

# Board of Trustees

2019 Information Packet



Wednesday  
October 23, 2019  
6:30pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, October 23, 2019 6:30 pm, YDL – Michigan Avenue**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from September 25, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. September 2019 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Facilities 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>New Business</b>			
A. Review of FY 2020 draft budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Schedule public hearing for FY 2020 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of purchase of LED retrofit kits for Whittaker reflector lights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. 2020 holiday closing schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Resolution honoring Laura Tucker on her retirement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Discussion of Director evaluation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, September 25, 2019 (Unapproved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:31 p.m.

**Attendance**

Trustees Present: Kay Williams, Theresa M. Maddix, Jean Winborn, Brian Steimel, Bethany Kennedy, Patricia Horne McGee (6:34 p.m.) and Kristy Cooper (6:35 p.m.)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager, Monica Gower, and Julia Roberts, AAATA

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Presentation:** Flexride status and survey results, Julia Roberts, AAATA

- Recently expanded Flexride for Pittsfield Township at the end of August.
- At the end of the Ypsi Twsp. pilot Flexride conducted a survey of residents in the 8 square mile pilot area to find out if residents had heard of Flexride and their experience.
- Survey showed, shopping, recreation, work trips and health are the most common uses for Flexride.
- Flexride did a promotion in the second three months. It more than doubled their riders and the number continues to grow.
- Seniors and those with disabilities ride Flexride for free. Students ride for half off.

**CONSENT AGENDA**

Trustee Williams moved to approve the consent agenda (August 28, 2019 Meeting minutes and August 2019 Financials and Check Register) Trustee Winborn supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATION**

The Library received money for taxes lost to a Renaissance zone in Ypsilanti Township. To Lisa's knowledge the Library has never received this before. Not sure if it is a one-time thing or if the Library can expect it in the future.

**COMMITTEE REPORTS**

- Personal Committee:
  - Lisa consulted with the committee regarding the building monitor position that is now open.

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- She re-wrote the job description to hopefully attract more applicants.
- She will be sending it out in the next week or two.
- Policy Committee:
  - Policy committee met, the results are in the packet.
- Friends of the Library Report:
  - Met this past Monday.
  - Friends September sales was a success. They took in more than they have taken in for previous sales this year. It is also more than last September.
- Fundraising Committee:
  - Had a kickoff launch meeting September 11<sup>th</sup>.
  - The committee has had a number of people out there doing good things. The stories are exciting.
  - Our committee is facing a blow with the resignation of Gillian Gainsley who has been running things nicely. Lisa has some ideas of what the committee will do next.
- Superior Township Planning:
  - Lisa will be contacting Ken Schwartz to set up meeting regarding the project.

**REPORT OF THE LIBRARY DIRECTOR**

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

- The summer challenge report is impressive. It shows the growth in activities. Staff has done a good job of making it a fun and interactive experience for our patrons.
- Today the Library made an offer to one of our part time youth librarians to become full time. The part time vacancy will be posted. If no one internally is interested, it will be posted externally.
- Lisa is working on the next year's draft budget. She will be meeting with the finance committee to look at the draft for the year ahead.
- Once window project report comes Lisa will be meeting with the facilities committee to hear what the consultant has to say.

**NEW BUSINESS**

- A. Resolution to approve the purchase of 55 new patron PCs

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2019-28**

September 25, 2019

**RESOLUTION TO PURCHASE NEW PUBLIC COMPUTERS, MONITORS, AND SUPPORT**

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

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Whereas, the current public computers are more than 6 years old and are heavily used, and

Whereas, the Library budgeted to upgrade half of its computers this November and the other half early in the new fiscal year, and

Whereas, the Information Technology Manager researched options and solicited three quotes for the desired computers, monitors, and support, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, CDW Government, for \$46,373.80.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

B. Consideration of an Opioid Antagonist Administration Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-29

September 25, 2019

RESOLUTION TO ADOPT POLICY D11: OPIOID ANTAGONIST ADMINISTRATION POLICY

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Whereas, Michigan is in the midst of an opioid crisis, and

Whereas, at least two overdoses have taken place in YDL facilities in the past, and

Whereas, YDL staff have expressed a desire to help in these life-threatening situations, and

Whereas, Michigan recently enacted legislation allowing libraries to stock Narcan and train staff to administer it without legal repercussions, and

Whereas, the library's attorney and the Board Policy Committee have reviewed the draft policy and found it acceptable, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft policy D11: Opioid Antagonist Administration Policy is adopted, with the acknowledgement that Exhibit A will be added following staff training.

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OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Bethany Kennedy

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

C. Consideration of a Bed Bug Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-30

September 25, 2019

RESOLUTION TO ADOPT POLICY B8: BED BUG POLICY

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Whereas, the Ypsilanti District Library wishes to maintain a healthy and clean environment for its patrons and protect the community's investment in its collections, equipment and facilities, and

Whereas, a single adult female bed bug can create an infestation, and

Whereas, staff have developed a protocol for identifying evidence of bed bug activity and eradicating any pests found, and

Whereas, in the interest of public health, YDL wishes to suspend borrowers it has cause to believe have bed bugs in their homes until the problem has been eliminated, and

Whereas, the proposed Bed Bug Policy has been reviewed by legal counsel and the Board Policy Committee, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft policy B8: Bed Bug Policy is adopted.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Kay	No comments.
Kristy	No Comments.
Patricia	No Comments.

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Jean	No comments.
Theresa	Just want to reiterate that the Banned Books exhibit is pretty terrific
Bethany	I love the summer challenge infographic and all of the information on there. It's such a feel good warm fuzzy.
Brian	No comment.
Lisa	Lots of work ahead stay tuned.

**Adjournment**

Trustee Winborn moved to adjourn at 7:55 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.



# Financial Report

# Check Register Report

Date: 10/17/2019

Time: 10:42 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71457	09/16/2019	Printed			A.A.	A.A. TECH., INC.	MA repair 8/27/19	205.00
71458	09/16/2019	Printed			0000000025	AFLAC	due 8/23/19	207.88
71459	09/16/2019	Printed			AK	AK LAWNCARE	MA 6 of 8 payments	530.00
71460	09/16/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	credit-black stripping pad	406.36
71461	09/16/2019	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	9/16/19 Kinderconcert	300.00
71462	09/16/2019	Printed			LOR	BAKER & TAYLOR	statement 8/31/19	10.07
71463	09/16/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 08/31/19	110.71
71464	09/16/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 8/31/19	157.44
71465	09/16/2019	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 8/31/19	56.22
71466	09/16/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 08/31/19	770.07
71467	09/16/2019	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 8/31/19	26.17
71468	09/16/2019	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 8/31/19	11.96
71469	09/16/2019	Printed			B55553	BAKER & TAYLOR, INC. 4055553	statement 8/31/19	199.19
71470	09/16/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 08/31/19	3,271.08
71471	09/16/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 08/31/19	2,638.45
71472	09/16/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 08/31/19	2,802.05
71473	09/16/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 8/31/19	738.92
71474	09/16/2019	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 8/31/19	47.90
71475	09/16/2019	Printed			BAA	BANK OF ANN ARBOR	closing 8/30/19 #5384	579.24
71476	09/16/2019	Printed			BAA	BANK OF ANN ARBOR	closing 8/30/19 #4125	335.58
71477	09/16/2019	Printed			BAA	BANK OF ANN ARBOR	closing 8/30/19 #5906	160.08
71478	09/16/2019	Printed			BASIC	BASIC	september 2019 admin fee	55.30
71479	09/16/2019	Printed			BA	BLACKSTONE PUBLISHING	a better man	559.12
71480	09/16/2019	Printed			BCN	BLUE CARE NETWORK OF MI	October 2019 coverage	39,905.90
71481	09/16/2019	Printed			BOD	BODMAN PLC	Superior construction 7/2019	450.00
71482	09/16/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	8/6-9/5/2019 billing	457.89
71483	09/16/2019	Printed			CAMPINC	CAMPBELL, INC	WHIT 9/1-11/30/19 period	13,867.25
71484	09/16/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	August 2019 elec/fuel	111.94
71485	09/16/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	August 2019 grounds	81.68
71486	09/16/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 9/30/19 lease	1,731.63
71487	09/16/2019	Printed			MARCOL	MARGARET COLE	July 2019 service	2,400.00
71488	09/16/2019	Printed			DBA	DICK BLICK	outreach supplies	31.51
71489	09/16/2019	Printed			DRCM	DISPUTE RESOLUTION CENTER	9/17/19 Healing Justice progra	250.00
71490	09/16/2019	Printed			DTE ENERGY	DTE ENERGY	MA 7/31-8/28/19 elec	1,645.77
71491	09/16/2019	Printed			DTE ENERGY	DTE ENERGY	7 & 8/2019 street whit	83.33
71492	09/16/2019	Printed			ELLER	ARIANA ELLERSON	STEAM intern	42.75
71493	09/16/2019	Printed			ENV	ENVISIONWARE	RFID reader	307.25
71494	09/16/2019	Printed			FIND	FINDAWAY WORLD, LLC	breath of snow and ashes	523.34
71495	09/16/2019	Printed			GENESEE	GENESEE DISTRICT LIBRARY	lost ILL-Mastery	24.00
71496	09/16/2019	Printed			GRT	GENIE ROAD TRIP, LLC	ABC's of DNA	50.00
71497	09/16/2019	Printed			JEGR	JENNIFER GRONE	1 of 2 LINGO Yoga 10/3/19	180.00
71498	09/16/2019	Printed			KYLA	KYLA HARGROVE	YALSA intern 2019	365.75
71499	09/16/2019	Printed			PHM	PATRICIA HORNE MCGEE	MLA conference reimbursement	265.00
71500	09/16/2019	Printed			JOCO	JOHNSON CONTROLS	WHIT 5/1/19-4/30/20	1,824.35
71501	09/16/2019	Printed			LHSL	LAKEVIEW HIGH SCHOOL LIBRARY	lost-ILL Almost a famous perso	19.95
71502	09/16/2019	Printed			LSC	LIGHTING SUPPLY CO.	39/54/9/32 watt bulbs	547.39
71503	09/16/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	10/1-10/31/19 coverage	1,343.60
71504	09/16/2019	Printed			AFSCME	MICHIGAN AFSCME	deducted 9/5/19	745.60
71505	09/16/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	conference & memberships	1,375.00
71506	09/16/2019	Printed			MWP	MICHIGAN WEB PRESS	fall 2019 LOOP	3,708.28
71507	09/16/2019	Printed			MIDWESTTAPE	MIDWEST TAPE	97856314/97856311/97856315	1,141.22

# Check Register Report

Date: 10/17/2019

Time: 10:42 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71508	09/16/2019	Printed			MIDWESTT	MIDWEST TAPE	hoopla august 2019	6,071.95
71509	09/16/2019	Printed			JOHMIT	JOHNNAI MITCHELL	STEAM intern	118.75
71510	09/16/2019	Printed			KENMIT	KENTARIAH MITCHELL	STEAM intern	38.00
71511	09/16/2019	Printed			CAL	CAL MUNSON	9/11/19 tune	145.00
71512	09/16/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPAN	September 2019 lease	128.00
71513	09/16/2019	Printed			OV	OVERDRIVE, INC.	20 items	1,209.50
71514	09/16/2019	Printed			LMP	LISA PROFERA	intro to essential oils 9/26	100.00
71515	09/16/2019	Printed			PP	PROGRESSIVE PRINTING	campaign booklet - 200	269.00
71516	09/16/2019	Printed			RPH	RUSSIAN PUBLISHING HOUSE LTD	reissue	129.65
71517	09/16/2019	Printed			RHMDL	RUTH HUGHES MEMORIAL	lost-ILL Smokey Robinson CD	14.00
71518	09/16/2019	Printed			0000000300	SCHOLASTIC INC.	whit youth	221.65
71519	09/16/2019	Printed			SEIB	TESS SEIBERT	YALSA intern	327.75
71520	09/16/2019	Printed			SDT	SPINNING DOT THEATRE	9/21/19 performance	150.00
71521	09/16/2019	Printed			STAPAD	STAPLES ADVANTAGE	statement 8/25/19	427.72
71522	09/16/2019	Printed			0000000465	STATE OF MICHIGAN	Whit COO renewal	195.00
71523	09/16/2019	Printed			AMAZ	SYNCB AMAZON	statement 8/10/19	1,383.70
71524	09/16/2019	Printed			JE	JAMES E. TOLBERT	Whit - 6 can lights	552.50
71525	09/16/2019	Printed			TYLE	TYLER TECHNOLOGIES	AP/GL 10/1/19-9/30/20	1,703.52
71526	09/16/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	august 2019 placements	742.85
71527	09/16/2019	Printed			0000000030	VISION SERVICE PLAN - MI	september 2019 coverage	744.52
71528	09/16/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA september 2019 service	449.28
71529	09/16/2019	Printed			0000000021	Y C U A	MA 7/24-8/18/19 service	1,035.24
71530	09/16/2019	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 8/31/19 statement	32.22
71531	09/26/2019	Printed			ADT	ADT SECURITY SERVICES, INC	Superior 10/1-12/31/19 service	160.02
71532	09/26/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	facial tissue	486.12
71533	09/26/2019	Printed			A2Y	ANN ARBOR-YPSILANTI	IMPACT 2019	130.00
71534	09/26/2019	Printed			MTBL	MATTHEW BALL	Take Note/Boogie 11/3/19	300.00
71535	09/26/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	rebranding bookmarks 10,000	918.00
71536	09/26/2019	Printed			BA	BLACKSTONE PUBLISHING	after the flood	154.71
71537	09/26/2019	Printed			0000000089	BRODART CO.	LP class labels	40.75
71538	09/26/2019	Printed			BSB	BSB COMMUNICATIONS INC.	push to talk entry phone	518.56
71539	09/26/2019	Printed			CAMPINC	CAMPBELL, INC	vent fan-admin area	123.00
71540	09/26/2019	Printed			CDW	CDW GOVERNMENT, INC.	removable disk cart	469.55
71541	09/26/2019	Printed			0000000567	CENTER POINT PUBLISHING	the brides of the big	496.74
71542	09/26/2019	Printed			CONSTELL	CONSTELLATION NEWENERGY-	August 2019 service Whit/MA	1,097.31
71543	09/26/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	10/1-10/31/19 coverage	3,061.22
71544	09/26/2019	Printed			0000000039	DEMCO, INC.	monthly labels/vistafoil	111.35
71545	09/26/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	August 2019 service	3,774.35
71546	09/26/2019	Printed			GETT	ELIZABETH GETTY	ALA/MLA membership	42.00
71547	09/26/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	whit-adult & outreach supplies	29.97
71548	09/26/2019	Printed			GOVC	GOVCONNECTION, INC.	MOB windows upgrade	28,724.07
71549	09/26/2019	Printed			JEGR	JENNIFER GRONE	LNGO 2 of 2 Yoga series paymen	180.00
71550	09/26/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 9/13/19	630.48
71551	09/26/2019	Printed			KRM	KRM ARCHITECTURE	invoice date 9/13/19	9,705.74
71552	09/26/2019	Printed			JOLE	JOSEPH LEONE	Take Note-Blues 10/6/19	600.00
71553	09/26/2019	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	swjit youth desk chair	364.00
71554	09/26/2019	Printed			MEC	MADISON ELECTRIC COMPAN	89W/835 - 40 units	322.80
71555	09/26/2019	Printed			MAIL	MAILFINANCE	7/14/19-10/13/19 lease	237.00
71556	09/26/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 8/24-9/23/19	973.05
71557	09/26/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Getty registration AC19	150.00
71558	09/26/2019	Printed			MIDWESTT	MIDWEST TAPE	97913786/97913785/97913783	1,711.46

# Check Register Report

Date: 10/17/2019

Time: 10:42 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71559	09/26/2019	Printed			OCLC	OCLC INC.	due 10/15/19	469.22
71560	09/26/2019	Printed			OV	OVERDRIVE, INC.	A Better Man 18 items	1,156.82
71561	09/26/2019	Printed			PCM	PCM-G	Juniper renew 8/30/19-8/29/20	6,499.80
71562	09/26/2019	Printed			0000000300	SCHOLASTIC INC.	outreach	127.62
71563	09/26/2019	Printed			TDSM	TDS	9/22-10/21/19 service	1,231.53
71564	09/26/2019	Printed			UM	UNIVERSITY OF MICHIGAN	10/21/19 Michigan reads	250.00
71565	09/26/2019	Printed			VERIZON	VERIZON WIRELESS	8/10-9/9/19 service	499.94
71566	09/26/2019	Printed			WCROD	WASHTENAW COUNTY	7/19 BOR 8/19 chargebacks	172.43
<b>Total Checks: 110</b>					<b>Checks Total (excluding void checks):</b>			<b>169,768.58</b>
<b>Total Payments: 110</b>					<b>Bank Total (excluding void checks):</b>			<b>169,768.58</b>
<b>Total Payments: 110</b>					<b>Grand Total (excluding void checks):</b>			<b>169,768.58</b>

**Ypsilanti District Library  
Balance Sheet  
September 30, 2019  
General Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 9/30/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	788,676
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	2,294,668
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
<b>Total Cash</b>	<b>3,159,000</b>	<b>2,626,498</b>	<b>2,663,048</b>	<b>2,778,328</b>	<b>2,377,714</b>	<b>3,118,837</b>
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	52,643
<b>Total Assets</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>3,171,481</b>
<b>Liabilities</b>	<b>804,393</b>	<b>425,334</b>	<b>334,400</b>	<b>509,097</b>	<b>145,758</b>	<b>305,075</b>
<b>Composition of Fund Balance</b>						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						1
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)	1,735,168
<b>Total Fund Balance</b>	<b>2,403,878</b>	<b>2,238,985</b>	<b>2,346,032</b>	<b>2,305,503</b>	<b>2,281,238</b>	<b>2,866,406</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>3,171,481</b>

**Ypsilanti District Library**  
**Period Ending 09/30/2019 (83.3% 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 09/30/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,357,577	5,221,345	136,232	97.5%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,173,262	1,871,699	301,563	86.1%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	593,971	471,189	122,782	79.3%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,211	68,968	18,243	79.1%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	149,334	130,289	19,045	87.2%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,152,662	906,372	246,290	78.6%
Dept 600 Donations	44,621	53,483	43,328	-	-	27,501	(27,501)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	10,160	(10,160)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,156,440	3,486,177	670,263	83.9%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,201,137	1,735,168		
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	3,483,733	2,867,764		

**Ypsilanti District Library  
General Fund  
Period Ending 9/30/2019  
(83.3% 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 09/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>								
403.000	Superior Township Tax Levy	598,098.11	609,928.75	619,558.00	642,865.00	871,500.00	785,748.08	90.2%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	809,086.00	780,826.18	96.5%
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	3,273,831.80	99.4%
443.000	State Aid Direct	26,949.28	26,949.28	30,201.20	32,932.00	32,932.00	32,931.54	100.0%
447.000	State Aid Indirect	27,309.06	27,323.82	30,645.60	32,932.00	32,932.00	33,574.26	102.0%
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	51,734.20	78.2%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	31,178.65	72.5%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	1,199.95	60.0%
661.000	Penal Fines County	140,886.41	124,204.50	116,084.15	116,000.00	116,000.00	111,394.68	96.0%
662.000	Coffee shop rent	3,850.00	5,500.00	3,500.00	4,500.00	2,000.00	730.03	36.5%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	1,400.00	116.7%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	1,150.65	46.0%
681.000	Donations Designated						18,850.00	
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	2,300.00	2,442.00	106.2%
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	2,998.94	76.9%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	9,500.00	13,552.09	142.7%
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	0.67	33.5%
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	6,571.40	97.1%
<b>Total Revenue</b>		<b>3,688,416.11</b>	<b>3,722,198.43</b>	<b>3,835,327.91</b>	<b>3,997,932.00</b>	<b>5,357,577.00</b>	<b>5,166,745.00</b>	<b>96.4%</b>

**Ypsilanti District Library**  
**General Fund**  
**Period Ending 9/30/2019**  
**(83.3% 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 09/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>								
<b>Dept 100 Administrative</b>								
702.000	Salary Wages	614,285.23	605,793.57	614,160.52	625,521.00	647,290.00	524,271.51	81.0%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	5,700.00	5,620.00	5,340.00	7,500.00	7,500.00	4,820.00	64.3%
702.150	Bank Fees	3,288.99	3,500.16	5,521.25	7,200.00	7,200.00	4,801.90	66.7%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	13,425.07	71.6%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	229.82	30.6%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	10,000.00	10,298.96	103.0%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	153,832.00	120,211.95	78.1%
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	59,367.57	64.7%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	580.65	76.4%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	21,227.65	65.5%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	14,886.93	62.8%
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	7,253.00	78.9%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	312,552.91	84.4%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	33,091.60	89.1%
757.000	Employee Assistance Program	931.92	950.40	1,005.84	1,100.00	1,100.00	732.60	66.6%
758.000	Life Insurance	4,187.40	4,263.84	4,212.82	4,175.00	4,175.00	3,363.00	80.6%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	7,322.08	84.2%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	10,073.00	83.9%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,600.00	5,185.68	60.3%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	372.57	46.6%
774.050	Ebooks/Eaudio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	26,928.59	89.8%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	70,163.82	74.6%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	4,730.99	78.8%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	21,119.22	70.4%
774.950	Play Kits	-	-	-	2,000.00	2,500.00	2,579.44	103.2%
801.000	Major Events	7,430.83	6,378.78	20,906.09	12,650.00	12,650.00	9,318.22	73.7%
801.500	Learning Never Gets Old	1,425.81	2,131.58	2,000.00	2,000.00	2,000.00	1,754.80	87.7%
802.000	Mileage/Travel Reimbursement	1,587.94	3,901.13	2,016.95	3,000.00	3,000.00	2,728.32	90.9%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	3,548.60	101.4%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	4,782.44	87.0%
806.000	Talk Grant Expenses	-	-	-	45,000.00	45,000.00	841.80	1.9%
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	6,824.00	55.0%
812.000	Capital Outlay - Furnishings	7,126.88	3,989.00	2,562.00	7,000.00	3,000.00	927.93	30.9%
850.000	Automation - Technology	192,107.64	121,656.78	181,162.39	172,000.00	186,500.00	83,348.56	44.7%
850.100	Telecommunications	118.44	14,070.38	12,787.73	11,812.00	11,812.00	138.23	1.2%
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	4,803.43	41.6%
890.000	The Library Network	2,796.00	2,796.00	2,796.00	3,000.00	3,000.00	-	0.0%
928.000	Postage	10,265.12	8,236.90	13,873.50	13,366.00	14,766.00	11,806.20	80.0%
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	8,304.85	207.6%
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	61,381.06	83.4%
980.500	Rebranding Costs	-	22,654.36	2,414.76	2,500.00	2,500.00	928.65	37.1%
981.500	Lost Book Expense	13,195.05	12,889.61	10,552.58	10,200.00	10,200.00	6,803.21	66.7%
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	339.62	8.5%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	389.49	3.9%
983.100	MTT Charge Back-Superior Twp	143.10	10,086.65	955.29	10,000.00	10,000.00	-	0.0%
984.050	Contributions/Endowment	-	-	-	-	-	-	NA
<b>Total</b>		<b>1,781,038.50</b>	<b>1,882,644.62</b>	<b>1,996,604.44</b>	<b>2,074,121.00</b>	<b>2,173,262.00</b>	<b>1,871,698.53</b>	<b>86.1%</b>



**Ypsilanti District Library  
General Fund  
Period Ending 9/30/2019  
(83.3% 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 09/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>								
702.000	Salaries	386,898.99	382,075.99	393,684.12	389,925.00	398,364.00	335,654.55	84.3%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	6,135.28	64.4%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	26,842.94	83.4%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	13,956.78	73.3%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	4,088.18	102.2%
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	9,340.61	70.2%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	3,962.04	78.5%
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	6,278.70	89.7%
840.000	Repair & Maintenance - Building	24,277.93	6,627.81	28,500.67	20,000.00	20,000.00	11,729.89	58.6%
840.025	Campbell Maint Contract		17,761.00	17,761.00	17,761.00	17,761.00	16,488.75	92.8%
840.050	Snow Removal/ Lawn Care	10,140.95	9,216.95	6,125.02	10,880.00	10,880.00	5,009.40	46.0%
900.000	Programs-Adult	938.82	1,103.44	692.75	1,300.00	1,300.00	1,092.14	84.0%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	1,342.45	103.3%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	3,762.02	81.2%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	3,154.57	65.4%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	12,329.16	71.7%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	3,569.98	67.4%
<b>Total</b>		<b>536,932.68</b>	<b>531,307.66</b>	<b>560,975.31</b>	<b>567,512.00</b>	<b>593,971.00</b>	<b>471,189.02</b>	<b>79.3%</b>
<b>Dept 300 Outreach/bookmobile</b>								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,972.00	56,569.38	83.2%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	3,571.47	71.4%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	4,809.83	55.3%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	4,017.62	72.4%
<b>Total</b>		<b>77,976.60</b>	<b>105,512.33</b>	<b>85,794.13</b>	<b>87,152.00</b>	<b>87,211.00</b>	<b>68,968.30</b>	<b>79.1%</b>
<b>Dept 400 Outreach/Superior Township</b>								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	135,032.00	118,247.20	87.6%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	6,743.43	89.9%
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	1,151.16	115.1%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	735.12	61.3%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	507.25	84.5%
901.000	Programs - Youth	371.41	758.53	555.53	600.00	600.00	522.51	87.1%
940.000	Phone	552.15	1,102.86	1,125.12	1,158.00	1,158.00	940.51	81.2%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	540.91	58.0%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	835.78	79.8%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	65.34	24.8%
<b>Total</b>		<b>152,313.43</b>	<b>152,354.33</b>	<b>151,311.16</b>	<b>153,941.00</b>	<b>149,334.00</b>	<b>130,289.21</b>	<b>87.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 9/30/2019  
(83.3% 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 09/30/19 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>								
702.000	Salaries	691,546.62	696,324.55	684,699.05	678,345.00	692,719.00	576,824.06	83.3%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	29,091.63	70.6%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	50,973.38	76.7%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	29,195.66	70.5%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	5,647.77	94.1%
776.050	Periodicals - Youth	699.92	847.92	851.91	900.00	900.00	898.25	99.8%
778.000	Adult Audio/Visual	26,755.61	26,118.99	23,585.32	25,000.00	23,500.00	16,167.87	68.8%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	4,564.55	53.7%
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	17,522.78	85.9%
840.025	Campbell Maint Contract		42,979.00	42,979.00	42,979.00	42,979.00	42,933.50	99.9%
840.050	Snow Removal/Lawn Care	19,843.78	21,447.65	14,596.33	21,560.00	21,560.00	12,299.23	57.0%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	2,415.86	57.5%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	5,574.82	107.2%
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	7,524.06	81.8%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	33,430.00	22,947.34	68.6%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	75,972.69	71.5%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	4,044.78	71.5%
980.000	Professional/Contractual	-	-	-	-	-		NA
<b>Total</b>		<b>1,084,811.65</b>	<b>1,099,238.91</b>	<b>1,096,935.00</b>	<b>1,113,538.00</b>	<b>1,152,662.00</b>	<b>906,371.60</b>	<b>78.6%</b>
<b>Dept 600 Donations</b>								
<b>Revenue:</b>								
<b>Total Donated revenue</b>		59,469.64	56,523.34	71,011.19			40,159.43	NA
<b>Expenditures:</b>								
<b>Total Expenditures</b>		<b>44,620.51</b>	<b>53,483.34</b>	<b>43,328.46</b>			<b>27,500.82</b>	<b>NA</b>
<b>Dept 700 Grants</b>								
<b>Revenue</b>								
<b>Total Revenue</b>		33,614.21	32,089.00	16,914.00			14,440.56	NA
<b>Expenditures</b>								
<b>Total Expenditures</b>		25,594.64	27,778.17	12,190.17			10,159.88	NA
<b>Total Net -- restricted for future</b>		<b>8,019.57</b>	<b>4,310.83</b>	<b>4,723.83</b>			<b>4,280.68</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>								
685.000	Sale of assets	369.00	979.06				-	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
<b>Total Other Revenue</b>		<b>369.00</b>	<b>979.06</b>	<b>-</b>			<b>-</b>	<b>NA</b>
<b>Total Revenue</b>		3,781,499.96	3,811,789.83	3,923,253.10	3,997,932.00	5,357,577.00	5,221,344.99	
<b>Total Expenditures</b>		<b>3,702,919.01</b>	<b>3,852,319.36</b>	<b>3,947,138.67</b>	<b>3,996,264.00</b>	<b>4,156,440.00</b>	<b>3,486,177.36</b>	<b>83.9%</b>
<b>Net Revenue Over Expenditures</b>		78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,201,137.00	1,735,167.63	
<b>Fund Balance Beginning of Year</b>		2,267,451.00	2,346,031.95	2,306,481.48	2,282,595.91	2,282,595.91	2,282,595.91	
<b>Board Designation</b>					-	-	(1,150,000.00)	
<b>Ending Fund Balance</b>		<b>2,346,031.95</b>	<b>2,306,481.48</b>	<b>2,282,595.91</b>	<b>2,284,263.91</b>	<b>3,483,732.91</b>	<b>2,867,763.54</b>	

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

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 9/30/19</b>
<b>Assets:</b>						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	-
Receivables	602,228	265,327	228,588	475,134	85,375	217,576
<b>Total Assets</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>217,576</b>
<b>Liabilities</b>	<b>58,557</b>	<b>58,413</b>	<b>26,102</b>	<b>34,501</b>	<b>655</b>	<b>655</b>
<b>Fund Balance</b>						
Designated: MTT Settlement	14,000	15,000	15,000	9,500	10,000	-
Unreserved	1,386,531	1,416,966	1,419,627	1,426,018	1,038,986	216,921
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>217,576</b>

Ypsilanti District Library  
Debt Service Fund  
Period Ending 09/30/2019 (83.3% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 09/30/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>								
425.000	City of Ypsilanti Tax Levy	269,995	269,051	179,148	12,100	56,754	(44,654)	469.0%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	132,840	(102,840)	442.8%
699.000	transfer In				190,000	250,000		
688.000	Interest	489	794	1,174	300	393	(93)	131.1%
425.075	PPT Reimbursement	6,480	-	-	1,500			
<b>Total</b>		<b>1,288,716</b>	<b>1,284,952</b>	<b>895,261</b>	<b>233,900</b>	<b>439,987</b>	<b>(147,587)</b>	<b>188.1%</b>
<b>Expenditures</b>								
702.150	Bank Fees	300	50	1,243	1,500	10	1,490	0.7%
980.000	Professional/Contractual	1,000	300	1,250	1,250	250	1,000	20.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	1,255,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	470	594	-	-	-	-	0.0%
983.000	MTT Chargeback-Ypsilanti Towns	2,184	1,514	-	-	59	(59)	0.0%
995.000	Debt Retirement Interest	167,100	121,600	74,300	25,100	16,733	8,367	66.7%
<b>TOTAL</b>		<b>1,286,054</b>	<b>1,284,058</b>	<b>1,281,793</b>	<b>1,282,850</b>	<b>1,272,052</b>	<b>10,798</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(832,065)	(216,885)	
Beginning Fund Balance		<b>1,431,966</b>	<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>1,048,990</b>		
<b>Ending Fund Balance</b>		<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>40</b>	<b>216,925</b>		

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

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 9/30/19</b>
<b>Assets:</b>						
Cash	900,000	611,746	594,787	417,120	399,522	1,499,106
Total Assets	900,000	611,746	594,787	417,120	399,522	1,499,106
<b>Liabilities</b>	-	-	-	-	-	-
Fund Balance	900,000	611,746	594,787	417,120	399,522	1,499,106
<b>Total Liabilities &amp; Fund Balance</b>	900,000	611,746	594,787	417,120	399,522	1,499,106

Ypsilanti District Library  
Capital Expenses  
Period Ending 09/30/2019 (83.3% of Year)

ACCT #	ACCOUNT NAME	YTD 3/31/19
<b>Revenue</b>		
688.000	Interest	370
<b>Total</b>		<b>370</b>
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	17,125
975.000	Legal/Attorney	19,815
981.000	Architect Fees	13,846
983.000	General Contractor	-
		-
<b>TOTAL</b>		<b>50,786</b>
Total Revenue Over Expenditures		(50,786)
Beginning Fund Balance		<b>1,150,000</b>
<b>Ending Fund Balance</b>		<b>1,099,214</b>

Current Board Assignment

# Communications



Please join us in celebrating the opening of **YpsiWrites**, a community writing center for all residents of Ypsilanti!

# EVERYONE'S A WRITER

## GRAND OPENING CELEBRATION

Saturday, October 19, 2019

11 a.m. to 2 p.m.

Ypsilanti District Library

(Whittaker Road, Michigan Ave., Superior Township)





# Committee Reports

# **Director's Report**

**and attachments**

## **Library Director's Report** **October 23, 2019**

### **The Importance of Policies**

As you know, YDL-Michigan was closed 10/17-18 following staff confirmation of bed bug activity in the building. Bed bug sniffing dogs identified three public seating areas that require treatment on the first floor. No collections or staff areas were affected. Following treatment on 10/18, the building will reopen for business as usual this Saturday. We are all grateful that the new Bed Bug Policy was approved last month and in place prior to this first-ever incident at YDL. Staff knew exactly what to watch for and what to do. YDL social media and website announced the reasoning behind the closure in full transparency to the public.

### **Personnel:**

- I'm delighted to report Part-time Youth Librarian Liz Pitcher has accepted and begun a Full-time appointment to replace Kristel Sexton in Whittaker Youth.
- I posted Liz's Part-time Youth position, a Full-time or Part-time Building Monitor, and a Community Relations Coordinator position. Applications for all three are due by 10/21; stay tuned.
- Pending our budget discussion, I also plan to advertise a 2-year project appointment for a Part-time Capital Campaign Consultant.
- After a lengthy medical leave of absence, we welcomed Whittaker Adult Services Librarian Susan Brown back to work this month.

### **Of Note:**

- We were all saddened by the recent passing of Diane Horn, a very special patron and member of the YDL Senior Advisory Board. Diane's family and friends have made generous donations in her memory to help support the Learning Never Gets Old program in 2020.
- Thanks to Walgreen's, who administered 30 flu shots to members of the staff, Board, and Friends on 9/25.
- On 10/9 I attended a unity event at the Freighthouse hosted by the City, EMU, and Washtenaw County. It was very well attended, and I made a number of positive new connections while promoting YDL.
- Julianne Smith and I attended the A2Y Chamber's Impact! session on 10/11 on "Diversity, Inclusion, Equity & Creativity," which dovetailed nicely with our strategic planning work on EDI.
- I was invited to write an article about TALK for *Marketing Library Services*. I just learned it will be featured as the cover article of the publication's November/December 2019 issue.
- Jodi Krahne, Kristel Sexton and I gave a presentation about TALK at the Michigan Library Association Conference in Novi on 10/16. It was well-received by the audience, who overwhelmingly said they would like to offer TALK at their libraries if it were to become a statewide service. Former TALK Intern Nicole Syne was in the audience and joined us for a photo op!

### **Don't Miss These:**

- Ypsi Writes Grand Opening at all YDL locations: 10/19 from 11 a.m.-2 p.m.
- Great Michigan Read author visit with Dr. Mona Hanna-Attisha at WCC's Towsley Auditorium: 10/21 at 10 a.m.
- Special YDL Board meeting for space utilization study presentation by krM Architecture in the Whittaker Community Room: 10/30 at 6:30 p.m.
- Family Read Ypsi History Geocache Hunt – read *The Parker Inheritance*, then see the YDL website for details on this fun opportunity to explore our community's history around town!

**YDL Strategic Plan Progress Report: August-October 2019**  
**Lisa Hoenig, YDL Director**

**1. Generate and support greater staff diversity**

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
  - *We have assembled a joint work group to further both of these objectives. Two members of the work group are attending the inaugural Allies Academy program offered by the NEW Center.*
  - *Lisa & Julianne attended the A2Y Chamber's Impact event Diversity, Inclusion, Equity & Creativity.*

**2. Maximize the effectiveness of Library programs**

- A. Develop a community-needs-based program proposal and evaluation process
  - *The Program proposal work group is developing a presenter/partner database for our staff Intranet which will be an extremely useful tool once available.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
  - *The 2019 final report on The Summer Challenge illustrated the program's continued growth and success.*
- C. Become a valued contributor to economic development, especially small businesses
  - *The Business and Economic Development work group continues its work toward creating a web portal for business support.*

**3. Improve the Library's fiscal health**

- A. Explore millage feasibility and voter education program
  - *Millage approved November 2018.*
- B. Expand fundraising capabilities
  - *501(c)3 application for the Library submitted.*
  - *Capital Campaign quiet phase launched.*
  - *Planning underway for 1) executive coaching in fundraising and 2) hiring of a new Campaign Consultant.*
- C. Explore workflow opportunities and efficiencies
  - *All staff trained on ticketing system; project deemed a definite success.*
  - *Planning to institute the ability to pay fines and fees via the YDL app in 2020.*

**4. Make the best use of Library facilities**

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
  - *Space utilization study underway.*
- B. Improve service to Superior Township
  - *New Superior Library building project still in a holding pattern pending road improvement agreement.*
- C. Maximize visibility and use of the bookmobile
  - *Bookmobile work group is back on track after a brief hiatus, exploring feasibility of installing signs at each of our 20 bookmobile route stops.*

**5. Market Library services more effectively**

- A. Examine newsletter usage, format, content, and frequency
  - *Working to hire a new Community Relations Coordinator to hit the ground running with the winter 2020 issue.*
- B. Improve internal communications
  - *Much-needed new and improved staff Intranet is about to be unveiled.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
  - *Purchased YDL temporary tattoos as a fun giveaway for Outreach events.*
  - *Wayfinding work will begin following the space utilization study report.*



## TALK Early Literacy Report

October 18, 2019

### Current Statistics

- TALK is reaching **1139** children through **900** subscribers as of the end of September 2019.
- **195** children have aged out of the program since it began in October 2017.
- **653** subscribers have opted out of the program since it was initially launched.

### TALK Program Updates

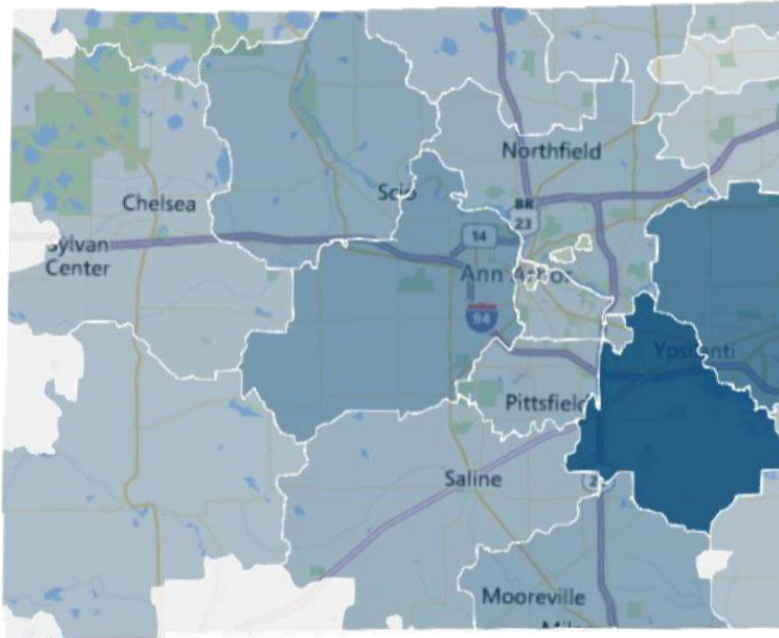
- In August, service was restored to all Verizon users, allowing existing users to begin receiving texts again and allowing new users to sign up for TALK.
- We continued to engage in direct outreach to families at events throughout August including the Ypsilanti Farmers Market, YpsiFest, and the Parkridge Summer Festival.
- We staffed an information table for TALK at the Washtenaw Intermediate School District (WISD) conference and handed out hundreds of flyers and a selection of TALK swag to dozens of early childhood educators.
- TALK swag bags were handed out to new parents who signed up during the Community Baby Shower event at Washtenaw Community College.
- In September, we signed up **48 new users** for a total of **66 new children**, more than doubling the number of new users added in the previous month.
- Event texts have been scheduled to promote programs for children and families at the Ypsilanti District Library and our partner libraries through the end of the year.
- This month, we will present at the Michigan Library Association (MLA) conference to share how TALK was developed and the outcomes of the program with other libraries.
- We have submitted an initial two-page pre-application for a National Leadership Grant from IMLS and we are awaiting news of the outcome; if we are invited to apply, the funding will be used to expand TALK statewide, develop toolkits for subscriber libraries to implement TALK locally, and translate the texts into Spanish.

### TALK Team Updates

- Gillian Ream Gainsley and Kristel Sexton have left the Ypsilanti District Library as of the beginning of October 2019.

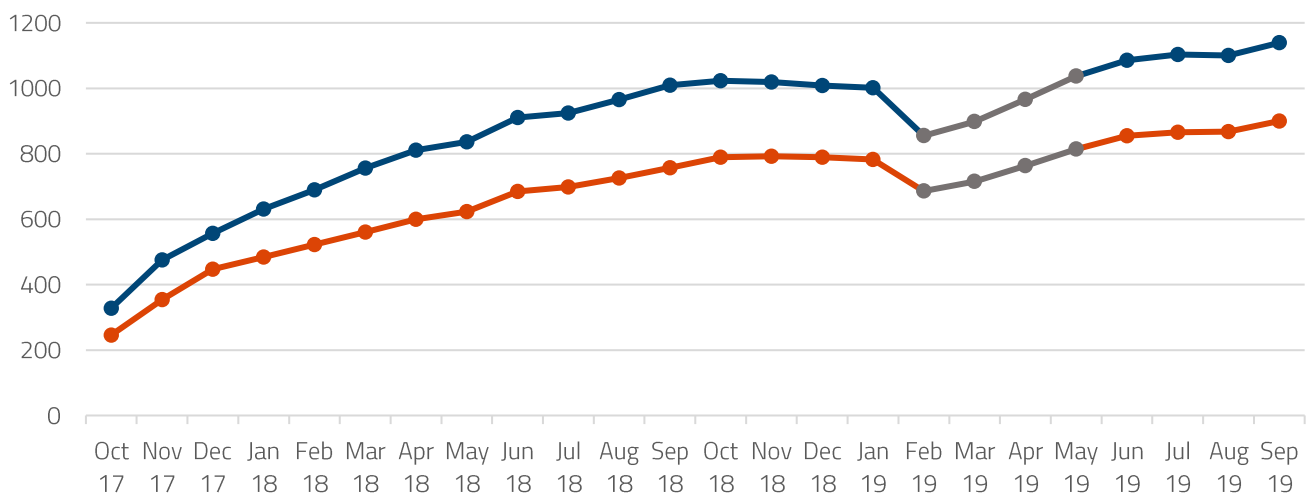


## Users Reached by Location



Ann Arbor	225
Belleville	11
Chelsea	12
Dexter	62
Gregory	6
Manchester	7
Milan	62
Northville	4
Pinckney	2
Plymouth	4
Saline	34
South Lyon	17
Whitmore Lake	22
Willis	3
Ypsilanti	423

## TALK Enrollment by Month



\* Data was not gathered from February to May 2019. These numbers were estimated by adding users who deactivated, opted out, and aged out each month to the number of users who remained enrolled in June. The text messaging distribution platform experienced an interruption in delivery to some cell phone service providers at this time, which may have temporarily contributed to lower enrollment.

# **YDL Dashboards**

# YDL Performance Dashboard - September 2019

% Change from last

September-18			September-19		September		2018		2019 to date		
Circulation											
	Whittaker Rd.	34,564		32,874		-5%		430,619		316,638	
	Michigan Ave.	10,274		9,201		-10%		127,247		90,456	
	Superior	1,578		1,457		-8%		18,306		13,154	
	Bookmobile	1,224		1,401		14%		19,796		15,368	
	eProducts	5,924		7,917		34%		72,382		65,602	
	TOTAL	53,564		52,850		-1%		668,350		501,218	
Self Check-Items											
	Whittaker Rd.	5,327		5,407		2%		68,376		53,071	
	Michigan Ave.	672		1,082		61%		12,379		11,452	
	Superior	N/A		52		0%		N/A		151	
	TOTAL	5,999		6,541		9%		80,755		64,674	
MeLCat Interlibrary Loans											
	Loaned	1,010		928		-8%		14,243		9,234	
	Borrowed	1,241		1,292		4%		14,383		10,467	
Borrowers											
	Whittaker New Cards	316		203		-36%		2,614		1,844	
	Michigan New Cards	122		105		-14%		1,194		858	
	Superior New Cards	16		16		0%		191		153	
	Bookmobile New Cards	7		3		-57%		118		99	
	TOTAL New Cards	461		327		-29%		4,117		2,954	
	Total Borrowers	N/A		42,634		N/A		N/A		42,634	
	% of District Residents	N/A		92%		N/A					
Reference											
	Whittaker Rd.	5,250		4,890		-7%		65,425		45,020	
	Michigan Ave.	4,313		4,106		-5%		50,873		37,300	
	Superior	729		788		8%		8,316		7,299	
	Bookmobile	139		205		47%		2,418		1,819	
	TOTAL	10,431		9,989		-4%		127,032		91,438	
Program Attendance			Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	
	Whittaker Rd. - Adult	41	168	43	221	5%	32%	448	3,035	337	1,652
	Whittaker Rd. - Youth	34	1,017	27	791	-21%	-22%	617	17,740	450	13,558
	Michigan Ave. - Adult	16	196	20	146	25%	-26%	271	2,528	199	1,966
	Michigan Ave. - Youth	17	180	27	431	59%	139%	435	6,698	349	4,919
	Superior	5	137	13	74	160%	-46%	86	738	138	869
	Bookmobile	0	0	5	88			487	9,798	307	5,518
	Offsite	21	418	26	597	24%	43%	255	3,859	173	3,323
	General	1	1,016	0	0	0%	0%	4	1,566	0	0
	TOTAL	135	3,132	161	2,348	19%	-25%	2,603	45,962	1,953	31,805
Computer Usage			Hours	Sessions	Hours	Sessions	Hours	Sessions	Hours	Sessions	
	Whittaker Rd.	N/A	N/A	2,420	3,017	N/A	N/A	63,392	63,530	25,743	29,355
	Michigan Ave.	N/A	N/A	3,330	3,431	N/A	N/A	63,927	65,159	31,762	31,481
	Superior	N/A	N/A	382	457	N/A	N/A	6,691	6,777	3,778	3,962
	Wireless		2,315		2,376		3%		29,291	0	23,502
	TOTAL	0	N/A	6,132	9,281	0%	0%	134,010	164,757	61,283	88,300
Door Count											
	Whittaker Rd.		17,783		17,838		0%		220,696		168,102
	Michigan Ave.		9,844		12,407		26%		116,849		101,691
	Superior		2,267		2,981		31%		20,562		20,542
	Bookmobile		395		723		83%		13,931		9,899
	TOTAL		30,289		33,949		12%		372,038		300,234
Collection											
	Physical Items Added		612		805		32%		14,368		12,406
	Ebooks/Eaudio added		537		505		-6%		6,547		4,591
	Items Cataloged		451		395		-12%		6,404		5,192
	TOTAL Collection		274,375		261,398		-5%		N/A		N/A
Online Library Access											
	Website visits		173,976		170,771		-2%		2,128,948		1,558,358
	App Users				670						670



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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000	\$21,014	\$31,000
<b>Small Gifts/Memorials</b>	\$1,923	\$953	\$1,264	\$443	\$225	\$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	
In Memory of Pete Murdock					\$500	
In Memory of Diane Horn						
Genealogical Society of Washtenaw County				\$300		
Sub-total	\$1,923	\$6,904	\$3,959	\$3,004	\$1,725	
<b>Additional Fundraising Activities</b>						\$4,500
Dining YDL \$\$ (Haab's)	\$273	\$294	\$276	\$306	\$256	
Dining YDL \$\$ (Aubrees)		\$307				
Dining YDL \$\$ (Corner Brewery)		\$51				
Annual Report Mailing			\$1,180		\$1,971	
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	\$2,227	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$7,000
John & Marlene Barr	\$1,000	\$1,000	\$1,000			
	\$5,054	\$4,582	\$10,712	\$7,745	\$7,604	
<b>Gala 150 year anniversary</b>				\$24,123		\$0
<b>Individual Donations</b>						\$2,000
Sylvus Tarn (Designated MI Ave)	\$900		\$1,000	\$1,000		
Hassan Mirshaw	\$750					
Kay Williams (Designated YDL-Superior)	\$450	\$500		\$439	\$400	
Bethany Kennedy (Designated YDL-Superior)					\$1,500	
Theresa M. Maddix (Designated YDL-Superior)					\$1,000	
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	\$2,900	
<b>Sponsorships</b>						\$3,000
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000			
Beal Investment-TedX Sponsor			\$900			
The Mosaic Foundation	\$1,000	\$1,000	\$1,000		\$1,000	
Bank of Ann Arbor	\$1,500					
	\$2,500	\$3,500	\$4,900	\$0	\$1,000	
<b>YDL Endowment Fund</b>						\$2,500
Dietmar Wagner	\$1,500	\$2,500	\$2,500	\$5,000	\$3,500	
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	\$200	
	\$3,785	\$10,400	\$2,505	\$9,277	\$3,700	
<b>Total Donations</b>	\$71,333	\$73,819	\$68,072	\$61,831	\$40,170	\$52,500

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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Grants</b>						\$80,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>	\$1,000					
ALA-PBS Great American Reads series				\$2,000		
ALSC Dia Turns 20 Mini Grant		\$2,000				
ALSC STEAM Strengthening Communities Grant					\$5,000	
Ann Arbor Farm & Garden		\$985				
Downtown Association of Ypsilanti [Direct]		\$1,700				
Ezra Jack Keats Minigrant, EJK Foundation		\$500				
Gro More Good Grassroots Grant					\$500	
Generations United					\$1,500	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080	\$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	\$2,700	
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	\$3,000		
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	\$6,335	\$6,571	
<b>Total Grants</b>	<b>\$27,360</b>	<b>\$57,956</b>	<b>\$91,360</b>	<b>\$82,465</b>	<b>\$62,006</b>	
<b>Vehicle Donation</b>						
Bank of Ann Arbor			\$2,000	\$2,000		
Gene Butman Ford			\$3,316			
sub-total			\$5,316	\$2,000		
<b>GRAND TOTALS</b>	<b>\$98,692</b>	<b>\$131,775</b>	<b>\$164,748</b>	<b>\$146,297</b>	<b>\$102,177</b>	<b>\$132,500</b>

<b>Designated Fundraising to Date</b>
YDL - Superior Improvement - \$15,520.22
* Whittaker Rd Teen Area Improvement -\$5,550

\*\$1050 remaining, expenditures =4500

# Department Reports

## Assistant Director/Acquisitions Department Board Report: October 2019

I have been working with Lisa on budget details for 2020. I am excited about a few things in particular: the addition of eCommerce, which will allow patrons to pay fines from the app; a “banner year of democracy,” featuring exhibits (2) on women’s suffrage and the civil rights movement; a Washtenaw Reads title about immigration; election information; Census information; a return to one job only (!); and a district GIS survey to learn about patron trends and inequities. 2020 will definitely be an exciting year!

Lisa and I attended the A2Y Chamber’s event on Equity, Diversity, and Inclusion. This was a solid day of speakers and reaffirmed for me that our own EDI workgroup is on the right track. The GIS survey should lend a lot of information to the efforts of this workgroup as well. Monique attended the second session of the Allies Academy, and the entire workgroup will reconvene early in November to continue writing the EDI plan for YDL.

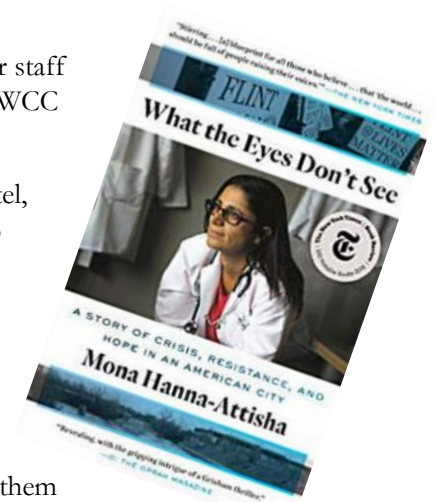
The BBC has seen some action this week. ☹ While we were hoping to never have to implement our procedures and policies for bed bugs, we have run out of luck. Michigan Avenue was closed in the interest of public health on 10-17 and 10-18. The bug sniffing dogs will be brought in to identify areas needing treatment, and the treatment will be performed later that afternoon. We posted information on our social media channels and on our web site so that patrons were fully informed about the issue. We also posted the segment from our policy prohibiting patrons with home infestations to use YDL facilities. I hope those people will “self select” to follow to rules.

The Great Michigan Read has been very successful this year. Along with other staff members, I am looking forward to hearing Dr. Mona Hanna-Attisha speak at WCC on the 21<sup>st</sup>.

Plans for the inaugural Winter Wonderland continue. I was sorry to lose Kristel, as the reindeer petting was her brainchild from the beginning, but I am glad to have Liz Pitcher step right up and take over Kristel’s segment of the program.

I am working with staff at Unified to organize Narcan training for interested YDL staff members. I hope to have plans finalized soon for December training dates.

With the end of the fiscal year looming, Acquisitions staff is fiercely busy processing year end orders and making materials shelf-ready. Many thanks to them for their hard work!



- The collection budget is 92% encumbered;
- 395 items were cataloged;
- 1,310 items were added to the collection, including 505 e-items;
- The YDL app had 670 users in July;
- YDL borrowed 1,292 items from other libraries via Melcat;
- YDL loaned 928 items to other libraries via Melcat.

Submitted by Julianne Smith, October 17, 2019

## **Customer Services**

Monthly report: October 2019

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

In September 2019 UMS recovered the following:

Materials Returned: \$2,357.92

Dollars Received: \$1,321.01

Since YDL began using UMS we have recovered the following:

Materials Returned: \$167,214.57

Dollars Received: \$105,521.00

### ***Staff Changes***

Longtime page, Ayah Hasan, is resigning her position at the end of October. We have hired a new page, Haylee Dagnillo. Haylee's first day at YDL will be October 17<sup>th</sup>.

## **Facilities Department**

### **Board Report: October 2019**

The Facilities Department is always busy with the daily operations of the department. Here are some of the highlights.

#### **Michigan Ave:**

Replaced a leaking water line to toilet in women's restroom. Took the bunting down off the ballustrades around the roof area. Fixed Handicap door actuator arm that had pulled loose from the door.

Painted the books in the plaza to match YDL colors.



Before

After

#### **Whittaker Road:**

Did some asphalt repair on the deteriorating pavement in the parking lot. More needs to be done, as pot holes seem to be popping up.



We loaded and filled the truck up with pallets of books for Better Worrrd Books that were withdrawn from our shelves. More shipments will be made in the next month or so.

Repaired two Lutron light switches that are not available from the manufacturer anymore. Working properly now.

Replaced a leaking valve on the 2<sup>nd</sup> floor drinking fountain which is used often.

Actuator arm on Whittaker Road front handicap door broke away also. Repaired and functioning properly now.

Set up tables for the Friends of the Library book sale. After the sale, helped with clean up to aid Julie and John with the Banned Books Week exhibit. Then helped with teardown after the exhibit was up for a few weeks.

**Superior:**

Repaired some interior lights that started to malfunction. A couple exterior lights need to be repaired also. This will be done soon.

**Bookmobile:**

Replaced broken window latch on the bookmobile.

**Submitted by: Jim Reed, October 17, 2019**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

October 2019

## Status Report

- Helpdesk Report – September Helpdesk Tickets Processed 22, 17 completed.
- RFID Readers – Pre-implementation of readers in the Acquisitions department, this is a small project that will take some consultation with EnvisionWare.
- PC Replacement – PC have been received, we will roll out the new equipment after Staff familiarizes themselves with the upcoming windows 10 software that will be installed shortly.
- 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.
- Misc Equipment updates –New Barcode scanners at the circulation desks will be in place shortly, A new ID scan function will be available for the most current version of Michigan Drivers Licenses.
- YDL Filtering – In a shift in the way the majority of internet traffic is being presented in web browsers is affecting our current internet filter. We will be exploring options and coming up with a solution for future services.
- Budgeting – We've identified some primary projects and expected costs for the upcoming fiscal year.

## 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. As of late we have seen intentional and/or serious damage to printers, mice, and even brand new laptops.

## New or Upcoming Items

- Windows 10 – We are currently testing new OS for staff and patron PC's. Early indications are that most library systems will be compatible without immediate issues.
- Intranet Website Improvement Initiative – Our internal staff portal has moved to a new site and has experienced a major overhaul, final steps for enabling it for staff access should be finished shortly.



## Michigan Avenue Board Report: September 2019

### Programs

Fall is extremely busy so far. Another year of Prime Time is already over. We had an average of 41 people for each session which is about as many as we can handle. By week 3 the kids were getting the hang of it and showed real interest in the stories and sharing their thoughts. As the 6<sup>th</sup> week wrapped up both kids and parents lamented that it was already over. It's terrific to see the kids excited about the books. Pat's Kid's Book Club has a number of children who have aged out. One of the kids sent her a wonderful card about how much she loved the book club and has reread many of the books. The YpsiGlow Big Head workshops have been pretty challenging but great fun! We should end up with about 10-13 kids and adults with incredibly creative giant luminary-style heads that include big eyes with individually coded LED lights. Many thanks to Wonderfool Productions, Jenny Hannibal, and Rick Cichewicz for their assistance in making these workshops a success. 826MI Tutoring has started with 16-26 students coming 2 nights per week. In November tutoring will increase to 4 nights per week, Monday - Thursday. Publicist Gabrielle Burgess-Smith spoke at Kelly's Teen STEAM Science Café and

Shockwaves from Stonewall, organized by Shoshanna, was an excellent presentation by MSU history professor, Tim Retzlaff. Kim and Charline's Witches Tea was packed with adults and a few youth learning about herbs and tasting teas. Jesse's Guitar Club and Community Drumming workshops are full. The YpsiWrites drop-in writing initiative with partners EMU, 826MI, and Washtenaw Literacy started out slow but they have had a few people each time during the last few weeks. The Grand Opening will be this weekend and that will focus attention on the weekly events at all YDL locations. EMU and Washtenaw Literacy are providing drop-in ESL tutoring twice per week. There have been multiple attendees at each session. The Washtenaw African American Genealogy group has also been heavily attended. Lastly we are continuing with the LINGO summer camp idea by doing "maker times" every other week, exploring some technology or craft. Attendees seemed to like making lithophanes keychains and leather crafting.

### Other

Youth staff, along with Charline, attended the youth tech training session that Jodi organized and came back excited about including tech in programming. Pat has taken over chairing the Early Lit committee. Kelly has been visiting high schools to talk up TAG and visited WSC charter school to recruit kids for the after school teen book club she holds there. Joy presented, with UM's School of Information professor, Kristin Fontichiaro, on the LINGO Senior Summer Camp. Both youth and adult librarians are heavily weeding collections with the goal of moving materials to allow the greatest shelf space for the highest circulating items.

Joy Cichewicz,  
October 17, 2019



# Outreach Services Board Report

## October 2019

### Staff News

- Liz and Nicole each attended a day of the Michigan Library Association conference.

### Bookmobile News

- We spent the month of September preparing for Bookmobile visits by coordinating with schools, establishing a structure for the visits, and sending documentation to teachers. Every year, we try to improve upon last year. Liz made a poster for teachers to hang up with their upcoming dates and a visual schedule to help kids know what to expect when they come on the Bookmobile.
- We started our visits September 30 at Beatty Early Learning Center. Initial visits have gone very well!



### Superior News

- Stacey hosted a leather stamping program at Superior. Kids got to use special tools for stamping leather. They stamped and painted bookmarks and bracelets.
- Our Ypsi Writes Memoir Writing session unfortunately had no attendance. We have seen our weekly drop-in sessions decrease in attendance since the first few weeks. The drop-in sessions happen during a busy time, with lots of after-school activity. I worry it's not very conducive to a writing consultation. I will suggest a daytime slot for the next time around. The grand opening on October 19 will be a good way to drum up more participants.
- We have experienced an increased demand for homework help. Our volunteer tutor continues to offer homework help Mondays, but students are asking for help many of the other days, too. Staff help when we can. I am exploring options to expand our homework help to offer a second day each week.
- An early October Y on the Fly session drew 30 people, definitely an all-time high.

### Learning Never Gets Old News

- The Senior Advisory Board hosted a Banned Books Week Read-Aloud. Attendance was low, but the group would like to improve the event and make it an annual one.
- We learned of the passing of library lover & patron Diane Horn. Diane participated in many of our Creative Aging series, was an active Senior Advisory Board member, and a member of the Thursday morning book group. All who knew here were very saddened to hear of her passing. Her family has raised money for the library in her name, and one of her daughters is joining Senior Advisory Board.
- Our gentle yoga series started October 3 with 11 people in attendance.
- We delivered new large print books to Superior Woods and Cross Street Village.

### Outreach News

- Monique and I had a table and a book trike full of water-related books at Ypsilanti's Fall River Day.
- Stacey and I hosted participants of Washtenaw County ISD's young adult program. The participants are young adults ages 18-26 with cognitive impairments. We helped them create luminaries for Ypsi Glow.
- Stacey gave a presentation to 2<sup>nd</sup> graders at South Pointe Academy about the history of Ypsilanti.



Submitted by Mary Garboden  
October 16, 2019

## Whittaker Road-Adult Services Board Report: October 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, Thursday AM Book Group)
- Computer classes (16 classes scheduled)
- Safely Talking Race and Racism (in partnership with the Interfaith Council for Peace and Justice)
- Yarn, Hooks and Needles (5 sessions)
- Great Lakes Today
- The Bystander Movement (Documentary Film)
- Take Note Concert:
  - Author Heather Neff: Blissfield
- YpsiWrites Grand Opening (including Local Author Showcase)
- Dr. Mona Hanna-Attisha Author Appearance at WCC (in partnership with UM's Osher Institute, WCC, and WSC Academy, as part of the Great Michigan Read 2019.
- YDL Film Club (2 sessions)
- Nosferatu: a symphony of horror (film)
- Drop-In Writing Sessions (4 sessions, in partnership with EMU's Office of Campus and Community Writing)

Susan Brown has returned this month and is already hard at work. Thanks to her colleagues Christy, Sheila and Brigitte who took on additional shifts at the reference desk and other tasks while Susan was off. Thanks also to Robert Neil who assisted at the reference desk and with tasks. I appreciate everyone's help in keeping things running smoothly during Susan's absence.

We've got some great programs this month in partnership with other local organizations. On Saturday October 19<sup>th</sup> we're hosting the Grand Opening Celebration of YpsiWrites; there will also be events at Superior and Michigan Avenue. At Whittaker, there will be writing activities, local authors and an author expo featuring the Writers of Ypsilanti, to include YDL's own Marc Holland. Marc has written a number of screenplays, congratulations to him! I am also working with UM's Osher Institute, WCC, and the WSC Academy to host Dr. Mona Hanna-Attisha, the Flint MI pediatrician who was one of the key figures in uncovering the Flint water crisis, at WCC on Oct 21 at 10 am. Dr. Hanna-Attisha's book, *What the Eyes Don't See*, is this year's Great Michigan Read title; her visit to this area is under the auspices of the Great Michigan Read initiative. YDL will also have an information table at this event to publicize our programs and activities.

Paula attended the 2019 Washtenaw County Opioid Summit along with Joy and Julie; we learned a lot about the current state of this ongoing crisis in Washtenaw County and current steps being taken to deal with it.

- Submitted by Paula Drummond October 16, 2019



# Whittaker Youth Services Board Report October 2019

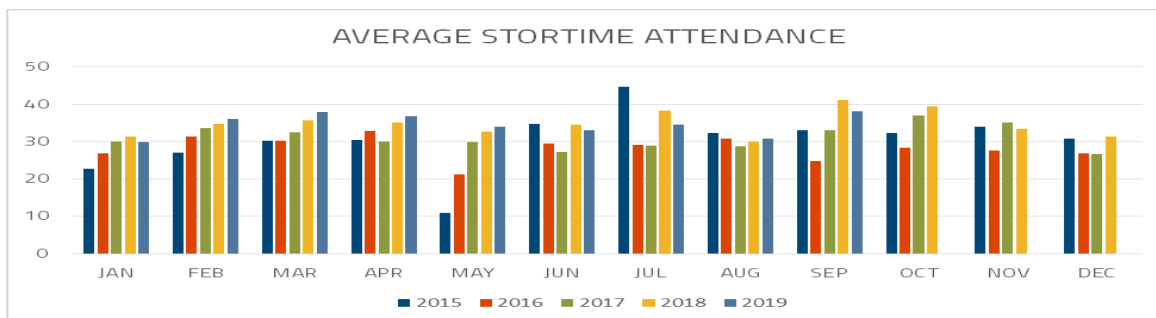
## Program Highlights

### Little Ones

As we consider next steps for TALK, I am looking Little Ones program statistics. Over the past 5 years, the average storytime attendance has generally increased, especially beginning in September 2018 when TALK kicked off and we increased our early literacy outreach efforts. Stats also show that recurring programs such as TinkerLabs and Saturday morning storytimes advertised via TALK had greater attendance by 25- 100% than similar programs not advertised.

Two TinkerLabs this season featured gel painting with Kristel and sensory science with Marlena.

314 kids have signed up for 1000 Before Kindergarten since we started the program in early 2018. 18 are now on our Wall of Fame.



\* Higher numbers in the summer of 2015 are due to a post-lunch storytime we discontinued because we began offering more programs for school aged children.

### Kids & Families

Kids learned volcano science with Liz at Library Lab and decorated pumpkins with Molly at Garden to Table. Unfortunately, the two pumpkins that grew in the garden disappeared right before the program, so she had to purchase pumpkins to make pumpkin muffins with the kids. Kids and parents are enjoying Lego WeDo coding kits at after school workshops on Mondays.

UM Mott Hospital's Pediatric Trauma Prevention Specialists offered a full day Safe Sitter Training attended by 12 tweens.

Six boxes of Family Read tokens are hidden in local parks! Families can look at maps on our website for clues, or use the geocaching.com app. If they are using the app, they can read about local history associated with the site while getting the token. Anyone who collects all 6 can bring them to the library for a small prize. Thanks to Liz for designing the tokens, Sarah for finding good links to the AP Marshall archive, and Stacey for hiding the boxes. Geocachers who have found the caches are sending messages about how much they are enjoying the history.

### Teens

TAG members are focusing on planning the upcoming afterhours Haunted Castle Mystery party.

### Other Work

- Youth services staff from all locations came to Whittaker to learn about and play with the new STEM tools. Anyone can use them and we will share ideas to build a set of lesson plans.
- Thanks to our TALK intern Claire's work on finalizing the IMLS grant narrative that was submitted and help with graphics for the MLA presentation Lisa, Kristel and I will use.
- We visited the Lincoln High School library when our taskforce met in September and Liz took this picture of Kelly on the book chair! The collaboration led to Liz working with the librarian, Kariana Gonzales, to teach 25 teachers how to use Michigan library resources with students.
- I've been working with Paula to prepare for the Ypsi Writes kickoff at Whittaker this coming Saturday. In addition to writing stations, Kristen will start the day with writing activities for little ones. We have 7 authors lined up to be part of the festivities.
- I'm working with Blue Cross Complete Care of Michigan to secure funding for more early literacy outreach, thanks to a connection Kristel worked on with the Plymouth Kiwanis members who helped with Lunch and Listen. I was also approached by an acquaintance who is on the board for the American Institute of Architects Huron Valley Chapter. They selected our library to receive \$600 of architectural STEM toys and lesson plans through the Michigan Architectural Foundation. We will add these to our classroom education sets and STEM kits.

Submitted by Jodi Krahnke October 15, 2019



# **New Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 10/18/19  
**Re:** Review of FY2020 draft budget

Accompanying this memo is a draft budget for the 2020 fiscal year, and a detailed explanation of the proposed expenditures. The Board Finance Committee will review this draft with me on 10/23 prior to the regular Board meeting. Their recommendations and comments will be reported at the meeting and incorporated into the budget documents to be considered for approval in November.

Tax revenues will once again impacted by a Headlee reduction, but that means there is overall growth. With the new millage in place, that puts us in good stead.

As written, this budget would return \$1,443,863 to the fund balance. Once a budget is approved, I will write a resolution requesting that a majority of this unused revenue be designated as Committed for the Superior project.

The Facilities Committee will meet with consultant Betsy Baird on 10/25 to review the report and recommendations resulting from the Whittaker curtain wall window investigation. Betsy will provide budget information for the potential project to fix the windows. I believe this will be sizeable, and as such should be funded with the Capital Asset Replacement Fund. This work is not reflected in the draft operating budget.

**2019-20 budget worksheet**  
**revised 10/18/2019**

		<b>Budget 18-19 Amended 7/25/18</b>	<b>Proposed Budget 19-20</b>
<b>Revenue</b>			
403.000	Superior Township	871,500	905,226
425.000	City Tax Levy	809,086	839,033
425.050	City - Revenue Sharing	0	
440.000	Township Tax Levy	3,293,093	3,591,033
425.075	PPT Reimbursement	12,000	12,000
441.000	Renaissance Zone Reimb	0	40,000
443.000	State Aid Direct	32,932	33,141
447.000	State Aid Indirect	32,932	33,141
448.000	Supplemental State Aid	0	
500.600	State of MI TALK	45,000	12,323
657.000	Fines/Misc.	66,120	61,425
657.100	Smart Cards - Printing & Copies	43,000	38,000
657.600	Guest Pass	2,000	2,000
661.000	Penal Fines County	116,000	105,925
662.000	Rental Income-community room	1,200	3,600
679.000	Donations/Misc.	2,500	2,500
681.080	Donations/Memorials	2,300	600
662.100	Coffee Shop Rent	2,000	1,500
663.100	Trustee Party Revenue	0	
687.000	Interest/Checking	3,900	15,000
687.010	Interest/Savings	9,500	11,500
687.020	Interest/CD's	0	0
687.060	Interest/Yoder	0	0
687.070	Interest/Yates Memorial	2	2
689.000	Dividend Revenue	5,741	6,000
690.000	Endowment Dividend Revenue	6,771	5,900
	From/To Fund Balance	0	0
	Sale of Assets		
<b>Total Revenue</b>		<b>5,357,577</b>	<b>5,719,849</b>

Dept 100 Administrative - Expenditures			
702.000	Salary Wages	647,290	736,710
702.100	Professional/Accounting	7,500	7,500
702.150	Bank Fees	7,200	6,840
702.180	Reversed Receivables	0	0
702.900	Salary/Subs	18,750	15,810
705.000	Employee Recognition Awards	750	750
710.000	Paychex Payroll Service	10,000	12,360
715.000	Employer FICA	153,832	162,449
715.100	ACA Fees	0	352
718.000	Mers Defined Contribution	91,702	100,752
719.000	FSA	760	758
727.000	Supplies-Office	32,400	32,400
727.200	Supplies-Facility	23,700	23,700
752.000	MML/Building Insurance	61,476	63,628
753.000	MML/Workers Comp	9,190	10,237
754.000	Health Insurance (BCN HMO)	370,268	359,537
756.000	Delta Dental	37,123	35,601
757.000	Employee Assistance Program	1,100	1,100
758.000	Life Insurance	4,175	4,121
759.000	Vision Service Plan	8,700	8,940
762.000	STD/LTD	12,010	12,205
769.000	Printing & Publishing	8,600	10,100
769.050	Classified Advertising	800	800
774.050	Digital Collections	30,000	196,685
774.100	Databases	94,062	24,992
774.800	System Wide DVDs	6,000	3,999
774.900	All Materials Processing	30,000	23,992
774.950	Play Kits	2,500	2,799
774.975	Library of Things		3,999
801.000	Major Events	12,650	17,225
801.500	Learning Never Gets Old	2,000	2,000
802.000	Mileage/Travel Reimbursement	3,000	5,000
804.000	Workshops/Training	3,500	4,500
805.000	Memberships & Dues	5,500	5,008
806.000	Talk Grant Expenses	45,000	3,523
810.000	Capital Outlay - Building & Land	2,000	2,000
810.100	Capital Outlay -- Improvements	12,400	3,700
812.000	Capital Outlay - Furnishings	3,000	5,000
850.000	Automation - Technology	186,500	209,004



850.100	Telecommunications	11,812	6,874
850.200	SirsiDynix	51,483	62,230
850.500	Software Subscriptions	11,541	14,135
890.000	The Library Network	3,000	3,000
928.000	Postage	14,766	16,455
965.000	Auditing Service	7,425	7,650
975.000	Legal	4,000	4,000
975.500	Legal-Negotiations	13,500	0
980.000	Professional/Contractual	73,597	35,627
980.100	Director search expense	0	0
980.500	Branding Costs	2,500	2,500
981.500	Lost Book Expense	10,200	10,200
982.000	MTT Charge Back City	4,000	1,200
983.000	MTT Charge Back TWP	10,000	5,000
984.000	MTT Charge Back Superior	10,000	4,000
990.000	Contribution to endowment		
<b>Total</b>		<b>2,173,262</b>	<b>2,292,945</b>
<b>Dept 200 Michigan Ave. - Expenditures</b>			
702.000	Salaries	398,364	406,782
702.800	Salaries-Pages	9,523	9,690
771.000	Adult Books	32,200	25,191
772.000	Youth Books	19,050	15,345
776.000	Periodicals - Adult	4,000	4,199
776.050	Periodicals - Youth	200	250
778.000	Adult Audio/Visual	13,300	9,497
779.000	Youth Audio/Visual	5,050	3,946
802.200	Parking Fees	3,600	3,600
810.000	Capital Outlay - Building	18,500	18,500
812.000	Capital Outlay - Furnishings	7,000	7,000
840.000	Repair & Maintenance - Building	20,000	20,000
840.025	Campbell Maint Contract	17,761	12,672
840.050	Snow Removal/ Lawn Care	10,880	11,335
900.000	Programs-Adult	1,300	1,700
901.000	Programs-Youth	1,300	1,900
940.000	Phone	4,631	4,631
943.000	Natural Gas	4,217	4,030
947.000	Detroit Edison	17,189	19,235
949.000	Ypsilanti Comm Utilities Auth	5,296	5,569
980.000	Professional Contractual		0
<b>Total</b>		<b>593,361</b>	<b>585,072</b>

Dept 300 Outreach/Bookmobile I & II - Expenditures			
702.000	Salaries	67,972	68,658
775.000	Library Materials (yth, adlt, av, pe	5,000	4,998
810.000	Capital Outlay - Building	0	
812.000	Capital Outlay - Furnishings	0	
840.000	Repair & Maintenance -bookmob	8,693	8,693
901.000	Programs-Yth	0	
940.000	Phone	0	0
943.000	Fuel	5,546	5,660
<b>Total</b>		<b>87,211</b>	<b>88,009</b>
DEPT 400 Outreach/Superior Township - Expenditures			
702.000	Salaries-Superior	135,032	144,747
702.900	Salaries-Subs	0	0
775.000	Library Materials	7,500	6,998
810.000	Capital Outlay - Building	0	0
812.000	Capital Outlay - Furnishings	0	0
840.000	Repair & Maintenance - Building	1,000	1,000
804.050	Snow Removal Lawn Care	1,200	1,200
900.000	Programs - Adult	600	600
901.000	Programs - Youth	600	600
940.000	Phone	1,158	1,158
943.000	Natural Gas	933	844
947.000	Detroit Edison	1,047	1,145
949.000	Ypsi Comm Utilities Auth	264	275
<b>Total</b>		<b>149,334</b>	<b>158,567</b>

<b>DEPT 500 Whittaker Road - Expenditures</b>			
702.000	Salaries	692,719	699,097
702.800	Salaries-Pages	41,228	42,024
771.000	Adult Books	66,500	54,182
772.000	Youth Books	41,400	35,988
776.000	Periodicals - Adult	6,000	5,998
776.050	Periodicals - Youth	900	900
778.000	Adult Audio/Visual	23,500	17,794
779.000	Youth Audio/Visual	8,500	6,598
810.000	Capital Outlay - Building	20,000	37,250
812.000	Capital Outlay - Furnishings	0	0
840.000	Repair & Maintenance - Building	20,400	20,400
840.025	Campbell Maint Contract	42,979	42,797
840.050	Snow Removal/Lawn Care	21,560	22,600
900.000	Programs - Adult	4,200	4,200
901.000	Programs - Youth	5,200	6,500
903.000	Equipment Maintenance	3,000	3,000
940.000	Phone	9,193	9,193
943.000	Natural Gas	33,430	31,156
947.000	Detroit Edison	106,299	105,406
949.000	Ypsilanti Comm Utilities Auth	5,654	6,310
<b>Total</b>		<b>1,152,662</b>	<b>1,151,393</b>
<b>Other Income from Don and Grants</b>			
<b>Total Revenue</b>			
<b>Other Exp from Don. And Grants</b>			
<b>Total Expenditures</b>		<b>4,155,830</b>	<b>4,275,986</b>
		1,201,747	1,443,863

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

**Department 100: Administrative**

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**Account # 100.702.000 Salaries and Wages**

This account includes the salaries of YDL employees whose work supports the library system as a whole, rather than a specific location: Director, Assistant Director, Information Technology staff, Facilities Manager, Building Monitor, Business Office Manager, Receptionist, Communications and Development Coordinator, and Communications Intern as well as the Acquisitions Department.

Last year we budgeted for an additional full-time Building Monitor. As you know, our search continues. If we do not find a suitable candidate we will work with a security company to provide the service.

Julianne Smith has been wearing two hats since her promotion to Assistant Director in 2016. She has also continued in the role as Head of the Acquisitions Department. With the passage of the millage, we need to bring this position back.

I also plan to hire a part-time Campaign Consultant to manage the Superior library capital campaign and grow our development potential.

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**Account # 100.702.100 Professional/Accounting**

This budget provides for the services of YDL's part-time Accountant.

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**Account # 100.702.150 Bank Fees**

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. We plan to make a few changes to our credit card processing services this year, so the budget has been increased to account for unknowns.

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**Account # 100.702.900 Salary Subs**

Substitute staff members are paid from this account. I encourage the regular use of subs to provide more flexibility in scheduling and to keep our substitutes' skills sharp. Each of the past four years we have had regular staff members take extended medical leave, and this is a tremendous help during those times.

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**Account # 100.705.000 Recognition Awards**

This account covers the cost of Years of Service pins, small TEAM drawing prizes, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.710.000 Paychex Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s.

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Account # 100.715.000 Employer Payroll Tax

FICA payroll taxes for all YDL employees are paid from this account. FICA equals 7.65% of wages.

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NEW Account # 100.715.100 ACA Fees

This year we added a new service from BASIC for processing the ACA paperwork recently required by the IRS for large employers. The fee is calculated at an annual rate per insurance-eligible employee, for a total of approximately \$350 in 2019.

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Account # 100.718.000 Employee Retirement Funding

The Library's 5% contribution to eligible employees' MERS retirement accounts are funded by this line item.

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Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. 2019 was the second year, and 15 employees took advantage of the plan, one more than in year one. We are allotting enough to cover 16 employees in 2020.

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Account # 100.727.000 Office Supplies

This account funds supplies such as copy paper, toner, pens, labels, ear buds, flash drives, envelopes, library cards and other office items as needed. Also found here are certain items for materials processing and repair such as book tape and disc repair supplies, meeting supplies such as paper products or name tags, donor wall plaques, business cards, and other miscellaneous needs.

Revenue collected from public printing via computers or copiers, and from the purchase of ear buds or flash drives, is deposited into this account to help offset the costs of those services.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.727.200 Supplies-Facility

Funds from this account are used to purchase supplies for cleaning YDL facilities and stocking the restrooms. Toilet tissue, paper towels, soap, trash bags, disinfectant, air freshener, cleaners, and vacuum bags are examples of the items we buy. The account also pays for repair and maintenance supplies such as light bulbs, tools and miscellaneous hardware. Although not glamorous, these are all much-needed supplies we cannot operate without.

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Account # 100.752.000 MML/Building Insurance

We make one lump sum payment each year to the Michigan Municipal League Liability and Property Pool. Coverages include property, comprehensive crime coverage, general liability, public officials liability, personal injury and advertising, and auto insurance.

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Account # 100.753.000 MML/Workers Comp

The Michigan Municipal League also provides our Worker's Compensation coverage on a July-June contract year. We make quarterly payments; in addition, a final settlement each year may be either a bill or a credit.

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Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. The premium will actually decrease this year by .38%. Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

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Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. This figure represents a 3.08 decrease from last year's costs.

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Account # 100.757.000 Employee Assistance Program

The Library provides an Employee Assistance Program for all staff through Lincoln Financial Group. There is a monthly cost per employee, resulting in approximately \$250 each quarter.

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Account # 100.758.000 Life Insurance

The Library pays 100% of life insurance premiums from Lincoln Financial Group for all full-time staff. Union members are covered to \$60,000; non-union employees to \$40,000.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.759.000 Vision Service Plan

The Library pays 100% of VSP vision premiums for full-time employees. There will be no increase to this premium for 2020.

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Account # 100.762.000 STD/LTD (Disability Insurance)

Full-time employees receive short-term and long-term disability benefits paid by the Library.

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Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. \$7,000 of printing costs for *The Loop* are paid for by the Friends of the Library (reduced from \$9,000 in FY2018). Estimated needs for this year:

Bookmobile schedules .....	\$700.00
Learning Never Gets Old brochures .....	\$1,500.00
Summer reading flyers for schools/Interrupters .....	\$600.00
Banners .....	\$500.00
Business cards .....	\$300.00
Annual report .....	\$500.00
Remaining printing for expanding <i>The Loop</i> .....	\$4,100.00
Acquisitions tags .....	\$400.00
<u>Contingency .....</u>	<u>\$1,500.00</u>
Total .....	\$10,100.00

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Account # 100.769.050 Classified Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings. It is nice to also do some targeted advertising on AAATA buses and on Facebook, both fairly inexpensive yet effective advertising routes.

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Account # 100.774.050 Digital Collections CHANGE OF NAME FROM Ebooks/Eaudio

This line includes subscriptions to platforms allowing patrons to access eBooks, eAudiobooks, digital magazines, streaming movies, TV shows, etc. Digital collections are the fastest growing and most heavily used products offered by YDL.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.774.100 Databases

eResources are available 24-7 from home computers and smart phones with a valid YDL card and include educational products such Tutor.com for students, Ancestry Library Edition for genealogical research, Consumer Reports for product evaluations, and more. Not included here are subscription products for staff usage, such as BTOL, or databases provided through MEL. This year we are moving Hoopla and other downloadable/streaming media into the Digital Collections account (formerly Ebooks/Eaudio, see above).

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Account # 100.774.800 System Wide DVDs

This centralized selection effort is designed to streamline the purchasing process. "System Wide DVDs" allows one designated librarian to purchase multiple copies of bestselling movies and TV shows for all locations in order to decrease wait lists of popular items.

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Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here.

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Account # 100.774.950 Play Kits

Play Kits were originally funded with money from an annual appeal. This collection of early literacy tools is now an integral service and was given its own budget line last year.

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NEW Account # 100.774.975 Library of Things

Launched in 2019, this is a growing library trend to lend patrons items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. The YDL collection already includes magnifiers, kits for seniors, puzzles, and ukuleles. In 2020 we will grow this collection to possibly include such items as cake pans, telescopes, additional musical instruments, and board games.



**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.801.000 Major Events

Funds large special events that attract patrons from across the district. In 2020 we will host two exhibits. One is locally-prepared and free, but we will support it with programming and supplies.

For All the World to See exhibit.....	\$1,000.00
Exhibit-related programming .....	\$7,300.00
Exhibit signage (2) .....	\$200.00
Combined exhibit brochure .....	\$550.00
Electronics recycling event.....	\$675.00
Winter Wonderland .....	\$3,000.00
Book tie-in purchases for exhibits and Family Read.....	\$600.00
Family Read programming/author visit.....	\$3,900.00
Total.....	\$17,225.00

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Account # 100.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. I would like to maintain this program's budget of \$2,000.

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Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. ALA is in Chicago this summer. Due to the close proximity we will probably send a few staff members, so I have budgeted an increase for their travel.

---

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. Since the ALA Annual Conference is in Chicago this year, I would like to increase this budget to \$4,500.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$2,027.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$355.50
Michigan Municipal League.....	\$175.00
Midwest Collaborative for Library Services.....	\$250.00
Sam's Club .....	\$45.00
Downtown Association of Ypsilanti.....	\$45.00
COSUGI membership .....	\$100.00
<u>Genealogical Soc. Of Washtenaw County.....</u>	<u>\$10.00</u>
Total.....	\$3,007.50

Regarding professional development, the YDL Employee Handbook says:

“Availability of funds to cover professional development activities may vary from fiscal year to fiscal year. Funds may be available as follows: The Library will pay for regular membership in the Michigan Library Association or the American Library Association for all regular full- and part-time staff.”

In addition, YDL encourages its Board of Trustees to participate in the Michigan Library Association, and will pay for a Trustee membership for any interested member of the Board.

Together, I would like to budget \$2,000 for employee and trustee memberships in 2020.

A budget of \$5,000 should cover these expenses.

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Account # 100.806.000 TALK Grant Expenditures

At the request of our Auditors, TALK grant revenues and expenses are shown. We have created this new account to help differentiate spending on publicity and professional services for TALK from Library spending. It will be used to pay all expenditures for TALK except salaries and benefits.

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Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair and major tree trimming.

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Account # 100.810.100 Capital Outlay – Improvements

We plan to investigate installing signage at our 20 bookmobile stops. If we can get approvals this should cost about \$2,400. We would also like to purchase a collapsible wall to help accommodate upcoming exhibits for \$1,300.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.812.000 Capital Outlay – Furnishings

We would like to purchase an adjustable-height table for Whittaker and another for Michigan Avenue that can accommodate patrons with large wheelchairs. This account also pays for replacements when chairs or other furniture breaks. I recommend a budget of \$5,000 for 2020.

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Account # 100.850.000 Automation – Technology

Photocopier leases (\$1,731.63/month).....	\$20,780.00
Software support.....	\$18,000.00
Hardware support .....	\$16,000.00
IT training.....	\$2,500.00
Cell phone charges .....	\$6,000.00
Special projects: New Internet filter.....	\$8,000.00
Special projects: Upgrade wireless network .....	\$45,000.00
Special projects: Meeting room tech (plus appeal donations).....	\$5,000.00
Special projects: Self-check replacement for Whittaker.....	\$4,000.00
Special projects: Whittaker PC replacement .....	\$45,000.00
Special projects: Replace iPads/license apps .....	\$3,500.00
Equipment maintenance/repair .....	\$15,000.00
Scheduled equipment replacement.....	\$20,220.00
Total.....	\$209,000.00

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Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN executed a new 3-year telecommunications contract which lowered costs that took effect in July 2018.

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Account # 100.850.200 SirsiDynix

This account covers payment to SirsiDynix for our Integrated Library System (ILS). The ILS includes all modules necessary to maintain our database of items, borrowers, and transactions, as well as the new mobile app. In 2019 we added the texting notification module. The current quote to maintain the status quo is \$56,944. In 2020 we would like to add 2 things: Hoopla connector and Blue Cloud Analytics report generator. Together these would add \$5,280, though we will not implement them immediately so will pay a pro-rated amount.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff previously paid from a variety of other accounts.

Vendor	Item Description	Unit Cost	Total Cost
Baker & Taylor	Title Source 360	\$3,400 budgeted for November 2019	\$3,500
Springshare	LibStaffer scheduling software	Est. \$847	\$847
Survey Monkey	Annual subscription	\$306	\$306
Donor Tools	Annual subscription	\$400	\$400
Systems Technology Group, Inc.	READsquared annual subscription	\$2,000	\$2,000
BSB Communications	MiCollab software	Approx. \$900 paid at year-end	\$900
JitBit	Help Desk software	\$630	\$630
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Tyler Technologies	Fund Balance accounting software (INVESTIGATING ADDING A USER)	Approx. \$1,700	\$1,700
MailChimp	Email newsletter tool	\$46/month	\$552
Airtable (currently free)	Database platform; will move to paid subscription in 2020	\$432	\$432
EMS (moving here for 2020)	Program registrations and room booking software	\$2,650	\$2,650
<b>TOTAL</b>			<b>\$14,135</b>

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Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. For 2020 the cost will remain \$699 per weekly stop. Costs go up with the price of gas; as long as it stays fairly reasonable this account should be fine at \$3,000.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.928.000 Postage

This account pays for all postage-related costs YDL incurs, including:

- Lease of a postage machine (currently \$237 per quarter)
- Postage applied via the machine
- Regular stamps for annual appeal, thank you letters, etc.
- A UPS deposit account for shipping, funded as needed
- Postage for *The Loop* (approximately \$3,200 per mailing, 3 per year)

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Account # 100.965.000 Auditing Service

Our new contract with Clark, Schaefer, Hackett (formerly Layton and Richardson) for the first year specifies a fee of \$7,650.

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Account # 100.975.000 Legal Services

This account holds contingency funds for any legal services the Library may require during the course of the year. Past years' needs have included response to a Civil Rights complaint, personnel issues, FOIA and LPA questions.

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Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors.

Vendor	Item Description	Unit Cost	Total Cost
OCLC, Inc.	Cataloging support	\$469.33/month	\$5,632
My Favorite Plant Co.	Care of plants	\$128/month	\$1,536
Auto. Bus. Machines	Check machine	\$159	\$159
Cal Munson	Piano Tuning	3 times/year @ \$140	\$420
SWANK Movie Licensing USA	Movie license	\$1,280	\$1,280
Q+M	<i>The Loop</i> design	3 issues @ \$3,200	\$9,600
Patricia Berry	Fundraising coaching for Director and Board	\$4,000	\$4,000
Consultant TBD	GIS/Census data mapping for diversity workgroup and future planning	\$8,000	\$8,000
Electrical Engineering Consultant TBD	Whittaker lighting control system needs analysis and specification for RFP	\$5,000	\$5,000
<b>TOTAL</b>			<b>\$35,627</b>

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 100.980.500 Branding Costs CHANGE OF NAME FROM REBRANDING

I would like to retain this account for 2019-20 to purchase small brand swag items and summer reading t-shirts for staff.

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Account # 100.981.500 Lost Book Expense

Three things are covered by this account:

- Patrons who do not return YDL items are reported to Unique Management Services for collections. We pay Unique monthly; the amount varies by the number of active accounts.
- If patrons pay for lost items which are later found and returned, we reimburse them.
- If patrons fail to return items borrowed through MeLCat, we pay the lending libraries for replacements.

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Account # 100.982.000 MTT Charge Back City  
Account # 100.983.000 MTT Charge Back TWP  
Account # 100.983.100 MTT Charge Back Superior TWP

The impact Michigan Tax Tribunal decisions may have on the Library's finances is always difficult to predict. Accountant Jim Carey provides an estimate for each of our municipalities based on past trends.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

**Department 200: Michigan Ave.**

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Account # 200.702.000 Salaries

This account includes the salaries of the Michigan Avenue Manager, Librarians, Para-Professionals and Clerks. It also includes 60% of one full-time Custodian's salary and 15% of a part-time Custodian.

The past two years we have also engaged a 12 hour/week library school student intern to help staff manage Lunch and Listen over the summer for roughly \$2,200. This is very helpful and is included in this budget.

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Account # 200.702.800 Salaries – Pages

The two hourly Pages who work at Michigan Avenue are paid from this account. Their wages will increase with the Michigan minimum wage in January.

---

Account # 200.771.000 Adult Books

Used for all reference and circulating print titles added to the Michigan Avenue adult collection, including nonfiction, fiction, mystery, and other genres.

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Account # 200.772.000 Youth Books

Used for all print titles added to the Michigan Avenue youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

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Account # 200.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Michigan Avenue adult collection, including direct orders and those managed through the vendor (Rivistas).

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Account # 200.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Michigan Avenue youth and young adult collections, including direct orders and those managed through the vendor (Rivistas).

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Account # 200.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue adult collection. Movies with extensive wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 200.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue youth and young adult collections.

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Account # 200.802.200 Parking Fees

Last year we used this account to purchase employee parking downtown. I hope to negotiate the same cost again this year, which covers 12 staff members.

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Account # 200.810.000 Capital Outlay – Buildings

In 2019 I budgeted \$14,500 to make improvements to Library Plaza, but the concrete vendor did not come through to replace the “river” in the pavement. We will try again in 2020. Other potential improvements are on hold awaiting the results of the space utilization study, but we may opt to move forward with improved outdoor lighting if we can get approval from the Historical Commission. Definite projects:

Paint main floor and stairway .....	\$6,000.00
Humidity control quote from Campbell .....	\$3,300.00
Concrete projects approved in 2019.....	\$9,200.00
Total:.....	\$18,500.00

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Account # 200.812.000 Capital Outlay – Furnishing

I am budgeting \$7,000 to reupholster more lounge furniture.

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Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. Given recent developments, we are also investigating a routine bed bug inspection service, quote forthcoming.

---

Account # 200.840.025 Campbell Maintenance Contract

This account pays for the Library’s annual HVAC maintenance contract for Michigan Avenue. We negotiated a new three-year contract which took effect September 1, 2019; the new rate is reflected here.



**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs. The lawn care contract is up for bid this year, and we expect the cost to go up.

---

Account # 200.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue. The Friends of the Library very generously supplement all YDL programming budgets. This budget is being expanded somewhat this year, as interest in adult programming downtown has increased.

---

Account # 200.901.000 Programs – Youth

This account covers all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. I would like to increase this budget this year to accommodate more of the creative summer lunch programming staff offer.

---

Account # 200.940.000 Phone

Based on the number of lines to the building, Michigan Avenue is debited for 31% of YDL's phone bills.

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Account # 200.943.000 Natural Gas CHANGE OF NAME FROM DTE - FUEL

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, so hope to realize some savings this winter. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti currently charges a 68% surcharge on water bills, so the Michigan Avenue water bill is hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

**Department 300: Outreach/Bookmobile**

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Account # 300.702.000 Salaries

This account includes the salaries of YDL's two Para-Professional Bookmobile drivers and 28% of the Outreach Manager's salary.

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Account # 300.775.000 Library Materials

All materials purchased for the bookmobile collection are combined together, including books, magazines, and DVDs.

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Account # 300.840.000 Repair & Maintenance

This account pays for regular maintenance and repairs to YDL's vehicles. The bookmobile is now on a regular preventative maintenance schedule, including engine oil changes, generator oil changes, and brush block replacement. The Flex is also on a maintenance schedule.

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Account # 300.943.000 Fuel

Fuel for library vehicles is paid from this budget line. The bookmobile uses diesel. Assuming gas prices stay fairly stable, we have estimated \$5,660 for this account.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

**Department 400: Outreach/Superior Township**

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Account # 400.702.000 Salaries

This account includes all Outreach Department salaries that are not included in the Bookmobile salaries account. It also includes 15% of one full-time Custodian's salary and 5% of a part-time Custodian.

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Account # 400.775.000 Library Materials

All materials purchased for Superior's collection are lumped together, including books, magazines, and DVDs.

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Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. Looking at past spending, and with the expectation of moving out in 2021, I recommend maintaining the current budget of \$1,000.

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Account # 400.840.050 Snow Removal & Lawn Care

Superior Township bills us for 22% of the building's grounds maintenance costs.

---

Account # 400.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult and family programs presented by the Outreach Department, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplement all YDL programming budgets.

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Account # 400.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs and special events presented by the Outreach Department. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets.

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Account # 400.940.000 Phone

Based on the number of lines to the building, Superior is debited for 8% of YDL's phone bills.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 400.943.000 Natural Gas CHANGE OF NAME FROM FUEL

Superior Township bills us for 22% of natural gas used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 400.947.000 Electric

Superior Township bills us for 22% of electricity used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 400.949.000 Superior Township Utilities Department

Superior Township bills us for 22% of water used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

**Department 500: Whittaker Road**

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Account # 500.702.000 Salaries

This account includes all Whittaker Youth Services, Adult Services, and Customer Services department salaries. It also includes the remaining hours of the Facilities Services department not allocated elsewhere.

We will once again hire two 12 hour/week library school student interns to help staff manage Lunch and Listen for roughly \$4,400.

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Account # 500.702.800 Salaries – Pages

All hourly Pages who work at Whittaker Road are paid from this account. Their wages will increase with the Michigan minimum wage in January.

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Account # 500.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

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Account # 500.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

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Account # 500.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Whittaker Road adult collection, including direct orders and those managed through the vendor (Rivistas).

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Account # 500.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Whittaker Road youth and young adult collections, including direct orders and those managed through the vendor (Rivistas).

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Account # 500.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road adult collection. Movies with lengthy wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

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Account # 500.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road youth and young adult collections.

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Account # 500.810.000 Capital Outlay – Buildings

I have several Whittaker projects in mind for this year:

Replace aging little free library .....	\$750.00
Remove Reception desk and replace carpet.....	\$1,500.00
Additional LED retrofit kits for Adult area reflector lights.....	\$10,000.00
Upgrade reading room table lights .....	\$10,000.00
Replace lighting control system based on consultant RFP .....	\$15,000.00
Total.....	\$37,250.00

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Account # 500.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Whittaker Road building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection.

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Account # 500.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Whittaker Road. We negotiated a new three-year contract which took effect September 1, 2019; the new rate is reflected here.

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Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience. The lawn care contract is up for bid this year, and we expect the cost to go up.

---

Account # 500.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by the Adult Services department at Whittaker Road. The Friends of the Library very generously supplement all YDL programming budgets.

**YDL BUDGET DETAIL SHEET  
FY 2019/20**

Account # 500.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs presented by the Youth Services department at Whittaker Road. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. I would like to increase this budget this year to better accommodate the creative summer lunch programming the department is doing.

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Account # 500.903.000 Equipment Maintenance

This account provides a contingency for maintenance or replacement of office equipment or materials processing equipment. Past examples have included the book covering machine, disc repair machine, and check signing machine. In 2018/19 we replaced the oven in the kitchen adjoining the Community Room and expanded the donor wall.

---

Account # 500.940.000 Phone

Based on the number of lines to the building, Whittaker is debited for 61% of YDL's phone bills.

---

Account # 500.943.000 Natural Gas CHANGE OF NAME FROM DTE - FUEL

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

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Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2020.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 10/9/19  
**Re:** Schedule public hearing for FY2020 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 20, at 6:15 work for everyone?

Once a time and date are chosen we will prepare and post the legal notice as required.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-31

October 23, 2019

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED  
LIBRARY BUDGET FOR THE 2020 FISCAL YEAR

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Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2020 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2020 fiscal year will be held at 6:15 p.m. on Wednesday, November 20, 2019.

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

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

YES:        NO:        ABSENT:        VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 10/17/19

**Re:** Consideration of purchase of LED retrofit kits for Whittaker reflector lights

There are 32 large reflector lights on the second floor at Whittaker. These are large and problematic for a number of reasons:

1. The ballasts buzz and create a constant background hum.
2. They burn out at regular intervals and are expensive to replace.
3. They require a lot of electricity to operate.
4. Some are inaccessible due to positioning over the lighting in the stacks.

In the 2018-19 budget I earmarked \$10,000 to find an LED solution which would eliminate the hum, reduce the cost of operation, and last longer. After trying a number of unsuccessful prototypes our electrician acquired, I identified an LED retrofit kit offered by the original manufacturer of the lighting. We purchased and installed one last week, and are happy with the tone and quantity of light it produces. These are guaranteed to have at least a 5-year lifespan.

I would like to request authorization to waive the bid process and purchase another 15 of these kits from the distributor, McNaughton-McKay, for a total of \$8,550. I will propose purchasing the remaining 16 kits in the 2019-20 budget.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-32

October 23, 2019

RESOLUTION TO APPROVE PURCHASE OF 15 LED RETROFIT KITS FOR THE  
WHITTAKER ADULT AREA

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Whereas the reflector lights at the Whittaker Road Library are noisy and expensive both to operate and to replace when they burn out; and

Whereas these lights were identified for upgrade to LED in the 2019 fiscal year budget to minimize cost and other issues; and

Whereas 16 units can be acquired within the available budget and one test unit has already been acquired and installed; and

Whereas functional LED retrofit kits are only available from the fixtures' original manufacturer; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Director is authorized to waive the bid process and purchase 15 additional LED retrofit kits from McNaughton-McKay for \$8,550.00.

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

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

YES:        NO:        ABSENT:        VOTE:



**LIGHTING  
QUOTATION  
Ypsilanti Library**

**McNaughton-McKay**

4300 Varsity Drive  
Ann Arbor, MI 48108  
Tel: (734) 995-9515  
Fax: (734) 327-6281

**To: Estimator 1**

CONTRACTOR SALES  
CONTRACTOR SALES  
TAXABLE - MICHIGAN  
TAXABLE, MI

Date Printed: October 15, 2019

Quote Number: 126158

PO Number:

Customer Number: 23641

Sales Person: David Volker

Item	Qty	Type	Mfg	Part Number	Description	Price	Ext. Price
1	15		HESS	CA460-LED/WW-UNV-RETROFI T	6-8 weeks	570.00E	\$8,550.00

**\$8,550.00**

**Legal:**

The sale of products and services by Seller is subject to Seller's general terms and conditions of sale ("Seller's Term") as attached to this document or as otherwise posted on Seller's website at <http://terms.mc-mc.com/mi> Seller objects to and rejects any terms or conditions that may appear on or are referenced in Customer's purchase order or other document that are in addition to or otherwise inconsistent with Seller's Terms. Customer's receipt or acceptance of delivery of any ordered item above will constitute its acceptance of Seller's Terms. The above link also includes Seller's Return Policy for customer reference

ALL LAMPS & STANDARD FREIGHT CHARGES ARE INCLUDED IN PRICING SHOWN, BASED ON QUANTITIES AS LISTED. PRICING BASED ON "DROP SHIPMENT" TO JOBSITE. STANDARD MANUFACTURER'S WARRANTIES APPLY. LEAD TIME IS APPROXIMATELY \_\_\_\_ WEEKS AFTER FACTORY RECEIPT OF ORDER (AND APPROVAL DRAWINGS, WHERE REQUIRED) NOTE\* LEAD TIMES ARE ESTIMATES ONLY. PRESHPMENT OF ANCHOR BOLTS WILL BE PLUS FREIGHT.

PRICES DO NOT INCLUDE SPARE MATERIAL, FUSES, SPECIAL FINISHES, MOUNTING DEVICES, INSTALLATION OR APPLICABLE SALES TAX, UNLESS OTHERWISE NOTED. THE PURCHASER IS RESPONSIBLE FOR VERIFYING VOLTAGE, QUANTITIES AND IF MULTIPLE BALLASTS ARE REQUIRED FOR MULTI-LEVEL SWITCHING

OCCUPANCY SENSORS QUANTITIES QUOTED ARE FOR REFERENCE ONLY. CONTRACTOR MUST PROVIDE A COMPLETE OCCUPANCY SENSOR BASED LIGHTING CONTROL SYSTEM TO COMPLY WITH MICHIGAN UNIFORM ENERGY CODE. VERIFY REQUIREMENTS WITH MANUFACTURER. QUANTITIES ARE SUBJECT TO CHANGE. WHERE REQUIRED, MANUFACTURER WILL REVIEW PROJECT DRAWINGS UPON RECEIPT OF A "HOLD FOR RELEASE" PURCHASE ORDER. A REQUOTE WITH ADDITIONS OR DELETIONS TO THIS BILL OF MATERIAL MAY BE REQUIRED.

Please do not hesitate to call with any questions.

Best Regards,  
David Volker  
Phone: (734) 327-6262  
Fax: (734) 327-6281



**LIGHTING  
QUOTATION  
Ypsilanti Library**

**McNaughton-McKay**

4300 Varsity Drive  
Ann Arbor, MI 48108  
Tel: (734) 995-9515  
Fax: (734) 327-6281

**To: Estimator 1**

CONTRACTOR SALES  
CONTRACTOR SALES  
TAXABLE - MICHIGAN  
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Date Printed: October 15, 2019

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PO Number:

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Sales Person: David Volker

Item	Qty	Type	Mfg	Part Number	Description	Price	Ext. Price
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*Quotes valid for 30 days.*

*Lamps are included unless otherwise noted.*

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 10/14/19  
**Re:** 2020 Holiday closings

Attached please find a draft schedule of holidays and closings for 2020.

During contract negotiations with AFSCME, we agreed to change one of YDL's paid holidays. We will no longer be closed on President's Day. Instead, we will be closed the day after Thanksgiving.

Other holidays mostly fell in a standard way this time around, but Independence Day occurs on a Saturday. Because of this I recommend we remain closed on Sunday the 5<sup>th</sup> at Whittaker rather than opening that day for just 4 hours.

Other than these exceptions, this draft follows the pattern established by prior schedules.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-33

October 23, 2019

RESOLUTION TO ESTABLISH A SCHEDULE OF 2020 HOLIDAYS AND CLOSINGS

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Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, small changes were negotiated in collective bargaining in 2019, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2020 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2020 Holiday & Closing Schedule is adopted as presented.

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

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

YES:      NO:      ABSENT:      VOTE:

APPROVED:  
YDL – Board of Trustees

**Ypsilanti District Library  
2020 Holiday & Closing Schedule**

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2020	New Year's Day	Wednesday
January 20, 2020	<b>**Martin Luther King Day</b>	Monday
April 12, 2020	Easter Sunday	Sunday
May 24, 2020	Sunday Preceding Memorial Day	Sunday
May 25, 2020	<b>Memorial Day</b>	Monday
May 29, 2020	YDL Annual In-service	Friday
July 4, 2020	<b>Independence Day</b>	Saturday
July 5, 2020	Independence weekend	Sunday
September 6, 2020	Sunday Preceding Labor Day	Sunday
September 7, 2020	<b>Labor Day</b>	Monday
November 11, 2020	<b>Veterans Day</b>	Wednesday
November 25, 2020	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 26, 2020	<b>Thanksgiving Day</b>	Thursday
November 27, 2020	<b>Day after Thanksgiving</b>	Friday
December 24, 2020	<b>Christmas Eve</b>	Thursday
December 25, 2020	<b>Christmas Day</b>	Friday
December 31, 2020	<b>New Year's Eve</b>	Thursday
January 1, 2021	<b>New Year's Day</b>	Friday
January 18, 2021	<b>**Martin Luther King Day</b>	Monday

**Bold indicates Paid Holiday**

**\*\*** Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 10/14/19  
**Re:** Resolution honoring Laura Tucker

Our longest-serving employee, Laura Tucker, is retiring from YDL. As she has many fans among both patrons and staff, we have a public celebration planned for her on Sunday, November 10, from 2-4 p.m. in the Community Room. You are all invited! It would be wonderful if someone from the Board could be on hand to present the attached resolution to Laura.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-34

October 23, 2019

A RESOLUTION HONORING LAURA TUCKER FOR AN AMAZING  
FORTY-FOUR YEARS OF DEDICATED SERVICE TO THE YPSILANTI DISTRICT  
LIBRARY AND THE ENTIRE YPSILANTI COMMUNITY

WHEREAS, Laura Tucker has served the greater Ypsilanti area as a cheerful and knowledgeable presence in customer service for the Library since 1975, and

WHEREAS, Laura began her career as a Circulation Clerk when processing books was complicated and tedious, and

WHEREAS, when computers were introduced, she rose to the challenge with intelligence, diligence, and grace, and

WHEREAS, patrons and staff have loved “Miss Laura” for her cheerful attitude and great customer service, and

WHEREAS, in addition to being the “Queen of New Fiction” books, Laura is a big reader herself, enjoying romance novels with a “little bit of spice” and well-known African-American fiction authors, and

WHEREAS, she will be sorely missed for her lovely smile, delicious pound cake, and her love of the library and all the people who come to it,

NOW, THEREFORE BE IT RESOLVED, that that the Ypsilanti District Library Board of Trustees hereby thanks Laura Tucker for her outstanding and dedicated service to the Ypsilanti community which she has served for 44 years, and

BE IT FURTHER RESOLVED, that the Ypsilanti District Library Board of Trustees wishes her the best in all future endeavors.

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Brian Steimel, President

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Patricia Horne McGee, Secretary

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 10/9/19  
**Re:** Discussion of Director evaluation process

Two years ago I had my first evaluation at YDL, and the Board and I worked together to develop a form and evaluation process that was effective and easy to use. We used the same format last year.

If you agree to handle this year's evaluation the same way, there are two forms for each Trustee to complete, which Brian will send. Once complete, the Director Evaluation form and the Board Comments form should be returned electronically to the Personnel Committee for tabulation. Please complete and return them at least a week prior to the November 20<sup>th</sup> meeting, when the evaluation will be conducted.

I will email a completed self-review form to all of you by October 30<sup>th</sup>.

I would like to request that my evaluation be held in closed session. Thank you.