



Board of Trustees

2019 Information Packet



Wednesday
June 26, 2019
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, June 26, 2019 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> 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"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from May 22, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. May 2019 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input 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"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
A. Resolution to authorize a 2019 debt levy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a revision to Policy C2 - Naming Library Buildings and Spaces	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Approval of 2019 L-4029 Tax Rate Request forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Request to use Capital Asset Replacement funds for Michigan Avenue concrete repair work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Presentation of Draft By - Laws revision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees
Minutes, May 22, 2019 (Unapproved)

CALL TO ORDER

Vice - President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper, Jean Winborn and Patricia Horne McGee

Trustees Absent: Brian Steimel

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley, Teen Librarian, Kelly Scott, D-SIP project intern; Josiah Foster

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of D-SIP project intern: Communications and Development Coordinator, Gillian Gainsley introduced Josiah Foster; D- SIP project Intern. Josiah started last week. He is here through the University of Michigan's Development summer internship program. He will be with us for 12 weeks, 32 hours per week. He is learning about fundraising. He has been working on grants and building a prospect list for the fundraising campaign.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (April 17, 2019 Meeting minutes, and April 2019 Financials and Check Register) Trustee McGee supported this motion.

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

Nays: None

Motion passed.

COMMITTEE REPORTS

- FOL Library Report:
 - The monthly meeting was this past Monday.
 - They concluded their book sale. They raised \$2,281.
 - The books that were left over from the book sale were donated to two groups. One group works with local jails. The other is a cat rescue.
 - July 6th there will be a Booksilanti Readers Fair at the freight house in Depot town. The Friends are going to have a table there.
- Fundraising Committee Report:
 - We are working on putting together the fundraising committee that will work on the capital campaign.

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Board of Trustees
Minutes, May 22, 2019 (Unapproved)

- Superior Township Planning:
 - No update since the report in the packet. We are waiting to hear back from the road commission. As a general rule it's about 10 days from when they receive an application for a permit until you can expect them to get started talking about it.

REPORT OF THE LIBRARY DIRECTOR

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

- We are very excited about the John Cotton Dana Award we received. We are deciding who will go to ALA to accept it, Sunday June 23, 2019 at the ALA conference in Washington, DC. We will put the money toward the TALK program itself or we may decide to put it toward early literacy efforts at Superior.
- We are talking with the Library of Michigan about the future of TALK. It sound like they are going to be seeking a contractor to create a suite of services related to libraries' early literacy efforts. The contractor would then take it on and libraries could opt in. I will keep you posted as it moves along.
- We have been working hard on getting our events and activities ready for summer. The Loop will be printed soon and in mailboxes by June 1st.
- We are closed on May 31st for our annual staff in service day. We will be talking about the space utilization studies for Whittaker and Michigan Avenue. KRM will hear what the staff thinks about these buildings and what the staff has heard patrons say. We have also scheduled two community input sessions on June 18th and 19th. They are going to be interactive drop in sessions; one at Michigan Ave and one at Whittaker from 5- 9 pm. You can come out and give your input on what these buildings might look like going forward.

NEW BUSINESS

A. MCACA Grant Applications

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.

Ypsilanti District Library
Board of Trustees
Minutes, May 22, 2019 (Unapproved)

OFFERED BY: Kristy Cooper

SUPPORTED BY: Patricia Horne McGee

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

B. Budget Amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-17

May 22, 2019

RESOLUTION TO AMEND THE 2018-19 BUDGET

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

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

Whereas, 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: Patricia Horne McGee

SUPPORTED BY: Kay Williams

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

C. Discussion of possible make – up Debt levy

Ypsilanti District Library
Board of Trustees
Minutes, May 22, 2019 (Unapproved)

After discussion of the legality, necessity, and cost to tax payers, the board will support a make-up levy to be approved at June's board meeting.

D. Discussion of Naming policy preferences

- The bar would have to be very high for naming a building.
- Naming a space might be okay if the donation is enough.
- The Donor wall amount is \$10K. That might be a good amount to set as the minimum.
- Consensus seems to be no limited term. We would need to add language that says what happens if the space goes away.
- There would need to be careful vetting of any donor whether corporate or individual.
- Must be sensitive to everyone in the community. Keep branches and municipalities equal.

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	I just want to say that we have been doing a fantastic job and I am proud of us as a board. I am also proud of all the new members who have come right out and done things. Being part, not just sitting back. I appreciate all of you. Thank you!
Kristy	I just want to congratulate the YDL staff on the John Cotton Dana award. I hope you all get to go to ALA to receive it.
Patricia	Congratulations!
Jean	Congratulations and thank you Lisa for being such a wonderful director. We really appreciate you.
Theresa	I have no comments.
Bethany	I wanted to echo Kristy on the Congratulations on the award from ALA. It's very exciting.
Brian	Absent
Lisa	This is a team effort; board, staff, administration.

Adjournment

Trustee Kennedy moved to adjourn at 7:34 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 06/20/2019

Time: 10:58 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
ANN ARBOR Checks								
70994	05/08/2019	Printed			A.A.	A.A. TECH., INC.	MA emerg light repair 4/9/19	2,312.50
70995	05/08/2019	Printed			ALER	ALERUS FINANCIAL	YDL contribut 4/30/19	17,405.48
70996	05/08/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	glove/multifold towel	410.39
70997	05/08/2019	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Konen renewal 8/13/19	145.00
70998	05/08/2019	Printed			0000000003	ANN ARBOR NEWS	whit 5/02/20	583.20
70999	05/08/2019	Printed			LAFF	LESLIE ARENDT	bluegrass concert 7/22/19	300.00
71000	05/08/2019	Printed			LOR	BAKER & TAYLOR	statement 4/30/19	215.01
71001	05/08/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 4/30/19	558.65
71002	05/08/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 4/30/19	200.39
71003	05/08/2019	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 4/30/19	176.73
71004	05/08/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 4/30/19	725.29
71005	05/08/2019	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 4/30/19	31.73
71006	05/08/2019	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 4/30/19	81.85
71007	05/08/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 4/30/19	213.52
71008	05/08/2019	Printed			B55553	BAKER & TAYLOR, INC. 4055553	statement 4/30/19	23.33
71009	05/08/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/19	5,766.01
71010	05/08/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 4/30/19	2,671.52
71011	05/08/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 4/30/19	1,937.42
71012	05/08/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 4/30/19	1,812.45
71013	05/08/2019	Printed			BA	BLACKSTONE PUBLISHING	women with money	426.36
71014	05/08/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	April 2019 fuel/elec	141.79
71015	05/08/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	April 2019 grounds	81.68
71016	05/08/2019	Printed			JUCE	JUDY CIESLAK	balance due pet zoo 5/18/19	125.00
71017	05/08/2019	Printed			0000000037	CONGDON'S ACE HARDWARE	MA door stop repair	3.98
71018	05/08/2019	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	oil change 4/30/19	243.97
71019	05/08/2019	Printed			DTE ENERGY	DTE ENERGY	whit 3/22-4/22/19 service	10,471.50
71020	05/08/2019	Printed			DTE ENERGY	DTE ENERGY	MA 3/28-4/29/19 service	1,622.35
71021	05/08/2019	Printed			DTE ENERGY	DTE ENERGY	whit street light April 2019	32.59
71022	05/08/2019	Printed			ENV	ENVISIONWARE	subscript Mob print 4/19-3/19	3,819.25
71023	05/08/2019	Printed			FIND	FINDAWAY WORLD, LLC	black leopard	302.12
71024	05/08/2019	Printed			JDL	JACKSON DISTRICT LIBRARY	lost-ILL Addicted	26.99
71025	05/08/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 3/24-4/23/19 print	740.49
71026	05/08/2019	Printed			MEDCO	MEDCO SUPPLY COMPANY	bandages/APAP/aspirin	51.50
71027	05/08/2019	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/19-7/1/20 premium	2,503.00
71028	05/08/2019	Printed			MIDWESTTA	MIDWEST TAPE	hoopla 04/30/19 ending	5,428.15
71029	05/08/2019	Printed			MIDWESTTA	MIDWEST TAPE	97299262/97305515/97305513	1,813.11
71030	05/08/2019	Printed			MTL	MORTON TOWNSHIP LIBRARY	lost-ILL Enough DVD	22.00
71031	05/08/2019	Printed			CAL	CAL MUNSON	tune 5/6/19	135.00
71032	05/08/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	May 2019 lease	128.00
71033	05/08/2019	Printed			OCLC	OCLC INC.	due 6/14/19	451.90
71034	05/08/2019	Printed			OV	OVERDRIVE, INC.	17 titles	1,294.21
71035	05/08/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	hrs. poggle wiggle's	242.50
71036	05/08/2019	Printed			RPH	RUSSIAN PUBLISHING HOUSE LTD	kina ne budet	129.65
71037	05/08/2019	Printed			0000000300	SCHOLASTIC INC.	outreach - dia de los ninos	189.33
71038	05/08/2019	Printed			SHOW	SHOWCASES	12 DVD cases	69.01
71039	05/08/2019	Printed			SD	SIRSIDYNIX	SMS notification-5k trial	250.00
71040	05/08/2019	Printed			STADIUM TR	STADIUM TROPHY	name badges	34.44
71041	05/08/2019	Printed			STAPAD	STAPLES ADVANTAGE	st 4/25/19	489.00
71042	05/08/2019	Printed			0000000465	STATE OF MICHIGAN	MA elev inspec 3/27/19	125.00
71043	05/08/2019	Printed			0000000465	STATE OF MICHIGAN	Whit boiler inspec 3/29/19	240.00
71044	05/08/2019	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	1/16-4/15/19 service	21.78
71045	05/08/2019	Printed			TERM	TERMINIX	MA 4/11/19 applications	114.00

Check Register Report

Date: 06/20/2019

Time: 10:58 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
ANN ARBOR Checks								
71046	05/08/2019	Printed			LUMBER	THE LUMBERJACKS TREE SERVICE	MA tree removal 4/30/19	2,050.00
71047	05/08/2019	Printed			JE	JAMES E. TOLBERT	whit-admin area	455.00
71048	05/08/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Whit May 2019 service	455.89
71049	05/08/2019	Printed			WUK	JOHN WUKOVITS	D-Day program 6/4/19	200.00
71050	05/08/2019	Printed			0000000021	Y C U A	MA 3/20-4/22/19 service	723.44
71051	05/23/2019	Printed			0000000025	AFLAC	#11 & #12 payments	163.48
71052	05/23/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towel/soap	834.51
71053	05/23/2019	Printed			A2Y	ANN ARBOR-YPSILANTI	membership 6/19-5/2020	355.50
71054	05/23/2019	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/19 #5384	427.64
71055	05/23/2019	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/19 #5906	300.77
71056	05/23/2019	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/19	760.32
71057	05/23/2019	Printed			BASIC	BASIC	may 2019 admin fee	59.25
71058	05/23/2019	Printed			BEEZ	BEEZY'S	5/24/19 teen event	60.00
71059	05/23/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	Bus ads	170.00
71060	05/23/2019	Printed			BA	BLACKSTONE PUBLISHING	book of flora	88.84
71061	05/23/2019	Printed			BCN	BLUE CARE NETWORK OF MI	6/1-6/30/19 coverage	38,666.59
71062	05/23/2019	Printed			BOE	BOARD OF EDUCATION WASHTENAW	SHS Uproar/spectrum 5/24/19	100.00
71063	05/23/2019	Printed			BOD	BODMAN PLC	superior-legal 3/2019	630.00
71064	05/23/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	4/6-5/5/19 billing period	483.96
71065	05/23/2019	Printed			BROWNINDUB	BROWN INDUSTRIES	service pins	183.99
71066	05/23/2019	Printed			0000000567	CENTER POINT PUBLISHING	driftwood bay	496.74
71067	05/23/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	invoice 5/10/19	1,731.63
71068	05/23/2019	Printed			CLHI	CLARK HILL	April 2019 services	1,249.50
71069	05/23/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	6/1-6/30/19 coverage	2,964.25
71070	05/23/2019	Printed			DTDL	DELTA TOWNSHIP DIST LIBRARY	lost-ILL essen classic x-men	16.99
71071	05/23/2019	Printed			0000000039	DEMCO, INC.	READ bookmarks	57.86
71073	05/23/2019	Printed			FIND	FINDAWAY WORLD, LLC	where the crawdads sing	364.14
71074	05/23/2019	Printed			GIC	GO ICE CREAM	6/27/19 program speaker	150.00
71075	05/23/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	whit youth supplies	83.93
71076	05/23/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 5/13/19	492.29
71077	05/23/2019	Printed			LAUR	LAURYN HUMPHREYS	5/24/19 steam event	60.00
71078	05/23/2019	Printed			0000000051	THE LIBRARY NETWORK	mad skillzworkshop 5/22/19	30.00
71079	05/23/2019	Printed			LSC	LIGHTING SUPPLY CO.	bulbs whit/MA	394.21
71080	05/23/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	6/1-6/30/19 coverage	1,343.60
71081	05/23/2019	Printed			LDL	LOUTIT DISTRICT LIBRARY	lost ILL-dogeaters	19.95
71082	05/23/2019	Printed			MEC	MADISON ELECTRIC COMPANY	whit rd estroom	294.87
71083	05/23/2019	Printed			AFSCME	MICHIGAN AFSCME	dsducted 5/2/19	808.15
71084	05/23/2019	Printed			MIDWESTTAR	MIDWEST TAPE	97272154/97330562/97330565	2,789.45
71085	05/23/2019	Printed			NGBH	NO GRAVITY BOUNCE HOUSE	whit/MA sum kickoff 6/15/19	450.00
71086	05/23/2019	Printed			OV	OVERDRIVE, INC.	1 item big kahuna	412.95
71088	05/23/2019	Printed			PATR	PATRON ACCOUNT	return lost items	77.00
71089	05/23/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	the testaments	293.25
71090	05/23/2019	Printed			0000000048	RECORDED BOOKS	the two towers	13.90
71091	05/23/2019	Printed			RE	ROCKET ENTERPRISE INC.	4 USA & 2 MI flags	356.50
71092	05/23/2019	Printed			STADIUM TR	STADIUM TROPHY	plate engrav-welzenbach	25.00
71093	05/23/2019	Printed			AMAZ	SYNCB AMAZON	statement 4/10/19	2,890.43
71094	05/23/2019	Printed			TEILA	TEI LANDMARK AUDIO	twelve days	10.75
71095	05/23/2019	Printed			THYSSENKRUPP	THYSSENKRUPP ELEVATOR	phone monitor 5/1-7/31/19 serv	1,215.00
71096	05/23/2019	Printed			JE	JAMES E. TOLBERT	whit restrooms	390.00
71097	05/23/2019	Printed			TROY	TROY PUBLIC LIBRARY	lost-ILL amazing spiderman	14.99
71098	05/23/2019	Printed			0000000316	U S POSTMASTER	summer loop 2019	3,200.00

Check Register Report

Date: 06/20/2019

Time: 10:58 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
ANN ARBOR Checks								
71099	05/23/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	april 2019 placements	528.05
71100	05/23/2019	Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/19 service	514.20
71101	05/23/2019	Printed			WCROD	WASHTENAW COUNTY	4/19 chargeback	97.23
71102	05/23/2019	Printed			WSPUSA	WSP USA	Superior L. turn anly 90% comp	4,050.00
Total Checks: 107					Checks Total (excluding void checks):			142,396.11
Total Payments: 107					Bank Total (excluding void checks):			142,396.11
Total Payments: 107					Grand Total (excluding void checks):			142,396.11

Ypsilanti District Library
Balance Sheet
May 31, 2019
General Fund

	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FYTD 05/31/19
Assets:						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	356,281
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	2,425,679
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	2,817,453
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	49,597
Total Assets	3,208,271	2,664,319	2,680,432	2,814,600	2,426,996	2,867,050
Liabilities	804,393	425,334	334,400	509,097	145,758	118,432
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	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)	1,617,380
Total Fund Balance	2,403,878	2,238,985	2,346,032	2,305,503	2,281,238	2,748,618
Total Liabilities & Fund Balance	3,208,271	2,664,319	2,680,432	2,814,600	2,426,996	2,867,050

Ypsilanti District Library
Period Ending 05/31/2019 (50% 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 05/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,357,577	3,769,716	1,587,861	70.4%
Expenditures								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,173,262	1,188,327	984,935	54.7%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	593,971	280,453	313,518	47.2%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,211	39,522	47,689	45.3%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	149,334	80,223	69,111	53.7%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,155,462	547,938	607,524	47.4%
Dept 600 Donations	44,621	53,483	43,328	-	-	13,299	(13,299)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	2,574	(2,574)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,159,240	2,152,336	2,006,904	51.7%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,198,337	1,617,380		
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	3,480,933	2,749,976		

**Ypsilanti District Library
General Fund
Period Ending 05/31/2019
(50% 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 05/31/19 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	598,098.11	609,928.75	619,558.00	642,865.00	871,500.00	725,984.89	83.3%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	809,086.00	239,632.87	29.6%
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	3,293,093.00	2,684,017.45	81.5%
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	31,628.02	47.8%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	18,279.39	42.5%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	625.95	31.3%
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	2,000.00	443.72	22.2%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	475.00	39.6%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	434.39	17.4%
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	2,300.00	2,097.00	91.2%
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	3,900.00	2,607.95	66.9%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	9,500.00	7,336.66	77.2%
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	5,741.00	5,741.00	100.0%
690.000	Dividends-Endowmwnt	5,210.28	5,815.85	6,335.39	5,900.00	6,771.00	6,771.40	100.0%
Total Revenue		3,688,416.11	3,722,198.43	3,835,327.91	3,997,932.00	5,357,577.00	3,736,964.91	69.8%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2019
(50% 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 05/31/19 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,285.23	605,793.57	614,160.52	625,521.00	647,290.00	312,261.85	48.2%
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	3,272.95	45.5%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	7,304.72	39.0%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	183.99	24.5%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	10,000.00	6,947.94	69.5%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	153,832.00	72,053.25	46.8%
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	34,389.09	37.5%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	347.60	45.7%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	9,516.46	29.4%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	8,576.12	36.2%
752.000	MML/Building Insurance	55,342.00	57,613.00	59,627.00	61,714.00	61,476.00	61,476.00	100.0%
753.000	MML/Workers Comp	10,557.00	9,609.00	9,016.00	9,190.00	9,190.00	4,750.00	51.7%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	185,599.62	50.1%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	20,749.75	55.9%
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	2,017.80	48.3%
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	6,043.80	50.3%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,600.00	1,902.11	22.1%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	170.00	21.3%
774.050	Ebooks/Eaudio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	8,036.99	26.8%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	38,457.11	40.9%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	3,989.53	66.5%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	14,594.30	48.6%
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	561.49	18.7%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	480.50	13.7%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	3,586.44	65.2%
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	31,781.75	17.0%
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	51,483.00	51,473.11	100.0%
850.500	Software Subscription	-	-	-	11,541.00	11,541.00	2,555.51	22.1%
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	14,766.00	8,274.00	56.0%
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	12,764.50	94.6%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	73,597.00	7,099.50	9.6%
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	3,826.63	37.5%
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	(24.66)	-0.6%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	19.31	0.2%
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
Total		1,781,038.50	1,882,644.62	1,996,604.44	2,074,121.00	2,173,262.00	1,188,327.42	54.7%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2019
(50% 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 05/31/19 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	386,898.99	382,075.99	393,684.12	389,925.00	398,364.00	197,702.97	49.6%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	3,851.16	40.4%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	15,877.87	49.3%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	9,578.47	50.3%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	3,838.94	96.0%
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	6,005.14	45.2%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	3,004.93	59.5%
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	2,645.27	14.3%
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	7,792.07	39.0%
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	482.27	37.1%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	576.24	44.3%
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	2,871.58	59.5%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	6,199.17	36.1%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	1,623.81	30.7%
Total		536,932.68	531,307.66	560,975.31	567,512.00	593,971.00	280,453.00	47.2%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,972.00	33,781.43	49.7%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	2,692.79	53.9%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	872.95	10.0%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	2,175.24	39.2%
Total		77,976.60	105,512.33	85,794.13	87,152.00	87,211.00	39,522.41	45.3%
Dept 400 Outreach/Superior Township								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	135,032.00	73,176.79	54.2%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	4,290.35	57.2%
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	408.40	34.0%
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	469.08	40.5%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	480.20	51.5%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	461.62	44.1%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	43.56	16.5%
Total		152,313.43	152,354.33	151,311.16	153,941.00	149,334.00	80,223.02	53.7%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2019
(50% 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 05/31/19 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	691,546.62	696,324.55	684,699.05	678,345.00	692,719.00	349,915.60	50.5%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	16,004.60	38.8%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	34,855.13	52.4%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	16,144.29	39.0%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	5,536.15	92.3%
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	11,031.82	46.9%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	2,580.66	30.4%
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	16,246.27	79.6%
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	9,041.97	41.9%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	1,429.49	34.0%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	4,234.36	81.4%
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	17,369.46	47.9%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	34,045.59	32.0%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	1,588.48	28.1%
980.000	Professional/Contractual	-	-	-	-	-		NA
Total		1,084,811.65	1,099,238.91	1,096,935.00	1,113,538.00	1,155,462.00	547,937.59	47.4%
Dept 600 Donations								
Revenue:								
	Total Donated revenue	59,469.64	56,523.34	71,011.19			25,491.41	NA
Expenditures:								
	Total Expenditures	44,620.51	53,483.34	43,328.46			13,299.26	NA
Dept 700 Grants								
Revenue								
	Total Revenue	33,614.21	32,089.00	16,914.00			7,260.00	NA
Expenditures								
	Total Expenditures	25,594.64	27,778.17	12,190.17			2,573.79	NA
Total	Net -- restricted for future	8,019.57	4,310.83	4,723.83			4,686.21	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets	369.00	979.06				-	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
	Total Other Revenue	369.00	979.06	-			-	NA
Total Revenue		3,781,499.96	3,811,789.83	3,923,253.10	3,997,932.00	5,357,577.00	3,769,716.32	
Total Expenditures		3,702,919.01	3,852,319.36	3,947,138.67	3,996,264.00	4,159,240.00	2,152,336.49	51.7%
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,198,337.00	1,617,379.83	
	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)	
	Ending Fund Balance	2,346,031.95	2,306,481.48	2,282,595.91	2,284,263.91	3,480,932.91	2,749,975.74	

**Ypsilanti District Library
Balance Sheet
May 31, 2019
Debt Service Fund**

	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FYTD 05/31/19
Assets:						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	-
Receivables	602,228	265,327	228,588	475,134	85,375	93,107
Total Assets	1,459,088	1,490,379	1,460,729	1,470,019	1,049,641	93,107
Liabilities	58,557	58,413	26,102	34,501	655	655
Fund Balance						
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	92,452
Total Liabilities & Fund Balance	1,459,088	1,490,379	1,460,729	1,470,019	1,049,641	93,107

Ypsilanti District Library
Debt Service Fund
Period Ending 05/31/2019 (50% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 05/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue								
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	33,140	(3,140)	110.5%
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			
Total		1,288,716	1,284,952	895,261	233,900	315,459	(23,059)	134.9%
Expenditures								
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%
TOTAL		1,286,054	1,284,058	1,281,793	1,282,850	1,271,993	10,857	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(956,534)	(92,416)	
Beginning Fund Balance		1,431,966	1,434,628	1,435,522	1,048,990	1,048,990		
Ending Fund Balance		1,434,628	1,435,522	1,048,990	40	92,456		

**Ypsilanti District Library
Balance Sheet
May 31, 2019
Capital Asset Replacement Fund**

Assets:

Cash	900,000	611,746	594,787	417,120	399,522	1,505,747
Total Assets	900,000	611,746	594,787	417,120	399,522	1,505,747

Liabilities

	-	-	-	-	-	-
Fund Balance	900,000	611,746	594,787	417,120	399,522	1,505,747
Total Liabilities & Fund Balance	900,000	611,746	594,787	417,120	399,522	1,505,747

Ypsilanti District Library
Capital Expenses
Period Ending 05/31/2019 (50% of Year)

ACCT #	ACCOUNT NAME	YTD 5/31/19
Revenue		
688.000	Interest	135
Total		135
Dept 400 Superior Construction		
Expenditures		
702.150	Bank Fees	-
910.000	Site Development	11,950
975.000	Legal/Attorney	18,115
981.000	Architect Fees	13,846
983.000	General Contractor	-
		-
TOTAL		43,911
	Total Revenue Over Expenditures	(43,911)
	Beginning Fund Balance	1,150,000
	Ending Fund Balance	1,106,089

Current Board Assignment

Communications



Layton & Richardson, P.C.
Certified Public Accountants



CLARK SCHAEFER HACKETT
CPAs & ADVISORS

May 20, 2019

Lisa Hoenig
Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti, MI 48197-9752

Dear Valued Client,

We are pleased to announce that Layton & Richardson, P.C. has agreed to join Clark Schaefer Hackett, a Top 100 CPA & advisory firm. This merger will take effect on July 1, 2019. On that date, our firm will begin conducting its practice as Clark Schaefer Hackett.

This combination allows us to provide a wider array of services and expertise along with expanded educational opportunities for clients around tax law, tax planning, accounting and auditing standards. Clark Schaefer Hackett also offers efficient and robust administrative, HR and IT functions, a key factor in keeping our fees competitive.

Warmels Comstock is also joining Clark Schaefer Hackett. Our two firms have a long history of collaboration and share the common goal of supporting and improving area communities. Layton & Richardson staff will soon relocate to the Warmels Comstock 3505 Coolidge Road office location. When combined, our office will grow to include approximately 50 professionals, including 4 shareholders, and boast more than a century of experience providing tax, accounting and business advisory solutions to a wide range of clients. As mentioned, there are many new services and areas of expertise we can offer you in the future. We look forward to discussing those in more depth with you. However, there are several things that will not change. You will continue to:

- **Be served by the same professionals you've come to know and trust**
- **Enjoy the high level of service you've come to rely upon**
- **Continue to receive the services we have provided you in the past**

We are excited to join Clark Schaefer Hackett, and continuing the tradition we have for excellent service and an environment that our clients and associates want to be a part of. To learn more about Clark Schaefer Hackett, visit their website at www.cshco.com.

Rest assured, we will work diligently to make the transition smooth, and your communication with us is important in that effort. If you have any concerns or questions, please do not hesitate to reach out to us.

Sincerely,

Vickie L. Crouch
Principal

Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/19/19

Re: Superior Planning Committee report

- 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. 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.
- Ken Schwartz showed one of the Commissioners the site and explained the situation in recent weeks. Ken has a meeting scheduled with the WCRC staff on 6/25.
- 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.
- 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.
- We are moving ahead with grant applications and fundraising plans, described elsewhere in this packet.

Director's
Report
and attachments

Library Director's Report

June 26, 2019

Summer is here!

Festivities were held on 6/15 at all three locations to launch the 2019 Summer Challenge. Fun was had by all! The staff have planned an amazing line-up of activities and designed a slate of fun challenges for all ages. Check out the inaugural Community Edition of *The Loop* for details, participate, and enjoy!

You're all invited to walk with the Bookmobile in Ypsilanti's Independence Day Parade. See the Outreach Department report for details, and let me know if you plan to join us this year.

Collection:

Our Library of Things is expanding! Nearly 50 jigsaw puzzles are now available for check-out at Whittaker. Search "library of things" in the catalog for a listing. Soon we'll be circulating ukuleles as well!

Facilities:

- Our 5/31 staff in-service day featured sessions with krM Architecture to get staff input for the space utilization study. Staff commented that they felt heard, discovered similarities and differences in the current shortcomings of our buildings, and overwhelmingly reported it was a valuable exercise.
- krM hosted community engagement sessions at Whittaker (6/18) and Michigan Avenue (6/19) with activities designed to collect thoughts and ideas about our library spaces. We estimate that between 40 and 50 people participated the first night, and 75-80 at the second session. Pizza was definitely a draw, but I heard many comment that it was very worthwhile and that these were unique and important sessions.

Personnel:

- We have identified a candidate for Part-time Building Monitor. A background check is underway and I hope to have hiring news by the time of the Board meeting.
- Nicole Russell, Michigan Avenue's summer Youth Intern, has accepted a second internship with the Outreach Department for the summer. If all goes well she will be promoted to fill the Part-time Outreach Librarian vacancy when these internships conclude.

Programming:

Kudos to Jodi Krahne, Kelly Scott, and the YDL TAG teens for coordinating a meaningful teen mental health event on 5/24. Conceived and planned by the teens, the program caught the notice of On the Ground Ypsi. See article following this report for details.

Side Notes:

- The Campbell County (KY) Public Library asked me to participate in a planning survey after identifying YDL as a top-performing peer library. I will share the resulting comparative report when available.
- The Ivy Group invited me to record a podcast about our experience planning a successful millage campaign. It should be available on their website soon.
- Lynette Findlay interviewed me as part of an information-gathering exercise for the Ypsilanti Area Community Fund on 6/4. Gillian and I gave her information on the Superior capital campaign, and also met individually with David Rutledge and Michelle Deatruck to explore their interest in the project.
- I spoke to the YACF's Advisory Committee about the Superior building project and capital campaign on 6/17. Feedback was excellent. Our capital campaign committee's first meeting will be held 6/27.

Ypsilanti

SARAH RIGG | WEDNESDAY, MAY 22, 2019

Ypsi teens aim to raise peers' mental health awareness with new event



Ypsilanti D

Members of the Ypsilanti District Library's Teen Advisory Group after pitching their mental health awareness event at the Youth Driven Spaces conference.

When members of the Ypsilanti District Library's (YDL) Teen Advisory Group (TAG) were brainstorming on what local teens need to know more about, they all agreed that mental health topped the list.

So they organized an upcoming mental health awareness event called Joy Factor: Mind Your Brain, to be held 6-9 p.m. Friday at YDL's Michigan Avenue branch, 229 W. Michigan Ave in Ypsilanti.

Jodi Krahne, YDL youth services librarian, says several TAG members had direct experience with a friend or schoolmate committing suicide. TAG members pitched their idea for the event during the Neutral Zone's annual Youth Driven Spaces conference, and won an \$850 grant to support the effort.

Because the library had already published its event listings for the season before the teens came up with the idea for Joy Factor, it was combined with the library's pre-existing STEAM Cafe program, Krahne says. STEAM Cafes bring in a different scientist each month and allow time for the teens to learn about science concepts and ask questions about careers in various science fields.

The Joy Factor event will feature Isaiah Sypher of the University of Michigan's MIND Lab, discussing the neuroscience behind mental health. All other breakout sessions will be led by teens.

Participants will be able to pick two half-hour breakout sessions from a total of six choices, ranging from "Know Your Strengths for Personal Success" with Saline High School senior Lauryn Humphreys to "Depression and Bullying" with the Corner Health Center Theatre Troupe.

The event will include dinner and dessert from Zingerman's and Beezy's, and a prize drawing. A fun social time before the breakout sessions will include a chance for teens to color, play with a stress relief ball, or create a pin with a positive message.

All area youth ages 12-19 are invited to participate in the free event, and no registration is required. More information, including a full lineup of breakout sessions, is available here.

Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She has served as innovation and jobs/development news writer for Concentrate since early 2017 and is an occasional

YDL Dashboards

YDL Performance Dashboard - May 2019

% Change from last

		May-18		May-19		May		2018		2019 to date	
Circulation											
	Whittaker Rd.		34,756		32,358		-7%		430,619		168,941
	Michigan Ave.		10,360		10,130		-2%		127,247		50,428
	Superior		1,360		1,390		2%		18,306		6,995
	Bookmobile		2,307		2,120		-8%		19,796		8,959
	eProducts		5,602		7,530		34%		72,382		34,219
	TOTAL		54,385		53,528		-2%		668,350		269,542
Self Check-Items											
	Whittaker Rd.		5,038		5,252		4%		68,376		27,634
	Michigan Ave.		1,008		1,375		36%		12,379		6,207
	Superior		N/A		14		0%		N/A		33
	TOTAL		6,046		6,641		10%		80,755		33,874
MeLCat Interlibrary Loans											
	Loaned		1,547		985		-36%		14,243		5,279
	Borrowed		1,006		1,158		15%		14,383		5,871
Borrowers											
	Whittaker New Cards		168		168		0%		2,614		970
	Michigan New Cards		71		77		8%		1,194		437
	Superior New Cards		8		13		63%		191		91
	Bookmobile New Cards		6		6		0%		118		81
	TOTAL New Cards		253		264		4%		4,117		1,579
	Total Borrowers		N/A		43,391		N/A		0		43,391
	% of District Residents		N/A		52%		N/A				
Reference											
	Whittaker Rd.		4,224		3,408		-19%		65,425		19,781
	Michigan Ave.		4,410		3,697		-16%		50,873		19,184
	Superior		650		793		22%		8,316		3,937
	Bookmobile		255		206		-19%		2,418		1,038
	TOTAL		9,539		8,104		-15%		127,032		43,940
Program Attendance		Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees
	Whittaker Rd. - Adult	24	97	31	142	29%	46%	448	3,035	186	853
	Whittaker Rd. - Youth	30	911	41	1,356	37%	49%	617	17,740	256	6,845
	Michigan Ave. - Adult	23	159	21	124	-9%	-22%	271	2,528	112	1,171
	Michigan Ave. - Youth	11	93	26	270	136%	190%	435	6,698	155	1,593
	Superior	4	6	6	29	50%	383%	86	738	79	351
	Bookmobile	68	1,650	45	744	-34%	-55%	487	9,798	220	4,031
	Offsite	15	63	15	42	0%	-33%	255	3,859	67	461
	General	0	0	0	0	0%	0%	4	1,566	0	0
	TOTAL	175	2,979	185	2,707	6%	-9%	2,603	45,962	1,075	15,305
Computer Usage		Hours	Sessions	Hours	Sessions	Hours	Sessions	Hours	Sessions	Hours	Sessions
	Whittaker Rd.	N/A	N/A	2,492	2,882	N/A	N/A	63,392	63,530	13,194	15,156
	Michigan Ave.	N/A	N/A	3,232	3,360	N/A	N/A	63,927	65,159	15,840	16,209
	Superior	N/A	N/A	440	470	N/A	N/A	6,691	6,777	1,930	1,902
	Wireless		2,098		2,558		22%		29,291	0	13,198
	TOTAL	0	N/A	6,164	9,270	0%	0%	134,010	164,757	30,964	46,465
Door Count											
	Whittaker Rd.		15,919		17,448		10%		220,696		89,293
	Michigan Ave.		9,828		12,289		25%		116,849		48,020
	Superior		1,496		2,161		44%		20,562		7,543
	Bookmobile		2,132		1,291		-39%		13,931		5,846
	TOTAL		29,375		33,189		13%		372,038		150,702
Collection											
	Physical Items Added		1,514		1,678		11%		14,368		8,488
	Ebooks/Eaudio added		486		489		1%		6,547		2,428
	Items Cataloged		630		615		-2%		6,404		3,098
	TOTAL Collection		273,589		265,026		-3%		na		na
Online Library Access											
	Website visits		186,236		166,055		-11%		2,128,948		854,188
	App Users				431						431

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 2019

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
Friends of YDL Annual Support	\$46,316	\$43,360	\$36,050	\$36,000	\$11,317	\$31,000
Small Gifts/Memorials	\$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	
Additional Fundraising Activities						\$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		\$300	
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	\$556	
Annual Giving Campaign	\$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	
Gala 150 year anniversary				\$24,123		\$0
Individual Donations						\$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	
Sponsorships						\$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	
YDL Endowment Fund						\$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	
Total Donations	\$71,333	\$73,819	\$68,072	\$61,831	\$14,732	\$52,500

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 2019

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
Grants						\$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		
Total Grants	\$27,360	\$57,956	\$86,360	\$79,155	\$55,155	
Vehicle Donation						
Bank of Ann Arbor			\$2,000	\$2,000		
Gene Butman Ford			\$3,316			
sub-total			\$5,316	\$2,000		
GRAND TOTALS	\$98,692	\$131,775	\$159,748	\$142,986	\$69,887	\$132,500

Designated Fundraising to Date

YDL - Superior Improvement - \$11324.22
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

Department Reports

Communications & Development

Monthly report: June 2019

Fundraising

- **The Superior Fundraising Committee** has scheduled our first meeting for June 27. In addition to our board team, we've added Michelle Deatrick, Kerri Pepperman, and Shamar and Melanie Herron to our campaign committee. We also received our first \$1,000 check toward the capital campaign.
- We submitted the \$100k grant from **MCACA's Capital Improvement Program**, and got a 'go ahead' from the **Towsley Foundation** to submit another grant, which we're preparing.

Community Relations

- We are thrilled to offer **free bus rides on weekends** yet again, thanks to the TheRide! On Saturdays and Sundays June 15-August 31, anyone can ride the bus for free by showing an Ypsilanti or Ann Arbor library card. This program has been getting a lot of play on social media!



Promotions

- The Summer Challenge is here! In addition to The Loop, we also had flyers go out in backpacks to **Ypsilanti & Lincoln Schools** students, and 2000 more flyers were handed out door-to-door by the **Washtenaw County Sheriff's Interrupters** program. Banners have been printed for display at all YDL locations.
- **Advertising** for the Summer Challenge is displayed on all AAATA buses, with placements donated by The Ride, and YDL also purchased a banner placement at Rutherford Pool.
- Our **Summer Challenge business sponsors** are getting special attention this year. Each sponsor has a sign to display at their business, thanking them for supporting the Summer Challenge and offering customers a "secret code" that earns a point in the Challenge.
- **Lunch & Listen** free summer lunch program was included in an article in Mlive, and has also been featured on Ann Arbor's 107.1 radio.

TALK

We are having unfortunate technical difficulties with our TALK program, caused by our text messaging provider. We learned that our shortcode—which is used to send the messages—had been down since Saturday June 9, meaning people could not sign up and no messages were being sent. The provider was able to rectify the problem on June 13, with the exception of one major carrier. We posted notices on the TALK website and social media. We hope to be fully up and running again soon.

Submitted by Gillian Ream Gainsley on June 20, 2019

Customer Services

Monthly report: June 2019

Unique Management Systems Update

In May 2019 UMS recovered the following:

Materials Returned: \$1,293.38

Dollars Received: \$843.37

Since YDL began using UMS we have recovered the following:

Materials Returned: \$157,782.98

Dollars Received: \$100,091.66

Exhibits

The Huron Valley Chapter of the American Institute of Architects is exhibiting its 2019 Honor Award Winners in the community room at Whittaker Road. The exhibit will run through July 26.

Facilities Department

Board Report: June 2019

The Facilities Department was busy as always with the daily routines, plus some added projects that pop-up to help support other departments. Here are some of the highlights.

The fountain is up and running. Repairs were needed to the pump after some vandalism at the end of the season last year. Someone tried to steal the pump pulling on the wiring, which needed to be repaired.



New mulch was put down in the flower beds all around the building and plaza area. New chairs came in for the Youth and Teen area. Old chairs were taken apart and re-cycled for their scrap metal and plastic.

Lisa and I met with a contractor to investigate repairs to the plaza pavement. They are going to give an estimate for the plaza, and a couple other items around the building that need to be fixed as well.

A temporary fix on the front door at Whittaker Road was made to buy some time until Howlett Door came out to investigate what the issue is. They are putting together estimates to repair both Whittaker Road, and Michigan Ave front handicap door operators which happen to start failing at the same time at each building.



Built garden boxes and installed the perimeter to contain the mulch for Molly's Youth garden program. Molly has planted some crops, and soon will have some vegetables for the kids to see how produce grows.



Cleaned Rug in Youth area for the little ones to crawl on. Repaired the windmill on the Jumpstart Junction play area. Cleaned a couple stuffed chairs that had spills from coffee or juice. Chairs are back on the floor and being used.

Repaired restroom door at the Superior Branch. Repaired a broken chair, and a couple light fixtures needed repair.

Submitted by: Jim Reed, June 19, 2019

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2019

Status Report

- Helpdesk Report – May Helpdesk Tickets Processed 104, 95 completed.
- RFID Readers – We will be testing a small form factor RFID reader for some of our outreach services and limited space areas.
- PC Replacement – We've determined the appropriate model PC for our Patron PC replacement
- Microsoft system Licensing – Currently acquiring figures for the acquisition of new Microsoft licensing.
- 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: June 2019

Programs

- A second wedding was conducted at YDL-Michigan Ave. The bride was a frequent user at the library and the library was her favorite place.
- Senior Summer Makers Camp has had light attendance but those who have attended have really enjoyed the one-on-one attention learning tricks to digital photography, being introduced to 3D printing, and card making.
- Summer Challenge's Kickoff was a success with pendulum painting, circuit bug making, flying objects in the wind tunnel, launching DIY water bottle paddleboats in the fountain, and bounce house fun. We finished off with a dry ice smoking fountain.
- First week of Summer Challenge has been filled with multiple programs every day with lunches, dancing, music, Ozobot coding, and a local policeman being interviewed by the kids.
- Kelly's teen book club at WSC has ended for the year. They finished Great Books *Buck: A memoir* by MK Asante and *Maus* by Art Spiegelman. Students are eager to continue next year.
- Jesse has been putting a group of volunteer musicians for July's First Friday Community Sing, *Ypsi Sings with Soul*. A small portion of the group performed a teaser and low-key rehearsal by singing at the 734 brew pub in Depot Town. We're looking forward to a full library plaza.
- Today's "Envision our Library Spaces" program was attended by about 80 people sharing their thoughts of what they wanted from their library space. Pizza was a definite plus and many young people gave information about what they hoped for the library.

Other

- Friends of the Library are generously providing support for this year's Noise Permit. We are very grateful for their support since MCACA, our usual way of paying for Noise Permit, is not offering grants this year.
- Kelly submitted MCACA's New Leadership grant for next year's Noise Permit.
- Scott, Jenny, Pat, and Kelly have all done outreach to various end of year school programs, WIC, or festivals.
- Kim Rowe and Shoshanna Wechter attended an adult summer program planning meeting. Youth staff are busy programming for fall, always challenging during summer's activities.
- Summer Intern, Nicole Russell has jumped in with both feet, helping out everywhere she can.
- We have new chairs in the youth department! Both the teen and youth computer chairs were in very bad condition. Thanks to Lisa, beautiful new chairs have been delivered and they go with the rest of the décor very nicely.
- New librarian subs have all been through orientation at Mich Ave.

Joy Cichewicz,

June 20, 2019



Outreach Services Board Report

June 2019

Staff News

- Staff inservice was very engaging this year, especially the morning session's focus on space planning for Whittaker and Michigan Avenue. We were grateful for the day of talking and learning together.
- Nicole Russell has been offered and accepted a part-time internship in Outreach Services, along with her internship at Michigan Avenue's Youth Department.
- I oriented three new substitute librarians to our locations: Erin Durrett, Larissa Stenzel, and Courtney Mandarin.

Bookmobile News

- Calling all parade-walkers! Trustees, family, and friends are invited to walk with our crew of the Bookmobile, the Flex, and community members in the Ypsilanti Independence Day Parade on July 4. Lineup is from 10:30-11:00 on Cross Street, near Oakwood. The parade finishes in Depot Town. Detailed lineup information will be available around July 1. If you are interested in joining us, please call or email me (garboden@ypsilibrary.org; 734-879-1316). If desired, you can park at the end of the route and Lisa will pick you up to bring you to the starting point!



Superior News

- We planted the Learning Garden on May 18. This year, we are doing a weekly gardening series to help kids learn how to grow food and what happens with the food once it's grown. In our first program of the series, we made smoothies featuring kale and strawberries from the garden.
- We are in full summer mode. The library is full of kids and the computers are in use most of the day. Our kickoff on Saturday, June 15 was a huge success, with kids enjoying the bounce house, Sno Kones, and STEAM stations.
- Ongoing programs included Playgroup & Storytime, Tween Reading Circle, and Sewing Club.

Learning Never Gets Old News

- We delivered new large print books to the Senior Center on Cross and the Ypsilanti Township Senior Center.



Outreach News

- Scott Marlowe and I staffed a table at Superior Day. We held a storytime, pre-registered people for Summer Challenge, and distributed library information.
- I attended a meeting of a newly-formed group called Estabrook Literacy Partners. This is a coalition of organizations doing literacy work at Estabrook. The goal of the group is to coordinate efforts for better student literacy outcomes.
- We attended end of year events at Ann Arbor Learning Community, Estabrook, Fortis Academy, Brick Elementary, Ypsilanti International Elementary School, and Ford Early Learning Center.
- Stacey and Jodi promoted Summer Challenge at Lincoln Schools' first Reading in the Park event of the summer. LCS holds one of these events each month over the summer.
- Jodi and I did Early Literacy outreach at the WIC office.

Submitted by Mary Garboden
June 19, 2019



Whittaker Road-Adult Services Board Report: June 2019

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings this month)
- Three book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group, Thu Am Bk Grp)
- Computer classes (15 classes scheduled)
- D-Day Veterans
- Summer Movie: Palm Beach Story
- Entrepreneurship and Ice Cream

We've cut back a bit on programming for the summer as attendance typically drops off. This month we're also down a staff person (medical leave) so staffing is tight. We are encouraging people to sign up for the Summer Challenge for adults; read or listen to 6 titles and you'll receive a finishing prize and get a ticket towards a raffle of nice prizes. There are also a number of activities (attend a library program, explore, go to a community activity) to earn more tickets; many can be done as a family activity. We hope lots of adults sign up this year! Thanks to Sheila who ably represented Adult Services on the planning team for this year's Summer Challenge. Our next business program will take place on June 27 as Rob Hess from Go! Ice Cream speaks about turning his dream into a business. He'll also provide ice cream samples for those who attend, yum!!!

We've added a new collection type-jigsaw puzzles! We've had a puzzle out for patrons to work on for some time; now they can check out a puzzle to work on at home. They've only been available for a little while, so too soon to tell how much they'll get used. Thanks to Christy, Sarah and Julie for figuring out how to catalog and process the puzzles.



Brigitte is working with Shane to set up training sessions for our new online helpdesk to ensure that all staff know how to use it. Adult Services at Whit are already making good use of it! All staff attended Summer Challenge training so we can help patrons register and use the product. Thanks to Jodi for running the training sessions. Paula will be attending a 2020 Census Kickoff meeting at the Washtenaw County Service Center later this month. The Census Bureau views libraries as potential partners in assisting those who want to fill out census forms online. I'll report back to staff on what I learn at the meeting.

-Submitted by Paula Drummond June 18, 2019

Whittaker Youth Services Board Report June 2019

Program Highlights

Little Ones

- 811 parents and children attended 20 storytimes in May. The new season started this Monday, along with lunch service and afternoon programs for kids and families.

Kids & Families

- 38 people attended Molly's garden kickoff in May. Everything is growing due to lots of rain. Kids should have plenty of fresh vegetables to sample this summer!
- We are excited to see so many returning faces at Lunch and Listen and post-lunch learning programs. We served 57 lunches the first day and 42 the second. Volunteers from Plymouth Kiwanis Club are helping twice each week alongside tweens and teens who wipe tables, hand out lunches, milk, and hand sanitizer.
- Themes for 8 weeks of post-lunch programming are STEM on Tuesdays, creative writing and art with EMU's Office of Campus and Community Writing on Wednesdays, gardening and cooking on Thursdays, and fitness on Fridays. About 55 people attended the first program yesterday--sensory science with Liz.

Teens

- We had a great turnout downtown for the teen mental health event. Thanks to Kelly and Joy for partnering on the event. It was a nice opportunity for both TAGs to work together. On the Ground/Concentrate Media ran a story a few days before the event. Thanks to Gillian for teaching TAG how to write a press release.

Summer Challenge

- The Summer Challenge kicked off on Saturday with bounce houses, ice cream, and STEAM stations at all locations. At YDL-Whittaker, about 145 people stopped by for alka seltzer pop rockets (science), a nature scavenger hunt with the chance to use a nature identification app on our new grant funded iPads that can identify leaves, flowers, and animals when a user uploads a photo (technology), boat design where kids built and tested boats in the kiddie pool (engineering), watercolor painting (art), and timed races in the inflatable obstacle course (math). Kids who visited all stations got a temporary tattoo with the Summer Challenge logo and ice cream. Thanks to Molly, Kristel, Liz, Lauren, and Claire for making it successful and Kristen for holding down the desk signing people up for summer learning.
- Summer Challenge participants who read at least 6 books get a prize. Kids get a free book and kid's pizza at Aubree's, teens get a free book and \$5 off at Aubree's, and adults get a YDL flashlight. Kids and teens who complete 6 learning challenges get a coupon for a free kids meal or \$5 off at Buffalo Wild Wings. Participants have already completed just over 200 challenges created by staff that encourage independent learning and exploration of library services and the community.
- 1,566 youth and 306 adults have signed up for the Challenge so far this year, including 550 kids participating through Gold Star Partner Camps. Other participants signed up at the library or outreach events, or by reactivating last year's account. Joy, Mary, and I worked together to schedule staff to attend events across the community this summer, at Farmers' Markets, the pool, parks, WIC, and other community events advertised in the expanded version of The Loop. Thanks to Mary for getting outreach material gathered for staff to grab and go.

Other Happenings

- Kristen, Marlena, and Liz hosted a Pride Day tent in the kids' area of the event.
- Kristel hosted a special TinkerLab for students at Teddy Bear Day Care and Marlena gave a preschool tour to students and parents from Bemis Farms Preschool.
- Marlena, Lauren, and I decorated the portal for the Summer Challenge and Claire, Molly, and Kristen created multiple book displays.

Submitted by Jodi Krahnke June 19, 2019



Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/19
Re: Resolution to authorize a 2019 debt levy

Following the consensus reached during last month's discussion that YDL should levy a make-up debt millage, Bond Counsel Tom Colis prepared the attached authorizing resolution. The one-time make-up debt levy appears on the 2019 L-4029 Tax Rate Request forms for the City of Ypsilanti and Charter Township of Ypsilanti.

RESOLUTION AUTHORIZATION DEBT LEVY
RESOLUTION NO. 2019-18

YPSILANTI DISTRICT LIBRARY
County of Washtenaw
State of Michigan

Minutes of a regular meeting of the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan (the "District Library"), held on the 26th day of June, 2019, at 6:30 p.m., prevailing Eastern time.

PRESENT: Trustees: _____

ABSENT: Trustees: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, the District Library issued its 1999 Building and Site Bonds (Unlimited Tax General Obligation) dated April 1, 1999 (the "1999 Bonds") pursuant to an election duly held on May 5, 1998; and

WHEREAS, Section 701 of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), requires that if municipal securities such as the 1999 Bonds were approved by the electors of a municipality, then the municipality shall levy the full amount of taxes required for the payment of the municipal securities without limitation as to rate or amount and in addition to other taxes that the municipality may be authorized to levy; and

WHEREAS, the District Library is a municipality for purposes of Act 34; and

WHEREAS, the District Library determined that the tax levy for fiscal year 2018-2019 was inadequate to pay the debt service charges on the 1999 Bonds which required the District Library to advance funds to pay such debt service charges; and

WHEREAS, Section 701(d) of Act 34 authorizes a municipality to levy a tax to pay debt service charges on municipal securities such as the 1999 Bonds falling due in the immediately preceding fiscal year, to the extent that the tax levy in the preceding fiscal was inadequate to pay, when due, the debt service charges on municipal securities; and

WHEREAS, Section 701(d) of Act 34 further authorizes the proceeds of such tax levy to be used to reimburse the municipality for any advances of funds used for the purpose of paying debt service charges on municipal securities.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the District Library determines that the District Library shall levy **0.0923 mills** to reimburse the District Library for advances made by the District Library to pay debt service on the 1999 Bonds in fiscal year 2018-2019.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

AYES: Trustees: _____

NAYS: Trustees: _____

RESOLUTION DECLARED ADOPTED.

Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan, at a regular meeting held on June 26, 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, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

33852779.1\099367-00010

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/17/19

Re: Consideration of a revision to Policy C2 Naming Library Buildings and Spaces

Guided by the Board's May discussion, the Policy Committee met on 6/14 to revise YDL's policy on Naming Library Buildings and Spaces. The committee reviewed example policies to get ideas and a feel for how other libraries handle this topic. The resulting draft is attached. We look forward to your feedback and suggestions.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-19

June 26, 2019

RESOLUTION TO REVISE
POLICY C2: NAMING LIBRARY BUILDINGS AND SPACES

Whereas, the Ypsilanti District Library's Policy C2 sets forth guidelines for naming library buildings and spaces, and

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

Whereas, Policy C2 was last revised in February, 2006, and

Whereas, the Board Policy Committee has presented a revision in advance of the Superior building project, for which there could be interest in naming rights, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy C2: Naming Library Buildings and Spaces is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

C2

NAMING LIBRARY BUILDINGS AND SPACES

Approved: 02/28/2002

Revised: 02/23/2006

DRAFT 6/14/2019

Naming of Library Buildings

The naming of all new Library buildings and of all existing Library buildings undergoing significant renovation and expansion is the responsibility of the Library Board, guided by the following criteria.

New library facilities shall be named and existing library facilities shall be renamed

- With a preference for geographic or functional designation, or
- When the Board chooses to accept the gift of a donor (or donors) who requests naming rights and who contributes a majority of the total project costs determined by the Board on a case by case basis, including construction, equipment, furnishings and collections for the building.

Further,

- The Library Director, in consultation with the Library design team and the Library's planning committee for that facility, will be responsible for determining the manner in which the name is recognized (e.g. signage).
- No naming opportunities will be considered for corporations or religious entities.
- The term for the naming of the new facility shall be 25 years or the duration of its use as a public library, after which the building could be renamed, based on the above criteria.
- The Library Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

Naming of Library Spaces

Other naming opportunities are available within the new building or existing buildings undergoing significant renovation and expansion. These opportunities are identified by the Library Director in consultation with the Library's design team and the Library's planning committee for that facility, and could include such areas as meeting rooms, auditoriums, reading lounges, special use areas, collections, equipment, gardens, walkways or other interior and exterior spaces.

- The Board may choose to honor an individual for significant, outstanding contributions in keeping with the nature and mission of the Library (in which case

the name should be generally recognized within the community and be able to stand the test of time), or

- The Board may approve naming rights for individuals, families, foundations and corporations making a significant contribution to the project, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area.
- The Library Director, in consultation with the Library design team and the Library's planning committee for that facility, will be responsible for determining the manner in which the name is recognized (e.g. signage.)
- A list of the interior and exterior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.
- The term for the naming of library spaces shall be 25 years or until the space next undergoes significant renovation, after which the space could be renamed.

Qualifications and Exclusions

- There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection of the Library. The Library Board reserves the right to accept or reject any naming proposal based on this review.
- Naming rights for any facility or space shall be finalized and fulfilled only after the financial commitment by the individual or organization has been honored in full, and not on the basis of a pledge for future funds.

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/13/19
Re: Approval of 2019 L-4029 Tax Rate Request Forms

Each June YDL must submit L-4029 forms to the Washtenaw County Clerk's Office to request the appropriate tax be levied by each of the municipalities in the library district. The signatures of the Board President and Secretary are required on the approved forms.

Accountant Jim Carey prepares these forms based on figures from the County Equalization Department. For the fourth consecutive year, the operating millage tax rates are being rolled back by Headlee. This indicates steady economic growth in our community, which is wonderful, but the law caps growth of our revenues.

YDL's operating millages and a one-time make-up debt levy are authorized by approval of these forms.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-20

June 26, 2019

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2019

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2019 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

L-4029
 (SIGNAL TO: County Clerk(s)
 PY TO: Equalization Department(s)
 PY TO: Each township or city clerk
 Carefully read the instructions on page 2.

L-4029

County(ies) Where the Local Government Unit Levies Taxes
Washtenaw

2019 Taxable Value of All Properties in the Unit as of 5-28-19
331,057,041

Local Government Unit Requesting Mililage Levy

Ypsilanti District Library/City of Ypsilanti

For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

[illegible]

Prepared by	Telephone Number
Lisa Hoenig	734-879-1300

Title of Preparer
Library Director

Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Fold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Patricia Horne McGee	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Brian Steimel	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate, but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies

2019 Taxable Value of All Properties in the Unit as of 5-28-19

1,376,937,636

For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

[illegible]

Date _____

Local School District Use Only. Complete if requesting mileage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.

For Commercial Personal	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Country(ies) Where the Local Government Unit Levies Taxes

Washtenaw

2019 Taxable Value of All Properties in the Unit as of 5-28-19
343,383,520

Local Government Unit Requesting Millage Levy
Ysiantiti District I Ibaran/Town

Ypsilanti District Library/Township of Superior

For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

[illegible]

Prepared by Lisa Hoenig	Telephone Number 734-879-1300
-----------------------------------	---

Title of Preparer	
Library Director	

Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Patricia Horne McGee	
<input type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/>	President		Brian Steimel	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

***** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

1-4029

Carefully read the instructions on page 2.

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/13/19

Re: Request for Capital Asset Replacement funds for concrete repair work at Michigan Avenue

I allocated money in this year's budget to do a "refresh" of Library Plaza downtown. We removed two trees earlier this spring. The other big expense I want to make sure gets done is to replace the "river," the blue path through the concrete that winds the length of the Plaza. It was damaged two winters ago by snow plows.

Originally, I am told, the "river" was made of mosaic glass tiles. It proved to be extremely slippery when wet, so was removed almost immediately and replaced with the unattractive blue rubber playground surface material we have now. Throughout last spring and summer I tried to find a mason that would take on replacing it, but apparently this job is too small to interest these busy firms. We wound up doing some spot repairs ourselves. Now those repairs are wearing out and it is becoming a trip hazard.

Long story short: this year we decided to try to expand the job in an attempt to attract a contractor. We added two more projects that need doing, and were able to get a quote from Vento Decorative Concrete. With all three projects, the quote is \$9,150.

I reached out to the Facilities Committee, and asked if we could waive the competitive bid process for this contract award. The "river" is specialty work which non-decorative concrete masons don't do, and without the addition of the "regular" projects, Vento won't do.

Relevant excerpt from the Purchasing Policy:

When Competitive Bidding is not required

- a. *Where the goods or services to be procured are economically procurable from only one source*
- b. *Where the services required are for professional skills*
- c. *In emergencies involving public health, public safety, or where immediate expenditure is necessary*

I plan to fund replacement of the "river," at \$3,500 of the total cost, with the Michigan Avenue Capital Improvement account in the 2018-19 budget. I request your authorization to spend the remaining \$5,650 from the Capital Asset Replacement Fund.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-21

June 26, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES
FOR CONCRETE REPAIR WORK AT MICHIGAN AVENUE

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, concrete repairs are needed in at Michigan Avenue in Library Plaza, along Adams Street, and in the parking lot, and

Whereas, the Board Finance Committee recommends waiving the competitive bid process to have “the river” in Library Plaza replaced by the lone decorative concrete company that expressed interest, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for this work is awarded to Vento Decorative Concrete; and

BE IT FURTHER RESOLVED that:

\$5,650 from the Capital Asset Replacement Fund be used for the portion of concrete repair work not originally planned in the 2018-19 budget.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Vento Decorative Concrete
36694 Clarita Street
Livonia, MI 48152
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PROPOSAL

Submitted to: Ypsilanti District Library
5577 Whittaker Rd.
Ypsilanti, 48397

June 10, 2019

Following work to be performed:

- 1) Remove blue "river" in courtyard and replace with exposed aggregate concrete.
Cost: \$3,500.00
- 2) Saw cut and remove section of asphalt in front of dumpster pad and replace with regular concrete 18'x8'x6" thick. Cost: \$1,400.00
- 3) Remove and replace 90' lineal of straight curb. Cost: \$4,000.00
- 4) Remove and replace on section of concrete walkway 7'x5'x4" thick. Cost: \$250.00

Quote does not include any permit fees or permit related costs and is based on all work being completed at the same time.

Total cost: \$9,150.00

Customer, having carefully read all of the provisions of the agreement, acknowledges receipt of a copy of the agreement, and all applicable terms and conditions (found at www.ventoconcrete.com) which together are the final expression of the agreement of the parties related to the subject matter hereof, and the complete and exclusive statement of the terms agreed upon. All prior agreements and understandings being merged herein, and that there are no representations, warranties or stipulations, either oral or written, not herein contained. Vento Masonry & Cement Company, Inc., a Michigan corporation, is not responsible for any manufacturer issues or defects.

Authorized Signature

Date

Contractor is fully licensed and insured with the State of Michigan. License #210405467

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/20/19
Re: Draft revision of By-Laws

One goal of our strategic plan is to investigate 501(c)3 status to expand fundraising opportunities. With the Superior capital campaign launching, I am working to submit a 501(c)3 application to the IRS. They require dissolution language in our By-Laws, which we currently do not have.

Mike Zahrt, the attorney we are working with on this project, has provided the necessary language in the draft revision attached. If this draft is acceptable to the Board I will put approval on the agenda for the July meeting, as the by-laws state:

These by-laws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

We last revised the By-Laws in 2016, bringing them up to date with then-current law. I surveyed the Policy Committee, the Board President, and Library Attorney Anne Seurnyck to see if we should consider anything else for revision at this time. Nothing substantive was changed besides the addition of Articles X and XI, intended to fulfill the requirements of the IRS.

The Policy Committee has reviewed the draft. We will be happy to field questions at the Board meeting.

D1

By-Laws

Approved: 05/25/1995

Revised 11/25/1999

Revised 09/23/2004

Revised 12/16/2004

Revised 03/24/2016

DRAFT 6/19/2019

ARTICLE I

Name

The Ypsilanti District Library was established by resolution of the City of Ypsilanti and the Township of Ypsilanti in November 1983 and certified by a vote of the electorate on April 4, 1983. The Library was considered established under Section 6 of the District Library Establishment Act upon filing of the Organizational Plan dated June 22, 1989.

Subsequently, the Library District was expanded to include the portions of Superior Charter Township that are not included in the Ann Arbor District Library district.

ARTICLE II

Membership

Section 1. In accordance with the District Library Establishment Act (MCL 397.171 at seq,) (hereafter, "the DLEA") and the Organizational Plan, the Board of Trustees of the Ypsilanti District Library shall consist of seven (7) members elected at large from the District. A candidate for election as a Trustee shall be a qualified elector of a participating municipality on the deadline for filing nominating petitions and a resident of the District. Trustees are elected for four year terms every two years, three terms at the Presidential election and four terms at the Governor's election. Terms of office begin on January 1 following the election.

Section 2. The office of a Trustee becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to section 10 of article V of the state constitution of 1963, or ceases to be a resident of the Library district. A vacancy in the office of a Trustee shall be filled until the expiration of the vacating Trustee's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the Trustee vacating office and that term is 4 years, all of the following apply:

A. The vacancy shall be filled by appointment by majority vote of the remaining Trustees only until the next date on which the term of any Trustee expires.

B. A Trustee shall be elected at the regularly scheduled election of Trustees next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the Trustee vacating office.

Section 3. The Board of Trustees may reimburse a Trustee for the actual and necessary expenses which the Trustee incurs in the performance of official duties. The Board may compensate Trustees for attending official meetings of the Board or committees of the Board and shall include the amount of compensation in the annual budget. Compensation shall not exceed \$30.00 per meeting and a Trustee shall not be compensated for attending more than 52 meetings per year.

ARTICLE III

Powers of the Board of Trustees

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the DLEA, the District Library Financing Act or any other power granted by law. The Board may delegate such powers to the Officers of the Board and /or the Library Director as it deems necessary and as permitted by law.

Section 2. The Board of Trustees shall have the responsibility to hire/terminate the director. The Library Board delegates authority for the employment, direction and supervision of all other Library employees to the Library Director.

Section 3. The Board of Trustees shall have the responsibility to set policy.

Section 4. The Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended and have exclusive control over the budget.

ARTICLE IV

Officers

Section 1. The Board of Trustees shall annually elect officers, who shall be the President, Vice-President, Treasurer and Secretary.

Section 2. The officers shall be elected for a term of one (1) year at the annual meeting of the Board.

Section 3. No officer shall serve more than two (2) consecutive terms in the same office. If an officer is appointed to fill a vacancy in an office for a period of 6 months or less, then that will not be considered a "term" for the purposes of this subsection.

Section 4. The Board shall appoint a transcribing secretary to assist the Secretary.

ARTICLE V

Duties of the Officers

Section 1. The President shall preside at all Board meetings, act as chief spokesperson for the Board, appoint committees, authorize calls for special meetings, serve as an ex- officio member of all committees and undertake such other assignments as may be requested by the Board.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of President of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meeting is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Ypsilanti District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall review all expenditures from all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI

Meetings

Section 1. The regular meetings of the Ypsilanti District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the days, times, and places of all regular meeting scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. The Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided 18 hours of notice is given in the format and in the manner provided by the Michigan Open Meetings Act, of the time, place and purpose for which the meeting is called. Trustees not present at the time of announcement of such a special meeting shall be notified by the Secretary.

Section 4. The proposed agenda shall be distributed by the Secretary to all members at least three (3) days before the meeting.

Section 5. The following items will be regularly included in the agenda for regular meetings:

- Call to Order and attendance
- Public Comment
- Approval of Consent Agenda (includes minutes of last meeting and Treasurer's Report)
- Director's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 6. Any Trustee wishing to place an item on the agenda must submit the item to the Director, in writing, 10 days prior to the meeting.

Section 7. A quorum for the transaction of business shall consist of the majority of Trustees elected and serving.

Section 8. Any board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

ARTICLE VII

Committees

Section 1. The Finance Committee is chaired by the Treasurer and appointed by the President.

Section 2. The Personnel, Policy, Facilities and Finance Committees are appointed by the President each year at the annual meeting.

Section 3. Special Committees may be appointed at the discretion of the Board President. The President shall provide specific purposes, duties and assignments to each Special Committee. The Special Committee shall be considered discharged upon completion of its assignment and a final report to the Board.

Section 4. The President shall appoint a Friends of the Library liaison each year at the annual meeting. The President shall provide specific purposes, duties and assignments to the liaison.

ARTICLE VIII

Record Keeping and Financial Accounting

Section 1. All records of the Ypsilanti District Library shall be maintained by the Library Director or the Director's designee.

Section 2. An audit of Ypsilanti District Library shall be performed each year by a qualified Independent Certified Public Accountant or firm of Certified Public Accountants licensed to practice public accounting in the State of Michigan. A copy of the audit shall be made available to the general public.

ARTICLE IX

Library Director

Section 1. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Administrator shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board by its regular September meeting;
- G. The written annual report of the library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

ARTICLE IX

Amendments

Section 1. These by-laws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Ypsilanti District Library Board at its regular meeting on May 25, 1995.

ARTICLE X

Purpose

Section 1. The purpose of the Library will be to operate for educational and scientific purposes, including, for such purposes, supporting other educational or community organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any provision in these bylaws to the contrary, the Board of Directors shall at all times operate the Library in accordance with applicable Michigan law.

ARTICLE XI

Dissolution

Section 1. In the event of the dissolution of the Library, the remaining assets of the Library shall be disposed of in the following manner; after paying or making provisions for the payment of liabilities of the Library, the Board of Directors shall distribute the remaining assets of the Library (except assets held upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with those requirements) in the manner described in the Library's Organizational Plan, or if the Organizational Plan does not specify the manner of dissolution, to an organization or organizations exempt from federal income tax under Section 501(c)(3) or Section 501(c)(4) of the Code as designated by the Board of Directors. Any assets not so disposed of, for whatever reason, shall be disposed of by the order of the Circuit Court for the County of Washtenaw, State of Michigan, to such organization or organizations described in Section 501(c)(3) of the Code as the Court Selects.

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