620	71,761	20,000	16,060	7,295	45.4%
810.100	Cap Outlay Improvements		0	0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	22,271	54,658	36,176	27,300	27,300	22,872	83.8%
840.025	Campbell Maint Contract	42,797	41,649	41,379	50,900	50,900	38,175	75.0%
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	28,000	12,028	43.0%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	4,200	898	21.4%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	13,000	9,936	76.4%
903.000	Equipment Maintenance	1,564	0	1,702	3,000	3,000	234	7.8%
940.000	Phone	9,105	5,277	4,916	5,068	5,068	2,935	57.9%
943.000	Natural Gas	30,040	31,451	24,868	31,680	31,680	20,747	65.5%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	117,955	50,858	43.1%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	7,491	2,015	26.9%
980.000	Professional/Contractual	0			0	0		NA
Total		1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	617,603	48.6%
Dept 600 Donations								
Revenue:								
	Total Revenue	37,195	106,336	46,229				
	Total Donated revenue	37,195	106,336	46,229			47,834	NA
Expenditures:								
	Total Expenditures	21,629	52,305	79,576				
	Total Expenditures	21,629	52,305	79,576			14,816	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	6,823,439	5,209,705	
Total Expenditures		4,051,907	4,550,634	5,637,023	5,989,018	6,037,601	2,571,193	42.6%
	Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	785,838	2,638,512	
	Fund Balance Beginning of Year	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563	3,061,563	
	Board Designation	-1,400,000	-1,300,000	-1,152,434	0	-500,000	-500,000	
Ending Fund Balance		3,178,078	3,414,010	3,061,563	3,741,084	3,347,401	5,200,076	

**Ypsilanti District Library
Balance Sheet
June 30, 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 6/30/2024	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	1,330,777	416,583
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	1,330,777	416,583
Liabilities	-	-	-	468,231	542,328	542,328	0
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	371,866	788,449	416,583
Total Liabilities & Fund Balance	1,478,745	2,665,015	3,489,597	1,356,163	914,194	1,330,777	416,583

Ypsilanti District Library
Capital Expenses
Period Ending 6/30/24 (58.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 6/30/24 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					-
688.000	Interest	-	-		3,117
Total		858,374	450,968	174,200	12,010
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	42,624
	Subtotal	16,860	97,989	66,927	42,624
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	210
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	1,710
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	95,433
Total Revenue Over Expenditures		824,581	(2,601,665)	(516,060)	416,577
Beginning Fund Balance		2,665,015	3,489,596	887,930	371,871
Ending Fund Balance		3,489,596	887,930	371,870	788,449

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	6/30/2024	0	12,010	
YTD Expenditures	6/30/2024	-1,710	-93,723	
Balance	6/30/2024	237,975	550,474	788,449
			240,000 future pledges	1,028,449

Project Summary Through:
6/30/2024 6/30/2024

	Superior	Other
Board	5,300,000	1,934,179
Capital Campaign	1,549,652	12,010
Future pledges	240,000	
Expense	-6,611,677	-1,395,715
	477,975	550,474

Check Register Report

Date: 07/01/2024

Time: 4:45 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77167	06/07/24	Printed			APBS	A PRODUCTION BUILDING SOLUTION	May 2024 service	2,100.00
77168	06/07/24	Printed			0000000025	AFLAC	#9 of 13	113.80
77169	06/07/24	Printed			ALER	ALERUS FINANCIAL	Employ contribution May 2024	19,960.68
77170	06/07/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Mich Ave June 2024 service	449.66
77171	06/07/24	Printed			AALLC	ALLSTAR ALARM LLC	MA 3/26-7/31/24 monitoring	5,067.80
77173	06/07/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	invoice 6/1/2024	6,109.75
77174	06/07/24	Printed			A2Y	ANN ARBOR-YPSILANTI	McMullen mix & mingle gala 24	25.00
77175	06/07/24	Printed			ABOS	ASSOCIATION OF BOOKMOBILE &	MacGregor 10/14-10/17/24 confe	450.00
77176	06/07/24	Printed			BOD	BODMAN PLC	MA work - March 2024	3,690.00
77177	06/07/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	6/6/24 statement	400.28
77179	06/07/24	Printed			CAPONE	CAPITAL ONE	statement 4/24-5/24/24	5,390.39
77180	06/07/24	Printed			CDW	CDW GOVERNMENT, INC.	HP Laserjet pro 4001dn	401.45
77181	06/07/24	Printed			CEN	CENGAGE LEARNING	elevate and dominate	52.48
77182	06/07/24	Printed			0000000567	CENTER POINT PUBLISHING	losing spring	147.42
77183	06/07/24	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	overpay (2023 tax)	1,377.92
77184	06/07/24	Printed			CPR	CHERI'S PARTY RENTAL	tea party 6/30/24	638.00
77185	06/07/24	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	BKMB 5/22/24 service	337.63
77186	06/07/24	Printed			DISA	DISA GLOBAL SOLUTIONS	Hamilton / Walley checks	118.00
77187	06/07/24	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	superior supplies	24.40
77188	06/07/24	Printed			DRUMM	JEROME DRUMMOND	Tea Party presentation 6/30	100.00
77189	06/07/24	Printed			DTE ENERGY	DTE ENERGY	whit 4/24-5/22/24 service	11,622.24
77190	06/07/24	Printed			DTE ENERGY	DTE ENERGY	Superior 4/25-5/23/24	932.85
77191	06/07/24	Printed			DTE ENERGY	DTE ENERGY	MA 4/30-5/29/24 service	1,167.20
77192	06/07/24	Printed			DTE ENERGY	DTE ENERGY	whit street May 2024	53.83
77193	06/07/24	Printed			EAST	JENNIFER EASTRIDGE	art reception 6/20/24	250.00
77194	06/07/24	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA table lamps (50% deposit)	5,179.00
77195	06/07/24	Printed			FDC	FABER DESIGN CO.	6/6-insurance work/permit set	15,363.67
77196	06/07/24	Printed			FST	FIRST BOOK	#7001329861	1,743.72
77197	06/07/24	Printed			FCB	FIRST CITIZENS BANK	due 6/19/24 lease	2,372.95
77198	06/07/24	Printed			THFO	THERESE FOOTE	Yoga for kids 7/2/24	100.00
77199	06/07/24	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server room inspection annual	390.25
77200	06/07/24	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior supplies	131.14
77201	06/07/24	Printed			WIHA	WILLIAM HAYES	piano tea party 6/30/24	150.00
77202	06/07/24	Printed			HEAL	HEALTHIEST YOU INC.	June 2024	267.75
77203	06/07/24	Printed			EAJA	EARL JACKSON	Painting wrkp 6/20/24	500.00
77204	06/07/24	Printed			KANO	KANOPY INC.	791 tickets	167.95
77205	06/07/24	Printed			LARD	LARDNER ELEVATOR COMPANY	May 2024 maintenance	195.00
77206	06/07/24	Printed			0000000051	THE LIBRARY NETWORK	Overdrive4/2024-4/2025	2,604.14
77207	06/07/24	Printed			JULU	JULIA LUBAS	Superior kitchenette mural	2,750.00
77208	06/07/24	Printed			AFSCME	MICHIGAN AFSCME	June 2024 dues	782.00
77209	06/07/24	Printed			MWP	MICHIGAN WEB PRESS	summer 2024 LOOP	4,935.85
77210	06/07/24	Printed			DAMI	DARRYL MICKENS	Tai Chi class	90.00
77211	06/07/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK-PLA exhibit booth	5,179.51
77212	06/07/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	505518253.....	538.31
77213	06/07/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 5/31/24	20,913.80
77214	06/07/24	Printed			BRNE	BRIAN NELSON	Superior sculpture materials	461.09
77215	06/07/24	Printed			OV	OVERDRIVE, INC.	01576CO24150539.....	4,442.62
77216	06/07/24	Printed			PATR	PATRON ACCOUNT	return-Motherhood so white	64.99
77217	06/07/24	Printed			PATR	PATRON ACCOUNT	return-Power of Six	17.99
77218	06/07/24	Printed			PINTER	PINTER'S FLOWERLAND INC.	Superior garden	203.01
77219	06/07/24	Printed			PP	PROGRESSIVE PRINTING	Sneak peek tea party-900	214.00

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77220	06/07/24	Printed			QM	Q+M	Summer LOOP 2024	2,000.00
77221	06/07/24	Printed			KAREY	KAMRON REYNOLDS	Manga drawing 6/24 & 7/8/24	200.00
77222	06/07/24	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #2 of 8	1,850.00
77223	06/07/24	Printed			0000000300	SCHOLASTIC INC.	Outreach summ chall	410.72
77224	06/07/24	Printed			KESC	KELLY SCOTT	Sky zones passes	441.59
77225	06/07/24	Printed			MATSIE	MATTHEW SIEGFRIED	S. Adams St tours - tea party	150.00
77226	06/07/24	Printed			JUL	JULIANNE SMITH	in-service tips	40.00
77227	06/07/24	Printed			STEAP	STEAP SPECIALTY TEA PRODUCTS	tea party 6/30/24	462.50
77228	06/07/24	Printed			THINGR	THE INTERIOR GROUP	install chairs - Superior	225.00
77229	06/07/24	Printed			VGK	VGKIDS	summer challenge 2024	221.83
77230	06/07/24	Printed			WEMU	WEMU	Summ Chall 6/3-6/24/24	1,000.00
77231	06/07/24	Printed			0000000021	Y C U A	MA 4/20-5/20/24 service	660.01
77232	06/21/24	Printed			AAACF	ANN ARBOR AREA COMMUNITY FUND	ck from P.Pappas to endowment	50.00
77233	06/21/24	Printed			0000000003	ANN ARBOR NEWS	whit 9/21/24	150.71
77234	06/21/24	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	MA 6/3/24 water flow switch	2,287.00
77235	06/21/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 5/31/24	215.99
77236	06/21/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 5/31/24	165.42
77237	06/21/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 5/31/24	93.10
77238	06/21/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 5/31/24	908.87
77239	06/21/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 5/31/24	696.28
77240	06/21/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 5/31/24	472.86
77241	06/21/24	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 5/31/24	79.40
77242	06/21/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 5/31/24	628.94
77243	06/21/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/24	1,413.71
77244	06/21/24	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/24	65.79
77245	06/21/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/24	2,816.51
77246	06/21/24	Printed			BASIC	BASIC	June 2024 period	56.42
77247	06/21/24	Printed			BCN	BLUE CARE NETWORK OF MI	July 2024 coverage	49,415.29
77248	06/21/24	Printed			CAMPINC	CAMPBELL, INC	whit 4/15-4/18/24	24,371.48
77249	06/21/24	Printed			CEN	CENGAGE LEARNING	Royal Audience	226.42
77250	06/21/24	Printed			0000000567	CENTER POINT PUBLISHING	All the Glimmering	147.42
77251	06/21/24	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	2023 tax overpayment	2,674.01
77252	06/21/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	May 2024 billing - ALL	3,171.60
77253	06/21/24	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	BKM oil change 2/27/24	494.22
77254	06/21/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	July 2024 coverage	2,864.73
77255	06/21/24	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth	9.33
77256	06/21/24	Printed			DOO	DOODLES ACADEMY	drawing by the garden	200.00
77257	06/21/24	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	May 2024 service	245.00
77258	06/21/24	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior	345.09
77259	06/21/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	june 6/13/24 statement	2,625.09
77260	06/21/24	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit employ ent	150.00
77261	06/21/24	Printed			IMPDAD	IMPERIAL DADE	brag box	1,110.32
77262	06/21/24	Printed			JOCO	JOHNSON CONTROLS	whit fire monoi 6/1/24-5/31/25	2,768.01

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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								
77263	06/21/24	Printed			KI	KRUEGER INTERNATIONAL, INC.	superior - 8 strive leg chair	1,940.40
77264	06/21/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	July 2024 coverage	1,856.58
77265	06/21/24	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	superior overage 7/2/24	673.90
77266	06/21/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	membership 7/1/24-6/30/25	250.00
77267	06/21/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	anatomy of a fall	88.78
77268	06/21/24	Printed			MYTD	MOSAIC YOUTH THEATRE	deposit 7/15/24 wksp	250.00
77269	06/21/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	june 2024	128.00
77270	06/21/24	Printed			BRNE	BRIAN NELSON	Casting	788.91
77271	06/21/24	Printed			OSCR	ON-SITE SPECIALTY CLEANING	MA storage mar-june 2024	18,000.00
77272	06/21/24	Printed			OV	OVERDRIVE, INC.	01576DA24172119.....	4,230.58
77273	06/21/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA light pole	1,738.75
77274	06/21/24	Printed			PINTER	PINTER'S FLOWERLAND INC.	whit flower pots	53.50
77275	06/21/24	Printed			PLS	PUBLIC LIBRARIES OF SAGINAW	lost ILL-Backyard Boogie	11.99
77276	06/21/24	Printed			RDL	ROMEO DISTRICT LIBRARY	lost ILL- la paloma	11.69
77277	06/21/24	Printed			STAPAD	STAPLES ADVANTAGE	due 6/24/24	692.70
77278	06/21/24	Printed			0000000136	STATE OF MICHIGAN	city of detroit	1.44
77279	06/21/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	May 2024 service	40.82
77280	06/21/24	Printed			VERIZON	VERIZON WIRELESS	5/10-6/9/24 coverage	335.96
77281	06/27/24	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	st 06/24/24	41.22
77282	06/27/24	Printed			BATT	BATTERIESPLUS	facility tool battery	55.25
77283	06/27/24	Printed			BOX	BOXCAR STUDIO	june 2024 renewal	2,400.00
77284	06/27/24	Printed			BSB	BSB COMMUNICATIONS INC.	6/18-6/19/24 service	131.25
77286	06/27/24	Printed			CAPONE	CAPITAL ONE	5/25-6/23/24 billing	8,365.28
77287	06/27/24	Printed			CEN	CENGAGE LEARNING	when I think of you	52.48
77288	06/27/24	Printed			ENV	ENVISIONWARE INC.	4000 of 16000	548.80
77289	06/27/24	Printed			FDC	FABER DESIGN CO.	Terracon fee - wall testing	4,250.00
77290	06/27/24	Printed			0000000516	FARMINGTON COMMUNITY LIBRARY	lost ILL-Studie one dub	37.22
77291	06/27/24	Printed			GRNG	GRAINGER	bookmobile repair - blower	563.42
77292	06/27/24	Printed			KANO	KANOPY INC.	digital collection deposit	3,000.00
77293	06/27/24	Printed			DAMI	DARRYL MICKENS	Tai Chi class	90.00
77294	06/27/24	Printed			51155	MIDWEST PROPERTY MAINTENANCE	Whit acq carpet 5/30-31/2024	285.00
77295	06/27/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	505615512.....	329.03
77296	06/27/24	Printed			MYTD	MOSAIC YOUTH THEATRE	Balance-7/15/24 wksp	250.00
77297	06/27/24	Printed			320	OPUS MIME INC.	7/22/24 mime wksp	250.00
77298	06/27/24	Printed			OV	OVERDRIVE, INC.	Just for the summer	2,237.76
77299	06/27/24	Printed			PATR	PATRON ACCOUNT	return-Rotton Ralph	14.00
77300	06/27/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Amara's Farm	876.84
77301	06/27/24	Printed			SEA	CHRISTINA SEARS	7/29/24 dance and grove	125.00
77302	06/27/24	Printed			SCSPL	ST CLAIR SHORES PUBLIC LIBRARY	lost ILL-Erand into the Maze	35.00
77303	06/27/24	Printed			TDSM	TDS	6/22-7/21/24 service	774.07
77304	06/27/24	Printed			0000000030	VISION SERVICE PLAN - MI	July 2024 coverage	703.52

Total Checks: 135

Checks Total (excluding void checks):

295,829.32

Total Payments: 135

Bank Total (excluding void checks):

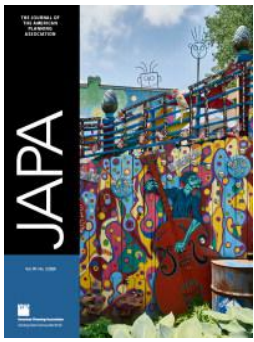
295,829.32

Total Payments: 135

Grand Total (excluding void checks):

295,829.32

Communications



Libraries Are Resilience Hubs

Evidence From the Midwest

Lucie Laurian, Evan Doyle, Iulian Vamanu & Kara Logsden


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Libraries Are Resilience Hubs

Evidence From the Midwest

Lucie Laurian Evan Doyle Iulian Vamanu Kara Logsden

ABSTRACT

Problem, research strategy, and findings: We explored the contributions of local public libraries to community resilience in the face of economic hardships, extreme weather events, and the COVID-19 pandemic using a survey of 415 library directors distributed through state library listservs in 13 Midwestern states, community-level census and presidential elections data, and library-specific data from the Institute of Museum and Library Services annual Public Libraries Survey. We found that public libraries provide invaluable resilience-boosting community services. They help patrons find jobs and access social services, often with one-on-one support. They act as daytime shelters during extreme heat and cold events, which is particularly important for unhoused and underhoused individuals. During the COVID-19 pandemic, they innovated to provide delocalized services and information access, such as installing WiFi hotspots. The provision of these essential resilience-boosting services is largely independent from library resources and community contexts and appear grounded in librarians' ethos. Our research was limited to Midwestern public libraries and thus results are not generalizable to other regions, private, academic, and specialized libraries. We did not explore the possible relationships between local political majorities that could affect local government funding and priorities and local libraries' funding sources, levels, and services.

Takeaways for practice: Beyond collections and information access, public libraries provide many services relevant to community and economic development and to disaster response. In addition, local public libraries act as resilience hubs in the face of economic stressors and extreme weather events, as well as during the COVID-19 pandemic, and are ready, flexible, adaptable, and willing to support patrons in times of need. Planners seeking to enhance community resilience can work with their local public libraries to build disaster preparedness and response capacity.

Keywords: COVID-19, libraries, resilience, weather extremes, workforce development

The United States commits \$12 billion annually to 9,000 public library systems nationwide. This major investment, paid for largely by city and county governments, reflects the general recognition that local public libraries are essential community assets. Above and beyond their collections, information access, and literacy-oriented programming, libraries assist communities in a multitude of ways: by providing free, open, and welcoming spaces for all; by supporting patrons' job searches and applications; by acting as government document repositories, cooling and warming centers, and gathering spaces for civic organizations, seniors, youth, and teenagers; by providing food to children; and, during the COVID-19 pandemic, by creatively redesigning their services to support their patrons' information needs and, for some, by acting as testing and vaccination centers.

Yet, research documenting and assessing the impacts of public libraries on local communities is scarce.

Gilpin et al. (2021) recently documented libraries' impacts on students' achievement and housing values, finding some moderate positive impacts. Despite a growing, largely case study-based literature on libraries' responses to the COVID-19 pandemic and to major disasters, the impacts public libraries may have on community resilience in times of crises, along with their motivations, capacity, innovations, successes, and shortcomings, have not been systematically assessed yet. This is a lost opportunity, especially for planners, library scholars, and practitioners interested in alleviating climate, social, economic, and political community vulnerabilities and looking to expand knowledge of best practices to enhance community resilience, by which we mean a community's ability to recover from disruptions, adapt, and rebuild stronger.

Here we review the existing literature on libraries and their contributions to local communities. We highlight gaps in the documentation and understanding of

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libraries' contributions to community resilience, such as climate resiliency, economic resiliency, and resiliency to public health crises. We then present the methodology and data used to assess those impacts and their pathways. Our study builds on a 2022 survey of 415 directors of Midwestern libraries about their libraries' resilience-boosting practices, supplemented by community-level socioeconomic and electoral data and by data about each library provided by the annual Public Library Survey of the Institute of Museum and Library Services (IMLS, 2019). Descriptive and multivariate findings on library services offered in response to weather extremes, economic hardships, and the COVID-19 pandemic revealed that Midwestern libraries provide high levels of service to their patrons, regardless of community resources. This suggests that librarians' ethos and training drive libraries' provision of vital services and increase local resilience wherever they may work. We conclude by discussing the implications of these findings for community organizers, leaders, elected officials, and library directors and for planning professionals who may not be familiar with the rich potential and actual contributions of local libraries to community resilience.

Background: Libraries as Resources for Community Resilience

Beyond providing access to collections, librarians interact with community members daily and continuously adapt their services to their patrons' changing needs, including the most vulnerable (Soska & Navarro, 2020; Syn et al., 2023; Wahler et al., 2020, 2022). On a daily basis, librarians meet a wide range of individual and social needs, including providing internet access and verified, curated, and trusted information; access to social services; spaces for nonprofits, businesses, and unhoused and underhoused populations; programs for toddlers, teens, adults, and the elderly; and individualized support services to patrons of all ages, incomes, and literacy levels (Goulding, 2009; Richter et al., 2019). Through these programs and their safe and inclusive community spaces, libraries contribute to the construction of local social capital, which is an essential factor of community resilience and sustainability, especially during economic downturns, social crises, natural disasters, and other unexpected events such as the COVID-19 pandemic (e.g., Chancellor, 2017; Magis, 2010; Smith, 2020; Vårheim, 2017). Libraries are thus in a position to make significant contributions to community resilience.

Libraries and Climate Resilience

Libraries play a crucial role in enhancing community resilience in the face of climate extremes and natural disasters. Showcasing libraries' vital roles in times of

emergencies, the U.S. Federal Emergency Management Agency (FEMA) designated public libraries as essential community organizations under the Stafford Act of 2011. Under this act, libraries assist federal disaster response activities (Patin, 2020). Prior to this official designation by the FEMA, the American Library Association (2006) provided disaster response resources for librarians.

During and after extreme weather events and natural disasters, public libraries are often first response sites for patrons in need. Regardless of whether they have specific disaster response plans, libraries take on multiple roles in disaster response and recovery. They are generally flexible and adaptable and find creative ways to maintain or rebuild reliable information services during disasters and to act as recovery resources centers and sites of documentation of the event after the disaster (Bishop & Veil, 2013; Mardis et al., 2020; Soehner et al., 2017). This role has been also observed in other countries, such as Iran (Khademizadeh et al., 2023; Pazooki & Saboori, 2021). Using surveys and interviews across libraries nationwide, Jaeger et al. (2006) found that after the 2004 and 2005 Gulf Coast hurricanes, libraries provided essential services not provided by other institutions. Many libraries have disaster plans in place, and most have resources that are available for deployment during disaster recovery, such as technology and information access, office and meeting space, and community information repositories. For instance, after a series of fatal tornadoes in Alabama, Veil and Bishop (2014) conducted interviews in 12 nearby libraries in four states and found that all libraries had disaster plans and had updated their plans in response to those tornadoes. They also noted the lack of efficient collaboration between libraries and government officials, even though public libraries are established and funded by local governments. Where libraries have been included in community disaster response plans, they are in better positions to provide rapid and effective community services (Featherstone et al., 2008, 2012). As a result, policymakers and librarians should adopt, deploy, and update their contingency and disaster plans in response to changes in risks, resources, amenities, and infrastructure (Ashiq et al., 2022). However, Veil and Bishop also pointed to the risk of overcommitting limited library staff and resources.

During natural disasters, libraries often provide shelter and are used as food and water distribution sites. Natural disasters and extreme weather events often result in loss of power and internet, leaving many residents uncertain about how and where to receive information and communications. Libraries mitigate those losses by communicating and disseminating information provided by government officials and trusted information sources and by providing patrons with WiFi access, hot spots, electricity, and power outlets (e.g., Hagar, 2014; Mardis et al., 2020; Veil & Bishop, 2014).

Beyond major disasters, libraries act as warming and cooling shelters during heat and cold waves (most of which are not disasters but the *new normal* of climate extremes). Though some are formal shelters identified and publicized by the municipality, all libraries are de facto daytime shelters for the homeless and underhoused.

Libraries and Economic, Workforce, and Social Services

Libraries also serve important, nontraditional, economic development roles: They contribute to economic development and recovery at the individual and community levels (Alajmi, 2016; Yamagishi et al., 2022).¹ Libraries promote economic and workforce development through their training, employment, and career services (Byron, 1992; Grace & Sen, 2013). Long before the internet, libraries served as a resource for job seekers through job postings bulletin boards and library staff knowledgeable about local jobs or economic resources. After the e-commerce boom and the general shift to online services, libraries transitioned to providing job seekers with internet access to give them the option of searching online as well as continuing their in-person services (Kuhn & Skuterud, 2000). Today, libraries provide even more in-depth services to job seekers. Based on interviews in King County (WA), Scott (2011) found that libraries helped communities during times of high unemployment by providing access to online job boards through their computers, and some librarians provided unemployed patrons resources on how to write resumes, navigate job sites, and complete online applications (Kosciejew, 2021; Scott, 2011). During extended economic downturns, the use of libraries' job-seeking services increases substantially, showing that libraries are destinations for residents in need (Jaeger et al., 2014). Similarly, a survey of 262 public library directors in Pennsylvania showed that 94% provided help to patrons through employment services such as job searching, resume building, or job skills (Whiteman et al., 2018).

In addition, public libraries increasingly provide social service referrals and have begun to employ social workers and to receive specific training, such as mental health crisis management, to meet the needs of patrons in need, such as homeless patrons and patrons experiencing mental health crises (Ogden & Williams, 2022; Williams, 2022).

Library Innovations in the Face of COVID-19

In-person services drastically changed during the COVID-19 pandemic, and the ways in which public libraries adjusted to those challenges are being

documented in the literature in the United States (e.g., Kohlburn et al., 2023; Wahler et al., 2022) and abroad (e.g., Wakeling et al., 2022, in Australia). Most public libraries closed temporarily. When they reopened, libraries needed to find innovative ways to meet the needs of community members while socially distancing, such as leaving their WiFi on past library opening hours, providing outdoor WiFi hot spot locations, and implementing contactless curbside services (Goddard, 2020; Kohlburn et al., 2023; Wakeling et al., 2022). Many libraries also incorporated the use of bookmobiles to not only bring books to community members but also provide WiFi hotspots for those in need (Adle et al., 2023; Stevenson-Parrish, 2021; Syn et al., 2023). High unemployment during the pandemic also increased the demand for job-seeking services, unemployment benefits applications, and other social service applications (Wahler et al., 2020). Providing in-person library services became difficult during the pandemic, but many libraries successfully implemented innovative, effective solutions to meet their patrons' needs.

Community Characteristics, Political Climate, and Library Services

By providing lifeline services and increasing community resilience, libraries can reduce systematic inequities rooted from marginalization and discrimination by serving racial and ethnic minorities and low-income residents (Fleary et al., 2022). Combining American Community Survey Data from 2013 to 2017 on education, race, unemployed residents, and residents in poverty with responses from a random sample of librarian surveys, Fleary et al. (2022) showed that libraries that served a higher number of Hispanic and non-Hispanic Black residents offered more job preparedness programs. Libraries that served a higher number of non-Hispanic Black and non-Hispanic Native Hawaiian Pacific Islander residents also provided more housing programs (Fleary et al., 2022). Sin (2011) showed that libraries in higher-income neighborhoods received more funding from local governments and libraries in lower-income neighborhoods received more funding from state and federal governments, showcasing the equalization role of state and federal funding programs. Sin also showed that neighborhoods with higher income and higher urbanization rates provided more services and programs compared with their lower-income and rural counterparts. Though previous literature (Fleary et al., 2022; Sin, 2011) has linked race, ethnicity, income, and education with library services and funding levels, quantitative findings on the relationship between library services and a community's political climate have yet to be explored in detail.

Decision-Making Processes

During crises, library directors and staff often make in situ decisions about providing services beyond collections and information services. Libraries are funded by, and in ongoing relations with, county and municipal government agencies and affected by federal and state policies. For instance, during the COVID-19 epidemic, Kohlburn et al. (2023) found that librarians struggled with adjusting to inconsistent messages from public health agencies and with the politicized nature of the pandemic and that most decided to provide public information to their patrons despite concerns about political backlash from conservative political leaders and residents. Soehner et al. (2017) had noted earlier the essential and unique functions of libraries as institutions that can counteract and reduce misinformation, which is essential to building social trust. This role was particularly salient during the COVID-19 pandemic.

The literature consistently documents libraries' adaptability and collaborative approaches to decision making. For instance, Featherstone et al. (2008), Mardis et al. (2020), and Wakeling et al. (2022) highlighted libraries' collaborative relationships with local, state, and federal government agencies, especially with regards to disaster response and recovery. They also documented libraries' flexibility and ability to act quickly and create new and innovative services. Libraries have also collaborated with private and philanthropic organizations to secure additional resources (Yamagishi et al., 2022).

Libraries have increasingly taken on advocacy roles to better address community needs (Yamagishi et al., 2022) and to support underserved groups such as youth (e.g., Sarmiento & Duarte, 2023), and contribute to community empowerment in creative ways, such as working with local schools (e.g., Campana et al., 2022) or providing seeds to promote food systems resilience (Peekhaus, 2018). In this capacity, they have increasingly adopted the roles and ethos of social workers (Williams, 2022) while also centering their work around their core mission of supporting free access to collections and information.

Gaps in the Literature and Research Questions

Though the prior literature has provided some information on how library services relate to community characteristics, we found limited research on the various ways in which libraries respond and increase community resilience and on how community characteristics, library resources, and political climate affect library missions and services provided in response to various local stressors. In an era of deep polarization, we expected political climate to affect local libraries' actions, especially for very politicized topics such as COVID-19 response.

Our study addressed the following research questions and subquestions:

1. What specific programs do libraries implement in response to various community stressors (climate extreme, economic needs, and COVID-19)?
 - a. How important are those programs to libraries' missions?
 - b. How do they implement those programs?
2. How do community characteristics, including socioeconomic and demographic traits and local political climate, affect:
 - a. public libraries' missions?
 - b. specific actions in response to climate extremes, economic needs, and the COVID-19 pandemic?

Methodology and Data

To answer these research questions, we surveyed public library directors, focusing on 13 Midwestern states: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin.² (We did not include academic and private libraries in this study because they serve distinct subpopulations and missions rather than the general public.) We sent out a specially designed online survey (47 questions, 12-min average completion time) to librarians through the states' librarian mailing lists in each state.³ Using an interdisciplinary approach, the questionnaire was developed by faculty members at the University of Iowa's School of Planning and Public Affairs, School of Library and Information Science, and Department of Sociology and Criminology, with input from 12 to 15 local librarians collected during several research meetings. The questionnaire covered topics such as library resources, funding, mission, programs, responses to climate extremes, support to patrons facing economic hardships, response to COVID-19 (since 2020), and difficulties encountered in the delivery of those programs, as well as director and staff satisfaction and morale.

A total of 510 librarians opened the survey, 492 answered at least one question, and 415 completed at least one-third of the survey. Our analyses focused on those 415 respondents.⁴

To assess community characteristics, we merged secondary community socioeconomic characteristics from the 2015–2019 American Community Survey 5-year estimates with the survey data.⁵ American Community Survey data were collected at the census place designation level because survey respondents worked in large cities as well as small townships, villages, and unincorporated communities. Library resource data (staff, collections size, library usage, total funding and funding per capita, etc.) were retrieved

from the Institute of Museum and Library Services Public Libraries Surveys for 2019 (IMLS, 2019). Last, we collected county-level political data on the percentage of Republican and Democrat voters in the 2020 elections. This allowed us to determine whether community political ideology affected libraries and their missions, actions, or practices.

Indicators Construction and Analysis

We present the core survey questions and variables used with their descriptive statistics below. We created weighted and normalized indices to synthesize libraries' missions and practices. The indicators and weights are described below as well.

We present descriptive analyses and multivariate regression models to assess the impact of community characteristics, library resources, political climate, and libraries' missions on their programs and practices.⁶ (We checked correlations between independent variables to ensure that variables were independent from each other.)

Findings

Libraries' Programs in Response to Economic Stressors

We asked respondents to what extent they saw it as a library's role to support low-income patrons or those affected by economic recessions (Table 1). Librarians generally considered that it is their library's role to support patrons in need. The vast majority thought that libraries should assist job-seeking patrons by providing information about jobs, job search websites, or similar services (91% of respondents), and 92% thought libraries should provide information about social services, government websites, and more. Almost half thought

libraries should provide classes and training for job skill development (46%), and 16% thought libraries should help individuals get jobs. In addition, 63% thought that libraries should advocate for community services and resources. In contrast, a very small fraction believed that libraries should stay completely out of economic/market processes or that they should not serve specific populations (only 3% of respondents). In other words, library directors saw their institutions as actors fully involved in their communities' economic development and wellbeing.

We created a weighted Economic Mission index with the weights indicated in Table 1: 0 for no mission related to helping low-income patrons and those affected by economic recessions and up to 4 for a mission to provide individualized support. The scores were normalized to obtain an index ranging from 0 to 10. The mean Economic Mission score for all libraries in the survey is 4.9 and the standard deviation is 2.9, reflecting the wide range of library directors' responses and attitudes toward their libraries' roles.

We then asked about specific programs libraries offered to serve those facing economic hardships (support with job search and accessing housing and social services) and about the extent to which those services are individualized, group workshops, or passive information sharing. Table 2 shows libraries' important commitment to one-on-one (and therefore staff time-intensive) *individualized* support to the most disadvantaged patrons for resume writing (46%), job searches and writing job applications (57%), accessing social services (50%), finding housing (27%), filing taxes (23%), and applying for driver's licenses (20%). Some libraries provided occasional workshops, but for the most part, those that did not offer individualized help provided no dedicated staff time to those socioeconomic services. Libraries varied widely in terms of the number of

Table 1. Libraries' economic mission: Descriptive statistics.

Question: What do you consider to be a library's role with regards to low-income patrons or those affected by economic recessions? (check all that apply)

Response choices (and weights used for the Economic Mission index)	Count (% of total), N = 372
Nothing, it's not a library's role to serve specific populations (0 pts)	3 (0.8)
Stay out of economic/market processes (0 pts)	5 (1.3)
Provide information about jobs, job search websites, etc. (1 pt)	339 (91.1)
Provide information about social services, government websites, etc. (1 pt)	343 (92.2)
Help individuals get jobs (4 pts)	58 (15.6)
Help individuals access social services (3 pts)	252 (67.7)
Provide classes and training for skill development (2 pts)	172 (46.2)
Advocacy for community services and resources (3 pts)	234 (62.9)
Other	33 (8.9)

Note: Percentage adds up to more than 100% because respondents could select more than one choice.

Table 2. Libraries' support to patrons facing economic hardships (job search and access to social services): Descriptive statistics.**Question: Do you provide any of the following services? (check all that apply)**

Response choices	Count (% of total), N = 383				
	Individualized support, available anytime (4 pts)	Workshops a few times per month (3 pts)	Workshops a few times per year (2 pts)	We provide documentation/ brochures but no dedicated staff time (1 pt)	No (0 pts)
Resume writing support	177 (46.2)	6 (1.6)	47 (12.3)	108 (28.2)	62 (16.2)
Job search/ application support	217 (56.7)	7 (1.8)	25 (6.5)	116 (30.3)	39 (10.2)
Professional skills training	47 (12.3)	12 (3.1)	52 (13.6)	132 (34.5)	133 (34.7)
Support accessing social services	193 (50.4)	1 (0.3)	12 (3.1)	142 (37.1)	41 (10.7)
Support finding housing	102 (26.6)	3 (0.8)	7 (1.8)	149 (38.9)	111 (29.0)
Support filing taxes	86 (22.5)	5 (1.3)	35 (9.1)	171 (44.6)	85 (22.2)
Support for driver's license	75 (19.6)	3 (0.8)	6 (1.6)	132 (34.5)	154 (40.2)
Printing/fax services	366 (95.6)	0 (0)	3 (0.8)	11 (2.9)	8 (2.1)
Other, please specify	38 (9.9)				

Note: Percentage adds up to more than 100% because respondents could select more than one choice.

patrons they helped with job searching and accessing social services, from 1 per week in small libraries to 100 in major urban libraries. On average, Midwestern libraries helped 8.3 people per week (448 per year) with job search and applications and 6.4 people per week (347 per year) with access to housing and social services.

We created a weighted additive Economic Practices index summarizing the first three items (support for resume writing, job search/application, and professional skills training) and a Social Practices index summarizing the next four items (supporting patrons accessing social services, finding housing, filing taxes, and getting a driver's license). For each, items received weights of 4 for individualized support, 3 for workshops a few times per month, 2 for workshops a few times per year, 1 for documentation/brochures but no dedicated staff time, and 0 for none. We normalized the indices so they range from 0 to 10. The mean Economic Practices index is 3.3 ($SD = 2.1$) and the mean Social Practices index is 3.1 ($SD = 2.2$). Those averages are relatively low because although about half provided on-demand individualized support for resume writing, job search, and applications and accessing social services, a large portion of libraries provided none of these services (or only documentation

and brochures). In other words, there were very wide variations across libraries in the level of economic and social services provided.

To identify the relative impacts of social, political, and economic determinants of libraries' economic mission, economic practices, and social practices, we ran regression models considering community population, median income, percentage White, percentage Republican voters, and library revenues per patron. The Economic Mission index was also hypothesized to be a predictor of economic and social practices. Table 3 presents multivariate regression results for library mission and practices.

Focusing on the determinants of libraries' economic mission, we found that libraries serving populations with lower income and larger populations had higher Economic Mission scores. This suggests that libraries in urban, low-income areas were particularly attuned and responsive to their patrons' needs. We also found that libraries' Economic Mission score was higher for libraries that had higher Economic Mission index scores for climate extremes and COVID-19, showcasing consistency in library directors' view of their libraries' community support roles across areas of intervention. The adjusted R^2 of only 15% indicates that these

Table 3. Determinants of libraries' missions and practices: Regression models.

Factors influencing library practices	Library mission indices			Library practice indices				
	Economic Mission β (SE)	Weather Mission β (SE)	COVID-19 Mission β (SE)	Economic Practice β (SE)	Social Practice β (SE)	Weather Practice β (SE)	COVID-19 Practice, 2020 β (SE)	COVID-19 Innovation, 2020 β (SE)
Median income (logged)	-1.081* (0.557)	0.279 (0.540)	0.521 (0.485)	-0.522 (0.443)	-0.945** (0.449)	-0.597 (0.408)	-0.412 (0.572)	-0.166 (0.653)
% Republican	-0.00709 (0.0121)	0.00769 (0.0116)	-0.00224 (0.0105)	0.0186** (0.00938)	0.0325*** (0.00966)	0.00330 (0.00875)	0.000927 (0.0126)	0.00344 (0.0144)
Population (logged)	0.209** (0.104)	-0.154 (0.100)	0.0736 (0.0904)	0.220*** (0.0810)	0.0820 (0.0835)	0.226*** (0.0759)	0.200* (0.104)	0.200* (0.118)
Total library revenue per patron served	0.00166 (0.00291)	-0.00220 (0.00280)	0.0000116 (0.00253)	0.00594** (0.00225)	0.00382 (0.00233)	0.000108 (0.00211)	-0.00309 (0.00283)	-0.00482 (0.00323)
% White	-0.0127 (0.0117)	0.00583 (0.0113)	-0.0143 (0.0101)	-0.00422 (0.00904)	-0.00579 (0.00934)	0.00376 (0.00847)	0.00564 (0.0116)	0.0103 (0.0133)
Economic Mission index	—	0.209*** (0.0565)	0.194*** (0.0508)	0.332*** (0.0467)	0.374*** (0.0481)	0.0614 (0.0437)	-0.0522 (0.0600)	-0.0332 (0.0684)
Weather Mission index	0.226*** (0.0609)	—	0.0660 (0.0539)	0.113** (0.0482)	0.0496 (0.0498)	0.0399 (0.0457)	0.0198 (0.0628)	0.0308 (0.0716)
COVID-19 Mission index	0.259*** (0.0676)	0.0815 (0.0666)	—	0.0309 (0.0536)	0.0363 (0.0554)	0.116** (0.0502)	-0.124* (0.0699)	-0.138* (0.0797)
Observations	285	285	285	282	284	280	258	258
R^2 (unadjusted)	0.1501	0.0721	0.1010	0.2757	0.2886	0.0885	0.0400	0.0377

Note: Total observations differ by each variable due to missing survey responses for questions that correspond to their respective index. Standard errors in parentheses.

* $p < .10$. ** $p < .05$. *** $p < .01$.

Table 4. Socioeconomic factors' impact on libraries' total revenue per patron served.

Socioeconomic factors	Total revenue per patron served (2019) β (SE)
Median income (logged)	32.705*** (9.838)
% Republican	−0.161 (0.219)
Population (logged)	−3.982** (1.820)
% White	−0.602*** (0.210)
Observations	337
R^2 (unadjusted)	0.0746

Note: Standard errors in parentheses.

* $p < .10$. ** $p < .05$. *** $p < .01$.

variables only explain a small fraction of the variance in libraries' economic mission.

Next, we explored the determinants of libraries' economic practices ($R^2 = 28\%$). We found that libraries implemented more economic practices if they had higher Economic Mission scores. This means that mission translates into practices (although the direction of the relationship between commitment and practice may be difficult to tease out in practice at the local level). In addition, libraries implemented more economic practices if they had high per-patron resource levels and if they were in communities with larger populations (i.e., more urban communities) and higher percentages of Republican voters. Greater library resources per patron significantly increased libraries' economic practices, but community median income was not a significant determinant of practice. This suggests that median income affects economic practices *indirectly* by affecting libraries' economic mission. This was not unexpected given the libraries' strong focus on personalized support to patrons, which is staff and time consuming.

We also sought to understand the predictors of libraries' revenues per patron using a multivariate regression model that included socio-demographic factors. We found that local median income was positively associated with total revenue per patron served (as did Sin in 2011), whereas total population and the percentage of White population were negatively associated with revenues (Table 4). Finding more funding per patron in areas with more minority residents, controlling for income, was consistent with Fleary et al. (2022).

The positive and significant impact of Republican votes was surprising. The study took place in 13 Midwestern states in 2022, where the Republican/Democrat divide largely captured a contrast between urban areas and suburban/rural areas. It is possible that

controlling for population size, libraries in rural and suburban areas implemented more economic services, that Republican leadership emphasizes the importance of workforce development and job search support in local libraries, and/or that libraries supplemented gaps in government services. Also surprising, unlike Fleary et al. (2022), we did not find that the percentage of racial and ethnic minorities in communities affects libraries' economic programs, controlling for other factors. This difference could be linked to our sample focusing on Midwestern libraries in 2022, whereas Fleary used a random sample of U.S. libraries in 2017.

Third, the determinants of libraries' social practices ($R^2 = 29\%$) are slightly different. As for economic practices, in which directors considered that it is their library's role to support patrons experiencing economic hardships, Social Practice scores were higher (i.e., support accessing social services, finding housing). Libraries in more Republican communities were also more likely to provide those services: Again, they were most likely more suburban and rural libraries. In contrast with the predictors of economic practices, social practices were *not* affected by the size of the population served or by library revenues per patron. Instead, it was significantly affected by the area's median income. Controlling for library resources (which were, in turn, positively affected by local median income), libraries in *lower*-income areas were more likely to provide more social support to their patrons, regardless of population size or resources. This suggests that librarians provided those services out of an ethos of public service. Our finding is consistent with Williams (2022) and Ogden and Williams (2022).

Libraries' Practices in Response to Weather Extremes

We now turn to libraries' practices in response to heat and cold waves. Libraries are free, open, and welcoming places and are often used as daytime shelters by patrons struggling with housing and affording utilities. We asked respondents about how they saw their library's role during extreme weather events (Table 5) and about their specific practices (Table 6).

We found that most library directors thought libraries *can* act as cooling and warm shelters for those who struggle with extreme heat and cold events (57%), and 48% thought libraries *should* act as cooling and warming shelters (they could choose both answers). Only 4% believed it is *not* a library's role to do anything about extreme heat and cold events. Library directors, overall, appeared to embrace their library's key roles in community climate resilience (Table 5). As above, we created a normalized, weighted Weather Mission index using the weights in the Table 5 (mean = 5.3, $SD = 2.2$).

Table 5. Libraries' weather-related mission.

Question: What do you think is a library's role for those who struggle with extreme heat and cold events; for example, homeless or low-income persons? (check up to 2)

Response choices (index weights)	Count (% of the total count), <i>N</i> = 371
It is not a library's role to do anything about heat and cold events (0 pts)	14 (3.8)
Libraries can act as cooling centers and warm shelters (1 pt)	213 (57.4)
Libraries should act cooling centers and warm shelters (1 pt)	178 (48.0)
Other	27 (7.3)

Note: Percentage adds up to more than 100% because respondents could select more than one choice.

Table 6. Libraries' weather-related practices.

Question: With regards to extreme weather events, what best describes your library practices? (check all that apply)

Response choices (index weights)	Count (% of the total count), <i>N</i> = 367
Open-door policy; anyone can come in and stay as long as they wish during operating hours (provided they don't disturb other patrons) (0 pts)	320 (87.2)
We act as a shelter for homeless and low-income residents in winter (1 pt)	27 (7.4)
We act as a cooling center for homeless and low-income residents in summer (1 pt)	49 (13.4)
We extend opening hours in extreme cold weather (1 pt)	2 (0.5)
We extend opening hours in extreme hot weather (1 pt)	1 (0.3)
In extreme cold weather, we open a lobby or part of our building during some/all hours when the library is closed (1 pt)	8 (2.2)
In extreme heat weather, we open a lobby or part of our building during some/all hours when the library is closed (1 pt)	5 (1.4)
No specific weather-related practices (0 pts)	109 (29.7)
Other	15 (4.1)

Note: Percentage adds up to more than 100% because respondents could select more than one choice.

In practice, most libraries have general open door policies that allow anyone to come in the library during operating hours, including during extreme weather events (87%). Though this means that libraries are de facto cooling/warming shelters, we did not consider this policy a specific weather-related intervention and did not allocate points for it in the Weather Practices index (Table 6). Only 13% acted as cooling centers for homeless and low-income residents in summer, and only 7% acted as warming centers in the winter (Table 6). Given this low percentage, there appears to be a vast untapped potential for designating public libraries as cooling and warming centers. Very few kept parts of their buildings open (e.g., a lobby) while the library was closed during extreme weather events (4%), but this strategy may not be available to all libraries, depending on their building design. About a third had no weather-related practices in place (30%). It is not clear why twice as many libraries acted as cooling centers compared with warming centers. This is not something the survey was designed to explore, but it could be related to an

increasing awareness of the impact of heat waves across the country and/or to local government policies that identify libraries as cooling centers, something library staff and directors may have little control over.

An additive Weather Practices index was created using the weights indicated in Table 7. Scores are generally low because libraries adopted very few practices (we used a weight of 0 for open door policies because those are not specifically designed to address weather extremes). Given the low number of practices adopted beyond open door policies, the mean index score is low (mean = 0.65, *SD* = 1.66).

We examined the determinants of weather mission and weather practices using multivariate regressions (Table 3). We found no significant predictor of Weather Mission index (which has a low variance), other than the fact that it was positively affected by Economic Mission index. Thus, librarians who thought their libraries have a role to play in their community's economic welfare were also more likely to think that their libraries should serve as shelters during extreme weather events,

Table 7. Libraries' COVID-19-related mission.**Question: With regard to COVID-19 and other epidemics, what do you think is a library's role? (select all that apply)**

Response choices (index weights)	Count (% of the total count), N = 371
Nothing; it's not a library's role to tell people what to think or do (0 pts)	18 (4.9)
Provide accurate health information (2 pts)	313 (84.4)
Protect staff's health and safety (1 pt)	351 (94.6)
Protect patrons' health and safety (3 pts)	324 (87.3)
Create and disseminate new programs/information to assist patrons in making informed decisions (4 pts)	148 (39.9)
Encourage community members to take protective measures (social distancing, masks, getting vaccinated) (5 pts)	212 (57.1)
Other, please specify	28 (7.5)

Note: Percentage adds up to more than 100% because respondents could select more than one choice.

perhaps because they are most attuned to the needs of their most underprivileged patrons.

The only significant socio-demographic predictor of weather practices was the community's population size: Libraries in larger cities were more likely to adopt more weather-related sheltering practices, perhaps because large cities have adopted climate-related plans and strategies that formally identify their libraries as cooling and—to a lesser extent—warming centers. Surprisingly, the Weather Mission index does not translate into higher weather-related practices. On the other hand, libraries' COVID-19 mission (discussed below) was positively associated with their weather-related practices. It is possible that libraries that took on an important community role during COVID-19 now see it as their role to provide resources during extreme weather events. Because we did not explore the timing of the launch of those policies and programs, we could not verify this hypothesis. The remaining socioeconomic and library resource variables had no significant impact on libraries' weather practices, and the model explains only 9% of the (limited) variance in weather-related practices.

COVID-19-Related Practices and Innovations

We asked respondents about their views regarding the mission of their library in response to the COVID-19 pandemic. The results were uplifting: 87% thought a library should protect patrons' health and safety and 95% thought it should protect staff's health and safety. As expected, given libraries' traditional roles as providers of accurate information, 84% thought a library's role is to provide accurate health information. Only 5% thought libraries had no role to play in response to COVID-19 and that libraries should not tell people what to think or do. In addition, 40% saw it as their library's role to create and disseminate new programs and information to assist patrons in making informed decisions, which is in

line with libraries' traditional information curation roles and might have been their way to counteract the national partisan disinformation campaigns of 2020. As above, we created a COVID-19 Mission index using the weights indicated in [Table 8](#) (mean = 4.7, *SD* = 2.1).

We explored the adoption of a wide range of specific COVID-19 practices, distinguishing between practices adopted in 2020 and those still in place at the time of the survey in 2022 and between standard social distancing and innovative practices ([Table 8](#)). Libraries across the Midwest adapted to new ways of delivering library services during the pandemic. In 2020, more than 75% of libraries used basic COVID-19 safety practices such as providing hand sanitizer and asking staff and patrons to wear masks. Libraries also developed new services: 88% provided curbside pickup services in 2020, and 65% continued to provide curbside pickup services to the time of survey. As the demand for online services increased nationwide, 52% developed new online services in 2020, 64% increased their existing online services, and 51% added wireless internet access points outside their building for residents to use in the parking lot. Bookmobiles and other decentralized mobile library services were less-common strategies, most likely because they are resource intensive. Only 4% provided new delocalized services and 5% increased their existing delocalized services, possibly to avoid interpersonal contacts.

We created two additive and normalized 2020 COVID-19 Practice indices using the weights specified in [Table 8](#): one based on all 16 response choices (mean = 4.8, *SD* = 2.2) and another we called the 2020 COVID-19 Innovation index including only new, online, and delocalized services (mean = 3.8, *SD* = 2.4).

Multivariate regressions designed to identify the predictors of libraries' COVID-19 practices and their innovation in 2020 are presented in [Table 3](#). The

Table 8. Libraries' COVID-related practices in 2020 and in 2022.

Question: In response to COVID-19, how did you change your practices, policies, and/or procedures? (please check all that apply)

Response choices (index weights)	Count (% of the total count), <i>N</i> = 379	
	March–December, 2020	Now (at the time of the survey), 2022
No change (0 pts)	20 (5.3%)	28 (7.4)
Hand sanitizer available (1 pt)	335 (88.4%)	330 (87.1)
Ask staff to wear masks (1 pt)	309 (81.5%)	197 (52.0)
Ask patrons to wear masks (1 pt)	298 (78.6%)	156 (41.2)
Require masks (1 pt)	247 (65.2%)	85 (22.4)
Close the library entirely (0 pts)	195 (51.5%)	1 (0.3)
Close the building but provide alternative services (2 pts)	285 (75.2%)	16 (4.2)
Provide curbside pickup (2 pts)	335 (88.4%)	245 (64.6)
Provide new online services (e-books, video streaming) (3 pts)	196 (51.7%)	168 (44.3)
Increase existing online services (e-books, video streaming) (2 pts)	243 (64.1%)	214 (56.5)
Adding wireless internet access points outside the building (e.g., parking lot) (4 pts)	193 (50.9%)	164 (43.3)
Provide new delocalized services (bookmobile) (4 pts)	16 (4.2%)	22 (5.8)
Increase existing delocalized services (bookmobile) (3 pts)	20 (5.3%)	26 (6.9)
Provide more information services over the phone (2 pts)	177 (46.7%)	120 (31.7)
Provide information services by Zoom/teleconferencing (3 pts)	156 (41.2%)	123 (32.5)

Note: "Other" responses, not listed here, included serving as COVID-19 testing and vaccination sites. Percentage adds up to more than 100% because respondents could select more than one choice.

models predicted only 4% of the variance in COVID-19-related practices, which is extremely low. Population size was the only sociodemographic significant predictor of COVID-19-related practices: Libraries located in larger communities had higher COVID-19 Practice scores (total and innovation scores). Surprisingly, the COVID-19 Mission index had a significant but *negative* impact on COVID-19-related practices. It is possible that, looking back, library directors who were not able to implement COVID-19 responses thought they should have done more, thereby reporting high expectations and low actions. It is also possible that library directors who implemented many COVID-19-related practices were very committed to a thorough COVID-19 response, were frustrated, and thus reported high actions and low roles for libraries in the context of uneven local, state, and federal policies and mandates.

The most noteworthy finding here is the low R^2 , such as the minimal to inexistent impact of population,

medium income, race, political climate, or library resources. In effect, this means that libraries were able to deliver high levels of service *regardless* of their community and institutional contexts. This is a major finding that points to the level of services librarians provide in all contexts they work in. It can probably be attributed to their professional training in schools of library and information sciences and to their professional and personal ethics of community support and care.

Discussion and Conclusion

We explored the practices that Midwestern libraries have put in place to help patrons facing economic hardships, during extreme heat and cold weather events, and in response to the COVID-19 pandemic. Libraries adapt and provide their communities with myriad vital socioeconomic support services, from helping individuals find housing and jobs to serving as shelters and cooling centers and providing innovative

delocalized services and WiFi in outdoor spaces during the COVID-19 pandemic. Together, these programs and practices contribute meaningfully to community resilience.

Our survey results present new and important information and insights about the services that libraries provide to their patrons and the responsibility they take for their communities' wellbeing in times of need. With regards to economic services, a great majority of librarians believed that their library should help patrons access economic opportunities and social services, and about half provided individualized support to those facing economic hardships. A great majority of libraries had open door policies during extreme weather events, but very few extended their hours during extreme heat and cold events or acted as formal warming or cooling shelters. COVID-19 sparked innovation and increased safety measures. To meet the needs of their patrons, many libraries either increased existing services or started new services such as curbside pickup, new WiFi access points, or additional online services. Many had maintained those services past the peak of the pandemic, increasing their communities' resilience to the next event that might reduce in-person contacts.

We explored the determinants of library practices and, in particular, the extent to which their missions, as understood by library directors, community socio-demographic characteristics, and library resources, affect their actions. It is most noteworthy that an overwhelming majority of library directors saw resilience-boosting services as part of their library's mission. Where community characteristics affect the services provided, we found that libraries provided more services where needs were greatest: in large and lower-income (presumably more urban) communities. This is a tribute to librarians and library staff who understand and address their communities' needs (Richter et al., 2019) and who provide a wide range of essential services far beyond collections and information access, all of which improve their communities' resiliency, welfare, and quality of life. Where political context matters, we found that, controlling for other factors, libraries in more Republican areas provided more support to patrons facing economic hardships. It is possible that in areas with reduced local government services, libraries took on more social service responsibilities, but, unfortunately, our survey instrument was not designed to explore this relationship.

Unpacking these findings and relationships empirically presents important new information for planning academics and practitioners interested in boosting community resilience. Libraries *are* resources ready to be mobilized during times of crises. Resilience activities align well with their service mission, and they are ready

to deploy those programs regardless of where they are located and, to a large extent, regardless of their resource levels. They are thus quasi-universal resilience resources and hubs.

Our study has shown that most library directors believe that their library should provide resilience-boosting services and resources and that many do offer personalized support for finding jobs and accessing social services and maintain open door policies during extreme weather events (even if few act as formal cooling and warming shelters) and that most implemented a range of COVID-19-related measures that increased community information access even after COVID-19. Libraries provide services *largely independent* of their resource levels and community contexts, suggesting that libraries' support to patrons may be more strongly grounded in librarians' ethos than in libraries' particular characteristics.

Resiliency planners can use this information to work with and build on their community libraries. However, they must be mindful to not overwhelm library staff with additional work. We found that librarians' job satisfaction was fairly high (survey results not presented here), but in this feminized profession, librarians have been consistently asked to perform more without additional resources and have been tasked with providing services they often are not trained for. There may be limits to what can be asked of libraries. Planners should thus meet, build relationships, and collaborate with their public library's directors and staff.

The planning profession should also recognize, value, support, and communicate the social trust and resilience-building services that public libraries provide their community and integrate libraries in comprehensive, risk mitigation, and resilience plans. Planners should also advocate for greater library resources and staffing and fund greater library services where needed, such as extended hours in times of extreme heat and cold, more staff for individualized job-seeking services, and support for innovative and creative solutions that librarians are clearly ready to provide. Those findings on the role of public libraries for local communities are also important for residents and civic groups and for librarians themselves, who can use those results to advocate for greater resources and recognition for their profession.

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SUPPLEMENTAL MATERIAL

Supplemental data for this article can be found at <https://doi.org/10.1080/01944363.2024.2343670>.

NOTES

1. Vassilakaki (2015) and Alvim and Calixto (2013) made similar cases for this role in Greece and Portugal as well.
2. We report on results from a survey that was part of a broader research project that included spatial econometric analyses and qualitative interviews. The project was funded by a grant from the University of Iowa and is being continued with a grant from the Institute for Museum and Library Services.
3. To view the complete survey instrument, please see the [Technical Appendix](#).
4. Missing responses are accounted for in each index that was created.
5. Census and political data could only be merged with an observation if respondents provided the name of their city/town.
6. We tested for differences in means between the states' economic, weather, and COVID-19 index scores using analyses of variance and found no significant differences across the 13 Midwestern states in the study.

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Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/18/2024
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: We held a pre-construction meeting with BRI, KAB, and TEC on 6/28 to discuss responsibilities and logistics.
- 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: Superior's station was installed on 7/3. Whittaker's will go in following sidewalk reconstruction. Michigan Avenue's final location is TBD.
- Resolution 2024-9 Superior Interactive Play area: Installation is anticipated in early September.
- Resolution 2024-10: Michigan Avenue repairs and upgrades: Drywall, electrical, and disassembly of vestibule are happening. Millwork is still my biggest concern as shop drawings need further revision.
- Resolution 2024-13 Replacement light poles: Materials are expected to ship at the end of June.

**

The Bookmobile A/C unit has been short-circuiting its generator, so the bus is going in for service on 6/22.

The drive-up book return at Superior started leaking last month. We discovered that it was not adequately caulked and attached to the building. Campbell repaired it promptly once diagnosed.

Director's Report and attachments

Library Director's Report

July 24, 2024

Supply chain headaches

I was extremely disappointed to receive a revised schedule of completion from Phoenix Contractors on 6/28 extending the Michigan Avenue renovation project well into September. I'm sure you've read my blog post about the backordered lighting. Breaking the news to our Tea Party guests on 6/30, I was astonished by everyone's degree of understanding. Online we've had a similar response, and I'm so grateful. Our community is very good to us. We will be sure the renovation is worth the wait!

The hardest part after coming to terms with the news was figuring out where to base our staff during the extended delay. With the addition of 6 new people over the last month and a half, we were over capacity and needed to find more seats. During the busy summer months we can never have too much help, and we've brainstormed additional projects to be tackled during any downtime. Thank you to the departments hosting Michigan Avenue staff and helping train our new employees. The end is in sight!

Communications:

- Along with the delayed reopening, we are working on clear communication regarding other big changes on the way: the catalog outage during our Polaris migration and the Whittaker sidewalk reconstruction. Both begin the week of 8/12. "Pardon our dust" will be the theme for August, more or less. Short term pain will bring long term gain.

Facilities:

- The Bookmobile's generator is cutting out when the air conditioning is turned on; the bus has been off the road on the hottest days lately. The fuel pump will be replaced on 7/22, which should resolve it.

Fundraising:

- The Michigan Avenue "Sneak Peek" Tea Party was a brilliant success. Perfect weather, just the right size crowd, yummy treats and tea, and building tours enjoyed despite the news of reopening being delayed. This friend-raiser generated much goodwill for YDL and a good time was had by all!
- I received and signed off on a contract with Washtenaw County today that will bring YDL over \$198,000 in ARPA grant funds to purchase a generator and lockers for Whittaker, 18 new hotspots, and will provide financial support for the YCS One Card project, bringing library cards to every student in the district. Once the contract is countersigned, we will begin making these exciting purchases! Thank you to Terrence for identifying this as a potential opportunity.

Personnel:

- On 7/18 our two new Adult Services librarians officially began work. I am looking forward to introducing them to you at the Board meeting.

Side Notes:

- I drove the Explorer in the Ypsilanti Independence Day parade – thanks to Jean for joining me!
- We hosted and toured a potential donor visiting from San Francisco on 7/15. He was very engaging and was impressed with progress at Michigan Avenue. I am looking forward to building a relationship with his family foundation; I will keep you posted.
- Our IMLS National Leadership grant for TALK wraps up 7/31, and we're hard at work on our final budget revision and reports. Administration of a federal grant has been a learning experience. Jodi and I are very proud of what we've accomplished over the past 7 years, and are pleased to see TALK become a national service. Though bittersweet in some ways, it will be exciting to watch where TALK goes from here. It will also be refreshing to have a break and consider some new projects.

YDL Dashboards

**Michigan Avenue closed beginning July 2023

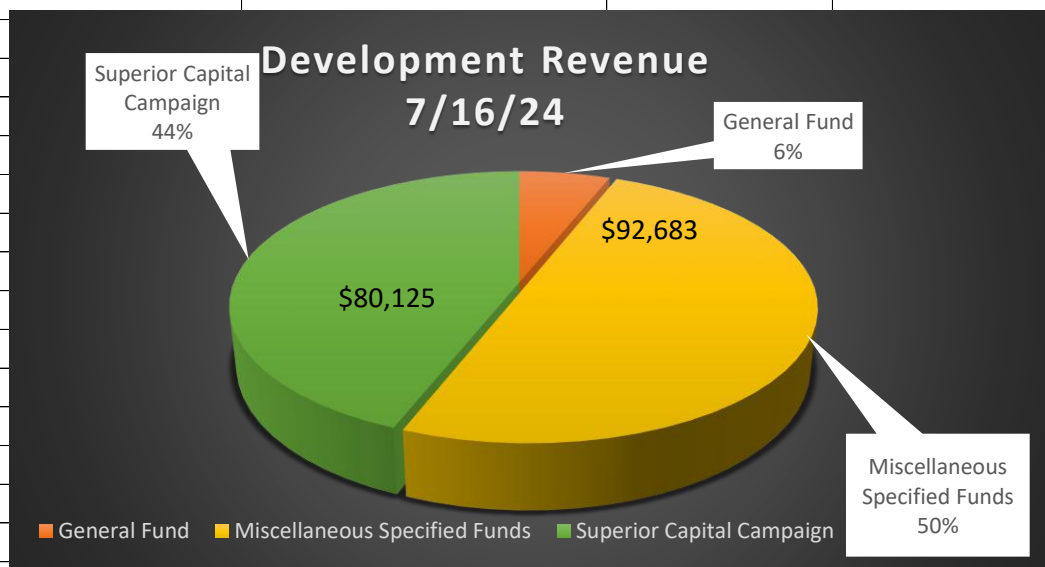
YDL DASHBOARD June 2024					
	May	Jun	Monthly Change	Year to Date	
Circulation					
Whittaker	27,694	32,059	16%	190,199	
Michigan	3,353	4,561	36%	23,020	
Superior	5,352	6,314	18%	34,509	
Outreach/BKM	1,738	1,479	-15%	9,696	
eProducts	19,193	19,674	3%	114,488	
TOTAL	57,330	64,087	12%	371,912	
MeLCat ILL					
Loaned	708	767	8%	4,978	
Borrowed	1,014	1,003	-1%	6,436	
New Cards					
Whittaker	279	294	5%	2,046	
Michigan	-	-	0%	-	
Superior	43	78	81%	391	
Outreach/BKM	6	11	83%	54	
TOTAL	328	383	17%	2,491	
Reference					
Whittaker	2,926	4,264	46%	22,559	
Michigan	-	-	0%	-	
Superior	1,873	1,918	2%	12,087	
Outreach/BKM	83	81	-2%	494	
TOTAL	4,882	6,263	28%	35,140	
Computer Sessions					
Whittaker	2,030	2,478	22%	13,502	
Michigan	-	-	0%	-	
Superior	768	940	22%	4,049	
Outreach/BKM	5	2	-60%	47	
Wireless	7,315	7,425	2%	40,802	
TOTAL	10,118	10,845	7%	58,400	
Door Count					
Whittaker	12,011	14,565	21%	84,101	
Michigan	-	-	0%	-	
Superior	4,650	7,447	60%	32,946	
Bookmobile	509	461	-9%	2,688	
TOTAL	17,170	22,473	31%	119,735	
Collection					
Items Added	3,524	2,544	-28%	20,639	
Items Cataloged	213	197	-8%	1,088	
Electronic Services					
Website Visits	35,476	38,207	8%	243,810	
Podcast	72	130	81%	332	
App Users	1,187	1,285	0%	N/A	

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

	May	Jun		Monthly Change		Year to Date
Programs						
Whit Adult	45	40		-11%		251
Attendance	359	181		-50%		1,770
Whit 0-5	8	12		50%		121
Attendance	234	585		150%		4,580
Whit 6-11	10	21		110%		134
Attendance	215	1,513		604%		4,408
Whit Teen	3	5		67%		28
Attendance	43	60		40%		395
Mich Adult	9	8		-11%		66
Attendance	161	302		88%		1,251
				0%		
Mich 0-5	-	4		0%		10
Attendance	-	21		0%		78
Mich 6-11	4	7		75%		42
Attendance	32	73		128%		485
Mich Teen	4	4		0%		30
Attendance	65	21		-68%		277
Sup Adult	17	19		12%		126
Attendance	107	116		8%		1,035
Sup 0-5	4	6		50%		60
Attendance	66	106		61%		1,236
Sup 6-11	13	22		69%		72
Attendance	117	689		489%		1,430
Sup Teen	1	-		0%		11
Attendance	4	-		0%		87
Out Adult	-	2		0%		23
Attendance	-	21		0%		336
Out 0-5	12	2		-83%		45
Attendance	386	54		-86%		1,255
Out 6-11	1	7		600%		19
Attendance	12	308		2467%		821
Out Teen	-	-		0%		-
Attendance	-	-		0%		-
Out Offsite	6	5		0%		28
Attendance	399	790		0%		1,826
Virtual/Hybrid (all)	4	3		0%		17
Attendance	59	38		0%		235
General/All Ages (all)	1	2		0%		4
Attendance	6	111		0%		932

**Michigan Avenue closed beginning July 2023

	May	Jun		Monthly Change		Year to Date
TOTAL PROGRAMS	142	169		19%		1,087
TOTAL ATTENDANCE	2,265	4,989		120%		22,437



DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 7/16/24	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY22/23	FY23/24		
Annual Report	\$1,685	\$8,100	(includes Tea Party)	
Annual Appeal	\$32,145	\$22,031	12/1/23 - 5/30/24	
Individual	\$3,630	\$1,489		
Corporate	\$850	\$650		
Sponsorship	\$3,488	\$5,500	Domino's, TRUE Community	
Memorials	\$5,797	\$2,425	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	\$54,493		
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	\$138,645		
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 (7/16/24): \$46,888 (138 donors)		Sneak Peek Tea Party (Gross): \$2,360		

Department Reports

Acquisitions Department Board Report

July 2023

Department News and Activities

- We continue to train and prepare for our upcoming ILS migration at the end of August. We have many staff members testing out the new system now, and we are continuing to tweak and adjust the system settings so that we are fully prepared to go live in a month!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- 197 items were cataloged in June.
- 2,544 items, including 1,827 e-items, were added in June.
- YDL borrowed 1,003 items from other libraries via MeLCat in June.
- YDL loaned 767 items to other libraries via MeLCat in June.

Submitted by Katie Page
July 17, 2024

Assistant Director
Board Report: July, 2024

The Polaris migration is nearing its end! Please note that the YDL catalog – and nearly all functions associated with your library card – will be offline from August 13-21 during the transition. Our “go live” date is August 22, and all functionality will return at that time. During the outage, you must have your card with you (or know the number) in order to check out materials. You will not be able to search the catalog, make any new requests, or apply for a library card. We are also asking patrons to keep their materials at home during this time, as we will be unable to check them in.

I am working with Sam, Lisa, and Hailey on a marketing and communications plan to make sure we are reaching as many patrons as possible, via as many methods as possible, with information regarding the down time.

Our “train the trainer” staff have been hard at work creating documentation, and 14 of the 27 training modules have been completed. Several will happen after our new system launch, as we will need the system operational in order to complete the training.

I have finalized the program line-up for the exhibit, and Sam is currently working on the program brochure. I am also securing bids for van line shipping to the venue hosting it after us. *Through Darkness to Light* will be open from September 1-October 20.

Lisa and I continue our weekly meetings with the contractor and architect for the Michigan Avenue renovation. The delayed opening is frustrating.

I had a Zoom meeting with a representative of Titan Protection, a company that provides solar security systems, including strobe lighting, talk-down speakers, and flashers, along with 24-7 monitoring. We are investigating the placement of this system in Library Plaza due to the alarming increase of illegal and unsavory behavior.

Our second “new resident” mailing has gone out to around 100 people. We did not receive as much action as we hoped with this initiative, but we will give it the year we committed to and then reevaluate.

I am securing an estimate from the Eagle Crest Marriott (among others) to host our staff in-service day next year. We have outgrown all options in our buildings.

The tea party downtown was a lovely event. Congratulations to the staff who worked on the event planning team and to the winners of the teacups.

The revised statistics for MAP usage in 2023 is attached. The final number was correct last month, but the August detail was not included in the printout – apologies!

Submitted by Julianne Smith, July 16, 2024

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, Dennos 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 ♣

AUG	34	6	10	Castle Museum of Saginaw County History, Dexter-Huron Metropark, Grand Mere State Park, Howell Nature Center, Hudson Mills Metropark, Huron Meadows Metropark, Kensington Metropark, Lake Erie Metropark, LEGO Land Discovery Center, Lower Huron Metropark, Michigan History Museum, Michigan Renaissance Festival, Museum of Contemporary Art Detroit, Oakwoods Metropark, Saugatuck Dunes State Park, Tawas Point State Park, Willow Metropark, Yankee Air Museum, Delhi Metropark, Cranbrook Art Museum, Traverse City State Park, Waterloo State Recreation Area
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 261 49 133

Proudly supporting 443 Adventures in 2023



Community Relations

Monthly report: July, 2024

Major print/design pieces produced:

- **Loop** – Work is starting on the Fall issue of The Loop. It will have information about our exhibit, the latest on Michigan Avenue, the new play area at Superior, and more.
- **New policy bookmarks:** Our Fine Free bookmarks with the borrowing policies on the back were getting low. We're ordering more with a redesigned front side (see below).



Promotional activity

- **ILS rollout/outage:** To help prepare patrons for our upcoming catalog outage while we change systems, the communications team has created a number of tools. We've created bookmarks for circulation staff to print/hand out to patrons at the checkout desk. We've also made a monitor slide with a QR code taking people to a blog post with more information about the ILS outage. We'll also share information about the outage in our weekly emails and on social media.
- **Michigan Ave. delayed reopening:** Sam has finished the SAB video with comments about the Michigan Avenue reopening. We also created stickers, a new blog post, and a monitor slide, informing people that the reopening would be delayed.

Notable Media Mentions

- MLive had articles about the Superior Township candidate forum videos we created with the League of Women Voters.
- MLive included the Bookmobile Friday at Michigan Avenue in a list of fun things to do in Washtenaw County article.
- MLive posted an article about the delayed Michigan Avenue reopening.
- The Eastern Echo included Bookmobile Fridays in a piece they wrote about things to do around town.

Community Relations news

- Both Parkridge and Engage@EMU meetings are on summer break now and will resume in the fall.
- We created a blog with candidate forums that were recorded in partnership with the League of Women Voters.

Submitted by Sam Killian on 7/19/2024

Notable Social Media activity

We had a total audience of 11,021, up slightly from the previous month. We had 810,323 total impressions, and our total engagement was 37,384. Both those numbers were up significantly from the previous month. Our Tik Tok now has 680 followers with 6,800 likes, and we're consistently getting around 1,000 views on our videos. Additionally, our Facebook account has received enough activity that we were eligible for a Facebook performance bonus. We receive money now for the amount of engagement our posts get! Some highlights from the last month:

- Our Lightning McQueen book drop post reached 1,470 people with 500+ engagements on Facebook. It also was viewed 1,600 times on Instagram with 92 likes and 3,700 times on Tik Tok with 183 likes.
- We shared a post about Dolly Parton's Imagination Library that reached 14,900 people with 475 engagements.
- A meme we shared about worlds in books reached 12,000 people and got 94 likes.
- Our post with pictures from the 4th of July parade reached 1,000 people with 135 engagements.
- Our post about the Zine club got 68 likes on Instagram.
- Our post about the Michigan Avenue delayed reopening reached 1,100 with 153 likes on Instagram. It also reached 2,175 people on Facebook with 500 engagements.



Customer Services

Monthly report: July 2024

Circulation Stats

For the month of May, we checked out 35,151 items system wide.

Patrons also downloaded 19,193 digital items.

We also issued 328 new library cards.

For the month of June, we checked out 40,882 items system wide.

Patrons also downloaded 19,674 digital items.

We also issued 383 new library cards.

Exhibits

The Jewish Family Services of Washtenaw County will be hosting a photography exhibit at the Whittaker Library, July 26 thru mid-September. WISE Voices is a photography exhibit that highlights the experience of older adults by putting the camera into their hands. 15 prints and 8 outdoor, stand-alone displays, will feature the work of 15 community members who are willing to share their passion and story. The outdoor exhibit will be located on the patio outside of the community room. The indoor exhibit will be located in the triangular bay.

Staff News

Emma Seibert, who has been a page at Whittaker Road since 2021 and a part-time TALK para-pro in the Youth Department for the last year, will be leaving her positions at YDL on July 31, 2024. Emma will be moving out of the area. Emma has enjoyed her time at YDL so much, she hopes to enroll in library school in the not so distant future.

Submitted by *John Connaghan* on July 18, 2024

YDL DEVELOPMENT REPORT

July 2024

GRANTS

Chris is creating a calendar of grant deadlines for 2025 submission. There are always ongoing submission deadlines; but, many funders open up applications in the fall and in January. Identifying projects now will promote stronger and more robust grant applications as we allow ourselves time to compose our applications. Some grants have YDL projects identified already. Others we will start discussing now to determine whether we have a project that is appropriate for funding. The goal is to stay ahead of grant application deadlines and to be prepared with potential projects when new opportunities arise.

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 decided against submitting this grant in 2024, but will keep it on our list to revisit in 2025. This mini-grant funds mental health awareness, education and outreach projects. Grant awards range from \$2,000 - \$5,000.

Michigan Arts & Culture Council – Due: July 24, 2024. We are continuing our work on the application to MACC 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.

Washtenaw County Waste Reduction Sponsorship – Due: September 1, 2024

YDL has received funding from Washtenaw County to hold electronics recycling and paper shredding events. Paula will oversee this funding application in support of future events. She is researching the feasibility of holding the electronics recycling event as there are cost and vendor issues that need to be clarified.

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 other annual events like the Summer Challenge and Lunch, Listen and Learn.

INDIVIDUAL GIFTS

Gifts continue to be received as a result of the Annual Report mailing. As part of our efforts to re-engage donors who have not made a gift in several years, a mailing which included the annual report was sent to 146 lapsed donors. So far, we have brought four donors back into the fold. This mailing also serves as a way to support our efforts to create a clean and up-to-date donor database.

CAMPAIGN FOR MICHIGAN AVENUE

We continue to seek funds for the restoration of Michigan Avenue. Thus far, we have received 138 donations totaling \$46,888. It would be great to make it to \$50,000!

The Sneak Peek Tea Party for Michigan Ave. was a huge success. There has been nothing but positive comments relayed to staff. We ultimately sold 59 tickets and raised 2,360\$ (gross). In the end, we broke even with expenses. But, in terms of PR and building support and goodwill for YDL, the event was an important friend raiser and relationship builder.

With the opening of Michigan Ave. delayed until at least September, we now have a better window of opportunity to seek sponsorship for our Back on the Block party. Lisa has reached out to Bank of Ann Arbor to explore the possibility of their support in addition to the funds we are receiving from the YDDA for the event. We will continue exploring other businesses as potential sponsors.

ACTION: *SPREAD THE WORD! 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.*

FUN FUNDRAISING FACT

The sharpest increase in giving over the past five years has come from corporations and foundations. According to Giving USA, corporations and foundations have become more innovative and relational in their giving practices during and since the COVID-19 pandemic. While individual giving continues to be the largest source of giving, it is down from 80% of giving in 1984 to 64% today. Foundations have helped filled this gap, increasing their giving from 7% to 17% over the past 20 years.

Report respectfully submitted by Chris McMullen, Development Coordinator
7/17/24

Facilities Department

Board Report: July 2024

Michigan Ave drywall is going up. Phoenix is working on the ceiling now, and finishing the basement soon. Mudding and sanding should start next week.



Ron and I installed the Bike Repair Station at Superior for patrons to pump up their tires, or do some repairs on their bicycles.

Also at Superior, the Book Drop on the west side of the building was leaking during heavy rains. There was a gap in between the building and the face plate of the drop box. O'Neal sent someone to reinstall it using a gasket/seal and caulk which was not part of the original construction. After a couple big rains, no more leaking as of now.



Patrick washed the Explorer, Khi washed the Bookmobile in preparation for the Independence Day Parade.



Wings and the Sound Wall were put up for the Whittaker Road Youth Department near the garden area.



Patrick polished the tea set in preparation for the Tea Party held at the Michigan Ave Plaza. Everything I heard that it was a very nice event!

Before



AFTER



Submitted by: Jim Reed

July 18,2024

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2024

Status Report

- Michigan Ave – We've move 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. We have also submitted and received approval for the data infrastructure portion of the restoration project. We look forward to putting it all back together!
- 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. Many components such as self-check services, barcode scanning, and wireless processing are all moving along quite well with few final testing procedures remaining.
- 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 or 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.

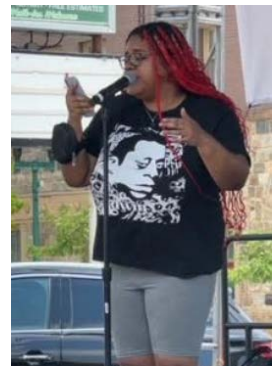
Michigan Avenue Board Report: July 2024

Programs & Services

The Tea Party fundraiser went exceptionally well and many hands made light work. It was very elegant with paper flower decorations, nearly 70 attendees, and an abundance of tea and food. Patsy Chandler's sons and grandchildren attended the event and spoke of how much Patsy gave back to the community. Joy and Lisa gave tours of the building. Many thanks to Lisa, Christine, Julianne, Sam, Paula, Pat, Stephanie, Aaron, Maddy, Chris, and Nicole in making it all come together.



Joy, Stephanie, Daisha, and Marques joined Outreach to table at Juneteenth and people created puzzle pieces that represented what freedom meant to them. Shayla was on staff reading her poetry! Daisha took the puzzle pieces to Superior to encourage further creative puzzle pieces. Shoshanna, Mani, and Kathryn walked with YDL in the Fourth of July Parade. Guitar Club is thriving with Aaron's leadership. Stephanie and Maddy did a two-hour Soar into Science program about sound with 6-year-old kiddos at Parkridge's STEM summer camp. While Shayla, Kathryn and Rachel take turns helping Ken on the bookmobile while it's at Mich Ave, Stephanie, Maddy, and Kelly take turns doing storytimes on the bookmobile. Stephanie has also led two Suns & Sprouts programs with kids creating food from the garden. Pat has been leading her Kids and Tweens book clubs while Kathryn continues the very popular Queer book club. Shoshanna continues the Zine meetup and Aaron facilitated the Queer Crafting group. Joy's Crafternoon group met at Glaze Studio and glazed bisque ware pieces that will be fired. There have been eight Noise Permit Workshops hosted at Parkridge. Shayla has attended the Wednesday programs, Kelly and Shayla attend the Monday program. Marques, our SummerWorks Intern, attends both. It's only 2 weeks away and it's coming together!



Staff

Mani, Ellen, Shayla, and Daisha have all become acclimated, working their various shifts, and getting their feet under them. Many thanks to Paula, Mary, and John for taking on the extra training tasks. Especially thankful for Mary welcoming three of our new folks into Superior's staffing. Every interaction so far has been wonderful and all four seem like they've been working with us for a long time. All staff found it difficult when we found out that we wouldn't be opening on August 3rd but they're hanging in there!



Building

Drywall is now installed on most walls. The upstairs ceilings still need additional electrical and HVAC work before they can be drywalled. Mudding and sanding will start next week. Ron repaired the temporary fix on the cracked concrete "river" in the plaza, so there aren't holes in the plaza. Joy has started moving Mich Ave items that have been brought to Whit Rd, back into her office, staging them there until they can be put away. There are now only 21 Mich Ave items checked out and most of those are checked out to staff. Librarians are now ordering new books. When we reopen we will have 100% of the pre 7/1/2023 collection on the shelves, along with all the new books that have come in since then. Our shelves will be fully packed for several weeks, until checkouts normalize again and we have a chance to weed.



Joy Cichewicz
July 19, 2024

Outreach Board Report - July 2024

Bookmobile

Polaris is here!

Due to the Polaris switchover, the decision has been made for the Bookmobile to be off the road from August 12th - August 23rd. The team will be able to take vacation time or work on projects during that time.



Community Events Juneteenth Celebration



On June 22nd, the Ypsilanti District Library was invited back to the Juneteenth Celebration. It has always been a partnership with Outreach (Kaitlyn, Khi, Monica, Eric,

Bridget) and Michigan Ave (Joy, Daishayanea, Stephanie and Marques) along with the Bookmobile. This year there was no Kids Korner, but we made our own Kids Korner by having a Community Puzzle and having the community share their interpretation of what Juneteenth or Freedom meant to them. The Community Puzzle will spill into an event at Mich Ave once it's open. The puzzle pieces will then be displayed at the New Michigan Ave location, Superior, Whittaker, and Bookmobile. As always, a wonderful event and what made it even better was having all of our interns there to enjoy what YDL brings to the community!



4th of July 2024!

It was hot and fun all at the same time. What am I talking about the 4th of July of course! YDL was invited to be a part of the 4th of July Parade again this year! It was ABSOLUTELY amazing to see all of the community cheering us on and saying they love us! This was the highlight of my day! I also got to sit on the Bookmobile for the first time this year and to see how everyone was screaming "We love you Bookmobile!" And of course, we said "We love you too" warmed my and Khi's hearts! Who participated? Kaitlyn, Kathryn, Shoshana, Jenny, Khi, Lisa, myself, and special guest Omer Jean Winborn! Even Sam and his daughter stopped by to participate.





Youth Day at the Park!

On July 12th I tabled at West Willow Park for Youth Day at the Park! The event is a youth Basketball Tournament and organizations were invited to share their resources out to the community. We shared our library resources and made many connections. I spoke with someone from the Ypsilanti Community Schools Board and shared our Bookmobile School visits FAQ to be shared with this year's incoming teachers and mentioned I will try to attend those school board meetings. Also met a YCS high school teacher and shared the Bookmobile FAQ so that we can schedule visits at the high school. I spoke with both a former deputy and a member of the West Willow Neighborhood Association who were amazed by how we are at every event throughout Ypsilanti and love that we share so many resources with the community. I even spoke with teens about attending the Noise Permit events. We also have been invited us to the Ypsi Stand Up Field Day event to be held at Ford Lake Park. Connections make the dream work.

Senior Outreach Senior Living Well Resource Fair!

Yes, we did it! We had a resource fair for ages 55 and up! It was well attended and many resources were shared with our seniors. It was a great way to welcome seniors back to using our spaces, collections and attend programming designed for them. We had a table that shared about our LINGO programs and even had a puzzle activity. Khi, Eric, and Bridget did a great job assisting everyone. Susana did a great job with forming this partnership with the Washtenaw County Health Department.

Susana even received a special kudos from the Washtenaw County Health Department. The organizations that participated are as follows:

- Washtenaw County Health Department
- Housing Bureau for Seniors
- Huron Valley PACE
- Ypsi Township Senior Center
- Washtenaw Health Project (WHP)
- Foster Grandparents
- Washtenaw County Parks and Recreation
- Ageways
- JFS WISE Aging Services
- Catholic Social Services
- American Lung Cancer Screening Initiative
- Feonix Mobility Rising



Superior Board Report

July 2024

Staff News

- We are hosting and helping to orient new Michigan Ave staffers Daishayanea, Ellen, and Mani. They are spending their time learning reference and circulation, sometimes also assisting with programs.
- Olivia Snelling, currently a page and facilities staff member, will be our new part-time clerk. Olivia will start at Superior when Michigan Avenue staff return to their building.
- Lewander has been attending meetings of a subgroup of staff planning Polaris training and documentation. She and I will work together to help staff be ready for our big changeover.
- Nicole assisted with the tea party at Michigan Avenue, which was reportedly a huge success!
- Liz & Monse each assisted with offsite Saturday storytimes (at the Rutherford Pool and Depot Town Farmer's Market)

Summer Challenge/Summer Food

- Lunch service is in full swing. We have been serving between 45-50 people most days. Our new mural is a joyful backdrop for this service!
- Patrons are enjoying all of the Summer Challenge secret event codes, the treasure box prizes, and finding great new books to read.
- As in years past, Stacey coordinates our Summer Challenge geocaches around town. This year, they are Olympics-themed and include a little button for each finder to keep.

Program Highlights

- Youth Arts Alliance is in their third week of Summer of HeART programming. I am so grateful to have their expertise and enthusiasm to help enhance our summer programs. Kids have been busily doing clay, learning Congolese drumming, acting like pirates, and even observing the dissection of sheep hearts!
- Our Monday Garden to Table programs and Tuesday STEM are going well and continue to draw good crowds of around 20 people for each session.
- Storytimes started up the week of June 17. We love seeing new faces and welcoming back returning families.
- We hosted artist Earl Jackson (creator of *The Lily Pond*) for a painting workshop and artist reception. Both events were well-attended and highly successful. His reception was largely attended by old friends and neighbors who grew up in the area and shared memories of swimming at the lily pond and biking through the neighborhood as kids. His workshop was a truly intergenerational experience, with a full house of artists across the age spectrum. Attached to the end of this report is a lovely letter and sketch we received from him.
- Other programs we hosted included:



- Adult/Teen: Meditation, Banned Book Club, Social Media 101, What is a Doula, Felted Flower
- Youth: Healthy Habits Start Now, Skateboard Art, Read to Hugo

Building & Grounds

- We had a significant amount of water coming in to the drive-up book return during heavy rains. O'Neal sealed the drop box and the issue has been resolved.
- Jim & Ron installed our new bike repair station. Within a few hours of its installation, we saw it in use!

Submitted by Mary Garboden,
July 18, 2024



TPSILANTI SUPERIOR BRANCH LIBRARY July 9, 2024
1900 HANCOCK ROAD
TPSILANTI, MI 48198

DEAR LIBRARY STAFF,

IT IS AN HONOR TO HAVE A PAINTING SELECTED FOR
THE LIBRARY'S PERMANENT COLLECTION.

THE WORKSHOP ON JUNE 20TH WAS INSPIRING
HAVING A FULL ROOM OF PARTICIPANTS.

HOWEVER AFTER THE RECEPTION WAS OVER, LATE
THAT EVENING I THOUGHT OF INFORMATION THAT
I SHOULD HAVE SHARED ABOUT MY CREATIVE PRO-
CESS, WHICH WOULD HAVE GIVEN THE AUDIENCE, A
BETTER UNDERSTANDING. HOPEFULLY THERE WILL
BE FUTURE
OPPORTUNITIES.



THE LIBRARY IS A JEWELL IN THE COMMUNITY
WITH A GREAT STAFF THAT IS DEDICATED
TO LEARNING.

ARTISTICALLY
BAM JACKSON

Whittaker Road-Adult Services Board Report: July 2024

Here is a listing of July programs:

- Mahjong Meetup (5 Meetups)
- Google Calendar - Basics
- Knitting Plus (5 meetups)
- Genealogy and Family History Bunch
- SciFi Book Club
- Microsoft Word Basics
- MICHIGAN WORKS! Southeast Community Outreach
- Classic Comedy/Mystery/Crime Movies: Gambit
- Writers Room & Drop-in Consulting (virtual event)
- Google Docs for Beginners (Adult-Virtual)
- Microsoft Excel – Basics
- Microsoft PowerPoint – Basics
- Microsoft Word – Intermediate
- How to Host a Zoom Meeting (Adult-Virtual)
- Google Docs Tips & Tricks (Adult-Virtual)
- Computer Basics - Getting Started
- Extend Your Harvest
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Word – Tips, Tricks, and Hacks
- Gmail Basics
- Let's Learn Crochet!
- Garden questions? Ask The Master Gardener!
- Internet Basics - How to Search the Web
- Silent Book Club
- Microsoft Excel – Intermediate
- Google Drive - Basics
- Microsoft Excel – Pivot Tables (Intermediate)
- Virtual African American Authors Book Discussion Group

We welcomed our two new staff members, Brett Hamilton and Nicole Walley, to the Whit Adult Services Department this month. They spent their first week in training and are now beginning to work on individual projects for our department and helping patrons at the reference desk. They are both talented individuals who will be able to contribute to the department in many ways.

Summer is traditionally our slowest time of the year in Adult Services; we have been quite busy helping patrons while YDL-Michigan Avenue remains closed but programming is lighter. Our meetup groups continue with one new one added (Crocheting) that will continue this Fall. We are still signing people up

for the Summer Challenge and awarding prizes as they are earned. Michigan Works had a busy session on their table day in the lobby; we are glad they will continue to come every month during the fall.

We had one unexpected program opportunity come up in later June; the League of Women Voters decided to tape Zoom forums for the Ypsilanti Township Supervisor and Clerk positions in advance of the upcoming election. They invited us to partner with them. We advertised in advance that the LWV were looking for questions to ask the candidates and Paula Drummond attended both sessions, doing the opening and closing statements. The recorded events were then uploaded by Sam for access on our website. We look forward to working more closely with the LWV on additional election-related events; next up is National Voter Registration Day on September 17. LWV volunteers will be at both YDL-Whittaker Road and YDL-Superior to offer non-partisan guidance for election resources and voter registration. Thanks to Shoshanna Wechter for helping us make a stronger connection to the LWV.

Fall programs are nearly ready to go; we are excited to be partnering with the African American Cultural and Historical Museum of Washtenaw County in Ann Arbor to offer a bus tour of significant Underground Railroad/African American sites in Washtenaw county in October, along with other programs of interest to our community.

Everyone has a login to the Leap (Polaris) training database and have been urged to practice, practice, practice. Brigitte and I will attend additional relevant training sessions soon; staff have been scheduled to attend the Vega Discover training session in August.

-Submitted by Paula Drummond July 17, 2024

Whittaker Youth Services Board Report July 2024

Programs

Little Ones

- **Storytimes** 799 people have attended 18 storytimes in the first half of the summer season.
- **Sensory Nature Play** Staff take turns every Friday morning offering outdoor activities near the garden for parents and little ones. Themes so far have included Mud Cafe and Nature Weaving with Jodi, Sun Prints with Marlena, and a sensory scavenger hunt with Psyche. Attendance averages 55 people.
- **Music at the Blissfield** Psyche coordinated a family concert with Evan Haller, a Boston children's musician who stopped by last year and chatted with Marlena, then reached out this summer with dates he would be in Michigan. 65 people enjoyed music and movement on a Saturday morning in June.

Kids and Parents

- **Lunch** We serve an average of 40 meals per day with staff taking turns reading and checking off meal counts and teen volunteers handing out the meal components.
- **After lunch programs**
 - **Mondays:** Creative Arts presenters included two popular drawing sessions with Kam Reynolds and a workshop with the Mosaic Youth Theatre of Detroit. Attendance averages 62.
 - **Tuesdays:** Movement with WISD's Healthy Habits Start Now team most weeks, with yoga offered by Tammy Foote, coordinated by Marlena the week WISD was on break. Attendance averages 33.
 - **Wednesdays:** Tween Scene offers hands-on projects for slightly older kids. Attendees made cute stuffed paper characters to put in bags, a trend called blind bags, with Ulana; garden stepping stones with Liz, Psyche, and Ulana; sugar scrubs and salves using herbs from the garden with Jaclyn; and squeegee art with Jodi. Attendance averages 34.
 - **Thursdays:** Indoor STEM Play these are always the most popular, averaging 80 people per session. Themes included Summer Solstice STEM with Psyche and Jodi where kids learned about the solstice, made sun catchers, and built models of solstice architecture with Legos; Spy Academy with Jaclyn and Jodi where kids learned the chemistry of invisible ink and made LED magnetic trackers, marshmallow shooters, and rearview glasses; and Slime Stations with Liz, who has mastered setting up stations where kids can make different types of slime each year.
 - **Fridays:** Outdoor STEAM near the garden included a music festival where kids made instruments, experimented with the sound wall, and went on a parade with Jaclyn and Ulana; made fairy wings and crowns with Liz; did garden math with Jaclyn; and played with water works and the slip 'n slide with Ulana, Psyche, and Jodi. Attendance averages 60.
 - **Saturdays:** Wee-bot writing workshops with 826michigan started back this week for a short summer session and was attended by 17 young writers and several 826 volunteers.

Teens

- **TAG and the summer party** TAG's Summer Party almost got rained out, but they were able to play nerf games on the lawn before coming into the community room for a nacho bar and ice cream, games, and crafts. On evaluation, they felt it successfully met one their current goals, which is to bring people together offline. Thanks to Chris and Kelly for helping!
- **Service work** Emma collected supplies that 16 volunteers turned into rabbit enrichment treats for the Great Lakes Rabbit Sanctuary, an organization a TAG member's family volunteers at. The Summer Youth Volunteer Corps is great again this year, lending hands at morning and afternoon programs as well as lunch. They also bring energy to events, serve as role models, and the library is filling a community need by offering service hours.
- **Macaron Workshop** About 32 teens made and decorated macarons with me this week! It was a lot for the storyroom, but everyone left happy having learned to make and eat sweet treats.

Other Work

- **Book Displays** Ellie has been making displays for the summer including Disability Pride month for youth and YA and Shark Week for kids. Emma made a Learn a New Skill display of nonfiction. Our art walls in youth and teen areas are filling up.
- **Fall Program Planning** Everyone came up with great ideas for fall programming despite being extremely busy with summer programs. We'll be starting those in mid-September.
- **Garden** Jaclyn's garden looks great despite a couple of garden pests. Her wings mural is up. Jim finished installing an upgraded sound wall with a chalkboard on one side. Patrons are currently picking up squash and herbs from the desk.
- **Summer Challenge** Over 2,400 people are participating in the Summer Challenge so far. Thanks to Marianne and Stacey for reading and approving book reviews that patrons submit to ReadSquared so other players can get recommendations, and to all YDL staff for promoting the game and distributing prizes.

Submitted by Jodi Krahne July 18, 2024



New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/18/2024

Re: Consideration of a proposal for Whittaker landscaping improvements following sidewalk reconstruction

RNA Facilities Management was awarded a 3-year landscaping contract for Whittaker in 2023. As you'll recall, we added mulching, fertilization, and weed control in beds throughout the season to our RFP. My end goal is to gradually bring the landscaping back up to par following much neglect due to budget constraints.

In preparation for the sidewalk reconstruction project, last fall I coordinated for RNA to remove some dead trees from the circular beds in front of Whittaker, remove ivy from the building's exterior, and do some power washing. They also planted new landscaping around the monument sign near the road.

Once the new sidewalk is complete, I would like to plant new trees in the empty circular beds. One of these will be a memorial Red Maple tree, thanks to a generous donor. A firm affiliated with his church is donating the labor for this. As RNA provides regular service here, I requested the attached quote from them to plant the other four trees (to be Honey Locusts), remove ivy from and clean up all the front beds, and redo the mulch disturbed by construction.

I request your approval of this landscaping work for a total cost of \$5,595.00.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-22

July 24, 2024

RESOLUTION TO AUTHORIZE LANDSCAPING IMPROVEMENT WORK AT
WHITTAKER ROAD FOLLOWING SIDEWALK RECONSTRUCTION

Whereas, reconstruction of the entry sidewalk at Whittaker Road will take place in August and September, and

Whereas, a number of dead trees were removed in preparation for this work and the construction will disturb the surrounding beds, and

Whereas, planting of new trees and clean-up of beds is desired to refresh the building's landscaping and make the entry attractive and welcoming, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the attached proposal from RNA Facilities Management for landscaping improvements at Whittaker Road is approved for a cost of \$5,595.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

RNA Facilities Management

2701 Interstate 94 Service Drive Ypsilanti, MI 48198

Outdoor Maintenance Services Proposal

Ypsilanti District Library 5577 Whittaker Rd Ypsilanti, MI • July 18, 2024

1. Dead and dying Serviceberry tree limbs to be removed: **\$500**
2. All ivy to be removed from the requested areas (a second ivy removal may be needed, we will address at an added cost if needed,) building will be power washed where ivy is removed: **\$1,050**
3. 4 Honey Locust trees to be installed in circular beds as requested, One year warranty on trees, Gator bags and tree stakes to be included: **\$2,400**
4. All areas under construction to have fresh mulch installed: **\$1,425**
5. Deliveries, fuel surcharges and disposal fees: **\$220**

Total for renovations \$5,595

K. Wayne Bingham II

RNA Facilities Representative

7/18/2024

Date

Authorized Representative

Date

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/17/24

Re: Consideration of proposed renewal agreement for Superior HVAC maintenance

Since 2016, YDL has had Guaranteed Professional Maintenance (GPM) agreements with Campbell Mechanical Services for HVAC maintenance at Whittaker and Michigan Avenue. Last year we renewed those contracts but entered into a less robust 1-year contract for Superior, since its equipment was so new. The intent was to enter into a GPM for Superior when it expires on 8/31/24.

The GPM agreements have many benefits. Among them, we pay a single price for all needed parts and labor covered, avoiding lengthy waits for repair approval. The service technicians from Campbell know us, know our systems, and can be called upon whenever there are issues. We also have security in the knowledge all preventive maintenance schedules are being followed.

The change in annual cost to move to the GPM is \$2,588 per year.

I recommend waiving the bid process and awarding the HVAC maintenance contracts to Campbell Mechanical Services as described in the attached documentation.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-23

July 24, 2024

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE SUPERIOR
LIBRARY THROUGH 8/31/26

Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for many years, and

Whereas, we entered into a one-year Customized Professional Maintenance Program for YDL-Superior in 2023 since its equipment was so new, and

Whereas, Campbell Mechanical Services now proposes a Guaranteed Professional Maintenance Agreement for Superior for the next two years, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Agreement proposed by Campbell Mechanical Services for a cost of \$11,088 per year.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Agreement Signature

Proposal Date	Proposal Number	Agreement
07/16/2024		C3400A

BY AND BETWEEN:

Campbell, Inc.
2875 Crane Way
Toledo OH, 43619
hereinafter CONTRACTOR

AND

Ypsilanti District Library
5577 Whittaker
Ypsilanti, MI 48197
hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 1900 Harris Rd. 48198

Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

MAINTENANCE PROGRAM **Guaranteed Professional Maintenance/CPMIII** and associated Terms and Conditions

AGREEMENT coverage will commence on **09/01/2024**. The AGREEMENT price is **\$11,088.00** per year, payable **\$2,772.00** per **Quarter** in advance beginning on the effective date of **09/01/2024** through **08/31/2026**.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Sales Rep	Customer	Manager
Signature	Signature	Signature
Name	Name	Name: Shanna Warner
Title	Title	Title: General Manager
Date	Date	Date

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number:

Date of Issue:

Customer Signature:

NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.

Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
07/16/24		C3400A

This contract includes 4 filter changes per year using MERV 8 filters.

Condenser coils will be cleaned annually.

Backflows will be tested annually, and proper paperwork filled with the city.

Maintenance kit will be changed annually on BO-01.

CSD-1 will be performed annually on BO-01.

Additional work performed at the owner's request, not included in this Agreement, will be invoiced at Agreement Customer preferred rates.

Manlift, if required, will be provided by customer, or will be billed separately by Campbell, Inc.

Emergency Services

Campbell, Inc. will respond within 4 hours for emergency services.

Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become and extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rate then in effect) over the sum stated in this agreement.

Customized Professional Maintenance Program III Terms and 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 the required services. All planned work under this agreement ("Agreement") will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement in accordance with the specifications mutually agreed upon by Customer and Contractor in writing, Contractor's liability is limited to: (a) re-performing the service, or (b) repair or replacement (collectively, the "Warranty"), in each case as determined in Contractor's sole discretion. The foregoing Warranty shall be Customer's sole remedy for breach of this paragraph 2. The Warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Customer will promptly pay invoices within thirty (30) days of receipt of such invoice. If Customer fails to pay an invoice within thirty (30) days of receipt of such invoice, Customer's account will become delinquent and Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
6. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of material and/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.
7. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
8. 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.
9. 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 giving rise to the claim. Any claim after the one (1) year period shall be waived and forever barred.
10. 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.
11. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
12. 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 or third parties, arising out of or in connection with the Contractor's work under this Agreement.
13. Contractor's obligations under this agreement and any subsequent Agreements do 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 and materials are encountered, Contractor's sole obligation will be to notify the customer 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 under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.

14. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agents, representatives, independent contractors, and employees from and against all claims, suits, causes of action, demands, proceedings, damages, losses and expenses, including but not limited to attorneys' fees resulting therefrom, arising out of or in connection with: (i) any death, personal bodily injury, or property damage caused by an act, omission, negligence, or willful misconduct by Customer, its employees, subcontractors, agents, or representatives; (ii) any breach of this Agreement by Customer; or (iii) any violation of applicable law by Customer in connection with its obligations under this Agreement, except that Customer shall have no duty to indemnify hereunder to the extent such a claim is caused solely by the gross negligence or willful misconduct of Contractor.
15. EXCEPT FOR THE INDEMNIFICATION OBLIGATION IN SECTION 14, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOSS OF PROFITS, LOSS OF REVENUES, LOSS OF BUSINESS OPPORTUNITY, LOSS OF USE, BUSINESS INTERRUPTION, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, LOSS OF GOODWILL, OR DAMAGE OR LOSS TO REPUTATION. THE LIMITATIONS IN THIS SECTION SHALL APPLY REGARDLESS OF LEGAL THEORY, AND WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, AND REGARDLESS OF WHETHER A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES WERE FORESEEABLE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE ALLOCATION OF RISK IN THIS SECTION IS AN ESSENTIAL TERM OF THE AGREEMENT ON WHICH THE PRICING HEREUNDER IS BASED AND BUT FOR SUCH LIMITATIONS, CONTRACTOR WOULD HAVE NEVER ENTERED INTO THIS AGREEMENT.
16. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard for any conflict of law rules or provisions that would result in the application of the laws of a jurisdiction other than Ohio. Further, the parties hereto irrevocably consent to the exclusive personal jurisdiction of and venue in the state and federal courts in and for Lucas County, Ohio and waive any claim that such courts lack jurisdiction or are an inconvenient forum.
17. If any court of competent jurisdiction determines that any provision of this Agreement is illegal, invalid, or unenforceable, such determination shall not affect any other provision of this Agreement, which shall continue in full force and effect. This Agreement represents the entire agreement between the parties and supersedes any and all prior statements, writings, representations, or communications, oral or in writing, regarding the subject matter hereof.
18. This Agreement does not include preventive maintenance, repairs to the system(s), the provision or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.
19. This Agreement does not include preventive maintenance, repairs to the system(s), the provision or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates in effect at the time of the service.

Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
07/16/24		C3400A

Our **GUARANTEED PROFESSIONAL MAINTENANCE (GPM)** provides the Customer with an ongoing, comprehensive maintenance program. The GPM program will be initiated, scheduled, administered, monitored, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually **INSPECT** and **TEST** equipment to determine its operating condition and efficiency. Typical activities include: –**TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc. –**INSPECTING** for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes.
- **ALIGNING** belt drives; drive couplings; air fins.
- **CALIBRATING** safety controls; temperature and pressure controls.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- **PAINTING**, for corrosion control, as directed by our scheduling system and on an as-needed basis.

REPAIR AND REPLACE: Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to **REPAIR** or **REMOVE AND REPLACE** broken, worn and/or doubtful components and/or parts.

TROUBLE CALLS: Job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

COMPONENTS, PARTS AND SUPPLIES: The cost of **COMPONENTS, PARTS AND SUPPLIES** required to keep the equipment operating properly and efficiently.

Guaranteed Professional Maintenance Terms and 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 the required services. All planned work under this agreement ("Agreement") will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement in accordance with the specifications mutually agreed upon by Customer and Contractor in writing, Contractor's liability is limited to: (a) re-performing the service, or (b) repair or replacement (collectively, the "Warranty"), in each case as determined in Contractor's sole discretion. The foregoing Warranty shall be Customer's sole remedy for the breach of this paragraph. The Warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted in writing for Customer's approval. Should Customer choose not to authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement without any liability to Customer.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt of such invoice. If Customer fails to pay an invoice within thirty (30) days of receipt of such invoice, Customer's account will become and Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non-maintainable parts are excluded, including but not limited to duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, the cleaning of the interior of duct work and DDC controls, and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/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.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for: (a) the design of the system, obsolescence, safety test, and valve bodies other than those associated with equipment listed on Schedule 1; (b) repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s); (c) requirements of governmental regulatory or insurance agencies; or (d) any other causes beyond the control of Contractor.
11. If a troubleshooting call is made at Customer's request and the resulting inspection indicates a condition that is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.

12. Any Warranty hereunder is voided to the extent Customer permits any third party to perform any work included within the scope of this Agreement. Contractor shall have no liability for any work or service performed by a third party. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
 13. 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.
 14. 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.
- 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.
 - Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
 - 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 or third parties, arising out of or in connection with the Contractor's work under this Agreement.
 - Contractor's obligations under this Agreement and any subsequent agreements do 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 and materials are encountered, Contractor's sole obligation will be to notify the Customer 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 under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
 - To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agents, representatives, independent contractors, and employees from and against all claims, suits, causes of action, demands, proceedings, damages, losses and expenses, including but not limited to attorneys' fees resulting therefrom, arising out of or in connection with: (i) any death, personal bodily injury, or property damage caused by an act, omission, negligence, or willful misconduct by Customer, its employees, subcontractors, agents, or representatives; (ii) any breach of this Agreement by Customer; or (iii) any violation of applicable law by Customer in connection with its obligations under this Agreement, except that Customer shall have no duty to indemnify hereunder to the extent such a claim is caused solely by the gross negligence or willful misconduct of Contractor.
 - EXCEPT FOR THE INDEMNIFICATION OBLIGATION IN SECTION 19, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOSS OF PROFITS, LOSS OF REVENUES, LOSS OF BUSINESS OPPORTUNITY, LOSS OF USE, BUSINESS INTERRUPTION, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, LOSS OF GOODWILL, OR DAMAGE OR LOSS TO REPUTATION. THE LIMITATIONS IN THIS SECTION SHALL APPLY REGARDLESS OF LEGAL THEORY, AND WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, AND REGARDLESS OF WHETHER A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES WERE FORESEEABLE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE ALLOCATION OF RISK IN THIS SECTION IS AN ESSENTIAL TERM OF THE AGREEMENT ON WHICH THE PRICING HEREUNDER IS BASED AND BUT FOR SUCH LIMITATIONS, CONTRACTOR WOULD HAVE NEVER ENTERED INTO THIS AGREEMENT.
 - This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard for any conflict of law rules or provisions that would result in the application of the laws of a jurisdiction

other than Ohio.

- Further, the parties hereto irrevocably consent to the exclusive personal jurisdiction of and venue in the state and federal courts in and for Lucas County, Ohio and waive any claim that such courts lack jurisdiction or are an inconvenient forum.
- If any court of competent jurisdiction determines that any provision of this Agreement is illegal, invalid, or unenforceable, such determination shall not affect any other provision of this Agreement, which shall continue in full force and effect. This Agreement represents the entire agreement between the parties and supersedes any and all prior statements, writings, representations, or communications, oral or in writing, regarding the subject matter hereof.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/18/2024

Re: Consideration of a proposal to remove, repair and reinstall Whittaker outdoor metal fixtures

KAB Enterprises was awarded the contract for the sidewalk reconstruction at Whittaker. At our preconstruction meeting last month they asked how we'd like them to handle the metal fixtures attached to the existing concrete. This includes benches near the front door, the circle of benches outside the triangular bay, and the bike hoops. All of these fixtures are original to the building's construction in 2002, and the bases are rusting. They cannot be simply removed and reinstalled because the bases will disintegrate. Examples:



We requested KAB provide a quote to remove, repair, and then reinstall these metal fixtures. I feel the proposal is very reasonable, and if KAB performs the work it should be well-coordinated with the construction project.

A final, smaller element of the proposal is to maintain electrical access through the pavement for the installation of new lockers (hopefully coming soon thanks to an ARPA grant from Washtenaw County).

There is \$10,000 earmarked in the FY2023-24 budget as a contingency for optimization improvements to the Whittaker HVAC. We didn't receive any recommendations from the consultant that cost money, so if approved, I will use that budget line to pay for this project instead.

I request your approval of the attached proposal, with a cost not-to-exceed \$6,500.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-24

July 24, 2024

RESOLUTION TO AUTHORIZE THE REMOVAL, REPAIR, AND REINSTALLATION
OF OUTDOOR METAL FIXTURES AT WHITTAKER ROAD FOLLOWING
SIDEWALK RECONSTRUCTION

Whereas, reconstruction of the entry sidewalk at Whittaker Road will take place in August and September, and

Whereas, the metal benches and bike hoops affixed to the existing sidewalk are more than 20 years old and their bases have rusted, and

Whereas, KAB Enterprises has provided a proposal to remove, repair, and reinstall the fixtures during its work on the sidewalk reconstruction, and

Whereas, these repairs are desired to complete the project and make the finished entry attractive and welcoming, Now Therefore,

IT IS RESOLVED that the attached proposal from KAB Enterprises for removal, repair and replacement of outdoor metal fixtures at Whittaker Road is approved for a cost not-to-exceed \$6,500.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



7/18/2024

KAB: 017 – Ypsilanti Plaza Improvements

Please see below proposals for additional work as needed.

Proposal 1 – Remove benches, clean rust from mounting plates/posts. Prime and paint plates/posts. Reinstall benches using SS expansion anchors.

Estimated Cost: \$3,456.08

Proposal 2 – Core-drill new concrete pavement and reinstall bike hoops using non-shrink, non-metallic grout.

Estimated Cost: \$2,292.56

Proposal 3 – Install new conduit fitup in concrete. Owner to provide spacing off wall for sleeve.

Estimated Cost: \$475.00

If you have any questions, please call me at (586) 292-5531 or email us at kabinc@yahoo.com.

Thankyou for the opportunity to bid this project,

Kimberley Balogh

Kimberley Balogh
President

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/16/2024
Re: Discussion of Library Plaza security measures

Since Michigan Avenue's closure, security in Library Plaza downtown has become more and more difficult to manage. I will provide more specifics regarding the escalating issues in a verbal report at the Board meeting. One of YDL's Building Monitors has been stationed downtown from late morning through mid-afternoon most weekdays, but evening and nighttime are unmanageable. The YPD is under resourced and has been of little assistance.

We have been investigating leasing a mobile surveillance unit from Ypsilanti-based Security and Protective Services, but their units have all been spoken for. It doesn't appear one will be available anytime soon. Further investigation led us to Titan Protection Services, a highly-rated company that covers the broader Midwest region. Their proposal for a solar-powered unit with 24/7 monitoring, cameras, and loudspeaker fit the bill.

The minimum duration we could lease the equipment is 3 months, and shipping/installation takes approximately 10 days. Titan's proposal for 3 months totaled \$6,100. My threshold to approve spending without Board approval is \$4,000.

With the recent escalation in problematic behaviors, and with Noise Permit on the horizon in just over 2 weeks, I felt this purchase merited use of the Emergency Purchases section of the Purchasing Policy, which states:

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. If a situation impinges on Library services or facilities and an emergency purchase contravening the policy statements above is deemed necessary, it must be approved by the Library Director and/or his/her designee. Established procedures will be followed as much as is practicable under the circumstances. A written justification of the nature of the emergency and the selection of the particular vendor shall be submitted to the Library Board and shall become part of the record for the purchase.

I conferred with Terrence (Facilities Committee Chair) and Theresa (Treasurer), and both agreed the situation called for immediate action, citing both security and health risks. This memo will be filed with the invoice for this lease. After Michigan Avenue reopens and the 3-month lease period ends, we hope the equipment will have served its purpose and will no longer be needed.



TITAN VIRTUAL SECURITY OFFICER



SENTRY SOLAR UNIT

- 3-4 cameras
- Solar-powered strobe light
- Analytics-controlled red/blue flashing alert lights
- Loud “talk down” speaker
- Internet connection built-in
- Solar-powered
- Easily moveable with or without a forklift

TITAN’S VIRTUAL SECURITY OFFICERS INCLUDE:

Titan’s best-in-class, 24/7 video monitoring service. Our highly skilled monitoring team operates out of our in-house, redundant, UL and Five Diamond Certified command center to provide you with fast, responsive service.

- Titan’s 5-diamond certified 24/7 monitoring center and monitoring team
- 121 decibel bullhorn talk down speakers - our team makes personalized announcements like “You in the red jacket. Leave now or police will be dispatched!”
- Alarm systems and flashing lights that deter criminals and trespassers
- Up to three smart IP cameras
- Adjustable mast up to 140” high on select units
- Infrared cameras with range of up to 260’ in darkness (range increases with sites artificial lighting at night)



Ypsilanti District Library - Highlander Unit - 3-6 Month Minimum

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

913-441-0911 | TPCSECURITY.COM

Caleb Morris
Regional Sales Manager
caleb@tpcsecurity.com
918-809-3908

Installation Address

229 W Michigan Ave
Ypsilanti, Michigan 48197

Billing Email Address

lisa@ypsilibrary.org

Reference: 7R4WI-RENKJ-ABUKN-NATXG
Quote created: 2024-07-16
Quote expires: 2024-09-14
Quote created by: Caleb Morris
caleb@tpcsecurity.com

Comments from Caleb Morris
\$1,500.00 Monthly Rental Fee Includes All Equipment, Monitoring, and Data Fees

Product & Services

Item & Description	Quantity	Price/Unit	Term (Months)	Subtotal
Sentry - 3-17 months	1	\$1,500.00	3	\$4,500.00
Shipping	1	\$1,250.00	1	\$1,250.00
Installation & Set Up	1	\$350.00	1	\$350.00
			Total	\$6,100.00

Quote is valid until 2024-09-14



Agreement Summary

This Schedule, along with the attached Quote and Titan Protection & Consulting, Inc.'s General Terms and Conditions ([available here](#)), governs the provision of Services by Titan to Ypsilanti District Library ("**Customer**").

Service Commitment

The Customer agrees to purchase/subscribe to the Services listed in the attached Quote.

Binding and Acceptance

The signatory of this Schedule confirms their authority to bind the Customer to this agreement and the General Terms and Conditions. This agreement is effective upon Titan's acceptance.

Terms and Conditions

By signing, the Customer agrees to the terms for purchasing/subscribing to Titan's Services as outlined in the General Terms and Conditions, which are integral to this agreement. Review these terms on [Titan's website](#). The agreement is valid upon Titan's confirmation of this Schedule.

Signature

☒ By clicking here, I state that I have read and understood the terms and conditions

Customer

Titan Protection Representative

Fria Hoenig

2024-07-16

Signature

Date

Signature

Date

Questions? Contact me

Caleb Morris
Regional Sales Manager
918-809-3908 | caleb@tpcsecurity.com

Titan Protection & Consulting, Inc.
9350 Metcalf Ave, STE 210
Overland Park, KS 66212

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/17/2024
Re: Discussion of next steps in DTE damage claim

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. We did so, but DTE refuses to honor it. Quantifiable damages total \$43,929.03.

Our MML insurance claims representative believes DTE is entirely culpable. When his efforts to assist yielded no fruit, he suggested I discuss the matter with legal counsel.

I was connected with Attorney Paul Millenbach of Foster Swift by our library law attorney Anne Seurnyck. After he investigated Michigan Public Service Commission regulations concerning any limits of liability for DTE, he recommended we file a complaint with the Washtenaw County Circuit Court.

I inquired about how long a complaint might take to resolve, and the approximate cost. His response:

If the case stays in Washtenaw County it will have to be completed within two years. If it gets transferred to the MPSC, I estimate that it will be much shorter and could be completed within one year. In either venue we will be ordered to attempt to mediate the issue which would involve a compromise but will resolve the case much sooner.

I do not anticipate costs exceeding \$10,000 and will utilize younger attorneys to handle routine matters to keep costs down. I will be handling any depositions, substantive court appearances, mediation and trial.

I hope that adequately answers your questions. There are many variables that come into play in any litigation that make them hard to predict.

The attorney has drafted a complaint letter which I will share at the Board meeting. He will file it with the court as soon as he gets the go-ahead.

I believe as stewards of public funds it is our responsibility to pursue this claim, but want to confirm that the Board agrees before I proceed. I have tried to keep you in the loop along the way, but several of my updates have been verbal reports. I'm happy to refresh you on the incident and our attempts toward a resolution thus far at the meeting if necessary.