

Board of Trustees

2020 Information Packet



Wednesday
June 24, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, June 24, 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"/>
Consent Agenda			
A. Proposed Minutes from May 27, 2020 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. May 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"/>		
Old Business			
A. Consideration of forgiveness of fines following the Covid-19 crisis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Award of bids for Whittaker curtain wall windows project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of equipment purchase and wiring contract for wireless upgrade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a revision to Policy B4: Children in the Library Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Submission of 2021 MCACA New Leaders grant application	<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, May 27, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:31 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, Auditor Luke Downing, Clark Schaefer Hackett , Adult Librarian Christy Havens, Para Pro- Monique Lopez Geiman and Youth Librarian Patricia Mitchell.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

Community Member Justin Hodge, Ypsilanti Township, MI, introduced himself. He is running for Washtenaw County Commissioner

Presentation: FY 2019 Audit by Luke Downing, Clark Schaefer Hackett

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (April 29, 2020 Regular Meeting minutes, and April 2020 Financials and Check Registers)

Trustee McGee supported this motion.

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

COMMITTEE REPORTS

- Superior Township Planning:
 - In addition to the report in the packet Lisa had a virtual meeting with county commissioner Ricky Jefferson. He was supportive of the new library. He asked Lisa for additional material that he can share with his leadership team regarding a possible allocation for the new building.
 - The Superior planning commission doesn't want to hold a virtual meeting. They asked if we would mind if they waited until early June to see if the stay at home order was lifted by then.

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- They had a productive meeting with Ken Schwartz and the design team, and they are beginning to talk about the property split. On one of the next agendas will be some legal material that will hopefully lead to YDL's ownership of the Harris Rd. property. Lisa is working with attorneys and the surveying company that did our survey on additional information that will lead to the legal description and easements that are needed to make this happen.
- The Ann Arbor Kiwanis club was really interested in YDL's grant proposal. Lisa was worried that they were going to change their focus as some of the library's other potential funders have done to COVID-19. It looks like they still are going to fund some capital projects. They should hear something soon.
- Facilities committee
 - They had a meeting yesterday with teams from Terracon and O'Neal construction about the Whittaker curtain wall window project. They created a set of design documents that they reviewed together by zoom. They made some changes and are going to try to go out to bid in the next two weeks. They hope to receive it probably by the Monday or Tuesday before the next board meeting. They should be able to tell us how the bids compare to the budget that they projected.
 - Lisa has been in talks with Strategic Energy Solutions who have the project for the Whittaker lighting control system. They are trying to get Lisa copies of a readable set of documents. The documents Lisa received were not legible. Lisa hopes to have this by the next board meeting

REPORT OF THE LIBRARY DIRECTOR

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

- YDL is working on the first Covid-19 issue of The Loop. They want to get the newsletter out to those who don't have internet and may not know that the library is available to them in different ways. Its going to be in the mail by Monday and to homes sometime next week. It's a smaller publication but it is packed with information on what you can get from the library at this point and things you might need as the business community reopens. YDL is hoping to do an issue a month for the summer.
- YDL applied for a Michigan Humanities Council HOPE grant. This grant was a Covid-19 related grant proposal to support staff wages and benefits. That grant request was denied. They had a tremendous number of request and ran out of money.
- YDL's endowment fund at the Ann Arbor Area Community Foundation is doing well. They because of the Covid crisis have asked if they could send our money through electronic means. Our grant award this time will be over \$7,200 which is the largest grant distribution YDL has received from the endowment to date.
- Lisa has asked the IT manager to begin working on a Wi-Fi upgrade that was planned for this summer. The library wants to be able to provide Wi-Fi to people who are outside of the building. The current Wi-Fi is wimpy. The signal outside is not good and the signal inside isn't fabulous. On the board's next agenda will be an equipment purchase to boost the Wi-Fi at all three locations.
- The summer challenge launches on Monday. The summer challenge webpage has an adorable teen video that was made by an EMU intern
- With the covid crisis and all the virtual programming YDL is doing it is necessary to shift some staff to promote the virtual programming. There will be changes to some staffs work focus to support it.
- Lisa believes that the virtual programming is probably here to stay. It is an enhancement regardless of the pandemic because we are reaching more people.

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Minutes, May 27, 2020 (Unapproved)

NEW BUSINESS

- A. Acceptance of the 2019 FY audit report

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: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

- B. Approval of 2020 L-4029 Tax Rate Request forms

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,

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Board of Trustees - Virtual Meeting
Minutes, May 27, 2020 (Unapproved)

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: Brian Steimel

SUPPORTED BY: Theresa M. Maddix

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

C. Resolution to approve a deficit elimination plan

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 certificate.

OFFERED BY: Patricia Horne-McGee

SUPPORTED BY: Brian Steimel

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

D. Consideration of a Reopening Policy

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

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BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	I always enjoy reading through the departmental reports. This time it just really struck me how adaptable and innovative all the staff are in providing all these virtual programmings and all of the Wi-Fi infrastructure upgrades that are needed to support our community. I'm just so very proud of the library and all the staff and thankful.
Theresa	Id like to also thank the staff for continuing work during this very long time. Continuing to work in new ways. I have enjoyed a lot of the virtual programming continuing. One of the things that have been my favorite from the last period is the Garden to Table that T.C Collins did. Particularly the ones that T. C Collins did with potatoes. I have potatoes now planted using his method and they are sprouting . So, thank you for that virtual programming and I really hope it continues even after the library is fully open.
Kay	I just want to echo what everyone has been saying and I'm sure the others will too. I've just been totally impressed with all the things our staff has done creatively out of almost nothing because this has never happened before. I hope that Lisa will pass this on to staff how impressed we all are with what they have done.
Pat	I think I just want to echo what everyone else has been. This has been a phenomenal summer and the workload, and the tasks have been phenomenal and phenomenally done. I was reading a book. I can't tell you the exact title this moment. Libraries and social workers working together that's the gist of it. I finished it and would love to discuss with someone or anyone. If anyone has that need or would like to. Interesting read very interesting read.
Kristy	I just want to echo what everyone else is saying about YDL is really rocking the virtual programming. I like the idea of considering to do it in the future. It makes the library more accessible to more people
Brian	I just want to say I look forward to Marlena and Jodi's story telling a lot. That's kind of one of the highlights of my week, Marlena's new story. The things that they are doing to reach out are great.
Jean	I liked to say that before we started, I had a few minutes and I was explaining how I am working with my cousin virtually. She's in Illinois and she uses the library in Illinois, but she is on the border of Wisconsin . I was looking in her library and I was going wow aren't we fortunate we are so blessed we have so much going on. The limited stuff that she had at that library and I was going wow I just love our library, I love the librarians, the staff , Lisa. Thank you for all that you do.
Lisa	It has been extremely challenging for many reasons. We appreciate your gratitude and kudos I think that the whole staff would tell you that we really miss our patrons, our buildings and our work. We don't like this . We want to be with people. I am hopeful that perhaps this last extension of the executive order might be the last one. So that we can get back and see each other again and work a little more normally. I know we all are kind of scrambling right now. I at least do not feel nearly as productive as I am used to doing, even though we are doing stuff it is a challenge every day.

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Adjournment

Trustee Williams moved to adjourn at 7:43 p.m. Trustee Kennedy seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 06/19/2020

Time: 2:56 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72251	05/06/2020	C Printed			ADT	ADT SECURITY SERVICES, INC	Superior inv 4/13/2020	160.02
72252	05/06/2020	C Printed			ALER	ALERUS FINANCIAL	YDL contribution 4/30/2020	25,944.32
72253	05/06/2020	C Printed			BATT	BATTERIESPLUS	4 batteries-alarm systems	167.88
72254	05/06/2020	C Printed			CAMPINC	CAMPBELL, INC	12/1/19-2/29/2020 MA contract	13,867.25
72255	05/06/2020	C Printed			CONSTELL	CONSTELLATION NEWENERGY-	Whit/MA 3/2020 elec service	3,215.70
72256	05/06/2020	C Printed			DTE ENERGY	DTE ENERGY	Whit street light 4/2020	41.61
72257	05/06/2020	C Printed			DTE ENERGY	DTE ENERGY	MA elec 3/28-4/29/2020	995.83
72258	05/06/2020	C Printed			DTE ENERGY	DTE ENERGY	whit elec 3/24-4/23/20	4,566.21
72259	05/06/2020	C Printed			ENV	ENVISIONWARE	WM-RFID-READER KIT	5,197.25
72260	05/06/2020	C Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 4/13/2020	52.42
72261	05/06/2020	C Printed			0000000051	THE LIBRARY NETWORK	content fee 5/1/2020-4/3/2021	5,736.25
72262	05/06/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Superior april 2020	10.92
72263	05/06/2020	C Printed			MCLS	MIDWEST COLLABORATIVE FOR	hoopla 2/29/2020 ending	13,410.95
72264	05/06/2020	C Printed			OCLC	OCLC INC.	3/1-3/31/2020 billing	938.44
72265	05/06/2020	C Printed			OV	OVERDRIVE, INC.	17 items	1,000.38
72266	05/06/2020	C Printed			STUD	SUPERIOR TOWNSHIP UTILITY	Superior 3/13-4/15/2020 servic	7.40
72267	05/06/2020	C Printed			THYSSENKRUPP	THYSSENKRUPP ELEVATOR	whit 5/1-7/31/2020 phone monit	1,254.86
72268	05/06/2020	C Printed			0000000021	Y C U A	MA 3/20-4/22/20 service	668.35
72269	05/21/2020	C Printed			LOR	BAKER & TAYLOR	statement 3/31/2020	10.86
72270	05/21/2020	C Printed			BAKL	BAKER & TAYLOR #4407662	statement 3/31/2020	107.10
72271	05/21/2020	C Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 3/31/2020	32.67
72272	05/21/2020	C Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 3/31/2020	5.55
72273	05/21/2020	C Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 3/31/2020	10.76
72274	05/21/2020	C Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 3/31/2020	50.76
72275	05/21/2020	C Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 3/31/2020	694.14
72276	05/21/2020	C Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 3/31/2020	207.91
72277	05/21/2020	C Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 3/31/2020	257.65
72278	05/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 4/30/2020 #5906	79.16
72279	05/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 4/30/2020 #5384	288.96
72280	05/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 4/30/2020 #9394	120.71
72281	05/21/2020	C Printed			BASIC	BASIC	May 2020 admin fee	63.20
72282	05/21/2020	C Printed			BCN	BLUE CARE NETWORK OF MI	june 2020 coverage	38,520.12
72283	05/21/2020	C Printed			BSB	BSB COMMUNICATIONS INC.	5/4/20 remote mac	108.75
72284	05/21/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	april 2020 grounds	81.68
72285	05/21/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	april 2020 elec/fuel	133.99
72286	05/21/2020	C Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	5/30/2020 due	1,731.63
72287	05/21/2020	C Printed			CLHI	CLARK HILL	april 2020 services	392.00
72288	05/21/2020	C Printed			CONSTELL	CONSTELLATION NEWENERGY-	April 2020 service	2,390.63
72289	05/21/2020	C Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	April 2020 services	80.00
72290	05/21/2020	C Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 5/13/2020	53.10
72291	05/21/2020	C Printed			0000000051	THE LIBRARY NETWORK	500 disposable gloves	495.00
72292	05/21/2020	C Printed			LINC_NAT	LINCOLN NATIONAL LIFE	6/1-6/30/2020 coverage	1,302.74
72293	05/21/2020	C Printed			AFSCME	MICHIGAN AFSCME	deducted 5/14/2020	721.50
72294	05/21/2020	C Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/20-7/1/2021 premium	1,709.00
72295	05/21/2020	C Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 2/29/2020	13,410.95
72296	05/21/2020	C Printed			AMAZ	SYNCB AMAZON	st 4/10/2020	243.84
72297	05/21/2020	C Printed			TDSM	TDS	05/22/20 statement	1,216.73
72298	05/21/2020	C Printed			0000000316	U S POSTMASTER	Loop summer 2020 PERMIT #658	3,300.00
72299	05/21/2020	C Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/2020 service	446.39
72300	05/21/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	june 2020 coverage	744.52

Check Register Report

Date: 06/19/2020

Time: 2:56 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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ANN ARBOR Checks

72301	05/21/2020	C	Printed		YTTO	YPSILANTI TOWNSHIP	2019 pilot correction	67.82
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Total Checks: 51

Checks Total (excluding void checks):

146,315.86

Total Payments: 51

Bank Total (excluding void checks):

146,315.86

Total Payments: 51

Grand Total (excluding void checks):

146,315.86

Ypsilanti District Library
Balance Sheet
May 31, 2020
General Fund

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 05/31/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	770,381
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	1,907,821
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	2,715,357
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	99,565
Total Assets	<u>2,664,319</u>	<u>2,680,432</u>	<u>2,814,600</u>	<u>2,426,996</u>	<u>2,695,077</u>	<u>2,814,921</u>
Liabilities	425,334	334,400	509,097	145,758	85,577	34,382
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						<u>0</u>
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						<u>-</u>
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	1,568,407
Total Fund Balance	<u>2,238,985</u>	<u>2,346,032</u>	<u>2,305,503</u>	<u>2,281,238</u>	<u>2,609,500</u>	<u>2,780,539</u>
Total Liabilities & Fund Balance	<u>2,664,319</u>	<u>2,680,432</u>	<u>2,814,600</u>	<u>2,426,996</u>	<u>2,695,077</u>	<u>2,814,921</u>

Ypsilanti District Library
Period Ending 05/31/2020 (50% 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 05/31/20 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	3,481,982	2,225,017	61.0%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,074,121	2,288,226	1,026,468	1,261,758	44.9%
Dept 200 Michigan Ave.	531,686	560,976	570,105	567,512	585,072	264,386	320,686	45.2%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	87,152	88,009	44,020	43,989	50.0%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	153,941	158,567	79,697	78,870	50.3%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,113,538	1,151,393	487,973	663,420	42.4%
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	1,913,576	2,357,691	44.8%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,668	1,435,732	1,568,407		
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	4,180,540		

**Ypsilanti District Library
General Fund
Period Ending 05/31/2020
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 05/31/20 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	262,446	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	32,931	99.4%
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	17,342	28.2%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	10,321	27.2%
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	2,276	379.3%
683.100	Trustee Party Revenue	0	0	0		0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	673	16.8%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	6,068	52.8%
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	3,462,949	60.7%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2020
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	YTD 05/31/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	605,794	614,161	625,703	736,710	330,620	44.9%
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	2,060	30.1%
702.180	Reversed Receivables	0	0	0			NA
702.900	Salary/Subs	18,578	11,314	16,427	18,513	2,999	16.2%
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	5,967	48.3%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	74,031	47.5%
715.100	ACA Taxes Paid by employer	0	0	247	352	114	32.4%
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	39,131	38.8%
719.000	FSA Admin Fee		583	691	758	336	44.3%
727.000	Office Supplies	31,342	28,245	28,789	32,400	8,088	25.0%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	6,682	28.2%
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,620	101.6%
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	3,786	37.0%
754.000	Health Insurance	350,013	361,244	371,049	359,537	184,525	51.3%
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	2,265	55.0%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	5,134	57.4%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	6,840	56.0%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	1,810	21.8%
769.050	Classified Advertising	122	606	993	800	210	26.3%
774.050	Digital Collection	17,244	22,298	31,726	196,685	60,435	30.7%
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	6,221	25.9%
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	2,133	47.4%
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	85,830	41.1%
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	4,164	29.0%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	8,237	13,874	13,085	16,455	6,538	39.7%
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	2,400	60.0%
975.500	Legal - Negotiations	0	0	12,765	0	0	
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	12,447	38.4%
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	93	1.9%
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	1,026,468	44.9%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2020
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 05/31/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	382,076	393,684	404,679	406,782	206,336	50.7%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	2,110	21.8%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	8,879	35.2%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	3,785	24.7%
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	2,821	67.2%
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	6,336	50.0%
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	2,277	49.2%
943.000	Natural Gas	5,059	4,317	3,359	4,030	2,834	70.3%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	6,730	35.0%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	2,484	44.6%
Total		531,686	560,976	570,105	585,072	264,386	45.2%
Dept 300 Outreach/bookmobile							
702.000	Salaries	70,396	66,998	68,078	68,658	34,419	50.1%
775.000	Library Materials	5,370	4,930	4,478	4,998	2,266	45.3%
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	44,020	50.0%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,331	136,949	144,398	144,747	73,678	50.9%
775.000	Library Materials	7,057	7,059	7,609	6,998	2,959	42.3%
840.000	Repair & Maintenance	984	2,220	1,374	1,000	570	57.0%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	490	40.8%
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	569	49.1%
943.000	Natural Gas	695	756	573	844	550	65.1%
947.000	DTE - Electric	901	993	1,013	1,145	455	39.7%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	44	16.2%
Total		152,355	151,311	158,283	158,567	79,697	50.3%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2020
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	YTD 05/31/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,325	684,699	696,339	699,097	352,694	50.4%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	10,975	26.1%
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	6,001	16.7%
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	641	10.7%
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	4,849	23.8%
840.025	Campbell Maint Contract	42,979	42,979	42,934	42,797	21,399	50.0%
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	1,071	25.5%
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	4,553	49.5%
943.000	Natural Gas	26,168	31,856	25,609	31,156	17,223	55.3%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	31,482	29.9%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	1,534	24.3%
980.000	Professional/Contractual	0	0	0	0		NA
Total		1,099,241	1,096,935	1,123,928	1,151,393	487,973	42.4%
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						
850.100	Technology improvements						NA
	Total Other Revenue	369	979	0		0	NA
Total Revenue							
	Total Revenue	3,810,812	3,924,231	5,506,660	5,706,999	3,481,982	
Total Expenditures							
	Total Expenditures	3,852,333	3,947,140	4,025,766	4,271,267	1,913,576	44.8%
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,568,407	
	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	4,180,540	

**Ypsilanti District Library
Balance Sheet
May 31, 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 05/31/20
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
May 31, 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 05/31/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,903,175
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,903,175
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,903,175
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,903,175

Ypsilanti District Library
Capital Expenses
Period Ending 05/31/2020 (50% of Year)

ACCT #	ACCOUNT NAME	YTD 05/31/20 ACTUAL
Revenue		
683.800	Superior Library Designated	44,600
688.000	Interest	3,837
Total		48,437
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		21,430
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,903,175

Current Board Assignment

Communications



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

June 17, 2020

**Deficit Elimination Plan
Approval**

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:

We have evaluated your deficit elimination plan for the correction of the deficit condition as of the fiscal year ending 2019, in one or more funds as follows:

- Debt Service

The plan, as submitted under the requirements of the Glenn Steil State Revenue Sharing Act 140 of 1971, Section 21(2), should correct the deficit condition of the above-mentioned fund(s).

If you have any questions, contact the Municipal Finance Section at (517) 335-7469 or email questions to Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Rod Taylor".

Rod Taylor, Administrator
Community Engagement and Finance Division

From: Michigan Executive Office of the Governor <mieog@govsubscriptions.michigan.gov>
Sent: Thursday, June 18, 2020 8:03 PM
To: Lisa Hoenig
Subject: RELEASE: Governor Whitmer Extends Executive Order Allowing Public Bodies to Meet Remotely



FOR IMMEDIATE RELEASE

June 18, 2020

Contact: press@michigan.gov

Governor Whitmer Extends Executive Order Allowing Public Bodies to Meet Remotely

LANSING, Mich. — Governor Whitmer today signed Executive Order 2020-129, which extends a previous Executive Order allowing public bodies to conduct public meetings remotely during the ongoing COVID-19 pandemic. Executive Order 2020-129 expires on July 31, 2020.

"As we continue our efforts to flatten the curve and prevent a second wave of COVID-19, it's important for public bodies to be able to continue holding meetings and the public to participate in those meetings," **Governor Whitmer** said. "By allowing for remote meetings, public bodies and residents can continue practicing safe social distancing while also ensuring meetings remain open, accessible and transparent to the public."

Under Executive Order 2020-129, public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, can use telephone- or video-conferencing methods to continue meeting and conducting business during the COVID-19 public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.

Public bodies must meet the following criteria when holding a public meeting remotely:

- Ensure two-way communication for members and the public to hear and address each other when speaking.
- Provide adequate notice to the public of the meeting.
- Post a public meeting notice on their website.
- Permit participants to record or broadcast the public meeting.
- Allow participants to address the public body during a public comment period.

The order also temporarily authorizes public bodies, departments and agencies to use technology to enable remote participation in public comment and hearings, and temporarily excuses school boards from monthly meeting requirements.

Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus.

To view Executive Order 2020-129, click the link below:

- [EO 2020-129 Emerg order - OMA - re-issue.pdf](#)

###

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Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/19/2020

Re: Superior Planning Committee report

- 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 May meetings. We are on their agenda for the June 24 virtual meeting, which will be held at 7:30.
- Nederveld is waiting for answers from the Planning Commission meeting to finalize the legal description and easements needed to execute the land transfer.
- Julianne, Mary, Jim and I held a virtual meeting with Dan Whisler to review the latest design documents on 6/8. We discussed details such as the meeting room A/V, appliances for the kitchenette, and flooring for the entryway. It's very exciting to watch the plans shape up!
- I heard from a second representative of the Kiwanis Club of Ann Arbor regarding our grant application. They expressed obvious interest in our project but also noted Covid closure of their Thrift Store has impacted revenues significantly. It is possible they may wait until 2021 to contribute to our project. Awards for the current grant period should be announced any time now.

Director's Report and attachments

Library Director's Report

June 24, 2020

We're BACK!

After 100 days of closure, staff returned to YDL on June 15. Some staff have taken on new roles (example: Building Monitors are assisting with book delivery between facilities and staff check-ins), and some continue to work from home. Those in the buildings are working in two four-hour shifts to ensure adequate space for social distancing. A screening procedure and face masks are required at check-in, as outlined in our Preparedness and Response Plan (attached to this report). Things are definitely different, but staff as a whole seem comfortable and very happy to be back. A number have told me that because we've been so careful in the development of our reopening plans, it's made them feel safe. Very good to hear!

Book returns are open 9-6 Monday-Saturday, and at Michigan Avenue and Whittaker from 1-5 on Sundays. Materials are quarantined for 72 hours prior to check-in, then are routed to the proper location for shelving. Bins are full! We have been pulling holds and contacting patrons to make sure they still want the materials that were on hold when we closed in March. The next step is providing holds to patrons through a contactless curbside pick-up service at Whittaker. We expect to begin sometime the week of our Board meeting.

In addition:

- The Summer Challenge is ON! Join the fun at www.ypsilibrary.org/summer, and encourage others to do the same.
- We plan to allow AARP tax assistance appointments to resume if/when AARP can find willing volunteers. Patrons who have no other way to complete their taxes are anxious to see this happen.
- The summer lunch program will be handled differently this year, with bi-weekly lunch pick-ups rather than daily service. YDL will not be a lunch location, but a number of YDL staff will help out at the locations in our service area. Staff are excited to connect with youth and families through this important work.
- Whether or not the Library is open for business on August 4, the Whittaker lobby and Community Room will be open as a polling place as usual.
- The second Covid issue of *The Loop* is being produced and should hit mailboxes sometime around July 1st.

Facilities:

Jim Reed and I have a video call scheduled with Strategic Energy Solutions on 6/22 to discuss the specifications they have developed for replacing Whittaker's lighting control system. Once we sign off on a final version we will solicit bids on the project for Board consideration.

Financial:

We received our first of two State Aid payments this month.

Personnel:

The staff returned to work on 6/15 without two of our Whittaker Road Pages. Haley Estermyer is leaving us for another job, and Megan Watts' second job schedule won't fit with our current 4-hour shifts. We're hopeful that when YDL hours return to normal, Megan will rejoin us.

Of Note:

- Our Michigan Humanities Council HOPE grant application request was not selected for funding.
- We submitted two grant applications to the Library of Michigan for federal CARES Act funding, one for PPE (all applications for PPE will be funded) and one for Digital Inclusion projects, on 6/18.
- I am scheduled to give a presentation to the Washtenaw County Commission at its working session meeting on 8/6. I will make the case for a County allocation to the Superior building project.
- I met with my colleagues on the John Cotton Dana Awards judging panel virtually this month. We selected four very worthy projects to receive the \$10,000 award. It was a fascinating process, and very rewarding to notify my favorite amongst the winners. I'm looking forward to years 2 and 3 of service to this project.

Ypsilanti District Library
COVID-19 Preparedness and Response Plan 6-9-2020

In accordance with Executive Order 2020-77, Ypsilanti District Library (“YDL”) institutes this COVID-19 Preparedness and Response Plan (“Plan”). This document is for internal purposes and may be modified or changed by YDL in response to legal changes or operational needs. All YDL policies are implemented in compliance with federal, state and local law. If anything in this Plan conflicts with federal, state, or local law, or any applicable collective bargaining agreement, then those laws or agreement controls.

YDL aims to protect its workforce by enacting all appropriate prevention efforts. YDL is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact the Library Director.

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

YDL abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held virtually;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance at all times, including when reporting to work and leaving work;
- Employees’ workstations are no fewer than six feet apart;
- YDL may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties; and

YDL provides employees with, at a minimum, non-medical grade masks. Masks are to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace. Gloves will be provided when required by training guidelines.

In addition, YDL is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning workstations at the end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on YDL premises;
- Complying with YDL's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, YDL:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

c. Worker Exposure Classification

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

Employees' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public. Given this classification, YDL provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to YDL, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, YDL screens employees on a daily basis. Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever (100 degrees F or 37.8 degrees C) or, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. A touchless thermometer is available and temperature checks are performed.
 - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Library Director.

c. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, YDL may accept written statements from employees confirming all the factors supporting their release.

3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

a. FFCRA

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under YDL policy concurrently with or to supplement any approved leave as permitted by law.

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

c. Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to the Business Office for information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

d. FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

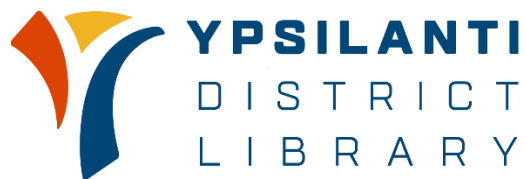
YDL is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then YDL engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, YDL will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by YDL and in accordance with guidance from local, state, and federal health officials. Except as permitted by law, nothing in this Plan changes or modifies the terms and conditions of any applicable collective bargaining agreement.

YDL Dashboards



COVID-19 Closure Statistics: May 21 – June 17, 2020

Borrower activity

- New cards: 27
- Card renewals: 88
- Hoopla borrows May 2020: 4,860
- Overdrive borrows May 2020: 4,865
- App Users May 2020: 440

Reference/Outreach transactions

- Reference questions: 290
- Calls to Seniors: 868 placed; 393 people reached
- Grand totals calls to Seniors since inception: 2,597 placed; 1,170 households reached

Programming:

- Adult program attendance: 9
- Youth programs May 1-June 1:
 - 5 Storytimes posted in May -- 130 views before May 31
 - 2 Library Labs posted in May -- 46 views before May 31
 - 1 Garden to Table posted in May -- 27 views before May 31
 - 2 TAG meetings -- 8 teens attended total
 - Kelly had at least one trivia meet up during May.

See Department reports for additional statistics.

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 2020

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
Friends of YDL Annual Support	\$43,360	\$36,050	\$36,000	\$31,000		\$31,000
Memorial Gifts						
In Memory of Marcia Peters		\$525	\$100			
In Memory of Xavier Small	\$5,951					
In Memory of Robert Warren		\$2,170	\$150	\$100		
In Memory of Ingrid Koch			\$1,011			
In Memory of Beatrice L. and Harman F. Sperry			\$1,000			
In Memory of Mary Welzenbach				\$1,000		
In Memory of Pete Murdock				\$1,500		
In Memory of Diane Horn				\$950		
In memory of Jannette M. Gable		\$2,000				
Sub-total	\$5,951	\$2,695	\$2,261	\$3,550	\$0	
Annual Giving Campaign	\$3,582	\$9,712	\$7,745	\$7,604	\$5,980	
Additional fundraising activities						
Gala 150 year anniversary			\$24,123			
Annual Report Mailing		\$1,180		\$1,971		
Dining for Dollars	\$652	\$276	\$306	\$256		
Trustee Parties	\$3,421	\$5,489	\$3,760			
Bank of Ann Arbor (Vehicle Donation)		\$2,000	\$2,000			
Gene Butman Ford (Vehicle Donation)		\$3,316				
Kroger Community Rewards					\$67	
Amazon Smile						
Sub-total	\$4,073	\$12,261	\$30,189	\$2,227	\$67	
Sponsorships						
EMU (Sponsorship of TEDx Talk, 4/13/17)	\$2,500	\$3,000				
Beal Investment-TedX Sponsor		\$900				
The Mosaic Foundation	\$1,000	\$1,000		\$1,000		
Sub-total	\$3,500	\$4,900	\$0	\$1,000	\$0	
YDL Endowment Fund						
General	\$10,400	\$2,505	\$6,025	\$5,350	\$25	
YDL (Yoder Fund Transfer)			\$3,252			
Superior				\$350		
Sub-total	\$10,400	\$2,505	\$9,277	\$5,700	\$25	
Designated Donations						
General Fund	\$450	\$620	\$1,229	\$1,037	\$101	
Michigan Ave		\$1,000	\$1,000	\$1,000		
Superior	\$500		\$7,584	\$45,900		
Adult Fiction	\$500		\$600	\$500		
Bookmobile			\$1,000			
Memorial Gifts	\$953	\$1,264	\$443	\$225		
MI Ave Plaza Lighting				\$1,000		
Youth Programming				\$50		
Sub-total	\$2,403	\$2,884	\$11,856	\$49,712	\$101	
Total Donations	\$73,269	\$71,008	\$97,328	\$100,793	\$6,173	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 2020

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
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Grants						
ALA-PBS Great American Reads series			\$2,000			
ALSC Dia Turns 20 Mini Grant	\$2,000					
ALSC STEAM Strengthening Communities Grant				\$5,000	\$5,000	
Ann Arbor Farm & Garden	\$985					
Blue Cross Complete of MI - Early Literacy Program				\$1,200		
Downtown Association of Ypsilanti [Direct]	\$1,700					
Ezra Jack Keats Minigrant, EJK Foundation	\$500					
Generations United				\$1,500		
Kiwanis-Early Childhood Priority 1 Committee	\$1,600	\$1,600	\$1,080	\$1,080		
MCACA-New Leaders Grant [Noise Permit]	\$3,200	\$2,970	\$2,800			
MCACA-Ypsi Song Fest	\$8,156					
MCACA- Capital Grant - Superior					\$42,500	
MCFB - Family Read					\$500	
MCLS-Harwood	\$690					
MHC-Prime Time Family Reading	\$3,000		\$3,000	\$2,700		
MHC-Ypsilanti African American Oral History Archive	\$24,350					
NEH-Wild Land Exhibit Programming Grant	\$1,000					
Teen Science Café Grant			\$3,000			
United Way Opportunity Grant		\$5,000	\$3,000			
YACF Early Literacy Outreach	\$2,565					
YACF Early Creative Youth Studio	\$3,000					
YALSA/DollarSummer Teen Intern Grant		\$1,000		\$1,000		
National Center for Family Learning		\$3,000				
LSTA - Talk, Early Literacy Texting		\$71,650	\$61,250	\$42,100		
LSTA - Public Library Services Grant				\$1,555		
MHC-Arts & Humanities Touring Grant		\$324				
YDL Endowment Fund Proceeds	\$5,210	\$5,816	\$6,335	\$6,571		
Total Grants	\$57,956	\$91,360	\$82,465	\$63,206	\$48,000	

GRAND TOTALS	\$131,225	\$162,368	\$179,793	\$163,999	\$54,173	
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Designated Fundraising to Date
YDL - Superior Improvement - \$118840.22

*\$1050 remaining, expenditures =4500

Department Reports

Acquisitions Department Board Report

June 2020

Return to Whittaker Road

- Acquisitions work has resumed now that it is safe for staff to be in the library again. However, like everyone else, we have had to adapt some of our procedures. A big thank you to the Acquisitions clerks for being flexible and understanding during this process!
- I have been busy working on the invoices for all the econtent that librarians selected during the closure.
- Librarians will soon be able to resume ordering print and AV materials. Additionally, I have been in contact with our vendor representatives to have our held shipments of previous orders released. Boxes have already started arriving. Acquisitions will be very busy!

MeLCat

- There is no firm date for when MeLCat borrowing and lending will resume; it will happen when 75-80% of participating libraries are ready, per MCLS.
- Delivery, however, has restarted and totes of items that were on their way to us before the shutdown are being delivered. We are quarantining these items and then processing them, either checking in our own items or receiving loaned items for our patrons to pick up once curbside service has started.

Washtenaw Reads

- The Washtenaw Reads Screening Committee continues to discuss and evaluate potential books over both Zoom and email. This approach has been working well and we are making good progress. As a refresher, this year we are focusing on fiction titles that will be “conversation starters” about important topics such as social justice, race relations, climate change, and mental health. I really enjoy being on this committee and am proud to represent YDL on it.

Ypsilanti Historical Society Board Meeting

- I am hosting another Zoom meeting for the YHS board on Thursday, June 18.

Statistics

- The budget is 42% encumbered.
- 600 e-items were added June 1 – June 18.
- An update regarding the total number of items added and the number of items cataloged in March before we closed (I previously did not have access to the stat sheets as they were in the building): 1,071 items were added in March, including 637 e-items; 239 items were cataloged in March.

Submitted by Sarah Zawacki
June 18, 2020

Communications & Development

Monthly report: June 2020

Major print pieces produced:

- The first Covid issue of The Loop was delivered in early June. It contained tons of great information about the work we're doing in the community despite our buildings being closed. We're hard at work on the July issue.



Promotions

- We'll promote the Summer Challenge on various channels throughout the summer.
- Our Summer Learning page (which Jodi and the rest of her team created content for) is up and running and will also get regular mentions (see attached).
- We're working on graphics and other ways to promote our activity as we navigate Covid-19 protocols. We're creating/updating signage, promoting the new drop-box open hours, and have a graphic to circulate to show our plans for opening in stages.

Community Relations

- This year we offered to purchase Summer Challenge prizes instead of soliciting donations. Nearly 15 businesses are participating and all thought it was wonderful that we were choosing to support them in this way. Some businesses still offered to donate prizes, which we were grateful for! This is a testament to our strength in the community and will help maintain our invaluable connections.
- Many folks appreciated the time our librarians and library staff spent pulling together resources to give context to the ongoing protests about police relations. We've shared a number of collections that adults and children/families can use to learn more about the history and context for the demonstrations.

Notable Media Mentions/Partnerships

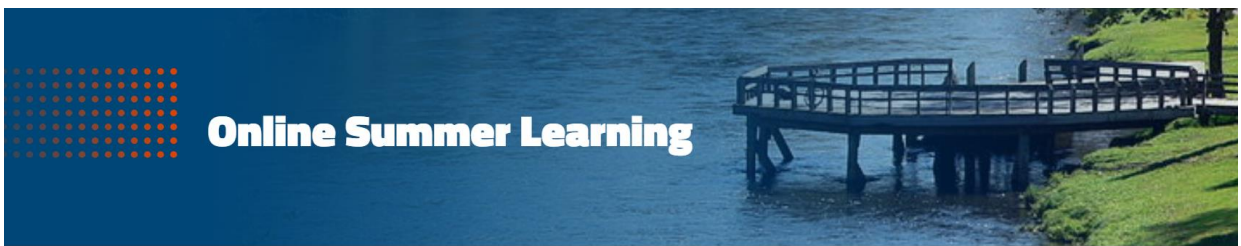
- Lisa was interviewed on WEMU with Jorge Avellan about our plans to open up the dropboxes and move into the next stage of our opening plans.

Notable Social Media activity

- More than 1,200 people saw the post about our drop boxes opening back up, and the post got more than 60 likes and 12 shares.
- Nearly 2,700 people saw our post with information about our opening plans. It was shared 13 times and got 52 likes, and prompted a good discussion on our feed.
- Nearly 2,500 people saw our post with resources for talking about race/race relations and it got 26 likes and 23 shares.
- On Instagram, our videos are regularly getting over 100 views. Liz's tour around town even got more than 300! Our posts are getting good engagement with lots of mentions, likes, and shares!



Submitted by Sam Killian on June 19, 2020



Online Summer Learning

The library may not be open for programs, but we have fun activities to keep youth of all ages busy this summer. Watch the website for details about when we'll distribute supplies you can use to complete STEAM projects at home and subscribe to our YouTube channel so you don't miss storytimes and how-to videos. Be sure to sign up for the Summer Challenge. Earn a digital badge every time you enter a secret code you find hidden on these Summer Learning pages, read a book, or complete other fun challenges.

SUMMER STEAM

Hands-on fun with science, technology, engineering, art, and math. Different unplugged activities you can do at home each week, with online links to learn more!



AROUND THE WORLD

Take an eight week trip around the world from the comfort of home! Sightsee, make art, meet people from other countries, play outdoor games or learn martial arts such as Capoeira and Karate through virtual lessons by local instructors.



GARDEN-TO-TABLE

Each Saturday afternoon, learn a variety of garden-to-table summer activities you can do at home and meet some of Ypsi's food growers!



TINKERLABS

Tinkering allows young children to learn through hands-on experiences and provides unstructured time to explore, test and create. Join us for different themes each Friday.



GET CREATIVE

Teens can get creative at home this summer, then share what you make with us on [Instagram](#)! New projects each week, supplies available for pick up mid-summer.





(//www.wemu.org/sites/wemu/files/styles/x_large/public/202006/ypsi_library_image.jpg)

YPSILANTI DISTRICT LIBRARY

The Ypsilanti District Library is preparing for a soft reopening.



Listen

0:46

Listen to the story.

Starting June 15th (<https://www.ypsilibrary.org/2020/06/ydls-update-on-resuming-services/>), residents will be able to return books at all branches, but only through the dropbox service. Library staff will also return to work in-person that day, but for now, they will work in four-hour rotating shifts to meet social distancing guidelines. Lisa Hoenig (<https://www.ypsilibrary.org/about/staff/>) is the director of the Ypsilanti District Library and says curbside pickup service will be offered at the Whittaker branch (<https://www.ypsilibrary.org/about/visit/ydl-whittaker/>) in the near future.

Lisa Hoenig: The staff would pull the materials people have put on hold either by placing a request from our library catalog online or by calling and requesting the materials.




The library has extended the due date for all books until July 1st. No late fees will be charged for books checked out pre-COVID-19.

Non-commercial, fact based reporting is made possible by your financial support. Make your donation to WEMU today (<https://donate.nprstations.org/wemu/>) to keep your community NPR station thriving.

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— Jorge Avellan is a reporter for 89.1 WEMU News. Contact him at 734.487.3363 or email [him javellan@emich.edu](mailto:javellan@emich.edu) (<mailto:javellan@emich.edu>)

TAGS: [YPSILANTI DISTRICT LIBRARY \(/TERM/YPSILANTI-DISTRICT-LIBRARY-0\)](#) [COVID-19 \(/TERM/COVID-19\)](#)
[CORONAVIRUS \(/TERM/CORONAVIRUS\)](#) [#YPSILANTI \(/TERM/YPSILANTI-1\)](#) [LISA HOENIG \(/TERM/LISA-HOENIG\)](#)

-  [Share \(http://facebook.com/sharer.php?u=https%3A%2F%2Fwww.wemu.org%2Fpost%2Fypsilanti-district-library-offer-limited-services-soon&t=Ypsilanti%20District%20Library%20To%20Offer%20Limited%20Services%20Soon\)](http://facebook.com/sharer.php?u=https%3A%2F%2Fwww.wemu.org%2Fpost%2Fypsilanti-district-library-offer-limited-services-soon&t=Ypsilanti%20District%20Library%20To%20Offer%20Limited%20Services%20Soon)
-  [Tweet \(http://twitter.com/intent/tweet?url=https%3A%2F%2Fwww.wemu.org%2Fpost%2Fypsilanti-district-library-offer-limited-services-soon&text=Ypsilanti%20District%20Library%20To%20Offer%20Limited%20Services%20Soon\)](http://twitter.com/intent/tweet?url=https%3A%2F%2Fwww.wemu.org%2Fpost%2Fypsilanti-district-library-offer-limited-services-soon&text=Ypsilanti%20District%20Library%20To%20Offer%20Limited%20Services%20Soon)
-  [Email \(mailto:?\)](mailto:?subject=Ypsilanti%20District%20Library%20To%20Offer%20Limited%20Services%20Soon&body=https%3A%2F%2Fwww.wemu.org%2Fpost%2Fypsilanti-district-library-offer-limited-services-soon)

Disqus seems to be taking longer than usual. Reload?


RELATED CONTENT

[\(/post/ypsilanti-district-library-expands-offline-ways-people-contact-them-during-covid-19-pandemic\)](#)




[\(/post/ypsilanti-district-library-expands-offline-ways-people-contact-them-during-covid-19-pandemic\)](#)

[Ypsilanti District Library Expands Online Ways for People to Contact Them During COVID-19 Pandemic \(/post/ypsilanti-district-library-expands-offline-ways-people-contact-them-during-covid-19-pandemic\)](#)

APR 17, 2020 

[\(/post/libraries-see-sharp-rise-demand-more-people-stay-home\)](#)
[Libraries See Sharp Rise in Demand As More People Stay Home \(/post/libraries-see-sharp-rise-demand-more-people-stay-home\)](#)

MAR 30, 2020 

Customer Services

Monthly report: June 2020

We remotely registered 23 new YDL cardholders and four Student E-Resources cards during the period of May 21 – June 17. We have also remotely renewed the accounts of 88 existing YDL cardholders, as well as answered many requests for forgotten pin numbers.

We have selected *Curbside Communicator* from *Unique* for our new remote materials pickup service. YDL patrons will now be able to schedule a time to safely pickup their requested materials. This new service will be rolled out at the Whittaker Road library prior to adding the bookmobile as a mobile curbside pickup spot. We will consider adding Michigan Avenue following these tests. YDL-Superior patrons will be able to pickup their items using the lockers currently available at Superior.

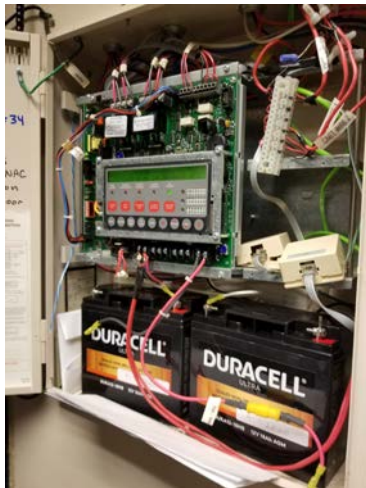
Submitted by John Connaghan on May 22, 2020

Facilities Department

Board Report: June 2020

The Facilities Department has been busy as staff gets back into the buildings after time away from Covid 19. Getting cleaning supplies together and delivered to each department so staff can keep work areas disinfected during the day. Moving books between buildings safely as a lot of returns have come back to the library.

Security alarm times have been changed to reflect the new times we are in the buildings. The Fire alarm panel at Whittaker Road is on its last legs, and starting to develop issues. Our alarm contractor came out to investigate, and suggested we have it replaced. The current model is no longer available, parts are not available either. The panel will have to be upgraded. Johnson Controls/Simplex Grinnell is working on cost and will get back to us.



More drop box bins were needed to keep books in quarantine before staff can check them in. Facilities had to alter the boxes so they would fit under the drop box slot. Karen ordered signs, and sign posts to let patrons now when the drop box is opened or closed. Facilities assembled, and put them in place.

Submitted by: Jim Reed

June 18, 2020

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2020

Status Report

- Intranet Website Improvement Initiative – This is operational and a happy addition considering the work from home status everyone is in.
- Wifi Replacement – This project has been a major focus for IT and we expect to deliver a great experience. Most of our objectives have been met with some unanticipated and exciting deliverables on the back end for IT. Purchasing approvals and Implementation planning are our next steps.
- 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

- Helpdesk Report – We've experienced a system issue that widely effected staff related to the length of our closure. It was unforeseen and the issue should be resolved with only a few more re-occurrences to anticipate but as it effected so many I'd like to apologize. There was plenty of effort put forth to try and make our staff re-introduction smoother that what may have been experienced.

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: June 2020

Programs, Training, Collaborations

Since the last board update, we have been zooming away! Jesse had two guitar club programs and a visual book club. Charline and I, after a bumpy start, are keeping the knitters connecting. Pat's tween and youth book clubs are meeting and the kids love seeing each other again. Pat is continuing to have weekly storytimes for families from her in-person storytimes. Teens seem to be more difficult to pull into Zoom but 4 teens attended yesterday's Noise Permit workshop. Kelly has more ideas up her sleeve and, with Jodi's help, the addition of more social media marketing, her gaming, comic drawing and other activities will engage more teens

Youth staff have been doing lots of training. Many thanks to Liz and Jodi for their live streaming and YouTube training. Pat and Kelly will both do livestream storytimes next week. I have created my first YouTube about honeybees for the Garden-to-Table series so the training was effective! Scott has learned how to use Anchor.fm and will restart youth podcasting next week. I expect to have virtual LINGO Crafternoon workshops finally starting July 17 with Japanese cording, embroidery hoop clocks, shaving cream painted bags, and beaded window hangings. Kelly, Jenny, Scott, and I have attended Summer Food Service Training with hopes to help at Parkridge this summer. It is not feasible to do lunches, programs or much of anything youth-oriented at Mich Ave this summer and it will be good to see kids, promote Summer Challenge, and help a community partner. In addition, we are also hoping to collaborate with Parkridge in supporting Y on the Fly at Parkridge.

The Downtown Association of Ypsilanti (DAY) weekly meetings help me keep the Covid-19 business page relevant and, in turn, they rely on it. Kelly ran a break out room at the Corner Health's teen zoom meetup, "Covid Happened: So Now What?" which had about 100 teens in attendance. Paula and I have been in contact with AARP coordinators, getting closer to a viable solution for the last 70-80 seniors who do not have easy options to get their taxes done.

Back at the Library

We're glad to be back! Everything has gone smoothly thanks to much planning by the various committees. Most procedures are slightly different than we have ever done before while masked, socially isolated, and working in the buildings for limited hours. It feels very different without patrons but we're looking forward to curbside service starting. Some Mich Ave staff are working at Whittaker Road's larger space to minimize close exposure to others. On Tuesday I woke up with a new cough and difficulty breathing, immediately was tested, and am waiting for results. I was probably just fighting off a cold but the procedures are in place to protect all staff because it is impossible to know.

I'm having difficulty ending this without mentioning the other major news item and its impact at work. The library plays a unique role in welcoming all, providing equitable access, and bridging the digital divide. That happens through each staff member's ability to open doors, set aside biases, value community connections, and prioritize those things that will encourage underrepresented residents to be comfortable at the library. The murder of George Floyd in such a public and deliberate way by persons in authority has caused in Michigan Avenue Staff, as it has caused in the world, a swelling of grief, outrage, discussion, self-reflection and a call to action. Some staff are participating in protests. Some are reaching out and sharing with others. Some are reading, listening, and attending webinars to educate and examine their own implicit biases. The common thread is the desire to understand better, be better, and do better as library representatives in our community.

Joy Cichewicz,

6/19/2020

Outreach Services Board Report

June 2020

Staff Updates:

- Nicole, Monique, and Stacey will all attend the American Library Association's virtual annual conference next week.
- Khi is taking on a new role helping with our social media. He is downloading live storytime videos from Youtube and then uploading them to Facebook multiple times a week.
- Reopening work groups have slowed down, but groups will continue to discuss and troubleshoot as we move through our reopening phases.

Superior

- Staff have been back in the building. We have been incredibly busy taking care of hold requests, checking in items, and communicating with our patrons. At this point, in the interest of social distancing, we are only scheduling one person at a time. We started using the after-hours pick-up lockers our first day back. They are at capacity (see the photo to the right!) and we have a waiting area for items to go in them. We anticipate they will continue to be very popular.



Projects & Programs

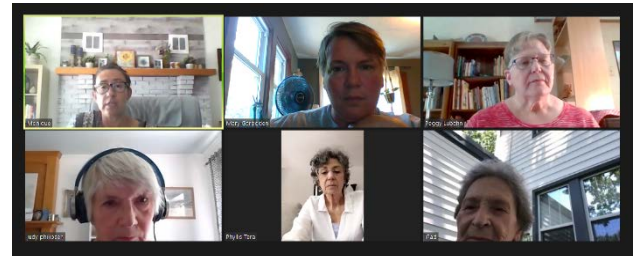
- Staff have been producing content for Summer Challenge. Nicole did her first live-stream storytime this week. Nicole, Liz, Monique, Stacey, and I all helped contribute content to weekly activities.
- Stacey has been in touch with online and in-person summer camps within the district to offer a reduced version of our Summer Challenge Champions program. In-person sites are limited this year, but they will be supplied with books, prizes, and activity packets. Online sites will also have the option of using activity packets and signing up their participants for Summer Challenge.
- The senior calling project continues but in a limited capacity, due to staff being back in the building. We are about 3/5 of the way through the list of 5,000 patrons.

Planning for Summer

- Stacey, Joy, Jodi, and I met with staff from the Ann Arbor YMCA. We will be able to host Y on the Fly's outdoor games program at Whittaker and Superior this summer. It was deemed too small to work at Michigan Ave. but the Y is hoping to find some park sites within Ypsilanti's city limits at which to run the program.

Learning Never Gets Old

- We had our first online Senior Advisory Board meeting. Monique went over the reopening plan with the group and fielded questions. Members are doing well and appreciated the ability to gather together in this way. We will continue meeting online at least through the summer.



Whittaker Road-Adult Services Board Report: June 2020

Here is a listing of June programs:

- 3 book discussion groups (Thu AM, Mystery Lovers, African American Authors)
- Tidying Up the KonMari Way

We are all in the planning phases for additional programs. Speaking for myself, it has been challenging to get presenters aboard, but I am still working towards programs for July and August with a focus on resumes and small business; they may turn out different than what I had thought would transpire. We are also looking into social justice programming, crafting, and have scheduled a four-part meditation program starting in July. Brigitte is figuring out the best ways to safely continue computer instruction. The Thu am book group met via Zoom for the first time; a few people had issues, but most were able to use it successfully.

Paula and Joy are currently talking with AARP tax help coordinators to see if they will be able to restart their service for those who have no other options to get their taxes done. They were given guidance at the end of last week and are now checking with their volunteer preparers for availability. We hope to have more information soon.

All staff is now doing shifts at Whit along with shifts at home. It's good to be back in the building again! Everyone pitched in to get the items on the very long request list pulled from the shelves and downstairs for the next steps. We are starting to get a few calls, so far mostly about tax help options and using pc, copy/scan/fax services; there is a real need in our community for these services.

Staff have been attending a variety of webinars, presentations, and trainings on diversity, resumes and jobs, virtual programming, and how to use Zoom, to name a few. Jodi and Liz presented two helpful Zoom presentations on how to livestream and upload on YDL's YouTube and Instagram sites which is very much appreciated! We have had regular department meetings to keep everyone informed. Staff were also on the committees that looked at the many things that had to be considered for a safe return to work.

Staff continued to make senior calls up to the time we returned to Whit, and to respond to Covid help emails and voicemails. Brigitte has helped a number of seniors get started with econtent. It can take several hours and more than one call to do this over the phone; she is both patient and persistent and somehow gets it done!

I will be attending an online training session this week so I can help with the Summer Food Service Program if more bodies are needed.

Submitted by Paula Drummond June 17, 2020

Whittaker Youth Services Board Report June 2020

Program Highlights

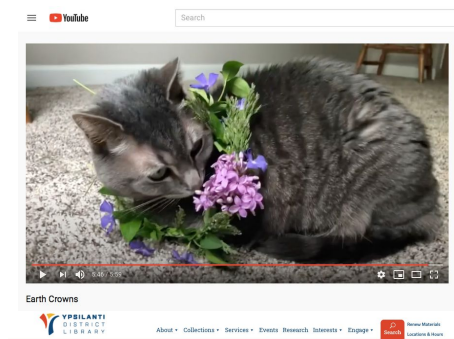
Little Ones

- Livestream storytimes started this week! Thanks to Liz for setting up YouTube so those of us doing the storytimes just need to find our thumbnail photo and click a button to go live from home. Based on a webinar Nicole and Pat attended, we're trying to keep the online sessions to about 12-15 minutes. We'll sing, read a book, and do some action songs to get kids involved from home. Storytime Live will air on Tuesday, Wednesday, and Saturday mornings on YouTube and be available for 24 hours, then Khi will download the videos and put them on our Facebook stories on Wednesday, Friday, and Monday mornings.
- Marlena's first Traditional Tales, The Three Little Pigs, aired today!
- The first of 8 summer [TinkerLabs](#) will air this Friday. Liz teaches how to braid leaves and flowers into a crown for kids, which also looks good on her cat!
- Ulana created 18 short videos of favorite storytime action songs available on our YouTube channel and Little Ones webpage for parents to use at home.

Kids & Families

Summer Learning started this week! All programs are accessible from one [webpage](#). Each lesson has a Summer Challenge Secret Code and an YpsiWrites prompt.

- I put together a short "Hello, Ypsilanti" video of people saying hello to kids in Ypsi in many languages to kick off the series. The first stop on the Around the World series is [Japan](#). Local filmmaker Toko Shiiki created a video tour of Japan and the Japanese Martial Arts Center in Ann Arbor created a short video teaching kids basic karate. Stacey put together a printmaking how-to guide and kids can read about and do hands-on activities related to video games, anime, and Japanese writing. Because this is also Japan Week at the University of Michigan, our webpage is listed on their website and it was also promoted by the Michigan Theatre, which is offering a virtual anime screening as part of Japan Week.
- Molly taught kids all about seeds at [Garden-to-Table](#). She picked up seed starter kits from Growing Hope, then coordinated with U Access Food Pantry and Parkridge to distribute the kits along with information about the Summer Challenge. Families who watched her video not only got information about the kits, they saw her dissect a lima bean and learned to make seed art.
- The Summer STEAM series opened with [Outdoor Explorations](#). Stacey helped me set up another geocache series. Four small boxes filled with different rocks, fossils, or shells are hidden in parks. Families can download a free GPS app that helps them locate the boxes. They get to sign a log and take a treasure. When we picked up the boxes from the Family Read series, we found people left us treasures as well! Family Read boxes were found by 18-55 people, but already in one week at least 10 people have found each Summer Challenge box. Other activities on the Outdoor Explorations page include taking a sensory nature walk and writing or drawing about it in a journal, and includes a basic how to draw flowers and leaves video by a local artist.
- After talking with Food Gatherers, we decided it made more sense to support other food distribution sites this year rather than distribute food from the libraries. Staff are being trained this week via Zoom and beginning July 6 will help at sites near the libraries such as LCS, Sycamore Meadows, and Parkridge. Breakfasts and lunches for a week for all kids in a family will be distributed once or twice a week depending on the site. We hope to hand out summer learning supplies later in the summer as well.
- Beginning July 6, Whittaker and Superior will most likely be YMCA Y on Fly sites, while Michigan will partner with Parkridge because they cannot maintain safe distancing requirements even for small groups of kids in the plaza.
- To help families talk about race and to provide self-care tips for black families who



Action Songs and Finger Play Fun

Sing along at home with Ms. Ulana to some of our favorite storytime songs! Stand up and do the actions to build large motor skills. Singing and movement are important early learning activities to help your little one ready for kindergarten.



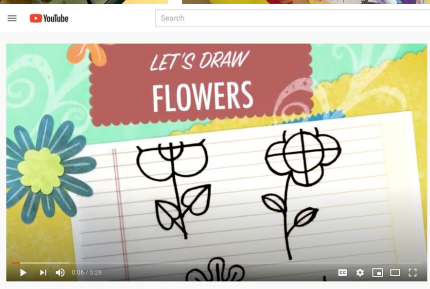
SUMMER STEAM

Hands-on fun with science, technology, engineering, art, and math. Different unplugged activities you can do at home each week, with online links to learn more!



AROUND THE WORLD

Take an eight week trip around the world from the comfort of home! Sightsee, make art, meet people from other countries, play outdoor games or learn martial arts such as Capoeira and Karate through virtual lessons by local instructors.



have had more Covid deaths and now have the added stress of more police violence against black people in the news, I wrote a brief [guide](#) to library resources with links to several book lists. Kristen, who works part time for Black Men Read, is working with me to create a short series of educational lessons similar to our other online learning lessons with videos by local people, book lists, and conversation starters to help families engage in anti-racism conversations. The goal is to bring families together in a Zoom meeting later in July with a local expert facilitating the group discussion and answering kids' questions.

Teens

- TAG meetings continue via Zoom.
- Nicole created the first Teen Get Creative lesson, with a really nice video about how to draw a [Zendoodle](#).
- Kelly has been redesigning the teen page to make it more engaging for youth. Sam added a gaming board, Instagram feed, and space for us to display teen artwork.
- I helped Kelly build a [Noise Permit](#) service page with links to YDL Flickr photo albums from the past 9 years of teen performances.



Spring/Summer Challenge

- Karen mailed books and small prize packs that I assembled to 23 kids and teens who logged at least 30 books during the Spring Challenge.
- 558 people registered for the Summer Challenge so far this first week.
- Digital flyers were sent home to all YCS and LCS students, one for teens and one for kids, with instructions on how to sign up for the Summer Challenge and an overview of summer learning programs.
- When participants log 6 books, they receive a link to a survey asking which of 4 options for a \$5 gift card they want to receive. Anyone who completes 6 challenge activities gets a Buffalo Wild Wings coupon, free meals for youth, free appetizer with a purchase for adults. Beginning July 13, we'll start mailing those to homes or arranging curbside pickup. Each book and code a player logs is worth a chance at the grand prize drawings.
- Mary and Stacey are coordinating services to camps, including a partnership with the YMCA, helping get our learning activities to more kids.
- 15 staff members joined a Zoom meeting to promote the Summer Challenge in a video I'm editing this week.
- Many staff (and even Brian!) helped create exciting Explore Challenges to keep everyone engaged with the library this summer.
- Thanks to everyone on the Summer Challenge committee for helping pull this year's Challenge together: Mary, Kelly, Jenny, Julie, Sam, and Sheila.



Other News

- Our substitute librarian Madeline Wagner and communications intern LaDaisha Greenfield are helping support programming this summer instead of hiring new interns. Madeline is promoting services and programs for all ages on Instagram by creating stories and posts each day (see above) and LaDaisha is working extra hours helping me transfer the summer learning programs staff created onto the website.
- I attended a virtual WISD meeting this week to talk about inequities in Washtenaw County and how to close service gaps for low income families and families of color.
- Thanks to Liz for teaching YDL staff who were interested how to livestream on YouTube and how to upload to YouTube. She also archived the training sessions for future reference.

Submitted by Jodi Krahnke June 18, 2020



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/17/2020

Re: Consideration of forgiveness of fines following the Covid-19 crisis

The COVID-19 crisis is hitting our most vulnerable populations hardest in terms of health, education, and economics. Knowing this, YDL's department heads proposed a fine amnesty when the Library reopens. Discussion at the April Board meeting showed all were in support of this idea, not only to assist those hardest hit, but to encourage a return to the library by the population at large.

Items due during the closure have had their due dates extended and are not incurring fines when returned.

The attached resolution forgives overdue fines for YDL items returned prior to the closure. We would not waive:

- Fines on outstanding items that were due prior to the closure
- Processing fees and replacement fees for damaged or lost materials
- Fines or fees associated with materials borrowed through MeL
- Collection agency fees

Our accounts with Unique Management Service will be impacted by this action, so we will examine that relationship closely to decide whether or not to continue with a collection agency service. As I have reported before, UMS' effectiveness has been affected by regulatory changes to what they are allowed to do.

Assuming this resolution passes, we have scheduled for Sirsi to execute the fine elimination process on July 21.

This fine amnesty will be a wonderful goodwill gesture that our community will surely appreciate!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-18

June 24, 2020

RESOLUTION TO FORGIVE CERTAIN LIBRARY FINES FOLLOWING THE COVID-19 CRISIS

Whereas, the Governor of Michigan ordered the public to Stay Home and Stay Safe for nearly 3 months after COVID-19 cases were confirmed in Michigan, and

Whereas, the crisis caused health, economic, and educational difficulties for residents, and

Whereas, to help patrons during this time and encourage library use, the Ypsilanti District Library desires to forgive all previously-incurred fines for overdue materials on patrons' library card accounts, and

Whereas, forgiving debt incurred by patrons for overdue library materials benefits the community as a whole and is particularly important to patrons experiencing economic hardship, as such fines may pose an economic barrier to library resources, and

Whereas, adopting a program to forgive all debt for overdue fines incurred on library card accounts would give Ypsilanti District Library patrons the opportunity to return materials and make them available to other members of the public once again, and also allow those with overdue fines totaling \$10 or more to once again borrow materials from the Library,

NOW, THEREFORE, IT IS RESOLVED that the Ypsilanti District Library hereby adopts the following overdue fine forgiveness program:

1. All overdue fines for library materials incurred on patron library card accounts through June 15, 2020 will be forgiven, and such fines shall be waived.
2. Upon forgiving overdue fines, patrons' library card accounts which have been blocked for use shall be reactivated, provided there is less than \$10 in other types of charges on the card accounts.
3. The Library will not provide a refund for any overdue fines previously paid.
4. This overdue fine forgiveness program does not apply to any other fees or charges incurred on patron library card accounts, such as fees for damaged or lost library materials, fines incurred on interlibrary loan items, or fees incurred for referrals to a collection agency.

This Resolution shall take effect on July 21, 2020.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/18/20

Re: Award of bids for Whittaker curtain wall windows project

O'Neal Construction will hold the public bid opening for the curtain wall windows project on Monday, June 22, at 2:30 p.m. A tabulation of bids will follow to determine the accuracy of our budget estimate. I will present the results at the Board meeting with a resolution to award contracts either a) to specific bidders or b) with specific parameters if the contractors require further vetting.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/19/20
Re: Approval of equipment purchase and wiring contract for wireless upgrade

We budgeted \$45,000 to upgrade our wireless network this year. The Covid closure made this an even greater priority, as people across the country commonly visited library parking lots to access free wireless Internet. Our network is currently inadequate for this sort of use, and is spotty inside our buildings at best.

Information Technology Manager Scott Ostby researched various equipment options for expanding and improving the network at all three library locations. There are three components to the project:

- Wiring
- Network equipment
- Wireless access points

Scott's research led him to recommend Juniper network equipment, for its compatibility with our existing components, Mist Systems access points, and a software integration package for the Juniper switches. Three quotations from Insight and two quotations from CDW-G for the same equipment are attached.

Custom Sound and Vision visited all three YDL locations to provide the attached quotation for the wiring needed to expand the network with this equipment. Whittaker is by far the most complex part of this, which you'll see reflected in the cost breakdown. A second quotation from Insight for the cabling is more expensive.

The total of the lowest bid quotes falls within the project budget.

<u>Project component</u>	<u>Low Bid Cost</u>	<u>Quote 2 Costs</u>
Wiring	\$6,419.70	\$8,313.69
Juniper network equipment	\$20,501.97	\$23,169.33
Software integration for switches	\$2,198.40	\$3,821.90
Mist systems access points	\$15,204.48	\$33,890.85
Project total	\$44,324.55	

Scott will be present at the Board meeting to answer any technical questions regarding the wireless upgrade.

We have applied for a federal CARES grant through the Library of Michigan for digital inclusion projects. Should we receive funding it will be applied to this project and reduce our overall cost.

I recommend the low bid purchases as outlined above to improve the wi-fi connection for patrons across the district, both inside and outside our facilities.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-20

June 24, 2020

RESOLUTION TO PURCHASE EQUIPMENT AND CONTRACT FOR WIRING
INSTALLATION SERVICES TO UPGRADE YDL'S WIRELESS NETWORK

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

Whereas, the current wireless network is inadequate and an expansion would allow for far better coverage in the buildings and adjacent outdoor spaces, and

Whereas, the Library budgeted to upgrade the wireless network this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited quotes for the necessary equipment and wiring, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment and services specified on the attached quotes be acquired for a total cost not to exceed \$45,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Wiring



Audio / Video | Satellite | Data

Phone: 248-669-2006 Fax: 248-669-2246

50164 Pontiac Trail, Suite 9
Wixom, MI 48393

QUOTE

Date	Quote #	Cust #
05/19/20	CSVQ2455	557

Prepared For:	Sales Representative:
Scott Ostby Ypsilanti Library 5577 Whittaker Rd. Ypsilanti, MI 48197 Phone: 734-879-1313 Fax: Terms: COD Ship via:	Dave Burnock 248-730-4394 248-669-2006 dburnock@Customsv.com

Line #	Description	Qty	Unit Price	Ext. Price
WIFI Installation 5577 Whittaker Rd. Ypsilanti				
1	3 Men 5 days pre-wire 5 loc & test cables	65	\$60.00	\$3,900.00
2	Boxes Cat-6 Plenum	3	\$240.00	\$720.00
3	Misc hardware, Conduit, j hooks	1	\$150.00	\$150.00
	SubTotal			\$4,770.00
WIFI Installation 229 W. Mich. Ave Tpsilanti				
4	2 Men 1 day pre-wire 4 loc	16	\$60.00	\$960.00
5	Box cat-6 plenum	1	\$240.00	\$240.00
6	Misc hardware	1	\$75.00	\$75.00
	SubTotal			\$1,275.00
McCarther Blvd Fire Station				
7	Install 1 wifi data line	4	\$60.00	\$240.00
8	Wire & hardware	1	\$60.00	\$60.00
	SubTotal			\$300.00
Sub Total				\$6,345.00
Sales Tax				\$74.70
Shipping				\$0.00
Total				\$6,419.70
Deposit Requested				\$0.00

Customer: _____ Date: _____ PO: _____

Sales Rep _____ Date: _____ Custom SV _____

Upon quote acceptance, customer understands that any costs incurred to comply with all applicable building codes, zoning ordinances or any other permits needed for installation are their sole responsibility unless specified otherwise in this proposal. Any alterations or additions to the above quoted parts and labor will be considered a change/add over and above this quotation. Custom Sound & Vision (CSV) retains the right to substitute parts of equal or better value - based on availability - to complete the system. CSV shall have no liability for any loss based on any claim, including loss of revenue due to the product(s) failed to perform. CSV will invoice customer after completion of the job based on the terms stated in this quote. CSV reserves the right to send the account to a third party for collection. All products installed remain the property of CSV until paid in full. Prices contained in this quotation shall be considered firm for a period of (30) days from the date of the quotation unless otherwise stated herein. CSV will charge a restocking fee of 20% for any returned or cancelled product. A fee of 2.5% will be charged for all credit card payments in excess of \$5,000.00. CSV acceptance: This quote and any amendments to the quote are not binding to CSV until it has been signed by an authorized officer of CSV.

SOLD-TO PARTY 11112432

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO PARTY

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Quotation

Quotation Number : 222346956
Document Date : 26-MAY-2020
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB ORIGIN
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
EX4300-48MP	Juniper EX Series EX4300-48MP - switch - 48 ports - managed - rack-mountable OPEN MARKET	3	5,191.12	15,573.36
JPSU-1400-AC-AFO	Juniper Networks - power supply - hot-plug / redundant - 1400 Watt OPEN MARKET	3	929.69	2,789.07
CBLPWRC15MHITEMPU	Juniper Networks power cable OPEN MARKET	3	57.71	173.13
SVC-ND-EX43-48MP	Juniper Care Next-Day - extended service agreement - 1 year - shipment OPEN MARKET	3	655.47	1,966.41
Product Subtotal				18,535.56
Services Subtotal				1,966.41
TAX				0.00
Total				20,501.97

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ronald Walters
9374159463
RONALD.WALTERS@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

SOLD-TO PARTY 11112432

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO PARTY

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Quotation

Quotation Number : 222364512
Document Date : 29-MAY-2020
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB ORIGIN
Currency : USD

This quotation contains freight and tax estimates that are subject to change by Insight.

Material	Material Description	Quantity	Unit Price	Extended Price
SUB-EX48-2S-1Y	1YR / 2 SVC WIRED ASSURANCE SUBSVCS FOR EX48PORT SWITCH OPEN MARKET	10	219.84	2,198.40
Product Subtotal				2,198.40
TAX				0.00
Total				2,198.40

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Sincerely,

Ronald Walters
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RONALD.WALTERS@INSIGHT.COM

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SOLD-TO PARTY 11112432

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO PARTY

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Quotation

Quotation Number : 222364315
Document Date : 29-MAY-2020
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

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Material	Material Description	Quantity	Unit Price	Extended Price
<u>MIST-AP43-1S-1Y</u>	MIST SYSTEMS INC AP43 WITH 1YR / 1SVC BNDL WRLS OPEN MARKET	21	597.39	12,545.19
<u>MIST-AP61-1S-1Y</u>	MIST SYSTEMS INC AP61 WITH 1YR / 1SVC BNDL WRLS OPEN MARKET	3	886.43	2,659.29
Product Subtotal				15,204.48
TAX				0.00
Total				15,204.48

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMDF647	6/19/2020	LMDF647	4963629	\$26,991.23

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Juniper EX4300 Multi-Gigabit Switch - 48 Ports - Managed - Rack-Mountable Mfg. Part#: EX4300-48MP UNSPSC: 43222612 Contract: Michigan Master Computing-MiDEAL (071B6600110)	3	5140519	\$5,752.08	\$17,256.24
Juniper Networks 1400W AC Power Supply Mfg. Part#: JPSU-1400-AC-AFO UNSPSC: 39121004 Contract: Michigan Master Computing-MiDEAL (071B6600110)	3	5140521	\$1,060.38	\$3,181.14
Juniper Networks power cable Mfg. Part#: CBL-PWR-C15MHITEMPUS UNSPSC: 26121636 Contract: Michigan Master Computing-MiDEAL (071B6600110)	3	3221656	\$73.91	\$221.73
Juniper Care Next-Day - extended service agreement - 1 year - shipment Mfg. Part#: SVC-ND-EX43-48MP UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	3	5142070	\$836.74	\$2,510.22
Juniper Networks Mist - subscription license (1 year) - 1 access point, 2 s Mfg. Part#: SUB-EX48-2S-1Y Electronic distribution - NO MEDIA Contract: MARKET	10	5990953	\$382.19	\$3,821.90

PURCHASER BILLING INFO		SUBTOTAL	\$26,991.23
Billing Address: YPSILANTI DISTRICT LIBRARY ACCOUNTS PAYABLE 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$26,991.23
		DELIVER TO Shipping Address: YPSILANTI DISTRICT LIBRARY SCOTT OSTBY 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Shipping Method: DROP SHIP-GROUND	
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	



Ryan Marron

|

(877) 219-8208

|

ryamarr@cdwg.com

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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMDH418	6/19/2020	LMDH418	4963629	\$33,890.85

IMPORTANT - PLEASE READ

Special Instructions: CDWG Michigan MiDeal Contract

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MIST AP61 W/1Y SUB F/1SVC BNDL WRLS Mfg. Part#: MIST-AP61-1S-1Y Electronic distribution - NO MEDIA Contract: MARKET	3	6127061	\$2,305.66	\$6,916.98
Mist AP43 - wireless access point - with 1-year Cloud Subscription (default) Mfg. Part#: MIST-AP43-1S-1Y Electronic distribution - NO MEDIA Contract: MARKET	21	5915705	\$1,284.47	\$26,973.87

PURCHASER BILLING INFO

Billing Address:
YPSILANTI DISTRICT LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI, MI 48197-9752
Phone: (734) 482-4110
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
YPSILANTI DISTRICT LIBRARY
SCOTT OSTBY
5577 WHITTAKER RD
YPSILANTI, MI 48197-9752
Phone: (734) 482-4110
Shipping Method: ELECTRONIC DISTRIBUTION

SUBTOTAL

\$33,890.85

SHIPPING

\$0.00

SALES TAX

\$0.00

GRAND TOTAL

\$33,890.85

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

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Ryan Marron

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Currency : USD

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Quotation

Quotation Number : [222438748](#)
Document Date : 19-JUN-2020
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

Material	Material Description	Quantity	Unit Price	Extended Price
Labor	Labor for cabling and physical install of access points OPEN MARKET	1	5,421.69	5,421.69
NON STOCK ITEM	Materials for cabling (i.e. cable, hacks patch panel termination blocks) OPEN MARKET	1	2,892.00	2,892.00
Product Subtotal				8,313.69
TAX				0.00
Total				8,313.69

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Sincerely,

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To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/17/20

Re: Consideration of a revision to policy B4: Children in the Library Policy

In 2018 the YDL Youth Safety Policy was replaced by a Children in the Library Policy. Michigan Avenue and Superior saw so many young children walk to their locations on their own, they lobbied to lower the age a child could be unattended to 8. The logic was that they were safer inside the library than out on the street alone if we turned them away.

Covid-19 has changed our thinking about unattended children, at least temporarily. The staff feel strongly that young children won't be likely to maintain proper social distancing without an adult present to enforce it. We have been encouraged not to create a Covid-specific policy, as that might be considered age discrimination, but instead to revise our existing policy until such time we feel comfortable with 8 again.

In the attached revision, all of the references to 8 have been changed to 12, and the age required to be a caregiver of a child under 12 has been changed from 16 to 18. Everything else in the policy remains the same.

The revision has been reviewed by the Policy Committee.

B4

CHILDREN IN THE LIBRARY POLICY

Approved: 8/22/2018 (replaces "Youth Safety Policy")

DRAFT Revision: 6/24/2020

The Ypsilanti District Library Board and Staff welcome and encourage children and their families to use the Library at all times. Although no public place can guarantee the safety of children, the Library strives to maintain an environment that is inviting to and respectful of young people's needs, from infancy through the teen years.* Areas specifically designated to serve the needs of youth and families are provided at each location, with appropriately designed furnishings, equipment, collections, and programs.

A. Rules and Regulations Regarding Children:

1. A "Child" means a minor under the age of 18.
2. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
3. Parents, guardians and caregivers are responsible for the behavior, supervision, and safety of their children regardless of age while in the Library or on Library property. Library staff will not be expected to supervise or monitor children's behavior.
4. Children under the age of 12 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 18 years old) shall remain in the Library at all times. If a child under the age of 12 is attending a Library sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, due to disability or any other special circumstance, require supervision, assistance, or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 5 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 5 and under may not be left in the Youth Services Department alone.
7. Children between the ages of 12 and 17 years should not be left unattended for an unreasonable length of time. The "reasonable"

duration will be determined based on the maturity of the child and the child's ability to demonstrate appropriate public behavior.

8. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 12 years or older who may be asked to leave the Library if the child is in violation of Library policy.
9. All unattended children must be picked up by closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
10. Children over 12 years of age must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

B. Contact of Parent or Guardian. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 12 or the child needs assistance procuring transportation.

C. Unattended Children at Closing. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child under any circumstances. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy. If unattended minor children remain fifteen minutes after library closing, staff will call the law enforcement agency with jurisdiction and the child will be turned over to the custody of the law enforcement agency for his/her safety.

** To ensure a welcoming environment for children and families, Adults in the Youth areas not using youth materials or not directly supervising children may be asked by library staff to relocate to another area of the library.*

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-21

June 24, 2020

RESOLUTION TO REVISE POLICY B4: CHILDREN IN THE LIBRARY POLICY

Whereas, the Ypsilanti District Library has a Children in the Library Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, with concerns for public health and safety in light of Covid-19, young children may require additional supervision, and

Whereas, the age at which a child may be in the library unattended has been revised to 12, and children under 12 must be accompanied by a caregiver 18 or older, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy revision is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/17/20

Re: Resolution to approve a MCACA New Leaders Grant application submission

MCACA has awarded YDL a New Leaders Grant each of the past seven years to support the Noise Permit program. Teen Librarian Kelly Scott will join us to review her proposal and answer any questions you may have. She will also describe changes to 2020 Noise Permit activities in light of Covid-19.

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

In the past, MCACA has required our governing body to approve submission before grant applications were considered. This year they changed the application process and instead required us to state the meeting date at which the grant application would be reviewed by the Board. The application was submitted by the June 1st deadline.

Narrative:

Describe the project for which you are requesting MCACA support. Be sure to include why you are doing this project.

Noise Permit is a celebration of the arts, created by teens for teens, which culminates in a live outdoor concert with multiple stage performances at the end of summer. The purpose of *Noise Permit* is to bring creative arts education and programming to the Ypsilanti teen and young adult population. The library has a strong relationship with the music and arts community in and around Ypsilanti, and plans to draw on the rich resources of young, professional artists to mentor and lead teens in multiple workshops which will conclude in a live stage performance and community event, in conjunction with the [City of Ypsilanti's First Fridays](#) local art and culture walk. For the past 15 years, an Ypsilanti-teen-summer-arts-music performance has been joint-hosted by the Ozone House and the Ypsilanti District Library, organizations that are both well-versed and well-equipped, with MCACA's aid, to make it happen again.

We will offer twice weekly learning opportunities throughout the summer at both YDL and Ozone House. We will combine both organizations' youth leadership teams as a planning committee—YDL's Teen Advisory Group (TAG) and Ozone House's Peer Outreach Worker Team (POW). The grant will allow, at minimum, two summer internships to youth ages 14-18, and two summer internships to pre-selected young adult mentors ages 18-23, all of whom will be integral in planning and producing *Noise Permit*. The primary goal of *Noise Permit* is the engagement of Ypsilanti youth in positive, skill-building activities throughout the summer, as well as offering paid internships to teens and young adults in the community.

Describe the audience or community that will take part and/or benefit from this project.

According to the 2014 American Community Survey, a whopping 41.2% of Ypsilanti children live in poverty, compared to 14.5% in Washtenaw County. The Washtenaw Alliance for Children and Youth (WACY), a non-profit that tries to address the needs of economically disadvantaged youth (ED), recently released a county report card. They compare county wide stats with economically disadvantaged youth (ED), most of which come from Ypsilanti. They compare graduation rates, safety, emotional well-being, health care, teen-age births, school attendance, test proficiency, drop-out rates, and college readiness. It is no surprise that all aspects of childhood are compromised by those who are economically disadvantaged. (See <http://www.wacy-washtenaw.org/data/>).

The YDL downtown library and Ozone House's proximity to the city bus transit center and public housing makes these two locations vital for low-income teens. While 60.3% of Ypsilanti residents are white and 27.7% African American, 95% of the teens served at the library's Teen Zone are black. The downtown library location primarily serves African American families, many of whom are struggling to find jobs, living at the poverty level. Statistics show that African-Americans are at a disadvantage when looking for jobs. In our role as mentors, YDL and Ozone will use the MCACA grant to reach the Ypsilanti teen community and give them access to more

resources, job skills assistance, life skills, and education, as well as give them a sense of empowerment and artistic expression through the creation of art and music.

Describe what the responsibilities will be of the Young People involved in key leadership roles for this project.

The entire planning, implementation and evaluation process will be youth driven. A *Noise Permit* committee will be formed, comprised of TAG and POW youth leaders, two paid teen interns and two paid young adult mentors. Their vision and opinions will be heard and realized through strategic planning and organizational meetings, including workshop development, publicity, marketing and training. Workshops in the past have included: songwriting, audio/visual techniques and production, musical composition, graphic/visual design, such as creating protest art, photography and emceeing. TAG, POW members and teen interns, in collaboration with young adult mentors, will create specific workshops as well as invite experts and professionals to the workshops based on interests and needs.

The youth planning committee will provide ideas and feedback to the interns and will be responsible for coordinating the pre-stage activities from 2-5pm. Teen interns will take the planning committee's ideas and work with mentors to curate and stage the multi-act performance. They will recruit performers, design print and social media publicity, write press releases, design a t-shirt logo, hold auditions, plan opportunities for young performers to improve their stage presence, create an event program and delegate stage management tasks, help set up sound equipment and co-emcee the production. The youth planning committee will plan and lead pre-stage activities, as well as handling set-up and clean-up of the event. Pre-stage activities may include henna, teen poetry and artwork booths, performances by younger children, drumming and hands-on community art projects, all led by young people in the community. The planning committee will also serve as liaisons for any youth entrepreneurs and youth-serving organizations in the community who would like to host a booth at the event—helping to coordinate the setup of the participating organizations at the event. Interns will implement the Noise Permit stage events.

The project will be coordinated by Kelly Scott, Teen Librarian, who will recruit workshop facilitators/mentors and interns, ensuring everyone has the necessary resources and adheres to the guidelines. She will serve as a mentor to teen interns, TAG members, and work with the workshop facilitators to communicate expectations, as well as meet regularly with organizational coordinators to ensure that mentoring, preparation, and the learning of technology and artistic skills takes place.

The youth planning committee comprised of TAG and POW members will meet monthly and be guided by staff from both organizations in the development of a vision for *Noise Permit*, as well as for planning and leading the pre-stage activities, including coordinating the setup and teardown of all the youth and organizational partners participating at the event. Additionally, Ozone House will lead outreach marketing and help maintain a positive environment for youth involved.

Teen interns will meet weekly for 2 hours at alternate locations (or virtually) depending on the work scheduled for that week. Appropriate experts will be invited to mentor interns throughout the summer and teach them skills necessary to successfully stage the performance. Two pre-selected young adult mentors (between ages of 18-23), will lead weekly Noise Permit workshops for teens in the community, including facilitating the discovery/exploration phase in which music and lyrics are generated by participants. Their process will guide and teach teens how to create lyrics and perform about subjects that make them feel confident through a myriad of performance techniques. Each teen intern will be held accountable to their peer community by:

- Learning communication, marketing, event planning and technology
- Learning soft skills for job readiness—time management, follow through, teamwork
- Increasing self-esteem and self-confidence after successfully creating an event that adds value to the community
- Increasing awareness of career paths in music and the arts
- Showing the community that Ypsilanti youth are engaged in positive activities and add value to community through showcasing youth voices
- Using social media to collaborate as a group and promote the event
- Learning new methods of self-expression and improved self-confidence
- Learning about other area nonprofits and youth-serving organizations, such as 826michigan and Corner Health Center

Describe what methods of oversight, mentorship, and/or other leadership is planned for the project.

Internships will be evaluated by pre and post surveys. The pre-internship survey will ask what interns hope to learn and accomplish; the post-internship survey will ask interns to reflect about what they learned, if they learned as much as they wanted, and how their new knowledge will influence their education choices in the future.

An ongoing checklist and survey will be distributed before the internship begins and utilized as a benchmarking tool and checklist at each meeting with leaders and mentors. This will serve as a guide for both the mentors and mentees. The checklist is comprised from the *8 Essential Elements of Positive Youth Development*, created by Brenda Young, Extension Educator, 4-H, Youth Development. Guided questions include prompts regarding inclusivity, the ability to seek new learning opportunities and opportunities for self-determination as well as valuing and practicing service to others.

Binders will be provided and each week interns will track hours worked, activities performed, new skills learned that can be added to resumes; reflection prompts will also be included.

Include a detailed project timeline for the execution of the project.

- April—May 2021: Noise Permit planning meetings between the Ypsilanti District Library, Ozone House and Michigan artists leading the summer workshops will begin. Teen

Advisory Group volunteers, as well as Ozone House Peer Outreach Workers will be included in the planning process and encouraged to lead the planning sessions. Teen intern applications will be posted and two teen interns will be selected, interviewed and trained for their positions by May 30th, 2021.

- *June—August 2021*: Noise Permit workshops will be run by two preselected young adult interns and local Michigan artists, engaging teens twice weekly throughout the summer months. A midsummer planning meeting will be held in July for all participants (workshop leaders, teen interns and staff at the library and Ozone to check in with each other). Kelly will reach out to teen-serving organizations in the community to organize their participation in the Noise Permit concert.
- *August 6, 2021*: The Noise Permit outdoor concert will be held in the Library plaza, as part of Ypsilanti's First Friday's event. This all-ages community event will be hosted, planned and implemented by teens.
- *September 30, 2021*: The final grant report will be submitted to MCACA for evaluation.

Describe the methods you plan to use to market or promote the youth led project.

Sam Killian, the Library's Community Relations Coordinator, will guide interns in creating press releases, flyers, visual teen artwork and creating effective community connections using social media, graphics, caption copywriting, conversation, and video/photography skills. Scott Phillips at Ozone House will teach interns how to verbally share news about the event with peers and on community outreach visits to local businesses.

Describe how you will evaluate the success of your project.

Success will be evaluated by analyzing intern surveys, number of attendees at the workshops and concert, increased number of performers, youth entrepreneurs and youth-serving organizations in attendance, as well as types of performance techniques. It will also be gauged by workshop and journal reflection and implementation – what makes teens feel powerful, expressing that on stage, and increased self-awareness and community awareness, including knowledge of local youth resources. Teen interns will also be conducting short interviews with the Noise Permit audience, in an effort to connect with the community and evaluate the responses of the community to the event.

Key Staff/Personnel Bios

Youth Leadership

Teen Interns, ages 15-20: Two interns will be selected by the mentor team based on their interest in the arts as an educational focus or career. Youth will submit applications in late April and be interviewed in early May. They will receive basic job training, then be mentored through all stages of producing the *Noise Permit* stage performance, as well as marketing and advertising the event to the teens in the community.

Youth Planning Committee, ages 13-20: Both YDL and Ozone House have active youth groups who will meet together monthly to create a vision for Noise Permit, and plan and lead the pre-stage activities at the end of summer concert. The teens on the planning committee will decide the topics for the summer workshops, help reach out to potential instructors and facilitators, as well as attend the meetings to help guide the workshops to be teen-oriented and teen-friendly.

YDL Teen Advisory Group (TAG): YDL has had an active Teen Advisory Group for eight years at the downtown location. To create a stronger, district wide teen advisory, we are currently participating in Youth Driven Spaces training with John Weiss at the Neutral Zone. The TAG teens will transition from planning regularly scheduled library programs and teen events into planning *Noise Permit* and Summer Learning events for teens at the library. Some of the teens involved are being specifically trained on technology: including Adobe Photoshop and Premiere; editing, producing and uploading videos; and Ableton, an interface to create, produce and perform music. <http://www.ypsilibrary.org/services/youth-services/teen-advisory-group-2/>

Ozone House Peer Outreach Workers: Trained Peer Outreach Workers (POWs), ages 15-19, provide homeless and high-risk youth with on-the-street support and information. POWs have an in-depth understanding of Ozone House services and why youth may need these services. POWs are selected every fall after participating in group activities and interviews. They are taught communication skills for street outreach work and leadership skills throughout the year as they meet twice a week with Scott Phillips <http://ozonehouse.org/programs/outreach.php>

Workshop Facilitators & Mentors

Sakinah Rahman, Young Adult Mentor & Emcee, age 20. As a junior in college, Sakinah has worked with or served on numerous community youth groups, including YDL, Ozone House, The Student Advocacy Center and The Corner Health Center. She is the former YDL TAG president and supported our organization by co-emceeing with her sister to engage youth at the Ypsilanti Youth Summits. Youth Summits are comprised of multiple youth organizations who meet quarterly at the local university, Eastern Michigan University. The overarching purpose of the youth summits are to bring teens together to discuss concerns in the community, including such things as health and safety, and strategize what they can do to change it. Last year, she was a MACACA teen intern mentor and highly talented Noise Permit participant. Her perspective and dedication to her role was of great value to the entire Ypsilanti community. This year, Sakinah

will be leading the YDL Noise Permit workshops and helping to recruit other guest facilitators depending on topics that the teens choose for the programs.

http://www.mlive.com/news/ann-arbor/index.ssf/2015/12/ypsilanti_youth_summit_looks_t.html

Zakiyyah Rahman, Young Adult Mentor & Emcee age 20. Now a junior in college, Zakiyyah has worked or served on numerous community youth non-profits and advisory boards, including YDL, Ozone House, The Student Advocacy Center and The Corner Health Center. Formerly the YDL TAG secretary, Zakiyyah supported our organization by co-emceeding with her sister to engage youth at the Ypsilanti Youth Summits last year. Youth Summits are comprised of multiple youth organizations who meet quarterly at the local university, Eastern Michigan University. The overarching purpose of the youth summits are to bring teens together to discuss concerns in the community, including such things as health and safety, and strategize what they can do to change it. In the years past, she was a MACACA teen intern and teen intern mentor, as well as a highly talented Noise Permit participant. Her perspective and dedication to her role was of great value to the entire Ypsilanti community. This year, Zakiyyah will be leading the YDL summer's workshops and helping to recruit other guest facilitators depending on the topics that the teen councils choose for the programs.

https://www.youtube.com/watch?v=plsM_p7-4xQ

Akili Jackson, Pass the Mic Coordinator Mr. Jackson is on the frontline in the movement towards innovative ways of enhancing the quality of education for children in Southeast Michigan. He has over 16 years' experience as a Youth Development Worker specializing in programs that inspire positive character development in youth. As an advocate for community based programs, Akili has participated in and coordinated groundbreaking urban projects that serve to motivate parents, and inspire youth to become forces for positive change in their communities. Akili has conducted workshops in Community Education using art and Hip Hop music as a tool for classrooms in Columbus OH, Atlanta GA, and Manhattan NYC. He has presented as a frequent guest speaker for the National African American Parent Involvement Day (NAAPID) in the Ann Arbor Public Schools and Ypsilanti Public Schools, and a panelist/speaker at Antioch University, University of Pittsburg, and University of Winsor Law School. Akili has served as a guest lecturer at Washtenaw Community College for African Poetry and Literature and at Eastern Michigan University for "Building Effective Classroom Communities". He has worked as part of the Youth Services Staff with the Child and Adolescent Psychiatry Department at University of Michigan Mott Hospital.

https://www.youtube.com/watch?v=plsM_p7-4xQ

Jesse Morgan, YDL Paraprofessional, RhymeZone Coordinator Mr. Morgan, an Ypsilanti resident, has worked as a music instructor at a K-8 private school and was the founder of Community Records LC3, whose mission was to build community through music. Community Records worked with over 2000 youth, across the state of Michigan, helping them write and

record over 100 original songs. He holds a B.S. in Music from Eastern Michigan University and is currently working toward another B.S. in Music Therapy at Eastern Michigan University. Jesse has also taught high school English and served as the Yearbook Instructor for two Michigan high schools over a five year period. He will invite various local artists, including Charlie Nanos, to meet the interests and needs of workshop participants.

<http://markmaynard.com/2011/12/interview-with-community-records-founder-jesse-morgan/>

Graham Lapp, DJ, bassist, composer, producer Mr. Lapp has a diverse musical background, having studied jazz bass, guitar and harmonica. He currently performs with a variety of groups and DJs in the Ypsilanti/Ann Arbor area. He has served as the DJ at *Shout it Out* and *Noise Permit*. He also teaches DJ workshops at the Ozone House and is known and respected by local teens.

Kelly Scott, YDL Young Adult Librarian

Kelly Scott is the Ypsilanti District Library Teen Librarian. Ms. Scott will be responsible for overseeing the grant funds and scheduling mentoring team meetings with the teens and workshop leaders. For 7+ years, Kelly has trained and worked with hundreds of teen volunteers, teaching them responsibility, following through on commitments, working together and creating real products such as logos for t-shirts, publications, and promotional materials such as flyers and videos. Kelly has implemented numerous youth and teen programs funded through many grants, including Scottsdale Public Library's Reading Buddies program, a summer literacy program pairing high school students with children in grades 1-4, helping them to practice their reading and writing skills over the summer to stem the summer slide. Kelly has also implemented a grant-funded library program called ReadUp Scottsdale, which provided free tutoring for at-risk readers in 1st and 2nd grades during their fall and spring semesters in school.

Teen Council History and Mission

The Teen Advisory Group is the library's youth leadership council that meets monthly to give teens a voice in the library and engage with each other on ways to improve library services for young adults in the community. YDL-Michigan formed their TAG council in 2009 to provide leadership opportunities for teens and to give teens an opportunity to impact the library. The mission of TAG is to inspire creative youth-driven opportunities for Ypsilanti Area teens by building meaningful connections at the library and in the broader community. This aligns with the Ypsilanti District Library's mission, which is to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry. YDL-Michigan's TAG members are gaining valuable career skills by planning each meeting and implementing the suggestions and changes they wish to see for teens in the library, such as creating new teen programs, helping to define the guidelines for behavior in the library's Teen Zone, helping design the teen space in the library and making selection choices for the Young Adult library materials. All of these activities are tracked and count as community service hours for the TAG members, which helps bolster their future job and college applications.

The Ozone House's Peer Outreach Worker (POW) program provides 6 positions to young people ages 13-18 to work at the Ozone House Drop-In Center. These teens provide support for youth groups meeting onsite at the Drop-In. They also go out into the community and perform outreach, educating other teens and adults in the community about Ozone House services for youth. The POWs report to the Youth Employment Coordinator at Ozone House, who works with them to develop an outreach plan. This program is a peer to peer model, which allows young people to get the information about Ozone House services offered from their peers.

The Ozone House POWs and Library's TAG members will unite to form a Noise Permit Youth Council. Additionally, the library will hire two teen interns (between the ages of 14-18), to help coordinate the Noise Permit programming in the summer and to help promote the end of summer concert. The library will also hire two pre-selected young adult youth mentors (between the ages of 18-23), to help plan and run the library RhymeZone workshops during the summer, helping to cultivate the teen artists' interests, musical and/or artistic performances and to lead the youth council.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-22

June 24, 2020

RESOLUTION TO APPROVE THE SUBMISSION OF A MCACA GRANT
APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The New Leaders grant application submitted by Teen Librarian Kelly Scott to the Michigan Council for Arts and Cultural Affairs has been reviewed and approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: