

Board of Trustees

2017 Information Packet



Wednesday, November 29, 2017
6:15 pm Budget Hearing
6:30 pm Regular Meeting
YDL-Whittaker Rd.

Ypsilanti District Library
5577 Whittaker Road, Ypsilanti, MI 48197 734-482-4110
BOARD OF TRUSTEES
AGENDA

PUBLIC HEARING
November 29, 2017 6:15 p.m.

Meeting held in the Ypsilanti District Library Board Room

1. Call to Order

*Roll Call

Barr

☐

Williams

☐

Winborn

☐

McGee

☐

Steimel

☐

Grover

☐

Geil

☐

2. Approval of Agenda

3. Public Comment

4. Adjournment

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

A copy of the proposed Library budget will be available before the meeting at the Adult Reference Desk.

Ypsilanti District Library
YDL Board Meeting, November 29, 2017, 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM						Information	Discussion	Action
Call to Order						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call	Barr <input type="checkbox"/>	Williams <input type="checkbox"/>	Winborn <input type="checkbox"/>	McGee <input type="checkbox"/>				
	Steimel <input type="checkbox"/>	Grover <input type="checkbox"/>	Geil <input type="checkbox"/>					
Approval of the Agenda						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda								
A. Proposed Minutes from October 25, 2017 Regular Meeting						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. October 2017 Financials						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. October 2017 Check Register						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication								
A. Official Correspondence (Public)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports								
A. Finance Committee						<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee						<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee						<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report, Nov. 27, 2017						<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. YDL Board/Friends Fund Development						<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Strategic Planning Committee						<input type="checkbox"/>	<input type="checkbox"/>	
G. Grants for Superior Township						<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H. Facilities Committee						<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report								
A. Operational Update						<input checked="" type="checkbox"/>		
B. Performance Indicators						<input checked="" type="checkbox"/>		
C. Departmental Reports						<input checked="" type="checkbox"/>		
D. Significant Library News						<input checked="" type="checkbox"/>		
New Business								
A. Consider approval of proposed FY2017-18 budget and set millage rate.						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of 2016-17 fiscal year budget						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of purchase of Envisionware software and equipment						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of millage consultants						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Appointment of Superior Building Committee members						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Scheduling of 2018 Annual meeting						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. State of Michigan Public Act 152 of 2011						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closed Session: Library Director's Annual Evaluation						<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjournment						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees
Minutes, October 25, 2017 [Unapproved]

CALL TO ORDER

Vice-President O. Jean Winborn called the Regular Meeting to order at 6:35 p.m.

Attendance

Trustees Present: Jean Winborn, Kay Williams, Kimberly Grover, Courtney Geil, and Brian Steimel

Trustees Absent: John Barr, Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Technology Manager Scott Ostby, Facilities Manager Jim Reed, Business Office Manager Diane Schrag and Dan Whisler, Principal, Daniels & Zermack Architects

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda and Trustee Steimel supported this motion.

Vote: Ayes: Grover, Williams, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

PRESENTATION: Professional design services for conceptual planning for new Superior branch library, by Dan Whisler, Principal, Daniels & Zermack Architects.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda [Sept. 27, 2017 Regular Meeting Minutes, Sept. 2017 Check Register, and Sept. 2017 Financial Report]. Trustee Grover supported this motion.

Vote: Ayes: Grover, Williams, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

COMMITTEE REPORTS

- Finance Committee Meeting: Oct. 11th meeting, reviewed the Draft fy17-18 budget.
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Trustee Steimel reported the following from the Oct. 23, 2017 meeting
 - Talk presentation warmly received
 - Announced Holiday Book Sale, Nov. 18, 11:00 a.m. to 4:00 p.m.
- Fund Development Committee: Director Hoenig reported on the following items.
 - Library vehicle search progress: Butman Ford continues to look for a suitable Ford Transit.
 - “Gala” [150 year YDL anniversary] planning beginning, event to take place in June 2018.
- Grants for Superior Township: Director Hoenig reported meeting with Ken Schwartz Friday, Oct. 13th, recommend formation of small joint planning committee.
- Facilities Committee: Committee rejected restoration of the neon on the Whittaker Road façade after reviewing the quote received.

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Minutes, October 25, 2017 [Unapproved]

REPORT OF THE LIBRARY DIRECTOR

In addition to submitted Director's report, Director Hoenig relayed the following:

- YDL – Whittaker Rd construction projects completed
- TALK playdates – Oct. 14th, Lisa offered Courtney TALK “swag” as she missed the play date.
- Bookmobile will be off the road next week for needed repairs
- Formation of recommended joint Superior Township/Ypsilanti District Library committee will be included on the November 29th Agenda

NEW BUSINESS

A. Proposal for professional design services for conceptual planning for Superior

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-25
October 25, 2017

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK FOR PROFESSIONAL DESIGN SERVICES FOR
CONCEPTUAL PLANNING FOR A NEW SUPERIOR BRANCH LIBRARY

Whereas, the Ypsilanti District Library's Board of Trustees unanimously voted to place a request for additional operating funds on the November 2018 ballot, and

Whereas, YDL intends to build and operate such a facility should voters approve the millage request, and

Whereas, conceptual planning in advance of the election is necessary to inform voters and be prepared to move forward with construction, and

Whereas, YDL has successfully worked with architect Dan Whisler of Daniels and Zermack on past projects, including a space needs study and budgeting for the proposed Superior branch, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD accepts the proposal of Daniels and Zermack for professional design services for conceptual planning for a new Superior branch library for an amount not-to-exceed \$22,000.

OFFERED BY: Courtney Geil

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

B. Consideration of resolution to purchase a telephone system from BSB Communications

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-26
October 25, 2017

RESOLUTION TO PURCHASE A TELEPHONE SYSTEM FROM BSB COMMUNICATONS

Whereas, the Ypsilanti District Library's telephone system is outdated and ineffective, and the Library Director recommended replacement in the 2016-17 fiscal year, and

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Board of Trustees
Minutes, October 25, 2017 [Unapproved]

Whereas, the Library's Information Technology Manager studied the technology behind the latest systems and solicited input from staff via the Workflow Efficiencies work group, and

Whereas, YDL released a Request for Proposals for Telephone System replacement, and

Whereas, of nine proposals received, YDL staff interviewed 5 firms to evaluate the solutions proposed, and

Whereas, the Mitel telephone system proposed by BSB Communications was identified by Information Technology staff to have the features and technology most capable of meeting current and future staff and patron needs, and

Whereas, several other libraries in the region provided positive feedback on BSB Communications' service and product quality, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Mitel telephone system proposed by BSB Communications be purchased for an amount not-to-exceed \$42,000.

OFFERED BY: Kimberly Grover

SUPPORTED BY: Courtney Geil

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

C. Budget for Whittaker facade project

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-27
October 25, 2017

RESOLUTION TO AUTHORIZE ADDITIONAL CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE WHITTAKER
FAÇADE PROJECT

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

Whereas, the Whittaker Road Library façade tile failed and Oko Skin was selected as a maintenance-free, attractive solution, and

Whereas, the Library Board approved up to \$57,433 from the Capital Asset Replacement Fund for this project on October 27, 2016, and March 22, 2017, for Charlestown Building Company to complete the work, and

Whereas, during the course of removal of the uppermost tiles it was discovered the underlying structure was damaged and needed extensive repair, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

An additional amount of \$3,121 from the Capital Asset Replacement Fund be allocated to pay Charlestown Building Company for completion of the Oko Skin installation project.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

Ypsilanti District Library
Board of Trustees
Minutes, October 25, 2017 [Unapproved]

D. Review of FY 2018 draft budget, Director Hoenig touched on the following items:

- Fy 17-18 budgeted wages are lower than Fy 16-17, due to AFSCME contract for year 3 includes no bonus.
- Health Insurance quote lower than expected, originally budgeted 5%, increase is .96%
- Hoopla, paid by usage, Finance Committee unanimously supported increase in funds.
- Funds in contractual [100-980] for millage consultant.
- New Sirsi Dynix module to be added.

E. Schedule public hearing for FY 2018 budget

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-23
October 25, 2017

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED LIBRARY BUDGET FOR THE 2018 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2018 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2018 fiscal year will be held at 6:15 p.m. on Wednesday, November 29, 2017.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

F. 2018 holiday closing schedule

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-24
October 25, 2017

RESOLUTION TO ESTABLISH A SCHEDULE OF 2018 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

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Board of Trustees
Minutes, October 25, 2017 [Unapproved]

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2018 calendar year, Now Therefore,

Trustee Williams moved to amend Resolution 2017-24 to include closing on the Sundays preceding Christmas Day and New Years Day. Trustee Grover supported this amendment. [2018 Holiday and Closing Schedule attached]

Vote: Ayes: Grover, Williams, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2018 Holiday & Closing Schedule is adopted as amended.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

G. Director evaluation process, reviewed by Trustee Steimel

- Director Hoenig already has distributed her self-evaluation narrative with goals and accomplishments
- Trustee Steimel will distribute evaluation and feedback forms by Friday, Oct.27, 2017
- Completed forms are due back to Trustee Steimel Nov. 22, 2017 for tabulation
- Evaluation will take place at regular meeting Nov. 29th at the end of the meeting in closed session.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	No comment
Jean	No comment
Brian	If you are free Friday evening, check out Ypsi Glow!
Kay	No comment
Kimberly	No comment
Patricia	absent
John	Absent
Lisa	Everybody do an anti-rain dance

Adjournment

Trustee Williams moved to adjourn at 7:55. Trustee Steimel supported this motion.

Vote: Ayes: Grover, Williams, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

Ypsilanti District Library
Board of Trustees
Minutes, October 25, 2017 [Unapproved]

APPROVED: October 25, 2017
YDL – Board of Trustees

**Ypsilanti District Library
2018 Holiday & Closing Schedule**

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2018	New Year's Day	Monday
January 15, 2018	**Martin Luther King Day	Monday
February 19, 2018	Presidents' Day	Monday
April 1, 2018	Easter Sunday	Sunday
May 27, 2018	Sunday Preceding Memorial Day	Sunday
May 28, 2018	Memorial Day	Monday
June 1, 2018	YDL Annual In-service	Friday
July 4, 2018	Independence Day	Wednesday
September 2, 2018	Sunday Preceding Labor Day	Sunday
September 3, 2018	Labor Day	Monday
November 12, 2018	***Veterans Day (observed)	Monday
November 21, 2018	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 22, 2018	Thanksgiving Day	Thursday
December 23, 2018	Sunday preceding Christmas Eve	Sunday
December 24, 2018	Christmas Eve	Monday
December 25, 2018	Christmas Day	Tuesday
December 30, 2018	Sunday preceding New Year's Eve	Sunday
December 31, 2018	New Year's Eve	Monday
January 1, 2019	New Year's Day	Tuesday
January 21, 2019	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

** Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.

***Veterans Day will be observed on Monday, November 12, 2018

Financial Report

**Ypsilanti District Library
Balance Sheet
October 31, 2017
General Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 10/31/17
Assets:						
Cash: Checking	324,329	96,479	558,972	343,352	435,833	682,111
Savings	2,643,540	2,687,541	2,593,271	2,276,388	2,191,873	2,380,439
CD's	-	-	-	-	-	-
Stocks	23,549	39,893	-	-	28,584	28,584
Memorials	6,400	6,400	6,401	6,402	6,402	6,403
Operational Cash	356	356	356	356	356	531
Total Cash	2,998,174	2,830,669	3,159,000	2,626,498	2,663,048	3,098,068
Receivables & Other assets	29,785	39,881	49,271	37,821	17,384	18,782
Total Assets	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	3,116,850
Liabilities	490,554	314,330	804,393	425,334	334,400	517,927
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						8
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						1
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434
Current YTD--net of revenues						(479)
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	674,111	428,362	447,178	294,835	658,408	736,990
Current YTD	(245,749)	18,815	(152,342)	(164,893)	78,582	252,890
Total Fund Balance	2,537,405	2,556,221	2,403,879	2,238,985	2,346,033	2,598,923
Total Liabilities & Fund Balance	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	3,116,850

Ypsilanti District Library
Period Ending 10/31/2017 (91.7% of Year)
General Fund

ACCT #	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,732,711	3,656,370	3,672,512	3,781,500	3,655,164	3,655,164	3,683,071	(27,907)	100.8%
Expenditures									
Dept 100 Administrative	1,788,056	1,828,042	1,944,424	1,781,039	1,908,088	1,902,618	1,659,590	243,028	87.2%
Dept 200 Michigan Ave.	500,988	492,553	493,186	536,933	554,452	554,452	480,752	73,700	86.7%
Dept 300 Outreach/bookmobile	70,001	68,968	81,693	77,977	84,654	101,354	94,454	6,900	93.2%
Dept 400 Outreach/Superior Township	166,268	169,585	152,911	152,313	154,689	154,689	139,157	15,532	90.0%
Dept 500 Whittaker Rd	1,114,841	1,157,673	1,080,790	1,084,812	1,124,872	1,124,872	985,740	139,132	87.6%
Dept 600 Donations	63,090	78,243	65,395	44,621	-	-	43,515	(43,515)	NA
Dept 700 Grants	10,821	13,647	19,007	25,595	-	-	27,452	(27,452)	
Total	3,714,065	3,808,712	3,837,406	3,703,288	3,826,755	3,837,985	3,430,660	407,325	89.4%
Net Revenue Over Expenditures	18,645	(152,342)	(164,893)	78,212	(171,591)	(182,821)	252,411		
Sale of Assets		-	-	349			479		
Fund balance - beginning of period	2,783,154	2,801,800	2,649,458	2,484,564	2,563,125	2,563,125	2,563,125		
Fund Balance - end of period	2,801,800	2,649,458	2,484,564	2,563,125	2,391,534	2,380,304	2,816,015		

**Ypsilanti District Library
General Fund
Period Ending 10/31/17
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	583,575.23	581,433.92	598,098.11	602,510.00	602,510.00	605,051.43	100.4%
425.000	City of Ypsilanti Tax Levy	531,190.28	540,084.92	541,454.64	523,682.00	523,682.00	558,525.00	106.7%
440.000	Ypsilanti Township Tax Levy	2,101,347.40	2,117,703.51	2,135,456.57	2,145,960.00	2,145,960.00	2,119,051.55	98.7%
425.075	PPT Reimbursement	-	-	60,411.59	30,000.00	30,000.00	-	0.0%
443.000	State Aid Direct	24,230.06	24,195.70	26,949.28	25,000.00	25,000.00	26,949.28	107.8%
447.000	State Aid Indirect	24,673.64	24,662.52	27,309.06	25,000.00	25,000.00	27,323.82	109.3%
500.600	Grant SOM Talk	-	-	-			4,421.45	NA
657.000	Fines/Misc.	96,648.22	84,786.06	81,897.24	85,000.00	85,000.00	67,843.19	79.8%
657.100	Smart Cards - Printing & Copies	42,914.93	43,954.71	44,808.22	43,000.00	43,000.00	38,969.20	90.6%
657.600	Guest Pass	3,757.70	2,777.15	3,110.00	3,200.00	3,200.00	2,209.80	69.1%
661.000	Penal Fines County	118,392.02	138,457.71	140,886.41	145,000.00	145,000.00	124,204.50	85.7%
662.000	Coffee shop rent	4,200.00	4,200.00	3,850.00	5,500.00	5,500.00	5,000.00	90.9%
662.100	Community room rentals	2,000.00	2,150.00	625.00	2,000.00	2,000.00	1,500.00	75.0%
679.000	Donations/Misc.	3,547.32	1,923.49	2,107.87	1,500.00	1,500.00	3,684.12	245.6%
681.080	Donations/Memorials	-	435.00	-	1,000.00	1,000.00	2,425.00	242.5%
683.100	Trustee Party Revenue			3,421.00				NA
687.000	Interest/Checking	986.84	911.29	1,137.39	800.00	800.00	949.46	118.7%
687.010	Interest/Savings	6,675.44	5,793.17	5,026.14	4,000.00	4,000.00	4,642.50	116.1%
687.020	Interest/CD's	-	-	-	-	-	-	NA
687.060	Interest/Yoder	10.55	7.95	10.64	10.00	10.00	7.95	79.5%
687.070	Interest/Yates Memorial	0.67	0.67	0.67	2.00	2.00	0.68	34.0%
689.000	American Century Value Change	-	-	-	-	-	-	NA
689.000	Dividends-MML	7,441.00	7,169.00	6,646.00	6,500.00	6,500.00	6,050.00	93.1%
690.000	Dividends-Endowmwnt	2,121.45	4,197.89	5,210.28	5,500.00	5,500.00	5,815.85	105.7%
Total Revenue		3,553,712.75	3,584,844.66	3,688,416.11	3,655,164.00	3,655,164.00	3,604,624.78	98.6%
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	618,927.96	643,204.88	614,285.23	602,849.00	602,849.00	554,673.59	92.0%
702.050	Board Stipend	-	-	-				NA
702.100	Professional/Accounting	5,920.00	6,000.00	5,700.00	7,500.00	7,500.00	4,380.00	58.4%
702.150	Bank Fees	2,716.73	2,806.41	3,288.99	2,888.00	3,489.00	3,198.15	91.7%
702.180	Reversed Receivables		7,259.60	-				NA
702.900	Salary/Subs	9,830.36	6,935.11	8,274.41	10,000.00	16,947.00	16,184.93	95.5%
705.000	Employee Recognition Awards	-	-	375.16	750.00	750.00	750.00	100.0%
710.000	Paychex Payroll Service	5,202.42	5,456.17	5,947.70	6,400.00	6,400.00	5,871.99	91.7%
715.000	Employer Payroll Tax	139,100.15	143,619.05	142,801.97	149,546.40	149,546.40	132,424.66	88.6%
715.100	ACA Taxes Paid by employer	10,786.58	10,880.07	238.39	-	-		NA
718.000	MERS Defined Contribution	80,540.10	86,097.49	83,164.64	94,917.00	94,917.00	82,903.59	87.3%
719.000	FSA Admin Fee				2,000.00		-	NA
727.000	Office Supplies	29,865.78	30,307.16	30,036.75	29,000.00	29,000.00	27,176.11	93.7%
727.200	Supplies-Facility	28,552.22	22,917.37	20,211.00	23,000.00	23,000.00	20,064.13	87.2%
752.000	MML/Building Insurance	52,486.00	53,670.00	55,342.00	57,002.00	57,613.00	57,613.00	100.0%
753.000	MML/Workers Comp	6,585.00	9,687.00	10,557.00	10,900.00	10,900.00	7,409.00	68.0%

**Ypsilanti District Library
General Fund
Period Ending 10/31/17
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	YTD AS A % OF BUDGET
754.000	Health Insurance	348,934.06	377,702.35	328,847.22	350,948.00	350,948.00	321,470.64	91.6%
756.000	Delta Dental	38,405.57	38,221.95	39,679.47	39,719.88	39,719.88	36,157.97	91.0%
757.000	Employee Assistance Program	356.40	871.20	931.92	1,100.00	1,100.00	950.40	86.4%
758.000	Life Insurance	3,419.20	4,098.50	4,187.40	4,650.00	4,650.00	4,263.84	91.7%
759.000	Vision Service Plan	9,784.04	9,672.10	8,522.08	8,601.00	8,601.00	7,725.94	89.8%
762.000	STD/LTD (Disability Insurance)	9,411.05	9,222.06	9,333.35	10,200.00	10,200.00	9,644.04	94.5%
769.000	Printing & Publishing	10,897.28	6,183.73	7,020.81	7,000.00	7,000.00	2,918.00	41.7%
769.050	Classified Advertising	-	-	10.14	400.00	400.00		0.0%
774.000	Data Bases	34,343.00	34,668.15	38,433.35	45,000.00	45,000.00	50,197.77	111.6%
774.050	Ebooks/Eaudio	12,860.75	16,093.36	19,997.30	17,000.00	17,000.00	16,067.20	94.5%
774.100	System Wide DVDs	-	4,883.98	7,214.64	9,000.00	9,000.00	6,272.31	69.7%
774.990	All Materials Processing	-	25,311.03	26,923.11	26,000.00	26,000.00	22,692.93	87.3%
801.000	Major Events	9,556.72	6,089.82	7,430.83	10,000.00	10,000.00	6,378.78	63.8%
801.500	Learning Never Gets Old			1,425.81	2,000.00	2,000.00	2,131.58	106.6%
802.000	Mileage/Travel Reimbursement	2,971.82	858.23	1,587.94	2,000.00	3,109.00	3,200.36	102.9%
804.000	Workshops/Training	1,713.02	1,327.25	1,190.48	3,500.00	3,500.00	3,016.33	86.2%
805.000	Memberships & Dues	4,699.26	4,943.50	4,902.14	5,000.00	5,000.00	4,922.57	98.5%
810.000	Capital Outlay - Buildings	3,364.14	8,814.00	525.00	5,000.00	5,000.00	4,880.40	97.6%
810.100	Capital Outlay - Improvements	-	32,063.00	-	15,810.00	15,810.00	13,800.82	87.3%
812.000	Capital Outlay - Furnishings	465.09	393.85	7,126.88	9,000.00	9,000.00		0.0%
850.000	Automation - Technology	214,345.94	226,119.41	192,107.64	160,000.00	160,000.00	76,737.76	48.0%
850.100	Telecommunications			118.44	15,000.00	15,000.00	14,070.38	93.8%
850.200	SirsiDynix				50,000.00	48,212.00	48,211.57	100.0%
890.000	The Library Network	15,227.31	14,278.98	2,796.00	3,000.00	3,000.00	2,796.00	93.2%
928.000	Postage	10,823.79	10,484.54	10,265.12	11,000.00	11,000.00	6,963.25	63.3%
965.000	Auditing Service	11,050.00	11,400.00	11,800.00	7,125.00	7,125.00	7,125.00	100.0%
975.000	Legal	5,503.30	15,602.20	5,875.00	6,000.00	6,000.00	1,150.00	19.2%
980.000	Professional/Contractual	33,334.85	24,087.81	42,815.65	41,182.00	30,232.00	25,195.94	83.3%
980.500	Rebranding Costs				22,500.00	22,500.00	21,792.35	96.9%
981.100	Library Director Search expense	-	2,244.47	-	-	-		NA
981.500	Lost Book Expense	24,480.23	14,027.60	13,195.05	12,500.00	12,500.00	10,657.72	85.3%
982.000	MTT Charge Back City	4,613.90	11,242.58	1,418.33	4,500.00	4,500.00	2,157.76	48.0%
983.000	MTT Charge Back TWP	26,162.74	4,677.94	4,991.06	5,600.00	5,600.00	3,602.49	64.3%
983.100	MTT Charge Back-Superior Twp	805.57	-	143.10	1,000.00	1,000.00	9,789.00	978.9%
984.050	Contributions/Endowment	-	-	-				NA
Total		1,828,042.33	1,944,423.90	1,781,038.50	1,908,088.28	1,902,618.28	1,659,590.25	87.2%
Dept 200 Michigan Ave.								
702.000	Salaries	324,243.68	344,894.22	386,898.99	392,616.00	392,616.00	353,143.06	89.9%
702.800	Salaries-Pages	7,530.56	7,467.76	6,881.93	6,825.00	6,825.00	6,142.94	90.0%
771.000	Adult Books & Processing	31,909.25	31,040.31	31,469.39	32,000.00	32,000.00	27,355.41	85.5%
772.000	Youth Books & Processing	18,946.64	17,943.21	19,258.16	19,000.00	19,000.00	15,049.67	79.2%
772.055	Yates Memorial Books							NA
776.000	Periodicals - Adult	4,650.66	4,021.27	4,385.25	4,000.00	4,000.00	3,988.74	99.7%
776.050	Periodicals - Youth	350.70	304.95	248.31	300.00	300.00	172.35	57.5%
778.000	Adult Audio/Visual	14,089.64	13,030.69	12,221.78	14,000.00	14,000.00	9,948.35	71.1%
779.000	Youth Audio/Visual	7,309.45	5,555.34	4,517.07	6,000.00	6,000.00	4,867.35	81.1%
810.000	Capital Outlay - Buildings						-	
812.000	Capital Outlay - Furnishings			4,431.30	4,000.00	4,000.00	1,712.00	42.8%

Ypsilanti District Library
General Fund
Period Ending 10/31/17
(91.7% of Year)

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	YTD AS A % OF BUDGET
840.000	Repair & Maintenance - Building	19,612.61	24,991.35	24,277.93	10,000.00	10,000.00	4,222.96	42.2%
840.025	Campbell Maint Contract				17,761.00	17,761.00	17,761.00	100.0%
840.050	Snow Removal/ Lawn Care	13,534.39	11,998.00	10,140.95	12,000.00	12,000.00	8,183.20	68.2%
900.000	Programs-Adult	1,219.69	1,165.35	938.82	1,200.00	1,200.00	1,103.44	92.0%
901.000	Programs-Youth	1,215.20	1,058.44	1,495.30	1,200.00	1,200.00	751.80	62.7%
940.000	Phone	1,960.59	3,563.75	2,882.35	4,600.00	4,600.00	4,043.59	87.9%
943.000	DTE - Fuel	5,737.95	6,042.85	4,295.74	6,000.00	6,000.00	4,371.90	72.9%
947.000	DTE - Electric	16,262.16	14,242.50	14,888.34	16,000.00	16,000.00	13,564.51	84.8%
980.000	Professional Contractual (Security)	19,656.00						NA
949.000	Ypsilanti Comm Utilities Auth	4,324.31	5,866.47	7,701.07	6,950.00	6,950.00	4,369.66	62.9%
Total		492,553.48	493,186.46	536,932.68	554,452.00	554,452.00	480,751.93	86.7%
Dept 300 Outreach/bookmobile								
702.000	Salaries	51,468.05	63,898.51	68,040.77	68,979.00	68,979.00	66,550.28	96.5%
775.000	Library Materials	5,370.64	4,910.53	4,840.68	5,000.00	5,000.00	3,599.41	72.0%
840.000	Repair & Maintenance	4,714.34	7,878.65	1,011.86	6,500.00	23,200.00	21,092.30	90.9%
901.000	Programs - Youth	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	-		NA
943.000	Fuel	7,414.85	5,005.67	4,083.29	4,175.00	4,175.00	3,212.46	76.9%
Total		68,967.88	81,693.36	77,976.60	84,654.00	101,354.00	94,454.45	93.2%
Dept 400 Outreach/Superior Township								
702.000	Salaries	155,710.24	139,916.37	139,263.56	140,614.00	140,614.00	128,422.13	91.3%
775.000	Library Materials	8,010.72	7,261.02	7,535.09	7,700.00	7,700.00	5,375.56	69.8%
840.000	Repair & Maintenance	800.54	1,339.79	1,394.14	1,000.00	1,000.00	904.38	90.4%
840.050	Snow Removal & Lawn Care	1,350.16	980.16	980.16	1,200.00	1,200.00	816.80	68.1%
900.000	Programs - adult	507.15	85.44	517.92	500.00	500.00	450.60	90.1%
901.000	Programs - Youth	415.63	368.05	371.41	500.00	500.00	737.47	147.5%
940.000	Phone	861.67	1,210.67	552.15	1,250.00	1,250.00	1,010.90	80.9%
943.000	DTE - Fuel	964.93	823.52	655.31	950.00	950.00	610.55	64.3%
947.000	DTE - Electric	896.48	853.26	977.56	900.00	900.00	765.63	85.1%
949.000	Ypsilanti Comm Utilities Auth	67.94	72.61	66.13	75.00	75.00	63.03	84.0%
Total		169,585.46	152,910.89	152,313.43	154,689.00	154,689.00	139,157.05	90.0%
DEPT 500 WHITTAKER RD								
702.000	Salaries	685,256.17	675,540.32	691,546.62	693,288.00	693,288.00	639,211.35	92.2%
702.800	Salaries-Pages	35,126.71	33,889.58	32,316.80	39,690.00	39,690.00	31,084.83	78.3%
771.000	Adult Books & Processing	71,982.67	68,623.73	69,598.87	70,000.00	70,000.00	54,089.38	77.3%
771.050	Yoder Memorial	-	-	-	-	-		NA
772.000	Youth Books & Processing	38,321.16	34,222.08	32,963.64	36,000.00	36,000.00	26,964.17	74.9%
776.000	Periodicals - Adult	6,086.61	6,257.96	3,798.56	5,000.00	5,000.00	5,255.35	105.1%
776.050	Periodicals - Youth	936.65	911.20	699.92	915.00	915.00	847.92	92.7%

**Ypsilanti District Library
General Fund
Period Ending 10/31/17
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	YTD AS A % OF BUDGET
778.000	Adult Audio/Visual	35,957.11	25,900.01	26,755.61	26,000.00	26,000.00	21,560.33	82.9%
779.000	Youth Audio/Visual	15,805.72	13,168.93	11,622.47	10,000.00	10,000.00	5,976.28	59.8%
840.000	Repair & Maintenance - Building	73,342.46	52,725.76	51,891.72	17,000.00	17,000.00	12,251.28	72.1%
840.025	Campbell Maint Contract				42,979.00	42,979.00	42,979.00	100.0%
840.050	Snow Removal/Lawn Care	28,839.46	24,340.00	19,843.78	26,000.00	26,000.00	19,046.40	73.3%
900.000	Programs - Adult	3,820.25	2,991.36	3,183.25	4,000.00	4,000.00	2,798.38	70.0%
901.000	Programs - Youth	4,999.37	4,606.83	5,284.31	5,000.00	5,000.00	4,125.02	82.5%
903.000	Equipment Maintenance	1,414.79	1,134.75	1,119.16	1,500.00	1,500.00	-	0.0%
940.000	Phone	8,082.68	6,676.26	5,290.78	8,500.00	8,500.00	7,754.37	91.2%
943.000	DTE - Fuel	35,019.03	32,975.30	25,436.79	35,000.00	35,000.00	22,004.40	62.9%
947.000	DTE - Electric	108,632.71	93,198.24	99,973.15	100,000.00	100,000.00	85,143.14	85.1%
949.000	Ypsilanti Comm Utilities Auth	4,049.57	3,627.25	3,486.22	4,000.00	4,000.00	4,647.91	116.2%
980.000	Professional/Contractual	-	-	-	-	-		NA
Total		1,157,673.12	1,080,789.56	1,084,811.65	1,124,872.00	1,124,872.00	985,739.51	87.6%
Dept 600 Donations								
Revenue:								
610.010	Ticket Sales Special Events		154.00					
681.000	Donations/Earmarked							NA
681.000	Donations-earmarked	7,392.00	10,829.00	2,470.00			3,900.00	NA
681.025	Dollars for DVDs	433.31	50.00	-				
681.050	Arts/Cultural Program	13,366.01	835.00	2,500.00			8,029.00	
681.075	Donations Designated Solar PWR MI AVE	14,500.00						
681.080	Donations/Memorials	175.00	487.00	6,076.00			(193.16)	
681.100	Trustee Party Revenue	5,710.00	8,567.02	-			425.00	
683.499	Annual Appeal Designated			4,862.00			4,432.00	
683.600	Friends of Library -- designated gift	48,590.76	46,315.58	43,409.64			30,164.42	
683.700	Teen Zone Whittaker		1,000.00	-			50.00	
683.800	Superior Library Designated	40.00	450.00	152.00			489.00	NA
Total Donated revenue		90,207.08	68,687.60	59,469.64			47,296.26	NA
Expenditures:								
815.100	Friends expenditures--Special items	48,592.27	46,449.44	38,866.31			32,714.39	NA
815.200	Friends expenditures--Michigan Ave		479.98					NA
681.200	Designated MI Ave Exp			900.00				
683.101	Trustee Party Expense							
683.500	Annual Appeal designated	4,290.95	9,568.00	2,214.17			579.29	NA
683.701	Teen Zone Whittaker exp	4,050.00	450.00					
801.000	Major Events	100.00	(300.00)					
771.000	Adults Books & Processing	452.17	457.55	490.03				NA
771.060	Adults Books Memorials	29.95	177.83				5,929.50	
774.050	Ebooks/Audio							
775.000	Library Materials (Designated)	199.46					41.75	
781.050	Arts and Cultural Programs expense	13,277.81	862.01	2,150.00			4,250.00	NA
905.000	MI Ave Solar Project	7,250.00	7,250.00					NA
Total		78,242.61	65,394.81	44,620.51			43,514.93	NA

Ypsilanti District Library
General Fund
Period Ending 10/31/17
(91.7% of Year)

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	FY 16-17 amended Budget	YTD 10/31/17 ACTUAL	YTD AS A % OF BUDGET
Dept 700 Grants								
Revenue								
500.600	Grant State of Michigan	3,900.00	2,680.00	3,130.00			8,450.00	
500.700	NEH Grant Revenue			1,000.00				
507.400	MCLS Grant			690.00				
507.500	Kiwanis	1,600.00	1,612.00	1,600.00			1,600.00	NA
507.600	State of Michigan	3,950.00	5,650.00	6,981.00			640.00	
507.902	ALA NEH Lat Amer		3,000.00	1,683.00				
507.904	NEH Heritage Grant			9,821.86			13,460.00	
507.906	A2 Comm Foundation Grant						3,000.00	
681.000	Grants designated			4,050.00				
812.600	Prime Time Grant		4,038.00	4,658.35			3,000.00	
507.900	ALA Books for Teens (YALSA)	1,000.00	1,000.00	-				NA
507.903	ALA Discover Tech	2,000.00	1,000.00	-			1,000.00	NA
	Total Revenue	12,450.00	18,980.00	33,614.21			31,150.00	NA
Expenditures								
681.300	Farm & Garden Grant Exp			977.46			7.54	
681.400	Ezra Jck Keats Exp						500.00	
771.800	DAY Grant Expense							
772.025	ALA Books for Teens (YALSA)	625.12	939.55					
772.300	ALA Discover Tech		107.15	849.93				
772.301	ALA DIA turns 20			2,054.37				
775.400	MLCS Grant expense			554.87			58.58	
775.500	Kiwanis Grant Crossroad	1,600.25	1,346.02	1,643.85			1,057.08	
775.550	Kiwanis Country in the City							
775.600	MACACA Grant Shout it Out	2,000.10	3,565.66	3,203.73			2,962.83	
775.904	MHC Heritage Grant			1,773.50			13,640.59	
777.600	MACACA Grant Ypsi Song Fest	5,250.00	5,640.81	8,096.00				NA
781.000	NEH Grant Expenditures (YALSA)	1,000.00	63.12				999.00	
781.050	Arts & Cultural Program expense						324.00	
785.000	ALA Eisner Grant	2,171.55	(185.66)					
812.500	Grant-NEH	1,000.00		1,400.00				
812.601	Prime Time Grant		7,530.09	2,348.05			1,008.19	
813.100	Lets Learn Together Outside						2,538.42	
813.000	ALA Grant-NEH Latino Amer			2,692.88			-	
905.100	YACF-Early Lit Outreach						2,565.00	
906.100	AACF Youth Studio						1,790.77	
	Total cost	13,647.02	19,006.74	25,594.64			27,452.00	NA
Total	Net -- restricted for future	(1,197.02)	(26.74)	8,019.57			3,698.00	NA
IMPROVEMENTS								
685.000	Sale of assets			349.26			479.06	NA
Total		-	-	349.26			479.06	NA
Total Revenue		3,656,369.83	3,672,512.26	3,781,499.96	3,655,164.00	3,655,164.00	3,683,071.04	
Total Expenditures		3,808,711.90	3,837,405.72	3,703,288.01	3,826,755.28	3,837,985.28	3,430,181.06	89.4%
Net Revenue Over Expenditures		(152,342.07)	(164,893.46)	78,211.95	(171,591.28)	(182,821.28)	252,889.98	
Fund Balance Beginning of Year		2,801,969.70	2,649,627.63	2,484,734.17	2,563,295.38	2,563,295.38	2,563,295.38	
Ending Fund Balance		2,649,627.63	2,484,734.17	2,563,295.38	2,391,704.10	2,380,474.10	2,816,185.36	

**Ypsilanti District Library
Balance Sheet
October 31, 2017
Debt Service Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 10/31/17
Assets:						
Cash	1,025,299	1,131,102	856,860	1,225,052	1,232,141	1,043,959
Receivables	401,894	326,861	602,228	265,327	228,588	483,222
Total Assets	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	1,527,181
Liabilities	38,882	47,773	58,557	58,413	26,102	26,102
Fund Balance						
Designated: MTT Settlement	-	21,300	14,000	15,000	15,000	9,500
Unreserved	1,388,311	1,388,890	1,386,531	1,416,966	1,419,627	1,491,579
Total Liabilities & Fund Balance	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	1,527,181

Ypsilanti District Library
Debt Service Fund
Period Ending 10/31/2017 (91.7% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	BUDGET 16--17**	YTD 10/31/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	277,087	260,105	274,779	282,263	269,995	265,972	258,213	7,759	97.1%
440.000	Ypsilanti Township Tax Levy	1,078,823	1,066,288	1,011,034	1,036,502	1,011,752	1,025,221	1,042,279	(17,058)	101.7%
688.000	Interest	1,529	1,417	286	192	489	500	668	(168)	133.6%
425.075	PPT Reimbursement					6,480	5,000			
Total		1,357,440	1,327,810	1,286,099	1,318,957	1,288,715	1,296,693	1,301,160	(9,467)	100.3%
Expenditures										
702.150	Bank Fees	243	225	263	300	300	500	350	150	70.0%
980.000	Professional/Contractual	400	400	-	900	1,000	1,000	-		
991.000	Debt Retirement Principal	950,000	990,000	1,030,000	1,070,000	1,115,000	1,160,000	1,160,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	4,086	4,521	789	4,292	470	7,000	573	6,427	8.2%
983.000	MTT Chargeback-Ypsilanti Towns	11,827	17,586	11,906	1,230	2,184	2,500	1,385	1,115	55.4%
995.000	Debt Retirement Interest	332,000	293,200	252,800	210,800	167,100	121,600	72,400	49,200	59.5%
TOTAL		1,298,556	1,305,932	1,295,757	1,287,522	1,286,055	1,292,600	1,234,708	56,892	93.0%
Total Revenue Over Expenditures		58,884	21,877	(9,659)	31,435	2,661	4,093	66,453	(66,453)	
Beginning Fund Balance		1,326,768	1,385,652	1,407,529	1,397,870	1,429,305	1,434,627	1,434,627	1,407,529	
Ending Fund Balance		1,385,652	1,407,529	1,397,870	1,429,305	1,431,966	1,438,720	1,501,079	1,341,076	

**Ypsilanti District Library
Balance Sheet
October 31, 2017
Capital Asset Replacement Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 10/31/17
Assets:						
Cash	900,000	900,000	900,000	611,746	594,787	448,260
Total Assets	900,000	900,000	900,000	611,746	594,787	448,260
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	611,746	594,787	448,260
Total Liabilities & Fund Balance	900,000	900,000	900,000	611,746	594,787	448,260

Check Register Report

Date: 11/14/2017

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69003	10/05/2017	Printed		0000000025	AFLAC	pay period #21 & #22	301.24
69004	10/05/2017	Printed		JAK	JULIE ALTER-KAY	2017 in-service mental health	420.00
69005	10/05/2017	Printed		BEEZ	BEEZY'S	2017 in-service breakfast	363.00
69006	10/05/2017	Printed		BENCH	BENCHMARK DESIGN STUDIO	parking signs-MA	84.00
69007	10/05/2017	Printed		JCARY	JAMES CAREY	9/8-9/29/17 service	340.00
69008	10/05/2017	Printed		SHAJON	SHANTALEA JONES	2017 in-service mental health	420.00
69009	10/05/2017	Printed		MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/16-7/1/17 payroll audit	780.00
69010	10/05/2017	Printed		MUG	MICHIGAN USERS GROUP	10/10/17 annual-J.Smith	15.00
69011	10/05/2017	Printed		OCLC	OCLC INC.	due 9/14/17	435.92
69013	10/05/2017	Printed		AMAZ	SYNCR AMAZON	statement 9/10/17	691.37
69014	10/05/2017	Printed		0000000030	VISION SERVICE PLAN - MI	october 2017	674.12
69015	10/05/2017	Printed		YPSIDEBT	YPSILANTI DISTRICT LIBRARY	rfc 10/4/17	750,000.00
69016	10/12/2017	Printed		ADT	ADT SECURITY SERVICES, INC	superior10/1-12/31/17 coverage	146.88
69017	10/12/2017	Printed		AES	ALLIED EAGLE SUPPLY CO	towel/bag box/liner	568.56
69018	10/12/2017	Printed		AVC	AV CAFE	jimi: all is by my side	37.99
69019	10/12/2017	Printed		BKTY	BAKER & TAYLOR	statement 9/30/17	149.92
69020	10/12/2017	Printed		BTE	BAKER & TAYLOR ENTERTAINMENT	statement 9/30/17	1,692.79
69021	10/12/2017	Printed		BAKTAY	BAKER & TAYLOR, INC.	statement 9/30/17	121.63
69022	10/12/2017	Printed		B55553	BAKER & TAYLOR, INC. 405555	statement 9/30/17	132.62
69023	10/12/2017	Printed		0000573063	BAKER & TAYLOR, INC. 573063	statement 9/30/17	5,674.75
69024	10/12/2017	Printed		0000573097	BAKER & TAYLOR, INC. 573097	statement 9/30/17	3,855.02
69025	10/12/2017	Printed		0000573121	BAKER & TAYLOR, INC. 573121	statement 9/30/17	2,858.84
69026	10/12/2017	Printed		0000573139	BAKER & TAYLOR, INC. 573139	statement 9/30/17	2,207.42
69027	10/12/2017	Printed		0000573766	BAKER & TAYLOR, INC. 573766	statement 9/30/17	112.57
69028	10/12/2017	Printed		BAA	BANK OF ANN ARBOR	closing 9/29/30 #5906	318.18
69029	10/12/2017	Printed		BAA	BANK OF ANN ARBOR	closing 9/29/17 #6854	599.78
69030	10/12/2017	Printed		BATT	BATTERIESPLUS	12v high rate lead	69.90
69031	10/12/2017	Printed		BECRAU	BECKETT & RAEDER	eval and replace plan	420.00
69032	10/12/2017	Printed		BENCH	BENCHMARK DESIGN STUDIO	business cards-huphrey	78.00
69033	10/12/2017	Printed		BA	BLACKSTONE PUBLISHING	to siri with love	160.92
69034	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	MI tax tribunal 9/27/17	8,265.15
69035	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	MI tax tribunal 9/27/17	378.25
69036	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	august 2017 fuel/elec	90.91
69037	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	september 2017 fuel/elec	76.23
69038	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	august 2017 grounds	81.68
69039	10/12/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	september 2017 grounds	81.68
69040	10/12/2017	Printed		0000000017	CHARTER TOWNSHIP OF YPSILANTI	2016 winter tax	23.45
69041	10/12/2017	Printed		0000000037	CONGDON'S ACE HARDWARE	closing 9/30/17	66.93
69042	10/12/2017	Printed		LRC	LIAA CRUZ	translation early literacy bro	100.00
69043	10/12/2017	Printed		JESSCUN	JESSICA CUNHA	world language storytime	50.00
69044	10/12/2017	Printed		DTE ENERGY	DTE ENERGY	whit street light 9/1-9/30/17	33.27
69045	10/12/2017	Printed		DTE ENERGY	DTE ENERGY	whit 8/23-9/21/17 service	8,871.02
69046	10/12/2017	Printed		DTE ENERGY	DTE ENERGY	MA 8/29-9/27/17 service	1,601.38
69047	10/12/2017	Printed		FIND	FINDAWAY WORLD, LLC	glass houses	193.44
69048	10/12/2017	Printed		GORDON	GORDON FOOD SERVICE, INC.	general supplies	17.58
69049	10/12/2017	Printed		KAUF	ARON KAUFMAN	play date TALK kickoff	150.00
69050	10/12/2017	Printed		PK	PAUL KELLER	take note 12/3/17	1,600.00
69051	10/12/2017	Printed		LSC	LIGHTING SUPPLY CO.	programmed rapid start	423.64
69052	10/12/2017	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	oct/nov/dec 2017	237.60
69053	10/12/2017	Printed		MBM	MBM TECHNOLOGY SOLUTIONS	super 8/29-9/28/17	1,173.83
69054	10/12/2017	Printed		MEDCO	MEDCO SUPPLY COMPANY	first aid supplies	41.00
69055	10/12/2017	Printed		AFSCME	MICHIGAN AFSCME	deducted 10/5/17	770.90
69056	10/12/2017	Printed		MTUVPO	MICHIGAN TECHNOLOGICAL LIBRARY	lost-Calculus	159.00
69057	10/12/2017	Printed		MIDWESTTAF	MIDWEST TAPE	number ones	75.96

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69058	10/12/2017	Printed		MIDWESTTAF	MIDWEST TAPE	hoopla month ending 9/30/17	2,956.89
69059	10/12/2017	Printed		CAL	CAL MUNSON	tune 9/29/17	125.00
69060	10/12/2017	Printed		MY FAVORIT	MY FAVORITE PLANT COMPANY	october 2017 lease	128.00
69061	10/12/2017	Printed		NOVI	NOVI PUBLIC LIBRARY	adv prmt Sharpe cont 4/12/18	715.00
69062	10/12/2017	Printed		NUNEZ	SANDRA NUNEZ	world lang storytime 10/7/17	50.00
69063	10/12/2017	Printed		OCLC	OCLC INC.	due 11/14/17	435.57
69064	10/12/2017	Printed		PATR	PATRON ACCOUNT	return-summer story	8.45
69065	10/12/2017	Printed		PRH	PENGUIN RANDOM HOUSE LLC	scared woman	116.25
69066	10/12/2017	Printed		PP	PROGRESSIVE PRINTING	little ones brochure-5,000	1,273.00
69067	10/12/2017	Printed		PROQUEST	PROQUEST LLC	10/17-9/18	2,950.00
69068	10/12/2017	Printed		0000000048	RECORDED BOOKS	miss kopps midnight conf	159.31
69069	10/12/2017	Printed		RLPG	ROWMAN LITTLEFIELD PUBLISHING	chases calendar events 2018	163.25
69070	10/12/2017	Printed		SMART OFFI	SMART OFFICE SOLUTIONS, LLC	paper	209.88
69071	10/12/2017	Printed		STADIUM TR	STADIUM TROPHY	home badge/plate	15.74
69072	10/12/2017	Printed		0000000465	STATE OF MICHIGAN	MA elevator	180.00
69073	10/12/2017	Printed		TERM	TERMINIX	superior 9/21/17 service	84.00
69074	10/12/2017	Printed		TSG	THINK SIGNS & GRAPHICS	bkm final installment	500.00
69075	10/12/2017	Printed		WCROD	WASHTENAW COUNTY	8/17 MTT/STC	1,519.15
69076	10/12/2017	Printed		A4	WASTE MANAGEMENT OF MICHIGAN	MA october 2017	413.34
69077	10/12/2017	Printed		0000000021	Y C U A	whit 8/22-9/21/17	1,062.60
69078	10/17/2017	Printed		BAA	BANK OF ANN ARBOR	closing 9/29/17 #4125	1,134.30
69079	10/25/2017	Printed		AK	AK LAWN CARE	7 of 8 installments	535.00
69080	10/25/2017	Printed		ALER	ALERUS FINANCIAL	ydl October contrib 2017	6,684.08
69081	10/25/2017	Printed		ALER	ALERUS FINANCIAL	employee october 2017 contrib	8,955.82
69082	10/25/2017	Printed		AES	ALLIED EAGLE SUPPLY CO	towel/tissue/gloves	752.89
69083	10/25/2017	Printed		BAI	BEST ASPHALT INC.	whit rd.circle drive 10/2017	106,425.00
69084	10/25/2017	Printed		BCN	BLUE CARE NETWORK OF MI	11/1-11/30/17 coverage	34,487.66
69085	10/25/2017	Printed		A15	BP PRODUCTS OF NORTH AMERICA	9/8-10/05/17 period	293.71
69086	10/25/2017	Printed		BDL	BRANCH DISTRICT LIBRARY	lost ILL-we have your daughter	28.00
69087	10/25/2017	Printed		0000000567	CENTER POINT PUBLISHING	confessions of a domes	409.26
69088	10/25/2017	Printed		CIT	CIT TECHNOLOGY FIN SERV INC.	due 10/29/17	1,530.10
69089	10/25/2017	Printed		COL	COLIBRI SYSTEMS NORTH AMERICA	mini covers	402.04
69090	10/25/2017	Printed		CTL	COLON TOWNSHIP LIBRARY	lost-ILL subtle art of not giv	32.99
69091	10/25/2017	Printed		COSU	COSUGI	2018 membership (sirsi user)	100.00
69092	10/25/2017	Printed		DAZ	DANIELS & ZERMACK ARCHITECTS	8/6-9/30/17 dumpster wall	1,287.07
69093	10/25/2017	Printed		0000000027	DELTA DENTAL PLAN OF MICHIGAN	11/1-11/30/17 coverage	2,979.40
69094	10/25/2017	Printed		0000000039	DEMCO, INC.	bar code labels-25 pkg	639.52
69095	10/25/2017	Printed		EMS	EMS SOFTWARE LLC	12/1/17-11/30/18 service agree	3,417.78
69096	10/25/2017	Printed		FIND	FINDAWAY WORLD, LLC	all the crooked saints	59.99
69097	10/25/2017	Printed		GALEGRP	GALE-CENGAGE LEARNING	the cutthroat	418.41
69098	10/25/2017	Printed		GOLDEN	DEBRA GOLDEN	2 of 2 painting series LNGO	500.00
69099	10/25/2017	Printed		HOME	HOME DEPOT CREDIT SERVICES	statement 10/13/17	299.99
69100	10/25/2017	Printed		0000000051	THE LIBRARY NETWORK	deepfreeze renewal	3,561.00
69101	10/25/2017	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	11/1-11/30/17 coverage	1,129.44
69103	10/25/2017	Printed		MIDWESTTAF	MIDWEST TAPE	the store	4,588.40
69104	10/25/2017	Printed		OV	OVERDRIVE, INC.	15th affair	929.79
69105	10/25/2017	Printed		PRH	PENGUIN RANDOM HOUSE LLC	origin	77.50
69106	10/25/2017	Printed		PCI	PHOENIX CONTRACTORS, INC.	dumpster wall 10/2017	27,705.00
69107	10/25/2017	Printed		0000000048	RECORDED BOOKS	wonder	12.99
69108	10/25/2017	Printed		RLPG	ROWMAN LITTLEFIELD PUBLISHING	state/metro area data 2017	120.50
69109	10/25/2017	Printed		SMART OFFI	SMART OFFICE SOLUTIONS, LLC	white boards	233.64
69110	10/25/2017	Printed		STAPAD	STAPLES ADVANTAGE	statement 9/30/17	401.15
69111	10/25/2017	Printed		AMAZ	SYNCS AMAZON	statement 10/10/17	1,195.56

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69112	10/25/2017	Printed		TDSM	TDS	10/22-11/21/17 service	1,191.41
69113	10/25/2017	Printed		TEILA	TEI LANDMARK AUDIO	sweetness at bottom of pie	24.00
69114	10/25/2017	Printed		TERM	TERMINIX	Mich Ave 10/12/17	106.00
69115	10/25/2017	Printed		TECI	TESTING ENGINEERS &	9/6 & 9/8/17 service-driveway	379.50
69116	10/25/2017	Printed		TUT	TUTOR.COM	59 learning suite for librar	3,199.00
69117	10/25/2017	Printed		0000000316	U S POSTMASTER	permit renewal #658	225.00
69118	10/25/2017	Printed		UMSI	UNIQUE MANAGEMENT SERVICES,	september 2017 placements	859.20
69119	10/25/2017	Printed		VERIZON	VERIZON WIRELESS	9/10-10/09/17 billing	495.62
69120	10/25/2017	Printed		0000000056	VERNON LIBRARY SUPPLIES, INC.	single one time case	1,866.50
69121	10/25/2017	Printed		0000000030	VISION SERVICE PLAN - MI	november 2017	674.12
69122	10/25/2017	Printed		WCROD	WASHTENAW COUNTY	chargeback 7/17	727.36
69123	10/25/2017	Printed		WHLK	WHITE LAKE TOWNSHIP LIBRARY	lost-ILL stop drinking now	19.95
69124	10/25/2017	Printed		0000000550	LARON WILLIAMS	9/10 & 10/29/17 film series	250.00
69125	10/25/2017	Printed		WORLDBOOK	WORLD BOOK INC.	earth's changing	700.00

Total Checks: 121

Checks Total (excluding void checks): 1,033,404.19

Total Payments: 121

Bank Total (excluding void checks): 1,033,404.19

Total Payments: 121

Grand Total (excluding void checks): 1,033,404.19

Communications

Committee Reports

Director's
Report
and attachments

Library Director's Report November 29, 2017

School partnerships update:

I am delighted to report YDL was awarded a \$5,000 Opportunity grant from the United Way to bring YCS 2nd, 5th, and 8th graders on field trips to the Library this academic year. The second grade classes are scheduled to visit over the next four weeks. Upon hearing this news, YCS agreed to cover transportation for the 10th grade, fulfilling our goal. We will continue to pursue long-term funding to sustain this project to ensure YCS students graduate with a benchmark set of research skills.

After a successful year getting to know YCS through our task force, I suggested to Lincoln Consolidated Schools we try working together using the same model. They enthusiastically agreed; our first meeting is scheduled for mid-January.

Library vehicle quest:

On 11/21 Mary Garboden, Jim Reed and I test drove a white 2010 Ford Flex at Butman Ford which appears to suit our needs perfectly. It is in great shape and we plan to seal the deal next week! We've all sorely missed having a functional library vehicle. Thank you to Butman, Bank of Ann Arbor, and our Fundraising team for their time and generosity! The purchase will be made entirely with donations and the trade-in of our not-so-functional van.

Personnel:

I'm delighted to welcome three new members to the YDL team:

- New Outreach Para-professional Liz Getty began working part-time on 11/2. Liz has experience working with local youth through Bright Futures.
- Part-time Bookmobile Driver/Para-professional Rob Millett is returning starting 11/27. Hooray!
- New Teen Librarian Kelly Scott is scheduled to start 11/27. She comes to us from the public library in Scottsdale, Arizona, where she built an impressive track record working with at-risk youth.

Text and Learn for Kindergarten (TALK):

Youth Librarian Kristel Sexton and I were interviewed as part of the UofM School of Information's Public Library Management certificate online course on 11/21. We discussed the path to TALK, from initial ideas to grant writing to project implementation and launch. This was great professional recognition for the innovative work we do at YDL!

Side Notes:

- YDL-Whittaker hosted an after-hours film screening coordinated by the YACF of a documentary about local hero Bob Arvin. Over 75 people attended the local premiere. The filmmaker promised me a copy of the DVD for YDL.
- With end-of-year funds I made a few special purchases, including a large-format printer to make posters and banners in-house, some much-needed clean-up of our patron database, and replacements for the last four old Adult computer chairs at Michigan Avenue.
- Some cracking appeared near a seam in the new pavement just south of the Whittaker bus shelter. Best Asphalt did a temporary spot repair; they will return in the spring to do a full repair. Engineer Brian Barrick believes it to be an isolated issue with the bond coat between paving courses.
- The YDL website team is hard at work updating old content and writing fresh. We've received the first few draft pages from Boxcar – very exciting to see our design come alive!
- Save the Date! The YDL Gala committee has selected Friday, June 8th to host our 150th anniversary gala at the Ypsilanti Freighthouse. You won't want to miss it!
- Open enrollment for YDL's BCN insurance plan is underway. Simultaneously, staff may opt to enroll in our new Flexible Spending Account plan through BASIC. We are very excited to offer this added benefit free to staff at the request of our AFSCME union.
- I made TALK presentations this month to staff at the Salem-South Lyon District Library and Washtenaw County Friend of the Court.
- This is the Board's final meeting of 2017. Thank you for a productive and positive year. Happy Holidays! See you in January!

YDL Dashboards

YDL Performance Dashboard - October 2017

	Oct-16	Oct-17	% Change from last Oct.	2016	2017 to date	2017 Projection (based on 1 month)	Projected % annual change
Circulation							
Whittaker Rd.	38,934	37,417	-4%	485,806	390,449	468,539	-4%
Michigan Ave.	11,817	11,603	-2%	145,186	118,414	142,097	-2%
Superior (**Closed 1/9 - 1/22 renovation**)	1,739	1,910	10%	20,583	18,182	21,818	6%
Bookmobile (**off-road 1/1 - 1/23**)	2,421	2,387	-1%	25,581	19,063	22,876	-11%
eProducts	4,277	4,942	16%	45,858	46,935	56,322	23%
TOTAL	59,188	58,259	-2%	723,014	593,043	711,652	-2%
Self Check-Items							
Whittaker Rd.	5,072	4,770	-6%	72,158	59,831	71,797	-1%
Michigan Ave.	1,936	1,704	-12%	24,511	17,681	21,217	-13%
TOTAL	7,008	6,474	-8%	96,669	77,512	93,014	-4%
New Cards							
Whittaker Rd.	250	187	-25%	2,900	2,259	2,711	-7%
Michigan Ave.	93	101	9%	1,304	1,016	1,219	-7%
Superior (**Closed 1/9 - 1/22 renovation**)	10	9	-10%	154	123	148	-4%
Bookmobile (**off-road 1/1 - 1/23**)	6	7	17%	114	75	90	-21%
TOTAL	359	304	-15%	4,472	3,473	4,168	-7%
Reference							
Whittaker Rd.	6,969	6,751	-3%	89,427	69,197	83,036	-7%
Michigan Ave.	4,403	4,316	-2%	52,454	50,151	60,181	15%
Superior (**Closed 1/9 - 1/22 renovation**)	830	898	8%	10,434	7,894	9,473	-9%
Bookmobile (**off-road 1/1 - 1/23**)	305	227	-26%	3,223	2,162	2,594	-20%
TOTAL	12,507	12,192	-3%	155,538	129,404	155,285	0%
Program Attendance							
Whittaker Rd. - Adult	384	348	-9%	2,791	2,171	2,605	-7%
Whittaker Rd. - Youth	1,648	1,525	-7%	17,843	16,691	20,029	12%
Michigan Ave. - Adult	287	159	-45%	2,835	2,301	2,761	-3%
Michigan Ave. - Youth	1,193	1,377	15%	7,124	7,398	8,878	25%
Superior (**Closed 1/9 - 1/22 renovation**)	60	74	23%	1,175	931	1,117	-5%
Bookmobile (**off-road 1/1 - 1/23**)	1,560	942	-40%	11,613	7,861	9,433	-19%
Offsite	368	324	-12%	4,940	4,167	5,000	1%
General	0	0	n/a	1,335	565	678	-49%
TOTAL	5,500	4,749	-14%	49,656	42,085	50,502	2%
Computer Usage - Sessions							
Whittaker Rd.	11,011	9,062	-18%	126,207	99,757	119,708	-5%
Michigan Ave.	9,219	9,735	6%	115,004	97,934	117,521	2%
Superior (**Closed 1/9 - 1/22 renovation**)	1,003	1,140	14%	11,053	9,741	11,689	6%
Wireless	N/A	2,274	N/A	N/A	21,449	25,739	N/A
TOTAL	21,233	22,211	5%	252,264	228,881	274,657	9%
Computer Usage - Hours							
Whittaker Rd.	9,643	9,348	-3%	113,418	95,145	114,174	1%
Michigan Ave.	8,874	8,199	-8%	106,418	87,665	105,198	-1%
Superior (**Closed 1/9 - 1/22 renovation**)	612	945	54%	6,840	8,463	10,156	48%
TOTAL	19,129	18,492	-3%	228,151	191,273	229,528	1%
Door Count							
Whittaker Rd.	19,948	18,721	-6%	237,788	207,760	249,312	5%
Michigan Ave.	10,670	10,371	-3%	125,878	102,744	123,293	-2%
Superior (**Closed 1/9 - 1/22 renovation**)	1,659	1,962	18%	21,551	17,508	21,010	-3%
Bookmobile (**off-road 1/1 - 1/23**)	2,109	1,417	-33%	17,366	12,230	14,676	-15%
TOTAL	34,386	32,471	-6%	402,583	340,242	408,290	1%
MELCAT Interlibrary Loans							
Loaned	816	1,211	48%	11,041	10,665	12,798	16%
Borrowed	1,178	1,033	-12%	13,935	11,764	14,117	1%
Items Added to Collection							
Items Added	1,712	958	-44%	15,599	12,967	15,560	0%
Ebooks/Eaudio Added	307	611	99%	6,320	5,741	6,889	9%
Items Cataloged	526	662	26%	4,737	5,246	6,295	33%
Internet Usage							
Website - Overall	119,167	135,856	14%	1,472,260	1,188,724	1,426,469	-3%
Facebook, YDL (Total Reach)	1,073	2,404	124%	356,010	341,550	409,860	15%

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
November 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
Friends of YDL Annual Support	\$56,660	\$56,298	\$48,591	\$46,316	\$43,360	\$33,425	\$36,000
Small Gifts/Memorials	\$1,491	\$325	\$780	\$1,923	\$953	\$1,264	\$1,000
In Memory of Marcia Peters						\$425	
In Memory of Xavier Small					\$5,951		
Mimi Chapman Memorial		\$375					
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,904	\$1,689	
Additional Fundraising Activities							\$4,800
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	\$276	
Dining YDL \$\$ (Aubrees)			\$273		\$307		
Dining YDL \$\$ (Corner Brewery)					\$51		
Annual Report Mailing						\$1,180	
Dollars for DVD's			\$433				
Trustee Party, Trustee John Barr-July 4th		\$5,910	\$4,725	\$7,165	\$3,421	\$4,554	
Trustee Party, Trustee Kay Williams, Oct 24th Treasure Hunt			\$865				
Trustee Party, Trustee Kimberly Grover-Aug. 22, 2015				\$1,466			
Sub-total	\$294	\$6,274	\$6,510	\$8,904	\$4,073	\$6,010	
Annual Giving Campaign	\$3,450	\$4,900	\$6,483	\$4,054	\$3,582	\$250	\$5,000
Dean Russell		\$1,000					
Stanley & Robin Mendenhall			\$1,000				
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Sylvus Tarn			\$1,000				
*\$4582 designated Outreach Services [2016]	\$4,450	\$6,900	\$9,483	\$5,054	\$4,582	\$1,250	
Latitudes [Appeal]		\$465	\$290				\$0
Library Sustainers							\$2,000
Sylvus Tarn [designated MI Ave]				\$900		\$1,000	
Hassan Mirshaw				\$750			
Kay Williams (Designated YDL-Kia)				\$450	\$500		
Beal Investment-TedX Sponser						\$900	
Gerry & Bert Kruse [designated adult fiction]	\$250	\$500	\$500	\$750	\$500		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$1,000	\$1,900	
Library Champions							\$4,000
Donald Schoolmaster, <i>In memory of Jannette M. Gable</i>						\$2,000	
EMU (Sponsorship of TEDx Talk, 4/13/17)			\$7,161		\$2,500	\$3,000	
Hyundia-Kia		\$1,000	\$1,000				
The Mosaic Foundation [Annual Report mailing]		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Bank of Ann Arbor	\$1,000	\$1,500		\$1,500		\$2,000	
Bill & Marie White		\$1,000					
(Unsolicited Donations>\$1000)	\$1,000	\$4,500	\$23,661	\$2,500	\$3,500	\$8,000	
YDL Endowment Fund		\$100					\$5,000
Dietmar Wagner			\$2,500	\$1,500	\$2,500	\$2,500	
YDL (American Century Transfer)		\$28,678					
Anonymous Donor		\$25,000					
Virginia Young					\$5,000		
Various Gifts to the Endowment		\$2,228	\$55	\$2,285	\$2,900	\$5	
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$10,400	\$2,505	
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$73,819	\$54,779	\$57,800

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
November 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
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Grants							\$25,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000			
ALSC Dia Turns 20 Mini Grant					\$2,000		
Ann Arbor Farm & Garden					\$985		
Downtown Association of Ypsilanti [Direct]		\$750	\$200		\$1,700		
Ezra Jack Keats Minigrant, EJK Foundation					\$500		
Huron Valley Sunrise Lions Club			\$250				
Kiwanis-Early Childhood Literacy	\$500	\$500	\$375				
Kiwanis-Early Childhood Priority 1 Committee	\$775	\$725	\$1,225	\$1,612	\$1,600	\$1,600	
MCACA-New Leaders Grant [Noise Permit]		\$2,500	\$2,000	\$2,850	\$3,200	\$2,970	
MCACA-Ypsi Song Fest		\$5,250	\$5,250	\$5,625	\$8,156		
MCLS-Harwood					\$690		
MHC-Prime Time Family Reading				\$8,075	\$3,000		
MHC-Ypsilanti African American Oral History Archive					\$24,350		
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000			
NEH-Wild Land Exhibit Programming Grant					\$1,000		
Will Eisner Graphic Novel Grant			\$4,000				
YACF Early Literacy Outreach					\$2,565		
YACF Early Creative Youth Studio					\$3,000		
YALSA/Best Buy Tech Grant		\$1,000	\$1,000				
YALSA/Dollar General Literacy Foundation		\$1,000					
YALSA/DollarSummer Teen Intern Grant				\$1,000		\$1,000	
National Center for Family Learning						\$3,000	
LSTA - Talk, Early Literacy Texting						\$175,000	
MHC-Arts & Humanities Touring Grant						\$324	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	\$5,816	
Total Grants	\$1,275	\$12,625	\$17,421	\$27,360	\$57,956	\$189,710	

Vehicle Donation		\$17,000					\$20,000
GRAND TOTALS	\$97,864	\$164,092	\$111,687	\$98,692	\$131,775	\$244,489	\$102,800

Designated Fundraising to Date	
YDL - Superior Improvement	\$2,599
* Whittaker Rd Teen Area Improvement	\$5,550

*\$1050 remaining, expenditures =4500

Department Reports

Acquisitions Department/Assistant Director Board Report: November 2017

Here is the legislative update that I received at the Michigan Library Association (MLA) annual conference and reported back to Lisa. The conference as a whole was informative. Thank you for the opportunity to attend!

GCSI (our lobbying firm), in conjunction with MLA, is creating awards for legislators that support their libraries, and this has proved fruitful! Recipients are coming to their libraries, bringing relatives, etc. They are realizing that they need the support of libraries for reelection. GCSI encourages all of us to contact and thank our legislators when they vote in favor of libraries and related funding. They are currently on a “thank you tour” in preparation for any future big issues that may affect our funding.

The proposed bill to limit millages to November election cycles is not moving forward by the house. This legislation was originally aimed at schools, mainly by charter school supporters, who feel like their public peers are not transparent enough. GCSI is working hard to separate public libraries from schools in the minds and eyes of legislators.

The Senate Appropriations Chair is a big supporter of libraries. Penal Fines are always a library topic, but with advocacy at this level, the larger distribution of penal fines as a whole may be a future conversation. Example: should the MSP be required to staff weigh stations? No one is quite sure how the money is distributed.

The consolidation of tax capture entities is unlikely, but it is a “vehicle” that we may watch in the future. Both chambers think DDAs need more oversight and transparency. Right now it is very hard to advocate for library exemptions from TIFAs when parks, veteran services, etc., were not exempted.

All millages on the ballot (even if 1:1 “renewals”) are considered NEW. They should therefore be able to opt out of tax capture.

Basically, “everyone” is up for reelection, so not many changes are anticipated on the policy side right now. We are encouraged to meet with anyone who is running for office and to establish relationships early on. In 2019, there will be an incredible amount of new senators. Only six out of 27 senators in the Republican caucus will be returning.

Bill Schuette is unlikely to take any stand against libraries, so we should be in good shape at the executive level. All libraries are encouraged to host candidate forums or coffee hours – throughout terms -- to encourage good relations.

The monthly statistics for Acquisitions are:

- The collection budget for 2017 is closed;
- 662 items were cataloged;
- 1,569 items were added to the collection, including 611 e-items;
- YDL borrowed 1,211 items from other libraries via Melcat;
- YDL loaned 1,033 items to other libraries via Melcat.

Submitted by Julianne Smith, November 21, 2017

Youth Services Board Report November 2017

Program Highlights

Little Ones

- **Storytimes** 999 parents and children attended 27 storytimes in October. Baby storytime numbers have grown in recent weeks into the sixties, so Kristen plans to move from the storyroom to the triangular bay in the winter. Ayah, YDL's page, helped me at this month's World Language storytime! She read *The Very Hungry Caterpillar* in Arabic as I translated into English, and she taught everyone the Arabic words to *Head Shoulders Knees & Toes*.
- **TinkerLab** 20 people attended my STEM session that featured fossil related hands on learning stations. 23 people attended Kristel's sandpaper sensory art workshop. See children using droppers to build hand muscles needed for writing in the photo to the right.



K-8

- **Library Lab** 20 people learned how to build motorized cars at Lego Physics hosted by Brain Monkeys.
- **Art Explorations** I lead a monthly process art class for 7-14 year olds on the first Thursday of each month. This month, 9 children made prints with homemade gelatin plates and designed their own Styrofoam block stamps.
- **Lost and Found Cat** Marlena worked with EMU's Literary Activists, Washtenaw Literacy, and 826michigan to host an event that featured Ypsilanti resident Amy Shrodes, whose true story about helping a refugee family reunite with their lost cat was made into a picture book that has received national acclaim. Attendees all received a book donated by the Literary Activists, made crafts, and sampled baklava after hearing Amy tell her story. See the girls who came dressed as the characters in the photo below!
- **826michigan Book Release** We were excited to once again host 826michigan's annual book release celebration. 115 parents and young authors from Ann Arbor, Ypsilanti, and Detroit gathered for the unveiling of the 2017 *Omnibus*. Mary and I were honored to be asked to write the foreword of this year's book!



Teens

- **After Hours Party** Unknown to us, the day we picked in July when we set the date for publication in *The Loop* turned out to be homecoming weekend for most local high schools. Only 14 students attended, but they all had a great time, including 2 YDL-Michigan regulars that Jenny sent over by AAATA bus.
- **TAG Members** are currently using Neutral Zone training skills to develop winter programs and set 2018 goals. Out of 16 members with various extracurricular activities, about 10 attend each meeting.



Other Happenings

- **Program planning** Everyone has great ideas for the coming season. Kristen will offer several sessions of baby wearing movement classes after her storytime. Kristel will host an indoor gym for little ones once a month. Marlena is inviting local experts for a Family STEMfest. Liz and Molly have developed engaging Library Lab and TinkerLab plans.
- **TALK** We continue to present TALK to community schools and nonprofits and I offered 5 trainings for YDL staff so everyone is familiar with the program.
- **YDL/YCS Research Ready field trips** The Opportunity Grant proposal Mary and I submitted to United Way to fund transportation for all YCS 2nd, 5th, and 8th graders to visit the library for a series of field trips was awarded! This morning we presented our plan to YCS principals. Mary is communicating with schools and teachers to coordinate the trips and bus payments. I am scheduling staff to conduct the tours and working on grade level lesson plans with Molly so all youth staff will give consistent instruction. Parents will receive library card applications with the field trip permission slip and we hope all students will receive cards and check out a book. Mary will put drop boxes in school offices to make it easier for students to return the books when they are due. Older students will learn to evaluate websites for factual information and use databases to find and print an article for a school related project. We are excited to have the opportunity to expand library access and knowledge of library services to help close the learning gap in our community.



Submitted November 14, 2017 by Jodi Krahneke

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

November 2017

Status Report

- Website Improvement Initiative – Website development continues. We are actively working on updating content for the new system.
- ILS Update – At a recent MUG meeting Julianne identified two new ILS products that will be targeted for implementation to our ILS system in 2018.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new staff intranet is in place hosting our Incident tracking system, a committee is working on finalizing staff approved content to be migrated and added to the new site to make it fully functional for YDL.
- Patron Management System – I have quotations from a vendor that is unique in its ability to replace our current system. A demo kiosk is on hand through November in the board room.
- YDL Phone System – We are preparing for the installation of a new phone system by mid-December.

Overall System Status

- YDL surveillance – There was a delay in finalizing the superior branches installation, incorrect equipment was ordered. I've been told that the new equipment is being shipped and the project should finalize in the next few weeks.
- We have been updating multiple PC system images as a yearly refresh of unique configuration devices, catalogs, laptops, and some windows 10 devices customizations.
- History.ypsilibrary.org/genealogy/ now has a searchable obituary database.

New or Upcoming Items

- Payment Kiosks for Patrons – We will be addressing this with a possible Patron Management System replacement. This project should begin towards the end of 2017 and implement early 2018.
- New Self-checkout Interface – In anticipation of a possible replacement via our Patron Management System Objective this will be a topic that will also likely be addressed.
- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issue.
- WIFI Printing - With our expected replacement of the current patron PC management system we are excited to add printing via wireless devices and also from home for on demand pickup.

Communications & Development

Monthly report: November 2017

Fundraising

- Over 400 letters have been sent for our **Annual Appeal**, which celebrates our 150th anniversary by challenging donors to give \$150 and be featured as part of our public anniversary celebration in September, which will coincide with Library Card Sign Up Month.
- Save the Date: The YDL Gala Committee decided that our **150th anniversary gala celebration will take place on Friday, June 8**. The team visited the Ypsilanti Freighthouse and selected it as the venue for the event. Look forward to more details!
- A grant application was submitted to IEEE (the Institute of Electrical and Electronics Engineers) to support **STEM learning kits** that would circulate as part of the library's collection.

Promotions

- **Text and Learn for Kindergarten** advertisements are on the way. Billboards along Michigan Avenue in Ypsilanti will launch on December 18 and advertising on both the exterior and interior of AAATA buses is also coming this month. TALK was also profiled in the Eastern Echo on October 31.

Community Relations

- Staff have been conducting trainings and outreach to organizations that will help promote the TALK text messaging program to their clients. Presentations were made to **WISD's Early On and Great Start Learning Collaborative programs, YCS's Beatty, Ford, Perry, and YIES schools, Washtenaw County Friend of the Court, Barrier Busters, Child Care Network, and Washtenaw Literacy**.
- Gillian met with staff from the **Riverside Arts Center** about potential library partnerships. RAC just unveiled a new strategic plan and is interested in pursuing more community projects. RAC and YDL will co-host a drama workshop for seniors this coming spring, and will also work together on TEDx in the fall.
- YDL was invited to participate in **Eastern Michigan University's Community Engaged Council**, which shares information and helps coordinate service learning opportunities between multiple EMU departments and Ypsilanti community organizations.

Web and Social Media

- The website is moving forward well, with Boxcar Studio providing the first few live pages for YDL staff to review and offer comments. YDL Staff are working to complete the first draft of all web content by the end of November, with final content slated to be ready by the end of January.

Submitted by Gillian Ream Gainsley on November 22, 2017

TALK: Text and Learn for Kindergarten helps young kids learn to communicate

By Montgomery Jones (<http://www.easternecho.com/staff/montgomery-jones>) | 3 hours ago

🐦 (<http://twitter.com/share?text=TALK: Text and Learn for Kindergarten helps young kids learn to communicate>)

f (<http://www.facebook.com/sharer.php?u=http://www.easternecho.com/article/2017/11/talk-text-and-learn-for-kindergarten-helps-young-kids-learn-to-communicate>)

g+ (<https://plus.google.com/share?url=http://www.easternecho.com/article/2017/11/talk-text-and-learn-for-kindergarten-helps-young-kids-learn-to-communicate>)

✉ (<mailto:?subject=TALK: Text and Learn for Kindergarten helps young kids learn to communicate &body=Check out this article http://www.easternecho.com/article/2017/11/talk-text-and-learn-for-kindergarten-helps-young-kids-learn-to-communicate>)

During the summer of 2017, major publications like Fortune, The Atlantic, and CNN ran stories with statistics stating that millennials are more likely to use public libraries than any other generation currently living. With a generation starting to have families of their own, public libraries adapt by making their knowledge accessible in ways that meet the public halfway. TALK: Text and Learn for Kindergarten, created by the Ypsilanti District Library, provides ideas to get children under three working on their verbal skills via text messages.

Gillian Ream Gainsley, Communications and Development Coordinator of Ypsilanti District Library sat down and described exactly how this program will do that.

How did TALK: Text and Learn for Kindergarten begin?

This project started out with one of our librarians and our director both reading about similar programs in other states. There's a pretty extensive program in Colorado and there was actually a study done in San Francisco where they did a similar program with text messaging to parents of young children and they were actually able to prove that it had an impact - that it improved these kids' academic success. So, we had a couple of staff members who had heard of it and both of them thought 'man, this would be a great thing to do in Ypsi. It would be a good fit for us.' And then we came across the LSTA funding through the Library of Michigan and thought how it's the Library of Services and Technology Act and it seemed like a perfect fit for using technology sort of expand library services beyond the walls of the library. It seemed like a really good fit, so we decided to apply for the grant and we got it and here we are.

That's fantastic. So when did it officially begin?

Yes, it started last week on October 14th.

Will there be more to this program even beyond kindergarten?

Sure - so it prepares them for kindergarten. It's for kids from birth to age five and you can sign up a child that is within that age range anytime before their sixth birthday. The parents will get two text messages per week with fun ideas for things to do with their kids.

Can you give an example of some of the text message ideas?

"Talk, answer your baby's babbles by repeating them and adding a new sound and prompt baby to add a new sound."

That's awesome, so do you sign up depending on what age your child is?

Yes, so you only get asked two questions when you sign up and that's your zip code and your child's birthday. It's totally anonymous. The child's birthday we use to make sure they're targeted for each age group and the zip code, we actually send free activities based on what location you are in. So if you live in Ypsilanti, you'll get some information on what's happening at the Ypsilanti District Library. If you're in Milan then you'll get some information for Milan.

How did other libraries from different cities get involved?

The grant actually is really interested in coming up with partnerships and not operating in a vacuum by engaging very thoroughly with the community. We also wanted to make this a countywide program. It's available in Washtenaw County and we have five libraries with us to do the application which are Milan, Saline, Dexter, and Northfield Township, so a total of five. And then on top of that, we reached out to the Washtenaw Intermediate School District and they were a great partner and Washtenaw Success by 6, Great Start Collaborative, those are all sort of part of Washtenaw Intermediate School District. And actually the sheriff's office was really involved which I think will be a really interesting and unconventional partner. They are actually going to send it out through their Nixle Alerts, because they already have people who are getting text messages about crime issues in the area and so those folks may also be interested. They'll be promoting it through that but also through the community mental health project....the sheriff's office is really trying to do community policing and engage in the community and so they're a great partner because they engage with lots of people and are really often helping people connect with these resources, so it's not the partnership you would think of but it is kind of a cool project.

Right, that's amazing. So who actually create the tips/ fun ideas?

It's two of our youth librarians: Crystal Sexton and Jodi Krahne are leading the team and then there are youth librarians from each of those partner libraries that are also contributing.

Do patrons sign up on a website or through the library?

So you can either go to TexttoLearn.com or text "TALK" to 77453.

Is this program happening for a limited amount of time or are you hoping to make it permanent?

The funding that we got is for a three-year pilot program. We are creating all of these text messages, and also we're going to be creating and experimenting with graphics and videos too. For example, if we say 'Sing Twinkle Twinkle Little Star with your baby', not everyone knows the words to Twinkle Twinkle Little Star. If they're from a different culture or haven't grown up in this country, they may not know that or know a nursery rhyme. We can't obviously put all of the words in a text message, so we're going to have a little image and say 'here's a song you can sing with your baby' and have a graphic that we can send along with the text messages.

So to answer the question, we're developing all this content and then we're doing a rigorous evaluation with third party evaluator. We're going to try to measure how effective it is and we're hoping that, at the end of three years, we're going to have all of this content developed and we're going to hope our evaluation goes really successfully - that it shows we really are having an impact. I think at that point it would be a very attractive thing to get more grant funding or offer it for libraries for it to be adopted statewide.

I love it. So how does this differ from a parent just reading a book or playing a game with their child?

The big difference is that the research shows that a lot of people don't necessarily know how important it is to talk to their babies. The most impact you can make on a child's life is between the ages of zero and three, and if you think of most of the programs that are out there...we have preschools, we have Head Start, but all of those things start at age three.

That's very true, I never thought of that.

Yes, so you've got this huge impact you can make on kids who are under three years old but it has to come from their parents, because their parents are the most important people in their lives and those are the right people. A lot of parents don't necessarily know. So I have a 6 month old - he's not a great conversationalist but if I'm talking to him in the grocery store and I say 'look at this red apple', I feel like an idiot. So I might not necessarily do that, but that's what we are trying to get out there with talks and play. Even if you don't see them respond right away because they're little.

It has this really important impact. So it's really about getting that message out there and making sure that parents know they can have this incredible impact just by little things. The other message is that it can be easy, it's not about having the right piece of Mozart at the right moment in your baby's life - just talk to them as you're walking along or changing their diaper. The more you talk to your baby, the more successful that baby can be in school later.

0 Comments

Eastern Echo

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Customer Services

Monthly report: November 2017

Unique Management Systems Update

In September 2017 UMS recovered the following:

Materials Returned: \$2,889.36

Dollars Received: \$2,381.52

Since YDL began using UMS we have recovered the following:

Materials Returned: \$118,857.39

Dollars Received: \$74,875.57

Exhibits

The University of Michigan Silver Club will be hosting an exhibition of art work in the Community Room the month of December.

Submitted by John Connaghan on November 22, 2017

Facilities Department

Board Report: October 2017

The Facilities Department has been busy with a few projects during the last month.

Michigan Ave:

Drained and closed down the fountain for the winter months. Sprinkler systems winterized at both Michigan Ave and Whittaker Road facilities. Rented scaffolding to repair and clean lights on the main floor inside the building.

Carpet cleaning at all three facilities, and Bookmobile were done on Veteran's Day.

Snow removal contract for both Michigan Ave and Whittaker Road has been awarded to A.K. Lawncare. They have done work for us before, and have been prompt when the snow starts falling.

Whittaker Road:

Repaired dumpster gate handle which had rusted and broken. Repaired a desk lamp in Adult Services area. A chair behind the service desk. Altered shelving in large print, and graphic novel areas. Moved a bookcase in the Youth area where Jodi is re-organizing.

Hung new dry erase boards in all study rooms in the building.

Alarm system started to act up, Simplex Grinnell came to repair some wiring and replace a back-up battery in the security alarm. They suggested we replace the batteries for the fire alarm system also. We will do that to save some money in the budget.



Superior:

Removed a wasp nest which grew to be pretty large. It had become a concern for many patrons.

Submitted by: Jim Reed,

November 16, 2017

Outreach Services Board Report: November 2017

Staff News

- I'm happy to report we are fully staffed again! Liz Getty has joined us as a Part-time Paraprofessional. Our very own Rob Millett has returned to his old bookmobile driver position. We are overjoyed he has come back!

Bookmobile News

- We took the bookmobile off the road for a week in order to have maintenance work done on the suspension system & windshield wipers. Upcoming service needs include wiring work, routine generator service, and a final paint job to cover areas the new wrap did not cover.

Superior News

- Our program series continued – Stacey's Playgroup & Storytime has picked up in attendance. This session of Erin's Tween Reading circle concluded after an eight-week run. Stacey also hosted a Sugars Skulls & Jolly Rancher Roses program that drew 42 people – a very full house for Superior!



Learning Never Gets Old News

- We delivered new large print collections to Gilbert Residence, the Village at St. Joseph Mercy, and Ypsilanti Township Senior Center.
- Monique did an Outreach visit at Huron Valley PACE, using one of the library's Bi-Folkal reminiscence kits.
- Our six-week acrylic painting program concluded. We received very positive reviews from participants. Their artwork will be on display from January 5-30 in the Community Room at YDL-Whittaker.
- Brigitte and I are team teaching a six-week Android smartphone class.



Outreach News

- We were excited to learn that the library received funding from United Way's Opportunity Fund to cover the transportation costs of field trips to the library for 2nd, 5th, and 8th graders at Ypsilanti Community Schools. We have received funding to bring 10th graders to the library as well through the Ypsilanti Schools Foundation. 2nd grade field trips will occur over the next four weeks. The remaining field trips will take place in February, March, and April 2018. Jodi & I were invited to the YCS Principals' meeting to explain the field trip program.
- We attended the Harvest Festival at Ypsilanti Community Middle School. We demonstrated the digital art kits from the Teen Creative Toolkit collection.
- During the time the bookmobile was off the road for service, we went into classrooms to do storytimes so that students would not miss a library visit.

Submitted by Mary Garboden, November 22, 2017

Whittaker Road-Adult Services Board Report: Nov 2017

Here's a listing of this month's programs:

- Gardening Chat (monthly event for gardening patrons)
- Two book discussion groups (African American Authors Bk Discussion Grp, Thu Am Bk Grp)
- Computer classes (13 classes scheduled)
- Writers Workshop (2 meetings scheduled)
- Yarn, Hook and Needles (4 meetings scheduled)
- Tribal Justice Documentary Film
- Film Club (2 meetings scheduled)
- Take Note Concert: Bottle Rocket Cabaret

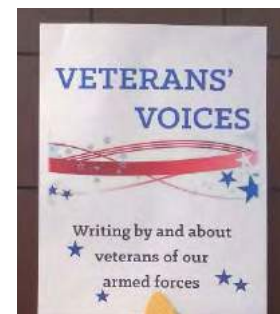
We're all hard at work on programming for the next season. Sheila is continuing our joint efforts with the Ypsilanti Historical Museum and Genealogical Society of Washtenaw County, with two genealogy programs planned for our Winter 2018 season. We'll have the Sheriff Department back for two more education sessions, Susan will continue the Racial Justice/Film Discussion series, and Christy is organizing YDL's first-ever Shredding Day. Based on what other libraries have told us, this is likely going to be a very popular event! We've also partnered with our African American Authors Book discussion group to host an African American Read-In during Black History Month and are presenting some programs in support of the House and Home exhibit in April. Look for these and other programs next year.

All staff went to an introductory session on YDL's new TALK text messaging service so we can help patrons interested in signing up.

The CD's are slowly but surely getting relabeled. We're all weeding collection areas to withdraw outdated and damaged materials. It is a big, ongoing job but an important one to keep our collections relevant and attractive for our citizens

I will be helping in the training of the new Michigan Avenue Youth Librarian near the end of this month, looking forward to meeting her and helping her get up and running at YDL.

The "Veterans' Voices" flyer image on this page advertises one of our freestanding displays. This one, put together by Sheila, features writings by and about veterans in honor of Veterans Day, an example of the topical and interesting displays put together monthly by Adult Services Staff.



Submitted by Paula Drummond, Nov 18, 2017

Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/21/17

Re: Consider approval of proposed FY2017-18 budget and set millage rate

The budget presented has been significantly modified since the October meeting.

City of Ypsilanti tax revenues were reduced significantly after we learned that the DDA has an existing bond that expires in 2024. Unfortunately, the 2017 legislation exempting libraries from DDA tax capture will not take effect for us until that debt is retired. This resulted in a projected decrease of approximately \$26,000.

Superior Township tax revenues were also reduced by over \$42,000. Jim Carey discovered a discrepancy in the taxable value number for the township on two different reports issued by Washtenaw County. We had been working with the larger number, but in fact the County tells us the smaller figure is the correct one.

The following expenditure accounts were increased:

- Paychex: \$750 to accommodate a new service for health care cost reporting we are required to incorporate.
- Office Supplies: \$800 to replenish supplies for a new poster printer we acquired.
- Major Events: \$550 to host a district-wide document shredding day.
- SirsiDynix: \$2,000 increase after receiving the official quote for the mobile app module.
- Michigan Avenue Salaries: Increased for new Teen Librarian salary.
- Michigan Avenue Capital Outlay-Buildings: \$1,000 to add a door to upstairs meeting room.
- Outreach Salaries: Increased PT Bookmobile Driver/Para-professional's weekly hours.
- Whittaker Capital Outlay-Buildings: \$1,000 to repair carpet and wall following A/V Desk removal.

These changes result in using \$166,803 from fund balance, an increase of \$84,679 over the draft presented in October.

The attached resolution to approve the budget includes the overall operating millage rate, as required by law.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-18

November 29, 2017

RESOLUTION TO ADOPT THE 2017-18 LIBRARY OPERATING BUDGET AND SET
THE MILLAGE RATE

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

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2017-18 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 1.8609 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED
YPSILANTI DISTRICT LIBRARY
 General Fund Budget Summary
 For the Fiscal Year Ending November 30, 2018

Revenue

Superior Township Tax Levy	630,022
City Tax Levy	561,865
Ypsilanti Township Tax Levy	2,241,175
State of Michigan PPT reimbursement	30,000
State Aid Direct	30,240
State Aid Indirect	30,240
Supplemental State Aid	0
Fines/Misc.	75,660
Smart Cards - Printing & Copies	46,500
Penal Fines County	125,000
Rental Income-community room	1,500
Donations/Misc.	1,200
Donations/Memorials	600
Coffee Shop Rent	6,000
Interest/Checking	1,000
Interest/Savings	5,700
Interest/Yoder	10
Interest/Yates Memorial	2
Dividend Revenue	6,000
Dividend Revenue Endowment	5,900
Transfer from Improvement Fund	0
Sale of Assets	0
Total Revenue	3,798,614

EXPENDITURES by Department

Dept 100 Administrative	2,061,254
Dept 200 Michigan Ave	550,750
Dept 300 Outreach Services- Bookmobile	90,961
Dept 400 Outreach Services - Superior Township	154,027
Dept 500 Whittaker Road	1,108,425
Total Expenditures	3,965,417

EXPENDITURES by Category

Category as % of 2017-2018

		Expense
Salaries and Benefits	2,664,182	67.2%
Public Utilities	175,622	4.4%
Repairs and Maintenance	132,020	3.3%
Materials	350,000	8.8%
Technology	284,000	7.2%
Other	359,593	9.1%
Total Expenditures	3,965,417	100.0%

Net Revenue Over (Under) Expenses **(166,803)**

Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted Budget amendment FYE 2016-17 7/26/17	Proposed Budget FY 2017-2018
Revenue						
403.000	Superior Township Tax Levy	583,575	581,434	598,098	602,510	630,022
425.000	City of Ypsilanti Tax Levy	531,190	540,085	541,455	523,682	561,865
440.000	Ypsilanti Township Tax Levy	2,101,347	2,117,704	2,135,457	2,145,960	2,241,175
425.075	PPT reimbursement			60,412	30,000	30,000
443.000	State Aid Direct	24,230	24,196	26,949	25,000	30,240
447.000	State Aid Indirect	24,674	24,663	27,309	25,000	30,240
448.000	State Aide Supplemental					
657.000	Fines/Misc.	96,648	84,786	81,897	85,000	75,660
657.100	Smart Cards - Printing & Cop	42,915	43,955	44,808	43,000	44,000
657.600	Guest Pass	3,758	2,777	3,110	3,200	2,500
661.000	Penal Fines County	118,392	138,458	140,886	145,000	125,000
662.000	Coffee shop rent	4,200	4,200	3,850	5,500	6,000
662.100	Community room rentals	2,000	2,150	625	2,000	1,500
679.000	Donations/Misc.	3,547	1,923	2,108	1,500	1,200
681.080	Donations/Memorials	0	435	0	1,000	600
683.100	Trustee party Revenue	0	8,567	3,421		
687.000	Interest/Checking	987	911	1,137	800	1,000
687.010	Interest/Savings	6,675	5,793	5,026	4,000	5,700
687.060	Interest/Yoder	11	8	11	10	10
687.070	Interest/Yates Memorial	1	1	1	2	2
689.000	Dividends	9,562	7,169	6,646	6,500	6,000
690.000	Dividend Revenue Endwmnt		4,198	5,210	5,500	5,900
	Transfer from Improvement Fund			0		
	Transfer from Fund Balance	163,110	159,592	(55,714)	182,821	166,803
	Sale of Assets	0	0	349	0	0
Total Revenue		3,716,822	3,753,004	3,633,051	3,837,985	3,965,417
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	618,928	643,205	614,285	602,849	632,364
702.050	Board Stipend			0	0	0
702.100	Professional/Accounting	5,920	6,000	5,700	7,500	7,500
702.150	Bank Fees	2,717	2,806	3,289	3,489	3,500
702.180	Reversed Receivables		7,260	0		
702.900	Salary/Subs	9,830	6,935	8,274	16,947	18,750
705.000	Recognition Awards	0	0	375	750	750
710.000	Paychex Payroll Service	5,202	5,456	5,948	6,400	7,750
715.000	Employer FICA	139,100	143,619	142,802	149,546	146,290
718.000	MERS Defined Contribution	80,540	86,097	83,165	94,917	93,802
719.000	FSA Admin Fees			0	0	2,000
727.000	Office Supplies	29,866	30,307	30,037	29,000	32,400
727.200	Supplies-Facility	28,552	22,917	20,211	23,000	23,700
752.000	MML/Building Insurance	52,486	53,670	55,342	57,613	57,555
753.000	MML/Workers Comp	6,585	9,687	10,557	10,900	11,554
754.000	Health Insurance	359,721	388,582	329,086	350,948	358,473
756.000	Dental Insurance	38,406	38,222	39,679	39,720	41,705
757.000	Employee Assistance Program	356	871	932	1,100	1,100
758.000	Life Insurance	3,419	4,099	4,187	4,650	4,883
759.000	Vision Service Plan	9,784	9,672	8,522	8,601	8,747
762.000	STD/LTD	9,411	9,222	9,333	10,200	10,710
769.000	Printing & Publishing	10,897	6,184	7,021	7,000	11,500
769.050	Classified Advertising	0	0	10	400	400
774.050	Ebooks/Eaudio	12,861	16,093	19,997	17,000	20,000
774.100	Data Bases	34,343	34,668	38,433	45,000	65,000
774.800	System Wide DVDs	0	4,884	7,215	9,000	8,000

Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted Budget amendment FYE 2016-17 7/26/17	Proposed Budget FY 2017-2018
774.900	All Materials Processing	0	25,311	26,923	26,000	30,260
801.000	Major Events	9,557	6,090	7,431	10,000	22,650
801.500	Learning Never Gets Old	0		1,426	2,000	2,000
802.000	Mileage/Travel Reimburseme	2,972	858	1,588	3,109	3,000
804.000	Workshops/Training	1,713	1,327	1,190	3,500	3,500
805.000	Memberships & Dues	4,699	4,944	4,902	5,000	5,020
810.000	Capital Outlay - Building & La	3,364	8,814	525	5,000	2,000
810.100	Capital Outlay - Improvement	0	32,063	0	15,810	3,000
812.000	Capital Outlay - Furnishings	465	394	7,127	9,000	7,000
850.000	Automation - Technology	214,346	226,119	192,108	160,000	212,000
850.100	Telecommunications	0		118	15,000	15,000
850.200	SirsiDynix	0		0	48,212	57,000
890.000	The Library Network	15,227	14,279	2,796	3,000	3,000
928.000	Postage	10,824	10,485	10,265	11,000	13,366
965.000	Auditing Service	11,050	11,400	11,800	7,125	7,275
975.000	Legal	5,503	15,602	5,875	6,000	9,000
980.000	Professional/Contractual	33,335	24,088	42,816	30,232	58,350
980.100	Library Director search exp	0	2,245	0	0	0
980.500	Rebranding Costs	0		0	22,500	2,500
981.500	Lost Book Expense	24,480	14,028	13,195	12,500	12,900
982.000	MTT Charge Back City	4,614	11,243	1,418	4,500	4,000
983.000	MTT Charge Back Ypsi Twp	26,163	4,678	4,991	5,600	10,000
983.100	MTT Charge Back-Superior	806	0	145	1,000	10,000
990.000	Contribution to endowment			0		
Total		1,828,042	1,944,424	1,781,039	1,902,618	2,061,254
Dept 200 Michigan Ave.						
702.000	Salaries	324,244	344,894	386,899	392,616	389,925
702.800	Salaries-Pages	7,531	7,468	6,882	6,825	10,480
771.000	Adult Books	31,909	31,040	31,469	32,000	32,200
772.000	Youth Books	18,947	17,943	19,258	19,000	18,000
776.000	Periodicals - Adult	4,651	4,021	4,385	4,000	4,165
776.050	Periodicals - Youth	351	305	248	300	175
778.000	Adult Audio/Visual	14,090	13,031	12,222	14,000	13,200
779.000	Youth Audio/Visual	7,309	5,555	4,517	6,000	6,100
810.000	Capital Outlay - Building	0	0	0	0	1,000
812.000	Capital Outlay - Furnishings	0	0	4,431	4,000	2,000
840.000	Repair & Maintenance - Build	19,613	24,991	24,278	10,000	10,000
840.025	Campbell Maint Contract	0	0	0	17,761	17,761
840.050	Snow Removal/ Lawn Care	13,534	11,998	10,141	12,000	10,670
900.000	Programs-Adult	1,220	1,165	939	1,200	1,300
901.000	Programs-Youth	1,215	1,058	1,495	1,200	1,300
940.000	Phone	1,961	3,564	2,882	4,600	4,547
943.000	DTE - Fuel	5,738	6,043	4,296	6,000	5,368
947.000	DTE - Electric	16,262	14,243	14,888	16,000	16,224
949.000	Ypsi Community Util Auth	4,323	5,866	7,703	6,950	6,335
980.000	Professional/Contractual	19,656	0	0	0	0
Total		492,554	493,186	536,933	554,452	550,750
Dept 300 Outreach/bookmobile						
702.000	Salaries	51,468	63,899	68,041	68,979	73,536
775.000	Library Materials	5,371	4,911	4,841	5,000	5,000
840.000	Repair & Maintenance	4,714	7,879	1,012	23,200	8,100
943.000	Fuel	7,415	5,006	4,083	4,175	4,325
Total		68,968	81,693	77,977	101,354	90,961

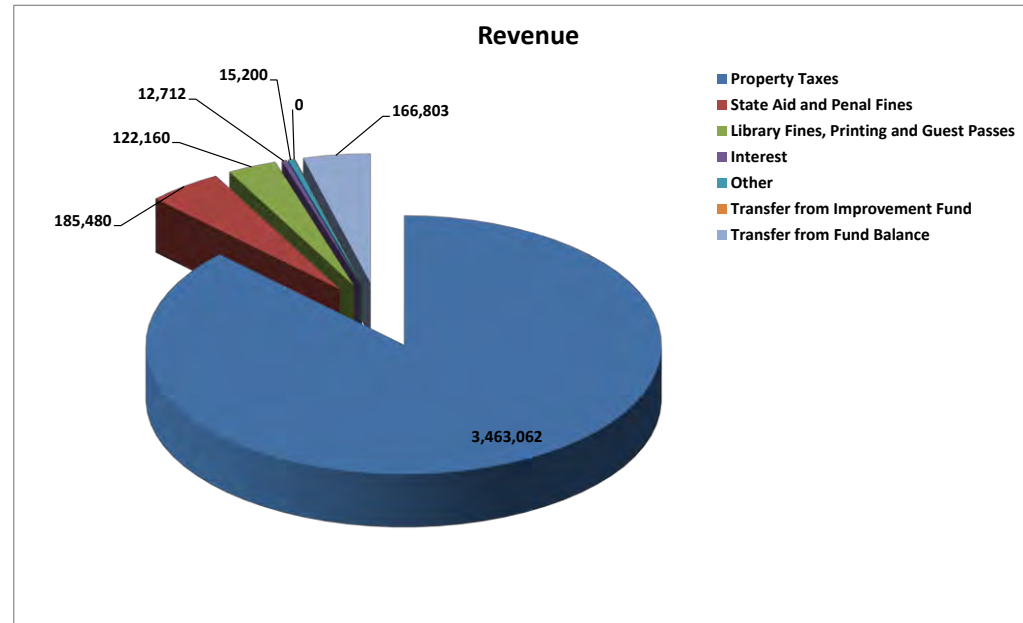
Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted Budget amendment FYE 2016-17 7/26/17	Proposed Budget FY 2017-2018
Dept 400 Outreach/Superior Township						
702.000	Salaries	155,710	139,916	139,264	140,614	138,118
775.000	Library Materials	8,011	7,261	7,535	7,700	7,500
810.000	Capital Outlay - Building					2,000
812.000	Capital Outlay - Furnishings					0
840.000	Repair & Maintenance	801	1,340	1,394	1,000	1,000
840.050	Snow Removal & Lawn Care	1,350	980	980	1,200	1,200
900.000	Programs - adult	507	85	518	500	600
901.000	Programs - Youth	416	368	371	500	600
940.000	Phone	862	1,211	552	1,250	1,137
943.000	Fuel	965	824	655	950	827
947.000	Electricity	896	853	978	900	958
949.000	Water	67	73	66	75	87
Total		169,585	152,911	152,313	154,689	154,027
DEPT 500 WHITTAKER RD						
702.000	Salaries	685,256	675,540	691,547	693,288	678,345
702.800	Salaries-Pages	35,127	33,890	32,317	39,690	45,400
771.000	Adult Books	71,983	68,624	69,599	70,000	63,000
772.000	Youth Books	38,321	34,222	32,964	36,000	33,700
776.000	Periodicals - Adult	6,087	6,258	3,799	5,000	5,500
776.050	Periodicals - Youth	937	911	700	915	900
778.000	Adult Audio/Visual	35,957	25,900	26,756	26,000	27,000
779.000	Youth Audio/Visual	15,806	13,169	11,622	10,000	10,300
810.000	Capital Outlay - Building					1,000
840.000	Repair & Maintenance - Build	73,342	52,726	51,892	17,000	17,000
840.025	Cambell Maint Contract	0	0	0	42,979	42,979
840.050	Snow Removal/Lawn Care	28,839	24,340	19,844	26,000	21,810
900.000	Programs - Adult	3,820	2,991	3,183	4,000	4,200
901.000	Programs - Youth	4,999	4,607	5,284	5,000	5,200
903.000	Equipment Maintenance	1,415	1,135	1,119	1,500	1,500
940.000	Phone	8,083	6,676	5,291	8,500	9,093
943.000	DTE - Fuel	35,019	32,975	25,437	35,000	31,164
947.000	DTE - Electric	108,632	93,198	99,973	100,000	106,005
949.000	Ypsilanti Comm Utilities Auth	4,050	3,627	3,462	4,000	4,329
Total		1,157,673	1,080,790	1,084,789	1,124,872	1,108,425
Revenue		3,716,822	3,753,004	3,633,051	3,837,985	3,965,417
Total Expenditures		3,716,822	3,753,003	3,633,051	3,837,985	3,965,417
Net Surplus (Deficit)		0	0	0	(0)	0

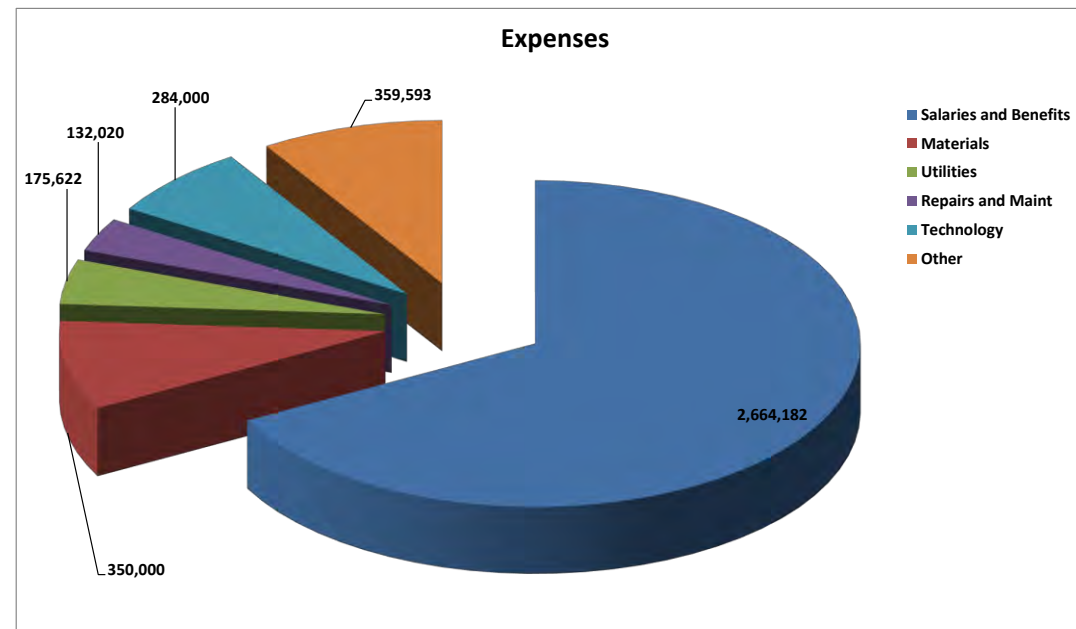
Proposed fy 2017-18 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	3,463,062	87.3% **
State Aid and Penal Fines	185,480	4.7%
Fines, Printing and Guest Passes	122,160	3.1%
Interest	12,712	0.3%
Other	15,200	0.4%
Transfer from Improvement Fund	0	0.0%
Transfer from Fund Balance	166,803	4.2%
Total	3,965,417	100.0%

**Note: Property Taxes represent 91.3% of Revenue
Not transferred from Fund Balance



% of total Expense		
Salaries and Benefits	2,664,182	67.2%
Materials	350,000	8.8%
Utilities	175,622	4.4%
Repairs and Maint	132,020	3.3%
Technology	284,000	7.2%
Other	359,593	9.1%
Total	3,965,417	100.0%



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/17/17
Re: FY 2017 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account. The proposed budget amendment for the 2017 fiscal year is attached. It moves money from account to account within the total approved. Happily, it reduces the amount of fund balance required to balance the budget.

I am happy to field any questions you may have regarding specific adjustments.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-18

November 29, 2017

RESOLUTION TO AMEND THE 20156-17 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

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

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

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2017 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Proposed Budget Amendment FY 2016-17

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Original Budget FY2016-2017	Amended Budget FY2016-17 7/26/17	Proposed Amendment FYE 2016- 2017
Revenue							
403.000	Superior Township Tax Levy	583,575	581,434	598,098	602,510	602,510	609,683
425.000	City of Ypsilanti Tax Levy	531,190	540,085	541,455	523,682	523,682	555,287
440.000	Ypsilanti Township Tax Levy	2,101,347	2,117,704	2,135,457	2,145,960	2,145,960	2,176,985
425.075	PPT reimbursement			60,412	30,000	30,000	30,000
443.000	State Aid Direct	24,230	24,196	26,949	25,000	25,000	26,949
447.000	State Aid Indirect	24,674	24,663	27,309	25,000	25,000	27,324
448.000	State Aide Supplemental						
657.000	Fines/Misc.	96,648	84,786	81,897	85,000	85,000	73,300
657.100	Smart Cards - Printing & Copi	42,915	43,955	44,808	43,000	43,000	43,000
657.600	Guest Pass	3,758	2,777	3,110	3,200	3,200	2,800
661.000	Penal Fines County	118,392	138,458	140,886	145,000	145,000	124,205
662.000	Coffee shop rent	4,200	4,200	3,850	5,500	5,500	5,500
662.100	Community room rentals	2,000	2,150	625	2,000	2,000	1,750
679.000	Donations/Misc.	3,547	1,923	2,108	1,500	1,500	4,000
681.080	Donations/Memorials	0	435	0	1,000	1,000	425
683.100	Trustee party Revenue	0	8,567	3,421			
687.000	Interest/Checking	987	911	1,137	800	800	950
687.010	Interest/Savings	6,675	5,793	5,026	4,000	4,000	4,995
687.060	Interest/Yoder	11	8	11	10	10	8
687.070	Interest/Yates Memorial	1	1	1	2	2	1
689.000	Dividends	9,562	7,169	6,646	6,500	6,500	6,050
690.000	Dividend Revenue Endwmnt		4,198	5,210	5,500	5,500	5,815
	Transfer from Improvement Fund			0			
	Transfer from Fund Balance	163,110	159,592	(55,714)	171,592	182,821	
	Sale of Assets	0	0	349	171,592	0	
Total Revenue		3,716,822	3,753,004	3,633,051	3,998,348	3,837,985	3,699,027
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	618,928	643,205	614,285	602,849	602,849	605,748
702.050	Board Stipend			0	0	0	
702.100	Professional/Accounting	5,920	6,000	5,700	7,500	7,500	7,500
702.150	Bank Fees	2,717	2,806	3,289	2,888	3,489	3,489
702.180	Reversed Receivables		7,260	0			
702.900	Salary/Subs	9,830	6,935	8,274	10,000	16,947	18,749
705.000	Recognition Awards	0	0	375	750	750	750
710.000	Paychex Payroll Service	5,202	5,456	5,948	6,400	6,400	6,792
715.000	Employer FICA	139,100	143,619	142,802	149,546	149,546	144,250
718.000	MERS Defined Contribution	80,540	86,097	83,165	94,917	94,917	89,704
719.000	FSA Admin Fees			0	2,000	0	0
727.000	Office Supplies	29,866	30,307	30,037	29,000	29,000	29,900
727.200	Supplies-Facility	28,552	22,917	20,211	23,000	23,000	23,000
752.000	MML/Building Insurance	52,486	53,670	55,342	57,002	57,613	57,613
753.000	MML/Workers Comp	6,585	9,687	10,557	10,900	10,900	9,659
754.000	Health Insurance	359,721	388,582	329,086	350,948	350,948	349,471
756.000	Dental Insurance	38,406	38,222	39,679	39,720	39,720	39,066
757.000	Employee Assistance Program	356	871	932	1,100	1,100	1,100
758.000	Life Insurance	3,419	4,099	4,187	4,650	4,650	4,650
759.000	Vision Service Plan	9,784	9,672	8,522	8,601	8,601	8,400
762.000	STD/LTD	9,411	9,222	9,333	10,200	10,200	9,644
769.000	Printing & Publishing	10,897	6,184	7,021	7,000	7,000	3,500
769.050	Classified Advertising	0	0	10	400	400	0
774.050	Ebooks/Eaudio	12,861	16,093	19,997	17,000	17,000	17,250
774.100	Data Bases	34,343	34,668	38,433	45,000	45,000	58,000
774.800	System Wide DVDs	0	4,884	7,215	9,000	9,000	7,500
774.900	All Materials Processing	0	25,311	26,923	26,000	26,000	26,000

Proposed Budget Amendment FY 2016-17

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Original Budget FY2016-2017	Amended Budget FY2016-17 7/26/17	Proposed Amendment FYE 2016- 2017
801.000	Major Events	9,557	6,090	7,431	10,000	10,000	6,500
801.500	Learning Never Gets Old	0		1,426	2,000	2,000	2,300
802.000	Mileage/Travel Reimburseme	2,972	858	1,588	2,000	3,109	4,252
804.000	Workshops/Training	1,713	1,327	1,190	3,500	3,500	3,100
805.000	Memberships & Dues	4,699	4,944	4,902	5,000	5,000	5,000
810.000	Capital Outlay - Building & La	3,364	8,814	525	5,000	5,000	5,000
810.100	Capital Outlay - Improvements	0	32,063	0	15,810	15,810	13,810
812.000	Capital Outlay - Furnishings	465	394	7,127	9,000	9,000	4,000
850.000	Automation - Technology	214,346	226,119	192,108	160,000	160,000	122,500
850.100	Telecommunications	0		118	15,000	15,000	14,100
850.200	SirsiDynix	0		0	50,000	48,212	49,712
890.000	The Library Network	15,227	14,279	2,796	3,000	3,000	2,796
928.000	Postage	10,824	10,485	10,265	11,000	11,000	8,000
965.000	Auditing Service	11,050	11,400	11,800	7,125	7,125	7,125
975.000	Legal	5,503	15,602	5,875	6,000	6,000	2,080
980.000	Professional/Contractual	33,335	24,088	42,816	41,182	30,232	26,800
980.100	Library Director search exp	0	2,245	0	0	0	
980.500	Rebranding Costs	0		0	22,500	22,500	25,700
981.500	Lost Book Expense	24,480	14,028	13,195	12,500	12,500	12,500
982.000	MTT Charge Back City	4,614	11,243	1,418	4,500	4,500	2,500
983.000	MTT Charge Back Ypsi Twp	26,163	4,678	4,991	5,600	5,600	3,800
983.100	MTT Charge Back-Superior	806	0	145	1,000	1,000	9,789
990.000	Contribution to endowment			0			
Total		1,828,042	1,944,424	1,781,039	1,908,089	1,902,618	1,853,098
Dept 200 Michigan Ave.							
702.000	Salaries	324,244	344,894	386,899	392,616	392,616	381,867
702.800	Salaries-Pages	7,531	7,468	6,882	6,825	6,825	6,750
771.000	Adult Books	31,909	31,040	31,469	32,000	32,000	32,200
772.000	Youth Books	18,947	17,943	19,258	19,000	19,000	18,095
776.000	Periodicals - Adult	4,651	4,021	4,385	4,000	4,000	4,165
776.050	Periodicals - Youth	351	305	248	300	300	175
778.000	Adult Audio/Visual	14,090	13,031	12,222	14,000	14,000	13,320
779.000	Youth Audio/Visual	7,309	5,555	4,517	6,000	6,000	6,215
810.000	Capital Outlay - Building	0	0	0		0	
812.000	Capital Outlay - Furnishings	0	0	4,431	4,000	4,000	3,200
840.000	Repair & Maintenance - Buildi	19,613	24,991	24,278	10,000	10,000	7,208
840.025	Campbell Maint Contract	0	0	0	17,761	17,761	17,761
840.050	Snow Removal/ Lawn Care	13,534	11,998	10,141	12,000	12,000	9,300
900.000	Programs-Adult	1,220	1,165	939	1,200	1,200	1,200
901.000	Programs-Youth	1,215	1,058	1,495	1,200	1,200	1,200
940.000	Phone	1,961	3,564	2,882	4,600	4,600	4,414
943.000	DTE - Fuel	5,738	6,043	4,296	6,000	6,000	4,822
947.000	DTE - Electric	16,262	14,243	14,888	16,000	16,000	16,660
949.000	Ypsi Community Util Auth	4,323	5,866	7,703	6,950	6,950	5,190
980.000	Professional/Contractual	19,656	0	0	0	0	
Total		492,554	493,186	536,933	554,452	554,452	533,741
Dept 300 Outreach/bookmobile							
702.000	Salaries	51,468	63,899	68,041	68,979	68,979	70,050
775.000	Library Materials	5,371	4,911	4,841	5,000	5,000	5,400
840.000	Repair & Maintenance	4,714	7,879	1,012	6,500	23,200	25,992
943.000	Fuel	7,415	5,006	4,083	4,175	4,175	3,790
Total		68,968	81,693	77,977	84,654	101,354	105,232

Proposed Budget Amendment FY 2016-17

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Original Budget FY2016-2017	Amended Budget FY2016-17 7/26/17	Proposed Amendment FYE 2016- 2017
Dept 400 Outreach/Superior Township							
702.000	Salaries	155,710	139,916	139,264	140,614	140,614	138,986
775.000	Library Materials	8,011	7,261	7,535	7,700	7,700	7,400
810.000	Capital Outlay - Building						
812.000	Capital Outlay - Furnishings						
840.000	Repair & Maintenance	801	1,340	1,394	1,000	1,000	1,000
840.050	Snow Removal & Lawn Care	1,350	980	980	1,200	1,200	1,200
900.000	Programs - adult	507	85	518	500	500	500
901.000	Programs - Youth	416	368	371	500	500	750
940.000	Phone	862	1,211	552	1,250	1,250	1,111
943.000	Fuel	965	824	655	950	950	650
947.000	Electricity	896	853	978	900	900	915
949.000	Water	67	73	66	75	75	85
Total		169,585	152,911	152,313	154,689	154,689	152,597
DEPT 500 WHITTAKER RD							
702.000	Salaries	685,256	675,540	691,547	693,288	693,288	696,891
702.800	Salaries-Pages	35,127	33,890	32,317	39,690	39,690	34,008
771.000	Adult Books	71,983	68,624	69,599	70,000	70,000	63,530
772.000	Youth Books	38,321	34,222	32,964	36,000	36,000	33,395
776.000	Periodicals - Adult	6,087	6,258	3,799	5,000	5,000	5,430
776.050	Periodicals - Youth	937	911	700	915	915	850
778.000	Adult Audio/Visual	35,957	25,900	26,756	26,000	26,000	27,072
779.000	Youth Audio/Visual	15,806	13,169	11,622	10,000	10,000	10,360
810.000	Capital Outlay - Building						
840.000	Repair & Maintenance - Buildi	73,342	52,726	51,892	17,000	17,000	17,780
840.025	Cambell Maint Contract	0	0	0	42,979	42,979	42,979
840.050	Snow Removal/Lawn Care	28,839	24,340	19,844	26,000	26,000	20,500
900.000	Programs - Adult	3,820	2,991	3,183	4,000	4,000	3,500
901.000	Programs - Youth	4,999	4,607	5,284	5,000	5,000	5,000
903.000	Equipment Maintenance	1,415	1,135	1,119	1,500	1,500	800
940.000	Phone	8,083	6,676	5,291	8,500	8,500	8,480
943.000	DTE - Fuel	35,019	32,975	25,437	35,000	35,000	24,900
947.000	DTE - Electric	108,632	93,198	99,973	100,000	100,000	102,500
949.000	Ypsilanti Comm Utilities Auth	4,050	3,627	3,462	4,000	4,000	5,325
Total		1,157,673	1,080,790	1,084,789	1,124,872	1,124,872	1,103,300
DEPT 600 DONATIONS REVENUE							
681.000	Donations Designated			0		0	1,900
681.050	Art/Cultrl Prgrm Rev			0		0	3,900
681.080	Donations/Memorials			0		0	
683.200	Vehicle Designated Donation			0	0	0	6,554
683.499	Annual Appeal Designated			0		0	4,432
683.600	FOL - Designated			0		0	36,000
683.700	Teen Zone Whittaker			0		0	50
683.800	Superior Designated			0		0	489
Subtotal				0	0	0	53,325

Proposed Budget Amendment FY 2016-17

ACCT #	ACCOUNT NAME	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Original Budget FY2016-2017	Amended Budget FY2016-17 7/26/17	Proposed Amendment FYE 2016- 2017
DEP 600 DONATIONS EXPENDITURES							
681.200	MI Ave Exp Designated			0		0	
683.500	Annual Apeal Designated			0		0	579
771.060	Designated Memorial Exp			0		0	6,122
775.000	Library Materials			0		0	100
783.200	Veihcle Designated Exp			0		0	8,000
781.050	Arts/Cultrl Prgm Exp			0		0	4,250
815.100	FOL Special Projects			0		0	36,000
				0		0	
Subtotal				0	0	0	55,051
Total Donations Net				0	0	0	(1,726)
DEP 700 GRANTS REVENUE							
500.600	Grant-State of MI			0		0	8,450
500.700	NEH Grant Revenue			0		0	
507.400	MCLS Grant			0		0	
507.500	Grants Kiwanis			0		0	1,600
507.600	Grant ST of MI			0		0	640
507.900	ALA Grant			0		0	1,000
507.904	MHC-Heritage Grant			0		0	13,460
507.906	A2 Community Foundation			0		0	3,000
812.600	Prime Time Grant			0		0	3,000
Subtotal				0	0	0	31,150
DEP 700 GRANTS EXPENSE				0	0	0	
681.300	Farm and Garden Grant			0		0	8
681.400	Ezra Jack Keats Exp			0		0	500
775.400	MLCS Grant Exp			0		0	59
775.500	Kiwanis Grant Exp			0		0	1,057
775.600	MACACA Shout it out			0		0	3,000
775.905	MHC Grant Exp			0		0	13,641
781.000	YALSA Grant exp			0		0	999
781.050	Arts & Cult prog Exp			0		0	324
812.601	Primetime exp			0		0	1,008
813.100	Lets Learn Together Outside			0		0	2,538
905.100	YACF-Early Lit Outreach			0		0	2,565
906.000	AACF-Youth Studio			0		0	3,000
Subtotal				0	0	0	28,699
Total Grants Net				0	0	0	2,451
Revenue		3,716,822	3,753,004	3,633,051	3,998,348	3,837,985	3,783,502
Total Expenditures		3,716,822	3,753,003	3,633,051	3,826,756	3,837,985	3,831,718
Net Surplus (Deficit)		0	0	0	171,592	(0)	(48,217)

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/20/17
Re: Approval of purchase of Envisionware software and equipment

YDL currently uses a product called SAM (Smart Access Manager) for time and print management on our public computers. One goal of the strategic plan listed under *Explore workflow opportunities and efficiencies* is “Investigate alternatives to SAM and credit card payment system to improve customer service for computer users.”

Our library consortium, TLN, offers group discounts and support for SAM, and a few years ago began offering them for a competing product as well. As of this writing there are 22 TLN libraries now using Envisionware. After investigating the available options, we would like to switch to Envisionware in February, when our SAM contract expires.

Benefits to YDL staff and patrons of the proposed switch to Envisionware:

- Other TLN libraries using it report very little need for tech support from Envisionware and an overall positive experience for patrons.
- Ongoing costs are lower than those for comparable services from SAM.
- With Envisionware’s print release functionality, we will at long last be able to offer wireless printing to our patrons. It will also allow patrons to send a print job to a library printer from home.
- With the current system, our public services staff must collect cash and coins from patrons who want to add small amounts of money to their library account for printing. For some time, our IT staff have been looking for a replacement for SmartPay, the website we use to collect credit card payments. If we switch to Envisionware, the kiosks recommended for purchase include cash and credit acceptance devices. These will be more convenient for patrons and reduce the amount of time staff spend explaining SmartPay and collecting funds. It will also eliminate direct cash handling of print funds by public service staff.
- Down the road we could transition to using Envisionware software to manage our RFID system as well, potentially saving money through consolidation.

There are two quotations attached, one for the Envisionware services we wish to contract for through TLN, and one for the kiosks and additional equipment that would give our public the added functionality described above. Information Technology Manager Scott Ostby will attend the meeting to answer any questions you may have and demonstrate an Envisionware kiosk.

TLN order/Envisionware Software	\$10,731.90
<u>Envisionware Self-Service Hardware</u>	<u>\$43,731.00</u>
Total.....	\$54,462.90

These expenses are included in the proposed FY2017-18 budget.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-30

November 29, 2017

RESOLUTION TO PURCHASE ENVISIONWARE SOFTWARE AND EQUIPMENT

Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, the Library's strategic plan identified replacement of the SAM time and print management system and SmartPay credit card acceptance website as goals to improve service and workflow efficiency, and

Whereas, the Library's Information Technology Manager reviewed options for replacement and recommends a switch to Envisionware, and

Whereas, TLN offers member discounts and group pricing for Envisionware software, and

Whereas, the attached quotes include equipment that will allow YDL to expand services by offering wireless printing and cash and credit card acceptance at kiosk stations, and

Whereas, 22 other TLN libraries are currently using Envisionware and vouch for the quality of the service and its ease of use for patrons, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Envisionware software and equipment described on the attached quotes be purchased for an amount not-to-exceed \$55,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Quotation

US-41943

10/25/2017

Bill To

Ypsilanti District Library
 5577 Whittaker Rd
 Ypsilanti MI 48197
 United States

TOTAL

\$43,731.00

Quote Expires: 1/23/2018

Partner 71007 SirsiDynix

Maintenance Expires

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	Dexter, John	
Quotation Title		Memo		
X11 Self Checkout Kiosk with Vending		Software License Unlimited for Self Checkout and all other EnvisionWare RFID		

Qty	Item / Description	Ship To	Unit Price	Amount
4	SSC-X11-KVT-U <i>X11 Vending Kiosk - w/ Terminal Mount</i> <i>21.5" Touch Screen Display</i> <i>Windows 10 Pro</i> <i>Integrated High Capacity Receipt Printer</i> <i>1D/2D Smartphone-ready barcode scanner</i> <i>DeskPad RFID Reader/Antenna</i> <i>Next Generation Vending Control System - Copy Payment-ready</i> <i>Coin Acceptor</i> <i>Bill Validator</i> <i>10 ft Ethernet Cable / 6 ft Power Cord</i> <i>Credit Card Terminal Mount</i> <i>Options:</i> <i>OneStop software, Express Lane or Express Check</i> <i>RFID Software Suite</i> <i>eCommerce Software</i> <i>Vending activation requires eCommerce Software, Print Release Terminal</i> <i>or</i> <i>Copy Payment ManagerX11 Kiosk Colors: Black w/ black glass</i>	Main	\$6,950.00	\$27,800.00

SUBTOTAL Items

\$27,800.00

SUBTOTAL for Items Above

Annual Maintenance Starting in Year 2 - \$695.00 per kiosk (\$5,560.00 total)



US-41943

Qty	Item / Description	Ship To	Unit Price	Amount
3	RFID Software Suite-ENT Site License (50) ENVISIONWARE RFID SOFTWARE SUITE ENTERPRISE SITE LICENSE - Tier 50 - 74 Buildings Provides integration with circulation clients, encoding, tag query, and RFID-enabling of ILS-specific self service circulation stations as well as control of the EnvisionWare Media Case Controller ** Integrates with Polaris Staff Client and Express Check using Polaris API ** Integrates with Ill Millirc and Express Lane using Item Status API ** Integrates with TLC Circulation Client, Amlib, Softlink, Horizon, Symphony, Unicorn, and Evergreen Circulation Client and other ILS circulation clients ++ RFID Reader Kit sold separately		\$1,500.00	\$4,500.00
3	SSC-OS SW-ENT Site License (50) ONESTOP SELF SERVICE CIRCULATION SOFTWARE SITE LICENSE FOR MULTI-BRANCH SYSTEMS - TIER 50 - 74 #ENTER Number of Buildings ** Check out, check in, and integrate of other optional self service solutions including fine payment, PC Reservation(R), print release, and library account management. ++ OPTIONS: On-screen Virtual Keyboard, EnvisionWare AIO Desktop, AIO Kiosk Hardware Packages, EnvisionWare Branch Manager (help requests and email receipts), eCommerce Self Service and EnvisionWare RFID Software Suite (for RFID implementations)		\$1,000.00	\$3,000.00
SUBTOTAL Items				\$7,500.00
SUBTOTAL for Items Above				
Annual Maintenance Starting in Year 2 - \$250.00 per building (\$750.00 total).				
4	ECS-SelfServ T915-Y SUBSCRIPTION (Annual) PAYware GATEWAY Transactions, Interface, and TERMINAL for unlimited transactions / month for 12 months on POINT platform ** Subscription term: 3 year commitment. Full balance of term payable for early termination. ** ** Lead Time: 10 weeks	Main	\$504.00	\$2,016.00
SUBTOTAL Items				\$2,016.00
SUBTOTAL for Items Above				
Annual fee \$504 per terminal (\$4,032 total)				



Qty	Item / Description	Ship To	Unit Price	Amount
3	PS-PM-BLDG ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$1,000.00	\$3,000.00
1	PS-EXPFF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$975.00	\$975.00
2	PS-EXPFF-U Additional Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.		\$250.00	\$500.00
SUBTOTAL Services				\$4,475.00
SUBTOTAL for onsite EnvisionWare Professional Services to install kiosks at 3 buildings.				

Freight charges are estimated.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Subtotal	\$41,791.00
Freight	\$1,940.00
Total Tax	\$0.00

PST-CA only

Total	\$43,731.00
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Bill To

Angie Michelini
 The Library Network
 41365 Vincent Court
 Novi MI 48375
 United States

TOTAL

\$10,731.90

Quote Expires: 01/04/2018

Maintenance Expires **12/31/2017**

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	McCabe, John	12/31/2017

Quotation Title	Memo
Ypsilanti / ES / 3 bldgs. / 100 clients / MPS / ECS Self Serve Web / TLN	

Qty	Item / Description	Ship To	Unit Price	Amount
3	ES-ENT Building Bundle [Additional] <i>ENVISIONWARE SUITE ADDITIONAL BUILDING BUNDLE - Time and Print Management Suite - Incorporates PC Reservation and LPT:One Building Bundles for additional buildings in your system after the first.</i>		\$695.00	\$2,085.00
100	ES-ENT Client Bundle (750) <i>ENVISIONWARE SUITE CLIENT PACKAGE - TIER 750 and Up Time and Print Management client software for installation on for public computers.</i>		\$21.60	\$2,160.00
3	ECS-SelfServ Bldg [Addl] <i>ENVISIONWARE ECOMMERCE SERVICES SELF SERVICE WEB AND TERMINAL SYSTEM [Additional Building] For libraries with more than 1 building add 1 license per building after the first. (There is a maximum of 14 additional buildings/15 total). +Card Terminals optional</i>		\$695.00	\$2,085.00
SUBTOTAL EnvisionWare Software <i>SUBTOTAL for EnvisionWare Software</i>				\$6,330.00
Discount: *EnvisionWare Products or Services <i>DISCOUNT for EnvisionWare Products or Services: TLN Discount: \$6,330 x 15% = \$949.50</i>				(\$949.50)
Subtotal				\$5,380.50

Description

AAM will be provided by TLN

1	ECS-SelfServ PW-WEB-Y <i>SUBSCRIPTION (Annual) WEB-based PAYware Connect Gateway with Secure Payment Page . 1000 transactions per month. **For each transaction over 1000, there will be a \$0.05 charge**ECS PWC Web Only Processors: SINGLE MID: Processor Not Listed</i>		\$176.40	\$176.40
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Qty	Item / Description	Ship To	Unit Price	Amount
Description				
8 VeriFone MX 915 terminals are on X-11 Quote from John Dexter.				
3	LPT-MPS-1YR-U SUBSCRIPTION (1-Year Prepaid) MobilePrint Service(tm) - Print from virtually any patron device via App, Email or Custom Web Portal. Pick up at LPT:One Print Release Terminals. No additional hardware required. - Licensed by the number of Buildings or Job Queue Engines, whichever is greater. ++ REQUIRES LPT:One EnvisionWare Print Management v4.9+		\$725.00	\$2,175.00
3	PS-PM-BLDG ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$1,000.00	\$3,000.00

Freight charges are estimated.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Subtotal \$10,731.90

Freight \$0.00

Total Tax \$0.00

PST-CA only

Total **\$10,731.90**



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/22/17
Re: Consideration of millage consultants

As discussed, timing is really crucial for our millage plan to succeed. November 2018 is the best opportunity we will have to secure additional operating monies before our fund balance is too depleted to construct a new Superior branch. Should this attempt fail, we would need to cut services and/or hours and try for a more modest operating proposal later. We would lose our shot at paying for the building with fund balance.

Nothing can guarantee success, but I believe engaging a consultant to help with organization, messaging and strategy is a wise investment. I earmarked \$15,000 in the 2018 Professional and Contractual services account of the budget for this purpose. After much research and thought, I propose a two-track approach, working with both Library Marketing Group and EveryLibrary.

For both of my past successful millage requests I worked with Polly Koenigsnecht of Library Marketing Group. Through those efforts, Polly and I built a solid relationship that works, and we know each other's methods very well. My strong preference is to team up with her again. Polly moved to Colorado in 2016 to be near her family, but continues to work with several Michigan libraries. She prepared a proposal for working with YDL long distance on our campaign (attached).

Because I wasn't sure of Polly's availability initially, I sought recommendations for other consultants. The most prevalent suggestion came from library directors who had worked with a national 501(c)4 called EveryLibrary. After speaking at length with a couple of my colleagues, I reached out to EveryLibrary to learn more. They work to build support for libraries nationally, with financial backing from some larger library vendors and individual donors. They are highly visible on social media, so you may have heard of them. I'm told their Executive Director is a very charismatic speaker who is excellent at explaining various groups' roles (Board, staff, Friends, advocates) and energizing everyone for the work ahead. This is one of a few key items Polly can't do from afar.

EveryLibrary also offers "digital support," meaning they will connect us with local people who have either signed one of their petitions or made donations to their effort. This could prove extremely valuable in identifying volunteers and donors for a citizens' committee.

If EveryLibrary takes on a library's campaign, they will help for free. The only thing YDL would need to pay for would be travel expenses when we want them to visit. They work on multiple campaigns nationwide simultaneously, so I am not certain how much individualized attention we could expect from them as Election Day neared.

I believe EveryLibrary will expand our resources while Library Marketing Group will provide a laser focus on our specific needs. The attached motion authorizes me to engage Library Marketing Group and to work with EveryLibrary to supplement activities on the ground during the campaign. Both consultants agree this sounds like a workable approach. We would begin planning immediately.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-31

November 29, 2017

RESOLUTION TO ENGAGE LIBRARY MARKETING GROUP AND
EVERYLIBRARY

Whereas, the Ypsilanti District Library's Board of Trustees unanimously voted to place a request for additional operating funds on the November 2018 ballot, and

Whereas, the Library wishes to provide a robust public education campaign on the issue, and

Whereas, millage consultants bring experience in developing strategic communications and help mobilize advocates, and

Whereas, Library Marketing Group prepared a proposal for strategic communications and ballot question services, and

Whereas, the Library Director recommends working in tandem with Library Marketing Group and EveryLibrary, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD accepts the proposal of Library Marketing Group for strategic communications and ballot question services and approves spending a combined total of \$15,000 on consultants to assist with millage planning.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Strategic Communications and Ballot Question Services

November 2017

Polly Koenigsknecht

The Library Marketing Group

347 Lamprecht Drive • Carbondale, Colorado 81623

(248) 266-5800 • koenigcomm@comcast.net

The Library Marketing Group

EXECUTIVE SUMMARY

The Ypsilanti District Library Board voted to place a question on the November 2018 general ballot requesting .7 mill for 12 years. If approved, this will allow the library to construct and operate a new YDL facility in Superior Township and undertake capital projects for other library facilities.

The Library Board wants to provide residents within its service area with facts about the ballot proposal so voters can make an informed decision about the question. The library's informational campaign would:

- Reinforce the position of the Ypsilanti District Library as a vital community resource and partner, and communicate messages about the library's relevance and value.
- Explain the financial impact of the ballot request to residents in the three municipalities. This includes educating property owners in the City of Ypsilanti and Ypsilanti Township about the .89 mill that expires in 2019 (last collected in 2018), which will lower the amount they pay in library taxes even if the .7 mill is approved.
- Present information about how a successful library ballot request will benefit residents in the three municipalities served by the Ypsilanti District Library.

SCOPE OF SERVICES

The Library Marketing Group can provide the following assistance as the Ypsilanti District Library prepares to place a proposal on the November 2018 ballot.

Develop and Implement a Strategic Communications Action Plan

- Review voter participation and patterns from previous general elections and explore the level of support for a 2018 ballot proposal for the library.
- Consult with the Ypsilanti District Library Director, and others as designated, to develop a Strategic Communications Action Plan for the ballot proposal.
- Determine strategies, messages, talking points, tactics and communication vehicles.
- Develop a master calendar and a timeline for all activities.

Monitor the implementation of the Strategic Communications Action Plan, recommend adjustments as needed and suggest additional activities as opportunities arise.

Advise the Library Director and others about the strategic communications plan and issues related to the ballot proposal.

DELIVERABLES

A comprehensive Strategic Communications Action Plan that includes:

- Core messages.
- A list of audiences to target and the messages for each audience.
- Strategies for communicating messages, including print, digital, traditional and social media, and face-to-face communication. Strategies will target poll and absentee voters.
- Communication tactics to use and actions to undertake, which may include in-library displays and presentations, and outreach activities such as direct mail, email updates to community leaders, communication with library advocates, presentations to community groups, an online presence, e-newsletters, publicity/media relations and social media.
- A master calendar and implementation timeline.

A comprehensive set of Talking Points for Library Board members and library staff.

Answers to Frequently Asked Questions for the general public. The FAQ document will address questions that are often difficult to answer, including are public libraries still relevant in our increasingly digital world.

Strategies for mobilizing advocates to speak on behalf of the Ypsilanti District Library and the ballot proposal and **strategies for seeking endorsements or letters of support** from elected boards and community organizations in the library's service area.

A list of print materials to develop, an outline of their content and recommended text.

Suggested content for the YDL website and **suggested uses of social media**.

Consultation with and advice for the Library Director about the strategic communications plan, issues related to educating the public about the ballot proposal and how to build support for a successful outcome.

TERMS

The services described here are estimated to require between 120 and 160 hours of consulting time, beginning in January 2018 and extending through November 6, 2018. Time is charged at an hourly rate of \$80. If the scope of the project is altered, the number of hours required will be adjusted accordingly. The Library Board may request a "not-not-exceed" number of hours be specified as part of the terms. The Library Marketing Group will bill monthly for services rendered and provide an accounting of hours billed to the Library Director.

The Library Marketing Group

Library Marketing Group Capabilities

The Library Marketing Group is a strategic communications firm that works with public libraries to improve the effectiveness of their communication, strengthen the relationship with their publics and increase the level of support they receive from their service population. We work with libraries to:

- Develop communication strategies that support short-term goals or long-range plans; gather input from constituents and stakeholders to assist with decision-making and planning.
- Articulate messages and develop strategies, tactics, materials and media to effectively communicate these messages to a library's service population. Messages may support advocacy efforts, marketing or community engagement goals, or strategic initiatives.
- Write and produce print materials and digital communication needed to support advocacy, marketing or community engagement goals.

Summary of Public Library Experience

- **1997 – present:** Developed the strategy, messages, action plans and/or materials for 31 library ballot proposals in Michigan, Illinois or Indiana for operating funds, a bond or other ballot measure; 20 passed. Worked both with libraries and citizens groups advocating for libraries.
- **Ongoing: Work for the West Bloomfield Township (MI) Public Library on a monthly basis** to plan and implement communications initiatives and activities, develop and produce print materials and e-newsletters, and manage special projects. **Co-authored the West Bloomfield Township Public Library's 2010 nomination** for the Institute for Museum and Library Services National Medal for Museum and Library Service. **Coordinated publicity** after WBTPL was named a recipient of the National Medal.
- **Consulted with the Public Library Association and the Association for Library Service to Children** in 2010 and 2011 on the second edition of Every Child Ready to Read® (ECRR), an early literacy initiative. Edited, designed and produced the ECRR 2nd Edition Manual, PowerPoint training presentations and related materials, parent handouts and PR materials.
- **Developed an online public relations kit** for the Public Library Association and the Association for Library Service to Children in 2007 that libraries nationwide can use to promote the Every Child Ready to Read® early literacy initiative in their community.
- **Served on the Public Library Association's "@ your library Task Force"** in 2006-2007, which developed a Public Library Advocacy Toolkit that was made available in print and electronically for public libraries nationwide.

- ***Edited, designed and produced materials*** in 2004-2005 for the first edition of the Every Child Ready to Read® early literacy initiative from the Public Library Association and the Association for Library Service to Children.
- ***Worked with the following libraries on strategic communications plans, community engagement activities, or telephone surveys or focus groups related to strategic planning*** between 2000 and 2015: Bloomfield Township (MI) Public Library, Brookfield (IL) Public Library, Clinton-Macomb (MI) Public Library, Johnson County (IN) Public Library, Milford (MI) District Library, Novi (MI) Public Library, Schaumburg Township (IL) District Library, Redford Township (MI) District Library, Southfield (MI) Public Library and Warren (MI) Public Library.
- ***Was a presenter or co-presenter*** at 20 workshops between 1998 and 2016 about library advocacy, marketing or successful library referendums.
- ***Wrote and produced materials***, on the behalf of library clients, that were recipients of a ***Best of Show Award*** from the **American Library Association**, including *Counting the Days 'til Kindergarten* early literacy calendar; Informational materials for the West Bloomfield Township Public Library's August 2010 ballot proposal; *Guide to Library Services* brochure; *Whiz Kids Quick Guides* for parents about literacy topics; *60 of the Best Books for Babies* parent guide and poster; *The Dog Ate My Homework* brochure outlining homework resources; and *Go Beyond Books* calendar of services and resource guide. Also wrote and designed materials that were awarded a ***John Cotton Dana Public Relations Award*** from the American Library Association.



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What We Do

Our Library Communities – EveryLibrary History

Any library ballot initiative

EveryLibrary is the first organization dedicated to building voter support for libraries. We are chartered “to promote public, school, and college libraries, including by advocating in support of public funding for libraries and building public awareness of public funding initiatives”. Our primary work is to support local public libraries when they have a referendum or measure on the ballot. We do this in three ways: by training library staff, trustees, and volunteers to plan and run effective Information Only campaigns; by assisting local Vote Yes committees on planning and executing Get Out the Vote work for their library’s measure; and by speaking directly to the public about the value and relevance of libraries and librarians. Our focus on activating voters on Election Day is unique in the library advocacy ecosystem. This is reflected in the training and coaching we do for campaigns.

In each election cycle, tens of millions of dollars are at stake for libraries. From bonding for new or remodeled building projects to changing millages, levies, or taxes that impact staffing, collections, programs, and services, libraries are on the ballot. EveryLibrary helps libraries:

- Assist libraries in both the pre-filing and campaign stages of an initiative.
- Provide strategic consulting services, voter segmentation advice, and assistance in developing ballot language.
- Conduct feasibility studies and assist in setting up a local committee or PAC.
- Develop a fundraising strategy for your local committee or PAC.
- Train volunteers in voter education and get-out-the-vote techniques.

During the run of a campaign, EveryLibrary:

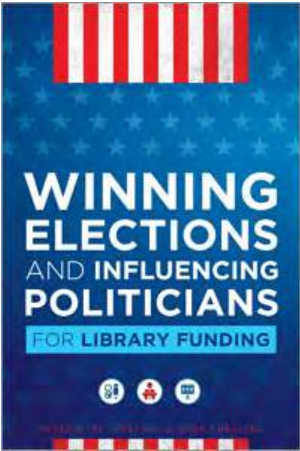
- Continue technical and capacity-building consultancy.
- Provide direct financial support to the local committee or PAC in seed-stage or sustaining levels of support.
- Conduct direct voter education and get-out-the-vote efforts.

In each campaign, EveryLibrary will engage with the local library community to determine our best level and type of involvement. We work best for you when we work with you. Help make sure every type of library is supported at the ballot box.

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Buy the Book!



To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/17/17

Re: Appointment of Superior Building Committee members

The Board's By-Laws state: *Special Committees may be appointed at the discretion of the Board President. The President shall provide specific purposes, duties and assignments to each Special Committee. The Special Committee shall be considered discharged upon completion of its assignment and a final report to the Board.*

At the October meeting the Board voted to engage Daniels Zermack Architects to develop conceptual plans for a new library branch in Superior Township. This work will begin with the start of the new fiscal year in December.

As discussed, I would like to ask the Board President to appoint a Superior Building Committee, to be made up of Trustees interested in working with Superior Township officials on details regarding this potential future construction on Township land. Library staff integral to the project will also serve on this committee.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/17/17
Re: Scheduling of 2018 Annual Meeting

According to the Board's By-Laws, *the Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.* One of those organizational matters is setting the schedule of regular meetings for the year. The November 29, 2017 meeting is the last meeting date that has been approved.

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 24, 2018. Is this acceptable to everyone?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-32

November 29, 2017

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2018

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2018 shall be held at 6:30 p.m. on Wednesday, January 24th.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/13/17
Re: State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2018.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2017-33

November 29, 2017

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH
CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2017, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: