

Ypsilanti District Library

# Board of Trustees

2016 Information Packet



Thursday,  
Sep 22, 6:30 pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, September 22, 2016 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

AGENDA ITEM						Information	Discussion	Action	
<b>Call to Order</b>									
<b>*Roll Call</b>	John Barr	<input type="radio"/>	Kay Williams	<input type="radio"/>	O. Jean Winborn	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>
	Brian Steimel	<input type="radio"/>	Kimberly Grover	<input type="radio"/>	Courtney Geil	<input type="radio"/>			
	Mike Randall	<input type="radio"/>							
<b>Approval of the Agenda</b>						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	
<b>Public Comment</b>						<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Introduction of New Staff</b>						<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Presentation: Judith Thomson-Torosian, MML insurance representative</b>						<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Consent Agenda</b>						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	
A. Proposed Minutes from August 25, 2016 Regular Meeting									
B. August 2016 Financials									
<b>Communication</b>									
A. Official Correspondence (Public)						<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Ideas, Opportunities, Trends (Board)						<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Committee Reports</b>									
A. Finance Committee						<input type="text"/>	<input type="text"/>		
B. Personnel Committee						<input type="text"/>	<input type="text"/>		
C. Policy Committee						<input checked="" type="text"/>	<input type="text"/>		
D. Facilities Committee						<input type="text"/>	<input type="text"/>		
E. FOL Library Report						<input type="text"/>	<input type="text"/>		
F. YDL Board/Friends Fund Development						<input type="text"/>	<input type="text"/>		
G. Strategic Planning Committee						<input checked="" type="text"/>	<input type="text"/>		
H. Grants for Superior Township						<input checked="" type="text"/>	<input type="text"/>		
<b>Director’s Report</b>									
A. Operational Update						<input checked="" type="text"/>			
B. Performance Indicators						<input checked="" type="text"/>			
C. Departmental Reports						<input checked="" type="text"/>			
D. Significant Library News						<input checked="" type="text"/>			
<b>Old Business</b>									
<b>New Business</b>									
A. Request for Capital Asset Replacement funds for HVAC improvements – Jim Reed						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	
B. Consideration of a resolution in support of the Regional Transit Authority (RTA) ballot proposal – Gillian Ream-Gainsley						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	
C. Consideration of adopting a Piano Policy						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	
<b>Board Member Comments</b>						<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	
<b>Adjournment</b>						<input checked="" type="text"/>	<input checked="" type="text"/>	<input checked="" type="text"/>	

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, August 25, 2016

Unapproved

**CALL TO ORDER**

President John Barr called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: John Barr, Brian Steimel, Kay Williams, Courtney Geil, and Kimberly Grover

Trustees Absent: Mike Randall, Jean Winborn

Also present: Director Lisa Hoenig, Business Office Manager Diane Schrag, Head of Outreach Services Mary Garboden, YDL new staff Greta Kaempf and Liz Pitcher, Washtenaw Literacy Director Amy Goodman, and community members Heidi Trudell and Alice Elliott.

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

Alice Elliott, 209 S. Grover St - # B309. Ypsilanti 48198 and Heidi Trudell, 520 Fairview Circle, Ypsilanti 48197 addressed the Board on behalf of "Washtenaw Safe Passage". YDL – Whittaker Road will be monitored daily for dead or injured birds.

**INTRODUCTION OF NEW YDL STAFF**

Director Hoenig and Mary Garboden introduced the following new staff members:

- Greta Kaempf, .50 FTE YDL – Outreach Services paraprofessional, June 30, 2016.
- Liz Pitcher, .50 FTE YDL – Youth Services Librarian, Feb 16, 2016

**PRESENTATION**

Director Hoenig introduced Amy Goodman, Director of Washtenaw Literacy. Amy prepared and distributed a detailed "overview" of the organization, including Mission, organization, statistics [Annual Program Census], and funding.

**CONSENT AGENDA**

Trustee Geil moved to approve the July 31, 2016 Financial report. Trustee Williams supported this motion.

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

Nays: None

Motion passed.

Trustee Williams moved to approve the July 26, 2016 Minutes with correction of the "Vote" eliminating Grover and adding Winborn. Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATIONS**

Memo, "Trustee Alliance Fall Workshop"; Friday, October 14th, 2016 at the Kalamazoo Public Library – Central Branch. Special Guest Speaker, Josie Parker

**COMMITTEE REPORTS**

- Finance Committee Meeting: No Report
- Personnel Committee: Trustee Steimel reported on Aug 3, 2016 committee meeting, MERS recommendation.
- Policy Committee: No Report
- Facilities Committee: No report
- FOL Library Report Aug 22, 2016, Assistant Director Julianne Smith reported on the following:
  - Requesting donations of CD's
  - Fall Sale scheduled for September 22-25, 2016
  - Holiday Sale scheduled for November 19, 2016
- Fund Development: No report
- Strategic Planning: Director Hoenig reported:
  - Executive Interviews are ongoing, September 15<sup>th</sup> is deadline for completion.
  - 10 of the 29 scheduled interviews completed.
  - Phone Survey final draft approved.
- Grants for Superior Township: No report.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Harriet Tubman statue restored
- Street Light installation progressing. Township of Ypsilanti expected to approve installation invoice on September 20<sup>th</sup>, 2016.
- Campbell Preventative Maintenance Agreement accepted, effective 9-1-2016
- State Aid and Penal Fine revenue received over budgeted amounts.
  - State Aid, budget \$48K, received \$54,258
  - Penal Fines, budget \$120K, received \$140,866
- RFP issued for new "Café Operator", deadline September 8, 2016
- "Noise Permit" reminder, Saturday, August 27, 2016 at Heritage Festival
- Harwood Interviews on-going
- Received \$51.00 from Arbor Brewing Company Dining for Dollars
- Planning Dining for Dollars at Aubree's in October.

**OLD BUSINESS**

**NEW BUSINESS**

- Resolution to Adopt a MERS Defined Contribution Plan [2016-19]

Trustee Steimel moved resolution 2016-19 to adopt MERS Defined Contribution Plan as presented in the packet. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

- Resolution to Adopt a MERS Supplemental 457 Plan [2016-20]

Trustee Grover moved resolution 2016-20 to adopt a MERS Supplemental 457 Plan as presented in packet. Trustee Geil seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library  
Board of Trustees  
Minutes, August 25, 2016

Unapproved

▪ Resolution to Transfer all MetLife Retirement Funds not Subject to Surrender Fees to MERS [2016-21]  
Trustee Williams moved resolution 2016-21 to transfer all MetLife Retirement funds not subject to surrender fees to MERS. Trustee Steimel seconded this motion.

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

Nays: None

Motion passed.

**BOARD MEMBER COMMENTS**

Trustee	Comment
Courtney	No comment
Jean	Absent
Brian	Reported colleague's comments after a move from Ann Arbor to Ypsilanti Township. His family was favorable impressed with YDL compared to AADL in regard to services, resources, and facilities.
Kay	No comment
Kimberly	No comment
John	Ypsilanti is best kept secret in Michigan. Heritage Festival reminder. Sunday morning Rotary Pancake Breakfast reminder. Adult illiteracy is hidden, excuses of forgotten glasses to cover up emphasizes the importance of the Literacy – Library partnership.
Mike	Absent
Lisa	"Back-Stage Pass" opening

**Adjournment**

Trustee Williams moved to adjourn at 7:35 p.m. Trustee Geil supported this motion.

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

Meeting Adjourned

# Financial Report

**Ypsilanti District Library  
Balance Sheet  
August 31, 2016  
General Fund**

	<b>FY 2010-11 ACTUAL</b>	<b>FY 2011-12 ACTUAL</b>	<b>FY 2012-13 ACTUAL</b>	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FYTD 08/31/2016</b>
<b>Assets:</b>						
Cash: Checking	521,759	324,329	96,479	558,972	343,352	400,192
Savings	1,595,775	2,643,540	2,687,541	2,593,271	2,276,388	2,169,669
CD's	1,000,000	-	-	-	-	-
Stocks	18,738	23,549	39,893	-	-	-
Memorials	6,399	6,400	6,400	6,401	6,402	6,402
Operational Cash	356	356	356	356	356	356
Total Cash	3,143,028	2,998,174	2,830,669	3,159,000	2,626,498	2,576,620
Receivables & Other assets	42,436	29,785	39,881	49,271	37,821	35,521
Total Assets	<b>3,185,464</b>	<b>3,027,959</b>	<b>2,870,550</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,612,140</b>
<b>Liabilities</b>	402,309	490,554	314,330	804,393	425,334	266,037
<b>Composition of Fund Balance</b>						
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						(349)
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	760,904	674,111	428,362	447,178	294,835	629,942
Current YTD	(86,793)	(245,749)	18,815	(152,342)	(164,893)	107,119
Total Fund Balance	2,783,155	2,537,405	2,556,221	2,403,879	2,238,985	2,346,104
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,185,464</b>	<b>3,027,959</b>	<b>2,870,550</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,612,140</b>



**Ypsilanti District Library**  
**For the Period Ending 8/31/16 (75% of Year)**  
**General Fund**

ACCT #	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	FY 15-16 amended Budget	YTD 08/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,678,116	3,732,711	3,656,370	3,672,512	3,605,660	3,605,660	2,768,248	837,412	76.8%
<b>Expenditures</b>									
Dept 100 Administrative	1,896,636	1,788,056	1,828,042	1,944,424	1,907,986	1,900,224	1,291,754	608,470	68.0%
Dept 200 Michigan Ave.	499,324	500,988	492,553	493,186	475,572	531,867	390,857	141,010	73.5%
Dept 300 Outreach/bookmobile I & II	84,150	70,001	68,968	81,693	81,747	88,203	57,562	30,641	65.3%
Dept 400 Outreach/Superior Township	186,943	166,268	169,585	152,911	140,284	136,539	113,331	23,208	83.0%
Dept 500 Whittaker Rd	1,192,073	1,114,841	1,157,673	1,080,790	1,144,342	1,121,620	764,675	356,945	68.2%
Dept 600 Donations	64,739	63,090	78,243	65,395	-	-	24,371	(24,371)	NA
Dept 700 Grants	-	10,821	13,647	19,007	-	-	18,927	(18,927)	
Total	3,923,865	3,714,065	3,808,712	3,837,406	3,749,931	3,778,453	2,661,478	1,116,975	70.4%
Net Revenue Over Expenditures	(245,749)	18,645	(152,342)	(164,893)	(144,271)	(172,793)	106,770		
Sale of Assets		170	-	-			349		
Fund balance - beginning of period	2,783,154	2,537,406	2,556,221	2,403,879	2,238,986	2,238,986	2,238,986		
Fund Balance - end of period	2,537,406	2,556,221	2,403,879	2,238,986	2,094,715	2,066,193	2,346,104		

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>									
403.000	Superior Township Tax Levy	582,341.76	598,454.74	583,575.23	581,433.92	597,215.00	597,215.00	492,396.33	82.4%
425.000	City of Ypsilanti Tax Levy	513,880.42	555,550.45	531,190.28	540,084.92	527,528.00	527,528.00	176,654.12	33.5%
440.000	Ypsilanti Township Tax Levy	2,233,493.67	2,169,739.75	2,101,347.40	2,117,703.51	2,154,715.00	2,154,715.00	1,718,987.91	79.8%
425.050	City Revenue Sharing	229.71	-	-	-	-	-	-	NA
443.000	State Aid Direct	18,546.84	20,677.78	24,230.06	24,195.70	24,000.00	24,000.00	26,949.28	112.3%
447.000	State Aid Indirect	18,612.56	20,730.56	24,673.64	24,662.52	24,000.00	24,000.00	27,309.06	113.8%
448.000	State Aide Supplemental	-	-	-	-	-	-	-	NA
657.000	Fines/Misc.	83,605.03	86,436.22	96,648.22	84,786.06	89,000.00	89,000.00	64,479.15	72.4%
657.100	Smart Cards - Printing & Copies	30,289.48	37,426.43	42,914.93	43,954.71	40,000.00	40,000.00	33,935.50	84.8%
657.600	Guest Pass	-	5,291.20	3,757.70	2,777.15	3,000.00	3,000.00	2,410.00	80.3%
661.000	Penal Fines County	98,982.40	130,046.40	118,392.02	138,457.71	120,000.00	120,000.00	140,886.41	117.4%
662.000	Coffee shop rent	2,100.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	3,150.00	75.0%
662.100	Community room rentals	1,525.00	2,550.00	2,000.00	2,150.00	2,000.00	2,000.00	200.00	10.0%
679.000	Donations/Misc.	543.57	4,213.43	3,547.32	1,923.49	2,525.00	2,525.00	686.54	27.2%
681.080	Donations/Memorials	150.00	-	-	435.00	1,515.00	1,515.00	-	0.0%
687.000	Interest/Checking	1,431.35	794.04	986.84	911.29	950.00	950.00	695.97	73.3%
687.010	Interest/Savings	6,752.27	7,161.38	6,675.44	5,793.17	5,000.00	5,000.00	3,778.54	75.6%
687.020	Interest/CD's	5,363.30	-	-	-	-	-	-	NA
687.050	Interest/Reaume	-	-	-	-	-	-	-	NA
687.060	Interest/Yoder	78.68	60.81	10.55	7.95	10.00	10.00	7.97	79.7%
687.070	Interest/Yates Memorial	1.18	0.68	0.67	0.67	2.00	2.00	0.51	25.5%
689.000	American Century Value Change	4,810.26	5,128.87	-	-	-	-	-	NA
689.000	Dividends-MML	8,381.00	6,882.00	7,441.00	7,169.00	7,000.00	7,000.00	6,646.00	94.9%
690.000	Dividends-Endowmnt	-	-	2,121.45	4,197.89	3,000.00	3,000.00	5,210.28	173.7%
	Transfer from Improvement Fund	-	-	-	-	-	-	-	NA
<b>Total Revenue</b>		<b>3,611,118.48</b>	<b>3,655,344.74</b>	<b>3,553,712.75</b>	<b>3,584,844.66</b>	<b>3,605,660.00</b>	<b>3,605,660.00</b>	<b>2,704,383.57</b>	<b>75.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>									
<b>Dept 100 Administrative</b>									
702.000	Salary Wages	619,602.25	599,555.39	618,927.96	643,204.88	629,259.00	624,117.00	463,649.23	74.3%
702.050	Board Stipend	-	-	-	-	-	-	-	NA
702.100	Professional/Accounting	9,040.00	6,100.00	5,920.00	6,000.00	7,500.00	7,500.00	3,800.00	50.7%
702.150	Bank Fees	1,831.21	2,192.51	2,716.73	2,806.41	2,888.00	2,888.00	2,549.75	88.3%
702.180	Reversed Receivables	-	-	-	-	-	-	-	NA
702.900	Salary/Subs	3,075.92	6,415.27	9,830.36	6,935.11	9,250.00	9,250.00	6,477.89	70.0%
705.000	Employee Recognition Awards	153.00	482.25	-	-	1,000.00	1,000.00	-	0.0%
710.000	Paychex Payroll Service	5,087.83	3,810.26	5,202.42	5,456.17	6,365.00	6,365.00	4,599.51	72.3%
715.000	Employer Payroll Tax	145,211.90	140,540.69	139,100.15	143,619.05	141,852.00	144,885.00	107,642.30	74.3%
715.100	ACA Taxes Paid by employer	-	-	10,786.58	10,880.07	11,650.00	11,040.00	178.64	1.6%
718.000	Met Life 403b	84,223.45	84,371.95	80,540.10	86,097.49	90,739.00	91,317.00	56,277.82	61.6%
727.000	Office Supplies	29,144.57	22,179.96	29,865.78	30,307.16	28,840.00	28,840.00	18,519.89	64.2%
727.200	Supplies-Facility	23,177.49	21,802.83	28,552.22	22,917.37	23,000.00	23,000.00	16,063.83	69.8%
752.000	MML/Building Insurance	52,433.00	50,557.00	52,486.00	53,670.00	54,207.00	55,342.00	55,342.00	100.0%
753.000	MML/Workers Comp	9,102.00	6,688.00	6,585.00	9,687.00	8,739.00	8,739.00	6,996.00	80.1%
754.000	HMO Insurance	346,921.57	341,769.79	348,934.06	377,702.35	339,090.00	332,334.00	245,970.63	74.0%
756.000	Delta Dental	38,194.92	35,208.25	38,405.57	38,221.95	38,661.00	38,661.00	29,884.77	77.3%
757.000	Employee Assistance Program	742.00	742.00	356.40	871.20	1,400.00	1,400.00	690.36	49.3%
758.000	UNUM Life Insurance	3,151.20	3,109.60	3,419.20	4,098.50	4,227.00	4,227.00	3,469.20	82.1%
759.000	Vision Service Plan	11,390.62	11,266.73	9,784.04	9,672.10	8,566.00	8,566.00	6,371.74	74.4%
762.000	UNUM STD/LTD (Disability Insurance)	9,643.56	9,517.99	9,411.05	9,222.06	9,341.00	9,341.00	7,710.47	82.5%
769.000	Printing & Publishing	9,690.70	7,008.55	10,897.28	6,183.73	5,250.00	5,250.00	5,095.00	97.0%
769.050	Classified Advertising	148.00	-	-	-	400.00	400.00	-	0.0%
774.000	Data Bases	50,731.21	34,399.85	34,343.00	34,668.15	40,217.00	40,217.00	22,830.49	56.8%
774.050	Ebooks/Eaudio	10,286.00	10,500.00	12,860.75	16,093.36	16,200.00	16,200.00	5,380.73	33.2%
774.100	System Wide DVDs	-	-	-	4,883.98	6,000.00	6,000.00	6,024.47	100.4%
774.990	All Materials Processing	-	-	-	25,311.03	25,100.00	25,100.00	17,223.26	68.6%
801.000	Major Events	9,809.73	4,789.44	9,556.72	6,089.82	8,000.00	8,000.00	7,530.83	94.1%
801.500	Learning Never Gets Old	-	-	-	-	2,000.00	2,000.00	1,418.55	70.9%
802.000	Mileage/Travel Reimbursement	1,946.02	1,805.14	2,971.82	858.23	3,000.00	3,000.00	1,186.59	39.6%
804.000	Workshops/Training	1,560.84	1,188.00	1,713.02	1,327.25	2,000.00	2,000.00	678.59	33.9%
805.000	Memberships & Dues	4,857.50	5,397.50	4,699.26	4,943.50	5,050.00	5,050.00	4,501.14	89.1%
810.000	Capital Outlay - Buildings	8,612.21	9,318.95	3,364.14	8,814.00	5,000.00	5,000.00	525.00	10.5%
810.100	Capital Outlay - Improvements	-	-	-	32,063.00	-	-	-	NA
812.000	Capital Outlay - Furnishings	5,592.55	5,000.00	465.09	393.85	5,000.00	5,000.00	3,777.56	75.6%
850.000	Automation - Technology	293,880.65	231,487.39	214,345.94	226,119.41	225,000.00	225,000.00	101,712.55	45.2%
880.000	Miscellaneous & Refunds	-	-	-	-	-	-	-	NA
890.000	The Library Network	3,800.00	3,885.95	15,227.31	14,278.98	16,000.00	16,000.00	-	0.0%
928.000	Postage	9,806.35	8,789.72	10,823.79	10,484.54	12,000.00	12,000.00	8,077.45	67.3%
965.000	Auditing Service	11,050.00	11,050.00	11,050.00	11,400.00	12,000.00	12,000.00	11,800.00	98.3%
975.000	Legal	7,937.95	5,774.00	5,503.30	15,602.20	6,000.00	6,000.00	5,073.50	84.6%
980.000	Professional/Contractual	31,870.47	33,941.02	33,334.85	24,087.81	53,075.00	53,075.00	37,689.95	71.0%
981.100	Library Director Search expense	-	-	-	2,244.47	-	-	-	NA
981.500	Lost Book Expense	-	1,651.78	24,480.23	14,027.60	18,120.00	18,120.00	9,061.89	50.0%
982.000	MTT Charge Back City	9,515.17	4,929.69	4,613.90	11,242.58	15,000.00	15,000.00	1,911.42	12.7%
983.000	MTT Charge Back TWP	27,126.69	31,728.50	26,162.74	4,677.94	10,000.00	10,000.00	3,901.53	39.0%
983.100	MTT Charge Back-Superior Twp	6,287.83	422.52	805.57	-	1,000.00	1,000.00	159.38	15.9%
984.050	Contributions/Endowment	-	28,677.56	-	-	-	-	-	NA
<b>Total</b>		<b>1,896,636.36</b>	<b>1,788,056.03</b>	<b>1,828,042.33</b>	<b>1,944,423.90</b>	<b>1,907,986.00</b>	<b>1,900,224.00</b>	<b>1,291,753.91</b>	<b>68.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>									
702.000	Salaries	330,908.32	343,493.77	324,243.68	344,894.22	322,014.00	378,309.00	289,318.14	76.5%
702.800	Salaries-Pages	8,067.35	6,565.60	7,530.56	7,467.76	6,500.00	6,500.00	5,124.69	78.8%
771.000	Adult Books & Processing	36,330.50	28,681.78	31,909.25	31,040.31	32,500.00	32,500.00	19,424.88	59.8%
772.000	Youth Books & Processing	21,909.65	15,574.15	18,946.64	17,943.21	19,400.00	19,400.00	11,245.85	58.0%
772.050	Reaume Memorial Books								NA
772.055	Yates Memorial Books								NA
776.000	Periodicals - Adult	3,311.63	3,929.21	4,650.66	4,021.27	4,100.00	4,100.00	4,009.60	97.8%
776.050	Periodicals - Youth	1,010.05	719.00	350.70	304.95	310.00	310.00	248.31	80.1%
778.000	Adult Audio/Visual	16,822.96	12,223.29	14,089.64	13,030.69	13,000.00	13,000.00	5,317.67	40.9%
779.000	Youth Audio/Visual	8,402.08	6,492.30	7,309.45	5,555.34	6,400.00	6,400.00	2,368.16	37.0%
812.000	Capital Outlay - Furnishings					4,000.00	4,000.00	3,732.72	93.3%
840.000	Repair & Maintenance - Building	13,519.50	25,535.01	19,612.61	24,991.35	20,000.00	20,000.00	19,636.82	98.2%
840.050	Snow Removal/ Lawn Care	9,250.51	8,249.32	13,534.39	11,998.00	14,567.00	14,567.00	6,348.50	43.6%
900.000	Programs-Adult	1,603.19	1,199.72	1,219.69	1,165.35	1,200.00	1,200.00	938.82	78.2%
901.000	Programs-Youth	1,498.84	1,215.20	1,215.20	1,058.44	1,200.00	1,200.00	1,852.10	154.3%
940.000	Phone	1,787.67	1,551.58	1,960.59	3,563.75	2,040.00	2,040.00	2,503.32	122.7%
943.000	DTE - Fuel	3,817.11	4,414.17	5,737.95	6,042.85	7,266.00	7,266.00	3,889.28	53.5%
947.000	DTE - Electric	22,427.14	18,483.58	16,262.16	14,242.50	17,498.00	17,498.00	9,788.59	55.9%
980.000	Professional Contractual (Security)	15,204.00	19,236.00	19,656.00					NA
980.200	Construction/renovation								NA
949.000	Ypsilanti Comm Utilities Auth	3,453.82	3,424.24	4,324.31	5,866.47	3,577.00	3,577.00	5,109.75	142.9%
<b>Total</b>		<b>499,324.32</b>	<b>500,987.92</b>	<b>492,553.48</b>	<b>493,186.46</b>	<b>475,572.00</b>	<b>531,867.00</b>	<b>390,857.20</b>	<b>73.5%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 300 Outreach/bookmobile I &amp; II</b>									
702.000	Salaries	68,203.88	52,822.05	51,468.05	63,898.51	62,278.00	68,734.00	50,797.16	73.9%
775.000	Library Materials	5,704.90	4,785.89	5,370.64	4,910.53	5,100.00	5,100.00	3,394.72	66.6%
840.000	Repair & Maintenance	3,310.55	6,268.64	4,714.34	7,878.65	8,952.00	8,952.00	716.01	8.0%
901.000	Programs - Youth	-	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	200.00	200.00		0.0%
943.000	Fuel	6,930.34	6,124.72	7,414.85	5,005.67	5,217.00	5,217.00	2,654.28	50.9%
<b>Total</b>		<b>84,149.67</b>	<b>70,001.30</b>	<b>68,967.88</b>	<b>81,693.36</b>	<b>81,747.00</b>	<b>88,203.00</b>	<b>57,562.17</b>	<b>65.3%</b>
<b>Dept 400 Outreach/Superior Township</b>									
702.000	Salaries	172,176.56	154,054.75	155,710.24	139,916.37	126,351.00	122,606.00	104,387.35	85.1%
775.000	Library Materials	9,234.14	6,852.48	8,010.72	7,261.02	7,600.00	7,600.00	5,220.77	68.7%
840.000	Repair & Maintenance	1,245.41	703.70	800.54	1,339.79	1,210.00	1,210.00	644.79	53.3%
840.050	Snow Removal & Lawn Care	973.99	1,061.84	1,350.16	980.16	1,158.00	1,158.00	653.44	56.4%
900.000	Programs - adult	589.40	400.00	507.15	85.44	500.00	500.00	349.51	69.9%
901.000	Programs - Youth	271.22	400.00	415.63	368.05	500.00	500.00	300.34	60.1%
940.000	Phone	714.05	758.13	861.67	1,210.67	1,040.00	1,040.00	526.83	50.7%
943.000	DTE - Fuel	695.14	922.69	964.93	823.52	950.00	950.00	572.72	60.3%
947.000	DTE - Electric	966.33	1,051.91	896.48	853.26	900.00	900.00	636.30	70.7%
949.000	Ypsilanti Comm Utilities Auth	76.44	62.36	67.94	72.61	75.00	75.00	39.20	52.3%
<b>Total</b>		<b>186,942.68</b>	<b>166,267.86</b>	<b>169,585.46</b>	<b>152,910.89</b>	<b>140,284.00</b>	<b>136,539.00</b>	<b>113,331.25</b>	<b>83.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>									
702.000	Salaries	713,482.73	687,403.84	685,256.17	675,540.32	714,375.00	691,653.00	522,032.38	75.5%
702.800	Salaries-Pages	39,912.32	36,343.03	35,126.71	33,889.58	37,800.00	37,800.00	25,083.34	66.4%
771.000	Adult Books & Processing	82,339.16	60,804.11	71,982.67	68,623.73	73,000.00	73,000.00	36,867.23	50.5%
771.050	Yoder Memorial	102.89	50.95	-	-	-	-	-	NA
772.000	Youth Books & Processing	44,979.51	30,878.66	38,321.16	34,222.08	35,550.00	35,550.00	15,832.82	44.5%
776.000	Periodicals - Adult	5,907.12	6,025.39	6,086.61	6,257.96	6,300.00	6,300.00	3,550.35	56.4%
776.050	Periodicals - Youth	1,219.95	1,200.00	936.65	911.20	915.00	915.00	699.92	76.5%
778.000	Adult Audio/Visual	36,605.12	27,095.67	35,957.11	25,900.01	26,000.00	26,000.00	18,016.39	69.3%
779.000	Youth Audio/Visual	17,557.24	12,602.73	15,805.72	13,168.93	13,500.00	13,500.00	5,296.17	39.2%
840.000	Repair & Maintenance - Building	59,311.93	69,201.07	73,342.46	52,725.76	50,000.00	50,000.00	27,826.19	55.7%
840.050	Snow Removal/Lawn Care	18,317.12	16,340.30	28,839.46	24,340.00	30,000.00	30,000.00	13,703.00	45.7%
900.000	Programs - Adult	5,075.33	3,931.17	3,820.25	2,991.36	4,000.00	4,000.00	2,189.83	54.7%
901.000	Programs - Youth	7,318.36	5,084.36	4,999.37	4,606.83	5,000.00	5,000.00	3,935.82	78.7%
903.000	Equipment Maintenance	-	-	1,414.79	1,134.75	2,000.00	2,000.00	389.00	19.5%
940.000	Phone	2,966.38	8,161.75	8,082.68	6,676.26	5,300.00	5,300.00	4,150.40	78.3%
943.000	DTE - Fuel	29,771.86	30,863.90	35,019.03	32,975.30	35,906.00	35,906.00	19,976.80	55.6%
947.000	DTE - Electric	122,713.43	114,013.17	108,632.71	93,198.24	100,872.00	100,872.00	62,709.36	62.2%
949.000	Ypsilanti Comm Utilities Auth	4,492.91	4,840.77	4,049.57	3,627.25	3,824.00	3,824.00	2,416.48	63.2%
<b>Total</b>		<b>1,192,073.36</b>	<b>1,114,840.87</b>	<b>1,157,673.12</b>	<b>1,080,789.56</b>	<b>1,144,342.00</b>	<b>1,121,620.00</b>	<b>764,675.48</b>	<b>68.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 08/31/16  
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 8/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 600 Donations</b>									
<b>Revenue:</b>									
610.010	Ticket Sales Special Events				154.00				
681.000	Donations/Earmarked							6,970.00	NA
681.000	Donations-earmarked	4,955.00	5,400.00	7,392.00	10,829.00				NA
681.025	Dollars for DVDs			433.31	50.00				
681.050	Arts/Cultural Program	5,265.00	9,052.58	13,366.01	835.00			2,500.00	
681.075	Donations Designated Solar PWR MI AVE			14,500.00					
681.080	Donations/Memorials	1,491.00	1,375.00	175.00	487.00			5,660.00	
681.100	Trustee Party Revenue			5,710.00	8,567.02			3,421.00	
683.499	Annual Appeal Designated							4,862.00	
683.600	Friends of Library -- designated gift	53,294.00	50,663.30	48,590.76	46,315.58			10,555.33	
683.700	Teen Zone Whittaker				1,000.00				
683.800	Superior Library Designated	1,718.00	-	40.00	450.00			152.00	NA
<b>Total Donated revenue</b>		<b>66,723.00</b>	<b>66,490.88</b>	<b>90,207.08</b>	<b>68,687.60</b>			<b>34,120.33</b>	<b>NA</b>
<b>Expenditures:</b>									
815.100	Friends expenditures--Special items	51,631.71	48,400.05	48,592.27	46,449.44			20,341.48	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		4,266.27	4,290.95	9,568.00			979.83	NA
683.701	Teen Zone Whittaker exp			4,050.00	450.00				
801.000	Major Events	100.00		100.00	(300.00)			-	
771.000	Adults Books & Processing	148.00		452.17	457.55				NA
771.060	Adults Books Memorials	874.00	19.08	29.95	177.83				
774.050	Ebooks/Audio	4,600.00							
775.000	Library Materials (Designated)			199.46					
781.050	Arts and Cultural Programs expense	7,385.00	10,404.57	13,277.81	862.01			2,150.00	NA
905.000	MI Ave Solar Project			7,250.00	7,250.00				NA
<b>Total</b>		<b>64,738.71</b>	<b>63,089.97</b>	<b>78,242.61</b>	<b>65,394.81</b>			<b>24,371.31</b>	<b>NA</b>
<b>Dept 700 Grants</b>									
<b>Revenue</b>									
500.600	Grant State of Michigan		2,500.00	3,900.00	2,680.00			3,130.00	
507.400	MCLS Grant							690.00	
507.500	Kiwanis	50.00	1,225.00	1,600.00	1,612.00			1,600.00	NA
507.600	State of Michigan	225.00	4,400.00	3,950.00	5,650.00			5,725.00	
507.902	ALA NEH Lat Amer		750.00		3,000.00			2,000.00	
507.904	NEH Heritage Grant							9,821.86	
681.000	Grants designated							1,485.00	
812.600	Prime Time Grant				4,038.00			5,292.09	
507.900	ALA Books for Teens (YALSA)		1,000.00	1,000.00	1,000.00				NA
507.903	ALA Discover Tech		1,000.00	2,000.00	1,000.00				NA
<b>Total Revenue</b>		<b>275.00</b>	<b>10,875.00</b>	<b>12,450.00</b>	<b>18,980.00</b>			<b>29,743.95</b>	<b>NA</b>
<b>Expenditures</b>									
681.300	Farm & Garden Grant Exp							417.51	
771.800	DAY Grant Expense		745.81						
772.025	ALA Books for Teens (YALSA)		203.24	625.12	939.55			849.93	
772.300	ALA Discover Tech				107.15				
772.301	ALA DIA turns 20							2,054.37	
775.400	MLCS Grant expense							522.03	
775.500	Kiwanis Grant Crossroad		400.00	1,600.25	1,346.02			1,106.85	
775.550	Kiwanis Country in the City		725.00						
775.600	MACACA Grant Shout it Out		2,500.00	2,000.10	3,565.66			3,203.73	
777.600	MACACA Grant Ypsi Song Fest		5,250.00	5,250.00	5,640.81			6,679.65	NA
781.000	NEH Grant Expenditures (YALSA)		997.32	1,000.00	63.12				
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				
813.000	Prime Time Grant							2,692.88	
<b>Total cost</b>		<b>-</b>	<b>10,821.37</b>	<b>13,647.02</b>	<b>19,006.74</b>			<b>18,926.95</b>	<b>NA</b>
<b>Total Net -- restricted for future</b>		<b>275.00</b>	<b>53.63</b>	<b>(1,197.02)</b>	<b>(26.74)</b>			<b>10,817.00</b>	<b>NA</b>
<b>IMPROVEMENTS</b>									
685.000	Sale of assets		170.00					349.26	NA
850.100	Technology improvements								NA
<b>Total</b>		<b>-</b>	<b>170.00</b>	<b>-</b>	<b>-</b>			<b>349.26</b>	<b>NA</b>
<b>Total Revenue</b>		<b>3,678,116.48</b>	<b>3,732,710.62</b>	<b>3,656,369.83</b>	<b>3,672,512.26</b>	<b>3,605,660.00</b>	<b>3,605,660.00</b>	<b>2,768,247.85</b>	
<b>Total Expenditures</b>		<b>3,923,865.10</b>	<b>3,713,895.32</b>	<b>3,808,711.90</b>	<b>3,837,405.72</b>	<b>3,749,931.00</b>	<b>3,778,453.00</b>	<b>2,661,129.01</b>	70.4%
<b>Net Revenue Over Expenditures</b>		<b>(245,748.62)</b>	<b>18,815.30</b>	<b>(152,342.07)</b>	<b>(164,893.46)</b>	<b>(144,271.00)</b>	<b>(172,793.00)</b>	<b>107,118.84</b>	
<b>Fund Balance Beginning of Year</b>		<b>2,783,154.40</b>	<b>2,537,405.78</b>	<b>2,556,221.08</b>	<b>2,403,879.01</b>	<b>2,238,985.55</b>	<b>2,238,985.55</b>	<b>2,238,985.55</b>	
<b>Ending Fund Balance</b>		<b>2,537,405.78</b>	<b>2,556,221.08</b>	<b>2,403,879.01</b>	<b>2,238,985.55</b>	<b>2,094,714.55</b>	<b>2,066,192.55</b>	<b>2,346,104.39</b>	

**Ypsilanti District Library  
Balance Sheet  
August 31, 2016  
Debt Service Fund**

	<b>FY 2010-11 ACTUAL</b>	<b>FY 2011-12 ACTUAL</b>	<b>FY 2012-13 ACTUAL</b>	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FYTD 08/31/2016</b>
<b>Assets:</b>						
Cash	1,034,868	1,025,299	1,131,102	856,860	1,225,052	304,425
Receivables	401,130	401,894	326,861	602,228	265,327	303,867
Total Assets	<b>1,435,998</b>	<b>1,427,193</b>	<b>1,457,963</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>608,292</b>
<b>Liabilities</b>	<b>106,570</b>	<b>38,882</b>	<b>47,773</b>	<b>58,557</b>	<b>58,413</b>	<b>58,413</b>
Fund Balance						
Designated: MTT Settlement	-	-	21,300	14,000	15,000	10,000
Unreserved	1,329,428	1,388,311	1,388,890	1,386,531	1,416,966	539,879
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,435,998</b>	<b>1,427,193</b>	<b>1,457,963</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>608,292</b>



Ypsilanti District Library  
Debt Service Fund  
YTD 08/31/2016 (75% of year)

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	BUDGET 15--16**	YTD 08/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>										
425.000	City of Ypsilanti Tax Levy	262,767	277,087	260,105	274,779	282,263	266,962	82,678	184,284	31.0%
440.000	Ypsilanti Township Tax Levy	880,274	1,078,823	1,066,288	1,011,034	1,036,502	1,025,163	248,305	776,858	24.2%
688.000	Interest	3,327	1,529	1,417	286	192	500	373	127	74.6%
699.000	Activity Transfer In									
<b>Total</b>		<b>1,146,368</b>	<b>1,357,440</b>	<b>1,327,810</b>	<b>1,286,099</b>	<b>1,318,957</b>	<b>1,292,625</b>	<b>331,356</b>	<b>961,269</b>	<b>25.6%</b>
<b>Expenditures</b>										
702.150	Bank Fees	225	243	225	263	300	500	300	200	60.0%
980.000	Professional/Contractual		400	400	-	900		1,000		
991.000	Debt Retirement Principal	910,000	950,000	990,000	1,030,000	1,070,000	1,115,000	1,115,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	7,910	4,086	4,521	789	4,292	7,500	781	6,719	10.4%
983.000	MTT Chargeback-Ypsilanti Towns	129,308	11,827	17,586	11,906	1,230	2,500	1,662	838	66.5%
995.000	Debt Retirement Interest	369,200	332,000	293,200	252,800	210,800	167,100	94,700	72,400	56.7%
<b>TOTAL</b>		<b>1,416,643</b>	<b>1,298,556</b>	<b>1,305,932</b>	<b>1,295,757</b>	<b>1,287,522</b>	<b>1,292,600</b>	<b>1,213,443</b>	<b>80,157</b>	<b>91.4%</b>
Total Revenue Over Expenditures		(270,275)	58,884	21,877	(9,659)	31,435	25	(882,087)	882,087	
Beginning Fund Balance		<b>1,599,703</b>	<b>1,329,428</b>	<b>1,388,312</b>	<b>1,410,189</b>	<b>1,400,530</b>	<b>1,431,965</b>	<b>1,431,965</b>	<b>1,388,312</b>	
<b>Ending Fund Balance</b>		<b>1,329,428</b>	<b>1,388,312</b>	<b>1,410,189</b>	<b>1,400,530</b>	<b>1,431,965</b>	<b>1,431,990</b>	<b>549,879</b>	<b>2,270,398</b>	

**Ypsilanti District Library  
Balance Sheet  
August 31, 2016  
Capital Asset Replacement Fund**

	<b>FY 2010-11 ACTUAL</b>	<b>FY 2011-12 ACTUAL</b>	<b>FY 2012-13 ACTUAL</b>	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FYTD 08/31/2016</b>
<b>Assets:</b>						
Cash	900,000	900,000	900,000	900,000	611,746	611,746
Total Assets	900,000	900,000	900,000	900,000	611,746	611,746
<b>Liabilities</b>	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	900,000	611,746	611,746
<b>Total Liabilities &amp; Fund Balance</b>	900,000	900,000	900,000	900,000	611,746	611,746

# Director's Report and attachments

**Library Director's Report**  
**September 22, 2016**  
**Lisa Hoenig, YDL Library Director**

**Music!**

As I write we are gearing up for the 10<sup>th</sup> Annual Ypsilanti Song Fest. 2016 will be the final year of this great tradition. Between the Motown Revisited concert at WCC on 9/16 and the intimate acoustic concert with Carlene Carter at Bona Sera Underground on 9/17 is a whole slate of fun family activities at Whittaker Road. Stop by to check it all out, and while you're here, admire the fabulous Backstage Pass exhibit now on display in the Community Room.

**Strategic planning update**

- 382 phone interviews were completed between 8/29 and 9/10. I've heard from several people who received a call, including Superior Township Treasurer Brenda McKinney and our very own Kay Williams!
- To date we've completed 18 Executive Interviews, and a few more are wrapping up. Over the past month I personally met with Superior Township Supervisor Ken Schwartz, Ypsilanti Mayor Amanda Edmonds, Ypsilanti City Councilwoman Anne Brown, and local blogger Mark Maynard. Their input will definitely enrich our understanding of the community's wants and needs as we move forward in strategic planning.
- On 9/13 Julianne Smith and I met with five members of the Strategic Planning Steering Committee to review background information and provide an update on the research to date. I'll meet with the other half of the committee soon.
- Pam Fitzgerald from the Ivy Group will be YDL's main speaker at the staff In-Service Day on 10/7. The day will largely focus on the importance of good branding, and should be fun! Please let me know ASAP if you would like to join us. The Steering Committee holds its Planning Summit with Pam the following day.

**Side notes:**

- Mary Garboden and the Library Trike appeared at the Parkridge Summer Fest on 8/27. When storms broke out, she gamely pedaled it to shelter. Since Sunday was forecast to be wet, Mary went to Heritage Festival without the Trike, and Noise Permit was moved into the EMU College of Business. Successful but soggy!
- Summer Reading 2016 wrapped up on 8/28. See the Departments' reports for statistics and their thoughts on the Dream Factory. This year's program was definitely well-received and fun; our goal is to continue increasing both participation and completion rates.
- One way we plan to achieve that goal is through a new formal partnership with the Ypsilanti Community Schools. Our first joint task force meeting is scheduled for 9/20; I will provide a verbal report at the Board meeting.
- Julianne Smith and I met EMU's new President James Smith at a special reception on 8/23.
- On 9/2 Kay and Accountant Jim Carey joined me for a ratings review phone interview with Standard & Poor's. They do a regular review every three years; we should receive our new ratings report soon.
- It is a week of Board meetings! I will be speaking at the Superior Township Board's meeting on 9/19 regarding strategic planning and YDL's new digital services. The proposed Whittaker Road-Veteran's Drive street light will be on the Ypsilanti Township Board's agenda 9/20. I hope to have good news for you by the time of our own meeting!
- We have three community conversations scheduled for September, one at Superior and two at the Grace Fellowship Church on Harris Road. If you know people who might be interested in participating, please let me know. Our Harwood team has held a few theming meetings; we hope to present a short narrative of initial findings at the In-Service day. It will also be shared with past participants to make sure it hits the mark.
- Michigan Libraries for Life is an effort to increase participation in the state's organ donor registry. If you would like to help, we are looking for volunteers to staff a table in the lobby 10/3 through 10/6.
- And... We received a standout proposal for a new Café at Whittaker Road. Stay tuned – details are developing rapidly!

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# Ypsilanti District Library launches African-American oral history project



By **Tom Perkins** | **Special to The Ann Arbor News**

on September 06, 2016 at 1:14 PM, updated September 07, 2016 at 10:24 AM

YPSILANTI, MI - Ypsilanti is a city that loves its history and perhaps holds more historians per capita than any town in the state.

A new oral history project in which leading figures in the city's rich African-American past tell their own stories will add to that tradition.

The Ypsilanti District Library, in partnership with Ypsilanti historians Matt Siegfried and Laura Bien, as well as Deb Meadows and Bev Willis of the African American Cultural & Historical Museum, organized the project, and the first interview is [available on the YDL website](#).

The interviews were conducted 40 years ago by historian and Eastern Michigan University Professor A.P. Marshall. He spoke with dozens of leaders in Ypsilanti's black community "seeking to preserve the stories and struggles of a generation who lived through the Great Depression, World War II, and the Civil Rights movement," said YDL communications and development manager Gillian Ream Gainsley.

Through June 2017, the team will roll out several of Marshall's interviews monthly on the YDL website.

"It was an opportunity for them to tell their stories in their own words, and that's what's so cool about oral history," Ream Gainsley said. "You're hearing their voice and hearing them tell their own story from their own perspective, with no filters and no new perspectives. It's kind of atmospheric, and like you're sitting in the room with them."

Ypsilanti has a "fascinating, deep African-American history" Ream Gainsley added. Between the Civil War and World War I, it held a greater percentage blacks than any Michigan city, and that community was "organized and confident," and the center of black life in the region.

"Ypsilanti was one of the few cities that already had a well-established black community before the Great Migration, which made the community very influential in the region," she said.

The website launched with an interview of Eugene Beatty, a track athlete who nearly made the U.S. Olympic team in 1932 and went on to become a principal and leader in Ypsilanti's school district.

The archive will also feature interviews with former Ypsilanti Mayor George Goodman and his wife, Thelma Goodman, a local women's leader. Other interviews include conversations with Marguerite Eaglin, a community activist and president of the local NAACP, and Garther Roberson and S.L. Roberson, a father and son who were pastors at Second Baptist Church and Metropolitan Baptist Church, respectively.

Ream Gainsley said the project was met with enthusiasm in the black community, and much of it is new to the city's whites.

"It's well-known within the black community. When we talked about this project, a lot of people said, 'Oh, great! I'm so glad it's being digitized,' because they knew of A.P. Marshall's interviews," she said.

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"Marshall worked hard on preserving and promoting that history, but it's only recently that the white community has learned of it and focused on hearing these voices," Ream Gainsley added.

The YDL is adding Library of Congress topic headings so if someone is doing research about segregation or civil rights in Ypsilanti, they will find the interviews as primary sources.

The project is funded with a \$25,000 grant from the Michigan Humanities Council.

"When listeners hear the powerful voices of Eugene Beatty and A.P. Marshall, they are transported to another place in time. You feel the immediate impact of history coming to life," said Bev Willis, a board member at AACHM. "Working with the library, we're able to provide the community with well-documented, relevant presentations of the local experience of black Americans."

Find the interviews [here](#).

*Find more Ypsilanti-area stories [here](#).*

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# Old Cassette Tapes Will Keep African-American History In Ypsilanti Alive

Share

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Tapes that contain interviews from the 1980's.

Laura Bien





# **YDL Dashboards**

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
September 2016**

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 YTD	2016 Goal
<b>Friends of YDL Annual Support</b>	\$56,660	\$56,298	\$48,591	\$46,316	\$15,062	\$40,000
<b>Small Gifts/Memorials</b>	\$1,491	\$325	\$780	\$1,923	\$737	
<b>In Memory of Xavier Small</b>					\$5,535	
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,272	\$500
<b>Additional Fundraising Activities</b>						
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	
Dining YDL \$\$ (Corner Brewery)					\$51	
Dollars for DVD's			\$433			
Trustee Party, Trustee John Barr-July 4th		\$5,910	\$4,725	\$7,165	\$3,421	
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	\$3,766	\$10,000
<b>Annual Giving Campaign</b>	\$3,450	\$4,900	\$6,483	\$4,054	\$50	
Dean Russell		\$1,000				
Stanley & Robin Mendenhall			\$1,000			
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000		
Sylvus Tarn			\$1,000			
*\$4902 designated Science & Technology	\$4,450	\$6,900	\$9,483	\$5,054	\$50	\$10,000
<b>Latitudes</b>		\$465	\$290			\$0
<b>Library Sustainers</b>						
G. Kruse				\$750		
Sylvus Tarn [designated MI Ave]				\$900		
Hassan Mirshaw				\$750		
Kay Williams (Designated YDL-Superior)				\$450		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$0	\$1,000
<b>Library Champions</b>						
YDL-MI Ave 5250 Solar Watt Installation (Anonymous Donor)			\$14,500			
EMU (Sponsorship of TEDx Talk, 3/22/16)			\$7,161		\$2,500	
Hyundia-Kia		\$1,000	\$1,000			
The Mosaic Foundation [2016 designated Science & Technology]		\$1,000	\$1,000	\$1,000	\$1,000	
Bank of Ann Arbor	\$1,000	\$1,500		\$1,500		
Bill & Marie White		\$1,000				
(Unsolicited Donations>\$1000)	\$1,000	\$4,500	\$23,661	\$2,500	\$3,500	\$5,000
<b>YDL Endowment Fund</b>		\$100				
Dietmar Wagner			\$2,500	\$1,500	\$2,500	
Virginia Young					\$5,000	
Various Gifts to the Endowment		\$2,228	\$55	\$2,285	\$2,900	
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$10,400	\$3,000
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$39,051	\$69,000
<b>Grants</b>						
Huron Valley Sunrise Lions Club			\$250			
MHC-Ypsilanti African American Oral History Archive					\$24,350	
Downtown Association of Ypsilanti		\$750	\$200		\$1,700	
Ezra Jack Keats Minigrant, EJK Foundation					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$775	\$725	\$1,225	\$1,612	\$1,600	
MCACA-New Leaders Grant [Summer Teen Music]		\$2,500	\$2,000	\$2,850	\$3,200	
MCACA-Ypsi Song Fest		\$5,250	\$5,250	\$5,625	\$8,156	
MHC-Prime Time Family Reading				\$8,075	\$3,000	
NEH-Wild Land Exhibit Programming Grant					\$1,000	
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000		
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000		
YALSA/Dollar General Teen Read Week				\$1,000		
MCLS-Harwood					\$690	
ALSC Dia Turns 20 Mini Grant					\$2,000	
Ann Arbor Farm & Garden					\$985	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	
Total Grants	\$1,275	\$12,625	\$17,171	\$27,360	\$52,391	\$25,000
<b>Hyundia-Kia Vehicle Donation</b>		\$17,000				
<b>GRAND TOTALS</b>	<b>\$97,864</b>	<b>\$164,092</b>	<b>\$111,437</b>	<b>\$98,692</b>	<b>\$91,442</b>	<b>\$94,000</b>

<b>Designated Fundraising to Date</b>	
YDL - Superior Improvement	\$2,360
* Whittaker Rd Teen Area Improvement	\$5,500

\*\$1000 remaining, expenditures =4500

## YDL Performance Dashboard - August 2016

	Aug-15	Aug-16	% Change from last Aug	2015	2016 to date	2016 Projection (based on 1 month)	Projected % annual change
<b>Circulation</b>							
Whittaker Rd.	48,473	45,523	-6%	537,195	338,931	508,397	-5%
Michigan Ave.	13,302	13,018	-2%	150,707	98,545	147,818	-2%
Superior	1,778	2,089	17%	18,650	13,853	20,780	11%
Navigator	2,187	1,983	-9%	26,746	17,882	26,823	0%
eProducts	3,302	4,209	27%	37,207	28,856	43,284	16%
<b>TOTAL</b>	<b>69,042</b>	<b>66,822</b>	<b>-3%</b>	<b>770,505</b>	<b>498,067</b>	<b>747,101</b>	<b>-3%</b>
<b>Self Check-Items</b>							
Whittaker Rd.	7,322	7,088	-3%	76,178	51,981	77,972	2%
Michigan Ave.	2,608	2,380	-9%	25,570	16,654	24,981	-2%
<b>TOTAL</b>	<b>9,930</b>	<b>9,468</b>	<b>-5%</b>	<b>101,748</b>	<b>68,635</b>	<b>102,953</b>	<b>1%</b>
<b>New Cards</b>							
Whittaker Rd.	279	290	4%	2,935	1,993	2,990	2%
Michigan Ave.	155	157	1%	1,562	921	1,382	-12%
Superior	11	23	109%	136	118	177	30%
Navigator	11	2	-82%	132	65	98	-26%
<b>TOTAL</b>	<b>456</b>	<b>472</b>	<b>4%</b>	<b>4,765</b>	<b>3,097</b>	<b>4,646</b>	<b>-3%</b>
<b>Reference</b>							
Whittaker Rd.	9,743	8,608	-12%	108,213	62,522	93,783	-13%
Michigan Ave.	5,126	5,703	11%	53,293	35,629	53,444	0%
Superior	1,257	1,261	0%	12,739	7,174	10,761	-16%
Navigator	348	242	-30%	4,387	2,305	3,458	-21%
<b>TOTAL</b>	<b>16,474</b>	<b>15,814</b>	<b>-4%</b>	<b>178,632</b>	<b>107,630</b>	<b>161,445</b>	<b>-10%</b>
<b>Program Attendance</b>							
Whittaker Rd. - Adult	132	239	81%	2,895	1,647	2,471	-15%
Whittaker Rd. - Youth	1,489	1,873	26%	15,145	13,073	19,610	29%
Michigan Ave. - Adult	511	277	-46%	3,054	2,097	3,146	3%
Michigan Ave. - Youth	633	1,316	108%	5,710	4,823	7,235	27%
Superior	144	162	13%	1,103	921	1,382	25%
Navigator	317	593	87%	11,498	8,386	12,579	9%
Offsite	258	718	178%	2,886	3,277	4,916	70%
General (Tiger Game)	0	85	0%	1,207	460	690	-43%
<b>TOTAL</b>	<b>3,484</b>	<b>5,263</b>	<b>51%</b>	<b>43,498</b>	<b>34,684</b>	<b>52,026</b>	<b>20%</b>
<b>Computer Usage - Sessions</b>							
Whittaker Rd.	12,849	12,733	-1%	132,694	87,043	130,565	-2%
Michigan Ave.	11,989	11,711	-2%	129,748	78,929	118,394	-9%
Superior	1,072	1,291	20%	10,770	7,366	11,049	3%
Wireless	n/a	n/a	n/a	10,280	2,407	3,611	-65%
<b>TOTAL</b>	<b>25,910</b>	<b>25,735</b>	<b>-1%</b>	<b>283,492</b>	<b>175,745</b>	<b>263,618</b>	<b>-7%</b>
<b>Computer Usage - Hours</b>							
Whittaker Rd.	11,675	10,865	-7%	119,481	77,819	116,729	-2%
Michigan Ave.	9,691	11,044	14%	105,944	71,587	107,381	1%
Superior	684	665	-3%	6,624	4,521	6,782	2%
Wireless	n/a	n/a	n/a	14,630	0	0	n/a
<b>TOTAL</b>	<b>22,050</b>	<b>22,574</b>	<b>2%</b>	<b>246,679</b>	<b>153,927</b>	<b>230,891</b>	<b>-6%</b>
<b>Door Count</b>							
Whittaker Rd.	22,176	23,395	5%	247,426	164,837	247,256	0%
Michigan Ave.	12,588	12,373	-2%	136,848	87,236	130,854	-4%
Superior	2,953	2,450	-17%	23,577	15,232	22,848	-3%
Navigator	1,139	1,221	7%	18,344	12,421	18,632	2%
<b>TOTAL</b>	<b>38,856</b>	<b>39,439</b>	<b>2%</b>	<b>426,195</b>	<b>279,726</b>	<b>419,589</b>	<b>-2%</b>
<b>MELCAT Interlibrary Loans</b>							
Loaned	1,107	911	-18%	10,711	7,753	11,630	9%
Borrowed	1,303	1,301	0%	14,631	9,548	14,322	-2%
<b>Items Added to Collection</b>							
Items Added	1,251	1,257	0%	16,776	10,085	15,128	-10%
Ebooks/Eaudio Added	88	866	884%	4,990	4,498	6,747	35%
Items Cataloged	385	274	-29%	5,050	2,741	4,112	-19%
<b>Internet Usage</b>							
Website - Overall	132,460	133,271	1%	1,283,110	1,013,758	1,520,637	19%
Facebook,YDL (Total Reach)	542	1,552	186%	163,980	246,630	369,945	126%

# Department Reports

## Acquisitions Department/Assistant Director Board Report: September 2016



This month has been all things Song Fest for me. This two-day event is full of pesky details, but I think the attendees will really enjoy the offerings. We have something lined up for all ages, ranging from instrument petting zoos and “make your own instrument” workshops for the youngest Mozarts-in-training to teen lyric workshops for aspiring rappers to drum circles for all ages. Friday night is our Motown Revisited concert at WCC, and Saturday is our headliner, Carlene Carter, who will play an acoustic set at Bona Sera Underground. This is the 10<sup>th</sup> and final Song Fest, graciously funded by MCACA over the years.

The Acquisitions Department is gearing up for the end of year rush when orders come in fast and furious, followed by an exhausted UPS delivery person. The stats will show that the collection budget is 70% encumbered, so the selection librarians still have some work to do.

Our substitute librarian pool needs some new additions due to availability and retirement. We have interviewed 5 out of 6 selected candidates and are truly impressed! I am working with Mary and Joy to get our new subs scheduled for orientation and training. They are a great batch!

Along with Lisa, I attended the welcoming reception for the new EMU president. We had a nice evening networking with area leaders and discussing potential collaborations. I am always impressed with how positive the library is viewed in the community. This theme has carried into the executive interviews I have done for the strategic plan. Each person I have talked to has great things to say about YDL and its services.

I attended a PLA-sponsored webinar on measuring outcomes. This was a valuable opportunity, and I see real possibilities for using their free online measurement tool for grant-funded programs. While outcomes based assessment has been the buzz word in libraries for years, an actual [free] tool has been lacking. This is a solid offering from PLA.

The Friends of YDL will be hosting their fall book sale September 22-25. They are a wonderful group of volunteers! I am proud to serve as their liaison.

The monthly statistics for Acquisitions are:

- 70% of the collection budget is encumbered;
- 274 items were cataloged;
- 2,123 items were added to the collection, including 866 e-items;
- YDL borrowed 1,301 items from other libraries via Melcat;
- YDL loaned 911 items to other libraries via Melcat.

Submitted by Julianne Smith, September 15, 2016

## Michigan Avenue Board Report: September, 2016

Summer Reading is over! We had nearly 4 times more adults registered than in any previous year. Many more parents signed up due to the ease of managing their children's reading logs but then participated in the program. More actually finished than we have ever even had registered. This is our first year of moving to a completely online system, and, while I agree with the decision and applaud everyone who worked so hard on it, we had some initial concerns due to serving a higher percentage of people without online access at home. Considering these issues, I think Summer Reading went well. Many parents and adults loved the online system and we look forward to continuing to grow the Read-Squared online summer program. Here are Mich Ave stats:

MICH AVE SRP STATS	REGISTERED	FINISHED	%
PRE-READER	78	23	29%
YOUTH	190	53	28%
TEENS	55	18	33%
ADULTS	116	43	37%

At the end of August, Rhyme Zone and the other music activities that had been happening all summer culminated with Noise Permit. From what I had heard at rehearsals, it was the best Noise Permit EVER. Thanks to Jodi, Jesse, and all the other people who make this event happen. We also gave out 85 Detroit Tiger tickets and took a school bus packed with youth volunteers and their families to the game. It was the first professional baseball game that most of them had ever seen! We started out September with Festival of the Honey Bee. We hosted two excellent speakers, one who had went on a summer beekeepers journey in Germany and the other was a breeder of northern "survivor queens." Jen is back from Albuquerque and fired up to start a teen science café program. This month she took her TAG group to the MSU Extension for a cooking workshop. She is also continuing Great Stories Club at WSC. Jenny has started a Tinkerlab to offer a second preschool STEAM learning opportunity at Mich Ave. Kim held her first Cozy Mystery book club and had 5 people attend. Charline has her first African-American Non-Fiction Gems book club tonight, and Jesse will start his Visual Books Club next month. We had our first Prime Time Family Reading program this week with 35 people in attendance. Attendance should be up next week due to several issues with the larger families. Kappa Alpha Psi did an excellent job providing volunteers and meals to our families.

Submitted by Joy Cichewicz,  
September 15, 2016



# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

September 2016

## Status Report

- Website Improvement Initiative – We have initiated the discovery process. The discovery process will deliver a content audit, project plan, and scope of work, timeline, website wireframes, and information architecture plans. Homepage wireframe design is finalizing.
- Wifi – We will be renovating our wireless infrastructure this fall. Making improvements to coverage and technology. Our current system has shortcomings in its overall capacity, technical functionality, and area of service. We'll be looking to make improvements in all areas.
- Patron User Experience – Facilities and IT will be working to add convenient access to power for Patron devices throughout our facilities.
- ILS Update – We will continue to look at the new Sirsi Dynix ILS modules as they become available through 2016.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new Staff intranet as well as blog site is in the initial build stages.
- YDL Surveillance systems – We're exploring a complete modernization of this multi-location system.
- PC improvements – We have roughly 20 PC's that are scheduled to be replaced in 2016. I am currently working on a cost analysis that include PC upgrades to additional systems as well.
- Patron Management System – I'm performing a cost analysis on replacing our patron management software. The current solutions has what feels like an ever growing list of issues even though it is a very comprehensive product.

## Overall System Status

- I am currently engaged exploring options for accomplishing our strategic plan. These items include ILS system replacement, and other various system improvements.
- New Self-checkout Interface – We have the new interface installed on a test system and it is currently going through testing and customization. We will be moving to the new interface in order to maintain proper support and gain reporting and management features.

## New or Upcoming Items

- YDL Phone System – Over the last year or so our antiquated phone system has shown its age in various ways. I have been and will continue to move forward with exploring our options as the need to replace this system approaches.
- Payment Kiosks for Patrons –We will be gathering cost data as well as solution details from our patron PC management vendor Comprise Technologies. A solution for cash/credit handling for onsite payments for fines, fees, and printing would enhance our self-directed patron user experience.
- 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.



# Communications & Development

Monthly report: September 2016

## Fundraising

- **Dine to Donate at Aubree's is coming up on October 13.** Both the Depot Town and Ypsilanti Township Aubree's locations are participating. 15% of the food bill will be donated to the library for parties that present our flyer to their server at Aubree's from 11am-close. Aubree's is also donating pizza for the Pizza Murder Mystery Night at Michigan Avenue.
- YDL submitted three grants this month. The first was to fund **early literacy outreach** via health care providers, making low-income parents more aware of how to help their children build literacy skills and of free local resources including the library.
- Our **Teen Advisory Group** also wrote a youth-directed grant to the Ann Arbor Area Community Foundation's Youth Council, requesting resources and equipment for a youth-oriented "Creative Studio."
- Finally, YDL submitted a supplemental grant to the Michigan Humanities Council, which funded the African American Oral History Archive, to support **community dialogues around race and racism**, continuing and enhancing our existing series.

## Promotions

- **The A.P. Marshall African American Oral History Archive has launched**, and is getting lots of media attention. The digital archive of A.P. Marshall's interviews can be found at [history.ypsilibrary.org](http://history.ypsilibrary.org). It has been profiled on Mlive, WEMU, and CTN, and we are setting up an interview with DPTV.
- **Fall Latitudes arrived September 5.** The latest issue is on a lighter-weight glossy paper that saves YDL approximately \$1,000 per issue.
- **A Spanish-Language Brochure and services list** has been produced as part of the Latino Americans grant. Spanish speakers can find a list of YDL's Spanish-language resources at [ypsilibrary.org/espanol](http://ypsilibrary.org/espanol) or [ypsilibrary.org/Spanish](http://ypsilibrary.org/Spanish). Brochures will be printed this week.
- Backpack flyers went to all YCS elementary students highlighting our big September events, **Ypsi Song Fest** and **Sciencepalooza**.



## Community Relations

- YDL will participate in **Michigan Libraries for Life**, registering organ donors in the lobby from 4-7pm on October 3-6. We are seeking volunteers to help with this effort.
- YDL is working with the League of Women Voters to host a forum on October 5 at YDL-Whittaker where voters can learn about the two candidates for **Michigan's 54<sup>th</sup> House District**, Ronnie Peterson and Kevin Jardine. Voter registration will also be available.
- A **Voter registration drive** is also scheduled for September 26 at YDL-Michigan.

*Submitted by Gillian Ream Gainsley on September 16, 2016*



## **Customer Services**

Monthly report: September 2016

### ***Unique Management Systems Update***

In August 2016 UMS recovered the following:

Materials Returned: \$2,830.73

Dollars Received: \$1,388.93

Since YDL began using UMS we have recovered the following:

Materials Returned: \$88,799.56

Dollars Received: \$53,513.35

*Submitted by John Connaghan on September 16, 2016*

## **Facilities Department, Board Report: September 2016**

Submitted by: Jim Reed, September 14, 2016

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

### **Michigan Ave:**

After Lunch & Listen program, Ron cleaned refrigerator, sink area, and entire Breakroom area. This area is back to being used by employees for lunch and break times.

Repaired hinges on brass interior doors at main entrance. Door operating properly now. The Handicap door opener is starting to fail. It will need to be replaced in the near future. Howlett Door is working up pricing on a replacement unit.

The front entrance area carpeting, and cement has been damaged from all the years of salt and water being tracked in during the winter months. We are working on figuring out the best solution and cost to solve the issue.

### **Whittaker Road:**

We leveled the front sidewalk entrance area last fall. We had Lift & Level, Inc. come out to work on the bus stop area, and sidewalk by the south parking lot. We will caulk these slabs now to help prevent heaving from happening when water gets under them during the winter months.

Front tiles on the entrance of the building are separating from the wall. It is happening on both pillars. This is the third time the tiles have been an issue since the building opened in 2002. I have been in contact with Dan Whisler to figure out a better option than the tile system. We plan to have a solution soon.



Unloaded and opened crates delivered to the library. Helped Julie, John, and Stacey assemble Backstage Pass exhibit.



We have been working with Jim Tolbert our electrical contractor to find an LED solution on a couple different light banks which have been a problem since the building opened. They are high bay lights in the lobby, and the reflector lights which make a buzzing sound in the Adult area on the second floor. Both style of lights need ballast and bulb replacement frequently, which is approximately \$150 in parts alone for each replacement. We have tried a new LED option in both areas. We are evaluating and if all goes well, we will work on costs to replace. The LED will be less expensive to operate, and less maintenance.

We welcomed Julius Johnson to our Facility staff earlier this month. He has many years of custodial experience, and has been doing a fantastic job!

### **Bookmobile:**

Repaired door latch and book shelf.

# Outreach Services Board Report: September 2016

## Staff News

- Our two internships ended. We were very grateful to have Monica Porter, a library science intern, and Jalea Caudill, an Ozone House Workzone intern, to help out this summer.

## Navigator News

- We are gearing up to start our school-year visits to preschools, kindergartens, and 1<sup>st</sup> grade classes at the end of the month. We have added the new Ypsilanti International Elementary School to our lineup of sites to visit.

## Superior News

- Our summer programs wrapped up, including Games with YMCA, Lunch & Listen, Jump into Food & Fitness. We are fortunate to work with great community partners who provide free programming for our young patrons.
- Stacey did a music posters program to coincide with our Backstage Pass exhibit, which she also was instrumental in installing at YDL-Whittaker.
- Psyche did a Superhero program, where participants got to design their superhero self, complete with mask & shield.
- We did cooking demos with produce from our learning garden. Kids got to help make quick fridge pickles and collard greens. We sent home recipes and extra produce so they could replicate the cooking at home with their families.



## Learning Never Gets Old News

- Monique did an Outreach visit to Huron Valley PACE.
- We made large print deliveries to Ypsilanti Township Senior Center and the Ypsilanti City Senior Center.

## Outreach News

- Mary marketed our Teacher Services at a welcome back event for YCS staff. We also have gone to one staff meeting so far, and are working on getting scheduled at more.
- The final weekend of August was a busy one! We took the book trike to Parkridge Summer Fest, then spent Saturday afternoon and Sunday afternoon doing library outreach and craft activities at the Heritage Festival.
- We are on the school open house circuit, as usual for fall! We've been to orientations and open houses at Perry, Beatty, Estabrook, and Ford, with more to come! We use these events as an opportunity to sign kids up for library cards and distribute information about YDL's great programs and services.



Submitted by Mary Garboden, September 13, 2016

## Whittaker Road-Adult Services Board Report: September 2016

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

- Gardening Chat (monthly event for gardening patrons)
- Friends with Pens (monthly Creative Writing Group, now meeting twice monthly)
- Two book discussion groups (African American Authors; Thu AM, Mon PM Bk Grp has this month off)
- Knitting and Handicraft Club (back starting Sep. 1, 5 meetings)
- Computer classes (17 classes scheduled)
- Mon PM Movie (1 scheduled)
- Racial Justice Film/Discussion
- Wills, Trusts and Estate Planning
- Terror in Ypsilanti: John Norman Collins (first of three, True Crime Trilogy)

Adult Summer Reading was very successful this year; here is a report from Sheila, who was in charge:

2016 brought a new online summer reading program hosted by Read Squared to YDL. The main theme, *Dream Factory*, was modified a bit for adults to *What's Your Dream? Build it at the Library*. As was the case last year, participants were asked to read 8 books, or read 7 books *and* attend an adult program. The number of participants increased dramatically over 2015. The number of registrants increased 62% and the number of finishers increased 38% over last year. We can thank Youth Services for registering many parents for the adult program when they signed their children up.

770 registered	167 completed
Whittaker – 561	Whittaker – 109
Michigan – 123	Michigan – 43
Superior – 67	Superior – 16
Navigator – 19	Navigator – 8

Those who completed the program earned a ticket which they could enter into a drawing of their choice. Four grand prizes included items donated by very generous local businesses. Jenny Hannibal, youth librarian, was terrific in gathering donations that were used for prizes.



**Happy Adult Summer  
Reading Raffle Winner  
Michelle Kulwicki**

Submitted by Paula Drummond, September 13, 2016



# Youth Services Board Report September 2016

## Programs

**Storytimes** In August, before our three week planning break, 586 parents and children attended 19 storytimes. Ongoing programs such as storytimes and Minecraft resumed this week to enthusiastic regulars.

**End of Summer Programs** The summer programming season ended with a special program for every age group.

- Molly hosted a Drive-In Movie for 57 Little Ones and their adults. They made cars out of boxes, then sat in the cars and snacked on popcorn while watching a short movie on the big screen!
- 30 people saw Ring of Steel Jedi Knights battle and learned to stage fight with light sabers.
- Despite heavy rain that forced Noise Permit to move into the EMU College of Business in a last minute scramble, the show went on. An enthusiastic audience of family and friends came out to listen to just over 2 hours of live music. We plan to partner with Ozone House on this event again next year! See the beautiful faces of the performers in the photos by Nick Azzaro to the right!

## Summer Reading Wrap Up

Summer Reading finished on August 28. Stats are below. Several of our Dream Basket grand prize winners are pictured here.

PROGRAM	SIGN UPS	EARNED A FREE BOOK	PERCENTAGE TO EARN BOOK
PRE-READER (0-5)	598	189	32%
YOUTH (5-12)	1364	623	46%
TEEN (12-18)	303	104	34%
TOTAL	2265	916	40%

## Early Literacy

Our committee met this week to review where we're at in our long term plan. Next steps include reaching out to pediatricians and health care providers serving low-income families so they can help share our message, and starting a 1,000 Books Before Kindergarten incentive using ReadSquared. Stacey shared an article with new ideas for incorporating play into programs and Kristen shared ideas about helping parents talk about race through picture books. She will add several booklists to the website. Marlena is inventorying small educational toys so we can make use of them at all locations. We are adding five more Play Kits this fall because they are never on the shelf.

## Grants

Kristel, Gillian and I submitted a proposal this week to the AAACF Ypsilanti Fund for an Early Literacy Outreach project. Our plan is to transition our successful Market Storytimes to WIC and Corner Health Center waiting rooms. After modeling reading, singing and playing, we'll use the laptop and wireless hotspot to enroll children in the Imagination Library that sends a free book to a child's house every month from birth to age 5. We'll also register children for a library card and show caregivers how to use Hoopla to stream children's music and Tumblebooks to read picture books. The funding will provide incentives for the parents to sign up for these programs and to return to a storytime at the library to see our full range of services.

We now have 14 TAG members who are fairly regular participants depending on seasonal extracurricular activities. They represent 6 high schools and the homeschooling community. Last week, John Weiss from the Neutral Zone led the group in a brainstorming session about what they want the Teen Area and programs to include to be inspiring and welcoming to more teens. They were excited to get their ideas on paper to try to get funding, so a subset of 6 members helped me write a grant to the AAACF Youth Council this week for supplies to expand Liz's Creative Studio to include open lab sessions led by teens and themed supply sets available for in-house check out with items such as an electronic keyboard and headphones, supplies for art journaling, or 3D pens. I wrote the story of TAG's participation in Youth Driven Space training and teens filled in the details of their plan and why it's important to the community. Our final training is next Tuesday at YDL-Michigan with Jen's advisory where we will write a long term strategic plan to keep both advisories strong.

Two other funding opportunities' deadlines are approaching: Kristel and I are working on an expanded version of the early literacy outreach proposal to submit on October 1 to Penguin Random House. I will write a short proposal for \$1,000 to Landmark Audio to fund more Play Kits for elementary students that will have science and technology themes parents and children can use at home.

Submitted by Jodi Krahnke September 14, 2016



# New Business

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 9/14/16

**Re:** Request for Capital Asset Replacement funds for HVAC improvements

YDL has two new Maintenance Agreements for Building Environmental Systems with Campbell, Inc. which took effect September 1<sup>st</sup>. One is for the Whittaker Road building, and the other for Michigan Avenue. Both agreements include regular preventive maintenance as well as a number of larger repairs and improvements over their three-year span. I believe these will keep our buildings better regulated for temperature, greatly reduce the need for emergency repair calls, and keep maintenance and utility costs down in the long run.

Campbell recommends we undertake two additional projects at the Whittaker facility to ensure smooth operation moving forward:

1. **Replace the 100hp main fan motor to the building's air handler.** This will take the HVAC system offline for a day or two, so we would like to schedule it for mid-October when the outdoor temperature is more likely to be comfortable.
2. **Perform hot water heating loop repairs.** Each winter when the temperatures go down, the system's aging seals and gaskets shrink, causing leaks in the building. These repairs will prevent both the leaks and emergency maintenance calls.

Detailed quotations for the two repairs are attached, and Facilities Manager Jim Reed will be present at the Board meeting to answer any questions. I request your authorization to spend \$21,997 from the Capital Asset Replacement Fund to complete these projects.

\*\*

Jim and I are investigating two additional projects which may also necessitate the use of Capital Asset Replacement funds:

1. Replacement of damaged entryway flooring at Michigan Avenue.
2. Replacement of exterior tiles at the Whittaker Road entrance. We are researching alternative solutions, since this is not the first time the tiles have failed.

It is possible we will have enough information by 9/22 to make a verbal request; otherwise we will likely bring these issues to the Board's October meeting.

## WORK AUTHORIZATION AGREEMENT

**Customer:** Ypsilanti District Library  
**Site Contact:** Jim Reed  
**Project**  
**Address:** 5577 Whittaker Rd  
**City:** Ypsilanti  
**State/Zip:** Mi 48197  
**Phone #:** (734)879-1300

**Project Name:** Replace 100hp motor  
**Contact:** Lisa Hoenig  
**Invoice**  
**Address:** 5577 Whittaker Rd  
**City:** Ypsilanti  
**State/Zip:** Mi 48197  
**Email:** jreed@ypsilibrary.org

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

**Proposal#** PP6461

**Subject:** Replace 100 HP main fan motor

Per your request I have prepared this proposal

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

**Scope of work:**

- Provide structural steel, rigging and overhead hoist for motor removal and replacement
- Lockout Tag out electrical service and make safe
- Remove and replace motor with new Baldor 100hp Super E industrial motor
- Replace all belts with matched set
- Tension and align sheaves and belts
- Startup and commission new motor, check and record amps and volts

**Notice to customer:**

The motor to be replaced weighs 898lbs, due to the position and weight of the motor we are recommending the area around and below the work being performed vacated. Due to the nature of the repair the Air Handling Unit will be off for a minimum of 8 to 12hrs.

The total agreement price for this work to be: \$16,959  
Approximate price based on Time and Material: \_\_\_\_\_

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

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

**TERMS:** 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.  
Additional terms and conditions on the second page.

**CONTRACTOR:**  
Campbell, Inc.

**CUSTOMER:**

Scott Hurst

6/24/2016

Scott Hurst

(DATE)

(SIGNATURE)

(PRINT NAME)

(DATE)



## **TERMS & CONDITIONS**

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



Phone: (419) 476-4444

Fax: (734) 769-6306

## WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti District Library  
Site Contact: Jim Reed  
Project  
Address: 5577 Whittaker Rd  
City: Ypsilanti  
State/Zip: Mi 48197  
Phone #: 734-482-4110

Project Name: Hot Water Heating loop Repairs  
Contact: Jim Reed  
Invoice  
Address: 5577 Whittaker Rd  
City: Ypsilanti  
State/Zip: Mi 48197  
Email: jreed@ypsilibrary.org

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

**Proposal#** PP6354

Subject: Repair leaks on Hot Water Heating loop lower level

Per your request I have prepared this proposal

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

Scope of work:

- Isolate hot water heating loop at valves in mechanical room, drain water from system
- Remove (4) 2.5" pipe couplings and gaskets, replace with new couplings and gaskets
- Replace failed section of 2.5" pipe and fittings as needed (see below)
- Remove and replace (1) 2.5" flange gasket
- Pressure test and confirm no leaks
- Insulate pipe and fittings with fiberglass insulation
- Fill system with water and purge air
- Open isolation valves and verify proper flow

Price is based on the assumption that the pipe, gaskets and fittings will need to be replaced. If we determine that only the gaskets and seals need to be replaced deduct \$1,205 from total.

The total agreement price for this work to be: \$5,038

Approximate price based on Time and Material: \_\_\_\_\_

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

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

**TERMS:** 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.  
Additional terms and conditions on the second page.

**CONTRACTOR:**  
Campbell, Inc.

**CUSTOMER:**

\_\_\_\_\_  
(SIGNATURE)

Scott A. Hurst

10/20/2015

Scott A. Hurst

(DATE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-22

September 22, 2016

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES  
FOR HVAC IMPROVEMENTS

---

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, Campbell, Inc. has recommended two significant repairs to the Whittaker Road heating, ventilating and air conditioning system, and

Whereas, these repairs are recommended to ensure smooth operation of the system moving forward under YDL's new 3-year maintenance agreements, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Up to \$21,977 from the Capital Asset Replacement Fund be allocated toward the replacement of the main fan motor and repair of the hot water heating loop at Whittaker Road.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:        NO:        ABSENT:        VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 9/15/16

**Re:** Consideration of a resolution in support of the Regional Transit Authority (RTA) ballot proposal

As you may know, YDL's Communications and Development Coordinator, Gillian Ream-Gainsley, serves on the AAATA Board. Gillian brought to my attention the fact many organizations, municipalities and boards are joining a coalition in support of the Regional Transit Authority (RTA) proposal on the November 2016 ballot. A brochure highlighting the benefits of the RTA for Washtenaw County is attached, and you can learn more about the coalition here: <http://voteyesforregionaltransit.com/>.

Reliable and connected regional transit is a definite need in Southeast Michigan, and in Ypsilanti in particular. As the Board sought the AAATA bus stop which now connects Ypsilanti and Superior Township patrons to Whittaker Road, I felt it was appropriate to propose the Board consider a supporting resolution for this broader regional effort.

The attached resolution supports the coalition, but could be altered to support regional transit in general if the Board is uncomfortable endorsing the campaign.

Gillian will attend the Board meeting to provide background and answer any questions you may have about the RTA ballot proposal.



## Why build a regional system?

Southeast Michigan and Detroit are moving ahead, but one thing that holds us back from even greater prosperity and a better quality of life is the lack of a connected public transportation network.

We need a **regional** system that can deliver people to jobs, health care, education, entertainment and sporting events throughout **Oakland, Macomb, Washtenaw, and Wayne** counties.

The Regional Transit Authority of Southeast Michigan (RTA) was established to fix that.

Created by the Michigan legislature in 2012, the RTA is working with local transit providers SMART, DDOT, AAATA, DTC and M-1 RAIL\* to:

- **Coordinate and invest in rapid, reliable, regional** public transportation services
- **Connect** over 2,600 square miles, 4 million residents and 1.9 million existing jobs in the four-county area

The RTA's new **Regional Master Transit Plan** is a blueprint for reforming our transit system to:

- **Cut wait times** and provide modern, safe, convenient travel for current and potential riders
- **Connect** people to the places they want and need to go
- **Increase independence** and mobility options for seniors and people with disabilities

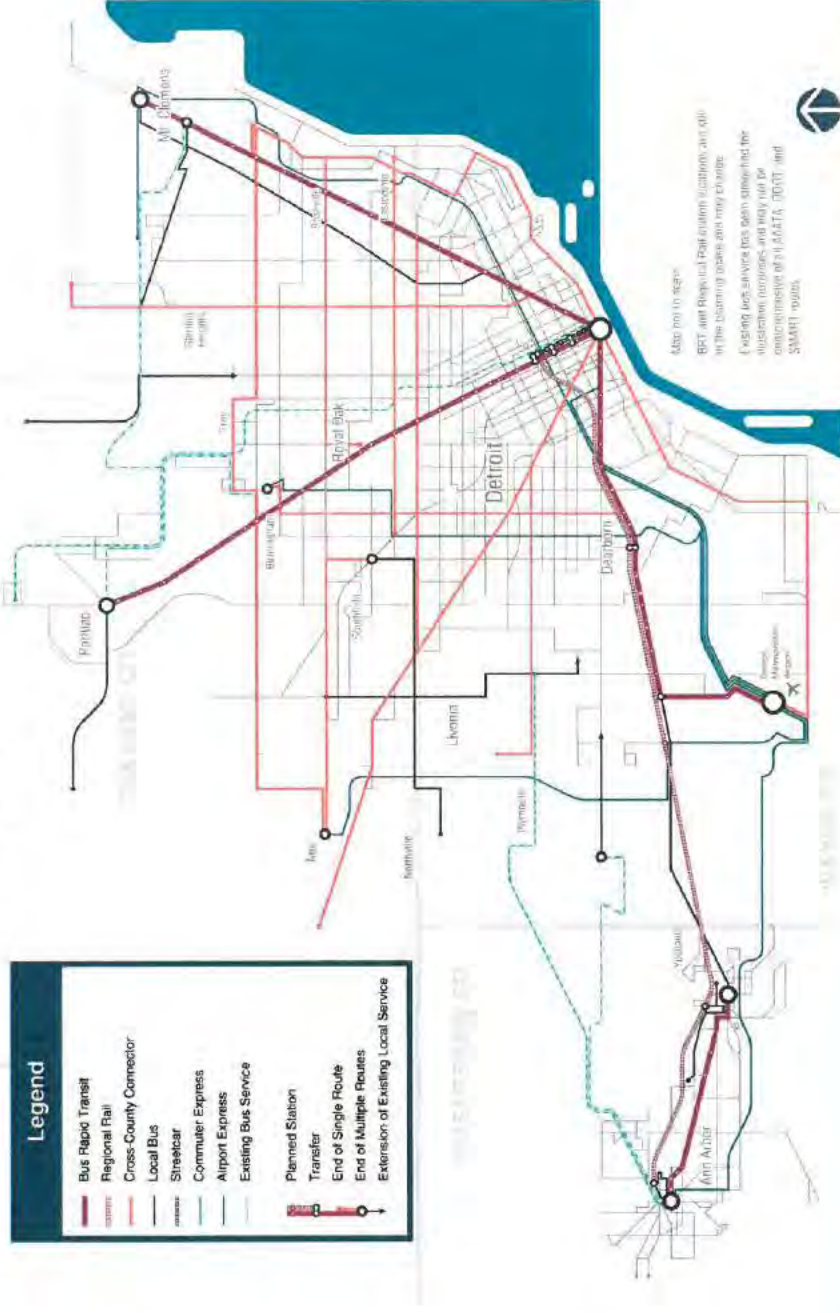
## Region-wide benefits

The RTA Master Plan will coordinate with the current transit providers and add new services including:

- **Bus Rapid Transit** lines, or BRT, along Woodward, Gratiot, Michigan and Washtenaw avenues
- **Regional Rail** between Ann Arbor and Detroit
- **Paratransit Services** with additional funding to provide cross-county access for seniors and people with disabilities
- **Mobility Management** with coordination between public transit services and other transportation options (campus shuttles, ZipCar, bike sharing, etc.)

## Our future system!

The RTA Master Plan offers Southeast Michigan something that every major metropolitan region across the country already has: **rapid, reliable, and regional transit**.



## What are other regions spending?

**SPENDING ON TRANSIT**  
SPENDING PER CAPITA, COMPARED TO PEER REGIONS



Source: National Transit Database

- **Cross-County Connectors** that are faster and move seamlessly between counties
- **Commuter Express Lines** along M-59, I-75 and from Ann Arbor to Canton
- **One-Call/One-Click Service** for routes, schedules and arranging rides throughout the network
- **A Regional Fare Card** for easy, seamless travel on all vehicles and systems

The RTA Master Plan increases the economic competitiveness of Southeast Michigan and brings our region's transit investment closer to what our peer regions spend.



## Washtenaw County Route Service Improvements

*All new services will be delivered while maintaining the existing level of transit service.*

- BRT service along Washtenaw Avenue between downtown Ann Arbor and downtown Ypsilanti
- Regional Rail beginning with 8 round trips a day between Ann Arbor and Detroit
- Local regional rail feeder services to the Ann Arbor and Ypsilanti stations
- New local service from downtown Ypsilanti connecting to the Michigan Avenue BRT line at Merriman Road
- Commuter express connecting Ann Arbor to Plymouth and Livonia
- Commuter express along Ford Road to Canton. Doubling service to TheRide Route 711 and extending the route

## Economic Benefits for Washtenaw\*

- 4,301 jobs supported
- Approximately \$346 million (in 2015 dollars) added in gross regional product
- Approximately \$244 million (in 2015 dollars) growth in real personal income

\*Above values over 20-year period of transit investment. Data from Michigan Department of Transportation REMI model.

## Why transit? It's in the numbers!

92% of jobs in the region cannot be reached within **60 minutes** using existing transit.\*

Rapid, Reliable, Regional Transit will connect to **1.9 million existing jobs** and support the creation of **67,844 jobs** over the next 20 years.

Rapid, Reliable, Regional Transit will provide access to:

- 23 COLLEGES, 310 SCHOOLS & HEAD START FACILITIES
- 22 HOSPITALS
- 100+ GROCERY STORES
- 410+ PARKS
- 47 LIBRARIES

## Make it real!

To make **rapid, reliable, regional** transit a reality, voters in Southeast Michigan will be asked to consider a **1.2 mill** property tax on November 8, 2016. This equals just under \$8 per month for the average home.

**You can help build our region's future by supporting the RTA Master Plan and Rapid, Reliable, Regional Transit for all.**

To read more about the RTA, see the Regional Master Transit Plan and learn how you can support regional transit, **please contact us!**

## Contact info:

[www.rtamichigan.org](http://www.rtamichigan.org)  
[www.rtamichigan.org/poll](http://www.rtamichigan.org/poll)  
[info@rtasoutheastmichigan.org](mailto:info@rtasoutheastmichigan.org)  
[facebook.com/rtamichigan](https://www.facebook.com/rtamichigan)  
[@rtamichigan](https://twitter.com/rtamichigan)

\* Data Source: SEMCOG

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-23

September 22, 2016

RESOLUTION IN SUPPORT OF THE REGIONAL TRANSIT AUTHORITY (RTA) BALLOT  
PROPOSAL

---

**WHEREAS**, Southeast Michigan's regional public transit system is challenged due to severe underfunding compared to peer regions around the country, leaving us at an economic disadvantage; and

**WHEREAS**, the Regional Master Transit Plan outlines the connected network that seniors and people with disabilities need to maintain independence and mobility; and

**WHEREAS**, Southeast Michigan is failing to secure billions in potential economic benefit, that studies show accompany regional transit investments; and

**WHEREAS**, a large majority of jobs in the region are not readily accessible by existing regional transit; and

**WHEREAS**, the Regional Master Transit Plan will connect people to jobs; and

**WHEREAS**, the Regional Master Transit Plan will connect Southeast Michigan's four counties — Macomb, Oakland, Washtenaw and Wayne — and two major population centers – Detroit and Ann Arbor; and

**WHEREAS**, the RTA of Southeast Michigan's Regional Master Transit Plan is the opportunity we need to create a connected regional transit system that supports the needs of our residents; and

**WHEREAS**, improved regional transit will help Southeast Michigan to compete economically with other major metropolitan areas; and

**WHEREAS**, connecting Southeast Michigan's four counties with regional public transit will create new jobs and provide connections to existing jobs; and

**WHEREAS**, younger generations continue to look outside of Southeast Michigan to relocate to regions with effective, reliable regional transit; and

**WHEREAS**, regional transit must be strengthened and improved to make Southeast Michigan more competitive, which will help local communities attract more businesses and create local jobs; and

**WHEREAS**, Southeast Michigan can connect Macomb, Oakland, Washtenaw and Wayne counties with the reliable regional transit network we need by Voting Yes for Regional Transit on November 8, 2016,

**NOW, THEREFORE, BE IT RESOLVED**, THE YPSILANTI DISTRICT LIBRARY BOARD OF TRUSTEES fully supports Citizens for Connecting our Communities (C3) in the effort to create a modern, reliable regional transportation system linking the Ypsilanti area with the counties in Southeast Michigan. We urge District residents to support C3 and the RTA ballot proposal in 2016.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:        NO:        ABSENT:        VOTE:



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 9/14/16  
**Re:** Consideration of adopting a Piano Policy

Over the summer I received a number of requests from people wishing to play the piano. In at least one instance there was no request; the people just started playing in the midst of Lunch and Listen. Due to abuse in the past, the piano has not been available for use by the public. (At one point there was a lock on the keyboard, but patrons broke it off.) A policy will help us ensure fairness and provide a way to stand by our decisions on how the piano is used.

Modifying language from an amalgamation of other libraries' policies, I drafted the attached. I solicited feedback from the Whittaker Road supervisors, who felt strongly we should not allow practice by the general public. The new \$25 fee will help cover the cost of piano maintenance.

The Board's Policy Committee has reviewed the policy and recommends its adoption.

## **Ypsilanti District Library**

### **Piano Policy**

**DRAFT 9/22/16**

The Ypsilanti District Library acquired a Kohler & Campbell baby grand piano in 2003 to accompany concert performances held at the Whittaker Road library. The piano is available for public use in conjunction with programs, recitals and special events for a fee of \$25. The piano is tuned and receives regular maintenance from a licensed professional three times each year; usage fees help cover the cost of these services.

1. The piano must be reserved, in advance, through the meeting room booking system or Library Administration.
2. A \$25 piano usage fee will be charged in addition to meeting room fees.
3. The piano is a delicate instrument and not a part of the lending collection. It is not available for practice by the general public.
4. It is not available for use by teachers to conduct lessons, however it may be used for program recitals or recital practice, in accordance with the library's Facilities Use Policy.
5. One hour of practice prior to a recital or other performance may be arranged at no charge at a time approved by the Library.
6. The piano must remain covered at all times that it is not in use.
7. The piano may only be moved by Library Facilities personnel. It should be closed and covered when it is moved.
8. Nothing may be placed on or in the piano, even when it is covered, including handouts, etc., for meetings.
9. No food or beverages are allowed on or near the piano or its bench.
10. Although the piano is booked for individual use, a user may be assisted by another person. No more than two people may be at the piano at a time.
11. Patrons will treat the piano with care. The piano is the responsibility of the patron making the reservation; that patron is fiscally responsible for all costs associated with damages to the piano due to neglect or abuse.
12. Any group or individual damaging the piano in any way is liable for the cost of repairs.
13. Library staff reserve the right to restrict use.
14. Use of the piano is a privilege, not a right – please respect our property.
15. All rules of the Ypsilanti District Library Facilities Use Policy apply.
16. The Library Director has the final authority in determining appropriate use and scheduling of the piano.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-24

September 22, 2016

RESOLUTION TO ADOPT A PIANO POLICY

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Whereas, the Library acquired a Kohler & Campbell baby grand piano in 2003 to accompany concert performances at the Whittaker Road Library, and

Whereas, guidelines for piano use would be helpful for staff and patrons alike, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Piano Policy is adopted.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE: