

Ypsilanti District Library

Board of Trustees

2016 Information Packet



Thursday,
Apr 21, 6:30 pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, April 21, 2016 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM			Information	Discussion	Action
Call to Order					
*Roll Call	John Barr <input type="radio"/>	Kay Williams <input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Brian Steimel <input type="radio"/>	Kimberly Grover <input type="radio"/>			
	Mike Randall <input type="radio"/>				
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			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from March 24, 2016 Regular Meeting					
B. March 2016 Financials					
Communication					
A. Official Correspondence (Public)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports					
A. Finance Committee			<input checked="" 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 - March 28, 2016 Meeting			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. YDL Board/Friends Fund Development			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Strategic Planning Committee			<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report					
A. Operational Update			<input checked="" type="checkbox"/>		
B. Performance Indicators			<input checked="" type="checkbox"/>		
C. Departmental Reports			<input checked="" type="checkbox"/>		
D. Significant Library News			<input checked="" type="checkbox"/>		
Old Business					
New Business					
A. Presentation of 2015 Annual Report			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Consideration of FY 2015 – 16 Budget Amendment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Review of proposed RFP for Audit Services			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of Special Closure for staff ALICE Training			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Resolution to Adopt Robert's Rules of Order			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Resolution to Open Meetings with the Pledge of Allegiance			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Trustee Education Video and Discussion: "Board Ethics"			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments			<input type="checkbox"/>	<input 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
Minutes, March 24, 2016

Unapproved

CALL TO ORDER

President John Barr called the Regular Meeting to order at 6:32 p.m.

Attendance

Trustees Present: John Barr, Kimberly Grover, Courtney Miller, Jean Winborn, Brian Steimel, Kay Williams, and Mike Randall [arriving 6:38 p.m.].

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Diane Schrag, and Ypsilanti District residents Heidi Trudell and Bruce W. Moorman

APPROVAL OF THE AGENDA

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

Vote: Ayes: Barr, Miller, Winborn, Grover, Williams, and Steimel.

Nays: None

Motion passed.

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Miller moved to approve the Consent Agenda consisting of February 25, 2016 minutes and February 29, 2016 Financial report. Trustee Steimel supported this motion.

Vote: Ayes: Barr, Miller, Winborn, Grover, Williams, and Steimel.

Nays: None

Motion passed.

COMMUNICATIONS

- March 13, 2016 e-mail correspondence received from Heidi Trudell regarding Washtenaw Audubon Society's showing of the documentary, "The Messenger" at the Michigan Theatre on Wednesday April 27, 2016. Trustees are invited and may be provided with tickets if available.
- March 9, 2016 communication from the City of Ypsilanti, Office of Community and Economic Development regarding approval of a resolution granting an "Obsolete Property Rehabilitation Exemption Certificate for property at 209 Pearl, Ypsilanti. Hearing took place March 15, 2016.
- "Memory Lab", process which introduces digitization of old photos and videos. Idea to keep in mind in regards to strategic planning.

COMMITTEE REPORTS

- Finance Committee Meeting: No Report
- Personnel Committee: No Report
- Policy Committee: See Old Business
- FOL Library Report

January 25, 2016				February 22, 2016	
FOL appropriated \$40K to YDL in 2016				Request for Reimbursement detail sheet produced by Assistant Director, Julianne Smith applauded.	
Latitudes	\$10,000	LNGO	\$1,000		
Events	\$10,000	Youth Programs	\$6,000		
Community Reads	\$700	General Programs	\$6,000		
Summer Reading	\$5,400	Staff Recognition	\$900	Planning a workshop/program for MI Ave., Trustee Steimel will be donating a Puppet Show event.	
Lobby Book Sale					
Pros		Cons			
Met new customers		Space concerns			
Sold more expensive product		Missed some regular shoppers			
Appreciative of YDL staff help					

Ypsilanti District Library
Board of Trustees
Minutes, March 24, 2016

Unapproved

- Fund Development: No report
- Strategic Planning: See New Business

REPORT OF THE LIBRARY DIRECTOR

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

- Director Hoenig invited YDL trustees to a "Thank you Friends & Volunteers!" luncheon on April 12th, from 12:00 to 2:00, provided by YDL staff.
- Reported on success of YDL's first "TEDxYDL" event held at Halle Library at EMU, March 22, 2016. Talks will be available by video within a few weeks.
- Jim Reed's constructed airplane built for the Rosie the Riveter program was a favorite, along with "dress-up" outfits for the kids. All in all, very fun and successful program.
- Harwood Training, includes 9 months of follow-up support from the institute to insure successful community outreach to augment and assist in the development of strategic planning goals.
- Discover Tech is at YDL through March 30, 2016. Seven hundred students have come to this exhibit including Superior Township kids' field trip accomplished through a joint effort between Township Parks and Recreation and YDL staff.
- Next exhibit is Thomas Cole's Wild Land opening April 6th.
- YDL MI Ave awarded first exhibit, "Thinking Money". [Dates TBD]
- MLA's role and "tax capture legislation" reviewed.
- Technology Report Questions:
 - Surveillance System, cameras added, repaired, and re-located. [work stalled due to electrician's injury but has resumed]
 - Telephone System, on-going long term project. Consultant maybe considered when this project moves forward.
- Performance Dashboard, Data collection for Computer Usage discussed [sessions vs. hours] and is being reassessed.
- MELCAT and OCLC lending and borrowing, explained and reviewed. YDL participates in MELCAT, Michigan based library inter-library loan program. YDL does not participate in OCLC Interloan.
- Trustee Miller requested more details regarding programming statistics.

OLD BUSINESS

- Consideration of Resolution to Amend the Library Board By-Laws
Trustee Miller moved to adopt Resolution, 2016-5, amendment of YDL Board By-Laws as presented and discussed on February 25, 2016. Trustee Williams supported this motion.
Vote: Ayes: Barr, Miller, Winborn, Grover, Williams, Steimel, and Randall.
Nays: None
Motion passed.
- Discussion of Changes to Chase Bank Debt Service Account
After review of material from Washtenaw County Treasurer McClary and the Chase Bank credit report, Board decided to continue to utilize Chase for debt service funds as a reasonable, safe choice for the funds until the debt is retired in 2018.

NEW BUSINESS

- Resolution to Request a Street Light at Library Road Entrance
Trustee Williams moved Resolution 2016-6, requesting Charter Township of Ypsilanti to install a street light at the Whittaker Road entrance and authorizing YDL to pay annual cost of electricity estimated at \$300.
Vote: Ayes: Barr, Miller, Winborn, Grover, Williams, Steimel, and Randall.
Nays: None
Motion passed.

Ypsilanti District Library
Board of Trustees
Minutes, March 24, 2016

Unapproved

- Review of Proposed Strategic Plan RFP

After review, Trustee Williams moved to authorize the distribution of the Request for Proposal for Strategic Planning Facilitation as included in the packet. RFP includes development of YDL's Strategic Plan 2017 – 2021 and a "telephone survey." Trustee Winborn supported this motion.

Vote: Ayes: Barr, Miller, Winborn, Grover, Williams, Steimel, and Randall.

Nays: None

Motion passed.

- Discussion of Trustee Winborn's Superior Project Idea

Jean proposes volunteering her time and experience (after June retirement) to work toward finding grant funding to construct a Library/Community Center in Superior Township. She has already spoken with Township officials, who have accepted her offer to volunteer in this capacity and offered to reimburse her for travel expenses, etc.

The Board expressed appreciation for Trustee Winborn's offer. There is concern regarding additional operational costs associated with a new building. Funding to operate the building would be a necessity.

- Trustee Education Video and Discussion: "Board Meetings"

After viewing, President Barr suggested that "Robert's Rules" or other parliamentary procedures be adopted formally.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	Loves that Lisa has learned about working the Customer Service Desk
Jean	Good practice for managers to become familiar with all jobs
Brian	No comment
Kay	No comment
Kimberly	No comment
John	No comment
Mike	No comment
Lisa	No comment

Adjournment

Meeting Adjourned, 8:10 pm.

Financial Report

**Ypsilanti District Library
Balance Sheet
March 31, 2016
General Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 03/31/2016
Assets:						
Cash: Checking	521,759	324,329	96,479	558,972	343,352	964,824
Savings	1,595,775	2,643,540	2,687,541	2,593,271	2,276,388	2,145,902
CD's	1,000,000	-	-	-	-	-
Stocks	18,738	23,549	39,893	-	-	-
Memorials	6,399	6,400	6,400	6,401	6,402	6,402
Operational Cash	356	356	356	356	356	356
Total Cash	3,143,028	2,998,174	2,830,669	3,159,000	2,626,498	3,117,484
Receivables & Other assets	42,436	29,785	39,881	49,271	37,821	35,218
Total Assets	3,185,464	3,027,959	2,870,550	3,208,271	2,664,319	3,152,702
Liabilities	402,309	490,554	314,330	804,393	425,334	133,247
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						5
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434
Current YTD--net of revenues						(59)
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	760,904	674,111	428,362	447,178	294,835	129,942
Current YTD	(86,793)	(245,749)	18,815	(152,342)	(164,893)	780,471
Total Fund Balance	2,783,155	2,537,405	2,556,221	2,403,879	2,238,985	3,019,456
Total Liabilities & Fund Balance	3,185,464	3,027,959	2,870,550	3,208,271	2,664,319	3,152,702

Ypsilanti District Library
For the Period Ending 3/31/16 (33.3% of Year)
General Fund

ACCT #	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	YTD 03/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,943,137	3,678,116	3,732,711	3,656,370	3,672,512	3,605,660	2,026,149	1,579,511	56.2%
Expenditures									
Dept 100 Administrative	1,990,314	1,896,636	1,788,056	1,828,042	1,944,424	1,907,986	641,588	1,266,398	33.6%
Dept 200 Michigan Ave.	533,291	499,324	500,988	492,553	493,186	475,572	174,591	300,981	36.7%
Dept 300 Outreach/bookmobile I & II	88,779	84,150	70,001	68,968	81,693	81,747	24,683	57,064	30.2%
Dept 400 Outreach/Superior Township	163,685	186,943	166,268	169,585	152,911	140,284	52,939	87,345	37.7%
Dept 500 Whittaker Rd	1,198,342	1,192,073	1,114,841	1,157,673	1,080,790	1,144,342	338,364	805,978	29.6%
Dept 600 Donations	55,445	64,739	63,090	78,243	65,395	-	10,333	(10,333)	NA
Dept 700 Grants	75	-	10,821	13,647	19,007	-	3,240	(3,240)	
Total	4,029,931	3,923,865	3,714,065	3,808,712	3,837,406	3,749,931	1,245,738	2,504,193	33.2%
Net Revenue Over Expenditures	(86,794)	(245,749)	18,645	(152,342)	(164,893)	(144,271)	780,411		
Sale of Assets	-		170	-	-		59		
Fund balance - beginning of period	2,869,948	2,783,154	2,537,406	2,556,221	2,403,879	2,238,986	2,238,986		
Fund Balance - end of period	2,783,154	2,537,406	2,556,221	2,403,879	2,238,986	2,094,715	3,019,456		

**Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
Revenue									
403.000	Superior Township Tax Levy	542,177.00	582,341.76	598,454.74	583,575.23	581,433.92	597,215.00	344,703.70	57.7%
425.000	City of Ypsilanti Tax Levy	585,121.00	513,880.42	555,550.45	531,190.28	540,084.92	527,528.00	12,625.04	2.4%
440.000	Ypsilanti Township Tax Levy	2,428,220.00	2,233,493.67	2,169,739.75	2,101,347.40	2,117,703.51	2,154,715.00	1,586,288.36	73.6%
425.050	City Revenue Sharing	-	229.71	-	-	-	-	-	NA
443.000	State Aid Direct	15,090.00	18,546.84	20,677.78	24,230.06	24,195.70	24,000.00	-	0.0%
447.000	State Aid Indirect	15,058.00	18,612.56	20,730.56	24,673.64	24,662.52	24,000.00	-	0.0%
448.000	State Aide Supplemental	7,873.00	-	-	-	-	-	-	NA
657.000	Fines/Misc.	91,043.00	83,605.03	86,436.22	96,648.22	84,786.06	89,000.00	32,509.83	36.5%
657.100	Smart Cards - Printing & Copies	27,521.00	30,289.48	37,426.43	42,914.93	43,954.71	40,000.00	15,880.32	39.7%
657.600	Guest Pass	-	-	5,291.20	3,757.70	2,777.15	3,000.00	1,130.00	37.7%
661.000	Penal Fines County	117,496.00	98,982.40	130,046.40	118,392.02	138,457.71	120,000.00	-	0.0%
662.000	Coffee shop rent	3,500.00	2,100.00	4,200.00	4,200.00	4,200.00	4,200.00	1,400.00	33.3%
662.100	Community room rentals	2,325.00	1,525.00	2,550.00	2,000.00	2,150.00	2,000.00	50.00	2.5%
679.000	Donations/Misc.	768.00	543.57	4,213.43	3,547.32	1,923.49	2,525.00	67.21	2.7%
681.080	Donations/Memorials	11,591.00	150.00	-	-	435.00	1,515.00	50.00	3.3%
687.000	Interest/Checking	2,902.00	1,431.35	794.04	986.84	911.29	950.00	302.87	31.9%
687.010	Interest/Savings	6,060.00	6,752.27	7,161.38	6,675.44	5,793.17	5,000.00	1,674.47	33.5%
687.020	Interest/CD's	9,957.00	5,363.30	-	-	-	-	-	NA
687.050	Interest/Reaume	-	-	-	-	-	-	-	NA
687.060	Interest/Yoder	132.00	78.68	60.81	10.55	7.95	10.00	5.35	53.5%
687.070	Interest/Yates Memorial	2.00	1.18	0.68	0.67	0.67	2.00	0.34	17.0%
689.000	American Century Value Change	168.00	4,810.26	5,128.87	-	-	-	-	NA
689.000	Dividends-MML	9,196.00	8,381.00	6,882.00	7,441.00	7,169.00	7,000.00	-	0.0%
690.000	Dividends-Endowmnt	-	-	-	2,121.45	4,197.89	3,000.00	-	0.0%
	Transfer from Improvement Fund	-	-	-	-	-	-	-	#DIV/0!
Total Revenue		3,876,200.00	3,611,118.48	3,655,344.74	3,553,712.75	3,584,844.66	3,605,660.00	1,996,687.49	55.4%

Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
Expenditures									
Dept 100 Administrative									
702.000	Salary Wages	611,257.00	619,602.25	599,555.39	618,927.96	643,204.88	629,259.00	217,653.20	34.6%
702.050	Board Stipend	-	-	-	-	-	-	-	NA
702.100	Professional/Accounting	9,713.00	9,040.00	6,100.00	5,920.00	6,000.00	7,500.00	1,760.00	23.5%
702.150	Bank Fees	1,704.00	1,831.21	2,192.51	2,716.73	2,806.41	2,888.00	1,085.25	37.6%
702.180	Reversed Receivables	-	-	-	-	7,259.60	-	-	-
702.900	Salary/Subs	4,505.00	3,075.92	6,415.27	9,830.36	6,935.11	9,250.00	2,285.87	24.7%
705.000	Employee Recognition Awards	-	153.00	482.25	-	-	1,000.00	-	0.0%
710.000	Paychex Payroll Service	5,182.00	5,087.83	3,810.26	5,202.42	5,456.17	6,365.00	2,251.05	35.4%
715.000	Employer Payroll Tax	144,435.00	145,211.90	140,540.69	139,100.15	143,619.05	141,852.00	48,457.66	34.2%
715.100	ACA Taxes Paid by employer	-	-	-	10,786.58	10,880.07	11,650.00	78.44	0.7%
718.000	Met Life 403b	80,401.00	84,223.45	84,371.95	80,540.10	86,097.49	90,739.00	23,108.39	25.5%
727.000	Office Supplies	24,725.00	29,144.57	22,179.96	29,865.78	30,307.16	28,840.00	8,308.89	28.8%
727.200	Supplies-Facility	24,922.00	23,177.49	21,802.83	28,552.22	22,917.37	23,000.00	6,645.14	28.9%
752.000	MML/Building Insurance	51,527.00	52,433.00	50,557.00	52,486.00	53,670.00	54,207.00	55,342.00	102.1%
753.000	MML/Workers Comp	6,384.00	9,102.00	6,688.00	6,585.00	9,687.00	8,739.00	2,538.00	29.0%
754.000	HMO Insurance	310,645.00	346,921.57	341,769.79	348,934.06	377,702.35	339,090.00	107,895.98	31.8%
756.000	Delta Dental	35,103.00	38,194.92	35,208.25	38,405.57	38,221.95	38,661.00	12,857.82	33.3%
757.000	Employee Assistance Program	1,442.00	742.00	742.00	356.40	871.20	1,400.00	217.80	15.6%
758.000	UNUM Life Insurance	3,066.00	3,151.20	3,109.60	3,419.20	4,098.50	4,227.00	1,753.50	41.5%
759.000	Vision Service Plan	10,689.00	11,390.62	11,266.73	9,784.04	9,672.10	8,566.00	2,090.88	24.4%
762.000	UNUM STD/LTD (Disability Insurance)	8,498.00	9,643.56	9,517.99	9,411.05	9,222.06	9,341.00	3,864.57	41.4%
769.000	Printing & Publishing	8,579.00	9,690.70	7,008.55	10,897.28	6,183.73	5,250.00	2,349.25	44.7%
769.050	Classified Advertising	467.00	148.00	-	-	-	400.00	-	0.0%
774.000	Data Bases	59,810.00	50,731.21	34,399.85	34,343.00	34,668.15	40,217.00	11,571.15	28.8%
774.050	Ebooks/Eaudio	-	10,286.00	10,500.00	12,860.75	16,093.36	16,200.00	1,501.07	9.3%
774.100	System Wide DVDs	-	-	-	-	4,883.98	6,000.00	1,733.06	28.9%
774.990	All Materials Processing	-	-	-	-	25,311.03	25,100.00	9,840.30	39.2%
801.000	Major Events	9,194.00	9,809.73	4,789.44	9,556.72	6,089.82	8,000.00	2,288.65	28.6%
801.500	Learning Never Gets Old	-	-	-	-	-	2,000.00	415.83	20.8%
802.000	Mileage/Travel Reimbursement	3,666.00	1,946.02	1,805.14	2,971.82	858.23	3,000.00	725.85	24.2%
804.000	Workshops/Training	3,670.00	1,560.84	1,188.00	1,713.02	1,327.25	2,000.00	160.00	8.0%
805.000	Memberships & Dues	5,709.00	4,857.50	5,397.50	4,699.26	4,943.50	5,050.00	1,493.00	29.6%
810.000	Capital Outlay - Buildings	33,182.00	8,612.21	9,318.95	3,364.14	8,814.00	5,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	-	-	-	32,063.00	-	-	NA
812.000	Capital Outlay - Furnishings	4,013.00	5,592.55	5,000.00	465.09	393.85	5,000.00	2,489.45	49.8%
850.000	Automation - Technology	312,037.00	293,880.65	231,487.39	214,345.94	226,119.41	225,000.00	73,707.28	32.8%
880.000	Miscellaneous & Refunds	-	-	-	-	-	-	-	NA
890.000	The Library Network	23,648.00	3,800.00	3,885.95	15,227.31	14,278.98	16,000.00	-	0.0%
928.000	Postage	10,074.00	9,806.35	8,789.72	10,823.79	10,484.54	12,000.00	4,274.00	35.6%
965.000	Auditing Service	11,050.00	11,050.00	11,050.00	11,050.00	11,400.00	12,000.00	11,800.00	98.3%
975.000	Legal	22,440.00	7,937.95	5,774.00	5,503.30	15,602.20	6,000.00	3,879.00	64.7%
980.000	Professional/Contractual	66,479.00	31,870.47	33,941.02	33,334.85	24,087.81	53,075.00	9,608.02	18.1%
981.100	Library Director Search expense	-	-	-	-	2,244.47	-	-	NA
981.500	Lost Book Expense	-	-	1,651.78	24,480.23	14,027.60	18,120.00	3,722.88	20.5%
982.000	MTT Charge Back City	18,541.00	9,515.17	4,929.69	4,613.90	11,242.58	15,000.00	940.90	6.3%
983.000	MTT Charge Back TWP	57,982.00	27,126.69	31,728.50	26,162.74	4,677.94	10,000.00	734.29	7.3%
983.100	MTT Charge Back-Superior Twp	5,575.00	6,287.83	422.52	805.57	-	1,000.00	159.38	15.9%
984.050	Contributions/Endowment	-	-	28,677.56	-	-	-	-	NA
Total		1,990,314.00	1,896,636.36	1,788,056.03	1,828,042.33	1,944,423.90	1,907,986.00	641,587.80	33.6%

**Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.									
702.000	Salaries	311,719.00	330,908.32	343,493.77	324,243.68	344,894.22	322,014.00	125,830.70	39.1%
702.800	Salaries-Pages	5,788.00	8,067.35	6,565.60	7,530.56	7,467.76	6,500.00	2,174.09	33.4%
771.000	Adult Books & Processing	36,051.00	36,330.50	28,681.78	31,909.25	31,040.31	32,500.00	5,460.52	16.8%
772.000	Youth Books & Processing	21,057.00	21,909.65	15,574.15	18,946.64	17,943.21	19,400.00	6,236.60	32.1%
772.050	Reaume Memorial Books	-							NA
772.055	Yates Memorial Books	-							NA
776.000	Periodicals - Adult	3,293.00	3,311.63	3,929.21	4,650.66	4,021.27	4,100.00	3,365.49	82.1%
776.050	Periodicals - Youth	1,100.00	1,010.05	719.00	350.70	304.95	310.00	248.31	80.1%
778.000	Adult Audio/Visual	14,335.00	16,822.96	12,223.29	14,089.64	13,030.69	13,000.00	2,559.39	19.7%
779.000	Youth Audio/Visual	7,685.00	8,402.08	6,492.30	7,309.45	5,555.34	6,400.00	754.44	11.8%
812.000	Capital Outlay - Furnishings	62,482.00					4,000.00	3,030.72	75.8%
840.000	Repair & Maintenance - Building	23,667.00	13,519.50	25,535.01	19,612.61	24,991.35	20,000.00	8,201.79	41.0%
840.050	Snow Removal/ Lawn Care	14,567.00	9,250.51	8,249.32	13,534.39	11,998.00	14,567.00	5,160.00	35.4%
900.000	Programs-Adult	1,243.00	1,603.19	1,199.72	1,219.69	1,165.35	1,200.00	938.82	78.2%
901.000	Programs-Youth	1,386.00	1,498.84	1,215.20	1,215.20	1,058.44	1,200.00	1,845.65	153.8%
940.000	Phone	1,837.00	1,787.67	1,551.58	1,960.59	3,563.75	2,040.00	1,200.38	58.8%
943.000	DTE - Fuel	6,530.00	3,817.11	4,414.17	5,737.95	6,042.85	7,266.00	2,422.42	33.3%
947.000	DTE - Electric	17,696.00	22,427.14	18,483.58	16,262.16	14,242.50	17,498.00	3,405.37	19.5%
980.000	Professional Contractual (Security)	-	15,204.00	19,236.00	19,656.00				NA
980.200	Construction/renovation	-							NA
949.000	Ypsilanti Comm Utilities Auth	2,854.60	3,453.82	3,424.24	4,324.31	5,866.47	3,577.00	1,755.87	49.1%
Total		533,290.60	499,324.32	500,987.92	492,553.48	493,186.46	475,572.00	174,590.56	36.7%

**Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
Dept 300 Outreach/bookmobile I & II									
702.000	Salaries	73,964.00	68,203.88	52,822.05	51,468.05	63,898.51	62,278.00	22,098.91	35.5%
775.000	Library Materials	5,678.00	5,704.90	4,785.89	5,370.64	4,910.53	5,100.00	1,112.34	21.8%
840.000	Repair & Maintenance	2,814.00	3,310.55	6,268.64	4,714.34	7,878.65	8,952.00	650.42	7.3%
901.000	Programs - Youth	-	-	-	-	-	-		NA
940.000	Phone	422.00	-	-	-	-	200.00		0.0%
943.000	Fuel	5,901.00	6,930.34	6,124.72	7,414.85	5,005.67	5,217.00	821.18	15.7%
Total		88,779.00	84,149.67	70,001.30	68,967.88	81,693.36	81,747.00	24,682.85	30.2%
Dept 400 Outreach/Superior Township									
702.000	Salaries	150,643.00	172,176.56	154,054.75	155,710.24	139,916.37	126,351.00	48,705.71	38.5%
775.000	Library Materials	8,730.00	9,234.14	6,852.48	8,010.72	7,261.02	7,600.00	2,428.22	32.0%
840.000	Repair & Maintenance	1,019.00	1,245.41	703.70	800.54	1,339.79	1,210.00	267.48	22.1%
840.050	Snow Removal & Lawn Care	572.00	973.99	1,061.84	1,350.16	980.16	1,158.00	245.04	21.2%
900.000	Programs - adult	477.00	589.40	400.00	507.15	85.44	500.00	235.74	47.1%
901.000	Programs - Youth	464.00	271.22	400.00	415.63	368.05	500.00	218.14	43.6%
940.000	Phone	1,090.00	714.05	758.13	861.67	1,210.67	1,040.00	201.10	19.3%
943.000	DTE - Fuel	161.00	695.14	922.69	964.93	823.52	950.00	370.52	39.0%
947.000	DTE - Electric	515.00	966.33	1,051.91	896.48	853.26	900.00	247.52	27.5%
949.000	Ypsilanti Comm Utilities Auth	14.00	76.44	62.36	67.94	72.61	75.00	19.60	26.1%
Total		163,685.00	186,942.68	166,267.86	169,585.46	152,910.89	140,284.00	52,939.07	37.7%

**Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD									
702.000	Salaries	717,284.00	713,482.73	687,403.84	685,256.17	675,540.32	714,375.00	240,391.72	33.7%
702.800	Salaries-Pages	38,591.00	39,912.32	36,343.03	35,126.71	33,889.58	37,800.00	9,889.00	26.2%
771.000	Adult Books & Processing	78,430.00	82,339.16	60,804.11	71,982.67	68,623.73	73,000.00	15,572.79	21.3%
771.050	Yoder Memorial	106.00	102.89	50.95	-	-	-		NA
772.000	Youth Books & Processing	46,966.00	44,979.51	30,878.66	38,321.16	34,222.08	35,550.00	5,112.29	14.4%
776.000	Periodicals - Adult	5,957.00	5,907.12	6,025.39	6,086.61	6,257.96	6,300.00	3,765.93	59.8%
776.050	Periodicals - Youth	1,200.00	1,219.95	1,200.00	936.65	911.20	915.00	686.97	75.1%
778.000	Adult Audio/Visual	37,582.00	36,605.12	27,095.67	35,957.11	25,900.01	26,000.00	7,724.72	29.7%
779.000	Youth Audio/Visual	17,225.00	17,557.24	12,602.73	15,805.72	13,168.93	13,500.00	1,254.88	9.3%
840.000	Repair & Maintenance - Building	54,610.00	59,311.93	69,201.07	73,342.46	52,725.76	50,000.00	9,154.53	18.3%
840.050	Snow Removal/Lawn Care	33,937.00	18,317.12	16,340.30	28,839.46	24,340.00	30,000.00	10,183.00	33.9%
900.000	Programs - Adult	4,587.00	5,075.33	3,931.17	3,820.25	2,991.36	4,000.00	795.12	19.9%
901.000	Programs - Youth	6,900.00	7,318.36	5,084.36	4,999.37	4,606.83	5,000.00	1,692.41	33.8%
903.000	Equipment Maintenance	5.00	-	-	1,414.79	1,134.75	2,000.00		0.0%
940.000	Phone	2,524.00	2,966.38	8,161.75	8,082.68	6,676.26	5,300.00	1,998.27	37.7%
943.000	DTE - Fuel	37,042.00	29,771.86	30,863.90	35,019.03	32,975.30	35,906.00	10,074.37	28.1%
947.000	DTE - Electric	109,137.00	122,713.43	114,013.17	108,632.71	93,198.24	100,872.00	19,328.66	19.2%
949.000	Ypsilanti Comm Utilities Auth	6,259.00	4,492.91	4,840.77	4,049.57	3,627.25	3,824.00	739.45	19.3%
Total		1,198,342.00	1,192,073.36	1,114,840.87	1,157,673.12	1,080,789.56	1,144,342.00	338,364.11	29.6%

Ypsilanti District Library
General Fund
Period Ending 03/31/16
(33.3% of Year)

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	YTD 03/31/16 ACTUAL	YTD AS A % OF BUDGET
Dept 600 Donations									
Revenue:									
610.010	Ticket Sales Special Events					154.00			
681.000	Donations/Earmarked--Teen Zone	5,654.00						1,515.00	NA
681.000	Donations-earmarked		4,955.00	5,400.00	7,392.00	10,829.00			NA
681.025	Dollars for DVDs				433.31	50.00			
681.050	Arts/Cultural Program	4,544.00	5,265.00	9,052.58	13,366.01	835.00		2,500.00	
681.075	Donations Designated Solar PWR MI AVE				14,500.00				
681.080	Donations/Memorials		1,491.00	1,375.00	175.00	487.00		125.00	
681.100	Trustee Party Revenue				5,710.00	8,567.02			
683.499	Annual Appeal Designated							3,812.00	
683.600	Friends of Library -- designated gift	56,964.00	53,294.00	50,663.30	48,590.76	46,315.58		9,895.33	
683.700	Teen Zone Whittaker					1,000.00			
683.800	Superior Library Designated		1,718.00	-	40.00	450.00		152.00	NA
	Total Donated revenue	67,162.00	66,723.00	66,490.88	90,207.08	68,687.60		17,999.33	NA
Expenditures:									
815.100	Friends expenditures--Special items	55,445.00	51,631.71	48,400.05	48,592.27	46,449.44		8,391.11	NA
815.200	Friends expenditures--Michigan Ave					479.98			NA
683.101	Trustee Party Expense								
683.500	Annual Appeal designated			4,266.27	4,290.95	9,568.00		942.24	NA
683.701	Teen Zone Whittaker exp				4,050.00	450.00			
801.000	Major Events		100.00		100.00	(300.00)		1,000.00	
771.000	Adults Books & Processing		148.00		452.17	457.55			NA
771.060	Adults Books Memorials		874.00	19.08	29.95	177.83			
774.050	Ebooks/Audio		4,600.00						
775.000	Library Materials (Designated)				199.46				
781.050	Arts and Cultural Programs expense		7,385.00	10,404.57	13,277.81	862.01			NA
905.000	MI Ave Solar Project				7,250.00	7,250.00			NA
Total		55,445.00	64,738.71	63,089.97	78,242.61	65,394.81		10,333.35	NA
Dept 700 Grants									
Revenue									
500.600	Grant State of Michigan			2,500.00	3,900.00	2,680.00		570.00	
507.400	MCLS Grant							690.00	
507.500	Kiwanis		50.00	1,225.00	1,600.00	1,612.00			NA
507.600	State of Michigan	(225.00)	225.00	4,400.00	3,950.00	5,650.00		5,725.00	
507.902	ALA NEH Lat Amer			750.00		3,000.00			
681.000	Grants designated							985.00	
812.600	Prime Time Grant					4,038.00		3,492.09	
507.900	ALA Books for Teens (YALSA)			1,000.00	1,000.00	1,000.00			NA
507.903	ALA Discover Tech			1,000.00	2,000.00	1,000.00			NA
	Total Revenue	(225.00)	275.00	10,875.00	12,450.00	18,980.00		11,462.09	NA
Expenditures									
771.800	DAY Grant Expense			745.81					
772.025	ALA Books for Teens (YALSA)	75.00		203.24	625.12	939.55			
772.300	ALA Discover Tech					107.15		739.96	
775.500	Kiwanis Grant Crossroad			400.00	1,600.25	1,346.02			
775.550	Kiwanis Country in the City			725.00					
775.600	MACACA Grant Shout it Out			2,500.00	2,000.10	3,565.66			
777.600	MACACA Grant Ypsi Song Fest			5,250.00	5,250.00	5,640.81			NA
781.000	NEH Grant Expenditures (YALSA)			997.32	1,000.00	63.12			
785.000	ALA Eisner Grant				2,171.55	(185.66)			
812.500	Grant-NEH				1,000.00				
812.601	Prime Time Grant					7,530.09			
813.000	Prime Time Grant							2,500.00	
	Total cost	75.00	-	10,821.37	13,647.02	19,006.74		3,239.96	NA
Total	Net -- restricted for future	(300.00)	275.00	53.63	(1,197.02)	(26.74)		8,222.13	NA
IMPROVEMENTS									
685.000	Sale of assets			170.00				59.30	NA
850.100	Technology improvements								NA
Total		-	-	170.00	-	-		59.30	NA
Total Revenue		3,943,137.00	3,678,116.48	3,732,710.62	3,656,369.83	3,672,512.26	3,605,660.00	2,026,148.91	
Total Expenditures		4,029,930.60	3,923,865.10	3,713,895.32	3,808,711.90	3,837,405.72	3,749,931.00	1,245,678.40	33.2%
	Net Revenue Over Expenditures	(86,793.60)	(245,748.62)	18,815.30	(152,342.07)	(164,893.46)	(144,271.00)	780,470.51	
	Fund Balance Beginning of Year	2,869,948.00	2,783,154.40	2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,238,985.55	
	Ending Fund Balance	2,783,154.40	2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,094,714.55	3,019,456.06	

**Ypsilanti District Library
Balance Sheet
March 31, 2016
Debt Service Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 03/31/2016
Assets:						
Cash	1,034,868	1,025,299	1,131,102	856,860	1,225,052	1,415,160
Receivables	401,130	401,894	326,861	602,228	265,327	163,762
Total Assets	1,435,998	1,427,193	1,457,963	1,459,088	1,490,379	1,578,922
Liabilities	106,570	38,882	47,773	58,557	58,413	58,413
Fund Balance						
Designated: MTT Settlement	-	-	21,300	14,000	15,000	10,000
Unreserved	1,329,428	1,388,311	1,388,890	1,386,531	1,416,966	1,510,509
Total Liabilities & Fund Balance	1,435,998	1,427,193	1,457,963	1,459,088	1,490,379	1,578,922

Ypsilanti District Library
Debt Service Fund
YTD 03/31/2016 (33.3% of year)

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	BUDGET 15--16**	YTD 03/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	262,767	277,087	260,105	274,779	282,263	266,962	4,988	261,974	1.9%
440.000	Ypsilanti Township Tax Levy	880,274	1,078,823	1,066,288	1,011,034	1,036,502	1,025,163	84,041	941,122	8.2%
688.000	Interest	3,327	1,529	1,417	286	192	500	258	242	51.6%
699.000	Activity Transfer In									
Total		1,146,368	1,357,440	1,327,810	1,286,099	1,318,957	1,292,625	89,288	1,203,337	6.9%
Expenditures										
702.150	Bank Fees	225	243	225	263	300	500	150	350	30.0%
980.000	Professional/Contractual		400	400	-	900				
991.000	Debt Retirement Principal	910,000	950,000	990,000	1,030,000	1,070,000	1,115,000		1,115,000	0.0%
982.000	MTT Chargeback-City of Ypsilanti	7,910	4,086	4,521	789	4,292	7,500	460	7,040	6.1%
983.000	MTT Chargeback-Ypsilanti Towns	129,308	11,827	17,586	11,906	1,230	2,500	135	2,365	5.4%
995.000	Debt Retirement Interest	369,200	332,000	293,200	252,800	210,800	167,100		167,100	0.0%
TOTAL		1,416,643	1,298,556	1,305,932	1,295,757	1,287,522	1,292,600	745	1,291,855	0.1%
Total Revenue Over Expenditures		(270,275)	58,884	21,877	(9,659)	31,435	25	88,543	(88,543)	
Beginning Fund Balance		1,599,703	1,329,428	1,388,312	1,410,189	1,400,530	1,431,965	1,431,965	1,388,312	
Ending Fund Balance		1,329,428	1,388,312	1,410,189	1,400,530	1,431,965	1,431,990	1,520,508	1,299,769	

**Ypsilanti District Library
Balance Sheet
March 31, 2016
Capital Asset Replacement Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 03/31/2016
Assets:						
Cash	900,000	900,000	900,000	900,000	611,746	611,746
Total Assets	900,000	900,000	900,000	900,000	611,746	611,746
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	900,000	611,746	611,746
Total Liabilities & Fund Balance	900,000	900,000	900,000	900,000	611,746	611,746

Communications

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

Re: Enhanced Unique *Gentle Nudge*® Process

Dear Lisa,

Thank you for being our customer. We are proud that our service consistently helps the library recover significant amounts of overdue materials and fines while protecting patron goodwill. In that spirit, I'm writing to let you know about certain enhancements we are making to our service in response to new rules governing credit reporting.

Over the years we have used credit reporting as an adjunct tool for recovery. Some libraries have asked us to include credit reporting in our service and some have asked us to exclude it. The common denominator for both groups is that Unique's 120-day suite of *Gentle Nudge*® contacts produces the vast majority of the results you have come to expect.

To that point, effective June 15th of this year, the national credit reporting agencies will place new, significant restrictions on accounts eligible for submittal. The new rules will no longer allow the reporting of fines, tickets, and other assessments. After communications with the consumer reporting agencies, they have clarified with UMS that all library debt is encompassed in this exclusion.

We see this as an opportunity to move beyond the limitations of credit reporting in ways that will strengthen recovery results for the library. Enhancements to our service are at no additional charge to our customers. Various laws and regulations have changed over the years, so we are practiced in adjusting to changes without additional cost or diminution of service to our customers.

Our core timeline of patron-centered contacts will not change. Recovery is very strong with our current series of three letters, two calls, and multiple NCOA address checks over the initial 120 day contact process. Our enhancements will include intensive skip tracing, extra letters for patrons making payments, and additional letters and/or calls for patrons at strategic points. These enhanced steps will replace credit reporting and expand our *Gentle Nudge*® approach with your patrons.

Our enhanced service, core timeline, and strong leverage for your internal contacts is tailored specially for libraries and all make for a very successful and long lasting material recovery process. In addition, we maintain patron goodwill while producing these results which remains a pillar of the Unique approach.

If you have any questions, please contact your customer service representative at 1-800-879-5453. We are happy to answer them for you; and as always, appreciate the opportunity to serve your library and its patrons.

Sincerely,



Nicole Atkins
President/CEO



michigan municipal league

liability and property pool

April 6, 2016

Ms. Lisa Hoenig
Library Director
Ypsilanti District Library
5577 Whitaker Road
Ypsilanti, MI 48197

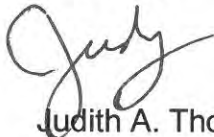
RE: Michigan Municipal League Liability and Property Pool Dividend Check

At the September 3, 2015, MML Liability & Property Pool Board of Directors meeting, the Board voted to return \$2.4 million in member equity to current members of the program who renew during 2016. Since the Ypsilanti District Library renewed with the Pool as of April 1, 2016, enclosed is check number 008469 in the amount of \$6,646.00.

There are many advantages to being a Member of the MML Liability & Property Pool and this is one of them ... surplus is returned to MML Liability & Property Pool Members rather than to insurance company stockholders!

If you have any questions please let me know. You can reach me at (800) 482-2726, ext. 6137.

Sincerely,



Judith A. Thomson-Torosian, CPCU, CIC, ARM
Service and Sales Manager

Service Provider: Meadowbrook® Insurance Group

Loss Control & Member Services: P.O. Box 2054, Southfield, MI 48037; (248) 204-6123; (800) 482-0626; Fax (248) 358-1614
Southfield Claims Service: P.O. Box 5174, Southfield, MI 48086-5174; (248) 204-6123; (800) 482-0626; Fax (248) 358-3251
Grand Rapids Claims: 3196 Kraft Ave. S.E., Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax (616) 942-0390
www.mml.org

Children's library tour reveals major makeover

Darrell Clem, dclem@hometownlife.com 5:27 p.m. EDT March 24, 2016



(Photo: Bill Bresler | staff photographer)

A private tour of the Canton Children's Library reveals a sweeping makeover that has ushered in bright colors, a more spacious look and new amenities making it far more user-friendly.

Early literacy computer stations await young patrons. A study area has high-backed booths and two group tables that beckon students. A reading cubbyhole offers a cozy spot where a child can curl up and read a favorite book.

A play nook has puppets and new early childhood games. The Friends of the Canton Public Library room now has audio-visual tools for meetings. Restrooms are more accessible to patrons with disabilities and have new baby-changing stations. A new water fountain means patrons no longer have to leave the Children's Library to get a drink.

Those are just a few of the far-reaching changes that await patrons when the 10,569-square-foot Children's Library opens to the public in April, though a specific date hasn't been announced. A reopening party, however, is set for 12:30 p.m. Sunday, April 24.

"It's incredibly exciting," said Rebecca Havenstein-Coughlin, information services department head, whose duties include overseeing the Children's Library.

The \$848,300 makeover began in early January and marks the third phase of Canton Public Library renovations that have come to Michigan's busiest library among communities that have just one library branch.



Rebecca Havenstein-Coughlin tries out seating in the round. (Photo: Bill Bresler | staff photographer)

Library Director Eva Davis appears pleased by the Children's Library renovations but said the real test will come when children and their parents return. The area has been closed off since early January.

"The proof for me will be to see the families in here and to see if we met the mark," she said.

Havenstein-Coughlin pauses during the tour to sit on a half-circle sofa that has a big round table that also serves as a footrest. There — and elsewhere — patrons will find numerous electrical outlets where they can plug in their digital devices.

Across the room, Davis points to an early childhood area where tables will be stocked with computers and iPads. A wall once stood nearby that separated the early childhood area from the rest of the Children's Library.



"It no longer looks like it was an after-thought," Davis said.

Patrons will see some familiar amenities when they return. A fish tank and an artificial tree, perched under a skylight, remain. Most everything else has changed, giving the Children's Library the appearance of being bigger than it was.

This section has long been the most popular area of the Canton Public Library, last year alone circulating 663,863 materials such as books, games, audio-visual materials and puppets.

[Buy Photo](#)



The librarian desk backs up to the courtyard. (Photo: Bill Bresler | staff photographer)

That's 43 percent of the library's total circulation.

Laurie Golden, the library's community relations department head, has said the library — while the children's area was closed — catered as much as possible to patrons by temporarily moving materials to another area of the library.

The inconvenience is almost over.

Davis said the makeover should position the Children's Library for years to come.

"We went with a classic and timeless design that will serve the community for decades to come," she said.

With that, the library has closed its latest chapter.

[Buy Photo](#)



High-backed booths are handy for study groups. (Photo: Bill Bresler | staff photographer)



The water fountain has a place to fill water bottles. (Photo: Bill Bresler | staff photographer)



The benches at the work tables are sized for parent and child. (Photo: Bill Bresler | staff photographer)

[Buy Photo](#)

[Buy Photo](#)



Chewbacca let us in for a sneak peek at the newly renovated Children's Library. (Photo: Bill Bresler | staff photographer)

dclem@hometownlife.com

Twitter: [@CantonObserver](https://twitter.com/CantonObserver)

734-972-0919

Download our free apps for iPhone, iPad or Android

Read or Share this story: <http://www.hometownlife.com/story/news/local/canton/2016/03/24/canton-public-library-makeover/82226266/>

Ge Lighting : Ge
Lighting Linear
Fluorescent Lamp,
Medium Bi-Pin



SHOP NOW

GRAINGER
// THE ONLY SOURCE FOR QUALITY

Committee Reports

Joint YDL – Friends of YDL Fund Development Committee

Agenda: March 31, 2016

Present: Kimberly Grover, Dave Dykhouse, Lisa Hoenig, Julianne Smith, Gillian Gainsley

1. Goal Setting for 2016

2. New structure for Fund Development Committee

- * Projects for which forming a task force may be appropriate

3. Opportunities for 2016

a. Donor Engagement Event (Summer/Fall 2016)*

- Spelling bee
- 5k or other athletic event
- After-hours family event à la Pirate Treasure Hunt
- Fountain anniversary fundraiser
- Mini Golf in the library

b. Board parties (summer 2016)

- None planned so far, but we'd like to continue this tradition*

c. Business engagement

- Inventory of businesses you have relationships with
- Compiling opportunities for business engagement
 - o Summer Reading Sponsorship?
 - o Major event or gala sponsorship
 - o Staff developing a wish list
- Guidelines for business engagement and sponsorships*

d. Working with the Friends

- Donation, volunteer, or membership drive *

4. Looking to the future

a. 2017

- Circus theme for summer reading—potential kid-focused fundraiser around this?

b. 2018

- Major Gala event for 150th anniversary

Director's Report and attachments

Library Director's Report
April 21, 2016
Lisa Hoenig, YDL Library Director

Events and Exhibits

As I reported verbally last month, TEDxYDL was an unqualified success! Held at EMU's Halle Library on Tuesday, March 22, nine speakers from across the community presented engaging talks to a rapt audience. We should have the video soon – I will provide links as soon as they are available. Thank you to Brian Steimel for his help and creativity!

Even before the Discover Tech exhibit was packed up at the end of March, 11 crates containing our next exhibit were delivered. *Wild Land: Thomas Cole and the Birth of American Landscape Painting* opened at YDL on April 6th. The startling difference between these two wonderful exhibits clearly demonstrates the breadth of topics you can learn about at the Library. Visit the Community Room to explore the installation and learn about the Hudson River School's dramatic impact on American art and culture.

Joy Cichewicz and I each conducted a community conversation with staff last week. They were both well-received and lively, and we are out of the starting gate! We plan to conduct a few more with library patrons and partners before venturing out to talk to the broader community. Please let me know if you would like to get involved in this exciting endeavor.

Personnel news:

We conducted a number of interviews for the part-time Para-Professional positions as well as for a part-time Outreach Services Librarian. I can officially announce that Deborah Baker will be joining us as a Para-Pro in the Michigan Avenue Youth Department. Debbie brings a wealth of experience working with urban youth. The two Outreach positions are still pending, but I may have a verbal update by the time of our meeting.

Welcome also to Whittaker Road's newest Page, Emma Nelson! We still plan to hire one more Page for this location. We have also posted a new 12-hour Custodian position to help us get as much cleaning done as possible prior to opening each day.

Side notes:

- Our National Library Week barbecue was tons of fun, even without Mother Nature's cooperation. It was a great to say "thanks!" to our wonderful Friends and volunteers. Thank you to Brian and Kay for joining us.
- This week we learned the MCACA New Leaders grant application Jodi Krahnke presented to the Board in February was awarded \$3,200. Summer music and Noise Permit programming for teens will continue!
- Jim Reed installed a solar-powered noise device on the Whittaker Road roof this week. We have our fingers crossed this will protect birds by deterring them away from the windows.
- I worked my first stint at the Reception Desk Wednesday evening, April 6th. It was not busy, but felt great to be doing public service again.

Networking this month:

- I gave a presentation about YDL to the Ypsilanti Rotary Club on March 28 which was well-received.
- Julianne Smith and I attended Washtenaw Community College's 50th Anniversary luncheon March 31.
- On April 13th I attended TLN's inaugural Michael P. Tyler Lecture at the Novi Public Library. The speaker was *Library Journal* contributing editor Stephen Bell, who gave a fascinating talk entitled "Think Like Ford." I came back with lots to think about, and more ideas than I have time to process!
- Julianne Smith, Kimberly Grover and I attended Washtenaw Literacy's spring luncheon on April 14. The speakers were fantastic and provided a lively and moving testament to the real need for literacy support. I was delighted to have the opportunity to meet Sheriff Jerry Clayton at this event.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
April 2016**

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 YTD	2016 Goal
Friends of YDL Annual Support	\$56,660	\$56,298	\$48,591	\$46,316	\$6,078	\$40,000
Small Gifts/Memorials	\$1,491	\$325	\$780	\$1,923	\$267	\$500
Additional Fundraising Activities						
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273		
Dining YDL \$\$ (Aubrees)			\$273			
Dollars for DVD's			\$433			
Trustee Party, Trustee John Barr-July 4, 2015		\$5,910	\$4,725	\$7,165		
Trustee Party, Trustee Kay Williams, Oct 24th Treasure Hunt			\$865			
Trustee Party, Trustee Kimberly Grover-Aug. 22, 2015				\$1,466		
Sub-total	\$294	\$6,274	\$6,510	\$8,904	\$0	\$10,000
Annual Giving Campaign	\$3,450	\$4,900	\$6,483	\$4,054		
Dean Russell		\$1,000				
Stanley & Robin Mendenhall			\$1,000			
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000		
Sylvus Tarn			\$1,000			
*\$4902 designated Science & Technology	\$4,450	\$6,900	\$9,483	\$5,054	\$0	\$10,000
Latitudes		\$465	\$290			\$0
Library Sustainers						
G. Kruse				\$750		
Sylvus Tarn [designated MI Ave]				\$900		
Hassan Mirshaw				\$750		
Kay Williams (Designated YDL-Superior)				\$450		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$0	\$1,000
Library Champions						
YDL-MI Ave 5250 Solar Watt Installation (Anonymous Donor)			\$14,500			
EMU (Sponsorship of TEDx Talk, 3/22/16)			\$7,161		\$2,500	
Hyundia-Kia		\$1,000	\$1,000			
The Mosaic Foundation, of R. & P. Heydon		\$1,000	\$1,000	\$1,000		
Bank of Ann Arbor	\$1,000	\$1,500		\$1,500		
Bill & Marie White		\$1,000				
(Unsolicited Donations>\$1000)	\$1,000	\$4,500	\$23,661	\$2,500	\$2,500	\$5,000
YDL Endowment Fund		\$100				
Dietmar Wagner			\$2,500	\$1,500	\$1,500	
Various Gifts to the Endowment		\$2,228	\$55	\$2,285		
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$1,500	\$3,000.00
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$10,345	\$69,500
Grants						
Kiwanis-Country in the City&Crossroads Childrens	\$775	\$725	\$1,225	\$1,612		
MCACA-New Leaders Grant [Summer Teen Music]		\$2,500	\$2,000	\$2,850	\$3,200	
MCACA-Ypsi Song Fest		\$5,250	\$5,250	\$5,625	\$8,156	
Michigan Humanities Council-Prime Time Family Reading				\$8,075		
NEH-Wild Land Exhibit Programming Grant					\$1,000	
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000		
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000		
YALSA/Dollar General Teen Read Week				\$1,000		
MCLS-Harwood					\$690	
ALSC Dia Turns 20 Mini Grant					\$2,000	
Ann Arbor Farm & Garden					\$985	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198		
Total Grants	\$1,275	\$12,625	\$17,171	\$27,360	\$16,031	\$25,000
Hyundia-Kia Vehicle Donation		\$17,000				
GRAND TOTALS	\$97,864	\$164,092	\$111,437	\$98,692	\$26,376	\$94,500
Designated Fundraising to Date						
YDL - Superior Improvement		\$2,360				
* Whittaker Rd Teen Area Improvement		\$5,500				

*\$1000 remaining, expenditures =4500

YDL Performance Dashboard - March 2016

	Mar-15	Mar-16	% Change from last Mar	2015	2016 to date
Circulation					
Whittaker Rd.	49,552	44,444	-10%	537,195	127,899
Michigan Ave.	12,816	12,179	-5%	150,707	35,891
Superior	1,374	1,733	26%	18,650	4,979
Navigator	2,736	2,890	6%	26,746	6,958
Ebooks/Eaudio	3,323	3,379	2%	37,207	9,816
TOTAL	69,801	64,625	-7%	770,505	185,543
Self Check-Items					
Whittaker Rd.	6,593	6,323	-4%	76,178	18,493
Michigan Ave.	2,152	1,988	-8%	25,570	5,969
TOTAL	8,745	8,311	-5%	101,748	24,462
New Cards					
Whittaker Rd.	237	289	22%	2,935	754
Michigan Ave.	142	106	-25%	1,562	334
Superior	24	29	21%	136	52
Navigator	12	25	108%	132	36
TOTAL	415	449	8%	4,765	1,176
Reference					
Whittaker Rd.	9,824	7,862	-20%	108,213	21,811
Michigan Ave.	3,700	4,497	22%	53,293	13,012
Superior	1,050	915	-13%	12,739	2,626
Navigator	447	402	-10%	4,387	862
TOTAL	15,021	13,676	-9%	178,632	38,311
Program Attendance					
Whittaker Rd. - Adult	335	261	-22%	2,895	578
Whittaker Rd. - Youth	1,296	1,766	36%	15,145	4,672
Michigan Ave. - Adult	247	324	31%	3,054	879
Michigan Ave. - Youth	286	270	-6%	5,710	851
Superior	41	46	12%	1,103	154
Navigator	1,262	1,734	37%	11,498	3,584
Offsite	93	396	326%	2,886	568
General	0	0	n/a	1,207	375
TOTAL	3,560	4,797	35%	43,498	11,661
Computer Usage - Sessions					
Whittaker Rd.	11,997	10,975	-9%	132,694	31,397
Michigan Ave.	10,457	10,063	-4%	129,748	29,045
Superior	1,001	881	-12%	10,770	2,597
Wireless	2,691	N/A	N/A	N/A	N/A
TOTAL	26,146	21,919	-16%	283,492	65,446
Computer Usage - Hours					
Whittaker Rd.	9,647	9,635	0%	119,481	29,959
Michigan Ave.	8,665	8,980	4%	105,944	27,123
Superior	495	592	20%	6,624	1,707
Wireless	3,961	N/A	N/A	N/A	N/A
TOTAL	22,768	19,207	-16%	246,679	58,789
Door Count					
Whittaker Rd.	22,879	21,377	-7%	247,426	59,765
Michigan Ave.	11,813	11,465	-3%	136,848	32,623
Superior	1,930	1,661	-14%	23,577	4,073
Navigator	1,992	2,145	8%	18,344	4,779
TOTAL	38,614	36,648	-5%	426,195	101,240
MELCAT Interlibrary Loans					
Loaned	946	1,047	11%	10,711	3,048
Borrowed	1,452	1,202	-17%	14,631	3,834
Items Added to Collection					
Items Added	1,454	1,471	1%	16,776	3,648
Ebooks/Eaudio Added	442	609	38%	4,990	2,448
Items Cataloged	489	570	17%	5,050	1,164
Internet Usage					
Website - Overall	68,650	129,592	89%	1,283,110	385,536
Facebook,YDL (Total Reach)	300	721	140%	163,980	2,447
Facebook,Teen (Total Reach)	16	1	-94%	3,330	31

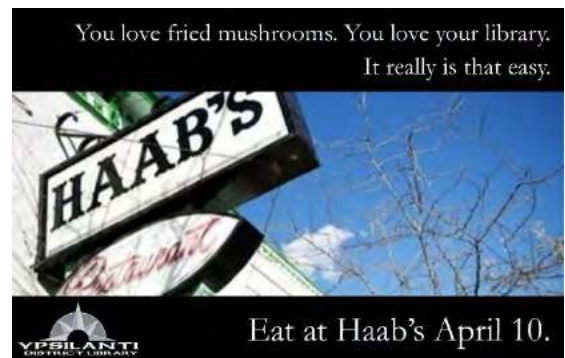
Department Reports

Communications & Development

Monthly report: April 2016

Fundraising

- The **Fund Development Committee** convened to set goals for 2016 and divide into two teams to pursue a summer event and also business engagement in the library. Notes from that meeting are attached and the goals are listed in the development dashboard.
- **Dining for Dollars at Haab's** was Sunday, April 10. Those of you who went later probably noticed a big dinner rush and a wait! We don't have the total yet but owner Mike Kabat was pleased with the event and said it was about \$10 higher than last year.
- Another fundraising event is coming up at **Corner Brewery on Friday, May 20** as part of their American Craft Beer Week promotion. \$1 from each special brew purchased that day will be donated to YDL.
- We received a **\$3,200 grant from the Michigan Council for Arts and Cultural Affairs** to support our teen music technology intern program that culminates in producing the Noise Permit concert. Congratulations to Jodi Krahne in Youth Services on the successful grant!



Promotions

- YDL used **Spanish-language ads** for the first time promoting the Festival of Latino American Culture via facebook ads. The Spanish ads had a more limited audience but performed fairly well relative to the English language ads. The audience for the event was diverse and this targeted advertising may be worth pursuing again.
- **Wild Land exhibit** has begun and was promoted with a press release and banners outside and inside the Whittaker Road library. A reporter from the Eastern Echo interviewed Stacey about the exhibit, but the article has not yet been published.
- Table tents promoting the Wild Land exhibit and also **National Library Week** were used both at the Haab's events and inside the adult services area of the library this week.
- The **2015 Annual Report** is available today, which focuses on the theme of how libraries transform people and communities and how our library is constantly changing to meet community needs.
- A nice article in Mlive about the **TEDxYDL** event is attached.

Community Relations

- Mary and Gillian represented YDL at **Washtenaw Community College's Earth Day celebration**. We brought the button maker and had students make DIY buttons with book covers or images from old comics and childrens books. It was a huge hit and an engagement activity we'd like to repeat in the future.

Submitted by Gillian Ream Gainsley on April 15, 2016

Ypsilanti to host its first TEDx talk centered on the Ypsi community



(Photo courtesy of Leisa Thompson)

By **Tom Perkins | Special to The Ann Arbor News**

on March 10, 2016 at 5:31 AM, updated March 10, 2016 at 5:35 AM



The Ypsilanti District Library and Eastern Michigan University will host the first Ypsi-centric TEDx talk.

While the city hosted talks in the past, the March 22 TEDxYDL at EMU's Halle Library is the first that will feature all Ypsilanti and Ypsilanti Township residents as speakers.

"Ypsilanti has a lot of incredible people and organizations doing great things, but too often these people don't connect with each other," said Gillian Ream Gainsley, communications director with YDL who helped organize the event with EMU's Halle Library.

"A TEDx event is a great way for people to hear a lot of ideas from a lot of great people in a short amount of time, and our hope is that they'll form new collaborations and create new opportunities for our city."

YPSILANTI NEWS

The event will feature nine, eight-minute minute talks by local speakers, as well as videos of selected TED talks. TED and TEDx talks are popular idea-sharing speeches and performances at conferences across the world. As Gainsley explains it, the talks are "about highlighting 'ideas worth spreading,'" and "inviting prominent people to share big ideas in short, impactful, tightly rehearsed talks."

The events topic is "Connect. Create. Change," and each talk will highlight a way that connecting unexpected people, groups or ideas "can change our lives, our community and the world," Gainsley said.

Those wishing to speak submitted applications to the libraries. Gainsley said the speakers selected out of the large number of applications have experience in a range of topics, like education, design, engineering or storytelling.

"Overall we wanted to present a diverse picture of some of the work that's happening in our area and share the ideas that you may not hear about elsewhere," she says.

Among those speaking are Susan Santone, executive director of Creative Change Educational Solutions, an Ypsilanti-based non profit. For the last 14 years, it has worked with school districts locally and from around the country to help transform and improve curriculums.

Santone, who is also a part-time adjunct EMU professor, said Creative Change mostly works with public schools in a variety of communities - from urban to rural and wealthy to poor.

She said she's excited about the work she has been doing and is eager "to get people excited about what's possible in education."

"The premise of the talk is every student's future is a story that can be written, so where is curriculum taking them?" she said.

"Students can write a positive story ... but the school has to equip them with the knowledge and skills to be authors of opportunity and success, so there's this idea that the way we educate students can influence the stories they write."

Derrick Jackson, the Washtenaw County Sheriff's Office director of community engagement, will also speak. Jackson and the Sheriff's Office work closely with the community to improve policing, and he says he'll be discussing their unique approach.

"I'll be focusing on the work we do here around problem-oriented policing and our street outreach team," he said. "How we have created a pretty special program here at the Sheriff's Office and how that is allowing us to connect with the community and make change both internally and externally."

He adds that he's glad to be a part of a TEDx talk that offers an all Ypsilanti line up.

"We have a lot of hard working, creative, and innovative people here in the larger Ypsilanti area and the ability to share that work with the world through a mechanism such as TEDx is pretty exciting," he said.

Santone also says she's pleased that the event will offer so many positive Ypsilanti stories.

"There's so much talent and vision and innovation in this community, and it's really Ypsilanti's turn in the spotlight," she said. "It's well deserved, it's long overdue, and I'm really excited to be a part of a group that's going to talk about great things happening in the community that maybe a lot of people don't know about."

Gainsley adds the talk is also part of an ongoing, larger effort to bridge the gap between the city of Ypsilanti and EMU.

"The two libraries are also centers of information for the university and local communities, so we have a unique chance to bring both of those communities together to share ideas and collaborate," she said.

[Resale Shop moves into former Chapelle Elementary School](#)

[Closures planned as crews prepare to remove deteriorating Wiard Road bridge](#)

[Yemeni restaurant planned for long-vacant downtown Ypsilanti building](#)

[Resident's webcam pointed at The Sidetrack removed after backlash over privacy](#)

[Vacant Washtenaw Avenue gas station demolished, but redevelopment plans unclear](#)

[All Stories](#)

Other speakers include:

- La'Ron Williams, professional storyteller.
- D. Scott Heister and Diana Bernal-Canseco, a teacher and student at the Ypsilanti Community Schools who will present jointly.
- Michael Beasley, user experience designer at ITHAKA.
- Sahithya Reddivari, PhD student in environmental engineering at the University of Michigan.
- John Barrie, executive director of the Appropriate Technology Collaborative.
- Erin Howarth, director of Wilderness Adventure Books.
- Keith P. Jason, coordinator of student services at the EMU College of Technology.

The event is scheduled for March 22 from 7 p.m. to 9 p.m. at EMU's Halle Library.

Registration on or use of this site constitutes acceptance of our **User Agreement** and **Privacy Policy**

© 2016 MLive Media Group. All rights reserved (**About Us**).

The material on this site may not be reproduced, distributed, transmitted, cached or otherwise used, except with the prior written permission of MLive Media Group.

Community Rules apply to all content you upload or otherwise submit to this site. **Contact interactivity management.**

Ad Choices

Customer Services

Monthly report: April 2016

Unique Management Systems Update

In March 2016 UMS recovered the following:

Materials Returned: \$4,052.79

Dollars Received: \$2,737.27

Since YDL began using UMS we have recovered the following:

Materials Returned: \$74,961.75

Dollars Received: \$45,694.34

Staff News

We have hired a new page at Whittaker Road. Her name is Emma Nelson. Emma lives in Ypsilanti Township, and is in her senior year at Y-High.

Submitted by John Connaghan on April 15, 2016

Michigan Avenue Board Report: March, 2016

Staff put together a broad variety of programs at Michigan Ave this month. Jesse's Rhyme Zone had 19 tweens and teens this month. The African-American Genealogy group had about 10 people in attendance. At the Tinkerlab we explored wind tunnels. A British aerodynamic engineer from Ford saw the event on Facebook and volunteered to take the program to another level of learning. Ben organized a Greg Sumner to speak about his book, *Detroit in WWII*. Shawn Severance from Washtenaw County Parks and Rec did an excellent program on creating pollinator gardens. Clayton Eshleman read from his latest poetry book, a compendium of his life work. AARP did their last income tax form today! They have had 6-8 preparers each week and there is no doubt that they provided tax services to a record number of people this year! Pat's Fancy Nancy program was a success with fancy young ladies filling up the youth department. Pat also organized one of her many school art receptions. The last one was written up in the YCS blog with great photos from Yen Azzaro.

We were awarded two grants this month, both written by Jen Mann wrote were. The first one is for ALA's Thinking Money exhibit focusing on financial literacy for tweens, along with a \$1000 for programming. We have connected with a variety of partners with which we will do programming. Jen will go to ALA's conference this summer to get training. Jen also received a \$2000 from ALA for El Dia' programming, most of which went to books to give away at Whittaker Rd's World storytimes, a special Mich Ave storytime, and a multicultural day at Mich Ave and enough books to give away during the Play Day that will be held at all locations on June 4th. It also paid for performers, activities, and food for some of these events. Jen has also submitted a grant to the Ezra Jack Keats Foundation for community created mosaics based on Ezra Jack Keats stories.

Debbie Baker has been hired for the Michigan Ave paraprofessional position. She is an experienced social worker with a broad range of experiences with youth in Detroit, Inkster, Garden City, and Ypsilanti. She did many programs for YDL when she worked for Growing Hope and we look forward to having her on our team.

Submitted by Joy Cichewicz,
April 15, 2016



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

APRIL 2016

Status Report

- Website Improvement Initiative – We have initiated the discovery process. The discovery process will deliver a content audit, project plan, scope of work, timeline, website wireframes, and information architecture plans. Wireframe design should be completed mid May.
- Patron User Experience – Facilities and IT will be working to add convenient access to power for Patron devices throughout our facilities.
- ILS Update – We will continue to look at the new Sirsi Dynix ILS modules as they become available through 2016.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new Staff intranet as well as blog site is in the initial build stages.
- YDL Surveillance systems – Installation of systems are in progress.
- Server Room Fire Suppression – This installation is in progress, Simplex will finalize the system integration and the final Fire Inspection will allow us to disable the previous water based system.

Overall System Status

- I am currently engaged exploring options for accomplishing our strategic plan. These items include ILS system replacement, and other various system improvements.
- New Self-checkout Interface – We have the new interface installed on a test system and it is currently going through testing and customization. We will be moving to the new interface in order to maintain proper support and gain reporting and management features.

New or Upcoming Items

- YDL Phone System – Over the last year or so our antiquated phone system has shown its age in various ways. I have been and will continue to move forward with exploring our options as the need to replace this system approaches.
- 2016 – Objectives for 2016, Lisa and I will be discussing possible projects and timelines for this fiscal year.
- Payment Kiosks for Patrons –We will be gathering cost data as well as solution details from our patron PC management vendor Comprise Technologies. A solution for cash/credit handling for onsite payments for fines, fees, and printing would enhance our self-directed patron user experience.
- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issue.

Outreach Services Board Report: April 2016

Staff News

- We conducted interviews for two part-time positions (librarian and paraprofessional) in Outreach Services. We'll wrap up the process soon and hope to have the positions filled by early May.

Navigator News

- We did special visits to Estabrook Academy in honor of Reading Month. As is the tradition with this yearly visit, the Ypsilanti Food Co-op provided our bookmobile staff with a bagged lunch one of the days. What a treat!
- Ken & Pat took the bookmobile to the annual Easter Egg Hunt at Perry Elementary. This is always a fun way to introduce people to the bookmobile.

Superior News

- Stacey held a melt & pour soapmaking program. It was very popular, drawing 27 people.

Learning Never Gets Old News

- Mary & Brigitte's smartphone class continued to draw a crowd. We are looking into repeating this class in the fall.
- In the final weeks of the Discover Tech exhibit, we hosted two groups from local senior facilities for tours.

Outreach News

- Mary attended the Garden Season Kickoff, sponsored by Growing Hope, to promote the Ypsi Seed Library.
- Mary spent a morning at Adams Academy, distributing library cards and reading books to each grade level. Below is a photo of some happy students receiving their library cards.
- Stacey planned and coordinated the installation of our latest traveling exhibit, Wild Land.
- Mary presented to two adult English as a Second language classes at Parkridge Community Center.
- We hosted the Festival of Latino Cultures as a final event in our Latino Americans series. The Matrix Theatre Company (giant puppet pictured above) and José Alvarez on guitar were both a big hit! Many thanks to John & Paula for helping with this event.
- Mary and Gillian represented the library at Washtenaw Community College's Earth Day event. We distributed library information and helped people make their very own book-themed buttons.
- We made large print deliveries to Superior Woods and Cross Street Village.

Submitted by Mary Garboden, April 13, 2016



Whittaker Road-Adult Services Board Report: April 2016

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

- Gardening Chat (monthly event for gardening patrons)
- Friends with Pens (monthly Creative Writing Group)
- Poetry Lovers Group (meets once per month)
- Two book discussion groups (Thu am, African American Authors; Mon PM Bk Grp did not meet this month)
- Computer classes (20 classes scheduled)
- Mon pm Movie (1 this month, in support of the Latino Americans: 500 years of history grant)
- Knitting and Handicraft Club (weekly on Thursdays, 4 meetings this month)
- Adult Crafters Guild (1 session, Coloring Program in support of Wild Land Exhibit)
- Classical Guitar concert (Latino Americans: 500 years of History program)
- Racial Justice Film/Discussion Program @ Mich Ave (will move back to Whit after this session)
- Conserving our land (in support of Wild Land Exhibit)
- Pop Trivia
- Budgeting tips for first timers
- Gnarly new world: the art of Thomas Cole (in support of Wild Land Exhibit)

I am very pleased to report from last month that the TEDxYDL event was a big success! Everyone in attendance was moved and inspired by our wonderful speakers. The video is currently being edited per TED directions; we will let everyone know when ready to view. Big thanks to Kristel and Gillian for their hard work, to Lisa and Julie for their support, and to the wonderful staff at EMU for the venue, financial and logistical support, parking, and staff help the night of the event. We could not have done it without them, especially EMU Interim Library Director Susann DeVries and EMU Library Circulation Supervisor/YDL Board Trustee Brian Steimel. We also presented our last programs in support of the Latino Americans: 500 years of history grant; local resident Jose Olivera played a lovely selection of classical Latino music, followed by an interactive theater program set up by Mary Garboden. Now that the Wild Land Exhibit is set up, we have several programs this month in support. Planning is nearly complete for summer programs.

Christy and Susan were the driving force for two new ongoing activities for our patrons. We invite you to use crayons or colored pencils to color a sheet at our coloring station. This popular relaxation activity was set up at minimal cost, with mostly donated supplies. Our second activity, a puzzle station, has been a big hit! All puzzles have been donated so the only cost was to create a sign for the puzzle station. Patrons are currently working on puzzles number three and four; we've seen a lot of activity and even groups of 3-4 clustered around busily fitting in pieces. Here's a couple of pictures, thanks to Brigitte for taking them.



HARD
AT
WORK



FINISHED!

Submitted by Paula Drummond, Apr 14, 2016

Youth Services Board Report: April 2016

Programs!

Storytimes 846 parents and children attended 28 storytimes in March. Percussionist and children's educator Aron Kaufman visited Saturday Morning Fever music storytime to offer a hands-on experience for families with young children. Resident Marta Sosa joined me for a bilingual Portuguese/English storytime followed by tile stamping in the *azulejo* tradition. Kristen used the parachute with babies for the first time, as seen to the right!

Local History Eighty people learned about local history at Marlena's *Everything's Coming Up Rosies* program. Attendees met an original Rosie now in her 90s who worked at the Willow Run plant, heard live music from the 1940s and climbed aboard the B-24 plane Jim built for the occasion, still on display in the youth department!

Preschool Art First Fridays Preschool Art remains popular, with 38 parents and children exploring mixed media collages at three stations this month. Molly will lead the May session, which will feature clay!

Spring Break Staff offered different activities each day at 2pm. Liz's paper art project was the most popular, with 40 people making colorful creations. Other days' programs included making healthy snacks, a movie, DIY badminton and a mystery bag engineering challenge.

Art in the Gallery We are offering four programs for youth related to the Thomas Cole exhibit. Last week, Kristen taught oil pastel landscapes for youth 5 and up at the first session.

Lego Night Kristen has reworked Lego Night by setting a weekly building theme, having a show and tell time at the conclusion of the program, and choosing a piece to display in the youth department each week! Attendance averages 14 people each month.

Teen Advisory Lisa approved the Teen Advisory's proposal to host an afterhours party June 18, to celebrate the end of school and kickoff summer reading with movies, an open mic, henna and more, confined to the foyer and community room area of the building. Teens will soon receive training from John Weiss of the Neutral Zone about how to approach businesses for donations they hope to use as door prizes. In the meantime, they are designing a Teen Advisory logo they will get to silkscreen onto shirts next month at Michigan Avenue, courtesy of the Neutral Zone.

Summer Reading Planning

All YDL youth staff met at the end of March to begin planning Summer Reading. We broke into work groups to design the program for three age groups: pre-readers, youth and teens. This year's theme *Dream Factory: What's Your Dream?* was inspired by local artist Jermaine Dickerson's artwork of YDL as a Dream Factory and he is designing the youth log and other images for us. Molly is learning the details of our new online reading tracking system READSquared; everyone is brainstorming programs to correspond to the theme.

Around the Department

Collection Development Librarians have all been weeding our collection areas. Kristel is happy to learn that Lisa approved the purchase of a shelving frame to make use of parts found in the mezzanine. It will allow for more space in the YA fiction collection that has been overcrowded for several years, despite ongoing weeding.

April is Poetry Month Molly and Kristel created book displays for youth and teens. Our magnetic board is full of words for youth to make their own poetry. Marlena turned the portal into a rainbow!

Grants

Discover Tech Kristel worked with Mary, Jim, John, Rob, Lois, Marc and Karen to pack up the Discover Tech Exhibit at the end of March. Over the three month period, 915 local students toured the exhibit with their teacher or scout leader, not including community members who explored the exhibit on their own! It inspired programs for all ages and was a great addition to the library. Kristel put in a lot of extra work during the winter to keep the exhibit in working order, to organize and host tours and write the grant report. We appreciate her energy and effort to bring the exhibit to the library and community. Thank you, Kristel!

MCACA New Leaders We learned this week that the state will contribute \$3,200 towards my proposed project. Jen and I will meet with Ozone House staff next week to begin planning summer internships, arts programs and Noise Permit.

Submitted by Jodi Krahnke, April 14, 2016



Facilities Department

Board Report: April 2016

The Facilities Department has been very busy with a few projects during the past month.

Michigan Ave:

Made Magnet Board for Youth Department.

Fixed DVD shelves in Adult area.

We have been successful in our experimenting on repairing the wooden chairs in the Adult area. Many of the chairs were wobbly and unsafe to sit on. We have added screws and metal brackets in some cases to strengthen chairs to make them last a little longer.

Whittaker Road:

Assemble I-PAD table for Youth Department.

Cleaned soiled chairs from Youth Department – back in service now.

Repaired Toilet in Ladies Restroom.

Repaired overheating cooler in B-24's Café – working properly now.

Installed Bird-B-Gone solar powered sonic bird deterrent system on the roof of the building. This should help prevent birds from crashing into our windows.

Helped the Youth Department take down Discover Tech exhibit and load onto the truck to be delivered to its next location.

Unloaded truck for the Wild Land exhibit and helped set it up in the community room.

Last fall we had the front concrete leveled, grinded hazard areas, and sealed joints between slabs. This seemed to work to keep slabs from heaving and causing tripping hazards as they have in past winters. The winter was not as severe as the previous two. But, it seemed to be a good fix. Some of the caulking will need to be pulled out and re-done. This will not be a major project to do. We do need to have the sidewalk area by the bus stop leveled as it has become a trip hazard. I will get cost on getting that work done and we will seal it after to help prevent water from getting under the slabs.



Superior:

We replaced three bulbs at front door at the Superior Branch in November. Two standard bulbs which originally came with the lamp assembly, and one with an LED bulb as an experiment. The two standard bulbs burnt out in about five months, LED still working. We replaced the two burnt bulbs with LED and everything is working fine. We will also replace the bulbs on the Firemen's side of the porch to make sure all is lit up well.

Van/KIA:

Replaced the battery in the van in February which was hard to start often. Now starting without any problem. The exhaust system and power steering gear box/pump are both getting a little noisy, which we will investigate to see the cause. Issues are starting to pop up more often with the vehicle, which is now fifteen years old. We can have it checked out at the service station to see cost of repairs and determine the best course of action. It is a very useful vehicle, moving books and other heavy items between buildings.

The KIA is nice vehicle for staff to use to go to various library events. But, it is not able to handle the kind of heavy work the van provides. The KIA's three year lease is coming to an end in late 2016. We may want to look into buying this vehicle or if we could get another lease. It is nice having a vehicle where cost of repairs is not an issue.

Bookmobile:

Repaired roof panel seam on Bookmobile. Water was leaking onto book shelves inside. Dry now inside vehicle.

Submitted by: Jim Reed, April 14, 2016

Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/14/16
Re: Presentation of 2015 Annual Report

The 2015 Annual Report is almost ready and copies will be available at the Board meeting.

We also (at long last!) will distribute copies of the new Collective Bargaining Agreement.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/13/16
Re: Budget amendment

As you know, contract negotiations with the Library's AFSCME Union extended beyond the November 30, 2015 deadline for approving a new library budget. The Board passed a budget in November with the understanding it would be amended later to reflect the final agreement.

The departure of Assistant Director Lori Coryell and full-time Children's Librarian Shannon Bovis in December created the opportunity for adjustments to staffing levels. The domino effect of these changes has finally come to an end. Since all new salary and benefit figures are known, I am able to present the attached budget amendment for your consideration.

A main goal of the Board's Negotiations Committee was for the new contract to be budget neutral. This was achieved. To offset increases in employee wages, we switched to an ACA health insurance plan. This allowed both the Library and its employees see a significant savings over the 9% increase in premiums the old plan would have required.

This budget amendment requires an additional \$28,522 be utilized from fund balance. This is opposed to at least \$44,000 that would have been required had we not switched health insurance plans.

Most of the changes presented here relate to the union contract and the staffing adjustments, with a minor tweak to the MML/Building Insurance account to reflect this year's renewal quote.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-7

April 21, 2016

RESOLUTION TO AMEND THE 2015-16 BUDGET TO REFLECT CHANGES
AGREED TO THROUGH COLLECTIVE BARGAINING

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

Whereas, the Board of Trustees and AFSCME Local Union 3451 did not finalize contract negotiations until after that date, and

Whereas, budget figures are now known for the changes associated with the approved collective bargaining agreement,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2016 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED AMENDMENT (APRIL)
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2016

Revenue

Superior Township Tax Levy	597,215
City Tax Levy	527,528
City - Revenue Sharing	0
Ypsilanti Township Tax Levy	2,154,715
Twp. Revenue Sharing	0
State Aid Direct	24,000
State Aid Indirect	24,000
Supplemental State Aid	0
Fines/Misc.	89,000
Smart Cards - Printing & Copies	43,000
Penal Fines County	120,000
Rental Income-community room	2,000
Donations/Misc.	2,525
Donations/Memorials	1,515
Coffee Shop Rent	4,200
Interest/Checking	950
Interest/Savings	5,000
Interest/CD's	0
Interest/Yoder	10
Interest/Yates Memorial	2
American Century Value Change	0
Dividend Revenue	10,000
Transfer from Improvement Fund	0
Transfer from Fund Balance	172,793

Total Revenue **3,778,453**

EXPENDITURES by Department

Dept 100 Administrative	1,900,224
Dept 200 Michigan Ave	531,867
Dept 300 Outreach Services- Bookmobile	88,203
Dept 400 Outreach Services - Superior Township	136,539
Dept 500 Whittaker Road	1,121,620

Total Expenditures **3,778,453**

EXPENDITURES by Category	Category as % of 2015-2016	
		Expense
Salaries and Benefits	2,578,439	68.2%
Public Utilities	176,085	4.7%
Repairs and Maintenance	127,887	3.4%
Materials	331,192	8.8%
Technology	225,000	6.0%
Other	339,850	9.0%
Total Expenditures	3,778,453	100.0%

Net Revenue Over (Under) Expenses **0**

Proposed Amendment Fy 2014-15
Proposed Budget Fy 2015-16

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	Adopted BUDGET 2015-16	Proposed BUDGET Amendment 2015-16
Revenue						
403.000	Superior Township Tax Lev	598,455	583,575	581,632	597,215	597,215
425.000	City of Ypsilanti Tax Levy	555,550	531,190	521,780	527,528	527,528
440.000	Ypsilanti Township Tax Lev	2,169,740	2,101,347	2,114,546	2,154,715	2,154,715
425.050	City Revenue Sharing	0		0		
443.000	State Aid Direct	20,678	24,230	24,196	24,000	24,000
447.000	State Aid Indirect	20,731	24,674	24,663	24,000	24,000
448.000	State Aide Supplemental	0		0		
657.000	Fines/Misc.	86,436	96,648	87,670	89,000	89,000
657.100	Smart Cards - Printing & Co	37,426	42,915	46,273	40,000	40,000
657.600	Guest Pass	5,291	3,758	2,827	3,000	3,000
661.000	Penal Fines County	130,046	118,392	138,458	120,000	120,000
662.000	Coffee shop rent	4,200	4,200	4,200	4,200	4,200
662.100	Community room rentals	2,550	2,000	2,300	2,000	2,000
679.000	Donations/Misc.	4,213	3,547	2,000	2,525	2,525
681.080	Donations/Memorials	3,624	0	500	1,515	1,515
687.000	Interest/Checking	794	987	786	950	950
687.010	Interest/Savings	7,161	6,675	5,907	5,000	5,000
687.020	Interest/CD's	0	0	0		
687.050	Interest/Reaume	0				
687.060	Interest/Yoder	62	11	7	10	10
687.070	Interest/Yates Memorial	1	1	1	2	2
687.120	American Century Value Ch	0	0	0		
689.000	Dividends	12,011	9,562	11,367	10,000	10,000
	Transfer from Improvement Fund			40,000		
	Transfer from Fund Balance	(18,815)	163,167	168,618	144,271	172,793
Total Revenue		3,640,154	3,716,879	3,777,729	3,749,931	3,778,453
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	599,555	618,928	643,137	629,259	624,117
702.050	Board Stipend	0		0		
702.100	Professional/Accounting	6,100	5,920	6,500	7,500	7,500
702.150	Bank Fees	2,193	2,717	2,797	2,888	2,888
702.180	Reveersed Receivables			7,260	0	0
702.900	Salary/Subs	6,415	9,830	7,538	9,250	9,250
705.000	Employee Recognition Awa	482	0	0	1,000	1,000
710.000	Paychex Payroll Service	3,810	5,202	5,831	6,365	6,365
715.000	Employer Payroll Tax	140,541	139,100	146,040	141,852	144,885
715.100	ACA Taxes Paid by employer		10,787	11,642	11,650	11,040
718.000	Met Life 403b	84,372	80,540	79,958	90,739	91,317
727.000	Office Supplies	22,180	29,866	28,336	28,840	28,840
727.200	Supplies-Facility	21,803	28,552	22,980	23,000	23,000
752.000	MML/Building Insurance	50,557	52,486	53,670	54,207	55,342
753.000	MML/Workers Comp	6,688	6,585	9,687	8,739	8,739
754.000	Health Insurance	341,770	348,934	374,485	339,090	332,334
756.000	Delta Dental	35,208	38,406	37,891	38,661	38,661
757.000	Employee Assistance Progr	742	356	1,000	1,400	1,400
758.000	UNUM Life Insurance	3,110	3,419	4,507	4,227	4,227
759.000	Vision Service Plan	11,267	9,784	9,687	8,566	8,566
762.000	UNUM STD/LTD (Disability	9,518	9,411	9,224	9,341	9,341
769.000	Printing & Publishing	7,009	10,897	6,719	5,250	5,250
769.050	Classified Advertising	0	0	0	400	400
774.050	Ebooks/Eaudio	10,500	34,343	16,094	16,200	16,200
774.100	Data Bases	34,400	12,861	34,668	40,217	40,217
774.100	System Wide DVDs			6,072	6,000	6,000
774.900	All Materials Processing			25,188	25,100	25,100
801.000	Major Events	4,789	9,557	6,000	8,000	8,000

Proposed Amendment Fy 2014-15
Proposed Budget Fy 2015-16

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	Adopted BUDGET 2015-16	Proposed BUDGET Amendment 2015-16
801.500	Adult Program "Learning never gets old				2,000	2,000
802.000	Mileage/Travel Reimbursement	1,805	2,972	2,500	3,000	3,000
804.000	Workshops/Training	1,188	1,713	1,350	2,000	2,000
805.000	Memberships & Dues	5,398	4,699	4,944	5,050	5,050
810.000	Capital Outlay - Buildings	9,319	3,364	5,000	5,000	5,000
810.100	Capital Outlay - Improvements			40,000		
812.000	Capital Outlay - Furnishings	5,000	465	5,000	5,000	5,000
850.000	Automation - Technology	231,487	214,346	235,000	225,000	225,000
880.000	Miscellaneous & Refunds	0				
890.000	The Library Network	3,886	15,227	16,000	16,000	16,000
928.000	Postage	8,790	10,827	11,292	12,000	12,000
965.000	Auditing Service	11,050	11,050	11,400	12,000	12,000
975.000	Legal	5,774	5,503	5,000	6,000	6,000
980.000	Professional/Contractual	33,941	33,335	26,641	53,075	53,075
980.100	Library Director search exp			2,244	0	0
981.500	Lost Book Expense	1,652	24,480	12,365	18,120	18,120
982.000	MTT Charge Back City	4,930	4,614	13,197	15,000	15,000
983.000	MTT Charge Back TWP	31,729	26,163	5,383	10,000	10,000
983.100	MTT Charge Back-Superior	423	806	0	1,000	1,000
990.000	Contribution to endowment	28,675		0		
Total		1,788,056	1,828,045	1,954,227	1,907,986	1,900,224
Dept 200 Michigan Ave.						
702.000	Salaries	343,494	324,244	345,853	322,014	378,309
702.800	Salaries-Pages	6,566	7,531	7,630	6,500	6,500
771.000	Adult Books & Processing	28,682	31,909	30,745	32,500	32,500
772.000	Youth Books & Processing	15,574	18,947	19,239	19,400	19,400
776.000	Periodicals - Adult	3,929	4,651	4,573	4,100	4,100
776.050	Periodicals - Youth	719	351	305	310	310
778.000	Adult Audio/Visual	12,223	14,090	13,369	13,000	13,000
779.000	Youth Audio/Visual	6,492	7,309	6,450	6,400	6,400
812.000	Capital Outlay - Furnishings				4,000	4,000
840.000	Repair & Maintenance - Bu	25,535	19,613	25,000	20,000	20,000
840.050	Snow Removal/ Lawn Care	8,249	13,534	10,772	14,567	14,567
900.000	Programs-Adult	1,200	1,220	1,165	1,200	1,200
901.000	Programs-Youth	1,215	1,215	1,080	1,200	1,200
940.000	Phone	1,552	1,961	3,160	2,040	2,040
943.000	DTE - Fuel	4,414	5,738	6,153	7,266	7,266
947.000	DTE - Electric	18,484	16,262	14,371	17,498	17,498
980.000	Professional Contractual (S	19,236	19,656	0	0	0
980.200	Construction/renovation			0		
949.000	Ypsilanti Comm Utilities Au	3,424	4,324	5,745	3,577	3,577
Total		500,988	492,555	495,612	475,572	531,867
Dept 300 Outreach/bookmobile I & II						
702.000	Salaries	52,822	51,468	64,201	62,278	68,734
775.000	Library Materials	4,786	5,371	5,031	5,100	5,100
840.000	Repair & Maintenance	6,268	4,714	7,750	8,952	8,952
940.000	Phone	0	0	200	200	200
943.000	Fuel	6,125	7,415	4,743	5,217	5,217
Total		70,001	68,968	81,926	81,747	88,203

Proposed Amendment Fy 2014-15
Proposed Budget Fy 2015-16

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	Adopted BUDGET 2015-16	Proposed BUDGET Amendment 2015-16
Dept 400 Outreach/Superior Township						
702.000	Salaries	154,055	155,710	140,000	126,351	122,606
775.000	Library Materials	6,852	8,011	7,418	7,600	7,600
840.000	Repair & Maintenance	704	801	1,000	1,210	1,210
840.050	Snow Removal & Lawn Care	1,062	1,350	1,103	1,158	1,158
900.000	Programs - adult	400	507	450	500	500
901.000	Programs - Youth	400	416	450	500	500
940.000	Phone	758	862	1,079	1,040	1,040
943.000	Fuel	923	965	909	950	950
947.000	Electricity	1,052	896	868	900	900
949.000	Water	62	68	67	75	75
Total		166,268	169,586	153,345	140,284	136,539
DEPT 500 WHITTAKER RD						
702.000	Salaries	687,404	685,256	677,491	714,375	691,653
702.800	Salaries-Pages	36,343	35,127	34,293	37,800	37,800
771.000	Adult Books & Processing	60,804	71,983	70,131	73,000	73,000
771.050	Yoder Memorial	51	51	0		
772.000	Youth Books & Processing	30,879	38,321	35,253	35,550	35,550
776.000	Periodicals - Adult	6,025	6,087	6,258	6,300	6,300
776.050	Periodicals - Youth	1,200	937	912	915	915
778.000	Adult Audio/Visual	27,096	35,957	27,386	26,000	26,000
779.000	Youth Audio/Visual	12,603	15,806	13,922	13,500	13,500
840.000	Repair & Maintenance - Bu	69,201	73,342	57,940	50,000	50,000
840.050	Snow Removal/Lawn Care	16,340	28,839	24,114	30,000	30,000
900.000	Programs - Adult	3,931	3,820	3,600	4,000	4,000
901.000	Programs - Youth	5,084	4,999	4,500	5,000	5,000
903.000	Equipment Maintenance	0	1,415	1,150	2,000	2,000
940.000	Phone	8,162	8,083	6,000	5,300	5,300
943.000	DTE - Fuel	30,864	35,019	33,246	35,906	35,906
947.000	DTE - Electric	114,013	108,633	92,883	100,872	100,872
949.000	Ypsilanti Comm Utilities Au	4,841	4,050	3,541	3,824	3,824
Total		1,114,841	1,157,725	1,092,620	1,144,342	1,121,620
Revenue		3,640,154	3,716,879	3,777,729	3,749,931	3,778,453
Total Expenditures		3,640,154	3,716,879	3,777,729	3,749,931	3,778,453
Net Surplus (Deficit)		0	0	0	0	0

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/12/16
Re: Draft RFP for Audit Services

Rehmann Robson has conducted the Library's audit for 10 years now. It is considered good practice to switch auditing firms every 5 or 6 years so you get what you're paying for – a close inspection of your procedures and methods of financial operation. You don't want to get too comfortable with an auditor or allow them to become complacent. Diane, Jim Carey and I agree that it is time for a fresh eye. If we are lucky, the bid might also come in lower than our current auditing fees.

The Library of Michigan offers a very good sample RFP for auditing services on its website. I modified this for YDL and shared it with the Finance Committee. Jim Carey reviewed it and feels it covers everything we need. Jim advises releasing this sooner than later so everyone on the auditing team has time to prepare between the bid award and the close of our fiscal year. The deadline for proposals is mid-May, awarding the bid no later than the June 23 Board meeting.

Auditing firms are employed by the Library Board, so your approval is required to release this RFP. We will send it to a known list of qualified municipal auditing firms.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-8

April 21, 2016

RESOLUTION TO REQUEST PROPOSALS FOR AUDITING SERVICES

Whereas, Michigan Public Act 2 of 1968, as amended, requires that each governmental unit serving a population of 4,000 or more have an annual audit, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that an audit of Ypsilanti District Library's records shall be performed each year by a qualified Independent Certified Public Accountant or firm of Certified Public Accountants licensed to practice public accounting in the State of Michigan, and

Whereas, it is appropriate to change auditing firms every few years,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director shall release a Request for Proposals for Auditing Services for the fiscal year ending November 30, 2016.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti District Library
Request for Proposal:
AUDIT SERVICES

NOTICE OF PROPOSAL

The Ypsilanti District Library (YDL) issues this request for proposal (RFP) for the financial audit of the Library's financial statements and (if necessary) a compliance audit of the federal programs in accordance with the United States Single Audit Act of 1984. YDL has historically conducted an annual audit. Currently, the Library has an operating budget of \$3.75 million. The Library also has a Debt Service Fund, the bonds for which will be retired in 2019. The contact person regarding this RFP is Lisa Hoenig, Library Director, who can be reached at the Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, Michigan 48197, (734) 879-1300, lisa@ypsilibrary.org.

The response due date for this RFP is 5:00 PM, Thursday, May 12, 2016. Proposals received after this date may not be considered. Please send your response via email to schrag@ypsilibrary.org. Include in the subject line of your email: "Audit 2015-2016." The audit period for proposal is for the year ending November 30, 2016, with likely award of a three-year agreement, ending with the audit for FY 2018-2019, and three-year-more renewal at the discretion of the Library. Required completion date of the December 1, 2015 to November 30, 2016 ending fiscal year's audit is February 15, 2017.

AUDITING STANDARDS

Your examination will be conducted in accordance with the standards for financial audits contained in the Office of Management & Budget Circular A-128 Audits of State and Local Governments, and if necessary, compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office, the United States Single Audit Act of 1984, and, accordingly, will include any other tests of the accounting records and such other auditing procedures you consider necessary in the circumstances, including the requirements of Michigan Public Act 2 of 1968 as amended.

MANDATORY QUALIFICATIONS OF THE AUDITOR

The following information must be affirmed in the proposal response:

- The proposer is properly licensed in Michigan for public practice as a Certified Public Accountant.
- The proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions published by the U.S. General Accounting Office.
- The proposer does not have a record of substandard audit work as obtained from references. Please disclose the controls your firm has in place to ensure quality standards have been met. Also, disclose whether your firm is subject to an external quality control review process.

DESIRABLE QUALIFICATIONS OF THE AUDITOR

The following qualifications are highly desirable and should be described in the proposal:

- Experience with Fund Balance accounting software
- Experience with fund accounting
- Experience with municipal accounting
- Experience with public libraries

MONITORING

To ensure the quality of the audit, the Library may request, from time to time, a report on the progress of the audit. In addition, prior to completion of the fieldwork, an audit exit conference will be held to discuss the results of the audit.

TIME REQUIREMENTS

The Library must receive all proposal responses by 5:00 PM, Thursday, May 12, 2016. The Library Board plans to award the bid no later than its June 23, 2016 meeting.

WORKING PAPERS

The auditor's working papers shall be retained for at least three years. The working papers are to be available for examination by authorized representatives of the State of Michigan, and, if required, the appropriate federal audit agencies and the General Accounting Office.

RIGHT TO REJECT

The Library reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit.

NUMBER OF COPIES OF AUDITOR'S REPORTS

The auditor shall furnish the Library with an electronic copy and fifteen (15) printed copies of all required reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable.

CONTRACTUAL ARRANGEMENTS

Invoices for service will be paid when received. The total amount to be invoiced shall not exceed the amount of the submitted proposal unless other arrangements have been negotiated with the Library first. The cost of audits for subsequent years will be negotiated each year. If no negotiations are entered into, the cost of the audit will remain the same as the prior year. A three-year proposal is requested, however, the Library reserves the right to terminate the contract for audit at any time.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

- Number of governmental entities audited by office of CPA firm
- Firm's governmental resources available
- Training of personnel in governmental and fund accounting auditing
- Quality of staff included in assignment
- Reference responses
- Internal quality control procedures and external quality control review

After technical qualities have been evaluated, cost and other considerations will be evaluated. The proposing audit firm should indicate the cost of the audit for the first year and the range or average cost per hour for audit services. Once all factors have been evaluated, the audit firm chosen will be notified. The YDL has the unconditional right to reject any and all bids and to waive any informality or irregularity in any bid or bids received, and to make in its sole judgment, a determination as to the adequacy of the audit firm's qualifications, experience, and capability, and to accept such bid if any, in whole or in part, which in its judgment, is in the best interest of the YDL.

FORMAT OF THE RFP RESPONSE

Title Page

- The response should identify the RFP subject and the name of the independent auditor, local address, telephone number, name and title of the contact person and date of submission. The period for which the proposal is to cover should also be disclosed.

Table of Contents

- The table of contents of the proposal should include a clear and completed identification of the materials submitted by section and page number.

A **Letter of Transmittal**, which should contain the following information:

- A brief understanding of the audit service to be performed.
- A positive commitment to perform the service by February 15 following the close of each fiscal year for which the audit is prepared.
- The names of persons authorized to represent the proposer, their titles, addresses, phone numbers, and e-mail addresses. This may be important if different from the individual who signs the transmittal letter.

Summary of Fees

- Fee for separate study, evaluation, and report on internal control systems.
- Fee for single-year audit, including management letter, specific recommendations, and reports for the General and Debt Service Funds.
- Fee for three consecutive year audits, including management letters, specific recommendations, and reports for each year.
- Fee for accounting questions posed throughout the year to assure the Library's compliance with current accounting standards.

PROFILE OF THE INDEPENDENT AUDITOR

The proposer is requested to provide a profile of general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff by staff level employed at that office.
3. A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services.
4. A statement on the proposer's staff capability to audit federal programs, including the number and classifications of personnel skilled in federal program auditing who will work in the audit, if required to.
5. A positive statement that the following mandatory criteria are satisfied:
 - A. An affirmation that the proposer's auditing personnel be properly licensed in Michigan for practice as certified public accountants.
 - B. An affirmation that the proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Function, published by the U.S. General Accounting Office.
 - C. An affirmation that the proposer does not have a record of substandard work.
 - D. An affirmation from the proposer that the American Institute of Certified Public Accountants' (AICPA) "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits" will be followed. Basically, if a member of the AICPA accepts such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, the auditor is obligated to follow such requirements. Otherwise, the auditor must disclose in the audit report the fact that such requirements were not followed and the reasons therefore.

SUMMARY OF THE PROPOSER'S QUALIFICATIONS

- Identify the audit managers, field supervisors, and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for auditor in-charge up to the individual with final responsibility for the engagement should be included. (These may be included as an appendix.)
- Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits listed.
- Other members of the firm who are participating in the audit are also required to provide evidence of qualifications.

PROPOSER'S APPROACH TO THE EXAMINATION

Submit a work plan to accomplish the scope of the audit. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified.

The audit work plan should completely cover what audit work will be accomplished to allow the auditor to render, if requested:

- A report on the separate study and evaluation of internal control systems. This report will include a detailed review of the accounting area for the purpose of evaluating key accounting policies and procedures being followed; the allocation of duties and responsibilities among key personnel; and the authority levels of these employees.
- Reporting on the organization's control system to assure compliance and whether the organization has complied with laws and regulations that may have an effect on each major federal or state assistance program.
- Management letter, including specific recommendations.
- Continued presentation of Government-wide, as well as Operating and Debt Service Funds.
- Draft revisions of all documents presented in a sufficiently timely manner for thorough review by the Library's Administration in advance of presentation to the Board of Trustees.
- Presentation to Library Director and Board of Trustees at the regularly scheduled Board of Trustees' meeting held in February of each year.
- Submission of audit as finalized to State of Michigan Department of Treasury.

The audit work plan should demonstrate the auditor's understanding of the audit requirements of a single audit as specified in OMB Circular A-133 and the audit tests and procedures to be applied in completing the audit plan.

TIME REQUIREMENTS

If not already adequately covered in the letter of transmittal, the response to the RFP must comply with the deadline for final reports by February 15 following the close of each fiscal year for which the audit is prepared.

COMPENSATION

Provide a not-to-exceed cost of services being offered for the first year of the engagement and the range or average cost per hour of audit services. Provide a quote for three consecutive years of audits and management letters. Provide a factor, such as Consumer Price Index as of June 1 of the year in which such audit is being performed, to indicate increase in fees in subsequent years in that first three-year contract.

ADDITIONAL DATA

Provide any additional data the proposer feels may be helpful in the selection process.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/14/16
Re: Consideration of Special Closure for Staff ALICE training

ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. It is based on the premise that information, authorization and proactive training are the key to surviving an Active Shooter event. The YDL staff was given an introduction to ALICE training at their 2014 In-Service Day. Although the training provided useful theoretical information, the staff have felt uneasy since that time, believing that a plan for our specific facilities is needed.

Building Monitor Derek Humphrey attended a formal ALICE training workshop and has now developed ALICE plans for each YDL building. As a next step, we would like to arrange for the Michigan State Police to visit YDL, discuss these plans and conduct an interactive Active Shooter Training session. Schools, libraries and other institutions commonly offer this training to prepare staff for possible emergency situations. The MSP have extensive experience delivering this important information in an eye-opening yet sensitive way. It is offered at no cost by the MSP, though we will probably want to provide lunch for everyone.

The Troopers are available Friday, June 10th. This is near the end of the school year, when most students are testing rather than doing research for papers or projects. We chose a Friday so the rest of the weekend will still be available for everyone to use the library. This causes the least disruption in service and provides the majority of staff the ability to attend.

May we add Friday, June 10th to the 2016 YDL Holiday and Closures schedule?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-9

April 21, 2016

RESOLUTION TO ADD JUNE 10th TO THE 2016 HOLIDAY & CLOSING SCHEDULE

Whereas, the Ypsilanti District Library places the utmost importance on the safety of its patrons and staff, and

Whereas, ALICE training prepares staff to protect themselves and help others in potential emergency situations, and

Whereas, the Michigan State Police have offered to conduct such training for the YDL staff on Friday, June 10th,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library will be closed for ALICE training on Friday, June 10, 2016.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: Ypsilanti District Library Board of Trustees

From: John M. Barr, Board President

Re: Resolution to adopt Robert's Rules of Order

ROBERT'S RULES OF ORDER

Every organization needs rules to guide the governing body. The governing body (board) has a duty to represent the organization in an efficient manner. If a problem or situation arises the board needs a set of known rules to work from. The board and the board chair or president need to know what the rules are in advance, and not to "shoot from the hip" and make up the rules as one goes along. The YDL Board has not yet adopted rules of parliamentary procedure needed to conduct good meetings, and especially meetings where there is a great difference of opinion. Rules protect the majority and minority and prevent the meetings being taken over by the loudest voice or strongest personality, and allow all to have an equal say.

I therefore request that the YDL Board adopt Robert's Rules of Order.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-10

April 21, 2016

RESOLUTION TO ADOPT ROBERT'S RULES OF ORDER

Whereas the YDL Board of Trustees desires to establish Board rules of parliamentary procedure,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that Robert's Rules of Order, Newly Revised, 10th Edition is hereby adopted for the Board rules of parliamentary procedure.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: Ypsilanti District Library Board of Trustees

From: John M. Barr, Board President

Re: Resolution to open meeting with the Pledge of Allegiance

PLEDGE OF ALLEGIANCE

We, as members of the YDL Board of Trustees have a duty to represent the public, the people. When we take office we take an oath to support the Constitution of the United States. We act as fiduciaries of the public and supervise millions of public dollars. YDL is an Authority that has the power to raise money by taxes. We are a form of local government, authorized by State Statute.

Many other government bodies in the area open meeting with the Pledge of Allegiance, including our member municipalities, Superior Township, City of Ypsilanti and Charter Township of Ypsilanti.

Recitation of the Pledge of Allegiance at the beginning of our meetings adds a tone of dignity and respect to the meeting, illustrates that we know we have serious business to consider, and assures the public that we believe in our form of government.

I am therefore requesting that the board adopt a resolution to open Board Meetings with the Pledge of Allegiance.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016 - 11

April 21, 2016

RESOLUTION TO OPEN MEETINGS WITH PLEDGE OF ALLEGIANCE

Whereas the Ypsilanti District Library (YDL) is a Michigan statutory District Library and operates with public funds, and

Whereas the YDL Board desires to acknowledge the duty and responsibility of representing the public, managing public funds and to indicate respect for our form of government,

Now Therefore, it is resolved by the YDL Board that meetings be opened with the Pledge of Allegiance.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/6/16
Re: Trustee education video and discussion

For the April Trustee education segment we will watch the third video from United for Libraries Short Takes series, entitled "Board ethics." This segment is about 8 minutes long; the series was developed to educate and stimulate discussion at Board meetings. A handout accompanying the material is attached.

Unless we conduct Strategic Plan Facilitator interviews at the regular meeting, next month I plan to invite a speaker for a little change-up to our Trustee education sessions. Would you be interested in hearing from either Amy Goodman, Executive Director of Washtenaw Literacy, or Judy T.????, our insurance agent from the Michigan Municipal League? I am open to other suggestions as well if you have ideas.

The logo for United for Libraries features a stylized blue open book with several red stars of varying sizes floating above it.

United for Libraries

Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association



Short Takes for Trustees

Board Ethics

Resource Guide

© United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations. This resource guide is for use by libraries that have purchased access to the Short Takes for Trustees video series, or by libraries included as part of a region or statewide purchase of the Short Takes for Trustees video series. No portion of this resource guide may be copied or distributed.

United for Libraries
859 W. Lancaster Ave
Unit 2-1
Bryn Mawr, PA 19010

Toll Free: (800) 545-2433, ext. 2161
Direct Dial: (312) 280-2161
Fax: (484) 383-3407
Web site: www.ala.org/united
E-mail: united@ala.org

November 2014

TABLE OF CONTENTS

Sample Conflict of Interest Policy	1
Sample Ethics Policy	2
Public Library Trustees Ethics Statement*	3

*The “Public Library Trustees Ethics Statement” is an official statement approved by United for Libraries.

**SAMPLE BOARD OF TRUSTEES AND LIBRARY EMPLOYEE
CONFLICT OF INTEREST POLICY**

Officers, Board Members and Employees

No Board member or committee member of the Anytown Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Anytown Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Anytown Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Anytown Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Anytown Public Library.

Signature: _____ Date: _____

Printed name: _____

Anytown Public Library position:

Sample Board of Trustees and Library Employee

Ethics Policy

The Anytown Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Anytown Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

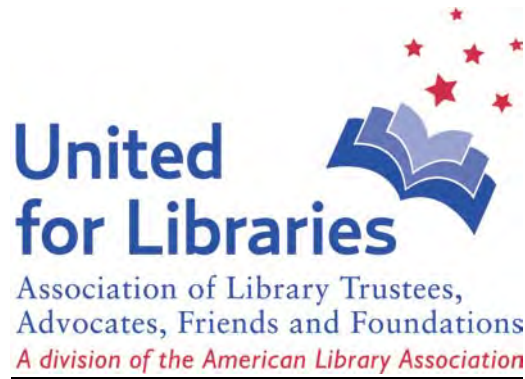
- Board members and employees should uphold the integrity of the Anytown Public Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Anytown Public Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Anytown Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Anytown Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Anytown Public Library.

Compliance:

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the executive director who will make a determination as to discipline or termination based on his or her findings.



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____Date_____

Approved by the United for Libraries Board in January 2012