

Board of Trustees

2018 Information Packet



Wednesday
July 25, 2018
6:30 pm
YDL-Michigan Avenue

Ypsilanti District Library
YDL Board Meeting, July 25, 2018 6:30 pm, YDL – Michigan Avenue
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"/>	John Barr	<input type="checkbox"/>		
	Kimberly Grover	<input type="checkbox"/>	Courtney Geil	<input type="checkbox"/>	Jean Winborn	<input type="checkbox"/>		
	Patricia Horne McGee	<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"/>
Presentations								
A. Overview of YDL- Michigan service, Joy Cichewicz						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Work & Impact of YDL Teen Advisory Board, TAB members						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent Agenda								
C. Proposed Minutes from June 27, 2018 Regular Meeting						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. June 2018 Financials & Check Register						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication								
A. Official Correspondence (Public)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports								
A. Finance Committee						<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee						<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee						<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report						<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee						<input type="checkbox"/>	<input type="checkbox"/>	
F. Negotiating Committee						<input type="checkbox"/>	<input type="checkbox"/>	
G. Superior Township Planning						<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. Budget amendment						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to approve ballot language						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a resolution in support of the AAATA ballot proposal						<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, June 27, 2018 (Unapproved)

CALL TO ORDER

Vice-President Jean Winborn called the Regular Meeting to order at 6:32 p.m.

Attendance

Trustees Present: Patricia Horne McGee, Kimberly Grover, John Barr, Courtney Geil, Kay Williams, and Jean Winborn.

Trustees Absent: Brain Steimel

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Julia Roberts from AAATA, and community residents Theresa Maddix and Gordon Kangas

APPROVAL OF THE AGENDA

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

Vote: Ayes: Barr, Horne-McGee, Grover, Geil, Williams and Winborn

Nays: None

Motion passed.

PUBLIC COMMENT

None

PRESENTATION

FlexRide pilot service update by Julia Roberts, AAATA

- Has been running as pilot service for the last six months.
- Can take you anywhere from the residence within an 8 square mile area. From Textile to Bemis Rd. and from Hitchingham to Rawsonville Rd. With connections to Paint Creek shopping center, the library, Civic center, Ypsi township hall and Lincoln consolidated schools.
- Going to be doing a survey in the area on how the people like the service and what can be improved.
- FlexRide is part of the renewal of service on the ballot in August. A renewal will allow them to offer more service and service areas, adding new routes, and continuing current ones.

CONSENT AGENDA

Trustee Barr moved to approve the consent agenda (May 23, 2018 Meeting Minutes, and May 2018 Financials and Check Register). Trustee Horne-McGee supported this motion.

Vote: Ayes: Barr, Horne-McGee, Grover, Geil, Williams and Winborn

Nays: None

Motion passed.

COMMUNICATIONS

Recognition of 150th Anniversary from legislators Gary Peters and Debbie Dingell.

COMMITTEE REPORTS

- Finance Committee: Trustee Williams reported on committee work through email. The committee supports changes at Beezy's.
- Personnel Committee: No report
- Policy Committee: Recommendation in Board Packet discussed.

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Barr moved that the board approve the recommendation of the policy committee to have our director Lisa Hoenig move forward. Williams supported this motion.

Vote: Ayes: Barr, Winborn, Williams, Geil, Horne-McGree, Grover

Nays: None

Motion passed.

- FOL Library Report: Trustee Horne- McGee reported the following.
The Friends Board discussed the Gala and the success of the Gala. . Director Hoenig asked about the book sale. They do not have final reports yet, some sales are still pending.
- Fund Development Committee: Report in Board packet discussed.
 - The Gala was a success, got support from donors and various sponsors. Showed people what the library does and showed them the library is a place they can contribute to.
 - Gala figures in the report are not exactly accurate. Money is still coming in some expenses over calculated. Will be able to give official numbers by next month.
- Negotiations committee: No report
- Superior Township planning: Director Hoenig shared some conceptual drawings of the building we propose.
 - Township Supervisor Ken Swartz said township can probably help with infrastructure, sewer and water connections and pavement.
 - All present at meeting very pleased and excited about the concept.

REPORT OF THE LIBRARY DIRECTOR

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

- MI Ave roof repair in progress, moving along well. Working with a mechanical engineer on an unrelated water leak problem. When quotes become available will let board know.
- Back to full staff in outreach department.
- Staff in-service June 1, 2018. John Chrastka from EveryLibrary spoke with staff.
- Warren adaptive technology reception is Saturday morning at 11:00 a.m. at Michigan Avenue.
- Parade is next Wednesday if anyone wants to walk with Bookmobile.

OLD BUSINESS

None

NEW BUSINESS

- A. Approval of 2018 L-4029 Tax Rate Request Forms

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2018-11
June 27, 2018
RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2018

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Ypsilanti District Library
Board of Trustees
Minutes, June 27, 2018 (Unapproved)

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2018 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Courtney Geil

SUPPORTED BY: Kay Williams

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

B. Resolution authorizing replacement of Michigan Avenue sump pumps

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-12

June 27, 2018

RESOLUTION TO APPROVE REPLACEMENT OF TWO SUMP PUMP UNITS AT MICHIGAN AVENUE

Whereas one of the Michigan Avenue library's sump pumps failed, creating water issues and forcing the remaining sump pump to do double duty; and

Whereas both sump pumps were 16 years old; and

Whereas upon inspection, Campbell, Inc. recommended replacing both sump pumps for a cost savings in necessary labor; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The replacement of Michigan Avenue's two sump pumps at a cost of \$4,650 is approved.

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: John Barr

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

C. Resolution to recognize Diane Schrag on her retirement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-13

June 27, 2018

RESOLUTION TO HONOR AND THANK DIANE MARIE SCHRAG

FOR SEVENTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Diane Marie Schrag has served the Ypsilanti District Library for seventeen years as Business Office Manager, and

Ypsilanti District Library
Board of Trustees
Minutes, June 27, 2018 (Unapproved)

WHEREAS, in addition to the normal duties of accounting and fiscal management, she was extremely knowledgeable about YDL personnel matters and benefits, and

WHEREAS, she was always helpful to staff concerning information about insurance or retirement plans, and was an effective liaison with insurance companies and benefits providers, and

WHEREAS, she was the recording clerk for the Library Board, taking roll call and preparing the minutes, and

WHEREAS, in addition to assisting the Board with the details of meetings, she always made sure the Board was comfortable providing water, pens, whatever needed, and

WHEREAS, Diane is now retiring to be with her husband, Mike, her two daughters, one son, and four grandchildren,

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

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

OFFERED BY: John Barr

SUPPORTED BY: Kay Williams

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

D. Discussion of "Plan A" and "Plan B"

Director Hoenig reviewed the list of "Plan B" options in the board packet memo. Asked the board if there is anything we should take off or add to the list. Trustee Williams suggested adding to the list stopping Sunday hours.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	Excited to see updated Library app
Jean	No comment
Brian	Absent.
Kay	Wanted to say how wonderful the Gala was. She had a wonderful time, so did everyone she talked to who attended.
Kimberly	Not running again to be on the board, time commitments increasing with children getting older.
Patricia	Last week I received two inserts in a packet from the sheriff's department regarding TALK and summer reading. I was impressed because it went to every household.
John	Sad and dismayed when I learned the library association changed the name of the Laura Ingalls Wilder award.
Lisa	Cancelled plan to take a new trustee photo at the July 25 th meeting at YDL - MI Ave, as Kimberly will be on vacation.

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Board of Trustees
Minutes, June 27, 2018 (Unapproved)

Adjournment to closed session

Williams moved to adjourn to closed session to discuss collective bargaining negotiations at 8:00 p.m.

Trustee Barr seconded this motion.

Vote: Ayes: Williams, Grover, Horne - McGee, Geil, Barr and Winborn

Nays: None

Motion passed.

Regular meeting reconvened

Williams moved to adjourn the closed session and return to the regular meeting at 8:11 p.m. Trustee Geil seconded this motion.

Vote: Ayes: Williams, Grover, Horne - McGee, Geil, Barr and Winborn

Nays: None

Motion passed.

Adjournment

Trustee Williams moved to adjourn at 8:12pm. Vice-President Winborn seconded this motion.

Vote: Ayes: Williams, Grover, Horne - McGee, Geil, Barr and Winborn

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 2018
General Fund**

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 06/30/18
Assets:						
Cash: Checking	96,479	558,972	343,352	435,833	325,888	190,852
Savings	2,687,541	2,593,271	2,276,388	2,191,873	2,414,562	2,442,419
CD's	-	-	-	-	-	-
Stocks	39,893	-	-	28,584	30,954	34,207
Memorials	6,400	6,401	6,402	6,402	6,403	3,367
Operational Cash	356	356	356	356	521	824
Total Cash	2,830,669	3,159,000	2,626,498	2,663,048	2,778,329	2,671,668
Receivables & Other assets	39,881	49,271	37,821	17,384	36,272	38,052
Total Assets	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	2,709,720
Liabilities	314,330	804,393	425,334	334,400	509,097	301,984
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						3
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						1
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434
Current YTD--net of revenues						-
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	692,185
Current YTD	18,815	(152,342)	(164,893)	78,582	(40,530)	106,508
Total Fund Balance	2,556,221	2,403,879	2,238,985	2,346,033	2,305,504	2,407,736
Total Liabilities & Fund Balance	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	2,709,720

Ypsilanti District Library
Period Ending 6/30/2018 (58.3% of Year)
General Fund

ACCT #	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGET	YTD 6/30/18 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,673,512	3,781,500	3,811,790	3,798,614	2,381,746	1,416,868	62.7%
Expenditures							
Dept 100 Administrative	1,944,424	1,781,039	1,882,645	2,061,254	1,175,382	812,504	57.0%
Dept 200 Michigan Ave.	493,186	536,933	531,308	550,750	317,385	236,056	57.6%
Dept 300 Outreach/bookmobile	81,693	77,977	105,512	90,961	47,875	53,629	52.6%
Dept 400 Outreach/Superior Township	152,911	152,313	152,354	154,027	83,117	71,406	54.0%
Dept 500 Whittaker Rd	1,080,790	1,084,812	1,099,239	1,108,425	619,139	504,229	55.9%
Dept 600 Donations	65,395	44,621	53,483	-	28,254	(28,254)	NA
Dept 700 Grants	19,007	25,595	27,778	-	4,086	(4,086)	
Total	3,837,406	3,703,288	3,852,319	3,965,417	2,275,238	1,645,484	57.4%
Net Revenue Over Expenditures	(163,893)	78,212	(40,530)	(166,803)	106,508		
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	2,385,155		

**Ypsilanti District Library
General Fund
Period Ending 6/30/2018
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 6/30/18 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	498,527.28	79.1%
425.000	City of Ypsilanti Tax Levy	540,084.92	541,454.64	565,185.67	561,865.00	88,595.50	15.8%
440.000	Ypsilanti Township Tax Levy	2,117,703.51	2,135,456.57	2,159,465.76	2,241,175.00	1,578,905.66	70.4%
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	30,201.20	99.9%
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		39,050.90	NA
657.000	Fines/Misc.	84,786.06	81,897.24	73,097.49	75,660.00	41,390.99	54.7%
657.100	Smart Cards - Printing & Copies	43,954.71	44,808.22	42,288.92	44,000.00	23,786.47	54.1%
657.600	Guest Pass	2,777.15	3,110.00	2,416.80	2,500.00	1,126.00	45.0%
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	3,500.00	58.3%
662.100	Community room rentals	2,150.00	625.00	1,700.00	1,500.00	700.00	46.7%
679.000	Donations/Misc.	1,923.49	2,107.87	3,792.82	1,200.00	4,600.17	383.3%
681.080	Donations/Memorials	435.00	-	2,425.00	600.00	550.00	91.7%
683.100	Trustee Party Revenue		3,421.00	-			NA
687.000	Interest/Checking	911.29	1,137.39	1,019.64	1,000.00	800.37	80.0%
687.010	Interest/Savings	5,793.17	5,026.14	7,456.62	5,700.00	4,660.22	81.8%
687.020	Interest/CD's	-	-	-	-	-	NA
687.060	Interest/Yoder	7.95	10.64	10.63	10.00	2.68	26.8%
687.070	Interest/Yates Memorial	0.67	0.67	0.68	2.00	0.50	25.0%
689.000	American Century Value Change	-	-	-	-	-	NA
689.000	Dividends-MML	7,169.00	6,646.00	6,050.00	6,000.00	5,819.00	97.0%
690.000	Dividends-Endowmwnt	4,197.89	5,210.28	5,815.85	5,900.00	6,335.39	107.4%
Total Revenue		3,584,844.66	3,688,416.11	3,722,198.43	3,798,614.00	2,328,552.33	61.3%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2018
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 6/30/18 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	643,204.88	614,285.23	605,793.57	632,364.00	362,511.06	57.3%
702.050	Board Stipend	-	-	-	-	-	NA
702.100	Professional/Accounting	6,000.00	5,700.00	5,620.00	7,500.00	2,760.00	36.8%
702.150	Bank Fees	2,806.41	3,288.99	3,500.16	3,500.00	2,330.82	66.6%
702.180	Reversed Receivables	7,259.60	-	-	-	-	NA
702.900	Salary/Subs	6,935.11	8,274.41	18,578.26	18,750.00	7,567.28	40.4%
705.000	Employee Recognition Awards	-	375.16	764.98	750.00	460.18	61.4%
710.000	Paychex Payroll Service	5,456.17	5,947.70	6,794.20	7,750.00	5,493.11	70.9%
715.000	Employer Payroll Tax	143,619.05	142,801.97	144,002.37	146,290.00	82,468.41	56.4%
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	43,213.48	46.1%
719.000	FSA Admin Fee	-	-	-	2,000.00	306.75	15.3%
727.000	Office Supplies	30,307.16	30,036.75	31,341.56	32,400.00	12,374.15	38.2%
727.200	Supplies-Facility	22,917.37	20,211.00	21,858.47	23,700.00	8,768.56	37.0%
752.000	MML/Building Insurance	53,670.00	55,342.00	57,613.00	57,555.00	59,627.00	103.6%
753.000	MML/Workers Comp	9,687.00	10,557.00	9,609.00	11,554.00	4,446.00	38.5%
754.000	Health Insurance	377,702.35	328,847.22	350,013.22	358,473.00	212,267.33	59.2%
756.000	Delta Dental	38,221.95	39,679.47	36,157.97	41,705.00	22,214.84	53.3%
757.000	Employee Assistance Program	871.20	931.92	950.40	1,100.00	495.00	45.0%
758.000	Life Insurance	4,098.50	4,187.40	4,263.84	4,883.00	2,861.46	58.6%
759.000	Vision Service Plan	9,672.10	8,522.08	7,725.94	8,747.00	5,072.98	58.0%
762.000	STD/LTD (Disability Insurance)	9,222.06	9,333.35	9,644.04	10,710.00	6,515.65	60.8%
769.000	Printing & Publishing	6,183.73	7,020.81	12,538.00	11,500.00	10,362.89	90.1%
769.050	Classified Advertising	-	10.14	122.00	400.00	307.90	77.0%
774.000	Data Bases	34,668.15	38,433.35	56,523.56	65,000.00	49,687.73	76.4%
774.050	Ebooks/Eaudio	16,093.36	19,997.30	17,243.99	20,000.00	4,703.18	23.5%
774.100	System Wide DVDs	4,883.98	7,214.64	7,414.44	8,000.00	2,744.65	34.3%
774.990	All Materials Processing	25,311.03	26,923.11	25,723.67	30,260.00	12,511.22	41.3%
801.000	Major Events	6,089.82	7,430.83	6,378.78	22,650.00	8,618.28	38.0%
801.500	Learning Never Gets Old	-	1,425.81	2,131.58	2,000.00	980.50	49.0%
802.000	Mileage/Travel Reimbursement	858.23	1,587.94	3,901.13	3,000.00	2,833.88	94.5%
804.000	Workshops/Training	1,327.25	1,190.48	2,956.87	3,500.00	831.10	23.7%
805.000	Memberships & Dues	4,943.50	4,902.14	4,987.57	5,020.00	4,129.57	82.3%
810.000	Capital Outlay - Buildings	8,814.00	525.00	4,880.40	2,000.00	2,000.00	100.0%
810.100	Capital Outlay - Improvements	32,063.00	-	13,800.82	3,000.00	3,062.00	102.1%
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	130,865.34	61.7%
850.100	Telecommunications	-	118.44	14,070.38	15,000.00	(1,901.67)	-12.7%
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	7,565.55	56.6%
965.000	Auditing Service	11,400.00	11,800.00	7,125.00	7,275.00	7,275.00	100.0%
975.000	Legal	15,602.20	5,875.00	1,652.00	9,000.00	4,463.50	49.6%
980.000	Professional/Contractual	24,087.81	42,815.65	57,564.51	58,350.00	28,532.94	48.9%
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	5,384.76	41.7%
982.000	MTT Charge Back City	11,242.58	1,418.33	2,209.84	4,000.00	26.79	0.7%
983.000	MTT Charge Back TWP	4,677.94	4,991.06	3,875.48	10,000.00	1,077.83	10.8%
983.100	MTT Charge Back-Superior Twp	-	143.10	10,086.65	10,000.00	951.20	9.5%
984.050	Contributions/Endowment	-	-	-	-	-	NA
Total		1,944,423.90	1,781,038.50	1,882,644.62	2,061,254.00	1,175,381.94	57.0%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2018
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 6/30/18 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	344,894.22	386,898.99	382,075.99	389,925.00	230,268.73	59.1%
702.800	Salaries-Pages	7,467.76	6,881.93	6,715.66	10,480.00	4,362.33	41.6%
771.000	Adult Books & Processing	31,040.31	31,469.39	32,180.45	32,200.00	17,370.29	53.9%
772.000	Youth Books & Processing	17,943.21	19,258.16	17,990.02	18,000.00	7,748.07	43.0%
776.000	Periodicals - Adult	4,021.27	4,385.25	4,132.72	4,165.00	3,469.46	83.3%
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	6,507.50	49.3%
779.000	Youth Audio/Visual	5,555.34	4,517.07	5,989.36	6,100.00	1,125.96	18.5%
810.000	Capital Outlay - Buildings				1,000.00	-	0.0%
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	12,455.49	124.6%
840.025	Campbell Maint Contract			17,761.00	17,761.00	13,320.75	75.0%
840.050	Snow Removal/ Lawn Care	11,998.00	10,140.95	9,216.95	10,670.00	4,312.52	40.4%
900.000	Programs-Adult	1,165.35	938.82	1,103.44	1,300.00	118.47	9.1%
901.000	Programs-Youth	1,058.44	1,495.30	1,037.96	1,300.00	694.52	53.4%
940.000	Phone	3,563.75	2,882.35	4,411.42	4,547.00	2,621.23	57.6%
943.000	DTE - Fuel	6,042.85	4,295.74	5,058.92	5,368.00	3,267.13	60.9%
947.000	DTE - Electric	14,242.50	14,888.34	16,154.99	16,224.00	7,509.24	46.3%
949.000	Ypsilanti Comm Utilities Auth	5,866.47	7,701.07	5,038.27	6,335.00	1,997.28	31.5%
Total		493,186.46	536,932.68	531,307.66	550,750.00	317,385.15	57.6%
Dept 300 Outreach/bookmobile							
702.000	Salaries	63,898.51	68,040.77	70,396.02	73,536.00	39,407.65	53.6%
775.000	Library Materials	4,910.53	4,840.68	5,369.87	5,000.00	2,350.86	47.0%
840.000	Repair & Maintenance	7,878.65	1,011.86	25,924.52	8,100.00	3,667.63	45.3%
901.000	Programs - Youth	-	-	-	-		NA
940.000	Phone	-	-	-	-		NA
943.000	Fuel	5,005.67	4,083.29	3,821.92	4,325.00	2,448.87	56.6%
Total		81,693.36	77,976.60	105,512.33	90,961.00	47,875.01	52.6%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,916.37	139,263.56	139,330.94	138,118.00	75,507.41	54.7%
775.000	Library Materials	7,261.02	7,535.09	7,056.64	7,500.00	4,295.88	57.3%
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	651.18	65.1%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	490.08	40.8%
900.000	Programs - adult	85.44	517.92	461.29	600.00	130.67	21.8%
901.000	Programs - Youth	368.05	371.41	758.53	600.00	240.38	40.1%
940.000	Phone	1,210.67	552.15	1,102.86	1,137.00	655.31	57.6%
943.000	DTE - Fuel	823.52	655.31	694.55	827.00	629.57	76.1%
947.000	DTE - Electric	853.26	977.56	900.77	958.00	474.51	49.5%
949.000	Ypsilanti Comm Utilities Auth	72.61	66.13	84.21	87.00	42.36	48.7%
Total		152,910.89	152,313.43	152,354.33	154,027.00	83,117.35	54.0%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2018
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	YTD 6/30/18 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	398,157.34	58.7%
702.800	Salaries-Pages	33,889.58	32,316.80	34,074.19	45,400.00	22,468.34	49.5%
771.000	Adult Books	68,623.73	69,598.87	62,753.52	63,000.00	33,138.51	52.6%
771.050	Yoder Memorial	-	-	-	-	-	NA
772.000	Youth Books	34,222.08	32,963.64	32,889.61	33,700.00	14,775.01	43.8%
776.000	Periodicals - Adult	6,257.96	3,798.56	5,399.33	5,500.00	5,424.50	98.6%
776.050	Periodicals - Youth	911.20	699.92	847.92	900.00	851.91	94.7%
778.000	Adult Audio/Visual	25,900.01	26,755.61	26,118.99	27,000.00	11,999.93	44.4%
779.000	Youth Audio/Visual	13,168.93	11,622.47	9,328.01	10,300.00	3,944.67	38.3%
810.000	Cap Outlay Building				1,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-	0.0%
840.000	Repair & Maintenance - Building	52,725.76	51,891.72	19,383.67	17,000.00	11,685.99	68.7%
840.025	Campbell Maint Contract			42,979.00	42,979.00	32,234.25	75.0%
840.050	Snow Removal/Lawn Care	24,340.00	19,843.78	21,447.65	21,810.00	9,601.70	44.0%
900.000	Programs - Adult	2,991.36	3,183.25	2,807.60	4,200.00	1,178.56	28.1%
901.000	Programs - Youth	4,606.83	5,284.31	4,705.39	5,200.00	2,393.84	46.0%
903.000	Equipment Maintenance	1,134.75	1,119.16	-	1,500.00	82.98	5.5%
940.000	Phone	6,676.26	5,290.78	8,490.03	9,093.00	5,191.39	57.1%
943.000	DTE - Fuel	32,975.30	25,436.79	26,167.88	31,164.00	21,525.58	69.1%
947.000	DTE - Electric	93,198.24	99,973.15	100,296.77	106,005.00	42,783.11	40.4%
949.000	Ypsilanti Comm Utilities Auth	3,627.25	3,486.22	5,224.80	4,329.00	1,701.12	39.3%
980.000	Professional/Contractual	-	-	-	-	-	NA
Total		1,080,789.56	1,084,811.65	1,099,238.91	1,108,425.00	619,138.73	55.9%
Dept 600 Donations							
Revenue:							
	Total Donated revenue	68,687.60	59,469.64	56,523.34		41,079.60	NA
Expenditures:							
Total		65,394.81	44,620.51	53,483.34		28,253.66	NA
Dept 700 Grants							
Revenue							
	Total Revenue	19,980.00	33,614.21	32,089.00		12,114.00	NA
Expenditures							
	Total cost	19,006.74	25,594.64	27,778.17		4,086.15	NA
Total	Net -- restricted for future	973.26	8,019.57	4,310.83		8,027.85	NA
IMPROVEMENTS							
685.000	Sale of assets			979.06		-	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
Total		-	-	979.06		-	NA
Total Revenue		3,673,512.26	3,781,499.96	3,811,789.83	3,798,614.00	2,381,745.93	
Total Expenditures		3,837,405.72	3,703,288.01	3,852,319.36	3,965,417.00	2,275,237.99	57.4%
	Net Revenue Over Expenditures	(163,893.46)	78,211.95	(40,529.53)	(166,803.00)	106,507.94	
	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	2,385,154.96	

**Ypsilanti District Library
Balance Sheet
June 30, 2018
Debt Service Fund**

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 06/30/18
Assets:						
Cash	1,131,102	856,860	1,225,052	1,232,141	994,885	190,038
Receivables	326,861	602,228	265,327	228,588	475,134	318,950
Total Assets	1,457,963	1,459,088	1,490,379	1,460,729	1,470,019	508,988
Liabilities	47,773	58,557	58,413	26,102	34,501	34,501
Fund Balance						
Designated: MTT Settlement	10,000	14,000	15,000	15,000	9,500	10,000
Unreserved	1,400,190	1,386,531	1,416,966	1,419,627	1,426,018	464,487
Total Liabilities & Fund Balance	1,457,963	1,459,088	1,490,379	1,460,729	1,470,019	508,988

Ypsilanti District Library
Debt Service Fund
Period Ending 6/30/2018 (58.3% 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 6/30/18 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	40,744	226,324	15.3%
440.000	Ypsilanti Township Tax Levy	1,066,288	1,011,034	1,036,502	1,011,752	1,015,107	1,045,300	253,072	792,228	24.2%
688.000	Interest	1,417	286	192	489	794	500	838	(338)	167.7%
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	294,654	1,018,214	22.4%
Expenditures										
702.150	Bank Fees	225	263	300	300	50	500	185	315	37.0%
980.000	Professional/Contractual	400	-	900	1,000	300	1,000	1,250		
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	-	100.0%
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	49,250	25,050	66.3%
TOTAL		1,305,932	1,295,757	1,287,522	1,286,055	1,284,058	1,290,800	1,255,685	35,365	94.6%
Total Revenue Over Expenditures		21,877	(9,659)	31,435	2,661	893	23,568	(961,031)	984,599	
Beginning Fund Balance		1,131,102	1,152,979	1,143,320	1,174,756	1,177,416	1,435,518	1,435,518	1,143,320	
Ending Fund Balance		1,152,979	1,143,320	1,174,756	1,177,416	1,178,309	1,459,086	474,487	2,127,919	

**Ypsilanti District Library
Balance Sheet
June 30, 2018
Capital Asset Replacement Fund**

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 06/30/18
Assets:						
Cash	900,000	900,000	611,746	594,787	417,120	416,565
Total Assets	900,000	900,000	611,746	594,787	417,120	416,565
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	611,746	594,787	417,120	416,565
Total Liabilities & Fund Balance	900,000	900,000	611,746	594,787	417,120	416,565

Check Register Report

Date: 07/18/2018

Time: 4:35 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
69824	06/05/2018	Printed			CIRG	CIRQUE AMONGUS	deposit 6/16/18 summ kick-off	80.00
69825	06/05/2018	Printed			DTE ENERGY	DTE ENERGY	whit 4/25-5/23 elec/fuel	11,107.07
69826	06/05/2018	Printed			ENV	ENVISIONWARE	4 kiosk X11	26,949.20
69827	06/05/2018	Printed			MAGR	MATTHEW GROCOFF	4/18/18 sustain housing prog	100.00
69828	06/05/2018	Printed			ORTIZ	LUISA AMPARO ORTIZ	6/2/18 Peruvian storytime	50.00
69829	06/05/2018	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	April 2018 placements	787.60
69830	06/07/2018	Printed			ALER	ALERUS FINANCIAL	YDL Contribution 5/18	23,477.65
69831	06/07/2018	Printed			AES	ALLIED EAGLE SUPPLY CO	Scott, multifold towels	388.84
69832	06/07/2018	Printed			BATT	BATTERIESPLUS	4 12 Volt lead	99.80
69833	06/07/2018	Printed			BENCH	BENCHMARK DESIGN STUDIO	Gala Booklets -200 6/8/18	455.00
69834	06/07/2018	Printed			BA	BLACKSTONE PUBLISHING	The Great Alone	108.82
69835	06/07/2018	Printed			BMLL	BRAIN MONKEYS LLC	Domino rally June 20,2018	100.00
69836	06/07/2018	Printed			BROWNINDU	BROWN INDUSTRIES	Service Pins 2018	92.00
69837	06/07/2018	Printed			CAMPINC	CAMPBELL, INC	Period 6/1-8/31/18	15,185.00
69838	06/07/2018	Printed			0000000037	CONGDON'S ACE HARDWARE	Closing 5/31/18	18.16
69839	06/07/2018	Printed			JESSCUN	JESSICA CUNHA	Fitness Friday 7/6/18	100.00
69840	06/07/2018	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior design	7,338.41
69841	06/07/2018	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Friends outreach supplies	195.20
69842	06/07/2018	Printed			DTE ENERGY	DTE ENERGY	WHIT street light 5/2018	34.52
69843	06/07/2018	Printed			DTE ENERGY	DTE ENERGY	MA 5/1-5/30/18 service	1,553.92
69844	06/07/2018	Printed			EB	EASYBACKGROUNDS	Gower 5/2018	119.00
69845	06/07/2018	Printed			ENV	ENVISIONWARE	ESC SelfServ T915-Y	6,429.20
69846	06/07/2018	Printed			GORDON	GORDON FOOD SERVICE, INC	In Service Lunch	59.54
69847	06/07/2018	Printed			INTERLOCHEN	INTERLOCHEN PUBLIC LIBRARY	MelCat Missing - Perfume River	25.00
69848	06/07/2018	Printed			JAMEX	JAMEX	Hardware /Envision Terminals	2,438.20
69849	06/07/2018	Printed			JAJ	JOSE JUAREZ	YDL Gala Photographer	300.00
69850	06/07/2018	Printed			KAUF	ARON KAUFMAN	Fitness Friday 6/23/18	150.00
69851	06/07/2018	Printed			KGM	KEITH GAMBLE MUSIC, LLC	Jazz Ensemble for YDL Gala	500.00
69852	06/07/2018	Printed			AFSCME	MICHIGAN AFSCME	May 2018 Union Dues	802.20
69853	06/07/2018	Printed			MWP	MICHIGAN WEB PRESS	8 pg tabloid,imager film, mail	2,580.96
69854	06/07/2018	Printed			MIDWESTTAR	MIDWEST TAPE	96130777,96099138,96123945,	2,555.02
69855	06/07/2018	Printed			MIDWESTTAR	MIDWEST TAPE	Month ending 5/31/18	3,755.91
69856	06/07/2018	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Plant Maintenance June 2018	128.00
69857	06/07/2018	Printed			OCLC	OCLC INC.	Cataloging and Metadata	435.57
69858	06/07/2018	Printed			0000000078	OFFICE DEPOT	BOX, OMNI 6.5 QT , 4 PK	15.00
69859	06/07/2018	Printed			PATR	PATRON ACCOUNT	Lost Item -Refund	8.49
69860	06/07/2018	Printed			PRH	PENGUIN RANDOM HOUSE LLC	Glow to change your mi(LIB)(CD)	33.75
69861	06/07/2018	Printed			0000000048	RECORDED BOOKS	Her Right Foot -CD	43.16
69862	06/07/2018	Printed			SEMCYCLE	SEMCYCLE INC.	Summer chall kickoff 6/16/18	320.00
69863	06/07/2018	Printed			STAPAD	STAPLES ADVANTAGE	Charges 4/9-5/22/18	641.53
69864	06/07/2018	Printed			AMAZ	SYNCB AMAZON	Charges 4/9-5/8/18	854.04
69865	06/07/2018	Printed			GDT	GINA DANENE THOMPSON	Hip Hop workshop July 13 FF	75.00
69866	06/07/2018	Printed			0000000030	VISION SERVICE PLAN - MI	June 2018	730.22
69867	06/07/2018	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Whit Rd. Serv 6/1-6/30/18	448.48
69868	06/07/2018	Printed			0000000550	LARON WILLIAMS	YDL Gala keynote Speaker Fee	500.00
69869	06/07/2018	Printed			YPSILANTI	YPSILANTI COMMUNITY UTILITES A	Whittaker Rd. May 2018	600.38
69870	06/22/2018	Printed			A.A.	A.A. TECH., INC.	6/18/18 MA service	220.00
69871	06/22/2018	Printed			ADT	ADT SECURITY SERVICES, INC	MA 7/1-/18-9/30/18	153.45
69872	06/22/2018	Printed			0000000025	AFLAC	due 6/1/18	208.48
69873	06/22/2018	Printed			AK	AK LAWNCARE	MA 3 of 8 installments	530.00
69874	06/22/2018	Printed			AES	ALLIED EAGLE SUPPLY CO	dispenser/liner/kitchen towel	296.31
69875	06/22/2018	Printed			LOR	BAKER & TAYLOR	statement 5/31/18	349.57
69876	06/22/2018	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 5/31/18	1,373.10

Check Register Report

Date: 07/18/2018

Time: 4:35 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
69877	06/22/2018	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 5/31/18	257.18
69878	06/22/2018	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 5/31/18	46.76
69879	06/22/2018	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/18	4,717.33
69880	06/22/2018	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/18	3,361.41
69881	06/22/2018	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/18	1,547.52
69882	06/22/2018	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 5/31/18	1,508.71
69883	06/22/2018	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 5/31/18	436.15
69884	06/22/2018	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/18 #4125	1,439.29
69885	06/22/2018	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/18 #5906	2,940.95
69886	06/22/2018	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/18 #4593	1,562.39
69887	06/22/2018	Printed			BASIC	BASIC	june 2018 fee	51.35
69888	06/22/2018	Printed			BA	BLACKSTONE PUBLISHING	how it happened	147.78
69889	06/22/2018	Printed			BCN	BLUE CARE NETWORK OF MI	7/1-7/31/18 coverage	37,752.71
69890	06/22/2018	Printed			BOX	BOXCAR STUDIO	final payment-web development	23,760.00
69891	06/22/2018	Printed			A15	BP PRODUCTS OF NORTH AMERICA	5/6/18-6/5/18 period	524.85
69892	06/22/2018	Printed			0000000089	BRODART CO.	NEW labels	64.91
69893	06/22/2018	Printed			0000000567	CENTER POINT PUBLISHING	the afterlives	409.86
69894	06/22/2018	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	May 2018 fuel/elec	89.38
69895	06/22/2018	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	may 2018 grounds	81.68
69896	06/22/2018	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 6/29/18	1,530.10
69897	06/22/2018	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	7/1-7/31/18 coverage	3,170.06
69898	06/22/2018	Printed			DUR	DURHAM SCHOOL SERVICES	YCS Erickson 12/19/17 trip	717.00
69899	06/22/2018	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH	May 2018 billing	1,440.00
69900	06/22/2018	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit adult/outreach supplies	175.95
69901	06/22/2018	Printed			GRNG	GRAINGER	float valve MA fountain	46.38
69902	06/22/2018	Printed			LIHO	LISA HOENIG	pizza Gala crew set-up	68.41
69903	06/22/2018	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 6/13/18	292.81
69904	06/22/2018	Printed			JOCO	JOHNSON CONTROLS	6/1/18-5/31/19 service	1,245.00
69905	06/22/2018	Printed			JODI	JODI KRAHNKE	storage bins-gold star program	136.56
69906	06/22/2018	Printed			0000000051	THE LIBRARY NETWORK	con rpts renew 7/1/18-6/30/19	2,699.00
69907	06/22/2018	Printed			LSC	LIGHTING SUPPLY CO.	halide coil	204.83
69908	06/22/2018	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	7/1-7/31/18 coverage	1,176.94
69909	06/22/2018	Printed			MEC	MADISON ELECTRIC COMPANY	ght switches	161.92
69910	06/22/2018	Printed			MAIL	MAILFINANCE	4/14/18-7/13/18 lease	237.00
69911	06/22/2018	Printed			MIDWESTTAP	MIDWEST TAPE	3253/3151/5705/1758/3737	2,010.22
69912	06/22/2018	Printed			OV	OVERDRIVE, INC.	educated/eleanor oliphantis	779.34
69913	06/22/2018	Printed			PATR	PATRON ACCOUNT	return-snow white	8.99
69914	06/22/2018	Printed			PRH	PENGUIN RANDOM HOUSE LLC	urbulence	26.25
69915	06/22/2018	Printed			PINTER	PINTER'S FLOWERLAND INC.	primrose-volunteer lunch	15.92
69916	06/22/2018	Printed			PP	PROGRESSIVE PRINTING	LNGO summer 2018	414.00
69917	06/22/2018	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	handbook labor statistics	195.63
69918	06/22/2018	Printed			JE	JAMES E. TOLBERT	whit-light swithches/ballast	325.00
69919	06/22/2018	Printed			TCCS	TRI COUNTY CLEANING SUPPLY	disf/deod/ice melter	128.65
69920	06/22/2018	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	may 2018 replacements	948.70
69921	06/22/2018	Printed			VERIZON	VERIZON WIRELESS	5/10-6/9/18 coverage	495.14
69922	06/22/2018	Printed			YRC	YPSILANTI RUNNING CO., LLC	6/19/18 running 101 program	100.00
69923	06/28/2018	Printed			ANGEL FOOD	ANGEL FOOD CATERING & CAFE INC	gala outstanding balance	324.27
69924	06/28/2018	Printed			BATT	BATTERIESPLUS	circ play-away 50/4 packs	499.50
69925	06/28/2018	Printed			BENCH	BENCHMARK DESIGN STUDIO	bus ads	60.00
69926	06/28/2018	Printed			BMS	BREEDA MILLER SPEAKING	caregivers: take a break 7/26/	75.00

Check Register Report

Date: 07/18/2018

Time: 4:35 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
69927	06/28/2018	Printed			VBG	VICKI BRETT-GACH	your yoga ingredients	50.87
69928	06/28/2018	Printed			CAMPINC	CAMPBELL, INC	MA 2-sump pumps	4,634.00
69929	06/28/2018	Printed			CDW	CDW GOVERNMENT, INC.	netgear usb adapter	160.78
69930	06/28/2018	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	7/25/18 hunters sky program	250.00
69931	06/28/2018	Printed			TDSM	TDS	6/22-7/12/18 service	1,218.27
69932	06/28/2018	Printed			0000000030	VISION SERVICE PLAN - MI	july 2018 coverage	712.18

Total Checks: 109

Checks Total (excluding void checks):

223,335.63

Total Payments: 109

Bank Total (excluding void checks):

223,335.63

Total Payments: 109

Grand Total (excluding void checks):

223,335.63

Communications

This Year Marks 150 Years of Library Service in Ypsilanti

BY JEROME DRUMMOND

It was 150 years ago this May that the Ladies' Library Association of Ypsilanti opened the first official library in the city. According to Helen J. Clarke Cleary, writing one hundred years ago on the early history of the institution of which she served as Recording Secretary, the original idea came from Mrs. Eunice Watling, a member of the Ypsilanti Home Association. After having consulted with Michigan State Normal School Professor William Payne on library details, Mrs. Watling called a meeting at the Union School of interested parties, mostly women of means and education such as herself, who would have the influence and wealth to start a project like that.

Libraries open to a "public" originated on the East Coast two or three decades earlier, primarily the work of men, and the idea moved gradually westward. What emerged in the Midwest was the work of women, and usually associated with a literary society of women. The first Ladies' Library Association in Michigan was founded in Kalamazoo, beginning ostensibly in 1852 as a sewing group in private homes with books read aloud and discussed, then leading to the establishment of their own subscription library.

In the immediate aftermath of the Civil War, the overarching issue of abolition having been settled, there was space for other issues, one of these was the drive to independence on the part of women. In Michigan, a bill to extend the suffrage was introduced in 1866 and defeated, then voting rights for women limited to school elections was passed in 1867. Susan B. Anthony and Elizabeth Cady Stanton founded their National Women's Suffrage Movement in 1869. A statewide ballot initiative was brought before the Michigan voters in 1874. The Ladies' Library Association of Ypsilanti, founded and operated by women, fit into this movement quite nicely.

A space was secured in the Arcade Block in the City and opened to the public on May 23rd, 1868. The collection of volumes, donated for the most part, numbered 525 by the end of that year. "Opened to the public" however, at this time, meant the paying public, because like most non-academic libraries of that time the library financed itself in part by subscription, \$1.00 per annum, and, of course, would only be accessible to a refined audience. Mrs. Watling was an excellent example of that audience. Born in New York state in 1842 to elite parents (who could trace themselves to the American Revolution), obviously edu-



The Ladies' Library in Kalamazoo c. 1878.

cated and married to a U of M professor, she would be just the sort of person that would consider it her obligation to further the interests of society.

The Ladies' Library Association of Ypsilanti was formally incorporated with the State of Michigan in 1869. The library they founded was a success, but always short of money. Many in the community took it upon themselves to help through a variety of fundraisers, which usually took the form of public presentations. Lectures were always popular, sometimes by denizens of the talk-circuit but more often professors from the local colleges or visiting clergymen. Theatrical productions and especially musical performances were well-attended, often having a connection to Professor Pease of the Normal, known everywhere for his original compositions. Of course, wealthy donors were an important component too.

Public libraries from the beginning have always had to keep a balance between high-brow materials and popular ones; one school of thought being that reading is meant to elevate the individual, the other that it could be an entertainment. One local newspaper publisher, rather well-read, criticized the library for what he considered to be its lightweight reading materials. The ladies, however, knew that scholarly reading could be found at the local college libraries so there was no need to duplicate offerings. We can guess though that the popular literature selected usually had an elevated moral level, and there were certainly standard reference works.

The library proved a great success and soon outgrew its space, relocating to another part of the Arcade Block with multiple rooms. It continued to grow, even through the financial depression of the 1870s, relocating again, before receiving a marvelous gift from Mrs. Mary Ann Starkweather – her house on Huron Street, which stands even

today. Mrs. Starkweather was famous for her many munificent donations to local causes. This elegant house was the Ladies' Library's first stand-alone structure, owned completely by the library, and, to add to the elegance, Mrs. Starkweather purchased a beautiful Tiffany window, displayed on the upper floor, facing Huron Street. As the window faced to the setting sun, we can only imagine the beautiful color display on the second floor. This window resides in the Ypsilanti Historical Museum on the same street today and can be seen there.

The deed to the Starkweather house was signed over in April of 1890, and work commenced to make it suitable as a public building. A reception was held for patrons and friends that December, in which the inclusion of a new furnace system the same month must have been a welcome addition. An arched molding was added above the front door which was engraved LADIES LIBRARY, although a wag at a local newspaper was incensed that there was no apostrophe included.

As said before, the library was really a creature of the well-to-do and the socially interested, such as Mrs. Starkweather, but lived hand-to-mouth since its beginning, its existence dependent on charity almost. As the years went by, the library appealed to and included more and more people, expanding its base of support to the point where it was considered a necessary institution and ornament for any self-respecting community that



The Ladies' Library in Ypsilanti.

valued education for males and females alike. Even the smallest towns in the Midwest by then had some sort of library. The people of Ypsilanti demonstrated their love for their library by its constant growth. In 1899, the Ypsilanti Common Council opted to finance the Ladies' Library and absorb all its expenses. Free of debt at last! People no longer had to pay a subscription fee, the library was now free to all, a true public library. It's usage increased, so much so, that an Assistant Librarian had to be hired.

In that same year of 1899, the Ladies' Library joined the Michigan State Library Association, and was eligible to borrow books from the State Library. This development brought the library into communication with libraries outside of Washtenaw County and across the state. Advancements in library practices could be shared and achieve uniformity. The public library was in this time losing its local idiosyncrasies to become the institution we know today, under the influence of Melvil Dewey, the innovator responsible for much of the organization of a modern library.

In 1904, the Common Council thought the library of such importance that it formed a committee for its oversight and raised the library's annual appropriation to \$1,600. That's about \$45,000 in current value, a considerable boost, in return for the library agreeing to be open six days a week. So nice was the library building and its holdings then, which the people of Ypsilanti had envisioned and assembled for themselves, that an offer of a Carnegie library was spurned as not worth the money.

Today the Ypsilanti District Library has three branches and a bookmobile, serving thousands of patrons with thousands of books and other materials. All because Mrs. Watling thought it would be a good idea.

Jerome Drummond is an historical researcher who lives in Ypsilanti and is employed by the Ypsilanti District Library.

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MI 48197

Committee Reports

Director's
Report
and attachments

Library Director's Report July 25, 2018

Adaptive Technology Launch

Thank you to John, Kay and Jean for attending the reception held at Michigan Avenue on 6/30 to launch our new adaptive technology stations and recognize the Warren family for their generous support of this project. A number of very appreciative blind and low-vision patrons are already using the stations at Whittaker and Michigan Avenue. I'm sure we will have more as word spreads of this valuable service.

Summer Challenge '18

We're halfway through the Summer Challenge, and it is going strong! Participation is up and patrons are enjoying the online game format. The new Gold Star Partners program, through which kids attending day camps and other summer activity sites can participate, has been very successful in expanding our reach.

Facilities:

- The Michigan Avenue roof waterproofing project is complete.
- Responding to patron input, more handicapped parking spaces were added at Whittaker.

Personnel:

- As previously mentioned here, we hired **Ginger Derrow** as our new Part-time Librarian in Outreach Services. We interviewed Ginger via Skype from Germany, and she's since moved back to the US. Ginger began her position at YDL on 6/27 and is fitting in beautifully

Side Notes:

- On 6/28 about 10 interested staff attended a Skype session with John Chrastka to develop an approach for disseminating millage information.
- YDL had a strong presence in the 2018 Independence Day Parade, including yours truly driving the Flex, Mary Garboden and Kay Williams leading a group of walkers and bicyclists, and the Bookmobile debuting its new wrap. As always, we received a ton of cheers and had a great time.
- Congratulations to Michigan Avenue on receiving its *fourth* Prime Time Family Reading Time grant from the Michigan Humanities Council. This exemplary program is a great fit for our community, and the Michigan Avenue team does an excellent job helping families learn to love reading together and use the library.
- I introduced myself and met separately with Gordon Kangas and Theresa Maddix this month, two citizens who have filed to run for Library Board seats in November. Bethany Kennedy and Pat McGee have also filed. I will meet with a fifth candidate for our four seats, Kristy Cooper, on 8/2.
- To improve communication, set priorities, and make our administrative team more responsive to staff concerns, Julianne and I have begun holding a weekly check-in meeting with our IT staff.
- TEDxYDL is back! In partnership with Riverside Arts Center and Engage @ EMU, this year's event will take place at RAC on September 27 with the theme Mobility. We are currently accepting applications from potential speakers. If you know anyone who might be interested, please ask them to visit www.tedxydl.com.
- I am scheduled to speak to the Rotary Club on 7/23, and plan to discuss the Library's 150th anniversary and the upcoming millage.

Attachments:

- Strategic Plan Quarterly Report May-July 2018
- TALK Quarterly Report May-July 2018
- TALK Initial Qualitative Data Collection Summary, June 18, 2018
- YDL IT Department Internet Filter Analysis

YDL Strategic Plan Progress Report: May-July 2018
Lisa Hoenig, YDL Director

1. Generate and support greater staff diversity

- A. Foster a workforce that reflects the community
 - *New hiring practices are in place that focus on recruiting a more diverse staff.*
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
 - *Four staff members attended a TLN training session on the “Choose Civility” campaign on May 25.*

2. Maximize the effectiveness of Library programs

- A. Develop a community-needs-based program proposal and evaluation process
 - *The Program proposal work group recruited small staff groups based on Early Literacy, School Age (K-8), Teen, Adult, and LINGO (55 years +) audiences. These sub-groups will meet 3 times/year to brainstorm ideas that fit our strategic plan goals and have measurable outcomes.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
 - *The second year of The Summer Challenge is underway, and participation is up!*
 - *New Gold Star Partners program (day camps, etc.) is extending our Summer Challenge reach.*
- C. Become a valued contributor to economic development, especially small businesses
 - *The Business and Economic Development work group will convene soon for the first time. Paula Drummond has been laying groundwork for development of YDL’s role in this area.*

3. Improve the Library’s fiscal health

- A. Explore millage feasibility and voter education program
 - *Staff, Board, and citizen’s advocacy committee received training from EveryLibrary.*
 - *Approval of ballot language will be on the July Board agenda.*
- B. Expand fundraising capabilities
 - *Considering 501(c)3 status for the Library.*
 - *Held 150th anniversary fundraising gala on June 8, 2018.*
- C. Explore workflow opportunities and efficiencies
 - *EnvisionWare service launched.*
 - *Blue Cloud Mobile library app coming soon.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Space utilization study on hold until after millage results are known.*
- B. Improve service to Superior Township
 - *Design concepts for a new building complete; awaiting millage results to proceed.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile appeared in Independence Day parade for the first time with its new wrap.*

5. Market Library services more effectively

- A. Examine newsletter usage, format, content, and frequency
 - *Fall issue of The Loop will include a special insert about the library millage as well as other election information.*
- B. Improve internal communications
 - *Internal Communications work group considering recommendations for further structuring and organizing the new Intranet.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
 - *Additional YDL-branded items planned for distribution at the public 150th anniversary celebration on September 8th.*



As of 7/17/18 TALK is reaching 914 children through our 687 subscribers. We have had 344 subscribers opt-out since our launch date of 10/14/17. We have had 36 subscribers age out of the program.

With the help of our partners we have distributed over 16,000 promotional materials to families, prospective partners, and local organizations. We plan to send out another mailing in August, targeting churches in Washtenaw County. We also plan to attend WISD's early childhood education conference in August, where we will discuss TALK's creation, goals, and current impact. Our external consultant will conduct another round of interviews in August to gather more qualitative data.

Progress in Timeline:

- Partners have continued to support TALK and distribute materials to families.
- *Received positive feedback from the post-text evaluation survey and interviews that were conducted in May.
- Utilized texts to promote various early literacy programs happening at YDL and partner libraries throughout the summer.
- Gathered demographic information on almost 200 of our users by sending our survey to those who hadn't previously filled it out.
- Created additional text messages and website content with the help of partner librarians.
- Created a training certificate to provide to daycares/preschools who have been trained on TALK and early literacy skills.

Program promotion since January:

- Success by 6 Great Start Parent Collaborative Trusted Advisors went door-to-door and distributed TALK information to over 200 families.
- Washtenaw County Sheriff's Interrupters distributed 3,000 TALK flyers.
- Included visiting texttolearn.com in our Summer Reading Challenge and offered partner libraries to do the same.

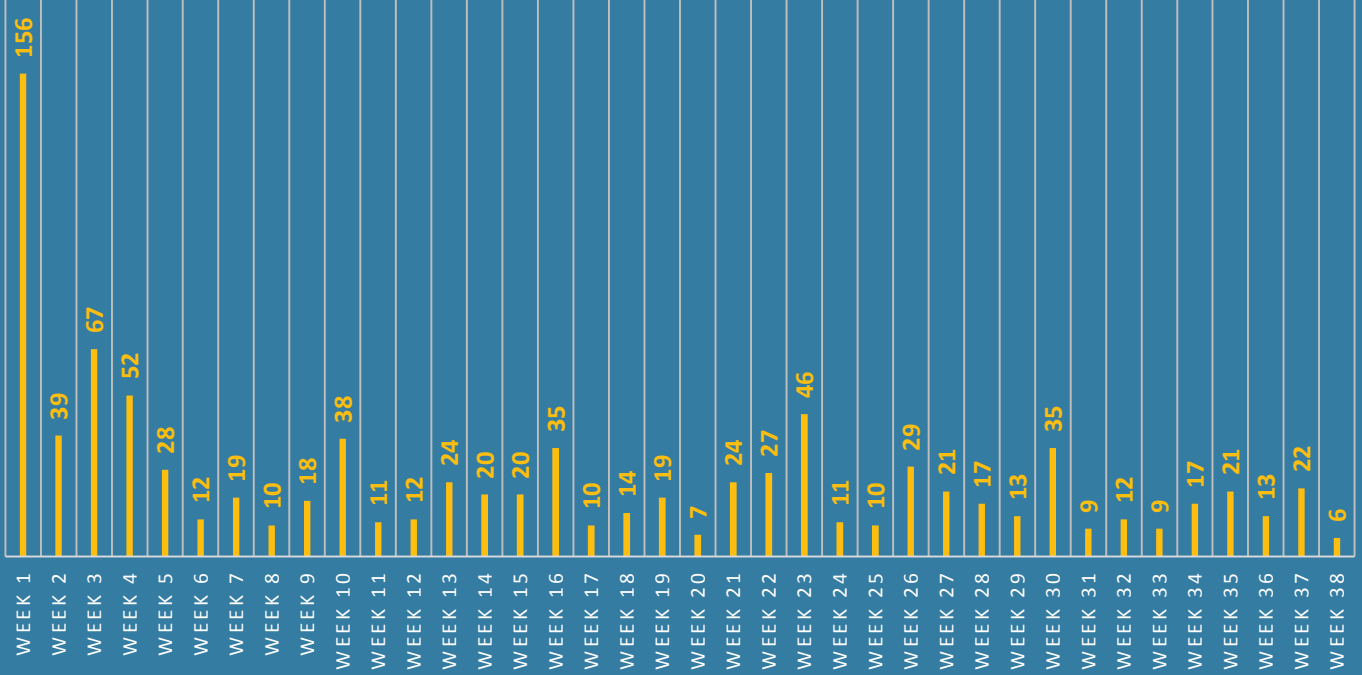
Zip code	City	# Per zip code	City total
48103	Ann Arbor	65	148
48104	Ann Arbor	17	
48105	Ann Arbor	22	
48106	Ann Arbor	1	
48107	Ann Arbor	2	
48108	Ann Arbor	39	
48109	Ann Arbor	2	
48113	Ann Arbor	0	
48111	Belleville	14	
48115	Bridgewater	0	
48118	Chelsea	10	
48130	Dexter	65	
48131	Milan-Dundee	0	
48137	Gregory	6	
48158	Manchester	6	
48159	Milan-Maybee	0	
48160	Milan	31	
48167	Northville	1	2
48168	Northville	1	
48169	Pinckney	1	
48170	Plymouth	4	
48175	Salem	0	
48176	Saline	28	
48178	South Lyon	20	
48189	Whitmore Lake	22	
48190	Whittaker	0	
48191	Willis	5	
48197	Ypsilanti	196	328
48198	Ypsilanti	132	
49229	Britton	0	
49236	Clinton	0	
49240	Grasslake	0	
49285	Stockbridge	0	
49287	Tipton	0	
Total		690	

TALK Users by Zip Code 7/17/18

*This data is taken from TALKPROGRAM and includes users who may not have completed the sign up process.

TALK SIGN UP NUMBERS

■ # of children



*This data is from ValidBirthdate and includes users who have successfully signed up.

TALK Text and Learn Kindergarten
Initial Qualitative Data Collection Summary
June 18th, 2018

Interviews were conducted using a protocol which aims to identify areas that the TALK program is helping parents and their children and where there can be improvement. The protocol is fluid for the final year end reports and the data collected in this preliminary collection is meant to improve both the TALK program and the protocol used for data collection.

35 participants were randomly selected out of the current participants receiving texts on or about April 10th, 2018. Of the 35 participants called, 5 interviews were conducted between April 20th and May 10th, 2018. This response rate is similar to the response rate for the three question mini surveys distributed every three months via the text messaging service, at a little under 15%. Response rate in this case is actually higher than non-confirmed survey instrument distribution which typically runs from about 5-10% for mail, and about 2-5% for email. For the full interview evaluation component in September a response rate should be planned at 15% for the 2% of current participants.

The protocol is highlighted in the following document and the responses are coded and included in shortened form if necessary.

Hello. My name is Jon Sutherland and I am with the TALK text and learn kindergarten program. I am calling today to ask you about the TALK program and how it has helped you and your child.

Are you the recipient of texts from the TALK program?

I would like to have a brief conversation with you today about the TALK texts and some of the activities that are contained in them. Do you have a couple minutes and is this okay?

Okay perfect. Let me read you this brief statement and then we will get started.

Thank you for taking precious time out of your day to talk with me. The information you provide will help the TALK program in delivering useful and engaging content through the texts you receive. Your responses will be anonymous and you will not be identified with, or associated with, any of your responses. I want you to know that I have no way of knowing yours or your child's name, and I only have your phone number because you receive texts from the TALK program. I am an independent contractor working with the Ypsilanti District Library to gather information about the TALK program, and I would like to record our conversation today so that I can accurately gather this information from you. Do you have any question for me at this time?

May I have your permission to record this conversation?

Perfect. So let me start by asking how long you have been receiving the TALK texts?

60% 3-6 months, 40% less than 3 months

How did you find out about the TALK text program?

60% found out while visiting a local library, 20% from seeing an advertisement at the library and following up online, and 20% a referral from another participant.

When the texts come to your phone, do you read the texts every time? If no, what are some of the reasons that may prevent you from reading the texts?

80% read the texts every time. 20% reported that sometimes the text gets marked as read and they do not read the text. "I just don't have time sometimes to read the text, and then they start to pile up one on top of another and I get behind on them."

Do you do the activities contained in the texts?

60% reported that they do most of the activities most of the time. 40% report that they are selective and sometimes don't do the activities because they don't like what is contained in them like singing for example.

What are some of your favorite texts that you have received from the TALK program?

"The play time activities are the best for me because I like the ideas that the texts give me to do with my children."

"I like the singing texts"

"Some of the write activities are really cool and give me things to do with my child"

Have you found the texts to be helpful?

80% responded with a resounding yes, and 20% said that some were helpful and others were not.

Tell me a little bit about how the texts have helped you and your child?

60% said that they really enjoy the texts and it gives them time to play with their child that they might not take normally. 40% said that the activities give their child joy and make them laugh.

"The activities that are in the texts are really fun most of the time and they help me laugh with my child."

"I take time with my child when the text comes to me and I like that this gets me playing with my child and singing and laughing."

Have you done the activities with your child during family times such as preparing or eating meals?

80% said family time was when they do the activities, only 20% said that eating or preparing meals was a time that they did the texts.

"We do the activities all through the day, especially when we are all together."

"My husband works and so I do the stuff in the texts during the day. It helps me to pass time with my child."

"I don't know that we do them during meals, but certainly we do them when we are together as a family because it brings us together."

What other times do you typically do the activities contained in the texts with your child?

80% said that during the daytime hours were the most often times when the texts were utilized. 20% said that anytime the recipient could find the time was when the activities are utilized.

"Most often is just when I can find time that I am able to do the activities. My life is so full that I just need to find the time!"

There are five different categories of texts. Talk, Read, Sing, Write, and Play. Have you noticed this?

60% had noticed that there were the five categories, while 40% said that they had not.

"Even though I did not notice that, it totally makes sense. I keep seeing those at the top of the text."

Which of those categories have been most helpful to you with your child?

80% stated that they did not have a favorite or that each category was equally helpful and fun. 20% said that the singing was their favorite, but there was a feeling through the conversations that the singing was probably the least used text.

"I really like the singing and my child seems to be very happy every time we do a singing exercise."

"All of the texts are pretty cool and they keep me playing with my child."

Would you recommend the TALK text program to other parents with children the same age as yours? Why or why not?

All of the recipients said they would recommend to another parent.

"I think these are so helpful."

"Even though I don't always have time to do the activities in the texts, they are pretty cool and other parents that are not so crazy would love them."

"This is a really good idea and I have so much fun that I want other parents to do them too."

Have you shared the texts or the activities with other parents that you know?

40% reported specifically sharing activities, 40% said they shared some general ideas from the texts, and 20% said that they have not had the chance to share anything specific.

"I have not shared specific activities, but I tell people I meet about the texts and how they help me."

What can be done to make the texts better for you? What do you wish was there that is not? How can we improve the texts to make them more usable for you?

60% said they were happy with the texts as they are, while 40% offered suggestions as to how to improve them or change them.

"I think some of the activities are too simple and they are not helpful, but not all of them. I like a lot of them, it's just some come to me and I'm like what? What am I supposed to do? And others seem like they just are things I normally do with my child."

"I think sometimes that I could get more of them. I wait to get them sometimes and look forward to them."

What other early literacy programs do you and your child participate in?

40% said they participate in other library activities like reading times and story times, and 60% said that they do not do specific programs outside of TALK.

How old is your child that you receive the texts for?

20% were in the 0-18 month old category, 40% were in the 19-36 months old category, and 40% were in the 36-5 years old category.

Do you have other children in your home?

60% had other children in the home, while 40% did not.

What is your home situation? Are you married? Are you a single parent?

60% live with a significant other and 40% are single parents.

Do you have any questions for me at this time?

"Will this continue through the summer? I think it will be helpful for me to have something to do with my children when the older one is out of school. Maybe I can have my seven year old help me teach the texts to my three year old since he is out of school."

"Is there plans to send out more texts, like every day maybe? I think even if I did not use them all, it would be nice to get them every day."

Thank you so much for taking the time to speak with me today. Your participation helps greatly with improving the program and with funding efforts to keep the program going and free to use. I hope you have a wonderful day!

INFORMATION TECHNOLOGY – FILTER ANALYSIS

July 2018

As suggested I reviewed available internet filter solutions that would suit the needs of our library. I focused on products recommended by TLN after I found no compelling reason to consider other options. These two options are products called OpenDNS and a filter appliance from Barracuda Networks.

The two products utilize keyword identification as well as active updates to their own databases to provide a categorically arranged catalog of internet websites. This is the same method our current filter applies. This provides a way to block traffic to categories of sites when the flow of data is direct. Internet filtering does not work well under circumstances where the traffic is indirect or when the source web traffic is considered safe. Multimedia sites and email providers are prime examples of sites that are often allowed, given the assumption that the content is safe.

The two products vary in their approach to implementation. OpenDNS relies completely on DNS filtering technology while the Barracuda Network appliance relies on a proxy gateway approach tied with DNS filtering technology (Similar to our current filter). The DNS only approach for OpenDNS leaves it more susceptible to circumvention methods. I would not fully recommend OpenDNS. The two products also vary in cost.

Implementation into our environment:

In the past we offered a complex approach to filtering. My experience with our environment indicates that we had little need for such complexity. Moving forward we should consider operating under a general filter policy (preferable by zone) with a staff override method that grants the minimum filtering applicable by law. That should provide the best method moving forward for the implementation of a filtering product without incurring negative complexity and incompatibilities within our library systems.

Product Comparison

Open DNS:

Works well in some library environments.

Pricing for hosted services tend to be incurred by device or user – can be problematic for our environment.

Will likely have limitations functioning at the level we require.

Barracuda Networks:

Functions in a similar method to our current filter.

Pricing will be based on an appliance purchase and a yearly maintenance renewal.

Offers more flexibility with our filtering options.

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 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	\$7,942	\$36,000
Small Gifts/Memorials	\$780	\$1,923	\$953	\$1,264	\$443	\$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					\$1,011	
Sub-total	\$780	\$1,923	\$6,904	\$3,959	\$1,604	
Additional Fundraising Activities						\$4,500
Dining YDL \$\$ (Haab's)	\$213	\$273	\$294	\$276	\$306	
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 H	\$865					
Trustee Party, Trustee Kimberly Grover-Dec. 2017		\$1,466		\$935		
Additional Fundraising Activities	\$6,510	\$8,904	\$4,073	\$6,945	\$4,066	
Annual Giving Campaign	\$6,483	\$4,054	\$3,582	\$7,280	\$200	\$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	\$200	
Gala 150 year anniversary					\$23,678	\$40,000
Library Sustainers						\$2,000
Sylvus Tarn [designated MI Ave]		\$900		\$1,000	\$1,000	
Hassan Mirshaw		\$750				
Kay Williams (Designated YDL-Superior)		\$450	\$500		\$439	
Beal Investment-TedX Sponser				\$900		
Gerry & Bert Kruse [designated adult fiction]	\$500	\$750	\$500			
(Unsolicited Donations >\$200)	\$700	\$2,850	\$1,000	\$1,900	\$1,439	
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	\$2,500	
YDL (Yoder Fund Transfer)					\$3,252	
YDL (American Century Transfer)						
Anonymous Donor						
Lucy Liggett					\$1,000	
Virginia Young			\$5,000			
Various Gifts to the Endowment	\$55	\$2,285	\$2,900	\$5	\$25	
Sub-Total	\$2,555	\$3,785	\$10,400	\$2,505	\$6,777	
Total Donations	\$94,266	\$71,333	\$73,819	\$65,640	\$22,028	\$96,500

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 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				
ALA-PBS Great American Reads series					\$2,000	
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 Priority 1 Committee	\$1,225	\$1,612	\$1,600	\$1,600	\$1,080	
MCACA-New Leaders Grant [Noise Permit]	\$2,000	\$2,850	\$3,200	\$2,970	\$2,800	
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 & HumanitiesTouring Grant				\$324		
YDL Endowment Fund Proceeds	\$2,121	\$4,198	\$5,210	\$5,816	\$6,335	
Total Grants	\$17,421	\$27,360	\$57,956	\$99,110	\$60,715	
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	\$84,743	\$156,500

Designated Fundraising to Date
YDL - Superior Improvement - \$2741
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

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

Department Reports

Communications & Development

Monthly report: July 2018

Fundraising

- On June 30, YDL introduced new **adaptive technology stations** at YDL-Whittaker and YDL-Michigan and held a reception to honor Robert (Bob) Warren, whose memorial contributions made the new stations possible.

Promotions

- Our third annual **TEDxYDL** event has officially been announced and is seeking speakers! An event website was launched at www.tedxydl.com as well as the twitter account @TEDxYDL.
- YDL is partnering with **Riverside Arts Center** and **Engage @ Eastern Michigan University** to produce the event, which will be held at Riverside Arts Center.
- A **new social media campaign for TALK**: Text and Learn for Kindergarten launched on facebook and Instagram that features a video ad. Our media firm Q+M has been monitoring results to learn how best to reach our target audience of parents of young children.
- TALK received good results from a recent mailing to daycares, preschools, and children's stores, and is planning another mailing of materials promoting the program and posters with easy literacy tips to local churches.



SPEAKERS WANTED | TEDxYDL.com

Staffing Update

- Crystal Vazquez** joined the communications team as an intern, 12 hours per week. She is funded through EMU's Work-Study program. Crystal, YDL, and EMU are trying a new split-hours arrangement in which she does some of her hours on-site at YDL and some hours remotely at an office on campus. If successful, we hope this option will help encourage more students to use their work-study awards to work at area nonprofits!

Submitted by Gillian Ream Gainsley on July 20, 2018

Customer Services

Monthly report: July 2018

Unique Management Systems Update

In June 2018 UMS recovered the following:

Materials Returned: \$1,526.99

Dollars Received: \$1,481.04

Since YDL began using UMS we have recovered the following:

Materials Returned: \$136,410.75

Dollars Received: \$85,672.12

Exhibits

The American Institute of Architects Huron Valley Chapter will once again be exhibiting its honor award winners at YDL. The 2018 winner exhibit will take place beginning July 28 and run through the end of August.

Submitted by John Connaghan on July 20, 2018

Facilities Department

Board Report: July 2018

The Facilities Department has been busy with a few projects during the last month on top of other duties of repairing lights, ballasts, fixing tables, lamps, and faucets to name a few. Here are some of the highlights.

Michigan Ave:

D.C. Byers Company has finished the restoration on the mortar work needed at the Michigan Ave facility. We are now looking into the repair on the gutter downspout. I am talking to a few contractors to see what the best course of action is, and cost as well. After that is done, we will work on the drywall repair.



The fountain was up and running until a leak was discovered. We figured out where the leak was coming from and repaired. Unfortunately, after up and running again, the pump failed. A new one is on order and the fountain will be operating again soon.

Repaired the drop box across from the circulation desk. The door fell off after years of use. Functioning properly now.

Set up the Friends of the Library with a new donation box on their book sale cart. This one is more secure and sturdier than the previous one which was stolen right off the cart.

Trimming was done in the plaza area, and the walk ramps leading to the front door. They were a little overgrown and possibly injuring someone with the low hanging branches.



Whittaker Road:

Added a couple more Handicap parking signs and parking spaces in the south lot.

Repaired the cooler lights in Beezy's Café. Working properly now. Repaired leaking toilet, and unclogged pipe to sink in employee restroom.

Washed Bookmobile and Flex to look clean and shiny for Independence Day Parade.

Submitted by: Jim Reed, July 18, 2018

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2018

Status Report

- Patron Management System – Our Rollout is complete! We now have 8 printer release capable systems, up from a total of 5 in the Sam system. Wireless Printing has also become an immediate success. We have addressed the majority of system bugs. We will be working to address any additional configuration issues in the coming months.
- 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.
- YDL Phone System – I've take delivery of a few new cell phone that I am integrating to our new phone system. This should improve communication for our Facilities/Security/Bookmobile services.
- Visual Assistance PC's – Now operational with much fanfare, there are small adjustment to be made as some great suggestions came about at launch.
- Video Surveillance System – I'm working on some routine software maintenance/updates along with replacing a camera that recently became non-operational.
- Data Circuits – Our data lines interconnecting our buildings and to the internet have receive some increased speeds due to a renewal of our TLN agreement. We were able to increase the speed without increasing cost.

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.

New or Upcoming Items

- 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.
- Intranet Website Improvement Initiative – During the launch of our external facing website we paused development on our internal staff portal. We will begin developing that further in the near future.

Michigan Avenue Board Report: July 2018

Featured Programs:

Bubblemania was a huge success. About 50 kids came to make giant bubbles. We collaborated with Mentor 2 Youth which also did STEM activities in the program room. The two programs complemented each other well and we hope to combine forces again.

Our third iteration of CompuGirls Bootcamp was at the end of June. Most of the girls had attended the two previous sessions so they were able to work on more advanced projects, including using sewn circuits, learning to solder wires together to make a 3d-printed lighted bracelet, and taking a beginning Arduino class with TinkerTech, the new electronic makerspace store across the street. Charline, Joy and Kelly received stipends that they are donating back to YDL for future CompuGirl-type programs.

Noise Permit workshops are busy and sound great. We're looking forward to another great program on August 3rd.

The tie-dye backpack program was full, with 12 cool backpacks created. The Library Plaza also has a new look!

Volunteers from Yazaki continue to amaze us with consistently serving lunches every day. It has made an amazing difference in our ability to provide lunch services and quality programming. We were audited and passed the audit. We expect one more audit this summer.

We have just finished scheduling programs for fall, always the most difficult seasonal program schedule to pull together due to being smack dab in the middle of the heavy summer chaos!

Outreach

Joy spoke at Kiwanis to give them an update on how we have used their grant funds and how valuable they are to our programming and to early literacy initiatives at Mich Ave. Pat was invited to one of her storytime kid's birthday party and, although not on the clock, was able to talk up the library a great deal!

Other News: (building, staff, tech)

We hosted the reception recognizing the Warren family for the generous donation toward Adaptive Technology. The machine was demonstrated and staff have been able to tell several people about the software since then.

Facilities folks have fixed our gutter, balustrade, and fountain leaking issues. Our Envisionware kiosk is now accepting currency as expected, thanks to many hours of work by the IT department.

We received \$3000 toward our fourth year of Prime Time Family Reading program which we will implement this fall. The money goes to books, incentives, fees for the scholar and preschool coordinator. The National Pan Hellenic Council, a Black fraternity and sorority umbrella organization, has once again committed to providing meals.

Joy Cichewicz,
July 20, 2018



Outreach Services Board Report: July 2018

Staff News

- Stacey & Mary are serving on the informational campaign committee for the millage. We are currently reaching out to contacts in the community to share information about the millage.
- Ginger is serving on the 150th Birthday planning committee.

Bookmobile News

- We started making our summer visits to various camp & summer school sites, including YMCA, West Willow, Sugarbrook, Ypsilanti Community Schools, and EMU.
- We had a great (hot!) parade with YDL friends & family. Thanks to Kay Williams, Ginger, Shoshanna, and Kim for walking along, Lisa for leading the way in the Flex, and Ken & Khi for driving.

Superior News

- We started our weekly summer programs: Mondays are Tween Reading Circle and Tuesdays are games with YMCA.
- We had a lot of fun, special events to start the summer: Stacey ran the annual Movie & BBQ. Liz did a 3Doodler program where participants could use a 3D pen. Monique did a money program where participants could paint their own piggy bank.

Learning Never Gets Old News

- We delivered new large print books to Cross Street Village and Superior Woods.
- We continue the walking group twice per month and Senior Advisory Board once per month.
- LNGO hosted a container gardening program. Thanks to a generous discount from Ypsilanti Native Plant Nursery, we were able to send participants home with an assortment of native plants to start their own container gardens.

Outreach News

- We have received positive feedback from our Gold Star Partner sites. Participants are enjoying the books we brought and are engaging in daily reading activities. We will return to pick up the books and distribute prizes beginning at the end of July.
- Stacey did a Tuesday storytime session at the Farmer's Market.
- Ginger and I attended a Lincoln Schools Reading in the Park program. There was a hero/superhero theme, so we helped kids make their own masks. We signed up families for Summer Challenge and gave out a secret event code.



Whittaker Road-Adult Services Board Report: July 2018

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings held offsite this month)
- Two book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group; Thu Am does not meet in Jul or Aug)
- Computer classes (16 classes scheduled)
- Electric Hybrid Bikes
- Anti-Racism 101
- Cybersecurity: Online Security and Scams

Staff have been planning fall programs; look for more business-related programs, The Great American Read Grant Programs, anti-racism film/discussions, and a Detroit travel program. Sheila Konen is working on book club kits that will be available for book groups to check out; we were able to purchase multiple copies of books with a portion of The Great American Read grant funds. Paula is also working on this year's TEDxYDL event, to be held on Sep 27 at Riverside Arts Center. We've held a couple of meetings already with our partners and will meet again in early August. It should be a great event!

Paula will represent YDL at a upcoming job fair hosted by the Job Developers Alliance of Washtenaw County and will also help plan YDL's September birthday celebration. Sheila is coordinating and Paula participating on the Adult Services program planning sub-committee. Christy Havens continues to help Acquisitions staff out with cataloging. Brigitte leads twice monthly LINGO walks and helps many seniors learn how to use technology with scheduled one on one training sessions. Susan creates displays upstairs on a regular basis to market our materials.

Paula also went to two business-related outside meetings; one was a Focus group for Entrepreneur Resource Networks in Michigan, the other was an all-day meeting at UM Ross School of Business for librarians who assist their business community. Paula also met with an AARP Representative to discuss the possibility of AARP volunteers having training sessions and then offering free tax help at Whittaker Road along with Michigan Avenue during the next tax season. We'll have to see if space is available.

We're pleased that we have already had two users of the recently installed Fusion software on Whittaker Road's Adaptive Technology machine. One person is legally blind and the other has low vision. Both were very happy and appreciative to have access to this software.

We've been proctoring quite a few exams this summer; this service has been growing as Distance Learning becomes more commonplace. Students really appreciate this service!

Thanks to IT for installing a scanner for patron use at the print release station. Patrons are very happy that they can now scan their library card to retrieve their print jobs instead of having to type in their library card number.

Submitted by Paula Drummond July 17, 2018

Whittaker Youth Services Board Report July 2018

Little Ones

- 1,004 parents and children attended 29 storytimes in June.
- Our intern Molly led July's STEM storytime that included a shape hunt. Kristen served as her mentor as she planned the program. Nicole is being mentored by Kristel to host August's STEM storytime.

Kids

- Exactly halfway through Lunch and Listen, we have served 814 lunches, averaging 43 per day.
- Kids were excited to meet Louie the Lightning Bug from EMU's theatre department who visited with a DTE educator to teach the importance of electrical safety.
- YMCA's Youth Volunteer Corps visited to read aloud to kids after lunch and will return two more times.
- EMU Family Writing Center's workshops on Tuesdays after lunch average 26 participants. We appreciate their volunteers' creativity and passion for writing they put into developing weekly themes. Families from other countries are especially happy for their children to be able to practice English over the summer.
- Library Lab's STEM activities on Wednesdays are most popular and average about 68 participants per session. So far, Kristel and Kristen planned flight science, Liz planned crime scene science, and Marlena planned heat-changing slime that drew over 100.
- Molly's Garden Gatherings on Thursdays average 28 participants. Kids have already made salad and roasted radish chips with food they've helped grow. In addition, Molly invited Bee Present Honey who talked about pollination and let kids taste test honey, and the Washtenaw County 4H who sent someone from Warren Farms with a baby turkey, chickens and rabbits for kids to pet.
- Fitness on Fridays average 50 participants. Activities so far have included hip hop, a bubble party, percussion, and capoeira. See many more photos on YDL's Flickr page!

Teens

- TAG hosted a successful Fandom Party at the end of June. Nelson Portis, senior at WiHi, led the planning of the event. About 75 teens attended. Thanks to Kelly for bringing members of the downtown advisory to the program and to Liz, Nicole, and Derek for working late to help. Many people came in cosplay outfits and prizes were awarded by a local Ghostbusters cosplay group.
- Liz took 6 YDL-Whittaker TAG members to Kelly's TAG meeting in early July, part of an effort to work on ways to bring the two advisories together.
- In an effort to move toward being more teen led, Caitlin Do, senior at WCC's Technical Middle College, has stepped up to serve as the first president. She has been a regular attendee for over a year and participated in leadership training with the Neutral Zone last winter.
- YDL's youth advisory programs were one of about 20 library advisories featured as examples in the 2018 edition of the ALA textbook Library Teen Advisory Groups by Diane Tuccillo.

Summer Challenge

2,026 youth (ages 0-18) have signed up for the Summer Challenge at all locations so far, including about 450 through Mary and Stacey's Gold Star Partner camp program. Youth have logged 7,234 books and 275 library event codes, and completed 650 learning challenges.

Fall Program Planning

- Staff have been busy planning fall programs and have come up with great ideas that we look forward to implementing.
- TAG planned a video gaming tournament and a monthly tabletop gaming program where teens can drop in after school to play indie board games. They are also exploring how to expand the library's college and career readiness programs.

Submitted July 17, 2018 by Jodi Krahnke



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/20/18
Re: Budget amendment

The budget amendment that accompanies this memo adjusts revenues based on 2018 to date, and shifts some funds to accommodate changing budget needs. It draws an additional \$8,312 from fund balance. To recap:

- Shortly after the budget was adopted last November, we received our PPT reimbursement check for 2017. We knew the initial 2016 amount was more than what we should normally expect, but we didn't realize how much more. In light of that information, this revenue figure has been reduced substantially.
- The auditors want us to account for TALK grant funds spent through our budget, so a line has been added to show revenue that offsets the expenditures budgeted to date.
- Beezy's Library Café requested a rent abatement for the second half of 2018 (a total of \$2,500 in this FY), which I granted (with the blessing of the Finance Committee) in exchange for assurances the Café's contract will be renewed.
- As you know, we planned to hire a Part-Time Building Monitor, but have been unable to find a suitable candidate. The \$8,240 cost of the contracted security service employee we are utilizing for the summer was moved from Administrative Salaries to Professional/Contractual.
- There are tweaks to the MML/Building Insurance account to reflect this year's renewal quote, another to cover higher payroll processing fees, and one to Capital Outlay – Improvements, where the cost of the A/V desk removal project at Whittaker came in slightly higher than the amount allocated.
- TALK publicity paid for with the Printing and Publishing account is reimbursed by the LSTA grant from the Library of Michigan. The auditors want us to account for TALK costs in the budget, so we added the amount spent.
- Michigan Avenue has required more building maintenance than usual this year, including replacement of both sump pumps. \$2,000 from Capital Outlay – Buildings was moved to this account and \$6,000 more added to help us through the rest of 2018.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-14

July 25, 2018

RESOLUTION TO AMEND THE 2017-18 BUDGET

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

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

Whereas, in light of changes throughout the first half of the fiscal year, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2018 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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

Revenue

Superior Township Tax Levy	630,022
City Tax Levy	561,865
Ypsilanti Township Tax Levy	2,241,175
State of Michigan PPT reimbursement	12,000
State Aid Direct	30,240
State Aid Indirect	30,240
Supplemental State Aid	45,453
Fines/Misc.	75,660
Smart Cards - Printing & Copies	46,500
Penal Fines County	125,000
Rental Income-community room	1,500
Donations/Misc.	1,200
Donations/Memorials	600
Coffee Shop Rent	3,500
Interest/Checking	1,000
Interest/Savings	5,700
Interest/Yoder	10
Interest/Yates Memorial	2
Dividend Revenue	6,000
Dividend Revenue Endowment	5,900
Transfer from Improvement Fund	0
Sale of Assets	0
Total Revenue	3,823,567

EXPENDITURES by Department

Dept 100 Administrative	2,069,895
Dept 200 Michigan Ave	558,750
Dept 300 Outreach Services- Bookmobile	90,961
Dept 400 Outreach Services - Superior Township	154,027
Dept 500 Whittaker Road	1,108,425
Total Expenditures	3,982,058

EXPENDITURES by Category

Category as % of 2017-2018

		Expense
Salaries and Benefits	2,655,942	66.7%
Public Utilities	175,622	4.4%
Repairs and Maintenance	140,020	3.5%
Materials	350,000	8.8%
Technology	284,000	7.1%
Other	376,474	9.5%
Total Expenditures	3,982,058	100.0%

Net Revenue Over (Under) Expenses **(158,491)**

Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2015-2016 ACTUAL	FY 2016-17 Actuals	Adopted Budget FY 2017-2018	Proposed Budget Amendment 2017-2018
Revenue					
403.000	Superior Township Tax Levy	598,098	609,929	630,022	630,022
425.000	City of Ypsilanti Tax Levy	541,455	565,186	561,865	561,865
440.000	Ypsilanti Township Tax Levy	2,135,457	2,159,466	2,241,175	2,241,175
425.075	PPT reimbursement	60,412	10,996	30,000	12,000
443.000	State Aid Direct	26,949	26,949	30,240	30,240
447.000	State Aid Indirect	27,309	27,324	30,240	30,240
500.600	Grant SOM Talk		46,570		45,453
657.000	Fines/Misc.	81,897	73,097	75,660	75,660
657.100	Smart Cards - Printing & Cop	44,808	42,289	44,000	44,000
657.600	Guest Pass	3,110	2,417	2,500	2,500
661.000	Penal Fines County	140,886	124,205	125,000	125,000
662.000	Coffee shop rent	3,850	5,500	6,000	3,500
662.100	Community room rentals	625	1,700	1,500	1,500
679.000	Donations/Misc.	2,108	3,793	1,200	1,200
681.080	Donations/Memorials	0	2,425	600	600
683.100	Trustee party Revenue	3,421			
687.000	Interest/Checking	1,137	1,020	1,000	1,000
687.010	Interest/Savings	5,026	7,457	5,700	5,700
687.060	Interest/Yoder	11	11	10	10
687.070	Interest/Yates Memorial	1	1	2	2
689.000	Dividends	6,646	6,050	6,000	6,000
690.000	Dividend Revenue Endwmnt	5,210	5,816	5,900	5,900
	Net of Donations, Grants & Asset Sale	0	8,330		
	Transfer from Fund Balance	(55,714)	40,530	166,803	158,491
	Sale of Assets	349	0	0	0
Total Revenue		3,633,051	3,771,058	3,965,417	3,982,058
Expenditures					
Dept 100 Administrative					
702.000	Salary Wages	614,285	605,794	632,364	624,124
702.050	Board Stipend	0	0	0	0
702.100	Professional/Accounting	5,700	5,620	7,500	7,500
702.150	Bank Fees	3,289	3,500	3,500	3,500
702.180	Reversed Receivables	0			
702.900	Salary/Subs	8,274	18,578	18,750	18,750
705.000	Recognition Awards	375	765	750	750
710.000	Paychex Payroll Service	5,948	6,794	7,750	8,450
715.000	Employer FICA	142,802	144,002	146,290	146,290
718.000	MERS Defined Contribution	83,165	92,793	93,802	93,802
719.000	FSA Admin Fees	0	0	2,000	2,000
727.000	Office Supplies	30,037	31,342	32,400	32,400
727.200	Supplies-Facility	20,211	21,858	23,700	23,700
752.000	MML/Building Insurance	55,342	57,613	57,555	59,627
753.000	MML/Workers Comp	10,557	9,609	11,554	11,554
754.000	Health Insurance	329,086	350,013	358,473	358,473
756.000	Dental Insurance	39,679	36,158	41,705	41,705
757.000	Employee Assistance Program	932	950	1,100	1,100
758.000	Life Insurance	4,187	4,264	4,883	4,883
759.000	Vision Service Plan	8,522	7,726	8,747	8,747
762.000	STD/LTD	9,333	9,644	10,710	10,710
769.000	Printing & Publishing	7,021	12,538	11,500	19,269
769.050	Classified Advertising	10	122	400	400
774.050	Ebooks/Eaudio	19,997	17,244	20,000	20,000
774.100	Data Bases	38,433	56,524	65,000	65,000
774.800	System Wide DVDs	7,215	7,414	8,000	8,000

Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2015-2016 ACTUAL	FY 2016-17 Actuals	Adopted Budget FY 2017-2018	Proposed Budget Amendment 2017-2018
774.900	All Materials Processing	26,923	25,724	30,260	30,260
801.000	Major Events	7,431	6,379	22,650	22,650
801.500	Learning Never Gets Old	1,426	2,132	2,000	2,000
802.000	Mileage/Travel Reimburseme	1,588	3,901	3,000	3,000
804.000	Workshops/Training	1,190	2,957	3,500	3,500
805.000	Memberships & Dues	4,902	4,988	5,020	5,020
810.000	Capital Outlay - Building & La	525	4,880	2,000	0
810.100	Capital Outlay - Improvement	0	13,801	3,000	3,100
812.000	Capital Outlay - Furnishings	7,127	3,989	7,000	7,000
850.000	Automation - Technology	192,108	121,657	212,000	212,000
850.100	Telecommunications	118	14,070	15,000	15,000
850.200	SirsiDynix	0	48,212	57,000	57,000
890.000	The Library Network	2,796	2,796	3,000	3,000
928.000	Postage	10,265	8,237	13,366	13,366
965.000	Auditing Service	11,800	7,125	7,275	7,275
975.000	Legal	5,875	1,652	9,000	9,000
980.000	Professional/Contractual	42,816	57,565	58,350	66,590
980.100	Library Director search exp	0	0	0	0
980.500	Rebranding Costs	0	22,654	2,500	2,500
981.500	Lost Book Expense	13,195	12,890	12,900	12,900
982.000	MTT Charge Back City	1,418	2,210	4,000	4,000
983.000	MTT Charge Back Ypsi Twp	4,991	3,875	10,000	10,000
983.100	MTT Charge Back-Superior	145	10,087	10,000	10,000
990.000	Contribution to endowment	0			
Total		1,781,039	1,882,645	2,061,254	2,069,895
Dept 200 Michigan Ave.					
702.000	Salaries	386,899	382,076	389,925	389,925
702.800	Salaries-Pages	6,882	6,716	10,480	10,480
771.000	Adult Books	31,469	32,180	32,200	32,200
772.000	Youth Books	19,258	17,990	18,000	18,000
776.000	Periodicals - Adult	4,385	4,133	4,165	4,165
776.050	Periodicals - Youth	248	172	175	175
778.000	Adult Audio/Visual	12,222	12,880	13,200	13,200
779.000	Youth Audio/Visual	4,517	5,989	6,100	6,100
810.000	Capital Outlay - Building	0	0	1,000	1,000
812.000	Capital Outlay - Furnishings	4,431	2,760	2,000	2,000
840.000	Repair & Maintenance - Build	24,278	6,628	10,000	18,000
840.025	Campbell Maint Contract	0	17,761	17,761	17,761
840.050	Snow Removal/ Lawn Care	10,141	9,217	10,670	10,670
900.000	Programs-Adult	939	1,103	1,300	1,300
901.000	Programs-Youth	1,495	1,038	1,300	1,300
940.000	Phone	2,882	4,411	4,547	4,547
943.000	DTE - Fuel	4,296	5,059	5,368	5,368
947.000	DTE - Electric	14,888	16,155	16,224	16,224
949.000	Ypsi Community Util Auth	7,703	5,038	6,335	6,335
980.000	Professional/Contractual	0	0	0	0
Total		536,933	531,308	550,750	558,750
Dept 300 Outreach/bookmobile					
702.000	Salaries	68,041	70,396	73,536	73,536
775.000	Library Materials	4,841	5,370	5,000	5,000
840.000	Repair & Maintenance	1,012	25,925	8,100	8,100
943.000	Fuel	4,083	3,822	4,325	4,325
Total		77,977	105,512	90,961	90,961

Proposed Budget FY 2017-18

ACCT #	ACCOUNT NAME	FY 2015-2016 ACTUAL	FY 2016-17 Actuals	Adopted Budget FY 2017-2018	Proposed Budget Amendment 2017-2018
Dept 400 Outreach/Superior Township					
702.000	Salaries	139,264	139,331	138,118	138,118
775.000	Library Materials	7,535	7,057	7,500	7,500
810.000	Capital Outlay - Building			2,000	2,000
812.000	Capital Outlay - Furnishings			0	0
840.000	Repair & Maintenance	1,394	984	1,000	1,000
840.050	Snow Removal & Lawn Care	980	980	1,200	1,200
900.000	Programs - adult	518	461	600	600
901.000	Programs - Youth	371	759	600	600
940.000	Phone	552	1,103	1,137	1,137
943.000	Fuel	655	695	827	827
947.000	Electricity	978	901	958	958
949.000	Water	66	84	87	87
Total		152,313	152,354	154,027	154,027
DEPT 500 WHITTAKER RD					
702.000	Salaries	691,547	696,325	678,345	678,345
702.800	Salaries-Pages	32,317	34,074	45,400	45,400
771.000	Adult Books	69,599	62,754	63,000	63,000
772.000	Youth Books	32,964	32,890	33,700	33,700
776.000	Periodicals - Adult	3,799	5,399	5,500	5,500
776.050	Periodicals - Youth	700	848	900	900
778.000	Adult Audio/Visual	26,756	26,119	27,000	27,000
779.000	Youth Audio/Visual	11,622	9,328	10,300	10,300
810.000	Capital Outlay - Building			1,000	1,000
840.000	Repair & Maintenance - Build	51,892	19,384	17,000	17,000
840.025	Cambell Maint Contract	0	42,979	42,979	42,979
840.050	Snow Removal/Lawn Care	19,844	21,448	21,810	21,810
900.000	Programs - Adult	3,183	2,808	4,200	4,200
901.000	Programs - Youth	5,284	4,705	5,200	5,200
903.000	Equipment Maintenance	1,119	0	1,500	1,500
940.000	Phone	5,291	8,490	9,093	9,093
943.000	DTE - Fuel	25,437	26,168	31,164	31,164
947.000	DTE - Electric	99,973	100,297	106,005	106,005
949.000	Ypsilanti Comm Utilities Auth	3,462	5,225	4,329	4,329
Total		1,084,789	1,099,239	1,108,425	1,108,425
Revenue		3,633,051	3,771,058	3,965,417	3,982,058
Total Expenditures		3,633,051	3,771,058	3,965,417	3,982,058
Net Surplus (Deficit)		0	0	0	(0)

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/18/18
Re: Resolution to approve ballot language

At the September 2017 meeting, the Board voted unanimously to place a request for an additional .7 mills of funding for 12 years on the November 6, 2018 ballot. Library Attorney Anne Seurnyck drafted the attached resolution and ballot language (Exhibit A). August 14 is the deadline to file ballot language with the Washtenaw County Clerk's office for the November election. I request your approval so the library may file as required.

As written, the ballot language requires all three of the Library District's municipalities to levy the new tax in December 2018. Our two townships levy the library's operating millages in December. The City has traditionally done so in July. Both John Barr and Library Attorney Anne Seurnyck have studied the legality of the City levying the new millage in December and have no concerns. Since this determination, however, I've been unable to reach the City Manager to confirm the City will agree to put the new request on the December 2018 tax rolls. I will continue to pursue this.

If the millage passes, the Board will need to hold a special meeting in the days immediately following the election to revise the L-4029 forms in time for its inclusion on the winter tax bills. I've notified the Township Treasurers so they are aware, and will notify the City Treasurer once we have assurances the City will comply with our request.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-15

RESOLUTION TO APPROVE LIBRARY BALLOT PROPOSAL

At a regular meeting of the Library Board of the Ypsilanti District Library, Washtenaw County, Michigan, held at the Library on the ____ day of _____, 2018 at _____ p.m.

PRESENT: _____

ABSENT:

The following Resolution was offered by _____

_____ and seconded by _____.

WHEREAS, the Ypsilanti District Library (“District Library”) is a district library subject to the provisions of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq. (“DLEA”); and

WHEREAS, the District Library desires to levy additional millage in support of the District Library;

WHEREAS, the Library Board of the District Library determines that it is in the best interests and welfare of the District Library and its residents that revenue be authorized for all district library purposes; therefore, the District Library has determined to request from voters of

the District Library district a new additional millage of .70 mill for twelve (12) years, subject to Headlee rollbacks; and

WHEREAS, the Library Board determines that it is in the best interests of the District Library that such millage be voted on at an election to be held in the District Library district on November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Library Board of the Ypsilanti District Library that:

1. The Library Board approves the ballot language attached as Exhibit A and certifies that the proposition attached as Exhibit A shall be submitted to a vote of the qualified electors of the Library at an election to be held on Tuesday, November 6, 2018.
2. The Secretary of the Library Board of the District Library ("Secretary") is hereby directed to file a certified copy of this Resolution with the Washtenaw County Clerk ("County Clerk").
3. The Secretary is directed to request that the County Clerk publish notice of the close of registration in the manner required by law. ***The District Library Establishment Act requires that the notice of close of registration contain the ballot language of the proposal attached as Exhibit A to this Resolution.***
4. The Secretary is directed to request the County Clerk publish notice of the election in the manner required by law.
5. The Secretary shall work with the County Clerk to have prepared and printed, as provided by law, separate ballots for submitting said propositions, which ballots shall be in substantially the same form shown on Exhibit A, or said propositions shall be stated as separate propositions on the voting machines.
6. The President of the Library Board is authorized to make any non-substantive changes to the proposed ballot language or notices authorized by this Resolution if changes are requested by the County Clerk or other person or entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.
7. The Treasurer of the Library Board is hereby directed to pay, to the extent required by law, the costs of conducting the election required by this Resolution and by law.
8. All resolutions and parts of resolutions that are in conflict with the provisions of this Resolution are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the Secretary of the Library Board of the Ypsilanti District Library, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of the Ypsilanti District Library, County of Washtenaw, State of Michigan, at a regular meeting held on _____, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended.

Secretary

EXHIBIT A

YPSILANTI DISTRICT LIBRARY LIBRARY MILLAGE

Shall the Ypsilanti District Library, County of Washtenaw, Michigan, be authorized to levy a new additional millage in an amount not to exceed .70 mill (\$.70 on each \$1,000 of taxable value) against all taxable property within the Ypsilanti District Library district for a period of twelve (12) years, 2018 to 2029, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the District Library will collect in the first year of levy (2018) if the millage is approved and levied by the District Library is approximately \$1,340,000. A portion of the millage collected may be subject to capture by the City of Ypsilanti Brownfield Redevelopment Authority.

Yes ☐

No ☐

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/17/18

Re: Consideration of a resolution in support of the Ann Arbor Area Transportation Authority (RTA) ballot proposal

As Julia Roberts explained at the June meeting, AAATA has a millage renewal on the August election ballot. Many organizations, municipalities and boards have endorsed the proposal, and given the Board's interest and expression of support following Julia's presentation, it seemed you may wish to join them. A flyer highlighting the salient points of the renewal request is attached.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-16

July 25, 2018

RESOLUTION IN SUPPORT OF THE ANN ARBOR AREA TRANSPORTATION AUTHORITY
(AAATA) BALLOT PROPOSAL

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) received voter support in 2014 for a 5-year, 0.7 mill property tax for the purpose of expanding public transit services, and

WHEREAS, the AAATA has implemented all aspects of service identified as part of the 2014 plan, including adding service to YDL-Whittaker and improving service to YDL-Superior, and

WHEREAS, the Board of Directors of the AAATA has approved ballot language and is seeking renewal of the 0.7 mill millage at the August 2018 election in order to maintain the new services,

WHEREAS expanded transit service helps advance the mission of the Ypsilanti District Library by increasing residents' access to library services,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board of Trustees formally endorses the 2018 AAATA millage.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

"I can't imagine my life without TheRide. To be able to be independent, to raise my child, to have a life. That's what TheRide has given me."

- Kathleen



"TheRide gives me the freedom to do what I need and live how I want. I especially love taking my grandkids on the bus."

- Sara



"It's useful, you can trust it, and the drivers are nice, too! They are trustworthy people."

- Michael



So Much **Is Riding** On Us

Keeping Our Promises

- ✓ **2014:** Later Weekday Hours; New Routes; New Weekend Service; Expanded A-Ride Service
- ✓ **2015:** Later Weekend Hours; New Routes; New Sunday Service; Expanded A-Ride Service
- ✓ **2016:** More Frequent Service; New Routes with More Direct Service
- ✓ **2017:** FlexRide Pilot Service – Ypsilanti Township
- ✓ **2018:** Express Service between Ypsilanti Township and Ann Arbor

TheRide is...



Accessible - 100% of fixed-route buses contain accessibility features for people with disabilities



Environmentally Responsible - 100% of buses use biodiesel fuel



Economically Responsible - 100% clean audits with no long-term debt

Our impact on the Ann Arbor/Ypsilanti area goes beyond buses. More than **4 out of 5 surveyed agree...**

- TheRide helps the economy
- TheRide helps control local air pollution
- More transit creates more access to affordable housing

The vote on a ballot to fund public transportation...

- Does not increase tax rate approved by voters in 2014
- Supports expanded fixed routes and services for seniors and people with disabilities
- Renews and restores 0.7 mills approved by voters in 2014

Vote on Tuesday, August 7th!

Go to **TheRideYourWay.org** for more information.

