

Board of Trustees

2018 Information Packet



Wednesday
August 22, 2018
6:30 pm
YDL-Whittaker Rd.

Ypsilanti District Library
YDL Board Meeting, August 22, 2018 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM						Information	Discussion	Action
Call to Order						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call	Brian Steimel	<input type="checkbox"/>	Kay Williams	<input type="checkbox"/>	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. Program Proposal Work Group methodology and progress to date, Adult Services Librarian Sheila Konen, Chair						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. YDL's relationship with Unique Management Services, Customer Service Coordinator John Connagham						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda								
C. Proposed Minutes from July 25, 2018 Regular Meeting						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. July 2018 Financials & Check Register						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication								
A. Official Correspondence (Public)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports								
A. Finance Committee						<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee						<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee						<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report						<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee						<input type="checkbox"/>	<input type="checkbox"/>	
F. Negotiating Committee						<input checked="" 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. Consideration of a Children in the Library Policy						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Discussion of possible computer use restrictions						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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, July 25, 2018 (Unapproved)

CALL TO ORDER

President Brain Steimel called the Regular Meeting to order at 6:35 p.m.

Attendance

Trustees Present: Patricia Horne McGee, Courtney Geil, Kay Williams, Brain Steimel, Jean Winborn (arriving 6:40PM), and John Barr (6:42PM).

Trustees Absent: Kimberly Grover

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Michigan Avenue Branch Manager Joy Cichewicz, Youth Services Dept. Head Jodi Krahne, Teen Librarian Kelly Scott, TAB members, and community residents Theresa Maddix and Bethany Kennedy.

APPROVAL OF THE AGENDA

Trustee Horne McGee moved to approve the meeting agenda with the following addition and Trustee Williams supported this motion.

- New business "A" Appointing of an acting secretary for the resolution to approve the ballot language in the absence of Secretary Kimberly Grover.

Vote: Ayes: Horne-McGee, Geil, Williams and Steimel
Nays: None
Motion passed.

PUBLIC COMMENT

Bethany Kennedy, Ypsilanti MI

Co - chair of Vote Yes for Our Library ballot committee; a citizen's advocacy group. Also a candidate running for YDL board position this November. Group is working to keep Yes voters informed. On their website, yesforydl.com you can find info, make donations, find volunteer opportunities, give testimonials or endorsements.

PRESENTATION

Overview of YDL - Michigan service, Joy Cichewicz

Presentation of programs and initiatives offered by YDL Michigan Ave

- Received the Prime Time grant for the fourth time. It is a family reading program that is targeted at low income families. Dinner, incentives, and books are provided. Scholar led book discussions increase children's engagement and critical thinking.
- Just finished another Compugirls program; this is the third session. Compugirls teaches young girls skills, allows them to express themselves and increases their sense of identity.
- This year the library will also be involved in hosting candidate forums for mayoral, council, school board candidates and state ballot proposals. Public will be able to ask questions. These forums will take place at Riverside Arts.

Work & Impact of YDL Teen Advisory Board, TAB members

- TAB has brought in new teens. The library gives teens a safe place to go and hang out. It has also increased diversity among the teens.
- Programs such as Open studio bring together teens with different types of Art talents.

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- Noise permit another teen program, allows teens to speak their minds, sing, rap, talk and say how they feel.
- The after hours program offers teens the opportunity to meet other teens interested in comic books and video games in an environment they feel comfortable in.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (June 27, 2018 Meeting Minutes, and June 2018 Financials and Check Register). Trustee Geil supported this motion.

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

Nays: None

Motion passed.

COMMUNICATIONS

Founding of library article that was in the board packet was written by Jerome Drummond a clerk at MI Ave. The article appeared in the Gleanings newsletter of the Ypsilanti Historical Society.

COMMITTEE REPORTS

- Finance Committee: No report
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: No report
- Fund Development Committee: No report
- Negotiations committee: No report
- Superior Township planning: No report

REPORT OF THE LIBRARY DIRECTOR

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

- TEDx YDL is announced. It will be held Thursday evening, Sept 27, 2018 at Riverside Arts Center. Theme is mobility. Looking for speakers interested in talking about mobility. If you know anyone interested give them our web address and let them know where they can apply.
- Met last week with the design firm that works on our TALK materials and marketing. They did a test of a social media ad that was effective. We gave them the go ahead to further develop it and add tweaks to the TALK website. Right now Social media drives people to the website but the website does not give much information on what TALK is. They proposed adding more info. We gave them the okay.
- Did a TALK mailing last fall to preschools and pediatricians offices. In the next phase that is coming up we will mail to churches to try to get the word out to a different category of partners.
- IT did a Filter analysis and surveyed other TLN libraries that have Envisionware about what kind of effective filtering products they were using. It came down to two; OpenDNS and Barracuda Networks. They feel Barracuda Networks would best fit our needs and allow us to turn the filter off with a staff override as the law requires (which we cannot do now). Our next step is to look at pricing for the product.
- Performance dashboard withheld due to some staff absences and because of problem with computer usage statistics. The statistics that are being reported from Envisionware for usage are about a third of the size Sam was reporting to us. IT has spoken with Envisionware; they are taking responsibility and working on a solution.

OLD BUSINESS

Ypsilanti District Library
Board of Trustees
Minutes, July 25, 2018 (Unapproved)

None

NEW BUSINESS

- A. Appointing of an acting secretary for the resolution to approve the ballot language in the absence of Secretary Kimberly Grover.

Trustee Barr nominated Jean Winborn to act as secretary for the night. Trustee Geil seconded that motion.

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

Nays: None

Motion passed.

- B. Budget Amendment

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: Kay Williams

SUPPORTED BY: John Barr

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

- C. Resolution to approve ballot language

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.

Ypsilanti District Library
Board of Trustees
Minutes, July 25, 2018 (Unapproved)

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.

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Board of Trustees
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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

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Kay Williams

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

D. Consideration of a resolution in support of the AAATA ballot proposal

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

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Board of Trustees
Minutes, July 25, 2018 (Unapproved)

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: Courtney Geil

SUPPORTED BY: Patricia Horne McGee

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

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	No comments
Jean	Brought grandkids to library, will be bringing them again soon. Had a nice time. Spoke with a grandmother who brings her grandkids to the library instead of them going to day camp. They eat lunch do the activities.
Brian	Love what outreach department is doing with the pop up story times. Ran into image filter issue at EMU library. A nun using a new printer was scanning. It stopped her from scanning a picture of a religious statue because it was "inappropriate". This shows the effect of image based filters. The library found it had an out of the box filter. They found her another printer to use.
Kay	No comments
Kimberly	Absent
Patricia	Not happy about article in Forbes. The article has since been retracted but it was suggesting using Amazon instead of libraries to avoid paying library taxes.
John	Whittaker Rd. asphalt looking good. Went to Whittaker library and Beezy's for lunch a couple of times last week. Nice break from workday. Thanked Director Hoenig for presentation at the Rotary Club regarding the library and millage. Added later that it warms his heart to see the TAB presentation and what they are doing for the library. Noted that it's not easy for many to give speeches especially teens.
Lisa	No comments

Adjournment

Trustee Williams moved to adjourn at 7:29pm. Trustee Barr seconded this motion.

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

Nays: None

Motion passed.

Financial Report

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

	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 07/31/18
Assets:						
Cash: Checking	96,479	558,972	343,352	435,833	325,888	82,660
Savings	2,687,541	2,593,271	2,276,388	2,191,873	2,414,562	2,351,870
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	2,472,928
Receivables & Other assets	39,881	49,271	37,821	17,384	36,272	38,474
Total Assets	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	2,511,402
Liabilities	314,330	804,393	425,334	334,400	509,097	352,779
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)	(142,606)
Total Fund Balance	2,556,221	2,403,879	2,238,985	2,346,033	2,305,504	2,158,623
Total Liabilities & Fund Balance	2,870,550	3,208,271	2,664,319	2,680,432	2,814,601	2,511,402

Ypsilanti District Library
Period Ending 7/31/2018 (66.7% of Year)
General Fund

ACCT #	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGET	YTD 7/31/18 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,673,512	3,781,500	3,811,790	3,798,614	2,448,650	1,374,917	64.5%
Expenditures							
Dept 100 Administrative	1,944,424	1,781,039	1,882,645	2,061,254	1,333,551	736,344	64.7%
Dept 200 Michigan Ave.	493,186	536,933	531,308	550,750	361,549	197,201	65.6%
Dept 300 Outreach/bookmobile	81,693	77,977	105,512	90,961	53,958	37,003	59.3%
Dept 400 Outreach/Superior Township	152,911	152,313	152,354	154,027	97,001	57,026	63.0%
Dept 500 Whittaker Rd	1,080,790	1,084,812	1,099,239	1,108,425	706,467	401,958	63.7%
Dept 600 Donations	65,395	44,621	53,483	-	31,210	(31,210)	NA
Dept 700 Grants	19,007	25,595	27,778	-	7,521	(7,521)	
Total	3,837,406	3,703,288	3,852,319	3,965,417	2,591,255	1,390,803	65.3%
Net Revenue Over Expenditures	(163,893)	78,212	(40,530)	(166,803)	(142,606)		
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	2,136,042		

**Ypsilanti District Library
General Fund
Period Ending 7/31/2018
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	FY 17-18 amended Budget	YTD 7/31/18 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	581,433.92	598,098.11	609,928.75	630,022.00	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	561,865.00	111,334.73	19.8%
440.000	Ypsilanti Township Tax Levy	2,117,703.51	2,135,456.57	2,159,465.76	2,241,175.00	2,241,175.00	1,598,671.58	71.3%
425.075	PPT Reimbursement	-	60,411.59	10,996.12	30,000.00	12,000.00	-	0.0%
443.000	State Aid Direct	24,195.70	26,949.28	26,949.28	30,240.00	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	30,240.00	-	0.0%
500.600	Grant SOM Talk	-	-	46,570.08		45,453.00	39,050.90	85.9%
657.000	Fines/Misc.	84,786.06	81,897.24	73,097.49	75,660.00	75,660.00	46,999.17	62.1%
657.100	Smart Cards - Printing & Copies	43,954.71	44,808.22	42,288.92	44,000.00	44,000.00	27,883.06	63.4%
657.600	Guest Pass	2,777.15	3,110.00	2,416.80	2,500.00	2,500.00	1,318.00	52.7%
661.000	Penal Fines County	138,457.71	140,886.41	124,204.50	125,000.00	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	3,500.00	100.0%
662.100	Community room rentals	2,150.00	625.00	1,700.00	1,500.00	1,500.00	800.00	53.3%
679.000	Donations/Misc.	1,923.49	2,107.87	3,792.82	1,200.00	1,200.00	4,771.12	397.6%
681.080	Donations/Memorials	435.00	-	2,425.00	600.00	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	1,000.00	864.37	86.4%
687.010	Interest/Savings	5,793.17	5,026.14	7,456.62	5,700.00	5,700.00	5,682.81	99.7%
687.020	Interest/CD's	-	-	-	-	-	-	NA
687.060	Interest/Yoder	7.95	10.64	10.63	10.00	10.00	2.68	26.8%
687.070	Interest/Yates Memorial	0.67	0.67	0.68	2.00	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	6,000.00	5,819.00	97.0%
690.000	Dividends-Endowment	4,197.89	5,210.28	5,815.85	5,900.00	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	3,823,567.00	2,382,311.79	62.3%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2018
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	FY 17-18 amended Budget	YTD 7/31/18 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	624,124.00	414,594.21	66.4%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	6,000.00	5,700.00	5,620.00	7,500.00	7,500.00	2,760.00	36.8%
702.150	Bank Fees	2,806.41	3,288.99	3,500.16	3,500.00	3,500.00	2,984.69	85.3%
702.180	Reversed Receivables	7,259.60	-	-	-	-	-	NA
702.900	Salary/Subs	6,935.11	8,274.41	18,578.26	18,750.00	18,750.00	8,352.62	44.5%
705.000	Employee Recognition Awards	-	375.16	764.98	750.00	750.00	472.18	63.0%
710.000	Paychex Payroll Service	5,456.17	5,947.70	6,794.20	7,750.00	8,450.00	6,167.41	73.0%
715.000	Employer Payroll Tax	143,619.05	142,801.97	144,002.37	146,290.00	146,290.00	94,535.21	64.6%
715.100	ACA Taxes Paid by employer	10,880.07	238.39	-	-	-	-	NA
718.000	MERS Defined Contribution	86,097.49	83,164.64	92,792.75	93,802.00	93,802.00	49,589.79	52.9%
719.000	FSA Admin Fee	-	-	-	2,000.00	2,000.00	362.05	18.1%
727.000	Office Supplies	30,307.16	30,036.75	31,341.56	32,400.00	32,400.00	14,924.11	46.1%
727.200	Supplies-Facility	22,917.37	20,211.00	21,858.47	23,700.00	23,700.00	10,199.07	43.0%
752.000	MML/Building Insurance	53,670.00	55,342.00	57,613.00	57,555.00	59,627.00	59,627.00	100.0%
753.000	MML/Workers Comp	9,687.00	10,557.00	9,609.00	11,554.00	11,554.00	4,446.00	38.5%
754.000	Health Insurance	377,702.35	328,847.22	350,013.22	358,473.00	358,473.00	241,475.78	67.4%
756.000	Delta Dental	38,221.95	39,679.47	36,157.97	41,705.00	41,705.00	25,307.30	60.7%
757.000	Employee Assistance Program	871.20	931.92	950.40	1,100.00	1,100.00	756.36	68.8%
758.000	Life Insurance	4,098.50	4,187.40	4,263.84	4,883.00	4,883.00	3,203.92	65.6%
759.000	Vision Service Plan	9,672.10	8,522.08	7,725.94	8,747.00	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	10,710.00	7,548.99	70.5%
769.000	Printing & Publishing	6,183.73	7,020.81	12,538.00	11,500.00	19,269.00	10,702.89	55.5%
769.050	Classified Advertising	-	10.14	122.00	400.00	400.00	307.90	77.0%
774.000	Data Bases	34,668.15	38,433.35	56,523.56	65,000.00	65,000.00	53,596.00	82.5%
774.050	Ebooks/Eaudio	16,093.36	19,997.30	17,243.99	20,000.00	20,000.00	5,499.09	27.5%
774.100	System Wide DVDs	4,883.98	7,214.64	7,414.44	8,000.00	8,000.00	3,381.93	42.3%
774.990	All Materials Processing	25,311.03	26,923.11	25,723.67	30,260.00	30,260.00	15,081.49	49.8%
801.000	Major Events	6,089.82	7,430.83	6,378.78	22,650.00	22,650.00	10,395.24	45.9%
801.500	Learning Never Gets Old	-	1,425.81	2,131.58	2,000.00	2,000.00	980.50	49.0%
802.000	Mileage/Travel Reimbursement	858.23	1,587.94	3,901.13	3,000.00	3,000.00	821.55	27.4%
804.000	Workshops/Training	1,327.25	1,190.48	2,956.87	3,500.00	3,500.00	831.10	23.7%
805.000	Memberships & Dues	4,943.50	4,902.14	4,987.57	5,020.00	5,020.00	4,379.57	87.2%
810.000	Capital Outlay - Buildings	8,814.00	525.00	4,880.40	2,000.00	-	2,000.00	0.0%
810.100	Capital Outlay - Improvements	32,063.00	-	13,800.82	3,000.00	3,100.00	3,062.00	98.8%
812.000	Capital Outlay - Furnishings	393.85	7,126.88	3,989.00	7,000.00	7,000.00	-	0.0%
850.000	Automation - Technology	226,119.41	192,107.64	121,656.78	212,000.00	212,000.00	139,483.71	65.8%
850.100	Telecommunications	-	118.44	14,070.38	15,000.00	15,000.00	6,452.58	43.0%
850.200	SirsiDynix	-	-	48,211.57	57,000.00	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	3,000.00	-	0.0%
928.000	Postage	10,484.54	10,265.12	8,236.90	13,366.00	13,366.00	7,588.50	56.8%
965.000	Auditing Service	11,400.00	11,800.00	7,125.00	7,275.00	7,275.00	7,275.00	100.0%
975.000	Legal	15,602.20	5,875.00	1,652.00	9,000.00	9,000.00	4,463.50	49.6%
980.000	Professional/Contractual	24,087.81	42,815.65	57,564.51	58,350.00	66,590.00	50,101.76	75.2%
980.500	Rebranding Costs	-	-	22,654.36	2,500.00	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	12,900.00	6,097.06	47.3%
982.000	MTT Charge Back City	11,242.58	1,418.33	2,209.84	4,000.00	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	10,000.00	1,077.83	10.8%
983.100	MTT Charge Back-Superior Twp	-	143.10	10,086.65	10,000.00	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	2,069,895.00	1,333,550.60	64.4%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2018
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	FY 17-18 amended Budget	YTD 7/31/18 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	389,925.00	264,248.83	67.8%
702.800	Salaries-Pages	7,467.76	6,881.93	6,715.66	10,480.00	10,480.00	5,018.80	47.9%
771.000	Adult Books & Processing	31,040.31	31,469.39	32,180.45	32,200.00	32,200.00	20,658.32	64.2%
772.000	Youth Books & Processing	17,943.21	19,258.16	17,990.02	18,000.00	18,000.00	8,798.21	48.9%
776.000	Periodicals - Adult	4,021.27	4,385.25	4,132.72	4,165.00	4,165.00	3,549.45	85.2%
776.050	Periodicals - Youth	304.95	248.31	172.35	175.00	175.00	236.18	135.0%
778.000	Adult Audio/Visual	13,030.69	12,221.78	12,880.35	13,200.00	13,200.00	7,768.23	58.9%
779.000	Youth Audio/Visual	5,555.34	4,517.07	5,989.36	6,100.00	6,100.00	1,634.05	26.8%
810.000	Capital Outlay - Buildings				1,000.00	1,000.00	-	0.0%
812.000	Capital Outlay - Furnishings		4,431.30	2,760.00	2,000.00	2,000.00	-	0.0%
840.000	Repair & Maintenance - Building	24,991.35	24,277.93	6,627.81	10,000.00	18,000.00	13,027.80	72.4%
840.025	Campbell Maint Contract			17,761.00	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	10,670.00	4,472.52	41.9%
900.000	Programs-Adult	1,165.35	938.82	1,103.44	1,300.00	1,300.00	196.23	15.1%
901.000	Programs-Youth	1,058.44	1,495.30	1,037.96	1,300.00	1,300.00	1,031.73	79.4%
940.000	Phone	3,563.75	2,882.35	4,411.42	4,547.00	4,547.00	2,621.23	57.6%
943.000	DTE - Fuel	6,042.85	4,295.74	5,058.92	5,368.00	5,368.00	3,324.02	61.9%
947.000	DTE - Electric	14,242.50	14,888.34	16,154.99	16,224.00	16,224.00	8,981.71	55.4%
949.000	Ypsilanti Comm Utilities Auth	5,866.47	7,701.07	5,038.27	6,335.00	6,335.00	2,661.14	42.0%
Total		493,186.46	536,932.68	531,307.66	550,750.00	558,750.00	361,549.20	64.7%
Dept 300 Outreach/bookmobile								
702.000	Salaries	63,898.51	68,040.77	70,396.02	73,536.00	73,536.00	44,825.94	61.0%
775.000	Library Materials	4,910.53	4,840.68	5,369.87	5,000.00	5,000.00	2,361.35	47.2%
840.000	Repair & Maintenance	7,878.65	1,011.86	25,924.52	8,100.00	8,100.00	3,865.92	47.7%
901.000	Programs - Youth	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	-		NA
943.000	Fuel	5,005.67	4,083.29	3,821.92	4,325.00	4,325.00	2,904.42	67.2%
Total		81,693.36	77,976.60	105,512.33	90,961.00	90,961.00	53,957.63	59.3%
Dept 400 Outreach/Superior Township								
702.000	Salaries	139,916.37	139,263.56	139,330.94	138,118.00	138,118.00	88,547.91	64.1%
775.000	Library Materials	7,261.02	7,535.09	7,056.64	7,500.00	7,500.00	4,536.85	60.5%
810.000	Cap Outlay Building				2,000.00	2,000.00	-	
810.100	Cap Outlay Improvements				-	-	-	
840.000	Repair & Maintenance	1,339.79	1,394.14	984.38	1,000.00	1,000.00	789.36	78.9%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	571.76	47.6%
900.000	Programs - adult	85.44	517.92	461.29	600.00	600.00	300.94	50.2%
901.000	Programs - Youth	368.05	371.41	758.53	600.00	600.00	354.46	59.1%
940.000	Phone	1,210.67	552.15	1,102.86	1,137.00	1,137.00	655.31	57.6%
943.000	DTE - Fuel	823.52	655.31	694.55	827.00	827.00	639.11	77.3%
947.000	DTE - Electric	853.26	977.56	900.77	958.00	958.00	562.52	58.7%
949.000	Ypsilanti Comm Utilities Auth	72.61	66.13	84.21	87.00	87.00	42.36	48.7%
Total		152,910.89	152,313.43	152,354.33	154,027.00	154,027.00	97,000.58	63.0%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2018
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-2018 BUDGET	FY 17-18 amended Budget	YTD 7/31/18 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	675,540.32	691,546.62	696,324.55	678,345.00	678,345.00	456,240.30	67.3%
702.800	Salaries-Pages	33,889.58	32,316.80	34,074.19	45,400.00	45,400.00	25,660.95	56.5%
771.000	Adult Books	68,623.73	69,598.87	62,753.52	63,000.00	63,000.00	37,023.64	58.8%
771.050	Yoder Memorial	-	-	-	-	-	-	NA
772.000	Youth Books	34,222.08	32,963.64	32,889.61	33,700.00	33,700.00	18,152.62	53.9%
776.000	Periodicals - Adult	6,257.96	3,798.56	5,399.33	5,500.00	5,500.00	5,466.50	99.4%
776.050	Periodicals - Youth	911.20	699.92	847.92	900.00	900.00	851.91	94.7%
778.000	Adult Audio/Visual	25,900.01	26,755.61	26,118.99	27,000.00	27,000.00	13,916.58	51.5%
779.000	Youth Audio/Visual	13,168.93	11,622.47	9,328.01	10,300.00	10,300.00	4,559.77	44.3%
810.000	Cap Outlay Building				1,000.00	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	17,000.00	13,232.49	77.8%
840.025	Campbell Maint Contract			42,979.00	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	21,810.00	9,971.70	45.7%
900.000	Programs - Adult	2,991.36	3,183.25	2,807.60	4,200.00	4,200.00	1,304.92	31.1%
901.000	Programs - Youth	4,606.83	5,284.31	4,705.39	5,200.00	5,200.00	3,198.66	61.5%
903.000	Equipment Maintenance	1,134.75	1,119.16	-	1,500.00	1,500.00	82.98	5.5%
940.000	Phone	6,676.26	5,290.78	8,490.03	9,093.00	9,093.00	5,191.39	57.1%
943.000	DTE - Fuel	32,975.30	25,436.79	26,167.88	31,164.00	31,164.00	22,904.98	73.5%
947.000	DTE - Electric	93,198.24	99,973.15	100,296.77	106,005.00	106,005.00	53,756.03	50.7%
949.000	Ypsilanti Comm Utilities Auth	3,627.25	3,486.22	5,224.80	4,329.00	4,329.00	2,717.08	62.8%
980.000	Professional/Contractual	-	-	-	-	-	-	NA
Total		1,080,789.56	1,084,811.65	1,099,238.91	1,108,425.00	1,108,425.00	706,466.75	63.7%
Dept 600 Donations								
Revenue:								
	Total Donated revenue	68,687.60	59,469.64	56,523.34			54,224.05	NA
Expenditures:								
Total		65,394.81	44,620.51	53,483.34			31,209.88	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			7,520.71	NA
Total Net -- restricted for future		973.26	8,019.57	4,310.83			4,593.29	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	3,823,567.00	2,448,649.84	
Total Expenditures		3,837,405.72	3,703,288.01	3,852,319.36	3,965,417.00	3,982,058.00	2,591,255.35	65.1%
	Net Revenue Over Expenditures	(163,893.46)	78,211.95	(40,529.53)	(166,803.00)	(158,491.00)	(142,605.51)	
	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	2,278,647.02	
Ending Fund Balance		2,239,985.54	2,318,197.49	2,278,647.02	2,111,844.02	2,120,156.02	2,136,041.51	

**Ypsilanti District Library
Balance Sheet
July 31, 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 07/31/18
Assets:						
Cash	1,131,102	856,860	1,225,052	1,232,141	994,885	190,050
Receivables	326,861	602,228	265,327	228,588	475,134	351,697
Total Assets	1,457,963	1,459,088	1,490,379	1,460,729	1,470,019	541,747
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	497,246
Total Liabilities & Fund Balance	1,457,963	1,459,088	1,490,379	1,460,729	1,470,019	541,747

Ypsilanti District Library
Debt Service Fund
Period Ending 7/31/2018 (66.7% of Year)

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	BUDGET 17--18**	YTD 7/31/18 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	260,105	274,779	282,263	269,995	269,051	267,068	47,600	219,468	17.8%
440.000	Ypsilanti Township Tax Levy	1,066,288	1,011,034	1,036,502	1,011,752	1,015,107	1,045,300	278,963	766,337	26.7%
688.000	Interest	1,417	286	192	489	794	500	869	(369)	173.7%
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	327,431	985,437	24.9%
Expenditures										
702.150	Bank Fees	225	263	300	300	50	500	203	297	40.6%
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	1,255,703	35,347	94.6%
Total Revenue Over Expenditures		21,877	(9,659)	31,435	2,661	893	23,568	(928,272)	951,840	
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	507,246	2,095,160	

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

Assets:

Cash
Total Assets

FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FYTD 07/31/18
900,000	900,000	611,746	594,787	417,120	399,522
900,000	900,000	611,746	594,787	417,120	399,522

Liabilities

Fund Balance
Total Liabilities & Fund Balance

-	-	-	-	-	-
900,000	900,000	611,746	594,787	417,120	399,522
900,000	900,000	611,746	594,787	417,120	399,522

Check Register Report

Date: 08/17/2018

Time: 1:45 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
69933	07/11/2018	Printed			A.A.	A.A. TECH., INC.	MA 6/19/18 elevator repairs	205.00
69934	07/11/2018	Printed			ALER	ALERUS FINANCIAL	June 2018 employ contribution	14,076.43
69935	07/11/2018	Printed			AES	ALLIED EAGLE SUPPLY CO	towel/brag box/gloves	694.20
69936	07/11/2018	Printed			LOR	BAKER & TAYLOR	statement 6/30/18	98.62
69937	07/11/2018	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 6/30/18	409.64
69938	07/11/2018	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 6/30/18	62.52
69939	07/11/2018	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 6/30/18	204.50
69940	07/11/2018	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 6/30/18	4,144.67
69941	07/11/2018	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 6/30/18	3,458.49
69942	07/11/2018	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 6/30/18	2,925.07
69943	07/11/2018	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 6/30/18	1,057.42
69944	07/11/2018	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 6/30/18	137.83
69945	07/11/2018	Printed			BAA	BANK OF ANN ARBOR	closing 6/29/18 #4593	243.04
69946	07/11/2018	Printed			BAA	BANK OF ANN ARBOR	closing 6/29/18 #4125	1,558.55
69947	07/11/2018	Printed			BAA	BANK OF ANN ARBOR	closing 6/29/18 #5906	635.71
69948	07/11/2018	Printed			BA	BLACKSTONE PUBLISHING	princess	26.95
69949	07/11/2018	Printed			360	BLUE360 MEDIA	MI penal code 2018 spring	64.25
69950	07/11/2018	Printed			BMILL	BRAIN MONKEYS LLC	8/4/18 Super Slinger MA	150.00
69952	07/11/2018	Printed			CN	CALIFORNIA NEWSREEL	sighte	55.95
69953	07/11/2018	Printed			CDW	CDW GOVERNMENT, INC.	ceiling tv mount	110.87
69954	07/11/2018	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	large-100/mini-800	1,064.45
69955	07/11/2018	Printed			0000000037	CONGDON'S ACE HARDWARE	MA supplies	33.63
69956	07/11/2018	Printed			DTE ENERGY	DTE ENERGY	whit 5/24-6/22/18 fuel/elec	12,318.11
69957	07/11/2018	Printed			DTE ENERGY	DTE ENERGY	MA 5/31-6/28/18 elec/fuel	1,529.36
69958	07/11/2018	Printed			DTE ENERGY	DTE ENERGY	whit-street light june 2018	34.21
69959	07/11/2018	Printed			GORDON	GORDON FOOD SERVICE, INC.	superior supplies	74.72
69960	07/11/2018	Printed			GRNG	GRAINGER	gauge/paint/	148.33
69961	07/11/2018	Printed			0000000051	THE LIBRARY NETWORK	under the radar	97.00
69962	07/11/2018	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 5/29-6/28/18 lease	911.52
69963	07/11/2018	Printed			AFSCME	MICHIGAN AFSCME	deducted 6/14/18	690.55
69964	07/11/2018	Printed			MIDWESTTAR	MIDWEST TAPE	96220984/96180892/96184425	2,811.06
69965	07/11/2018	Printed			MIDWESTTAR	MIDWEST TAPE	hoopla june 2018	3,908.27
69966	07/11/2018	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	july 2018	128.00
69967	07/11/2018	Printed			OCLC	OCLC INC.	due 8/14/18	435.57
69968	07/11/2018	Printed			PATR	PATRON ACCOUNT	return-Automatic millionaire	12.00
69969	07/11/2018	Printed			PRH	PENGUIN RANDOM HOUSE LLC	suicide collectors	20.00
69970	07/11/2018	Printed			PP	PROGRESSIVE PRINTING	Bkm July 2018 schedules	340.00
69971	07/11/2018	Printed			0000000048	RECORDED BOOKS	receiving love	6.95
69972	07/11/2018	Printed			REJIG	REJIQUAR INC.	MA 7/25/18 French Bead Flow LN	300.00
69973	07/11/2018	Printed			00000000300	SCHOLASTIC INC.	MA summer read	260.40
69974	07/11/2018	Printed			SHOW	SHOWCASES	20 CD	296.84
69975	07/11/2018	Printed			STADIUM TR	STADIUM TROPHY	Warren plaque - Mich Ave	20.00
69976	07/11/2018	Printed			STAPAD	STAPLES ADVANTAGE	statement 6/25/18	441.44
69977	07/11/2018	Printed			SML	SWANK MOVIE LICENSING USA	8/1/18-7/31/19 license	1,170.00
69978	07/11/2018	Printed			AMAZ	SYNCB AMAZON	statement 6/10/18	2,153.01
69979	07/11/2018	Printed			TEILA	TEI LANDMARK AUDIO	the last castle	206.15
69980	07/11/2018	Printed			TERM	TERMINIX	Superior 6/18/18 service	87.00
69981	07/11/2018	Printed			TSHML	THE SCHULTZ-HOLMES	lost-ILL Essays	38.00
69982	07/11/2018	Printed			JE	JAMES E. TOLBERT	whit 6/29/18 admin/coffee shop	412.50
69983	07/11/2018	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA July 2018 service	444.77
69984	07/11/2018	Printed			0000000021	Y C U A	MA 5/22-6/21/18 usage	1,679.82
69985	07/20/2018	Printed			A.A.	A.A. TECH., INC.	MA elev repair 7/5/18	205.00
69986	07/20/2018	Printed			0000000025	AFLAC	#15 & 16	208.48
69987	07/20/2018	Printed			AK	AK LAWNCARE	Whit 4 of 8 payments	530.00
69988	07/20/2018	Printed			AES	ALLIED EAGLE SUPPLY CO	liner/latex glove	526.40

Check Register Report

Date: 08/17/2018

Time: 1:45 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
69989	07/20/2018	Printed			BASIC	BASIC	july 2018	55.30
69990	07/20/2018	Printed			BA	BLACKSTONE PUBLISHING	12 rules for life/rebecca	267.50
69991	07/20/2018	Printed			BCN	BLUE CARE NETWORK OF MI	8/1-8/31/18 coverage	36,510.45
69992	07/20/2018	Printed			A15	BP PRODUCTS OF NORTH AMERICA	6/6-7/5/18 billing period	455.55
69993	07/20/2018	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2018 grounds	81.68
69994	07/20/2018	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	June 2018 elec/fuel	97.55
69995	07/20/2018	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 07/29/18	1,530.10
69996	07/20/2018	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	gen servic/60 amp inverter	198.29
69997	07/20/2018	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	5/13-6/30/18 services	3,799.25
69998	07/20/2018	Printed			DCBC	DC BYERS COMPANY	MA caulk/tuckpointing	16,209.00
69999	07/20/2018	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	8/1-8/31/18 coverage	3,092.46
70000	07/20/2018	Printed			DBA	DICK BLICK	whit youth supplies	52.59
70001	07/20/2018	Printed			FIND	FINDAWAY WORLD, LLC	secret garden	19.99
70002	07/20/2018	Printed			GALEGRP	GALE-CENGAGE LEARNING	anatomy of a miracle	143.19
70003	07/20/2018	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	IT server room	427.40
70004	07/20/2018	Printed			HEH	H.E.H. HUMAN ELECTRIC HYBRIDS	7/17/18 ebikes program	100.00
70005	07/20/2018	Printed			AJ	AKILI JACKSON	MCACA noise permit	650.00
70006	07/20/2018	Printed			ERKE	ERIC KEMPE	seed saving 8/4/18	50.00
70007	07/20/2018	Printed			GL	GRAHAM LAPP	MCACA noiswe permit	400.00
70008	07/20/2018	Printed			0000000051	THE LIBRARY NETWORK	telecomm 4/1/18-6/30/18	14,409.75
70009	07/20/2018	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	8/1-8/31/18 coverage	1,637.16
70010	07/20/2018	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Sup 4/29-5/28/18 print	1,214.49
70011	07/20/2018	Printed			MCLS	MIDWEST COLLABORATIVE FOR	7/1/18-6/30/19 membership	250.00
70012	07/20/2018	Printed			MIDWESTTAP	MIDWEST TAPE	96241179/0147/1608/96255759	1,172.55
70013	07/20/2018	Printed			ANMO	ANTHONY MORGAN	MCACA noise permit	650.00
70014	07/20/2018	Printed			CGN	CHARLES NANOS	Xavier audio editing instructi	650.00
70015	07/20/2018	Printed			OV	OVERDRIVE, INC.	17th suspect/calypso	795.91
70016	07/20/2018	Printed			PRH	PENGUIN RANDOM HOUSE LLC	Black panther	267.75
70017	07/20/2018	Printed			SARA	SAKINAN RAHMAN	MCACA teen mentor & emcee	350.00
70018	07/20/2018	Printed			ZARA	ZAKIYYAH RAHMAN	MCACA teen mentor & emcee	350.00
70019	07/20/2018	Printed			0000000300	SCHOLASTIC INC.	outreach summ chall 2018	678.52
70020	07/20/2018	Printed			TECI	TESTING ENGINEERS &	repalcement paving 6/2018	565.00
70021	07/20/2018	Printed			THYSSENKRUPP	THYSSENKRUPP ELEVATOR	Whit repair 5/14/18	979.21
70022	07/20/2018	Printed			TRUMP	TRUMPIA	enterprise plan-year 2	12,000.00
70023	07/20/2018	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	june 2018 placements	662.30
70024	07/20/2018	Printed			VERIZON	VERIZON WIRELESS	6/10-7/9/18 service	494.50
70025	07/31/2018	Printed			ENCH	ENCHANTED FLORIST, INC	6/8/18 150th GALA	500.00
70026	07/31/2018	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 7/13/18	220.21
70027	07/31/2018	Printed			QM	Q+M	Loop-fall 2018 design/layout	1,650.00
70028	07/31/2018	Printed			SAPR	SAFE PROVISIONS	6/48-7/13/18 monitor MA/SUPER	2,080.00
70029	07/31/2018	Printed			0000000322	YPSILANTI COMMUNITY SCHOOLS	field trip reimburse 2018	671.75

Total Checks: 96

Checks Total (excluding void checks):

170,252.65

Total Payments: 96

Bank Total (excluding void checks):

170,252.65

Total Payments: 96

Grand Total (excluding void checks):

170,252.65

Communications

Michigan EARLY CHILDHOOD OUTCOMES

1



Children are born healthy.

2



Children are healthy, thriving, and developmentally on track from birth to third grade.

3



Children are developmentally ready to succeed in school at the time of school entry.

4



Children are prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.

Success by 6 Great Start Collaborative works to improve the early childhood system of programs and services, with a particular emphasis on children with high needs.

Our emphasis is on **system change**. This places a greater focus on working with organizations to address complex problems.

Washtenaw County Poverty Statistics

Nearly 1 in 5 Children are in Poverty
5 Year Averages (2011-2015)



Children Ages 0-5

Poverty by Racial Identity

Children Ages 0-5 Living in Poverty
5 Year Averages (2011-2015)



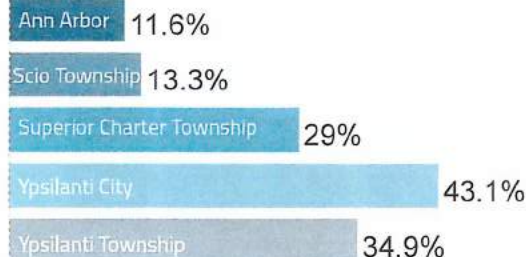
White Children

Black Children

Hispanic Children

Poverty in Individual Locations

Children Ages 0-5 Living in Poverty
5 Year Averages (2012-2016)



1

Children are born healthy.



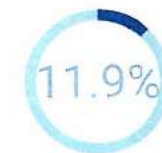
Percentage of Live Births

in Washtenaw County
3 Year Averages (2013-2015)

To women with less than adequate prenatal care



To women who smoked during pregnancy

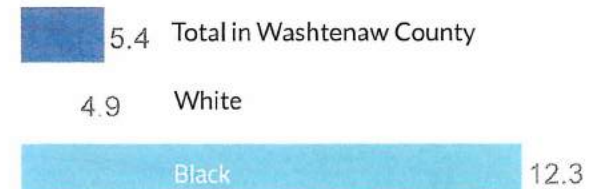


That are preterm (Born <37 weeks)



Infant Mortality Rate

Racially Disaggregated
3 Year Averages (2013-2015)



Infant Mortality Rate per 1,000 Live Births

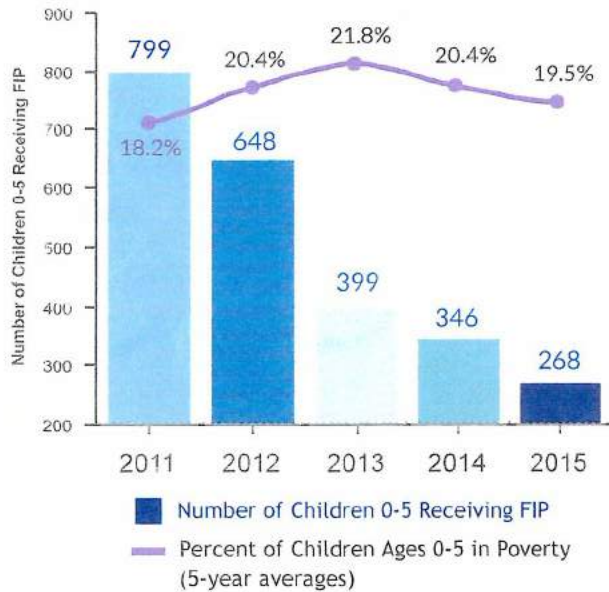
2

Children are healthy, thriving, and developmentally on track from birth to third grade.



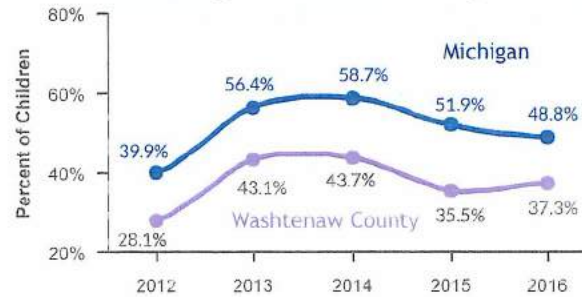
Children Receiving Cash Assistance

vs. Percent of Children in Poverty in Washtenaw County



Children (Ages 0-2) Covered by Medicaid Tested for Lead

Michigan vs. Washtenaw County

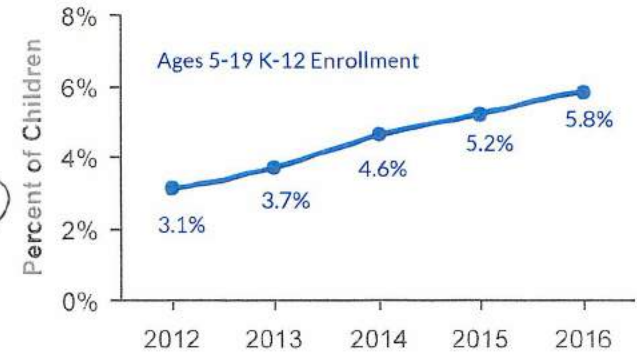


3

Children are developmentally ready to succeed in school at the time of school entry.



Children Receiving English Language Services in Washtenaw County

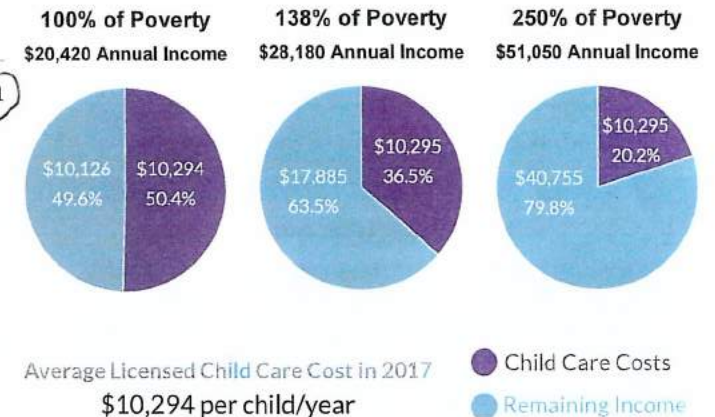


Children (Ages 0-2) Served by Early On Targeted vs. Reached in Washtenaw County



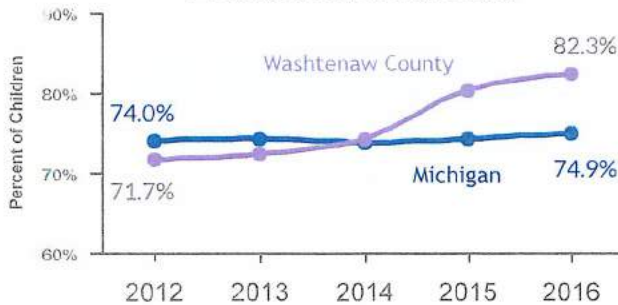
Cost of Licensed Child Care in Washtenaw County (2017)

For 3-person Household, with 1 child

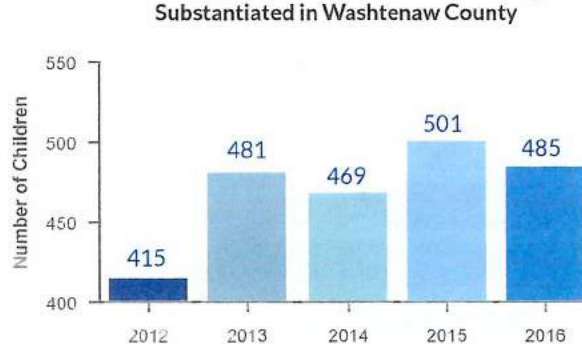


Children (Ages 19-36mo) Immunized

Michigan vs. Washtenaw County



Victims (Ages 0-8) of Abuse & Neglect Substantiated in Washtenaw County



3

Children are developmentally ready to succeed in school at the time of school entry.



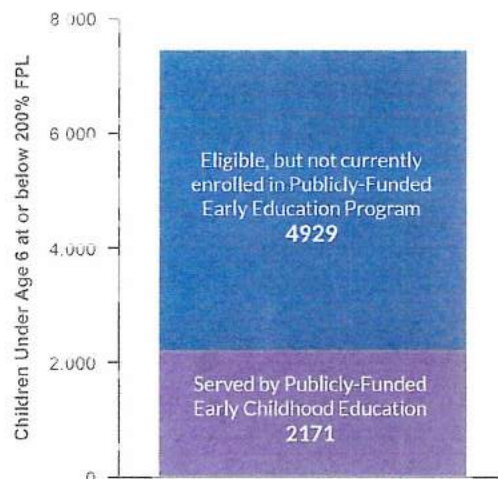
4

Children are prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade.



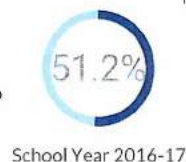
Children in Need of Financial Support for Early Childhood Education in Washtenaw County

14



The number of children represented as eligible for publicly-funded programs is slightly lower than program eligibility. GSRP provides free preschool for 4 year-olds in families at 250% of poverty or below. However, the American Community Survey does not provide data for children at or below 250% of poverty. In addition, depending on their birth date, some of the 5-year-olds will be enrolled in kindergarten. While the data is not complete, it still shows that there is a significant need for publicly-funded early education programs.

Percent of Children in WISD who achieved proficiency in 3rd Grade ELA M-STEP



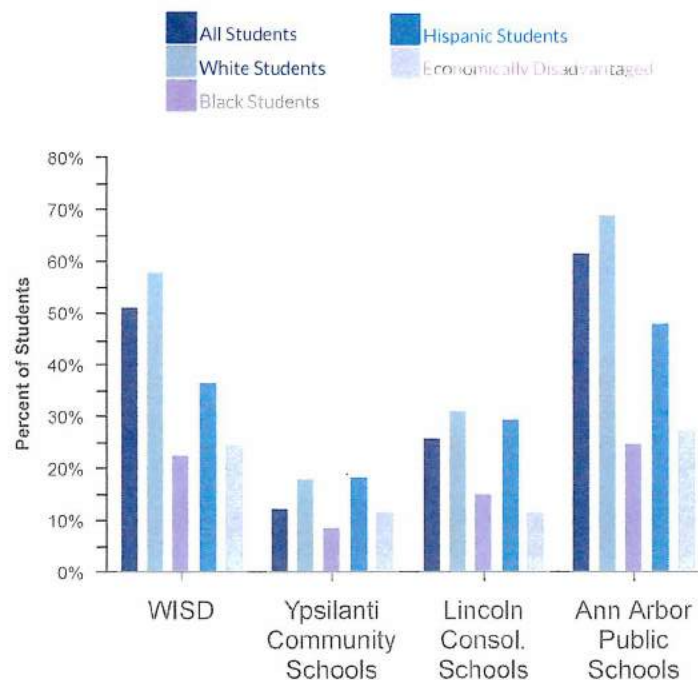
Trend since School Year 2014-15



15

Students Who Achieved Proficiency in 3rd Grade ELA on the M-STEP Test (2016-17) Disaggregated within Washtenaw County

16



SOURCES

- 1: MDE, Office of Great Start, Great Start, Great Investment, Great Future Report. Early Childhood Outcomes. 2013.
- 2, 3, 4: American Community Survey, U.S. Census Bureau, (ACS)
- 5, 6, 7, 9, 11: Michigan DHHS
- 8: Michigan Care Improvement Registry, (MCIR)
- 10: Michigan Early On Data Collection 2012-2017
- 12: MI Department of Education
- 13: Child Care Network
- 14: ACS 2016, Children Served - WISD Early Childhood Department (Head Start, Early Head Start, GSRP and Early On) and SOS Community Services
- 15, 16: Mi School Data, Proficiency Snapshot

ENDNOTES

- 5: Less than adequate prenatal care = care beginning after the first trimester or less than 1 prenatal visit per month of gestation.
- 5: According to the Centers for Disease Control and Prevention, smoking while pregnant poses risks including low birth-weight, pre-term deliveries and heightened risk of infant death.
- 6: Infant mortality = a child who dies before their first birthday.
- 7: FIP = Family Independence Program (cash assistance).
- 10: Early On Michigan offers early intervention services to families with children birth to age three, with developmental delay(s) and/or disabilities.
- 15: ELA M-Step = English Language Arts M-STEP

FOR MORE INFORMATION ABOUT OUR WORK

www.washtenawsuccessby6.org

Committee Reports

Director's
Report
and attachments

Library Director's Report

August 22, 2018

August 7 Primary Election

Ypsilanti Township Precinct 20 voted in the Whittaker Community Room for the first time on August 7th. Poll workers reported a very smooth election, which brought many new visitors to YDL. Staff signed up lots of new card holders, and anecdotally reported on long-time residents making their first visits to the library who were quite impressed. This is the kind of story I love to hear!

Many public libraries in Michigan had millage requests on the August ballot, and a vast majority were successful. You'll find a summary of known results compiled by the Library of Michigan attached. I've spent a good deal of time this month preparing for November, filing the ballot language, preparing our information-only publicity, training staff, and meeting with various community partners to explain the request.

Facilities:

The automatic door mechanism at Michigan Avenue stopped functioning and was replaced on 8/13 for approximately \$1,000.

Personnel:

For the summer months we contracted with Safe Provisions for additional security coverage, since we were unable to find a suitable Part-Time Building Monitor candidate. The summer went very smoothly with this additional support. With the Safe Provisions contract coming to a close we re-posted the position, but were again unsuccessful. We will wait until the millage results are known, then explore ways to make the posting more attractive.

Technology:

- Kudos to Assistant Director Julianne Smith, who set up YDL's brilliant new app, now available in both the iTunes and Google Play stores. It's a terrific way for smartphone users to readily access the library. Check it out!
- The IT department is in contact with Barracuda to further explore pricing and functionality of its Internet filtering product; stay tuned for a report.

Side Notes:

- I spoke to the Rotary Club on 7/23, discussing the Library's 150th anniversary and upcoming millage request.
- On 8/2 about 10 staff attended a second Skype session with John Chrastka to discuss our community engagement efforts to date. We have made some good connections and have a good start!
- Noise Permit on 8/3 was a high-energy success! It was wonderful to see our teens in action. Congratulations to everyone who played a part.
- Lunch, Listen and Learn concluded for 2018 on 8/10. This year's program was the smoothest-running to date due to additional staff and volunteer assistance. The "learn" programs were new this year and very popular. If we get new millage funding we will continue this important but staff-intensive service in 2019 and beyond.
- The Ypsilanti Community Schools Board voted on 8/13 to place a sinking fund millage request on the November ballot for 3 mills for a period of 10 years. The funding would be used for advanced technology and upgrades, school security measures, improvements to infrastructure, and repairs and remodeling of YCS buildings and grounds. This request came unexpectedly but should not be viewed as competition.
- On 8/15 I was invited to attend a meet and greet for Alena Zachery-Ross, the district's new Interim Superintendent. Representatives of YCS' key community partners introduced themselves and described our unique partnerships.
- I've met separately with each of the four new candidates who have filed to run for Board seats in November. Would the Board like me to invite them to introduce themselves briefly at an upcoming meeting?

Michigan Public Library Millage Results 2010 to August 2018

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
7-Aug-18	Alcona County Library	Alcona	0.5	Renewal	2018-2025 (8 years)	passed	2106	1120	2018	operating
7-Aug-18	Allegan District Library	Allegan	0.85	Renewal	2020-2029 (10 Years)	passed	2285	1105	2020	operating
7-Aug-18	Augusta-Ross Twp. District Library	Kalamazoo	.5	Renewal/increase	2018-2027 (10 years)	passed	1152	572	2018	operating
7-Aug-18	Battle Valley District Library	Benzie	.35	Renewal	2019-2023 (5 years)	passed	380	180	2019	operating
7-Aug-18	Capital Area District Library	Ingham	1.56	Renewal	2018-2021 (4 years)	passed	37097	15225	2018	operating
7-Aug-18	Charles A. Ransom District Library	Allegan	bond up to 6.2 million	New	25 years	passed	1524	670	2018	building bond
7-Aug-18	Cheboygan Area Public Library	Cheboygan	.35	New	2018-2027 (10 years)	passed	1898	1213	2018	operating
7-Aug-18	Chippewa River District Library	Isabella	1.75	Renewal	2019-2038 (20 years)	passed	6168	1856	2019	operating
7-Aug-18	Coleman Area Library	Midland	1	Renewal/increase	2019-2028 (10 years)	passed	729	250	2019	operating
7-Aug-18	Colon Township Library	St. Joseph	0.8944	Renewal	2018-2022 (5 years)	passed	345	108	2018	operating
7-Aug-18	Dickinson County Library	Dickinson	0.9	Renewal	2020-2024 (5 years)	passed	3165	1815	2020	operating
7-Aug-18	Dorr Township Library	Allegan	0.798	Renewal/increase	2020-2029 (10 years)	failed	634	1070	2020	operating
7-Aug-18	Dowagiac District Library	Cass	1	New	2018-2038 (20 years)	failed	820	891	2018	Building bond
7-Aug-18	Forsyth Township Public Library	Marquette	.4965	Renewal	2020-2026 (7 years)	passed	795	352	2020	operating
7-Aug-18	Fruitport District Library	Muskegon	.75	New (Fruitport Twp. to Fruitport D.L.) to resume previous .75 millage	2019-2028 (10 years)	failed	1329	1419	2019	operating
7-Aug-18	Galesburg-Charleston Memorial District Library	Kalamazoo	1.3	Renewal/increase	2019-2028 (10 years)	passed	421	297	2019	operating
7-Aug-18	Garden City Public Library	Wayne	0.9811	Renewal	2022-2031 (10 years)	passed	3760	1788	2022	operating
7-Aug-18	Hastings Public Library (Hastings Charter Twp)	Barry	1.6	Renewal/increase	2019-2028 (10 years)	failed	438	451	2019	operating

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
7-Aug-18	Hastings Public Library (Rutland Charter Twp)	Barry	1.6	Renewal/Increase	2019-2028 (10 years)	passed	599	481	2019	operating
7-Aug-18	Hesperia Community Library	Newaygo	.85	Renewal/Increase	2018-2021 (4 years)	passed	649	406	2018	operating
7-Aug-18	Highland Township Public Library	Oakland	0.7127	Renewal/Increase	2019-2028 (10 years)	passed	2576	1558	2019	operating
	Lake County Library									
	Millage (benefits Pathfinder Community Library, Lapeer Area Library, and Chippewa Township Public Library)	Lake	.2492	New (Headlee Override)	2019-2023 (5 years)	passed	1780	546	2019	operating
7-Aug-18	Lapeer District Library	Lapeer	0.42	New	25 Years	failed	6149	7616	2018	building bond
7-Aug-18	Lincoln Township Public Library	Berrien	.1734	New (Headlee Override)	2018-2027 (10 years)	passed	2306	1446	2018	operating
7-Aug-18	Manistee County Library	Manistee	1	Renewal	2018-2023 (6 years)	passed	4115	1540	2018	operating
7-Aug-18	Munising School Public Library	Alger	.2966	Renewal	2019-2024 (6 years)	passed	1348	607	2019	operating
7-Aug-18	Rauchholz Memorial Library	Saginaw	1	New	2018-2027 (10 years)	failed	428	614	2016	building bond
7-Aug-18	Ruth Hughes Memorial District Library	Lapeer	1.1	Renewal/Increase	2019-2028 (10 years)	passed	1348	978	2019	operating
7-Aug-18	Saugatuck-Douglas District Library	Allegan	0.4221	New	25 Years	passed	1337	768	2018	building bond
7-Aug-18	Sanilac District Library	Sanilac	.6250	Renewal/Increase	10 years	passed	665	281	2019	operating
7-Aug-18	Wayne Public Library	Wayne	1	Increase	2019-2028 (10 years)	passed	1907	851	2019	operating
7-Aug-18	West Branch District Library	Ogemaw	0.4	Renewal	2020-2029 (10 Years)	passed	1836	723	2020	operating
7-Aug-18	White Lake Township Library	Oakland	0.3861	Renewal	2018-2025 (8 years)	passed	5074	3484	2018	operating
7-Nov-17	Bath Township (to establish a library)	Clinton	0.68	New	2017-2021 (5 Years)	passed	835	590	2017	operating
7-Nov-17	Crooked Tree District Library (Boyer Valley Twp)	Charlevoix	0.5	Renewal/Increase	2017-2020 (4 Years)	passed	381	194	2017	operating
7-Nov-17	Crooked Tree District Library (Metrose Twp)	Charlevoix	0.5	Renewal/Increase	2017-2020 (4 Years)	passed	454	213	2017	operating
7-Nov-17	Grand Rapids Public Library	Kent	0.3471	Renewal	2018-2037 (20 Years)	passed	14283	5850	2018	operating

YDL Dashboards

YDL Performance Dashboard - July 2018

	Jul-17	Jul-18	% Change from last July	2017	2018 to date
Circulation					
Whittaker Rd.	43,677	40,246	-8%	448,954	260,369
Michigan Ave.	13,405	10,906	-19%	136,735	75,531
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	2,262	1,850	-18%	21,100	10,602
Navigator (**off-road 1/1/17 - 1/23/17**)	1,575	1,878	19%	22,190	11,844
eProducts	4,835	6,353	31%	56,642	40,561
TOTAL	65,754	61,233	-7%	685,621	398,907
Self Check-Items					
Whittaker Rd.	7,505	6,796	-9%	68,347	40,477
Michigan Ave. (system down for two weeks)	2,257	899	-60%	20,259	8,476
TOTAL	9,762	7,695	-21%	88,606	48,953
New Cards					
Whittaker Rd.	265	237	-11%	2,631	1,547
Michigan Ave.	109	119	9%	1,183	706
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	8	23	188%	139	134
Navigator (**off-road 1/1/17 - 1/23/17**)	2	7	250%	108	70
TOTAL	384	386	1%	4,061	2,457
Reference					
Whittaker Rd.	7,628	6,967	-9%	79,377	40,842
Michigan Ave.	5,503	4,977	-10%	56,889	30,723
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	944	780	-17%	9,018	4,631
Navigator (**off-road 1/1/17 - 1/23/17**)	147	232	58%	2,515	1,453
TOTAL	14,222	12,956	-9%	147,799	77,649
Program Attendance					
Whittaker Rd. - Adult	117	269	130%	2,564	1,815
Whittaker Rd. - Youth	2,915	2,923	0%	18,996	11,753
Michigan Ave. - Adult	297	178	-40%	2,573	1,594
Michigan Ave. - Youth	1,655	1,589	-4%	8,092	4,097
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	75	45	-40%	993	331
Navigator (**off-road 1/1/17 - 1/23/17**)	352	987	180%	9,091	6,225
Offsite	543	285	-48%	4,410	2,341
General	0	0	0%	565	550
TOTAL	5,954	6,276	5%	47,284	28,706
Computer Usage - Sessions					
Whittaker Rd.	10,644	4,196	-61%	114,592	47,692
Michigan Ave.	10,889	4,177	-62%	114,432	47,692
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	1,085	473	-56%	11,341	4,897
Wireless	2,257	2,522	12%	25,508	16,409
TOTAL	24,875	11,368	-54%	265,873	116,690
Computer Usage - Hours					
Whittaker Rd.	10,013	3,732	-63%	112,200	49,449
Michigan Ave.	8,738	4,170	-52%	103,781	46,285
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	959	458	-52%	10,332	4,792
TOTAL	19,710	8,360	-58%	226,313	100,526
Door Count					
Whittaker Rd.	21,869	21,277	-3%	238,141	132,839
Michigan Ave.	10,872	11,018	1%	118,983	67,222
Superior (**Closed 1/9/17 - 1/22/17 renovation**)	2,322	2,155	-7%	19,844	11,181
Navigator (**off-road 1/1/17 - 1/23/17**)	613	1,344	119%	14,019	8,186
TOTAL	35,676	35,794	0%	390,987	219,428
MELCAT Interlibrary Loans					
Loaned	998	1,175	18%	12,422	9,092
Borrowed	1,166	1,291	11%	13,751	8,476
Items Added to Collection					
Items Added	1,307	1,004	-23%	15,542	8,523
Ebooks/Eaudio added	683	410	-40%	6,726	3,406
Items Cataloged	354	396	12%	6,280	3,651
Internet Usage					
Website - Overall	120,292	187,697	56%	1,496,475	1,263,065
Facebook,YDL (Total Reach)	744	770	3%	395,430	125,270

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
August 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
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					\$23,828	\$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 Sponsor				\$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				
(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	
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
August 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		\$1,800	
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				\$71,650	\$61,250	
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	\$86,360	\$75,265	
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	\$157,316	\$99,293	\$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

Acquisitions Department/Assistant Director Board Report: August 2018

Say hello to the new YDL app! We are live in both iTunes and Google Play as of August. Patrons who are used to accomplishing life via their smartphones will love this new way to access the library. The app takes all the “do features” of the web site and makes them instantly accessible and fully functional on your phone. You can check your account, place holds, reserve a study room, download eBooks, and much more. The adult services department will be offering new patron training in the library’s “digital downloads” services, which will include the app.



The Washtenaw Reads selection committee has identified the two finalists for the 2019 county-wide read. They are:

“1. *Exit West* by Mohsin Hamid (fiction)

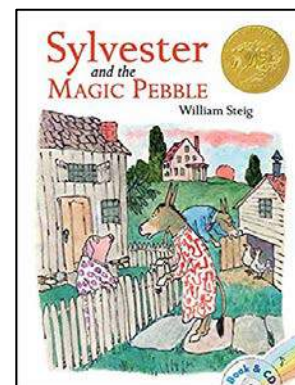
This novel traces the story of a young couple living in the midst of a civil war in a nameless country. As they flee their home country, the tale of their migratory journeys encompasses daily life amidst the global and timeless realities of those seeking refuge from a variety of hardships.”

2. *Reading with Patrick* by Michelle Kuo (nonfiction)

Michelle Kuo recounts her time teaching in a poor Arkansas town in the Mississippi Delta and how she was drawn back following law school to devote herself to furthering the education of one of her former students who has landed in prison. The author is the daughter of immigrants from Taiwan who settled in Kalamazoo.”

Thanks are due to Sarah Zawacki, Acquisitions, for serving on the selection committee and to Victor Liu, Dean Emeritus of the WCC Bailey Library, for serving as YDL’s “celebrity reader.” Stay tuned to hear about the winning title!

I have been working intensely on two exhibits and related programming to support the themes. The first to go up will be an in-house creation in celebration of Banned Books Week (September 23-29, 2018). Designed to educate visitors about the dangers of censorship and the role that libraries play in protecting intellectual freedom, patrons can expect to learn about challenges to books both past and present, the reasons cited for removal, and share their thoughts about these books and the freedom to choose what to read. Be sure to stop in and find out why the beloved *Sylvester* took a hit in 1977. Thanks to John Connaghan for helping me put this together!



The second exhibit will be arriving in January 2019. This NEH exhibit is called **The Power of Children** and “shares the remarkable stories of Anne Frank, Ruby Bridges, and Ryan White, and how they used the power of words, voice, and action to make a positive difference in our world. Focusing on how individuals faced these issues and highlighting the impact of each child, the exhibition shows how – even in the face of overwhelming circumstances – a single person can make a positive difference.” Thanks to Jodi for helping me organize an array of humanities programs that are youth-centered and driven. Stay tuned for details about some big events and community collaborations.

The monthly statistics for Acquisitions are:

- The collection budget is 72% encumbered;
- 396 items were cataloged;
- 1,414 items were added to the collection, including 410 e-items;
- YDL borrowed 1,291 items from other libraries via Melcat;
- YDL loaned 1,175 items to other libraries via Melcat.

Submitted by Julianne Smith, August 16, 2018

Communications & Development

Monthly report: August 2018

Promotions

- **The Fall issue of The Loop** is set to be released September 1. It has been expanded to 12 pages and includes an informational segment about the YDL millage ask and an election guide in partnership with the League of Women Voters that informs people how to register to vote and how to find out what is on their ballot.
- **Educational materials about the Millage** are planned and will be publicly available as of the 150th birthday party event on September 8. Materials will include posters to hang at each location, two one-pagers, and a bookmark. The YDL website has been updated with millage information and a FAQ.
- A new round of **promotion for TALK: Text and Learn for Kindergarten** will launch in early September, including two billboards, bus advertisements, Instagram ads, and an updated landing page on the website that we hope will result in more sign ups. Staff will also be visiting partners and schools to promote the program in the back to school season.

Programming

- We have selected 10 speakers for **TEDxYDL**, and are working to update the website and send a press release announcing the speakers. This year's theme is "mobility" and our topics include automated vehicles, dance, living with disability, migratory birds, and more. The event is on September 27 and will be followed by a reception.
- The Communications Department is supporting plans for the 150th anniversary with historical displays and a brochure.

Community Partnerships

- YDL wrote a letter of support for **EMU's Place and Identity Symposium**, which will come to campus in January. They are working to bring one of their guest artists to YDL.
- **The League of Women Voters'** high school poster contest winners will be on display at YDL-Whittaker and YDL-Michigan in October, encouraging people to vote!

Submitted by Gillian Ream Gainsley on August 17, 2018



Customer Services

Monthly report: August 2018

Unique Management Systems Update

In July 2018 UMS recovered the following:

Materials Returned: \$1,707.12

Dollars Received: \$1,863.90

Since YDL began using UMS we have recovered the following:

Materials Returned: \$138,117.87

Dollars Received: \$87,536.02

Exhibits

The American Institute of Architects Huron Valley Chapter is exhibiting its honor award winners at YDL through the end of August.

Facilities Department

Board Report: August 2018

The Facilities Department is always busy with the daily operations of the department. Along with the Lunch & Listen program set-up and tear down to accommodate other functions in the program rooms at Whittaker Road and Michigan Ave made it a little extra hectic the last couple months.

Michigan Ave:

The fountain is back up and running after a replacement pump was installed.



We used the new trailer to haul the stage and tents over to Michigan Ave for the First Friday's program set up. After setting up the stage and tents, we loaded up the trailer with boxes of withdrawn books being sent to Better World Books. Loaded up stage and tents after program was over to store at Whittaker Road until next time they are needed.



Repairs were needed after someone tore the door off to the Little Library out front at the Michigan Ave facility. Replaced the hinge, fresh coat of paint on the door. Good as new!



The front door actuator that opens the door for handicap patrons failed. Howlett Door came out to repair and is working properly now. The simulated river through the plaza was curling up along the rubber edges causing a possible trip hazard. Ron had a good idea of cutting sections out and replacing it with self-leveling cement, and it worked out great. Looks like a good solution until we can figure out a more permanent fix.

Whittaker Road:

Collected all the withdrawn books that were boxed up and palletized them. Better World Books are going to pick up the three pallets full we have ready for them.



Carpets, and chairs have been cleaned after the Lunch and Listen in the program rooms at Whittaker Road and Michigan Ave.

Fire alarms, and fire suppression systems were tested at Whittaker Road and Michigan Ave. All is working properly. Fire extinguishers will be serviced soon as part of our yearly testing.

Submitted by: Jim Reed, August 16, 2018

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 2018

Status Report

- Printer Lease Renewal- I'm evaluating options for our multifunction printer lease that is set to expire this fall. Overall our current units have performed well and been serviced at a satisfactory level, I anticipate a simple equipment refresh/renewal.
- Patron Management System –We will be working to address any additional configuration issues in the coming months. We have been working to improve on some reporting issues as well.
- 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.
- 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: August 2018

Featured Programs:

Summer has ended with a bang. Noise Permit was wonderful with multiple performers and a full Library Plaza. This year young entrepreneurs sold their homemade goods. Colleen O'Brien, who ran Ozone House's drop-in center for many years has retired from OH this year. Anthony Delaine (ADB) created a nice video commemoration for her years with OH that was played. Kelly did a great job putting Noise Permit together.

Our fifth year of feeding hungry youth during the summer was once again successful. We served 528 snacks, 906 lunches, and 320 youth attended programs around lunches. This was made possible due to Food Gatherers who provided lunches and Yazaki Corporation, who showed up every day to serve lunches. I believe I can speak for all youth staff that the volunteer help made it much easier to add learning programs after lunches. Mentor to Youth joined with us to add additional STEM activities to Pat's Bubblemania program making the event much richer in activities with 50 youth in attendance. About 30 Michigan Ave youth were able to attend a Detroit Tigers game thanks to Jenny soliciting tickets.

Kim and I have been teaching a 6-week LINGO Android class which has had 5-8 people in it each week. This is the first LINGO class being taught by Michigan Avenue staff. The French beaded flower program was very well-received and teacher, Sylvus Tarn, will be doing a monthly bead working program for senior patrons by their request. We are also pleased to have 826MI conducting free tutoring for ages 8-18 in the fall.

Outreach

Pat and Kristel attended a Washtenaw Success by Six community input session. Pat shared a handout about low educational levels, high infant mortality rates, and the level of economic disadvantage related to the youth in our district. Pat is exploring a training that they offer about resiliency in youth who have suffered trauma. Shoshanna has been working with the League of Women Voters, Riverside Arts and other organizations to plan forums for Ypsilanti candidates in the November election.

Building and Tech

Jim and Ron have fixed the torn up spots in the blue Library Plaza "river". Some of our stickier bathroom locks have been fixed by the locksmith. Most of the issues we were having with our Envisionware kiosk have now been fixed thanks to Scott and Shane, and patrons are getting more comfortable using the new system.

Joy Cichewicz,
August 17, 2018



Outreach Services Board Report:

August 2018

Staff News

- Psyche Jetton is nearing the end of her temporary librarian assignment in Outreach. It has been hugely helpful to have an extra librarian on hand this summer to help with storytimes, programs, events, and desk staffing.
- Ginger Derrow is participating in the planning committee for the September 8 library Birthday Bash.

Bookmobile News

- We finished up our summer visits to local camps, summer schools, and daycares. Many of our sites had enrolled in our Gold Star Partners Program, which meant they participated in our Summer Challenge, read daily, and received prizes. To the right is an enthusiastic reader at Bottles & Backpacks, one of our weekly visit sites.
- The bookmobile went to a couple of special events – a Classic Car Show at Gene Butman Ford and a Health Fair at Packard Health.



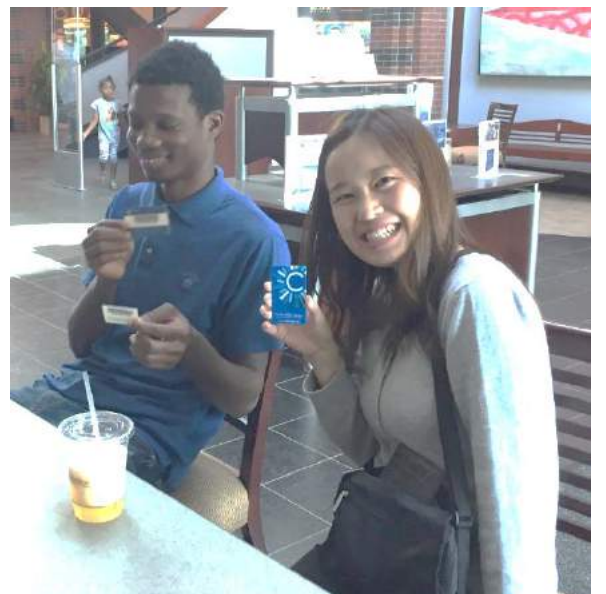
Superior News

- Ginger conducted the Superior Playgroup & Storytime, taking over from Stacey.
- Liz did a stamp making program. Attendance was much higher than expected, and everyone's stamps turned out great.
- 826michigan offered three special writing programs for our users – a two-part Graphic Memoir workshop & a one-time Writing Roblox workshop.
- Stacey finished up the summer round of Tween Reading Circle. Participants loved the book and got through it much faster than anticipated. During one of their sessions, they painted kindness rocks and left them for people to find (pictured at right). They are excited to start back up in the fall.



Learning Never Gets Old News

- We delivered new large print books to Gilbert Residence and the Village at St. Joseph.
- We continue the walking group twice per month and Senior Advisory Board once per month.
- Brigitte & Mary hosted a LINGO Tech Time Class: Music for Mobile Devices. We had a full house and helped attendees understand different options for listening to music on their phones and tablets.



Outreach News

- I conducted a library tour for students in the WCC Adult Pathways English as a Second Language program. It was the first library visit for most students, and three of them got library cards for the first time (pictured on page one, bottom right).
- Stacey did a Tuesday storytime session at the Farmer's Market.
- Ginger did a storytime at the Farmer's Market (pictured to the right).
- Ginger and I conducted a pop-up storytime at Lakeside Park. We used the Flex & trailer to bring the book trike along. It was a big hit!
- We have awarded prizes and picked up books at most of our Gold Star Partner sites. Sites tracked daily reading activity on posters we provided (pictured bottom right). Stacey is working on a survey to get feedback from site coordinators.

Submitted by Mary Garboden, August 15, 2018



Whittaker Road-Adult Services Board Report: August 2018

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings 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 (18 classes scheduled)
- Novel Relationships (Great American Read Grant Program)

August is a light programming month. Our monthly programs that meet year round continue, while others come back in September. We are offering our first of two Great American Read programs, featuring three local romance novelists who will discuss their works in relation to the Great American Read. The grant will pay for speaker honorariums, light refreshments, and a Great American Read title to raffle off at the program. It should be a fun event! Voting is open now at www.pbs.org/the-great-american-read/vote/. The big push will be this fall when the PBS TV series begins on September 11th. We'll be promoting this at the YDL Birthday Bash on September 8th. We have books on display upstairs now at Whit and a poster with all of the book jackets to help you decide which books to vote for. Voting can be done using a hashtag or via email; there will be phone voting this fall (One hundred 1-800 numbers, one for each book!)

Great American
Read poster/display.
Have you voted yet?



Thanks to Sheila and the rest of the Summer Challenge Workgroup for a smooth and successful Summer Challenge this year. They prepared us well!

Paula is working on this year's TEDx YTDL event, to be held at Riverside Arts Center on Thursday, September 27. We have a great lineup of speakers! You'll find everything you need to know about this event at <http://tedxydl.com/>. Watch for the ticket announcement in early September.

All Staff are involved in workgroup assignments that come and go as the groups meet. All staff will be attending a staff millage information session later this month; Sheila will also be doing a Program Proposal Work Group Presentation to the YDL Board at their August meeting. Paula is on the community engagement team and will participate as a community representative on the Ypsilanti Township Master Plan Steering Committee which begins work later this month.

Submitted by Paula Drummond August 15, 2018

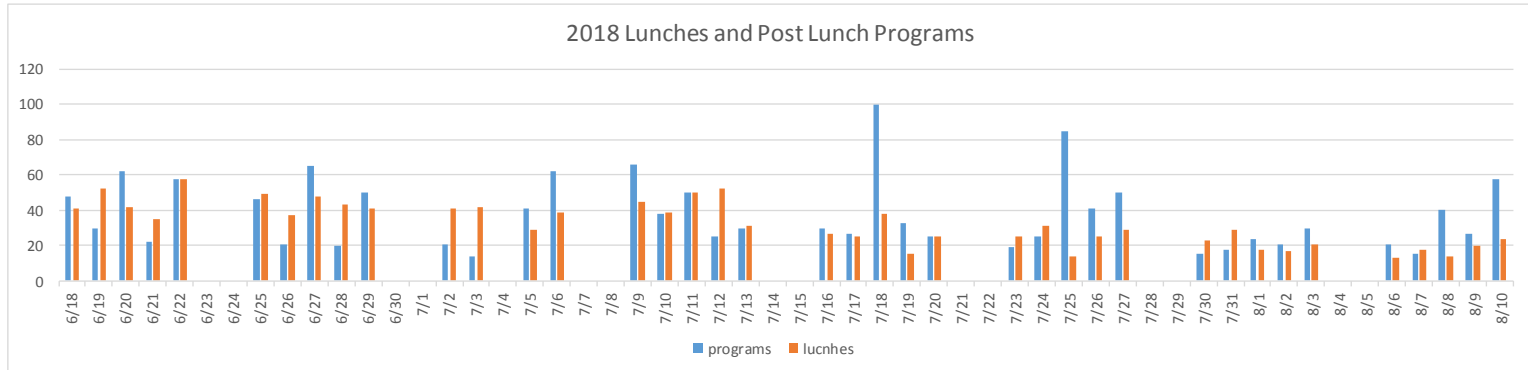
Whittaker Youth Services Board Report August 2018

Little Ones

- 1,083 parents and children attended 30 storytimes in July.
- Youth staff have read aloud to kids at the Tuesday and Saturday Farmer's Markets and at Sycamore Meadows this month. Two more pop up storytimes are planned for the month.

Kids

- We served 1,265 lunches, down 250 from 2017. Attendance dropped the second half of the summer. Over the 8 weeks, we served an average of 32 lunches per day.
- 1,536 people attended post-lunch learning programs over the summer.



- We had a great experience partnering with EMU's Family Writing Center. Two volunteers, Aaron and Sonia, came each Tuesday with a different activity. The second half of the summer kids wrote a lot of poetry and made marbleized paper and collages to display their writing. Workshops averaged 24 participants.
- Library Lab's STEM activities on Wednesdays remained the most popular and averaged about 61 people per session. The second half of the summer we had the Leslie Science Center present birds of prey, a coding scavenger hunt, and our intern Molly prepared sound science stations that included instrument-making activities.
- Molly's Garden Gatherings on Thursdays average 29 participants. The second half of the summer, MSU extension taught how to make smoothies, kids took a nature walk behind the library and made bracelets with flowers and leaves they found, and they made hummus and vegetable wraps. On the final day, everyone got to pick a cucumber from the garden and they turned them into refrigerator pickles! We appreciated being able to engage parents and grandparents in the cooking process so kids had hands-on experiences with measuring and chopping vegetables.
- Fitness Fridays averaged 45 participants. The second half of the summer kids jumped rope with Kristel at retro recess, painted the library windows with Liz, worked out with a Zumba Kids instructor, and played running games with the YMCA.



Teens

- Thank you for inviting TAG members to speak at last month's board meeting!
- 2 YDL-Whittaker TAG members performed at Noise Permit, continuing our effort to have more cross-location interactions between youth.
- The Anime Club will be celebrating its 15th anniversary this month. Meetings have attracted about 10-12 students each month over the past year.

Summer Challenge

2,319 youth (ages 0-18) have signed up for the Summer Challenge at all locations and 1,079 have earned a free book (47%). Youth have logged 14,690 books to date!

Other News

- The Youth Department was a site for the Children's Literacy Network's social media reading advocacy campaign. They made a short video of parents and kids reading The Itsy Bitsy Spider and talking about the importance of reading to kids.
- Kristel and Pat represented YDL at a county wide early childhood strategic planning meeting. Liz and I will attend a similar meeting next week about youth voice in the county.
- Kristel and I met with Lisa and Gillian to keep moving forward with TALK.
- Molly and I met with the program proposal committee to set dates for action steps to fulfill the strategic plan.



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/16/18
Re: Consideration of a Children in the Library Policy

Back in January, attorney Anne Seurnynck reviewed the YDL Patron Behavior Policy. She provided a boilerplate draft policy that included a lengthy section on Children in the Library. Because YDL has a separate Youth Safety Policy, I held that portion aside until the Behavior Policy was approved, then asked Department Heads Jodi Krahne, Joy Cichewicz, and Mary Garboden to compare it to our policy (last revised in 8/04) and determine whether a revision was needed.

Attached is a draft Children in the Library Policy as well as the existing Youth Safety Policy we propose it replace. You will notice that the ages mentioned in the policy have changed. The Department Heads recommend changing the age a child be allowed in the library unattended to 8 rather than 10. They also recommend the age at which a child can be left alone in Youth areas be increased from 3 to 5. I support both of these recommendations. Third graders (8 years old) frequently walk to Michigan Avenue and Superior on their own or with siblings.

The new policy has been reviewed and recommended for approval by the Policy Committee.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-17

August 22, 2018

RESOLUTION TO REPLACE POLICY B4: YOUTH SAFETY POLICY WITH A NEW
CHILDREN IN THE LIBRARY POLICY

Whereas, the Ypsilanti District Library has a Youth Safety Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Youth Safety Policy was last revised in August, 2004, and

Whereas, following legal review, a new Children in the Library Policy to ensure a safe and welcoming environment as well as a positive library experience for children was presented to the Board Policy Committee to take the place of the Youth Safety Policy, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

B4

Children in the Library Policy

DRAFT 7/31/2018 (replaces “Youth Safety Policy”)

The Ypsilanti District Library Board and Staff welcome and encourage children and their families to use the Library at all times. Although no public place can guarantee the safety of children, the Library strives to maintain an environment that is inviting to and respectful of young people’s needs, from infancy through the teen years.* Areas specifically designated to serve the needs of youth and families are provided at each location, with appropriately designed furnishings, equipment, collections, and programs.

A. Rules and Regulations Regarding Children:

1. A “Child” means a minor under the age of 18.
2. All patrons, including children, are expected to comply with the Library’s policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
3. Parents, guardians and caregivers are responsible for the behavior, supervision, and safety of their children regardless of age while in the Library or on Library property. Library staff will not be expected to supervise or monitor children’s behavior.
4. Children under the age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 16 years old) shall remain in the Library at all times. If a child under the age of 8 is attending a Library sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, due to disability or any other special circumstance, require supervision, assistance, or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 5 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 5 and under may not be left in the Youth Services Department alone.
7. Children between the ages of 8 and 17 years should not be left unattended for an unreasonable length of time. The “reasonable” duration will be determined based on the maturity of the child and the child’s ability to demonstrate appropriate public behavior.
8. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.
9. All unattended children must be picked up by closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
10. Children over 8 years of age must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library

policy not to come immediately and pick up your unattended child if the Library calls.

B. Contact of Parent or Guardian. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.

C. Unattended Children at Closing. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child under any circumstances. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy. If unattended minor children remain fifteen minutes after library closing, staff will call the law enforcement agency with jurisdiction and the child will be turned over to the custody of the law enforcement agency for his/her safety.

** To ensure a welcoming environment for children and families, Adults in the Youth areas not using youth materials or not directly supervising children may be asked by library staff to relocate to another area of the library.*

B4

YOUTH SAFETY POLICY

Approved: 06/27/2002 (replaces “Unattended Child Policy”)

Revised by the Ypsilanti District Library Board 08/26/2004

Rationale:

While the Ypsilanti District Library welcomes young patrons and families to use its resources and facilities, the safety of children left alone in our public library buildings is a concern of the Library Board and the Library staff. Unfortunately, no public place can guarantee the safety of children and the ultimate responsibility for child safety rests with the child’s parent or guardian. Therefore, YDL has adopted the following guidelines regarding children in library facilities:

1. Children under the age of 10 may not be left unattended in the library.
2. All children should know or have in their possession emergency contact information.
3. Children between the ages of 10 and 17 years of age should not be left unattended for an unreasonable length of time. The “reasonable” duration will be determined based on the maturity of the child, and the ability of the child to demonstrate knowledge of appropriate public behavior.
4. Care providers for those children under the age of 10 must be at least 16 years of age and must directly supervise their charges at all times. Care providers may be a parent, legal guardian or other assigned by the parent or legal guardian.
5. Those responsible for minors should know that unattended minors between the ages of 10 and 17 years of age who do not abide by library rules will be asked to leave the library. If staff is unable to contact a parent or guardian for transportation from the facility, either the police or the sheriff will be called.
6. If unattended minor children remain fifteen (15) minutes after library closing, staff will call the law enforcement agency with jurisdiction (Sheriff’s Department or the Police Department.) The minor child will be turned over to the custody of the law enforcement agency for his/her safety.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/16/18
Re: Discussion of possible restrictions on computer use

YDL Patrons who have fines and fees over \$10 are blocked from checking out additional items until their fines are paid down.

At many libraries, patrons who have excessive fines and fees are blocked from using library computers as well. This was the case at both of my previous libraries.

I'm told that in the past YDL staff and administration have debated many times whether we should also do this. A threshold of \$100 was settled upon, but SAM and Horizon were not compatible in this area, and could not accommodate it. Now that we are using Envisionware, this option has become available to us, and some staff would like to use it.

Things have changed in libraries in the last decade. More people are using their own mobile devices rather than the library's wired computers. Our computers are therefore not as busy as they used to be. At the same time, the library plays much more of a role bridging the digital divide for the disadvantaged in the community. If we block the patrons who cannot afford to pay, are we also blocking their ability to better themselves and improve that situation?

There is no actual borrowing happening and no risk of losing additional materials, so what is the harm? How much of our inevitable losses do we want to recoup? With Unique losing some of its "teeth" through legislative changes, this is another mechanism for encouraging people to return items or pay for their replacement.

It is a question of accountability, but also of economics. If someone has their own laptop they can use our wireless to use the Internet whether they have fines or not. What is fair? I'd like to hear your views; this should be an interesting conversation.

If the Board decides this should be enforced, I will find an appropriate area in our existing policies to add it and bring it back for a vote at the next meeting.