

# Board of Trustees

2019 Information Packet



Wednesday  
May 22, 2019  
6:30pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, May 22, 2019 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of D-SIP project intern</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from April 17, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. April 2019 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Negotiating Committee	<input type="checkbox"/>	<input type="checkbox"/>	
H. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Director's Report</b>			
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"/>		
<b>New Business</b>			
A. MCACA Grant Applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Budget Amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Discussion of possible make – up Debt levy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Discussion of Naming policy preferences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

**Ypsilanti District Library  
Board of Trustees  
Minutes, April 17, 2019 (Unapproved)**

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: Brian Steimel, Kay Williams, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper and Jean Winborn (6:32 p.m.)

Trustees Absent: Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: Steimel, Williams, Winborn, Cooper, Kennedy and Maddix

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Introduction of new staff:** Director Lisa Hoenig introduced Shania Zwalesky, Part-Time Customer Services Clerk II at our Michigan Avenue location. She started with YDL as a Page on 2/29/16 and started working in her new position April 2, 2019. She also introduced Larry King Jr., Full-Time Building Monitor/Custodian. Larry also started April 2, 2019.

**Presentation: 2018 Annual Report, Gillian Gainsley**

We will be sending out the annual report as a mailing to all of our donors. The theme is around our 150<sup>th</sup> Anniversary which was the big highlight of 2018.

**CONSENT AGENDA**

Trustee Maddix moved to approve the consent agenda (March 27, 2019 Meeting minutes, and March 2019 Financials and Check Register) Trustee Williams supported this motion.

Vote: Ayes: Steimel, Williams, Winborn, Maddix, Kennedy and Cooper

Nays: None

Motion passed.

**COMMITTEE REPORTS**

- Policy Committee Report:
  - Met on the 10<sup>th</sup> of April, the results are in the packet.
  - Committee elected a new chair person, Bethany Kennedy
- Superior Township Planning:
  - I assume that the zoning ordinance was approved yesterday. I will find out for sure from Ken Schwartz, when I see him tomorrow at the meeting that we have with the road

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commission. WSP has at least completed traffic counts, so we hope we have some data to take with us regarding the traffic on the road, if not the whole report.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Thank you to those of you who were able to attend our volunteer appreciation lunch.
- We met with KRM briefly to talk about the space utilization study at Michigan Ave. We talked about the in- service day plans and we have now scheduled two community input sessions. They will be on a Tuesday and Wednesday evening, June 18 and 19<sup>th</sup>. It will be a drop in sort of thing but lots of opportunity for people to give input.
- We have three staff members who are at intensive MOM Power training this week, which is an initiative we are excited to be part of. It's a grant funded program. Mary, Pat and Kristen are there for three days.
- It's the quarterly time to talk about TALK. Gillian and I met with the Library of Michigan a couple of weeks ago and talked about the possibility of sustaining this program as a state wide service later. They were quite interested. It was a positive sounding meeting and we hope that TALK will live on after our grant is over.

**NEW BUSINESS**

**A. FOIA Policy revision**

(Attached)

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

**B. A Wi-Fi Access Policy revision**

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2019-13**

April 17, 2019

**RESOLUTION TO REVISE POLICY B5: WI-FI ACCESS POLICY**

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Whereas, the Ypsilanti District Library has a Wi-Fi Access Policy which sets forth guidelines and outlines expectations for patrons using the Library's free wireless Internet access, and

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

Whereas, the Wi-Fi Access Policy was last revised in January, 2006, and

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Whereas, the Board Policy Committee presented a revision to update the policy to reflect the addition of wireless printing service, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Wi-Fi Access Policy is approved.

OFFERED BY: Kay Williams

SUPPORTED BY: Kristy Cooper

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

C. Materials Selection Policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-14

April 17, 2019

RESOLUTION TO REVISE POLICY B1: MATERIALS SELECTION POLICY

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Whereas, the Ypsilanti District Library has a Materials Selection Policy which defines the values and collection building process which contribute to YDL's successful implementation of its mission, and

Whereas, the policy provides guidelines for both acquisition and weeding of materials, and the formal framework within which to address challenged materials, and

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

Whereas, the Materials Selection Policy was last revised in December, 2004, and

Whereas, a committee of Ypsilanti District Library staff reviewed the policy and recommended a number of updates, and

Whereas, the Board Policy Committee reviewed the recommendation and has presented a final draft for consideration by the Board as a whole, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Materials Selection Policy is approved.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

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- D. Consideration of a proposal to hire a Fundraising Consultant for the Superior capital campaign

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-15

April 17, 2019

RESOLUTION TO CONTRACT WITH MARGARET COLE FOR DEVELOPMENT  
CONSULTANCY SERVICES FOR THE SUPERIOR CAPITAL CAMPAIGN

Whereas, a permanent library facility in Superior Township has been a long-standing goal of the Ypsilanti District Library, and

Whereas, voters approved a 2018 millage request to fund library operations and allow YDL to build a new Superior facility with fund balance, and

Whereas, construction costs have skyrocketed while plans for the building have grown, and

Whereas, YDL wishes to embark on a capital campaign to augment the fund balance allocation and build the new library residents want, need and deserve, and

Whereas, fundraising consultants bring experience in developing successful strategies for such campaigns, and

Whereas, Margaret "Peggy" Cole prepared a proposal for a fundraising consultancy to help raise \$1.5M in support of the construction project, and

Whereas, YDL staff contacted Ms. Cole's references and believe she brings the necessary expertise and qualifications to the project, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD accepts the proposal of Margaret Cole for development consultancy services for the Superior capital campaign for an amount not-to-exceed \$22,000. It will come from the Superior Construction Project budget.

Trustee Jean Winborn moved to amend the resolution to include "it will come from the Superior Construction Project budget".

Vote: Ayes: Williams, Steimel, Winborn, Maddix, Kennedy and Cooper

Nays: None

Motion passed.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

Resolution is approved as amended.

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**BOARD MEMBER COMMENTS**

Trustee	Comment
Kay	No comment
Kristy	I didn't have coffee today, I'm sorry
Patricia	Absent
Jean	I have a comment. I missed last month's meeting and I want to say why. I'm on the board of Fred R. Williams's Genealogy Society. It's the one and only African American genealogy board. I'm also on the Washtenaw Genealogy board. We had a three year project that we did with New Detroit. It was absolutely wonderful, we finished it. We worked with New Detroit and helped people do their genealogy. We sat one on one with them. Also, it was surrounding racial healing. When we finished we had wonderful story tellers. It was just fantastic. At the end Ancestry gave everybody a DNA kit. It was a very nice program and we have done it over a period of three years. What they do is go in the community and talk to people about their stories of racial healing. So that's why I missed last month, because it was the end of our project.
Theresa	I, on May 3 <sup>rd</sup> will be going to the MLA event that they are having in Ann Arbor. I just wanted to do an advertisement for it. I will bring back any materials they have. It is called, "Library Hospitality More than just Customer Service". In the afternoon Emily Puckett Rodgers from the U of M library is going to do a session on, "Understanding and Designing Welcoming and Inclusive Spaces". She is someone that I have had the good fortune to work with before. The team that I work for my day job has used a lot of what that team did in creating personas in some of our own work in developing websites. It looks like that will be a really fantastic program.
Bethany	No comment
Brian	I don't know if any of you get CNET, it's an online magazine promoting IT things. If you look through it in the past two weeks they have been promoting libraries strongly. I have seen two articles on there. The one most recently was hysterical. It was how to get things you'll buy on Amazon for free from your library. I thought wow this is kind of cool. The way I caught onto that, I get them and glance often and don't pay attention but some of the IT guys were like "wait a minute this is about libraries". It's just kind of interesting to see the scope of libraries definitely being promoted by IT.

**Adjournment**

Trustee Kennedy moved to adjourn at 7:39 p.m. Trustee Maddix seconded this motion.

Vote: Ayes: Steimel, Williams, Winborn, Maddix, Cooper, and Kennedy

Nays: None

Motion passed.



**YPSILANTI DISTRICT LIBRARY  
RESOLUTION NO. 2019-12**

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,  
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Ypsilanti District Library ("Library"), Washtenaw County, Michigan, held at the Library on the 17th day of April, 2019 at 6:30 p.m.

PRESENT: Brian Steimel, Kay Williams, Theresa M. Maddix,  
Bethany Kennedy, Kristy Cooper, Jean Winborn

ABSENT: Patricia Horne McGee.

The following Resolution was offered by Bethany Kennedy and seconded by Kay Williams.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a Detailed Itemization;

WHEREAS, pursuant to 2018 PA 523 ("Act 523"), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to approve amendments to the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Ypsilanti District Library, Washtenaw County, resolves as follows:

1. The Library hereby adopts and approves the amended Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.
2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).
3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.
4. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.
5. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: 6

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Ypsilanti District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 17<sup>th</sup> day of April, 2019, 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, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

Library Board Secretary

# Financial Report

# Check Register Report

Date: 05/17/2019

Time: 10:00 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
70900	04/09/2019	Printed			ALER	ALERUS FINANCIAL	YDL contrib 3/2019	16,638.28
70901	04/09/2019	Printed			LOR	BAKER & TAYLOR	statement 03/31/19	29.80
70902	04/09/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 03/31/19	46.66
70903	04/09/2019	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 03/31/19	226.36
70904	04/09/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 03/31/19	48.21
70905	04/09/2019	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 03/31/19	13.16
70906	04/09/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 03/31/19	1,963.39
70907	04/09/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 03/31/19	2,870.62
70908	04/09/2019	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 03/31/19	5.99
70909	04/09/2019	Printed			BA	BLACKSTONE PUBLISHING	run away/American agent	69.88
70910	04/09/2019	Printed			BOD	BODMAN PLC	2/2019 construction matters	1,440.00
70911	04/09/2019	Printed			0000000037	CONGDON'S ACE HARDWARE	closing 3/31/19	23.97
70912	04/09/2019	Printed			0000000039	DEMCO, INC.	bar code labels	1,144.19
70913	04/09/2019	Printed			DTE ENERGY	DTE ENERGY	whit 2/21-3/21/19 service	9,948.28
70914	04/09/2019	Printed			DTE ENERGY	DTE ENERGY	MA 2/27-3/27/19 service	1,782.45
70915	04/09/2019	Printed			DTE ENERGY	DTE ENERGY	whit street light March 2019	32.89
70916	04/09/2019	Printed			DUR	DURHAM SCHOOL SERVICES	YCS Estabrook 2/28/19	697.40
70917	04/09/2019	Printed			GALEGRP	GALE-CENGAGE LEARNING	evergreen tidings	5,912.23
70918	04/09/2019	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit adult/outreach supplies	81.91
70919	04/09/2019	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	SMA book return repair	270.00
70920	04/09/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 2/24-3/23/19 period	848.22
70921	04/09/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	YDL membership-june 2020	2,006.94
70922	04/09/2019	Printed			MIDWESTTAR	MIDWEST TAPE	97184738/97184524/97184769	4,032.83
70923	04/09/2019	Printed			MIDWESTTAR	MIDWEST TAPE	hoopla ending 3/31/19	5,362.54
70924	04/09/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	April 2019 lease	128.00
70925	04/09/2019	Printed			NMU	NORTHERN MICHIGAN UNIVERSITY	lost ILL- Disab to Possibility	36.88
70926	04/09/2019	Printed			OCLC	OCLC INC.	invoice date 3/31/19	451.90
70927	04/09/2019	Printed			OV	OVERDRIVE, INC.	23 items	1,662.62
70928	04/09/2019	Printed			CCP	CLAUDIA CRISTINA PEREIRA	4/28/19 El Dia performance	500.00
70929	04/09/2019	Printed			RML	RAUCHHOLZ MEMORIAL LIBRARY	lost ILL-Mighty Jack	15.00
70930	04/09/2019	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost-ILL-Mighty Jack	19.99
70931	04/09/2019	Printed			STAPAD	STAPLES ADVANTAGE	statement 3/25/19	650.16
70932	04/09/2019	Printed			0000000508	WORLD BOOK EDUCATIONAL PRODUCT	wb encyc 2019 22v	999.00
70933	04/09/2019	Printed			0000000021	Y C U A	MA 2/20-3/20/19 service	687.10
70934	04/09/2019	Printed			ZOL	ZOLMAN RESTORATION	whit repair #100PR1900231	32,693.31
70935	04/18/2019	Printed			DLE	A DESIGN LINE EMBROIDERY	security shirts Larry/Derek	205.04
70936	04/18/2019	Printed			A.A.	A.A. TECH., INC.	MA weight test	1,100.00
70937	04/18/2019	Printed			AK	AK LAWNCARE	Whit 1 of 8 payments summer	530.00
70938	04/18/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	2ply towel/liner/purell	813.76
70939	04/18/2019	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	5/13/19 kinder Concerts	300.00
70940	04/18/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 03/31/19	260.37
70941	04/18/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 03/31/19	457.52
70942	04/18/2019	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 03/31/19	35.30
70943	04/18/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 03/31/19	4,590.13
70944	04/18/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 03/31/19	1,818.59
70945	04/18/2019	Printed			BAA	BANK OF ANN ARBOR	closing 3/31/19 #4125	430.34
70946	04/18/2019	Printed			BAA	BANK OF ANN ARBOR	closing 3/31/19 #5384	242.49
70947	04/18/2019	Printed			BAA	BANK OF ANN ARBOR	closing 3/31/19 #5906	507.98
70948	04/18/2019	Printed			BASIC	BASIC	april 2019 admin fee	55.30
70949	04/18/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	new YDL banners	425.00
70950	04/18/2019	Printed			BCN	BLUE CARE NETWORK OF MI	may 2019 coverage	38,666.59

# Check Register Report

Date: 05/17/2019

Time: 10:00 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
70951	04/18/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	3/6-4/5/19 billing period	565.49
70952	04/18/2019	Printed			CAMPINC	CAMPBELL, INC	whit humidifier #22	6,824.90
70953	04/18/2019	Printed			0000000567	CENTER POINT PUBLISHING	of fire and lions/persian gamb	496.74
70954	04/18/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	March 2029 elec/fuel	200.78
70955	04/18/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	march 2019 grounds	81.68
70956	04/18/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	invoice 4/10/19	1,731.63
70957	04/18/2019	Printed			CLHI	CLARK HILL	march 2019 services	5,439.00
70958	04/18/2019	Printed			0000000451	CRESTLINE SPECIALTIES CO	YDL flashlights - 300	875.72
70959	04/18/2019	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior 2/3-3/30/19 services	7,539.48
70960	04/18/2019	Printed			EB	EASYBACKGROUNDS	larry king check	82.00
70961	04/18/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH	March 2019 services	270.00
70962	04/18/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	4/12/49 statement	340.36
70963	04/18/2019	Printed			JIGO	JIBREEL JOHNSON	liva jazz murder mystery 4/19	200.00
70964	04/18/2019	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	5/11/19 snake program	205.00
70965	04/18/2019	Printed			0000000051	THE LIBRARY NETWORK	tellcomm 1/1/19-3/31/19	6,434.34
70966	04/18/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	may 2019 coverage	1,343.60
70967	04/18/2019	Printed			MEF	MEDIA EDUCATION FOUNDATION	through the crosshairs	77.89
70968	04/18/2019	Printed			AFSCME	MICHIGAN AFSCME	4/4/19 deduct	777.20
70969	04/18/2019	Printed			MIDWESTTAP	MIDWEST TAPE	97210452/97210309/97210306	2,155.64
70970	04/18/2019	Printed			OV	OVERDRIVE, INC.	2 items (credit applied)	8.92
70971	04/18/2019	Printed			PP	PROGRESSIVE PRINTING	2018 annual report - 600	448.00
70972	04/18/2019	Printed			QM	Q+M	loop-sumer 2019 design	1,600.00
70973	04/18/2019	Printed			RIVI	RIVISTAS, LLC	national geo history-6 issues	23.49
70974	04/18/2019	Printed			JMS	JEFFREY SMITH	4/14/49 taking photos program	50.00
70975	04/18/2019	Printed			TERM	TERMINIX	superior application 3/19/19	87.00
70976	04/18/2019	Printed			THOM WEST	THOMSON REUTERS-WEST	2/5-3/4/19 billing period	207.00
70977	04/18/2019	Printed			TROY	TROY PUBLIC LIBRARY	lost ILL-Midnight	20.00
70978	04/18/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	march 2019 placements	483.30
70979	04/18/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Mich ave April 2019 service	452.43
70980	04/24/2019	Printed			0000000025	AFLAC	due 4/6/19	163.48
70981	04/24/2019	Printed			JUCE	JUDY CIESLAK	deposit pet zoo 5/18/19 2-3:00	50.00
70982	04/24/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	5/1-5/31/2019 coverage	2,964.25
70983	04/24/2019	Printed			0000000039	DEMCO, INC.	overlays/letters	40.64
70984	04/24/2019	Printed			ENV	ENVISIONWARE	maintenance-RFID reader	4,835.50
70985	04/24/2019	Printed			0000000336	GENEALOGICAL SOCIETY	general mem 7/1/19-6/30/20	15.00
70986	04/24/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	4/1-6/30/19 coverage	241.56
70987	04/24/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	J.Winborn 1/31/20	50.00
70988	04/24/2019	Printed			MIDWESTTAP	MIDWEST TAPE	kid who would be king	72.21
70989	04/24/2019	Printed			0000000465	STATE OF MICHIGAN	Mich Ave inspect 3/27/19	125.00
70990	04/24/2019	Printed			TDSM	TDS	4/22-5/21/19 service	1,219.45
70991	04/24/2019	Printed			VERIZON	VERIZON WIRELESS	3/10-4/9/19 coverage	444.85
70992	04/24/2019	Printed			0000000030	VISION SERVICE PLAN - MI	May 2019 coverage	724.00
70993	04/24/2019	Printed			WAPU	WALKERVILLE PUBLISHING INC.	5/22/19 5000 ways Detroit	100.00

Total Checks: 94

Checks Total (excluding void checks):

193,846.10

Total Payments: 94

Bank Total (excluding void checks):

193,846.10

Check Register Report

Date: 05/17/2019  
Time: 10:00 am  
Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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Total Payments: 94	Grand Total (excluding void checks):	193,846.10
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**Ypsilanti District Library  
Balance Sheet  
April 30, 2019  
General Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 04/30/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	656,102
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	2,417,550
CD's	-	-	-	-	-	-
Stocks	-	-	28,584	30,954	31,300	31,300
Memorials	6,401	6,402	6,402	6,403	3,368	3,368
Operational Cash	356	356	356	521	824	824
Total Cash	3,159,000	2,626,498	2,663,048	2,778,328	2,377,714	3,109,144
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	52,572
Total Assets	3,208,271	2,664,319	2,680,432	2,814,600	2,426,996	3,161,716
<b>Liabilities</b>	804,393	425,334	334,400	509,097	145,758	175,237
<b>Composition of Fund Balance</b>						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	1,000,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	447,178	294,835	658,408	736,990	696,080	272,195
Current YTD	(152,343)	(164,893)	78,581	(40,530)	(23,886)	1,855,240
Total Fund Balance	2,403,878	2,238,985	2,346,032	2,305,503	2,281,238	2,986,478
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>3,161,716</b>

**Ypsilanti District Library**  
**Period Ending 04/30/2019 (41.7% of Year)**  
**General Fund**

ACCT #	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 04/30/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,342,692	3,696,350	1,646,342	69.2%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,133,260	1,043,426	1,089,834	48.9%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	585,532	232,457	353,075	39.7%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,152	32,434	54,718	37.2%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	153,741	65,643	88,098	42.7%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,141,088	455,350	685,738	39.9%
Dept 600 Donations	44,621	53,483	43,328	-	-	12,112	(12,112)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	(313)	313	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,100,773	1,841,109	2,259,664	44.9%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,241,919	1,855,240		
Sale of Assets	369	979	-			-		
Board Designation of Funds						(1,150,000)		
Fund balance - beginning of period	2,267,451	2,346,032	2,306,481	2,282,596	2,282,596	2,282,596		
Fund Balance - end of period	2,346,032	2,306,481	2,282,596	2,284,264	3,524,515	2,987,836		



**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2019  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 04/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>								
403.000	Superior Township Tax Levy	598,098.11	609,928.75	619,558.00	642,865.00	874,947.00	680,792.46	77.8%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	811,784.00	238,554.45	29.4%
425.075	PPT Reimbursement	60,411.59	10,996.12	20,104.94	12,000.00	12,000.00	-	0.0%
440.000	Ypsilanti Township Tax Levy	2,135,456.57	2,159,465.76	2,212,988.82	2,384,701.00	3,275,125.00	2,680,660.40	81.8%
443.000	State Aid Direct	26,949.28	26,949.28	30,201.20	32,932.00	32,932.00	-	0.0%
447.000	State Aid Indirect	27,309.06	27,323.82	30,645.60	32,932.00	32,932.00	-	0.0%
500.600	Grant SOM Talk	-	46,570.08	75,358.39	45,000.00	45,000.00	10,888.88	24.2%
657.000	Fines/Misc.	81,897.24	73,097.49	67,077.43	66,120.00	66,120.00	26,593.69	40.2%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	15,369.01	35.7%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	530.95	26.5%
661.000	Penal Fines County	140,886.41	124,204.50	116,084.15	116,000.00	116,000.00	-	0.0%
662.000	Coffee shop rent	3,850.00	5,500.00	3,500.00	4,500.00	4,500.00	443.72	9.9%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	425.00	35.4%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	303.00	12.1%
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	600.00	2,070.00	345.0%
683.100	Trustee Party Revenue	3,421.00	-	-	-	-	-	NA
687.000	Interest/Checking	1,137.39	1,019.64	1,727.36	1,250.00	1,250.00	2,355.28	188.4%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	8,900.00	5,711.05	64.2%
687.060	Interest/Yoder	10.64	10.63	2.68	-	-	-	0.0%
687.070	Interest/Yates Memorial	0.67	0.68	0.67	2.00	2.00	0.34	17.0%
689.000	Dividends-MML	6,646.00	6,050.00	5,819.00	6,000.00	6,000.00	-	0.0%
690.000	Dividends-Endowmwnt	5,210.28	5,815.85	6,335.39	5,900.00	5,900.00	-	0.0%
<b>Total Revenue</b>		<b>3,688,416.11</b>	<b>3,722,198.43</b>	<b>3,835,327.91</b>	<b>3,997,932.00</b>	<b>5,342,692.00</b>	<b>3,664,698.23</b>	<b>68.6%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2019  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 04/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>								
<b>Dept 100 Administrative</b>								
702.000	Salary Wages	614,285.23	605,793.57	614,160.52	625,521.00	644,106.00	258,248.98	40.1%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	5,700.00	5,620.00	5,340.00	7,500.00	7,500.00	2,240.00	29.9%
702.150	Bank Fees	3,288.99	3,500.16	5,521.25	7,200.00	7,200.00	2,729.91	37.9%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	4,369.53	23.3%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	-	0.0%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	7,750.00	5,663.97	73.1%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	152,176.00	59,267.84	38.9%
715.100	ACA Taxes Paid by employer	238.39	-	-	-	-	-	NA
718.000	MERS Defined Contribution	83,164.64	92,792.75	85,593.47	93,032.00	91,702.00	27,123.71	29.6%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	288.35	37.9%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	8,019.06	24.8%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	6,188.44	26.1%
752.000	MML/Building Insurance	55,342.00	57,613.00	59,627.00	61,714.00	61,714.00	61,476.00	99.6%
753.000	MML/Workers Comp	10,557.00	9,609.00	9,016.00	9,190.00	9,190.00	2,247.00	24.5%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	154,666.35	41.8%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	17,785.50	47.9%
757.000	Employee Assistance Program	931.92	950.40	1,005.84	1,100.00	1,100.00	491.04	44.6%
758.000	Life Insurance	4,187.40	4,263.84	4,212.82	4,175.00	4,175.00	1,681.50	40.3%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	4,344.00	49.9%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	5,036.50	41.9%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,100.00	1,902.11	23.5%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	-	0.0%
774.050	Ebooks/Eaudio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	6,329.83	21.1%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	33,028.96	35.1%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	3,578.69	59.6%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	12,456.64	41.5%
774.950	Play Kits	-	-	-	2,000.00	2,500.00	-	0.0%
801.000	Major Events	7,430.83	6,378.78	20,906.09	12,650.00	12,650.00	1,957.00	15.5%
801.500	Learning Never Gets Old	1,425.81	2,131.58	2,000.00	2,000.00	2,000.00	269.28	13.5%
802.000	Mileage/Travel Reimbursement	1,587.94	3,901.13	2,016.95	3,000.00	3,000.00	470.23	15.7%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	445.50	12.7%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	3,085.94	56.1%
806.000	Talk Grant Expenses	-	-	-	45,000.00	45,000.00	-	0.0%
810.000	Capital Outlay - Buildings	525.00	4,880.40	-	2,000.00	2,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	13,800.82	3,062.00	10,000.00	12,400.00	-	0.0%
812.000	Capital Outlay - Furnishings	7,126.88	3,989.00	2,562.00	7,000.00	3,000.00	-	0.0%
850.000	Automation - Technology	192,107.64	121,656.78	181,162.39	172,000.00	186,500.00	25,361.54	13.6%
850.100	Telecommunications	118.44	14,070.38	12,787.73	11,812.00	11,812.00	(6,296.11)	-53.3%
850.200	SirsiDynix	-	48,211.57	55,643.74	51,233.00	51,233.00	51,223.11	100.0%
850.500	Software Subscription	-	-	-	11,541.00	11,541.00	2,495.91	21.6%
890.000	The Library Network	2,796.00	2,796.00	2,796.00	3,000.00	3,000.00	-	0.0%
928.000	Postage	10,265.12	8,236.90	13,873.50	13,366.00	13,366.00	4,074.00	30.5%
965.000	Auditing Service	11,800.00	7,125.00	7,275.00	7,425.00	7,425.00	7,425.00	100.0%
975.000	Legal	5,875.00	1,652.00	9,804.00	4,000.00	4,000.00	2,349.50	58.7%
975.500	Legal - Negotiations	-	-	-	13,500.00	13,500.00	11,515.00	85.3%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	42,597.00	6,384.60	15.0%
980.500	Rebranding Costs	-	22,654.36	2,414.76	2,500.00	2,500.00	508.65	20.3%
981.500	Lost Book Expense	13,195.05	12,889.61	10,552.58	10,200.00	10,200.00	3,095.06	30.3%
990.000	Transfer Out	-	-	-	-	-	250,000.00	-
982.000	MTT Charge Back City	1,418.33	2,209.84	386.57	4,000.00	4,000.00	(102.58)	-2.6%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	-	0.0%
983.100	MTT Charge Back-Superior Twp	143.10	10,086.65	955.29	10,000.00	10,000.00	-	0.0%
984.050	Contributions/Endowment	-	-	-	-	-	-	NA
<b>Total</b>		<b>1,781,038.50</b>	<b>1,882,644.62</b>	<b>1,996,604.44</b>	<b>2,074,121.00</b>	<b>2,133,260.00</b>	<b>1,043,425.54</b>	<b>48.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2019  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 04/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>								
702.000	Salaries	386,898.99	382,075.99	393,684.12	389,925.00	389,925.00	162,685.83	41.7%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	3,184.52	33.4%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	13,414.37	41.7%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	7,819.19	41.0%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	3,707.95	92.7%
776.050	Periodicals - Youth	248.31	172.35	236.18	250.00	200.00	206.31	103.2%
778.000	Adult Audio/Visual	12,221.78	12,880.35	13,143.30	14,000.00	13,300.00	5,019.69	37.7%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	2,804.08	55.5%
802.200	Parking	-	-	-	3,600.00	3,600.00	3,600.00	100.0%
810.000	Capital Outlay - Buildings			2,372.59	5,000.00	18,500.00	595.27	3.2%
812.000	Capital Outlay - Furnishings	4,431.30	2,760.00	-	2,000.00	7,000.00	-	0.0%
840.000	Repair & Maintenance - Building	24,277.93	6,627.81	28,500.67	20,000.00	20,000.00	5,120.57	25.6%
840.025	Campbell Maint Contract		17,761.00	17,761.00	17,761.00	17,761.00	8,880.50	50.0%
840.050	Snow Removal/ Lawn Care	10,140.95	9,216.95	6,125.02	10,880.00	10,880.00	3,840.00	35.3%
900.000	Programs-Adult	938.82	1,103.44	692.75	1,300.00	1,300.00	453.49	34.9%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	528.28	40.6%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	1,876.30	40.5%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	2,491.51	51.6%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	4,956.89	28.8%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	1,272.68	24.0%
<b>Total</b>		<b>536,932.68</b>	<b>531,307.66</b>	<b>560,975.31</b>	<b>567,512.00</b>	<b>585,532.00</b>	<b>232,457.43</b>	<b>39.7%</b>
<b>Dept 300 Outreach/bookmobile</b>								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,913.00	27,927.06	41.1%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	2,186.84	43.7%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	628.98	7.2%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	1,691.28	30.5%
<b>Total</b>		<b>77,976.60</b>	<b>105,512.33</b>	<b>85,794.13</b>	<b>87,152.00</b>	<b>87,152.00</b>	<b>32,434.16</b>	<b>37.2%</b>
<b>Dept 400 Outreach/Superior Township</b>								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	139,439.00	59,500.74	42.7%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	3,632.04	48.4%
810.000	Cap Outlay Building				-	-	-	
810.100	Cap Outlay Improvements				-		-	
840.000	Repair & Maintenance	1,394.14	984.38	2,219.71	1,000.00	1,000.00	601.26	60.1%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	326.72	27.2%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	90.47	15.1%
901.000	Programs - Youth	371.41	758.53	555.53	600.00	600.00	201.29	33.5%
940.000	Phone	552.15	1,102.86	1,125.12	1,158.00	1,158.00	469.09	40.5%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	425.72	45.6%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	374.31	35.8%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	21.78	8.3%
<b>Total</b>		<b>152,313.43</b>	<b>152,354.33</b>	<b>151,311.16</b>	<b>153,941.00</b>	<b>153,741.00</b>	<b>65,643.42</b>	<b>42.7%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2019  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 04/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>								
702.000	Salaries	691,546.62	696,324.55	684,699.05	678,345.00	678,345.00	288,201.27	42.5%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	13,184.72	32.0%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	28,789.07	43.3%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	13,741.04	33.2%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	4,864.95	81.1%
776.050	Periodicals - Youth	699.92	847.92	851.91	900.00	900.00	898.25	99.8%
778.000	Adult Audio/Visual	26,755.61	26,118.99	23,585.32	25,000.00	23,500.00	8,141.61	34.6%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	1,121.39	13.2%
810.000	Cap Outlay Building				6,000.00	20,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-	-	
840.000	Repair & Maintenance - Building	51,891.72	19,383.67	25,445.14	20,400.00	20,400.00	13,610.38	66.7%
840.025	Campbell Maint Contract		42,979.00	42,979.00	42,979.00	42,979.00	21,489.50	50.0%
840.050	Snow Removal/Lawn Care	19,843.78	21,447.65	14,596.33	21,560.00	21,560.00	8,995.00	41.7%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	1,029.32	24.5%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	3,630.27	69.8%
903.000	Equipment Maintenance	1,119.16	-	82.98	1,500.00	3,000.00	1,773.37	59.1%
940.000	Phone	5,290.78	8,490.03	8,949.89	9,193.00	9,193.00	3,752.60	40.8%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	36,230.00	14,723.95	40.6%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	26,187.01	24.6%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	1,216.17	21.5%
980.000	Professional/Contractual	-	-	-	-	-		NA
<b>Total</b>		<b>1,084,811.65</b>	<b>1,099,238.91</b>	<b>1,096,935.00</b>	<b>1,113,538.00</b>	<b>1,141,088.00</b>	<b>455,349.87</b>	<b>39.9%</b>
<b>Dept 600 Donations</b>								
<b>Revenue:</b>								
	<b>Total Donated revenue</b>	59,469.64	56,523.34	71,011.19			25,391.41	NA
<b>Expenditures:</b>								
	<b>Total Expenditures</b>	44,620.51	53,483.34	43,328.46			12,112.00	NA
<b>Dept 700 Grants</b>								
<b>Revenue</b>								
	<b>Total Revenue</b>	33,614.21	32,089.00	16,914.00			6,260.00	NA
<b>Expenditures</b>								
	<b>Total Expenditures</b>	25,594.64	27,778.17	12,190.17			(313.13)	NA
<b>Total</b>	<b>Net -- restricted for future</b>	<b>8,019.57</b>	<b>4,310.83</b>	<b>4,723.83</b>			<b>6,573.13</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>								
685.000	Sale of assets	369.00	979.06				-	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
<b>Total Other Revenue</b>		<b>369.00</b>	<b>979.06</b>	<b>-</b>			<b>-</b>	<b>NA</b>
<b>Total Revenue</b>		<b>3,781,499.96</b>	<b>3,811,789.83</b>	<b>3,923,253.10</b>	<b>3,997,932.00</b>	<b>5,342,692.00</b>	<b>3,696,349.64</b>	
<b>Total Expenditures</b>		<b>3,702,919.01</b>	<b>3,852,319.36</b>	<b>3,947,138.67</b>	<b>3,996,264.00</b>	<b>4,100,773.00</b>	<b>1,841,109.29</b>	<b>44.9%</b>
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,241,919.00	1,855,240.35	
	Fund Balance Beginning of Year	2,267,451.00	2,346,031.95	2,306,481.48	2,282,595.91	2,282,595.91	2,282,595.91	
	Board Designation				-	-	(1,150,000.00)	
	<b>Ending Fund Balance</b>	<b>2,346,031.95</b>	<b>2,306,481.48</b>	<b>2,282,595.91</b>	<b>2,284,263.91</b>	<b>3,524,514.91</b>	<b>2,987,836.26</b>	

**Ypsilanti District Library  
Balance Sheet  
April 30, 2019  
Debt Service Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 04/30/19</b>
<b>Assets:</b>						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	-
Receivables	602,228	265,327	228,588	475,134	85,375	92,856
<b>Total Assets</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>92,856</b>
<b>Liabilities</b>	<b>58,557</b>	<b>58,413</b>	<b>26,102</b>	<b>34,501</b>	<b>655</b>	<b>655</b>
<b>Fund Balance</b>						
Designated: MTT Settlement	14,000	15,000	15,000	9,500	10,000	-
Unreserved	1,386,531	1,416,966	1,419,627	1,426,018	1,038,986	92,201
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>92,856</b>

Ypsilanti District Library  
Debt Service Fund  
Period Ending 04/30/2019 (41.7% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 04/30/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>								
425.000	City of Ypsilanti Tax Levy	269,995	269,051	179,148	12,100	31,926	(19,826)	263.9%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	32,889	(2,889)	109.6%
699.000	transfer In				190,000	250,000		
688.000	Interest	489	794	1,174	300	393	(93)	131.1%
425.075	PPT Reimbursement	6,480	-	-	1,500			
<b>Total</b>		<b>1,288,716</b>	<b>1,284,952</b>	<b>895,261</b>	<b>233,900</b>	<b>315,208</b>	<b>(22,808)</b>	<b>134.8%</b>
<b>Expenditures</b>								
702.150	Bank Fees	300	50	1,243	1,500	10	1,490	0.7%
980.000	Professional/Contractual	1,000	300	1,250	1,250	250	1,000	20.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	1,255,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	470	594	-	-	-	-	0.0%
983.000	MTT Chargeback-Ypsilanti Towns	2,184	1,514	-	-	-	-	0.0%
995.000	Debt Retirement Interest	167,100	121,600	74,300	25,100	16,733	8,367	66.7%
<b>TOTAL</b>		<b>1,286,054</b>	<b>1,284,058</b>	<b>1,281,793</b>	<b>1,282,850</b>	<b>1,271,993</b>	<b>10,857</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(956,785)	(92,165)	
Beginning Fund Balance		<b>1,431,966</b>	<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>1,048,990</b>		
<b>Ending Fund Balance</b>		<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>40</b>	<b>92,205</b>		

**Ypsilanti District Library  
Balance Sheet  
April 30, 2019  
Capital Asset Replacement Fund**

**Assets:**

Cash

Total Assets

**Liabilities**

Fund Balance

**Total Liabilities & Fund Balance**

FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FYTD 04/30/19
900,000	611,746	594,787	417,120	399,522	1,510,367
900,000	611,746	594,787	417,120	399,522	1,510,367
-	-	-	-	-	-
900,000	611,746	594,787	417,120	399,522	1,510,367
900,000	611,746	594,787	417,120	399,522	1,510,367

Ypsilanti District Library  
Capital Expenses  
Period Ending 04/30/2019 (41.7% of Year)

ACCT #	ACCOUNT NAME	YTD 3/31/19
<b>Revenue</b>		
688.000	Interest	75
<b>Total</b>		<b>75</b>
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	7,900
975.000	Legal/Attorney	17,485
981.000	Architect Fees	13,846
983.000	General Contractor	-
		-
<b>TOTAL</b>		<b>39,231</b>
Total Revenue Over Expenditures		(39,231)
Beginning Fund Balance		<b>1,150,000</b>
<b>Ending Fund Balance</b>		<b>1,110,769</b>

Current Board Assignment



# Communications



(/news/)

## John Cotton Dana Library Public Relations Awards Announced

For Immediate Release

Wed, 05/15/2019

**Contact:**

Fred Reuland

LLAMA Program Officer, Continuing Education

Library Leadership and Management Association

American Library Association

312-280-5032

freuland@ala.org (mailto:freuland@ala.org)

The Library Leadership and Management Association (LLAMA) announced today that eight winners will receive this year's John Cotton Dana Library Public Relations Awards. Each library receives a \$10,000 award provided by the H.W. Wilson Foundation. The awards will be presented at a reception held by EBSCO (<http://ebSCO.com>) Information Services during the American Library Association's 2019 annual conference in Washington, D.C.

**The 2019 John Cotton Dana Award Winners are:**

**Ypsilanti District Libraries**

Recognizing that 25 percent of children in their community live in poverty and one-third of the community does not have home internet access, Ypsilanti developed TALK: Text and Learn for Kindergarten, a program sending text messages empowering its diverse demographic of parents to be their child's first and best teacher by using a smart phone. Parents of children ages five and under sign up for biweekly text messages with simple, fun activities designed to build little brains and get kids ready to read and succeed in school. Research-backed messages encourage parents to "talk, sing, read, write, and play" every day with their children – interventions that have been shown to improve academic success and narrow the achievement gap. With innovative text message delivery and an engaging marketing campaign, TALK reached 1,030 children in 726 families in the first year of service.

**Enoch Pratt Free Library**

In Baltimore, the 2018 census showed more than 21% of residents live below the poverty line, labor statistics showed 5% of the community were unemployed, and the Enoch Pratt Free Library had more than 13,000 blocked library cards due to unpaid fines. The Pratt Library mapped out the branch locations where the most blocked cards occurred and found fines disproportionately impacted some of Baltimore's most vulnerable communities.

After working with city officials to become fine free library, Pratt used its communication channels, including social media, to create a buzz that eventually got national attention leading the library to be named one of the Top 10 nicest places in America by Reader's Digest and Good Morning America. In the six months after the Pratt Library went fine-free, print circulation rose nearly 49%, eMaterial circulation rose by 116%, branch attendance hit a five-year high and 2,000 more people signed up for Library cards.

### **Vancouver Public Library**

In the Fall of 2018, Vancouver Public Library's research confirmed that their rooftop garden still captivated Vancouverites even though it had always been inaccessible to the public. With an opportunity to renovate the top two floors where they created a gallery, a quiet reading room, and an eighty-seat theater, they also undertook redeveloping the rooftop garden as a publicly accessible outdoor, green space. These spaces, especially the rooftop garden soon became the focal point of messaging inviting patrons to "Get Lost in the Rooftop Garden." Marketing efforts highlighted the fact that these new spaces offered places for collaboration, creation, and connection helping to change perceptions of what a modern library can be. Through their PR and creative marketing efforts, they generated 215 media stories reaching 36.5 million hits, increased web visitation, increased engagement through social media and also resulted in a 13 percent increase in visitors to the library.

### **Spokane Public Libraries**

In July 2018, Spokane Public Library set a goal to educate 50% of Spokane's population – 108,246 citizens – about the details of a \$77 million bond measure that would be on the November 2018 ballot. If passed, the bond measure would provide funding for the construction of three new libraries and the renovation of four existing libraries.

In order to achieve this ambitious goal, the Marketing Department developed a campaign called "Imagine the Library of the Future." In addition, they tapped into the Library's biggest asset – staff – to speak to citizens about the measure. By the end of the campaign, staff members had reached more than 108,546 Spokane citizens with the message about "The Library of the Future." This was supplemented by significant media coverage including five articles in The Spokesman-Review, television coverage on three local broadcast channels and Spokane Public Radio, and a Facebook Live Q&A about the ballot measure information.

Because of this campaign, City of Spokane Bond Proposition 1 passed on November 6, 2018 with 64.54% approval.

### **Greater Victoria Public Library**

GVPL wanted to increase awareness of library services, especially their new virtual branch at gvpl.ca. They created an integrated "Change Your Mind" campaign, including custom graphics, websites, and a social media presence all designed by in-house staff. Additionally, GVPL partnered with a local coffee retailer who created 200,000 co-branded beverage sleeves that delivered "Change Your Mind" messaging.

They also created a social media quiz that "diagnosed" what kind of mind you have such as Creative, Curious, or Adventurous which then provided a curated list of books and e-resources AND a link to get a free library card celebrating your specific mind. Over 32,000 community members completed the survey.

At the end of the campaign, the number of users to the virtual branch increased by 20%, with an increased user time on the site averaging 2 minutes and 20 seconds as opposed to a 46 second average on the old site, and had 2.9 million visits to the new site. The library had also increased the number of card holders including young adults 25 to 34 years old. The integrated campaign earned media as well as new media partners, including the CBC public radio who gave the library a weekly spot all summer to talk about how the library changes minds.

### **Los Angeles Public Libraries**

Becoming a new American citizen can be challenging and difficult to navigate; especially in a time where the processes and the outcomes of American citizenship are changing. Los Angeles Public Library created "The New Americans Initiative" and identified the key themes of opportunity, community, trust and citizenship to

connect with immigrant communities and to drive awareness in the greater Los Angeles area. This ambitious campaign included comprehensive advertising across channels, the branding of library locations, office spaces, and producing “Know Your Rights” cards in 20 languages.

The campaign generated strong awareness and interest and included promotions in multiple languages and achieved more than 84.4 million impressions and 60,122 unique visitors on social media. The New Americans Initiative website saw 170,563 hits.

### **Saline County Library**

With a goal of engaging inactive and non-cardholders and to establish relationships with local businesses, Saline County Library did just that with their 2018 library card campaign by taking Library Card Sign-Up Month and turning it into a community partnership. Creating a theme, “Power of the Card” that emphasized the unlimited possibilities a simple card could provide, Saline partnered with over 60 local businesses and residents to provide discounts at those business through the power of the library card. For a budget under \$250, Saline’s new card encouraged the addition of 330 new cards being issued and 1,713 cards being renewed. The campaign not only drew in more patrons but also created new community partners with over 500 patrons using their library card to get discounts on anything from a tattoo to a steak dinner.

### **Delaware County District Library**


In 2017, the Delaware County District Library knew that within the next 21-months they faced two major challenges: passing a funding levy that almost failed ten years prior and maintaining their own identity as they joined a 17-member library consortium. The “Your Library” campaign was developed around three goals: building awareness of library services, increasing number of cardholders, and ultimately passing a funding levy. Using vibrant visuals that focused on real library materials, they created posters, trade show pop-ups, bookmobile wraps, and a mailer, they created a campaign promoting the library as part of your daily life, with highlights including “Your Game Night,” “Your Recording Studio,” and “Your Next Career Move.” By the end of 2018, it was clear their campaign had been well received because Delaware County District Library cardholders had increased to 75 percent of the service area and the levy passed by a 30-point margin.

### **About the John Cotton Dana Public Relations Awards**

The John Cotton Dana Awards were inaugurated in 1946 by The American Library Association and the H.W. Wilson Publishing Company. The award is named after the first librarian to make use of public relations to “publicize” library activities. The award is one of the most coveted, perhaps the most prestigious of the awards recognizing marketing and public relations excellence. The award is managed by the Library Leadership and Management Association (<http://www.ala.org/llama/>) (LLAMA) division of the American Library Association (<http://www.ala.org/>).

### **About the H.W. Wilson Foundation**

The Foundation was established by Halsey W. Wilson in 1952 to support the needs of company employees and retirees. Since 1957, The H.W. Wilson Foundation has focused on providing financial assistance to causes having the greatest impact on improving the spirit, mind and body of the greatest number of people through aid, support and cooperation with charitable, benevolent, educational and religious institutions. Major donors to the Foundation included Mr. and Mrs. H.W. Wilson, and the H.W. Wilson Company. <http://thwwf.org/> (<http://thwwf.org/>)

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Tuesday, April 23, 2019

## **Educational Studies students Ashley Jackson and Laura-Ann Jacobs receive Rackham Public Scholarship Grant for work with Ypsilanti District Library**

### **Tags:**

Educational studies doctoral students Ashley Jackson and Laura-Ann Jacobs received a Rackham Public Scholarship [Grant](#) for a project with the Ypsilanti District Library. In partnership with Youth and Teen Librarian Kelly Scott and the library's Teen Advisory Group, they will create a Teen STEAM (Science, Technology, Engineering, Arts, and Mathematics) Cafe program.

"As a team, we recognize the power of informal learning spaces such as public libraries to serve students who might otherwise be underserved in school contexts," said Jackson and Jacobs. "Together, we considered which programs might be an appropriate fit for our interest in continuing work that weaves disciplinary content knowledge and identity exploration together." The resulting program is titled "Teen STEAM Cafe: Public Libraries as Empowering Spaces and Powerful Pathways for STEAM Identities," and it is a teen-driven speaker series that focuses on science, technology, engineering, arts, and mathematics skills and professions.

Guest speakers will discuss their work, explain how they came to be in that career, and host activities related to their career. In collaboration with the library's Teen Advisory Group, Teen STEAM will also offer access to opportunities to learn about and create media projects through experimentation and professional guidance.

Rackham Public Scholarship grants support research projects created in partnership between Rackham students and a broad spectrum of community partner organizations. Each of the six funded projects results in a public good—informed by scholarship—which helps to address complex and wide-ranging social and cultural issues locally and abroad. Grant recipients were selected from a highly competitive pool.

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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

SHEILA A. ALLES  
INTERIM STATE SUPERINTENDENT

April 22, 2019

Lisa Hoenig  
Michigan Avenue Branch  
229 West Michigan Avenue  
Ypsilanti, Michigan 48197-5440

**GRANT AWARD NOTIFICATION**

Dear Ms. Hoenig:

I am pleased to inform you that Michigan Avenue Branch has been approved for a LSTA Public Library Services Grant in the amount of \$1,555.00. Funding for this program has been authorized by the Library Services and Technology Act of 1996. This is a one-year grant award.

The enclosed Grant Award Notification form provides details regarding your grant award, including the dates of fiscal obligation.

Acceptance of this award obligates the fiscal agent to carry out the program in accordance with the approved application. Any modification to an approved activity or budget must be approved by the Michigan Department of Education prior to enactment.

Congratulations on the success of your grant application. Questions about your grant may be directed to Karren Reish, Library of Michigan, at 517-241-0021 or [reishk@michigan.gov](mailto:reishk@michigan.gov).

Sincerely,

Sheila A. Alles  
Interim State Superintendent

Enclosures

Cc: Molly Beedon

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# **Committee Reports**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 5/17/19

**Re:** Superior Planning Committee report

- The Superior Township Board rezoned the property at its meeting on 4/15/19. Once the boundaries of the library site are known, next steps are to write a legal description and have a deed prepared. This will pave the way for transfer of ownership.
- Dan Whisler, Brian Barrick, Ken Schwartz and I met with the Washtenaw County Road Commission on 4/18 to discuss the driveway placement and speed limit on Harris Road. The WCRC prefers a driveway location at the North end of the property; we feel the center location allows for the most efficient use of the lot.
- The completed left lane warrant analysis and speed study was submitted to the Washtenaw County Road Commission with an application for a driveway permit by the Township on 5/13. We hope to meet again with the WCRC to discuss by the end of the month.
- The Geotechnical Investigation and Report that were approved at the February Board meeting have been put on hold until questions from the WCRC are answered. It doesn't make sense to do the borings until we are sure of the building location.
- We are moving ahead with grant applications and fundraising plans, described elsewhere in this packet.



**Director's**  
**Report**  
and attachments

## **Library Director's Report**

### **May 22, 2019**

#### **John Cotton Dana Library Public Relations Award**

We are honored to have our hard work on TALK recognized with this prestigious award from the American Library Association. The YDL TALK team is Gillian Ream Gainsley, Kristel Sexton, Jodi Krahne, and myself. Driven by a passion to improve early literacy in our community, and funded by an LSTA grant from the Library of Michigan and IMLS, we could not be more proud of the product we've created. We thank our many community partners across Washtenaw County for their input and support, as well as the rest of the YDL staff who have helped hand-sell TALK in our community.

#### **Facilities:**

Architect Betsy Baird of O'Neal Construction has begun a preliminary investigation of the leaking windows at Whittaker, and will bring a team out to inspect more closely on 5/23. Following this visit we'll get a consulting proposal to pinpoint the issue and find a solution.

#### **Financial:**

After reaching out to references and consulting with Treasurer Kay Williams, I have signed an agreement authorizing Constellation Energy to supply the natural gas for Whittaker and Michigan Avenue. This will eliminate the monthly fees charged by DTE, and lock in a gas supply rate for the term of the agreement (18 months). The cost savings analysis provided estimates an annual savings of over \$6,300. The change will take effect June 1<sup>st</sup>.

#### **Personnel:**

- Unfortunately, we are back to the drawing board in our Building Monitor search. We have posted the position once more, open to either full-time or part-time. If we do not find a suitable candidate we will contract with a security service again for the summer.
- YDL welcomes Claire Myers as our new TALK Intern. Claire will also serve as a summer Youth Intern at Whittaker along with Lauren Shears. Nicole Russell has been selected as Michigan Avenue's summer Youth Intern. Three new Librarians have also been added to our Substitute pool. We are happy to have all of them join the YDL team.
- D-SIP Intern David "Josiah" Foster began work Monday, 5/13. Along with Consultant Peggy Cole, he'll provide indispensable help with the Superior fundraising project.

#### **Side Notes:**

- Nine staff members virtually attended parts of a day-long "Next Nexus: Equity, Diversity and Inclusion Summit" hosted by Kent District Library on 5/2.
- We met with our counterparts at both school districts this month. The YDL-Lincoln Task Force gathered on 5/3 and the YDL-YCS Task Force on 5/16.
- I attended Washtenaw Literacy's "Literacy Now!" breakfast on 5/16.
- Congratulations to Youth Librarian Molly Beedon, who received two grants totaling \$2,000 to create new raised bed gardens at Whittaker. A learning garden kick-off program is scheduled for 5/18.

# **YDL Dashboards**

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**April 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000	\$11,317	\$31,000
<b>Small Gifts/Memorials</b>	\$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	\$150		
In Memory of Ingrid Koch				\$1,011		
In Memory of Beatrice L. and Harman F. Sperry				\$1,000		
In Memory of Mary Welzenbach					\$1,000	
Genealogical Society of Washtenaw County				\$300		
Sub-total	\$1,923	\$6,904	\$3,959	\$3,004	\$1,000	
<b>Additional Fundraising Activities</b>						\$4,500
Dining YDL \$\$ (Haab's)	\$273	\$294	\$276	\$306	\$256	
Dining YDL \$\$ (Aubrees)		\$307				
Dining YDL \$\$ (Corner Brewery)		\$51				
Annual Report Mailing			\$1,180			
Trustee Party, Trustee John Barr	\$7,165	\$3,421	\$4,554	\$3,760		
Trustee Party, Trustee Kimberly Grover	\$1,466		\$935			
	\$8,904	\$4,073	\$6,945	\$4,066	\$256	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$459	\$7,000
John & Marlene Barr	\$1,000	\$1,000	\$1,000			
	\$5,054	\$4,582	\$10,712	\$7,745	\$459	
<b>Gala 150 year anniversary</b>				\$24,123		\$0
<b>Individual Donations</b>						\$2,000
Sylvus Tarn (Designated MI Ave)	\$900		\$1,000	\$1,000		
Hassan Mirshaw	\$750					
Kay Williams (Designated YDL-Superior)	\$450	\$500		\$439	\$400	
Donald Schoolmaster, <i>In memory of Jannette M. Gable</i>			\$2,000			
Gerry & Bert Kruse [designated adult fiction]	\$750	\$500		\$300		
Mary Krieger (Designated-Bookmobile)				\$1,000		
	\$2,850	\$1,000	\$3,000	\$1,739	\$400	
<b>Sponsorships</b>						\$3,000
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000			
Beal Investment-TedX Sponsor			\$900			
The Mosaic Foundation (Annual Report mailing)	\$1,000	\$1,000	\$1,000			
Bank of Ann Arbor	\$1,500					
	\$2,500	\$3,500	\$4,900	\$0	\$0	
<b>YDL Endowment Fund</b>						\$2,500
Dietmar Wagner	\$1,500	\$2,500	\$2,500	\$5,000	\$1,000	
YDL (Yoder Fund Transfer)				\$3,252		
Lucy Liggett				\$1,000		
Virginia Young		\$5,000				
Various Gifts to the Endowment	\$2,285	\$2,900	\$5	\$25		
	\$3,785	\$10,400	\$2,505	\$9,277	\$1,000	
<b>Total Donations</b>	\$71,333	\$73,819	\$68,072	\$61,831	\$14,432	\$52,500

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**April 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Grants</b>						\$80,000
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				
ALSC STEAM Strengthening Communities Grant					\$5,000	
Ann Arbor Farm & Garden		\$985				
Downtown Association of Ypsilanti [Direct]		\$1,700				
Ezra Jack Keats Minigrant, EJK Foundation		\$500				
Gro More Good Grassroots Grant					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080		
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		
MCACA-Ypsi Song Fest	\$5,625	\$8,156				
MCLS-Harwood		\$690				
MHC-Prime Time Family Reading	\$8,075	\$3,000		\$3,000		
MHC-Ypsilanti African American Oral History Archive		\$24,350				
NEH- <i>Latino Americans: 500 Years of History</i>	\$3,000					
NEH-Wild Land Exhibit Programming Grant		\$1,000				
Teen Science Café Grant				\$3,000		
United Way Opportunity Grant					\$5,000	
YACF Early Literacy Outreach		\$2,565				
YACF Early Creative Youth Studio		\$3,000				
YALSA/DollarSummer Teen Intern Grant	\$1,000		\$1,000		\$1,000	
National Center for Family Learning			\$3,000			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100	
LSTA - Public Library Services Grant					\$1,555	
MHC-Arts & Humanities Touring Grant			\$324			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,025		
<b>Total Grants</b>	<b>\$27,360</b>	<b>\$57,956</b>	<b>\$86,360</b>	<b>\$79,155</b>	<b>\$55,155</b>	
<b>Vehicle Donation</b>						
Bank of Ann Arbor			\$2,000	\$2,000		
Gene Butman Ford			\$3,316			
sub-total			\$5,316	\$2,000		
<b>GRAND TOTALS</b>	<b>\$98,692</b>	<b>\$131,775</b>	<b>\$159,748</b>	<b>\$142,986</b>	<b>\$69,587</b>	<b>\$132,500</b>

**Designated Fundraising to Date**

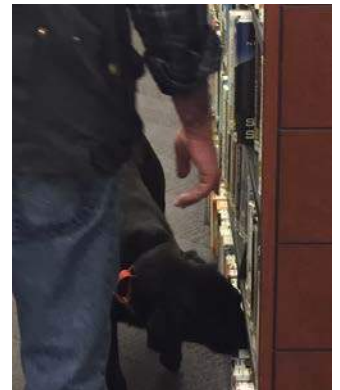
YDL - Superior Improvement - \$11024.22  
 \* Whittaker Rd Teen Area Improvement -\$5,550

\*\$1050 remaining, expenditures =4500

# Department Reports

**Assistant Director/Acquisitions Department**  
**Board Report: May 2019**

- A multitude of statistics have been prepared and shared with krM Architecture for the space studies.
- Negotiations have been completed to bring the National Building Museum's *Evicted* exhibit to YDL in January of 2022. They agreed to waive the \$2,000 hosting fee to make this possible.
- In-service plans have been finalized; thanks to Karen in advance for helping me with preparations.
- Processing and cataloging standards for our new "Library of Things" have been finalized in the Acquisitions Department. Coming out soon for circulation will be a collection of puzzles and several ukuleles.
- Three new sub librarians have been hired to help with desk coverage over the summer and beyond.
- The text messaging notification system is nearly ready to launch. We are massaging the language, but the infrastructure is sound.
- Invitations to the revamped Staff Diversity/Community Engagement workgroup have been accepted. We will begin our work in earnest on June 5.
- The Business Engagement workgroup has been on hiatus while our esteemed Head of Reference, Paula Drummond, has been touring Europe! We are making excellent progress, however, and are on track to create an informed and helpful YpsiBiz portal that we envision being used by both current and prospective business owners in the district.
- I attended the steering committee meeting for the 2020 Washtenaw Reads at AADL. Our theme and impact next year should be significant. With it being an election year, and in conjunction with the *Liberty Awakes* exhibit, our directive to the selection committee is to choose a title that compliments the vision that "Everybody Counts." 2020 will be very exciting!
- After a possible bed bug sighting, we hired a firm recommended by Terminix to do a sweep of Superior and Whittaker using highly-trained dogs. It was fascinating to watch! Here is Willie finding nothing, thank goodness! That said, with bed bugs being a concern in libraries, I am chairing an ad-hoc committee to develop in-house procedures for any future sightings.



- The collection budget is 57% encumbered;
- 624 items were cataloged;
- 2,241 items were added to the collection, including 372 e-items;
- The YDL app had 351 users in March;
- YDL borrowed 1,157 items from other libraries via Melcat;
- YDL loaned 1,063 items to other libraries via Melcat.

**Submitted by Julianne Smith, May 17, 2019**

## Communications & Development

Monthly report: May 2019

### Fundraising

- YDL was recognized with a **John Cotton Dana Award** for our work on TALK: Text and Learn for Kindergarten. This is the highest honor of the American Library Association and it's very exciting to see YDL listed among many major library systems as a winner. The award comes with a \$10k prize provided by EBSCO.
- **The Superior Fundraising Committee** is coming together well. We've had individual meetings with two members and have three more scheduled, and a handful of additional names on the list. This will be the core group who will drive the fundraising campaign.
- We submitted a grant to **EBSCO to fund a solar installation** at the new superior library. This grant would award up to \$100k, which would fund nearly all of the project.
- We're preparing another \$100k grant application for MCACA's Capital Improvement Program. A request for board approval is included in this packet.



### Promotions

- The **Summer 2019 Loop** is nearly finished and will be mailed out June 1. This new expanded edition includes information from other public agencies in the area.
- The Loop also has the beginnings of a content partnership with **Concentrate Media**, whose On The Ground Ypsi project has enhanced online coverage of Ypsilanti. The Loop printed an abridged version of one of their recent stories, and they are publishing the feature article from The Loop, highlighting library & school gardens, in their online publication.

### Community Relations

- YDL has been part of multiple conversations with community agencies working to provide 'wrap around' services to Sycamore Meadows residents and other communities near the YDL-Superior library. Conversations with **Washtenaw County's departments of Public Health, Community Mental Health, Economic Development, and the Washtenaw Housing Alliance** have led to a deeper understanding of the library's role in existing and new projects in the area. Many of these conversations are aimed at seeking new funding and coordinated services to support residents.

### Staffing

- **Development Intern Josiah Foster** started May 13. He has met with key staff and is supporting grant writing and developing a list of prospects to ask to support the Superior project. His position is funded 32 hours a week for 12 weeks by the University of Michigan.
- **TALK intern Claire Meyers** started in early May. She's already finished converting TALK into the new age-based text messages that we've developed, and they're getting great feedback from users.

*Submitted by Gillian Ream Gainsley on May 17, 2019*



## **Customer Services**

Monthly report: May 2019

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

In April 2019 UMS recovered the following:

Materials Returned: \$1,571.22

Dollars Received: \$954.75

Since YDL began using UMS we have recovered the following:

Materials Returned: \$156,939.61

Dollars Received: \$98,798.28

### ***Exhibits***

Students from Lincoln Consolidated Schools and Ypsilanti Community Schools are currently displaying their art work in the Community Room at Whittaker Road.

*Submitted by John Connaghan on May 17, 2019*

## Facilities Department Board Report: May 2019

The Facilities Department has been busy as always – here are some of the highlights from the past month.



A couple trees at the Michigan Ave branch were dying, with some branches falling off creating a safety issue for patrons, staff, and property. The Lumberjacks tree cutting company came to cut them down, remove the stumps, and haul away all debris. Everything happened in one day, so not much of an inconvenience to patrons and staff.



We adapted the buffing wheel with a scouring pad to clean the tables. Ron did a great job removing a dirty film getting down to the original finish. Then added three layers of wax on each, to protect and give a nice shine to tables and counter tops.



Set up tables and chairs for Friends of the Library book sale. After the sale, we will help them remove books and take down tables to set up for upcoming events the Monday following the sale.



New banners put up at all the YDL locations.

Air conditioning unit which cools the Whittaker elevator machine room and telephone closet broke down. Campbell technician discovered the issue and repaired. All is working fine again.

**Submitted by: Jim Reed, May 16, 2019**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

May 2019

## Status Report

- RFID Readers – We've had a few tag readers recently fail or develop systems indicating failure. We will be replacing a few of these in the near future with any additional that may require replacement in the coming weeks.
- Patron Management System – We will be working to address any additional configuration issues in the coming months. I'm pursuing a detailed reporting feature to assist in cash handling and self-service statistics.
- Book Mobile – We've updated the patron devices but we're waiting to install the laptops after we discovered a need to slightly redesign the network access for the units. There should not be a major delay
- Horizon Upgrade – This was successful and resolved a few things we had been experiencing. It has also allowed us to move forward with an SMS messaging trial for library notifications.
- System Upgrades – Recent updates included Wifi, backup, and Filter systems.
- Misc Equipment updates – We are working to acquire and install new barcode scanners at select locations to assist in scanning from personal devices such as phones. We will also be replacing some receipt printers that are experiencing performance degradation/failure.

## Overall System Status

- We've experienced a small uptick in malicious damage and/or loss in public use equipment. Hopefully, that is a trend that does not continue.

## 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 issues.
- 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: May 2019

### Programs

- Guitar Club continues to get great attendance with both good and beginning players participating.
- Parents as Teachers program will become public in June and accepts parents of 0-5 year olds, including those who are under 18 and those who are pregnant.
- Joy has taught 5 sessions of the LNGO Android class. The door on the meeting room has been closed due to the loud laughter heard from the class.
- WCC's Susan Dentel presented at the Steam Café about the science behind hovercrafts and led an activity.
- Kelly led a teen Earth Day activity and Jenny led a youth one.
- Pat's Lords of the Sky program had a good turnout and featured a bald eagle.
- Scott Marlowe's cartooning program is getting a small but dedicated turnout.

### Other

- UM's School of Education has received a grant to be used toward supplementing the Teen Steam Café, paying for speakers, food, and teen interns.
- UM's School of Information is providing IMLS grant support for our LNGO Senior Summer Makers Camp to explore creative maker learning.
- MSU Department of Educational Technology and UM's School of Information has received grant funding to move forward on a coding/cosmetology/barbering project in the fall.
- Joy attended the City of Ypsilanti's Parking Study presentation. The main takeaways are that they need more handicap and public parking downtown, and more metered parking in Depot Town. Joy also helped out Outreach at the Farmer's Market.
- Shoshanna attended a Trans Town Hall meeting. She will have a follow up meeting with state reps to discuss legal issues regarding bathroom designations in smaller public buildings.
- Pat participated in 3 days of Mom Power training, helped with 2 WIC playtimes, and attended the TALK committee meeting.
- Kelly and Joy attended a Youth Safety Council Meeting. There have been several shootings of teens in the YDL district and strategies to address these issues are being discussed.
- Nicole Russell has been hired as our summer youth intern. She has both an MLS and teaching degree. We look forward to working with her this summer.
- We are hosting an Ozone House/Neutral Zone Staying Power program and local youth are participating in Y2C2 Data Dialogues which are examining aspects of safety and health among our teens.
- Kelly conducted 4 storytimes at Beatty, attended a YDL/YCS and YDL/LCS meetings, conducted 2 WSC Book Club groups, attended the TLN Teen Committee meeting, and worked with Jodi to organize the big Teen Steam Café on Mental Health for May.
- Shania Zwalesky has been filling in very well while Jerome has been out of the country.
- Jenny went with other YDL staff to the 826MI open house and Summer Challenge planning meetings.
- Kim Rowe and Shoshanna Wechter attended an adult summer program planning meeting



Joy Cichewicz,  
May 17, 2019

# Outreach Services Board Report

## May 2019

### Staff News

- Ginger Derrow (Part-time Librarian) resigned from YDL for a full time position at University of Michigan. We are currently reviewing applications to fill the vacancy.

### Bookmobile News

- In addition to our regular daytime rotation, we had a special all-school visit to East Arbor. We will wrap up our school-year visits at the end of the month, before taking a few weeks to regroup before our summer schedule begins.
- We attended an Easter Egg Hunt at Perry School.

### Superior News

- Our evening shifts have gotten very busy, with the longer days and warmer weather. I anticipate an equally busy summer season based on our current usage. Everyone is excited about the new building and we get frequent questions about the progress of the construction.
- Ongoing programs included Playgroup & Storytime, Black Men Read Kids Club, Tween Reading Circle, and Sewing Club.

### Learning Never Gets Old News

- We hosted CNET columnist Rick Broida to deliver a workshop on cutting the cord from cable. The workshop was well-attended, chock-full of helpful information, and received rave reviews from those in attendance.
- We delivered new large print books to Cross Street Village, Gilbert Residence, and the Village at St. Joseph Mercy.
- Brigitte and I presented a workshop on using GPS on phones and tablets.

### Outreach News

- I attended a 3-day training for Mom Power. I am one of three YDL staff members trained to co-facilitate this 10-week intervention focused on building healthy relationships between low-income moms and their young children.
- We co-hosted El Día de los Niños with our friends from the Ann Arbor District Library. This year's included crafts, a free book giveaway, and a children's Mexican folkloric dance group.
- I gave a library tour to students of Jewish Family Service's English as a Second Language class.
- Ginger & Liz both represented the library and led activities at Family Writing Nights hosted by 826michigan.





## Whittaker Youth Services Board Report May 2019

### Program Highlights

#### Little Ones

- 1,142 parents and children attended 31 storytimes in April. Highlights include live music at Rainbow Storytime, provided by Jess Cunha, and stories and songs in Dutch and English at World Language Storytime, co-led by Molly and Faye Vanderhoff, a patron from Holland.
- TinkerLab themes included edible chemical reactions with Marlena, weather art with Molly, and a repeat of bird science with Liz. Attendance averaged 28 parents and kids per session, with higher attendance during the mornings than evenings, which we also see at morning versus evening storytimes.
- 157 parents and little ones danced to piano and saxophone music at this month's KinderConcerts.

#### Kids & Families

- 85 people visited engaging STEM stations hosted by the American Chemical Society's Huron Valley Chapter. They also connected Liz with a scientist who is helping her develop a chemistry STEM Kit.
- 19 kids planted seeds and made edible pots of dirt with oreos and gummy worms with Molly for Earth Day. 8 made Harry Potter potions with Liz at the monthly Wednesday evening Library Lab.
- Liz invited Leslie Science Center to present a weekend Library Lab where 30 people learned about Michigan snakes up close.
- 65 people celebrated Star Wars May the 4th Be With You day. Molly worked with a local group called the Michigan Jedi Sith Order who came in costume and staged lightsaber battles.

#### Teens

- 43 teens had fun at TAG's murder mystery after hours. Teen musicians provided the musical backdrop for the jazz age party. Only Liz and one TAG member knew who committed the crime halfway through the evening, but 13 were able to deduce the murderer by gathering clues and interviewing party attendees.
- TAG's work shifted into overtime in recent weeks as they finalize plans for the Mental Health Awareness STEAM Cafe they are co-hosting with downtown teens. Gillian sent out their press release and they will speak to reporters from MLive and Concentrate Media next week! Kelly's STEAM Cafe interns invited a scientist from UM's MIND Lab for a Q&A. Then we'll serve dinner and let youth explore information tables from Ozone House, Corner Health Center, Safe House, Washtenaw Area Council for Children (cyber bullying information), Washtenaw County Community Mental Health (who will gather teen perspective on how to expand services with millage funds), RU?OK (suicide hotline), and a teen who recently started a blog for a class project about substance abuse. TAG will lead activities to bring people together including button making, DIY stress relief balls, coloring pages, and gaming. Teens will get to choose 2 out of 6 breakout youth-led sessions to attend the last hour of the night. Choices include Power and Dynamics in Relationships by Safe House, Know your Stressors by Corner Health Youth Council, Emotional Intelligence for Success by a Saline High School student, Minority Stress Impacts by UpRoar! Social Justice Student Group from Saline, Peer-to-Peer Counseling as a Natural Helper by MSU Extension/Washtenaw County 4-H, and a bullying and depression play performed by The Corner's Theatre Troupe. We are looking forward to the opportunity to bring teens from many organizations together around this important topic.



## Other Happenings

- Kristen attended Mom Power training and is ready to begin leading the child team with UM Associate Professor of Social Work Julie Ribaudo next week.
- Kristel taught storytime best practices at a professional development day for daycare providers hosted by Teddy Bear Day Care.
- Kristen, Jenny, Ginger, Liz Getty, and I all attended 826Michigan Family Writing nights in the YCS elementary schools and used the Ozobots to help kids tell a story with writing and simple coding.
- I sat in on the substitute librarian interviews and also interviewed and hired interns. We welcomed UM School of Information student Claire Myers to the TALK team at the beginning of the month. After an brief YDL orientation, she began working with Kristel to learn how to schedule text messages using Trumpia. She will also serve as an intern in the Youth Department beginning at the end of the month along with Lauren Shears, an EMU secondary education undergraduate.
- Staff from all youth departments have led seven field trips for YCS elementary classes since the last board report. The final classroom visit is this Friday.
- Sarah is working on cataloguing the new summer STEM Kits Liz developed with outdoor themes such as astronomy, bird watching, and water life (created in partnership with local biologist Maria Goodrich). In addition, we will let patrons check out the ukuleles beginning mid-summer after a music workshop for teens.
- I coordinated a student art exhibit and held two receptions attended by about 90 people, one for YCS students and one for LCS students. Thanks to Karen for last minute grocery shopping for the receptions and Murder Mystery. TAG member and LCS junior Gillian Pickney played piano at the LCS reception.
- Kristen represented the library at Brick Elementary's Diversity Night.
- Liz joined us for the YDL-LCS Task Force Meeting last week. This week we meet with YCS staff where I will present details about the Summer Challenge and other family learning opportunities.
- Molly has been hard at work getting the new raised garden beds ready for this weekend's kickoff party where we'll have a small petting zoo and other garden activities. Thanks to Jim for building the frames.
- Marlena is busy representing the department on multiple work groups.
- The online Summer Challenge is set up and I will lead three training sessions next week to give staff a chance to refresh their Read Squared skills and try out the new app before the program kicks off June 15. Thanks to Kelly, Jenny, Gillian, and Kristel for helping me gather prizes, to Liz Pitcher for making digital badges, to Gillian for working on promotion, to Mary and Stacey for taking the program to camps, and to the many staff who developed learning challenges for all ages. This year's committee includes Sheila, Mary, Kelly, Jenny, Gillian, and Julie.



Submitted by Jodi Krahnke May 16, 2019



# **Old Business**

# New Business

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 5/16/19

**Re:** Resolution to approve two MCACA application submissions

By June 1st we plan to apply for two grants from the Michigan Council for Arts and Cultural Affairs. MCACA requires our governing body to approve submission before applications are considered. Teen Librarian Kelly Scott and Communications and Development Coordinator Gillian Ream Gainsley will join us to describe the proposals and answer any questions you may have.

**Proposal #1:** MCACA has awarded YDL a New Leaders Grant each of the past six years to support the Noise Permit program. MCACA has decided to withhold the 2019 award this year to align the New Leaders Grant cycle with the rest of their grants, thus we are applying for the 2020 New Leaders Grant.

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

Through its New Leaders Arts Council of Michigan (NLACM) advisory group, MCACA is offering grants of up to \$4,000 in support of projects or collaborations led by a young person (ages 14-30), and focusing on the engagement, retention or mentoring of young people in Michigan through arts and culture.

**Proposal #2:** We are asking the board for approval to apply for a grant for \$100,000 toward the construction of the Superior Library to the MCACA capital improvement program (CIP).

MCACA works to increase and broaden the influence of arts and culture within Michigan communities. CIP is a competitive matching grant program for arts organizations and municipalities that provides funding assistance for the expansion, renovation, or construction of arts and cultural facilities.

The new Superior branch of the library will be a center for arts and cultural programming, just as our existing branches are. We expect to host musical performances, art classes, stage plays, art exhibitions, authors and guest speakers, and more. As there are no other venues in this area, the library will play an important role in engaging residents in the arts and humanities.

The funding must be matched 1:1 cash or in manufactured products, with the match coming from the fund balance already allocated to the project. We are requesting support for the earliest construction phase of the project, the "walls and roof." Grant monies must be expended by Sept. 30, 2020.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-16

May 22, 2019

RESOLUTION TO APPROVE THE SUBMISSION OF TWO MCACA GRANT  
APPLICATIONS

---

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

IT IS FURTHER RESOLVED that:

The Capital Improvement Program grant application presented by Communications and Development Coordinator Gillian Gainsley is also approved for submission to MCACA.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/16/19  
**Re:** Budget amendment

In the budget amendment that accompanies this memo both Revenues and Expenditures have increased. Net Revenue is over Expenses \$40,173 less than in the current version of the budget. Highlights of the adjustments:

- Since we've received most of our winter tax levy, Accountant Jim Carey was able to more accurately estimate the revenues from our three municipalities. Overall he projects an increase of almost \$12,000.
- We entered into a new lease agreement with Beezy's Library Café in January. Rent is calculated using a formula now rather than a flat rate, so this revenue line has decreased.
- Salaries and FICA have been adjusted in line with the new AFSCME union contract.
- We added some postal routes for delivery of *The Loop*, so there is an increase in the Postage account. The Friends of the Library in past years have contributed \$9,000 to printing the newsletter, but this year dropped their commitment to \$7,000. We've adjusted the Printing and Publishing line as a result.
- The Professional/Contractual budget was adjusted to reflect the actual cost of the space utilization study proposal from krM Architecture.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-17

May 22, 2019

RESOLUTION TO AMEND THE 2018-19 BUDGET

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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, with the conclusion of collective bargaining with YDL's AFSCME union, wage increases were determined, 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, 2019 be amended as presented.

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

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

YES:      NO:      ABSENT:      VOTE:

**PROPOSED**  
**YPSILANTI DISTRICT LIBRARY**  
General Fund Amended Budget Summary  
For the Fiscal Year Ending November 30, 2019

**Revenue**

Superior Township Tax Levy	871,500
City Tax Levy	809,086
Ypsilanti Township Tax Levy	3,293,093
State of Michigan PPT reimbursement	12,000
State Aid Direct	32,932
State Aid Indirect	32,932
State of Michian TALK Grant	45,000
Fines/Misc.	66,120
Smart Cards - Printing & Copies	45,000
Penal Fines County	116,000
Rental Income-community room	1,200
Donations/Misc.	2,500
Donations/Memorials	2,300
Coffee Shop Rent	2,000
Interest/Checking	3,900
Interest/Savings	9,500
Interest/Yates Memorial	2
Dividend Revenue	5,741
Dividend Revenue Endowment	6,771
Transfer from Improvement Fund	0
Sale of Assets	0

**Total Revenue** **5,357,577**

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**EXPENDITURES by Department**

Dept 100 Administrative	2,173,262
Dept 200 Michigan Ave	593,361
Dept 300 Outreach Services- Bookmobile	87,211
Dept 400 Outreach Services - Superior Township	149,334
Dept 500 Whittaker Road	1,152,662

**Total Expenditures** **4,155,831**

<b>EXPENDITURES by Category</b>	Category as % of 2018-2019	
		Expense
Salaries and Benefits	2,698,979	64.9%
Public Utilities	179,875	4.3%
Repairs and Maintenance	147,473	3.5%
Materials	395,662	9.5%
Technology	249,795	6.0%
Other	484,047	11.6%
<b>Total Expenditures</b>	<b>4,155,831</b>	<b>100.0%</b>

**Net Revenue Over (Under) Expenses** **1,201,746**

**Proposed Budget Amendment FY 2018-19**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-2017 ACTUAL	Final Amended Budget FY 11/30/18	Adopted Budget FY 2018-2019	Adopted Budget Amendment FY 2018-2019	5/22/19 Proposed Budget Amendment FY 2018-2019
<b>Revenue</b>							
403.000	Superior Township Tax Levy	598,098	609,929	619,558	642,865	874,947	871,500
425.000	City of Ypsilanti Tax Levy	541,455	565,186	590,146	589,530	811,784	809,086
440.000	Ypsilanti Township Tax Levy	2,135,457	2,159,466	2,246,516	2,384,701	3,275,125	3,293,093
425.075	PPT reimbursement	60,412	10,996	20,105	12,000	12,000	12,000
443.000	State Aid Direct	26,949	26,949	30,201	32,932	32,932	32,932
447.000	State Aid Indirect	27,309	27,324	30,646	32,932	32,932	32,932
500.600	State of MI TALK		46,570	93,127	45,000	45,000	45,000
657.000	Fines/Misc.	81,897	73,097	68,500	66,120	66,120	66,120
657.100	Smart Cards - Printing & Cop	44,808	42,289	41,625	43,000	43,000	43,000
657.600	Guest Pass	3,110	2,417	1,800	2,000	2,000	2,000
661.000	Penal Fines County	140,886	124,205	116,084	116,000	116,000	116,000
662.000	Coffee shop rent	3,850	5,500	3,500	4,500	4,500	2,000
662.100	Community room rentals	625	1,700	1,500	1,200	1,200	1,200
679.000	Donations/Misc.	2,108	3,793	5,100	2,500	2,500	2,500
681.080	Donations/Memorials	0	2,425	550	600	600	2,300
683.100	Trustee party Revenue	3,421	0		0	0	0
687.000	Interest/Checking	1,137	1,020	1,650	1,250	1,250	3,900
687.010	Interest/Savings	5,026	7,457	9,970	8,900	8,900	9,500
687.060	Interest/Yoder	11	11	3	0	0	0
687.070	Interest/Yates Memorial	1	1	1	2	2	2
689.000	Dividends	6,646	6,050	5,819	6,000	6,000	5,741
690.000	Dividend Revenue Endwmnt	5,210	5,816	6,335	5,900	5,900	6,771
	Transfer from Improvement Fund		0				
	Transfer from Fund Balance	(55,714)	48,260	21,993	(1,668)	(1,241,919)	(1,201,746)
	Sale of Assets	349	979	0	0	0	
<b>Total Revenue</b>		<b>3,633,051</b>	<b>3,771,440</b>	<b>3,914,729</b>	<b>3,996,264</b>	<b>4,100,773</b>	<b>4,155,831</b>



**Proposed Budget Amendment FY 2018-19**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-2017 ACTUAL	Final Amended Budget FY 11/30/18	Adopted Budget FY 2018-2019	Adopted Budget Amendment FY 2018-2019	5/22/19 Proposed Budget Amendment FY 2018-2019
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	614,285	605,794	614,249	625,521	644,106	647,290
702.050	Board Stipend		0	0	0	0	0
702.100	Professional/Accounting	5,700	5,620	6,000	7,500	7,500	7,500
702.150	Bank Fees	3,289	3,500	5,766	7,200	7,200	7,200
702.180	Reversed Receivables	0	0				
702.900	Salary/Subs	8,274	18,578	11,847	18,750	18,750	18,750
705.000	Recognition Awards	375	765	522	750	750	750
710.000	Paychex Payroll Service	5,948	6,794	9,014	7,750	7,750	10,000
715.000	Employer FICA	142,802	144,002	142,565	150,754	152,176	153,832
718.000	MERS Defined Contribution	83,165	92,793	85,550	93,032	91,702	91,702
719.000	FSA Admin Fees		0	639	760	760	760
727.000	Office Supplies	30,037	31,342	30,000	32,400	32,400	32,400
727.200	Supplies-Facility	20,211	21,858	18,500	23,700	23,700	23,700
752.000	MML/Building Insurance	55,342	57,613	59,627	61,714	61,714	61,476
753.000	MML/Workers Comp	10,557	9,609	8,940	9,190	9,190	9,190
754.000	Health Insurance	329,086	350,013	360,298	370,268	370,268	370,268
756.000	Dental Insurance	39,679	36,158	37,569	37,123	37,123	37,123
757.000	Employee Assistance Program	932	950	1,006	1,100	1,100	1,100
758.000	Life Insurance	4,187	4,264	4,213	4,175	4,175	4,175
759.000	Vision Service Plan	8,522	7,726	8,705	8,700	8,700	8,700
762.000	STD/LTD	9,333	9,644	10,542	12,010	12,010	12,010
769.000	Printing & Publishing	7,021	12,538	19,408	5,600	8,100	8,600
769.050	Classified Advertising	10	122	706	700	800	800
774.050	Ebooks/Eaudio	19,997	17,244	20,000	22,000	30,000	30,000
774.100	Data Bases	38,433	56,524	85,081	80,000	94,062	94,062
774.800	System Wide DVDs	7,215	7,414	8,000	8,000	6,000	6,000
774.900	All Materials Processing	26,923	25,724	30,260	28,000	30,000	30,000
774.950	Play Kits	0	0	0	2,000	2,500	2,500
801.000	Major Events	7,431	6,379	20,810	12,650	12,650	12,650
801.500	Learning Never Gets Old	1,426	2,132	2,000	2,000	2,000	2,000
802.000	Mileage/Travel Reimbursement	1,588	3,901	1,303	3,000	3,000	3,000
804.000	Workshops/Training	1,190	2,957	2,521	3,500	3,500	3,500
805.000	Memberships & Dues	4,902	4,988	5,885	5,500	5,500	5,500
806.000	Talk Grant Expenses				45,000	45,000	45,000
810.000	Capital Outlay - Building & Land	525	4,880	0	2,000	2,000	2,000
810.100	Capital Outlay - Improvement	0	13,801	3,062	10,000	12,400	12,400
812.000	Capital Outlay - Furnishings	7,127	3,989	370	7,000	3,000	3,000
850.000	Automation - Technology	192,108	121,657	181,501	172,000	186,500	186,500
850.100	Telecommunications	118	14,070	12,788	11,812	11,812	11,812
850.200	SirsiDynix		48,212	55,644	51,233	51,233	51,483
850.500	Software Subscriptions	0	0		11,541	11,541	11,541
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	3,000
928.000	Postage	10,265	8,236	13,535	13,366	13,366	14,766
965.000	Auditing Service	11,800	7,125	7,275	7,425	7,425	7,425
975.000	Legal	5,875	1,652	10,569	4,000	4,000	4,000
975.500	Legal-Negotiations	0	0		13,500	13,500	13,500
980.000	Professional/Contractual	42,816	57,565	105,368	40,197	42,597	73,597
980.100	Library Director search exp	0	0	0	0	0	
980.500	Rebranding Costs		22,654	3,287	2,500	2,500	2,500
981.500	Lost Book Expense	13,195	12,890	10,434	10,200	10,200	10,200
982.000	MTT Charge Back City	1,418	2,210	3,502	4,000	4,000	4,000
983.000	MTT Charge Back Ypsi Twp	4,991	3,875	5,044	10,000	10,000	10,000
983.100	MTT Charge Back-Superior	143	10,087	5,105	10,000	10,000	10,000
990.000	Contribution to endowment		0				
<b>Total</b>		<b>1,781,037</b>	<b>1,882,645</b>	<b>2,031,806</b>	<b>2,074,121</b>	<b>2,133,260</b>	<b>2,173,262</b>

**Proposed Budget Amendment FY 2018-19**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-2017 ACTUAL	Final Amended Budget FY 11/30/18	Adopted Budget FY 2018-2019	Adopted Budget Amendment FY 2018-2019	5/22/19 Proposed Budget Amendment FY 2018-2019
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	386,899	382,076	393,714	389,925	389,925	398,364
702.800	Salaries-Pages	6,882	6,716	7,521	9,523	9,523	9,523
771.000	Adult Books	31,469	32,180	32,200	32,000	32,200	32,200
772.000	Youth Books	19,258	17,990	18,000	18,500	19,050	19,050
776.000	Periodicals - Adult	4,385	4,133	4,165	4,130	4,000	4,000
776.050	Periodicals - Youth	248	172	175	250	200	200
778.000	Adult Audio/Visual	12,222	12,880	13,200	14,000	13,300	13,300
779.000	Youth Audio/Visual	4,517	5,989	6,100	5,400	5,050	5,050
802.200	Parking Fees	0	0	0	3,600	3,600	3,600
810.000	Capital Outlay - Building	0	2,760	2,600	5,000	18,500	18,500
812.000	Capital Outlay - Furnishings	4,431	0	2,000	2,000	7,000	7,000
840.000	Repair & Maintenance - Build	24,278	7,008	28,548	20,000	20,000	20,000
840.025	Campbell Maint Contract	0	17,761	17,761	17,761	17,761	17,761
840.050	Snow Removal/ Lawn Care	10,141	9,217	6,125	10,880	10,880	10,880
900.000	Programs-Adult	939	1,103	1,300	1,300	1,300	1,300
901.000	Programs-Youth	1,495	1,038	1,300	1,300	1,300	1,300
940.000	Phone	2,882	4,411	4,547	4,631	4,631	4,631
943.000	DTE - Fuel	4,296	5,059	4,189	4,827	4,827	4,217
947.000	DTE - Electric	14,888	16,155	17,085	17,189	17,189	17,189
949.000	Ypsi Community Util Auth	7,701	5,038	6,356	5,296	5,296	5,296
<b>Total</b>		<b>536,931</b>	<b>531,686</b>	<b>566,886</b>	<b>567,512</b>	<b>585,532</b>	<b>593,361</b>
<b>Dept 300 Outreach/bookmobile</b>							
702.000	Salaries	68,041	70,396	66,998	67,913	67,913	67,972
775.000	Library Materials	4,841	5,370	5,000	5,000	5,000	5,000
840.000	Repair & Maintenance	1,012	25,925	9,234	8,693	8,693	8,693
943.000	Fuel	4,083	3,822	5,366	5,546	5,546	5,546
<b>Total</b>		<b>77,977</b>	<b>105,513</b>	<b>86,598</b>	<b>87,152</b>	<b>87,152</b>	<b>87,211</b>
<b>Dept 400 Outreach/Superior Township</b>							
702.000	Salaries	139,264	139,331	137,336	139,439	139,439	135,032
775.000	Library Materials	7,535	7,057	7,500	7,700	7,500	7,500
810.000	Capital Outlay - Building	0	0	0	0	0	0
812.000	Capital Outlay - Furnishings				0	0	0
840.000	Repair & Maintenance	1,394	984	2,220	1,000	1,000	1,000
840.050	Snow Removal & Lawn Care	980	980	980	1,200	1,200	1,200
900.000	Programs - adult	518	461	600	600	600	600
901.000	Programs - Youth	371	759	600	600	600	600
940.000	Phone	552	1,103	1,126	1,158	1,158	1,158
943.000	Fuel	655	695	780	933	933	933
947.000	Electricity	978	901	1,042	1,047	1,047	1,047
949.000	Water	66	84	85	264	264	264
<b>Total</b>		<b>152,313</b>	<b>152,355</b>	<b>152,269</b>	<b>153,941</b>	<b>153,741</b>	<b>149,334</b>

**Proposed Budget Amendment FY 2018-19**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-2017 ACTUAL	Final Amended Budget FY 11/30/18	Adopted Budget FY 2018-2019	Adopted Budget Amendment FY 2018-2019	5/22/19 Proposed Budget Amendment FY 2018-2019
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	691,547	696,325	684,963	678,345	678,345	692,719
702.800	Salaries-Pages	32,317	34,074	38,719	41,228	41,228	41,228
771.000	Adult Books	69,599	62,754	63,000	62,000	66,500	66,500
772.000	Youth Books	32,964	32,890	33,700	32,000	41,400	41,400
776.000	Periodicals - Adult	3,799	5,399	5,500	6,250	6,000	6,000
776.050	Periodicals - Youth	700	848	900	900	900	900
778.000	Adult Audio/Visual	26,756	26,119	27,000	25,000	23,500	23,500
779.000	Youth Audio/Visual	11,622	9,328	10,300	8,600	8,500	8,500
810.000	Capital Outlay - Building			1,000	6,000	20,000	20,000
840.000	Repair & Maintenance - Build	51,892	19,384	25,015	20,400	20,400	20,400
840.025	Cambell Maint Contract	0	42,979	42,979	42,979	42,979	42,979
840.050	Snow Removal/Lawn Care	19,844	21,448	14,596	21,560	21,560	21,560
900.000	Programs - Adult	3,183	2,808	4,200	4,200	4,200	4,200
901.000	Programs - Youth	5,284	4,705	5,200	5,200	5,200	5,200
903.000	Equipment Maintenance	1,119	0	100	1,500	3,000	3,000
940.000	Phone	5,291	8,490	8,952	9,193	9,193	9,193
943.000	DTE - Fuel	25,437	26,168	31,222	36,230	36,230	33,430
947.000	DTE - Electric	99,973	100,297	103,650	106,299	106,299	106,299
949.000	Ypsilanti Comm Utilities Auth	3,465	5,225	5,832	5,654	5,654	5,654
<b>Total</b>		<b>1,084,792</b>	<b>1,099,241</b>	<b>1,106,828</b>	<b>1,113,538</b>	<b>1,141,088</b>	<b>1,152,662</b>
<b>DEPT 600 DONATIONS REVENUE</b>							
<b>Subtotal</b>			0	70,911	0	0	
<b>DEP 600 DONATIONS EXPENDITURES</b>							
<b>Subtotal</b>			0	44,248	0	0	
<b>Total Donations Net</b>			0	26,663	0	0	
<b>DEP 700 GRANTS REVENUE</b>							
<b>Subtotal</b>			0	16,914	0	0	
<b>DEP 700 GRANTS EXPENSE</b>			0	0	0	0	
<b>Subtotal</b>			0	13,919	0	0	
<b>Total Grants Net</b>			0	2,995	0	0	
Revenue		3,633,051	3,771,440	4,002,554	3,996,264	4,100,773	4,155,831
Total Expenditures		3,633,050	3,771,440	4,002,555	3,996,264	4,100,773	4,155,831
Net Surplus (Deficit)		(0)	0	(0)	0	0	0

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/16/19  
**Re:** Discussion of a potential make-up Debt levy

In January, I shared that we discovered a shortfall in our debt service account during the audit field work. I provided a memo from Accountant Jim Carey explaining why this under-collection occurred. Essentially, a series of unusual circumstances led to a miscalculation by the PFM Group, the experts who determined how much to levy in the final year of collection.

In response, you approved an early payoff of the remaining debt using fund balance to make up the shortfall. We moved \$250,000 to the Debt Service Fund to cover the shortfall. A portion of this will eventually be returned to the General Fund, but we don't know how much because delinquent taxes are still being collected. We believe the shortfall will likely be between \$150,000 and \$175,000.

I spoke with Bond Counsel Tom Colis in February to explore the option of levying a make-up millage to cover this shortfall. Highlighted below is the legislation that authorizes this.

**REVISED MUNICIPAL FINANCE ACT (EXCERPT)**  
**Act 34 of 2001**

***141.2701 Annual tax levy; determination; limitation not applicable; adjustment in event of surplus funds; use of money remaining in debt retirement fund; priority; set aside of tax collections allocable to principal and interest payment; failure of officer to perform duties; "tax levy" defined.***

Sec. 701.

*(1) Subject to subsection (3), if a municipality has municipal securities outstanding, or with the approval of its electors has authorized the issuance of municipal securities to be paid from collections of its next tax levy, an officer or official body charged with a duty in connection with the determination of the amount of the next taxes to be raised or with the levying of the next taxes, shall include all of the following in the amount of taxes levied each year:*

*(a) An amount such that the estimated collections will be sufficient to promptly pay, when due, the interest on all municipal securities and the portion of the principal falling due whether by maturity or by mandatory redemption before the time of the following year's tax collection.*

*(b) An amount, if there are outstanding mandatory redemption refunding securities, sufficient to provide the sum required to be deposited, by the ordinance or resolution authorizing the issue, into the sinking fund for that purpose before the time of the following year's tax collection.*

*(c) An amount, if there are outstanding mandatory redemption municipal securities other than refunding securities not required to be redeemed in annual amounts before the*

*maturity of the outstanding mandatory redemption municipal securities, that if deposited annually into a sinking fund will, with the existing sinking fund pertaining to the municipal securities and the increment of the municipal securities, be sufficient to pay the municipal securities at maturity.*

*(d) An amount necessary to pay debt service charges or obligations on municipal securities or agreements described in section 317(5) falling due in the immediately preceding fiscal year, to the extent that the tax levy in the preceding fiscal year was inadequate to pay, when due, the debt service charges or obligations on municipal securities or agreements described in section 317(5). The municipality shall do 1 or more of the following with the proceeds of the tax levy:*

*(i) Deposit in the debt retirement fund established for the municipal securities and used to pay debt service charges or obligations on municipal securities or agreements described in section 317(5).*

*(ii) Use to pay debt service on short-term municipal securities issued under section 403(5).*

*(iii) Use to reimburse the municipality for any advances of funds used for the purposes described in subparagraph (i) or (ii).*

Voters authorized the full payment of the bond debt, and the law authorizes YDL to levy the under-collected amount to reimburse ourselves for the shortfall. However, we are only authorized to do it in 2019 -- the year immediately following the shortfall.

To help you make an informed decision, Jim Carey and I are working to ascertain as closely as possible how much we need to levy. With information currently available to us, we estimate levying .101 mill, which should be less than \$5 or \$6 on an average Ypsilanti City or Ypsilanti Township homeowner's Summer 2019 tax bill. Once we know the delinquent tax settlement amount from the County, these figures could get smaller.

Our new millage is levied in December. The City levies the two original operating millages in the Summer, but Ypsilanti Township only levies the smallest of the three in the Summer. The impact of the make-up levy on the individual would be small, but the resulting impact on the Library's fund balance position would be significant.

One of our millage campaign talking points was that City and Ypsilanti Township residents would pay less moving forward if the millage was approved because the debt levy was being retired. Given this, I appreciate your reluctance to consider a make-up levy. However, construction of a new Superior library and other improvements to our existing facilities were also campaign promises.

The financial reality of the Superior construction budget compels me to recommend placing a one-time make-up debt millage on the 2019 L-4029 for the City of Ypsilanti and Charter Township of Ypsilanti. If you approve, Tom Colis will draft an authorizing resolution which I will present at the June Board meeting along with the L-4029 forms.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/17/19  
**Re:** Discussion of Naming Policy preferences

The Policy Committee identified policy C2, *Naming Library Buildings and Spaces*, as one of the next to consider for revision. A copy of the current policy, last revised in 2006, is attached. With the Superior Capital Campaign underway, naming opportunities could be very desirable. Before the Policy Committee meets to develop a recommendation, this brief discussion will help us better understand the current Board's overall feelings about naming.

Some questions to consider for our discussion:

1. Should YDL ever consider naming an entire building after a donor? Is the naming of spaces still acceptable?
2. Should a donation be required to exceed a certain percentage of project costs to become eligible for naming rights? (51% was used in two examples I found.) Alternatively, should there be a minimum amount established for a donation to be eligible (\$5,000 in one example)?
3. Should naming rights have a limited term? (20-25-30 years?)
4. Should naming rights be open to corporations and organizations as well as individuals? In what situations might naming rights be denied to a potential donor?
5. What other preferences or concerns do you have regarding naming library buildings or spaces?

## **C2**

### **NAMING LIBRARY BUILDINGS AND SPACES**

**Approved: 02/28/2002**

Revision approved, February 23, 2006

Recognizing that the success of any public library is the result of contributions made by many people over time, Ypsilanti District Library buildings will be named for their street location (YDL – Michigan Avenue, YDL – Whittaker Road ) rather than in honor of specific individuals.

The Library Board may consider naming building spaces based on contributions by individuals or organizations. The Library Board may also recognize extraordinary lifetime contributions to the Ypsilanti District Library's mission and goals on a plaque or wall of achievement.