



BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2024 Information Packet

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

Ypsilanti District Library
YDL Board Meeting, August 28, 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"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from July 24, 2024, Regular meeting			
B. July 2024 Financials and Check Register			
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Michigan Avenue Building Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Award snow removal contract for 2024/2025 – 2026/2027 seasons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a proposal for lighting ballast repairs at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal to refinish “The River” in Library Plaza	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 24, 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, Terrence Williams, and Patricia Horne McGee formed a quorum.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Branch Manager Joy Cichewicz, Paraprofessional Daishayanea Jackson, Head of Adult Services Paula Drummond, Librarian Brett Hamilton, as well as Librarian Nicole Walley.

APPROVAL OF THE AGENDA

Director Hoenig asked to include New Business F – Resolution to Approve 2025 MACC Grant Application with the existing agenda. Trustee Winborn moved to approve the agenda with this inclusion and Trustee Williams supported this motion.

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

PUBLIC COMMENT

Mr. Chris Tebbens briefly spoke about the recent forums held by the League of Women Voters of Washtenaw County in association with Ypsilanti District Library. Mr. Tebbens wanted to further encourage the library to partner and work with the local communities and/or other relevant organizations to ready the population they serve for the coming elections in November.

Paula Drummond spoke to Mr. Tebbens comments by describing the library's voter education partnerships and upcoming events currently scheduled to support this initiative.

INTRODUCTION OF NEW STAFF

Joy Cichewicz introduced Paraprofessional Daishayanea Jackson to the Board and briefly discussed her past qualifications and provided an overview of projects they are planning to implement in the near future. Ms. Jackson will be stationed at Michigan Avenue once the location re-opens this fall. Paula Drummond introduced two new librarians, Brett Hamilton and Nicole Walley, to the Board, both of whom will be stationed at Whittaker Road. She also spoke about their past qualifications and experiences as well as the plans for their duties and initiatives moving forward.

Consent Agenda

Trustee Maddix moved to approve the consent agenda (June 26, 2024 Regular meeting minutes and June 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

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

Communication

Director Hoenig pointed out the article “Libraries Are Resilience Hubs” she included in the Board packet as the Trustees may find this article of interest.

Committee Reports

Facilities – Director Hoenig advised there is much written information in the packet, but she does have one additional update regarding the Bookmobile, which has been fixed and is operational again.

Michigan Avenue Building Committee – Director Hoenig shared that the committee approved a proposal for data cabling at this site. She mentioned that the final specifications for the millwork is in process, and she is hopeful it will be ready by the target project completion date. The coring of the floor is complete. The drywall, including the ceiling, is nearly finished and will be ready for sanding and painting very soon. The basement is on schedule to be done so that staff may re-occupy the space and begin shelving materials on August 19th, 2024. Dates have been confirmed for furniture delivery in early September.

Report of the Library Director

Director Hoenig began her report by thanking the Board members for their participation at the Tea Party event. She felt the event was well received and a success. Director Hoenig spoke about the Washtenaw County ARPA contract, which she signed, and we are waiting for a counter-signature from the County before we begin spending those funds. The last item addressed was the resignation of two employees.

Old Business

None

New Business

- A. Consideration of a proposal for Whittaker landscaping improvements following sidewalk reconstruction

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

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

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: Trustee Williams

SUPPORTED BY: Trustee Winborn

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

B. Consideration of proposed renewal agreement for Superior HVAC maintenance

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:

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

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: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

C. Consideration of a proposal to remove, repair and reinstall Whittaker outdoor metal fixtures

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: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Discussion of Library Plaza security measures

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

Director Hoenig provided an overview of the current state of affairs at the Michigan Avenue Library Plaza. The Board members participated in a robust discussion regarding the existing security measures, an autonomous sentry system moving forward as a deterrent until the branch is re-opened, as well as some other potential actions the Board could consider. All agreed it is a complex issue.

E. Discussion of next steps in DTE damage claim

Director Hoenig provided the Board with a copy of a legal complaint letter she'd like to file in order to address the recent DTE damage claim. The Board members reviewed and provided positive feedback for this action.

F. Resolution to Approve 2025 MACC Grant Application

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-25

JULY 24, 2024

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application prepared by YDL staff in support of Noise Permit 2025 is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Commented that for the first time he found himself buying a book back from the Friends of the Library that he had previously donated.
Trustee Winborn	Wanted to provide a "thank you" to the library staff. She found the Tea Party to be a wonderful event, and also addressed an event at Eastern Michigan University that she attended with three other Board members that was excellent.
Trustee Maddix	No Comment
Trustee Williams	No Comment

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

Trustee Kennedy	No Comment
Trustee Horne McGee	No Comment

Adjournment

Trustee Williams moved to adjourn at 7:11 p.m. Trustee Winborn seconded this motion.

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

Financial Report

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

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 7/31/2024	Current FYTD Variance from 11/30/23
Assets:							
Total Cash & Cash Equivalents	2,596,924	2,940,888	3,413,908	3,497,836	4,132,884	4,628,827	495,943
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	60,445	(29,190)
Total Assets	2,646,206	3,039,041	3,498,278	3,606,506	4,222,520	4,689,272	466,752
Liabilities	145,758	85,577	313,638	344,511	1,160,956	277,205	(883,751)
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 Year Surplus(Deficit)	(23,885)	1,478,262	99,487	466,448	(352,452)	1,350,521	1,702,974
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,061,563	4,412,067	1,350,504
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	4,222,520	4,689,272	466,752

Ypsilanti District Library
Period Ending 7/31/24 (66.7% 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 7/31/24 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	5,294,484	1,528,955	77.6%
Expenditures								
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	3,147,105	1,643,727	1,503,378	52.2%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	770,436	460,646	309,790	59.8%
Dept 300 Outreach	92,557	103,159	285,464	265,708	290,708	190,829	99,879	65.6%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	559,757	360,505	199,252	64.4%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	770,339	499,256	60.7%
Dept 600 Donations	21,629	52,305	79,576	-	-	16,770	(16,770)	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	3,443,962	2,593,639	57.0%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	785,838	1,850,521		
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	4,412,085		

**Ypsilanti District Library
General Fund
Period Ending 7/31/2024
(66.7% 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 7/31/24 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	1,139,898	980,351	86.0%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	1,003,630	443,738	44.2%
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	3,488,904	84.1%
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	44,916	100.5%
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	44,671	44,916	100.5%
500.500	Operational Grant Revenue			10,000		30,000	31,500	105.0%
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						2,360	NA
657.000	Lost Books/Misc.	7,187	6,777	7,195	6,000	6,000	2,593	43.2%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	30,000	20,764	69.2%
657.600	Proctor Fees	263	574	60	0	0	90	
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	2,275	91.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	2,500	1,905	76.2%
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	5,259	109.6%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	35,000	32,754	93.6%
687.121	MI Class value change	0	0	3,033	0	100,000	89,097	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	5,243,879	76.9%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2024
(66.7% 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 7/31/24 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	648,315	64.8%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	10,800	7,600	70.4%
702.150	Bank Fees	1,888	2,494	2,807	3,630	3,630	2,453	67.6%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	15,600	8,606	55.2%
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	7,013	61.0%
715.000	Employer Payroll Tax	148,792	164,634	208,026	235,243	235,243	145,882	62.0%
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	72,199	50.5%
719.000	FSA Admin Fee	729	624	600	758	758	431	56.9%
727.000	Office Supplies	24,088	38,242	45,636	34,000	34,000	12,178	35.8%
727.050	CARES act Exp	6,305	0	0				
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	32,000	12,924	40.4%
752.000	MMML/Building Insurance	66,589	74,515	77,332	81,972	85,655	85,655	100.0%
753.000	MMML/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	339,844	69.4%
755.000	PT Telemedicine	0	0	0	4,131	4,131	2,027	49.1%
756.000	Delta Dental	34,322	32,832	34,625	35,589	35,589	23,151	65.1%
758.000	Life Insurance	4,316	4,061	4,708	4,728	4,728	3,033	64.2%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	9,420	6,506	69.1%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	18,612	12,861	69.1%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	22,750	14,703	64.6%
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	208,466	70.4%
774.100	Data Bases	24,948	28,073	32,458	50,000	50,000	27,623	55.2%
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	14,574	41.6%
774.950	Play Kits	2,590	2,975	4,735	4,900	4,900	2,006	40.9%
774.975	Library of Things	2,876	8,799	12,379	14,000	14,000	1,896	13.5%
801.000	Major Events	2,805	9,143	14,259	23,325	27,265	6,951	25.5%
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	3,351	55.9%
804.000	Workshops/Training	2,422	3,613	7,003	6,500	6,500	4,245	65.3%
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	6,750	5,582	82.7%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	59,900	60,865	101.6%
807.000	Operational Grant Expenditure			12,389	0	30,000	21,779	72.6%
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	-388,526	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	133,395	88,878	66.6%
850.100	Telecommunications	6,243	7,003	11,111	8,241	8,241	16,993	206.2%
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	27,783	61.8%
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	18,564	92.8%
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	14,015	34.3%
980.500	Branding Costs	2,201	894	3,195	4,000	4,000	2,335	58.4%
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	6,300	979	15.5%
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	1,632	21.8%
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	1,643,727	52.2%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2024
(66.7% 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 7/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	402,866	423,056	473,988	500,515	510,515	297,514	58.3%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	9,680	6,474	66.9%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	22,150	564	2.5%
772.000	Youth Books & Processing	13,282	16,552	11,280	14,800	14,800	641	4.3%
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	100,000	100.0%
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	19,435	84.9%
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	5,055	37.7%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	3,000	1,350	45.0%
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	1,409	84.3%
943.000	Natural Gas	3,946	4,838	3,923	5,009	5,009	3,745	74.8%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	25,321	8,859	35.0%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	7,290	2,752	37.7%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	0	NA
Total		542,950	619,718	679,655	755,436	770,436	460,646	59.8%
Dept 300 Outreach								
702.000	Salaries	70,870	77,276	233,500	236,142	261,142	175,583	67.2%
775.000	Library Materials	5,084	5,857	3,275	6,550	6,550	3,386	51.7%
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	6,491	53.5%
901.000	Programs	0			2,000	2,000	275	13.8%
943.000	Fuel	1,967	6,040	4,090	5,886	5,886	3,760	63.9%
Total		92,557	103,159	285,464	265,708	290,708	190,829	65.6%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2024
(66.7% 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 7/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	149,424	211,331	353,232	367,003	367,003	251,551	68.5%
702.800	Salary/Pages	0	0	3,706	9,360	9,360	3,457	36.9%
771.000	Adult Books & Processing	0	0	14,935	18,000	18,000	7,870	43.7%
772.000	Youth Books & Processing	0	0	12,171	16,700	16,700	10,827	64.8%
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	1,031	44.8%
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	3,019	60.4%
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	15,146	89.1%
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	1,230	49.2%
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	1,409	67.1%
943.000	Natural Gas	650	1,097	2,722	2,953	2,953	2,460	83.3%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	9,240	7,990	86.5%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	5,400	1,454	26.9%
980.000	Professional/Contractual	0	0	23,760	27,800	27,800	14,340	51.6%
Total		162,269	230,011	482,563	559,757	559,757	360,505	64.4%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2024
(66.7% 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 7/31/24 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	722,800	749,625	798,216	902,601	827,601	502,509	60.7%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	32,440	18,053	55.6%
771.000	Adult Books	41,604	44,654	44,943	41,900	41,900	15,277	36.5%
772.000	Youth Books	27,802	29,974	29,767	38,200	38,200	19,736	51.7%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	10,000	1,487	14.9%
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	3,480	34.1%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	3,800	1,154	30.4%
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	25,865	94.7%
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	13,528	48.3%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	4,200	917	21.8%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	13,000	10,630	81.8%
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	3,376	66.6%
943.000	Natural Gas	30,040	31,451	24,868	31,680	31,680	23,264	73.4%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	117,955	82,741	70.1%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	7,491	2,615	34.9%
980.000	Professional/Contractual	0			0	0		NA
Total		1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	770,339	60.7%
Dept 600 Donations								
Revenue:								
	Total Revenue	37,195	106,336	46,229				
	Total Donated revenue	37,195	106,336	46,229			48,079	NA
Expenditures:								
	Total Expenditures	21,629	52,305	79,576				
	Total Expenditures	21,629	52,305	79,576			16,770	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	5,294,484	
Total Expenditures		4,051,907	4,550,634	5,637,023	5,989,018	6,037,601	3,443,962	57.0%
Net Revenue Over Expenditures		1,866,445	1,535,932	799,987	679,521	785,838	1,850,521	
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	4,412,085	

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

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 7/31/2024	Current FYTD Variance from 11/30/23
Assets:							
Cash and Current Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	1,124,415	210,221
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	1,124,415	210,221
Liabilities	-	-	-	468,231	542,328	542,328	0
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	371,866	582,087	210,221
Total Liabilities & Fund Balance	1,478,745	2,665,015	3,489,597	1,356,163	914,194	1,124,415	210,221

Ypsilanti District Library
Capital Expenses
Period Ending 7/31/24 (66.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 7/31/24 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	857,193	450,871	166,970	8,893
688.000	Interest	1,181	97	7,230	-
Other departments					-
688.000	Interest	-	-		3,395
Total		858,374	450,968	174,200	12,288
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	121,151
	Subtotal	16,860	97,989	66,927	121,151
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	240
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	108,372
	Subtotal	1,006,671	3,866,658	1,467,340	110,112
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	410,262	387,987	308,428	70,810
	Subtotal	410,262	387,987	308,428	70,810
TOTAL Capital Expenditures		1,433,793	4,352,633	1,842,695	302,072
Total Revenue Over Expenditures		824,581	(2,601,665)	(516,060)	210,216
Beginning Fund Balance		2,665,015	3,489,596	887,930	371,871
Ending Fund Balance		3,489,596	887,930	371,870	582,087

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	7/31/2024	0	12,288	
YTD Expenditures	7/31/2024	-110,112	-191,960	
Balance	7/31/2024	129,573	452,515	582,088
			240,000 future pledges	822,088

Project Summary Through:

	7/31/2024	7/31/2024
	Superior	Other
Board	5,300,000	1,934,179
Capital Campaign	1,549,652	12,288
Future pledges	240,000	
Expense	-6,720,080	-1,493,953
	369,573	452,515

Check Register Report

Date: 08/01/2024

Time: 2:19 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								
77305	07/11/24	Printed			0000000025	AFLAC	#10 payment	113.80
77306	07/11/24	Printed			ALER	ALERUS FINANCIAL	Employe contribution June 2024	21,270.62
77307	07/11/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	MA July 2024 service	642.50
77308	07/11/24	Printed			AALLC	ALLSTAR ALARM LLC	8/1-10/31/24 service MA & Supe	507.00
77309	07/11/24	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost ILL-Burning Kingdoms	17.99
77310	07/11/24	Printed			LABI	LASHYRA BILICK	train & wksp 6/17-7/3/24	106.00
77311	07/11/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	7/6/24 statement	478.97
77312	07/11/24	Printed			JCARY	JAMES CAREY	June 2024 service	1,650.00
77313	07/11/24	Printed			CDW	CDW GOVERNMENT, INC.	cyberpower greenpower ups	344.70
77314	07/11/24	Printed			CISSML	CITY OF SOUTHGATE	lost ILL-House of Gold	13.99
77315	07/11/24	Printed			CLHI	CLARK HILL	June 2024 service	220.50
77316	07/11/24	Printed			DTE ENERGY	DTE ENERGY	MA 5/30-6/28/24 service	1,374.16
77317	07/11/24	Printed			DTE ENERGY	DTE ENERGY	whit 5/23-6/24/24 service	14,502.72
77318	07/11/24	Printed			DTE ENERGY	DTE ENERGY	Superior 5/24-6/25/24 service	1,358.23
77319	07/11/24	Printed			DTE ENERGY	DTE ENERGY	whit street june 2024	56.16
77320	07/11/24	Printed			ENV	ENVISIONWARE INC.	RFID tags	1,644.40
77321	07/11/24	Printed			FCB	FIRST CITIZENS BANK	equip lease due 7/19/24	2,372.95
77322	07/11/24	Printed			GORDON	GORDON FOOD SERVICE, INC.	Tea Perty 6/30/24	219.88
77323	07/11/24	Printed			HEAL	HEALTHIEST YOU INC.	July 2024	318.75
77324	07/11/24	Printed			0000000051	THE LIBRARY NETWORK	telecom 4/24-6/2024	3,476.54
77325	07/11/24	Printed			MCMCH	CHRISTINA MCMULLEN	Tea Party food 6/30/24	114.98
77326	07/11/24	Printed			AFSCME	MICHIGAN AFSCME	July 2024	816.15
77327	07/11/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 6/30/24	21,526.60
77328	07/11/24	Printed			MCM	MINDO CHOCOLATE MAKERS, LLC	STEM tasting 7/25/24	350.00
77329	07/11/24	Printed			MMM	MUSIC MEANS MORE, INC	7/10 Noise Permit wksp	600.00
77330	07/11/24	Printed			OV	OVERDRIVE, INC.	2 items	1,304.97
77331	07/11/24	Printed			JUPE	JULIAN PEREZ	wksp and train 6/17 6/24 6/26.	113.00
77332	07/11/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA insurance through 5/31/24	146,258.63
77333	07/11/24	Printed			PODILI	PORTLAND DISTRICT LIBRARY	lost ILL-House of Gols	18.99
77334	07/11/24	Printed			KAREY	KAMRON REYNOLDS	7/8/24 NP	750.00
77335	07/11/24	Printed			KAREY	KAMRON REYNOLDS	Manga 6/24 7/8/24 balance	100.00
77336	07/11/24	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #3 of 8	1,850.00
77337	07/11/24	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL-Nolo's guide to buyin	31.99
77338	07/11/24	Printed			0000000300	SCHOLASTIC INC.	whit summ chall 2924	1,485.97
77339	07/11/24	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost ill-Path of Totality	16.24
77340	07/11/24	Printed			STAPAD	STAPLES ADVANTAGE	statement 6/25/24	872.05
77341	07/11/24	Printed			VGK	VGKIDS	YDL regular LOGO shorts	485.20
77342	07/11/24	Printed			0000000021	Y C U A	whit 5/20-6/20/24 service	1,448.86
77343	07/18/24	Printed			0000000025	AFLAC	#11 FY24	113.80
77345	07/18/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	june 2024 billing	2,493.02
77346	07/18/24	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	WH women's restroom	297.50
77347	07/18/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 6/30/24	150.36
77348	07/18/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 6/30/24	175.36
77349	07/18/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 6/30/24	54.30
77350	07/18/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 6/30/24	1,402.93
77351	07/18/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 6/30/24	547.42
77352	07/18/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 6/30/24	227.08

Check Register Report

Date: 08/01/2024

Time: 2:19 pm

Page: 2

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								
77353	07/18/24	Printed			BK7782	BAKER & TAYLOR INC.	statement 6/30/24	218.46
77354	07/18/24	Printed			0000573063	BAKER & TAYLOR, INC.	statement 6/30/24	2,687.84
77355	07/18/24	Printed			0000573097	BAKER & TAYLOR, INC.	statement 6/30/24	111.08
77356	07/18/24	Printed			0000573121	BAKER & TAYLOR, INC.	statement 6/30/24	1,955.13
77357	07/18/24	Printed			BASIC	BASIC	July 2024 admin fee	56.42
77358	07/18/24	Printed			BLOOM	BLOOM ROOFING SYSTEMS	MA 7/8/24 repair	495.00
77359	07/18/24	Printed			BCN	BLUE CARE NETWORK OF MI	Aug 2024 coverage	49,415.29
77360	07/18/24	Printed			BOD	BODMAN PLC	Apr/May 2024 service	6,360.00
77361	07/18/24	Printed			CAMPINC	CAMPBELL, INC	50% -Power disruption after	19,710.50
77362	07/18/24	Printed			CEN	CENGAGE LEARNING	grief is for people	53.23
77363	07/18/24	Printed			CONSTELL	CONSTELLATION	June 2024 billing - ALL	2,768.23
77364	07/18/24	Printed			FSCS	NEWENERGY-FOSTER,SWIFT,COLLINS&SM	June 2024 services	98.00
77365	07/18/24	Printed			HGD	ITH,PC	MA 2 windows	1,648.22
77366	07/18/24	Printed			HOME	HARMON GLASS DOCTOR	statement 7/12/24	704.29
77367	07/18/24	Printed			IMPDA	HOME DEPOT CREDIT SERVICES	tissue/towel/liner	901.40
77368	07/18/24	Printed			JOCO	IMPERIAL DADE	whit extinguish 5/1/24-4/30/25	808.00
77369	07/18/24	Printed			0000000051	JOHNSON CONTROLS	Con Sum Rpts 7/24-6/2025	3,220.00
77370	07/18/24	Printed			MNL	THE LIBRARY NETWORK	August coverage	1,856.58
77371	07/18/24	Printed			MBM	MADISON NATIONAL LIFE INS CO	whit 6/15-7/14/24 usage	624.46
77372	07/18/24	Printed			MCLS	MBM TECHNOLOGY SOLUTIONS	TALK System support	4,573.00
77373	07/18/24	Printed			MIDWESTTAP	MIDWEST COLLABORATIVE FOR	True Detective	451.86
77374	07/18/24	Printed			MMM	MIDWEST TAPE LLC	7/17 NP workshop	150.00
77375	07/18/24	Printed			MY FAVORIT	MUSIC MEANS MORE, INC	July 2024 lease	128.00
77376	07/18/24	Printed			OV	MY FAVORITE PLANT COMPANY	7 items - Red Bird Danced	1,386.64
77377	07/18/24	Printed			PLAY	OVERDRIVE, INC.	The Dot	56.99
77378	07/18/24	Printed			KAREY	PLAYAWAY PRODUCTS LLC	7/22 NP wksp	300.00
77379	07/18/24	Printed			0000000136	KAMRON REYNOLDS	Explorer plate renewal 10/1/24	192.00
77380	07/18/24	Printed			0000000465	STATE OF MICHIGAN	MA boiler inspect 6/12/24	75.00
77381	07/18/24	Printed			UMSI	STATE OF MICHIGAN	Mover postcards	300.00
77382	07/18/24	Printed			VERIZON	UNIQUE MANAGEMENT SERVICES,	6/10-7/9/24 billing	336.02
77383	07/18/24	Printed			WCROD	VERIZON WIRELESS	6/24 mmt/stc	802.57
77384	07/25/24	Printed			0000000027	WASHTENAW COUNTY	August 2024 coverage	2,864.73
77385	07/25/24	Printed			PRESI	DELTA DENTAL PLAN OF MICHIGAN	PhySec YDL Camera Quote 06/13/2024	7,466.31
77386	07/25/24	Printed			STUD	PRESIDIO NETWORKED SOLUTIONS	June 2024 service	1,169.82
77387	07/25/24	Printed			0000000030	SUPERIOR TOWNSHIP	August 2024 coverage	735.86
77388	07/25/24	Printed			GRAHAMWILL	UTILITY DEPT	Noise Permit Concert Equipment rental	200.00
77389	07/25/24	Printed			XFER	VISION SERVICE PLAN - MI	Cabling for Renovation 50% down pmt 1 of 2	11,906.00

Total Checks: 84

Checks Total (excluding void checks):

361,082.19

Total Payments: 84

Bank Total (excluding void checks):

361,082.19

Check Register Report

Date: 08/01/2024

Time: 2:19 pm

Page: 3

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
--------------	------------	--------	----------------	----------------	---------------	-------------	-------------------	--------

FIFTH THIRD BANK Checks

2101	07/12/24 Printed	CTS	CHARTER TOWNSHIP OF SUPERIOR	Harris rd repayment agreement	108,372.35
------	------------------	-----	---------------------------------	-------------------------------	------------

Total Checks: 1

Checks Total (excluding void checks):

108,372.35

Total Payments: 1

Bank Total (excluding void checks):

108,372.35

Total Payments: 85

Grand Total (excluding void checks):

469,454.54

Communications



COUNTY ADMINISTRATOR

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

August 22, 2024

Greetings,

I am writing to formally invite you to celebrate with us at the *Groundbreaking and Community Celebration* for the Washtenaw County Community and Recreation Center. This project represents the manifestation of a long-time goal of our entire community. Thanks to your advocacy and support, we have reached a historical phase in development. We have acquired the site and plan to demolish the existing building before the end of this year. We would not have made it to this point without your critical partnership. We invite you to attend and to make brief comments at the groundbreaking ceremony. We encourage you to stay for the Community Celebration and meet some of the families whose generations will be positively impacted by this project. We will have food trucks, face painting and carnival games for residents and families to enjoy.

Date: Saturday, August 31, 2024

Time: 11:00 am Groundbreaking; 12:00 pm -2:00 pm Community Celebration

Location: Cheney Elementary Site - 1500 Stamford Rd., Ypsilanti, MI 48198

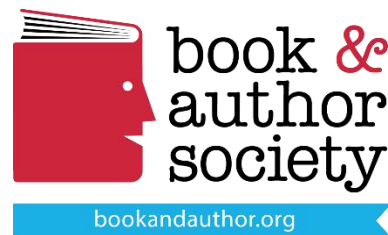
This special event is to celebrate the next phase of development for the project. Your presence would be greatly appreciated and celebrated.

For additional details, and to confirm your attendance, please contact Crystal Campbell, Public Information Officer, at campbellc@washtenaw.org, or by calling 734-478-1856.

Best,

A handwritten signature in cursive script, appearing to read "Doreen Dill".

Washtenaw County Administrator



For Immediate Release

For more information, contact DJ Bond, Member Engagement Coordinator, The Library Network:

248-356-2100, x 116

press@tln.org

The Library Network Continues the Work of the Book & Author Society

The Book and Author Society (formerly the Metro Detroit Book and Author Society) is pleased to announce that leadership of the organization has transitioned to The Library Network, a library cooperative that supports libraries across Southeast Michigan.

The Book and Author Society began in 1972, with the mission of “bringing readers and authors together.” This mission was accomplished by inviting well-known authors to the Metro Detroit area for a luncheon and book signing in the Spring and Fall of every year. Over the course of its 52-year history, authors included such names as Stephen King, James Patterson, Mary Higgins Clark, Scott Turow and Debbie Macomber. Luncheons typically attracted an audience of 750-1,000 attendees.

In 1989, the BAS became a non-profit organization and began awarding grants to public libraries, Friends groups and other organizations that focused on literacy. Over the course of 30 years, the BAS has awarded over \$100,000 to support and promote reading and literacy throughout the Metro Detroit area.

Due to the COVID-19 pandemic, the BAS transitioned its luncheons to monthly online interviews with authors. Notable authors interviewed in this format included Sue Miller, Sandra Brown, Alice Randall, Karen Dionne and Rochelle Riley among others.

Beginning in July 2024, leadership of the BAS transitioned to The Library Network cooperative.

“The Library Network is proud to continue the legacy of the Book and Author Society. This longstanding tradition has helped to promote literacy and provide discourse with authors of all genres and backgrounds,” said Executive Director of The Library Network, Steven K. Bowers. “This matches well with our vision and we are excited to continue the growth of BAS.”

As the most populated library cooperative in Michigan, The Library Network services member libraries in Genesee, Livingston, St. Clair, Oakland, Wayne, and Washtenaw counties. With the vision of universal access to library services, TLN provides delivery, technology support, and cataloging services to their members and leads statewide initiatives for the benefit of all libraries.

The BAS slogan, “Bringing Readers and Authors Together” continues on with The Library Network.

“For over 50 years, the Book and Author Society has promoted books, authors, reading and literacy, and leaves an incredible legacy in the history of Metro Detroit. Thousands of people across metro Detroit have enjoyed the author luncheons, and the Society has given thousands of dollars to support the cause of literacy. We are pleased that The Library Network is going to continue the work of the BAS and keep it going for future generations to benefit from and enjoy,” said Cathleen Russ, former president of the BAS.

f p t i n n e d i a w e t e r e a u e k y m D M B E C E G

ALA praises FCC vote to make Wi-Fi hotspots eligible for E-rate funding



e-z p ff- eff ff ffffff ff- ff fl- ffff" -- • fl- z T3kz - " z z • p fuff- - flff" ff ff ;



o

p z -ff" 2SR m-- P - ffiz eff z P fifz ff -PeP. - - ff ffiz " -- -fl
flz , -" -- U-fl- z R ffiz ff R ff ff -URR. z ff" ff z ff z fl
fi- - - • ffff • fl z ff • fl- z T3z - • flff" -z fi- -z fi-z -
p fuff- • - flff" 4m- - ffi ffz - - • URR R-z ff z c- ffiz
k - fi- , z 2z fi-fl z PeP P z R • - fi- ff
c - 86892 -- ffi -z ff" fi -fi ffff --fl z ff ffi- " - z flff" z fl
fl- ffff" --T3z - " z 4

PeP i - ffi- Rfffl a - z ffi2 n ff- - --z z z flz" -- - ff - -
fi -fi ff 2- z -z ffff" z - z ff- ff fi ffff z fl P - ffiz,
ff z ff -z - - fifi- ff - flff" -- 4

eff z ff z - --" 3 z fi- • ffff • - - - --fl z fi -fi ff --
ff - - z fl -- -fi- " - ff4eff z - - flff" " z " ffi- flff ffz
flffffi- 2fi ff" --- - "z " - ff ff" fl- fi - -z ff - z fl
fi ffiz - ff- -z fi- 2z fl - z" ff" - - - " -- - 2z fl -z - 2z fl
• z ffff fi -fi ff-fi ff - ffi- 4

eff z - - flff" 2z - fl -z " -" z - - " -z fl-fiz fl-z" 2 z z
z fifi- - z -fl" -- z fl- ffi4p ff- - - ff fi- ff" " ffi • fl fi-z -z fl - fl z
ffi- z " - • - fi- 2ff z ff z - - ff -fl fl- - z fl - • fi- z fifi- z" - -
ffff • • fl- z • fl-fl- 4h - -- z --- -z 2 - -z z - z fl
ff z ff -z - ffi-fl p fuff- fi -fi z 2ffi flff" fl- 2- "-
- -z ' 8: D ffff • -- URR, T -" - fi R -fi ffff U fl-TRU4

l • - - " - -- e-z p ff- eff ff " z fi - z ffi fi fi-
z" -- ff z fi • -fi- - z fl- ffi3-z " z 2ffi flff" --TRU4m-

z" fff - T3z - • flff" • - - flff" ff - - ff z ff fiz - - ff"
z flfl - ff3 - ff - fi -fi ffff "z ff ---fffi ffff 4

a **1GJ:N 2** z ffi -z -
•7: 4A - fi- ffi- 8686 z fifi flff" -- 8689i " ffi eff z mfi- " . | - 2
" ff--fl " --i " ffi eff z P fiff ff c E2868: 4l ff- ff" -- z " ffi
ff z ff z - z fl z fiff" flff ffz - ff ff ---fffi ffff 2 -- - , - flff"
ffi fl-F

E@9(• " ffi ff z ff - - ff fl •• z ff• z flff ffz ff- z fi z ffff" 2
z flz 96(- -- - z flff ffz z ffz " z z ff z 4

U-fl- z • flff" ff fi fffiz ff" ff z -fi- " --fl Fz -z •-@ (.
• ff z ff z ff fl • -- T3z - " z -ff- ff flff fl z z z •z
fi ff 4

P - ff - -7E4(. ff z ff z - ff -fl ff flff ffz - ff ffi ff fi z ffff
z -- fiz 2 z -2 -" ff z - - 4

S- ff- flz z - ff" -- ffi -z - ff fi -fi ffff • ff z ff z fl fi- - " -
z fl- ffi- z " z 2fi ffff -z - fi- z - " -fl -- - • T3z - • fl • - 4
Pfifi flff" -- URR2 " ffi ff z ff z fl fi- -fl z ff z - 7D ffff
fl- " ffi ff" D ffff " z fl" z fl fi -fi ff - " - -- TRU " z
" - -- 8687 z fl 86894

a - z fl2 PeP " - ff - -z -- URR -z fi- z - z" ff--fl --ff -" z z - ff • -ff
" z 4m- ff- -ff fi- z ff l -fi ff U • -- fl z • h fl- z fl fiff- R " - ,
-fi " ffff •- ff" - ffi- ff fl- -- --" z • ff- z - ffi-4b c -2
PeP ff-fl ff-76 • z ff z -fl fiz ff z - ff ff" z z ffi " ff•ff
• -- URR ff -- p buff fi- " - fi fiz -4p -" - ff - -z -- - z fl-fl -
• T3z - z - z ff - z fl z • 4

b z fl fl ffff z fi ff- - " z" - - " --z • • ff z ff - " - -- fi - - ff fl2
PeP ff fl- - ff" - fi- " ffl z z - - z fl -fl fiz ff z" -- " z 2
ff fi flff" " ffi z fi- - " - -- z ffiz ff fi- 4P - -" z" - fl-fl ffiz -fl --
e-z p ff- eff ff fffffz ff- ff •-z - UPj 2- - ff• z ff z fl -- - fi- ff
-- fi ff" -- 4

PeP z fl ff z z fl fiz - z ff ffi- -z --R ff ff • z ff" p fuff-
- ff ff - • T3z - • flff" 2 z ffi α - 4PeP • z fl fi ff -fl fi - z ff
ff- -- URR2 - ff" ff z - - ff- - z flff" - fi- z fl fl- - ff" • zffz fl
- ff - fifffi z ff " ffi- ff- 4

a e9

m- • fl- z T3z - " z z z ff z - ff -- ff" ff z ff fi -fi --ff -
-- ff - - 4l fffi- ff z - z" ff--fl ff 7EEA2T3z --z ffi-fl flfffi " ffi
ff z ff z - z d378 fi- ff - - z fifi- 2p fuff- ff - z fl - --
- -fi fffz ff - ffi- 4

a ana

m- P - ffiz eff z P fifz ff -PeP. ff -- • - z ff z "z ffz ff ffi ff"
- fi- ff ff- ff z z fl ff • z ff • ff z z • --fffi ffff
- " -- - ffx " z z fl - ffi- 4U - -z 7: 6 -z 2--PeP -z " -- --
-fl ffi- • z fiz fl- ffi2 " ffi2 fi- 2" - - z fl -fifz ff z ff 2z fl fiz ff"
• -- • ff z fl -- ff z , - ff - -z fiff" -z ff" z fl - ff" z fifi-
ff • z ff • z 4

%8%

cpovacwO

l -z flz aff -
S - S ff-fi 2R ffiz ff
i " ffi i ffi z fl Pfl fiz fi
-ff- Oz z4 "

Tags

ad|p cac

digivamivet ac

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/23/2024
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: The sidewalk reconstruction project is underway and BRI is overseeing the process.
- Resolution 2023-47 Glass replacement: The special order glass is expected to ship 9/2.
- Resolution 2024-4 Whittaker Plaza sidewalk reconstruction: Construction is proceeding on schedule. The South side of the plaza and other sidewalk repairs on the grounds are nearly complete as I write this. The crew will switch the barricades to the North side Sunday morning, and concrete removal will begin for phase two on 8/27. The new concrete looks great and is drawing compliments from patrons and staff already.
- 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 mid September.
- Resolution 2024-10: Michigan Avenue repairs and upgrades: The Youth area has been painted and flooring is going in. Facilities staff will begin assembling shelving in the basement next week. On the main floor wainscoting installation is nearly complete, doors have been hung in the new meeting rooms, and painting will begin next week. The vestibule was successfully removed and is being restored at the vendor's shop.
- Resolution 2024-13 Replacement light poles: The light poles were installed on 8/7 and look fantastic!
- Resolution 2024-24 Removal, repair, and replacement of Whittaker outdoor metal fixtures: Benches and bike racks were removed at the beginning of sidewalk reconstruction. They will be refinished and replaced in a few weeks, once the new concrete has had time to cure to strength.

**

O'Neal is investigating ongoing issues with the Superior staff door entry keypad. Although parts have been replaced and it has been worked on numerous times, sporadic problems persist.

The power pedestal and outlet that we use for events in Library Plaza are not working. Brennan Booms from Enlighten Solutions, whose team installed the equipment, helped us partially identify the problem. It seems to have stemmed from the electrical work being done inside the building. An electrician needs to track down the exact location of the issue before power can be restored. Stay tuned.

Director's
Report
and attachments

Library Director's Report

August 28, 2024

New ILS migration complete!

Kudos to Julianne Smith and her team Katie Page, John Connaghan, Scott Ostby, and Chris Slay, who led a successful migration to our fabulous new Polaris system! A larger staff committee worked on all sorts of details, from promotion to circulation training to pick list implementation. Everyone on staff pitched in during our catalog outage to make the transition as smooth as possible for patrons. Thank you to the Board for your support of this strategic goal – a milestone in enhancing services for our patrons. The change makes possible the long-awaited cards for YCS students and many other exciting initiatives.

Facilities:

Things are moving along nicely at Michigan Avenue now. There are a few items we know we won't have before we reopen, but they are not deal breakers. We expect a large furniture delivery on 9/5 and a new metal shelving delivery on 9/9. Phoenix plans to turn the building back over to us by 9/20 at the latest. Putting all of the building's contents back in place will be a huge undertaking, but a challenge we gladly accept! We will have a "soft opening as soon as we're ready, sometime between 9/20 and the rescheduled Back on the Block welcome celebration on 10/12. I hope you will all plan to join us -- we cannot wait!

Financial:

- We received our annual Renaissance Zone payment from the state and Penal Fines allotment from the County this month.

Fundraising:

- Exciting news: the potential donor from San Francisco we hosted on 7/15 has decided to fund the purchase of replacement checkerboard tabletops for Library Plaza, as well as a new performance stage! The check is in the mail, and we're poised to order these fabulous items as soon as it arrives.
- I am disappointed to share that our application was not selected for a Michigan Health Endowment Fund grant to fund a full-time social worker and other supports. We will continue to pursue this.
- The Washtenaw County ARPA grant contract is still with the county. Because of the large contract amount it was required to go through legal review, but no roadblocks are expected. We are waiting (im)patiently!

Personnel:

- Part-time Youth Librarian Madelynne Rivenbark resigned effective 8/2. Stephanie Poci-Morrison accepted a promotion to Full-time, returning the Michigan Avenue Youth staff to having two full-time professionals on the team. Congratulations to Stephanie!
- Owen Richmond will join the YDL staff on Monday, 8/26, as a new Part-time Custodian. He has prior custodial experience and should be a great fit for our needs. He will be primarily based at Whittaker.
- We said good-bye and thank you to our SummerWorks! Interns and this summer's library science interns.
- On Tuesday, 8/27, two EMU School of Social Work students will begin their field placements with YDL. We are very excited to welcome Cynthia Wilson and Anna Lyons to work with our team for the next 9 months. Initially, they will be laying the groundwork for future placements and building a comprehensive list of local social service resources.

Side Notes:

- Noise Permit 2024 saw a threat of severe weather, but was a force that could not be stopped! Our first one since COVID, it was not the biggest ever, but made an excellent building block.
- The video surveillance unit leased for Library Plaza has noticeably reduced the illegal activity we were seeing there. Thank you for supporting its temporary addition.

YDL Dashboards

DEVELOPMENT REVENUE BY FUND		<i>Where the \$ Goes</i>	
FY2022/2023	ACTUAL	NOTES	
General Fund	\$14,518	Includes Endowment Distribution	
Miscellaneous Specified Funds	\$118,845	Friends & Designated, Non-Capital	
Superior Capital	\$159,640		
TOTAL:	\$293,003		
Endowment gifts received and deposited with AACF: \$7,688			
FY2023/2024	AS OF:		
	6/19/2024	7/16/2024	8/20/2024
General Fund	\$11,075	\$11,080	\$11,090
Miscellaneous Specified Funds	\$87,000	\$92,683	\$150,455
Superior Capital Campaign	\$80,125	\$80,125	\$80,147
TOTAL:	\$178,200	\$183,888	\$241,692
Endowment gifts received and deposited with AAACF: \$7,050			

Development Revenue 8/20/24

The pie chart illustrates the breakdown of development revenue. The largest portion, 62% (\$150,455), goes to Miscellaneous Specified Funds. The Superior Capital Campaign accounts for 33% (\$80,147), and the General Fund receives the smallest share at 5% (\$11,090).

Fund Category	Percentage	Amount
Miscellaneous Specified Funds	62%	\$150,455
Superior Capital Campaign	33%	\$80,147
General Fund	5%	\$11,090

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From	As of 8/20/24	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY22/23	FY23/24	
Annual Report	\$1,685	\$8,134	(includes Tea Party)
Annual Appeal	\$32,145	\$22,031	12/1/23 - 5/30/24
Individual	\$3,630	\$1,503	
Corporate	\$850	\$650	Delta Airlines, WMU
Sponsorship	\$3,488	\$8,000	Domino's, TRUE Community, YDDA, SPARK
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	\$57,041	
GRANTS			
Charitable Foundation/Organization	\$24,850	\$0	
Corporate Foundation	\$30,500	\$30,000	Toyota
Government	<u>\$38,593</u>	<u>\$90,212</u>	MACC - Noise Permit, TALK
	\$93,943	\$120,212	
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	\$196,193	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$80,500	\$80,000	Towsley
Corporate/Organization	\$20,556	\$0	
Donations - Individual	<u>\$58,584</u>	<u>\$385</u>	
SUPERIOR TOTAL:	\$159,640	\$80,385	
MI Ave. Restoration to Date (8/20/24): \$46,926 (142 donors)		Sneak Peek Tea Party (Gross): \$2,360	

Department Reports

Acquisitions Department Board Report

August 2024

Department News and Activities

- We are in our final stage of preparation for the ILS migration on August 22. All is going well and we are on track for a smooth migration!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- **The collection budget is currently 61% encumbered.**
- 302 items were cataloged in July.
- 2,609 items, including 1,815 e-items, were added in July.
- YDL borrowed 1,135 items from other libraries via MeLCat in July.
- YDL loaned 824 items to other libraries via MeLCat in July.

Submitted by Katie Page
August 20, 2024

Assistant Director
Board Report: August, 2024

- The exhibit arrived today, and we will begin installation on August 26. The room will be available for bookings, as the exhibit is 2-D and does not have modular units.
- Sam and I were interviewed by a reporter from Concentrate Media regarding the exhibit, and a photographer will be on site to take installation photos on August 27.
- Team ILS is reaching the finish line, and we are so excited for our “Go Live” date on August 22. We feel thoroughly prepared, although we do expect to make some routine adjustments as the product is deployed.
- Lisa and I met with Dan Whisler regarding possible redesigns and related costs of the storytime room and the former café area at Whittaker.
- Outreach Manager, Monica Porter, and the two YDL bookmobile drivers and I have had several meetings to reevaluate bookmobile stops now that Superior is open. A report will be filed, along with our recommendation, as part of the strategic plan.
- Lisa, Jim, and I interviewed a candidate for the part-time custodial position here at Whittaker. We think we have found a good one!
- I have booked WCC as the venue for our 2025 in-service day. Very few places were large enough or affordable; many were already booked. As a result, we are requesting library closure on Friday, May 16 for this purpose.
- After unsatisfactory quality of the new solar security system cameras, Titan technicians were able to get us configured for 4G viewing. The quality is now much better. Security staff and construction crews downtown report a decrease in unsavory behavior, so hopefully this is working. The security team will meet on August 20 to discuss current issues.
- I worked with Joy and Kyle to identify shelving pieces and other items for delivery of our stored items downtown. We are hoping for August 26, although that is a tight timeline for On Site, so they cannot promise that date.
- The public service managers and I will meet soon to discuss staffing going forward, especially as it relates to Sundays at Whittaker. I think we will have some adjusting to do after being flush with staff for the last year.
- Lisa and I will meet with Kyle and Leah on August 21 to discuss interior signage for Michigan Avenue.
- I recently learned that the State of Michigan is planning to apply for a federal Charging and Fueling Infrastructure Discretionary (CFI) grant. I have been in touch with the project lead and hope to make a case for getting electric vehicle charging stations at all YDL locations. Depending on the November election results, these funds may or may not be available next year.

Submitted by Julianne Smith, August 20, 2024

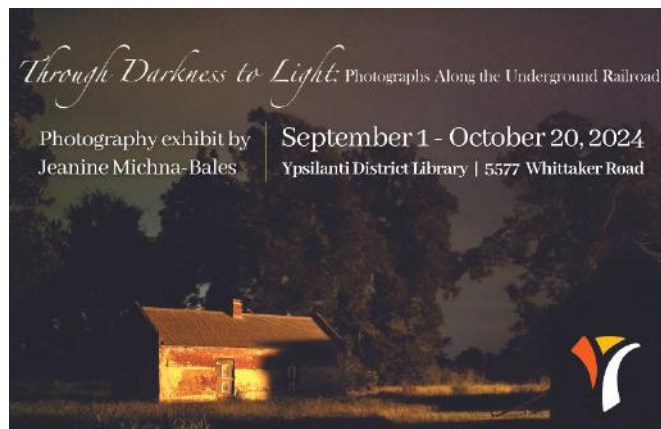
Community Relations

Monthly report: August, 2024

Major print/design pieces produced:

- **Loop** – The fall Loop has gone to the printer. This has information about our exhibit, the latest on Michigan Avenue, the new play area at Superior, and more.
- **Exhibit brochure:** The brochure highlighting the *Through Darkness to Light* exhibit and accompanying programming has gone to the printer.

Promotional activity



- ***Through Darkness to Light* exhibit:** In addition to the program brochure and spread in *The Loop*, we've updated the web page with the info for our *Through Darkness to Light* exhibit that starts Sept. 1. We will have a blog post closer to when it opens. The press release we sent out has gotten interest from a number of news organizations. We will also have a series of social media posts scheduled and make monitor slides to highlight the exhibit.

- **National Library Card Sign-up Month:** September is National Library Card Sign-Up Month. We wrote a piece for *The Loop* and will have blog posts and social media as highlights. We will also make slides to display on our monitors during September.

Notable Media Mentions

- Concentrate had an article about our Journal Transcription event co-hosted w/ the EMU Archives (article included here)
- There are a number of pieces in the works regarding the upcoming exhibit that will hopefully come to fruition in the next few weeks.

Community Relations news

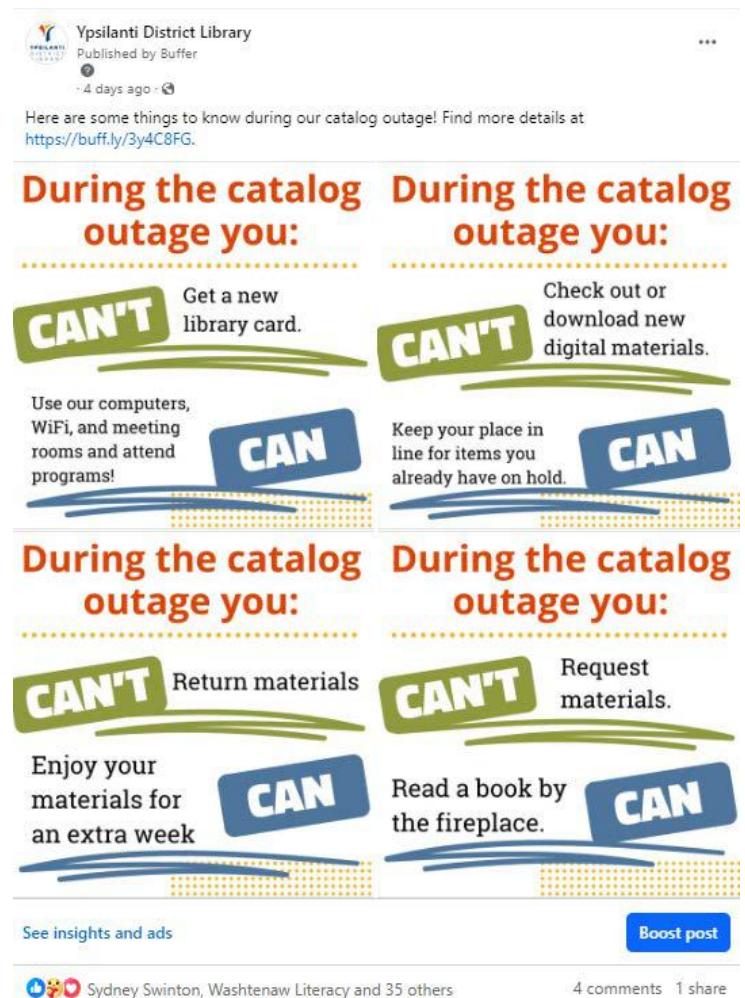
- Both Parkridge and Engage@EMU meetings are on summer break now and will resume in the fall.
- Sam attended the Michigan PR Group meeting this month. This is the meeting where people responsible for promoting Michigan libraries get together virtually and share ideas.

Submitted by Sam Killian on 8/23/2024

Notable Social Media activity

We had a total audience of 11,077, up slightly from the previous month. We had 185,420 total impressions, and our total engagement was 9,808. Both those numbers were down from the previous month. Our Tik Tok now has 760 followers with 7,000 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. During our first month we received about \$20 and it looks like we'll receive the same amount in our next payment. Some highlights:

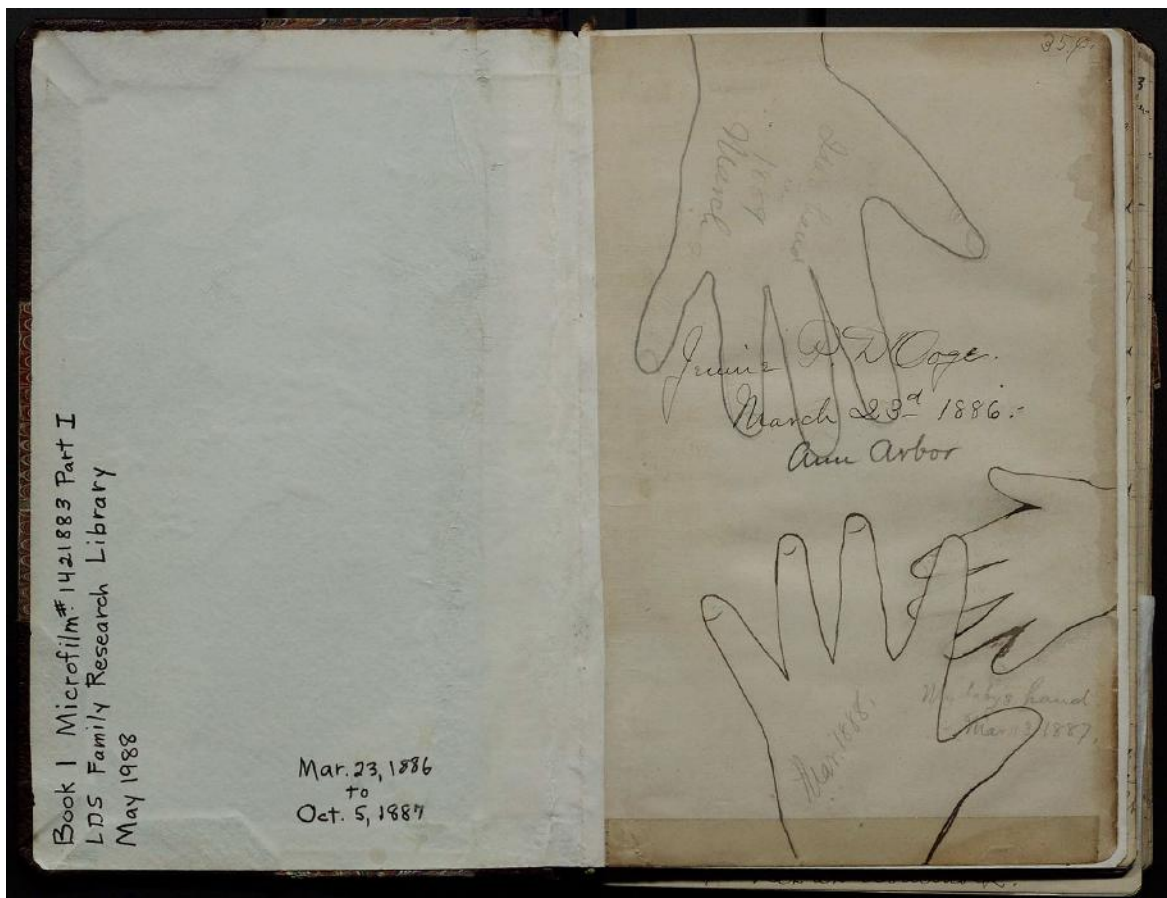
- The post we shared about fun collective nouns reached 1,400 people with 120 engagements.
- Our post sharing nuggets of info about the catalog outage reached 1,550 people with 260 engagements, including several comments of encouragement.
- A post we shared with dragons representing different librarians reached nearly 18,000 people with 460 engagements.
- The post we shared about surpassing 10,000 hoopla downloads in July reached over 1,000 people with 170 engagements, including 68 likes.
- A meme we shared with a funny line about how to fascinate a woman (by giving her a piece of cheese) reached 23,500 people with nearly 1,500 engagements.
- We had a post asking people to recommend their favorite non-fiction books that reached more than 2,300 people with almost 600 engagements. It also reached about 1,000 people on Instagram with over 90 likes.



Ypsilanti

Read 100-year-old Ypsi gossip at upcoming journal transcription event hosted by EMU and Ypsi library

SARAH RIGG | WEDNESDAY, AUGUST 7, 2024



The first page of Jennie D'Ooge's journals.

The public is invited to read some century-old gossip and learn about historic transcription through an event called "Transcribe the Archives: Jennie D'Ooge's Ypsilanti" in the meeting room at the Superior branch of the Ypsilanti District Library from 5:45 to 8 p.m. Aug. 16. The event is a collaboration with the Archives at Eastern Michigan University (EMU).

YDL Youth Librarian Stephanie Pocsi-Morrison says Jennie (Pease) D'Ooge was a leading lady of 19th-century Ypsilanti who kept journals for more than 50 years, from 1886 to 1934. Her husband was a professor at EMU (then the Michigan State Normal School).

Pocsi-Morrison says D'Ooge's journals mention streets and buildings that still exist today, though the businesses occupying the buildings have changed.

"We can pinpoint where some of those are, and it's really interesting to think about that space when she was here and what's missing from her understanding of Ypsilanti," she says.

Pocsi-Morrison describes D'Ooge as having "had her hands in everything," leading to some juicy comments about many prominent EMU faculty families. Some of D'Ooge's choice comments will be printed on buttons for participants to take home with them, Pocsi-Morrison says.

The event, aimed at teens and adults, also allows EMU students to gain "Learning Beyond the Classroom" (LBC) credits.

Pocsi-Morrison says that while the event is a learning opportunity for EMU students, it's also open to community members who are curious about old documents for their own purposes, perhaps for genealogy research.

"We have a lot of amateur historians in the community," she says.

Participants will learn about transcription's role in archivists' and historians' work, best practices for handling archival materials like these journals, and practical skills like how to read, interpret, and transcribe old-fashioned cursive script. The transcriptions will "live" on the EMU Archives website when it's complete, Pocsi-Morrison says.

For more information, see YDL's page for the event here.

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

Enjoy this story? Sign up for free solutions-based reporting in your inbox each week.

SPONSORED BY

REGIONS

[SECOND WAVE - MICHIGAN](#)

[CAPITAL GAINS - LANSING](#)

[CATALYST MIDLAND](#)

[CONCENTRATE - ANN ARBOR/YPSI](#)

[EPICENTER - MOUNT PLEASANT](#)

[ROUTE BAY CITY](#)

[RURAL INNOVATION EXCHANGE](#)

[SOUTHWEST MICHIGAN](#)

[UPWORD - UP](#)

[THE KEEL - PORT HURON](#)

[THE LAKESHORE](#)

[METROMODE - METRO DETROIT](#)

FOCUS AREAS

[ARTS AND CULTURE](#)

[DIVERSITY](#)

[ENTREPRENEURSHIP](#)

[HEALTHY COMMUNITIES](#)

[SUSTAINABILITY](#)

[TRANSPORTATION](#)

[COMMUNITY DEVELOPMENT](#)

[ECONOMIC DEVELOPMENT](#)

[EQUITY](#)

[KIDS AND EDUCATION](#)

[TECHNOLOGY AND INNOVATION](#)

[ABOUT CONCENTRATE](#)

[CONTACT US](#)

[HAVE A TIP FOR US?](#)

[PRIVACY POLICY](#)

[SUBMIT A LEAD](#)

[TERMS OF USE](#)

COPYRIGHT © ISSUE MEDIA GROUP. ALL RIGHTS RESERVED.

Customer Services

Monthly report: August 2024

Circulation Stats

For the month of July, we checked out 45,464 items system wide.

Patrons also downloaded 20,077 digital items.

We issued 373 new library cards.

Exhibits

Installation of the new exhibit, ***Through Darkness to Light: Photographs Along the Underground Railroad***, will take place the week of August 25th. The exhibit will run September 1st thru October 20th.

Staff News

We have a new page at YDL-Whittaker, her name is Clarke Fields. Clarke was an intern on the STEM project under the direction of Kelly Scott, as well as a weekly teen volunteer in the Youth department. Clarke will be attending EMU this fall.

Submitted by *John Connaghan* on August 20, 2024

YDL DEVELOPMENT REPORT

August 2024

MAKING CONNECTIONS

At the request of one of the co-chairs of the Washtenaw Fundraisers Network, Chris attended the August meeting of our local community of fundraisers on August 15th at the Ann Arbor Area Community Foundation. They are working to bring back those of us who have been raising funds in the community for a long while. Voices of experience seemed to fall off in attendance beginning after the group reconvened in person after COVID. It was an uplifting gathering with 20+ fundraisers in attendance. This group has continued their commitment to mutual support and information sharing – a huge change from the late 80's and early 90's when this was frowned upon by local Executive Directors. This attitude has thankfully changed dramatically since then.

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

2024 U.S. Chess Grant was submitted by Jodi on August 16th in support of increasing the number of girls we have participating in our afterschool chess programs. This grant will also allow YDL to introduce students to rated tournaments and offer 30 memberships to the US Chess and Michigan Chess Association on a first-come, first-served basis throughout the year. YDL will also recruit older female students to serve as mentors to the players who are just starting out with chess. YDL's request is for a minimum of \$1,500.

Upcoming Grant Submissions

Believe in Reading Grant- We are currently waiting for applications to open up again for 2025. Jodi and Chris worked on this grant in support of books for the 2024 Summer Challenge just in time to discover that they - without any notice - stopped accepting applications the very day we were about to submit our application. So, with the grant already written, Chris is keeping an eye out for the re-opening of their 2025 application process. Our grant will be submitted as soon as possible after they begin accepting new applications. They were overwhelmed with submissions last year, which is why they closed their grant portal at that time.

CORPORATE SUPPORT

A big thank you to SPARK for once again agreeing to sponsor YDL's annual Halloween Downtown event with a gift of \$1,000. We are also grateful to Ypsilanti Downtown Development Authority for their support of the Back on the Block party on October 12th with a gift of \$1,500.

We are now searching for sponsors for the Holiday Tree Lighting. Any ideas for potential sponsors you may have a connection to would be very helpful. Please let Lisa or Chris know of any businesses or individuals you feel would be open to an ask from us to brighten up the holidays downtown.

INDIVIDUAL GIFTS

Gifts continue to be received as a result of the Annual Report mailing.

Lisa, Sam and Chris have begun thinking about our upcoming annual appeal. With the November election looming large, timing of the mailing is a challenge as we will be competing with all the political mailers flooding our mailboxes from now through November 6th. Many non-profits will be mailing their appeal the week following the election.

CAMPAIGN FOR MICHIGAN AVENUE

We continue to seek funds for the restoration of Michigan Avenue. Thus far, we have received 142 donations totaling \$46,926. Only \$3,000 to go to reach a nice round \$50,000.

With the opening of Michigan Ave. delayed until at least October, 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. She has spoken with the Ypsilanti Branch Manager, Tamar Jones., who recently replaced Jeffrey McKelvey. Lisa is also trying to connect with Washtenaw Community College regarding potential support as they enthusiastically supported the Superior library opening in 2022.

ACTION: SPREAD THE WORD! *Is there a friend, relative or co-worker who might be interested in supporting Michigan Ave's restoration? The only reason some folks don't give is because they simply haven't been asked.*

FUN FUNDRAISING FACT

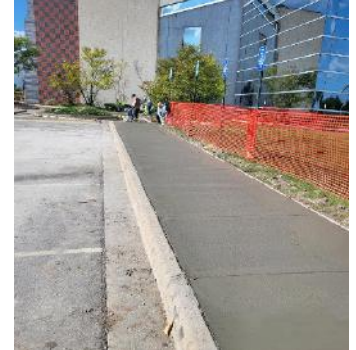
In 2023, giving by foundations surpassed \$100 billion for the second year in a row, representing 19% of total giving. Forty years ago, foundations only represented 6% of total giving.

*Report respectfully submitted by Chris McMullen, Development Coordinator
8/20/24*

Facilities Department

Board Report: August 2024

Whittaker Road cement project has begun. KAB has removed the pavement on the south side of the front walkway. They have installed drain tile to help remove water that finds its way underneath the pavement, which is the main contributor to the walkway heaving. KAB also removed the benches to repaint the bases, and reinstall them after the cement has had time to cure. The south side should be finished this week, and the north side will be started next Monday.



Someone vandalized the little library outside at Whittaker Road breaking the glass, and damaging the door frame as well. We made a whole new door assembly and reinstalled it. Back in business again!



The stage was needed as part of the First Friday programs at Michigan Ave. We store it at Whittaker Road and trailered it over to put it up. After their program at Michigan Ave, we broke it down and installed it for program at Superior. After that program, it was taken down and stored again at Whittaker Road. Hard work for the Facilities crew.

Submitted by: Jim Reed

August 21, 2024

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 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 been happy to see recent progress and are now scheduling the data installation work. We look forward to putting it all back together!
- New ILS System – We are switched over and working in the new ILS! It’s been a great experience to usher in a new critical service for the library and we’ll have our eye on any improvements that can be made in the near future to continue to smooth out the transition. So far so good.
- 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!

Overall System Status

- We’re currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine additional points of improvement through-out 2024.

New or Upcoming Items

- Memory Lab – We’re taking part in an added feature that in some form will certainly help patrons archive/digitize personal physical/digital media.
- Data Line improvements – TLN will be upgrading the speed of our data lines for our other buildings in Early July. This will include a small adjustment to our interconnected buildings that should improve performance as it moves towards dedicating resources to each building. We’ll be happy to know that this will be in place for the implementation of the new ILS and re-opening of MI Ave.

Michigan Avenue Board Report: August 2024

Programs & Services

This month was a difficult month for some Mich Ave staff due to the continued limbo after hoping to open August 3rd but we have carried on!

- Noise Permit happened for the first time since 2019! We had a great crowd, many performances, and it was great to see our young people back! Chief Moore commended the library for engaging our young folks. Many thanks to Kelly, Shayla, Stephanie, Marques, Ozone House's and Brian Stiemel's generous donation and for Chris McMullen's help in getting additional funding together.
- Stephanie, Maddy, and Marques lead a dozen kiddos for two hours each week at Parkridge's Summer Camp. They focused on stories and STEM activities focused on wind, light/shadow, and magnets.
- Stephanie has had two Sun & Sprouts programs, garden to table activities at Michigan Ave.
- Stephanie also worked with EMU's Archives to do a program teaching about Ypsilanti citizen, Jennie O'Dooge and how to assist with transcribing her years of diaries.
- Kathryn held the Queer Book Club, Kelly led the Great Stories Book Club and Pat has led the Tween and Queer Book Club
- Aaron has led the Guitar Club and Downtown Queer Crafting
- Jenny showed seniors in Crafternoon how to do Indigo Dying
- Shoshanna held the Zine Club

We are so happy to see that we have set a new date for our Back on the Block party. Saturday, October 12, 11-4 we'll be welcoming people back to the downtown library.

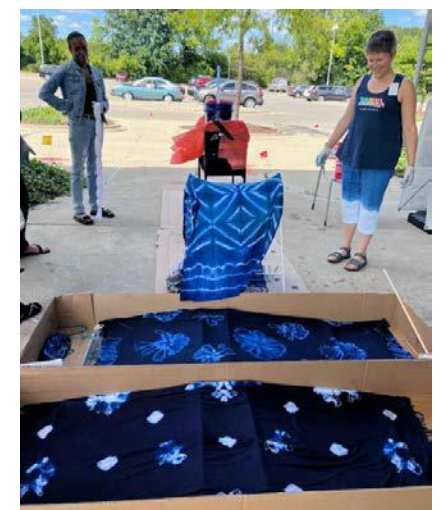
Staff

Maddy has left YDL for a full-time job elsewhere. That has allowed the option to combine the two part-time youth librarian jobs into one full-time job, restoring our staffing pre-pandemic. Stephanie is now our full-time youth librarian. Stephanie is very pregnant and is expected to be on maternity leave for a few weeks but we'll work it out.

Building

It's coming along! All drywall throughout the building has now been mudded and sanded. Workers are putting up the upstairs wainscoting and adding back in window sills and trim, which all had to be taken off due to moisture underneath all the layers. The brass entryway is totally down and has been shipped out to get it cleaned and recreated to have a single door to the entrance. Downstairs, painters have sprayed the ceiling duct work, acoustic panels, water pipes and electrical conduits a light cream color instead of the many colors that it used to be. All of the walls and pillars are the same cream color with graduated light green stripes in key areas of our walls. It feels much larger! It's starting to get exciting! Next week the shelving returns from storage and we will start the very beginning of putting materials back on shelves. I expect my next report to show a finished downstairs and mostly finished upstairs. We're finally coming back!

Joy Cichewicz
August 23, 2024





Outreach Board Report - August 2024

Outreach Summer Interns

Bridget and Eric have been so AMAZING! They showed up and showed out by attending events, camp visits and helping us with our daily tasks. Everywhere they went they had a smile and so appreciative in having the opportunity to be at Ypsilanti District Library. The Outreach team welcomed them with open arms. They were always on time, ready to work and asks questions. We appreciated feedback and gave them a project-based assignment before leaving on what is working, not working and what suggestions they had for us. So, Bridget had the assignment of looking over our Summer Challenge Champion visits and Eric's assignment was our Community events. They gave some great feedback that we are planning on implementing.

Bridget - LIS Intern



Bridget's last day was on August 10th! As a thank you we gave her flowers and a card along with a Cozy bag. Though her internship has ended, we will still continue to see Bridget due to her ready for it...being a Paraprofessional Sub for YDL! She did not want to leave and we did not want her to leave. So, we get to see more of Bridget. Yay!

Eric - Summerworks Intern

Eric's last day will be on August 21st! Eric will be starting his college journey by attending Eastern Michigan University in the Fall. He has a full ride and is very excited about being a college student! Eric brought a sense of professionalism that we have also invited him to stay with us as well. He will be wait for it... Substitute Clerk! Yay! I will share his special gifts next report. He has also accepted me to be his mentor along his journey.



Summer Challenge Champions

Kudos goes out to Kaitlyn, Jenny, Khi, Ken, Bridget, Eric and Marques! They did an awesome job with the Summer Challenge Champion camp visits this summer. There were over nine camps and many of them had as many as 90 young people in some cases. They did story time and the kiddos had the honor of having the Bookmobile two visits. The camps were a mixture of neighborhood and preschool camps. At the end of the visits (3rd visit), the kiddos received free books and STEM kits that came out of the Toyota STEM grant.



Community Events

On July 20th, the team supported YCS Jazz in the Parking Lot! It was a good way to support student musicians, share our resources and listen to some great music! Kaitlyn, Khi and Eric represented YDL!





On August 3rd the team were at the Ypsilanti Community Schools Back to School Bash along with the Bookmobile. Kaitlyn, Khi, Eric, Bridget, Marques and Stephanie were all in attendance. We had over 600 people attend the table and get on the Bookmobile. We also gave out 150 Back to School kits that disappeared in 1 hour. We had pencil sharpeners, pencils and erasers with positive sayings on them like “You Are Amazing,” scissors, rulers, draw string backpacks, pencil cases, teen activity worksheets that Eric created, and miniature activity books that Kaitlyn created. We wanted to make sure that the Back to School supplies were inclusive to all age groups.



On August 10th the team participated at the Peacenic Event! This was an event where Law Enforcement and Community working together to create a peaceful environment especially for young adults. Both LCS and YCS were there to share in this unity and so was the Bookmobile along with Kaitlyn, Khi, Eric, Bridget and Marques. We shared a lot of our library, community and mindfulness resources. We even had miniature adult coloring books along with colored pencils as handouts. There were close to 200 people that stopped by to visit us! Oh BTW, so did the Detroit Tigers Mascot!



Senior Outreach

Susana has partnered with Jewish Family Services to display artwork that features seniors in Washtenaw County. There are photographs from our WISE Voices Photovoice Project being displayed outdoors and indoors. Hint: there are some photos that pay homage to YDL that seniors included in their artwork. Way to go Susana!



On July 27th, Susana and Eric were a HUGE hit at Farmer’s Market. They not only shared our wonderful resources, but made it a Puzzle Day. The table was extra busy with community helpers and a few that took a liking to Eric.



Partnerships

We now have a partnership with Ypsilanti Health Center. We will be tabling once per month and reaching out to the patients and their families to share out resources as well as library card signup. The first one was August 16th and Monica was the person in attendance. We received over 30 people that day including staff and some organizations that would like to partner with us. There were people that stopped by to say how much they loved us and so happy we were there in the space for the community. So, stay tuned....

Superior Board Report

August 2024

Staff News

- All staff have been training in preparation for our migration to Polaris. A huge thanks to our trainers, Lewander and Rachel, for running small-group hands on learning sessions for staff.
- Monse & Nicole held storytime at Rutherford Pool as part of Summer Challenge.
- We said goodbye to our two wonderful summer interns – Josiah Edwards, our SummerWorks intern and Monse Bolanos, our Summer Library intern. Both are interested in being trained as substitutes and I'm happy we'll continue seeing them.

Summer Challenge/Summer Food

- Lunch service ended August 16. We extended lunches at Superior two weeks beyond what we did last year. This allowed us to decrease the gap in lunch service before school starts on 8/26 to just one week. While the service does require a great deal of staff time and attention, we had excellent help this year running the site with Diamond Lee and Sentra Brownlee, two Food Gatherers staffers assigned to Superior.

Program Highlights

- Our summer programs have finished up. This summer was a huge success, thanks in large part to Youth Arts Alliance's Summer of HeART program. This program ran 9 hours each week (Weds-Fri) and engaged kids in very meaningful art activities. There were 253 youth registered, with 20-30 coming each day of programs. Summer of HeART concluded with a joyous celebration last Saturday with an exhibition of the kids' art, music, dance, and drumming performances.
- Our Garden to Table and STEM programs finished out strong. Nicole did an excellent job designing the Garden to Table program. Liz, Kallista, and I took turns running the weekly STEM program, with help from Maddy & Daishayanea.
- Daishayanea hosted students from the Ypsilanti Community Schools' Grizzly Camp for a tour and instruction at YDL-Superior.
- Storytimes concluded on August 8. We had a successful session with many new faces.
- Other programs we hosted included:
 - Adult/Teen: Cyanotypes, Ypsi Writes, Sew Social
 - Youth: House Storytime, Heat Lab with U-M Materials Engineering, See to Be summer series with 826michigan, Sweet Dreams Storytime



Building & Grounds

- We have been experiencing ongoing problems with our staff entry door keypad. It will intermittently stop working and not allow entry. Our construction team is going to investigate it further.
- We are looking forward to the installation of our new interactive play area in early-mid September.

Submitted by Mary Garboden,
August 20, 2024

Whittaker Road-Adult Services Board Report: August 2024

Here is a listing of August programs:

- Mahjong Meetup (4 Meetups)
- Knitting Plus (4 Meetups)
- Genealogy and Family History Bunch
- Microsoft Word – Basics
- Google Sheets for Beginners (Adult-Virtual)
- Gmail - Basics
- Computer Basics - Getting Started
- MICHIGAN WORKS! Southeast Community Outreach
- Microsoft Excel – Basics
- Let's Learn Crochet!
- Microsoft Word – Intermediate
- Google Sheets Tips & Tricks (Adult-Virtual)
- Microsoft Publisher – Basics
- Fall Gardening Tips
- Internet Basics - How to Search the Web
- Microsoft Excel – Intermediate
- Garden questions? Ask The Master Gardener!
- Microsoft Word – Tips, Tricks, and Hacks
- Document Shredding
- African American Authors Book Discussion Group

Our Annual Document Shredding event takes place this month; we typically get a pretty good turnout for this event. Otherwise, it is again a light programming month as summer winds down. Fall programming is ready to go; in addition to programs in support of the upcoming exhibit, our small business programs will return; this time around we are partnering with the Belleville Area District Library so their patrons will also have access to small business information. Movie Nights return and we have partnered with the League of Women Voters of Washtenaw County to offer information about voting and other election information on National Voter Registration Day (Sep 17 this year). We'll also hold another plant swap in partnership with Washtenaw County. Tai chi with the Y returns and we are beginning a new program with Washtenaw Literacy where WL staff will use the Computer Training Lab to offer Digital Literacy Tutoring. We are fortunate to have great community partners to work with.

Brett will our new representative on the eContent committee and will also be on the Download Destination Policy Committee. He also helped us set up back end access to Hoopla so we can better assist patrons with library card and email issues. Nicole has done a wonderful job organizing seeds for the Seed Library and adding new information for the public.

All staff have been practicing so we will be prepared to assist the public with our new ILS system. Thanks to Marianne and Shane, along with other staff, who created two documents and gave us some training on both circulation processes and the picklist (Request List) training; we appreciate the help! Brigitte will be offering a class to the public on how to use the new ILS system.

-Submitted by Paula Drummond Aug 20, 2024

Whittaker Youth Services Board Report August 2024

Programs

Little Ones

- **Storytimes** 1,373 people attended 31 storytimes during the summer. On nice days, our post storytime play happened outside near the garden, always popular with parents.
- **Sensory Nature Play** Friday nature play wrapped up with little ones and their adults making mini terrariums with Ulana and making art with plants and flowers from the garden with Jaclyn.
- **Doula and parenting workshops** Psyche coordinated three workshops this summer with Wrapped in Love Doula & Lactation Support. Attendance was low but provided important information for the families who attended.

Kids and Parents

- **Lunch** Lunch service ended on August 2. Food Gatherers has not sent a final count for meals served, but it was a difficult year trying to predict how many lunches to order each day. We frequently turned people away unfed, but ended up with leftovers on other days. We were happy to offer the opportunity for kids to eat and we read over 125 books aloud while people ate.
- **After lunch programs**
 - **Mondays:** Our Creative Arts series concluded with a mime workshop and a dance workshop.
 - **Tuesdays:** Movement with WISD's Healthy Habits Start Now team remained popular all summer, with two people specifically mentioning it in the Summer Challenge survey. We hope to offer this program again next year. It is offered at no cost to YDL, provides families an engaging weekly activity, and gives YDL staff a programming break.
 - **Wednesdays:** Tween Scene ended with friendship bracelets coordinated by Liz and Psyche and karaoke coordinated by Psyche and Ulana.
 - **Thursdays:** The last three sessions of STEM Play were popular. One week Jaclyn set up Beyblade battles and Jodi complimented the battles with spinning STEAM activities where kids used the Snap Circuits, built tops, and created art with salad spinners. Another week Marlena set up a chocolate scavenger hunt and tasting stations for kids to visit after Mindo Chocolate gave a presentation on how chocolate is made and rainforest preservation. The series ended with Lego activities including building challenges designed by Ellie, the Lego Spike sets, and a car design challenge set up by Jodi and manned by Marquise, Joy's Summer Works intern.
 - **Fridays:** Nature STEM concluded with Nature Identification stations curated by Marlena that kids visited before and after nature drawing with Doodles Academy; and birdseed feeders and birding with the Washtenaw Bird and Nature Alliance. The last day of summer programs ended with lawn games, a sprinkler, and cool treats attended by about 90 people.
 - **Saturdays:** Wee-bot writing workshops with 826michigan for ages 5-8 ended on August 17 and will return in the fall. Jodi took a family foraging walk at Rolling Hills with a county parks naturalist one weekend. 12 kids and adults learned to make sumac lemonade and dig sassafras roots.

Teens

- **TAG** Several new people have joined the advisory recently. We'll be setting new work goals for the next school year. Thanks to Kelly for filling in one meeting while I was out.
- **Paint Along** Jaclyn offered a paint along workshop one Saturday attended by 6 teens.
- **Summer Volunteer Corps** Teens earned just over 500 service hours this summer. I created and distributed certificates of appreciation to everyone who helped this summer. This program helps the library provide more personalized programming to large groups and provides teens a way to give back to their community. This year we expanded to having some helpers at morning programs for little ones, and I look forward to continuing it again next year. Fall requests for job and college recommendation letters for TAG members and other volunteers are starting to arrive.

Other Work

- **Interns** We said goodbye to our intern Ellie, who will start her MIS degree at UM this fall. She did a great job with programs and reference work. We are excited she will remain on as a YDL paraprofessional sub. Kate, our Summer Works intern, a long time YDL-Michigan and YDL-Whittaker user, helped with lunches and programs, learned to make book displays, and helped with our end of summer department clean up.



- **Department Clean Up** Everyone took on a section of the supply storage spaces to reorganize and restock in August so we're ready to go for the fall programming season.
- **US Chess Grant** I applied for a small grant focused on recruiting and retaining females and underrepresented players in chess. If awarded funding, we will pay stipends to two teens to help at chess club, serving as role models by playing games with and teaching the basics to younger participants. We would also purchase US Chess memberships for regular chess attendees so we could offer a rated tournament for them to play in, with clocks and trophies.
- **Outreach** Liz and Ulana offered a Market Storytime, Jodi attended a WISD Health Day event for kids starting preschool and kindergarten at Estabrook, and Ellie and Pat offered a storytime at Ford Heritage Park.
- **Summer Challenge** 2,502 people are participating in the Summer Challenge and 896, not including camps, have completed at least 10 activities to earn a prize. 85 participants have responded to the Project Outcome survey I sent to participants. 80% reported learning and reading more; 78% reported being more aware of library resources. There are some good suggestions for improvements the committee will review to consider for next year. A few responses to open ended questions are below:
 - We enjoyed sharing meals with other families and stories. We also enjoyed the hands-on activities that allowed our children to explore the world without having to leave our city.
 - It makes me appreciate our community even more. The amazing library.
 - I like that the Summer Challenge helps you to learn more about the library and more about the Ypsilanti area (birds, parks and trails).
 - I like that it makes reading and exploring the library a family-oriented event.
 - The STEM Build It event was mind blowing. Those Lego education toys are great. Because it's expensive, we can't afford to get them. It's great experience for my kids.



Submitted by Jodi Krahnke August 20, 2024

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/22/2024
Re: Award of snow removal contract

Last August you approved a 3-year snow removal contract with A.K. Lawncare, who had been our vendor for a number of years. Unfortunately, A.K. disappointed us in a couple of ways last season, and I terminated the contract. Facilities Services Manager Jim Reed and I released a new RFQ for snow removal services on August 1st (attached). We requested separate quotes for each location, and asked for both seasonal pricing as well as per-service pricing. We also specified in an addendum that the new concrete at Whittaker be treated with an ice melter approved by our project engineer.

We received a very good response of nine quotations by the August 16th deadline. With the ice melter stipulation and A.K. (who had always been the lowest bidder) out, I felt the per-service pricing might be the way to go this time, but was pleasantly surprised. A chart is attached tabulating the bids received. The low bid is from Frank's Landscaping, out of Wayne, Michigan. Their bid was very reasonable, they submitted a complete and solid proposal, and they responded very quickly to our addendum and all questions.

Facilities Manager Jim Reed was tasked with contacting references, and Frank's Landscaping's references highly recommended their work, communication, and timeliness.

We will arrange a one-on-one meeting with Frank's representative to review the scope of work at each location prior to the Board meeting.

I recommend the Board award the contract for snow removal at all 3 YDL locations to Frank's Landscaping for a total of \$35,400 per season for the next three years.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-26

August 28, 2024

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

Whereas, the Ypsilanti District Library wishes to lock in a seasonal snow removal contract for the next three years, and

Whereas, the Director released a Request for Quotation for Snow Removal Services on August 1st, and

Whereas, nine bids were received and tabulated, and

Whereas, the low bid submitted by Frank's Landscaping was vetted for completeness and all specifications met, and

Whereas the Facilities Manager contacted references which indicated the firm is experienced, qualified, and reliable, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract for all three YDL locations is awarded to Frank's Landscaping for a seasonal total of \$35,400 for the 2024-25 through 2026-27 winter seasons.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**REQUEST FOR QUOTATION
YPSILANTI DISTRICT LIBRARY
3 YEAR CONTRACT FOR SNOW REMOVAL**

AUGUST 1, 2024

The Ypsilanti District Library is accepting quotations for a three-year contract for snow removal for the 2024/25 through the 2026/27 winter seasons. The winter season is defined as the period from November 15 through April 15. The contract will include all three Library locations:

- 5577 Whittaker Road, Ypsilanti Township
- 229 W. Michigan Avenue, Ypsilanti (must meet City ordinance requirements)
- 1900 Harris Road in Superior Township

Snow depths shall be determined by the official report of the National Bureau and Local Weather Service, and/or on-site measurements for purposes of any price delineation due to depth of snowfall.

QUOTE FOR EACH LOCATION TO INCLUDE:

1. Price for snow plowing per push and any delineation in price for depth of snowfall.
2. Seasonal price for snow plowing and any delineation for depth of snowfall.
3. Price for removing snow from each location's sidewalks and Library Plaza downtown per push and any delineation for depth of snowfall.
4. Seasonal price for removing snow from each location's sidewalks and Library Plaza downtown and any delineation for depth of snowfall.
5. Price for salting of parking lots, roadways and areas not requiring ice melter per application.
6. Seasonal price for salting of parking lot and areas not requiring ice melter.
7. Price for de-icing each location's sidewalks and Library Plaza downtown per application.
8. Seasonal price for de-icing each location's sidewalks and Library Plaza downtown.
9. Price for heavy equipment and labor for snowfalls in excess of 10 inches.
10. A list of three (3) commercial references for whom snow removal was performed.

GENERAL INFORMATION

1. The chosen vendor will ensure that they will be able to respond quickly to adverse weather conditions that affect the parking lot and walkways to keep them hazard free for Library patrons during the hours that the library is open.
2. On days the Library opens at 9 or 10 a.m., employees begin arriving at or before 8 a.m., therefore the main sidewalks at all locations and staff parking area at Whittaker Road need to be cleared prior to 8 a.m. The remaining parking areas and sidewalks must be cleared no later than 8:30 a.m. (for snowfalls that occur overnight).

3. On Sundays, the Whittaker Road Library opens at 1 p.m. and employees begin arriving at or before noon, however, work should be timed such that patrons have safe access to the materials return boxes at all locations during the morning hours.
4. Areas to be plowed include:
 - a. Whittaker: the non-motorized path along Whittaker Road bordering the Library property, and Veterans Drive running through the Library property
 - b. Michigan Avenue: an 8' path through Library Plaza downtown and access to the Plaza's seating areas
 - c. Harris Road: The drive-up book return loop.
5. The successful company will provide a Proof of Insurance Certificate which includes Property Liability, Property Damage and Workers' Compensation upon execution of a contract with the Ypsilanti District Library.
6. The successful company will provide a minimum of two (2) contact persons with their contact information (cell and land line telephone numbers).
7. This contract shall commence on November 15, 2024 and continue for a period of three (3) years. The Ypsilanti District Library may terminate this contract at any time by giving thirty (30) days written notice by certified mail. Should cancellation occur a refund of the sum paid by the Ypsilanti District Library would be pro-rated on the basis of the unused portion of the contract period paid. No service charge, handling fees or other penalties for cancellation will be allowable.
8. Both parties must agree that the contract is not transferrable or assignable.
9. It is further understood that no other agreement – oral or written – expressed or implied – shall limit or qualify the terms of this agreement unless such additional agreement is accepted in writing by both parties.
10. Final acceptance and awarding of the contract will be the decision of the Ypsilanti District Library Board of Trustees at their August 28, 2024 meeting.
11. The decision of the Ypsilanti District Library Board of Trustees to award the contract will be based on various factors including; price, reference checks, and quality of workmanship. Lowest price proposal is not automatically awarded the contract.
12. The Ypsilanti District Library reserves the right to reject any proposal.

Details on the specific areas to be shoveled and plowed follow the bid forms.

Questions regarding the properties or YDL's expectations should be directed to Jim Reed, Facilities Manager, via telephone at (734) 482-4110 x1309.

Questions regarding the bid process should be directed to Lisa Hoenig, Library Director, (734) 879-1300 or lisa@ypsilibrary.org.

All quotations are due by noon on Friday, August 16, 2024.

Quotations should be submitted to Lisa Hoenig, Library Director, and can be:

- Faxed to (734) 482-0047.
- Delivered to YDL, 5577 Whittaker Road, Ypsilanti Michigan 48197.
- Emailed to lisa@ypsilibrary.org.

Attachment A

**BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES**

Property: Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Contractor: _____

Telephone #: _____ Email: _____

Pricing Schedule:

11/15/24 – 4/15/2025

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/25 – 4/15/2026

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/26 – 4/15/2027

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

Attachment B

**BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES**

Property: Ypsilanti District Library 229
W. Michigan Avenue
Ypsilanti, MI 48197

Contractor: _____

Telephone #: _____ Email: _____

Pricing Schedule:

11/15/24 – 4/15/2025

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/25 – 4/15/2026

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/26 – 4/15/2027

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

Attachment C

**BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES**

Property: Ypsilanti District Library
1900 Harris Road
Ypsilanti, MI 48198

Contractor: _____

Telephone #: _____ Email: _____

Pricing Schedule:

11/15/24 – 4/15/2025

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/25 – 4/15/2026

Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

If price varies with excessive snowfall, provide depth and cost differences:

11/15/26 – 4/15/2027

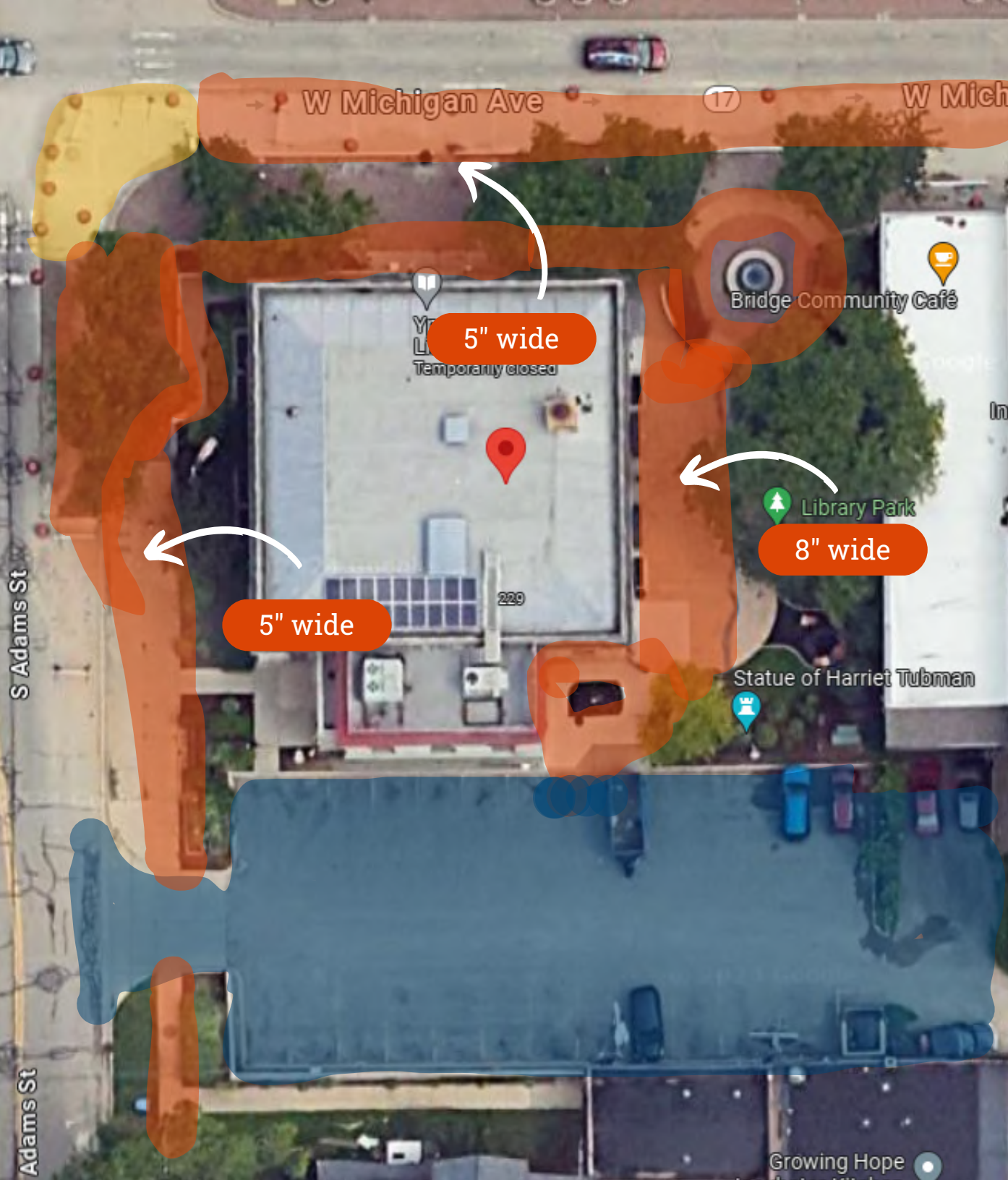
Flat rate per visit \$ _____

If price varies with excessive snowfall, provide depth and cost differences:

Seasonal Price for work as described \$ _____

To be billed in five (5) equal installments \$ _____ per month

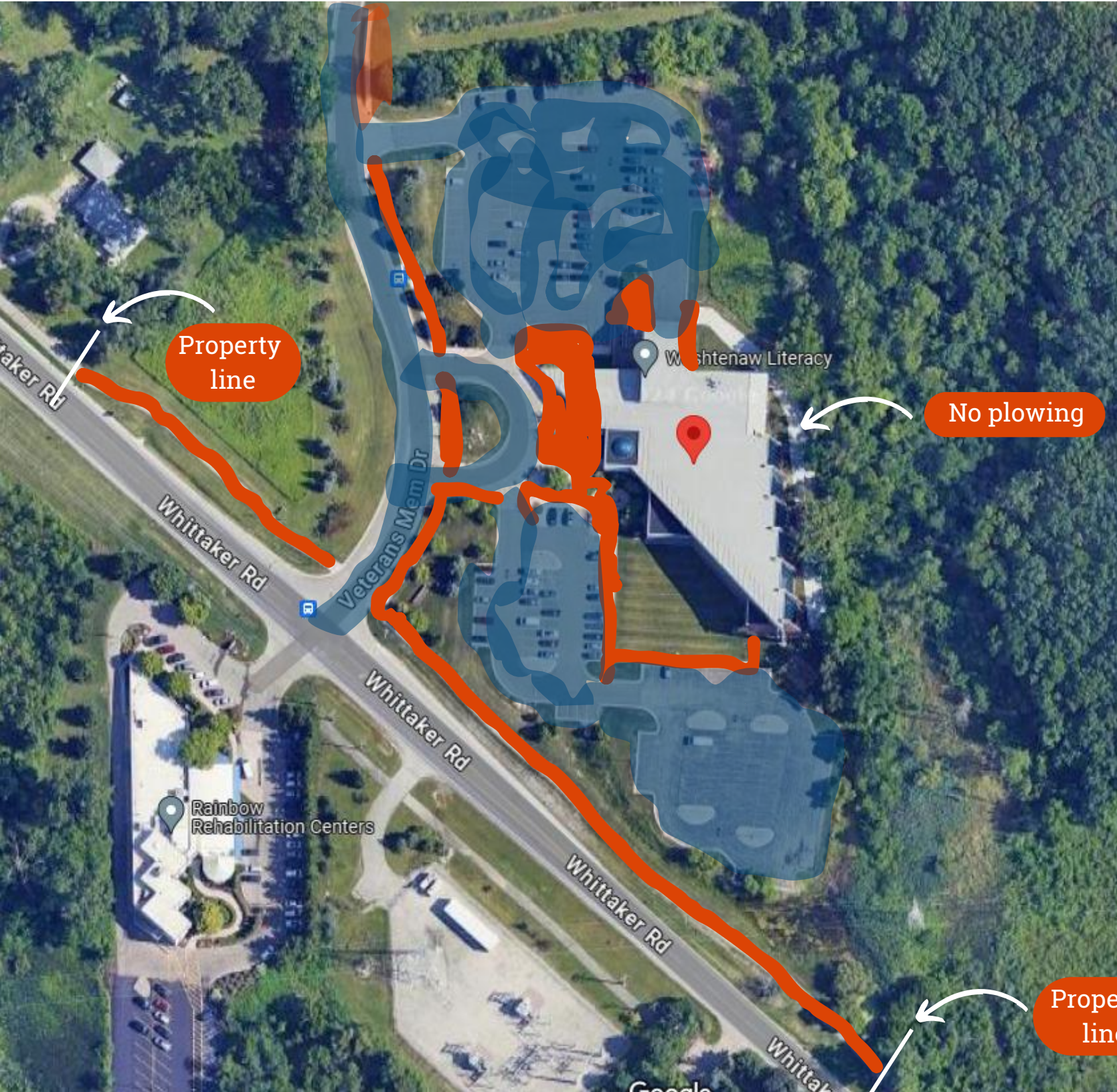
If price varies with excessive snowfall, provide depth and cost differences:



-  Handicap ramp to clear
-  Parking lot
-  Sidewalk



-  Parking lot
-  Sidewalk



- Parking lot/
street
- Sidewalk

YDL Snow Removal Bids 8/16/2024

<u>Company</u>	<u>Seasonal Pricing Year One</u>			<u>Seasonal Pricing Year Two</u>			<u>Seasonal Pricing Year Three</u>			<u>Three-Year</u>
	<u>Whit</u>	<u>MA</u>	<u>Sup</u>	<u>Whit</u>	<u>MA</u>	<u>Sup</u>	<u>Whit</u>	<u>MA</u>	<u>Sup</u>	<u>Total</u>
Frank's Landscaping, Wayne	\$ 18,250.00	\$ 7,250.00	\$ 9,900.00	\$ 18,250.00	\$ 7,250.00	\$ 9,900.00	\$ 18,250.00	\$ 7,250.00	\$ 9,900.00	\$ 106,200.00
DJ's Landscape Management, Romulus	\$ 25,204.00	\$ 5,449.00	\$ 8,636.00	\$ 25,960.00	\$ 5,612.00	\$ 8,895.00	\$ 26,739.00	\$ 5,780.00	\$ 9,162.00	\$ 121,437.00
KB Landscaping & Snow Removal, Ann Arbor	\$ 31,650.00	\$ 6,750.00	\$ 10,650.00	\$ 31,650.00	\$ 6,750.00	\$ 10,650.00	\$ 31,650.00	\$ 6,750.00	\$ 10,650.00	\$ 147,150.00
RNA Facilities Management, Ann Arbor	\$ 36,000.00	\$ 9,050.00	\$ 12,350.00	\$ 31,000.00	\$ 9,150.00	\$ 12,450.00	\$ 31,500.00	\$ 9,250.00	\$ 12,550.00	\$ 163,300.00
Winter Services LLC, Romulus	\$ 34,995.00	\$ 9,995.00	\$ 10,995.00	\$ 34,995.00	\$ 9,995.00	\$ 10,995.00	\$ 34,995.00	\$ 9,995.00	\$ 10,995.00	\$ 167,955.00
Capital Landscapes, HQ in Oak Park	\$ 25,040.00	\$ 12,965.00	\$ 19,466.00	\$ 26,292.00	\$ 13,613.00	\$ 20,439.00	\$ 27,606.00	\$ 14,293.00	\$ 21,460.00	\$ 181,174.00
Ground Control Property Services, New Boston	\$ 32,925.00	\$ 16,875.00	\$ 14,400.00	\$ 32,925.00	\$ 16,875.00	\$ 14,400.00	\$ 32,925.00	\$ 16,875.00	\$ 14,400.00	\$ 192,600.00
Landscaping Group, LLC, Westland	\$ 51,600.00	\$ 14,210.00	\$ 17,380.00	\$ 51,600.00	\$ 14,210.00	\$ 17,380.00	\$ 51,600.00	\$ 14,210.00	\$ 17,380.00	\$ 249,570.00
Yard Guyz, Canton Township	\$ 54,525.00	\$ 18,600.00	\$ 20,775.00	\$ 56,130.00	\$ 19,177.50	\$ 21,345.00	\$ 57,816.00	\$ 19,784.40	\$ 21,943.50	\$ 290,096.40



Corporate Headquarters
39115 Michigan
Wayne, Michigan 48184

P: (313) 278-4855

COMPANY HISTORY

In the beginning, Frank's Landscaping & Supplies LLC. primarily offered snow removal and landscaping services. Now, focused on personalized client partnerships, Frank's Landscaping & Supplies LLC. has diversified far beyond snow management and grounds maintenance, by tailoring our services to be location-specific. We insist "there isn't a job we'll say 'No' to."

We are a multi-dimensional company, currently providing a full spectrum of facility maintenance services to multi-family housing complexes, commercial, industrial, municipal, and retail centers throughout Michigan. Specializing in large multi-property portfolios, we are able to efficiently, effectively, and aesthetically manage all aspects of your properties needs; cutting your costs and saving you time.

Frank's Landscaping & Supplies LLC. is headquartered in Detroit, Michigan and boasts over 60 employees, including a highly-trained management team with the freedom to be fully dedicated and accessible to [our clients](#). We like to think we offer the best of both worlds: the access to technology, resources and expertise utilized by a large company, coupled with the friendly, detail-oriented customer service you would expect from a small business.

Still family-owned and operated, Frank's Landscaping & Supplies LLC. has built its business on the belief and practice that customer service goes beyond fulfilling contractual agreements. At Frank's Landscaping & Supplies LLC., we are a single source for facility maintenance, offering infinite solutions.

Each account is assigned one of our highly trained account managers. Like your Field Supervisor, your Account Manager is available 24/7 to answer your questions regarding content and alterations to your contract, additional services, and enhancements.



Corporate Headquarters
39115 E. Michigan Ave
Wayne, Michigan 48184

P: (313) 278-4855

Grand Sawka

Michigan

Angela Winstrand

248-897-8064

Lawn & Landscape, Plowing Commercial Sites

KIMCO Properties

Michigan

Erin McTear

248-231-4150

Lawn & Landscape, Plowing Commercial Sites

HENRY FORD COLLEGE

Michigan

PAUL MAITLAND

313-687-2006

Plowing ALL campus Sites

Attachment A

BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES

Property: Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197
Contractor: FRANK'S LANDSCAPING & SUPPLIES LLC.
(313) 278-4855 OFFICE
Telephone #: (313) 363-3461 cell Email: Michbrick@hotmail.com

Pricing Schedule:

Flat rate per visit \$ PRICING 11/15/24 - 4/15/2025 → 1.5" - 4" → \$600.00
4.1" + → \$825.00
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr SALTING Lot / Walks → \$525.00

Seasonal Price for work as described \$ 18,250.00
To be billed in five (5) equal installments \$ 3,650 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra Cost - All included in seasonal

Flat rate per visit \$ PRICING 11/15/25 - 4/15/2026 →
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr

Seasonal Price for work as described \$ 18,250.00
To be billed in five (5) equal installments \$ 3,650 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra Cost - All included in seasonal

Flat rate per visit \$ PRICING 11/15/26 - 4/15/2027 →
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr

Seasonal Price for work as described \$ 18,250.00
To be billed in five (5) equal installments \$ 3,650 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra Cost - All included in seasonal

Remains
SAME

Remains
SAME

Attachment B

BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES

Property: Ypsilanti District Library 229
W. Michigan Avenue
Ypsilanti, MI 48197
Contractor: FRANK'S LANDSCAPING & SUPPLIES LLC.
(313) 378-4855 OFFICE
Telephone #: (313) 363-3461 CELL Email: Michbrick@hotmail.com

Pricing Schedule:

Flat rate " " PRICING 11/15/24 - 4/15/2025 → 1.5"-4" → \$250
4.1" + → \$400
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr. SALTING Lot/Walks → \$180

Seasonal Price for work as described \$ 7,250.00
To be billed in five (5) equal installments \$ 1,450.00 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra cost - All Included in Seasonal

Flat rate " " PRICING 11/15/25 - 4/15/2026 → (Remains SAME)
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr

Seasonal Price for work as described \$ 7,250.00
To be billed in five (5) equal installments \$ 1,450 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra cost - All Included in Seasonal

Flat rate " " PRICING 11/15/26 - 4/15/2027 → (Remains SAME)
If price varies with excessive snowfall, provide depth and cost differences:
10" + Heavy Equipment - \$175 hr

Seasonal Price for work as described \$ 7,250.00
To be billed in five (5) equal installments \$ 1,450 per month
If price varies with excessive snowfall, provide depth and cost differences:
NO Extra cost - All Included in Seasonal

Attachment C

BID FORM
2024/25-2026/27 SNOW REMOVAL SERVICES

Property: Ypsilanti District Library
1900 Harris Road
Ypsilanti, MI 48198
Contractor: FRANK'S LANDSCAPING & SUPPLIES LLC
(313) 378-4855 OFFICE
Telephone #: (313) 363-3461 Cell Email: MICHBRIK@hotmail.com

Pricing Schedule:

Flat rate per visit \$ PRICING 11/15/24 - 4/15/2025

If price varies with excessive snowfall, provide depth and cost differences:

10" + Heavy Equipment - \$175/hr

1.5"-4" → \$175.00
4.1" + → \$350.00

SALTING LOT/WALKS → \$250.00

Seasonal Price for work as described \$ 9,900.00

To be billed in five (5) equal installments \$ 1,980.00 per month

If price varies with excessive snowfall, provide depth and cost differences:

NO Extra cost - All Included IN Seasonal

Flat rate per visit \$ PRICING 11/15/25 - 4/15/2026

If price varies with excessive snowfall, provide depth and cost differences:

10" + Heavy Equipment - \$175/hr

Remains
SAME

Seasonal Price for work as described \$ 9,900.00

To be billed in five (5) equal installments \$ 1,980.00 per month

If price varies with excessive snowfall, provide depth and cost differences:

NO Extra cost - All Included IN Seasonal

Flat rate per visit \$ PRICING 11/15/26 - 4/15/2027

If price varies with excessive snowfall, provide depth and cost differences:

10" + Heavy Equipment - \$175/hr

Remains
SAME

Seasonal Price for work as described \$ 9,900.00

To be billed in five (5) equal installments \$ 1,980.00 per month

If price varies with excessive snowfall, provide depth and cost differences:

NO Extra cost - All Included IN Seasonal

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/22/2024

Re: Consideration of a proposal for lighting ballast repairs at Whittaker

Whittaker has many different types of light fixtures. As you know, we have been working to gradually convert them to LED to reduce maintenance and energy costs. A majority of the fixtures on the main floor are still fluorescent. With a major change to the floorplan outlined in our space needs assessment eventually on the horizon, converting at this point does not make economic sense.

Unfortunately, this means that for now these lights still require a good deal of upkeep. Our Facilities staff replaces the bulbs and ballasts that they are able to work on, but over time quite a few of our emergency ballasts have gone out. These can only be replaced by a certified electrician.

Brennan Booms of Enlighten is very familiar with our lighting and we trust his work as well as his knowledge. He has provided the attached quote to repair the 23 emergency ballasts which currently need replacement. This includes a few upstairs and in staff areas, but the majority are in the New, Large Print, and Youth areas on the main floor.

Beyond these immediate repairs, there are approximately 25 additional emergency ballasts still functioning in New/Large Print/Youth. Next year I plan to budget for proactively replacing those as well.

I request approval of the repairs described in the attached proposal for a cost of \$9,097.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-27

August 28, 2024

RESOLUTION TO REPAIR EMERGENCY LIGHTING BALLASTS AT WHITTAKER

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

Whereas, 23 emergency ballasts that operate lights in the Whittaker Road library have stopped working, creating dark conditions that reduce visibility and may feel unsafe to patrons and staff, and

Whereas, an improvement to this situation is desired, and

Whereas, emergency ballast repairs must be performed by a master electrician, and

Whereas, the Library Director requested the attached proposal from Enlighten to replace these ballasts, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to perform the ballast replacements as proposed for a total cost of \$9,097.

BE IT FURTHER RESOLVED that the Capital Asset Replacement Fund shall be utilized for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ballast Replacements

YDL Whittaker: Youth Area Linear Pendants



Pot. Lamp	Qty	Lights	Install	Total
Circuit Repairs	1	\$96	\$786	\$ 881
PL Ballast Labor	1	\$0	\$473	\$ 473
PL BBU+Labor	1	\$268	\$473	\$ 741
T5 Ballast Labor	10	\$0	\$2,161	\$2,161
T5 BBU+Labor	10	\$2,679	\$2,161	\$4,840
	23	\$3,043	\$6,054	\$9,097

NOTES

- Enlighten to provide material & labor BBUs (LP550) for T5 Linear pendant
- Enlighten to provide labor only for T5 ballasts & PL Can light
- YDL to provide T5 ballasts & PL ballasts
- Circuit Repairs includes corrective measures for issues found during install of Circ Desk Pendants
 - Missing Unswitched Power
 - Alternate Circuit will be used and Siemens system relay will be bypassed to create unswitched circuit
 - Corrupted Neutral
 - Neutral found to be backfed in attempt to provide unswitched power
 - Complete circuit (power and neutral) will be abandoned.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/19/2024
Re: Consideration of a proposal to refinish "The River" in Library Plaza

We have long wished to replace the "river," the blue path through the concrete that winds the length of Library Plaza. Originally, I am told, the "river" was made of mosaic glass tiles. It proved to be extremely slippery when wet, so was removed almost immediately and replaced with the unattractive blue rubber playground surface material we have now.

In the winter of 2017, the river was damaged by snow plows. We've done spot repairs ourselves periodically since then, and I have been trying to find a firm willing to replace it. In 2019 we added some additional concrete projects to the mix in an attempt to attract more interest. After the Board approved the expenditure, the lone bidder ghosted us.

As we prepare to reopen Michigan Avenue, I decided to ask Phoenix Contractors if they could recommend any companies that might take on this work. Through them I connected with Dysert Concrete, and they are interested in the project!

Dysert provided the attached quote to remove the blue material, replace it with concrete (color of our choice), then hand seat stones to look like a rocky river bed. They would then seal this to make it smooth. This is exactly the finish we have been looking for, and Dysert is able to complete the project this fall. Very exciting to find a solution after this long wait!

I request your approval to waive the bid process and spend \$6,775 from the Capital Asset Replacement Fund to complete this project at last.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-28

August 28, 2024

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES
TO REFINISH “THE RIVER” IN LIBRARY PLAZA

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

Whereas, the Board approved replacing “the river” in Library Plaza in 2019, but the vendor refused to follow through, and

Whereas, the project did not interest other vendors in the interim and had been set aside, and

Whereas, Dysert Concrete has now proposed a solution and agreed to perform the work before the end of the year, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and award the contract for this work to Dysert Concrete; and

BE IT FURTHER RESOLVED that:

\$6,775 from the Capital Asset Replacement Fund be used to fund this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

ESTIMATE

DYSERT CONCRETE
1750 S Cooper St
Jackson, MI 49203

doug@dysertconcrete.net
(517)782-2200
http://dysertconcrete.com



Bill to

Lisa Hoenig
Ypsilanti District Library
5577 Whittaker Rd.
Ypsilanti, MI 48197

Ship to

Lisa Hoenig
Ypsilanti District Library
229 W. Michigan Ave
Ypsilanti, MI 48197

Estimate details

Estimate no.: 7937
Estimate date: 08/09/2024

#	Product or service	Description	Qty	Rate	Amount
1.		@ 229 W. Michigan Avenue, Ypsilanti			
2.	Services	Material and Labor To: Remove Existing Blue Band Install 4" Concrete with Hand Seated Stone (2-4") Wash and Seal 4000 PSI Limestone Concrete	1	\$6,775.00	\$6,775.00
3.	T 5050 Terms	Standard terms are 50% down payment and 50% upon completion Unpaid balances for services, materials, and improvements will accrue a time price differential charge of 1.5% monthly, plus actual costs of collection, to include attorney fees. Payments by credit card are subject to 3% processing fee.			
4.	T YouDarlene	***** If you have any questions please contact Darlene Reichard 517-358-0357 cellular darlene@dysertconcrete.net www.dysertconcrete.com ***** Payments by credit card are subject to 3% processing fee.			

Total

\$6,775.00

Note to customer

We cannot guarantee concrete will not crack. We are not responsible for damage due to frost, poor soil conditions and de-icing salts. It is not our responsibility to verify foundation design, damp proofing/ waterproofing/ drainage package & soil conditions are adequate and to code. It is your responsibility to take precautions against damage from backfill and frost.

Accepted date	Accepted by
----------------------	--------------------