

Board of Trustees

2018 Information Packet



Wednesday
February 28, 2018
6:30 pm
YDL-Whittaker Rd.

Ypsilanti District Library
YDL Board Meeting, February 28, 2018 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Kimberly Grover <input type="checkbox"/> Courtney Geil <input type="checkbox"/> Jean Winborn <input type="checkbox"/> John Barr <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit Presentation: Luke Downing, Layton & Richardson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from January 24, 2018 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2018 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. Fund Development/Gala	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Negotiating Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
G. Grants for Superior Township	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
New Business			
A. Acceptance of the 2017 audit report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to approve MCACA grant application submission (Kelly Scott)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of EnvisionWare equipment purchase: Kiosk case controllers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Resolution to establish a business checking account at Key Bank for FSA funds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees
Minutes, January 24, 2018 [Unapproved]

CALL TO ORDER

President John Barr called the Regular Meeting to order at 6:35 p.m.

Attendance

Trustees Present: John Barr, Kay Williams, Brian Steimel, Kimberly Grover, Patricia Horne McGee, Courtney Geil, and Jean Winborn [arriving 6:35].

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Outreach Services Mary Garboden and Elizabeth Getty, Youth Services Jodi Krahne, Business Office Manager Diane Schrag and Neutral Zone Director John Weiss.

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC PARTICIPATION

The following community members expressed concerns regarding the Ypsilanti District Library's Internet Access Policy.

Heather Gerald-Roe
1197 Hunter Ave
Ypsilanti, MI 48197

Karen Lovejoy Roe
8677 Merritt Rd.
Ypsilanti, MI 48197

Brenda Stumbo
9622 Endicott Lane
Ypsilanti, MI 48197

Hannah Apple provided a written statement, but was unable to attend.

President Barr directed the Policy Committee to review the Internet Access Policy to address these concerns.

Introduction of new staff: Head of Outreach Services Mary Garboden introduced Elizabeth Getty, half-time Outreach Services Para-professional hired effective November 2, 2017.

Presentation: Youth Driven Spaces, The Neutral Zone

John Weiss, Director of Strategic Initiatives of the Neutral Zone presented an overview of "Youth Driven Spaces". This is defined as young people given the opportunity to participate at the program, organization, and governance level, such as drive their own projects and initiatives, designing own space, and serving on a board of directors all in partnership with adults. Head of Youth Services Jodi Krahne described progress Whittaker Road teens have made since adopting this practice.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda [November 29, 2017 Budget Hearing and Regular Meeting Minutes, November and December 2017 Check Registers]. Trustee McGee supported this motion.





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

Nays: None

Motion passed.

Ypsilanti District Library
Board of Trustees
Minutes, January 24, 2018 [Unapproved]

COMMITTEE REPORTS

- Finance Committee: No report
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Trustee Steimel reported the following from the Jan. 22, 2018 meeting
 - FOL will contribute \$36,000 in 2018 to YDL, same as last year.
 - Holiday Pop-up Book Sale, Nov. 18, 11:00 a.m. to 4:00 p.m. made \$975.
 - In 2017 93% of the FOL revenue came to YDL.
 - January 18th through 21st book sale total was \$2904.
 - Online book sales total \$5500 for 2017.
 - Director Hoenig presented millage goal overview and was well received.
 - New officers elected:
 -  President, Marci Kinsey
 -  Vice President: Carole Pennington
 -  Secretary: Bob Ferrett
 -  Treasurer: Penny Blodgett
- Fund Development Committee: Director Hoenig reported on the following items.
 - Communication & Development department report contains fundraiser results
 - Ford Flex received December 2, 2017.
 - This year's goal is to have successful "smash" with YDL 150th year Gala. Sponsorship packet distributed to trustees.
 - Thank you to Trustees Barr and Grover for their successful parties.
 - Robert Warren Memorial donations are earmarked for adaptive technology initiative for blind or low vision patrons.
- Grants for Superior Township: no report.

REPORT OF THE LIBRARY DIRECTOR

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

- Superior building planning committee met with Superior Township representatives and architect Dan Whisler December 20, 2017 for preliminary Superior plan development.
- Ypsilanti Community Schools 5th grade field trips have begun.
- YDL will again be a polling place, will use the triangular bay area if Community Meeting Room is already in use for an exhibit.
- Expect the audit report to be presented at the Feb. 28, 2018 regular meeting.
- Advocacy Committee will be formed, Director Hoenig looking for recommendations for co-chairs, and treasurer.
- Strategic Plan Report and TALK progress report included in packet.
- Gala Update:
 - Take place at the Ypsilanti Freighthouse, June 8, 2018.
 - Tickets are \$75.00, heavy appetizers and 2 drink tickets included
 - Music and other yet to be determined entertainment
 - Silent Auction
 - Photography
 - Sponsorships received from the Freighthouse Board and the Ypsilanti DDA
 - Goal is raise \$40,000 for YDL

Ypsilanti District Library
Board of Trustees
Minutes, January 24, 2018 [Unapproved]

OLD BUSINESS

A. Director Evaluation follow-up

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2018-1
January 24, 2018

RESOLUTION TO GRANT THE LIBRARY DIRECTOR 5 ADDITIONAL DAYS OF PAID TIME OFF

Whereas the Ypsilanti District Library Board of Trustees held a performance evaluation session for Library Director Lisa Hoenig in closed session in November, 2017, and

The Board wishes to reward the Director for a positive review, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Five additional days of paid time off be added to the Director's leave bank.

OFFERED BY: Courtney Geil

SUPPORTED BY: Kimberly Grover

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

NEW BUSINESS

A. Election of Officers for 2018

As recommended by the nominating committee, Trustee Williams proposed the following board positions for the approval of the entire board. Trustee Geil seconded this motion.

- President – Brian Steimel
- Vice-President – Jean Winborn
- Secretary – Kimberly Grover
- Treasurer – Kay Williams
- Liaison to the Friends of the Library – Pat McGee

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

Nays: None

Motion passed.

B. Schedule 2018 Board meeting dates

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2018-2
January 24, 2018

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS FOR 2018

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2018 Board meeting schedule as revised through discussion be adopted.

OFFERED BY: John Barr

SUPPORTED BY: Kay Williams

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

Ypsilanti District Library
Board of Trustees
Minutes, January 24, 2018 [Unapproved]

C. Committee appointments

President Steimel made the following appointments as recommended by the nominating committee.

FINANCE

Kay Williams, Chair
John Barr – Trustee
Pat McGee – Trustee

PERSONNEL

Kimberly Grover
Pat McGee – Trustee
Jean Winborn – Trustee

POLICY

John Barr -- Trustee
Jean Winborn – Trustee
Courtney Geil – Trustee

FACILITIES

Kay Williams – Trustee
Kimberly Grover - Trustee
Courtney Geil – Trustee

FUNDRAISING/GALA

Pat McGee – Trustee
Kimberly Grover – Trustee
Courtney Geil, Trustee

NEGOTIATIONS

Kay Williams
John Barr

Brian Steimel is Ex-Officio on all committees and Lisa Hoenig is also on all committees as Director.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	No comment
Jean	No comment
Brian	Let's adjourn!
Kay	Will miss the February meeting
Kimberly	Will miss the March meeting
Patricia	No comment
John	Thank you for your past cooperation over the last year, to Kay and Jean for the help with the fundraisers.
Lisa	Thank you all!

Adjournment

Trustee Barr moved to adjourn at 7:40. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library
Board of Trustees
Minutes, January 24, 2018 [Unapproved]

PUBLIC MEETING NOTICE

YPSILANTI DISTRICT LIBRARY

NOTICE OF REGULAR MEETINGS FOR YEAR 2018

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for the year 2018 on the fourth Wednesday of each month, with the exception of the months of April and December as noted below. Meetings will take place at the Whittaker Road Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI, 48197 with the exception of the month of [July](#) as noted below. All interested citizens are encouraged to attend.

**SCHEDULE OF LIBRARY BOARD MEETINGS
YEAR 2018**

Annual Meeting	Wednesday	January 24, 2018	6:30 PM
February	Wednesday	February 28, 2018	6:30 PM
March	Wednesday	March 28, 2018	6:30 PM
April	Wednesday	*April 18, 2018	6:30 PM
May	Wednesday	May 23, 2018	6:30 PM
June	Wednesday	June 27, 2018	6:30 PM
July	Wednesday	**July 25, 2018	6:30 PM
August	Wednesday	August 22, 2018	6:30 PM
September	Wednesday	September 26, 2018	6:30 PM
October	Wednesday	October 24, 2018	6:30 PM
November	Wednesday	November 28, 2018	6:30 PM
December	Wednesday	No Meeting	6:30 PM

* ~~Alternate date: Tuesday April 24, 2018~~ **not the fourth Wednesday**

** ~~Location to be determined, YDL — Michigan Ave considered~~ **this meeting will take place at YDL-MI Ave.**

***~~Alternate: no meeting~~

Financial Report

**Ypsilanti District Library
Balance Sheet
January 31, 2018
General Fund**

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 01/31/18
Assets:						
Cash: Checking	96,479	558,972	343,352	435,833	325,888	896,539
Savings	2,687,541	2,593,271	2,276,388	2,191,873	2,414,562	2,422,534
CD's	-	-	-	-	-	-
Stocks	39,893	-	-	28,584	30,954	30,954
Memorials	6,400	6,401	6,402	6,402	6,403	6,403
Operational Cash	356	356	356	356	521	521
Total Cash	2,830,669	3,159,000	2,626,498	2,663,048	2,778,329	3,356,952
Receivables & Other assets	39,881	49,271	37,821	17,384	36,272	38,137
Total Assets	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	3,395,089
Liabilities	314,330	804,393	425,334	334,400	509,097	538,507
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
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						-
Working Capital	1,000,000	1,000,000	1,000,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	428,362	447,178	294,835	658,408	736,990	692,565
Current YTD	18,815	(152,342)	(164,893)	78,582	(40,530)	554,973
Total Fund Balance	2,556,221	2,403,879	2,238,985	2,346,033	2,305,504	2,856,582
Total Liabilities & Fund Balance	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	3,395,089

Ypsilanti District Library
Period Ending 1/31/2018 (16.7% of Year)
General Fund

ACCT #	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGET	YTD 1/31/18 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,673,512	3,781,500	3,811,790	3,798,614	1,204,933	2,593,681	31.7%
Expenditures							
Dept 100 Administrative	1,944,424	1,781,039	1,882,645	2,061,254	351,367	1,636,519	17.0%
Dept 200 Michigan Ave.	493,186	536,933	531,308	550,750	88,279	465,162	16.0%
Dept 300 Outreach/bookmobile	81,693	77,977	105,512	90,961	13,136	88,368	14.4%
Dept 400 Outreach/Superior Township	152,911	152,313	152,354	154,027	25,558	128,965	16.6%
Dept 500 Whittaker Rd	1,080,790	1,084,812	1,099,239	1,108,425	164,694	958,674	14.9%
Dept 600 Donations	65,395	44,621	53,483	-	4,515	(4,515)	NA
Dept 700 Grants	19,007	25,595	27,778	-	2,409	(2,409)	
Total	3,837,406	3,703,288	3,852,319	3,965,417	649,960	3,270,763	16.4%
Net Revenue Over Expenditures	(163,893)	78,212	(40,530)	(166,803)	554,973		
Sale of Assets	-	-	979		-		
Fund balance - beginning of period	2,403,879	2,239,986	2,318,197	2,278,647	2,278,647		
Fund Balance - end of period	2,239,986	2,318,197	2,278,647	2,111,844	2,833,620		

Ypsilanti District Library
General Fund
Period Ending 1/31/18
(16.7% of Year)

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 1/31/18 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	581,433.92	598,098.11	609,928.75	630,022.00	295,245.49	46.9%
425.000	City of Ypsilanti Tax Levy	540,084.92	541,454.64	565,185.67	561,865.00	5,285.52	0.9%
440.000	Ypsilanti Township Tax Levy	2,117,703.51	2,135,456.57	2,159,465.76	2,241,175.00	856,687.03	38.2%
425.075	PPT Reimbursement	-	60,411.59	10,996.12	30,000.00	-	0.0%
443.000	State Aid Direct	24,195.70	26,949.28	26,949.28	30,240.00	-	0.0%
447.000	State Aid Indirect	24,662.52	27,309.06	27,323.82	30,240.00	-	0.0%
500.600	Grant SOM Talk	-	-	46,570.08		14,053.63	NA
657.000	Fines/Misc.	84,786.06	81,897.24	73,097.49	75,660.00	10,219.35	13.5%
657.100	Smart Cards - Printing & Copies	43,954.71	44,808.22	42,288.92	44,000.00	5,033.77	11.4%
657.600	Guest Pass	2,777.15	3,110.00	2,416.80	2,500.00	233.00	9.3%
661.000	Penal Fines County	138,457.71	140,886.41	124,204.50	125,000.00	-	0.0%
662.000	Coffee shop rent	4,200.00	3,850.00	5,500.00	6,000.00	1,000.00	16.7%
662.100	Community room rentals	2,150.00	625.00	1,700.00	1,500.00	-	0.0%
679.000	Donations/Misc.	1,923.49	2,107.87	3,792.82	1,200.00	3,752.20	312.7%
681.080	Donations/Memorials	435.00	-	2,425.00	600.00	350.00	58.3%
683.100	Trustee Party Revenue		3,421.00	-			NA
687.000	Interest/Checking	911.29	1,137.39	1,019.64	1,000.00	94.72	9.5%
687.010	Interest/Savings	5,793.17	5,026.14	7,456.62	5,700.00	913.96	16.0%
687.020	Interest/CD's	-	-	-	-	-	NA
687.060	Interest/Yoder	7.95	10.64	10.63	10.00	-	0.0%
687.070	Interest/Yates Memorial	0.67	0.67	0.68	2.00	0.17	8.5%
689.000	American Century Value Change	-	-	-	-	-	NA
689.000	Dividends-MML	7,169.00	6,646.00	6,050.00	6,000.00	-	0.0%
690.000	Dividends-Endowmnt	4,197.89	5,210.28	5,815.85	5,900.00	-	0.0%
Total Revenue		3,584,844.66	3,688,416.11	3,722,198.43	3,798,614.00	1,192,868.84	31.4%
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	643,204.88	614,285.23	605,793.57	632,364.00	104,339.57	16.5%
702.050	Board Stipend	-	-	-			NA
702.100	Professional/Accounting	6,000.00	5,700.00	5,620.00	7,500.00	880.00	11.7%
702.150	Bank Fees	2,806.41	3,288.99	3,500.16	3,500.00	557.48	15.9%
702.180	Reversed Receivables	7,259.60	-	-			NA
702.900	Salary/Subs	6,935.11	8,274.41	18,578.26	18,750.00	2,332.24	12.4%
705.000	Employee Recognition Awards	-	375.16	764.98	750.00	-	0.0%
710.000	Paychex Payroll Service	5,456.17	5,947.70	6,794.20	7,750.00	1,921.90	24.8%
715.000	Employer Payroll Tax	143,619.05	142,801.97	144,002.37	146,290.00	24,313.01	16.6%
715.100	ACA Taxes Paid by employer	10,880.07	238.39	-	-		NA
718.000	MERS Defined Contribution	86,097.49	83,164.64	92,792.75	93,802.00	6,651.20	7.1%
719.000	FSA Admin Fee				2,000.00	50.00	2.5%
727.000	Office Supplies	30,307.16	30,036.75	31,341.56	32,400.00	1,806.78	5.6%
727.200	Supplies-Facility	22,917.37	20,211.00	21,858.47	23,700.00	1,663.21	7.0%
752.000	MML/Building Insurance	53,670.00	55,342.00	57,613.00	57,555.00	-	0.0%

**Ypsilanti District Library
General Fund
Period Ending 1/31/18
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 1/31/18 ACTUAL	YTD AS A % OF BUDGET
753.000	MMML/Workers Comp	9,687.00	10,557.00	9,609.00	11,554.00	-	0.0%
754.000	Health Insurance	377,702.35	328,847.22	350,013.22	358,473.00	61,237.54	17.1%
756.000	Delta Dental	38,221.95	39,679.47	36,157.97	41,705.00	6,262.52	15.0%
757.000	Employee Assistance Program	871.20	931.92	950.40	1,100.00	249.48	22.7%
758.000	Life Insurance	4,098.50	4,187.40	4,263.84	4,883.00	1,043.28	21.4%
759.000	Vision Service Plan	9,672.10	8,522.08	7,725.94	8,747.00	697.88	8.0%
762.000	STD/LTD (Disability Insurance)	9,222.06	9,333.35	9,644.04	10,710.00	2,372.31	22.2%
769.000	Printing & Publishing	6,183.73	7,020.81	12,538.00	11,500.00	927.20	8.1%
769.050	Classified Advertising	-	10.14	122.00	400.00	-	0.0%
774.000	Data Bases	34,668.15	38,433.35	56,523.56	65,000.00	20,271.48	31.2%
774.050	Ebooks/Eaudio	16,093.36	19,997.30	17,243.99	20,000.00	775.42	3.9%
774.100	System Wide DVDs	4,883.98	7,214.64	7,414.44	8,000.00	551.83	6.9%
774.990	All Materials Processing	25,311.03	26,923.11	25,723.67	30,260.00	1,830.47	6.0%
801.000	Major Events	6,089.82	7,430.83	6,378.78	22,650.00	800.00	3.5%
801.500	Learning Never Gets Old	-	1,425.81	2,131.58	2,000.00	27.50	1.4%
802.000	Mileage/Travel Reimbursement	858.23	1,587.94	3,901.13	3,000.00	1,464.71	48.8%
804.000	Workshops/Training	1,327.25	1,190.48	2,956.87	3,500.00	512.50	14.6%
805.000	Memberships & Dues	4,943.50	4,902.14	4,987.57	5,020.00	914.00	18.2%
810.000	Capital Outlay - Buildings	8,814.00	525.00	4,880.40	2,000.00	-	0.0%
810.100	Capital Outlay - Improvements	32,063.00	-	13,800.82	3,000.00	-	0.0%
812.000	Capital Outlay - Furnishings	393.85	7,126.88	3,989.00	7,000.00	-	0.0%
850.000	Automation - Technology	226,119.41	192,107.64	121,656.78	212,000.00	49,894.06	23.5%
850.100	Telecommunications	-	118.44	14,070.38	15,000.00	(10,255.92)	-68.4%
850.200	SirsiDynix	-	-	48,211.57	57,000.00	46,613.74	81.8%
890.000	The Library Network	14,278.98	2,796.00	2,796.00	3,000.00	-	0.0%
928.000	Postage	10,484.54	10,265.12	8,236.90	13,366.00	3,016.60	22.6%
965.000	Auditing Service	11,400.00	11,800.00	7,125.00	7,275.00	-	0.0%
975.000	Legal	15,602.20	5,875.00	1,652.00	9,000.00	100.00	1.1%
980.000	Professional/Contractual	24,087.81	42,815.65	57,564.51	58,350.00	16,009.89	27.4%
980.500	Rebranding Costs	-	-	22,654.36	2,500.00	-	0.0%
981.100	Library Director Search expense	2,244.47	-	-	-	-	NA
981.500	Lost Book Expense	14,027.60	13,195.05	12,889.61	12,900.00	896.07	6.9%
982.000	MTT Charge Back City	11,242.58	1,418.33	2,209.84	4,000.00	-	0.0%
983.000	MTT Charge Back TWP	4,677.94	4,991.06	3,875.48	10,000.00	-	0.0%
983.100	MTT Charge Back-Superior Twp	-	143.10	10,086.65	10,000.00	639.35	6.4%
984.050	Contributions/Endowment	-	-	-	-	-	NA
Total		1,944,423.90	1,781,038.50	1,882,644.62	2,061,254.00	351,367.30	17.0%
Dept 200 Michigan Ave.							
702.000	Salaries	344,894.22	386,898.99	382,075.99	389,925.00	67,736.91	17.4%
702.800	Salaries-Pages	7,467.76	6,881.93	6,715.66	10,480.00	1,209.61	11.5%
771.000	Adult Books & Processing	31,040.31	31,469.39	32,180.45	32,200.00	3,311.68	10.3%
772.000	Youth Books & Processing	17,943.21	19,258.16	17,990.02	18,000.00	1,330.66	7.4%
776.000	Periodicals - Adult	4,021.27	4,385.25	4,132.72	4,165.00	2,597.78	62.4%
776.050	Periodicals - Youth	304.95	248.31	172.35	175.00	236.18	135.0%
778.000	Adult Audio/Visual	13,030.69	12,221.78	12,880.35	13,200.00	743.31	5.6%
779.000	Youth Audio/Visual	5,555.34	4,517.07	5,989.36	6,100.00	199.32	3.3%
810.000	Capital Outlay - Buildings	-	-	-	1,000.00	-	0.0%

Ypsilanti District Library
General Fund
Period Ending 1/31/18
(16.7% of Year)

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 1/31/18 ACTUAL	YTD AS A % OF BUDGET
812.000	Capital Outlay - Furnishings		4,431.30	2,760.00	2,000.00	-	0.0%
840.000	Repair & Maintenance - Building	24,991.35	24,277.93	6,627.81	10,000.00	1,619.28	16.2%
840.025	Campbell Maint Contract			17,761.00	17,761.00	4,440.25	25.0%
840.050	Snow Removal/ Lawn Care	11,998.00	10,140.95	9,216.95	10,670.00	1,933.82	18.1%
900.000	Programs-Adult	1,165.35	938.82	1,103.44	1,300.00	-	0.0%
901.000	Programs-Youth	1,058.44	1,495.30	1,037.96	1,300.00	67.68	5.2%
940.000	Phone	3,563.75	2,882.35	4,411.42	4,547.00	749.12	16.5%
943.000	DTE - Fuel	6,042.85	4,295.74	5,058.92	5,368.00	629.60	11.7%
947.000	DTE - Electric	14,242.50	14,888.34	16,154.99	16,224.00	1,176.90	7.3%
980.000	Professional Contractual (Security)						NA
949.000	Ypsilanti Comm Utilities Auth	5,866.47	7,701.07	5,038.27	6,335.00	296.90	4.7%
Total		493,186.46	536,932.68	531,307.66	550,750.00	88,279.00	16.0%
Dept 300 Outreach/bookmobile							
702.000	Salaries	63,898.51	68,040.77	70,396.02	73,536.00	12,525.42	17.0%
775.000	Library Materials	4,910.53	4,840.68	5,369.87	5,000.00	113.81	2.3%
840.000	Repair & Maintenance	7,878.65	1,011.86	25,924.52	8,100.00	135.95	1.7%
901.000	Programs - Youth	-	-	-	-		NA
940.000	Phone	-	-	-	-		NA
943.000	Fuel	5,005.67	4,083.29	3,821.92	4,325.00	361.06	8.3%
Total		81,693.36	77,976.60	105,512.33	90,961.00	13,136.24	14.4%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,916.37	139,263.56	139,330.94	138,118.00	23,582.01	17.1%
775.000	Library Materials	7,261.02	7,535.09	7,056.64	7,500.00	1,272.91	17.0%
810.000	Cap Outlay Building				2,000.00	-	
810.100	Cap Outlay Improvements				-	-	
840.000	Repair & Maintenance	1,339.79	1,394.14	984.38	1,000.00	235.36	23.5%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	81.68	6.8%
900.000	Programs - adult	85.44	517.92	461.29	600.00	-	0.0%
901.000	Programs - Youth	368.05	371.41	758.53	600.00	13.00	2.2%
940.000	Phone	1,210.67	552.15	1,102.86	1,137.00	187.28	16.5%
943.000	DTE - Fuel	823.52	655.31	694.55	827.00	110.00	13.3%
947.000	DTE - Electric	853.26	977.56	900.77	958.00	76.15	7.9%
949.000	Ypsilanti Comm Utilities Auth	72.61	66.13	84.21	87.00	-	0.0%
Total		152,910.89	152,313.43	152,354.33	154,027.00	25,558.39	16.6%

Ypsilanti District Library
General Fund
Period Ending 1/31/18
(16.7% of Year)

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 1/31/18 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	675,540.32	691,546.62	696,324.55	678,345.00	115,114.83	17.0%
702.800	Salaries-Pages	33,889.58	32,316.80	34,074.19	45,400.00	6,589.07	14.5%
771.000	Adult Books	68,623.73	69,598.87	62,753.52	63,000.00	10,079.52	16.0%
771.050	Yoder Memorial	-	-	-	-		NA
772.000	Youth Books	34,222.08	32,963.64	32,889.61	33,700.00	1,363.55	4.0%
776.000	Periodicals - Adult	6,257.96	3,798.56	5,399.33	5,500.00	71.99	1.3%
776.050	Periodicals - Youth	911.20	699.92	847.92	900.00	801.91	89.1%
778.000	Adult Audio/Visual	25,900.01	26,755.61	26,118.99	27,000.00	656.53	2.4%
779.000	Youth Audio/Visual	13,168.93	11,622.47	9,328.01	10,300.00	603.69	5.9%
810.000	Cap Outlay Building				1,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-	NA
840.000	Repair & Maintenance - Building	52,725.76	51,891.72	19,383.67	17,000.00	1,834.75	10.8%
840.025	Campbell Maint Contract			42,979.00	42,979.00	10,744.75	25.0%
840.050	Snow Removal/Lawn Care	24,340.00	19,843.78	21,447.65	21,810.00	4,410.88	20.2%
900.000	Programs - Adult	2,991.36	3,183.25	2,807.60	4,200.00	215.54	5.1%
901.000	Programs - Youth	4,606.83	5,284.31	4,705.39	5,200.00	695.28	13.4%
903.000	Equipment Maintenance	1,134.75	1,119.16	-	1,500.00	-	0.0%
940.000	Phone	6,676.26	5,290.78	8,490.03	9,093.00	1,498.25	16.5%
943.000	DTE - Fuel	32,975.30	25,436.79	26,167.88	31,164.00	3,632.38	11.7%
947.000	DTE - Electric	93,198.24	99,973.15	100,296.77	106,005.00	6,101.73	5.8%
949.000	Ypsilanti Comm Utilities Auth	3,627.25	3,486.22	5,224.80	4,329.00	279.80	6.5%
980.000	Professional/Contractual	-	-	-	-		NA
Total		1,080,789.56	1,084,811.65	1,099,238.91	1,108,425.00	164,694.45	14.9%
Dept 600 Donations							
Revenue:							
	Total Donated revenue	68,687.60	59,469.64	56,523.34		6,470.00	NA
Expenditures:							
Total		65,394.81	44,620.51	53,483.34		4,515.46	NA
Dept 700 Grants							
Revenue							
	Total Revenue	19,980.00	33,614.21	32,089.00		5,594.00	NA
Expenditures							
Total Net -- restricted for future		973.26	8,019.57	4,310.83		3,185.07	NA
IMPROVEMENTS							
	685.000 Sale of assets			979.06		-	NA
Total		-	-	979.06		-	NA
Total Revenue		3,673,512.26	3,781,499.96	3,811,789.83	3,798,614.00	1,204,932.84	
Total Expenditures		3,837,405.72	3,703,288.01	3,852,319.36	3,965,417.00	649,959.77	16.4%
	Net Revenue Over Expenditures	(163,893.46)	78,211.95	(40,529.53)	(166,803.00)	554,973.07	
	Fund Balance Beginning of Year	2,403,879.00	2,239,985.54	2,318,197.49	2,278,647.02	2,278,647.02	
Ending Fund Balance		2,239,985.54	2,318,197.49	2,278,647.02	2,111,844.02	2,833,620.09	

**Ypsilanti District Library
Balance Sheet
January 31, 2018
Debt Service Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 01/31/18
Assets:						
Cash	1,025,299	1,131,102	856,860	1,225,052	1,232,141	994,037
Receivables	401,894	326,861	602,228	265,327	228,588	532,158
Total Assets	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	1,526,195
Liabilities	38,882	47,773	58,557	58,413	26,102	34,501
Fund Balance						
Designated: MTT Settlement	-	21,300	14,000	15,000	15,000	10,000
Unreserved	1,388,311	1,388,890	1,386,531	1,416,966	1,419,627	1,481,695
Total Liabilities & Fund Balance	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	1,526,195

Ypsilanti District Library
Debt Service Fund
Period Ending 1/31/2018 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	BUDGET 17--18**	YTD 1/31/18 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	260,105	274,779	282,263	269,995	269,051	267,068	2,431	264,637	0.9%
440.000	Ypsilanti Township Tax Levy	1,066,288	1,011,034	1,036,502	1,011,752	1,015,107	1,045,300	54,593	990,707	5.2%
688.000	Interest	1,417	286	192	489	794	500	302	198	60.5%
425.075	PPT Reimbursement				6,480	-	1,500			
Total		1,327,810	1,286,099	1,318,957	1,288,715	1,284,952	1,314,368	57,327	1,255,541	4.4%
Expenditures										
702.150	Bank Fees	225	263	300	300	50	500	150	350	30.0%
980.000	Professional/Contractual	400	-	900	1,000	300	1,000	1,000		
991.000	Debt Retirement Principal	990,000	1,030,000	1,070,000	1,115,000	1,160,000	1,205,000	-	1,205,000	0.0%
982.000	MTT Chargeback-City of Ypsilanti	4,521	789	4,292	470	594	7,500	-	7,500	0.0%
983.000	MTT Chargeback-Ypsilanti Towns	17,586	11,906	1,230	2,184	1,514	2,500	-	2,500	0.0%
995.000	Debt Retirement Interest	293,200	252,800	210,800	167,100	121,600	74,300	-	74,300	0.0%
TOTAL		1,305,932	1,295,757	1,287,522	1,286,055	1,284,058	1,290,800	1,150	1,289,650	0.1%
Total Revenue Over Expenditures		21,877	(9,659)	31,435	2,661	893	23,568	56,177	(56,177)	
Beginning Fund Balance		1,131,102	1,152,979	1,143,320	1,174,756	1,177,416	1,434,627	1,434,627	1,143,320	
Ending Fund Balance		1,152,979	1,143,320	1,174,756	1,177,416	1,178,309	1,458,195	1,490,803	1,087,144	

**Ypsilanti District Library
Balance Sheet
January 31, 2018
Capital Asset Replacement Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 01/31/18
Assets:						
Cash	900,000	900,000	900,000	611,746	594,787	417,120
Total Assets	900,000	900,000	900,000	611,746	594,787	417,120
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	611,746	594,787	417,120
Total Liabilities & Fund Balance	900,000	900,000	900,000	611,746	594,787	417,120

Check Register Report

Bank of Ann Arbor, 1/1-31/2018

Date: 02/23/2018

Time: 10:12 am

Ypsilanti District Library

BANK: ANN ARBOR

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69304	01/08/2018	Printed		ADT	ADT SECURITY SERVICES, INC	superior 1/1/18-3/31/18 covera	146.88
69305	01/08/2018	Printed		BASIC	BASIC	1/2018 admin fee	50.00
69306	01/08/2018	Printed		CAMPINC	CAMPBELL, INC	whit 12/1/17-2/28/18	15,185.00
69307	01/08/2018	Printed		0000000027	DELTA DENTAL PLAN OF MICHIGAN	1/1/18-1/31/18 coverage	3,090.42
69308	01/08/2018	Printed		DTE ENERGY	DTE ENERGY	whit 11/21-12/20/17 service	9,698.36
69309	01/08/2018	Printed		QM	Q+M	loop winter design & layout	1,000.00
69310	01/08/2018	Printed		TDSM	TDS	BILLING 12/22/17	1,209.40
69311	01/08/2018	Printed		TERM	TERMINIX	12/21/17 superior pest control	84.00
69312	01/08/2018	Printed		0000000030	VISION SERVICE PLAN - MI	january 2018 coverage	697.88
69313	01/12/2018	Printed		0000000025	AFLAC	#1 & #2	301.24
69314	01/12/2018	Printed		AK	AK LAWN CARE	MA 3 of 5 installments	2,900.00
69315	01/12/2018	Printed		ALER	ALERUS FINANCIAL	empl contri 12/2017	15,548.13
69316	01/12/2018	Printed		AES	ALLIED EAGLE SUPPLY CO	multifild towel/waxed liner	362.81
69317	01/12/2018	Printed		AMERICAN L	AMERICAN LIBRARY ASSOCIATION	mittchell renewal 11/30/17	531.00
69318	01/12/2018	Printed		AASO	ANN ARBOR SYMPHONY ORCHESTRA	KinderConcerts 1/2018	300.00
69319	01/12/2018	Printed		BTE	BAKER & TAYLOR ENTERTAINMENT	statement 12/31/17	2,834.68
69320	01/12/2018	Printed		0000573063	BAKER & TAYLOR, INC. 573063	statement 12/31/17	3,549.93
69321	01/12/2018	Printed		0000573121	BAKER & TAYLOR, INC. 573121	statement 12/31/17	1,278.88
69322	01/12/2018	Printed		0000573139	BAKER & TAYLOR, INC. 573139	statement 12/31/17	215.78
69323	01/12/2018	Printed		0000573766	BAKER & TAYLOR, INC. 573766	statement 12/31/17	27.14
69324	01/12/2018	Printed		BAA	BANK OF ANN ARBOR	closing 12/31/17 #5906	225.45
69325	01/12/2018	Printed		BAA	BANK OF ANN ARBOR	closing 12/31/17 #4125	569.31
69326	01/12/2018	Printed		BAA	BANK OF ANN ARBOR	closing 12/31/17 #6854	223.61
69327	01/12/2018	Printed		BATT	BATTERIESPLUS	superior people count	42.90
69328	01/12/2018	Printed		BENCH	BENCHMARK DESIGN STUDIO	bus cards pitcher/krahnke	112.00
69329	01/12/2018	Printed		360	BLUE360 MEDIA	MI Motor Veh Law fall-2017	61.25
69330	01/12/2018	Printed		BMLL	BRAIN MONKEYS LLC	snap circuits 2/24/18	100.00
69331	01/12/2018	Printed		BSB	BSB COMMUNICATIONS INC.	install and config 12/4/17	4,699.21
69332	01/12/2018	Printed		CASH	MADISON CASHMAN	7 anime club mtgs 2017	210.00
69333	01/12/2018	Printed		CDW	CDW GOVERNMENT, INC.	viking surface mount box	495.65
69334	01/12/2018	Printed		0000000567	CENTER POINT PUBLISHING	after the funeral	1,311.57
69335	01/12/2018	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	fuel/elec 12/2017	186.15
69336	01/12/2018	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	grounds 12/2017	81.68
69337	01/12/2018	Printed		0000000037	CONGDON'S ACE HARDWARE	closing 12/31/17	33.47
69338	01/12/2018	Printed		DAZ	DANIELS & ZERMACK ARCHITECTS	superior branch	1,197.40
69339	01/12/2018	Printed		0000000039	DEMCO, INC.	repair tape/label protectors	327.96
69340	01/12/2018	Printed		DBA	DICK BLICK	supplies STEAM	51.81
69341	01/12/2018	Printed		SEDOB	SEAN DOBBINS	MLK concert 1/15/18	400.00
69342	01/12/2018	Printed		DTE ENERGY	DTE ENERGY	whit street 12/1/-12/31/17	35.75
69343	01/12/2018	Printed		DTE ENERGY	DTE ENERGY	MA 11/29-12/28/17	1,806.50
69344	01/12/2018	Printed		FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	december 2017 services	100.00
69345	01/12/2018	Printed		GALEGRP	GALE-CENGAGE LEARNING	aa2/bills bookshelf/large prin	4,682.00
69346	01/12/2018	Printed		GARB	MARY GARBODEN	LNGO paint reception	27.50
69347	01/12/2018	Printed		KENT	KENT DISTRICT LIBRARY	lost-Gazelles baby steps	12.95
69348	01/12/2018	Printed		LJK	LIQIAN JIA KREINER	2 bean bag/pillows teen area	400.00
69349	01/12/2018	Printed		0000000051	THE LIBRARY NETWORK	detroit memories	63.90
69350	01/12/2018	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	1/18-3/18 billed	249.48
69351	01/12/2018	Printed		MANLAN	MANGO LANGUAGES	renewal 1/31/18-1/30/19	3,629.16
69352	01/12/2018	Printed		MBM	MBM TECHNOLOGY SOLUTIONS	Whit 11/29-12/28/17	927.15
69353	01/12/2018	Printed		AFSCME	MICHIGAN AFSCME	deducted 12/14/17	809.95
69354	01/12/2018	Printed		MWP	MICHIGAN WEB PRESS	loop printing 1/2018	2,573.55
69356	01/12/2018	Printed		MIDWESTTAP	MIDWEST TAPE	the cold between	395.83
69357	01/12/2018	Printed		CAL	CAL MUNSON	piano tune 1/8/18	130.00
69358	01/12/2018	Printed		MY FAVORIT	MY FAVORITE PLANT COMPANY	january 2018 lease	128.00

Check Register Report

Bank of Ann Arbor, 1/1-31/2018

Date: 02/23/2018

Time: 10:12 am

Ypsilanti District Library

BANK: ANN ARBOR

Page: 2

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69359	01/12/2018	Printed		NEUZONE	NEUTRAL ZONE	restorative practices scott/ba	140.00
69360	01/12/2018	Printed		OCLC	OCLC INC.	invoice date 12/31/17	871.49
69361	01/12/2018	Printed		OTL	ON TIME LABEL	10,000 cd/dvd hub labels	337.00
69362	01/12/2018	Printed		PATR	PATRON ACCOUNT	return-rescue princesses	6.99
69363	01/12/2018	Printed		PATR	PATRON ACCOUNT	return-destiny	24.00
69364	01/12/2018	Printed		RLPG	ROWMAN LITTLEFIELD PUBLISHING	coun & city extra 25ed 2017	382.73
69365	01/12/2018	Printed		0000000300	SCHOLASTIC INC.	MA-youth	435.10
69366	01/12/2018	Printed		MATSIE	MATTHEW SIEGFRIED	2/1/18 program	150.00
69367	01/12/2018	Printed		STAPAD	STAPLES ADVANTAGE	INVOICE 12/30/18	420.47
69368	01/12/2018	Printed		SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA winterize	455.00
69369	01/12/2018	Printed		TEILA	TEI LANDMARK AUDIO	artemis	16.12
69370	01/12/2018	Printed		JE	JAMES E. TOLBERT	whit-youth area	520.00
69371	01/12/2018	Printed		FKHW	FRANCES KAI-HWA WANG	2/10/18 chinese new year	250.00
69372	01/12/2018	Printed		WCROD	WASHTENAW COUNTY	12/17 mtt/stc	639.35
69373	01/12/2018	Printed		A4	WASTE MANAGEMENT OF MICHIGAN	MA january 2018	420.77
69374	01/12/2018	Printed		IDW	IVORY WILLIAMS	MLK 2018 storytelling	200.00
69375	01/12/2018	Printed		KAWILL	KATHERINE WILLSON	2/4 & 4/8/18 genealogy prog	230.00
69376	01/12/2018	Printed		0000000508	WORLD BOOK EDUCATIONAL PRODUCT	wb encyc 2018 22v	999.00
69377	01/12/2018	Printed		0000000021	Y C U A	MA 11/21-12/18/17 usage	576.50
69378	01/25/2018	Printed		AZ	A TO Z DATABASES	2/2/18-2/1/19 subscription	6,695.00
69379	01/25/2018	Printed		A.A.	A.A. TECH., INC.	MA regular exam 1/17/18	100.00
69380	01/25/2018	Printed		ADLS	ACE DEUCE LIMOUSINE SERVICES	1/21/18 MA to Detroit-Neutral	160.00
69381	01/25/2018	Printed		ADH	ANITA ADHIKARY	yoga storytime 2/24/18	50.00
69382	01/25/2018	Printed		AES	ALLIED EAGLE SUPPLY CO	multifold towel/kitchen roll	733.81
69383	01/25/2018	Printed		LOR	BAKER & TAYLOR	statement 12/31/17	254.26
69384	01/25/2018	Printed		B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/17	268.23
69385	01/25/2018	Printed		0000573097	BAKER & TAYLOR, INC. 573097	statement 12/31/17	3,583.20
69386	01/25/2018	Printed		BA	BLACKSTONE PUBLISHING	mistaken identity	282.88
69387	01/25/2018	Printed		BLOOM	BLOOM ROOFING SYSTEMS	MA 1/10/18 troubleshoot	255.00
69388	01/25/2018	Printed		BCN	BLUE CARE NETWORK OF MI	2/1-2/28/18 coverage	37,877.01
69389	01/25/2018	Printed		A15	BP PRODUCTS OF NORTH AMERICA	12/6/17-1/5/18 service	361.06
69390	01/25/2018	Printed		0000000089	BRODART CO.	new class labels	64.91
69391	01/25/2018	Printed		JCARY	JAMES CAREY	12/1/17-1/5/18 service	880.00
69392	01/25/2018	Printed		0000000567	CENTER POINT PUBLISHING	after disasters	409.86
69393	01/25/2018	Printed		CIT	CIT TECHNOLOGY FIN SERV INC.	due 11/29/18	1,530.10
69394	01/25/2018	Printed		COMPRISE	COMPRISE TECHNOLOGIES INC.	SAM & smart pay 2/15/18	1,882.25
69395	01/25/2018	Printed		0000000027	DELTA DENTAL PLAN OF MICHIGAN	2/1-2/28/18 coverage	3,172.10
69396	01/25/2018	Printed		0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	52.99
69397	01/25/2018	Printed		DRUMM	JEROME DRUMMOND	rigis Fam His Con 5/2-5/18	215.00
69398	01/25/2018	Printed		ELPL	EAST LANSING PUBLIC LIBRARY	lost-ill all you need to know	20.12
69399	01/25/2018	Printed		FIND	FINDAWAY WORLD, LLC	war i finally won	247.45
69400	01/25/2018	Printed		CFR	CYNTHIA FURLONG REYNOLDS	prime time scholar 2017	905.00
69401	01/25/2018	Printed		0000000336	GENEALOGICAL SOCIETY	dues 7/1/17-6/30/18	10.00
69402	01/25/2018	Printed		GENESEE	GENESEE DISTRICT LIBRARY	lost-ill Cisco CCNA 60 days	69.00
69403	01/25/2018	Printed		GORDON	GORDON FOOD SERVICE, INC.	whit adult supplies	50.44
69404	01/25/2018	Printed		HOME	HOME DEPOT CREDIT SERVICES	statement 1/12/18	137.52
69405	01/25/2018	Printed		ISK	ISKCON YPSILANTI	Holi color festival 3/3/18	150.00
69406	01/25/2018	Printed		0000000471	LAKESHORE LEARNING MATERIALS	whit youth	21.99
69407	01/25/2018	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	2/1-2/28/18 coverage	1,138.53
69408	01/25/2018	Printed		AFSCME	MICHIGAN AFSCME	deducted 1/11/18	812.50
69409	01/25/2018	Printed		MICHLIB	MICHIGAN LIBRARY ASSOCIATION	grover renewal 1/31/18	50.00

Check Register Report

Bank of Ann Arbor, 1/1-31/2018

Date: 02/23/2018

Time: 10:12 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
69410	01/25/2018	Printed		51155	MIDWEST PROPERTY MAINTENANCE	Superior 11/1/18 clean	3,895.00
69411	01/25/2018	Printed			MIDWESTTAP	MIDWEST TAPE	64.36
69412	01/25/2018	Printed			MIDWESTTAP	MIDWEST TAPE	3,397.32
69413	01/25/2018	Printed		OV	OVERDRIVE, INC.	1/8/18 billing	775.42
69414	01/25/2018	Printed		PP	PROGRESSIVE PRINTING	LNGO brochure 1/2018	753.00
69415	01/25/2018	Printed		0000000048	RECORDED BOOKS	changes	49.50
69416	01/25/2018	Printed		RIVI	RIVISTAS, LLC	american girl/discovery girls	3,905.85
69417	01/25/2018	Printed		0000000379	SALINE DISTRICT LIBRARY	lost-ILL note yet unsung	15.99
69418	01/25/2018	Printed		0000000443	SHERWIN-WILLIAMS	whit family bathroom	325.73
69419	01/25/2018	Printed		SIMPLEX	SIMPLEX GRINNELL	whit-glass break sensor	258.99
69420	01/25/2018	Printed		SMART OFFI	SMART OFFICE SOLUTIONS, LLC	4 boxes paper	139.92
69421	01/25/2018	Printed		TDSM	TDS	1/22-2/21/18 service	1,225.25
69422	01/25/2018	Printed		TERM	TERMINIX	MA 1/12/18 service	110.00
69423	01/25/2018	Printed		TECI	TESTING ENGINEERS &	10/18 & 11/25/17 service	555.00
69424	01/25/2018	Printed		TRALEA	TRAVEL LEADERS	MA-learn in l;ibr/gender equit	1,259.97
69425	01/25/2018	Printed		UMSI	UNIQUE MANAGEMENT SERVICES,	12/2017 placements	707.05
69426	01/25/2018	Printed		VALUE	VALUE LINE PUBLISHING, INC	2/1/18-1/31/19 renewal	6,550.00
69427	01/25/2018	Printed		VERIZON	VERIZON WIRELESS	12/10/17-1/9/18 service	496.26
69428	01/25/2018	Printed		ATWI	ALTHEA WILSON	prime time preschool coordin	600.00

Total Checks: 124

Checks Total (excluding void checks): 179,912.01

Total Payments: 124

Bank Total (excluding void checks): 179,912.01

Total Payments: 124

Grand Total (excluding void checks): 179,912.01

Director's Report and attachments

Library Director's Report

February 28, 2018

Legal matters

- As discussed, I asked our Library law attorney to review the YDL Internet Use and Patron Behavior policies. Public service department heads and I will meet to discuss results of these reviews and address some key questions in the first week of March. After that we'll be ready to share with the Policy Committee. I expect to have revisions for the full Board's consideration on the March 28 meeting agenda.
- Labor attorney Chris Trebilcock has moved from Miller Canfield to the Detroit office of a larger firm, Clark Hill. YDL will retain Chris as our attorney at his new firm at least through the next round of negotiations.

Facilities:

- We had been babying the gear box on the garage door at Whittaker for some time, and it finally broke for good this month. We got two quotes for replacement and expect the repair to take place the week of 3/1.
- With the recent melting snow and heavy rains, we've had more water leaks at Michigan Avenue. We're investigating possible solutions with our architect.
- Some changes to the layout of the Adult area at Whittaker are planned. We are waiting for electrical work to be completed before we begin moving furniture and computers.

Financial:

- YDL's Yoder Memorial fund CD at Bank of America matures on 2/26/18. Established by The Twenty Club, interest earnings from this fund are intended to purchase materials in the subject area of mental health. Because the CD's proceeds are so minimal, I have recommended moving it to YDL's endowment fund, where it will earn enough to fulfill its purpose. I expect to receive the go-ahead for this before the CD's renewal grace period ends on 3/2.

Personnel:

- Part-time Bookmobile Driver/Paraprofessional Rob Millett took a full-time job elsewhere and resigned in late January. We were very fortunate to have interviewed a solid candidate recently, and offered the position to Kihilee Brenen contingent on obtaining a CDL with the necessary air brakes endorsement. Kihilee's first day at YDL was 2/12. His time so far has been mainly spent studying for the written CDL exams; he will begin training with a Detroit-based driving school soon.
- With great regret, I accepted the resignation of Part-time Outreach Librarian Erin Jenkins on 2/20. Erin departed suddenly for health reasons, and we wish her all the best. This position will be posted next week.

Side Notes:

- Michigan Avenue has seen an uptick in disruptions by teen patrons in recent weeks. You may have heard about an incident at the nearby transit center that involved fighting and an arrest. Staff met with our partners at Ozone House to discuss and strategize about what we are seeing, and have attended training sessions to find more ways to help troubled kids. I have requested another meeting with the Police Chief as well. Our plan to add an additional Part-time Building Monitor will help, but we did not receive a sufficient number of applications by the deadline. We will extend the posting and expand its advertising.
- The YCS fifth grade field trips are now complete, and 10th grade classes will begin visiting next week. Our YDL-YCS Task Force met on 2/21 to discuss progress and get feedback. So far reactions from both students and teachers have been very positive. Kudos to all YDL staff who have worked to develop curriculums, coordinate and lead the field trips. We will finish up with eighth grade trips in May.
- YDL closed on Friday, 2/9, for a major snowstorm, and again on Sunday, 2/11, when conditions prevented a number of staff from leaving home.
- The bookmobile is operating on a temporarily reduced schedule until our new driver is fully trained and licensed.
- Our generous staff selected Meals on Wheels as a holiday charity. We got a bit of a late start so wrapped up collections of wish list items and delivered our gift to appreciative staff and volunteers on 2/20.
- Lots of planning behind the scenes this month: 150th anniversary gala, TedX, millage, Superior building, new website wrap-up, etc. Stay tuned for more information as these projects move forward.

YDL Dashboards

YDL Performance Dashboard - January 2018

	Jan-17	Jan-18	% Change from last Jan	2017	2018 to date
Circulation					
Whittaker Rd.	39,217	39,471	1%	448,954	39,471
Michigan Ave.	11,608	11,780	1%	136,735	11,780
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	1,007	1,534	52%	21,100	1,534
Navigator (**off-road 1/1/17 - 1/23/17**)	771	1,527	98%	22,190	1,527
eProducts	4,594	5,758	25%	56,642	5,758
TOTAL	57,197	60,070	5%	685,621	60,070
Self Check-Items					
Whittaker Rd.	5,772	6,030	4%	68,347	6,030
Michigan Ave.	1,833	1,633	-11%	20,259	1,633
TOTAL	7,605	7,663	1%	88,606	7,663
New Cards					
Whittaker Rd.	262	271	3%	2,631	271
Michigan Ave.	79	104	32%	1,183	104
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	9	27	200%	139	27
Navigator (**off-road 1/1/17 - 1/23/17**)	2	4	100%	108	4
TOTAL	352	406	15%	4,061	406
Reference					
Whittaker Rd.	6,398	6,853	7%	79,377	6,853
Michigan Ave.	4,661	4,446	-5%	56,889	4,446
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	526	604	15%	9,018	604
Navigator (**off-road 1/1/17 - 1/23/17**)	100	152	52%	2,515	152
TOTAL	11,685	12,055	3%	147,799	12,055
Program Attendance					
Whittaker Rd. - Adult	153	381	149%	2,564	381
Whittaker Rd. - Youth	1,473	1,127	-23%	18,996	1,127
Michigan Ave. - Adult	105	159	51%	2,573	159
Michigan Ave. - Youth	485	456	-6%	8,092	456
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	64	10	-84%	993	10
Navigator (**off-road 1/1/17 - 1/23/17**)	314	596	90%	9,091	596
Offsite	592	115	-81%	4,410	115
General	0	0	0%	565	0
TOTAL	3,186	2,844	-11%	47,284	2,844
Computer Usage - Sessions					
Whittaker Rd.	10,785	9,456	-12%	114,592	9,456
Michigan Ave.	9,268	9,078	-2%	114,432	9,078
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	461	844	83%	11,341	844
Wireless	2,015	2,543	26%	25,508	2,543
TOTAL	22,529	21,921	-3%	265,873	21,921
Computer Usage - Hours					
Whittaker Rd.	9,658	9,855	2%	112,200	9,855
Michigan Ave.	9,090	9,139	1%	103,781	9,139
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	399	1,018	155%	10,332	1,018
TOTAL	19,147	20,012	5%	226,313	20,012
Door Count					
Whittaker Rd.	19,562	21,140	8%	238,141	21,140
Michigan Ave.	9,274	8,800	-5%	118,983	8,800
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	734	1,225	67%	19,844	1,225
Navigator (**off-road 1/1/17 - 1/23/17**)	461	756	64%	14,019	756
TOTAL	30,031	31,921	6%	390,987	31,921
MELCAT Interlibrary Loans					
Loaned	1,056	1,101	4%	12,422	1,101
Borrowed	1,356	1,438	6%	13,751	1,438
Items Added to Collection					
Items Added	1,478	1,400	-5%	15,542	1,400
Ebooks/Eaudio added	577	725	26%	6,726	725
Items Cataloged	616	540	-12%	6,280	540
Internet Usage					
Website - Overall	124,842	185,205	48%	1,496,475	185,205
Facebook, YDL (Total Reach)	1,424	1,089	-24%	395,430	32,670

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
February 2018

Strategy	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Goal
Friends of YDL Annual Support	\$48,591	\$46,316	\$43,360	\$36,050		\$36,000
Small Gifts/Memorials	\$780	\$1,923	\$953	\$1,264	\$44	\$2,500
In Memory of Marcia Peters				\$525	\$100	
In Memory of Xavier Small			\$5,951			
In Memory of Robert Warren				\$2,170	\$50	
In Memory of Ingrid Koch					\$100	
Sub-total	\$780	\$1,923	\$6,904	\$3,959	\$294	
Additional Fundraising Activities						\$4,500
Dining YDL \$\$ (Haab's)	\$213	\$273	\$294	\$276		
Dining YDL \$\$ (Aubrees)	\$273		\$307			
Dining YDL \$\$ (Corner Brewery)			\$51			
Annual Report Mailing				\$1,180		
Dollars for DVD's	\$433					
Trustee Party, Trustee John Barr Birthday 1-1-2018					\$3,760	
Trustee Party, Trustee John Barr-July 4th	\$4,725	\$7,165	\$3,421	\$4,554		
Trustee Party, Trustee Kay Williams, Oct 24th Treasure	\$865					
Trustee Party, Trustee Kimberly Grover-Dec. 2017		\$1,466		\$935		
Additional Fundraising Activities	\$6,510	\$8,904	\$4,073	\$6,945	\$3,760	
Annual Giving Campaign	\$6,483	\$4,054	\$3,582	\$7,280		\$5,000
Dean Russell						
Stanley & Robin Mendenhall	\$1,000					
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000		
Sylvus Tarn	\$1,000					
*\$4582 designated Outreach Services [2016]	\$9,483	\$5,054	\$4,582	\$8,280	\$0	
Gala 150 year anniversary						\$40,000
Library Sustainers						\$2,000
Sylvus Tarn [designated MI Ave]		\$900		\$1,000		
Hassan Mirshaw		\$750				
Kay Williams (Designated YDL-Kia)		\$450	\$500			
Beal Investment-TedX Sponser				\$900		
Gerry & Bert Kruse [designated adult fiction]	\$500	\$750	\$500			
(Unsolicited Donations >\$200)	\$700	\$2,850	\$1,000	\$1,900	\$0	
Library Champions						\$4,000
Donald Schoolmaster, <i>In memory of Jannette M. Gable</i>				\$2,000		
EMU (Sponsorship of TEDx Talk, 4/13/17)	\$7,161		\$2,500	\$3,000		
Hyundia-Kia	\$1,000					
The Mosaic Foundation [Annual Report mailing]	\$1,000	\$1,000	\$1,000	\$1,000		
Bank of Ann Arbor		\$1,500				
Bill & Marie White						
(Unsolicited Donations>\$1000)	\$23,661	\$2,500	\$3,500	\$6,000	\$0	
YDL Endowment Fund						\$2,500
Dietmar Wagner	\$2,500	\$1,500	\$2,500	\$2,500		
YDL (American Century Transfer)						
Anonymous Donor						
Virginia Young			\$5,000			
Various Gifts to the Endowment	\$55	\$2,285	\$2,900	\$5		
Sub-Total	\$2,555	\$3,785	\$10,400	\$2,505	\$0	
Total Donations	\$94,266	\$71,333	\$73,819	\$65,640	\$4,054	\$96,500

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
February 2018

Strategy	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Goal
Grants						\$60,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>		\$1,000				
ALSC Dia Turns 20 Mini Grant			\$2,000			
Ann Arbor Farm & Garden			\$985			
Downtown Association of Ypsilanti [Direct]	\$200		\$1,700			
Ezra Jack Keats Minigrant, EJK Foundation			\$500			
Huron Valley Sunrise Lions Club	\$250					
Kiwanis-Early Childhood Literacy	\$375					
Kiwanis-Early Childhood Priority 1 Committee	\$1,225	\$1,612	\$1,600	\$1,600		
MCACA-New Leaders Grant [Noise Permit]	\$2,000	\$2,850	\$3,200	\$2,970		
MCACA-Ypsi Song Fest	\$5,250	\$5,625	\$8,156			
MCLS-Harwood			\$690			
MHC-Prime Time Family Reading		\$8,075	\$3,000			
MHC-Ypsilanti African American Oral History Archive			\$24,350			
NEH- <i>Latino Americans: 500 Years of History</i>	\$1,000	\$3,000				
NEH-Wild Land Exhibit Programming Grant			\$1,000			
Will Eisner Graphic Novel Grant	\$4,000					
YACF Early Literacy Outreach			\$2,565			
YACF Early Creative Youth Studio			\$3,000			
YALSA/Best Buy Tech Grant	\$1,000					
YALSA/Dollar General Literacy Foundation						
YALSA/DollarSummer Teen Intern Grant		\$1,000		\$1,000		
National Center for Family Learning				\$3,000		
LSTA - Talk, Early Literacy Texting				\$84,400	\$48,500	
MHC-Arts & Humanities Touring Grant				\$324		
YDL Endowment Fund Proceeds	\$2,121	\$4,198	\$5,210	\$5,816		
Total Grants	\$17,421	\$27,360	\$57,956	\$99,110	\$48,500	
Vehicle Donation						
Bank of Ann Arbor				\$2,000	\$2,000	
Gene Butman Ford				\$3,316		
sub-total				\$5,316	\$2,000	
GRAND TOTALS	\$111,687	\$98,692	\$131,775	\$170,066	\$54,554	\$156,500

Designated Fundraising to Date
YDL - Superior Improvement - \$2599
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

** LSTA - Talk, Early Literacy Texting 2019 grant amount is \$42,100

Department Reports

Acquisitions Department/Assistant Director Board Report: February 2018

The Whittaker Road music reclassification project is finished! Many thanks to UMSI intern Sarah Vander for her wonderful help! We are now beginning the Michigan Avenue collection -- no rest for the weary!

Lisa and I attended a Bank of Ann Arbor-sponsored event featuring Detroit Mayor Mike Duggan. He spoke about the improvements happening in Detroit and those that have occurred since he took office. It was a fascinating talk.

Our Hoopla usage continues to grow each month. I met with our representative this month, and he shared their latest acquisitions which should prove popular with our patrons:

- The entertainment company Viacom is now a partner, making available popular offerings from MTV, Spike, and the Nickelodeon channels;
- Houghton Mifflin Harcourt is also now a partner and will share such classics as *The Giver*, *Life of Pi*, and the ever-popular Weight Watchers cookbook collection;
- The Great Courses are circulating well on Hoopla. From an Acquisitions standpoint, this is a great platform for this content, because processing the many parts and pieces that comprise one of the Great Courses is a bear!
- Hoopla now offers a read-along program for the youngest learners that is similar to Reading Rainbow and Tumblebooks;
- Those with “smart TVs,” such as Apple TV, Amazon Fire, Android TV, and Roku will be thrilled to learn that they can now stream Hoopla titles directly through the dedicated app.

YDL circulated over 15,000 titles on Hoopla in 2017.

I have been working with Kelly Scott and Sheila Konen to finalize the Research page for the new web site. This is a much improved interface, with lean, targeted descriptions, age- and subject-oriented filters, and notifications for app availability. This will be especially helpful for products such as Tutor.com that students can access directly from their smart phones.



Tutor.com

Get live homework help from real tutors every day of the year. From algebra to writing feedback, students in grades K-12 can access free help from any device, including mobile apps.

The monthly statistics for Acquisitions are:

- The collection budget is 29% encumbered;
- 540 items were cataloged;
- 2,125 items were added to the collection, including 725 e-items;
- YDL borrowed 1,438 items from other libraries via Melcat;
- YDL loaned 1,101 items to other libraries via Melcat.

Submitted by Julianne Smith, February 23, 2018

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2018

Status Report

- Website Improvement Initiative – Website development continues. Access to the development site has been granted. Populating content and Testing is currently ongoing.
- ILS Update – At a recent MUG meeting Julianne identified two new ILS products that will be targeted for implementation to our ILS system in 2018.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new staff intranet is in place hosting our Incident tracking system, a committee is working on finalizing staff approved content to be migrated and added to the new site to make it fully functional for YDL.
- Patron Management System – We are actively preparing for the rollout of a new patron pc management system. We are fully engaged in project coordination and preparation at this time more so than any other activity. This includes site prep, equipment prep/allocation, server staging, etc.
- YDL Phone System –The phone system is in place and we recently received additional admin training. With this I see some final adjustments to the system before moving to an ongoing management phase.

Overall System Status

- We have been updating multiple PC system images as a yearly refresh of unique configuration devices, catalogs, laptops, and some windows 10 devices customizations.
- We recently assisted in connection MI Ave's HVAC management into our network infrastructure for easier and more effective building monitoring and control.
- Currently Building 2 visual assistant pc's for both Whittaker rd and Michigan ave. These will be highly specialize computers running JAWS and Zoomtext for the visually impaired.

New or Upcoming Items

- Payment Kiosks for Patrons –This project is slated for the first quarter of 2018.
- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issue.
- WIFI Printing - With our expected replacement of the current patron PC management system we are excited to add printing via wireless devices and also from home for on demand pickup.

Communications & Development

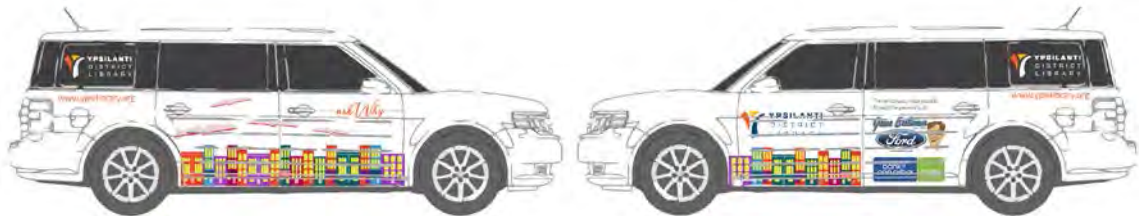
Monthly report: February 2018

Fundraising

- Silent Auction items are rolling in for the **YDL 150th Anniversary Gala**. Lots of unique experiences have been donated including a VIP package to the **Thunder Over Michigan** air show, a party for 10 during summer concerts at **Cultivate**, Cedar Point passes donated by **Thomas Stein**, and tickets to the **Purple Rose Theatre**.
- Memorial donations have been designated to the library **in memory of Ingrid Kock**, an active community citizen in Ypsilanti and lover of the library.
- New goals have been set on the **development dashboard**. The main focus of this year's fundraising is the Gala, during which we are aiming to raise \$40,000 for the library.

Promotions

- The decals for the **Ford Flex** have been sent to the printer and we're scheduling a time to get the wrap installed in March. The newly-decorated Flex will be featured as part of our "Outreach Fleet" celebration on April 14 at YDL-Whittaker, where we'll also invite our car sponsors **Bank of Ann Arbor** and **Gene Butman Ford**.



- Decals with the new logo will also be added to the **Book Trike** in advance of that event.

Web and Social Media

- The **YDL website** is moving along. Staff have been trained and have started adding content and links to the website and we have worked to improve the display and marketing of our databases and digital collections. We hope to begin user testing in early March.

Community Relations

- YDL is meeting with other community agencies—EMU, Concentrate Media, Riverside Arts Center, the Convention and Visitors Bureau, and others—to explore the option of creating a single **community calendar** that would serve as a city 'event hub'. This need was identified during YDL's Harwood Conversations.

Submitted by Gillian Ream Gainsley on February 23, 2018

Customer Services

Monthly report: February 2018

Unique Management Systems Update

In January 2018 UMS recovered the following:

Materials Returned: \$2,265.80

Dollars Received: \$1,798.99

Since YDL began using UMS we have recovered the following:

Materials Returned: \$125,452.12

Dollars Received: \$78,667.62

Exhibits

Stop by the Community Room to see the works of photographer Gwendolyn Roth. Her exhibit will be up until March 2nd.

Submitted by John Connaghan on February 23, 2018

Facilities Department

Board Report: February 2018

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

Michigan Ave:

AED's have been installed – one at Michigan Ave, and two at Whittaker Road. One on each floor.

Painting has begun downstairs in the Youth Department to help brighten up the area.

Ice and snow built up in the gutters, and they overflowed when the melting started. Water came into the building damaging drywall and paint. Bloom Roofing came out to investigate - Their recommendation is to install heat tape to prevent ice build-up in the future, and repair masonry between the bricks which has deteriorated over the years. Bloom Roofing has ordered the heat tape, and will install it soon. Ram Construction Services came out to look at the masonry, and will have some recommendations on repairs soon.



The keypad at the employee entrance was working intermittently – Howlett Door came out to repair. A new keypad was installed and working properly now. Door entry codes were changed as well for security measures. Done at both facilities, Michigan Ave and Whittaker Road.

Whittaker Road:

Repaired lights in the Adult Area in preparation of moving furniture around for staff to be able to help patrons more efficiently.

Set up tables in community room for the Friends of the Library book sale. Repaired two tables, and a book shelf in the Youth Department. Replaced the chair glides on all the chairs in the Adult area. Previous ones were worn out and snagging the carpet.

Peterson Glass replaced the employee entrance door and frame which was rusting away from seventeen years of salt during the winter months. Howlett Door installed a new keypad. New entry code for security measures also.





Repaired the fish mobile in the triangle bay area. Vacuumed evaporator coils on the cooler in Beezy's Café – working more efficiently now.

Thyssen Krupp Co. came out to repair the elevator. Working properly now.

Superior:

Repaired a couple chairs where the wheels had broken. Repaired the banner that the winter winds had broken the straps attaching it to the building. Shoveled sidewalk snow from the front door to the parking lot, which Superior Twsp does not take care of on the weekends.

Submitted by: Jim Reed

February 23, 2018

Michigan Avenue Board Report: February 2018

Featured Programs:

- The Thinking Money Exhibit has been sent on. Kim and Debbie created a room-size Game of Life which was super popular, with about 40 people playing. We also had a young entrepreneur program, presented by Debra Power of Running-Start Biz. Two library teens received scholarships to attend her workshops. Many thanks to Kim for doing the final report.
- The Scholarship Open House had a few less people in attendance but those that did come really benefited. At least 2 families were told that they were eligible for full rides due to the state's Tuition Incentive Program.
- Elmo's birthday had a lower turnout due to a snowstorm. Dee was sick, so I got to be Elmo. It was fun! ☺
- The Public Action Committee for Justice led a program on "What to do if Stopped by the Police" with about 20 in attendance.
- Debbie invited Ken Overman, author of youth book *Don't Call Me the N Word*. Mr. Overman read parts of his book and helped youth explore careers. About 40 people were in attendance.
- The TAG group has elected officers. Charles is our current president. He is also doing a lot with Neutral Zone and the Sheriff's Department.
- The AARP Tax Aide program is now in full swing.

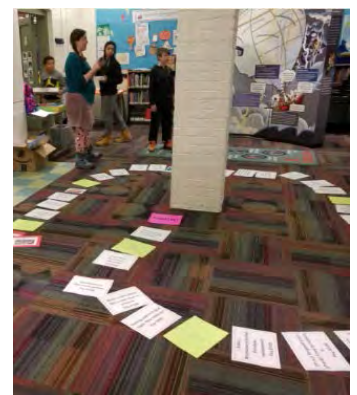
Outreach

- Pat and Debbie both went to WIC and enjoyed signing up people for TALK.
- Jenny helped create and implement the 5th grade field trips. Kelly starts on the 10th grade field trips next month.
- Kelly went to Black History Month Youth Summit at Parkridge and made a lot of connections.

Other News:

- Joy is back full time.
- Kelly will submit the MCACA New Leaders and Retention grant which pays for Noise Permit this week.
- Mich Ave youth staff met to review de-escalation techniques, especially when interacting with teens, and how and when we can implement restorative justice principles.
- Kelly, Joy, and Charline attended CompuGirls training in Arizona. They are making some major adjustments to the curriculum.
- Joy and Jenny will going to Prime Time training this Saturday. This is the first time they've held it in Michigan.

Submitted by
Joy Cichewicz,
February, 2018



Outreach Services Board Report: February 2018

Staff News

- Sadly, we had two wonderful staff members leave over the last month. Bookmobile driver Rob Millet resigned in January to take a full-time job with Superior Township Utilities. We hired Kihilee Brennen for the driver position. He has professional driving experience, but does not have a CDL. He started in February and is working on acquiring the CDL now. Librarian Erin Jenkins resigned for health reasons. We have posted her position.

Bookmobile News

- While Kihilee is working towards his CDL, we are operating on a reduced schedule. We are going to our evening routes Mondays & Tuesdays, and our school visit sites Wednesdays and Thursdays. This preserves most of our daytime schedule and moves our neighborhood schedule to biweekly. We hope to resume our full schedule in April.

Superior News

- Our program series continued – Stacey's Playgroup & Storytime has continued to draw new faces.

Learning Never Gets Old News

- We delivered new large print collections to Gilbert Residence and the Village at St. Joseph Mercy.
- Brigitte & Mary held a Bluetooth class for five people. We will hold a GPS class next week.

Outreach News

- Mary represented TALK, along with Nicole Sype (TALK intern) at a Community Connections event at the Salem South Lyon District Library. It was a wonderful opportunity to spread the word about TALK in an area with lower signups.
- We hosted nine 5th grade classes from Ypsilanti Community Schools for field trips. We were able to teach the students how to search the catalog, find a book on the shelves, and use our research databases. Stacey, Mary, and Liz assisted from Outreach. We've had good feedback and will be working on surveys for teachers.
- Mary attended the Bishop Elementary Literacy Night, giving out library information and assisting people in signing up for library cards.

Submitted by Mary Garboden, February 22, 2018



Whittaker Road-Adult Services Board Report: Feb 2018

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings scheduled)
- Three book discussion groups (Thu AM, African American Authors Bk Discussion Grp, Mystery Lovers Book Group)
- Computer classes (18 classes scheduled)
- YDL Film Club (2 meetings scheduled)
- Ypsilanti's Black Civil War Experience
- Racial Justice Film and Discussion
- African American Read In (hosted by YDL's African American Authors Bk Discussion Group)
- Yarn, Hooks and Needles (5 meetings scheduled)
- Begin Researching Your Family Tree (sponsored by the Genealogical Society of Washtenaw County and the Ypsilanti Historical Society)

All staff are working on our website interest areas; it's been interesting to work on something totally new to most of us. We should have a lot of great information for patrons with so many staff contributing content.

Strategic planning work continues with new work groups starting up on a staggered basis. Paula has just started an online course on embedded business librarianship in preparation for one of our strategic planning goals that emphasizes the library's role in contributing to community economic/small business development. I'm noting ideas and opportunities that are being discussed in the coursework.

We've been doing a lot of exam proctoring for students taking online courses. This has proven to be a popular service! We have designed a new form and information sheet to be posted on our new website. This should make it easier for students looking for information on our proctoring service.

Paula applied for our TEDx license; we are now waiting for approval so we can swing into action. Paula also attended a kickoff meeting with our TEDx partners (EMU and Riverside Art Center) in late January where we talked about partner roles and brainstormed ideas for a theme and potential presenters to invite.

The Adult Services Department hosted 120 Washtenaw International High School students in late January (two sessions) and helped them find resources for a major historical research paper. The goal is to help these students realize that there is more to doing research than using Google and to get them moving on a major assignment.

Paula and Brigitte both attended a planning meeting for tenth grade school visits and will participate/help as needed with the visits.

Submitted by Paula Drummond February 21, 2018

Youth Services Board Report February 2018

Program Highlights

Little Ones

- 502 parents and little ones attended 16 storytimes in January.
- Molly had over 50 parents and children at the first TinkerLab of the season in January that focused on how animals stay warm in the cold months.
- Kristel's monthly indoor play time, Little Ones Go, is averaging 30 people per session. Thanks to Jim's department for moving play equipment from Whittaker to Superior and back each month!

Youth and Families

- We are celebrating spring by exploring how other countries welcome the season. For the Chinese Lunar New Year, I worked with a native speaker and we told the story of the Chinese zodiac in English and Shanghai Chinese at World Language Storytime. Students from the Ann Arbor Chinese School of Michigan performed and shared traditions and crafts at a family program the following weekend. 35 people braved the icy roads to attend.
- 20 youth and parents made art with oil pastels at my monthly Art Explorations workshop.
- Liz used candy conversation hearts as building blocks for her Library Lab engineering challenge on Valentine's Day, attended by 6 despite the weather.
- We have 2 EMU students and offer homework help 5 days each week.

Teens

- Liz worked with TAG members to plan a post-finals Spa Day with DIY stations, relaxing music and herbal tea attended by 12.
- 24 teens made colorful macarons with me last Saturday afternoon.
- The new teen space guidelines based on Ozone House rules and refined by Michigan Avenue and Whittaker TAG members were finalized and posted. In addition, TAG has been developing a "Question of the Week" on large paper in the teen space as an informal way to survey other teens to find out what they want to do at the library.
- Many said they enjoy the quiet and safety the library provides, and the beanbags.

In the Community

- Youth staff from all locations continue to visit WIC to promote early literacy.
- Mary and I will send staff to four 826michigan Family Writing Nights in the Ypsilanti schools to guide people in writing a family story, an activity shown to build resiliency.
- March is Reading Month and staff will be visiting Perry and Beatty classrooms to read aloud, and possibly read at the high school, too, a suggestion from our YCS meeting.

Other Work

- 155 5th graders and teachers visited the library in January and February and learned to search for a book in the catalog, read the catalog record and find the item on the shelf, and to search a database for facts. Thanks to Mary, Molly, Kristel, Stacey, Liz and Jenny who all hosted classes. Last week another team began developing the 10th grade field trip lesson plan. We look forward to visits beginning next week.
- Kristel and I continue to develop content for TALK. Kristel has taken the lead on working out user issues with Trumpia.
- Marlena filled the Maker Cart with paper and the AccuCut for card making.
- Molly and I are attending YCS and LCS meetings, thanks to Lisa's initiative to invite the schools to conversations that strengthen the work we do with students and teachers.
- Kristel, Kristen and I pulled books for the African American Read In. Kristen is reading books by black authors all month at her storytimes to celebrate black history month.
- As we look ahead to summer, Molly is investigating how to improve summer food service. She will attend a YCS garden meeting next week and a Summer Food Service meeting next month in Lansing with Joy, and last week we met a gardener who wants to help us develop our outdoor spaces.
- I weeded and moved the youth CDs. Kristel and Molly are paring down the teen AV to fit on different shelves so Susan will have more space for adult DVDs. Gail relabeled a nonfiction series and comics books to make them easier for kids to find.
- Thanks to Jim for installing new ipad locking cases to clean up the cords and locking cables that were on the early literacy table and to Kristel for setting up our new ipad. We now have an older one in reserve for programs.

Submitted by Jodi Krahne, February 22, 2018



New Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-3

February 28, 2018

RESOLUTION TO ACCEPT THE FISCAL YEAR 2017 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2017 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/21/18

Re: Resolution to approve 2018 MCACA New Leaders Grant application submission

The Michigan Council for Arts and Cultural Affairs has awarded YDL a New Leaders Grant each of the past five years to support the Noise Permit program.

Noise Permit is an all-day, end-of-summer celebration of the arts, by Ypsilanti teens, for teens, that culminates in a special performance. The purpose of Noise Permit is to bring creative arts programming to the Ypsilanti teen and young adult population. Each summer 4 teens are hired and serve as interns to learn technology and outreach skills and help facilitate music and artistic workshops. The entire planning, implementation and stage performance is youth driven by interns, YDL TAG members and Ozone House's POWs.

The Michigan Council for Arts and Cultural Affairs (MCACA), through its New Leaders Arts Council of Michigan (NLACM) advisory group, is offering grants of up to \$4,000 in support of projects or collaborations led by a young person (ages 14-35), and focusing on the engagement, retention or mentoring of young people in Michigan through arts and culture.

Teen Librarian Kelly Scott will give a short presentation on this year's submission at the meeting. A copy of the grant application is attached for your review. MCACA requires our governing body to approve submission before the application is considered.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-4

February 28, 2018

RESOLUTION TO APPROVE THE SUBMISSION OF 2018 MCACA NEW LEADERS
GRANT APPLICATION

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2018 New Leaders grant application presented by Teen Librarian Kelly Scott is approved for submission to the Michigan Council for Arts and Cultural Affairs.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Application ID: _____

Grant Applications Program

Section 1: APPLICANT INFORMATION

(*Required fields)

Before preparing the application, please read the guidelines and application instructions. Once you have submitted this application electronically, an Acknowledgement will be emailed to you indicating receipt of your application. If you do not receive this acknowledgement, contact the Council offices at 517-241-4011. Authorized by Executive Order 1991-21.

*Name: _____

Dept: _____

*Address 1: _____

Address 2: _____

*City: _____ *State: _____ *Zip: _____

*County: _____ *Federal I.D. number: _____

*DUNS: _____ (Dun & Bradstreet Number)

Other common name: _____

*Telephone: _____

Website (URL): _____

Office hours: _____

*Authorizing official or board designee
(cannot be same as proj. dir.): _____

*Authorizing official's email: _____

*Authorizing official title: _____

Board chairperson: _____

Board chairperson title: _____

*Status: _____

*Institution: _____

*Discipline: _____

Section 2: PROGRAM
AREA
(*Required fields)

Please choose a program area.

*Choose one: _____

Section 3: PROJECT
INFORMATION
(*Required fields)

*Category: _____

CONTACT PERSON'S INFORMATION

*Project Director (cannot
be same as auth. off.): _____

*Title: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

*Business telephone: _____

Alternate telephone: _____

Fax number: _____

*Email address: _____

*Project/activity title: _____

*Request amount: _____ *Start date: _____ *End date: _____

*Project's primary
discipline: _____

*Type of activity: _____

Project Description:

*Project Primary Counties - enter all that apply:

Please format your answers in alphabetical order as County; County; etc.

***ARTS EDUCATION:** Choose one that describes the project activities for which support is requested.

Section 4: SUMMARY
INFORMATION
(*Required fields)

Section 4a: Project Participation Summary
(this information should represent your projections and estimates for the entire grant period)

*Total number of Michigan artists
directly involved: _____

*Total paid to Michigan artists: _____

*Total number of artists directly
involved: _____

*Total paid to artists: _____

Adults and Youth Engaged in “In-Person” Arts Experiences: Enter the number of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

*Adults engaged: _____

*Children/Youth (under age 18)
engaged: _____

*Total number of new hires: _____

*Total number of employees: _____

For Capital Improvement Projects Only:

Total number of contracted Michigan workers involved in project: _____

Amount paid to contracted Michigan workers involved in project: _____

Total number of contracted workers involved in project: _____

Amount paid to contracted workers involved in project: _____

Population Benefited by Race / Ethnicity: (select all that apply)

American Indian/Alaska Native

Asian

Black/African American

Hispanic/Latino

Native Hawaiian/Other Pacific Islander

White

No single racial/ethnic group made up more than 25% of the population directly benefited

Population Benefited by Age: (select all that apply)

Children/Youth (0-18 years)

Young Adults (19-24 years)

Adults (25-64 years)

Older Adults (65+ years)

No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Groups: (select all that apply)

Individuals with Disabilities

Individuals in Institutions

Individuals below the Poverty Line

Individuals with Limited English Proficiency

Military Veterans/Active Duty Personnel

Youth at Risk

No single distinct group made up more than 25% of the population directly benefited

Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Are your facilities and PROGRAMS accessible to persons with disabilities?

Has an ADA evaluation of your organization's facilities and programs been conducted?

If yes, give date completed: _____

Are staff members informed and trained in access issues?

Section 7: REQUIRED DOCUMENTS

(*Required fields)

All sections of the Application form must be completed.

ATTACHMENTS

*Attachment 1:

Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

Attachment 6:

Attachment 7:

Attachment 8:

Attachment 9:

Attachment 10:

PLEASE NOTE: This report does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding. The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file. To print a copy of this form return to the [Main Menu of the eGrant System](#) and click the "View" button for the form you just completed. If there is more than one report format available you will need to choose the appropriate link to download your report. If you have any questions, please contact the Michigan Council for Arts and Cultural Affairs at 517-241-4011. Thank you.

1. *Noise Permit* is a celebration of the arts, created by teens for teens, which culminates in multiple outdoor stage performances at the end of summer. The purpose of *Noise Permit* is to bring creative arts education and programming to the Ypsilanti teen and young adult population. The library has a strong relationship with the music and arts community in and around Ypsilanti, and plans to draw on the rich resources of young, professional artists to mentor and lead teens in multiple workshops which will culminate in a live stage performance and community event. For the past 12 years, an Ypsilanti-teen-summer-arts-music performance has been hosted, and both organizations, the Ozone House and the Ypsilanti District Library, are well-versed and well-equipped, with MCACA's aid, to make it happen again.

Population: According to the 2014 American Community Survey, a whopping 41.2% of Ypsilanti children live in poverty, compared to 14.5% in Washtenaw County. The Washtenaw Alliance for Children and Youth (WACY), a non-profit that tries to address the needs of economically disadvantaged youth (ED), recently released a county report card. They compare county wide stats with economically disadvantaged youth (ED), most of which come from Ypsilanti. They compare graduation rates, safety, emotional well-being, health care, teen-age births, school attendance, test proficiency, drop-out rates, and college readiness. It is no surprise that all aspects of childhood are compromised by those who are economically disadvantaged. (See <http://www.wacy-washtenaw.org/data/>).

Benefit: The YDL downtown library and Ozone House's proximity to the city bus transit center and public housing makes these two locations vital for low-income teens. While 59.4% of Ypsilanti residents are white and 28.8% black, 95% of the teens served at the library's Teen Zone are black. The downtown library location primarily serves African-American families, many who are struggling to find jobs, living at the poverty level. Statistics show that African-Americans are at a disadvantage when looking for jobs. In our role as mentors, YDL and Ozone will use the MCACA grant to reach the Ypsilanti teen community and give them access to more resources, job skills assistance, life skills, and education, as well as give them a sense of empowerment and artistic expression through the creation of art and music.

We will offer learning opportunities throughout the summer at both YDL and Ozone House. We will combine organizations' youth leadership teams as a planning committee—YDL's Teen Advisory Group (TAG) and Ozone House's Peer Outreach Worker Team (POW). The grant will allow, at minimum, four summer internships to youth ages 15-22, who will be integral in planning and producing *Noise Permit*.

2. The entire planning, implementation and evaluation process will be youth driven. A *Noise Permit* committee will be formed, comprised of TAG and POW youth leaders. Their vision and opinions will be heard and realized through strategic planning and organizational meetings, including workshop development, publicity, marketing and training. Workshops in the past have included: songwriting, audio/visual techniques and production, musical composition and

emceeding. TAG and POW members and teen interns, in collaboration with mentors will create specific workshops as well as invite experts and professionals based on interests and needs.

The planning committee will provide ideas and feedback to the interns and will be responsible for coordinating the pre-stage activities from 2-5pm. Interns will take the planning committee's ideas and work with mentors to curate and stage the multi-act performance. They will recruit performers, design print and social media publicity, write press releases, design a t-shirt logo, hold auditions, plan opportunities for young performers to improve their stage presence, create an event program and delegate stage management tasks, help set up sound equipment and commence the production. The youth planning committee will plan and lead pre-stage activities. Interns will implement the event. The secondary goal is the engagement of youth in positive, skill-building activities throughout the summer; each intern will be held accountable to their peer community by:

- Learning communication, marketing, event planning and technology
- Learning soft skills for job readiness—time management, follow through, teamwork
- Increasing self-esteem and self-confidence after successfully creating an event that adds value to the community
- Increasing awareness of career paths in music and the arts and increase motivation
- Showing the community youth are engaged in positive activities and adding value to community
- Using social media to collaborate as a group and promote the event
- Learning new methods of self-expression and improved self-confidence
- Learning about other area nonprofits, such as 826michigan and Corner Health Center

Pre-stage activities may include henna, poetry, drumming and hands-on community art projects, all led by young people in the community.

3. Mentoring. The project will be coordinated by Kelly Scott, Teen Librarian, who will recruit workshop facilitators/mentors and interns, ensuring everyone has the necessary resources and adheres to the guidelines. She will serve as a teen mentor to interns and work with facilitators to communicate expectations and meet regularly with organizational coordinators to ensure that mentoring, preparation, and the learning of technology and artistic skills takes place.

The youth planning committee comprised of TAG and POW members will meet bi-monthly and be guided by staff from both organizations in the development of a vision for *Noise Permit*, as well as for planning and leading the pre-stage activities. Additionally, Ozone House will lead outreach and help maintain a positive environment for youth.

Interns will meet weekly for 2 hours at alternate locations (or virtually) depending on the work scheduled for that week. Appropriate experts will be invited to mentor interns throughout the summer and teach them skills necessary to successfully stage the performance.

Here are examples of how weekly internship mentoring will be divided between organizations based on resources and expertise:

Publicity: Gillian Ream Gainsley, the Library's Community Relations Coordinator, will guide interns in creating press releases, flyers, visual teen artwork and creating effective community connections using social media, graphics, caption copywriting, conversation, and video/photography skills. Scott Phillips at Ozone House will teach interns how to verbally share news about the event with peers at school and on community outreach visits.

Stage Management: Interns will learn to use software and computers at YDL to create a program of the evening's performers. Akili Jackson at Ozone House will coach interns on how to emcee and command a stage presence, and develop a plan to move each act's equipment on and off stage.

Performance Technique: Anthony Morgan will facilitate the discovery/exploration phase in which music and lyrics are generated by participants. He will be assisted by past performers and 2016/2017 interns Sakinah and Zakiyyah Rahman. His process will guide and teach teens how to devise and perform about subjects that make them feel confident through a myriad of performance techniques.

4. Intern success will be evaluated by pre and post surveys. The pre-internship survey will ask what interns hope to learn and accomplish; the post-internship survey will ask interns to reflect about what they learned, if they learned as much as they wanted, and how their new knowledge will influence their education choices in the future.

An ongoing checklist and survey will be distributed before the internship begins and utilized as a benchmarking tool and checklist at each meeting with leaders and mentors. This will serve as a guide for both the mentors and mentees. The checklist is comprised from the *8 Essential Elements of Positive Youth Development*, created by Brenda Young, Extension Educator, 4-H, Youth Development. Guided questions include prompts regarding inclusivity, the ability to seek new learning opportunities and opportunities for self-determination as well as valuing and practicing service to others.

Journals will be provided and each week interns will track hours worked, activities performed, new skills learned that can be added to resumes; reflection prompts will also be included.

Success will be evaluated by number of attendees, increased number of performers and types of performance techniques. It will also be gauged by workshop and journal reflection and implementation – what makes them feel powerful, expressing that on stage, and increased self-awareness and community awareness, including knowledge of local youth resources.

MCACA New Leaders Grant: Revenue & Expense Itemization

INCOME		CASH	IN-KIND	TOTALS	
REVENUE EARNED					
	Ticket Sales/Admissions	\$	-	0	
	Tuition	\$	-	0	
	Contracted Services	\$	-	0	
TOTAL EARNED INCOME		\$	-	0	
REVENUE- UNEARNED					
Corporate, Foundation & Private Support					
	Corporate Support	\$	-	0	
	Foundation Support	\$	-	0	
	Private Support	\$	-	0	
Other Unearned Revenue					
	Memberships	\$	-	0	
	Sales	\$	-	0	
	Rental Income	\$	-	0	
	Applicant Cash	\$	4,000.00	\$ 4,000.00	
In-Kind Revenue					
	Itemized in Expense Column		\$ -	0	
MCACA New Leaders Request				\$4,000.00	
TOTAL CASH REVENUE				\$8,000.00	
EXPENSES-CASH		CASH	In-Kind	MCACA share	TOTALS
Employee Expenses					
	Kelly Scott, YDL, 40 hrs	\$ 846.00			\$ 846.00
	Jesse Morgan, YDL, 40 hrs	\$ 360.00			\$ 360.00
	Gillian Gainsley, YDL, 5 hrs	\$ 140.00			\$ 140.00
	Colleen O'Brien, Ozone House, 25 hrs	\$ 1,200.00			\$ 1,200.00
	Scott Phillips, Ozone House, 40 hrs	\$ 720.00			\$ 720.00
Non-Employee Costs					
	2 Youth Interns at \$9.25 per hour, 80 hrs total			\$ 740.00	\$ 740.00
	Sakinah Rahman, Teen Mentor/Intern & Emcee			\$ 355.00	\$ 355.00
	Zakiyyah Rahman, , Teen Mentor/Intern & Emcee			\$ 355.00	\$ 355.00
	Akili Jackson, Pass the Mic/Rhymezone Workshops			\$ 650.00	\$ 650.00
	Anthony Morgan, Pass the Mic/Rhymezone Workshops			\$ 650.00	\$ 650.00
	Charlie Nanos, Sound & Beat Engineer			\$ 500.00	\$ 500.00
	Graham Lapp , Sound Equipment for Performance			\$ 400.00	\$ 400.00
Additional Project Expenses					
	Community Art Project			\$ 200.00	\$ 200.00
	Marketing Expenses	\$ 170.00			\$ 170.00
	T-Shirts for Youth Leadership Team			\$ 150.00	\$ 150.00
	Facilities/Technology Equipment for Programs/Intern Training	\$ 564.00			\$ 564.00
Other Expenses					\$ -
Total Expenses		\$ 4,000.00		\$ 4,000.00	\$ 8,000.00
		Cash	In-Kind	MCACA Share	TOTAL

New Leader Bios

Youth Leadership

Interns, ages 15-20: Two interns will be selected by the mentor team based on their interest in the arts as an educational focus or career. Youth will submit applications in late April and be interviewed in early May. They will receive basic job training, then be mentored through all stages of producing the *Noise Permit* stage performance.

Youth Planning Committee, ages 13-20: Both YDL and Ozone House have active youth groups who will meet together monthly to create a vision for Noise Permit, and plan and lead the pre-stage activities. **YDL Teen Advisory Group (TAG):** YDL has had an active Teen Advisory Group for eight years at the downtown location. To create a stronger, district wide teen advisory, we are currently participating in Youth Driven Spaces training with John Weiss at the Neutral Zone. The TAG teens will transition from planning regularly scheduled library programs and teen events into planning *Noise Permit* and Summer Learning events for teens at the library. Some of the teens involved are being specifically trained on technology: including Adobe Photoshop and Premiere; editing, producing and uploading videos; and Ableton, an interface to create, produce and perform music.

Ozone House Peer Outreach Workers: Trained Peer Outreach Workers (POWs), ages 15-19, provide homeless and high-risk youth with on-the-street support and information. POWs have an in-depth understanding of Ozone House services and why youth may need these services. POWs are selected every fall after participating in group activities and interviews. They are taught communication skills for street outreach work and leadership skills throughout the year as they meet twice a week with Scott Phillips <http://ozonehouse.org/programs/outreach.php>

Intern Mentors & Emcees

Sakinah Rahman, age 18. Freshman in college Sakinah has worked with or served on numerous community youth groups, including YDL, Ozone House and The Corner Health Center. She is the former YDL TAG president and supported our organization by co-emceeding with her sister to engage youth at the Ypsilanti Youth Summits. Youth Summits are comprised of multiple youth organizations who meet quarterly at the local university, Eastern Michigan University. The overarching purpose of the youth summits are to bring teens together to discuss concerns in the community, including such things as health and safety, and strategize what they can do to change it. Last year, she was a MACACA teen intern mentor and highly talented Noise Permit participant. Her perspective and dedication to her role was of great value to the entire Ypsilanti community. This year, Sakinah will be provided with guided instruction throughout the summer so that she can take over leading next summer's workshops. Additionally, she will be emceeding the 2018 Noise Permit with her sister.

http://www.mlive.com/news/ann-arbor/index.ssf/2015/12/ypsilanti_youth_summit_looks_t.html

Zakiyyah Rahman, age 18. Now a freshman in college, Zakiyyah has worked or served on numerous community youth non-profits and advisory boards, including YDL, Ozone House and The Corner Health Center. Formerly the YDL TAG secretary, Zakiyyah supported our organization by co-emceeding with her sister to engage youth at the Ypsilanti Youth Summits last year. Youth Summits are comprised of multiple youth organizations who meet quarterly at the

local university, Eastern Michigan University. The overarching purpose of the youth summits are to bring teens together to discuss concerns in the community, including such things as health and safety, and strategize what they can do to change it. In the years past, she was a MACACA teen intern and teen intern mentor, as well as a highly talented Noise Permit participant. Her perspective and dedication to her role was of great value to the entire Ypsilanti community. This year, Zakiyyah will be provided with guided instruction throughout the summer so that she can take over leading next summer's workshops. Additionally, she will be emceeding the 2018 Noise Permit with her sister.

Eastern Michigan Music Therapy Students

2-3 Music Therapy students from Eastern Michigan University (EMU) will be volunteering to provide guidance and mentorship to participating teens throughout the summer's workshops and at the Noise Permit Event. EMU's undergraduate programs in Music Therapy graduates go on to positions in hospitals, psychiatric units, school districts, hospices, community mental health settings and private practices. Many graduates go on to graduate school or obtain advanced practice certifications. The knowledge and education these EMU students are obtaining at EMU is particularly important to the Noise Permit Project, as many of the Ypsi Library teens have experienced [Adverse Childhood Experiences](#) (ACE's) whether it be abuse, trauma, or poverty. Not only are the EMU students accomplished musicians, but Music Therapy is the clinical and evidence-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional who has completed an approved music therapy program. -The American Music Therapy Association

Music therapy interventions can be designed to:

- promote wellness
- manage stress
- alleviate pain
- express feelings
- enhance memory
- improve communication
- promote physical rehabilitation

Workshop Facilitators

Anthony Morgan, RhymeZone Facilitator. Mr. Morgan has held many hats in the Ypsilanti area supporting youth in the community, including: Youth World Director, Motivations on the Move Founder and, more recently, Washtenaw Community College Men's Basketball Head Coach. He has taught songwriting and freestyling classes for youth by building basic principles of song construction and impromptu freestyling. As a semi-professional recording artist, emcee, poet and songwriter, Mr. Morgan was an integral mentor in last year's *Noise Permit*. He facilitated the process of fundamental songwriting by demonstrating the basics of conjuring, formatting and structuring a song; he continued the process by teaching the basics of impromptu "freestyle" rhyming, tempo, delivery and techniques of artistry via journaling and group role play.

Akili Jackson, Pass the Mic Coordinator Mr. Jackson is on the frontline in the movement towards innovative ways of enhancing the quality of education for children in Southeast Michigan. He has over 11 years' experience as a Youth Development Worker specializing in

programs that inspire positive character development in youth. As an advocate for community based programs, Akili has participated in and coordinated groundbreaking urban projects that serve to motivate parents, and inspire youth to become forces for positive change in their communities. Akili has conducted workshops in Community Education using art and Hip Hop music as a tool for classrooms in Columbus OH, Atlanta GA, and Manhattan NYC. He has presented as a frequent guest speaker for the National African American Parent Involvement Day (NAAPID) in the Ann Arbor Public Schools and Ypsilanti Public Schools, and a panelist/speaker at Antioch University, University of Pittsburg, and University of Windsor Law School. Akili has served as a guest lecturer at Washtenaw Community College for African Poetry and Literature and at Eastern Michigan University for "Building Effective Classroom Communities". He has worked as part of the Youth Services Staff with the Child and Adolescent Psychiatry Department at University of Michigan Mott Hospital.

Jesse Morgan, YDL Paraprofessional, RhymeZone Coordinator Mr. Morgan, an Ypsilanti resident, has worked as a music instructor at a K-8 private school and was the founder of Community Records LC3, whose mission was to build community through music. Community Records worked with over 2000 youth, across the state of Michigan, helping them write and record over 100 original songs. He holds a B.S. in Music from Eastern Michigan University and is currently working toward another B.S. in Music Therapy at Eastern Michigan University. Jesse has also taught high school English and served as the Yearbook Instructor for two Michigan high schools over a five year period. He will invite various local artists, including Charlie Nanos, to meet the interests and needs of workshop participants.

<http://markmaynard.com/2011/12/interview-with-community-records-founder-jesse-morgan/>

Graham Lapp, DJ, bassist, composer, producer Mr. Lapp has a diverse musical background, having studied jazz bass, guitar and harmonica. He currently performs with a variety of groups and DJs in the Ypsilanti/Ann Arbor area. He served as the DJ at *Shout it Out* and *Noise Permit*. He also teaches DJ workshops at the Ozone House and is known and respected by local teens.

Charlie Nanos, Rehearsal support and guest artist In the late eighties, Charlie Nanos began using drum machines as a classroom tool at Willow Run High School in Ypsilanti, Michigan. The deal was, if students could take a break from tapping out drum beats on their desks, they could earn time on the beat making equipment. As a result of high student and community involvement, Nanos was able to recruit 20 dropouts into The Willow Run Academy, an alternative credit recovery program for students who had fallen through the cracks in the conventional system. He then migrated to Portland, Oregon, where he ran the computer lab program at the Portland Juvenile Detention Center from 1998 – 2008. Mr. Nano uses Ableton software, MIDI controllers and Apples Quicktime tools to transform youth enthusiasm for beat making into a highly improvisational and fluid "edu-music" experience. He has worked with Anthony Morgan on several projects at YDL and Ozone House in recent years.

Kelly Scott, YDL Young Adult Librarian

Kelly Scott is the Ypsilanti District Library Teen Librarian. Ms. Scott will be responsible for overseeing the grant funds and scheduling mentoring team meetings. For 5+ years, Kelly has trained and worked with hundreds of teen volunteers, teaching them responsibility, following through on commitments, working together and creating real products such as logos for t-shirts, publications, and promotional materials such as flyers and videos. Kelly has implemented numerous youth and teen programs funded through many grants, including Scottsdale Public

Library's Reading Buddies program, a summer literacy program pairing high school students with children in grades 1-4, helping them to practice their reading and writing skills over the summer to stem the summer slide. Kelly has also implemented a grant-funded library program called ReadUp Scottsdale, which provided free tutoring for at-risk readers in 1st and 2nd grades during their fall and spring semesters in school.

Michigan Council For Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant gives assurances to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

- ☐ This application was approved by the governing board on ___ / ___ / ___
- ☐ This application is scheduled to be approved by the governing board on 2 / 28 / 18

If the application has not yet been approved by your governing board, notify the Council staff of the action taken as soon as possible.

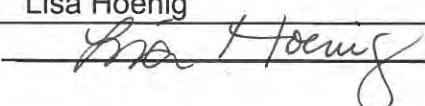
If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name: Ypsilanti District Library

Grant Program: New Leaders Retention & Engagement Grant Program

Authorized Official: (Cannot be the Project Director)

Name (typed) Lisa Hoenig Date 2/22/18

Signature: 



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248351232
Oct. 30, 2013 LTR 4076C 0
38-2462745 000000 00

00016349
BODC: TE

YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER RD
YPSILANTI MI 48197

009903

Federal Identification Number: 38-2462745
Person to Contact: Mr. Kelley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This responds to your request for information about your federal tax status. Our records do not specify your federal tax status. However, the following general information about the tax treatment of state and local governments and affiliated organizations may be of interest to you.

GOVERNMENTAL UNITS

Governmental units, such as States and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a State are entities with one or more of the sovereign powers of the State such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

ENTITIES MEETING THE REQUIREMENTS OF SECTION 115(1)

An entity that is not a governmental unit but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a State, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may not be tax deductible to contributors.

TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a State, county, or municipal government may qualify for exemption from federal income tax under section 501(c)(3) of the Code, if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that entities may meet the requirements of both sections 501(c)(3) and 115 under certain circumstances. See Revenue Procedure 2003-12, 2003-1 C.B. 316.

0248351232
Oct. 30, 2013 LTR 4076C 0
38-2462745 000000 00
00016350

YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER RD
YPSILANTI MI 48197

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to request a determination that the organization is exempt from federal income tax under 501(c)(3) of the Code and that charitable contributions are tax deductible to contributors under section 170(c)(2). In addition, private foundations and other persons sometimes want assurance that their grants or contributions are made to a governmental unit or a public charity. Generally, grantors and contributors may rely on the status of governmental units based on State or local law. Form 1023 and Publication 4220, Applying for 501(c)(3) Tax-Exempt Status, are available online at www.irs.gov/eo.

We hope this general information will be of assistance to you. This letter, however, does not determine that you have any particular tax status. If you are unsure of your status as a governmental unit or state institution whose income is excluded under section 115(1) you may seek a private letter ruling by following the procedures specified in Revenue Procedure 2007-1, 2007-1 I.R.B. 1 (updated annually).

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Richard McKee, Department Manager
Accounts Management Operations

Common Threads in Library Law

By Lance M. Werner, Library Law Specialist

Questions on tax status

I frequently hear questions regarding the tax status of Michigan's public libraries. Generally, these issues arise in connection with library grant-seeking endeavors. It is no secret that it is highly desirable to find and secure alternate sources of funding. Most of the questions have two common threads. The first thread pertains to public libraries and their status as charitable organizations under Michigan law. The second involves public libraries and their federal tax status. Based on communications I have had with librarians, I feel it would be useful to furnish clarification in article form.

Commonalities

Virtually all public libraries¹ in Michigan share some common traits. They are primarily funded with public funds and have a board. They also have the same tax status when purchasing goods and services for public library use.

All legally established public libraries, including district libraries, are either departments of local governments or else are regional governmental entities and are considered political subdivisions in their own right. Both local and district libraries function as municipal corporations. Political subdivisions and units of local government have tax-exempt status under Michigan and federal laws.

Under Michigan law, a public library's tax status with respect to sales and use tax is found in section 4h of the General Sales Tax Act, 1933 PA 167, MCL 205.54h, and section 4(g) of the Use Tax Act, 1937 PA 94, MCL 205.94. In short, these sections provide that sales of goods to political subdivisions, such as libraries, are exempt from Michigan sales and use tax. The statutes can be accessed through the Michigan Legislature's website at <http://www.legislature.mi.gov/>.

Public library tax status is also addressed in federal law. Section 115 of the Internal Revenue Code states that "gross income" does not include any income derived from the performance of an essential governmental function, including income obtained by state political subdivisions. It is noteworthy that section 170(c)(1) of the Internal Revenue Code allows donors to claim income tax charitable deductions for donations made to political subdivisions. Based on public library status as a tax-exempt political subdivision, donations made to a library qualify as charitable deductions. The URL for the IRS explanation of how to affirm tax-exempt status can be found at: <http://www.irs.gov/govt/fslg/article/0,,id=112708,00.html>.

Conclusion

¹ "Public libraries" means libraries that have been created under Michigan law, city charter, or city ordinance.

Michigan's public libraries function in whole or in part as political subdivisions of the State and have tax-exempt status under state and federal law. Libraries that are seeking documentation of their federal tax-exempt status for grant-application purposes can contact the Internal Revenue Service. The IRS offers governmental entities a special service, sending free "government affirmation letters" upon request. These letters can be obtained by calling the IRS at 1-877-829-5500. The "government affirmation letter" may well suffice when a library seeks a grant and the grant-giving organization requires confirmation of the library's tax-exempt status during the application process.

Libraries may be able to supply grant-giving organizations with a "Michigan Sales and Use Tax Certificate of Exemption", Form 3372 (Rev. 11-01). Such forms could suffice as adequate documentation of tax status for granting activities in some cases.

Libraries desiring additional information about their Michigan tax status may wish to contact the Michigan Department of Treasury. Libraries can also obtain helpful advice and counsel on tax matters from their attorney.

If you have any questions or comments regarding this article, please contact Lance M. Werner, Library Law Specialist for the Library of Michigan, Michigan Department of History, Arts and Libraries, at (517) 373-1299.

Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

☐ A. One-Time Purchase

Order or Invoice Number: _____

☒ C. Blanket Certificate

Expiration Date (maximum of four years): 09/01/2018

☐ B. Blanket Certificate, Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. ☒ All items purchased.

2. ☐ Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. ☐ For Resale at Retail. Enter Sales Tax License Number: _____

2. ☐ For Lease. Enter Use Tax Registration Number: _____

The following exemptions DO NOT require the purchaser to provide a number:

3. ☐ For Resale at Wholesale.

4. ☐ Agricultural Production. Enter percentage: _____ %

5. ☐ Industrial Processing. Enter percentage: _____ %

6. ☒ Church, Government Entity Nonprofit School, or Nonprofit Hospital (Circle type of organization).

7. ☐ Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).

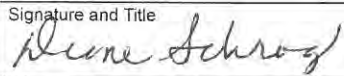
8. ☐ Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).

9. ☐ Rolling Stock purchased by an Interstate Motor Carrier.

10. ☐ Other (explain): _____

SECTION 4: CERTIFICATION

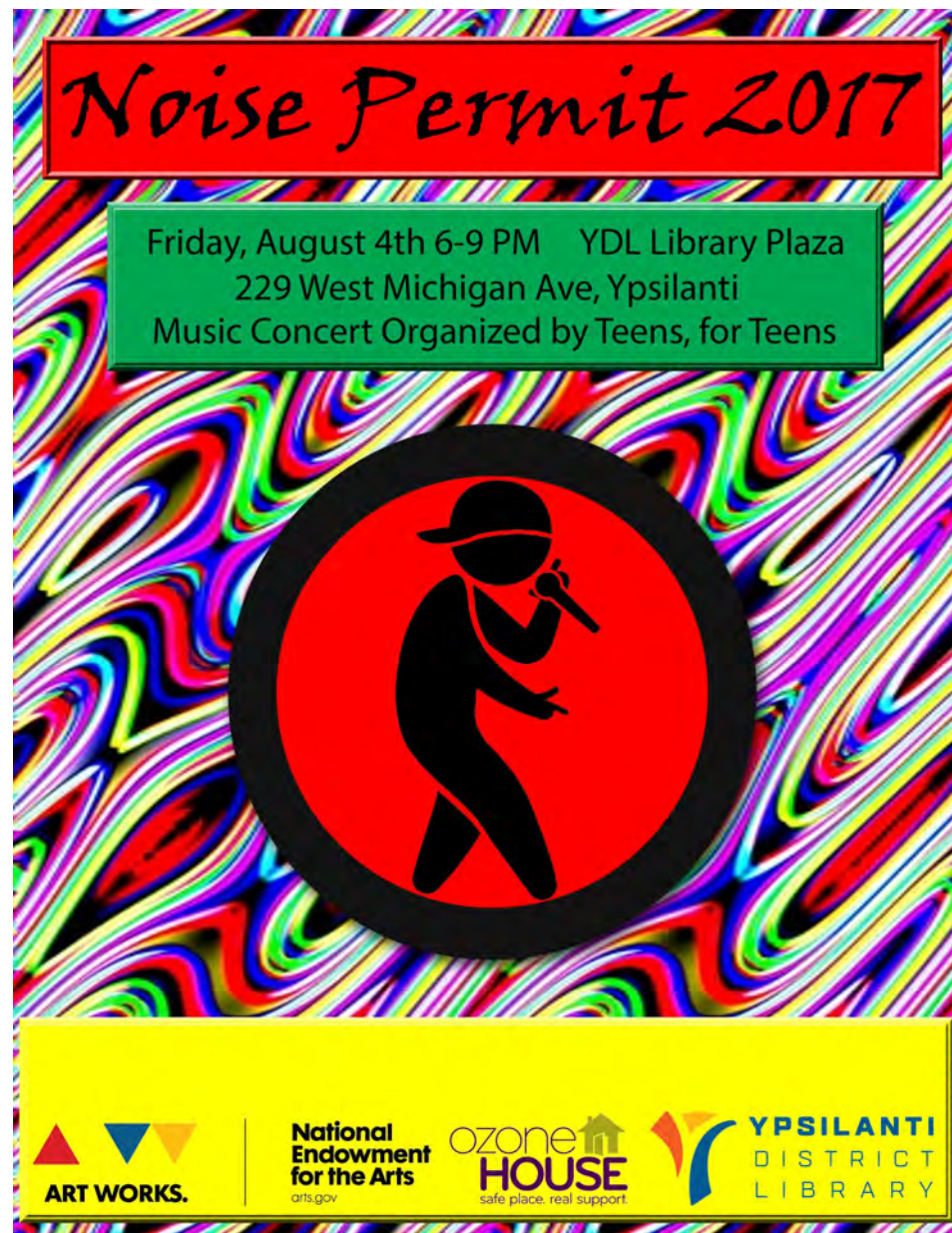
I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Ypsilanti District Library [38-2462745]		Type of Business (see codes on page 2) 05 - Government
Business Address 5577 Whittaker Rd	City, State, ZIP Code Ypsilanti, MI 48197	
Business Telephone Number (include area code) (734) 879-1302	Name (Print or Type) Diane Schrag	
Signature and Title  Business Office Manager	Date Signed 09/23/15	

Our Story:

As far back as 2002, 15 years ago, Ypsilanti youth have shared verse, rhyme and song, live and on-stage for the local community. Even though the venue has changed over the years—Riverside park, the downtown Library plaza, inside the EMU business center—what doesn't change is the remarkable teens and young adults who participate. It started out as a hip-hop poetry night in 1999/2000 at the Ozone House Ypsilanti Drop-in center with a few teens. A few years later, in 2002, it was dubbed Lyricist Lounge and the name and the gathering still takes place almost every week of the year.

In 2012, YDL hosted Ozone House's Noise Permit, a youth concert featuring artists from Ozone House, Community Records, and The Neutral Zone. This program was produced under a grant to Ozone House, and provided a chance for local teens and kids to perform music with a positive message for their peers. While Noise Permit has happened in years past, 2012 was the first time it was presented as a part of the Ypsilanti Heritage Festival. By all accounts, the program was a huge success. In 2013, YDL began looking for funding to continue this event through a partnership with Ozone House and funding through the Michigan Council for the Arts and Cultural Affairs.



A First Fridays Ypsilanti Event
Special thanks to mentors: Akili Jackson,
Anthony Morgan and Charlie Nanos

This event is supported by the Michigan Council for the Arts and
Cultural Affairs

Performers:

Opening — The Ypsilanti Youth Orchestra Jazz Ensemble, featuring:

Steve Somers, Director YYO Jazz, Guitar

Claudia Young, Assistant Director, Keyboard

Jacob Condon, Guitar

Joey Condon, Bass

Emory Kimball, Sax

Lana Kinlaw, Bass

Renard Myles, Trombone

Caleb Roberts, Drums

Zane Pelletier, Violin

Cade Westerdale, Baritone Horn

Songs (with improvised solos) — Night Train, Night in Tunisia, Moanin', and Take Five

Sakinah & Zakiyyah Rahman — 3 Pieces, including the Star Spangled Banner and spoken word

Ian Tubbs — Guitar and Vocals

Emery Oakes — Keyboard, Don't Get It Twisted and Chillaxin' by Jennifer Eklund

Alija Graham — Ave Maria rendition

Samantha Gray — Family by Samantha Gray

Sahajua Newell — Who You are by Angie Miller

Makea Hood — If I Ain't Got you by Alicia Keys

D'Jay Jones — Tenor Piece

Breonna Watts — Unwritten by Natasha Bedingfield

Mango Henderson — Insects by Mango Henderson

Ajadè Jackson — Tyrone by Erykah Badu ADB—Rapping

Jelea Caudill— Can't Raise a Man by K. Michelle

Najaa Graham — Original Poetry by Najaa Graham

Dalon Brown — Grenade by Bruno Mars

Ensemble — Hallelujah by Leonard Cohen

Emcees: Akili Jackson and Anthony Morgan

Supporters and Friends:

Hero Nation — Jermaine Dickerson

Growing Hope — Teen Mentors, Youth Manager

Corner Health — YLC Youth

826Michigan — Megan Gilson & Emily Peterson

YDL—Michigan Avenue T.A.G. — Vera Oakes, Jonathan Bradley, Mohammed Ebrahim, Acire Wall, Zakiyyah & Sakinah Rahman, and Samantha Gray

Shout out to these lovely human beings and organizations: Graham Lapp, Colleen O'Brien, Scott Phillips, Jennifer Mann, Joy Cichewicz, Jermaine Dickerson, Alyssa Aldrink, Jesse Morgan, Catherine Calabro, Morghan Williams, Erica Bloom, Dairy Queen, Domino's Pizza and Steve Hall at Create My Tee

Noise Permit Work Samples & Photos

2017

Flickr Photos & Video:

<https://www.flickr.com/photos/ypsilibrary/albums/72157684797415370>

Facebook Event: <https://www.facebook.com/events/279896239080719/>

Stage Performance



RhymeZone Workshop



att7YpsilantiDistrictLibrary

2016

Noise Permit Professional Headshots:

<https://www.flickr.com/photos/ypsilibrary/sets/72157671869109010/>

Noise Permit Rehearsals:

Photos:

https://www.facebook.com/pg/YouthZoneYHF/photos/?tab=album&album_id=1198779196846435

2015

Youth Heritage Festival

https://www.facebook.com/pg/YouthZoneYHF/videos/?ref=page_internal

Noise Permit Photos

<https://www.facebook.com/YouthZoneYHF/posts/981218508602506>

Noise Permit Video Samples of Stage Performers:

<https://www.facebook.com/YouthZoneYHF/?ref=hl>

2014

<https://www.facebook.com/ydlteens/videos>

2013

<https://www.facebook.com/media/set/?set=a.10152176443246164.1073741834.50364026163&type=3>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/21/18
Re: Approval of purchase of EnvisionWare case controllers

In November 2017 the Board approved the purchase of EnvisionWare software and equipment as described on quotations provided for an amount not-to-exceed \$55,000. Our kiosks are on order and the transition is in the works. We anticipated the EnvisionWare installation would take place in February, but scheduling of the EnvisionWare technicians has pushed it back some.

In the meantime, we realized that case controllers (the devices that unlock audio-visual items) were not included on the original quotations as we'd been led to understand. To make up for the confusion, EnvisionWare has offered us a hefty discount on their purchase. As you'll note on the attached quotation, we will save \$3,980 off the regular price.

I recommend approval of the new quotation to purchase four case controllers for an amount not-to-exceed \$8,200.

This expense is included in the FY2017-18 budget.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-5

February 28, 2018

RESOLUTION TO PURCHASE ENVISIONWARE KIOSK CASE CONTROLLERS

Whereas, the Ypsilanti District Library Board of Trustees approved the purchase of EnvisionWare software and equipment as described on quotes provided at the November 30, 2017 meeting, and

Whereas, the quotes inadvertently did not include case controllers for the EnvisionWare kiosks, and

Whereas, case controllers are desired, and

Whereas, in the spirit of forwarding our business relationship, EnvisionWare has offered to provide the case controllers a discounted price, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the EnvisionWare case controllers as described on the attached quote be purchased for an amount not-to-exceed \$8,200.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Bill To

Ypsilanti District Library - Whittaker
 5577 Whittaker Rd
 Ypsilanti MI 48197
 United States

TOTAL

\$8,029.13

Quote Expires: 4/18/2018

Partner 71007 SirsiDynix

Maintenance Expires 12/15/2018

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	Dexter, John	12/15/2018

Quotation Title	Memo
Case Controller for OneTime cases	

Qty	Item / Description	Ship To	Unit Price	Amount
-----	--------------------	---------	------------	--------

4	SSC-EMC2-V3 OT-U	Whittaker	\$2,995.00	\$11,980.00
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ENVISIONWARE MEDIA CASE CONTROLLER - VERSION 3 FOR ONETIME CASES

RFID-Enabled Media Case Management of ClearVu Media Cases.

* Compatible with the following ClearVu OneTime case models:

- OTCD-1C CD Case Single, Clear
 - OTCD-2C CD Case Dual, Clear
 - OTDVD-1B/C Single DVD Case, Black/Clear
 - OTDVD-2B/C Dual DVD Case, Black/Clear
 - OTDVD-4B/C Quad DVD Case, Black/Clear
 - OTDVD-6B/C 6 Pack DVD Case, Black/Clear
 - OTFM One Time Flash Media
 - OTDVD-BR One Time Blu Ray
- Supports Playaway cases with OneTime locks.

++ Requires OneStop and RFID Software Suite - or - RFID Software Suite and III Express Lane or Polaris ExpressCheck with an existing RFID 1-Pad or RFID-READER-KIT-USB-U Inventory (or Feig MR102) with Unidirectional Pad or Shielded Antenna .

-- Not compatible with RFID-READER-U Reader 1W Silver (or Feig MR101)

++ Requires (1) USB Port

Discount: *EnvisionWare Products or Services	(\$3,980.00)
DISCOUNT for EnvisionWare Products or Services	

SUBTOTAL Hardware	\$8,000.00
SUBTOTAL for Hardware	

Annual Maintenance Starting in Year 2 - \$1,198.00

SUBTOTAL Hardware	\$0.00
SUBTOTAL for Hardware	



Quotation

US-42858

1/18/2018

Freight charges are estimated.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Subtotal \$8,000.00

Freight \$29.13

Total Tax \$0.00

PST-CA only

Total **\$8,029.13**



US-42858

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/23/18

Re: Resolution to establish a business checking account at Key Bank for FSA funds

Based on a request from our AFSCME Union at the last round of contract negotiations, the Library recently established an FSA (Flexible Spending Account) plan for staff. Our plan year began January 1st. The Library pays an administrative fee, but all health and dependent care expenses paid through the plan are voluntarily deducted from staff paychecks pre-tax.

We would like to open a new bank account in which we would deposit a lump sum equal to the total amount staff have opted to have withheld for the year. The plan administrator would then debit this account each time a participant makes a claim for an expense. Currently this is all happening out of our main account at Bank of Ann Arbor, and though fine, it is making reconciliation of our bank statement much more work. Having a separate account would simplify things greatly for our accountant.

I proposed to the Finance Committee that we open this account at Key Bank, where we currently have just one other small account, thereby expanding the overall total we have insured and cultivating a stronger relationship with Key Bank, which is within our district's boundaries. Heather Kelley-Smith, Manager of the East Michigan Avenue office, recommended opening a basic business checking account. There are no fees associated with this type of account as long as we maintain a \$2,500 minimum balance. We would not require checks.

We plan to make an initial deposit of \$22,000, and an annual deposit thereafter to equal the total amount employees have withheld each year. Board President Brian Steimel would need to sign with me to open the account; Kay and Kimberly are existing signers.

I will have the bank's resolution to open the account for your review at the Board meeting.