

# Board of Trustees

2020 Information Packet



Wednesday  
April 29, 2020  
6:30pm  
YDL-Virtual



**Ypsilanti District Library**  
**YDL Board Meeting, April 29, 2020 6:30 pm, YDL – Virtual Meeting**  
**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"/><br>Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/><br>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 February 26, 2020 Regular Meeting  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. February & March 2020 Financials & Check Register  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Communication</b>  |                                     |                                     |                                     |
| A. Official Correspondence (Public)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| B. Ideas, Opportunities, Trends (Board)   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Committee Reports</b>  |                                     |                                     |                                     |
| A. Finance Committee  | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| B. Personnel Committee  | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| C. Policy Committee   | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| D. FOL Library Report   | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| E. Fundraising Committee  | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| F. Superior Township Planning   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| G. Facilities   | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |
| <b>Director's Report</b>  |                                     |                                     |                                     |
| A. Operational Update   | <input checked="" type="checkbox"/> |                                     |                                     |
| B. Performance Indicators   | <input checked="" type="checkbox"/> |                                     |                                     |
| C. Departmental Reports   | <input checked="" type="checkbox"/> |                                     |                                     |
| D. Significant Library News   | <input checked="" type="checkbox"/> |                                     |                                     |
| <b>New Business</b>   |                                     |                                     |                                     |
| A. Resolution to affirm Director's staff compensation decisions during COVID-19 closure   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Discussion of a potential waiver of overdue fines  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Discussion of potential reopening  | <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

**CALL TO ORDER**

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

**Attendance**

Trustees Present: Jean Winborn, Theresa M. Maddix, Brian Steimel, Bethany Kennedy, and Kristy Cooper (6:38 p.m.)

Trustees Absent: Kay Williams and Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Acquisitions Head Sarah Zawacki, and Facilities Manager Jim Reed.

**APPROVAL OF THE AGENDA**

Trustee Steimel moved to approve the meeting agenda. With the following revisions. Deletion of the audit presentation from the agenda and new business A. Move new business D, E, F up in the Agenda depending on when Jim Reed arrives. Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**INTRODUCTION OF NEW STAFF**

Lisa introduced Sarah Zawacki as Head of Acquisitions effective Monday, February 17, 2020. Sarah started at YDL in 2013 in Adult Services as a Librarian.

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee Maddix moved to approve the consent agenda (January 22, 2020 Meeting minutes and January 2020 Financials and Check Register) Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

**NEW BUSINESS**

D. Resolution to contract with Terracon Consultants, Inc. for Whittaker curtain wall work

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-10

Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

February 26, 2020

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE  
THE USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR WHITTAKER CURTAIN  
WALL WINDOW REMEDIATION DESIGN WORK

---

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

Whereas, the Whittaker Road Library windows have leaked since the building opened, and

Whereas, a consulting team assembled by Architect Betsy Baird of O'Neal Construction investigated the cause in 2019 and proposed several options to remedy this problem, and

Whereas, the YDL Board considered options and preferred a phased approach to repairs, and

Whereas, time is of the essence given the desire to proceed with phase one this summer, and

Whereas, Terracon Consultants, Inc. conducted the initial investigations and were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, Terracon has provided a proposal for design services for the project that has been vetted by O'Neal Construction, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. for design services and preparation of construction specifications for curtain wall window remediation work at Whittaker Road as described in a proposal dated February 20, 2020.

BE IT FURTHER RESOLVED that

\$34,800 from the Capital Asset Replacement Fund shall be allocated to this project.

OFFERED BY: Brian Steimel

SUPPORTED BY: Bethany Kennedy

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

E. Award of landscaping services contract

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

RESOLUTION NO. 2020-11

February 26, 2020

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

---

Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the low bidder was the current contractor, whose service has been acceptable for the past three year contract, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract is awarded to the low bidder, AK Lawncare, Inc.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Brian Steimel

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

F. Resolution to authorize heat exchanger repairs at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-12

February 26, 2020

RESOLUTION TO AUTHORIZE THE USE OF CAPITAL ASSET REPLACEMENT FUND  
MONIES FOR MICHIGAN AVENUE HEAT EXCHANGER REPLACEMENT

---

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

Whereas, the heat exchanger on a rooftop HVAC unit at Michigan Avenue has failed, and

Whereas, YDL has an HVAC maintenance contract with Campbell, Inc., but the heat exchanger is not included, and access to the unit to perform the repair has been compromised, and

Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

Whereas, Campbell, Inc. has provided a time and materials cost estimate to work around the obstructions to replace the heat exchanger, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Campbell, Inc. to perform the necessary work to replace the heat exchanger.

BE IT FURTHER RESOLVED that

An amount not to exceed \$5,500 from the Capital Asset Replacement Fund shall be allocated for this project.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Bethany Kennedy

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

#### **COMMUNICATION**

Lisa included an article about the upcoming kindergarten and preschool resource fair that will be Saturday at Whittaker. She also included a copy of the letter from IMLS inviting the library to the second phase of the application process for the National Leadership grant program.

#### **COMMITTEE REPORTS**

- Finance Committee:
  - Theresa commented that Lisa did a lot of research and found a new banking opportunity after less than optimal service from one of YDL's existing banks. Theresa would recommend that the board approve the resolution to open accounts with 5/3 bank.
- Friends of the Library:
  - The friends met Monday. They made \$1500 in January and February with online book sales. There was one book that sold for \$290, "Thirty at Athens". The renewal letters for membership will be going out by the end of the month.
- Fundraising Committee:
  - Total raised to date for the Superior campaign as \$115,565.22. In addition to two pledges of In-kind gifts. A financial commitment from Superior Township to pay for road improvement engineering for approx. \$60,000. A pledge of a custom design painting from local artist Pete Werner who had a display of his art work in the community room last month. He would like to create something just for Superior. Since last meeting the library received a donation from Sycamore Meadows in the amount of \$1,500. YDL also received a \$5,000 grant award from Ann Arbor Farm and Garden. It will be used an accessible garden at the new Superior location.

Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

- Superior Township Planning:
  - Lisa put a report in the packet. There have been no updates since it was written.
  - Lisa is very excited that the site plan was submitted.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Lisa mentioned the posters out in the lobby about the availability of Amazon smile and Kroger Rewards.
- Lisa regretfully accepted the resignation of YDL IT technician Shane Davis. His last day will be next Friday 3/6/2020. We will immediately begin a search for a replacement for him.
- Lisa wanted to give the board a save the date for the library's annual volunteer potluck. It will be on Tuesday April 21<sup>st</sup>. The Tuesday of National Library week.
- Lisa commented that she was extremely excited about our statistics for January. The performance dashboard for the first time in a long time has both the door count and the e product borrowing way up.
- Monica and Lisa made some significant changes to the performance dashboard. It is a work in progress. Goals have not been allocated yet. Lisa did this to get feedback from the board about the new format. The new format is lot more workable and will leave space on the report for additions. Lisa would like feedback from the board on this.

**NEW BUSINESS**

B. Resolution to authorize bank signers for YDL

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2020-7**

February 26, 2020

**RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER FINANCIAL  
INSTRUMENTS WITH FINANCIAL INSTITUTIONS**

**IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:**

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Theresa M. Maddix
3. YDL Board of Trustees President: Jean Winborn
4. YDL Board of Trustees Secretary: Bethany Kennedy



Ypsilanti District Library  
Board of Trustees  
Minutes, February 26, 2020 (Unapproved)

Two signatures are required for any financial transaction. Signature may be by facsimile.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Theresa Maddix

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

C. Resolutions to open accounts with 5/3 Bank

(Attached)

OFFERED BY: Brian Steimel

SUPPORTED BY: Kristy Cooper

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

**BOARD MEMBER COMMENTS**

| Trustee | Comment  |
|---------|--|
| Brian   | No comments  |
| Kristy  | No comments  |
| Theresa | No comments  |
| Bethany | No comments  |
| Jean    | No comments  |
| Pat     | Absent   |
| Kay     | Absent   |
| Lisa    | I want to just give a heads up to Brian, Beth and Jean. I am going to feel out the personnel committee about a couple of things probably within the next week. |

**Adjournment**

Trustee Kennedy moved to adjourn at 7:24 p.m. Trustee Steimel seconded this motion.

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

Nays: None

Motion passed.

# Ypsilanti District Library Resolution 2020-8



FIFTH THIRD BANK

## DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



ACCOUNT NAME YPSILANTI DISTRICT LIBRARY

ACCOUNT NUMBER \_\_\_\_\_

TIN: 38-2482745

### Check One:

- ☒ Corporation / Non-Profit Corporation
- ☐ Unincorporated Association / Organization
- ☐ Partnership / Limited Liability Partnership
- ☐ Non-Profit Organization
- ☐ Sole Proprietorship

- ☐ Limited Liability Company
- ☐ Disregarded Entity
- ☐ Corporation
- ☐ Partnership

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

### FOR ALL BUSINESSES:

#### PRINTED OR TYPED NAME

LISA N HOENIG

THERESA MADDIX

BETHANY A KENNEDY

OMER J WINBORN

#### TITLE

LIBRARY DIRECTOR

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

#### SIGNATURE

*Lisa N. Hoening*

*Theresa Maddix*

*Bethany A. Kennedy*

*Omer J. Winborn*

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to delegate to another person or persons, as evidenced in a form provided by Bank and executed by any of the above named officer(s), person(s), member(s), or partner(s), the authority to (i) serve as a Channel Administrator as that term is defined under the Bank's Online Channel Access Agreement that governs Channel Services, such as Fifth Third Direct; and (ii) initiate electronic funds transfers through use of a Channel Service or through Direct Send File Transfer.

RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

RESOLVED FURTHER, that the Bank is authorized to rely upon the foregoing resolution until receipt by Bank of written notice of any change or revocation.

### FOR CORPORATIONS:

The undersigned certifies that they are the Secretary of YPSILANTI DISTRICT LIBRARY

(Name of corporation)

("Company") and at a meeting of the Board of Directors held on the 26 day of Feb., 2020 at which a quorum was present these resolutions were duly adopted. The undersigned certifies that the foregoing is a true copy of the resolutions so adopted; that such resolutions are still in full force and effect and unrevoked as of this date; and that such resolutions do not violate any charter or bylaw provision of this Company.

IN WITNESS WHEREOF the undersigned has set his/her hand on the 26 day of Feb, 2020

*Bethany A. Kennedy*  
Secretary Signature

### FOR ALL OTHER BUSINESSES:

The undersigned certify(ies) that \_\_\_\_\_

(Name of company)

("Company") is the name used in the conduct of an unincorporated business and in order to establish a deposit account in the name of the company, the undersigned adopts these resolutions.

The undersigned agree(s) to notify Bank promptly in writing should any change of ownership or change in authority to transact occur, should other persons become interested in said business as partners, should the business become incorporated or should the relationship of the undersigned be altered in any manner.

Owner, Partner or Member Signature \_\_\_\_\_

Date \_\_\_\_\_

Revised 11-2019

# Ypsilanti District Library Resolution 2020-9



FIFTH THIRD BANK

## DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



ACCOUNT NAME YPSILANTI DISTRICT LIBRARY ACCOUNT NUMBER \_\_\_\_\_ TIN: 38-2462745

### Check One:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Corporation / Non-Profit Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Unincorporated Association / Organization       | <input type="checkbox"/> Disregarded Entity        |
| <input type="checkbox"/> Partnership / Limited Liability Partnership     | <input type="checkbox"/> Corporation               |
| <input type="checkbox"/> Non-Profit Organization                         | <input type="checkbox"/> Partnership               |
| <input type="checkbox"/> Sole Proprietorship                             |  |

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

### FOR ALL BUSINESSES:

#### PRINTED OR TYPED NAME

LISA N HOENIG

TITLE  
LIBRARY DIRECTOR

THERESA MADDIX

BOARD MEMBER

BETHANY A KENNEDY

BOARD MEMBER

OMER J WINBORN

BOARD MEMBER

#### SIGNATURE

*Lisa N. Hoening*  
*Theresa Maddix*  
*Bethany Kennedy*  
*Omer J. Winborn*

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to delegate to another person or persons, as evidenced in a form provided by Bank and executed by any of the above named officer(s), person(s), member(s), or partner(s), the authority to (i) serve as a Channel Administrator as that term is defined under the Bank's Online Channel Access Agreement that governs Channel Services, such as Fifth Third Direct; and (ii) initiate electronic funds transfers through use of a Channel Service or through Direct Send File Transfer.

RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

RESOLVED FURTHER, that the Bank is authorized to rely upon the foregoing resolution until receipt by Bank of written notice of any change or revocation.

### FOR CORPORATIONS:

The undersigned certifies that they are the Secretary of YPSILANTI DISTRICT LIBRARY

(Name of corporation)

("Company") and at a meeting of the Board of Directors held on the 26 day of Feb, yr 2020 at which a quorum was present these resolutions were duly adopted. The undersigned certifies that the foregoing is a true copy of the resolutions so adopted; that such resolutions are still in full force and effect and unrevoked as of this date; and that such resolutions do not violate any charter or bylaw provision of this Company.

IN WITNESS WHEREOF the undersigned has set his/her hand on the 26 day of Feb, yr 2020

Secretary Signature

### FOR ALL OTHER BUSINESSES:

The undersigned certify(ies) that \_\_\_\_\_

(Name of company)

("Company") is the name used in the conduct of an unincorporated business and in order to establish a deposit account in the name of the company, the undersigned adopts these resolutions.

The undersigned agree(s) to notify Bank promptly in writing should any change of ownership or change in authority to transact occur, should other persons become interested in said business as partners, should the business become incorporated or should the relationship of the undersigned be altered in any manner.

Owner, Partner or Member Signature

Date

Revised 11-2019

# Financial Report

# Check Register Report

Date: 04/27/2020

Time: 3:39 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number            | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                    | Check Description              | Amount   |
|-------------------------|------------|--------|----------------|----------------|---------------|--------------------------------|--------------------------------|----------|
| <b>ANN ARBOR Checks</b> |            |        |                |                |               |                                |                                |          |
| 71983                   | 02/07/2020 | C      | Printed        |                | 0000000025    | AFLAC                          | #3 & #4 payment                | 207.88   |
| 71984                   | 02/07/2020 | C      | Printed        |                | AK            | AK LAWNCARE                    | MA 4 of 5 payments             | 2,900.00 |
| 71985                   | 02/07/2020 | C      | Printed        |                | AES           | ALLIED EAGLE SUPPLY CO         | dust mop                       | 708.59   |
| 71987                   | 02/07/2020 | C      | Printed        |                | AASO          | ANN ARBOR SYMPHONY ORCHESTRA   | January 2020 concert           | 300.00   |
| 71988                   | 02/07/2020 | C      | Printed        |                | A2Y           | ANN ARBOR-YPSILANTI            | Lunch: Debbi Dingell-Lisa/Juli | 80.00    |
| 71989                   | 02/07/2020 | C      | Printed        |                | BAKL          | BAKER & TAYLOR #4407662        | statement 12/31/19             | 72.46    |
| 71991                   | 02/07/2020 | C      | Printed        |                | BASIC         | BASIC                          | january 2020 fee               | 51.35    |
| 71992                   | 02/07/2020 | C      | Printed        |                | BENCH         | BENCHMARK DESIGN STUDIO        | superior proposed site         | 175.00   |
| 71993                   | 02/07/2020 | C      | Printed        |                | BBT           | BLACK AND BROWN THEATRE        | 2/8/2020 Frog Prince performan | 500.00   |
| 71994                   | 02/07/2020 | C      | Printed        |                | BA            | BLACKSTONE PUBLISHING          | the five love languages        | 280.01   |
| 71995                   | 02/07/2020 | C      | Printed        |                | 360           | BLUE360 MEDIA                  | MI Penal Code MVLH 2019-FA     | 70.75    |
| 71996                   | 02/07/2020 | C      | Printed        |                | BOD           | BODMAN PLC                     | 12/19 services                 | 742.50   |
| 71997                   | 02/07/2020 | C      | Printed        |                | AMCA          | AMY CADWALLADER                | toddler movement 2/29/2020     | 75.00    |
| 71998                   | 02/07/2020 | C      | Printed        |                | CAMPINC       | CAMPBELL, INC                  | MA-humidity controls           | 3,822.00 |
| 71999                   | 02/07/2020 | C      | Printed        |                | CRCA          | CRYSTAL CAMPBELL               | 2/18/20 'Ain't I a Womanist'   | 150.00   |
| 72000                   | 02/07/2020 | C      | Printed        |                | CAREER        | CAREER TRACK                   | Gower 3/26/20 workshop         | 99.00    |
| 72001                   | 02/07/2020 | C      | Printed        |                | CEN           | CENGAGE LEARNING               | basic 5                        | 2,235.00 |
| 72002                   | 02/07/2020 | C      | Printed        |                | JOY           | JOY CICHEWICZ                  | Costco/Dom's donuts-guitar clu | 182.24   |
| 72004                   | 02/07/2020 | C      | Printed        |                | CIRG          | CIRQUE AMONGUS                 | 2/21/2020 worklshop            | 240.00   |
| 72005                   | 02/07/2020 | C      | Printed        |                | 0000000183    | CUMMINS BRIDGEWAY,LLC          | bkm 1/10/2020 service          | 245.86   |
| 72006                   | 02/07/2020 | C      | Printed        |                | 0000000027    | DELTA DENTAL PLAN OF MICHIGAN  | 2/1-2/29/2020 coverage         | 2,872.67 |
| 72007                   | 02/07/2020 | C      | Printed        |                | 0000000039    | DEMCO, INC.                    | vistafoil laminate             | 121.16   |
| 72008                   | 02/07/2020 | C      | Printed        |                | 0000000398    | DISCOUNT SCHOOL SUPPLY         | whit youth supplies            | 45.53    |
| 72009                   | 02/07/2020 | C      | Printed        |                | DTE ENERGY    | DTE ENERGY                     | whit 12/21/19-1/22/20 service  | 7,502.22 |
| 72010                   | 02/07/2020 | C      | Printed        |                | DTE ENERGY    | DTE ENERGY                     | MA12/28/19-1/28/20 service     | 1,524.58 |
| 72011                   | 02/07/2020 | C      | Printed        |                | ELM           | ELM USA INC.                   | disk repair machine supplies   | 176.75   |
| 72012                   | 02/07/2020 | C      | Printed        |                | CHGA          | CHERYL GARNETT                 | 2/6/20 African Amer Genealogy  | 150.00   |
| 72013                   | 02/07/2020 | C      | Printed        |                | GORDON        | GORDON FOOD SERVICE, INC       | program supplies               | 98.35    |
| 72014                   | 02/07/2020 | C      | Printed        |                | LSNC          | LESLIE SCIENCE & NATURE CENTER | 3/13/2020 presentation         | 205.00   |
| 72015                   | 02/07/2020 | C      | Printed        |                | MBM           | MBM TECHNOLOGY SOLUTIONS       | super 12/24/19-1/23/2020       | 736.67   |
| 72016                   | 02/07/2020 | C      | Printed        |                | MEDCO         | MEDCO SUPPLY COMPANY           | bandages/ointment              | 58.90    |
| 72017                   | 02/07/2020 | C      | Printed        |                | MICHLIB       | MICHIGAN LIBRARY ASSOCIATION   | Pitcher renewal/sp inst-one da | 490.00   |
| 72018                   | 02/07/2020 | C      | Printed        |                | MICHMUN       | MICHIGAN MUNICIPAL LEAGUE      | 7/1/19-7/1/2020 premium        | 2,503.00 |
| 72019                   | 02/07/2020 | C      | Printed        |                | MTUVPO        | MICHIGAN TECHNOLOGICAL LIBRARY | lost ILL-violence of green rev | 29.52    |
| 72020                   | 02/07/2020 | C      | Printed        |                | MWP           | MICHIGAN WEB PRESS             | 45,000 winter 2020 loop        | 3,709.33 |
| 72021                   | 02/07/2020 | C      | Printed        |                | MAAA          | MID-AMERICA ARTS ALLIANCE      | deposit-Colorful dream 2021    | 1,075.00 |
| 72023                   | 02/07/2020 | C      | Printed        |                | OCLC          | OCLC INC.                      | 12/1-12/31/19 billing period   | 469.22   |
| 72024                   | 02/07/2020 | C      | Printed        |                | OV            | OVERDRIVE, INC.                | 14 items-Kristy's great idea   | 2,344.81 |
| 72025                   | 02/07/2020 | C      | Printed        |                | PATR          | PATRON ACCOUNT                 | return-Betty Before X          | 35.00    |
| 72026                   | 02/07/2020 | C      | Printed        |                | 0000000203    | SCHOLASTIC INC. YPSI           | outreach                       | 622.32   |
| 72027                   | 02/07/2020 | C      | Printed        |                | SPPI          | SCREENFLEX PORTABLE PARTITIONS | exhibit portable walls         | 2,406.00 |
| 72028                   | 02/07/2020 | C      | Printed        |                | STAPAD        | STAPLES ADVANTAGE              | statement 1/25/20              | 667.67   |
| 72029                   | 02/07/2020 | C      | Printed        |                | STUD          | SUPERIOR TOWNSHIP UTILITY DEPT | 10/17/19-1/15/2020 service     | 22.22    |
| 72030                   | 02/07/2020 | C      | Printed        |                | AMAZ          | SYNCB AMAZON                   | statement 1/10/2020            | 995.27   |
| 72031                   | 02/07/2020 | C      | Printed        |                | TERM          | TERMINIX                       | MA 1/9/20 treatment            | 121.00   |
| 72032                   | 02/07/2020 | C      | Printed        |                | THYSSENKRUPP  | THYSSENKRUPP ELEVATOR          | whit maintenance 2/1-4/30/20   | 1,254.86 |
| 72033                   | 02/07/2020 | C      | Printed        |                | TYLE          | TYLER TECHNOLOGIES             | AP-one user 2/29/20-2/27/21    | 98.70    |
| 72034                   | 02/07/2020 | C      | Printed        |                | 0000000030    | VISION SERVICE PLAN - MI       | february 2020 coverage         | 774.38   |
| 72035                   | 02/07/2020 | C      | Printed        |                | A4            | WASTE MANAGEMENT OF MICHIGAN   | whit - february 2020           | 501.16   |
| 72036                   | 02/07/2020 | C      | Printed        |                | 0000000021    | Y C U A                        | whit 12/19/19-1/24/2020        | 932.27   |
| 72037                   | 02/07/2020 | C      | Printed        |                | YPSIHARD      | YPSILANTI ACE HARDWARE         | closing 1/31/2020              | 29.94    |

# Check Register Report

Date: 04/27/2020

Time: 3:39 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number            | Check Date | Status    | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                  | Check Description              | Amount    |
|-------------------------|------------|-----------|----------------|----------------|---------------|------------------------------|--------------------------------|-----------|
| <b>ANN ARBOR Checks</b> |            |           |                |                |               |                              |                                |           |
| 72038                   | 02/07/2020 | C Printed |                |                | YCC           | YPSILANTI COMMUNITY CHOIR    | 2019 tree lighting 12/6/19     | 100.00    |
| 72039                   | 02/17/2020 | C Printed |                |                | MIDWESTT      | MIDWEST TAPE                 | 98482720/98484608/98484606     | 3,740.57  |
| 72040                   | 02/19/2020 | C Printed |                |                | SAWA          | SAWA BOOKS                   | Handmaids tale/to kill a mocki | 117.07    |
| 72041                   | 02/21/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR            | closing 1/31/2020 #5384        | 818.96    |
| 72042                   | 02/21/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR            | statement 1/31/2020 #9394      | 1,941.34  |
| 72043                   | 02/21/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR            | closing 1/31/2020 #5906        | 326.09    |
| 72044                   | 02/21/2020 | C Printed |                |                | BCN           | BLUE CARE NETWORK OF MI      | 3/1-3/31/2020 coverage         | 50,756.93 |
| 72045                   | 02/21/2020 | C Printed |                |                | A15           | BP PRODUCTS OF NORTH AMERICA | 1/6-2/5/2020 BILLING           | 567.00    |
| 72046                   | 02/21/2020 | C Printed |                |                | CDW           | CDW GOVERNMENT, INC.         | 14 headphones                  | 212.10    |
| 72047                   | 02/21/2020 | C Printed |                |                | CIT           | CIT TECHNOLOGY FIN SERV INC. | due 2/29/2020                  | 1,731.63  |
| 72048                   | 02/21/2020 | C Printed |                |                | CONSTELL      | CONSTELLATION NEWENERGY-     | January 2020 coverage          | 4,109.41  |
| 72049                   | 02/21/2020 | C Printed |                |                | DTE ENERGY    | DTE ENERGY                   | whit Jan 2020 street light     | 42.87     |
| 72050                   | 02/21/2020 | C Printed |                |                | HOME          | HOME DEPOT CREDIT SERVICES   | statement 2/13/2020            | 185.61    |
| 72051                   | 02/21/2020 | C Printed |                |                | JOCO          | JOHNSON CONTROLS             | MA 3/1/20-2/28/2021 monitoritn | 334.74    |
| 72052                   | 02/21/2020 | C Printed |                |                | LINC_NAT      | LINCOLN NATIONAL LIFE        | 3/1-3/31/2020 coverage         | 1,307.19  |
| 72053                   | 02/21/2020 | C Printed |                |                | MAIL          | MAILFINANCE                  | 12/5/19-3/4/2020 lease         | 237.00    |
| 72054                   | 02/21/2020 | C Printed |                |                | VERIZON       | VERIZON WIRELESS             | 1/10-2/9/2020 coverage         | 447.02    |
| 72055                   | 02/27/2020 | C Printed |                |                | 0000000025    | AFLAC                        | #5 & #6 payments               | 207.88    |
| 72056                   | 02/27/2020 | C Printed |                |                | AES           | ALLIED EAGLE SUPPLY CO       | tissue/towel/gloves            | 874.84    |
| 72057                   | 02/27/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION | Rowe-Chicago Conf 6/25/20      | 1,570.00  |
| 72058                   | 02/27/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION | RUSA-addressing challenging    | 210.00    |
| 72059                   | 02/27/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION | Hoenig renewal 2020            | 275.00    |
| 72060                   | 02/27/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION | Wechter renewal 2020           | 148.00    |
| 72061                   | 02/27/2020 | C Printed |                |                | LOR           | BAKER & TAYLOR               | statement 1/31/2020            | 708.28    |
| 72062                   | 02/27/2020 | C Printed |                |                | BAKL          | BAKER & TAYLOR #4407662      | statement 1/31/2020            | 282.08    |
| 72063                   | 02/27/2020 | C Printed |                |                | BTE           | BAKER & TAYLOR ENTERTAINMENT | statement 1/31/2020            | 103.89    |
| 72064                   | 02/27/2020 | C Printed |                |                | BK7742        | BAKER & TAYLOR INC. 4387742  | statement 1/31/2020            | 654.51    |
| 72065                   | 02/27/2020 | C Printed |                |                | BK7752        | BAKER & TAYLOR INC. 4387752  | statement 1/31/2020            | 362.52    |
| 72066                   | 02/27/2020 | C Printed |                |                | BK7762        | BAKER & TAYLOR INC. 4387762  | statement 1/31/2020            | 312.43    |
| 72067                   | 02/27/2020 | C Printed |                |                | BK7772        | BAKER & TAYLOR INC. 4387772  | statement 1/31/2020            | 36.18     |
| 72068                   | 02/27/2020 | C Printed |                |                | BK7782        | BAKER & TAYLOR INC. 4387782  | statement 1/31/2020            | 144.19    |
| 72069                   | 02/27/2020 | C Printed |                |                | BK7792        | BAKER & TAYLOR INC. 4387792  | statement 1/31/2020            | 31.04     |
| 72070                   | 02/27/2020 | C Printed |                |                | BAKTAY        | BAKER & TAYLOR, INC.         | statement 1/31/2020            | 525.87    |
| 72071                   | 02/27/2020 | C Printed |                |                | 0000573063    | BAKER & TAYLOR, INC. 573063  | statement 1/31/2020            | 4,637.74  |
| 72072                   | 02/27/2020 | C Printed |                |                | 0000573097    | BAKER & TAYLOR, INC. 573097  | statement 1/31/2020            | 4,916.17  |
| 72073                   | 02/27/2020 | C Printed |                |                | 0000573121    | BAKER & TAYLOR, INC. 573121  | statement 1/31/2020            | 2,594.58  |
| 72074                   | 02/27/2020 | C Printed |                |                | 0000573139    | BAKER & TAYLOR, INC. 573139  | statement 1/31/2020            | 1,623.04  |
| 72075                   | 02/27/2020 | C Printed |                |                | 0000573766    | BAKER & TAYLOR, INC. 573766  | statement 1/31/2020            | 95.90     |
| 72076                   | 02/27/2020 | C Printed |                |                | BASIC         | BASIC                        | february 2020 admin fee        | 51.35     |
| 72077                   | 02/27/2020 | C Printed |                |                | BPH           | BEE PRESENT HONEY            | 4/18/20 Garden to Table        | 161.25    |
| 72078                   | 02/27/2020 | C Printed |                |                | BENCH         | BENCHMARK DESIGN STUDIO      | Book Mark-purchasing has power | 176.00    |
| 72079                   | 02/27/2020 | C Printed |                |                | BA            | BLACKSTONE PUBLISHING        | american dirt                  | 143.78    |
| 72080                   | 02/27/2020 | C Printed |                |                | AMCA          | AMY CADWALLADER              | toddler movement 3/20/20       | 75.00     |
| 72081                   | 02/27/2020 | C Printed |                |                | A45           | CANTON PUBLIC LIBRARY        | lost-ILL my hero academia      | 13.99     |
| 72082                   | 02/27/2020 | C Printed |                |                | JCARY         | JAMES CAREY                  | 1/24-2/21/20 service           | 560.00    |
| 72083                   | 02/27/2020 | C Printed |                |                | 0000000567    | CENTER POINT PUBLISHING      | the daughters tale             | 93.48     |
| 72084                   | 02/27/2020 | C Printed |                |                | CTS           | CHARTER TOWNSHIP OF SUPERIOR | january 2020 fuel/elec         | 183.90    |
| 72085                   | 02/27/2020 | C Printed |                |                | CTS           | CHARTER TOWNSHIP OF SUPERIOR | january 2020 grounds           | 81.68     |
| 72086                   | 02/27/2020 | C Printed |                |                | JOY           | JOY CICHEWICZ                | program supplies               | 35.94     |
| 72087                   | 02/27/2020 | C Printed |                |                | COAH          | CITY OF AUBURN HILLS         | lost-ILL Blue Dragon DVD       | 19.99     |

# Check Register Report

Date: 04/27/2020

Time: 3:39 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number            | Check Date | Status    | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                   | Check Description              | Amount   |
|-------------------------|------------|-----------|----------------|----------------|---------------|-------------------------------|--------------------------------|----------|
| <b>ANN ARBOR Checks</b> |            |           |                |                |               |                               |                                |          |
| 72088                   | 02/27/2020 | C Printed |                |                | 0000000027    | DELTA DENTAL PLAN OF MICHIGAN | 3/1-3/31/20 coverage           | 2,979.25 |
| 72089                   | 02/27/2020 | C Printed |                |                | DUFA          | DUKE FARMS LLC                | deposit 5/16/20 kickoff        | 50.00    |
| 72090                   | 02/27/2020 | C Printed |                |                | ENV           | ENVISIONWARE                  | 4 rfid stations                | 4,552.54 |
| 72091                   | 02/27/2020 | C Printed |                |                | FIND          | FINDAWAY WORLD, LLC           | one time clock                 | 5.18     |
| 72092                   | 02/27/2020 | C Printed |                |                | FST           | FIRST BOOK                    | whit youth                     | 410.40   |
| 72093                   | 02/27/2020 | C Printed |                |                | FSCS          | FOSTER,SWIFT,COLLINS&SMITH,PC | January 2020 services          | 520.00   |
| 72094                   | 02/27/2020 | C Printed |                |                | CHGA          | CHERYL GARNETT                | black loyalist presentation    | 100.00   |
| 72095                   | 02/27/2020 | C Printed |                |                | GORDON        | GORDON FOOD SERVICE, INC.     | whit adult programs            | 12.49    |
| 72096                   | 02/27/2020 | C Printed |                |                | HCMA          | HURON CLINTON                 | chick program 3/7 & 4/4/20     | 175.00   |
| 72097                   | 02/27/2020 | C Printed |                |                | LIKA          | LIDIA KAKU                    | teen drawing program 4/4/20    | 150.00   |
| 72098                   | 02/27/2020 | C Printed |                |                | LCC           | LANSING COMMUNITY COLLEGE     | lost ILL-Organizing your estat | 45.00    |
| 72099                   | 02/27/2020 | C Printed |                |                | AFSCME        | MICHIGAN AFSCME               | deducted 2/6/2020              | 764.00   |
| 72100                   | 02/27/2020 | C Printed |                |                | MICHGAR       | MICHIGAN GARDENER             | apr-oct 2020 50 copies         | 144.00   |
| 72101                   | 02/27/2020 | C Printed |                |                | MIDWESTT      | MIDWEST TAPE                  | 98539766/98544969/98428388     | 3,572.25 |
| 72102                   | 02/27/2020 | C Printed |                |                | MIDWESTT      | MIDWEST TAPE                  | hoopla january 2020            | 6,510.42 |
| 72103                   | 02/27/2020 | C Printed |                |                | PATMIT        | PATRICIA MITCHELL             | program supplies               | 14.95    |
| 72104                   | 02/27/2020 | C Printed |                |                | MY FAVORIT    | MY FAVORITE PLANT COMPANY     | February 2020 lease            | 128.00   |
| 72105                   | 02/27/2020 | C Printed |                |                | OCLC          | OCLC INC.                     | 12/1/19-6/30/2020 service date | 469.22   |
| 72106                   | 02/27/2020 | C Printed |                |                | OV            | OVERDRIVE, INC.               | 25 items blood of elves        | 2,392.08 |
| 72107                   | 02/27/2020 | C Printed |                |                | PP            | PROGRESSIVE PRINTING          | LNGO brochure 1/2020 (1500)    | 449.00   |
| 72108                   | 02/27/2020 | C Printed |                |                | KASA          | KALTUM SALEH                  | Sambusa making                 | 250.00   |
| 72109                   | 02/27/2020 | C Printed |                |                | SBDINC        | SECURE BY DESIGN INC.         | 110 machines Ninite Pro 1yr    | 780.00   |
| 72110                   | 02/27/2020 | C Printed |                |                | TDSM          | TDS                           | 1/22-3/21/2020 serv (2 bills)  | 2,479.63 |
| 72111                   | 02/27/2020 | C Printed |                |                | TRICOUNTY     | TRI COUNTY INTERNATIONAL      | bkm leveling legs cylinder     | 5,499.41 |
| 72112                   | 02/27/2020 | C Printed |                |                | UMSI          | UNIQUE MANAGEMENT SERVICES,   | january 2020 placements        | 742.85   |
| 72113                   | 02/27/2020 | C Printed |                |                | MVW           | MARY VAN DE WALKER            | felting class february 2020 MA | 50.00    |
| 72114                   | 02/27/2020 | C Printed |                |                | 0000000030    | VISION SERVICE PLAN - MI      | march 2020 coverage            | 744.52   |
| 72115                   | 02/27/2020 | C Printed |                |                | 0000000322    | YPSILANTI COMMUNITY SCHOOLS   | bus field trips 11/19-2/2020   | 1,228.52 |
| 72116                   | 02/27/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION  | Krahnke renewal 1/31/2020      | 260.00   |

Total Checks: 130

Checks Total (excluding void checks):

170,075.88

Total Payments: 130

Bank Total (excluding void checks):

170,075.88

Total Payments: 130

Grand Total (excluding void checks):

170,075.88

# Check Register Report

Date: 04/27/2020

Time: 3:40 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number            | Check Date | Status    | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                    | Check Description              | Amount     |
|-------------------------|------------|-----------|----------------|----------------|---------------|--------------------------------|--------------------------------|------------|
| <b>ANN ARBOR Checks</b> |            |           |                |                |               |                                |                                |            |
| 72117                   | 03/06/2020 | C Printed |                |                | AK            | AK LAWNCARE                    | whit 5 of 5 payments           | 2,900.00   |
| 72118                   | 03/06/2020 | C Printed |                |                | ALER          | ALERUS FINANCIAL               | Employee contribution 1/2020   | 17,308.75  |
| 72119                   | 03/06/2020 | C Printed |                |                | AMERICAN L    | AMERICAN LIBRARY ASSOCIATION   | Connaghan renewal 2020         | 148.00     |
| 72120                   | 03/06/2020 | C Printed |                |                | 0000000305    | AUTOMATED BUSINESS MACHINES    | new signing plate/ribbon       | 300.26     |
| 72121                   | 03/06/2020 | C Printed |                |                | BA            | BLACKSTONE PUBLISHING          | emma/17th suspect              | 128.81     |
| 72122                   | 03/06/2020 | C Printed |                |                | BTPL          | BRANDON TOWNSHIP               | lost ILL-Needful Things        | 30.00      |
| 72123                   | 03/06/2020 | C Printed |                |                | CAMPINC       | CAMPBELL, INC                  | WH-humidifier                  | 872.52     |
| 72124                   | 03/06/2020 | C Printed |                |                | CTS           | CHARTER TOWNSHIP OF SUPERIOR   | february 2020 fuel/elec        | 276.41     |
| 72125                   | 03/06/2020 | C Printed |                |                | CLHI          | CLARK HILL                     | January 2020 services          | 294.00     |
| 72126                   | 03/06/2020 | C Printed |                |                | COL           | COLIBRI SYSTEMS NORTH AMERICA  | 2-mini covers                  | 504.21     |
| 72127                   | 03/06/2020 | C Printed |                |                | 0000000039    | DEMCO, INC.                    | alpha labels                   | 94.31      |
| 72128                   | 03/06/2020 | C Printed |                |                | DTE ENERGY    | DTE ENERGY                     | wh 1/23-2/21/20 service        | 6,725.95   |
| 72129                   | 03/06/2020 | C Printed |                |                | DTE ENERGY    | DTE ENERGY                     | MA 1/29-2/27/20 service        | 1,547.18   |
| 72130                   | 03/06/2020 | C Printed |                |                | ECI           | ELECTROCYCLE, INC.             | hard drive destruction         | 20.00      |
| 72131                   | 03/06/2020 | C Printed |                |                | ENV           | ENVISIONWARE                   | renewal invoice 5/1/20-4/30/21 | 2,192.40   |
| 72132                   | 03/06/2020 | C Printed |                |                | FANCHER       | FANCHER'S UPHOLSTERY, INC      | 13 book bag repair             | 130.00     |
| 72133                   | 03/06/2020 | C Printed |                |                | FIND          | FINDAWAY WORLD, LLC            | harry potter                   | 629.93     |
| 72134                   | 03/06/2020 | C Printed |                |                | GOLDEN        | DEBRA GOLDEN                   | 1 of 2-fabric college 3/17/20  | 500.00     |
| 72135                   | 03/06/2020 | C Printed |                |                | AJB           | ASHLEY JOHNSON BAVERY          | 3/4/20-Election issues program | 150.00     |
| 72136                   | 03/06/2020 | C Printed |                |                | LIBRARY DE    | LIBRARY DESIGN ASSOCIATES      | whit-chair glides - 150        | 337.50     |
| 72137                   | 03/06/2020 | C Printed |                |                | LFC           | LIFESTYLE FITNESS COACH-LLC    | 1 of 2 programs 4/7/20         | 120.00     |
| 72138                   | 03/06/2020 | C Printed |                |                | MEC           | MADISON ELECTRIC COMPANY       | 10 bulbs                       | 310.00     |
| 72139                   | 03/06/2020 | C Printed |                |                | MBM           | MBM TECHNOLOGY SOLUTIONS       | Wh 1/24-2/23/2020 lease        | 1,097.14   |
| 72140                   | 03/06/2020 | C Printed |                |                | MICHLIB       | MICHIGAN LIBRARY ASSOCIATION   | Hannibal 3/18/20 conference    | 270.00     |
| 72141                   | 03/06/2020 | C Printed |                |                | A21           | MICHIGAN MUNICIPAL             | renewal 4/1/2020               | 64,820.00  |
| 72142                   | 03/06/2020 | C Printed |                |                | MIDWESTTAR    | MIDWEST TAPE                   | 98670564/98670563/98670560     | 1,079.40   |
| 72143                   | 03/06/2020 | C Printed |                |                | OV            | OVERDRIVE, INC.                | 4 items                        | 251.47     |
| 72144                   | 03/06/2020 | C Printed |                |                | PBC           | PATRICIA BERRY CONSULTING      | January-February 2020 services | 1,200.00   |
| 72145                   | 03/06/2020 | C Printed |                |                | PP            | PROGRESSIVE PRINTING           | #9 remit envelopes-1,000       | 299.00     |
| 72146                   | 03/06/2020 | C Printed |                |                | STAPAD        | STAPLES ADVANTAGE              | statement 2/25/2020            | 268.79     |
| 72147                   | 03/06/2020 | C Printed |                |                | SES           | STRATEGIC ENERGY SOLUTIONS INC | whit lighting controls         | 5,500.00   |
| 72148                   | 03/06/2020 | C Printed |                |                | STUD          | SUPERIOR TOWNSHIP UTILITY DEPT | 1/16-2/14/20 service           | 7.40       |
| 72149                   | 03/06/2020 | C Printed |                |                | A4            | WASTE MANAGEMENT OF MICHIGAN   | MA-march 2020                  | 496.45     |
| 72150                   | 03/06/2020 | C Printed |                |                | WRA           | WILLOW RUN ACRES               | potato planting 4/10/20        | 50.00      |
| 72151                   | 03/06/2020 | C Printed |                |                | KAWILL        | KATHERINE WILLSON              | Genealogy presentation4/19/20  | 115.00     |
| 72152                   | 03/06/2020 | C Printed |                |                | 0000000021    | Y C U A                        | Whit 1/24-2/21/2020 service    | 883.15     |
| 72153                   | 03/06/2020 | C Printed |                |                | YPSIHARD      | YPSILANTI ACE HARDWARE         | closing 2/29/20                | 62.59      |
| 72154                   | 03/06/2020 | C Printed |                |                | YPSILIB       | YPSILANTI DISTRICT LIBRARY     | BAA-ICS account to 5/3 account | 598,519.00 |
| 72155                   | 03/06/2020 | C Printed |                |                | ZB            | ZINGERMAN'S BAKEHOUSE          | cake decorating class          | 300.00     |
| 72156                   | 03/19/2020 | C Printed |                |                | A.A.          | A.A. TECH., INC.               | MA-routine exam                | 110.00     |
| 72157                   | 03/19/2020 | C Printed |                |                | 0000000025    | AFLAC                          | #7 & #8 paychecks              | 163.48     |
| 72158                   | 03/19/2020 | C Printed |                |                | ALER          | ALERUS FINANCIAL               | employee contribution 2/29/20  | 17,364.79  |
| 72159                   | 03/19/2020 | C Printed |                |                | AES           | ALLIED EAGLE SUPPLY CO         | steriphene                     | 1,247.18   |
| 72160                   | 03/19/2020 | C Printed |                |                | 0000000003    | ANN ARBOR NEWS                 | 1 copy-mich ave                | 228.40     |
| 72161                   | 03/19/2020 | C Printed |                |                | LOR           | BAKER & TAYLOR                 | statement 2/29/2020            | 9.66       |
| 72162                   | 03/19/2020 | C Printed |                |                | BAKL          | BAKER & TAYLOR #4407662        | statement 2/29/2020            | 78.60      |
| 72163                   | 03/19/2020 | C Printed |                |                | BK7742        | BAKER & TAYLOR INC. 4387742    | statement 2/29/2020            | 90.79      |
| 72164                   | 03/19/2020 | C Printed |                |                | BK7752        | BAKER & TAYLOR INC. 4387752    | statement 2/29/2020            | 625.04     |
| 72165                   | 03/19/2020 | C Printed |                |                | BK7762        | BAKER & TAYLOR INC. 4387762    | statement 2/29/2020            | 146.33     |
| 72166                   | 03/19/2020 | C Printed |                |                | BK7772        | BAKER & TAYLOR INC. 4387772    | statement 2/29/2020            | 114.47     |
| 72167                   | 03/19/2020 | C Printed |                |                | BK7782        | BAKER & TAYLOR INC. 4387782    | statement 2/29/2020            | 6.77       |



# Check Register Report

Date: 04/27/2020

Time: 3:40 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number            | Check Date | Status    | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                              | Check Description             | Amount    |
|-------------------------|------------|-----------|----------------|----------------|---------------|--|-------------------------------|-----------|
| <b>ANN ARBOR Checks</b> |            |           |                |                |               |  |                               |           |
| 72168                   | 03/19/2020 | C Printed |                |                | BK7792        | BAKER & TAYLOR INC. 4387792              | statement 2/29/2020           | 7.76      |
| 72169                   | 03/19/2020 | C Printed |                |                | BAKTAY        | BAKER & TAYLOR, INC.                     | statement 2/29/2020           | 16.37     |
| 72170                   | 03/19/2020 | C Printed |                |                | 0000573063    | BAKER & TAYLOR, INC. 573063              | statement 2/29/2020           | 4,198.98  |
| 72171                   | 03/19/2020 | C Printed |                |                | 0000573097    | BAKER & TAYLOR, INC. 573097              | statement 2/29/2020           | 2,817.70  |
| 72172                   | 03/19/2020 | C Printed |                |                | 0000573121    | BAKER & TAYLOR, INC. 573121              | statement 2/29/2020           | 2,562.16  |
| 72173                   | 03/19/2020 | C Printed |                |                | 0000573139    | BAKER & TAYLOR, INC. 573139              | statement 2/29/2020           | 1,218.65  |
| 72174                   | 03/19/2020 | C Printed |                |                | 0000573766    | BAKER & TAYLOR, INC. 573766              | statement 2/29/2020           | 16.19     |
| 72175                   | 03/19/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR                        | closing 2/28/2020 #5384       | 599.15    |
| 72176                   | 03/19/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR                        | closing 2/28/2020 #9394       | 496.56    |
| 72177                   | 03/19/2020 | C Printed |                |                | BAA           | BANK OF ANN ARBOR                        | closing 2/28/2020 #5906       | 1,497.29  |
| 72178                   | 03/19/2020 | C Printed |                |                | BASIC         | BASIC                                    | march 2020 admin fee          | 51.35     |
| 72179                   | 03/19/2020 | C Printed |                |                | BENCH         | BENCHMARK DESIGN STUDIO                  | TALK-banner/flyers            | 834.00    |
| 72180                   | 03/19/2020 | C Printed |                |                | BA            | BLACKSTONE PUBLISHING                    | trust exercise                | 135.77    |
| 72181                   | 03/19/2020 | C Printed |                |                | BCN           | BLUE CARE NETWORK OF MI                  | coverage4/1-4/30/2020         | 31,105.36 |
| 72182                   | 03/19/2020 | C Printed |                |                | A15           | BP PRODUCTS OF NORTH AMERICA             | billing 2/6-3/5/2020          | 476.53    |
| 72183                   | 03/19/2020 | C Printed |                |                | CAMPINC       | CAMPBELL, INC                            | whit 3/1-5/31/2020 coverage   | 15,332.41 |
| 72184                   | 03/19/2020 | C Printed |                |                | 0000000567    | CENTER POINT PUBLISHING                  | westerning women              | 93.48     |
| 72185                   | 03/19/2020 | C Printed |                |                | CIT           | CIT TECHNOLOGY FIN SERV INC.             | due 3/30/2020                 | 1,731.63  |
| 72186                   | 03/19/2020 | C Printed |                |                | CONSTELL      | CONSTELLATION                            | february 2020 service         | 3,890.08  |
| 72187                   | 03/19/2020 | C Printed |                |                | 0000000027    | NEWENERGY- DELTA DENTAL PLAN OF MICHIGAN | 4/1-4/30/2020 coverage        | 2,906.52  |
| 72188                   | 03/19/2020 | C Printed |                |                | DTE ENERGY    | DTE ENERGY                               | whit street-february 2020     | 42.21     |
| 72189                   | 03/19/2020 | C Printed |                |                | ENV           | ENVISIONWARE                             | RFID staff station            | 441.87    |
| 72190                   | 03/19/2020 | C Printed |                |                | FSCS          | FOSTER,SWIFT,COLLINS&SMITH               | February 2020 services        | 140.00    |
| 72191                   | 03/19/2020 | C Printed |                |                | GENESEE       | GENESEE DISTRICT LIBRARY                 | lost ILL-essential spider man | 22.00     |
| 72192                   | 03/19/2020 | C Printed |                |                | HOME          | HOME DEPOT CREDIT SERVICES               | statement 3/13/2020           | 234.85    |
| 72193                   | 03/19/2020 | C Printed |                |                | 0000000051    | THE LIBRARY NETWORK                      | telecomm 1/1-3/31/2020        | 6,689.33  |
| 72194                   | 03/19/2020 | C Printed |                |                | LINC_NAT      | LINCOLN NATIONAL LIFE                    | 4/1-4/30/2020 coverage        | 1,307.19  |
| 72195                   | 03/19/2020 | C Printed |                |                | AFSCME        | MICHIGAN AFSCME                          | deduct 3/5/2020               | 721.50    |
| 72196                   | 03/19/2020 | C Printed |                |                | MIDWESTTAP    | MIDWEST TAPE                             | 98702752/98705996/98705998    | 701.77    |
| 72197                   | 03/19/2020 | C Printed |                |                | MY FAVORIT    | MY FAVORITE PLANT COMPANY                | march 2020 lease              | 128.00    |
| 72198                   | 03/19/2020 | C Printed |                |                | OCC           | OAKLAND COMMUNITY COLLEGE                | lost-ILL exploring psychology | 68.00     |
| 72199                   | 03/19/2020 | C Printed |                |                | OCLC          | OCLC INC.                                | 2/1-2/29/2020 billing         | 469.22    |
| 72200                   | 03/19/2020 | C Printed |                |                | PRPL          | PRINTING PLUS                            | YCS flyers - FACE conference  | 185.00    |
| 72201                   | 03/19/2020 | C Printed |                |                | AMAZ          | SYNCB AMAZON                             | statement 2/10/2020           | 1,531.02  |
| 72202                   | 03/19/2020 | C Printed |                |                | TRUMP         | TRUMPIA                                  | TALK                          | 6,700.00  |
| 72203                   | 03/19/2020 | C Printed |                |                | UMSI          | UNIQUE MANAGEMENT SERVICES,              | february 2020 placements      | 563.85    |
| 72204                   | 03/19/2020 | C Printed |                |                | VERIZON       | VERIZON WIRELESS                         | 2/10-3/9/2020 service         | 447.02    |
| 72205                   | 03/19/2020 | C Printed |                |                | 0000000030    | VISION SERVICE PLAN - MI                 | april 2020 coverage           | 744.52    |
| 72206                   | 03/19/2020 | C Printed |                |                | 0000000322    | YPSILANTI COMMUNITY SCHOOLS              | busses to whittaker/back      | 366.42    |

Total Checks: 90

Checks Total (excluding void checks):

822,416.84

Total Payments: 90

Bank Total (excluding void checks):

822,416.84

Total Payments: 90

Grand Total (excluding void checks):

822,416.84

**Ypsilanti District Library  
Balance Sheet  
February 29, 2020  
General Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>02/29/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash: Checking                              | 343,352                      | 435,833                      | 325,888                      | 30,254                       | 243,356                      | 1,630,952                |
| Savings                                     | 2,276,388                    | 2,191,873                    | 2,414,562                    | 2,311,968                    | 2,318,328                    | 1,898,341                |
| CD's  | -                            | -                            | -                            | -                            | -                            | -                        |
| Stocks                                      | -                            | 28,584                       | 30,954                       | 31,300                       | 31,048                       | 32,962                   |
| Memorials                                   | 6,402                        | 6,402                        | 6,403                        | 3,368                        | 3,368                        | 3,368                    |
| Operational Cash                            | 356                          | 356                          | 521                          | 824                          | 824                          | 824                      |
| Total Cash                                  | 2,626,498                    | 2,663,048                    | 2,778,328                    | 2,377,714                    | 2,596,924                    | 3,566,447                |
| Receivables & Other assets                  | 37,821                       | 17,384                       | 36,272                       | 49,282                       | 98,153                       | 102,544                  |
| Total Assets                                | 2,664,319                    | 2,680,432                    | 2,814,600                    | 2,426,996                    | 2,695,077                    | 3,668,992                |
| <b>Liabilities</b>                          | 425,334                      | 334,400                      | 509,097                      | 145,758                      | 85,577                       | 76,870                   |
| <b>Composition of Fund Balance</b>          |                              |                              |                              |                              |                              |                          |
| Reserved:                                   |                              |                              |                              |                              |                              |                          |
| Yoder Memorial                              | 3,252                        | 3,252                        | 3,252                        | 3,252                        | 3,252                        | 3,252                    |
| Current YTD                                 |                              |                              |                              |                              |                              | -                        |
| Yates Memorial                              | 3,357                        | 3,357                        | 3,357                        | 3,357                        | 3,357                        | 3,357                    |
| Current YTD                                 |                              |                              |                              |                              |                              | 0                        |
| Designated:                                 |                              |                              |                              |                              |                              |                          |
| Improvement Fund                            | 1,102,434                    | 1,102,434                    | 1,102,434                    | 1,102,434                    | 352,434                      | 352,434                  |
| Current YTD--net of revenues                |                              |                              |                              |                              |                              | -                        |
| Working Capital                             | 1,000,000                    | 500,000                      | 500,000                      | 500,000                      | 500,000                      | 500,000                  |
| Current YTD                                 |                              |                              |                              |                              |                              | -                        |
| Designated: MTT settlements                 |                              |                              |                              |                              |                              |                          |
| Designated: TEEN ZONE                       |                              |                              |                              |                              |                              |                          |
| Current YTD                                 |                              |                              |                              |                              |                              |                          |
| Unreserved/Undesignated                     | 294,835                      | 658,408                      | 736,990                      | 696,080                      | 272,195                      | 353,090                  |
| Current YTD                                 | (164,893)                    | 78,581                       | (40,530)                     | (23,885)                     | 1,478,262                    | 2,379,989                |
| Total Fund Balance                          | 2,238,985                    | 2,346,032                    | 2,305,503                    | 2,281,238                    | 2,609,500                    | 3,592,121                |
| <b>Total Liabilities &amp; Fund Balance</b> | <b>2,664,319</b>             | <b>2,680,432</b>             | <b>2,814,600</b>             | <b>2,426,996</b>             | <b>2,695,077</b>             | <b>3,668,992</b>         |

**Ypsilanti District Library**  
**Period Ending 02/29/2020 (25% of Year)**  
**General Fund**

| ACCT #                              | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2018-2019<br>BUDGET | FY 2019-2020<br>BUDGET | YTD 02/29/20<br>ACTUAL | REMAINING<br>BUDGET | YTD AS A<br>% OF<br>BUDGET |
|-------------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|---------------------|----------------------------|
| Total Revenues                      | 3,810,812            | 3,924,231            | 5,506,660            | 3,997,932              | 5,706,999              | 3,356,910              | 2,350,089           | 58.8%                      |
| <b>Expenditures</b>                 |                      |                      |                      |                        |                        |                        |                     |                            |
| Dept 100 Administrative             | 1,882,646            | 1,996,606            | 2,046,192            | 2,074,121              | 2,288,226              | 515,383                | 1,772,843           | 22.5%                      |
| Dept 200 Michigan Ave.              | 531,686              | 560,976              | 570,105              | 567,512                | 585,072                | 135,807                | 449,265             | 23.2%                      |
| Dept 300 Outreach/bookmobile        | 105,513              | 85,794               | 83,090               | 87,152                 | 88,009                 | 26,036                 | 61,973              | 29.6%                      |
| Dept 400 Outreach/Superior Township | 152,355              | 151,311              | 158,283              | 153,941                | 158,567                | 40,886                 | 117,681             | 25.8%                      |
| Dept 500 Whittaker Rd               | 1,099,241            | 1,096,935            | 1,123,928            | 1,113,538              | 1,151,393              | 243,882                | 907,511             | 21.2%                      |
| Dept 600 Donations                  | 53,483               | 43,328               | 31,845               | -                      | -                      | 10,470                 | (10,470)            | NA                         |
| Dept 700 Grants                     | 27,778               | 12,190               | 12,323               | -                      | -                      | 4,457                  | (4,457)             |                            |
| Total                               | 3,852,702            | 3,947,140            | 4,025,766            | 3,996,264              | 4,271,267              | 976,921                | 3,294,346           | 22.9%                      |
| Net Revenue Over Expenditures       | (41,890)             | (22,909)             | 1,480,895            | 1,668                  | 1,435,732              | 2,379,989              |                     |                            |
| Sale of Assets                      | 369                  | 979                  | -                    |                        |                        | -                      |                     |                            |
| Board Designation of Funds          |                      |                      | (1,150,000)          |                        |                        | -                      |                     |                            |
| Fund balance - beginning of period  | 2,344,689            | 2,303,168            | 2,281,238            | 2,612,133              | 2,612,133              | 2,612,133              |                     |                            |
| Fund Balance - end of period        | 2,303,168            | 2,281,238            | 2,612,133            | 2,613,801              | 4,047,865              | 4,992,122              |                     |                            |

**Ypsilanti District Library  
General Fund  
Period Ending 02/29/2020  
(25% of Year)**

| ACCT #               | ACCOUNT NAME                    | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 02/29/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|----------------------|---------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>Revenue</b>       |                                 |                      |                      |                      |                        |                        |                         |
| 403.000              | Superior Township Tax Levy      | 609,929              | 619,558              | 896,999              | 905,226                | 498,256                | 55.0%                   |
| 425.000              | City of Ypsilanti Tax Levy      | 565,186              | 589,334              | 808,325              | 839,033                | 201,313                | 24.0%                   |
| 425.075              | PPT Reimbursement               | 10,996               | 20,105               | 18,247               | 12,000                 | 0                      | 0.0%                    |
| 440.000              | Ypsilanti Township Tax Levy     | 2,159,466            | 2,212,989            | 3,283,915            | 3,591,033              | 2,606,766              | 72.6%                   |
| 441.000              | Renaissance Zone Reimb          |                      |                      | 39,574               | 40,000                 | 0                      | 0.0%                    |
| 443.000              | State Aid Direct                | 26,949               | 30,201               | 32,932               | 33,141                 | 0                      | 0.0%                    |
| 447.000              | State Aid Indirect              | 27,324               | 30,646               | 33,574               | 33,141                 | 0                      | 0.0%                    |
| 500.600              | Grant SOM Talk                  | 46,570               | 75,358               | 23,853               | 12,323                 | 0                      | 0.0%                    |
| 657.000              | Fines/Misc.                     | 73,097               | 67,077               | 60,633               | 61,425                 | 14,698                 | 23.9%                   |
| 657.100              | Smart Cards - Printing & Copies | 42,289               | 40,841               | 36,686               | 38,000                 | 8,948                  | 23.5%                   |
| 657.600              | Guest Pass                      | 2,417                | 1,745                | 1,417                | 2,000                  | 315                    | 15.7%                   |
| 661.000              | Penal Fines County              | 124,205              | 116,084              | 111,395              | 105,925                | 0                      | 0.0%                    |
| 662.000              | Coffee shop rent                | 5,500                | 3,500                | 1,296                | 1,500                  | 0                      | 0.0%                    |
| 662.100              | Community room rentals          | 1,700                | 1,250                | 1,850                | 1,750                  | 325                    | 18.6%                   |
| 679.000              | Donations/Misc.                 | 3,793                | 4,993                | 1,152                | 2,500                  | 323                    | 12.9%                   |
| 681.000              | Donations Designated            |                      |                      | 18,850               |                        | 0                      |                         |
| 681.080              | Donations/Memorials             | 2,425                | 711                  | 2,629                | 600                    | 2,265                  | 377.5%                  |
| 683.100              | Trustee Party Revenue           | 0                    | 0                    | 0                    |                        | 0                      | NA                      |
| 687.000              | Interest/Checking               | 1,020                | 1,727                | 3,233                | 4,000                  | 310                    | 7.7%                    |
| 687.010              | Interest/Savings                | 7,457                | 7,050                | 15,331               | 11,500                 | 4,987                  | 43.4%                   |
| 687.060              | Interest/Yoder                  | 11                   | 3                    | 0                    | 0                      | 0                      | 0.0%                    |
| 687.070              | Interest/Yates Memorial         | 1                    | 1                    | 1                    | 2                      | 0                      | 8.5%                    |
| 689.000              | Dividends-MML                   | 6,050                | 5,819                | 5,741                | 6,000                  | 0                      | 0.0%                    |
| 690.000              | Dividends-Endowmwnt             | 5,816                | 6,335                | 6,771                | 5,900                  | 0                      | 0.0%                    |
| <b>Total Revenue</b> |                                 | <b>3,722,200</b>     | <b>3,835,327</b>     | <b>5,404,403</b>     | <b>5,706,999</b>       | <b>3,338,507</b>       | <b>58.5%</b>            |

**Ypsilanti District Library  
General Fund  
Period Ending 02/29/2020  
(25% of Year)**

| ACCT #                         | ACCOUNT NAME                   | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 02/29/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|--------------------------------|--------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>Expenditures</b>            |                                |                      |                      |                      |                        |                        |                         |
| <b>Dept 100 Administrative</b> |                                |                      |                      |                      |                        |                        |                         |
| 702.000                        | Salary Wages                   | 605,794              | 614,161              | 625,703              | 736,710                | 164,829                | 22.4%                   |
| 702.050                        | Board Stipend                  | 0                    | 0                    | 0                    |                        | 0                      | NA                      |
| 702.100                        | Professional/Accounting        | 5,620                | 5,340                | 6,500                | 7,500                  | 1,940                  | 25.9%                   |
| 702.150                        | Bank Fees                      | 3,500                | 5,521                | 5,829                | 6,840                  | 1,237                  | 18.1%                   |
| 702.180                        | Reversed Receivables           | 0                    | 0                    | 0                    |                        |                        | NA                      |
| 702.900                        | Salary/Subs                    | 18,578               | 11,314               | 16,427               | 18,513                 | 2,515                  | 13.6%                   |
| 705.000                        | Employee Recognition Awards    | 765                  | 472                  | 687                  | 750                    | 0                      | 0.0%                    |
| 710.000                        | Paychex Payroll Service        | 6,794                | 8,927                | 12,366               | 12,360                 | 3,193                  | 25.8%                   |
| 715.000                        | Employer Payroll Tax           | 144,002              | 141,453              | 144,670              | 155,780                | 37,417                 | 24.0%                   |
| 715.100                        | ACA Taxes Paid by employer     | 0                    | 0                    | 247                  | 352                    |                        | NA                      |
| 718.000                        | MERS Defined Contribution      | 92,793               | 85,593               | 91,373               | 100,752                | 7,110                  | 7.1%                    |
| 719.000                        | FSA Admin Fee                  |                      | 583                  | 691                  | 758                    | 158                    | 20.8%                   |
| 727.000                        | Office Supplies                | 31,342               | 28,245               | 28,789               | 32,400                 | 3,778                  | 11.7%                   |
| 727.200                        | Supplies-Facility              | 21,858               | 15,582               | 19,577               | 23,700                 | 4,120                  | 17.4%                   |
| 752.000                        | MML/Building Insurance         | 57,613               | 59,627               | 61,476               | 63,628                 | 0                      | 0.0%                    |
| 753.000                        | MML/Workers Comp               | 9,609                | 9,016                | 9,756                | 10,237                 | 2,077                  | 20.3%                   |
| 754.000                        | Health Insurance               | 350,013              | 361,244              | 371,049              | 359,537                | 98,008                 | 27.3%                   |
| 756.000                        | Delta Dental                   | 36,158               | 37,616               | 36,153               | 35,601                 | 8,647                  | 24.3%                   |
| 757.000                        | Employee Assistance Program    | 950                  | 1,006                | 974                  | 1,100                  | 253                    | 23.0%                   |
| 758.000                        | Life Insurance                 | 4,264                | 4,213                | 4,036                | 4,121                  | 1,296                  | 31.4%                   |
| 759.000                        | Vision Service Plan            | 7,726                | 8,679                | 8,811                | 8,940                  | 2,900                  | 32.4%                   |
| 762.000                        | STD/LTD (Disability Insurance) | 9,644                | 10,542               | 12,076               | 12,205                 | 3,897                  | 31.9%                   |
| 769.000                        | Printing & Publishing          | 12,538               | 19,300               | 5,427                | 8,300                  | 1,326                  | 16.0%                   |
| 769.050                        | Classified Advertising         | 122                  | 606                  | 993                  | 800                    | 0                      | 0.0%                    |
| 774.050                        | Digital Collection             | 17,244               | 22,298               | 31,726               | 196,685                | 19,521                 | 9.9%                    |
| 774.100                        | Data Bases                     | 56,524               | 79,791               | 93,136               | 24,992                 | 13,210                 | 52.9%                   |
| 774.800                        | System Wide DVDs               | 7,414                | 6,396                | 5,182                | 3,999                  | 1,819                  | 45.5%                   |
| 774.900                        | All Materials Processing       | 25,724               | 30,750               | 25,838               | 23,992                 | 4,197                  | 17.5%                   |
| 774.950                        | Play Kits                      | 0                    | 0                    | 3,602                | 2,799                  | 15                     | 0.5%                    |
| 774.975                        | Library of Things              | 0                    | 0                    | 0                    | 3,999                  | 0                      | 0.0%                    |
| 801.000                        | Major Events                   | 6,379                | 20,906               | 10,978               | 17,225                 | 2,811                  | 16.3%                   |
| 801.500                        | Learning Never Gets Old        | 2,132                | 2,000                | 1,962                | 2,000                  | 186                    | 9.3%                    |
| 802.000                        | Mileage/Travel Reimbursement   | 3,901                | 2,017                | 2,883                | 5,000                  | 110                    | 2.2%                    |
| 804.000                        | Workshops/Training             | 2,957                | 2,361                | 3,916                | 4,500                  | 2,279                  | 50.6%                   |
| 805.000                        | Memberships & Dues             | 4,988                | 5,455                | 5,436                | 5,000                  | 1,088                  | 21.8%                   |
| 806.000                        | Talk Grant Expenses            | 0                    | 0                    | 12,625               | 3,523                  | 908                    | 25.8%                   |
| 810.000                        | Capital Outlay - Buildings     | 4,880                | 0                    | 4,301                | 5,000                  | 600                    | 12.0%                   |
| 810.100                        | Capital Outlay - Improvements  | 13,801               | 3,062                | 6,824                | 3,700                  | 1,300                  | 35.1%                   |
| 812.000                        | Capital Outlay - Furnishings   | 3,989                | 2,562                | 3,949                | 5,000                  | 0                      | 0.0%                    |
| 850.000                        | Automation - Technology        | 121,657              | 181,162              | 154,332              | 209,000                | 70,429                 | 33.7%                   |
| 850.100                        | Telecommunications             | 14,070               | 12,788               | 6,573                | 7,911                  | -19,587                | -247.6%                 |
| 850.200                        | SirsiDynix                     | 48,212               | 55,644               | 51,473               | 62,230                 | 56,943                 | 91.5%                   |
| 850.500                        | Software Subscription          | 0                    | 0                    | 7,926                | 14,355                 | 3,156                  | 22.0%                   |
| 890.000                        | The Library Network            | 2,796                | 2,796                | 2,796                | 3,000                  | 0                      | 0.0%                    |
| 928.000                        | Postage                        | 8,237                | 13,874               | 13,085               | 16,455                 | 3,227                  | 19.6%                   |
| 965.000                        | Auditing Service               | 7,125                | 7,275                | 7,425                | 7,650                  | 0                      | 0.0%                    |
| 975.000                        | Legal                          | 1,652                | 9,804                | 8,870                | 4,000                  | 1,323                  | 33.1%                   |
| 975.500                        | Legal - Negotiations           | 0                    | 0                    | 12,765               | 0                      | 0                      | 0.0%                    |
| 980.000                        | Professional/Contractual       | 57,565               | 91,121               | 83,193               | 32,427                 | 4,242                  | 13.1%                   |
| 980.500                        | Branding Costs                 | 22,654               | 2,415                | 2,561                | 2,500                  | 222                    | 8.9%                    |
| 981.500                        | Lost Book Expense              | 12,890               | 10,553               | 8,546                | 10,200                 | 2,457                  | 24.1%                   |
| 982.000                        | MTT Charge Back City           | 2,210                | 387                  | -140                 | 1,200                  | 199                    | 16.6%                   |
| 983.000                        | MTT Charge Back TWP            | 3,875                | 1,194                | 389                  | 5,000                  | 25                     | 0.5%                    |
| 983.100                        | MTT Charge Back-Superior Twp   | 10,087               | 955                  | 10,430               | 4,000                  | 0                      | 0.0%                    |
| 984.050                        | Contributions/Endowment        | 0                    | 0                    | 0                    |                        |                        | NA                      |
| <b>Total</b>                   |                                | <b>1,882,646</b>     | <b>1,996,606</b>     | <b>2,046,192</b>     | <b>2,288,226</b>       | <b>515,383</b>         | <b>22.5%</b>            |

**Ypsilanti District Library  
General Fund  
Period Ending 02/29/2020  
(25% of Year)**

| ACCT #                                     | ACCOUNT NAME                    | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 02/29/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|--|---------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>Dept 200 Michigan Ave.</b>              |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 382,076              | 393,684              | 404,679              | 406,782                | 101,716                | 25.0%                   |
| 702.800                                    | Salaries-Pages                  | 6,716                | 7,423                | 7,271                | 9,690                  | 1,730                  | 17.9%                   |
| 771.000                                    | Adult Books & Processing        | 32,180               | 31,369               | 31,227               | 25,191                 | 5,634                  | 22.4%                   |
| 772.000                                    | Youth Books & Processing        | 17,990               | 18,216               | 17,891               | 15,345                 | 2,192                  | 14.3%                   |
| 776.000                                    | Periodicals - Adult             | 4,133                | 3,949                | 4,244                | 4,199                  | 2,271                  | 54.1%                   |
| 776.050                                    | Periodicals - Youth             | 172                  | 236                  | 206                  | 250                    | 0                      | 0.0%                    |
| 778.000                                    | Adult Audio/Visual              | 12,880               | 13,143               | 11,112               | 9,497                  | 1,900                  | 20.0%                   |
| 779.000                                    | Youth Audio/Visual              | 5,989                | 5,329                | 4,956                | 3,946                  | 184                    | 4.7%                    |
| 802.200                                    | Parking                         | 0                    | 0                    | 3,600                | 3,600                  | 3,600                  | 100.0%                  |
| 810.000                                    | Capital Outlay - Buildings      |                      | 2,373                | 7,952                | 18,500                 | 3,330                  | 18.0%                   |
| 812.000                                    | Capital Outlay - Furnishings    | 2,760                | 0                    | 7,031                | 7,000                  | 0                      | 0.0%                    |
| 840.000                                    | Repair & Maintenance - Building | 7,008                | 28,501               | 15,255               | 20,000                 | 3,228                  | 16.1%                   |
| 840.025                                    | Campbell Maint Contract         | 17,761               | 17,761               | 16,489               | 12,672                 | 0                      | 0.0%                    |
| 840.050                                    | Snow Removal/ Lawn Care         | 9,217                | 6,125                | 6,229                | 11,335                 | 2,700                  | 23.8%                   |
| 900.000                                    | Programs-Adult                  | 1,103                | 693                  | 1,493                | 1,700                  | 8                      | 0.5%                    |
| 901.000                                    | Programs-Youth                  | 1,038                | 1,300                | 1,342                | 1,900                  | 741                    | 39.0%                   |
| 940.000                                    | Phone                           | 4,411                | 4,500                | 4,514                | 4,631                  | 1,148                  | 24.8%                   |
| 943.000                                    | Natural Gas                     | 5,059                | 4,317                | 3,359                | 4,030                  | 1,520                  | 37.7%                   |
| 947.000                                    | DTE - Electric                  | 16,155               | 16,432               | 16,452               | 19,235                 | 2,979                  | 15.5%                   |
| 949.000                                    | Ypsilanti Comm Utilities Auth   | 5,038                | 5,625                | 4,802                | 5,569                  | 926                    | 16.6%                   |
| <b>Total</b>                               |                                 | <b>531,686</b>       | <b>560,976</b>       | <b>570,105</b>       | <b>585,072</b>         | <b>135,807</b>         | <b>23.2%</b>            |
| <b>Dept 300 Outreach/bookmobile</b>        |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 70,396               | 66,998               | 68,078               | 68,658                 | 17,060                 | 24.8%                   |
| 775.000                                    | Library Materials               | 5,370                | 4,930                | 4,478                | 4,998                  | 2,228                  | 44.6%                   |
| 840.000                                    | Repair & Maintenance            | 25,925               | 8,487                | 5,109                | 8,693                  | 5,846                  | 67.3%                   |
| 901.000                                    | Programs - Youth                | 0                    | 0                    | 0                    | 0                      |                        | NA                      |
| 943.000                                    | Fuel                            | 3,822                | 5,379                | 5,425                | 5,660                  | 901                    | 15.9%                   |
| <b>Total</b>                               |                                 | <b>105,513</b>       | <b>85,794</b>        | <b>83,090</b>        | <b>88,009</b>          | <b>26,036</b>          | <b>29.6%</b>            |
| <b>Dept 400 Outreach/Superior Township</b> |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 139,331              | 136,949              | 144,398              | 144,747                | 37,034                 | 25.6%                   |
| 775.000                                    | Library Materials               | 7,057                | 7,059                | 7,609                | 6,998                  | 2,143                  | 30.6%                   |
| 840.000                                    | Repair & Maintenance            | 984                  | 2,220                | 1,374                | 1,000                  | 250                    | 25.0%                   |
| 840.050                                    | Snow Removal & Lawn Care        | 980                  | 980                  | 898                  | 1,200                  | 245                    | 20.4%                   |
| 900.000                                    | Programs - adult                | 461                  | 589                  | 601                  | 600                    | 260                    | 43.3%                   |
| 901.000                                    | Programs - Youth                | 759                  | 556                  | 600                  | 600                    | 122                    | 20.3%                   |
| 940.000                                    | Phone                           | 1,103                | 1,125                | 1,129                | 1,158                  | 287                    | 24.8%                   |
| 943.000                                    | Natural Gas                     | 695                  | 756                  | 573                  | 844                    | 286                    | 33.9%                   |
| 947.000                                    | DTE - Electric                  | 901                  | 993                  | 1,013                | 1,145                  | 236                    | 20.6%                   |
| 949.000                                    | Ypsilanti Comm Utilities Auth   | 84                   | 84                   | 88                   | 275                    | 22                     | 8.1%                    |
| <b>Total</b>                               |                                 | <b>152,355</b>       | <b>151,311</b>       | <b>158,283</b>       | <b>158,567</b>         | <b>40,886</b>          | <b>25.8%</b>            |

**Ypsilanti District Library  
General Fund  
Period Ending 02/29/2020  
(25% of Year)**

| ACCT #                          | ACCOUNT NAME                        | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 02/29/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|---------------------------------|-------------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>DEPT 500 WHITTAKER RD</b>    |                                     |                      |                      |                      |                        |                        |                         |
| 702.000                         | Salaries                            | 696,325              | 684,699              | 696,339              | 699,097                | 174,240                | 24.9%                   |
| 702.800                         | Salaries-Pages                      | 34,074               | 37,920               | 34,553               | 42,024                 | 8,242                  | 19.6%                   |
| 771.000                         | Adult Books                         | 62,754               | 64,203               | 64,635               | 54,182                 | 11,386                 | 21.0%                   |
| 772.000                         | Youth Books                         | 32,890               | 32,150               | 38,784               | 35,988                 | 3,170                  | 8.8%                    |
| 776.000                         | Periodicals - Adult                 | 5,399                | 5,910                | 5,915                | 5,998                  | 299                    | 5.0%                    |
| 776.050                         | Periodicals - Youth                 | 848                  | 852                  | 898                  | 900                    | 759                    | 84.4%                   |
| 778.000                         | Adult Audio/Visual                  | 26,119               | 23,585               | 21,217               | 17,794                 | 5,359                  | 30.1%                   |
| 779.000                         | Youth Audio/Visual                  | 9,328                | 7,979                | 7,300                | 6,598                  | 801                    | 12.1%                   |
| 810.000                         | Cap Outlay Building                 |                      |                      | 11,328               | 37,250                 | 0                      | 0.0%                    |
| 810.100                         | Cap Outlay Improvements             |                      |                      |                      | 0                      | 0                      |                         |
| 840.000                         | Repair & Maintenance - Building     | 19,384               | 25,445               | 23,842               | 20,400                 | 4,960                  | 24.3%                   |
| 840.025                         | Campbell Maint Contract             | 42,979               | 42,979               | 42,934               | 42,797                 | 0                      | 0.0%                    |
| 840.050                         | Snow Removal/Lawn Care              | 21,448               | 14,596               | 16,529               | 22,600                 | 6,000                  | 26.5%                   |
| 900.000                         | Programs - Adult                    | 2,808                | 3,325                | 3,765                | 4,200                  | 504                    | 12.0%                   |
| 901.000                         | Programs - Youth                    | 4,705                | 5,122                | 6,298                | 6,500                  | 1,924                  | 29.6%                   |
| 903.000                         | Equipment Maintenance               | 0                    | 83                   | 6,336                | 3,000                  | 0                      | 0.0%                    |
| 940.000                         | Phone                               | 8,490                | 8,950                | 9,029                | 9,193                  | 2,297                  | 25.0%                   |
| 943.000                         | Natural Gas                         | 26,168               | 31,856               | 25,609               | 31,156                 | 9,042                  | 29.0%                   |
| 947.000                         | DTE - Electric                      | 100,297              | 101,664              | 103,549              | 105,406                | 14,197                 | 13.5%                   |
| 949.000                         | Ypsilanti Comm Utilities Auth       | 5,225                | 5,617                | 5,069                | 6,310                  | 701                    | 11.1%                   |
| 980.000                         | Professional/Contractual            | 0                    | 0                    | 0                    | 0                      |                        | NA                      |
| <b>Total</b>                    |                                     | <b>1,099,241</b>     | <b>1,096,935</b>     | <b>1,123,928</b>     | <b>1,151,393</b>       | <b>243,882</b>         | <b>21.2%</b>            |
| <b>Dept 600 Donations</b>       |                                     |                      |                      |                      |                        |                        |                         |
| <b>Revenue:</b>                 |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Revenue                       | 56,523               | 71,011               |                      |                        |                        |                         |
|                                 | <b>Total Donated revenue</b>        | <b>56,523</b>        | <b>71,011</b>        | <b>87,817</b>        |                        | <b>9,823</b>           | <b>NA</b>               |
| <b>Expenditures:</b>            |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Expenditures                  | 53,483               | 43,328               |                      |                        |                        |                         |
|                                 | <b>Total Expenditures</b>           | <b>53,483</b>        | <b>43,328</b>        | <b>31,845</b>        |                        | <b>10,470</b>          | <b>NA</b>               |
| <b>Dept 700 Grants</b>          |                                     |                      |                      |                      |                        |                        |                         |
| <b>Revenue</b>                  |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Grant Revenue                 | 32,089               | 16,914               |                      |                        |                        |                         |
|                                 | <b>Total Revenue</b>                | <b>32,089</b>        | <b>16,914</b>        | <b>14,441</b>        |                        | <b>8,580</b>           | <b>NA</b>               |
| <b>Expenditures</b>             |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Expenditures                  | 27,778               | 12,190               |                      |                        |                        |                         |
|                                 | <b>Total Expenditures</b>           | <b>27,778</b>        | <b>12,190</b>        | <b>12,323</b>        |                        | <b>4,457</b>           | <b>NA</b>               |
| <b>Total</b>                    | <b>Net -- restricted for future</b> | <b>4,311</b>         | <b>4,724</b>         | <b>2,118</b>         |                        | <b>4,123</b>           | <b>NA</b>               |
| <b>IMPROVEMENTS/Asset Sales</b> |                                     |                      |                      |                      |                        |                        |                         |
| 685.000                         | Sale of assets                      | 369                  | 979                  |                      |                        | 0                      | NA                      |
| 810.100                         | Approved projects-Improvements fund |                      |                      |                      |                        |                        | NA                      |
| 850.100                         | Technology improvements             |                      |                      |                      |                        |                        | NA                      |
| <b>Total Other Revenue</b>      |                                     | <b>369</b>           | <b>979</b>           | <b>0</b>             |                        | <b>0</b>               | <b>NA</b>               |
| <b>Total Revenue</b>            |                                     | <b>3,810,812</b>     | <b>3,924,231</b>     | <b>5,506,660</b>     | <b>5,706,999</b>       | <b>3,356,910</b>       |                         |
| <b>Total Expenditures</b>       |                                     | <b>3,852,333</b>     | <b>3,947,140</b>     | <b>4,025,766</b>     | <b>4,271,267</b>       | <b>976,921</b>         | <b>22.9%</b>            |
|                                 | Net Revenue Over Expenditures       | -41,521              | -22,909              | 1,480,895            | 1,435,732              | 2,379,989              |                         |
|                                 | Fund Balance Beginning of Year      | 2,344,689            | 2,303,168            | 2,281,238            | 2,612,133              | 2,612,133              |                         |
|                                 | Board Designation                   |                      |                      | -1,150,000           | 0                      | 0                      |                         |
| <b>Ending Fund Balance</b>      |                                     | <b>2,303,168</b>     | <b>2,281,238</b>     | <b>2,612,133</b>     | <b>4,047,865</b>       | <b>4,992,122</b>       |                         |

**Ypsilanti District Library  
Balance Sheet  
February 29, 2020  
Debt Service Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>02/29/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash  | 1,225,052                    | 1,232,141                    | 994,885                      | 994,885                      | -                            | -                        |
| Receivables                                 | 265,327                      | 228,588                      | 475,134                      | 475,134                      | (15,553)                     | (11,442)                 |
| <b>Total Assets</b>                         | <b>1,490,379</b>             | <b>1,460,729</b>             | <b>1,470,019</b>             | <b>1,470,019</b>             | <b>(15,553)</b>              | <b>(11,442)</b>          |
| <b>Liabilities</b>                          | <b>58,413</b>                | <b>26,102</b>                | <b>34,501</b>                | <b>34,501</b>                | <b>5,100</b>                 | <b>5,100</b>             |
| <b>Fund Balance</b>                         |                              |                              |                              |                              |                              |                          |
| Designated: MTT Settlement                  | 15,000                       | 15,000                       | 9,500                        | 9,500                        | -                            | -                        |
| Unreserved                                  | 1,416,966                    | 1,419,627                    | 1,426,018                    | 1,426,018                    | (20,653)                     | (16,542)                 |
| <b>Total Liabilities &amp; Fund Balance</b> | <b>1,490,379</b>             | <b>1,460,729</b>             | <b>1,470,019</b>             | <b>1,470,019</b>             | <b>(15,553)</b>              | <b>(11,442)</b>          |



**Ypsilanti District Library  
Balance Sheet  
February 29, 2020  
Capital Asset Replacement Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>02/29/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash  | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,908,494                |
| Total Assets                                | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,908,494                |
| <b>Liabilities</b>                          | -                            | -                            | -                            | -                            | -                            | -                        |
| Fund Balance                                | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,908,494                |
| <b>Total Liabilities &amp; Fund Balance</b> | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,908,494                |

Ypsilanti District Library  
Capital Expenses  
Period Ending 02/29/2020 (25% of Year)

| ACCT #                          | ACCOUNT NAME                | YTD 12/31/19     |
|---------------------------------|-----------------------------|------------------|
| <b>Revenue</b>                  |                             |                  |
| 683.800                         | Superior Library Designated | 44,075           |
| 688.000                         | Interest                    | 153              |
| <b>Total</b>                    |                             | <b>44,228</b>    |
| Dept 400 Superior Construction  |                             |                  |
| <b>Expenditures</b>             |                             |                  |
| 702.150                         | Bank Fees                   | -                |
| 910.000                         | Site Development            | -                |
| 975.000                         | Legal/Attorney              | -                |
| 981.000                         | Architect Fees              | -                |
| 983.000                         | General Contractor          | 17,479           |
|                                 |                             | -                |
| <b>TOTAL</b>                    |                             | <b>17,479</b>    |
| Total Revenue Over Expenditures |                             | 26,748           |
| Beginning Fund Balance          |                             | <b>2,881,745</b> |
| <b>Ending Fund Balance</b>      |                             | <b>2,908,494</b> |

Current Board Assignment

**Ypsilanti District Library  
Balance Sheet  
March 31, 2020  
General Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>03/31/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash: Checking                              | 343,352                      | 435,833                      | 325,888                      | 30,254                       | 243,356                      | 1,289,312                |
| Savings                                     | 2,276,388                    | 2,191,873                    | 2,414,562                    | 2,311,968                    | 2,318,328                    | 1,899,443                |
| CD's  | -                            | -                            | -                            | -                            | -                            | -                        |
| Stocks                                      | -                            | 28,584                       | 30,954                       | 31,300                       | 31,048                       | 32,962                   |
| Memorials                                   | 6,402                        | 6,402                        | 6,403                        | 3,368                        | 3,368                        | 3,369                    |
| Operational Cash                            | 356                          | 356                          | 521                          | 824                          | 824                          | 824                      |
| Total Cash                                  | 2,626,498                    | 2,663,048                    | 2,778,328                    | 2,377,714                    | 2,596,924                    | 3,225,910                |
| Receivables & Other assets                  | 37,821                       | 17,384                       | 36,272                       | 49,282                       | 98,153                       | 101,653                  |
| Total Assets                                | <u>2,664,319</u>             | <u>2,680,432</u>             | <u>2,814,600</u>             | <u>2,426,996</u>             | <u>2,695,077</u>             | <u>3,327,563</u>         |
| <b>Liabilities</b>                          | 425,334                      | 334,400                      | 509,097                      | 145,758                      | 85,577                       | 85,244                   |
| <b>Composition of Fund Balance</b>          |                              |                              |                              |                              |                              |                          |
| Reserved:                                   |                              |                              |                              |                              |                              |                          |
| Yoder Memorial                              | 3,252                        | 3,252                        | 3,252                        | 3,252                        | 3,252                        | 3,252                    |
| Current YTD                                 |                              |                              |                              |                              |                              | -                        |
| Yates Memorial                              | 3,357                        | 3,357                        | 3,357                        | 3,357                        | 3,357                        | 3,357                    |
| Current YTD                                 |                              |                              |                              |                              |                              | 0                        |
| Designated:                                 |                              |                              |                              |                              |                              |                          |
| Improvement Fund                            | 1,102,434                    | 1,102,434                    | 1,102,434                    | 1,102,434                    | 352,434                      | 352,434                  |
| Current YTD--net of revenues                |                              |                              |                              |                              |                              | -                        |
| Working Capital                             | 1,000,000                    | 500,000                      | 500,000                      | 500,000                      | 500,000                      | 500,000                  |
| Current YTD                                 |                              |                              |                              |                              |                              | -                        |
| Designated: MTT settlements                 |                              |                              |                              |                              |                              |                          |
| Designated: TEEN ZONE                       |                              |                              |                              |                              |                              |                          |
| Current YTD                                 |                              |                              |                              |                              |                              |                          |
| Unreserved/Undesignated                     | 294,835                      | 658,408                      | 736,990                      | 696,080                      | 272,195                      | 353,090                  |
| Current YTD                                 | (164,893)                    | 78,581                       | (40,530)                     | (23,885)                     | 1,478,262                    | 2,030,186                |
| Total Fund Balance                          | <u>2,238,985</u>             | <u>2,346,032</u>             | <u>2,305,503</u>             | <u>2,281,238</u>             | <u>2,609,500</u>             | <u>3,242,318</u>         |
| <b>Total Liabilities &amp; Fund Balance</b> | <u><b>2,664,319</b></u>      | <u><b>2,680,432</b></u>      | <u><b>2,814,600</b></u>      | <u><b>2,426,996</b></u>      | <u><b>2,695,077</b></u>      | <u><b>3,327,563</b></u>  |

**Ypsilanti District Library**  
**Period Ending 03/31/2020 (33.3% of Year)**  
**General Fund**

| ACCT #                              | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2018-2019<br>BUDGET | FY 2019-2020<br>BUDGET | YTD 03/31/20<br>ACTUAL | REMAINING<br>BUDGET | YTD AS A<br>% OF<br>BUDGET |
|-------------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|---------------------|----------------------------|
| Total Revenues                      | 3,810,812            | 3,924,231            | 5,506,660            | 3,997,932              | 5,706,999              | 3,387,806              | 2,319,193           | 59.4%                      |
| <b>Expenditures</b>                 |                      |                      |                      |                        |                        |                        |                     |                            |
| Dept 100 Administrative             | 1,882,646            | 1,996,606            | 2,046,192            | 2,074,121              | 2,288,226              | 733,734                | 1,554,492           | 32.1%                      |
| Dept 200 Michigan Ave.              | 531,686              | 560,976              | 570,105              | 567,512                | 585,072                | 184,287                | 400,785             | 31.5%                      |
| Dept 300 Outreach/bookmobile        | 105,513              | 85,794               | 83,090               | 87,152                 | 88,009                 | 32,346                 | 55,663              | 36.8%                      |
| Dept 400 Outreach/Superior Township | 152,355              | 151,311              | 158,283              | 153,941                | 158,567                | 54,358                 | 104,209             | 34.3%                      |
| Dept 500 Whittaker Rd               | 1,099,241            | 1,096,935            | 1,123,928            | 1,113,538              | 1,151,393              | 342,103                | 809,290             | 29.7%                      |
| Dept 600 Donations                  | 53,483               | 43,328               | 31,845               | -                      | -                      | 10,970                 | (10,970)            | NA                         |
| Dept 700 Grants                     | 27,778               | 12,190               | 12,323               | -                      | -                      | (177)                  | 177                 |                            |
| Total                               | 3,852,702            | 3,947,140            | 4,025,766            | 3,996,264              | 4,271,267              | 1,357,620              | 2,913,647           | 31.8%                      |
| Net Revenue Over Expenditures       | (41,890)             | (22,909)             | 1,480,895            | 1,668                  | 1,435,732              | 2,030,186              |                     |                            |
| Sale of Assets                      | 369                  | 979                  | -                    |                        |                        | -                      |                     |                            |
| Board Designation of Funds          |                      |                      | (1,150,000)          |                        |                        | -                      |                     |                            |
| Fund balance - beginning of period  | 2,344,689            | 2,303,168            | 2,281,238            | 2,612,133              | 2,612,133              | 2,612,133              |                     |                            |
| Fund Balance - end of period        | 2,303,168            | 2,281,238            | 2,612,133            | 2,613,801              | 4,047,865              | 4,642,319              |                     |                            |

**Ypsilanti District Library  
General Fund  
Period Ending 03/31/2020  
(33.3% of Year)**

| ACCT #               | ACCOUNT NAME                    | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 03/31/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|----------------------|---------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>Revenue</b>       |                                 |                      |                      |                      |                        |                        |                         |
| 403.000              | Superior Township Tax Levy      | 609,929              | 619,558              | 896,999              | 905,226                | 498,256                | 55.0%                   |
| 425.000              | City of Ypsilanti Tax Levy      | 565,186              | 589,334              | 808,325              | 839,033                | 206,437                | 24.6%                   |
| 425.075              | PPT Reimbursement               | 10,996               | 20,105               | 18,247               | 12,000                 | 0                      | 0.0%                    |
| 440.000              | Ypsilanti Township Tax Levy     | 2,159,466            | 2,212,989            | 3,283,915            | 3,591,033              | 2,611,044              | 72.7%                   |
| 441.000              | Renaissance Zone Reimb          |                      |                      | 39,574               | 40,000                 | 0                      | 0.0%                    |
| 443.000              | State Aid Direct                | 26,949               | 30,201               | 32,932               | 33,141                 | 0                      | 0.0%                    |
| 447.000              | State Aid Indirect              | 27,324               | 30,646               | 33,574               | 33,141                 | 0                      | 0.0%                    |
| 500.600              | Grant SOM Talk                  | 46,570               | 75,358               | 23,853               | 12,323                 | 16,263                 | 132.0%                  |
| 657.000              | Fines/Misc.                     | 73,097               | 67,077               | 60,633               | 61,425                 | 17,048                 | 27.8%                   |
| 657.100              | Smart Cards - Printing & Copies | 42,289               | 40,841               | 36,686               | 38,000                 | 10,269                 | 27.0%                   |
| 657.600              | Guest Pass                      | 2,417                | 1,745                | 1,417                | 2,000                  | 361                    | 18.0%                   |
| 661.000              | Penal Fines County              | 124,205              | 116,084              | 111,395              | 105,925                | 0                      | 0.0%                    |
| 662.000              | Coffee shop rent                | 5,500                | 3,500                | 1,296                | 1,500                  | 0                      | 0.0%                    |
| 662.100              | Community room rentals          | 1,700                | 1,250                | 1,850                | 1,750                  | 425                    | 24.3%                   |
| 679.000              | Donations/Misc.                 | 3,793                | 4,993                | 1,152                | 2,500                  | 323                    | 12.9%                   |
| 681.000              | Donations Designated            |                      |                      | 18,850               |                        | 0                      |                         |
| 681.080              | Donations/Memorials             | 2,425                | 711                  | 2,629                | 600                    | 2,265                  | 377.5%                  |
| 683.100              | Trustee Party Revenue           | 0                    | 0                    | 0                    |                        | 0                      | NA                      |
| 687.000              | Interest/Checking               | 1,020                | 1,727                | 3,233                | 4,000                  | 499                    | 12.5%                   |
| 687.010              | Interest/Savings                | 7,457                | 7,050                | 15,331               | 11,500                 | 5,581                  | 48.5%                   |
| 687.060              | Interest/Yoder                  | 11                   | 3                    | 0                    | 0                      | 0                      | 0.0%                    |
| 687.070              | Interest/Yates Memorial         | 1                    | 1                    | 1                    | 2                      | 0                      | 16.0%                   |
| 689.000              | Dividends-MML                   | 6,050                | 5,819                | 5,741                | 6,000                  | 0                      | 0.0%                    |
| 690.000              | Dividends-Endowmwnt             | 5,816                | 6,335                | 6,771                | 5,900                  | 0                      | 0.0%                    |
| <b>Total Revenue</b> |                                 | <b>3,722,200</b>     | <b>3,835,327</b>     | <b>5,404,403</b>     | <b>5,706,999</b>       | <b>3,368,773</b>       | <b>59.0%</b>            |

**Ypsilanti District Library**  
**General Fund**  
**Period Ending 03/31/2020**  
**(33.3% of Year)**

| ACCT #                         | ACCOUNT NAME                   | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-20<br>BUDGET | YTD 03/31/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|--------------------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|-------------------------|
| <b>Expenditures</b>            |                                |                      |                      |                      |                      |                        |                         |
| <b>Dept 100 Administrative</b> |                                |                      |                      |                      |                      |                        |                         |
| 702.000                        | Salary Wages                   | 605,794              | 614,161              | 625,703              | 736,710              | 221,702                | 30.1%                   |
| 702.050                        | Board Stipend                  | 0                    | 0                    | 0                    |                      | 0                      | NA                      |
| 702.100                        | Professional/Accounting        | 5,620                | 5,340                | 6,500                | 7,500                | 1,940                  | 25.9%                   |
| 702.150                        | Bank Fees                      | 3,500                | 5,521                | 5,829                | 6,840                | 1,635                  | 23.9%                   |
| 702.180                        | Reversed Receivables           | 0                    | 0                    | 0                    |                      |                        | NA                      |
| 702.900                        | Salary/Subs                    | 18,578               | 11,314               | 16,427               | 18,513               | 3,328                  | 18.0%                   |
| 705.000                        | Employee Recognition Awards    | 765                  | 472                  | 687                  | 750                  | 336                    | 44.8%                   |
| 710.000                        | Paychex Payroll Service        | 6,794                | 8,927                | 12,366               | 12,360               | 4,029                  | 32.6%                   |
| 715.000                        | Employer Payroll Tax           | 144,002              | 141,453              | 144,670              | 155,780              | 50,103                 | 32.2%                   |
| 715.100                        | ACA Taxes Paid by employer     | 0                    | 0                    | 247                  | 352                  |                        | NA                      |
| 718.000                        | MERS Defined Contribution      | 92,793               | 85,593               | 91,373               | 100,752              | 21,411                 | 21.3%                   |
| 719.000                        | FSA Admin Fee                  |                      | 583                  | 691                  | 758                  | 209                    | 27.6%                   |
| 727.000                        | Office Supplies                | 31,342               | 28,245               | 28,789               | 32,400               | 5,915                  | 18.3%                   |
| 727.200                        | Supplies-Facility              | 21,858               | 15,582               | 19,577               | 23,700               | 5,975                  | 25.2%                   |
| 752.000                        | MMML/Building Insurance        | 57,613               | 59,627               | 61,476               | 63,628               | 64,620                 | 101.6%                  |
| 753.000                        | MMML/Workers Comp              | 9,609                | 9,016                | 9,756                | 10,237               | 2,077                  | 20.3%                   |
| 754.000                        | Health Insurance               | 350,013              | 361,244              | 371,049              | 359,537              | 122,893                | 34.2%                   |
| 756.000                        | Delta Dental                   | 36,158               | 37,616               | 36,153               | 35,601               | 11,553                 | 32.5%                   |
| 757.000                        | Employee Assistance Program    | 950                  | 1,006                | 974                  | 1,100                | 253                    | 23.0%                   |
| 758.000                        | Life Insurance                 | 4,264                | 4,213                | 4,036                | 4,121                | 1,621                  | 39.3%                   |
| 759.000                        | Vision Service Plan            | 7,726                | 8,679                | 8,811                | 8,940                | 3,645                  | 40.8%                   |
| 762.000                        | STD/LTD (Disability Insurance) | 9,644                | 10,542               | 12,076               | 12,205               | 4,878                  | 40.0%                   |
| 769.000                        | Printing & Publishing          | 12,538               | 19,300               | 5,427                | 8,300                | 1,810                  | 21.8%                   |
| 769.050                        | Classified Advertising         | 122                  | 606                  | 993                  | 800                  | 0                      | 0.0%                    |
| 774.050                        | Digital Collection             | 17,244               | 22,298               | 31,726               | 196,685              | 19,772                 | 10.1%                   |
| 774.100                        | Data Bases                     | 56,524               | 79,791               | 93,136               | 24,992               | 13,210                 | 52.9%                   |
| 774.800                        | System Wide DVDs               | 7,414                | 6,396                | 5,182                | 3,999                | 2,384                  | 59.6%                   |
| 774.900                        | All Materials Processing       | 25,724               | 30,750               | 25,838               | 23,992               | 6,074                  | 25.3%                   |
| 774.950                        | Play Kits                      | 0                    | 0                    | 3,602                | 2,799                | 15                     | 0.5%                    |
| 774.975                        | Library of Things              | 0                    | 0                    | 0                    | 3,999                | 0                      | 0.0%                    |
| 801.000                        | Major Events                   | 6,379                | 20,906               | 10,978               | 17,225               | 2,811                  | 16.3%                   |
| 801.500                        | Learning Never Gets Old        | 2,132                | 2,000                | 1,962                | 2,000                | 1,106                  | 55.3%                   |
| 802.000                        | Mileage/Travel Reimbursement   | 3,901                | 2,017                | 2,883                | 5,000                | 186                    | 3.7%                    |
| 804.000                        | Workshops/Training             | 2,957                | 2,361                | 3,916                | 4,500                | 2,403                  | 53.4%                   |
| 805.000                        | Memberships & Dues             | 4,988                | 5,455                | 5,436                | 5,000                | 1,706                  | 34.1%                   |
| 806.000                        | Talk Grant Expenses            | 0                    | 0                    | 12,625               | 3,523                | 8,442                  | 239.6%                  |
| 810.000                        | Capital Outlay - Buildings     | 4,880                | 0                    | 4,301                | 5,000                | 600                    | 12.0%                   |
| 810.100                        | Capital Outlay - Improvements  | 13,801               | 3,062                | 6,824                | 3,700                | 1,300                  | 35.1%                   |
| 812.000                        | Capital Outlay - Furnishings   | 3,989                | 2,562                | 3,949                | 5,000                | 0                      | 0.0%                    |
| 850.000                        | Automation - Technology        | 121,657              | 181,162              | 154,332              | 209,000              | 75,262                 | 36.0%                   |
| 850.100                        | Telecommunications             | 14,070               | 12,788               | 6,573                | 7,911                | -12,897                | -163.0%                 |
| 850.200                        | SirsiDynix                     | 48,212               | 55,644               | 51,473               | 62,230               | 56,943                 | 91.5%                   |
| 850.500                        | Software Subscription          | 0                    | 0                    | 7,926                | 14,355               | 3,742                  | 26.1%                   |
| 890.000                        | The Library Network            | 2,796                | 2,796                | 2,796                | 3,000                | 0                      | 0.0%                    |
| 928.000                        | Postage                        | 8,237                | 13,874               | 13,085               | 16,455               | 3,227                  | 19.6%                   |
| 965.000                        | Auditing Service               | 7,125                | 7,275                | 7,425                | 7,650                | 0                      | 0.0%                    |
| 975.000                        | Legal                          | 1,652                | 9,804                | 8,870                | 4,000                | 1,757                  | 43.9%                   |
| 975.500                        | Legal - Negotiations           | 0                    | 0                    | 12,765               | 0                    | 0                      |                         |
| 980.000                        | Professional/Contractual       | 57,565               | 91,121               | 83,193               | 32,427               | 11,539                 | 35.6%                   |
| 980.500                        | Branding Costs                 | 22,654               | 2,415                | 2,561                | 2,500                | 853                    | 34.1%                   |
| 981.500                        | Lost Book Expense              | 12,890               | 10,553               | 8,546                | 10,200               | 3,141                  | 30.8%                   |
| 982.000                        | MTT Charge Back City           | 2,210                | 387                  | -140                 | 1,200                | 199                    | 16.6%                   |
| 983.000                        | MTT Charge Back TWP            | 3,875                | 1,194                | 389                  | 5,000                | 25                     | 0.5%                    |
| 983.100                        | MTT Charge Back-Superior Twp   | 10,087               | 955                  | 10,430               | 4,000                | 0                      | 0.0%                    |
| 984.050                        | Contributions/Endowment        | 0                    | 0                    | 0                    |                      |                        | NA                      |
| <b>Total</b>                   |                                | <b>1,882,646</b>     | <b>1,996,606</b>     | <b>2,046,192</b>     | <b>2,288,226</b>     | <b>733,734</b>         | <b>32.1%</b>            |

**Ypsilanti District Library  
General Fund  
Period Ending 03/31/2020  
(33.3% of Year)**

| ACCT #                                     | ACCOUNT NAME                    | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 03/31/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|--|---------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>Dept 200 Michigan Ave.</b>              |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 382,076              | 393,684              | 404,679              | 406,782                | 137,676                | 33.8%                   |
| 702.800                                    | Salaries-Pages                  | 6,716                | 7,423                | 7,271                | 9,690                  | 2,271                  | 23.4%                   |
| 771.000                                    | Adult Books & Processing        | 32,180               | 31,369               | 31,227               | 25,191                 | 8,178                  | 32.5%                   |
| 772.000                                    | Youth Books & Processing        | 17,990               | 18,216               | 17,891               | 15,345                 | 3,469                  | 22.6%                   |
| 776.000                                    | Periodicals - Adult             | 4,133                | 3,949                | 4,244                | 4,199                  | 2,591                  | 61.7%                   |
| 776.050                                    | Periodicals - Youth             | 172                  | 236                  | 206                  | 250                    | 0                      | 0.0%                    |
| 778.000                                    | Adult Audio/Visual              | 12,880               | 13,143               | 11,112               | 9,497                  | 2,056                  | 21.6%                   |
| 779.000                                    | Youth Audio/Visual              | 5,989                | 5,329                | 4,956                | 3,946                  | 454                    | 11.5%                   |
| 802.200                                    | Parking                         | 0                    | 0                    | 3,600                | 3,600                  | 3,600                  | 100.0%                  |
| 810.000                                    | Capital Outlay - Buildings      |                      | 2,373                | 7,952                | 18,500                 | 3,330                  | 18.0%                   |
| 812.000                                    | Capital Outlay - Furnishings    | 2,760                | 0                    | 7,031                | 7,000                  | 0                      | 0.0%                    |
| 840.000                                    | Repair & Maintenance - Building | 7,008                | 28,501               | 15,255               | 20,000                 | 3,471                  | 17.4%                   |
| 840.025                                    | Campbell Maint Contract         | 17,761               | 17,761               | 16,489               | 12,672                 | 3,168                  | 25.0%                   |
| 840.050                                    | Snow Removal/ Lawn Care         | 9,217                | 6,125                | 6,229                | 11,335                 | 3,600                  | 31.8%                   |
| 900.000                                    | Programs-Adult                  | 1,103                | 693                  | 1,493                | 1,700                  | 278                    | 16.4%                   |
| 901.000                                    | Programs-Youth                  | 1,038                | 1,300                | 1,342                | 1,900                  | 987                    | 52.0%                   |
| 940.000                                    | Phone                           | 4,411                | 4,500                | 4,514                | 4,631                  | 1,148                  | 24.8%                   |
| 943.000                                    | Natural Gas                     | 5,059                | 4,317                | 3,359                | 4,030                  | 2,055                  | 51.0%                   |
| 947.000                                    | DTE - Electric                  | 16,155               | 16,432               | 16,452               | 19,235                 | 4,526                  | 23.5%                   |
| 949.000                                    | Ypsilanti Comm Utilities Auth   | 5,038                | 5,625                | 4,802                | 5,569                  | 1,429                  | 25.7%                   |
| <b>Total</b>                               |                                 | <b>531,686</b>       | <b>560,976</b>       | <b>570,105</b>       | <b>585,072</b>         | <b>184,287</b>         | <b>31.5%</b>            |
| <b>Dept 300 Outreach/bookmobile</b>        |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 70,396               | 66,998               | 68,078               | 68,658                 | 22,865                 | 33.3%                   |
| 775.000                                    | Library Materials               | 5,370                | 4,930                | 4,478                | 4,998                  | 2,257                  | 45.2%                   |
| 840.000                                    | Repair & Maintenance            | 25,925               | 8,487                | 5,109                | 8,693                  | 5,846                  | 67.3%                   |
| 901.000                                    | Programs - Youth                | 0                    | 0                    | 0                    | 0                      |                        | NA                      |
| 943.000                                    | Fuel                            | 3,822                | 5,379                | 5,425                | 5,660                  | 1,378                  | 24.3%                   |
| <b>Total</b>                               |                                 | <b>105,513</b>       | <b>85,794</b>        | <b>83,090</b>        | <b>88,009</b>          | <b>32,346</b>          | <b>36.8%</b>            |
| <b>Dept 400 Outreach/Superior Township</b> |                                 |                      |                      |                      |                        |                        |                         |
| 702.000                                    | Salaries                        | 139,331              | 136,949              | 144,398              | 144,747                | 49,443                 | 34.2%                   |
| 775.000                                    | Library Materials               | 7,057                | 7,059                | 7,609                | 6,998                  | 2,923                  | 41.8%                   |
| 840.000                                    | Repair & Maintenance            | 984                  | 2,220                | 1,374                | 1,000                  | 250                    | 25.0%                   |
| 840.050                                    | Snow Removal & Lawn Care        | 980                  | 980                  | 898                  | 1,200                  | 327                    | 27.2%                   |
| 900.000                                    | Programs - adult                | 461                  | 589                  | 601                  | 600                    | 260                    | 43.3%                   |
| 901.000                                    | Programs - Youth                | 759                  | 556                  | 600                  | 600                    | 122                    | 20.3%                   |
| 940.000                                    | Phone                           | 1,103                | 1,125                | 1,129                | 1,158                  | 287                    | 24.8%                   |
| 943.000                                    | Natural Gas                     | 695                  | 756                  | 573                  | 844                    | 396                    | 46.9%                   |
| 947.000                                    | DTE - Electric                  | 901                  | 993                  | 1,013                | 1,145                  | 322                    | 28.1%                   |
| 949.000                                    | Ypsilanti Comm Utilities Auth   | 84                   | 84                   | 88                   | 275                    | 30                     | 10.8%                   |
| <b>Total</b>                               |                                 | <b>152,355</b>       | <b>151,311</b>       | <b>158,283</b>       | <b>158,567</b>         | <b>54,358</b>          | <b>34.3%</b>            |

**Ypsilanti District Library  
General Fund  
Period Ending 03/31/2020  
(33.3% of Year)**

| ACCT #                          | ACCOUNT NAME                        | FY 2016-17<br>ACTUAL | FY 2017-18<br>ACTUAL | FY 2018-19<br>ACTUAL | FY 2019-2020<br>BUDGET | YTD 03/31/20<br>ACTUAL | YTD AS A % OF<br>BUDGET |
|---------------------------------|-------------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-------------------------|
| <b>DEPT 500 WHITTAKER RD</b>    |                                     |                      |                      |                      |                        |                        |                         |
| 702.000                         | Salaries                            | 696,325              | 684,699              | 696,339              | 699,097                | 234,158                | 33.5%                   |
| 702.800                         | Salaries-Pages                      | 34,074               | 37,920               | 34,553               | 42,024                 | 11,234                 | 26.7%                   |
| 771.000                         | Adult Books                         | 62,754               | 64,203               | 64,635               | 54,182                 | 15,513                 | 28.6%                   |
| 772.000                         | Youth Books                         | 32,890               | 32,150               | 38,784               | 35,988                 | 5,730                  | 15.9%                   |
| 776.000                         | Periodicals - Adult                 | 5,399                | 5,910                | 5,915                | 5,998                  | 347                    | 5.8%                    |
| 776.050                         | Periodicals - Youth                 | 848                  | 852                  | 898                  | 900                    | 759                    | 84.4%                   |
| 778.000                         | Adult Audio/Visual                  | 26,119               | 23,585               | 21,217               | 17,794                 | 5,912                  | 33.2%                   |
| 779.000                         | Youth Audio/Visual                  | 9,328                | 7,979                | 7,300                | 6,598                  | 1,632                  | 24.7%                   |
| 810.000                         | Cap Outlay Building                 |                      |                      | 11,328               | 37,250                 | 0                      | 0.0%                    |
| 810.100                         | Cap Outlay Improvements             |                      |                      |                      | 0                      | 0                      |                         |
| 840.000                         | Repair & Maintenance - Building     | 19,384               | 25,445               | 23,842               | 20,400                 | 7,999                  | 39.2%                   |
| 840.025                         | Campbell Maint Contract             | 42,979               | 42,979               | 42,934               | 42,797                 | 10,699                 | 25.0%                   |
| 840.050                         | Snow Removal/Lawn Care              | 21,448               | 14,596               | 16,529               | 22,600                 | 8,000                  | 35.4%                   |
| 900.000                         | Programs - Adult                    | 2,808                | 3,325                | 3,765                | 4,200                  | 673                    | 16.0%                   |
| 901.000                         | Programs - Youth                    | 4,705                | 5,122                | 6,298                | 6,500                  | 2,406                  | 37.0%                   |
| 903.000                         | Equipment Maintenance               | 0                    | 83                   | 6,336                | 3,000                  | 300                    | 10.0%                   |
| 940.000                         | Phone                               | 8,490                | 8,950                | 9,029                | 9,193                  | 2,297                  | 25.0%                   |
| 943.000                         | Natural Gas                         | 26,168               | 31,856               | 25,609               | 31,156                 | 12,396                 | 39.8%                   |
| 947.000                         | DTE - Electric                      | 100,297              | 101,664              | 103,549              | 105,406                | 20,965                 | 19.9%                   |
| 949.000                         | Ypsilanti Comm Utilities Auth       | 5,225                | 5,617                | 5,069                | 6,310                  | 1,082                  | 17.1%                   |
| 980.000                         | Professional/Contractual            | 0                    | 0                    | 0                    | 0                      |                        | NA                      |
| <b>Total</b>                    |                                     | <b>1,099,241</b>     | <b>1,096,935</b>     | <b>1,123,928</b>     | <b>1,151,393</b>       | <b>342,103</b>         | <b>29.7%</b>            |
| <b>Dept 600 Donations</b>       |                                     |                      |                      |                      |                        |                        |                         |
| <b>Revenue:</b>                 |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Revenue                       | 56,523               | 71,011               |                      |                        |                        |                         |
|                                 | <b>Total Donated revenue</b>        | <b>56,523</b>        | <b>71,011</b>        | <b>87,817</b>        |                        | <b>10,453</b>          | <b>NA</b>               |
| <b>Expenditures:</b>            |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Expenditures                  | 53,483               | 43,328               |                      |                        |                        |                         |
|                                 | <b>Total Expenditures</b>           | <b>53,483</b>        | <b>43,328</b>        | <b>31,845</b>        |                        | <b>10,970</b>          | <b>NA</b>               |
| <b>Dept 700 Grants</b>          |                                     |                      |                      |                      |                        |                        |                         |
| <b>Revenue</b>                  |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Grant Revenue                 | 32,089               | 16,914               |                      |                        |                        |                         |
|                                 | <b>Total Revenue</b>                | <b>32,089</b>        | <b>16,914</b>        | <b>14,441</b>        |                        | <b>8,580</b>           | <b>NA</b>               |
| <b>Expenditures</b>             |                                     |                      |                      |                      |                        |                        |                         |
|                                 | Total Expenditures                  | 27,778               | 12,190               |                      |                        |                        |                         |
|                                 | <b>Total Expenditures</b>           | <b>27,778</b>        | <b>12,190</b>        | <b>12,323</b>        |                        | <b>-177</b>            | <b>NA</b>               |
| <b>Total</b>                    | <b>Net -- restricted for future</b> | <b>4,311</b>         | <b>4,724</b>         | <b>2,118</b>         |                        | <b>8,757</b>           | <b>NA</b>               |
| <b>IMPROVEMENTS/Asset Sales</b> |                                     |                      |                      |                      |                        |                        |                         |
| 685.000                         | Sale of assets                      | 369                  | 979                  |                      |                        | 0                      | NA                      |
| 810.100                         | Approved projects-Improvements fund |                      |                      |                      |                        |                        | NA                      |
| 850.100                         | Technology improvements             |                      |                      |                      |                        |                        | NA                      |
| <b>Total Other Revenue</b>      |                                     | <b>369</b>           | <b>979</b>           | <b>0</b>             |                        | <b>0</b>               | <b>NA</b>               |
| <b>Total Revenue</b>            |                                     | <b>3,810,812</b>     | <b>3,924,231</b>     | <b>5,506,660</b>     | <b>5,706,999</b>       | <b>3,387,806</b>       |                         |
| <b>Total Expenditures</b>       |                                     | <b>3,852,333</b>     | <b>3,947,140</b>     | <b>4,025,766</b>     | <b>4,271,267</b>       | <b>1,357,620</b>       | <b>31.8%</b>            |
|                                 | Net Revenue Over Expenditures       | -41,521              | -22,909              | 1,480,895            | 1,435,732              | 2,030,186              |                         |
|                                 | Fund Balance Beginning of Year      | 2,344,689            | 2,303,168            | 2,281,238            | 2,612,133              | 2,612,133              |                         |
|                                 | Board Designation                   |                      |                      | -1,150,000           | 0                      | 0                      |                         |
| <b>Ending Fund Balance</b>      |                                     | <b>2,303,168</b>     | <b>2,281,238</b>     | <b>2,612,133</b>     | <b>4,047,865</b>       | <b>4,642,319</b>       |                         |



**Ypsilanti District Library  
Balance Sheet  
March 31, 2020  
Debt Service Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>03/31/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash  | 1,225,052                    | 1,232,141                    | 994,885                      | 994,885                      | -                            | -                        |
| Receivables                                 | 265,327                      | 228,588                      | 475,134                      | 475,134                      | (15,553)                     | (11,442)                 |
| <b>Total Assets</b>                         | <b>1,490,379</b>             | <b>1,460,729</b>             | <b>1,470,019</b>             | <b>1,470,019</b>             | <b>(15,553)</b>              | <b>(11,442)</b>          |
| <b>Liabilities</b>                          | <b>58,413</b>                | <b>26,102</b>                | <b>34,501</b>                | <b>34,501</b>                | <b>5,100</b>                 | <b>5,100</b>             |
| <b>Fund Balance</b>                         |                              |                              |                              |                              |                              |                          |
| Designated: MTT Settlement                  | 15,000                       | 15,000                       | 9,500                        | 9,500                        | -                            | -                        |
| Unreserved                                  | 1,416,966                    | 1,419,627                    | 1,426,018                    | 1,426,018                    | (20,653)                     | (16,542)                 |
| <b>Total Liabilities &amp; Fund Balance</b> | <b>1,490,379</b>             | <b>1,460,729</b>             | <b>1,470,019</b>             | <b>1,470,019</b>             | <b>(15,553)</b>              | <b>(11,442)</b>          |

**Ypsilanti District Library  
Balance Sheet  
March 31, 2020  
Capital Asset Replacement Fund**

|   | <b>FY 2014-15<br/>ACTUAL</b> | <b>FY 2015-16<br/>ACTUAL</b> | <b>FY 2016-17<br/>ACTUAL</b> | <b>FY 2017-18<br/>ACTUAL</b> | <b>FY 2018-19<br/>ACTUAL</b> | <b>FYTD<br/>03/31/20</b> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--------------------------|
| <b>Assets:</b>                              |                              |                              |                              |                              |                              |                          |
| Cash  | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,909,591                |
| Total Assets                                | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,909,591                |
| <b>Liabilities</b>                          | -                            | -                            | -                            | -                            | -                            | -                        |
| Fund Balance                                | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,909,591                |
| <b>Total Liabilities &amp; Fund Balance</b> | 611,746                      | 594,787                      | 417,120                      | 417,120                      | 1,481,745                    | 2,909,591                |

Ypsilanti District Library  
Capital Expenses  
Period Ending 03/31/2020 (33.3% of Year)

| ACCT #                          | ACCOUNT NAME                | YTD 12/31/19     |
|---------------------------------|-----------------------------|------------------|
| <b>Revenue</b>                  |                             |                  |
| 683.800                         | Superior Library Designated | 44,100           |
| 688.000                         | Interest                    | 1,225            |
| <b>Total</b>                    |                             | <b>45,325</b>    |
| Dept 400 Superior Construction  |                             |                  |
| <b>Expenditures</b>             |                             |                  |
| 702.150                         | Bank Fees                   | -                |
| 910.000                         | Site Development            | -                |
| 975.000                         | Legal/Attorney              | -                |
| 981.000                         | Architect Fees              | -                |
| 983.000                         | General Contractor          | 17,479           |
|                                 |                             | -                |
| <b>TOTAL</b>                    |                             | <b>17,479</b>    |
| Total Revenue Over Expenditures |                             | 27,846           |
| Beginning Fund Balance          |                             | <b>2,881,745</b> |
| <b>Ending Fund Balance</b>      |                             | <b>2,909,591</b> |

Current Board Assignment

# Communications

## Michigan Library Association position on SB611 – Michigan Library Privacy Act Amendments

On Friday, January 31, 2020, the MLA Board of Directors unanimously approved a proposed substitution bill for Senate Bill 611 (SB611).

Senator MacGregor introduced SB611 to amend the Michigan Library Privacy Act, 1982 PA 455 with the intention that the bill would enable libraries to work with law enforcement when the library is a victim of a crime. MLA felt compelled to clarify and update SB611 language to make sure patron privacy was not affected.

At a meeting on February 6, Senator MacGregor has agreed to move forward with the MLA-proposed changes to SB 611.

The proposed substitution bill removes obstacles and legal barriers libraries sometimes face when crime has been committed in the library, while providing for the continued protections to patron privacy. The law's current protection of user privacy, by requiring a court order for the disclosure of circulation records and computer usage logs in the event of a crime, remains unaltered.

With your support, we have made minor changes, updated the language throughout the substitution bill and have clarified that Section 5 and Section 6 of the current Act remain in place without change. Below are the highlights of the proposed substitution content.

### PROPOSED SUBSTITUTION CONTENT:

1. **DEFINITIONS:** We have included a definition of "crime" as defined by section 5 of 1931 PA 328, MCL 750.5; a definition of "law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.614; and a definition of who is considered an "agent," which will also include "Third Party Vendors."
2. **SURVEILLANCE VIDEO:** We have clarified that a library record does not include video surveillance and that video surveillance can be turned over to law enforcement without a court order if it shows no identifying library records.
3. **PERSONAL KNOWLEDGE:** We have clarified that personal knowledge may be shared with a law enforcement officer.
4. **EXIGENT CIRCUMSTANCES:** We have included a provision that in the event of exigent circumstances that make it impractical to secure a court order, a library may turn over records to law enforcement officers.
5. **LIABILITY:** While the library remains liable, we have removed an employee or agent as being liable unless an employee or agent knowingly violates this act.
6. **EQUITABLE RELIEF:** We have added that a court may grant equitable relief to a person.

Here is what is in store for us in the following weeks and months:

The next step is for Senator MacGregor's staff to work with the Legislative Service Bureau to get our changes turned into an official legislative document. Once this is complete, our MLA Lobbyist will meet with Senator Peter Lucido, the chairman of the Senate Judiciary Committee, to gauge his interest in the bill. Following that meeting, it is likely that a committee meeting will be scheduled to take testimony on SB 611. MLA will be asked to testify to the bill and explain our position on the several changes that are being made to the privacy act. It is likely that Chairman Lucido will hold a second hearing on the bill a week or two later to take testimony from anyone that could not make it to the first hearing and then to vote on the bill. If the bill is voted out of committee it then goes to the Senate Floor for consideration by the full Senate. If the Senate passes the bill it will be sent to a House Committee and the process starts over in the House.

We will keep you informed as the process moves forward. Be watching for future communications from MLA as we will be reaching out to you to provide your support and perhaps provide testimony during the hearings. We continue to be grateful for the time many of you have given to voice your concerns and support.

As always, please feel free to contact MLA Executive Director, Deborah E. Mikula at 517-394-2774 X224 or by email at [dmikula@mlibraries.org](mailto:dmikula@mlibraries.org) with questions or comments.

**SUBSTITUTE FOR  
SENATE BILL NO. 611**

A bill to amend 1982 PA 455, entitled  
"The library privacy act," by amending the title and sections 2,  
3, and 4 (MCL 397.602, 397.603, and 397.604), section 2 as  
amended by 1999 PA 37 and section 3 as amended by 1996 PA 188.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

1

**TITLE**

2

An act to provide for the confidentiality of certain

3

library records; ~~and to provide for certain exceptions to the~~

4

**confidentiality of those library records;** to provide for the

1 selection and use of library materials; **and to provide remedies.**

2 Sec. 2. As used in this act:

3 (a) "Computer" means any connected, directly interoperable  
4 or interactive device, equipment, or facility that uses a  
5 computer program or other instructions to perform specific  
6 operations including logical, arithmetic, or memory functions  
7 with or on computer data or a computer program, and that can  
8 store, retrieve, alter, or communicate the results of the  
9 operations, to a person, computer program, computer, computer  
10 system, or computer network.

11 (b) "Computer network" means the interconnection of  
12 hardwire or wireless communication lines with a computer through  
13 remote terminals, or a complex consisting of 2 or more  
14 interconnected computers.

15 (c) "Computer program" means a series of internal or  
16 external instructions communicated in a form acceptable to a  
17 computer that directs the functioning of a computer, computer  
18 system, or computer network in a manner designed to provide or  
19 produce products or results from the computer, computer system,  
20 or computer network.

21 (d) "Computer system" means a set of related, connected or  
22 unconnected, computer equipment, devices, software, or hardware.

23 **(e) "Crime" means that term as defined in section 5 of 1931**  
24 **PA 328, MCL 750.5.**

25 **(f) ~~(e)~~ "Device"** includes, but is not limited to, an  
26 electronic, magnetic, electrochemical, biochemical, hydraulic,  
27 optical, or organic object that performs input, output, or  
28 storage functions by the manipulation of electronic, magnetic,  
29 or other impulses.

1        **(g)** ~~(f)~~ "Harmful to minors" means that term as ~~it is defined~~  
 2 in section 4 of 1978 PA 33, MCL 722.674.

3        **(h)** ~~(g)~~ "Internet" means that term as defined in ~~section 230~~  
 4 ~~of title II of the communications act of 1934, chapter 652, 110~~  
 5 ~~Stat. 137, 47 U.S.C. USC 230.~~

6        **(i)** "Law enforcement officer" means an individual licensed  
 7 under the Michigan commission on law enforcement standards act,  
 8 1965 PA 203, MCL 28.601 to 28.614.

9        **(j)** ~~(h)~~ "Library" ~~includes means~~ a library that is  
 10 established by ~~the~~ **this** state ~~+~~ **or** by a county, city, township,  
 11 village, school district, or other local unit of government or  
 12 authority or combination of local units of governments and  
 13 authorities, ~~+~~ a community college district, ~~+~~ **or** a college or  
 14 university, ~~+~~ **or** ~~any~~ a private library open to the public.

15        **(k)** ~~(i)~~ "Library record" means a document, record, or other  
 16 method of storing information retained by a library that  
 17 contains information that personally identifies a library  
 18 patron, including the patron's name, address, or telephone  
 19 number, or that identifies a person as having requested or  
 20 obtained specific materials from a library. Library record does  
 21 not include **either of the following:**

22        **(i)** ~~Nonidentifying nonidentifying~~ material that may be  
 23 retained for the purpose of studying or evaluating the  
 24 circulation of library materials in general.

25        **(ii)** Recorded video surveillance images made solely for  
 26 security purposes that do not include images of any activity or  
 27 any other document or record that identifies a person as having  
 28 requested or lawfully obtained specific services, materials or  
 29 information resources from a library.



1       (1) ~~(j)~~ "Minor" means an individual who is less than 18  
2 years of age.

3       (m) ~~(k)~~ "Obscene" means that term as ~~it is~~ defined in  
4 section 2 of 1984 PA 343, MCL 752.362.

5       (n) ~~(l)~~ "Sexually explicit matter" means that term as ~~it is~~  
6 defined in section 3 of 1978 PA 33, MCL 722.673.

7       (o) ~~(m)~~ "Terminal" means a device used to access the  
8 internet or a computer, computer program, computer network, or  
9 computer system.

10       Sec. 3. (1) ~~Except as provided in subsection (2), a~~  
11 library record is not subject to ~~the disclosure requirements of~~  
12 **under** the freedom of information act, ~~Act No. 442 of the Public~~  
13 ~~Acts of 442 PA 1976, being sections MCL 15.231 to 15.246. of the~~  
14 ~~Michigan Compiled Laws.~~

15       (2) ~~Unless ordered by a court after giving the affected~~  
16 ~~library notice of the request and an opportunity to be heard on~~  
17 ~~the request, a~~ **A** library or an employee or agent of a library  
18 shall not release or disclose a library record or portion of a  
19 library record to a person without the written consent of the  
20 person liable for payment for or return of the materials  
21 identified in that library record, **unless 1 of the following**  
22 **exceptions applies:**

23       (a) **A court has ordered the release or disclosure after**  
24 **giving the affected library notice of the request and an**  
25 **opportunity to be heard of the request.**

26       (b) **The release or disclosure is permitted under subsection**  
27 **(5).**

28       (3) The procedure and form of giving **the** written consent  
29 described in subsection (2) may be determined by the library.

1 (4) A library may appear and be represented by counsel at a  
2 hearing described in ~~subsection~~ subdivision (2) (a).

3 (5) A library or an employee or agent of a library may  
4 disclose library records without a court order or the written  
5 consent described in subsection (2) under any of the following  
6 circumstances:

7 (a) The library or an employee or agent of the library may  
8 report information about the delinquent account of a patron who  
9 obtains materials from the library to a collection agency under  
10 contract with the library. The library or an employee or agent  
11 of the library shall provide the collection agency with only the  
12 library records necessary to seek the return of overdue or  
13 stolen materials or to collect fines from the patron.

14 (b) The library or an employee or agent of the library may  
15 disclose library records to another library or library  
16 cooperative for the purpose of conducting interlibrary loans.  
17 The library records must be limited to those required for  
18 providing interlibrary loans.

19 (c) The library or an employee or agent of the library may  
20 disclose library records to a law enforcement officer if the  
21 library records include information identifying a suspect,  
22 witness, or victim of a crime and the law enforcement officer  
23 signs a form attesting to the existence of exigent circumstances  
24 that make it impractical to secure a court order and  
25 acknowledging receipt of the library records under this  
26 subdivision.

27 (6) This section does not prohibit an employee or agent of  
28 a library from providing a sworn statement or testimony to a law  
29 enforcement officer based solely on the personal knowledge of

1 the employee or agent of the library regarding a crime alleged  
2 to have occurred at the library.

3 (7) As used in this section, "employee or agent of a  
4 library" includes an employee of the library, a member of the  
5 governing body of the library, an individual who is specifically  
6 designated as a volunteer and who is acting solely on behalf of  
7 the library, and any other person who is lawfully performing  
8 services on behalf of the library under a written contract.

9 Sec. 4. (1) A-If a library or an employee or agent or  
10 employee of a library which violates section 3, the library  
11 ~~shall be liable~~ is subject to liability to the person identified  
12 in a library record that is improperly released or disclosed.  
13 The person identified in the library record may bring a civil  
14 action against the library for actual damages or \$250.00,  
15 whichever is greater; reasonable attorney fees; and the costs of  
16 bringing the action. A court also may grant equitable relief to  
17 a person under this subsection.

18 (2) If an employee or agent of a library knowingly violates  
19 section 3, the employee or agent is subject to liability to the  
20 person identified in a library record that is improperly  
21 released or disclosed. The person identified in the library  
22 record may bring a civil action against the employee or agent  
23 for actual damages or \$250.00, whichever is greater; reasonable  
24 attorney fees; and the costs of bringing the action. A court  
25 also may grant equitable relief to a person under this  
26 subsection.

27 (3) A civil action under this section must be brought  
28 within 180 days of the release or disclosure.

**Anne M. Seurnyck**  
P: 616.726.2240 F: 517.367.7196  
ASeurnyck@fosterswift.com

Suite 200  
1700 East Beltline, NE  
Grand Rapids, MI 49525

February 28, 2020

Lisa Hoening  
Library Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

Re: Hourly Rate

Dear Lisa:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with the Ypsilanti District Library ("Library") and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

As part of our business plan, we periodically review our billing rates for our clients. Our current hourly billing rate for the Library of \$200 has not increased since 2017. Due to increased business expenses, however, we have found it necessary to adjust our hourly billing rate for the Library to \$210 effective May 1, 2020. The hourly billing rate for employee benefit work will remain capped at \$250. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to the Library and other libraries throughout Michigan.

We value our client relationship with the Ypsilanti District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seurnyck

AGREED:

Ypsilanti District Library

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Please print name

Title: \_\_\_\_\_  
Please print title

Date: \_\_\_\_\_, 2020

# MEMO

**FOSTER SWIFT**  
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

**TO:** Michigan Library Association  
**FROM:** Anne Seurynck  
**DATE:** October 31, 2019  
**RE:** Penal Fines

---

## ISSUE

We have been asked to provide information regarding the authority granted to libraries with respect to penal fines.

## DISCUSSION

### **A. Constitutional Authority**

The authority for libraries to receive penal fines is derived from the Michigan Constitution. The Michigan Constitution provides as follows:

The legislature shall provide by law for the establishment and support of public libraries which shall be available to all residents of the state under regulations adopted by the governing bodies thereof. All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries *as provided by law*.

Mich. Const. Art. VIII, § 9 (emphasis added). Because the authority is granted by the Constitution and not merely by state law, penal fine distribution to libraries is stable. In order to initiate an amendment to the Constitution, either (1) 2/3 of each house of the legislature would have to approve the amendment or (2) petitioners would have to circulate a petition signed by registered electors, equaling at least 10% of the total votes cast for all candidates for governor at the last preceding general election at which a governor was elected. If this threshold was met, the amendment would be voted on in every precinct in Michigan. There is also a process that may be followed in order to have an overall review of the Constitution through a Constitutional Convention. But, as you can see, the process for amending the Constitution is much more vigorous than the process for amending a state statute. See Mich. Const. Art. XII, § 1-3. Thus, the Legislature cannot pass a law to restrict or divert penal fines because it would be in violation of the Michigan Constitution.

### **B. Legislative Authority**

As indicated above, there is authority “as provided by law” for the Legislature to *implement* penal fine distribution. Although the Legislature may be involved in the process of

how the penal fines are distributed, as state more fully above, the Legislature has no authority to eliminate or divert penal fines to other organizations. The primary legislative act is the Distribution of Penal Fines to Public Libraries Act, 1964 PA 59 ("PA 59"). Pursuant to PA 59, the Legislature defined a library that is qualified to receive penal fines. MCL 397.31. The Legislature also established the procedure for distribution that involves both the County Treasurers and the Library of Michigan. MCL 397.32 and 397.38. The Library of Michigan determines the population of each library's service area and contracted areas and transmits that to the County Treasurers. The County Treasurers then collect and disburse the penal fines to the local libraries. MCL 600.4845; *Id.* Libraries may use the penal fines for any purpose that "supports" the library. MCL 397.36.

### **C. Interpretations of Authority**

The Courts have upheld the rights of libraries to receive penal fines when other entities attempt to divert them. For example, in *Saginaw Public Libraries v Judges of the 70<sup>th</sup> District Court*, 118 Mich App 379; 325 NW2d 777 (1982). In that case, libraries in Saginaw County filed a lawsuit over the way in which district court fees had been allocated between penal fines, court costs and a judgment fee. In 1972, the judges allocated 50% of the total fine as "penal fines" and 50% as court costs. By 1979, the judges decreased the penal fine portion to 11%. The libraries filed suit alleging that the amount allocated towards costs bore no relationship to the actual costs. Instead, it was being used to divert penal fine money to the county's general fund. The Court found that the costs must be reasonably related to the cost of the prosecution and do not include costs of daily operations. Thus, the courts are willing to protect libraries' rights to receive penal fines.

Similarly, in *People v Barber*, 14 Mich App 395; 165 NW2d 608 (1968), the Legislature adopted a statute that imposed an "assessment" of 10% on every fine or penalty in certain criminal cases for the purpose of funding the law enforcement officers training fund. The court found the assessment conflicted with the Michigan Constitution's provision regarding penal fine because the assessment was not a cost but a supplemental fine. Even though the Legislature labeled it a "cost," the labeling does not preclude the courts from reviewing it and determining whether it is actually a cost or a penal fine. The Court determined that the costs of maintaining the law enforcement training council bore no relationship to the cost of prosecution of the case. The Courts again intervened to protect the libraries' rights to penal fines under the Michigan Constitution.

### **CONCLUSION**

The Michigan Constitution clearly and unequivocally states that all penal fines shall be used to support public libraries. The Legislature is only permitted to implement the funding, which it does through PA59, and may not enact legislation to limit or divert it. The courts have stepped in to protect library penal fines in such cases.

# **Committee Reports**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 4/27/20

**Re:** Superior Planning Committee report

- On 3/12 Mary, Julianne, Jim and I met with Dan Whisler to look at brick color sample and discuss the HVAC options for the building, among other things. We held a Zoom session with Dan and his team on 4/17 to review updated plans.
- The preliminary site plan was submitted to the Superior Township Planning Commission on 2/21/20, and we hoped to be on their March agenda. Due to the COVID-19 Stay Home order, the March and April Planning Commission meetings were cancelled. They plan a virtual meeting in May if in-person is not possible. However, this delay means we will not break ground until spring at least.
- Last week Superior Township Supervisor Ken Schwartz forwarded me the attached letter from the Washtenaw County Road Commission regarding our hoped-for financing plan for the Harris Road project. Extremely disappointing response after waiting an entire year. Ken plans to ask the Township Board to finance the project for the Library. I will share more as I learn it.



COMMISSIONERS  
DOUGLAS E. FULLER  
CHAIR  
BARBARA RYAN FULLER  
VICE-CHAIR  
RODRICK K. GREEN  
MEMBER

**WASHTENAW COUNTY**  
**BOARD OF COUNTY ROAD COMMISSIONERS**  
555 NORTH ZEEB ROAD  
ANN ARBOR, MICHIGAN 48103  
[WWW.WCROADS.ORG](http://WWW.WCROADS.ORG)  
TELEPHONE (734) 761-1500  
FAX (734) 761-3737

SHERYL SODERHOLM SIDDALL, P.E.  
MANAGING DIRECTOR  
MATTHEW F. MACDONELL, P.E.  
DIRECTOR OF ENGINEERING  
COUNTY HIGHWAY ENGINEER  
JAMES D. HARMON, P.E.  
DIRECTOR OF OPERATIONS  
DANIEL D. ACKERMAN  
DIRECTOR OF FINANCE & IT

April 24, 2020

Ken Schwartz  
Charter Township of Superior  
3040 N. Prospect Road  
Ypsilanti, MI 48198

Re: Harris Road – Road Improvement Agreement

Dear Supervisor Schwartz:

Thank you for your patience in our response to your request for a road improvement agreement for the Harris Road left-turn lane project. Your initial request came in late-February, and business has been anything but usual since then. Our board held a virtual working session earlier this week and was finally able to discuss potential cost-sharing and financing options for the Harris Road project. Through our discussion, we have two options to offer Superior Township at this time.

The first option is our local roads matching program. Under the local road matching program, we do allow these funds to be used on primary roads. Superior Township has approximately \$69,000 in matching funds for 2020 which could be put toward the Harris Road project. We do not currently know the amount of the 2021 Local Matching Program, but our policy allows 2020 matching funds to be carried over to 2021 if they are identified for a specific project. While we do not yet have a cost estimate for the Harris Road project, we believe that using the 2020 and 2021 matching funds, plus the required match by Superior Township is likely to cover most, if not all, of the construction costs for this project. Our 2020 county construction schedule is quickly filling up so planning for us to construct the Harris Road project in 2021, using the 2020 and 2021 matching funds is a good option.

Another alternative is for Superior Township to construct the center, left-turn lane on Harris Road under permit. WCRC would review the construction plans as part of the permitting process but this option would allow the township to control the contract with the contractor including costs and schedule. Since the township would enter into the contract with the contractor, WCRC would not have a financial role in the project but the work could be completed independently of any scheduling issues with the other road commission work.

At this time, our board is not comfortable financing the project as you requested in your February 24, 2020 letter.

I hope that this information is helpful. If you would like to discuss either of these options further, please let me know.

Sincerely,

Sheryl Soderholm Siddall, P.E.  
Managing Director

Cc: D. Fuller, B. Fuller, R. Green – WCRC Commissioners  
M. MacDonell, J. Harmon, M. McCulloch – WCRC Staff

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

## **Library Director's Report**

### **April 29, 2020**

#### **COVID-19 Closure and Response**

As you know, YDL closed its doors on 3/13 in the interest of public health. The Governor has mandated we remain closed through at least 5/15. I reported to you via email the measures staff and I have been taking to serve our public through this very challenging time. A recap is included here, but the Department reports in this packet speak volumes to the dedication, creativity and quality of our staff. Please read them. We miss our public and we know they miss our many services. I am looking forward to "seeing" all of you at our virtual meeting!

#### **Financial:**

In early March I closed the YDL accounts at Chase and opened a new account at Fifth Third Bank to hold our Superior building funds.

Monica, Karen and I have been meeting every other week at Whittaker to process the payroll and critical invoices. This work is allowed under the Stay Home Stay Safe order. Theresa has kindly joined us to approve the invoices.

#### **Of Note:**

- Julianne and I attended the A2Y Chamber's Headline Lunch with Debbie Dingell on 2/24.
- Chris McMullen and I attended the United Way's Power of the Purse fundraiser on 3/3 and made some very good connections.
- We submitted a grant application to the Ann Arbor Kiwanis Club on 3/17 for new Superior.
- We submitted a grant application to First Presbyterian for YCS field trip transportation, but they have changed their priorities to COVID-19 relief.
- Jodi Krahne and I submitted the IMLS National Leadership Grant phase 2 on 4/8 to take TALK statewide and into Indiana. The application turned out to be a 119-page PDF! We will learn in July whether or not our project is selected for funding.
- On 4/24 Chris and I submitted a DTE Community Transformation grant application for new Superior.
- Many, many, many webinars and Zoom sessions to plan our approach to virtual services and learn from others going through this experience!

**\*\***

#### **Status Report: Personnel**

When the Library first closed, I made some quick decisions. Trustees I spoke to agreed our staff is our greatest asset. Some are still doing a great deal of work. Others are unable to contribute very much because of technology, children, stress/anxiety, or the nature of their jobs. Regardless, we will need the whole team when we reopen. Their wages are in the budget, and we are not losing money by being closed, so all regular staff are being paid with the exception of the Pages.

Our Pages (shelvers) are minimum wage hourly employees. They do not work a set number of hours. One week a Page might work 19 hours, the next, 3. As it becomes more apparent that this may drag on, I would appreciate your thoughts on whether to leave this as-is, or try to come up with a plan for compensation that would be fair.

The AFSCME Union contract called for staff raises to go into effect 4/1, and after conferring with the labor attorney, we are honoring that commitment. This year's increase is 1% -- the lowest of the three years, because we thought new Superior would be opening. We also have a vacancy at the current time in the IT department, so we are saving some money on wages since we cannot fill the position as planned.

Paid Time Off is being treated as it would be for an unpaid leave. No PTO is being accrued (or used) during the closure, but we are paying staff because it's the right thing to do.

I investigated the CARES Act's Payroll Protection Program. This is a loan forgiveness program open to businesses and non-profits which provides 8 weeks of payroll coverage plus some additional funding for things like utilities. Unfortunately, the auditor confirmed my suspicion that as a government entity, even though we are now 501c3, we are ineligible. His reply to my questions:

*Governmental entities are not eligible to apply. The thought process behind that is most government agencies are essential and their funding is mostly guaranteed. I would not anticipate you would lose much funding as the majority of your revenue comes from taxes. With that, You have to determine that there is substantial doubt about your need for the funds.*

### **Status Report: Public Service**

Since the closure the staff and I have been actively working to provide as much remote library service to our patrons as possible. We continue to work on ideas for reaching people who do not have Internet access or other resources. We are leveraging the networks of area partners to provide library information at the YCS weekly food distribution sites and through other means.

The Ginsberg Center from UM very generously provided us with a Zoom account, giving us the ability to hold virtual staff meetings. This has sped up activity and we are trying to be proactive in helping students, families, and seniors, in particular. I'm very proud of what our team has accomplished so far with the Spring Challenge, a broad resource list for the times, remote registration for new borrowers, and a beefed-up collection of digital materials.

The day we announced our closure we were inundated with patrons who checked out tons more than normal. We currently have 18,000 items checked out, and there are holds on 500+ available items.

All due dates have been extended to beyond the end of the Stay Home order, and can be extended further as we learn more. We have created an "ecard" that we can issue to YCS students without a parent signature and in spite of fines so they can use our eProducts for schoolwork. All ecards will expire at the end of August and they do not allow physical borrowing.

Lending of electronic products is up dramatically. We had nearly 150 new Hoopla patrons in March. We have diverted funds from print collections to digital for the time being.

We have set up a voice mail reference service and have generated a list of 5,000 patrons 55+. Staff are making check-in calls to make sure these patrons are aware of library services available and make referrals to social service agencies, etc. as needed.

Programming is cancelled through the end of May. We are holding virtual meetings of book clubs, beginning to hold storytimes on YouTube (had to get copyright issues figured out), and may be able to offer some additional programming online. Staff have set up a community read around a Hoopla title.

### **Status Report: Facilities**

Following the 3/13 closure, our Facilities Department staff thoroughly disinfected all three buildings and the bookmobile. We placed buckets in spots at Whittaker known to leak during rains. I designated a select group of staff who are allowed access to the facilities, as required by the Governor's Executive Order 2020-21. Someone is visiting Michigan Avenue and Whittaker every 2-3 days to make sure there are no incidents of vandalism or building issues. Superior is under the watch of the Township firemen. All three facilities' alarms are armed 24/7 when no one is there.

- All lights are off except those normally on after hours.
- All computers turn on in the morning and turn off 5 minutes later to save electricity.
- Waste pick-up has been suspended.
- All book returns are closed, with signage for patrons to keep materials until the library reopens.
- Deliveries have been suspended.
- Our mail is on hold with the Post Office. We are picking it up every 2 weeks.

The Governor's Executive Order 2020-42 states that businesses allowing staff to enter their facilities for essential functions must "develop a Covid-19 preparedness and response plan consistent with the OSHA Covid19 workplace guidance, and available at the worksite or headquarters." Essential functions for us at this point are basically limited to: 1) payroll and accounts payable associated with benefits and utilities; 2) technological support for remote access by staff; 3) building maintenance or security issues.

I put out a call for staff volunteers to serve on three planning committees:

- Reopening, which will determine the best course for a "soft" return to normal once allowed. The Library of Michigan recommends we consult with the County Health Department and proceed under their guidance for safe operations. We will likely start with only staff in the buildings to discharge and re-shelve materials, etc. and have limited hours of operation for the public. Possible we may only open one location to begin, or have a limit on the number of people who may enter at a time (this could be a legal challenge), or provide service only by appointment. We may offer curbside service or other creative means of delivering materials prior to a full opening.
- Safe service, which will determine how we can best serve patrons face-to-face once we reopen. Computer help will be challenging with social distancing. Many libraries are installing plexiglass screens at service desks, etc.
- Cleanliness, which will establish procedures/schedules for disinfecting surfaces throughout the buildings and safe materials handling.

Ideas on these topics are being discussed in various library forums, and we are taking it all in. I welcome your input.

### **Status Report: Communications**

Our long-awaited new staff Intranet was finally unveiled 3/9, the Monday before we closed. This hub puts workplace information all in one place, and will help us be more efficient.

Since the closure we've been communicating with patrons on our Facebook page, updating them on library use and directing them to resources. We have posted many resources on the YDL website; staff recently re-worked the layout of information, as it had grown so much it had become unwieldy.

ReadSquared is the platform we use for 1,000 Books Before Kindergarten as well as the Summer Challenge. Jodi Krahne led the charge to develop a Spring Challenge using ReadSquared when the schools' closure was announced. New challenges are being added all the time; it goes through late May.

We prepared flyers to be included with YCS food distributions, Meals on Wheels, etc. to try to reach people who haven't found us virtually. Letting them know they can call or email with questions, to get or renew a card, etc. On 4/17 we also began making check-in calls to senior citizens in our borrower database to make sure they have what they need and make referrals when necessary. We have pared down an initial list of 14,000 names to 5,000 after removing expired cards, etc. We started with people who do not have an email address listed and will see how far we get. Staff from all classifications are pitching in on this project.

The normal deadline for staff to pull together content for the summer issue of *The Loop* is April 15. We will not have a normal summer issue this year. Instead, I'm envisioning a one-page monthly release we can turn around quickly and mail to let people know the current status of Library service as it develops. It is doubtful there will be much in-person programming for the summer, so no big events listing will be necessary, but this is the one way we can hit every residence in the district. I'm somewhat concerned about the status of postal service, but time will tell.

Before the closure, Sam and I were working on the 2019 Annual Report. It will be delayed, but it is coming together.

### **Status Report: Capital Improvements**

Our September groundbreaking target for the new Superior Library was dependent on a very tight site plan review schedule. As the Planning Commission's meetings have been cancelled, I now doubt we will break ground before next spring. Very disappointing, but there is little we can do.

Terracon is doing the design work for the Whittaker window project while in quarantine. It is unclear whether our plans to conduct the work in the summer will be disrupted.

Strategic Energy Solutions had just provided a draft specification for the Whittaker lighting control system when we closed the library. Jim and I were to meet with the project manager the following Monday. We will review it with him when we can.

Dan Whisler provided a proposal for renovating the Café space for vending. I will not be bringing this forward for consideration until we know more about how library service will look after the lockdown.

The Michigan Avenue heat exchanger project will commence when the Stay Home order is lifted. The library doesn't have to be open for business, and the repairs are necessary.

We released an RFQ to paint the interior at Michigan Avenue with a deadline of 3/17. To my knowledge, with the virus looming we only received one bid, although 10 firms came to the informational walkthrough. The hope was to paint the last week of May. There are currently too many unknowns to say whether this project will proceed this year.

**Status Report: Fundraising/Financial**

Besides the IMLS grant for TALK, we recently applied for a grant from First Presbyterian grant for next year's field trip transportation. Unfortunately, on the day we submitted the application they announced they were changing their funding emphasis to COVID-19.

We also applied for a \$5,000 grant from the Kiwanis Club of Ann Arbor for Superior. They fund capital projects and told us to describe a broader need for further consideration, which we did.

In addition we just submitted a DTE Community Transformation grant for Superior.

Executive Coach Patricia Berry offered us 3 free hours of coaching to brainstorm ways to fundraise in the changed landscape. I invited 5 staff members to join me on Zoom for this; we had our first one-hour session recently, and it was very energizing. Aside from grants, our fundraising focus will be changing for the time being so we can better support our community through COVID-19.

I am concerned with how property values will look when this is over, and I also wonder what it will do to construction costs. I am scheduled to attend a webinar on the State and local financial picture on 4/28.



# **YDL Dashboards**

# Department Reports

## Acquisitions Department Board Report, April 2020

Hello everyone! I never could have imagined I'd be writing my first board report as Acquisitions Manager under the current circumstances! I was just a few weeks into my new position when the closure happened. During those weeks, I trained with Julianne on a number of aspects of the job, including all things invoicing, vendor relationships, and day-to-day managerial duties. Since the closure, I have adapted to working on various tasks and projects from home. These include:

- Regularly checking in with my staff. Everyone is safe and healthy!
- Suggested and implemented a "Staff hoopla Picks and Recommendations" page for the website. This was a way to promote our digital resources and help patrons navigate the vast amount of titles available.
- Participating in the Senior Phone Call program. This has been a rewarding experience and it has been great to hear how much our patrons love and appreciate YDL!
- Reached out to the Ypsilanti Historical Society and Museum to offer assistance with Zoom meetings and programs. We will be helping to set up their board meeting in May.
- Volunteered for the Cleanliness Work Group. Acquisitions Clerk Gail Valentine is also on the committee. We had our first meeting today, April 24, and are off to a great start, brainstorming and researching how to best tackle this issue.
- Re-connected with the Washtenaw Reads screening committee to get this year's selection process started. We plan to meet on Zoom for discussions. Our biggest challenge will be accessing enough copies of the potential books for committee members to read.
- Watching webinars and utilizing other online learning opportunities for professional development.
- Attending Admin Team Zoom meetings. These have been especially helpful for me as a new manager. I'm very grateful to be part of such an amazing team during this unprecedented time.

Below are the statistics that I have access to at the moment. I cannot report the number of items cataloged and the total number of items added as those are on physical tally sheets on staff desks.

- The budget is 31% encumbered
- 637 e-items were added in March
- 524 e-items were added April 1 — April 22
- YDL borrowed 482 items from other libraries via MeLCat in March
- YDL loaned 568 items to other libraries via MeLCat in March

Submitted by Sarah Zawacki, April 24, 2020

Assistant Director  
Board Report: April, 2020

My first thought upon writing this is to say THANK YOU to the Board Trustees for ensuring that library staff have remained on payroll during this crisis. It is heartbreaking to hear of so many unemployed and losing their businesses and income. I am both saddened and very, very grateful.

Efforts right now are focused on reopening plans, which will undoubtedly change many times over. In compliance with the Governor's Executive Order, we remain closed through at least May 15 since we do not provide service "essential to sustaining life." Three staff committees have been formed to begin looking at the various changes and protocols that will need to be in place prior to opening our doors. The work of the respective Safety and Cleaning committees will be presented to the Reopening Committee, who will use the information to create a staged reopening plan. This plan will need to be fluid and support both moving forward and moving backward should the pandemic resurge. Built for "stages," our plan must address service levels and safety issues for both patrons and staff, as well as comply with library policy. For that reason, I think we will be looking at editing many of our policies! There will be lots of legal questions libraries will face, such as:

- Can we have dedicated service hours for at-risk populations or seniors?
- How can we enforce the use of masks?
- Should staff be subject to temperature checks?
- What legal role will libraries play in contact tracing?

Many questions remain. Other (better) news is that our digital content is getting heavy use and new users. I will raise the limits on Hoopla so that patrons can access more material. There will be significant budget adjustments at year end to accommodate this, but it is the right thing to do and will make our patrons happy! Many publishers have agreed to release restrictions on their products, including Ancestry Library, which is now available on our web site and not just in the library.

I have kept in touch with our Friends, and they all seem well but are obviously missing us. It was sad to not be able to honor them (and you!) at our annual volunteer potluck. It would be great to reschedule that in a post-pandemic world. The annual staff in-service will likely also need to be canceled for safety reasons.

Some good news is collaborative efforts between IMLS, OCLC, and the scientific research lab Battelle to share guidance for collection-focused organizations, such as libraries and museums, as well as leadership from ALA to advocate for \$2 billion for libraries on the federal level. State budgets are drying up, so funds there (already a pittance) are likely to be unavailable.

The pandemic has made clear so many of the inequities in our society, and I hope there will be greater economic and political support to reduce these disparities in our communities. I'm looking forward to the fine/amnesty conversation and how that looks and feels both on the balance sheet and in terms of community goodwill.

I hope all of you are staying well. Thank you again for your hard work on behalf of Ypsilanti.

**Submitted by Julianne Smith, April 24, 2020**

# Communications & Development

Monthly report: April 2020

## Major print pieces produced:

- We're rethinking distributing the next issue of The Loop and should have a plan in place within the next week for processing with our content.

## Promotions

- Sam has been working with EMU students to wrap up work on the Family Reads material and Summer Challenge videos. Due to the Covid-19 Virus we're suspending our donation asks that would typically be going on now for the Summer Challenge, but the promotional materials might be helpful as we decide what format the Summer Challenge might take this year.

## Community Relations

- We created a new page on our website devoted to Covid info:  
<https://www.ypsilibrary.org/interests/covid/>
- We've partnered with YCS, Meals on Wheels and potentially others to distribute hard copies of our flyer to help reach folks who don't have Internet access.

## Notable Media Mentions/Partnerships

- Sam has done interviews with Concentrate, WEMU (twice) and the Lucy Ann Lance Show to talk about how the library is shifting and maintaining essential services to patrons during the closure.

## Notable Social Media activity

- We had a series of posts for National Library Week that got a lot of positive engagement and views. Our post for National Library Workers day, for example, reached over 1,600 people and got over 300 engagements.
- Our post of empty building pictures got over 1,400 views and over 400 engagements.
- We've also been sharing information about our virtual storytimes. Jodi's Jazz Storytime, for example, got about 1,000 views and close to 100 engagements.
- We've been sharing info on what others in the community have been doing, and helpful resources on FB that have gotten good engagement.



*Submitted by Sam Killian on April 27, 2020*

Customer Services

Monthly report: April 2020

***Unique Management Systems Update***

In March 2020 UMS recovered the following:

Materials Returned: \$448.27

Dollars Received: \$718.28

Since YDL began using UMS we have recovered the following:

Materials Returned: \$179,434.48

Dollars Received: \$112,459.83

As of March 13, 2020, UMS has temporarily halted their collection process, while all YDL buildings are closed to the public.

Since the book returns are closed at all YDL locations, we have pushed out the due dates of items currently in circulation, which totals almost 18,000. We will continue to adjust the due dates as needed to comply with the shelter-in-place order for Michigan.

We have remotely registered 28 new YDL cardholders during the period of March 14-April 23. We have also remotely renewed the accounts of 85 existing YDL cardholders, as well as answered many requests for forgotten pin numbers.

Submitted by John Connaghan on April 23, 2020

# Facilities Department

## Board Report: April 2020

The Stay-at-Home order from the Governor has everybody staying home except for some essential duties which need to be attended to. After we closed last month, the following week, the Facilities Department did a cleaning of all counter and table tops, and vertical surfaces that are reachable. Sprayed disinfectant on all stuffed chairs, used alcohol wipes on computer keyboards, doors, door knobs, light switches, and any other item we could think of and reach. This happened at all three branches, and the Bookmobile too.

We are monitoring the buildings, with building checks twice a week making sure all HVAC systems are working properly, no electrical issues, and no vandalism. The alarm company alerted us on an issue concerning the back-up batteries in case of a power outage. We replaced them and all is working properly now.



We removed the battery packs out of the AED's to save battery life while being closed. Circuit breakers were turned off on some lights which cannot be seen from outside to help save electricity. We will also be starting the Bookmobile and let it run for a while to keep it in good running order. Waste Management was called to suspend pick-up of trash and recycling during the shutdown. They will not bill us during this time.

In the meantime - attending Zoom Meetings with staff to talk about re-opening strategies when we do get back. Hope to see everyone soon!

**Submitted by: Jim Reed, April 21, 2020**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

April 2020

## Status Report

- Intranet Website Improvement Initiative – This is operational and a happy addition considering the work from home status everyone is in.
- Helpdesk Report – Low volume, we're closed.
- Closure projects – Remote access, working with staff to give around 20 staff access to Whittaker rd. PC's to perform library functions at home. Remote phone system, utilizing our phone system we've given some staff access to remotely make calls through Whittaker rd.
- RFID Readers – We've performed some pre-configuration and are now planning the rollout. If possible I will do this before our building re-open
- PC Replacement/Windows 10 Update – We are working through a follow up list of items/issues pertaining to the patron rollout and the new operating system. We expect to get through the majority of these items this coming month.
- 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.

## Overall System Status

- Shortly after our closure I was able to identify and address a few IT security items that were not apparent during normal daily usage.

## New or Upcoming Items

- Superior Data Line- Over the last few months we've experienced various symptoms on our data connection at our Superior location. Most of which appear as a slowness in the performance. I've extensively looked into this issue and have yet to come up with a true source. We are making some recommended adjustments and hope to identify the culprit with some more powerful analytical tools.



## Michigan Avenue Board Report: April 2020

### Before We Closed

Before Stay Safe/Stay Home our largest attended programs were the AARP Tax Aide programs. Unfortunately, AARP has suspended the tax aide program indefinitely. I called 82 people to cancel appointments. Thirty-nine people felt they could do their own taxes through one of the free tax sites, while 43 seniors didn't have any internet or did not feel they could do it for themselves. And, of course, we also had drop-in hours which were heavily used. Because the tax deadline was extended we're still hoping to be able to fill the appointments.

The youth area was busy with storytimes, TAG meetings, podcasting workshops, book clubs, comic drawing, Steam Café after-hours, Y on the Fly, 826MI tutoring and YpsiWrites. It seems so long ago!

### During Stay Home/Stay Safe

All staff, except one page, is able to access their email from home and are responding to MANY emails. Almost all of the librarians have access to their files remotely so they are able to continue work they started. All librarians are reviewing journals, and ordering books and materials but not sending any orders out because there is no one to receive and process materials.

Working from home has been a learning experience. Before we closed, most of my staff, including myself, had never used Zoom. Now all staff have become comfortable. They are using their own computers and devices so access varies. We've used Zoom for all kinds of meetings, get-togethers, and webinars. The most moving meeting was with 6 of our TAG kids. We miss our kids! It was clear that they were missing the library and had lots of ideas for doing things virtually with the library. Jesse led the way in virtual programming by using Zoom with his Guitar Club and he will start doing the Visual Book Club virtually. Sadly, several members of both groups are unable to participate due to the lack of technology. Pat has been doing Zoom storytimes with some of her families and they asked her to do them several times a week. She's working on running her book clubs virtually

Kelly, Pat, and Jenny have been helping with Spring Challenge. Kelly has been updating teen booklists on our website and a top ten list of YA books. I have added Covid-19 resources and information on business, health and wellness, and racial disparity issues. There was a request from the Downtown Association of Ypsilanti for the library to set up a virtual Community Read. With help from Jodi and Sam, I set up a Facebook group with activities to help people engage. The book that was chosen was *With the Fire on High* by Elizabeth Acevedo, the author of *Poet X* which won the Young Adult National Book Award. The book is available on Hoopla in audio and eBook formats.

Many staff are attending lots of library webinars and reading library blogs, some from all over the world. We are staying informed, learning what other libraries are doing while closed, and researching best practices for opening. Anything we learn will help us now and in the future. We are also attending local business, town halls, and youth-serving organizations so we engage with our patrons and learn where YDL can fill needs. We are also attending webinars about tools for distance learning to improve our skills. Being at home has allowed time for intense rounds of training.

Pat, Kelly, Jerome, Dee, Shania and myself are making senior wellness calls. It has been very rewarding and seniors have been happy hear from us. Many seniors have been connected to our downloadable collection, others are in need of referrals to internet access, legal help, and other needs but some just want to talk to a human. 😊

## **Planning Ahead**

Lisa assigned some Michigan Ave staff to the work groups to research and advise opening our buildings in the future. Kim, Kelly, and Dee are on the Safe Service Work Group, Jenny and Shania are in the Reopening Work Group and Jerome is on the Cleanliness Work Group, They've taken a very active role in trying to make sure that the staff and patrons will be safe while also providing the best service we can. Michigan Ave staff have expressed very strong feelings and concern for our patrons, we want to provide services, whatever that may look like, as soon as we safely can.

Everyone is working toward a cohesive program for Summer Challenge. Providing services and programs with limited use of our building will be challenging. Jodi has been leading the way and providing organization. Pat, Kelly, Jenny and Scott all have ideas popping. Everyone is part of at least one age group: Little Ones, Youth, or Teens. Kelly and Shoshanna also have plans for on fall programs.

## **Staff Wellness**

I know I can speak for all staff that we are very grateful to be paid and to have jobs that have lower risks than so many heroes on the front line. However, everyone would be so much happier to back at work. Like everyone else, some are isolated or very busy, not able to work from home at all or working too much. Three staff have three kids at home that they are teaching while trying to fit in some work. I have one staff member who has lost a good friend and another who has lost many friends to Covid-19. I'm confident we will rise to the challenges but the toll is heavier on some than on others. We appreciate Lisa and the board allowing flexibility in workloads while everyone is handling their individual situations.

Joy Cichewicz

4/24/2020

# Outreach Services Board Report

## April 2020

### Staff Updates:

Hello from my home office! Many outreach staff members have been working remotely. Everyone is healthy and well. Following are some of the activities we're involved in:

- Staff are adapting to new technology for video calling, remote access to the YDL phone system, and remote access to the YDL computer network
- Staff are involved in work groups centered on our re-opening plans. Stacey is representing Outreach on the Cleanliness work group, Nicole on the Safe Service work group, and Monique on the Reopening work group.
- We are planning for summer programs and services. Amidst a great deal of uncertainty, we know that this summer will look different than any we've seen before at YDL. Outreach staff members are helping to develop summer plans along with youth staff across department, as well as planning for ways to safely bring this program out in the community.
- Staff have been taking advantage of various webinars, online meetings, and professional development opportunities during the Library's closure.



### Special Projects

- Monique has been in touch with the Senior Advisory Board members
- to keep them updated about our closure
- Mary contacted all bookmobile patrons and registered program participants to let them know about the closure and cancellations
- We launched an exciting service of calling older adult patrons with library cards. We are asking how they are doing, offering to connect them to community agencies, and offering to help them with electronic resources from the library. Fourteen staff members have been placing calls thus far. Monique is in charge of assigning everyone lists of 50 people at a time to call. It has, across the board, been a very positive experience. Following are some comments from staff about doing the calls:
  - *"My calls went well today, one person said it "made her day", several said they REALLY miss coming and can't wait for us to re-open, one said she will be one of the first in line!"*
  - *"One patron just sang the library's praises and said she wasn't surprised we were calling to check on people because every time we visit the library, staff are so attentive."*
  - *"I am getting really positive responses. Some just really want to talk and tell stories, so I just listen. This has been really rewarding and a great service to our patrons."*
  - *"I am so glad I signed up to do these calls! It felt so good to talk to the people I was able to reach. Everyone was so grateful."*
- Liz is working with Paula to make an instructional video about YDL's app for us to post on our website and social media. Look for that, coming soon!

### Bookmobile News

- Thanks to Jim for doing weekly start-ups of the Bookmobile to keep the engine in good working order. It is running fine.

### Superior News

- Before the Library closed on March 14, we continued Scan & Go tax appointments, held our ongoing programs of Storytime, Gaming Unplugged, Tween Reading Circle, Crafty Club, and Ypsi Writes.

- Mary continues to meet virtually and coordinate with the allies group that supports the Sycamore Meadows Tenants Association. While the tenants group has not been able to meet since early March, we continue to communicate and help residents get their legal, food, and health needs met during this crisis.

### **Learning Never Gets Old News**

- We delivered new large print books to the Ypsilanti Senior Center in early March. We have missed deliveries at six sites so far due to the closure of the library. When we reopen, we will have a lot of catching up to do to bring our collections up to date.

### **Outreach News**

- In the early days of being closed, Monique contacted all of the Books on Wheels patrons to let them know. Many are badly missing their book deliveries and the face to face contact, but were understanding.
- Outreach staff, along with youth staff across locations, have been reaching out to our contacts in Ypsilanti and Lincoln schools to be sure they are aware of library resources for them and their students. We have also been working with our partners at 826michigan to survey teachers about their greatest support needs for the rest of the virtual school year.

Submitted by Mary Garboden  
April 24, 2020

## **Whittaker Road-Adult Services at Home Board: Mar and April 2020**

Here is a listing of March programs that took place on site before we closed:

- Writers Workgroup (1 Mar meeting)
- 1 book discussion group (Thu Am Bk Grp)
- Computer classes (3 classes scheduled)
- Yarn Hooks and Needles Handicraft Program (2 meetings)
- YDL Film Club (1 meeting in Mar)
- League of Women Voters Census Awareness Table (1 Sat in Mar)

April programs:

- Virtual African American Authors Book Grp meeting
- Virtual Mystery Lover's Book Group

The two April book group meetings are scheduled on their regular dates at the regular times, April 28 and April 29. It will be interesting to see how these meetings go. They will be held using Zoom. Paula has held a practice meeting with both group leaders, a practice meeting with AAABDG group members, and will hold a practice meeting for Mystery Lovers Book Group members on April 24. In addition, she created 3 documents to guide users on how to join Zoom meetings using a phone call, a smart phone app, or a pc/tablet. These documents have been sent to all book group members to help them access the Zoom meetings. Paula will host both meetings to assist the members. It will be a different kind of experience, but it is the safe way to run these programs. Sheila Konen has been providing content for adults for the Spring and upcoming Summer Challenges. Details for the Summer Challenge are still being worked out.

All staff has done work from home. Here is a list of things we have done/are doing: calling seniors, responding to VM messages, answering email reference questions, building book and media orders to be placed when services resume, ordering increased econtent, writing Hoopla staff picks, creating Hoopla bibliographies, adding content to YDL's website, contributing information to YDL's Covid-19 resource page, contacting those who signed up for AARP tax help appointments, contacting program presenters and program registrants to cancel, attending remote meetings, learning how to use Zoom, attending webinars on a variety of topics, working on committee assignments, creating computer class schedules, improving computer teaching skills, Facebook posts, compiling genre book list, assisting patrons over the phone with setting up devices for econtent services, helping other staff learn how to use new tools, lining up titles for future book group discussions, helping staff with Overdrive ordering questions, and ordering Overdrive econtent for TLN Download Destination service.

It has been an adjustment to do all of this from home; we are all learning new ways to work and using new tools. It was very sad indeed to have to tell 82 people that we could not help them get their taxes done via AARP at the library; many have no access to technology and rely on AARP; hopefully the extended deadline gives them time to file. On the other hand, it has been rewarding to call our senior patrons; most have been grateful that we have touched base with them and tell us they really miss the Library and can't wait until we are open again!

Submitted by Paula Drummond April 23, 2020

## Whittaker Youth Services Board Report April 2020

### Program Highlights

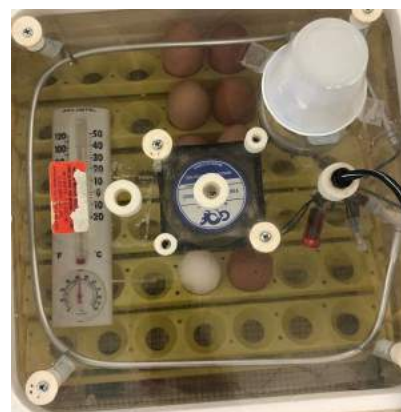
Because we didn't write March reports, I'm including a few items from late February. It's nice to look back to a happier time when the library was still filled with kids who we look forward to seeing again when it's safe!

#### Little Ones

- In February 926 parents and little ones attended 28 storytimes.
- Cirque Amongus offered a circus workshop for little ones enjoyed by over 70 people.
- 175 people attended the Preschool and Kindergarten Resource Fair. It was great to make and solidify connections with schools and educational organizations in the community. Thanks to Marlena, Ulana, and Pat for helping and to Sam for promoting!
- Special thank you to Marlena for leading the way in virtual programming by creating the first recorded storytime. She's learning new tech and sharing tips. We release her videos every Thursday morning, just like a real storytime. Instead of live streaming, we've opted to post them on the YDL YouTube station, embed them on a [library webpage](#), and promote them on social media so parents can watch when it's convenient. By embedding them in a webpage we can add links to other content such as Spotify playlists, craft projects, and fingerplays. I also posted a [jazz storytime](#) and all storytime presenters wrote a [hello-from-home](#) post with links to favorite songs, online books, and more. Videos are averaging 33 views on YouTube, plus more on Facebook and Instagram. The 3 storytimes had 143 clicks on Facebook, 10 shares, and reached 2,518 people. Marlena's storytimes are long for Instagram, but I uploaded part of the jazz storytime and it was watched by 368 additional people. At this point, videos need to be removed by June 20 to not violate copyright, but I'm watching to see if this changes. If we can't host in person storytimes this summer, we hope to continue.
- Because Baby Storytime is about parents connecting with others more than babies listening to books, I am working with Kristen to offer a regular [Zoom Meet Up](#) for parents. Following guidelines used by the YMCA to keep people safe in online classes, we are requiring registration and I will be in the virtual space to monitor activity while Kristen leads the program. Our first one is Monday morning.
- Youth staff from all locations are working together to plan how to offer virtual storytimes until it's safe for large groups to gather, and how to make it easy for parents to do TinkerLabs and sensory activities that focus on STEM, nature, and early literacy with items families commonly have at home.

#### Kids & Families

- 144 people learned about the latest UM science at hands-on stations in late February.
- Huron Clinton Metroparks was scheduled to do a two-part STEM program. The first weekend in March they brought eggs to the library and left us with an incubator we had on the reference desk. Kids stopped by to look and learn. They were supposed to return to teach kids about chickens and take the hatched chicks to a farm. Luckily they were able to pick up the egg incubator the last day we were open.
- Liz has transitioned Library Labs to online videos! The first was posted this week, on YouTube and Instagram. She demonstrates how to make homemade sensory playdough with flour, water, and spices. It was viewed 217 times on [Instagram TV](#). As we learn more, we are planning on using this platform more and including Instagram stories kids and parents can easily follow and click on to link to our website. We currently have just over 1,600 followers.
- Molly has kept in touch with her Farm-to-School community connections through email and Zoom. She is planning a virtual Garden-to-Table session with a local garden educator named TC Collins. He will film himself and Molly will assemble supporting links on a web page with his video on how to plant seed potatoes. He has 100 seed potatoes to share. Molly is coordinating where families can pick these up safely.
- I reworked the Summer Challenge and launched the [Spring Learning Challenge](#) the week we closed. Some people quickly signed up, but as the stay-at-home order lengthened and students resumed online school, participation has stagnated. We decided to let people log activities until May 22 and have posted more challenges





on Facebook this week tied to the Community Read and National Library Week. Some challenges require participants to upload a photo, so I started a [YDL Flickr album](#) to share them. See a "Book Bento" to the right, a photo with a book cover and items that help tell the story. The 330 people that signed up for the Spring Challenge have logged 953 books and completed 313 learning challenges created by staff.

- Youth staff from all locations are meeting to plan what summer distance learning might look like for youth and families. We are working on learning packets and simple supplies families can grab with a sack lunch and complete at home, similar to how the school district is distributing learning materials now. We will combine these with online links to videos and more so parents can easily keep kids engaged in fun learning all summer. Once we solidify the packets' themes, YpsiWrites will help create writing prompts.



## Teens

- I held a virtual TAG meeting this week to touch base with everyone. 5 teens attended a Google hangout session and talked about what they see as teens' greatest needs right now. One wanted a virtual space to meet up with classmates to study for upcoming AP exams. I reached out to Lincoln's curriculum director to see if she would like the library to facilitate this type of session and she said yes, so I'm working on that with the TAG member. They also want to find a way to help teens connect virtually and also offer how-to videos from local artists or bakers this summer, so we'll continue to meet every two weeks. See a screenshot from our meeting!
- Kelly has been researching tech platforms we can use to engage teens this summer in combination with handouts such as art supplies. Ideas include facilitating anime watch parties, group gaming, and online trivia. Staff from all locations meet this Friday to share ideas.



## Website

We have all used time to update web pages and provide links to resources to help people cope with Covid-19.

- I updated the 1000 Books Before Kindergarten page to allow people to download the logs or just track reading by keeping a tally sheet they can bring in when we reopen.
- I updated the Family Read page to give families at home ideas to continue to engage with the book.
- I created guides to [keeping kids safe online](#) and helping [kids cope during Covid-19](#).
- I compiled many links staff shared about online learning resources into one [guide](#) that we shared with YCS and LCS teachers and is on our flyer, and a financial resources/unemployment help [guide](#).
- I helped Joy create a page for the [Stay-at-Home Community Read](#) and helping her find content to share on the Facebook Book Group.
- Molly and I contributed best-on-Hoopla lists to Sarah.

## TALK

- As Lisa has reported, we submitted a lengthy grant application and cemented partnerships to solidify our plan to expand TALK to libraries throughout Michigan and possibly beyond. I look forward to learning if our project is selected in July!
- Claire's internship ended on March 31, so I am working on the draft she started for the final LSTA report.
- Liz is creating Facebook posts with TALK messages on the TALK Facebook page that are appropriate for kids 5-7 who might be too old to sign up, to give parents learning activity ideas they can do at home. This makes the content available to a broader audience while families are stuck at home and need activity suggestions.

## Other News

- Liz, Molly, and I are all Overdrive selectors, so we have been adding youth content. Librarians are still building carts to order when the library reopens.
- Lisa suggested I submit the Family Read as a project to be considered by Michigan Council for the Book for a small grant. They emailed asking how I would conduct the program in light of Covid-19. I was able to show them the webpage and the Spring Challenge as examples of how to engage families remotely with reading. I learned last week that they awarded the project \$500.
- Staff are adapting to working from home. As we move forward, we are learning how to practice self-care to manage the stress, how to juggle work and family responsibilities, and how to manage overwhelming numbers of work emails, but we all greatly appreciate the job security YDL has provided and our ability to continue to serve the community by providing valuable access to resources, ways for people to connect, and learning opportunities for kids during this period. Thank you!

# **Old Business**



# New Business

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 4/24/2020  
**Re:** Staff compensation during the COVID-19 closure

Attached is a resolution formally affirming the staff compensation decisions made in the wake of the COVID-19 closure, which I discussed with a number of you individually and reported to the full Board via email.

The only YDL staff not being compensated during this time are our hourly Pages and substitutes.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-13

April 29, 2020

RESOLUTION TO APPROVE STAFF COMPENSATION DURING THE COVID-19  
LIBRARY CLOSURE

---

Whereas, the Library closed March 13, 2020 in the interest of public health and has remained closed by order of the Governor of the State of Michigan since that date, and

Whereas, YDL staff have been working from home, each at their own capacity, to continue serving patrons during the COVID-19 crisis, and

Whereas, the YDL staff are the library's greatest asset, and their wages were already budgeted for this fiscal year, and

Whereas, after conferring with individual Trustees, the Library Director approved pay during the closure for all staff who work an established number of regular hours, and

Whereas, no Paid Time Off has been charged to or accrued by staff during this time, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Staff compensation as described above is approved to continue until the Stay Home, Stay Safe order is lifted or the Board resolves otherwise.

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

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

YES:        NO:        ABSENT:        VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 4/24/2020  
**Re:** Discussion of a potential fine amnesty

The COVID-19 crisis is hitting our most vulnerable populations hardest in terms of health, education, and economics. Knowing this, YDL's department heads have proposed a fine amnesty when the Library reopens. This memo presents information for your consideration prior to a discussion of this idea.

An amnesty would forgive overdue fines for YDL items returned prior to the closure. We would not waive:

- Fines on outstanding items that were due prior to the closure (items due during the closure have had their due dates extended and will not incur fines when returned)
- Processing fees and replacement fees for damaged or lost materials
- Fines or fees associated with materials borrowed through MeL
- Collection agency fees

This would indeed be a wonderful goodwill gesture that our community would surely appreciate, and it would remove a barrier to getting a library card for many. However, fines are still a revenue stream for YDL, and our financial future in the wake of COVID-19 is unclear.

- Property values are likely to drop again
- Penal fines were already on the decline
- July State aid payments are in doubt because of the State's budget shortfall
- Personal Property tax reimbursements may be affected
- We will have no Café revenue, and no meeting room revenue for the foreseeable future

In the current fiscal year's budget, we anticipated collecting \$61,425 in fines. Much more than this is owed, and we know and accept that much of it will never be collected.

Our accounts with Unique Management Service would be impacted by an amnesty, so it would be a good time to reconsider that relationship. As I have reported before, UMS' effectiveness has been affected by regulatory changes to what they are allowed to do.

Prior to the closure, Julianne and I met with Kristy and Theresa to discuss a way forward to become a fine free library. We had planned to take a straw poll vote at this meeting to feel out the Board's opinions on this. If we did an amnesty, would it make sense to "go all the way" and eliminate fines going forward? Or is that an irresponsible move when our financial future is murky? My biggest objection was the potential impact on our capital campaign. Since the campaign and building project are now stalled, might this be the right time? Please consider and come prepared to share your thoughts.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 4/27/2020  
**Re:** Discussion of potential reopening

I have assembled three staff work groups to make recommendations for a reopening plan:

- Reopening, which will determine the best course for a "soft" return to normal once allowed. The Library of Michigan recommends we consult with the County Health Department and proceed under their guidance for safe operations. We will likely start with only staff in the buildings to discharge and re-shelve materials, etc. and have limited hours of operation for the public. Possible we may only open one location to begin, or have a limit on the number of people who may enter at a time (this could be a legal challenge), or provide service only by appointment. We may offer curbside service or other creative means of delivering materials prior to a full opening.
- Safe service, which will determine how we can best serve patrons face-to-face once we reopen. Computer help will be challenging with social distancing. Many libraries are installing plexiglass screens at service desks, etc.
- Cleanliness, which will establish procedures/schedules for disinfecting surfaces throughout the buildings and safe materials handling.

The Governor has mandated businesses to have a COVID-19 Preparedness and Response Plan in place according to OSHA guidelines (<https://www.osha.gov/Publications/OSHA3990.pdf>). The work our groups produce will also contribute to the development of this plan.

I have attached two documents that present many reopening considerations for public libraries. They will give you an idea of the complexity of this process. We will surely need to modify some policies, and both the YDL reopening plan and our Preparedness and Response Plan should be reviewed and approved by the Board prior to resumption of public service.

If there are approaches you especially like or do not like, items you feel we should prioritize, or additional ideas you have, please share them at the meeting so our teams can work as quickly and effectively as possible.



## **Michigan Public Libraries: Re-opening Considerations after closures during the Covid-19 Pandemic**

### **Intent, Scope and Purpose of this document:**

*Intent* – to identify areas of concern that member libraries may need to address when determining temporary procedures upon reopening to the public.

*Scope* – to consider what type and level of measures would be needed to protect the staff and the public.

*Purpose* – to generate a list of possible issues that a reasonable person would generally find to be of concern in the current COVID-19 work environment. The list shall be representative in nature only and is not meant to be exhaustive; the administrators of member libraries are encouraged to consult with the director of their county health department and legal counsel for further information on requirements.

Deepest gratitude to Dale Parus, director, Ionia Community Library, and to the Library of Michigan, the Michigan Library Association, and Midwest Collaborative for Library Services for their multiple webinars and shared resources that were instrumental in creating this document.

Please contact your Cooperative Director for further questions and information. We are here to help!

Michigan Library Cooperative Directors Association  
April 17, 2020

## **LIST OF POSSIBLE CONCERNS:**

### **Library Hours:**

- Part time?
- Full time?
- Extended time?
- Special Hours for At-Risk patrons, children? (Check with your attorney – legal implications.)
- Stacks access only hours?
- Program hours?
- Stagger hours for cleaning mid-day?
- Anticipate that hours may change as we go forward.

### **Re-open in phases:**

- Check with your local health department - get them to have a training session as needed on PPE and its effective use (NOTE: We may be offering a webinar on this.)
- Coordinate with other libraries in your county to provide similar or same services to ease patron confusion.
- Do a virtual or physical walk-through of your floor plan and address each area.
- Create multiple checklists and action plans as you prepare to open.
- Plan soft and hard re-openings.
- Follow Local and State orders; rules and procedures are reviewed and followed.
- Disinfecting, cleaning etc. is complete.
- Social distancing precautions are established.
- Staff arrives first for set time.
- Returns and Curbside Service are rolled out. (Consider traffic patterns/parking lot)
- Social Distancing precautions are reviewed.
- Lobby and Circulation Desk open.
- Full or limited access?
- Programming resumes (offer virtual access to all programs?).
- Board approved policies in place.

### **Social Distancing:**

- How will the 6 ft. rule of thumb come into play in the library?
- Does the library put “taped x’s” in certain areas?
- What procedure is to be used when asking violators to disengage or leave? [possible examples: snuggly teens, family members, etc.] (Consider amending patron behavior policy to be applied consistently.)
- Limit number of patrons in the stacks?
- Limit entry points?
- Limit restrooms?
- Computer workstation use – spacing and cleaning considerations
- Children’s toys and play area concerns – delay reintroducing?
- Space out furniture/Limit seating.
- Meeting rooms available for small groups of less than 10 with social distancing?

- Small study rooms remain closed or limited to only one user.
- Utilize timers to control how long patrons can be in the library for crowd control.
- Utilize Zoom or remote access application within the library for patron/staff tutorials.

## **Facilities:**

### **Building Capacity**

- Should the capacity of the library be limited during this time? If so, by how much? For how long?
- Just the public capacity or also the staff capacity? In certain areas or in total?
- How is this determination derived? By whom?
- Should only one family member be given entry? Encouraged, or mandatory (check with your attorney)?
- How is the temporary building capacity to be enforced? Who takes care of violations and determines the severity of an infraction? (again, attorney.)

### **Building Logistics**

- Traffic Control
  - Should traffic in the building be restricted to one entrance and/or one exit door?
  - Should traffic in the building be directed in a “one-way” fashion?
    - One-way stacks with patron limits per stack.
    - Aisleways be designated “one way.”
- Should some sections of the building remain closed until further notice?
- Should seating capacity be greatly reduced? (computer areas, study rooms and tables, etc.)
- Do you need a “holding room” for staff and patrons who appear ill?
- Provide a floor plan of the library (online and in-house) showing which areas are opened or closed.
- How will restrooms be cleaned and sanitized?
- Will you need increased maintenance services?

## **Staff:**

- Physical and mental health considerations of staff:
  - Should temperatures of staff be taken prior to beginning a shift?
  - Grief, economy, fear, mental health
  - Anxiety about working with the public
  - Will reassignments or other accommodations need to be made?
  - Safety with or without PPE
- Is shift work a better option to limit contact, number of people in building at one time?
- Do you need a counter at the door to provide access, PPE, directions etc.?
- Should only one person staff a task area, esp. if two or three staff was typical in the past?
- Continue to allow staff to work at home?
- Continue virtual story times and programming?

## **Personal Protection Equipment (PPE) and other supplies:**

- Should Plexiglass protectors be installed at task desks? Local sign shops are a great option



for these. Average price is between \$100-200 per shield.

- Should front-line staff wear masks? Optional or mandatory?
- Should front line staff wear gloves? Optional or mandatory?
- Should all staff wear some sort of PPE in the library, even if they never come in contact with the public? Optional or mandatory?
- If mandatory, then it would be expected that the library shall pay for the equipment. If optional, who supplies and pays?
- If mandatory, what level of PPE masks will be provided? Regular disposable, intermediate washable, or N95, etc.?
- How to dispose of PPE?
- Create a list of supplies and order additional essential supplies, anticipating possible interruptions of services from vendors. Look for group purchase opportunities through MEDC or your cooperative.

### **Materials:**

- This IMLS webinar with the CDC is very helpful for general information:  
<https://youtu.be/iuuczcz4BR0>
- This ALA article has information on sanitization of materials, etc.  
<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

### **Returning of Items**

- Should “drop boxes” continue to be used?
- Should all items be left in the “drop box” or a specified inside bin?
- Should items be quarantined for 24 hours prior to staff handling? Where to store such items?
- Do we disinfect items?
- How do we disinfect items?

### **Checkout of Items**

- Is it safe for staff to handle and check out an item that a patron just got off the shelf and passed to them?
- Is there a way to have no-contact check out?
- Is there funding to develop/run a “books by mail” program or other options?
- Do you utilize outdoor lockers for checkouts, holds etc.?

### **Self-Checkout Stations**

- Should the use of self-checkout stations by the public be encouraged or discontinued?
- If in use, then how often should the stations be disinfected? By whom?

### **Loaning Items in the Building**

- Should the library no longer loan out headphones (or similar items)? When, if ever, shall the library loan them out again?
- If loan continues, then how often are the headphones or the like disinfected? By whom?
- What about loaning pens, pencils, other items such as “Library of things?”
- Provide pens and pencils (local business can provide) that patrons can just take rather than having to disinfect.

### **Delivery of materials (RIDES, Local for some Coops)**

- What do libraries do before RIDES resumes or if it doesn’t resume?

- Should the materials that were just delivered to the library sit for 24 hours before processing?
- If items must be quarantined, then where and how should materials be stored? Quarantined in one direction of the delivery chain, or both ways?
- If it is determined that drivers are to wear PPE, then should the PPE be worn at all times or just when entering the library?

### **Patrons:**

#### **Physical and Mental Health of Patrons**

- Can we require masks? (Check with your attorney – legal implications.)
- Can you ask a visibly ill patron to leave or use a holding room? (need policy)
- Are DHHS employees available to talk with patrons on an appointment basis?
- MI Works employee available to help with unemployment/employment issues?
- Provide a list of agencies and contact information for organizations like Michigan Works, DHHS, local food pantry, suicide prevention, shelters etc.
- Provide a list of online schooling resources for students (MeL, MVHS, etc.)

#### **PPE**

- If mandatory, what level of PPE masks will be provided? Regular disposable, intermediate washable, or N95, etc.?

#### **Food and Beverages**

- Should “outside” food and beverage consumption by the public in the library be discontinued? Limited to items purchased in the library only? Completely discontinued?
- What about staff consumption in public/semi-public areas?

### **Services:**

- Have a greeter at the entrance for traffic and crowd control, to distribute maps, masks etc.
- Provide Telephone Reference for unemployment, government loans, health insurance, etc.
- Offer Reference by Appointment via chat, face to face with PPE, phone, email, etc.
- Consider drive-in programs where patrons stay in cars.
- Focus on digital services.
- Use outdoor areas.
- Send print and digital newsletters.
- Extend Wi-Fi service area and purchase hot-spots (for use at/around the library or check out – need policy/procedure)
- Will you accept cash for transactions?
- Can people use a PC, tablet, keyboards, scanner/copier and other equipment? How do you clean between uses?

### **Management:**

- Flexibility and creativity are key. Things will change, morph and remain fluid for quite some time.
- Adjust budgets as needed including planning for decreases in revenue streams like penal fines, monetary donations, interest income, etc. for future planning over multiple years.
- Consider staffing needs.

- Consider voluntary retirements.
- Don't sweat the small stuff.
- Embrace the "new normal."
- Focus on safety, sanitization and simplicity.
- Test assumptions.

#### **General/Miscellaneous:**

- Signage – what type of signage is needed? Public only, or signage for staff, too?
- Should the hours of operation be limited? For how long? Determined by whom?
- What procedures to implement if a staff member tests positive for COVID-19? Do we shut down the library for a day or two?
- When do you start to accept material donations?
- When can Friends Groups resume activity in the building, open up their bookstores?
- Can the library work with other partners (schools, township, etc.) to coordinate services if possible?
- Use a local newspaper and signage outside the library and in your community to educate the public of your new hours, limited service, etc. for those without internet access.

#### **Policies**

- Will the library have new/different circulation periods or policies?
- Patron behavior policy - need any changes in light of a soft re-opening/COVID-19?
- Is the existing Internet policy okay?
- Meeting room - delay reopen or schedule for small groups?

For COVID-19 information, here is a page for Ploud libraries compiled by Sonya Norris:

<https://www.michlibrary.org/covid-19-resources>

Colorado Library Consortium's "Returning to Service":

<https://www.clicweb.org/wp-content/uploads/2020/04/Libraries-Returning-to-Service-and-COVID-19.pdf>

[Become a member](#)  
[Sign in](#)

# A Phased Reopening Plan for Libraries as COVID 19 Restrictions Are Lifted



[John Thill](#)

Follow

[Apr 20](#) · 17 min read

The COVID 19 virus has had an unprecedented impact on libraries and the communities they serve. This plan seeks to explore several possible reopening scenarios, each dependent on factors such as recommendations from local and national health agencies, social distancing protocols, and critical community needs. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The most likely scenario may be a scaled reopening with an incremental easing of physical distancing measures.

In any of the scenarios the Library should implement the following:

1. Improved hygiene procedures for cleaning and disinfecting common areas.
2. Allowing staff to wear protective gear such as masks and gloves while administering public services.
3. Continuing to allow teleworking where it makes sense from an operational standpoint.
4. Encourage or require testing of staff for the virus and/or for immunity to the virus.
5. Messaging and plans should be in place to encourage the most vulnerable populations to limit their time in the community and/or allow for service hours that accommodate their needs more specifically.

**What if the governor lifts the Stay at Home Order too early?** If the Stay at Home Order is lifted before public and staff safety can be assured other factors should be used in determining what level of services the Library should offer. Among these should be:

1. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
2. The healthcare system has the capacity to withstand a moderate outbreak.

3. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts
4. The library has access to the necessary materials to maintain high hygiene standards.
5. The library has access to enough staffing to run all of its core operations

**How do we acquire the hygiene materials needed for opening?** Finding hygiene materials is a major issue due to worldwide shortages. Alcohol based hand sanitizer and disinfectant wipes are difficult to come by locally and with online orders there is a significant delay. Moreover, health professionals do not recommend that the public produce their own hand sanitizers. Amazon has placed libraries in their priority group for delivery of hygiene materials, but there still may be significant delays in receiving new supplies.

- Check with local janitorial supply vendors to see what they have available
- Order early from online vendors to see if we can have supplies delivered within a reasonable time frame.
- As travel restrictions are lifted ask staff to look for hand sanitizer, disinfectant wipes and gloves in stores on their regular trips to these locations.
- If staff are currently sewing face masks, these may also be an option for staff that are assigned to work in buildings.

Below are a number of reopening scenarios divided by service area. How each is instituted should be determined by local recommendations, what safety measures can be instituted, and the availability of hygiene supplies and personal protective equipment. Each service area is divided into four scenarios demarcating different levels of restrictions: under a stay at home order, under strict social distancing recommendations, under moderate social distancing recommendations and without any restrictions.

**Entrance and Exit into the Building:** Restrictions on those coming and going from the building will vary based on the social distancing recommendations currently in place, especially those establishing recommended limits for gatherings.

- **Under Stay at Home Order:** Entrance to the building would be restricted to staff performing critical operations and staff obtaining supplies needed to work at home. Essential services could be offered on an appointment only basis in specially secured portions of the the Library, such as applying for unemployment insurance, obtaining social services, and applying for jobs to maintain unemployment insurance or to obtain income if adequate protective measures can be put into place.
- **Gatherings of no more than 10:** Staff could enter and exit the building to obtain materials, and potentially work with members of the public on an appointment basis using appropriate distancing procedures and personal protective equipment.
- **Gatherings of no more than 50:** Staff could resume some desk functions, but the number of people in the building would need to be limited through monitoring procedures during open hours. Separate hours for vulnerable populations could be considered.
- **No distancing limits:** Entrance to the building would not be restricted, though it may still make sense to establish separate hours for vulnerable populations.

**Holds pickup:** The method for holds pickup could be scaled based on the severity of social distancing recommendations.

- **Under Stay at Home Order:** No holds pick ups should take place. Traveling to the library to obtain materials is by and large not an essential service.
- **Gatherings of no more than 10:** Some version of curbside pickup or self service pickup could be instituted with strong limits on staff contact.
- **Gatherings of no more than 50:** Some version of normal hold pickup could take place using self-checkouts, but limits would need to be imposed on entrance and exit to the building as well as increased hygiene procedures.
- **No distancing limits:** Normal hold pickups could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted.

**Materials Handling:** Materials handling is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours. With this in mind different material types may require different handling or all materials may require quarantine for some period of time. Current recommendations state that using cleaning products such as Lysol, bleach or other disinfectants may not completely remove the virus from surfaces.

- **Under Stay at Home Order:** Book drops should remain closed and materials handling by staff should be at an absolute minimum. Materials returns are considered non-essential travel under a Stay at Home Order.
- **Gatherings of no more than 10:** If the Stay at Home Order is lifted, it will be possible to reopen book drops. However, materials returned may need to be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.
- **Gatherings of no more than 50:** If social distancing is lessened to the point where medium sized gatherings are allowed, the library will be likely to open for select services, including some circulation of materials. In this scenario it will be necessary to develop protocols for processing materials to be put back into circulation. Chief among these would be finding space to quarantine materials before they are shelved, go back into circulation, go onto the hold shelf, or are routed to other libraries.
- **No distancing limits:** If distancing limits are lifted completely, materials handling could commence being done in the usual fashion, though with extra protective measures such encouraging staff to wear gloves during the process of sorting items, shelving materials and checking items out to patrons.

**Checkouts:** Circulation of collections is a core function of the Library, but traditional checkout puts at risk both staff and patrons during a time of virus transition. The goal is to create a balance with restoring this core service and protecting staff and patrons.

- **Under Stay at Home Order:** Checkouts are limited to electronic services.

- **Gatherings of no more than 10:** Normal checkout procedures could not be managed under this restriction, though in conjunction with curbside hold pickup, some checkouts of physical items could be managed.
- **Gatherings of no more than 50:** Self checkouts could be used, though self check stations would require frequent disinfecting and limitations would need to be imposed on how many people were in the building at any given time.
- **No distancing limits:** Normal checkout could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted. Staff may be encouraged or required to take protective measures such as wearing masks or gloves while assisting patrons.

**Programs:** The community views library programs as a core service, but as we have seen public gatherings have been one of the main methods by which COVID 19 has been transmitted. With that in mind, the Library needs to be highly cautious about when and how it reinstates programming.

- **Under Stay at Home Order:** Only virtual programs would be allowed under a Stay at Home Order.
- **Gatherings of no more than 10:** Likewise, only virtual programs would be allowed under this guideline.
- **Gatherings of no more than 50:** If gatherings of up to 50 are allowed, the Library may consider hosting programs geared toward economic development and other critical services only if strong social distancing measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes would still be disallowed due to the difficulty of enforcing distancing protocols with children.
- **No distancing limits:** If all distancing recommendations are lifted, the Library could return with an active slate of programs with an increased emphasis on economic development focused programs.

**Bookmobile:** Bookmobiles help expand the library's footprint throughout the community. In a period of pandemic, however, they can be a mobile vector of virus transmission that puts community members and staff in close quarters without adequate social distancing.

- **Under Stay at Home Order:** The bookmobile and other vehicles could be used to broadcast wireless in neighborhoods with the expressed purpose of providing internet access for critical functions such as applying for unemployment, social services, SBA loans, or obtaining academic support. Patrons should not be allowed onto the bookmobile for any purpose.
- **Gatherings of no more than 10:** The bookmobile could be used for the same purposes as under the Stay at Home Order, but also potentially as another way to expand curbside hold pickup in the community. Under this sort of recommendation it would still not make sense to have users on the bookmobile.
- **Gatherings of no more than 50:** If recommendations of maintaining a distance of six feet or more continue to exist, the bookmobile would need to remain closed for public use. Vehicles could continue to be used to broadcast wireless and to facilitate curbside pickup. If the six foot distance limit is lifted, the bookmobile could resume

service with intensified hygiene procedures or on a case by case basis or convert some stops to curbside style service.

- **No distancing limits:** The bookmobile could resume operations with intensified hygiene procedures.

**Outreach Visits:** Visits to facilities to provide programs or other services help encourage community use of the Library and assist in providing high priority services to the community, but they also pose a transmission risk.

- **Under Stay at Home Order:** Outreach visits and programs should not occur.
- **Gatherings of no more than 10:** Outreach visits and programs should not occur.
- **Gatherings of no more than 50:** Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted.
- **No distancing limits:** Outreach visits and programs could resume as normal, though with special consideration paid to those that serve vulnerable populations.

**Home Delivery:** Home delivery, in many cases, is the only way in which elderly or sick patrons receive library services. It often plays an important social role as well. In a pandemic, however, it is another vector of exposure for those who are most likely to become critically ill or die from a virus.

- **Under Stay at Home Order:** No home delivery services should be offered because they are not classified as essential travel under a Stay at Home Order.
- **Gatherings of no more than 10:** Some home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time. To some degree, these services may be limited on a case by case basis by individual residential facilities who may impose stricter limits due to primarily housing vulnerable populations. Staff and those receiving services would be required to follow strict social distancing procedures. Materials should be dropped at doorsteps as opposed to handed to patrons.
- **Gatherings of no more than 50:** Similar to the measures listed above, services could be provided on a case by case basis.
- **No distancing limits:** Services could return to normal, but with increased hygiene procedures implemented.

**Internet Access:** Internet access is a critical resource for the community especially during times of economic distress. Patrons require internet access to apply for unemployment insurance, access social services, apply for jobs, and access educational resources. Moreover, internet access can be provided to patrons with a limited amount of danger to patrons and staff.



- **Under Stay at Home Order:** The current economic situation creates a variety of critical needs where access to the internet and computers are concerned. With this in mind, obtaining internet access and using public computers may be considered essential travel under a Stay at Home Order. Under these restrictions the Library can boost wireless signals at its locations, potentially provide access to computers at a very limited scale by appointment only, and possibly provide additional points of wireless internet access using library vehicles. Because of the risks to staff and patrons alike, very strict social distancing procedures will need to be applied including demarcating limits for patrons and staff to ensure social distancing, restricting access to other areas of the Library, disinfecting computer stations between uses, and requiring patrons and staff wear proper protective wear.
- **Gatherings of no more than 10:** Under these restrictions the Library could increase the number of computer appointments offered to the public while continuing to maintain strict social distancing.
- **Gatherings of no more than 50:** Under these restrictions it may be possible to allow use of the computer stations in the main part of the library, however, to maintain recommended social distancing every other computer in the lab should either be removed or put out of order and disinfected between uses. Access to computers would need to be limited in conjunction with imposed capacity limits on how many people are present in the Library at any given time.
- **No distancing limits:** If distancing recommendations are canceled normal use of the Library's computer lab could commence with improved hygiene, including supplying access to disinfectant wipes for both patrons and staff.

**Technology Help:** The library is frequently a place where patrons learn how to use various forms of technology. The spread of coronavirus and social distancing impose unique difficulties in providing help with devices and on public computers. Because most technology help requires patrons and staff to be at close quarters, there will be limits on how help can be provided until social distancing recommendations are lifted.

- **Under Stay at Home Order:** Though access to computers and internet might be provided no technology help would be available, except over the phone, through email, through webforms and chat.
- **Gatherings of no more than 10:** Like under the Stay at Home Order technology help would not be provided except in cases where social distancing can be maintained.
- **Gatherings of no more than 50:** With a recommendation of gatherings of no more than 50 in place, we would likely reopen partial computer lab services, with this would come the increased demand for computer help. One potential solution for this would be to offer staff remote control of computer stations at the desk, though this would have considerable privacy implications and require additional IT support and training.
- **No distancing limits:** Normal technology help recommendations could commence with improved hygiene procedures.

**Materials Processing and Ordering:** With physical materials not circulating, processing and ordering materials besides digital materials is of diminished importance. As services begin to

scale up as restrictions are lifted, a progressive ramping up of ordering and processing will be necessary to prepare for demand once the pandemic cycle has ended or slowed.

- **Under Stay at Home Order:** Ordering should be focused on digital materials and high demand future releases for physical items. Processing of newly arrived orders should wait until some restrictions are lifted.
- **Gatherings of no more than 10:** Ordering should remain focused on digital materials. As the Stay at Home Order is lifted, it will be time to consider commencing to order more bestsellers and other high circulation new items in preparation for further lifting of gathering or social distancing recommendations. Processing can occur if it can be done safely while maintaining social distance in work spaces.
- **Gatherings of no more than 50:** Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.
- **No distancing limits:** Ordering would continue as normal during this period as budgets allow.

**Shared Materials in the Library:** Libraries frequently provide access to shared materials in their spaces ranging from office supplies such as staplers and hole punches to equipment like headphones and VR headsets. The Library also provides a wide variety of in-house games and toys. The risks of these shared items vary widely, but any shared items worn around the head and face or toys which children may put in their mouths constitute a high risk as potential vectors for disease transmission.

- **Under Stay at Home Order:** Under this order no shared items would be provided, excepting the possibility of public printers being used for critical services such as applying for unemployment, obtaining social services and applying for jobs.
- **Gatherings of no more than 10:** As under the Stay at Home Order no shared materials would be offered besides public printers.
- **Gatherings of no more than 50:** Some shared materials could be offered under this recommendation, including shared office supplies as long they are disinfected regularly. Shared headphones, VR headsets, toys and games should not be allowed in circulation.
- **No distancing limits:** Shared office supplies would be allowed, however, as long as the virus continues actively circulating it may be wise to restrict the use of shared headphones, VR headsets and toys.

### **Possible Scenarios for Phased Reopening**

When the Stay at Home Order is lifted a variety of possible scenarios may come to pass. There is the possibility of the complete removal of restrictions, but more likely is a progressive phasing out of restrictions or a possible return to restrictions if the virus begins to spread more actively within the community. Below are some possible scenarios for reopening the library with various restrictions along with possible criteria for when each scenario might be enacted.

#### **Scenario 1: Limited critical services**

## **Criteria**

1. The governor's stay at home order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. The library has access to the necessary materials to administer some essential services.
6. The library has access to enough staffing to run said services.

## **Possible services:**

- Access to wireless internet broadcast from library facilities and/or library vehicles.
- Appointment based access to library computers to be used to secure critical needs.
- Curbside or self-service hold pickup outside the building.
- Access to book drops for library returns.
- Virtual programs
- Assistance via email, chat service and phone.
- Resumption of some home delivery services with enhanced distancing and hygiene procedures.

## **Preparation:**

- Secure staffing for either buildings or library vehicles to provide computer access for essential needs.
- Develop a procedure for curbside pick up.
- Secure and schedule staffing for curbside pick up.
- Secure protective gear for staff working in the public.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Secure staffing to run automated sorter and move materials to quarantine.
- Determine a location to quarantine materials.
- Determine which home delivery locations are viable.
- Secure staffing for home delivery.
- Determine whether a requirement to wear masks should be imposed on the public and/or staff.
- Restore mail and package services.

## **Scenario 2: Reopening with some social distancing requirements**

### **Criteria**

1. The Stay at Home Order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than fifty people.

4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The healthcare system has the capacity to withstand a moderate outbreak.
6. The library has access to the necessary materials to administer some critical services.
7. The library has access to enough staffing to run said services.

### **Possible services:**

- Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within library facilities.
- Core desk functions could resume with the possibility of staffing some desks and not others with priority given to the main public service desk at each location.
- In-building hold pickup with the use of self-checkouts.
- The ordering and processing of new physical library materials.
- The shelving of returned library materials after a quarantine period.
- Access to library collections by the public.
- Access to checkout services through the use of self check machines.
- Public programs with pre-registration and defined social distancing protocols on specific topics such as economic development that are deemed critical community needs.
- Resumption of home delivery services where appropriate.
- Access to portions of the computer lab with improved social distancing measures, such as the removal of some stations or through making some computers unavailable.
- Possible computer help through virtual means such as screen sharing.

### **Preparation**

- Determine library hours for each location.
- Determine a method to meter access to the building.
- Secure staffing for main service desks.
- Develop a procedure for in-building holds pickup that allows minimal staff contact.
- Develop a self check out procedure that ensures social distancing.
- Schedule staff for ordering and processing duties.
- Develop a paging schedule.
- Design protocols for social distancing in programs.
- Identify key programming where essential community needs are delivered.
- Determine which outreach visit locations are viable.
- Determine which home delivery locations are viable.
- Secure staffing for outreach functions such as outreach visits and home delivery
- Rearrange the computer lab to allow adequate social distancing either by removing stations or placing stations out of order.
- Investigate screen sharing software as a possibility for providing computer help while maintaining social distance.
- Determine whether a requirement to wear masks should be imposed on the public and/or staff.

- Restore mail and package services.

### **Scenario 3: Full-scale reopening**

#### **Criteria**

1. The Stay at Home Order has been canceled and regional, state and national health officials have canceled current social distancing and gathering recommendations.
2. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
3. The healthcare system has the capacity to withstand a moderate outbreak.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The library has access to the necessary materials to maintain high hygiene standards.
6. The library has access to enough staffing to run all of its core operations.

#### **Services:**

- A resumption of all core services with an increased emphasis on hygiene.

#### **Preparation**

- Restore any lab computers that have been removed to accommodate social distancing.
- Clear backlog of quarantined items and return to conventional turnaround on shelving items.
- Restaff and schedule for all operations.
- Determine how virtual programs fit into the spectrum of services going forward.
- Ramp up ordering and processing of materials and clear any backlog.
- Reset changes to due dates and patron block criteria changed at the beginning of the crisis.

### **Scenario 4: Reopening followed by scaling down services or a second closure due to virus circulation**

#### **Criteria**

1. The governor and/or regional and state health officials release a second order mandating social distancing or a stay at home order
2. There is a sustained increase in community spread for five days.
3. Local hospitals are no longer able to safely treat all patients requiring hospitalization.
4. Effective testing is not available within the community.
5. The library is unable to maintain the hygiene or staffing necessary to operate.

#### **Services:**

- What service would be accessible would depend on the restrictions inherent to any recommendation. The Library could return to Scenario 1 or 2 or revert to a full-scale closure as appropriate.

## Sources

Centers for Disease Control and Prevention. (April 2, 2020). Cleaning and disinfecting your home. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

Centers for Disease Control and Prevention. (March 18, 2020) Interim guidance for administrators of US institutions of higher education. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

Ewan, L. (March 27, 2020). How to sanitize collections in a pandemic. American Libraries. <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

Gottlieb, S., et al. (March 29, 2020). National coronavirus response: A map to reopening. AEI. <https://www.aei.org/research-products/report/national-coronavirus-response-a-road-map-to-reopening/>

National Institutes of Health. (March 24, 2020) Study suggests new coronavirus may remain on surfaces for days. <https://www.nih.gov/news-events/nih-research-matters/study-suggests-new-coronavirus-may-remain-surfaces-days>

Northeast Document Conservation Center. (March 26, 2020) Disinfecting books and other collections. <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

Peet, L. (April 9, 2020) IMLS, CDC offer guidance for disinfecting returned library books.

Source: <https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d>