

Board of Trustees

2020 Information Packet



Wednesday
May 27, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, May 27, 2020 6:30 pm, YDL – Virtual Meeting
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit Presentation: Luke Downing, Clark Schaefer Hackett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from April 29, 2020 Virtual Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. April 2020 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Acceptance of the 2019 FY audit report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2020 L-4029 Tax Rate Request forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Resolution to approve a deficit elimination plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a Reopening Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, April 29, 2020 (Unapproved)

CALL TO ORDER

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

Attendance

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Head of Outreach Services Mary Garboden, Michigan Avenue Branch Manager Joy Cichewicz, Adult Head Librarian Paula Drummond, Customer Service Clerk Jerome Drummond, Capital Campaign Coordinator Christina McMullen, Acquisitions Head Sarah Zawacki, Facilities Manager Jim Reed, Adult Librarian Christy Havens and Youth Librarian Patricia Mitchell.

APPROVAL OF THE AGENDA

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

Vote: Ayes: Williams, Winborn, Cooper, Kennedy, Maddix, McGee and Steimel
Nays: None
Motion passed.

PUBLIC COMMENT

Joy Cichewicz wanted to thank the board for standing with us and supporting us while we are going through this hard time.

CONSENT AGENDA

Trustee Steimel moved to approve the consent agenda (February 26, 2020 Regular Meeting minutes, and February and March 2020 Financials and Check Registers)

Trustee Maddix supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, Cooper, McGee and Steimel
Nays: None
Motion passed.

COMMITTEE REPORTS

- Superior Township Planning:
 - Lisa has had a couple of meetings with Dan Whisler that were productive. Lisa got to look at some brick. The preliminary sight plan was submitted to the planning commission in February. YDL was expected to be on their agenda but unfortunately due to the crisis both March and April meetings were canceled. The earliest the library could be on their agenda is May. It is doubtful the library will be able to break ground before the early spring. Lisa also heard from supervisor Ken Swartz about the potential for the Washtenaw county road commission to finance the road project for the library. They said no. The library was hoping to get a deal to pay back the road commission over time. It was denied. The wait for the road commission for a year has added a lot of expense to the budget.

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REPORT OF THE LIBRARY DIRECTOR

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

- Lisa thinks that the department reports are really very informative and paint a vivid picture of what the library has been up to during the closure . Library staff has not stopped working. Staff really cares about what happening in the community and is trying to provide the best and most effective service they can without our building being open . They are doing a lot and Lisa is proud of all of the staff and what that are working on.
- The DTE grant that was submitted last Friday will no longer be considered for the type of project the library submitted for. It is now going to Covid 19 concerns.
- Julianne increased the library's Hoopla. Borrows per patron per month are now 16. Patrons will be able to get more things over the course of the month from Hoopla streaming or download. It will make a lot of people happy.
- When the library first closed Jodi Krahnke from the YDL youth department developed a Spring challenge. There have been gradual additions. We now have 333 participants.
- The library also recently launched a virtual community read. It is a Facebook group, it has 13 members.

NEW BUSINESS

- A. Resolution to affirm Director's staff compensation decisions during COVID-19 closure

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.

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OFFERED BY: Brian Steimel

SUPPORTED BY: Horne – McGee

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

B. Discussion of a potential waiver of overdue fines

Trustees discussed the possibility of a fine amnesty or the library becoming fine free. They discussed a possible timeline if they were to do this. Board would like staff feedback. This is also part of the strategic plan so it will be looked at again. The equity diversity and inclusion workgroup will look at whether fines hurt the people who need the library the most.

C. Discussion of potential reopening

The library has assembled three different groups to work on a plan for re-opening. OSHA requires the library to create a Covid 19 preparedness and response plan. There are so many things to think about in this process of reopening. The workgroups have determined some guidelines to follow. There will need to be flexibility

BOARD MEMBER COMMENTS

Trustee	Comment
Jean	I just wanted to thank the staff for engaging the community and all the resources that are available through our library. It is just wonderful the things the library is doing for the community. So, I would just like to thank the staff for that.
Kay	It's been good to see you all. I haven't seen you for months. I missed the February meeting and then here we are. It's good to see you. I also was very impressed with all the things the staff is doing. The reports it took me hours to read them. I'm also glad we can continue to pay staff. They are still working and doing a good job. I am concerned about the future finances. We will have lots of amendments. We can do it, but I am concerned about that. I am very very sad about keeping Superior off another year. The only possible good thing that might come from that is that we will be in a new fiscal year and have more money. Not starting this year breaks my heart. We will get through it. We always do. I am glad we are all on the same page and don't argue. It would be awful doing this with a board that was divided.
Patricia	I just wanted to say I agree with Kay on a lot of things. Especially the disappointment with Superior. I am just real disappointed about the late start. I just wanted to say I got one of the calls I guess for senior citizens and I was thrilled. I wasn't here to answer the phone but when I got the message I was thrilled. Keep up the good work. I know a lot of people will appreciate it.
Bethany	I would like to echo all the sentiments for thanking the staff for their hard work and their good work. I think it shows what an amazing community resource YDL is. Keep up the good work.

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Theresa	I too want to echo the thanks for the good work. There is so much in that packet about the phone calls that are happening. That's such a wonderful service. Its so fantastic that the library is offering it at a time when seniors are stuck at home. I also wanted to say I really enjoyed the jazz story time. It was exciting to see Marlena. I think that when we come back from this we will come back to a very different world . Having a staff that can be as efficient at learning new things and dive in do things very differently. I think we are very fortunate to have such a wonderful staff.
Bethany	I have to echo the same things about the staff. One of the saddest things for me from this whole event is going by the library and seeing it empty. To see our building empty. I go by Whittaker rd. and Michigan Avenue and there is no one there. That truly makes me sad. When I can go online and see Jodi and Marlena doing storytelling and stuff and seeing them reach out to our patrons and know they are connecting . It really makes me thing we are doing something for the greater good and I gotta love them all. I think I hear an echo that our staff is doing a great job of serving the community.
Kristy	I also wanted to say I have been impressed . I have seen a lot of library's and what they are doing to try to adjust to do remote programming when no one was expecting it. What I have seen from YDL is impressive compared to what a lot of other libraries are doing right now. I also think the phone calls to seniors are great. They help them feel connected right now.

Adjournment

Trustee Williams moved to adjourn at 7:39 p.m. Trustee Horne- McGee seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 05/22/2020

Time: 2:58 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72207	04/07/2020	C Printed			ADT	ADT SECURITY SERVICES, INC.	superior 4/1-6/30/2020 service	160.02
72208	04/07/2020	C Printed			ALER	ALERUS FINANCIAL	employ contribution 3/31/20	17,383.83
72209	04/07/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 3/31/20 #9394	620.58
72210	04/07/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 3/31/2020 #5906	345.98
72211	04/07/2020	C Printed			BASIC	BASIC	filing 2019	114.00
72212	04/07/2020	C Printed			BOD	BODMAN PLC	January 2020 construc matters	1,470.00
72213	04/07/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	march 2020 grounds	81.68
72214	04/07/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	march 2020 fuel/elec	153.29
72215	04/07/2020	C Printed			0000000039	DEMCO, INC.	3 key docks / classif labels	727.70
72216	04/07/2020	C Printed			DTE ENERGY	DTE ENERGY	whit 2/22-3/23/2020 service	5,866.70
72217	04/07/2020	C Printed			DTE ENERGY	DTE ENERGY	MA 2/28-3/27/2020 service	1,207.70
72218	04/07/2020	C Printed			DTE ENERGY	DTE ENERGY	whit street march 2020 service	42.33
72219	04/07/2020	C Printed			EMPLOYEE	EMPLOYEE ASSISTANCE PROGRAM	apr - june 2020	245.52
72220	04/07/2020	C Printed			LSC	LIGHTING SUPPLY CO.	ballast/tubes	433.24
72221	04/07/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	WHIT 2/24-3/23/2020 usage	629.53
72222	04/07/2020	C Printed			AFSCME	MICHIGAN AFSCME	deducted 4/2/2020	721.50
72223	04/07/2020	C Printed			MIDWESTAR	MIDWEST TAPE	3/31/2020 ending hoopla	7,104.19
72224	04/07/2020	C Printed			OCLC	OCLC INC.	April 2020 billing	469.22
72225	04/07/2020	C Printed			PW	PLANTWISE	3/18/2020 eco burn	900.00
72226	04/07/2020	C Printed			STAPAD	STAPLES ADVANTAGE	statement 3/25/2020	183.32
72227	04/07/2020	C Printed			SES	STRATEGIC ENERGY SOLUTIONS INC	through 3/20/2020	3,125.00
72228	04/07/2020	C Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	2/15-3/13/2020 billing	7.40
72229	04/07/2020	C Printed			AMAZ	SYNCB AMAZON	statement 3/10/2020	962.79
72230	04/07/2020	C Printed			TDSM	TDS	due 4/11/2020	1,232.80
72231	04/07/2020	C Printed			TERM	TERMINIX	MA bed bug dogs 3/13/2020	1,300.00
72232	04/07/2020	C Printed			TCI	TERRACON CONSULTANTS, INC.	2/23-3/21/20 period	2,535.00
72233	04/07/2020	C Printed			0000000021	Y C U A	Whit 2/21-3/20/2020	839.65
72234	04/22/2020	C Printed			0000000025	AFLAC	due 4/3/2020	163.48
72235	04/22/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 3/31/2020 #5384	316.52
72236	04/22/2020	C Printed			BASIC	BASIC	4/2020 admin fee	63.20
72237	04/22/2020	C Printed			BCN	BLUE CARE NETWORK OF MI	5/1-5/31/2020 coverage	38,520.12
72238	04/22/2020	C Printed			BOD	BODMAN PLC	2/2020 construction matters	1,897.50
72239	04/22/2020	C Printed			A15	BP PRODUCTS OF NORTH AMERICA	3/6-4/5/2020 billing	110.79
72240	04/22/2020	C Printed			BSB	BSB COMMUNICATIONS INC.	jan-Apr 2020 service	906.25
72241	04/22/2020	C Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 4/30/2020	1,731.63
72242	04/22/2020	C Printed			CLHI	CLARK HILL	3/2020 services	171.50
72243	04/22/2020	C Printed			CSH	CLARK SCHAEFER HACKETT	YDL 2019 audit	7,425.00
72244	04/22/2020	C Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	5/1-5/31/2020 services	2,906.52
72245	04/22/2020	C Printed			LINC_NAT	LINCOLN NATIONAL LIFE	5/1-5/31/2020 coverage	1,302.74
72246	04/22/2020	C Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	YDL member renew 6/30/2021	2,027.01
72247	04/22/2020	C Printed			TDSM	TDS	4/22-5/21/2020 service	1,216.73
72248	04/22/2020	C Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	march 2020 placements	205.85
72249	04/22/2020	C Printed			VERIZON	VERIZON WIRELESS	3/10-4/9/2020 billing	445.97
72250	04/22/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	may 2020 coverage	744.52

Total Checks: 44

Checks Total (excluding void checks):

109,018.30

Total Payments: 44

Bank Total (excluding void checks):

109,018.30

Total Payments: 44

Grand Total (excluding void checks):

109,018.30

Ypsilanti District Library
Balance Sheet
April 30, 2020
General Fund

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 04/30/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	1,026,910
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	1,908,173
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	2,972,237
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	98,859
Total Assets	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,071,096
Liabilities	425,334	334,400	509,097	145,758	85,577	19,649
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	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	1,839,314
Total Fund Balance	2,238,985	2,346,032	2,305,503	2,281,238	2,609,500	3,051,447
Total Liabilities & Fund Balance	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,071,096

Ypsilanti District Library
Period Ending 04/30/2020 (41.7% of Year)
General Fund

ACCT #	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2018-2019 BUDGET	FY 2019-2020 BUDGET	YTD 04/30/20 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,810,812	3,924,231	5,506,660	3,997,932	5,706,999	3,448,655	2,258,344	60.4%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,074,121	2,288,226	865,962	1,422,264	37.8%
Dept 200 Michigan Ave.	531,686	560,976	570,105	567,512	585,072	222,708	362,364	38.1%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	87,152	88,009	38,136	49,873	43.3%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	153,941	158,567	66,718	91,849	42.1%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,113,538	1,151,393	404,786	746,608	35.2%
Dept 600 Donations	53,483	43,328	31,845	-	-	11,008	(11,008)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	23	(23)	
Total	3,852,702	3,947,140	4,025,766	3,996,264	4,271,267	1,609,341	2,661,926	37.7%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,668	1,435,732	1,839,314		
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	4,451,447		

**Ypsilanti District Library
General Fund
Period Ending 04/30/2020
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 04/30/20 ACTUAL	YTD AS A % OF BUDGET
Revenue							
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	262,420	31.3%
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	17,269	28.1%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	10,308	27.1%
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	596	14.9%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	5,871	51.1%
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	4,219	70.3%
690.000	Dividends-Endowmwnt	5,816	6,335	6,771	5,900	0	0.0%
Total Revenue		3,722,200	3,835,327	5,404,403	5,706,999	3,429,622	60.1%

**Ypsilanti District Library
General Fund
Period Ending 04/30/2020
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 04/30/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	605,794	614,161	625,703	736,710	275,228	37.4%
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	1,894	27.7%
702.180	Reversed Receivables	0	0	0			NA
702.900	Salary/Subs	18,578	11,314	16,427	18,513	2,849	15.4%
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	5,202	42.1%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	61,830	39.7%
715.100	ACA Taxes Paid by employer	0	0	247	352	114	NA
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	28,558	28.3%
719.000	FSA Admin Fee		583	691	758	273	36.0%
727.000	Office Supplies	31,342	28,245	28,789	32,400	7,582	23.4%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	6,408	27.0%
752.000	MLL/Building Insurance	57,613	59,627	61,476	63,628	64,620	101.6%
753.000	MLL/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	153,709	42.8%
756.000	Delta Dental	36,158	37,616	36,153	35,601	14,460	40.6%
757.000	Employee Assistance Program	950	1,006	974	1,100	499	45.4%
758.000	Life Insurance	4,264	4,213	4,036	4,121	1,943	47.2%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	4,389	49.1%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	5,859	48.0%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	1,810	21.8%
769.050	Classified Advertising	122	606	993	800	200	25.0%
774.050	Digital Collection	17,244	22,298	31,726	196,685	26,876	13.7%
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	6,125	25.5%
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	1,206	60.3%
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	3,733	74.7%
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	78,346	37.5%
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	3,985	27.8%
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	7,425	97.1%
975.000	Legal	1,652	9,804	8,870	4,000	1,928	48.2%
975.500	Legal - Negotiations	0	0	12,765	0	0	
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	11,508	35.5%
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	3,347	32.8%
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
Total		1,882,646	1,996,606	2,046,192	2,288,226	865,962	37.8%

**Ypsilanti District Library
General Fund
Period Ending 04/30/2020
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 04/30/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	382,076	393,684	404,679	406,782	171,604	42.2%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	2,056	21.2%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	8,230	32.7%
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	2,730	65.0%
776.050	Periodicals - Youth	172	236	206	250	0	0.0%
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	2,088	22.0%
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	4,771	23.9%
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	515	30.3%
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,438	75.7%
940.000	Phone	4,411	4,500	4,514	4,631	1,902	41.1%
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	5,734	29.8%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	1,965	35.3%
Total		531,686	560,976	570,105	585,072	222,708	38.1%
Dept 300 Outreach/bookmobile							
702.000	Salaries	70,396	66,998	68,078	68,658	28,545	41.6%
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	1,489	26.3%
Total		105,513	85,794	83,090	88,009	38,136	43.3%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,331	136,949	144,398	144,747	61,212	42.3%
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	410	41.0%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	408	34.0%
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	476	41.1%
943.000	Natural Gas	695	756	573	844	477	56.5%
947.000	DTE - Electric	901	993	1,013	1,145	394	34.4%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	37	13.5%
Total		152,355	151,311	158,283	158,567	66,718	42.1%

**Ypsilanti District Library
General Fund
Period Ending 04/30/2020
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 04/30/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,325	684,699	696,339	699,097	292,776	41.9%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	10,706	25.5%
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	443	7.4%
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	1,697	25.7%
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	3,594	17.6%
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	8,900	39.4%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	827	19.7%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	2,469	38.0%
903.000	Equipment Maintenance	0	83	6,336	3,000	300	10.0%
940.000	Phone	8,490	8,950	9,029	9,193	3,804	41.4%
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	26,874	25.5%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	1,385	21.9%
980.000	Professional/Contractual	0	0	0	0		NA
Total		1,099,241	1,096,935	1,123,928	1,151,393	404,786	35.2%
Dept 600 Donations							
Revenue:							
	Total Revenue	56,523	71,011				
	Total Donated revenue	56,523	71,011	87,817		10,453	NA
Expenditures:							
	Total Expenditures	53,483	43,328				
	Total Expenditures	53,483	43,328	31,845		11,008	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	32,089	16,914				
	Total Revenue	32,089	16,914	14,441		8,580	NA
Expenditures							
	Total Expenditures	27,778	12,190				
	Total Expenditures	27,778	12,190	12,323		23	NA
Total	Net -- restricted for future	4,311	4,724	2,118		8,557	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets	369	979			0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
	Total Other Revenue	369	979	0		0	NA
	Total Revenue	3,810,812	3,924,231	5,506,660	5,706,999	3,448,655	
	Total Expenditures	3,852,333	3,947,140	4,025,766	4,271,267	1,609,341	37.7%
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,839,314	
	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	
	Ending Fund Balance	2,303,168	2,281,238	2,612,133	4,047,865	4,451,447	

**Ypsilanti District Library
Balance Sheet
April 30, 2020
Debt Service Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 04/30/20
Assets:						
Cash	1,225,052	1,232,141	994,885	994,885	-	-
Receivables	265,327	228,588	475,134	475,134	(15,553)	(11,442)
Total Assets	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	(11,442)
Liabilities	58,413	26,102	34,501	34,501	5,100	5,100
Fund Balance						
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)
Total Liabilities & Fund Balance	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	(11,442)

**Ypsilanti District Library
Balance Sheet
April 30, 2020
Capital Asset Replacement Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 04/30/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,901,847
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,901,847
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,901,847
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,901,847

Ypsilanti District Library
Capital Expenses
Period Ending 04/30/2020 (41.7% of Year)

ACCT #	ACCOUNT NAME	YTD 04/30/20 ACTUAL
Revenue		
683.800	Superior Library Designated	44,600
688.000	Interest	2,509
Total		47,109
Dept 400 Superior Construction		
Expenditures		
702.150	Bank Fees	-
910.000	Site Development	-
975.000	Legal/Attorney	3,368
981.000	Architect Fees	-
983.000	General Contractor	23,639
		-
TOTAL		27,007
Total Revenue Over Expenditures		20,102
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,901,847

Current Board Assignment

Communications



COVID-19 Updates

from Delta Dental of Michigan, Ohio, and Indiana

Thank you to our valued customers
for your continued support.

May 4, 2020

Dear Valued Client,

Delta Dental of Michigan, Ohio, and Indiana understands the financial challenges that our clients have faced in the wake of the COVID-19 pandemic. In response, we are pleased to announce our Pandemic Relief Program. The intent of this program is to help ease the financial burden for our clients and demonstrate our committed partnership.

Clients with effective dates of April 1, 2020, or prior, are eligible.

The Pandemic Relief Program consists of the following:

1. Premium/Administrative Credit:

- Delta Dental of Michigan, Ohio, and Indiana will credit clients one month of premium (fully insured) or administration fee (ASO). The credit will be reflected on our June invoice and will be based on the actual premium or administration fee calculated within Delta Dental's billing system for April. Retroactive adjustments will not be considered in determining the credit.
- The credit will be stated in a separate line item on the June invoice.
- If the credit is greater than the amount of the June invoice, the additional credit will be applied to future invoices until the full credit has been exhausted.
- Any retroactivity will still be reflected within the June invoice, just as it is every month.
- This is a one-time credit, and there will be no retroactivity refunds reflected on future invoices. For example, if a client adds a new subscriber in August with an effective date of February 1, we will not credit the premium for that subscriber back to the group for the month of April.

2. Current Rate Extension:

- Delta Dental of Michigan, Ohio, and Indiana ASO clients with renewal dates between June 1, 2020, and May 31, 2021, will receive no increase to their current administration rates upon renewal for a one-year period.
- Fully insured clients with renewal dates of June 1, 2020, through May 1, 2021, will experience no change to their current rates at time of renewal for a one-year time frame.
- We will continue to administer clients under a multiyear contract according to the terms of the existing contract.
- If a client has a rate cap provision in place, the current rates will continue forward for one year provided the anniversary date falls between June 1, 2020, and May 1, 2021.
- If you have already received and agreed to a renewal rate that is a decrease from your current rate, for an effective date of June 1, 2020, or later, Delta Dental will honor the renewal offer as yet another gesture of our appreciation of your continued business.
- As always, your account manager is prepared to work with you as a valued client on any plan options that you are considering, as well as a multiyear rate proposal if desired.

We sincerely hope that our Pandemic Relief Program will help our clients during this uncertain time. Thank you for your continued support.

If you have any questions, please reach out to your Delta Dental account manager.

Be healthy,

A handwritten signature in black ink, appearing to read "Anthony D. Robinson".

Tony Robinson
Senior Vice President and Chief Marketing Officer
Delta Dental of Michigan, Ohio, and Indiana

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/27/20
Re: Superior Planning Committee report

- On 5/13 Dan Whisler and I met with our MCACA program officer to discuss options for retaining our \$50,000 Capital Improvement Grant funds although we will not break ground in 2020. Thankfully, she was very accommodating, and we will be allowed to spend the funds on site clearing activities and up-front purchasing of certain materials. We need to spend the money and an additional \$50,000 match and provide a final report by 12/31. It will be a good PR signal to the public to see the site clearing this fall even if the groundbreaking itself is delayed.
- 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. They cancelled their March, April and now May meetings. They have promised to hold a virtual special meeting in early June if an in-person meeting is not possible. We have impressed upon them that we cannot afford another delay.
- We held a meeting with the engineering and design teams for both the building and the road project on 5/15, which included Supervisor Ken Schwartz. A number of issues were clarified which will help move us through the site plan approval process. We also discussed the land transfer, and got the green light from the Township on our proposed boundary line. A legal description and easements are being developed, and we hope to have the transfer complete or nearly complete by the time of final site plan approval.
- The building design team forwarded us some tweaks to the plan and a long list of detailed questions. I just received the first design document package in email as I write this, and our team will dive into it next week. We are beginning to look at finer details, which is very exciting!
- The Kiwanis Club of Ann Arbor contacted me for more information on our grant application. They are quite interested in our project, and expect to announce awards in early June.

Director's Report

and attachments

Library Director's Report May 27, 2020

Planning and Budgeting for Staged Reopening

As you know, YDL closed its doors on 3/13 in the interest of public health. The Governor's Stay Home, Stay Safe order extends through at least 5/28, but it remains unclear when libraries will be allowed to resume service. Our YDL Reopening work groups have together developed the draft Reopening Plan that appears later in this packet, and we will continue to refine it as more is known. A work group at the state level to consider the particular challenges of libraries is being assembled. MLA reports that current work groups are acting quickly and have recommendations developed within about a week, so we hope to receive some clearer guidance soon.

In the meantime, we recognize that the kind of virtual services we've developed are probably here to stay, and in fact expand access to those who are homebound or unable to attend our regular programming for other reasons. Because we will likely host virtual programs well into the future, I invested in a Zoom subscription for YDL. At a future Board meeting I will present a budget amendment illustrating the many alterations to our 2020 budget made due to COVID-19. These include PPE purchases, investments in technology to help our staff work remotely and produce virtual programs, mailing costs for special issues of *The Loop*, and virtual training sessions for staff. We have saved money in some areas and will apply for some COVID grant funding, but we've also lost certain revenues. Depending on when we are back at the library to work on this budget reconciliation, I'd like to present it to you before the final decision on a fine amnesty as discussed in April. Stay tuned.

Facilities:

As construction is now allowed under the Executive Orders, I am moving forward with the Whittaker windows and lighting control system projects. It will be easier to complete these capital improvements without patrons in the building, and we had planned them for the summer months. I will provide a verbal report with more detail at our meeting.

Financial:

We received notice of our first quarter Kroger Community Rewards earnings. Between 2/1 and 4/30, twenty-one households contributed their shopper's rewards to YDL, earning us \$65.15 in total donations. I would like to grow this into hundreds of households when we can once again begin spreading the word. It will be a Summer Challenge badge, so we'll see how we progress in the next quarter. ☺

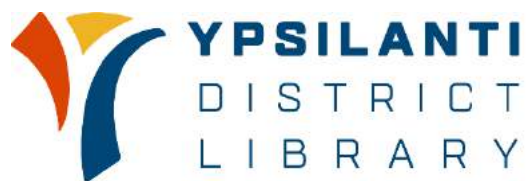
Monica, Karen and I continue meeting every other week at Whittaker to process the payroll and invoices. This work is allowed under the Stay Home Stay Safe order. Theresa has kindly joined us to approve the invoices.

Personnel:

YDL was selected to receive a fully-funded intern through the UM Graham Sustainability Scholars program. Undergraduate Isabel Brush-Mindell is working with Jodi Krahnke and the Youth staff to develop a garden-to-table curriculum we can use across YDL locations.

Of Note:

- Chris McMullen and I prepared and submitted a Michigan Humanities Council HOPE grant application requesting \$10,000 to help fund staff salaries and benefits during the COVID crisis.
- I met virtually with County Commissioner Ricky Jefferson regarding a possible County allocation for the Superior project on 5/19.
- I am serving as a judge for the John Cotton Dana Awards for the next three years. Due to the pandemic the deadline for entries was extended, but the judging panel will meet virtually to pare down the contenders on 5/29.
- Many, many, many webinars and Zoom sessions to plan our approach to virtual services and learn from others going through this experience, plan for new Superior, and keep other projects moving!



COVID-19 Closure Statistics: April 25 – May 20, 2020

Borrower activity

New cards: 25

Card renewals: 62

Hoopla borrows March 2020: 4,281

Overdrive borrows April 2020: 4,692

App Users March 2020: 479

Reference/Outreach transactions

Reference questions: 233

Calls to Seniors: 1,269 placed; 537 people reached

Virtual programming

Spring Challenge (with one day to go): 346 participants; 37 have logged 10 challenges; 20 have logged at least 40, which qualifies them for a free book by mail.

Virtual Community Read Facebook Group (ended 5/15): 15 members

(See Department reports for additional programming statistics.)

YDL Dashboards

Department Reports

Acquisitions Department Board Report

May 2020

Department Staff

- The Acquisitions staff and myself are all doing well. I regularly check in with them and we have also had a department Zoom meeting.

Washtenaw Reads

- I am YDL's representative on the Washtenaw Reads Screening Committee again, making this my third year. The group has been communicating through email and we had our first Zoom meeting on May 19. We are in the initial stage of gathering and evaluating book suggestions from both committee members and the public. This year the Screening Committee has been asked to focus on fiction books that are "conversations starters," with themes such as mental health, climate change, social justice, and so forth.

Ypsilanti Historical Society Board Meeting

- I organized and hosted a Zoom meeting for the Ypsilanti Historical Society board members on May 14. They were very appreciative of the Library's help. Another meeting is in the works for June.

RDA Toolkit

- RDA Toolkit, the online resource for the RDA professional cataloging standards, recently released a new beta website. Free trials are currently being offered and I have signed up for one. I am using this free trial (and extra time) to refresh my cataloging skills and knowledge.

Other Activities

- I continue to be a member of the senior calling project team.
- The Cleanliness Workgroup continues to meet on Zoom and discuss plans for keeping the library safe and clean for staff and patrons once we reopen. Both Gail Valentine, Acquisitions clerk, and myself are on the committee.
- I am participating in a variety of professional development and online learning opportunities. Furthermore, as I am still new to the department head position, I continue to familiarize myself with different aspects of the job.
- MeLCat has begun releasing information and guidelines for eventually restarting the service, whenever that may be. I am monitoring these developments and will work with staff to adapt our MeLCat procedures accordingly.

Statistics

- The budget is 37% encumbered.
- 225 e-items were added May 1 – May 22.

Submitted by Sarah Zawacki
May 21, 2020

Assistant Director
Board Report: May, 2020

My main focus this month has been on our reopening plan. Feedback from the two committees (safety and cleaning) has been combined with recommendations from the state library, the state association, attorneys, and national leadership, culminating in the policy and accompanying plan you have before you tonight. While I think it might forever be a work in progress (which is intentional, allowing us to rapidly change course based on local epidemiology), we do have some firm answers to such “hanging” questions as: can we require patrons to wear masks (yes), and can we provide dedicated “senior shopping hours” (no).

Next steps are to continue securing the PPE needed to protect our staff and begin acquiring the supplies needed to build a safer infrastructure for public service. Items include, but are not limited to, plexiguard shields between computers and public service desks, floor markings for social distancing guidelines (somehow this always reminds me of the game Twister!), and thermometers for staff safety checks. Karen Esper took mine the other day, and it was quick and painless! I was practically a reptile.

The good news on PPE is that the Library of Michigan is providing grants through IMLS for libraries to secure PPE beginning [soon] (dependent on the Governor’s recommendations for public libraries). This is rather a “slam dunk” grant, as they have no intention of turning anyone away, so we can expect about \$1,300 in funds based on our number of locations.

The other grant opportunity I am pursuing is another Library of Michigan effort to improve digital access (up to \$5,000). This would be a great help in our effort to increase Internet access in our community. A sticky point is that all libraries are ranked by county data, which isn’t great for our neck of the woods since Washtenaw County, as a whole, is quite wealthy on paper. That said, the grant administrator is encouraging everyone to apply. Grant funds (awarded by a metric based on SNAP participation, unemployment, broadband access, and poverty statistics) will be assigned to the highest ranked communities and funded “until the money runs out.”

Other activities this month include Summer Challenge plans (Sheila suggested purse-sized wet wipes, and I had them branded with our logo – very cute!), ongoing status surveys for United Way and the Public Library Association, the acquisition of a curbside delivery service app, participation in fundraising meetings with Patricia Berry, and ongoing e-meetings with the Superior team regarding building preferences/design.

Since everyone could probably use a good laugh, here is a picture of my dog doing her part and wearing a mask. ☺ Nice work, Macy!

Submitted by Julianne Smith, May 22, 2020



Communications & Development

Monthly report: April 2020

Major print pieces produced:

- Draft of the new issue of The Loop is circulating. It is a one pager that's the same size as a normal Loop (so 4 typical Loop pages). It covers a wide variety of Library resources and activity during the closure. We anticipate it going out in the mail by the first week of June.

Promotions

- The New Summer Challenge website is live, with a new video made by one of our EMU student interns!

Community Relations

- Sam is coordinating with Jodi and the Ann Arbor Roller Derby Club to possibly host some videos of members of the Roller Derby Club reading chapters from the book "Roller Derby Girl" and giving out tips about roller derby.
- We've been promoting 826Michigan's Dr. Blotch Writing Challenge (currently in week 7 of 10).
- Sam arranged a connection with YpsiWrites and the League of Women Voters to work on populating a website of stories from community members describing a memorable experience voting, in honor of the 100th anniversary of women's suffrage.

Notable Media Mentions/Partnerships

- We got some nice coverage on MLive about our virtual programs (see attached).

Notable Social Media activity

- We've continued to share posts about our virtual content, and community resources. More than 1,000 people saw the post sharing Covid-19 Testing sites.

Submitted by Sam Killian on May 22, 2020

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Ann Arbor

Ypsilanti District Library offers virtual story time, writing challenges and gardening tips among new online programs

Posted Apr 30, 2020



- The Ypsilanti District Library located at 5577 Whittaker Rd. in Ypsilanti. Courtesy of Sam Killian Courtesy of Sam Killian

By [Chanel Stitt | cstitt@mlive.com](#)

YPSILANTI TOWNSHIP, MI -- [Ypsilanti District Library branches closed March 13 due to the coronavirus outbreak](#), but administrators are still offering a variety of programs online.

"We've been sharing a lot of things on our site and social media, but we've opened up a new email and phone number for people to use to contact us while the building is closed, because we know many folks don't have reliable internet access," said Sam Killian, community relations coordinator.

Advertisement



The YDL, with various partners, is offering several resources and activities that residents can do from home. That includes writing challenges, reading challenges, do-it-yourself guides, research database access and fun activities.

"We're really encouraging people to support a lot of organizations in our community, since this is an unprecedented time," said Killian. "If folks do want to lend a hand, we, like everyone else will be needing masks and cleaning supplies when we prepare to reopen."

Advertisement

Until it is time for all YDL branches to re-open, here are some resources being offered remotely:

- YDL partners YpsiWrites and 826Michigan's writing prompts and challenges have been shared on the website. Virtual tutoring, consulting, resources and prompts are available by [YpsiWrites, who recently launched a new website.](#) [Dr. Blotch of 826Michigan is posting weekly writing challenges,](#) in which participants can submit writings based on instructions received.
- The library is starting a [new Garden to Table series.](#) One video is available now on the YDL YouTube Channel. Organizers are still working out the details for this new project.

Garden to Table: growing potatoes with TC Collins



- Every other Saturday, the YDL [Guitar Club](#) meets at 10 a.m. on Zoom. The next meeting is scheduled for May 9. There is also a [Visual Book Club](#), which meets every third Tuesday at 7:30 p.m. Call 734-879-1318 to join the clubs.
- [Registration is now open for Baby Storytime Meet Up,](#) which will be held via Zoom. Parents and caregivers will have the chance to talk about their experiences and take part in some fun activities. The next baby story time will take place May 4 at 10:30 a.m.
- [Virtual book clubs include the public Facebook Community Reads Group,](#) with a current discussion underway on "With the Fire on High" by Elizabeth Acevedo. Other clubs include the African

American Authors Book Discussion Group and Mystery Lovers Book Group. Meetings are closed to current members until logistics allow for opening to the public.

- Librarians will host virtual story times live on Thursday mornings and Library Labs twice a month. These will both be available on the [YDL YouTube channel](#).



- [Library users can now opt to receive texts from TALK](#), which will send activity ideas for parents and caregivers to do with kids at home. The text service is open to Washtenaw County residents with children 5 and under.
- [YDL's Spring Challenge is in bloom](#), acting as a preview to the Summer Challenge. The challenge allows the public to access a reading tracker, outdoor activities and crafts.

In addition, library users have access to research databases including Ancestry, along with ebooks.

YDL staff can be reached at YDLcovidhelp@ypslibrary.org or by calling 734-879-1318. To donate to the library, visit the YDL website [here](#).



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Customer Services

Monthly report: May 2020

We remotely registered 25 new YDL cardholders during the period of April 25-May 21. We have also remotely renewed the accounts of 59 existing YDL cardholders, as well as answered many requests for forgotten pin numbers.

We are researching several new products to facilitate our remote services to YDL patrons. One being curbside pick-up of requested items. Several vendors offer software programs for curbside pick-up that are easy for staff and patrons to use. Jot Form is another product that allows patrons to easily register for a new YDL library card.

Submitted by John Connaghan on May 22, 2020

Facilities Department

Board Report: May 2020

The buildings are quiet without staff and patrons. But things are still needed to be done in the Facilities Department. During one of our building walk arounds to make sure everything is OK. We found an issue at both Michigan Ave, and Whittaker Road. One of the heat loop water pumps had a major leak develop. The pump was shut down. We called Campbell Inc. to come out to repair. All is working properly now. Then, at Whittaker Road – a similar style pump for the cooling system shut down. With the chiller shut down, the building was warm and humid. Campbell Inc. came out to replace the gears in the pump. All is working as intended now.

While the Campbell technician was in the building, lights, and or ballasts were repaired to get some light fixtures working again.



The sign at the new Superior building site took a beating due to the wind. We were able to do repairs, and get it back upright.

In the meantime – attending Zoom Meetings with staff to talk about re-opening strategies. Taking inventory of cleaning supplies. Ordering more surplus from our supplier to be ready for when the buildings open back up.

Submitted by: Jim Reed, May 15, 2020

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

May 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.
- Wifi Replacement – This is a project that was scheduled for summer 2020, I have been looking into solutions and specifications for the expansion and improvement of this service. Some highlight will be overall better coverage in our buildings as well is greater outdoor coverage.
- 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: May 2020

Current Programs

Kelly has held several Friday virtual teen hangouts with low attendance so those have been cancelled for now. Teen Steam Café, funded by a University of Michigan grant, usually pays teen interns to feed and organize the event. Since the grant is at the end of its funding, they are watching virtual programs put out by the national Teen Steam Café organization and seven kids wrote about what they learned. Pat has continued doing live storytimes for a couple families from her in-person storytimes. Now that we have an YDL Zoom account for youth programs, she is setting up her tween and kids book clubs. The Mich Ave knitting group has restarted, with 5 attendees each week so far. They usually get 8-12 knitters so numbers are down but it has been very valuable to those who are coming. With more PR it may pick up again. Jesse is continuing every other week Guitar Clubs with 6-7 people attending each session. He also did the first virtual Visual Book Club. They usually meet at the Ypsi Ale House so attendance was down to 4 with the “provide your own brew” model. The Washtenaw African American Genealogy group had 11 members in attendance. In the process of sharing genealogy resources, it is clear that they also provide emotional support to each other while they get through this difficult time. The Facebook Stay Home/Stay Safe Community Reads had a total of 15 participants with few interactions. Total programs this period are:

2	Teen hangout - 4/24	7	Teen Steam Cafe'- 5/15
6	Guitar Club 4/25	11	Wash African American Genealogy - 5/16
2	Teen Hangout - 5/1	6	Storytime -
6	Storytime -	5	Knitting - 5/19
3	Teen Hangout - 5/8	4	Visual book club - 5/19
7	Guitar club 5/9	15	Community Reads (ended 5/15)
5	Knitting - 5/12		

Upcoming Programs

There have been a multitude of meetings getting ready for an online Summer Challenge. All youth staff are involved and Jodi has done a great job keeping everyone organized, on task and emotionally supported during this time. Becoming a tech user has not been as big a hurdle as being a content creator which is pretty important in this virtual world. Thankfully Jodi and Liz Pitcher are willing to teach youth staff some basic video production skills so that they will be able to put reasonably professional content on the library's YouTube channel. Kelly is reworking Noise Permit to be a virtual program. We have just heard that Food Gatherers will be implementing a Summer Food Service Program which will, of course, involve brown bag meals. Full details are not available yet but the expectation is that this year's need for food will be greater than previous years. I have been working on the LNGO Virtual Crafternoons series for the summer, which members are very eager to have start up. Supplies will be available for pickup once a month. Jesse will continue with a virtual guitar club and visual book club. The knitters will continue meeting and I'm still reaching out. Shoshanna is working with the League of Women Voters to see what will make sense in the summer.

Senior Calls

Eight Michigan Ave staff are making calls to seniors. The standouts are Jerome and Pat who have made 500 and 400 calls respectively! People in the Downtown Development Authority, Downtown Association of Ypsilanti, Washtenaw African-American Genealogy, and our knitters have all positively shared with me about receiving calls themselves or a parent or relative who received a call. In the process of connecting with patrons staff have handled all kinds of issues at a level of detail not always possible when multitasking at a desk. For example, Pat was able to help a senior who had internet but no

computer by calling the Ypsi Senior Center who received computers from EMU Engage and had one to loan. These calls and the time to fully respond has allowed staff to gain a deeper knowledge of both our patrons and our community resources.

Staff and Community Meetings, Training

Michigan Ave staff are meeting weekly. In addition six Michigan Ave staff are on one of the three reopening committees, all of which are meeting every week. Joy has been attending weekly Downtown Association of Ypsilanti (DAY) meetings to stay apprised of new information in the business world. DAY is calling all businesses in downtown, reaching out to business to see what their needs may be. They will also be pointing them to the DAY website, which in turn will point them to YDL's Covid-19 Business page that I maintain and DAY provides input based on business experience. I will also be helping with making calls to downtown businesses. Kelly attended the YCS-YDL Task Force meeting. Kelly, Pat and myself attended Barrier Busters training which provides emergency funding to individuals who find themselves in financial trouble. Many thanks to Mary for bringing up this opportunity. Joy attended MIBridges training which ties into the 211 referral system. There are a multitude of webinars and other staff development opportunities that staff have attended based on their varied time/tech equipment/interests/responsibilities. Our downtime has provided many opportunities for learning.

Staff want to once again thank the board and Lisa for their flexibility during this unusual time when so many find themselves in unusual roles or taking on extra family responsibilities.

Joy Cichewicz

5/20/2020

Outreach Services Board Report

May 2020

Staff Updates:

- Mary & Liz received training to connect patrons with emergency financial needs to county funding through the Barrier Busters network.
- Reopening work groups continue, with lots of meetings for Nicole, Stacey, and Monique.
- We convene our Outreach team over Zoom once every week or so, to hear updates, share concerns, and check in with each other. Members of the department are doing well. We all miss each other!

Special Projects

- The senior calling project has continued, with Monique at the helm. Staff have placed 1269 calls since the last board report, speaking with 537 patrons. People continue to be happy to hear from us. While most people are doing “just fine” and want to know when we’ll reopen the libraries, we also frequently make contact with people who have fallen through the cracks. Thankfully, we are there to help them get connected and get their needs met. We have connected people with technology, mental health services, health insurance information, tax filing options, and personal protection equipment.
- Liz is working with Paula on a video featuring the YDL app. They have uncovered a few glitches in the process, which will lead to a better app in the end!

Planning for Summer

- Liz, Mary, Stacey, Nicole, and Monique have been involved in planning our mostly-online Summer Challenge. While at times an overwhelming task, this quick pivot is also giving us a great opportunity to work across departments in ways we aren’t always able to do.
- Monique & Mary, along with the Learning Never Gets Old committee, are planning a few online programs in the summer, including cardio drumming, our Senior Advisory Board, and some technology teaching.

Outreach News

- We had a YCS-YDL task force meeting over video call. We welcomed some new media specialists and got to hear what the schools are up to. We continue communicating with school officials about how we can support them in their work to educate students remotely.

Submitted by Mary Garboden
May 21, 2020

Whittaker Road-Adult Services at Home Board Report: May 2020

Here is a listing of May programs:

- 3 book discussion groups (Thu AM, Mystery Lovers, African American Authors)

I am pleased to report that the African American Authors Book Discussion Group and the Mystery Lover's Group Zoom meetings in late April went very well. I hosted both meetings but did not have to deal with any issues. I have also assisted both groups in locating digital copies of titles to discuss while hard copies are not available. The Thu AM Book Group used a different platform in May and were able to meet, but ran into some incompatibility issues with member devices, so will try meeting with Zoom in June. The Library of Michigan has begun a weekly session on adult programming; these have been helpful for suggestions and ideas. We will be having our first adult program planning meeting on May 22. We don't typically offer as many programs in the summer as parents are busy with their children and outdoor activities, so will proceed slowly with a look towards the fall. There are new considerations when using online platforms that we will need to work through. We are currently looking at offering a virtual tidying up program (converting a previously scheduled in person program to an online program) and planning a possible virtual meditation series this summer; there may be others yet to add. I have also reached out to MI Works to see how we may be able to support/assist them; we anticipate that many will need to create resumes and look for employment. Sheila is working on adding challenges to the upcoming virtual Summer Challenge. Thanks to Lisa for purchasing Zoom for YDL; it will make scheduling programs much easier!

All staff continues to work from home. In addition to continuing work on the tasks mentioned last month, staff have attended webinars on programming for adults and on job, career, and business resources that will be useful for patrons who now need to seek employment, and have begun hosting Zoom events. I created a new document with screenshots on how to sign up for a Hoopla account at the request of the two book groups that I work with; the document has been sent out to group members. Staff also continue serving on the various committees charged with workings towards a safe reopening.

Here's a couple of examples of how we are helping patrons from home. This week when doing Senior Calls, I worked over a couple of days with a Syrian woman who wants to learn to speak English better. It took time to work things out due to the language barrier but I was finally able to send information to her email about Washtenaw Literacy's ESL program so she can contact them for help. I have also sent information to a WCC part-time instructor on digital resources for his students. He said that WCC staff has been helpful but slower to respond due to an increase in demand for information, so he appreciated my help to point him to additional resources.

I also participated in a training to become a member of Barrier Busters. Barrier Busters is a network of over 90 social service providers in Washtenaw County that share information/resources to help those in need. Now that I am a member, I can better assist patrons in need of social services. I can access the list of Barrier Buster Member organizations and see which agency(cies) may be able to help. I can also work with patrons to submit a request for emergency funds on their behalf. Thanks to Mary for letting me know about this opportunity.

Submitted by Paula Drummond May 21, 2020

Whittaker Youth Services Board Report May 2020

Program Highlights

Little Ones

- Marlena created weekly online storytimes and I made another jazz storytime this month. It's difficult to know when to grab the stats because views continue to go up. With some videos having been available for 7 weeks and others a few days, videos averaged 47 views on YouTube, plus more for content shared on Instagram, similar to in-person storytimes.
- Videos are currently posted to YouTube and then embedded on our website. We know publishers have only given permission to use this method through June, so our summer plan is for Marlena to create videos using classic tales in the public domain that will be viewable anytime on YouTube. Kelly, Pat, Nicole, Liz, Ulana, and I will take turns doing livestream storytimes 3 mornings each week that will be visible on YouTube for 24 hours, then unlisted and only available to people who know to visit our webpage. Liz and I will offer trainings in the coming weeks to teach staff how to livestream and upload videos. Ulana is creating a bank of traditional songs and fingerplay videos, too.
- Kristen, Pat, and Nicole are developing virtual TinkerLabs that will be available each Friday during the summer.
- We're using TALK content for the Summer Challenge little ones activities.

Kids & Families

- Liz created two Library Labs this month, one about taffy and candy science and one about popcorn science. Because we don't have to worry about copyright for the Library Labs, they can remain on YouTube indefinitely. The average number of views has been 28 on YouTube. Liz also uploads videos to Instagram TV where they have been viewed about 120 times each so far.
- Molly created two Garden to Table programs, one about planting potato seeds and another about nature mandalas. These have been watched about 45 each on YouTube.
- Staff at all locations are working together to develop lessons similar to the Nature Mandala lesson to the right, with video content and unplugged activity suggestions designed around themes. Each week for 8 weeks we will offer 1 STEAM lesson, 1 Around the World lesson that features a different country each week, and 1 Garden to Table lesson. Pat, Nicole, Mary, Marlena, Monique, Stacey, Liz P., Molly, and I are working on STEAM. Ulana, Kristen, Stacey, and I are working on countries. Mary, Joy, Molly, and our intern Isabel are working on Garden to Table. Sam is helping us come up with a webpage and promotion plan for these. Video content we create will be archived on YouTube and Instagram TV. We'll distribute supplies for some activities when we're able.

Teens

- We had 2 Zoom TAG meetings. Kelly and I decided to merge TAG for the summer.
- We started a new YpsiLibraryTeens Instagram account and a handful of TAG members are working on a plan to use stories, polls, and Instagram TV to advertise our teen programs and weekly challenges Jenny designed, and give teens a way to share artwork and connect over the summer.
- Kelly, Liz G., Nicole, Jenny, and I have developed weekly art activities, some with supplies we'll distribute, and Zoom workshops where teens can learn digital music and art, or play trivia. Kelly planned a gaming competition where teens will play a free game from home and send a screenshot of their high score each week for a leaderboard we'll post on the website. Joy and Scott are developing a podcasting workshop for Zoom.



Nature Mandalas

Kids & Parents, Sustainable Living | May 8, 2020

Print PDF

What is a mandala?

A mandala is an ancient Sanskrit word for circle. It's a geometric design that represents the universe. It has no beginning or end. The circle symbol is sacred in many cultures and religions around the world. Mandalas can be found in many places in nature. Every cell in our body is a living mandala. So are the irises of our eyes, flowers, snowflakes, tree rings, and seashells. Mandalas typically start with a single object in the middle and radiate from there. Look around you and see if you can spot one. Even bicycle wheels are mandalas!

Hunt for mandalas and natural objects to build a mandala

For today's garden-to-table adventure, let's go outside to look for mandalas. After watching Molly explore her yard for mandalas and mandala building supplies, you can hunt for natural materials to make our own mandala design. When you've gathered what you need, you'll layout the materials into a unique design. Take a photo if you can, then watch it disappear. Nature mandalas are ephemeral, a word that means temporary or lasting for a short time.



Color a mandala

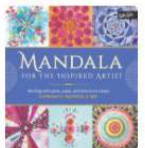
Mandalas are super fun to color too, and it's relaxing. Try this [site](#) for coloring pages you can print or color online.

And there's more!

There are two books available through [Hoopla](#) where you can spend endless hours creating your own mandalas:

- *Zen Mandalas*
- *Mandala For the Inspired Artist*

Did you get a good photo of your mandala before it disappeared? Want to share your beautiful nature art? Use our [YpsiLibrary](#) hashtag on Instagram or send it to [jodi@ypsilibrary.org](#) and we'll add it to a collage of Ypsi mandalas we'll share on social media.



Summer Challenge

The Spring Challenge wraps up this Friday and I'm resetting the site for the Summer. Patrons will be able to reactivate their accounts beginning June 1, then log reading and learning activities from June 13-August 31. Everyone who reads at least 6 books, regardless of their age, will earn a \$5 gift card we can send via email or snail mail. Secret codes will be hidden in online lessons that will trigger LEARN badges, and staff are developing new activities for the EXPLORE badges.

Other News

- Our new intern Isabel Brush-Mindell started two weeks ago. She is an undergraduate at the University of Michigan and is funded through the UM Graham Sustainability Scholars program. This summer she'll work about 320 hours on Garden-to-Table programming and getting to know the library and community so in the fall she can lead a small team of classmates in the development of a year round Garden to Table curriculum we can use at any library.
- Liz and I attended a YDL/YCS meeting and heard what they are providing students.
- I met with YpsiWrites coordinators about summer writing prompts that will be integrated into our learning modules. I'm happy to have 2 EMU volunteers return for the third year to help with summer writing for kids and families.
- Liz and Molly are serving on reopening committees.
- Liz created thumbnail templates to improve the appearance of our YouTube channel (see below) and an end screen for staff to use that refers viewers to our website and other social media. We hope to create a plan with Sam soon to increase our number of subscribers.

Submitted by Jodi Krahnke May 21, 2020

The screenshot shows the YouTube channel page for the Ypsilanti District Library. The channel has 59 subscribers. The page is organized into a grid of video thumbnails. The first row includes 'Library Lab: Making Popcorn' (6:16), 'This Jazz Man Storytime' (7:26), 'Storytime with Marlena 6' (12:17), and a date card for 'May 10, 2020' (21 views • 1 week ago). The second row includes 'Storytime with Marlena 5' (10:01), 'LibraryLab: Making Taffy' (6:39), 'Storytime with Marlena 4' (10:45), and 'Garden to Table: growing potatoes with TC Collins' (9:24). The page also features navigation tabs for HOME, VIDEOS, PLAYLISTS, CHANNELS, and ABOUT, along with buttons for CUSTOMIZE CHANNEL and YOUTUBE STUDIO.

Ypsilanti District Library
59 subscribers

[CUSTOMIZE CHANNEL](#) [YOUTUBE STUDIO](#)

HOME **VIDEOS** PLAYLISTS CHANNELS ABOUT

Uploads ▾ [PLAY ALL](#) [SORT BY](#)

Library Lab: Making Popcorn
9 views • 1 day ago

This Jazz Man Storytime
36 views • 6 days ago

Storytime with Marlena 6
23 views • 6 days ago

May 10, 2020
21 views • 1 week ago

Storytime with Marlena 5
37 views • 1 week ago

LibraryLab: Making Taffy
47 views • 2 weeks ago

Storytime with Marlena 4
39 views • 3 weeks ago

Garden to Table: growing potatoes with TC Collins
69 views • 3 weeks ago

Old Business

New Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-14

May 27, 2020

RESOLUTION TO ACCEPT THE FISCAL YEAR 2019 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2019 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/19/2020
Re: Approval of 2020 L-4029 Tax Rate Request Forms

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

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

YDL's operating millages are authorized by approval of these forms.

Carefully read the instructions on page 2

Carefully read the instructions on page 2

2020 Taxable Value of All Properties in the District of Columbia

257 200 254

357.299.254

For LOCAL School Districts: 2020 Taxable Val

Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Date 05/27/2020

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

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Bethany Kennedy	05/27/2020
<input type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/>	President		Omer Jean Winborn	5/27/2020

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

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Carefully read the instructions on page 2.

Carefully read the instructions on page 2.

2020 Taxable Value of All Properties in the Unit as of 5-26-2020

340.711.728

340.711.728

For LOCAL School Districts: 2020 Taxable Value

Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Hilbray Director	Date 05/27/2020
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Bethany Kennedy	05/27/2020
<input type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/>	President		Omer Jean Winborn	5/27/2020

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

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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Carefully read the instructions on page 2.

Carefully read the instructions on page 2.

2020 Taxable Value of ALL Properties in the Unitas of 5-26-2020

1,428,774,461

For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

[illegible]

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Library Director	Date 05/27/2020
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/>	Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/>	Secretary		Bethany Kennedy	05/27/2020
<input type="checkbox"/>	Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/>	President		Omer Jean Winborn	5/27/2020

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

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

Local School District Use Only. Complete if requesting mileage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-15

May 27, 2020

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2020

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2020 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/22/2020
Re: Resolution to approve a deficit elimination plan

The FY2019 audit was recently submitted to the Michigan Treasury as required. Shortly thereafter I received the attached letter via email, which requires us to certify and submit a deficit elimination plan for the Debt Service Fund. Although the debt is paid, we had not yet received all of the 2019 tax collection at year-end, so the fund ended the year in deficit.

This summer when we receive the final delinquent tax collection payment from Washtenaw County, we will eliminate the deficit and close the Fund. Please let me know if you have any questions about this after reviewing the attached documents. Since our Auditor will be joining us at the meeting for the Audit Presentation, he could also address this issue.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

May 11, 2020

**Notice of Intent To
Withhold State Payments**

Municipality Code: 818005
APR Form ID Number: 72888
Report ID Number: 101017

Sent Via Email

Chief Administrative Officer
Ypsilanti District Library
lisa@ypsilibrary.org

Dear Chief Administrative Officer:

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2) states that units of local government (local units) that end their fiscal year in a deficit condition shall formulate a deficit elimination plan. Any assessment of a local unit's deficit condition should be made using the guidelines provided in Treasury Website (Numbered Letter 2016-1).

The Community Engagement and Finance Division received an audit report from your local unit for the fiscal year ending 2019. Your Certified Public Accountant has indicated a deficit in one or more funds as follows:

<u>FUND NAME</u>	<u>AMOUNT</u>
Debt Service	-\$20,653.00

If a deficit exists in the General Fund, the General Fund plan should include a monthly breakdown of revenues and expenditures for the first two years of the projection and annual detail for the remaining years. For example, a five-year plan would show monthly detail for 24 months, and annual detail for the remaining three years. When a revised plan is submitted in the subsequent year, it would include a monthly breakdown for two years and an annual breakdown for the remaining two years. The monthly breakdown shall be for actual revenue and expenditures expected that month. For example, property taxes should be included in the months the taxes are projected to be actually collected. It shall not be merely the annual revenue and expenditures divided by 12 months. This will allow for a more meaningful picture of how the municipality is progressing on a monthly basis.

Except where indicated "No Plan Necessary," within 30 days from the date of this letter please upload a deficit elimination plan for all funds listed above and a certified resolution online by visiting Michigan.gov/MunicipalFinance and select Deficit Elimination Plan Upload. Should a plan not be filed within 30 days, we may withhold 25% of the local unit's State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are not released when a plan has been *filed*, but when a plan has been *evaluated and certified* by Treasury.

After receiving your plan, we will notify you by email if additional information is needed or that your plan has been certified. If you have any questions, contact the Municipal Finance Section at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Harlan Goodrich". The signature is fluid and cursive, with the first name "Harlan" and last name "Goodrich" clearly distinguishable.

Harlan Goodrich, Municipal Finance Manager
Community Engagement and Finance Division

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-16

May 27, 2020

RESOLUTION TO APPROVE A DEFICIT ELIMINATION PLAN FOR THE DEBT
SERVICE FUND

WHEREAS Ypsilanti District Library's Debt Service Fund had a \$20,563 deficit fund balance on November 30, 2019; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the Ypsilanti District Library Board adopts the attached Debt Service Fund Deficit Elimination Plan.

BE IT FURTHER RESOLVED that the Ypsilanti District Library's Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti District Library
FY2020 Debt Service Fund
Deficit Elimination Plan
BALANCE SHEET

Page: 1

5/22/2020

11:27 AM

Ypsilanti District Library

As of: 11/30/2019 (PFY)

Balances

Fund: 301 - DEBT SERVICE

Assets

084.101 DUE FROM GENERAL FUND

-27,987.96

106.000 TAX RECEIVABLE

12,434.81

Total Assets

-15,553.15

Liabilities

248.000 DEFERRED REVENUE

5,099.60

Total Liabilities

5,099.60

Reserves/Balances

390.000 FUND BALANCE

1,048,986.18

398.000 CHANGE IN FUND BALANCE

-1,069,638.93

Total Reserves/Balances

-20,652.75

Total Liabilities & Balances

-15,553.15

Unrestricted Net Position -20,653

Deferred-Taxes Rcble -7,335

Curr Assts - Curr Liabl -20,653

Must eliminate -20,653

Collectible taxes from June County Disbursement 22,223

Adjustment to close fund -1,571 Transfer to Operating

Plan:

DSF Final 2019 summer collections

taxable value 1,736,616,153

Millage 0.0910

Owed 158,032

Paid 135,809

To collect 22,223

n.b. per the above calculation, we expect that the remainder of Real Property taxes to be disbursed from the County in June of 2020, for the portion of the district with debt service levee from the July 1, 2019 tax bill, will exceed the current deficit in the Fund and the remainder will be transferred to the Operating Fund to Close Fund 301 Debt Service Fund

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/22/2020
Re: Consideration of a Reopening Policy

As we discussed last month, reopening the library safely for staff and patrons will be very complex, and needs to be a gradual, phased process. Three staff work groups are actively developing procedures and making recommendations for various parts of the plan. Because the COVID landscape changes daily, our attorney drafted a policy template for libraries to modify and adopt which allows the Director flexibility to respond as the situation develops.

The Policy Committee reviewed the attached draft policy modified for YDL from this template and did not recommend any changes.

Using the recommendations from our work groups to date, along with best practices being developed by other libraries, Julianne and I drafted "Exhibit A" of the Policy, our current Reopening Plan. The Reopening Work Group is scheduled to discuss the Plan the day before our Board meeting, and I anticipate changes. I will share a current draft via email prior to the meeting, but as noted, this document is designed to be flexible.

D12

Library Reopening Policy

Draft: 5/19/20

- I. Purpose. Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.
- II. Resuming Library Service. Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. Cleaning Protocols. The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. Returned Material. The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. Assess Needs. The Library Director and Department heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper personal protection equipment such as hand sanitizer, gloves, masks or similar equipment.
 - D. Social Distancing. The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.
 - E. Notice to Patrons. The Library Director shall post notices on the door of each Library facility to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan for that facility. An overview shall be posted on the Library website.

- III. Reopening Stages. The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.
- IV. Director’s Role; Authority. The Library Director (or other person appointed by the Library Board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:
- A. Modifications; Reopening Stages. The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part. Different locations may reopen in different stages.
 - B. Staffing Levels. The Library Director has the authority to address and determine appropriate staffing levels for each stage at each location, and whether staff can work from home or must work in-person.
 - C. Cancel or Limit Services. Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
 - D. Library Closure. The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director’s decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director’s determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library’s Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at Library facilities and on the Library’s website. This Policy assumes the staff will be paid based on their “normal” schedule during the Library’s closure under this paragraph.
 - E. Consultation. The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for

Disease Control (“CDC”), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. Enforcement. Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.
- VI. Right of Appeal. Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.
- VII. Applicability. Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

Exhibit A

STAGED REOPENING



STAFF SAFETY PROTOCOLS UNTIL NOT REQUIRED BY COUNTY HEALTH DEPARTMENT:

Masks required | Daily temperature checks | Exposure form | Ample hand washing/sanitizer | Adherence to 6-foot floor markers | Regular cleaning of restrooms | Regular cleaning of exposed surfaces | Adherence to one-way stack aisles | Use of gloves when required | No gatherings in lunch rooms/break areas | Limited number of staff in the building | Shifts limited to 4 hours

1. STAGE ONE **Building Closure**

All buildings closed; Telework permitted (virtual programming, etc.); WiFi remains on; Landscaping company permitted; “Essential functions” permitted for approved staff (payroll, building inspection).

2. STAGE TWO **Pre-opening (staff only)**

Staff receive safety protocol training; Designated staff begin to build public safety infrastructure and reconfiguration of public spaces; Staff work in 4-hour shifts maximum, with last 30 minutes of shift dedicated to cleaning; Phone reference provided to public; Material delivery between locations resumes; Book drops (all locations) to reopen with limited hours; Process holds; Discharge/shelve materials and quarantine for set period; Telework encouraged; Collection orders and weeding may resume; Resume vendor deliveries; Acquisitions to resume ordering, processing, and cataloging;

3. STAGE THREE * **Strictly limited public service**

Curbside service begins at Whittaker location only; Program supply pick-up permitted at curbside; Bookmobile to be used for public “drop off” of materials; Book drops (all locations) remain open 24 hours; Homebound delivery service resumes.

- 4. STAGE FOUR ***
Limited public service
- Whittaker location to reopen with closed stacks and staff material retrieval, as well as computer usage by appointment; Michigan Avenue location to open upstairs only with closed stacks and computer usage by appointment; Superior remains closed; Masks required by all patrons; Bathrooms at Whittaker location to open on first floor only; Number of patrons in each building to be limited for social distancing guidelines; Patron time limits in buildings to be enforced; Meeting and study rooms to remain closed; Copy/print/fax service resumes on-demand; Interlibrary loan service to resume; Use of self-check encouraged; No food or beverage permitted; Drinking fountains closed; Security staff required at both buildings.
- 5. STAGE FIVE**
Full public service
- All locations, including Bookmobile, resume full public service; In-person board meetings resume; Study and meeting rooms re-open; Deposit collections resume; All staff back to usual locations/duties; Programs resume; Donations accepted; Friends of YDL resume bookshop and booksale activities; Tactile collections and plush furniture reinstated; Food and beverage permitted, including use of drinking fountains; All restrooms reopen.

**** Activities in Stages 3 and 4 may not resume simultaneously***

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-17

May 27, 2020

RESOLUTION TO ADOPT A REOPENING POLICY

Whereas, the Ypsilanti District Library closed to the public on March 13, 2020, in the interest of public health after COVID-19 cases were confirmed in Michigan, and

Whereas, the Governor of Michigan's Stay Home, Stay Safe Executive Order is set to expire on May 28, and

Whereas, the Library Director, with the input of three staff Work Groups, has developed and recommended a staged Reopening Plan to ensure the health and safety of staff and patrons, and

Whereas, the Reopening Plan must be flexible and adaptable so as to readily respond to changing Executive Orders, public health conditions, and recommendations, and

Whereas, the attached draft Reopening Policy allows for this; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The draft policy D12: Reopening Policy is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: