



2025 Information Packet



Wednesday,
March 26, 2025
6:30pm
YDL-Michigan



Ypsilanti District Library
YDL Board Meeting, March 26, 2025, 6:30 pm, YDL – Whittaker Board Room
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Kristy Cooper <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Chris Tebbens <input type="checkbox"/> Jean Winborn <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			
A. Proposed Minutes from February 26, 2025, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 2025 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Michigan Avenue Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Consideration of a proposal for lighting ballast repairs at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a proposal to replace the Whittaker Community Room blinds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Addition of a hot water recirculation pump at Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Closed session to discuss labor negotiations with attorney Chris Trebilcock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

CALL TO ORDER

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

ATTENDANCE

Trustees Present: Bethany Kennedy, Patricia Horne McGee, Teresa M. Maddix, Brian Steimel, Jean Winborn, and Chris Tebbens formed a quorum. Kristy Cooper was absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Michigan Avenue Branch Manager Katie Dover-Taylor, as well as Joe Verlin, CPA, CGFM, Gabridge & Co. (via Zoom).

APPROVAL OF THE AGENDA

Trustee Winborn moved to add a document for the board to consider as New Business D. Trustee Maddix moved to approve the agenda as amended and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Director Hoenig introduced the new Branch Manager for Michigan Avenue, Katie Dover-Taylor, to the trustees. Ms. Dover-Taylor addressed the group and expressed her excitement to re-open the branch back up to the community she is a part of.

PRESENTATION OF 2024 FISCAL YEAR AUDIT

Joe Verlin, CPA, CGFM, provided an overview of the audit for the fiscal year 2024. He explained the methodology used to perform an audit level of accuracy verification and how the Ypsilanti District Library received the highest level of verification. He outlined the financial highlights and trends, the current net position, the levels of reserves, as well as significant notes to the financial statement. He closed by answering questions from the Board.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (January 22, 2025 Regular meeting minutes and January 2025 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

Director Hoenig included an article from The Ann Arbor News that discusses the library's upcoming social work program.

COMMITTEE REPORTS

Facilities – Director Hoenig updated the Board on the release of the bid package for the Whittaker Road improvements for the Café and Story Room. Bids are welcome through March 13th, 2025. She also updated the group on the ongoing renovations at the Michigan Avenue branch. The new front door has been installed and the vestibule pieces are in the building. Director Hoenig went over the last expected steps once the vestibule is complete. She responded to questions from the Board regarding the vestibule and punch list.

Friends of the Library - Trustee Steimel provided details on the Annual Meeting of the group, along with the January and February 2025 meetings. He stated the January sale was the third largest sale by revenue since the group began, with \$3,096.00 in sales. He advised the next sale is the first weekend in May. He also mentioned that the group has created a checklist for sale procedures and that with over 40 volunteers supporting the shop's regular hours the location is open all week. He closed with information about the current number of members as well as answering questions from the Board.

Fundraising – Director Hoenig detailed information from the 2023 Annual Report. Last year we received 55 donations with that mailing, with an overall gross revenue of \$8,472.00. The average gift was \$154.00 and after expenses the net revenue was \$6,713.00 from 729 items with a return rate of 4.8%.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig filled in the Board on the many issues revolving around the Earned Sick Time Act that became effective February 21, 2025. She also let the Board know about the payroll processor we currently utilize dropping our plan and the need to migrate to a new product, perhaps by October 1st. She mentioned the finalization of the hiring of a new Youth Paraprofessional for the Whittaker Youth Department and the needs her hiring will meet. Director Hoenig detailed the migration of events, room bookings and digital displays from the Communico product we were previously using to the new ILS' Vega Platform. Finally, the Director outlined the meeting she had with the Augusta Township Trustee to discuss Michigan public library funding and she thanked Trustee Winborn for joining her in that discussion.

OLD BUSINESS

- A. Committee appointments - President Bethany Kennedy advised the Committee Appointments are assigned as shown in the packet for the current year. After a brief discussion committee assignments were made official for the current year. Brian Steimel will continue his role as Friends of the Library liaison.

NEW BUSINESS

- A. Acceptance of FY 2023-2024 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-5

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

February 26, 2025

RESOLUTION TO ACCEPT THE FISCAL YEAR 2024 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2024 as presented are accepted.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-6

February 26, 2025

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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

Whereas, the Library maintains a Capital Projects Fund, and

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

Whereas, additional capital project expenses are anticipated in 2025, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$700,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Steimel

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

C. Resolution to honor Joy Cichewicz

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-7

February 26, 2025

RESOLUTION TO HONOR AND THANK ELIZABETH JOY CICHEWICZ
FOR MORE THAN SIXTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Elizabeth Joy Cichewicz has served the Ypsilanti District Library for more than sixteen years as Michigan Avenue Branch Manager, and

WHEREAS, in addition to her library science degree, she also came on board with a working knowledge of social work principles and genuine compassion for underserved patrons downtown, and

WHEREAS, Joy built a valued network of Ypsilanti social service agencies, government officials, and businesses to improve and promote library services to all residents, and

WHEREAS, over the years she built up Michigan Avenue's programming to include innovative and cherished events such as Country in the City, Halloween Downtown, and the annual Christmas Tree Lighting, and

WHEREAS, she worked with all ages on a wide array of creative projects, notably the grant-funded Ezra Jack Keats mosaics that grace the walls of the youth department, and

WHEREAS, Joy is now stepping away to spend more time with her husband, Ricky, her children and grandchildren, gardening, traveling, and doing other things she loves,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Elizabeth Joy Cichewicz for the excellent dedicated service she has provided for our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that she enjoys all the joys of retirement in good health.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Horne McGee

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

D. Document for Review provided by Jean Winborn

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

Trustee Winborn provided a document for the Board to review.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Absent
Trustee Steimel	Detailed his work with Michigan Avenue for programming with a puppet show on March 22, 2025, and invited the trustees to the event. He also outlined the art exhibit at Eastern Michigan University and invited the trustees to visit.
Trustee Winborn	Spoke about how she celebrated at Joy Cichewicz's retirement party and outlined some of the highlights of working with Joy throughout the years.
Trustee Maddix	Advised she is very excited for the re-opening of Michigan Avenue and how the library looks so much different – for the better – from before the flooding event. She also welcomed the new branch manager of Michigan Avenue, Katie Dover-Taylor.
Trustee Tebbens	Detailed how he attended the Barbara McQuade event as well as how people he knows have enjoyed using the seed library recently.
Trustee Kennedy	Stated her thankfulness for the library system and provided an example of how the library and staff provide resources.
Trustee Horne McGee	No comment

ADJOURNMENT

Trustee Winborn moved to adjourn at 7:42 p.m. Trustee Tebbens seconded this motion.

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

Financial Report

**Ypsilanti District Library
Balance Sheet
February 28, 2025
General Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 2/28/2025	Current FYTD Variance from 11/30/24
Assets:							
Total Cash & Cash Equivalents	2,940,888	3,413,908	3,497,836	4,132,885	3,709,186	6,072,352	2,363,167
Receivables & Other assets	98,153	84,370	108,670	89,635	249,535	77,068	(172,467)
Total Assets	3,039,041	3,498,278	3,606,506	4,222,520	3,958,721	6,149,421	2,190,700
Liabilities	85,577	313,638	344,511	1,160,956	315,649	75,857	(239,792)
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	352,434	352,434	352,434	-	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	272,195	1,753,090	1,852,576	2,907,407	2,554,937	3,136,463	581,526
Current Year Surplus(Deficit)	1,478,262	99,487	466,448	(352,452)	581,526	2,430,492	1,848,966
Total Fund Balance	2,609,500	2,711,620	3,178,067	3,061,564	3,643,072	6,073,564	2,430,492
Total Liabilities & Fund Balance	2,695,077	3,025,258	3,522,578	4,222,520	3,958,721	6,149,421	2,190,700

Ypsilanti District Library
Period Ending 2/28/25 (25% of Year)
General Fund

ACCT #	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,086,566	6,437,010	7,042,452	7,189,288	4,820,879	2,368,409	67.1%
Expenditures							
Dept 100 Administrative	2,357,850	2,799,845	3,088,772	3,410,146	1,017,660	2,392,486	29.8%
Dept 200 Michigan Ave.	619,718	679,655	706,194	769,618	169,092	600,526	22.0%
Dept 300 Outreach	103,159	285,464	291,164	309,419	79,325	230,094	25.6%
Dept 400 Superior Township	230,011	482,563	573,703	555,088	123,716	431,372	22.3%
Dept 500 Whittaker Rd	1,156,232	1,266,793	1,240,498	1,428,548	295,741	1,132,807	20.7%
Dept 600 Donations	52,305	79,576	44,096	-	4,853	(4,853)	NA
Dept 700 Grants	31,359	43,127	1,146	-	-	-	
Total	4,550,634	5,637,023	5,945,573	6,472,819	1,690,386	4,782,433	26.1%
Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	3,130,492		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)	-	(700,000)		
Fund balance - beginning of period	3,178,078	3,314,010	2,813,997	2,758,441	2,758,441		
Fund Balance - end of period	3,314,010	2,813,997	2,758,441	3,474,910	5,188,934		

**Ypsilanti District Library
General Fund
Period Ending 2/28/2025
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	998,342	1,076,710	1,150,986	1,213,810	909,104	74.9%
425.000	City of Ypsilanti Tax Levy	889,936	944,675	998,345	1,059,869	251,793	23.8%
425.075	PPT Reimbursement	27,533	33,869	51,006	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,707,057	3,862,384	4,144,238	4,396,715	3,565,958	81.1%
441.000	Renaissance Zone Reimb	67,905	66,774	66,572	66,950	0	0.0%
443.000	State Aid Direct	43,256	44,630	44,916	44,847	0	0.0%
447.000	State Aid Indirect	43,254	44,630	44,916	44,847	0	0.0%
500.500	Operational Grant Revenue		10,000	56,711	30,000	6,620	22.1%
500.600	Talk Grant Revenue	41,774	45,554	88,715	0	0	NA
657.000	Circulation Services fee	6,777	7,195	4,426	4,000	1,020	25.5%
657.100	Smart Cards - Printing & Copies	22,883	33,006	31,101	30,000	8,355	27.8%
657.600	Proctor Fees	574	60	125	0	60	NA
661.000	Penal Fines County	83,080	69,569	79,549	74,500	0	0.0%
662.100	Community room rentals	1,250	2,250	3,425	2,650	725	27.4%
679.000	Donations/Misc.	2,045	12,872	2,993	2,500	9,480	379.2%
681.000	Donations Designated	0	0	530	0	0	NA
681.080	Donations/Memorials	7,736	4,629	0	600	0	0.0%
687.000	Interest/Checking	1,383	6,705	7,080	5,500	2,744	49.9%
687.010	Interest/Savings	3,154	54,301	37,273	35,000	77	0.2%
687.121	MI Class value change	0	3,033	150,230	140,000	43,936	31.4%
689.000	Dividends-MML	7,460	6,490	6,675	6,500	0	0.0%
690.000	Dividend Revenue Endowment	8,161	12,595	14,683	11,000	89	0.8%
Total Revenue		5,963,560	6,341,931	6,984,492	7,189,288	4,799,960	66.8%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2025
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	758,009	860,334	980,882	1,035,921	249,914	24.1%
702.100	Professional/Accounting	8,700	10,340	11,075	11,500	4,175	36.3%
702.150	Bank Fees	2,494	2,807	3,705	3,630	871	24.0%
702.900	Salary/Subs	5,987	17,893	13,241	18,392	3,840	20.9%
705.000	Employee Recognition Awards	689	521	789	750	0	0.0%
710.000	Payroll Service	13,050	18,957	10,151	12,100	3,137	25.9%
715.000	Employer Payroll Tax	164,634	208,026	224,848	245,509	59,320	24.2%
715.100	ACA Taxes Paid by employer	555	644	518	1,190	0	0.0%
718.000	MERS Defined Contribution	99,768	108,527	130,468	147,339	27,050	18.4%
719.000	FSA Admin Fee	624	600	657	853	166	19.4%
727.000	Office Supplies	38,242	45,636	23,533	34,000	6,203	18.2%
727.200	Supplies-Facility	18,696	22,127	26,267	34,500	6,108	17.7%
752.000	MML/Building Insurance	74,515	77,332	86,565	91,651	87,935	95.9%
753.000	MML/Workers Comp	10,202	12,633	16,456	20,241	9,150	45.2%
754.000	Health Insurance	380,631	456,375	507,840	558,214	133,218	23.9%
755.000	PT Telemedicine	0	0	3,226	4,455	944	21.2%
756.000	Delta Dental	32,832	34,625	35,661	38,590	9,259	24.0%
758.000	Life Insurance	4,061	4,708	4,613	4,764	1,317	27.6%
759.000	Vision Service Plan	8,907	9,340	8,784	9,534	3,007	31.5%
762.000	STD/LTD (Disability Insurance)	12,301	18,396	19,661	19,740	5,968	30.2%
769.000	Printing & Publishing	18,779	24,323	23,525	23,850	2,567	10.8%
769.050	Classified Advertising	733	312	174	3,500	0	0.0%
774.050	Digital Collection	246,754	315,437	364,712	343,000	65,522	19.1%
774.100	Data Bases	28,073	32,458	33,979	50,000	14,772	29.5%
774.800	System Wide DVDs	61	220	0	0	0	NA
774.900	All Materials Processing	25,603	28,394	28,119	25,000	4,307	17.2%
774.950	Play Kits	2,975	4,735	4,680	0	0	NA
774.975	Library of Things	8,799	12,379	14,965	12,000	746	6.2%
801.000	Major Events	9,143	14,259	15,895	23,200	0	0.0%
801.500	Learning Never Gets Old	2,999	0	0	0	0	NA
802.000	Mileage/Travel Reimbursement	4,754	6,936	4,769	6,500	400	6.1%
804.000	Workshops/Training	3,613	7,003	5,323	9,500	558	5.9%
805.000	Memberships & Dues	5,603	6,661	6,093	6,750	1,410	20.9%
806.000	Talk Grant Expenses	40,362	21,750	61,215	0	0	NA
807.000	Operational Grant Expenditure		12,389	27,941	30,000	13,239	44.1%
810.000	Capital Outlay - Buildings	650	4,880	5,549	5,500	0	0.0%
810.100	Capital Outlay - Improvements	0	2,261	6,531	127,000	17,078	13.4%
811.100	Capital Outlay - Technology	0	59,118	43,625	12,500	27,993	223.9%
812.000	Capital Outlay - Furnishings	1,100	5,735	3,426	5,000	0	0.0%
840.010	Insurance Claim In Progress	-5,825	138	0	0	170,644	MA
850.000	Automation - Technology	110,254	134,299	116,588	202,000	35,827	17.7%
850.100	Telecommunications	7,003	11,111	5,579	8,241	5,945	72.1%
850.200	ILS Contract	64,631	63,125	47,867	57,368	0	0.0%
850.500	Software Subscription	35,693	42,936	39,319	32,685	9,307	28.5%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	18,912	20,240	21,206	25,039	5,753	23.0%
965.000	Auditing Service	8,100	8,325	8,550	18,390	18,390	100.0%
975.000	Legal	11,191	1,870	23,594	18,000	2,364	13.1%
975.500	Legal - Negotiations	7,620	0	0	8,500	0	0.0%
980.000	Professional/Contractual	54,649	37,007	49,866	34,950	9,144	26.2%
980.500	Branding Costs	894	3,195	3,619	5,000	0	0.0%
981.500	Lost Book Expense	1,646	3,431	1,834	5,300	181	3.4%
982.000	MTT Charge Back City	48	259	0	2,500	0	0.0%
983.000	MTT Charge Back TWP	3,873	878	4,394	5,000	-68	-1.4%
983.100	MTT Charge Back-Superior Twp	1,467	914	4,052	8,000	0	0.0%
984.050	Contributions/Endowment	0	250	50	0	0	NA
Total		2,357,850	2,799,845	3,088,772	3,410,146	1,017,660	29.8%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2025
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	423,056	473,988	469,503	522,133	132,132	25.3%
702.800	Salaries-Pages	4,784	6,611	10,061	10,383	3,467	33.4%
771.000	Adult Books & Processing	18,713	14,185	20,211	25,150	2,211	8.8%
772.000	Youth Books & Processing	16,552	11,280	12,675	15,900	1,055	6.6%
776.000	Periodicals - Adult	4,395	2,868	2,144	1,600	145	9.1%
776.050	Periodicals - Youth	0			4,000	0	0.0%
778.000	Adult Audio/Visual	4,852	3,481	4,248	6,600	68	1.0%
779.000	Youth Audio/Visual	2,743	901	1,916	2,100	25	1.2%
801.500	Learning Never Gets Old	0	1,250	968	1,250	186	14.9%
802.200	Parking	3,600	3,700	3,600	3,900	0	0.0%
810.000	Capital Outlay - Buildings	68,081	18,357	100,000	53,000	3,892	7.3%
812.000	Capital Outlay - Furnishings	0	4,510	0	2,000	777	38.8%
840.000	Repair & Maintenance - Building	17,990	32,249	25,148	22,900	8,969	39.2%
840.025	Campbell Maint Contract	12,672	13,204	14,800	14,800	3,700	25.0%
840.050	Snow Removal/ Lawn Care	7,778	12,097	8,340	17,980	4,350	24.2%
900.000	Programs-Adult	1,772	2,641	2,912	3,000	598	19.9%
901.000	Programs-Youth	606	2,531	2,206	2,500	237	9.5%
902.000	Art Purchases	0	0	0	20,000	0	0.0%
940.000	Phone	2,631	2,319	1,999	1,958	442	22.6%
943.000	Natural Gas	4,838	3,923	3,848	5,411	3,027	55.9%
947.000	DTE - Electric	18,797	20,935	15,529	24,192	3,112	12.9%
949.000	Ypsilanti Comm Utilities Auth	5,858	6,029	6,087	5,961	700	11.7%
980.000	Professional Contractual	0	42,596	0	2,900	0	0.0%
Total		619,718	679,655	706,194	769,618	169,092	22.0%
Dept 300 Outreach							
702.000	Salaries	77,276	233,500	268,398	279,692	68,133	24.4%
775.000	Library Materials	5,857	3,275	5,772	6,800	518	7.6%
801.500	Learning Never Gets Old	0	1,223	2,524	3,000	538	17.9%
811.000	Capitall Outlay Vehicle	0	35,000	0	0	0	NA
840.000	Repair & Maintenance	13,986	8,376	7,566	12,130	9,069	74.8%
901.000	Programs			1,439	2,000	0	0.0%
943.000	Fuel	6,040	4,090	5,464	5,797	1,066	18.4%
Total		103,159	285,464	291,164	309,419	79,325	25.6%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2025
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township							
702.000	Salaries	211,331	353,232	382,524	392,451	96,148	24.5%
702.800	Salary/Pages	0	3,706	5,248	10,383	1,265	12.2%
771.000	Adult Books & Processing	0	14,935	14,738	18,000	1,213	6.7%
772.000	Youth Books & Processing	0	12,171	15,539	17,900	3,408	19.0%
774.950	Play Kits	0	0	0	1,600	269	16.8%
775.000	Library Materials	7,388	0	0	0	0	NA
776.000	Periodicals	0	1,290	663	1,300	0	0.0%
778.000	Audio/Visual	0	1,276	1,759	2,900	181	6.2%
801.500	Learning Never Gets Old	0	748	1,020	1,000	400	40.0%
810.000	Cap Outlay Building	0	2,381	51,286	6,400	0	0.0%
812.000	Cap Outlay Furnishings	0	0	2,165	0	0	NA
840.000	Repair & Maintenance	2,603	5,503	6,146	5,000	3,487	69.7%
840.025	Campbell Maint Contract	0	7,108	9,147	11,088	2,772	25.0%
840.050	Snow Removal & Lawn Care	2,980	26,505	22,570	20,016	5,940	29.7%
900.000	Programs - adult	267	502	1,540	1,500	1,023	68.2%
901.000	Programs - Youth	655	547	2,537	2,500	791	31.7%
902.000	Art Purchases		8,683	8,358	9,000	121	1.3%
940.000	Phone	782	2,041	2,155	2,108	558	26.5%
943.000	Natural Gas	1,097	2,722	2,740	3,418	1,541	45.1%
947.000	DTE - Electric	1,299	8,772	14,500	16,666	2,404	14.4%
949.000	Ypsilanti Comm Utilities Auth	1,609	6,681	4,228	4,058	94	2.3%
980.000	Professional/Contractual	0	23,760	24,840	27,800	2,100	7.6%
Total		230,011	482,563	573,703	555,088	123,716	22.3%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2025
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 2/28/25 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	749,625	798,216	788,402	893,195	212,415	23.8%
702.800	Salaries-Pages	28,923	31,782	24,774	38,938	6,522	16.8%
771.000	Adult Books	44,654	44,943	36,758	41,500	4,770	11.5%
772.000	Youth Books	29,974	29,767	35,544	40,500	3,535	8.7%
774.950	Play kits	0	0	0	1,600	337	21.1%
776.000	Periodicals - Adult	5,717	6,237	5,439	10,000	4,723	47.2%
776.050	Periodicals - Youth	617	722	624	800	0	0.0%
778.000	Adult Audio/Visual	8,739	7,498	9,864	10,600	1,270	12.0%
779.000	Youth Audio/Visual	4,157	3,081	2,991	4,800	45	0.9%
810.000	Cap Outlay Building	22,620	71,761	22,986	63,500	0	0.0%
840.000	Repair & Maintenance - Building	54,658	36,176	43,618	32,500	2,418	7.4%
840.025	Campbell Maint Contract	41,649	41,379	50,900	50,900	12,725	25.0%
840.050	Snow Removal/Lawn Care	18,348	34,465	32,365	31,309	10,950	35.0%
900.000	Programs - Adult	2,382	3,196	1,634	4,200	481	11.4%
901.000	Programs - Youth	6,647	12,837	13,005	13,000	4,496	34.6%
903.000	Equipment Maintenance	0	1,702	1,297	3,000	0	0.0%
940.000	Phone	5,277	4,916	5,146	5,035	1,326	26.3%
943.000	Natural Gas	31,451	24,868	31,394	31,680	17,392	54.9%
947.000	DTE - Electric	96,182	106,775	126,805	137,220	11,711	8.5%
949.000	Ypsilanti Comm Utilities Auth	4,612	6,472	6,953	6,271	624	10.0%
980.000	Professional/Contractual	0			8,000	0	0.0%
Total		1,156,232	1,266,793	1,240,498	1,428,548	295,741	20.7%
Dept 600 Donations							
Revenue:							
	Total Revenue	106,336	46,229	55,433			
	Total Donated revenue	106,336	46,229	55,433		20,918	NA
Expenditures:							
	Total Expenditures	52,305	79,576	44,096			
	Total Expenditures	52,305	79,576	44,096		4,853	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	16,670	48,850	2,526			
	Total Revenue	16,670	48,850	2,526		0	NA
Expenditures							
	Total Expenditures	31,359	43,127	1,146			
	Total Expenditures	31,359	43,127	1,146		0	NA
Total	Net -- restricted for future	-14,689	5,723	1,380		0	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						
850.100	Technology improvements						NA
	Total Other Revenue	0	0	0		0	NA
	Total Revenue	6,086,566	6,437,010	7,042,452	7,189,288	4,820,879	
	Total Expenditures	4,550,634	5,637,023	5,945,573	6,472,819	1,690,386	26.1%
	Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	3,130,492	
	Fund Balance Beginning of Year	3,178,078	3,414,010	3,061,563	3,643,089	3,643,089	
	Board Designation	-1,300,000	-1,152,434	-515,352	0	-700,000	
	Ending Fund Balance	3,414,010	3,061,563	3,643,089	4,359,558	6,073,582	

**Ypsilanti District Library
Balance Sheet
February 28, 2025
Capital Asset Replacement Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 2/28/2025	Current FYTD Variance from 11/30/24
Assets:							
Cash and Current Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	1,182,229	799,612
Total Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	1,182,229	799,612
Liabilities	-	-	-	542,328	201,502	361,502	160,000
Fund Balance	2,665,015	3,489,597	887,932	371,866	181,116	820,728	639,612
Total Liabilities & Fund Balance	2,665,015	3,489,597	887,932	914,194	382,618	1,182,229	799,612

Ypsilanti District Library
Capital Expenses
Period Ending 2/28/25 (25% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	YTD 2/28/25 ACTUAL
Revenue					
400.683.800	Superior Library Designated	450,871	166,970	88,893	-
200.681.075	MA Designated Donation			35,600	-
688.000	Interest	97	7,230	-	-
	Other departments				-
688.000	Interest	-	-	4,016	501
Total		450,968	174,200	128,508	501
	Transfer from Operating Fund	1,300,000	1,152,434	515,352	700,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	97,989	66,927	451,423	36,335
	Subtotal	97,989	66,927	451,423	36,335
Dept 400 Superior Construction					
702.150	Bank Fees	1,503	570	360	148
752.500	Insurance - Bldrs Rsk	8,564	-	-	-
780.000	Opening Day Collection	194,247	7,319	-	-
801.000	Major Events	7,744	2,191	-	-
812.000	Capital Outlay - Eq/Furn	208,175	36,712	5,000	-
850.000	Automation - Technology	91,123	26,562	-	-
910.000	Site Development	-	-	-	-
943.000	Fuel/Natural Gas	1,482	-	-	-
975.000	Legal/Attorney	720	-	-	-
980.000	Prof/Contractual	-	618	-	-
981.000	Architect Fees	142,813	(32,314)	-	-
955.100	General Contractor	3,167,412	1,367,136	9,046	-
985.300	Outside Contract Expense	42,975	58,545	-	-
	Subtotal	3,866,758	1,467,339	14,406	148
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	387,987	308,428	368,786	24,407
	Subtotal	387,987	308,428	368,786	24,407
TOTAL Capital Expenditures		4,352,734	1,842,694	834,616	60,889
	Total Revenue Over Expenditures	(2,601,766)	(516,060)	(190,756)	639,612
	Beginning Fund Balance	3,489,596	887,830	371,770	181,116
	Ending Fund Balance	887,830	371,770	181,015	820,728

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	-485,976	
Balance	11/30/2022	732,824	155,107	887,931
2023				
Board Assigned	2/1/2023	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,339	-375,355	
Balance	11/30/2023	239,685	132,186	371,871
2024				
Board Assigned	2/1/2024	0	515,352	
YTD Capital Campaign & Int	11/30/2024	0	128,508	
YTD Expenditures	11/30/2024	-14,406	-820,210	
Balance	11/30/2024	225,279	-44,163	181,116
2025				
Board Assigned			700,000	
YTD Capital Campaign & Int	2/28/2025	0	501	
YTD Expenditures	2/28/2025	0	-60,889	
Balance	2/28/2025	225,279	595,449	820,728

Project Summary Through:

	2/28/2025	2/28/2025
	Superior	Other
Board	5,300,000	2,649,531
Capital Campaign	1,549,652	129,009
Future pledges	160,000	
Expense	-6,624,373	-2,183,092
	385,279	595,449

160,000 future pledges
980,728

Check Register Report

Date: 03/03/2025

Time: 3:02 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								
78111	02/13/25	Printed			0000000025	AFLAC	Pay Period 7 + 8	113.80
78114	02/13/25	Printed			AMCASE	AMAZON CAPITAL SERVICES	February 2025 Inv	5,784.55
78115	02/13/25	Printed			ABOS	ASSOCIATION OF BOOKMOBILE &	ABOS Membership Khi Brenen	49.00
78116	02/13/25	Printed			BK7762	BAKER & TAYLOR INC. 443734	12.31.2024smtm	60.73
78117	02/13/25	Printed			0000573063	BAKER & TAYLOR, INC. 443744	stmt12.31.2024	110.45
78118	02/13/25	Printed			BASIC	BASIC	February 2025 FSAadmin	54.54
78119	02/13/25	Printed			BCN	BLUE CARE NETWORK OF MI	March 2025 Coverage	55,507.41
78120	02/13/25	Printed			BOX	BOXCAR STUDIO	web supt 10/1/22-9/30/23	1,950.00
78121	02/13/25	Printed			A15	BP PRODUCTS OF NORTH AMERICA	02.06.2025 stmt	345.92
78122	02/13/25	Printed			BSB	BSB COMMUNICATIONS INC.	mailbox 1371 to record to 1303	87.50
78123	02/13/25	Printed			BUSE	ALEXIS BUSE	Chess Internship 3 4 weeks	115.00
78124	02/13/25	Printed			JCARY	JAMES CAREY	January 2025 services	1,650.00
78125	02/13/25	Printed			CEN	CENGAGE LEARNING	Black Voices 2	52.48
78126	02/13/25	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	Ref#268636	7,958.15
78127	02/13/25	Printed			DTE ENERGY	DTE ENERGY	StLight01.01-01.31.2025	55.94
78128	02/13/25	Printed			DTE ENERGY	DTE ENERGY	MI Ave12.28.2024-01.28.2025	1,614.40
78129	02/13/25	Printed			FCB	FIRST CITIZENS BANK	2024 Property Tax pmtdue02.19.2025	3,049.39
78130	02/13/25	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	Snow Removal #4 of 5	7,080.00
78131	02/13/25	Printed			HEAL	HEALTHIEST YOU INC.	February 2025 coverage	318.75
78132	02/13/25	Printed			0000000051	THE LIBRARY NETWORK	CrowdStrikeFal10.1.24-09.30.27	13,188.00
78133	02/13/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Wicked	656.03
78134	02/13/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla Jan 2025	26,916.61
78135	02/13/25	Printed			NICH	NICHE ACADEMY	Subscription renewal	2,800.00
78136	02/13/25	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA 12.31.2024 App 4410-10	45,189.79
78137	02/13/25	Printed			PP	PROGRESSIVE PRINTING	5,000 #4 Coin Envs	759.00
78138	02/13/25	Printed			QUAD	QUADIENT LEASING USA, INC.	12.05.2024-03.04.2025	252.75
78139	02/13/25	Printed			STAPAD	STAPLES ADVANTAGE	Invoice Date 01.25.2025	1,139.46
78140	02/13/25	Printed			0000000465	STATE OF MICHIGAN	WhittBoilerx4	385.00
78141	02/13/25	Printed			0000000465	STATE OF MICHIGAN	MAelevator	285.00
78142	02/13/25	Printed			TYLE	TYLER TECHNOLOGIES	AcctPayUserMaint02.25-02.2027	133.27
78143	02/13/25	Printed			0000000316	U S POSTMASTER	Winter Loop Permit #658	4,250.00
78144	02/13/25	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	Stmt01.31.2025	168.93
78145	02/21/25	Printed			AWS	ALLIED WASTE SYSTEMS #241	Sup 02.01-02.28.2025	656.39
78146	02/21/25	Printed			LARD	LARDNER ELEVATOR COMPANY	Cat#1 Safety test WhitE#37763	1,104.00
78147	02/21/25	Printed			VERIZON	VERIZON WIRELESS	Jan 10-Feb 09, 2025 bill	336.29
78148	02/21/25	Printed			0000000021	Y C U A	4-085-803856-01 01.31.25 read	676.05
78149	02/27/25	Printed			ALER	ALERUS FINANCIAL	Jan 2025 457	35,128.78
78150	02/27/25	Printed			ALMA	ALMA COLLEGE LIBRARY	lost-L'Arabe du futur 3	35.00
78151	02/27/25	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Shane Sales 2298019 member	62.00
78152	02/27/25	Printed			A16	ANN ARBOR DISTRICT LIBRARY	ChampionGraphicNovelLegend	15.99
78153	02/27/25	Printed			0000000003	ANN ARBOR NEWS	12weks to 05.31.2025	150.71
78154	02/27/25	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	annual backflow test02.25	450.00
78155	02/27/25	Printed			LOR	BAKER & TAYLOR 443737	Stmt01.31.2025	86.13
78156	02/27/25	Printed			LOR	BAKER & TAYLOR 443737	Stmt01.31.2025	99.20
78157	02/27/25	Printed			BAKTAY	BAKER & TAYLOR INC 443738	Stmt01.31.2025	67.76
78158	02/27/25	Printed			BAKTAY	BAKER & TAYLOR INC 443738	Stmt01.31.2025	98.72
78159	02/27/25	Printed			BAKL	BAKER & TAYLOR INC 4407662	Stmt01.31.2025	54.71
78160	02/27/25	Printed			BK7792	BAKER & TAYLOR INC. 443731	Stmt01.31.2025	41.27
78161	02/27/25	Printed			BK7792	BAKER & TAYLOR INC. 443731	Stmt01.31.2025	606.72

Check Register Report

Date: 03/03/2025

Time: 3:02 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								
78162	02/27/25	Printed			BK7782	BAKER & TAYLOR INC.	443732 Stmt01.31.2025	71.56
78163	02/27/25	Printed			BK7772	BAKER & TAYLOR INC.	443733 Stmt01.31.2025	88.51
78164	02/27/25	Printed			BK7772	BAKER & TAYLOR INC.	443733 Stmt01.31.2025	51.16
78165	02/27/25	Printed			BK7762	BAKER & TAYLOR INC.	443734 Stmt01.31.2025	216.83
78166	02/27/25	Printed			BK7762	BAKER & TAYLOR INC.	443734 Stmt01.31.2025	257.71
78167	02/27/25	Printed			BK7752	BAKER & TAYLOR INC.	443735 Stmt01.31.2025	214.79
78168	02/27/25	Printed			BK7752	BAKER & TAYLOR INC.	443735 Stmt01.31.2025	2,911.05
78169	02/27/25	Printed			BK7742	BAKER & TAYLOR INC.	443736 Stmt01.31.2025	101.37
78170	02/27/25	Printed			BK7742	BAKER & TAYLOR INC.	443736 Stmt01.31.2025	1,142.66
78171	02/27/25	Printed			0000573139	BAKER & TAYLOR, INC.	443741 Stmt01.31.2025	64.23
78172	02/27/25	Printed			0000573139	BAKER & TAYLOR, INC.	443741 Stmt01.31.2025	362.53
78173	02/27/25	Printed			0000573121	BAKER & TAYLOR, INC.	443742 Stmt01.31.2025	769.19
78174	02/27/25	Printed			0000573121	BAKER & TAYLOR, INC.	443742 Stmt01.31.2025	1,961.61
78175	02/27/25	Printed			0000573097	BAKER & TAYLOR, INC.	443743 Stmt01.31.2025	1,305.48
78176	02/27/25	Printed			0000573097	BAKER & TAYLOR, INC.	443743 Stmt01.31.2025	412.19
78177	02/27/25	Printed			0000573063	BAKER & TAYLOR, INC.	443744 Stmt01.31.2025	1,956.38
78178	02/27/25	Printed			0000573063	BAKER & TAYLOR, INC.	443744 Stmt01.31.2025	773.69
78179	02/27/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	KDTbizcardsv2	150.00
78180	02/27/25	Printed			BUSE	ALEXIS BUSE	chess Intern 12/4/24-1/15/25	100.00
78181	02/27/25	Printed			CAMPINC	CAMPBELL, INC	WO9872	2,329.00
78184	02/27/25	Printed			CAPONE	CAPITAL ONE	Stmt 01.25-02.21.2025 Feb 2025 Statement	4,476.32
78185	02/27/25	Printed			CDW	CDW GOVERNMENT, INC.	HW voyager 1200G usb	443.43
78186	02/27/25	Printed			CEN	CENGAGE LEARNING	brooke Shields	306.64
78187	02/27/25	Printed			0000000567	CENTER POINT PUBLISHING	Dreaming of Autumn Ski	151.02
78188	02/27/25	Printed			CLHI	CLARK HILL	Legal-01.31.2025	636.00
78189	02/27/25	Printed			CONSTELL	CONSTELLATION	12.24.2024-01.23.2025	7,160.27
78190	02/27/25	Printed			DAZ	NEWENERGY-DANIELS & ZERMACK ARCHITECTS	Serv12.01.24-01.25.2025	21,609.68
78191	02/27/25	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	March 2025 coverage	3,086.28
78192	02/27/25	Printed			GABRIDGE	GABRIDGE & COMPANY, PLC	11.30.2024 Financial	18,390.00
78193	02/27/25	Printed			HOME	HOME DEPOT CREDIT SERVICES	Stmt 02.13.2025	1,234.35
78194	02/27/25	Printed			HLD	HOWLETT LOCK & DOOR, INC.	Svc call02.11.25 ic core	118.00
78195	02/27/25	Printed			IMPDAD	IMPERIAL DADE	glove nitrile	486.16
78196	02/27/25	Printed			DEJA	DEEPA JAIN	JC rfc 02.21.2025	100.00
78197	02/27/25	Printed			0000000471	LAKESHORE LEARNING MATERIALS	Sight-words steps	57.49
78198	02/27/25	Printed			LSC	LIGHTING SUPPLY CO.	ICF2S26H1LD	379.24
78199	02/27/25	Printed			LYONA	ANNA LYON	SWpmt#2	1,665.00
78200	02/27/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	March 2025 coveage	2,134.13
78201	02/27/25	Printed			MCQUADE	BARBARA MCQUADE	JC rfc02.21.2025	300.00
78202	02/27/25	Printed			AFSCME	MICHIGAN AFSCME	February 2025 Union dues	1,176.25
78203	02/27/25	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Nicole Russell 2025 Conf	305.00
78204	02/27/25	Printed			A21	MICHIGAN MUNICIPAL	Pool Renewal 04.01.25-04.01.26	87,935.00
78205	02/27/25	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	Pmt#407.01.24-07.01.2025	4,574.00
78206	02/27/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	02.25.2025	628.32
78207	02/27/25	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Feb 2025	128.00

Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 03/03/2025

Time: 3:02 pm

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
78208	02/27/25	Printed			OV	OVERDRIVE, INC.	Mouse Guard V3	4,884.89
78209	02/27/25	Printed			PCI	PHOENIX CONTRACTORS, INC.	01.31.2025	8,559.59
78210	02/27/25	Printed			PORTAGEDL	PORTAGE DISTRICT LIBRARY	Lost MeLCat - Hopscotch	34.99
78211	02/27/25	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	ACC 7 enterprise camera channe	199.40
78212	02/27/25	Printed			APS	ANTOINETTE PRESSLEY SANON	rfc02.24.2025	200.00
78213	02/27/25	Printed			RAC	RIVERSIDE ARTS CENTER	rfc07.28.2024	100.00
78214	02/27/25	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	Lost-BalletBunnies4	17.99
78215	02/27/25	Printed			0000000443	SHERWIN-WILLIAMS	qt procl ltx sg deep x 1	24.95
78216	02/27/25	Printed			RJS	RICHARD JOHN SPANGLER	MG rfc02.12.2025	100.00
78217	02/27/25	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	01.03.25-01.31.2025	51.36
78218	02/27/25	Printed			TDSM	TDS	Stmt02.22.2025	778.81
78219	02/27/25	Printed			TITMON	TITAN MONITORING	Jan 2025 pro-rated01.10.25	1,480.00
78220	02/27/25	Printed			0000000316	U S POSTMASTER	SK rfc 02.25.2025	250.00
78221	02/27/25	Printed			0000000030	VISION SERVICE PLAN - MI	March 2025 coverage	753.28
78222	02/27/25	Printed			VISUAL ENT	VISUAL ENTITIES INC	New Replacment Signs	4,186.35
78223	02/27/25	Printed			WILSC	CYNTHIA WILSON	SWpmt#2	1,665.00
					Total Checks: 109		Checks Total (excluding void checks):	417,758.70
					Total Payments: 109		Bank Total (excluding void checks):	417,758.70
					Total Payments: 109		Grand Total (excluding void checks):	417,758.70

Communications

The Echo Q&A Series: Bethany Kennedy focuses on service as Ypsilanti library board trustee

By [Carol Detary](#)

Mar 2, 2025 12:00 pm · Updated Mar 3, 2025 1:13 pm

Bethany Kennedy, a graduate of Eastern Michigan University, has served as president of the Ypsilanti District Library Board of Trustees for two terms. The library systems serve the city of Ypsilanti, along with Ypsilanti and Superior townships.

The Board of Trustees oversees policy issues for the library district, including fundraising work, building and renovations, and annual budgets. Trustees are elected to the board by residents of the library district. The system has three branches, one in each of the two townships as well as the downtown Ypsilanti branch on Michigan Avenue, which has been closed since July 2023 due to water damage.

In this conversation, Kennedy talks about some library updates and why she serves the library district.

Q: Why did you join the board?

A: I am a librarian by trade. So, I have a Master of Library and Information Science degree from Wayne State University, and I have been working in academic libraries. I worked at Washtenaw Community College in the Bailey Library there as an administrator.

It was the 2016 elections that really made me realize that I needed to have a voice in my local government. And I thought about where my voice would make the most difference... Where could I have a positive impact in representing my community? And I thought, well, you know, the library board.

There happened to be an opening; there were a couple of people who left the board or retired from it. So I threw my hat in. I also had worked on the millage. That helped me get really familiar with the library and how it impacted our community. And I was like, this is an organization I would like to serve.



Bethany Kennedy is a professional librarian who serves as the president of the Ypsilanti District Library Board of Trustees (Courtesy of Bethany Kennedy)

Q: How does the board assist the community?

A: We have representation from all of the district because we're a district library. A district library is different from a city library. It covers more area. So, we have the district that covers Superior Township, the city of Ypsilanti and the township of Ypsilanti. And so, the board is fairly well balanced in that we have representation from all of those areas.

I lived in Ypsilanti Township, and the way that I think of it is that I serve as the voice of my community. So, I try to stay engaged within my community, at least within my neighborhood, and I talk to my neighbors and people around the community. It was a little bit easier when I worked in Washtenaw County. I do feel like working in Oakland County, I don't feel quite as plugged in to what's happening, but I still have a good relationship within my neighborhoods.

Q: What is happening with the Michigan Avenue Branch?

A: I think the January board meeting showed that there's a lot of frustration... especially because we fully expected that this branch would have been open in the summer of last

year. We thought there was no reason that it wouldn't, and it has just been problem after problem, and it's really frustrating. Because as representatives of our community, our community members are coming to us and saying, "When is that going to be open?"

We try to support Library Director Lisa Hoenig as much as we can. There is a facilities committee that meets to help move along so that she doesn't have to keep bringing things to the larger monthly meeting. She can just get together with the committee, the building committee, and they can make building decisions to help things move as quickly as possible. I'm on social media, and you hear misinformation, and I try to step in as a board member, too. I hear people saying, "Well, they're never going to reopen," and "They shouldn't have, or they don't even care that that's open and or it's not open." And so, I do try to step in as a representative and correct that when I can.

Q: What started your love for library sciences?

A: I wish that I could say like, oh, I always know what I wanted to be. I did not. I actually got my undergrad degree at Eastern Michigan University. I was a women's studies major, and afterward I had like a little gap there and didn't know what I was going to do with myself. A lot of different people in different parts of my life mentioned things like, "Hey, you know, you make a really great librarian," because I like doing research. I love learning about all kinds of interesting facts and stuff. And so, I looked into the library science program ... I got in there, and I was like, yep, this is the place for me. And I love it; it's amazing.

Q: Do you see any similarities between your past library experience and your experience as president?

A: There's a couple things. One is, I have been in library administration, so a lot of my work, as opposed to being sitting at a reference desk and interacting with people that way, has been management. And so, I feel that I have a really strong grounding with the management of a library, because ... as a library, you have these huge collections that require a lot of money. You have all of the staff. There are all of these different parts that, if you were coming from a different type of organization, you probably wouldn't understand. So, I think that management experience makes sense to me. So when possibly there might be some sticker shock on things that we need to do in the library, I can step in and say, "No, this is the standard for the industry." So, I do have that kind of background. And I think that freedom of information, wanting people to have information and access for everybody — I mean, that's just a part that's baked into the profession. I think that's another piece I can bring [from] that professional philosophy to the board as well.

Q: What is your favorite part about serving your community as a library board member?

A: I think that's something that is so wonderful, being a librarian and working in libraries. Serving on the board of the library is that story of when you were a little kid, because we have these emotional attachments to this place, and I mean, those are usually formed when we're fairly young. But to see how we really reach all members of our community — truly, it doesn't matter what age they are, what ethnicity — I mean, there's just something for everybody at the library, and that is so unique and special. And I'm just really happy to be part of it.

Library Director Lisa Hoenig provides updates on the repair work at the Michigan Avenue Branch on the [Ypsilanti District Library website](#). The website also lists operating hours at the branches and provides a list of events happening at the libraries.

Read More



**YPSILANTI
HISTORICAL SOCIETY**
MUSEUM | ARCHIVES

6 March, 2025

Director Lisa Hoenig
Ypsilanti District Library – Whittaker
5577 Whittaker Road
Ypsilanti, Michigan 48197

Dear Director Hoenig, Michigan Avenue Branch Manager Dover-Taylor, and YDL Staff,

Welcome back to Michigan Avenue! We are extremely excited to see your return to Downtown Ypsilanti. I wanted to reach out and express my sincere congratulations and the congratulations of all of us at the Ypsilanti Historical Society on your long-awaited return. I am impressed by the resilience of the YDL staff during several of the setbacks that occurred during restoration work. Well done! I want to also sincerely thank all the hard work that the staff members of the Ypsilanti District Library do for the Ypsilanti community. We would be severely lacking without your services and efforts.

If there is any way in which our organization could be of assistance, please let me know. I know our archivist is interested in meeting with your new librarian for the Michigan-Ypsilanti Heritage Room at the Whittaker Branch. I hope there are more ways in which our organizations can collaborate. Again, you have my sincere congratulations!

Warm regards,

Bill Nickels
Ypsilanti Historical Society President

Ypsilanti Historical Society
Ypsilanti Historical Museum | Rudisill-Fletcher-White Archives
220 North Huron Street | Ypsilanti, Michigan 48197
734.217.8236 | yhs.archives@gmail.com | ypsihistory.org
Open Tuesday-Sunday 2-5pm



MDE

MeLCat, Michigan's eLibrary Catalog, Celebrates 20 Years of Sharing Resources

February 27, 2025

Media Contact:

Media Contact

Bob Wheaton

MDE-Communications@michigan.gov

517-241-4395

LANSING – The Michigan eLibrary Catalog (MeLCat,) the statewide shared catalog and inter-library loan component of the Michigan eLibrary, is celebrating 20 years of service to Michigan libraries and their communities in 2025 by asking Michigan residents to tell their stories connected with the service.

Growing from 12 member libraries in 2005, MeLCat now boasts over 435 libraries—public, school, academic and special—using different automation systems.

“MeLCat provides a great resource to libraries of all sizes and enables libraries to share their resources to better serve their patrons,” said State Superintendent Dr. Michael F. Rice. “Its expansion over the years, both in libraries and resources, is a testament to its value to Michiganders across the state.”

State Librarian Mr. Randy Riley joined Dr. Rice in recognizing MeLCat.

“As we celebrate the 20th anniversary of MeLCat, we honor two decades of innovation, collaboration, and service to Michigan communities,” Riley said. “MeLCat has transformed the way residents access knowledge, connecting people to millions of resources from libraries across the state. This milestone reflects the dedication of libraries, large and small, and partners who have worked tirelessly to make information accessible to all. We are proud to

celebrate this remarkable achievement and look forward to continuing to enable equitable access to information resources for all residents of Michigan, for generations to come.”

Since 2005, MeLCat has built a database with over 34 million holdings with an average request fill rate of over 90%.

Beginning in 2005, the Midwest Collaborative for Library Services has been an important partner in MeLCat's development, continuing support and training for member libraries.

“Supporting the MeLCat infrastructure that helps hundreds of libraries borrow and lend over 1 million items per year to provide people in their communities the materials they need for learning, growth, and recreation has been, and continues to be, a great privilege for the Midwest Collaborative for Library Services,” said Scott Garrison, Midwest Collaborative for Library Services executive director. “We so appreciate the opportunity to serve the Library of Michigan and the hundreds of Michigan libraries that participate in MeLCat.”

The goal of the Michigan eLibrary is to provide equitable access to a comprehensive array of high-quality information resources for Michigan residents. Using MeLCat as a discovery tool fosters collaboration among libraries and other organizations to enhance knowledge-sharing and ensure resources, including special, unique, or historical materials, are available to all, regardless of geographic or economic barriers.

The success of MeLCat is a testament to the enduring value and power of all types and sizes of libraries working together to build a service that benefits Michigan residents statewide. In honor of MeLCat's 20th anniversary, the Library of Michigan is asking Michigan residents to [share their MeLCat stories](#).

The Michigan eLibrary and its component, MeLCat is a service made possible by support from the U.S. Institute of Museum and Library Services, administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan.

#

The Library of Michigan is an agency within the Michigan Department of Education and is dedicated to providing the people of this state and their government one perpetual institution to collect, preserve, and provide access to the story of the state, and to support libraries in their role as essential community anchors. To learn more, visit www.Michigan.gov/LibraryofMichigan.

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Michigan Government

Michigan rural libraries brace for hit from Trump order targeting spending



Rural Michigan libraries say they rely on a lending system heavily funded by a federal agency targeted by President Donald Trump. (Courtesy of Shutterstock)



March 19, 2025



[Kelly House \(Email\)](#)



[Michigan Government](#)



[Rural Michigan](#)

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- **President Donald Trump ordered the little-known Institute of Museum and Library Services to cut as much as legally possible**
 - **That agency pumps millions of dollars into Michigan libraries to help support programming**
 - **Library officials worry rural communities will suffer most if the agency makes the cuts**
-

Michigan museum and library officials are sounding the alarm about President Donald Trump's push to dramatically shrink the federal agency that supports them, saying the impacts would be felt acutely in rural Michigan.

In a March 14 [executive order](#), Trump listed the Institute of Museum and Library Services and six other federal agencies as "elements of the Federal bureaucracy that the president has determined unnecessary."

The [order](#) gave agency leaders until Friday to reduce their agencies' functions to the minimum required by law. It remains unclear how many staff could be let go and which programs could be eliminated under the order.

Museum and library officials in Michigan say they're bracing for impacts to a federally-funded database and loan system that allows Michiganders to access books and other materials their library doesn't carry and grants that help libraries and museums maintain their services.

"A dramatic reduction in scope is what we're preparing for at this point," said Debbie Mikula, executive director of the Michigan Library Association.

Here's what to know:

What's in the order?

The order requires the Institute of Museum and Library Services and six other agencies to eliminate all functions that aren't required by federal law and "reduce the performance" of remaining functions to a bare minimum.

Beyond the museum and library group, the order applies to:

- The [Federal Mediation and Conciliation Services](#) that provides mediation to end labor disputes
- The [United States Agency for Global Media](#), which runs Voice of America, Radio Free Europe and other media operations overseas.
- The [Woodrow Wilson International Center for Scholars in the Smithsonian Institution](#), a global think tank that focuses on foreign policy and climate change
- The [United States Interagency Council on Homelessness](#) that coordinates federal policy about homelessness
- The [Community Development Financial Institutions Fund](#) that promotes economic revitalization in distressed communities
- The [Minority Business Development Agency](#) that promotes growth and competitiveness of minority-owned businesses

A White House [statement](#) said the proposed cuts would "enhance accountability, reduce waste, and promote innovation."

"The American people elected President Trump to drain the swamp and end ineffective government programs that empower government without achieving measurable results," the statement said.

Among the smallest federal agencies, the museum and library institute was founded in 1996 and has a budget of [\\$280 million](#), or four-thousandths of a percent of the federal budget.

Most of the money is doled out as grants to state, local and tribal libraries and museums. Congress extended the agency's funding through September as part of a [budget resolution](#) passed Friday and signed by Trump.

Library and museum officials are wary of what happens when a new fiscal year begins in October, noting that Trump repeatedly proposed slashing the agency's budget during his first term in office.

In the past, "Congress has stood up and said, 'No, no, no, no, no. We want those programs,'" Mikula said. "We don't know where Congress is right now."

How is Michigan affected?

While Michigan libraries' operating budgets are covered primarily through local levies, they and the state's museums collectively receive millions annually through the Institute of Museum and Library Services to fund specific programs and services.

That includes about \$4.8 million annually for services operated by the Library of Michigan, including the statewide loan system known as Michigan eLibrary Catalog, or MeLCat, which allows library cardholders to borrow books and other materials from libraries throughout the state and have them delivered to their home library.

It's an especially important service in rural Michigan, where local libraries often lack extensive collections.

"People having access is absolutely the No. 1 value that libraries hold," Mikula said. "Access for anyone, for free ... but every library can't hold thousands and thousands of books."

In northern Michigan's Indian River, for instance, the local library operates out of a small stone building that doubles as the municipal offices and police department.

Room for bookshelves is limited, so about 11% of all materials patrons check out each month come from interlibrary loans.

"Losing that would be a huge impact on our library," said Kelsey Rutkowski, the library's director.

The Institute of Museum and Library Services also funds the Michigan elibrary databases, which library patrons can use to access everything from research papers to children's educational games and career and college prep materials.

And it awards about \$4 million annually in grants to individual Michigan libraries and museums. [Grants last year](#) included \$190,000 to make the Michigan State University Museum collection more accessible for people with visual impairments, \$406,000 to improve the archives at the Motown Museum and \$150,000 for writing workshops put on by the Saginaw Chippewa Indian Tribe.

Beyond that, the federal agency provides consultants to help small museums improve their programs, such as instructing the volunteers who run a local history museum about how to preserve their artifacts when they can't afford the climate-controlled storage rooms often found at bigger museums.

What happens next?

Agencies targeted in the order have until Friday to comply. So far, officials have given no hints about what they plan to cut.

Library and museum officials in Michigan and other states are urging lawmakers to intervene in hopes of stopping the ordered cuts. And they're preparing for conversations in Lansing about backfilling federal cuts with state dollars.

"If the federal government, which is really the most efficient entity to distribute these public funds and public support, isn't available to do that anymore, then state and local and private (funders) are going to be needed," said Lisa Craig Brisson, executive director of the Michigan Museums Association.

Meanwhile, individual libraries are warning their patrons about potential reductions in services.

"It is hard to know where we will be in six months as things seem to change minute by minute," officials with the Superior District Library in Sault Ste. Marie [posted](#) on the library's Facebook page.

Noting that some of Trump's executive orders have eventually been walked back or challenged in court, they added, "Please do not panic."

Related Articles:



Michigan House passes GOP roads package without Democratic counter-proposal in sight

March 19, 2025 | [Simon D. Schuster](#) in [Michigan Government](#)

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/21/2025
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2024-8 Bike repair stations: Superior's station is popular! Whittaker's will be installed in the spring; we have identified the location and the new concrete has cured. Michigan Avenue's final location TBD.
- Resolution 2024-9 Superior Interactive Play area: TMC moved the shelf so it no longer blocks the outlet, and followed the repair with touch-up paint. YDL's IT and Facilities staff will work together to manage cables in that area to wrap up the project.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: Since our last meeting, C.A.N. Art Handworks, the vestibule subcontractor, was removed from the project by Phoenix. See attached for the architect's field report on the condition in which this left the vestibule. A new team disassembled parts of the structure in order to put it back together properly, but additional work remains. Phoenix discussed minimum requirements for a temporary certificate of occupancy with the City Building Inspector; we hope after that the rest of the work can be done before/after hours. The discolored Program Room flooring was replaced under warranty with the color originally specified. It is much more vibrant and the room looks great.
- Resolution 2024-28 "The River" replacement: The contractor had unexpected staffing issues; we now anticipate this project to take place in the spring.
- Resolution 2024-34 Architectural services: We have finalized the furnishings package and are down to selecting paint colors for the Café area.
- Resolution 2025-4 Whittaker renovations: O'Neal Construction received a good selection of bids for the Café and Story Room projects, and we held a kick-off meeting to discuss logistics on 3/19. O'Neal will start mobilizing the week of 3/24 in preparation for a 3/31 commencement of work, erecting some temporary barriers inside, bringing construction dumpsters on site, etc. The subcontractors are expecting to do most of the noisiest work before hours to minimize disruptions to library service during the project.



Ypsilanti District Library – Michigan Avenue

Vestibule Field Report – 03/03/2025

Kyle Keaffaber from Faber Design Co came out to investigate and assess the state of the vestibule after C.A.N. Art Handworks was removed from the job.

The vestibule is almost fully erected, but only the west side is fastened to the floor and there needs to be significant adjustment to the east side to get the crown piece to converge and close the ~ 1" gap at the center. It is not immediately known how exactly this can happen because the frame for the door seems to be "fixed" and the door is already fit to size. The new flat "frame plates" may be concealing how it can still move, but at best those appear to need modification. More investigation is needed before this can be verified, and I plan to look at this prior to our meeting tomorrow and make a better determination. The new frame plates are made out of steel and the frames behind them are brass which also need to be looked at because, while a slow process, the steel could corrode if directly touching brass. I'm not sure if the finish layer keeps this process from happening. This plate was not in the drawings (REV #5), and I was not notified of this change nor did I approve it. More investigation will be necessary to determine if these are necessary components.

The stops are mostly in place, but there are some that appear to need additional drilling and tapping. The ceiling members are not all accounted for on-site. My recommendation is to find a way to stabilize the vestibule by fastening it to the floor and connecting the ceiling frame in place and completing the tile work, so that a temporary Certificate of Occupancy can be obtained. The rest of the vestibule can be completed either during working hours or after hours (ceiling and electrical work).

I have also noted a few workmanship issues that I believe should be addressed, but I don't recommend prioritizing those over the opening of the Library. A plan can be put together to remedy those issues at a later date.

I have been in contact with Kate Allen and she is available the first part of next week to come out and review the condition and the work needed to complete the vestibule. At that point we will put a plan of attack together to get this done as quickly as possible.

Missing Items:

- Structural mullions for the ceiling
- Solid Extension piece for ceiling (and the 3 ribs)
- None of the stops are in place - held together with shrink wrap or tape. There seems to be some prep to drill / tap / or weld these in place. I do think this is part of the process and the current state



of the stops is expected at this stage in the fabrication.

- West side of the vestibule is mostly fastened to the floor the east side is not. There is a 1" gap at the center of the crown so that needs to be closed up. The area around the door is clamped in place and doesn't seem to be fitting correctly.
- Mounting areas for the emergency lights
- Any electrical runs / pathways for the electrical fixtures
- The fixtures and exit sign were not painted as specified.
- Metal ceiling closure @ Marble wall is not painted but its installed

Workmanship issues:

- The paint finish is not consistent and the color has variations to it that seem to be from different paint mix formulations (different items being painted at different times).
- There are also a few areas where there are scuffs or paint finish runs.
- There is a stop that has displaced and needs to be reattached.
- The gaps at the marble base where the vestibule is attached has inexplicable gaps as the new portion of the vestibule should have been made to fit and Carl has a mason come in and cut the opening in the marble wider and thus needs to have a solution that closes some oddly shaped gaps.
- Ceiling cross member isn't fastened together.
- Some of the welds don't appear to be filled / finished correctly on the new extension portion.

Personnel Committee Minutes – March 11, 2025 9:30am

Trustees Present: Patricia Horne-McGee, Brian Steimel and Jean Winborn.
Also present Lisa Hoenig, Director.

Two topics were brought to the Personnel Committee for discussion. It was a lively and productive meeting.

Staff Evaluation of the Director

Jean Winborn presented a sample staff evaluation of the Director form at the February 26, 2025 Board of Trustees meeting. Lisa Hoenig distributed examples of other libraries forms at the March 11, 2025. It was decided that the Personnel Committee would review the examples and work to create a form to present to the full Board at the April 16th Board meeting. This form would be distributed to staff through the Personnel Committee in May, compiled by the Personnel Committee and used at part of the follow-up component of the Director's Evaluate in June as was decided at the Director's evaluation in November 2024. This would be the proposed timeline.

March 11 – April 4: Personnel Committee members review and edit form independently.

April 6-12: Personnel Committee meet to discuss and finalize form.

April 16: Personnel Committee presents form to full Board for review, discussion and finalization.

May/June: Personnel Committee finalizes staff process and distributes and compiles results for Board review and presentation as part of the follow-up to Director Evaluation.

Consideration of internal HR review

As part of the Director's annual review in November 2024 it was suggested that the Director solicit outside consultation specifically dealing with time management. The Director has considered this and stated that the HR component of her job has grown and is the most time consuming aspect of her job currently. As such the director wishes to use HR Advantage Advisory services through Clark Hill, YDL's labor law firm, to conduct a review and analysis of YDL's HR processes and procedures at a cost of \$3,500. (Note: This is below the amount requiring Board approval and the Director is able to authorize this independently.) The committee agreed to this, with results of the analysis needing to go to the full board for review and discussion. As such, the full Board would need to discuss if such an analysis and any possible re-organization could be a replacement for the suggested time management consultation initially proposed during the evaluation process. It was also suggested that the HR component is only one aspect of the organization as a whole and a possible complete organization review be done during the next Strategic Plan cycle.

Respectfully submitted,

Brian Steimel
Personnel Committee Chair

Director's Report and attachments

Library Director's Report

March 26, 2025

Facilities:

- With the termination of the vestibule subcontractor at Michigan Avenue, the construction manager and architect have been working on a new plan to obtain a temporary certificate of occupancy and reopen the branch as soon as possible. I am pressing Phoenix to take responsibility and make it happen.
- O'Neal Construction will begin mobilizing for the Whittaker Story Room and Café Space renovations the week of 3/24. We are very excited to see them transformed into more flexible and well-used spaces.

Fundraising:

Youth Arts Alliance's grant applications for 2025 Summer of HeART programming at Superior did not receive funding. We have been brainstorming with YAA on other possible sources of revenue, and hope to present at least a modest version of this very successful partnership program this summer.

Personnel:

- Britt-Marie Martinsson starts as a Part-time Youth Paraprofessional at Whittaker on 3/25. She brings a wealth of experience with children and teens from her career as a classroom teacher. She also has experience working at Concordia College's library, and should be a real asset to the team.
- Our new Library Social Worker, Kat Layton, will begin her duties on 4/15. Kat is a local resident who is well-connected to a wealth of resources. Her energy and passion for our project are infectious, and I am certain she will hit the ground running. Having a licensed social worker on staff will open many new service possibilities we can't wait to explore.
- We are scheduling further interviews for the Superior Branch Manager position.
- After meeting with the Board Personnel Committee, I have engaged HR Advantage Advisory to conduct an HR assessment for YDL. We had a kick-off meeting for the project on 3/18. The results of the assessment will help determine what approach we may wish to take to support this administrative function.

Service Highlights:

On 3/13 I received the fully executed contract for our social work program grant from Washtenaw County Community Mental Health. This allows us to move forward with confidence in hiring our social worker and restarting staff trauma training sessions with EMU School of Social Work Professor Sarah Shea. We have also been fortunate that both a BSW and an MSW student have applied for field placements at YDL for the Fall 2025 semester, so we should have two interns to further assist with our program later this year.

Technology:

- After a lengthy delay due to construction hold-ups at the Merit Network, TLN has implemented the first part of our network upgrade. All locations are seeing increased bandwidth and better system performance. The other piece, which updates the architecture connecting our branches, remains in the works.
- Julianne and I met with Carrie Pearson, Clarivate's Senior Director of Public Library Sales, on 3/7. She apologized for difficulties YDL encountered with implementation of the MeLCat portion of our Polaris launch. They have promised to do better, and as compensation have agreed to provide us with free after-hours upgrades for three years.

Side Notes:

- I attended the A2Y Chamber of Commerce's Headline Lunch with a very fired up Debbie Dingell on 2/28.
- We met with representatives from Merit working on the EduRoam project on 4/5. YDL has been invited to offer this service, which would allow anyone affiliated with K-12 schools and higher education to connect to their home institution's resources seamlessly when using our wi-fi. We hope to activate this later in 2025.
- Please join us for YDL's annual Volunteer Pot-Luck luncheon in the Community Room on 4/8 (see invitation in the Assistant Director's report) – come hungry!
- You will soon receive an invitation to a going-away reception for Superior Branch Manager Mary Garboden, to be held on 4/17 from 2-5 at YDL-Superior. Please drop in to wish Mary all the best and enjoy some cake with us!

YDL Dashboards

YDL DASHBOARD FEBRUARY 2025

	Jan	Feb	Monthly Change	Year to Date
Circulation				
Whittaker	36,344	33,774	-7%	70,118
Michigan	131	113	-14%	244
Superior	6,722	6,764	1%	13,486
Outreach/BKM	1,235	1,136	-8%	2,371
eProducts	22,900	20,708	-10%	43,608
TOTAL	67,332	62,495	-7%	129,827
MeLCat ILL				
Loaned	1,074	760	-29%	1,834
Borrowed	1,066	871	-18%	1,937
New Cards				
Whittaker	329	316	-4%	645
Michigan	-	-	--	-
Superior	45	36	-20%	81
Outreach/BKM	3	5	67%	8
TOTAL	377	357	-5%	734
Reference				
Whittaker	3,805	3,730	-2%	7,535
Michigan	-	-	--	-
Superior	1,850	1,720	-7%	3,570
Outreach/BKM	31	68	119%	99
TOTAL	5,686	5,518	-3%	11,204
Computer Sessions				
Whittaker	2,098	2,081	-1%	4,179
Michigan	-	-	--	-
Superior	546	566	4%	1,112
Outreach/BKM	-	-	--	-
Wireless	5,691	6,120	8%	11,811
TOTAL	8,335	8,767	5%	17,102
Door Count				
Whittaker	13,964	13,828	-1%	27,792
Michigan	-	-	--	-
Superior	4,645	4,531	-2%	9,176
Bookmobile	144	304	111%	448
TOTAL	18,753	18,663	0%	37,416
Collection				
Items Added	1,981	1,609	-19%	3,590
Items Cataloged	178	126	-29%	304
Electronic Services				
Website Visits	46,000	54,000	17%	100,000
Podcast	74	74	0%	148
App Users	1,185	1,214	2%	N/A

	Jan	Feb	Monthly Change	Year to Date
Programs				
Whit Adult	49	56	14%	105
Attendance	338	443	31%	781
Whit 0-5	19	27	42%	46
Attendance	678	778	15%	1,456
Whit 6-11	21	23	10%	44
Attendance	478	523	9%	1,001
Whit Teen	4	4	0%	8
Attendance	41	45	10%	86
Mich Adult	10	11	10%	21
Attendance	107	122	14%	229
Mich 0-5	-	-	--	-
Attendance	-	-	--	-
Mich 6-11	3	6	100%	9
Attendance	26	48	85%	74
Mich Teen	1	1	0%	2
Attendance	4	9	125%	13
Sup Adult	22	30	36%	52
Attendance	194	168	-13%	362
Sup 0-5	13	14	8%	27
Attendance	180	297	65%	477
Sup 6-11	3	3	0%	6
Attendance	138	86	-38%	224
Sup Teen	-	-	--	-
Attendance	-	-	--	-
Out Adult	6	2	-67%	8
Attendance	42	13	-69%	55
Out 0-5	3	6	100%	9
Attendance	53	98	85%	151
Out 6-11	-	2	--	2
Attendance	-	87	--	87
Out Teen	-	0	0%	-
Attendance	-	0	0%	-
Out Offsite	1	0	0%	1
Attendance	16	0	0%	16
Virtual/Hybrid (all)	4	1	-75%	5
Attendance	55	15	-73%	70
General/All Ages (all)	1	1	0%	2
Attendance	20	10	0%	30
TOTAL PROGRAMS	160	187	17%	347
TOTAL ATTENDANCE	2,370	2,742	16%	5,112

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 2/28/25	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY23/24	FY24/25		
Annual Report	\$8,472	\$0	May - Nov 2025	
Annual Appeal	\$24,055	\$14,612		
Individual	\$12,158	\$5,460	(includes Smokler)	
Corporate	\$4,250	\$150	A3CF	
Sponsorship	\$11,900	\$0		
Memorials/Tributes	\$4,036	\$1,106		
Third Party - Kroger	\$1,321	\$730	Kroger, META, Aubree's	
Friends of the YDL	\$35,000	\$14,600		
	\$101,192	\$36,658		
GRANTS				
Charitable Foundation/Organization	\$2,000	\$2,000	A2 Farm & Garden	
Corporate Foundation	\$30,000	\$0		
Government	<u>\$111,405</u>	<u>\$14,600</u>	MACC - Noise Permit '24, ARPA, Washtenaw County H2O Resources	
	\$143,405	\$16,600		
ENDOWMENT FUNDS				
YDL Agency Distribution	\$1,595	\$0		
Gousseff Fund Distribution	\$8,893	\$0		
YDL General Endowment Distribution	<u>\$8,452</u>	<u>\$0</u>		
	\$18,940	\$0		
GRAND TOTAL:	\$197,050	\$53,258		
SUPERIOR CAPITAL CAMPAIGN				
Grants (Funds Received)	\$80,500	\$80,000		
Corporate/Organization	\$20,556	\$0		
Donations - Individual	<u>\$58,584</u>	<u>\$0</u>		
SUPERIOR TOTAL:	\$159,640	\$80,000		
MI Ave. Restoration to Date (2/28/25): \$53,743 (159 donations))				

DEVELOPMENT REVENUE BY FUND	Where the \$ Goes														
FY2023/2024	ACTUAL	NOTES													
General Fund	\$12,033	Includes Endowment Distribution													
Miscellaneous Specified Funds	\$159,790	Friends, Designated, Gousseff Endowment													
Superior Capital	\$80,385														
TOTAL:	\$252,208														
Endowment gifts received and deposited with AACF: \$8,050															
FY2024/2025	AS OF:														
	12/31/2024	1/31/2025	2/28/2025												
General Fund	\$805	\$856	\$947												
Miscellaneous Specified Funds	\$25,859	\$40,684	\$46,451												
Superior Capital Campaign	\$80,000	\$80,000	\$80,000												
TOTAL:	\$106,664	\$121,540	\$127,398												
Endowment gifts received and deposited with AAACF: \$1,000															
<div>Development Revenue 2/28/25</div> <table><tr><th>Fund</th><th>Amount</th><th>Percentage</th></tr><tr><td>General Fund</td><td>\$805</td><td>1%</td></tr><tr><td>Miscellaneous Specified Funds</td><td>\$46,451</td><td>37%</td></tr><tr><td>Superior Capital Campaign</td><td>\$80,000</td><td>62%</td></tr></table>				Fund	Amount	Percentage	General Fund	\$805	1%	Miscellaneous Specified Funds	\$46,451	37%	Superior Capital Campaign	\$80,000	62%
Fund	Amount	Percentage													
General Fund	\$805	1%													
Miscellaneous Specified Funds	\$46,451	37%													
Superior Capital Campaign	\$80,000	62%													
</															

Department Reports

Acquisitions Department Board Report

March 2025

Department News and Activities

- This month we hosted the Southeast Michigan Innovative Users Group, our local chapter of the Innovative Users Group (IUG). Representatives from our ILS vendor, Innovative Interfaces, were available to answer questions and gave us a presentation on some of the upcoming developments on their products. It was wonderful to brainstorm and share ideas with some of the other libraries in our area who also use our library management software. Thank you to all of the libraries who attended, and to III for attending and sponsoring our meeting!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The budget is currently 30% encumbered.
- 126 items were cataloged in February.
- 1,609 items, including 749 e-items, were added in February.
- YDL borrowed 871 items from other libraries via MeLCat in February.
- YDL loaned 760 items to other libraries via MeLCat in February.

Submitted by Katie Page
March 20, 2025

Assistant Director
Board Report: March, 2025

Here is your official 2025 invitation!



The 2024 March Madness statistical summary is also attached.

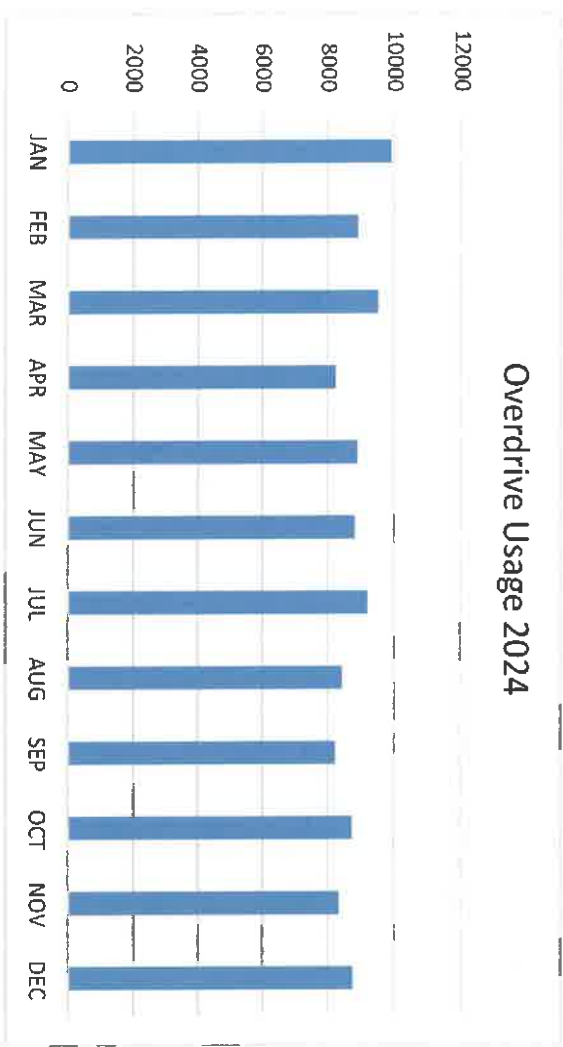
I am anxious for the return of our Administrative Receptionist.



Submitted by Julianne Smith, March 21, 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eAudio	4175	3633	3777	3772	3955	3990	4110	3765	3744	4008	3661	3741	46,331
eBooks	4293	3696	3923	3599	3651	3752	4049	3704	3443	3568	3319	3603	44,600
eMagazines	1457	1602	1838	880	1318	1100	1065	985	1045	1175	1363	1427	15,255
TOTAL	9925	8931	9538	8251	8924	8842	9224	8454	8232	8751	8343	8771	106,186

2023 = 91,773



2023=91,773

USER DATA

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
New Users	170	116	157	101	138	116	145	134	164	171	192	170	1,774
Unique Users	2018	1942	1972	1945	2006	2046	2080	2635	2584	2432	2179	2145	2,165
													<i>average</i>

2023 new = 1,620

2023 average = 1,683

DATABASE USAGE 2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024
ABC Mouse	21	32	23	16	6	21	25	16	4	8	1	0	173
Academic Search Complete	14	12	11	9	1	24	18	6	9	5	4	6	119
Agricola	1	7	4	4	0	4	1	1	1	1	0	0	24
AHFS Consumer Medication Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Alt HealthWatch	1	7	6	6	0	3	2	1	1	2	0	0	29
American Heritage Children's Dictionary	2	0	0	0	0	0	0	0	0	0	0	0	2
Ancestry Library (searches, not sessions)	346	482	432	197	469	1309	1296	334	399	463	495	370	6592
Applied Science & Technology Source	1	7	4	4	0	4	1	1	1	1	0	0	24
Art & Architecture Source	2	7	4	4	0	3	1	1	1	1	0	0	24
Associated Press Video Collection	14	13	10	10	1	27	16	3	15	7	0	6	122
Associates Programs Source	1	7	4	4	0	3	1	1	1	1	0	0	23
Atozdatabases	11	3	20	15	11	27	18	8	20	12	11	25	181
Auto Repair Source	0	1	0	0	0	0	0	0	0	1	0	0	2
Biography Reference Center	10	18	11	12	0	18	16	5	5	8	3	5	111
Britannica School	0	1	0	0	0	6	0	3	1	6	5	21	43
Business Book Summaries	1	7	4	4	0	4	1	1	1	1	0	0	24
Caribbean Search	7	9	6	4	0	14	13	1	4	5	3	5	71
Central & Eastern Europe Academic Source	1	7	4	4	0	3	1	1	1	1	0	0	23
Consumer Health Complete	17	20	14	8	0	35	34	3	9	12	7	10	169
Consumer Reports	63	38	47	40	44	53	62	80	71	60	62	50	670

<i>Creative Bug</i>	47	18	9	9	6	11	13	20	12	9	10	1.7	181
Demographics Now (Gale) *Statistics not available													0
Early World of Learning (World Book for Kids)	7	8	5	2	0	9	1	2	0	2	1	1	38
EBSCO eBooks (all)	32	63	33	29	0	72	72	23	25	26	12	20	407
Education Source	13	18	14	14	1	35	25	4	16	10	7	9	166
Entrepreneurial Studies Source	1	7	4	4	0	3	2	1	1	2	0	0	25
Environment Complete	7	9	6	4	0	14	13	1	4	5	3	5	71
ERIC	7	9	6	4	0	15	13	1	5	5	3	5	73
<i>Food America</i>	1	6	3	1	3	1	1	2	1	2	5	1	27
Funk & Wagnall's New World Encyclopedia	7	9	6	4	0	14	13	1	4	5	3	5	71
Harvard Faculty Seminar Series	5	8	8	8	1	19	12	3	13	5	0	4	86
HealthSource: Consumer Edition	9	9	6	5	0	14	13	1	4	5	3	5	74
HealthSource: Nursing/Academic Edition	7	9	6	4	0	14	13	1	4	5	3	5	71
History Reference Center	11	14	12	4	0	14	13	1	4	5	3	5	86
Hobbies & Crafts Reference Center	2	1	1	8	3	9	25	6	5	5	0	2	67
Home Improvement Reference Center	0	1	4	4	0	5	3	3	1	1	0	0	22
Humanities Source	2	8	4	4	0	3	1	1	1	1	0	0	25
Image Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Jewish Studies Source	1	7	4	4	0	3	1	1	1	1	0	0	23
Learning Express Library (MEL)	0	4	9	5	5	7	5	8	2	1	0	3	49

Legal Information Reference Center	6	3	3	0	0	12	13	0	4	4	0	0	45
Legal Source	1	7	4	4	0	3	1	0	2	1	0	5	28
Library & Information Science Source	1	8	4	4	0	3	1	1	2	1	0	0	25
Literary Reference Center	7	10	6	4	0	16	16	2	4	5	3	5	78
Mango Languages	192	191	244	157	151	174	84	82	187	139	121	135	1857
Marketline and Medtrack Co. Profiles	0	0	0	0	0	0	0	0	0	0	0	0	0
MAS Complete	8	17	10	8	0	18	14	3	5	6	3	5	97
MasterFILE Complete	8	19	10	8	0	20	14	3	5	6	3	5	101
Merriam-Webster's Medical Desk Dictionary	0	0	0	0	0	0	0	0	1	1	0	0	2
Middle Search Plus	8	17	10	8	0	18	14	3	5	6	3	5	97
Muzzy	3	0	5	10	9	10	7	5	7	6	4	4	70
My Heritage Library Edition	2	5	2	0	3	11	28	8	11	10	11	7	98
Newspaper Source Plus	9	12	7	4	0	16	19	5	8	5	3	6	94
Newswires	1	7	4	4	0	3	1	1	1	1	0	0	23
Niche Academy	9	0	21	72	0	0	0	17	101	0	32	136	388
Novelist K-8 Plus	0	2	1	0	0	1	1	1	0	1	0	0	7
Novelist Plus	6	9	5	5	4	9	11	7	3	10	3	0	72
PebbleGo	0	0	0	0	2	6	0	37	1	3	3	1	53
Poetry & Short Story Reference Center	0	0	0	0	0	3	1	3	12	5	0	4	28
Points of View Reference Center	7	9	6	4	0	14	13	1	4	5	3	5	71

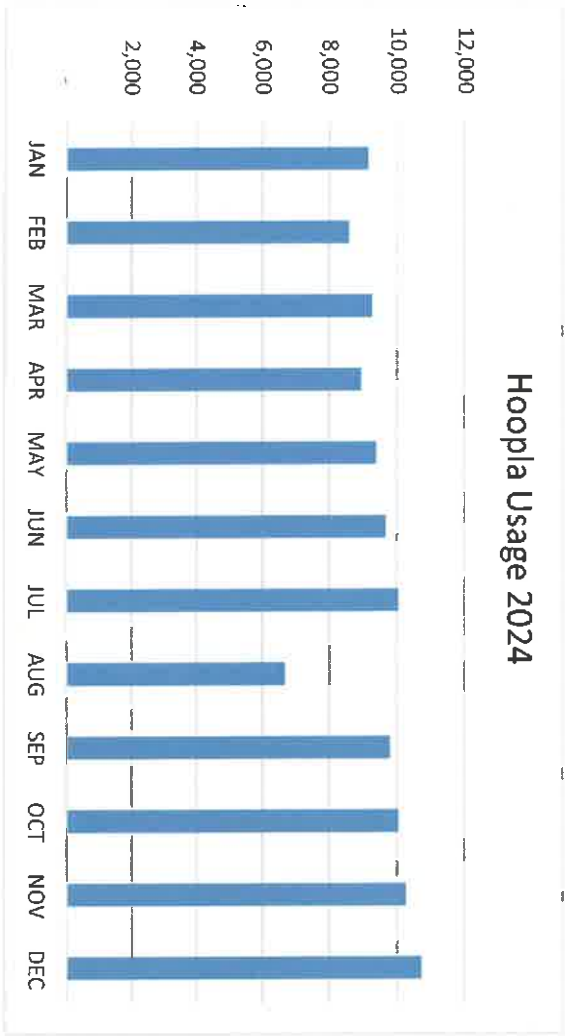
Political Science Complete	1	8	4	4	0	3	1	1	1	1	1	0	0	24
Primary Search	8	17	10	8	0	37	25	6	17	12	3	8	151	
Professional Development Collection	7	9	6	4	0	14	13	1	5	5	3	5	72	
Psychology & Behavioral Sciences Collection	7	10	6	4	0	14	13	1	5	5	3	5	73	
Read It!	6	2	2	1	0	11	12	0	3	5	3	5	50	
Referencia Latina	6	2	2	0	0	11	12	0	3	4	3	0	43	
Regional Business News	1	7	4	4	0	3	1	1	1	1	0	0	23	
Science Reference Center	12	20	12	12	1	31	16	5	16	9	11	9	154	
Small Business Source	10	9	9	12	1	27	19	4	4	8	6	6	115	
Small Engine Repair Reference Center	0	2	0	0	0	0	1	0	0	0	0	0	3	
Topic Overviews K-5	0	0	0	0	0	0	0	0	0	1	0	0	1	
Topic Overviews 6-12	2	3	2	0	0	1	0	0	0	1	1	0	10	
Topic Overviews in Public Libraries	7	7	5	1	1	15	18	2	4	5	4	5	74	
<i>TumbleBook Library</i>	41	30	34	28	27	14	40	26	53	60	41	108	502	
<i>Tutor.com</i>	10	0	7	0	0	2	0	2	55	18	6	3	103	
<i>Value Line Investment Survey (searches not sessions)</i>	6592	9652	8451	6999	7845	8795	2369	4125	8456	11023	10245	9856	94408	
Vocational Studies Premier	0	7	4	4	0	3	1	1	1	1	0	0	22	
Washington Post Video Collection	0	0	0	0	0	18	11	3	12	4	0	4	52	
Web News	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	7629	10955	9621	7815	8589	11135	4510	4887	9642	12060	11164	10922	108,929	

Blue = MEL

Red = YDL Subscription

Green = MEL/non-counter stats

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eAudio	5072	4795	5261	5034	5368	5593	5750	2489	5697	5,843	5837	6165	62,904
Comics	429	384	388	447	578	538	706	627	636	612	708	648	6,701
eBooks	2385	2033	2259	2160	2192	2146	2222	2259	2186	2289	2348	2337	26,816
Movies	471	492	457	473	476	531	545	576	507	508	530	594	6,160
Music	219	277	234	306	310	340	352	321	330	276	330	396	3,691
TV Shows	491	531	589	441	390	459	404	361	352	411	413	466	5,308
BingePass	68	60	61	75	61	56	61	59	75	100	92	110	878
TOTALS	9,135	8,572	9,249	8,936	9,375	9,663	10,040	6,692	9,783	10,039	10,258	10,716	112,458



2023=96,579

FREE COVID TEST KIT DISTRIBUTION PROGRAM

JANUARY

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	27	42	70	35	34	40	39	287
MICH	x	x	x	x	x	x	x	0
SUP	0	6	1	8	0	0	2	287
TOTALS BY DAY	27	48	71	43	34	40	41	304

FEBRUARY

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	34	31	32	26	13	13	42	191
MICH	0	0	0	0	0	0	0	0
SUP	0	1	0	8	3	0	2	14
TOTALS BY DAY	34	32	32	34	16	13	44	205

MARCH

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	14	21	15	9	28	29	15	131
MICH	0	0	0	0	0	0	0	0
SUP	0	5	0	6	2	2	8	23
TOTALS BY DAY	14	26	15	15	30	31	23	154

FREE COVID TEST KIT DISTRIBUTION PROGRAM

APRIL

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	6	18	15	3	7	3	5	57
MICH	0	0	0	0	0	0	0	0
SUP	0	2	3	6	3	0	0	57
TOTALS BY DAY	6	20	18	9	10	3	5	71

MAY

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	0	4	4	14	8	9	9	48
MICH	0	0	0	0	0	0	0	0
SUP	0	2	0	0	2	6	6	16
TOTALS BY DAY	0	6	4	14	10	15	15	64

JUNE

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	1	12	14	8	11	9	17	72
MICH	0	0	0	0	0	0	0	0
SUP	0	0	0	0	8	0	0	8
TOTALS BY DAY	1	12	14	8	19	9	17	80

FREE COVID TEST KIT DISTRIBUTION PROGRAM

JULY

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	17	52	27	34	25	28	37	220
MICH	0	0	0	0	0	0	0	0
SUP	0	3	6	6	0	0	2	0
TOTALS BY DAY	17	55	33	40	25	28	39	237

AUGUST

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	43	83	42	75	78	34	45	400
MICH	0	0	0	0	0	0	0	0
SUP	0	9	5	4	27	8	3	56
TOTALS BY DAY	43	92	47	79	105	42	48	456

SEPTEMBER

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	21	35	42	36	33	38	10	215
MICH	0	0	0	0	0	0	0	0
SUP	0	6	1	5	9	8	6	35
TOTALS BY DAY	21	41	43	41	42	46	16	250

FREE COVID TEST KIT DISTRIBUTION PROGRAM

OCTOBER

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	12	19	20	30	25	32	18	156
MICH	0	0	0	0	0	0	0	0
SUP	0	6	2	2	3	3	0	16
TOTALS BY DAY	12	25	22	32	28	35	18	172

NOVEMBER: program temporarily suspended by MDHHS

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	0	0	0	0	0	0	0	0
MICH	0	0	0	0	0	0	0	0
SUP	0	0	0	0	0	0	0	0
TOTALS BY DAY	0	0	0	0	0	0	0	0

DECEMBER

	SUN	MON	TUE	WED	THU	FRI	SAT	
WHIT	0	29	6	22	12	6	11	86
MICH	0	0	0	0	0	0	0	0
SUP	0	8	0	0	4	0	0	12
TOTALS BY DAY	0	37	6	22	16	6	11	98

FREE COVID TEST KIT DISTRIBUTION PROGRAM

2024 TOTAL TEST KITS DISTRIBUTED =	2,091
------------------------------------	-------

2023=1,246

WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

JAN	15	1	9	Belle Isle Park, Cranbrook Art Museum, Holocaust Memorial Center, Kensington Metropark, LEGOLAND Discovery Center, Lower Huron Metropark, Oakwoods Metropark, Shiawassee Arts Center, U of M Museum of Natural History, Yankee Air Museum, Detroit Institute of Arts, Outdoor Adventure Center			
FEB	13	0	1	Dexter-Huron Metropark, Howell Nature Center, Lower Huron Metropark, U of M Museum of Natural History, Yankee Air Museum			
MAR	26	0	6	Belle Isle Park, Detroit Historical Museum, Detroit Institute of Arts, Lake Erie Metropark, Lower Huron Metropark, Oakwoods Metropark, Pinckney Recreation Area, Willow Metropark, Yankee Air Museum, Dexter-Huron Metropark, LEGOLAND Discovery Center, U of M Museum of Natural History			
APR	37	0	3	Arab American National Museum, Detroit Institute of Arts, Hidden Lake Gardens, Hudson Mills Metropark, Kensington Metropark, Lake Erie Metropark, Lower Huron Metropark, Maybury State Park, Oakwoods Metropark, Outdoor Adventure Center, Pinckney Recreation Area, Saline Railroad Depot Museum, Sterling State Park, U of M Museum of Natural History, Yankee Air Museum			
MAY	38	3	9	Dexter Huron Metropark, Howell Nature Center, Hudson Mills Metropark, Island Lake Recreation Area, Kensington Metropark, Krizenga Art Museum, Lake Erie Metropark, Lower Huron Metropark, Lyon Oaks County Park, Michigan Flight Museum & Air Adventures, Oakwoods Metropark, Outdoor Adventure Center, Warren Dunes State Park, Willow Metropark, Wolcott Mill Metropark			
JUN	45	0	3	Belle Isle Park, Brighton Recreation Area, Cranbrook Art Museum, Delhi Metropark, Detroit Institute of Arts, Dexter-Huron Metropark, Gilmore Car Museum, Hudson Mills Metropark, Island Lake Recreation Area, LEGOLAND Discovery Center, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, North Higgins Lake State Park, Oakwoods Metropark, Outdoor Adventure Center, Pinckney Recreation Area, Saline Railroad Depot Museum, Straits State Park, Willow Metropark			

WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

JUL	Belle Isle Park, Cranbrook Art Museum, Delhi Metropark, Detroit Historical Museum, Detroit Institute of Arts, Dexter-Huron Metropark, Grand Haven State Park, Grand Mere State Park, Hayes State Park, Howell Nature Center, Hudson Mills Metropark, Huron Meadows Metropark, Island Lake Recreation Area, Kensington Metropark, Lake St. Clair Metropark, Lower Huron Metropark, Ludington State Park, Michigan Flight Museum & Air Adventures, Muskegon State Park, Oakwoods Metropark, Outdoor Adventure Center, Pinckney Recreation Area, Rifle River Recreation Area, SEA LIFE Michigan Aquarium, Sterling State Park, Troy Historic Village, USS Silversides Submarine Museum, Warren Dunes State Park, White River Light Station Museum, Willow Metropark, Hidden Lake Gardens, Holly Recreation Area		
	49	2	12
AUG	Belle Isle Park, Cranbrook Art Museum, Delhi Metropark, Dexter-Huron Metropark, Fort Wilkins Historic State Park, Hidden Lake Gardens, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Lake Hudson Recreation Area, Lower Huron Metropark, Ludington State Park, Maybury State Park, Michigan Flight Museum & Air Adventures, Michigan Renaissance Festival, Oakwoods Metropark, Outdoor Adventure Center, SEA LIFE Michigan Aquarium, Sterling State Park, Willow Metropark, Pinckney Recreation Area		
	54	0	5
SEP	Belle Isle Park, Delhi Metropark, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Lake Erie Metropark, Lower Huron Metropark, Ludington State Park, Lyon Oaks County Park, Michigan Flight Museum & Air Adventures, Michigan Renaissance Festival, Oakwoods Metropark, Willow Metropark, Sterling State Park		
	27	3	4
OCT	Detroit Historical Museum, Howell Nature Center, Hudson Mills Metropark, Huron Meadows Metropark, Kalamazoo Nature Center, Kensington Metropark, Lake Erie Metropark, LEGOLAND Discovery Center, Lost Railway Museum, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Oakwoods Metropark, Peppa Pig World of Play, Petoskey State Park, Saginaw Art Museum, South Higgins Lake State Park, Waterloo Recreation Area, Willow Metropark, Maybury State Park		
	34	1	3
NOV	Dennos Museum Center, Detroit Institute of Arts, Dodge #4 State Park, Hidden Lake Gardens, Hudson Mills Metropark, Kensington Metropark, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, SEA LIFE Michigan Aquarium, Arab American National Museum, Howell Nature Center		
	21	1	3
DEC	Detroit Institute of Arts, Kensington Metropark, Meadowbrook Hall, Michigan Flight Museum & Air Adventures, Lower Huron Metropark		
	6	0	1

TOTAL 365 11 59 Proudly supporting 435 Adventures in 2024

Community Relations

Monthly report: March, 2025

Major print/design pieces produced:

- **Loop in the community:** *The Loop* spring issue has hit mailboxes. It includes information about our social work grant, Mary's departure, National Library Week, mental health help, our Spring Challenge, and the latest from Michigan Avenue.
- **Annual report:** Design is underway for the 2024 Annual Report so that it will be ready for the April Board Meeting. It will include info about navigating the Michigan Avenue closure and overcoming obstacles.



Promotional activity

- **National Library Week:** We published an article about National Library Week, with information about the April 10 Aubree's Dine to Donate event, in the spring Loop. We have planned social media posts throughout the week (Apr. 6-12) and are collaborating with other Washtenaw County libraries to share information about what we do in our community.
- **Michigan Ave. Reopening:** In preparation for the YDL-Michigan reopening, we're putting together videos and social media posts to share. We'll also have a press release, numerous website announcements, signage, monitor slides, and giveaways/activities to celebrate.

Notable Media Mentions

- MLive had an article about the reopening progress and pictures of the renovations at YDL-Michigan (see attachment)
- PBS had a piece about the Ypsi Farmers & Gardeners Oral History Project, including comments from Jean Winborn.
- Washtenaw County Health Department posted our Loop article about the #WishYouKnew campaign in their newsletter.
- Board President Bethany Kennedy was interviewed for a piece in the Eastern Echo.
- Steve Fries had a special shout-out to YDL and our services in his piece for a2view.
- Concentrate had a nice piece about our Chess Club grant and activities.
- The Sun Times News had a piece celebrating libraries that included YDL and our services.

Community Relations news

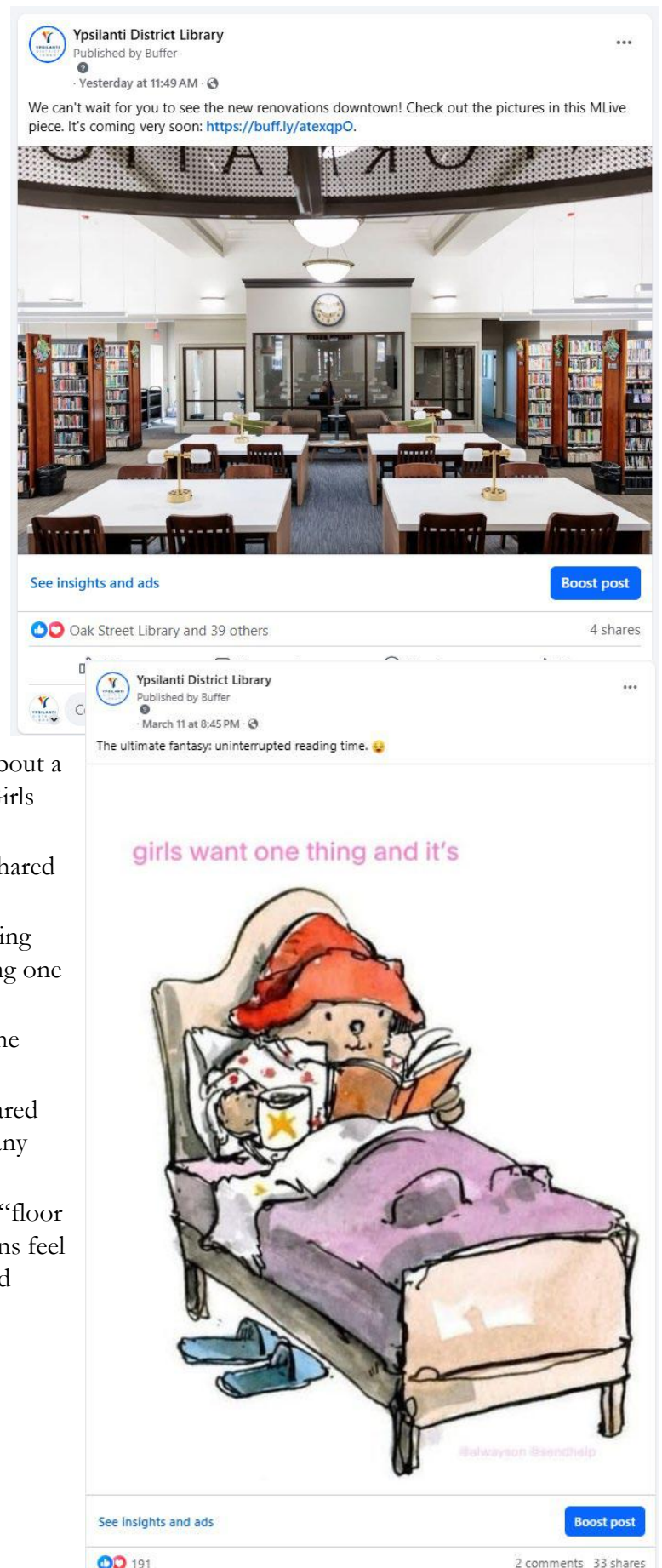
- Sam and Monica continue to attend Parkridge meetings.
- Sam has been working with Boxcar on making the YDL website compliant with the latest accessibility requirements. This includes making a new page with accessibility tools and an accessibility statement, as well as discontinuing the ReciteMe toolbar, which research says can interfere with other accessibility tools people might be using.

Submitted by Sam Killian on 3/18/2025

Notable Social Media activity

In the last month, we've had 425,009 views on Facebook, with 9,600 interactions. We had 52,000 impressions on Instagram. Our TikTok has remained at 1,100 followers, and we haven't been posting there as regularly. Some recent posts have hit 2,400 views and 1,000 views (respectively). Engagement on Bluesky remains significantly higher than what we were seeing on X.

- Over 2,500 people saw our latest updates about the Michigan Avenue reopening progress.
- 6,600 people saw our Facebook post sharing the ALA response to the White House IMLS decision, with over 300 interactions. That post also reached 3,000 people on Instagram with 250 engagements.
- 1,800 people saw a video we posted advertising the Substitute Bookmobile Driver position opening.
- 21,000 people saw a meme we shared about a bear reading in bed with the caption "Girls want one thing and it's..."
- 4,300 people saw a Facebook post we shared about March 10 being "Mario day"
- 2,222 people saw a post we shared inviting people to "Ruin a book title by removing one letter"
- 1,400 people saw our post advertising the Family Read.
- 1,800 people saw the post where we shared the Eastern Echo article profiling Bethany Kennedy.
- A video we shared on Instagram about "floor time" —talking about the stress librarians feel when encountering book bans—reached 1,500 people on Instagram with 200 interactions.



Submitted by Sam Killian on 3/18/2025

Flash Sale! Unlimited Digital Access - \$5 for the first month

Advertisement

ANN ARBOR

2 years after flooding, see inside Ypsilanti's renovated downtown library

Published: Mar. 14, 2025, 2:57 p.m.





Ypsilanti District Library downtown branch to reopen soon after extensive renovations



By [Sophia Kalakailo](#) | skalakailo@mlive.com

YPSILANTI, MI – The long-awaited reopening of Ypsilanti’s historic downtown library is nearing.

The Ypsilanti District Library’s branch on Michigan Avenue has been transformed since [flooding dealt significant damage to the building in 2023](#). It’s been outfitted with new lighting, an open layout, modern furniture, more technology-friendly amenities and rooms for studying and gathering.



A July 2023 storm flooded the library, causing “catastrophic” damage, library officials previously said. The branch lost fewer than 100 books, but water infiltrated all four corners of the building – moving through the walls, ceiling and into the flood walls. Water filled light fixtures and destroyed the building’s fire panel.

Advertisement

After months of remediation work – ridding the building of mold and lead paint – the building was gutted, according to Ypsilanti District Library Director Lisa Hoenig.

Library officials then took advantage of the opportunity to redesign and improve the branch. They drew from community input to shape the redesign, according to Hoenig. The way people use libraries has change, she said.

“We listen to the public and we find out what they want because we’re here for them,” she said.

Group meeting spaces are “very in demand,” Hoenig said, which the downtown library previously lacked. In addition to smaller study rooms, there are multiple conference rooms that come with large televisions that devices can be easily hooked up to for presentations or Zoom meetings, she said.

“We’re a lot more of a community gathering space,” she said.

There’s more space for people to use their devices, with the book shelves pushed to the surrounding walls. Shelves previously cut right through the middle of many spaces.

They haven’t reduced the size of the library’s collection too much to make space, Hoenig said. Though there’s a lot more electronic use, so the reduction is happening naturally in libraries in general. The downtown branch’s new manager Katie Dover-Taylor emphasized that “lots and lots of people” still want real, physical books, though.

The lighting and color scheme has brightened the entire building, but especially the youth section in the basement. The youth section was previously more crowded with shelves and had a purple color scheme that had a darkening effect on the space, Hoeight said.

The librarian wasn’t visible either, with the desk hidden by book shelves. With the new layout, patrons will see the librarian immediately upon entering the youth section.

The building had also never been insulated and since they had to take everything down to the studs, Hoenig said, they could finally do so.

“Our energy efficiency will be a whole lot better and everybody will be a lot more comfortable,” she said. “We had some pretty serious humidity problems in here before”

Built in 1914, many of the building’s historical features are preserved. The historic library was a post office until the 1960s and the old vault can still be seen in one of the new conference rooms.

A new piece of history was also discovered in the renovation process. A bronze casting hangs on the wall signed by one of the original painters that worked on the building – William Carson – and dated March 1917. His name and what appear to be the initials of other painters were found in the middle of the floor during the renovations.

The downtown library has been widely missed, according to the downtown branch’s new manager Katie Dover-Taylor. It’s been “heartwarming and wonderful” to hear from patrons who have been very understanding as the library’s reopening was continually delayed, Hoenig said.

“Having been closed all this time, people downtown – I think – really have come to recognize all the things that the library provides,” Hoenig said.

A new library social worker will also be primarily based at the downtown branch, Hoenig added.

“This is where a lot of the need is,” she said.

Read More: [Library social worker? New Ypsilanti role handles patrons with ‘life challenges’](#)

Amid intensifying calls for affordable housing and a permanent emergency shelter, Ypsilanti community members said the library’s closure had a big impact on people experiencing homelessness. It was one of the few places unsheltered people could spend their days out of the heat in the summers.

Read More: [Push for permanent Ypsilanti shelter drives resident protests](#)

The library hasn’t set a reopening date. Unexpected delays have led [to rescheduling and canceling reopening dates multiple times](#).

The unfinished vestibule is the main cause of the delay – the library’s “Achille’s heel,” as Hoenig calls it.

The plan is to get the vestibule to meet the minimal requirements set by the city building department and secure a temporary certificate of occupancy to reopen as soon as possible, Hoenig said.

Want more Ann Arbor-area news? Bookmark the [local Ann Arbor news page](#), the [Ypsilanti-area news page](#) or sign up for the free "[3@3 Ann Arbor](#)" daily newsletter.



Stories by **Sophia Kalakailo**

Bridge outside Ann Arbor will shut down until June

Michigan's economy threatened by Trump's trade war, Canadian official says near Detroit

Bridge shut down, M-14 closures: Washtenaw County road work for March 14

I-96 ramp to shut down for more than a month

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Mecosta County CVB



Around the Web

Customer Services

Monthly report: March 2025

Circulation Stats

For the month of February, we checked out 41,787 items system wide.

Patrons also downloaded 20,708 digital items.

We issued 417 new library cards.

Staff News

Customer Services clerk Marianne Vandenberg facilitated an information session for seniors on how to use the YDL app. The session was held at YDL-Superior where Marianne illustrated how to access and download content from Hoopla, Libby and Kanopy through the YDL app.

Submitted by *John Connaghan* on March 18, 2025

YDL DEVELOPMENT REPORT

February/March 2025

MAKING CONNECTIONS

Chris made it to the Back Office Studio 9th Hour gathering in early March. Many curious inquiries regarding the status of the Michigan Ave. library opening. People truly just can't wait.

GRANTS

Grants Submitted

Rotary Club of Ann Arbor –YDL submitted an application for \$4,900 in support of *Reading Together Downtown* - literacy-based programs at the Michigan Ave. branch. Funds will support three *Black Men Read* sessions, books for a reading readiness book club, books for families to take home after weekly storytimes, and various storytime and book club equipment. Awards will be announced in April.

Kiwanis Club of Ann Arbor - A grant request for \$3,500 was submitted to Kiwanis in support of books for the Summer Challenge, as well as the new winter and spring break challenges. Awards will be announced in July.

Chris continues to research planning grants in support of **YDL outdoor spaces**.

Summer of HeART 2025

Funding is currently being sought in support of **Summer of HeART** programming at the Michigan Avenue and Superior branches. In 23 days of programming last summer at Superior, 339 youth and family members took part in our healing arts offerings. We feel it is important to make this program available to our newly returning young patrons at Michigan Ave., as well.

YAA's grant applications in support of this program were not funded. Both Youth Arts Alliance and YDL are working to secure funding to make this happen for our community's kids. At a minimum we must raise \$60,000 to bring the programs to Superior and Michigan Ave. Funds raised by YDL currently total \$17,696. YAA has committed \$10,000. YAA is submitting a grant to the United Way for Southeastern Michigan. Chris is currently working on a grant to the Ann Arbor Thrift Shop. She has also reached out to the Ann Arbor Area Community Foundation regarding potential support through Donor Advised Funds. Heather at YAA has reached out to the Community Foundation's Board of Directors.

ACTION: This is an opportunity for our Board to do some brainstorming for potential individual or business donors who you believe might be willing to help us bring these healing art

activities to our young patrons. Please do a little brainstorming and let Lisa or Chris (mcmullen@ypsilib.org) know of anyone you feel we should reach out to in support of this program. We need your help to make it happen!

SPONSORSHIP

As we work on developing sponsorship opportunities for area businesses and individuals, Chris, Sam, and Jodi have been updating and creating additional sponsorship levels and benefits for Summer Challenge supporters this year. This is a precursor to creating other sponsorship opportunities and solicitation materials for other programming at the library.

Chris is working with Katie on securing funding for our annual downtown events – Halloween and the Holiday Tree Lighting. We will be meeting with other Michigan Ave. staff at the end of March to start making plans for these events and support Katie as she continues to wrap her head around everything Michigan Avenue. Chris will also be setting up a meeting with Christine Nash-Wong at SPARK East to introduce Katie and discuss SPARK's participation in our events.

CAMPAIGN FOR MICHIGAN AVENUE

A big thank you goes out to the community for helping us raise \$53,743 to support the renovation our downtown library!

DINE TO DONATE AT AUBREE'S

Save the Date! **April 10 from 11 a.m. to 10 p.m.** Help us raise funds and celebrate National Library Week April 6 – 12!

ACTION: Eat in or carry out! Bring family and friends. Spread the word. Hand out flyers.

FUN FUNDRAISING FACT

According to [The Social State of Giving](#), 41% of Gen Z said that social media content has motivated them to research or donate to a cause. In addition, about 25% of Millennials and 20% of Gen X are motivated to give by what they see on social media.

Facilities Department

Board Report March 2025

Busy supporting Michigan Ave staff to get the building ready for when we get to open. We have been repairing lights, hanging artwork, deep cleaning restrooms from all the construction dust, and touching up walls with paint are some of the things we have been working on.

We received a couple bids for a hot water recycling pump, and piping through the building. Our restroom sinks do not have hot/warm water unless we let the water run for a few minutes which is a waste. This system will allow staff and patrons to have warm water as soon as they turn the faucet on. Wilbur Plumbing has given us the better pricing, and were the company that did the plumbing work for the Superior branch. They are a good company to work with.

Bloom Roofing came out to Michigan Ave to do their spring inspection of the roof and gutters. They found a couple areas that needed minor repairs. The remainder of the roof checked out OK!!

All Star Alarm installed panic buttons for staff to use in case of an emergency. Staff would press the button to notify law enforcement is needed. There are six located around the building in staff areas only.

With the weather getting nicer, our Michigan Ave plaza area is getting busier. Unfortunately, it has been adults drinking alcohol, and doing drugs. Chris, our building monitor has been busy asking people to leave. He has also been in contact with police to help monitor the area so families can enjoy the plaza as intended.

The vestibule is finally coming together. Phoenix had to fire C.A.N. Art Handworks for their lack of production on the project. Ann Arbor Fabrication has come in to finish assembling the entry way. They are evaluating the project to see what parts that still may be needed to finish the vestibule. Jake from Phoenix said Ann Arbor Fabrication can make any parts required to finish the project.

At Whittaker Road in the triangle bay area, we have a water leak. Many of the seals, weather stripping, and caulk is over 20 years old and starting to fail. We will need to investigate further to see how to proceed. Lisa has been in contact with Jared from Terracon to see the best course of action.





Submitted by: Jim Reed

March 20, 2025

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 2025

Status Report

- Michigan Ave –We're happy to see the finish line eagerly anticipating the opening! We're looking forward to seeing our work provide services to the public once again. Remaining items, Entrance technology.
- New Kids play area at Superior – There's an item we'll be working with facilities to install tablet stations into this space. The initial design requires additional cable management and we're looking to improve and correct this.
- Security Cameras – We're down to our last 3 items to install. So far the expanded coverage and improved capabilities has met or exceeded expectations!
- Data Line improvements – TLN will be upgrading the speed of our data lines for our other buildings. The project is moving forward! We've performed the Primary Internet update and we've seen immediate improvement which has notably helped our WiFi service. The building interconnectivity will be phase 2 and I'm awaiting a time along with some equipment requirements that may need accounted for but we're eager to complete after our first set of completed tasks.
- New Digital Signage Platform – We've made the switch and the screens look great, Thanks to our communications department for loading them with wonderful imagery.
- 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.
- Tax Services – It's that time of year again, we've met with the service providers on quite a few occasions. Once again they appear to be ready to go at all locations. It's always nice to know that we can provide to good space for their program.

Student cards – We're looking to offer student library account while working with YCS. The new ILS offers us a way and we're working out the details.

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 2025.

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.

Michigan Avenue Board Report: March 2025

It remains challenging to navigate the roller coaster of construction news and week-to-week scheduling at the Michigan Avenue branch. Staff anticipate reopening within the next few weeks and are tentatively hopeful that we will be able to welcome the public back to the building soon!

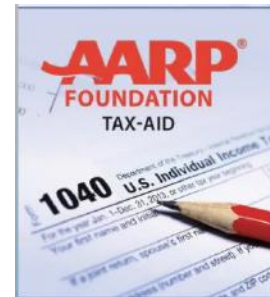
Progress towards opening

Mich Ave staff are working hard to stay ready for our upcoming reopening. This work has included:

- **Shelf-reading the collection** – Now that our materials have been shelved in their final locations, staff have been performing shelf reading to ensure that all of our collections will be easy for patrons and staff to find upon reopening.
- **Meeting with partners and staff throughout the system** – Mich Ave staff have taken the opportunity provided by our closure to meet with community partners and as departments/teams to prepare for the Summer Challenge, upcoming programs, social media content, and more.
- **Party Planning and Prep** – The Party Planning committee did a fantastic job preparing for the YDL-wide Farewell to Joy party and our facilities staff and Phoenix went above and beyond to clean and prep rooms to welcome all library staff and show off the best of the branch's progress toward reopening.

Programs

Staff have worked hard to reschedule programs in waves as our uncertainty about reopening changes after each construction meeting. Throughout this time, our staff have also delivered as many of their regular and one-time programs as possible, held at other locations or via Zoom. This includes keeping up with the **AARP Tax Aide** program. Mich Ave staff have been in contact with patrons and staff to ensure that appointments are filled and that patrons know the location for all of our appointments has been changed to Whittaker Road.



We have received great feedback on our **craft programs** this month. Mani's Pysanky egg program reached the maximum number of attendees. Their Crafternoons program was also fully attended, with one patron sharing that it helped her "forget about the aches and pains of old age for a while" and that this program showed "continuing excellence in programming" for Crafternoons, which was previously Joy's program. The Downtown Queer Crafting group is very excited to move back to Mich Ave after spending so long at the Riverside Arts Center.



ESL Book Club is run by Susan Middlesworth through Washtenaw Literacy. They meet every Wednesday morning for 8-10 weeks, then take a break between books. At right is a photo of the group from their most recent session. The group reads one book per season, talking and learning about language, grammar, and cultural aspects of the book. Members read approximately 45 pages in advance of each session.



Partners

Staff have invited community partners to meet with us either in person or via Zoom. These meetings with community partners included Food Gatherers, Ozone House and the Ypsi Juneteenth committee.

- **Food Gatherers** – staff from all YDL locations met with the Food Gatherers to discuss the needs for summer lunches this year.
- **Ozone House** – Kelly met with Ozone House to bring summer Noise Permit workshops back to our branch.
- **Juneteenth** – Daisha, Shayla, and I will be helping to coordinate the Kids Korner for Ypsi's Juneteenth celebration on June 21.

Coming up

Poetry month is right around the corner! Ellen and Aaron are working to create a poetry competition for April. The contest will highlight different types of poetry (haiku, couplets, free verse, etc.) and will be judged by local writers.

Katie Dover-Taylor

March 20, 2025

Outreach Board Report - March 2025

Bookmobile



New Stops: Ainsworth/Ferris; Rue Vendome; Wendell Holmes Park

The three new stops went into effect on March 3rd and the community has been very receptive to the Bookmobile being in their spaces! The total for Ainsworth/Ferris has been 18 people, Rue Vendome 9, people and Wendell Holmes Park has been slow but will pick up over time or the first two weeks. What about our current stops you ask? The numbers have gone up on those stops as well. Last Monday, we had a total of 69 people! The team has been seeing new faces and creating library cards! The YDL yard signs have been a great success, bringing the community to

the Bookmobile in addition to our Bookmobile's Instagram page, which now has close to 100 followers! It feels so good for the Bookmobile to get the love it deserves. We love you Bookmobile!

Raffle

On March 7th, Monica announced our first Raffle Winner on the Bookmobile's Instagram page! The winner picked up their prize on Monday, March 10th. Every week until the end of March, a winner will be announced on our Instagram page by a different team member.



School Reach out!

Black History Celebration, Ypsilanti High School. We finally did it! We have made a connection with Ypsilanti High School! Yay! I wanted to do more outreach with the high schools and middle schools. I went to a Magnet Schools meeting and guess what the principals were in attendance. So, I walked over and did some networking with the Ypsilanti High School Principal and it worked! We were invited to Ypsilanti High School to attend a Black History Month event that was simply AMAZING! They designed it as a tour of culture and history, from Africa to today's accomplishments. The students narrated the story for those in attendance, Monica had a chance to speak with the Media Specialist to see how Ypsilanti District Library can support them, which they would love to have presentations on research provided to do outreach to the 12th graders that do not use the library at all. So, I connected Dwayne with Kelly, who will give a workshop to the 12th graders. It is in the works. Monica also received a gift from the Book Vending machine that uses tokens instead of money.

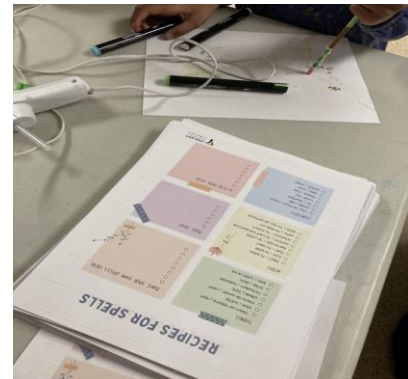
Superhero Literacy Night @ East Arbor Academy - On March 3rd, Monica attended Superhero-themed Literacy Night at East Arbor. Created three library cards. They had activity tables where the kiddos made capes, and masks, and had Read Alouds. It was amazing to be in the space.

Fortis Academy Literacy Night - On March 4th, Kaitlyn attended a literacy night at Fortis Academy. She engaged with over 200 people in attendance. She signed up over 14 people for library cards and shared many library resources.

Lincoln Middle School Sixth Grade Orientation - On March 6th, Monica attended Lincoln Middle School's 6th grade Orientation. Over 109 people stopped by the table to show us some love. I signed up two people and the majority of the families were from our community! I was very impressed! Usually, when we attend the Lincoln events, we see Augusta Township families.



Bishop Elementary Harry Potter Night on March 14th, we were invited to Bishop Elementary for Harry Potter Night where Kaitlyn, Jenny, and Bridget were in attendance. They made wands and spell recipe cards for the kiddos. I guess YDL put a spell on the kiddos and families in attendance.



Community Panel for the East Central Writing Centers Association Conference sponsored by YpsiWrites! - on March 14, Mary, Jodi, and Monica were invited to speak at EMU by Ann, and YpsiWrites to be a part of a panel discussing Outreach and the importance of community partners. It was amazing sharing how passionate YDL is about the community. We received roaring applause.

Senior Resource Center Blog Post - Catholic Social Services interviewed me for their blog. They were very interested in the services that we provide with the Bookmobile. The Bookmobile is just getting a lot of attention.

Livonia Public Library Comes to YDL

On Monday, March 10th, Khi and Monica welcomed guests from the Livonia Public Library to tour the Bookmobile. They were very impressed with all our outreach with the Bookmobile and the passion we have for the community. We gave advice and ideas to their new Outreach Librarian and New Bookmobile Manager about how important it is to work with the community. They are purchasing a Bookmobile replacement for their building locations was lost due to COVID.



Superior Board Report

March 2025

Staff News

- Along with Monica Porter, I was invited to give a one-minute lightning talk at the East Central Writing Center Association Conference about partnerships and community. Seeing the other 15 organizations, most of who YDL is already working with, and talking about how we all work together was a wonderful affirmation of why community partnerships are a priority at YDL.
- In anticipation of my last day on April 18, staff have been gamely stepping up to take over some of my typical programming duties.

Program Highlights

- Now a yearly spring tradition, Stacey invited the RJ Spangler Band for a jazz concert. The band had the audience toe-tapping and dancing throughout the show.
- I coordinated with the Disability Network Washtenaw Monroe Livingston to create an art exhibit by the organizations' studio artists. We will hold a reception on March 20 for the artists and their families. The exhibit is incredibly powerful. Each piece is paired with a written statement that gives insight into the artists' disability journeys.
- Staff are planning for summer. We anticipate a similar schedule to last summer, with 8 weeks of lunches and post-lunch programming, including Youth Arts Alliance Summer of Heart on Wednesdays through Fridays. Stacey is this year's representative on the Summer Challenge Committee.
- Storytimes are on break and will resume the week of 3/31. This time has allowed youth staff to really dig in to summer planning.
- A huge thank you to Trustee Jean Winborn for again volunteering her time to do 1-1 genealogy appointments during February, in honor of Black History Month. She met with four individuals.
- Nicole and Kallista offered two Family Read programs in connection with this year's book, *The Puppets of Spelhorst*.
- In coordination with Stacey, Marianne (from Whittaker Customer Services) taught a class on using the YDL app. Participants were incredibly engaged and excited to learn about the app and its features.
- Chair Yoga continues to be very popular, so much that we added another session for April-June.
- Other programs since the last board report have included:
 - Youth: Read to Bambi, Storytimes, ASL Storytime
 - Adult: Chair Yoga, Sew Social, Banned Book Club, AARP Tax Prep, Canva 101, and Wrapped in Love Doula programs



Submitted by Mary Garboden
March 19, 2025

Whittaker Road-Adult Services Board Report: Mar 2025

Here is a listing of Mar programs:

- YpsiWrites Zine Workshop: - Engaging with Democracy Through Writing
- Vega Discover – Basics
- Microsoft Excel – Basics
- Read It & Eat It - Cookbook Club
- Genealogy and Family History Bunch
- Microsoft PowerPoint – Basics
- Classic Noir Movies - Gun Crazy (1950)
- Small Business Savvy: Podcasts - An All-Purpose Marketing Strategy
- Thursday Morning Book Group
- Microsoft Publisher – Basics
- Science Fiction Book Club
- Moving For Better Balance with the Ann Arbor YMCA (4 sessions)
- MICHIGAN WORKS! Southeast Community Outreach
- Google Slides for Beginners
- Crochet Club (2 sessions)
- AARP Tax-Aide Program - Income Tax Preparation (4 sessions)
- Board Game Meet Up
- Google Calendar - Basics
- Digital Literacy Tutoring with Washtenaw Literacy (4 sessions)
- Community Open Mic Night at Corner Brewery
- Google Docs for Beginners
- Silent Book Club
- Microsoft Excel – Intermediate
- Mahjong Meetup (5 sessions)
- Knitting Plus (4 sessions)
- Creating a Natural Habitat Garden
- Computer Basics - Getting Started
- Google Drive - Basics
- Small Business Savvy: How To Talk With A Commercial Lender
- Euchre! - Pick it Up.
- Gmail - Basics
- YpsiWrites Writers Room & Drop-in Consulting
- Internet Basics - How to Search the Web
- Virtual African American Authors Book Discussion Group
- Google Docs Tips & Tricks
- Writing Oneself: Letters and Emotions
- Microsoft Excel – Pivot Tables (Intermediate)

Tax Help Appointments continue to keep us busy! All slots at all locations have been booked and there are currently 70 people on the waitlist, which shows how important this service is to our community.

Programs are running smoothly this season. 20 people attended an YpsiWrites Zine program, 25 came to the Silent Book Club, and there were over 30 at the Community Open Mic program held at the Corner Brewery that was put on jointly by YDL and YpsiWrites. We're looking forward to YDL's first-ever puzzle contest that is being held at YDL-Superior with support from YDL-Whittaker Road. It should be fun!

Nicole has joined the Summer Challenge team that will plan this year's program of events and activities. Brett is continuing work with the Community Webs project and has attended scheduled meetings and training sessions.

We appreciate additional staffing help from YDL-Michigan Avenue staff while awaiting the reopening of YDL-Michigan Avenue. We have been very busy with many who would normally go there coming out to Whittaker Road.

A patron I was helping tonight told me how helpful Nicole has been when he has asked for assistance. He said that Brett has also been very helpful to him. I have gotten a lot of positive feedback from patrons on how helpful both Brett and Nicole are; they have been great additions to the Whit Adult Services team!

-Submitted by Paula Drummond Mar 19, 2025

Whittaker Youth Services Board Report March 2025

Programs

Little Ones

• Storytimes

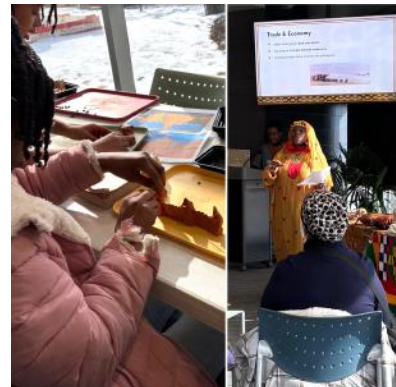
- Weekday storytimes start back on March 31. In the meantime, many parents with little ones use the play areas on weekday mornings to continue to stay connected with each other and the library. We saw a group of families this morning who first met at Psyche's baby time during Covid!
- A UM pediatrician from the Ypsilanti Health Center who is working with Monica's team to promote early literacy at the clinic hosted a popular Going to the Doctor Storytime one Saturday morning, followed by playtime with babydolls and doctor's bags.
- Marlena hosted a Stuffed Animal Storytime one Friday morning as a tie-in to the Family Read. Kids' animals participated in the activities, then stayed overnight. Kids got a photo of what their stuffed friends did while they were at the library when they picked them up the following day.

- **Other programs for little ones** Ulana curated this month's weather and season themed stations, explored by 79 over Friday and Saturday mornings. She also offered a Build-a-Storytime-Kit program where families made storytime tools such as movement dice, ribbon wands, and shakers to use at home.

Kids and Parents

• Weekly Meetups

- After finishing Robot Coding at **After School STEM** last month, I'm currently offering Paleontology themed workshops where kids are learning about fossils of all types, including dinosaur fossils, using our giant dinosaur bones and other hands-on activities such as chipping a fossil out of plaster to take home.
- **Chess Club** has only two more meetups before the end of year tournament. Attendance averaged 25 per session this school year. Kids and parents were thrilled to see the [Concentrate Media article](#) that covered the club. One family just told me they will be taking a family trip to Lansing for their three daughters to compete in the Michigan Junior Chess Championship at the end of the month due to their enjoyment of the club. Trophies have been ordered and are ready to go for the April 12 library tournament.
- **Love of Learning** and **WeeBots** both continue to thrive. They'll be winding down over the next month or so as families typically spend more time outside when the weather improves. Students learned about Mardi Gras last month at Love of Learning and went on parade around the first floor wearing the masks they made, dancing, and making music.
- **Travel to Timbuktu** Aisha Traore and her son, an ECA student, made a presentation for families about the rich history of their home country, Mali. 31 attendees played traditional instruments and sculpted buildings with clay in the architectural style of Timbuktu.
- **Family Read: The Puppets of Spelhorst** (photos on the following page)
 - **Book Club** Liz hosted *The Puppets of Spelhorst* read alouds after school on Tuesdays that were well attended. Families listened to the book for about 30 minutes, then made crafts related to the story such as paper crowns and paper bag puppets.
 - **Spinning Dot Theatre Puppet Show** The Family Read kick off at YDL-Whittaker was a puppet performance by Spinning Dot Theatre entitled *Catching Mirrors*. Jaclyn coordinated the program, which was attended by 38.
 - **Owls** There are five main puppet characters in the book and one is an owl, so we invited the Leslie Science and Nature Center to bring an owl and teach families how to dissect owl pellets. The Washtenaw Bird and Nature Alliance was on hand for birding walks, too. Live animals are always popular at the library, so we weren't surprised that the event was attended by 84 people. Thanks to Liz for facilitating it.
 - **Shadow Puppets** 45 people learned about the history of Indonesian wayang kulit puppets, then made their own and tested them in a mini shadow puppet theater with Doodles Academy.



Teens

- **TAG** There were no teen programs other than two TAG meetings this month, but 17 people were here for last week's meeting! Attendance ebbs and flows over the course of the year depending on exam schedules and sports, but there has been a steady group of 12 most weeks. After a group icebreaker, they divide into small work groups to work on program planning, flyer making, or long term goal setting. They regroup at the end of the meeting and share out so everyone has a voice. We had problems with tweens removing sticky notes from the pixel art and writing inappropriate content on the question of the month board, so we removed both from the teen area for a while. TAG is developing alternate activities that will be available to teens to do anytime in the teen area this summer.

Other Work

- **Around the department**
 - **Book displays** Ulana made sure all the spring holidays were covered: St. Patrick's Day, Ramadan and Eid, Passover and Purim. Liz curated a Women's History Month display for youth and I created one for teens. Marlena helped gather picture books for the Family Read display, which allowed us to advertise programs, books, and the Spring Challenge. The Farm Bureau put up a display for Agriculture Week and is donating several picture books.
 - **Play spaces** were reset so toys could be cleaned. Marlena created a construction area with hard hats and tools. Liz put out new Duplos. Jaclyn added dinosaurs to the small motor play area. I put out fantasy puppets and the magnet wall for STEM play. Psyche continues to help rotate shared early learning toys between locations. Ulana and Psyche made a spring crazy walk where kids count birds and hop on the ABCS and Jaclyn decorated the portal with paper flowers.
- **Tours** Five classes toured the department this month: an LCS special needs 5th grade class, an LCS preschool class from Bemis Farms, two Pittsfield Acres first grade classes, and a YCS 2nd grade class. One more YCS tour is scheduled for April.
- **Summer Challenge Committee** The Summer Challenge committee met and divided up tasks that need to be accomplished this year. Thanks to Stacey, Stephanie, Nicole W., Liz P., Jenny, Chris, Sam, and Julianne for being part of the planning committee. It's great to have all buildings and departments represented.
- **Summer Program Planning**
 - **Department Meeting** We met last week to begin brainstorming summer programs.
 - **UM Matthaei Botanical Garden** A small group of YDL staff from across locations met with the children's garden coordinator to hear how they might support our nature based play programs and spaces this summer.
 - **Program Planning Groups** with representatives from each building met to talk about age specific summer programs, allowing staff to connect with colleagues in other buildings and try to avoid duplication of programs.
 - **Summer Lunches** We met with Food Gatherers to set dates for this year's Meet Up and Eat Up at all branches.
- **Professional Development** Psyche took an online ALA multi-session course called *American Sign Language with Children in Storytime or in the Classroom: A Practical Guide* that provided specific instruction on how to integrate American Sign Language elements into storytimes for babies, toddlers, and school aged children. Taught by Kathy MacMillan, a librarian and ASL interpreter and who provided information on the early literacy benefits of signing with children and how to do it in an accurate and respectful way, Psyche learned over 120 signs as well as many specific stories using ASL. She will use her knowledge in storytimes and share resources as needed with other YDL staff. She hopes to continue her ASL education.
- **Storyroom Makeover** I've attended several meetings with the architect and interior designer. Our department is preparing for construction to begin on March 31 by emptying cabinets. We're moving what we'll need to the office and other items to the mezzanine. We're excited to have a new and improved space.

Submitted by Jodi Krahne March 19, 2025



New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/20/2025

Re: Consideration of a proposal for lighting 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 when our emergency ballasts go out, they can only be replaced by a certified electrician.

In 2024 the Board approved a proposal to replace about half of these ballasts – all the ones that were not functioning. This year we budgeted \$10,000 to proactively replace the remaining ballasts in the main floor public areas.

In addition to this work, the attached proposal from Enlighten includes labor to undertake warranty repairs to our LED parking lot lighting that was installed in August 2022. Four of the 24 fixtures we purchased have failed. Enlighten will send the failed equipment back to the manufacturer for testing to try to identify what caused the failure. The parking lot lighting came with a 5-year material warranty, so it remains under warranty through August 2027, and there will be no cost for the replacement equipment.

As Enlighten performed both last year's ballast replacements and the parking lot lighting work, I would like to engage them to finish the jobs.

Brennan Booms from Enlighten has proposed that YDL procure the ballasts and bulbs needed for the interior work to save on cost. The cost to purchase all of it is estimated at \$4,180, but we may have some of this equipment already on hand. Please see the attached proposal for the cost breakdown.

I request approval of the purchase of ballasts and bulbs and the labor described in the attached proposal for the interior lighting repairs for a cost not to exceed \$12,391. This planned portion will be paid with the operating budget.

Additionally, I request approval of the use of \$4,050 from the capital asset replacement fund for the labor to repair the failed parking lot lighting.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-8

March 26, 2025

RESOLUTION TO REPAIR EMERGENCY LIGHTING BALLASTS AND PARKING
LOT FIXTURES AT WHITTAKER

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

Whereas, four of the 24 LED parking lot fixtures installed at Whittaker in 2022 have failed, creating a safety issue, and

Whereas, the fixtures are under warranty, and

Whereas, half of the emergency ballasts that operate lights in the public areas of the Whittaker Road library had failed and were replaced last year, and

Whereas, as emergency ballast repairs must be performed by a master electrician, proactive replacement of the other half was budgeted for this year, and

Whereas, the Library Director requested the attached proposal from Enlighten to replace these ballasts and the failed parking lot fixtures, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to approve the purchase of the required ballasts, and further resolves to waive the bid process to engage Enlighten to perform the ballast replacements as proposed for a total cost not-to-exceed \$12,391.

BE IT FURTHER RESOLVED to engage Enlighten to perform warranty repairs on failed LED parking lot fixtures for a labor cost of \$4,050. The Capital Asset Replacement Fund shall be utilized for this portion of the project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Linear Light Repairs

Proposal

YDL Whittaker Ave
229 W Michigan Ave, Ypsilanti, MI 48197



Lighting Maintenance Repairs

2025

Description ▾ ↑	Pot. Lamp ▾ ↑	Materials	Install	Total Costs
☒ Linear Pend	Ballast	\$110	\$615	\$725
Linear Pend	Ballast+BBU	\$4,180	\$5,175	\$9,355
Linear Pend	T5 Sockets	\$66	\$2,375	\$2,441
☒ Parking Lot	Poletop	\$0	\$4,050	\$4,050
		\$4,356	\$12,215	\$16,571

NOTES

- Linear Pendants: 1st Floor Youth Area
 - Ballast+BBU: Emergency Ballast & Regular Ballast replacement.
 - Ballast: Regular Ballast Replacement
 - T5 Sockets: Socket Replacement (2 found to be bad during 2024 repair work).
 - Office Area Linear Pendants excluded from scope.
 - Office Area has 13 add'l linear pendants with emergency ballasts not included in this scope.
- Parking Lot
 - Poletop: warranty replacement of failed light engines. Labor only. No material cost.

Proposal Summary

- *This proposal includes Enlighten one of the following options.*

Description ▼↑	Pot. Lamp ▼↑	Install
☐ Linear Pend	Ballast	\$615
Linear Pend	Ballast+BBU	\$5,175
Linear Pend	T5 Sockets	\$2,375
☐ Parking Lot	Poletop	\$4,050
		\$12,215

- *Pricing in this proposal good for 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Sales tax will not be included on invoice. Library sales tax exempt.*
- *Installation scheduled upon 50% down payment.*
- *Proposals costs include installation and parking lot lift supply only.*
- *YDL responsible to procure and have on hand all materials at time of performing work.*
 - *Enlighten will work with YDL to provide part numbers and sources for procurement.*

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/21/2025

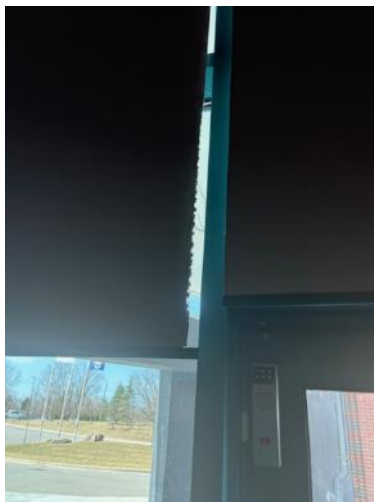
Re: Consideration of a proposal to replace the Whittaker Community Room blinds

We budgeted \$10,000 this year to replace the blinds in the Whittaker Community Room. The blinds are 23 years old and were original from when the building opened. Over time they've become tattered and frayed, and the weights built into them are exposed, catching and cutting into the adjacent blinds. The blinds are used regularly for room darkening during events such as movies and presentations. Exhibit contracts also require YDL to lower blinds during installations to prevent sunlight exposure to materials on display.

For past blind installation projects at Whittaker, we have worked with Library Design Associates (LDA). They partner with a number of firms on such specialty items. LDA provided the attached quote for \$8,295 that includes material and labor to replace the existing roller shade fabric.

Our Facilities staff and LDA's vendor believe that together they can take apart the infrastructure (casing) so the blinds apparatus can be removed. The blinds will then be taken off site so exact duplicates of size and hardware can be manufactured. Facilities will work with the vendor to install the new roller shades into the existing mechanism. From start to finish, the whole process is expected to take roughly 4 weeks. We will give staff a heads up so they can plan their programming appropriately around their absence, and alert the public about the unavailability of room darkening for the duration of the project.

If it is discovered that the mechanism that holds the blinds cannot be taken apart, a new infrastructure installation will be required, and we will go back to the drawing board. (We do not expect this to happen.)



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-9

March 26, 2025

RESOLUTION TO REPLACE THE WHITTAKER COMMUNITY ROOM BLINDS

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

Whereas, the Whittaker Community Room is heavily used by both the staff and public, and provides a valuable service to the community, and

Whereas, the blinds provide room darkening, which is desired for many programs, and

Whereas, the blinds are original to the building and have become tattered over time, and

Whereas, the Library budgeted to replace the blinds this fiscal year, and

Whereas, the Assistant Director worked with Library Design Associates to identify a qualified vendor and secure a quote for the manufacture and installation of new blinds, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Library Design Associates to replace the Whittaker Community Room blinds as described in the attached quotation for a total cost of \$8,295.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

03/18/25

Date P-41036

Proposal No. 1

Page

To

Ypsilanti District Library
Attn: Julianne Smith, Asst. Director
E: smith@ypsilibrary.org

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	<p>In accord with our recent conversations, I am pleased to confirm the following pricing for replacement of the roller shades in the Community Room. All pricing below includes shipping and installation costs.</p> <p>Pricing is good for (30) days and is subject to reconfirmation thereafter.</p> <p>Pricing is based on the quantities and finishes as specified below. Any modification may require an updated proposal.</p> <p>Approximate lead time is 4-6 weeks from receipt of complete order, including final finish selections.</p> <p>All labor and material required to replace (3) roller shades in the Community Room. The existing assemblies will be removed, transported to the fabric supplier to be replaced, then returned to reinstall. As discussed, we will require some assistance from YDL to safely remove and reinstall the existing assemblies.</p> <p>Standard blackout fabric to be selected.</p>	8,295.00	8,295.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed

Matt de Bear

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/21/2025

Re: Addition of a hot water recirculation pump at Michigan Avenue

Whittaker has a hot water recirculation pump that allows all sinks in the building to get hot water quickly. When it stopped working it was noticeable; repairs are happening soon.

Michigan Avenue staff working at Whittaker commented that they wished their building had faster access to hot water. Upon hearing this, we discovered that you have to leave the water running for several minutes before it gets hot.

The addition of a hot water recirculation pump will solve this issue. Facilities Manager Jim Reed secured the two quotes attached for this work. We recommend the low bid from Wilbur Plumbing, the firm that successfully performed the plumbing installation at Superior.

I request the Board's approval to spend \$7,907 from the Capital Asset Replacement fund to add a hot water recirculation pump at Michigan Avenue.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-10

March 26, 2025

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A HOT WATER
RECIRCULATION PUMP AT MICHIGAN AVENUE

Whereas, the water at Michigan Avenue takes a long time to warm up, and

Whereas, two quotes were secured for the installation of a hot water recirculation pump to resolve this issue, and

Whereas, these repairs are desired to provide faster access to hot water for Michigan Avenue staff and patrons, Now Therefore,

IT IS RESOLVED that the attached quote from Wilbur Plumbing for installing a hot water return line and pump at Michigan Avenue is approved for a cost of \$7,907.00.

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



WILBUR PLUMBING

10300 M-52 | PO Box 156 | Manchester MI 48158 | (734) 483-6810

TO: Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti, MI 48197

Proposal #: 25-3680-01
March 14, 2025

Work to be performed at: 229 W Michigan
Michigan Ave Branch
Installing a hot water return line and pump

Wilbur Plumbing hereby proposes to provide the necessary labor, materials, project management, equipment, and subcontractors for the above referenced project for the sum of **Seven Thousand Nine Hundred Seven Dollars and No Cents (\$7,907.00)**, with payment terms to be: based on the schedule of values.

GENERAL SCOPE OF WORK

Installing a hot water return line and pump

JOB SECTION DETAILS

Includes the following:

Hot water return line and pump:

- Installing 110' of 1/2" L copper piping mounted on strut following the existing water supply piping along the wall to the west bathrooms
- Installing a hot water return pump with a timer, associated valves and fittings
- Utilizing the existing expansion tank
- Insulation for this new piping
- Coring two 2.5" holes through 12" of brick

EXCLUSIONS BREAKDOWN

- All electrical work
- Water heater replacement

All materials are guaranteed to be as specified and the above work will be performed in accordance with the drawings and specifications submitted.

Any deviation from the above scope of work and specifications involving extra costs will be executed only upon written change orders signed by the parties and will become an extra charge due and payable, at GFW's option, prior to starting the extra work. GFW's workers are covered by commercial general liability and statutory worker's compensation insurance. Except if otherwise provided in this Proposal, GFW is not responsible for any delay, damage or extra cost resulting from strikes, accidents,

Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti, MI 48197

Michigan Ave Branch Hot water return line and circ pump

- Furnish and install (1) hot water return pump
- Furnish and install (1) hot water pump timer
- Install copper pipe valves and fittings as required for a complete and functional system
- Insulate new pipe per code
- Core drilling for our work

Contract Price: \$9,875

Not included: repairs to existing systems, expansion tank or water heater replacement, electrical, overtime or premium time, asbestos or lead abatement, unidentifiable cleanup or dumpster backcharges

Thank You,

Brent N Johnson

Brent@rob-mor.com



4721 Runway Blvd
Ann Arbor, MI 48108



(734) 662-3141



www.rob-mor.com