

Ypsilanti District Library

# Board of Trustees

2016 Information Packet



# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes of Special Meeting  
May 25, 2016 5:00 p.m.

**CALL TO ORDER**

President John Barr called the Special Meeting to order at 5:00 p.m.

**ATTENDANCE**

Trustees Present: John Barr, Kay Williams, O. Jean Winborn, Brian Steimel, Kimberly Grover, Courtney Miller, and Mike Randall.

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Diane Schrag, and community resident David Wallace Johnson.

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the Agenda. Trustee Randall supported this motion.

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

Nays: None

Motion Passed

**PUBLIC COMMENT**

None

**PRESENTATION AND INTERVIEW**

- The Ivy Group, Ltd – Pam Fitzgerald, Managing Partner [5:10 p.m.]
- Project Innovations Inc. – Charlie Fleetham, President [6:10 p.m.]

Trustees briefly reviewed and discussed strengths and weaknesses of The Ivy Group and Project Innovations Inc.

**Adjournment**

Trustee Williams moved to adjourn this Special Meeting at 7:15 p.m. Trustee Miller supported this motion.

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

Nays: None

Meeting Adjourned

Ypsilanti District Library  
Board of Trustees  
Minutes, May 26, 2016

Unapproved

**CALL TO ORDER**

President John Barr called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: John Barr, Kimberly Grover, Jean Winborn [arriving 6:35], Brian Steimel, Kay Williams, and Mike Randall

Trustees Absent: Courtney Miller

Also present: Director Lisa Hoenig, Business Office Manager Diane Schrag, and Ypsilanti District residents Heidi Trudell and Alice Elliott.

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

Trustee Williams moved to approve the Consent Agenda consisting of April 21, 2016 minutes and April 30, 2016 Financial report. Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

Merits of splitting *The Minutes* and *The Financials* into 2 separate items, eliminating the Consent Agenda to be discussed at the June meeting.

**COMMUNICATIONS**

- Whittaker/Merritt Road roundabout construction.
- April 14, 2016 Atlantic article, "Fewer Americans Are Visiting Libraries, and Technology isn't to Blame".
- Whittaker Rd. parking lot, several small areas need to be readdressed.
- Trustee John Barr's 4<sup>th</sup> of July party.
  - Trustee Barr will be out of town for the day of the event but will reserve the Ladies' Literary Club for the event do preliminary preparation.
  - Trustees Randall, Williams, Winborn and Director Hoenig will partner and assist with this event, especially day of. Trustee Grover offered help prep but will be out of town on July 4th.

**COMMITTEE REPORTS**

- Finance Committee Meeting: Director Hoenig reported that three auditing firms submitted proposals in response to the YDL Audit RFP.
- Personnel Committee: No Report
- Policy Committee: No Report
- FOL Library Report: April 25 & May 23, 2016, Trustee Stiemel reported on the following:
  - Jennifer Benson won the \$50 gift card
  - Heidi Trudell spoke regarding bird strikes to the building
  - Joyce Wooden resignation from FOL board accepted, looking for prospective candidates
  - \$46,738 in assets with \$40,000 allocated to the library
  - Next Book Sale is 6/2-6/2016
  - FOL providing lunch for YDL staff on ALICE Training day, 6/10/2016.
  - Wrong name on tax documents has been corrected and reflects "Friends of the Ypsilanti District Library"
- Fund Development: No Report.
- Strategic Planning: Reported in New Business.

Ypsilanti District Library  
Board of Trustees  
Minutes, May 26, 2016

Unapproved

**REPORT OF THE LIBRARY DIRECTOR**

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

- ZINIO product database for 200+ magazines launched May 2.
- July 21 is file date deadline for the November election.
- Ypsi Pride "after party" hosted by YDL and chaired by Trustee Courtney Miller on May 21 was a win-win.
- NEH Humanities Grant awarded, AP Marshall Oral History Archive, \$24,000 over 2 years. [proposed by Gillian Gainsley and Sarah Zawacki]
- Sprinkler system repair [damaged by last years road work] is being monitored.
- YDL - MI Ave. May 24<sup>th</sup> Park car accident, damage to the fence, plants, and statue. Repair is being coordinated by Facilities Manager Jim Reed and MML insurance.
- Met with Ypsilanti City Police Chief regarding "Little Free Library" to be installed in front of the Michigan Ave. building. Four new officers hired, one will be dedicated to downtown Ypsilanti.
- Superior Day is Saturday, June 11, 2016. Two new little free libraries will be unveiled at Oakbrook Park and outside the old town hall. Superior Parks & Recreation bought kits for these little libraries and are constructing them.
- MI Activity Pass program relaunched with new and improved web-site and app on May 24, 2016.
- Jody Krahnke will present "Summer Reading 2016, Dream Factory" at June 2016 meeting.

**OLD BUSINESS**

- Resolution to Adopt Robert's Rules of Order [2016-11]

Trustee Randall moved to adopt Robert's Rules of Order. No support received. Motion failed.

**NEW BUSINESS**

- Selection of Strategic Planning Facilitator [2016-12]

Trustee Winborn moved to accept the Ivy Group, Ltd. as the strategic planning facilitator for \$34, 842. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

- Approval of 2016 L-4029 Tax Rate Request Forms [2016-13]

Trustee Steimel moved Resolution 2016-13, the L-4029 Tax Rate Request forms as presented at this meeting. Trustee Williams supported this motion.

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

Nays: None

Motion passed.

- Resolution to Modify Fund Balance Designations [2016-14]

Trustee Williams moved Resolution 2016-14 authorizing \$500,000 of the General Fund Balance previously Committed as Working Capital be designated as Unassigned. Trustee Grover supported this motion.

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

Nays: None

Motion passed.

- Resolution to Open Meetings with the Pledge of Allegiance [2016-15]

Trustee Grover moved Resolution 2016-15 to open YDL Public Meetings by recitation of the "Pledge of Allegiance".

Trustee Williams supported this motion.

Vote: Ayes: Barr, Randall.

Nays: Winborn, Grover, Williams, Steimel

Motion fails.

Ypsilanti District Library  
Board of Trustees  
Minutes, May 26, 2016

Unapproved

- Trustee Education Video and Discussion: “Strategic Planning”

**BOARD MEMBER COMMENTS**

Trustee	Comment
Courtney	Absent
Jean	No comment
Brian	No comment
Kay	Interested in developing an anonymous “in-house” staff survey.
Kimberly	No comment
John	Discussions to be added to June Board Meeting: <ul style="list-style-type: none"><li>▪ Consent Agenda vs. considering previous Board Meeting Minutes and the Financial Report as separate items.</li><li>▪ Use of written resolutions at Board meetings.</li></ul>
Mike	Excited about the Strategic Planning process.
Lisa	Thank you for attending 2 meetings 2 nights in a row.

**Adjournment**

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

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

Nays: None

Meeting Adjourned

# Financial Report

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

	<b>FY 2010-11 ACTUAL</b>	<b>FY 2011-12 ACTUAL</b>	<b>FY 2012-13 ACTUAL</b>	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FYTD 05/31/2016</b>
<b>Assets:</b>						
Cash: Checking	521,759	324,329	96,479	558,972	343,352	646,950
Savings	1,595,775	2,643,540	2,687,541	2,593,271	2,276,388	2,153,623
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	2,807,331
Receivables & Other assets	42,436	29,785	39,881	49,271	37,821	36,832
Total Assets	<u>3,185,464</u>	<u>3,027,959</u>	<u>2,870,550</u>	<u>3,208,271</u>	<u>2,664,319</u>	<u>2,844,164</u>
<b>Liabilities</b>	402,309	490,554	314,330	804,393	425,334	176,366
<b>Composition of Fund Balance</b>						
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						(275)
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)	428,813
Total Fund Balance	2,783,155	2,537,405	2,556,221	2,403,879	2,238,985	2,667,798
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>3,185,464</b></u>	<u><b>3,027,959</b></u>	<u><b>2,870,550</b></u>	<u><b>3,208,271</b></u>	<u><b>2,664,319</b></u>	<u><b>2,844,164</b></u>



**Ypsilanti District Library**  
**For the Period Ending 5/31/16 (50% of Year)**  
**General Fund**

ACCT #	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,678,116	3,732,711	3,656,370	3,672,512	3,605,660	3,605,660	2,225,465	1,380,195	61.7%
<b>Expenditures</b>									
Dept 100 Administrative	1,896,636	1,788,056	1,828,042	1,944,424	1,907,986	1,900,224	891,188	1,009,036	46.9%
Dept 200 Michigan Ave.	499,324	500,988	492,553	493,186	475,572	531,867	260,802	271,065	49.0%
Dept 300 Outreach/bookmobile I & II	84,150	70,001	68,968	81,693	81,747	88,203	38,372	49,831	43.5%
Dept 400 Outreach/Superior Township	186,943	166,268	169,585	152,911	140,284	136,539	78,933	57,606	57.8%
Dept 500 Whittaker Rd	1,192,073	1,114,841	1,157,673	1,080,790	1,144,342	1,121,620	507,344	614,276	45.2%
Dept 600 Donations	64,739	63,090	78,243	65,395	-	-	14,348	(14,348)	NA
Dept 700 Grants	-	10,821	13,647	19,007	-	-	5,940	(5,940)	
Total	3,923,865	3,714,065	3,808,712	3,837,406	3,749,931	3,778,453	1,796,927	1,981,526	47.6%
Net Revenue Over Expenditures	(245,749)	18,645	(152,342)	(164,893)	(144,271)	(172,793)	428,538		
Sale of Assets		170	-	-			275		
Fund balance - beginning of period	2,783,154	2,537,406	2,556,221	2,403,879	2,238,986	2,238,986	2,238,986		
Fund Balance - end of period	2,537,406	2,556,221	2,403,879	2,238,986	2,094,715	2,066,193	2,667,798		

**Ypsilanti District Library  
General Fund  
Period Ending 05/31/16  
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>									
403.000	Superior Township Tax Levy	582,341.76	598,454.74	583,575.23	581,433.92	597,215.00	597,215.00	458,741.43	76.8%
425.000	City of Ypsilanti Tax Levy	513,880.42	555,550.45	531,190.28	540,084.92	527,528.00	527,528.00	60,641.55	11.5%
440.000	Ypsilanti Township Tax Levy	2,233,493.67	2,169,739.75	2,101,347.40	2,117,703.51	2,154,715.00	2,154,715.00	1,586,812.84	73.6%
425.050	City Revenue Sharing	229.71	-	-	-	-	-	-	NA
443.000	State Aid Direct	18,546.84	20,677.78	24,230.06	24,195.70	24,000.00	24,000.00	-	0.0%
447.000	State Aid Indirect	18,612.56	20,730.56	24,673.64	24,662.52	24,000.00	24,000.00	-	0.0%
448.000	State Aide Supplemental	-	-	-	-	-	-	-	NA
657.000	Fines/Misc.	83,605.03	86,436.22	96,648.22	84,786.06	89,000.00	89,000.00	45,273.66	50.9%
657.100	Smart Cards - Printing & Copies	30,289.48	37,426.43	42,914.93	43,954.71	40,000.00	40,000.00	22,806.90	57.0%
657.600	Guest Pass	-	5,291.20	3,757.70	2,777.15	3,000.00	3,000.00	1,510.00	50.3%
661.000	Penal Fines County	98,982.40	130,046.40	118,392.02	138,457.71	120,000.00	120,000.00	-	0.0%
662.000	Coffee shop rent	2,100.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	2,100.00	50.0%
662.100	Community room rentals	1,525.00	2,550.00	2,000.00	2,150.00	2,000.00	2,000.00	50.00	2.5%
679.000	Donations/Misc.	543.57	4,213.43	3,547.32	1,923.49	2,525.00	2,525.00	424.59	16.8%
681.080	Donations/Memorials	150.00	-	-	435.00	1,515.00	1,515.00	50.00	3.3%
687.000	Interest/Checking	1,431.35	794.04	986.84	911.29	950.00	950.00	504.53	53.1%
687.010	Interest/Savings	6,752.27	7,161.38	6,675.44	5,793.17	5,000.00	5,000.00	2,510.98	50.2%
687.020	Interest/CD's	5,363.30	-	-	-	-	-	-	NA
687.050	Interest/Reaume	-	-	-	-	-	-	-	NA
687.060	Interest/Yoder	78.68	60.81	10.55	7.95	10.00	10.00	5.35	53.5%
687.070	Interest/Yates Memorial	1.18	0.68	0.67	0.67	2.00	2.00	0.34	17.0%
689.000	American Century Value Change	4,810.26	5,128.87	-	-	-	-	-	NA
689.000	Dividends-MML	8,381.00	6,882.00	7,441.00	7,169.00	7,000.00	7,000.00	6,646.00	94.9%
690.000	Dividends-Endowmnt	-	-	2,121.45	4,197.89	3,000.00	3,000.00	5,210.28	173.7%
	Transfer from Improvement Fund	-	-	-	-	-	-	-	NA
<b>Total Revenue</b>		<b>3,611,118.48</b>	<b>3,655,344.74</b>	<b>3,553,712.75</b>	<b>3,584,844.66</b>	<b>3,605,660.00</b>	<b>3,605,660.00</b>	<b>2,193,288.45</b>	<b>60.8%</b>

**Ypsilanti District Library**  
**General Fund**  
**Period Ending 05/31/16**  
**(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>									
<b>Dept 100 Administrative</b>									
702.000	Salary Wages	619,602.25	599,555.39	618,927.96	643,204.88	629,259.00	624,117.00	314,069.20	50.3%
702.050	Board Stipend	-	-	-	-	-	-	-	NA
702.100	Professional/Accounting	9,040.00	6,100.00	5,920.00	6,000.00	7,500.00	7,500.00	2,400.00	32.0%
702.150	Bank Fees	1,831.21	2,192.51	2,716.73	2,806.41	2,888.00	2,888.00	1,651.92	57.2%
702.180	Reversed Receivables	-	-	-	7,259.60	-	-	-	NA
702.900	Salary/Subs	3,075.92	6,415.27	9,830.36	6,935.11	9,250.00	9,250.00	3,616.75	39.1%
705.000	Employee Recognition Awards	153.00	482.25	-	-	1,000.00	1,000.00	-	0.0%
710.000	Paychex Payroll Service	5,087.83	3,810.26	5,202.42	5,456.17	6,365.00	6,365.00	3,090.94	48.6%
715.000	Employer Payroll Tax	145,211.90	140,540.69	139,100.15	143,619.05	141,852.00	144,885.00	72,203.16	49.8%
715.100	ACA Taxes Paid by employer	-	-	10,786.58	10,880.07	11,650.00	11,040.00	118.52	1.1%
718.000	Met Life 403b	84,223.45	84,371.95	80,540.10	86,097.49	90,739.00	91,317.00	41,169.80	45.1%
727.000	Office Supplies	29,144.57	22,179.96	29,865.78	30,307.16	28,840.00	28,840.00	12,502.90	43.4%
727.200	Supplies-Facility	23,177.49	21,802.83	28,552.22	22,917.37	23,000.00	23,000.00	10,098.40	43.9%
752.000	MML/Building Insurance	52,433.00	50,557.00	52,486.00	53,670.00	54,207.00	55,342.00	55,342.00	100.0%
753.000	MML/Workers Comp	9,102.00	6,688.00	6,585.00	9,687.00	8,739.00	8,739.00	2,538.00	29.0%
754.000	HMO Insurance	346,921.57	341,769.79	348,934.06	377,702.35	339,090.00	332,334.00	163,094.04	49.1%
756.000	Delta Dental	38,194.92	35,208.25	38,405.57	38,221.95	38,661.00	38,661.00	19,428.60	50.3%
757.000	Employee Assistance Program	-	742.00	356.40	871.20	1,400.00	1,400.00	443.52	31.7%
758.000	UNUM Life Insurance	3,151.20	3,109.60	3,419.20	4,098.50	4,227.00	4,227.00	2,418.50	57.2%
759.000	Vision Service Plan	11,390.62	11,266.73	9,784.04	9,672.10	8,566.00	8,566.00	4,221.40	49.3%
762.000	UNUM STD/LTD (Disability Insurance)	9,643.56	9,517.99	9,411.05	9,222.06	9,341.00	9,341.00	5,349.89	57.3%
769.000	Printing & Publishing	9,690.70	7,008.55	10,897.28	6,183.73	5,250.00	5,250.00	2,107.00	40.1%
769.050	Classified Advertising	148.00	-	-	-	400.00	400.00	-	0.0%
774.000	Data Bases	50,731.21	34,399.85	34,343.00	34,668.15	40,217.00	40,217.00	19,796.09	49.2%
774.050	Ebooks/Eaudio	10,286.00	10,500.00	12,860.75	16,093.36	16,200.00	16,200.00	3,530.67	21.8%
774.100	System Wide DVDs	-	-	-	4,883.98	6,000.00	6,000.00	4,405.96	73.4%
774.990	All Materials Processing	-	-	-	25,311.03	25,100.00	25,100.00	13,063.21	52.0%
801.000	Major Events	9,809.73	4,789.44	9,556.72	6,089.82	8,000.00	8,000.00	3,005.83	37.6%
801.500	Learning Never Gets Old	-	-	-	-	2,000.00	2,000.00	1,193.81	59.7%
802.000	Mileage/Travel Reimbursement	1,946.02	1,805.14	2,971.82	858.23	3,000.00	3,000.00	977.79	32.6%
804.000	Workshops/Training	1,560.84	1,188.00	1,713.02	1,327.25	2,000.00	2,000.00	160.00	8.0%
805.000	Memberships & Dues	4,857.50	5,397.50	4,699.26	4,943.50	5,050.00	5,050.00	4,213.69	83.4%
810.000	Capital Outlay - Buildings	8,612.21	9,318.95	3,364.14	8,814.00	5,000.00	5,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	-	-	32,063.00	-	-	-	NA
812.000	Capital Outlay - Furnishings	5,592.55	5,000.00	465.09	393.85	5,000.00	5,000.00	3,644.29	72.9%
850.000	Automation - Technology	293,880.65	231,487.39	214,345.94	226,119.41	225,000.00	225,000.00	78,349.51	34.8%
880.000	Miscellaneous & Refunds	-	-	-	-	-	-	-	NA
890.000	The Library Network	3,800.00	3,885.95	15,227.31	14,278.98	16,000.00	16,000.00	-	0.0%
928.000	Postage	9,806.35	8,789.72	10,823.79	10,484.54	12,000.00	12,000.00	5,274.00	44.0%
965.000	Auditing Service	11,050.00	11,050.00	11,050.00	11,400.00	12,000.00	12,000.00	11,800.00	98.3%
975.000	Legal	7,937.95	5,774.00	5,503.30	15,602.20	6,000.00	6,000.00	4,439.00	74.0%
980.000	Professional/Contractual	31,870.47	33,941.02	33,334.85	24,087.81	53,075.00	53,075.00	11,181.18	21.1%
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	18,120.00	5,768.13	31.8%
982.000	MTT Charge Back City	9,515.17	4,929.69	4,613.90	11,242.58	15,000.00	15,000.00	1,370.84	9.1%
983.000	MTT Charge Back TWP	27,126.69	31,728.50	26,162.74	4,677.94	10,000.00	10,000.00	2,989.87	29.9%
983.100	MTT Charge Back-Superior Twp	6,287.83	422.52	805.57	-	1,000.00	1,000.00	159.38	15.9%
984.050	Contributions/Endowment	-	28,677.56	-	-	-	-	-	NA
<b>Total</b>		<b>1,896,636.36</b>	<b>1,788,056.03</b>	<b>1,828,042.33</b>	<b>1,944,423.90</b>	<b>1,907,986.00</b>	<b>1,900,224.00</b>	<b>891,187.79</b>	<b>46.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 05/31/16  
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>									
702.000	Salaries	330,908.32	343,493.77	324,243.68	344,894.22	322,014.00	378,309.00	190,501.64	50.4%
702.800	Salaries-Pages	8,067.35	6,565.60	7,530.56	7,467.76	6,500.00	6,500.00	3,400.04	52.3%
771.000	Adult Books & Processing	36,330.50	28,681.78	31,909.25	31,040.31	32,500.00	32,500.00	10,249.46	31.5%
772.000	Youth Books & Processing	21,909.65	15,574.15	18,946.64	17,943.21	19,400.00	19,400.00	8,894.87	45.8%
772.050	Reaume Memorial Books								NA
772.055	Yates Memorial Books								NA
776.000	Periodicals - Adult	3,311.63	3,929.21	4,650.66	4,021.27	4,100.00	4,100.00	4,140.49	101.0%
776.050	Periodicals - Youth	1,010.05	719.00	350.70	304.95	310.00	310.00	248.31	80.1%
778.000	Adult Audio/Visual	16,822.96	12,223.29	14,089.64	13,030.69	13,000.00	13,000.00	3,819.37	29.4%
779.000	Youth Audio/Visual	8,402.08	6,492.30	7,309.45	5,555.34	6,400.00	6,400.00	1,517.15	23.7%
812.000	Capital Outlay - Furnishings					4,000.00	4,000.00	3,084.72	77.1%
840.000	Repair & Maintenance - Building	13,519.50	25,535.01	19,612.61	24,991.35	20,000.00	20,000.00	12,506.86	62.5%
840.050	Snow Removal/ Lawn Care	9,250.51	8,249.32	13,534.39	11,998.00	14,567.00	14,567.00	5,572.00	38.3%
900.000	Programs-Adult	1,603.19	1,199.72	1,219.69	1,165.35	1,200.00	1,200.00	938.82	78.2%
901.000	Programs-Youth	1,498.84	1,215.20	1,215.20	1,058.44	1,200.00	1,200.00	1,852.10	154.3%
940.000	Phone	1,787.67	1,551.58	1,960.59	3,563.75	2,040.00	2,040.00	2,005.15	98.3%
943.000	DTE - Fuel	3,817.11	4,414.17	5,737.95	6,042.85	7,266.00	7,266.00	3,465.71	47.7%
947.000	DTE - Electric	22,427.14	18,483.58	16,262.16	14,242.50	17,498.00	17,498.00	5,670.81	32.4%
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	3,453.82	3,424.24	4,324.31	5,866.47	3,577.00	3,577.00	2,934.20	82.0%
<b>Total</b>		<b>499,324.32</b>	<b>500,987.92</b>	<b>492,553.48</b>	<b>493,186.46</b>	<b>475,572.00</b>	<b>531,867.00</b>	<b>260,801.70</b>	<b>49.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 05/31/16  
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 300 Outreach/bookmobile I &amp; II</b>									
702.000	Salaries	68,203.88	52,822.05	51,468.05	63,898.51	62,278.00	68,734.00	33,568.27	48.8%
775.000	Library Materials	5,704.90	4,785.89	5,370.64	4,910.53	5,100.00	5,100.00	2,724.69	53.4%
840.000	Repair & Maintenance	3,310.55	6,268.64	4,714.34	7,878.65	8,952.00	8,952.00	650.42	7.3%
901.000	Programs - Youth	-	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	200.00	200.00		0.0%
943.000	Fuel	6,930.34	6,124.72	7,414.85	5,005.67	5,217.00	5,217.00	1,428.31	27.4%
<b>Total</b>		<b>84,149.67</b>	<b>70,001.30</b>	<b>68,967.88</b>	<b>81,693.36</b>	<b>81,747.00</b>	<b>88,203.00</b>	<b>38,371.69</b>	<b>43.5%</b>
<b>Dept 400 Outreach/Superior Township</b>									
702.000	Salaries	172,176.56	154,054.75	155,710.24	139,916.37	126,351.00	122,606.00	71,705.13	58.5%
775.000	Library Materials	9,234.14	6,852.48	8,010.72	7,261.02	7,600.00	7,600.00	4,517.06	59.4%
840.000	Repair & Maintenance	1,245.41	703.70	800.54	1,339.79	1,210.00	1,210.00	423.48	35.0%
840.050	Snow Removal & Lawn Care	973.99	1,061.84	1,350.16	980.16	1,158.00	1,158.00	408.40	35.3%
900.000	Programs - adult	589.40	400.00	507.15	85.44	500.00	500.00	235.74	47.1%
901.000	Programs - Youth	271.22	400.00	415.63	368.05	500.00	500.00	273.92	54.8%
940.000	Phone	714.05	758.13	861.67	1,210.67	1,040.00	1,040.00	402.29	38.7%
943.000	DTE - Fuel	695.14	922.69	964.93	823.52	950.00	950.00	530.37	55.8%
947.000	DTE - Electric	966.33	1,051.91	896.48	853.26	900.00	900.00	397.80	44.2%
949.000	Ypsilanti Comm Utilities Auth	76.44	62.36	67.94	72.61	75.00	75.00	39.20	52.3%
<b>Total</b>		<b>186,942.68</b>	<b>166,267.86</b>	<b>169,585.46</b>	<b>152,910.89</b>	<b>140,284.00</b>	<b>136,539.00</b>	<b>78,933.39</b>	<b>57.8%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 05/31/16  
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>									
702.000	Salaries	713,482.73	687,403.84	685,256.17	675,540.32	714,375.00	691,653.00	352,967.82	51.0%
702.800	Salaries-Pages	39,912.32	36,343.03	35,126.71	33,889.58	37,800.00	37,800.00	15,433.34	40.8%
771.000	Adult Books & Processing	82,339.16	60,804.11	71,982.67	68,623.73	73,000.00	73,000.00	23,620.02	32.4%
771.050	Yoder Memorial	102.89	50.95	-	-	-	-		NA
772.000	Youth Books & Processing	44,979.51	30,878.66	38,321.16	34,222.08	35,550.00	35,550.00	9,265.53	26.1%
776.000	Periodicals - Adult	5,907.12	6,025.39	6,086.61	6,257.96	6,300.00	6,300.00	3,878.34	61.6%
776.050	Periodicals - Youth	1,219.95	1,200.00	936.65	911.20	915.00	915.00	699.92	76.5%
778.000	Adult Audio/Visual	36,605.12	27,095.67	35,957.11	25,900.01	26,000.00	26,000.00	11,183.04	43.0%
779.000	Youth Audio/Visual	17,557.24	12,602.73	15,805.72	13,168.93	13,500.00	13,500.00	2,925.84	21.7%
840.000	Repair & Maintenance - Building	59,311.93	69,201.07	73,342.46	52,725.76	50,000.00	50,000.00	18,351.66	36.7%
840.050	Snow Removal/Lawn Care	18,317.12	16,340.30	28,839.46	24,340.00	30,000.00	30,000.00	12,113.00	40.4%
900.000	Programs - Adult	5,075.33	3,931.17	3,820.25	2,991.36	4,000.00	4,000.00	1,386.43	34.7%
901.000	Programs - Youth	7,318.36	5,084.36	4,999.37	4,606.83	5,000.00	5,000.00	2,733.74	54.7%
903.000	Equipment Maintenance	-	-	1,414.79	1,134.75	2,000.00	2,000.00	389.00	19.5%
940.000	Phone	2,966.38	8,161.75	8,082.68	6,676.26	5,300.00	5,300.00	3,355.40	63.3%
943.000	DTE - Fuel	29,771.86	30,863.90	35,019.03	32,975.30	35,906.00	35,906.00	15,057.59	41.9%
947.000	DTE - Electric	122,713.43	114,013.17	108,632.71	93,198.24	100,872.00	100,872.00	32,668.37	32.4%
949.000	Ypsilanti Comm Utilities Auth	4,492.91	4,840.77	4,049.57	3,627.25	3,824.00	3,824.00	1,314.67	34.4%
<b>Total</b>		<b>1,192,073.36</b>	<b>1,114,840.87</b>	<b>1,157,673.12</b>	<b>1,080,789.56</b>	<b>1,144,342.00</b>	<b>1,121,620.00</b>	<b>507,343.71</b>	<b>45.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 05/31/16  
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 05/31/16 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 600 Donations</b>									
<b>Revenue:</b>									
681.000	Donations/Earmarked--Teen Zone							1,570.00	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	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							3,862.00	
683.600	Friends of Library -- designated gift	53,294.00	50,663.30	48,590.76	46,315.58			10,005.33	
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	66,723.00	66,490.88	90,207.08	68,687.60			18,214.33	NA
<b>Expenditures:</b>									
815.100	Friends expenditures--Special items	51,631.71	48,400.05	48,592.27	46,449.44			10,318.62	NA
815.200	Friends expenditures--Michigan Ave				479.98				NA
681.200	Designated MI Ave Exp							900.00	
683.101	Trustee Party Expense								
683.500	Annual Appeal designated		4,266.27	4,290.95	9,568.00			979.83	NA
683.701	Teen Zone Whittaker exp			4,050.00	450.00				
801.000	Major Events	100.00		100.00	(300.00)			-	
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			2,150.00	NA
905.000	MI Ave Solar Project			7,250.00	7,250.00				NA
	Total	64,738.71	63,089.97	78,242.61	65,394.81			14,348.45	NA
<b>Dept 700 Grants</b>									
<b>Revenue</b>									
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	4,400.00	3,950.00	5,650.00			5,725.00	
507.902	ALA NEH Lat Amer		750.00		3,000.00			2,000.00	
681.000	Grants designated							1,485.00	
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	275.00	10,875.00	12,450.00	18,980.00			13,962.09	NA
<b>Expenditures</b>									
681.300	Farm & Garden Grant Exp							90.00	
771.800	DAY Grant Expense		745.81						
772.025	ALA Books for Teens (YALSA)		203.24	625.12	939.55			789.96	
772.300	ALA Discover Tech				107.15			1,634.19	
772.301	ALA DIA turns 20							522.03	
775.400	MLCS Grant expense								
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				NA
777.600	MACACA Grant Ypsi Song Fest		5,250.00	5,250.00	5,640.81				
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				400.00	
812.601	Prime Time Grant				7,530.09				
813.000	Prime Time Grant							2,504.09	
	Total cost	-	10,821.37	13,647.02	19,006.74			5,940.27	NA
	Net -- restricted for future	275.00	53.63	(1,197.02)	(26.74)			8,021.82	NA
<b>IMPROVEMENTS</b>									
685.000	Sale of assets		170.00					274.97	NA
850.100	Technology improvements								NA
	Total	-	170.00	-	-			274.97	NA
<b>Total Revenue</b>		3,678,116.48	3,732,710.62	3,656,369.83	3,672,512.26	3,605,660.00	3,605,660.00	2,225,464.87	
<b>Total Expenditures</b>		3,923,865.10	3,713,895.32	3,808,711.90	3,837,405.72	3,749,931.00	3,778,453.00	1,796,652.03	47.5%
Net Revenue Over Expenditures		(245,748.62)	18,815.30	(152,342.07)	(164,893.46)	(144,271.00)	(172,793.00)	428,812.84	
Fund Balance Beginning of Year		2,783,154.40	2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,238,985.55	2,238,985.55	
<b>Ending Fund Balance</b>		2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,094,714.55	2,066,192.55	2,667,798.39	

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

	<b>FY 2010-11 ACTUAL</b>	<b>FY 2011-12 ACTUAL</b>	<b>FY 2012-13 ACTUAL</b>	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FYTD 05/31/2016</b>
<b>Assets:</b>						
Cash	1,034,868	1,025,299	1,131,102	856,860	1,225,052	205,531
Receivables	401,130	401,894	326,861	602,228	265,327	185,334
<b>Total Assets</b>	<b>1,435,998</b>	<b>1,427,193</b>	<b>1,457,963</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>390,865</b>
<b>Liabilities</b>	<b>106,570</b>	<b>38,882</b>	<b>47,773</b>	<b>58,557</b>	<b>58,413</b>	<b>58,413</b>
<b>Fund Balance</b>						
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	322,452
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,435,998</b>	<b>1,427,193</b>	<b>1,457,963</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>390,865</b>



Ypsilanti District Library  
Debt Service Fund  
YTD 05/31/2016 (50% 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 05/31/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>										
425.000	City of Ypsilanti Tax Levy	262,767	277,087	260,105	274,779	282,263	266,962	27,460	239,502	10.3%
440.000	Ypsilanti Township Tax Levy	880,274	1,078,823	1,066,288	1,011,034	1,036,502	1,025,163	84,293	940,870	8.2%
688.000	Interest	3,327	1,529	1,417	286	192	500	329	171	65.9%
699.000	Activity Transfer In									
<b>Total</b>		<b>1,146,368</b>	<b>1,357,440</b>	<b>1,327,810</b>	<b>1,286,099</b>	<b>1,318,957</b>	<b>1,292,625</b>	<b>112,083</b>	<b>1,180,542</b>	<b>8.7%</b>
<b>Expenditures</b>										
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	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	7,910	4,086	4,521	789	4,292	7,500	522	6,978	7.0%
983.000	MTT Chargeback-Ypsilanti Towns	129,308	11,827	17,586	11,906	1,230	2,500	1,225	1,275	49.0%
995.000	Debt Retirement Interest	369,200	332,000	293,200	252,800	210,800	167,100	94,700	72,400	56.7%
<b>TOTAL</b>		<b>1,416,643</b>	<b>1,298,556</b>	<b>1,305,932</b>	<b>1,295,757</b>	<b>1,287,522</b>	<b>1,292,600</b>	<b>1,211,597</b>	<b>81,003</b>	<b>91.3%</b>
Total Revenue Over Expenditures		(270,275)	58,884	21,877	(9,659)	31,435	25	(1,099,514)	1,099,514	
Beginning Fund Balance		<b>1,599,703</b>	<b>1,329,428</b>	<b>1,388,312</b>	<b>1,410,189</b>	<b>1,400,530</b>	<b>1,431,965</b>	<b>1,431,965</b>	<b>1,388,312</b>	
<b>Ending Fund Balance</b>		<b>1,329,428</b>	<b>1,388,312</b>	<b>1,410,189</b>	<b>1,400,530</b>	<b>1,431,965</b>	<b>1,431,990</b>	<b>332,451</b>	<b>2,487,826</b>	

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

**Assets:**

Cash

Total Assets

**Liabilities**

Fund Balance

**Total Liabilities & Fund Balance**

FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 05/31/2016
900,000	900,000	900,000	900,000	611,746	611,746
900,000	900,000	900,000	900,000	611,746	611,746
-	-	-	-	-	-
900,000	900,000	900,000	900,000	611,746	611,746
900,000	900,000	900,000	900,000	611,746	611,746

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

**Library Director's Report**  
**June 20, 2016**  
**Lisa Hoenig, YDL Library Director**

**Now Playing!**

I forwarded a terrific MLive article via email this month announcing the launch of our new Play Kits at the June 4<sup>th</sup> Ypsi Play Date. The themed kits include books, toys, and suggestions for ways parents can encourage creativity and learning in their child. The kits have been popular already, and we're excited to see how they circulate and captivate the minds of our youngest patrons.

This summer YDL is the Dream Factory! We kicked off summer reading fun with celebrations at all three locations June 17-20. An overview of the programs for all four age groups is provided in this packet – we hope you'll join us in reading, and tell everyone you know to join, too!

Two out of three planned new little free libraries are up and open for business. In addition to the one at Whittaker, we now have a lovely downtown-themed library at Michigan Avenue, conceived and built by Jim Reed, and a green one in Oakbrook Park. The Superior Township Parks and Recreation Department built and installed that one, and plan to install a second at the Old Town Hall on Prospect Road. The Library will monitor and stock all four little free libraries with books provided by the Friends.

We planned five Harwood Community Conversations this month at Michigan Avenue. The first two were cancelled due to low sign-ups, but the rest have attracted plenty of interest. At the end of the month we'll begin looking at themes across the conversations, and start sharing what we've learned. Thank you to those who have participated!

YDL was closed for ALICE training from the Michigan State Police on June 10. Staff were interested and engaged, and went through four different active killer scenarios over the course of the day. Everyone agreed it was sobering but definitely important information, especially in light of the Orlando tragedy occurring days later. Thank you once again for allowing for the special closure to conduct this training.

**Personnel news:**

We have a new Page at Whittaker Road: Rima Dobbins began her duties in late May. We're looking for one more Page to complete our team.

We invited four new candidates to interview for the part-time Outreach Para-professional vacancy June 15-16. Fingers crossed I'll be able to introduce our new employee in my July report.

**Side notes:**

- I took a group of four youth staff on a field trip to the Toledo-Lucas County Public Library on May 31. We got to see their innovative READ van, which takes early literacy training on the road, meet key staff, learn about their Children's activities, and visit an innovative branch with a 3-D printer and recording studio.
- Joy Cichewicz, Derek Humphrey and I met with Ypsilanti Chief of Police Tony DeGiusti on May 25 to discuss the Michigan Avenue little free library and other concerns. It was an excellent meeting; we are looking forward to the announcement of the new downtown police officer later this summer.
- Jim Reed and I have been meeting with our HVAC company, Campbell, Inc., to design a new maintenance agreement. The old agreement expired 6/1 and was pretty bare-bones. In order to keep surprises to a minimum and have a better idea what to budget, I requested a more robust maintenance plan. Campbell has worked in some much-needed upgrades that should also help. We are waiting for a few final numbers, but I feel this will be a step in the right direction in care of our facilities.
- I was invited to participate in the Ypsi Book Crawl on Friday, 6/18, and gave a quick talk about a favorite book to a crowd gathered at Beezy's. It's always fun to talk about books!

# **YDL Dashboards**

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

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 YTD	2016 Goal
<b>Friends of YDL Annual Support</b>	\$56,660	\$56,298	\$48,591	\$46,316	\$10,005	\$40,000
<b>Small Gifts/Memorials</b>	\$1,491	\$325	\$780	\$1,923	\$525	\$500
<b>Additional Fundraising Activities</b>						
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	
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	\$294	\$10,000
<b>Annual Giving Campaign</b>	\$3,450	\$4,900	\$6,483	\$4,054	\$50	
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	\$50	\$10,000
<b>Latitudes</b>		\$465	\$290			\$0
<b>Library Sustainers</b>						
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
<b>Library Champions</b>						
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
<b>YDL Endowment Fund</b>		\$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
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$14,874	\$69,500
<b>Grants</b>						
Huron Valley Sunrise Lions Club			\$250			
MHC-Ypsilanti African American Oral History Archive					\$24,350	
Downtown Association of Ypsilanti		\$750	\$200		\$1,700	
Ezra Jack Keats Minigrant, EJK Foundation					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$775	\$725	\$1,225	\$1,612	\$1,600	
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	
MHC-Prime Time Family Reading				\$8,075	\$3,000	
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	\$47,181	\$25,000
<b>Hyundia-Kia Vehicle Donation</b>		\$17,000				
<b>GRAND TOTALS</b>	<b>\$97,864</b>	<b>\$164,092</b>	<b>\$111,437</b>	<b>\$98,692</b>	<b>\$62,055</b>	<b>\$94,500</b>
<b>Designated Fundraising to Date</b>						
YDL - Superior Improvement		\$2,360				
* Whittaker Rd Teen Area Improvement		\$5,500				

\*\$1000 remaining, expenditures =4500

## YDL Performance Dashboard - May 2016

		May-15	May-16	% Change from last May	2015	2016 to date
<b>Circulation</b>						
	Whittaker Rd.	37,545	37,643	0%	537,195	206,607
	Michigan Ave.	12,914	12,326	-5%	150,707	59,831
	Superior	1,179	1,776	51%	18,650	8,327
	Navigator	2,334	2,408	3%	26,746	11,515
	eProducts	3,086	3,897	26%	37,207	16,968
	<b>TOTAL</b>	<b>57,058</b>	<b>58,050</b>	<b>2%</b>	<b>770,505</b>	<b>303,248</b>
<b>Self Check-Items</b>						
	Whittaker Rd.	5,052	5,170	2%	76,178	30,219
	Michigan Ave.	2,121	1,887	-11%	25,570	9,823
	<b>TOTAL</b>	<b>7,173</b>	<b>7,057</b>	<b>-2%</b>	<b>101,748</b>	<b>40,042</b>
<b>New Cards</b>						
	Whittaker Rd.	175	217	24%	2,935	1,170
	Michigan Ave.	128	111	-13%	1,562	537
	Superior	5	7	40%	136	71
	Navigator	5	8	60%	132	54
	<b>TOTAL</b>	<b>313</b>	<b>343</b>	<b>10%</b>	<b>4,765</b>	<b>1,832</b>
<b>Reference</b>						
	Whittaker Rd.	7,619	7,054	-7%	108,213	36,608
	Michigan Ave.	3,932	3,963	1%	53,293	20,945
	Superior	863	858	-1%	12,739	4,168
	Navigator	339	242	-29%	4,387	1,365
	<b>TOTAL</b>	<b>12,753</b>	<b>12,117</b>	<b>-5%</b>	<b>178,632</b>	<b>63,086</b>
<b>Program Attendance</b>						
	Whittaker Rd. - Adult	257	227	-12%	2,895	1,095
	Whittaker Rd. - Youth	352	725	106%	15,145	6,485
	Michigan Ave. - Adult	238	157	-34%	3,054	1,255
	Michigan Ave. - Youth	81	152	88%	5,710	1,350
	Superior	25	79	216%	1,103	286
	Navigator	2,070	2,009	-3%	11,498	6,562
	Offsite	616	162	-74%	2,886	919
	General	0	0	0%	1,207	375
	<b>TOTAL</b>	<b>3,639</b>	<b>3,511</b>	<b>-4%</b>	<b>43,498</b>	<b>18,327</b>
<b>Computer Usage - Sessions</b>						
	Whittaker Rd.	9,467	10,238	8%	132,694	51,991
	Michigan Ave.	10,150	9,461	-7%	129,748	48,079
	Superior	751	857	14%	10,770	4,251
	Wireless	462	N/A	N/A	10,280	2,407
	<b>TOTAL</b>	<b>20,830</b>	<b>20,556</b>	<b>-1%</b>	<b>283,492</b>	<b>106,728</b>
<b>Computer Usage - Hours</b>						
	Whittaker Rd.	9,054	8,851	-2%	119,481	47,788
	Michigan Ave.	8,252	7,929	-4%	105,944	43,259
	Superior	459	475	3%	6,624	2,759
	Wireless	725	N/A	N/A	14,630	0
	<b>TOTAL</b>	<b>18,490</b>	<b>17,255</b>	<b>-7%</b>	<b>246,679</b>	<b>93,806</b>
<b>Door Count</b>						
	Whittaker Rd.	17,400	18,355	5%	247,426	97,796
	Michigan Ave.	11,137	10,234	-8%	136,848	53,447
	Superior	1,509	1,852	23%	23,577	7,318
	Navigator	2,688	2,678	0%	18,344	8,925
	<b>TOTAL</b>	<b>32,734</b>	<b>33,119</b>	<b>1%</b>	<b>426,195</b>	<b>167,486</b>
<b>MELCAT Interlibrary Loans</b>						
	Loaned	780	1,082	39%	10,711	5,111
	Borrowed	1,135	1,166	3%	14,631	6,192
<b>Items Added to Collection</b>						
	Items Added	1,521	1,214	-20%	16,776	6,066
	Ebooks/Eaudio Added	213	300	41%	4,990	3,031
	Items Cataloged	368	409	11%	5,050	1,885
<b>Internet Usage</b>						
	Website - Overall	120,587	116,709	-3%	1,283,110	625,479
	Facebook, YDL (Total Reach)	295	764	159%	163,980	123,510

# Department Reports



## Acquisitions Department/Assistant Director Board Report: June 2016

As I write, we are finishing the last day of interviews for the part-time paraprofessional position that is open in Outreach. I have high hopes that we have identified the right candidate!

We have received a great response to our new Zinio product -- over 500 uses in the launch month of May. These statistics will be incorporated into the dashboard under the eProducts line. Next up is the investigation of Hoopla, a streaming video, audiobook, and music service. TLN has been working for years to negotiate consortium pricing for this product, so I am very pleased on the timing of this acquisition. I am hoping to have the service in place by mid-summer.

The processing and cataloging of the Youth Play Kits was finished at the stroke of midnight before the official play date (!) As of today, 12 out of 16 kits are checked out! Kudos to Jodi and all the youth department staff for a fantastic initiative.

*Wild Land* was successfully disassembled and shipped to Utah as planned. I am currently working on the final report due to NEH. It is quite the undertaking and looks like an ACT test. The next exhibit at YDL will be installed on September 1 and is called *Backstage Pass: the early years of Rolling Stone*. Because it is mostly art, it should not be nearly as difficult to install.

Three new Little Free Libraries are being installed in the community: one on Michigan Avenue and two in Superior Township. Each library has a designated steward who will be responsible for inspecting and supplying the library with materials. I worked with the Friends to create an easy distribution system, and they have graciously agreed to set aside materials. All items will be stickered with the following tag, giving credit to our Friends.



Our ALICE training day was a big success. Many thanks to the Board for making this possible. It certainly isn't a lighthearted subject, but after the incident in Orlando, it is more obvious than ever that an active killer situation is an unfortunate reality in today's world. The Michigan State Police who conducted the training did a fantastic job. Five officers joined us that day and were able to run us through scenarios for hiding, barricading, and escaping. They provided a great deal of insight into typical reactions and how they affect survival, as well as site-specific information for our three buildings. We will soon create an all-staff survey which we will share with the MSP.

The monthly statistics for Acquisitions are:

- 46% of the collection budget is encumbered;
- 409 items were cataloged;
- 1,514 items were added to the collection, including 300 e-items;
- YDL borrowed 1,166 items from other libraries via Melcat;
- YDL loaned 1,082 items to other libraries via Melcat.

Submitted by Julianne Smith, June 16, 2016

## **Customer Services**

Monthly report: June 2016

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

In May 2016 UMS recovered the following:

Materials Returned: \$1,829.46

Dollars Received: \$1,378.67

Since YDL began using UMS we have recovered the following:

Materials Returned: \$79,806.99

Dollars Received: \$48,792.87

### ***Staff News***

I'm happy to report that Rima Dobbins has joined the Customer Services team as a library page. Rima has just completed her sophomore year at Arbor Prep. We are currently interviewing candidates for the other open library page position.

*Submitted by John Connaghan on June 20, 2016*

## Michigan Avenue Board Report: June, 2016

YCS High School special education classes have been making Mich Ave part of their regular visits. Jen has continued story times with YCS High School special ed classes. She has been working with teens, who have been making promotional videos, available on the library's Youtube channel. Jerome finished up his water painting class. Jerome's paintings and several of his students' work was represented in the art exhibit at Whit Rd. Jen and Jenny succeeded in creating a teen online summer reading game with ReadSquared. Kim, working with Sheila, created the online section of the adult program for Michigan Ave. Jenny has done a phenomenal job getting prizes and giveaways for all ages... Debbie has planted the new community garden and has been taking care of it with the help of youth Great Gardeners. She has also attended several community meetings at Parkridge and will be working with the LINKS book club there. We had our First Friday Summer Reading Music Series event with Unveiled belly dance club opening for the Martindales. It was well-attended and fun. Many thanks to Dan Blakeney and DAY for their promotion and funding to make this happen and for Jim for making sure we had a stage. Our Big Play Date event was well organized with lots of learning-friendly activities and Pat made sure there was lots of information available for participants. Unfortunately the event was not well attended at Mich Ave. However those who did attend stayed the entire time and we have ideas on how to increase turnout next year. Jen and I, along with Jodi and 4 teens, attended an all-day Neutral Zone teen leadership training last Sunday. It was a very professional and engaging program. I think everyone learned something.

Jim and Ron have been very busy AGAIN. We have a fantastic Little Free Library in front of Michigan Ave. The fountain is up and running. The plants that were in the area of the pollinator garden have been taken out and the Pollinator Garden has been planted. They have also almost finished the installation of the Program Room cabinets, with the last to be done, handles and locks.

I can speak for Mich Ave staff when I say that we are grateful for the opportunity to go through ALICE training. It was particularly meaningful when so many people were shot in Orlando. An impromptu vigil was organized by community members and held in the Library Park Plaza on Tuesday night. We are glad that the community perceives the library as a safe place to gather and memorialize this tragedy.

Submitted by Joy Cichewicz,  
June 17, 2016



# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

JUNE 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. Homepage wireframe design is finalizing.
- 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 – We've passed our fire inspection and also tested the response time of the local station with the fire chief.
- PC improvements – We have roughly 20 PC's that are scheduled to be replaced in 2016. I am currently working on a cost analysis that include PC upgrades to additional systems as well.
- Patron Management System – I'm performing a cost analysis on replacing our patron management software. The current solutions has what feels like an ever growing list of issues even though it is a very comprehensive product.

## ***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.

# Communications & Development

Monthly report: June 2016

## Fundraising

- YDL received a Heritage Grant from the **Michigan Humanities Council** to support the AP Marshall Oral History Archive. This grant will include digitization and preservation of the oral history recordings made by Ypsilanti historian and EMU professor AP Marshall in the 1980s focusing on African American History, plus 5-10 additional interviews and workshops allowing people to record their own oral histories. Each interview will have a full transcript created and will be annotated with notes on its historical significance and placed online. Librarian Sarah Zawacki will manage this grant as part of her Michigan History Room duties.
- The July 4 BBQ is underway! John Barr and Kimberly Grover met with Gillian to plan the event, which will be from **12-2pm on Monday July 4 at the Ladies Literary Club**. So far, board members Kay Williams and Mike Randall plan to attend and we have an invitation list of about 450 people. Additional people will be invited online and on facebook. Board members are encouraged to invite people to the event—we're asking for a donation of \$30 per family that attends.

## Promotions

- Summer Reading is here! The website at [www.ypslibrary.org/summer](http://www.ypslibrary.org/summer) has been updated to include a fully online experience. Summer Reading event flyers are available at all libraries.

## Community Relations

- New Little Free Libraries were launched downtown and in Superior Township. The photo of the new little library on Michigan Avenue had over 3,000 views and likes, and has generated a lot of buzz around town.
- YDL is working closely with **EMU, the City of Ypsilanti, Washtenaw County Historic Preservation, the Washtenaw County Convention and Visitors Bureau**, and the **Parkridge Homes** project on a set of signage they are creating highlighting African American history in Ypsilanti. YDL will provide background research and support via our oral history archive and Michigan History Room.

*Submitted by Gillian Ream Gainsley on June 20, 2016*



# Outreach Services Board Report: June 2016

## Staff News

- We are still conducting a search for our 20 hour Part-time Paraprofessional. We hope to have someone in place by early July.
- A few of us were able to participate in the Community Conversations being facilitated by Lisa, Joy, and others.
- We said farewell to the Wild Land exhibit, with Stacey coordinating the teardown of it. She did a fabulous job!
- All staff participated in the June 10 ALICE training. While certainly a difficult topic, we found it empowering and definitely worthwhile.

## Navigator News

- We wrapped up our school visits at the end of May and are gearing up for summer visits, starting June 22.
- The Navigator attended a couple of special events, a community festival at St Mark's church and Ypsilanti's First Fridays event.

## Superior News

- Stacey held a Painted Flower Pots program. Kids got to decorate a flower pot and then plant it with beautiful flowers to take home.
- Mary led the garden planting program. A HUGE thank you to Jim and Lois for building & painting a nice new fence around the garden. Funding was provided by a grant we received from the Ann Arbor Farm & Garden Club.
- We participated in the district-wide Ypsi Play Date event on June 4. The event was a kickoff for our Early Literacy Play Kits. Stacey was hugely involved in these, helping to introduce the idea of the kits and doing research for the contents. I'm happy to report that four of the five play kits at Superior are currently checked out!

## Learning Never Gets Old News

- Our six-week landscape painting series, Nature's Inspiration, wrapped up. We hung the work, along with watercolor paintings from the Michigan Ave watercolor class (expertly taught by Jerome). The display is in the Community Room through June 24, so be sure to check it out!
- Monique visited Huron Valley PACE for a Remembering School Days Bifolkal session.
- For the second year, we hosted National Senior Health & Fitness Day. Participants attended workshops such as Gentle Yoga, Low Vision, and Meditation. Although turnout was light, we received good feedback from those in attendance. We'd like to increase attendance next year. A big thanks to our Senior Advisory Board volunteers for greeting and directing people over the course of the day!

## Outreach News

- We made large print deliveries to Ypsilanti Township Senior Center and the Ypsilanti (city) Senior Center.
- We were at many community events: Superior Day, YMCA's Healthy Kids Day, Estabrook's curriculum night, Ypsilanti Community Middle School's Spring Festival, Ford's Step-Up night, and carnivals at Perry, Bishop, and Estabrook. Thanks to Gillian, Stacey, Psyche, and Liz for helping to staff these!

Submitted by Mary Garboden, June 14, 2016



## Whittaker Road-Adult Services Board Report: June 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)
- Three book discussion groups (Thu am, African American Authors; Mon PM Bk Grp)
- Computer classes (15 classes scheduled)
- Adult Crafters Guild: Iris Paper Folding
- Mon PM Movie (2 scheduled)
- Common Sleep Disorders
- Dreaming about getting a dog
- Is a Cleanse right for you?

Sheila facilitated her first Adult Crafter's Guild program this month; it was a big hit! Twelve happy patrons learned how to do Iris Paper Folding. One patron was so taken with this craft that they came by a few days later to see if we had any books on the subject to check out; Sheila has ordered some for the collection. Brigitte and Sheila have both been busy with LINGO programs, from diabetes education to meditation, the Senior Advisory Board, twice monthly walks, and one-on-one tech help. I don't list these programs above because LINGO is a separate initiative, but wanted to mention their contributions to this successful service for seniors.

We are currently gearing up to start the Adult Summer Reading program, ably organized by Sheila, with big assists from Brigitte and Kim, who jumped right in to help in her new role as an Adult Services Librarian at Michigan Avenue; thanks Kim! Youth staff at Whit has also helped as we all learn a new Summer Reading program. Jenny at Michigan Avenue was instrumental at getting prize donations for us, thanks to her! The Adult Summer Reading Program remains basically the same, as we have found over the years that adult patrons prefer a quick and easy process. New this year is the final prize process. In the past, we have gotten prizes and drawn winners in a raffle. This year, there's a twist: there are 4 different themed bag prizes and patrons will be able to enter a raffle for their choice of prize: Food, Fitness, Fun & Games, or Maker. Everyone who signs up will get a bookmark, and everyone who finishes gets a YDL microfiber cloth. Be sure to sign up and help spread the word!

While it was not exactly fun, the recent ALICE training was very informative. Besides giving us a lot to think about, the MSP officers gave us practical information we can use right away. Thanks to the Board and to Lisa for closing facilities for this training, and to Julianne for organizing a productive In-Service day.

I'm preparing to lead my second Harwood discussion and Sheila has signed on as a Harwood note-taker. Staff will also be attending meetings at the end of June as YDL's strategic planning process begins and will be involved in the process moving forward. Sheila has joined a new Social Media committee as we work to increase our presence on major social media sites.

Submitted by Paula Drummond, June 14, 2016



## Youth Services Board Report June 2016

### Program Highlights

**Play Date** 120 people attended our early literacy Play Kit kickoff on June 4 to learn about exploratory, sensory, music, active and dramatic play that can help prepare children for school readiness. Activities we modeled included a sensory bin, finger painting with yogurt, music shakers made from empty water bottles, outdoor games and scented homemade clay. An early literacy specialist from UM demonstrated how to use the Play Kits to build vocabulary. Early Head Start talked with parents as well. Everyone took home a YDL early literacy bag with a stuffed animal donated by Hallmark, parent tips for at-home play and a free book purchased with the El Dia grant. Thanks to the Friends for providing funds for the bags, to Paula for helping on desk so youth staff could lead activities, to Joy and Mary for collaborating to make it a multi-location event, to Kristen, Molly and Marlena for planning event activities, to Gillian for writing a press release picked up by MLive, and to Julie for cataloguing all those pieces! All Whittaker Play Kits are checked out and we've already had positive feedback from parents.

**Storytimes** were on break the first half of May. 318 parents and children attended 15 storytimes during the second half of the month. Kristel's new Monday morning toddler storytime is slowly building a following, with 21 attendees this week.

**Preschool Art** 30 parents and children explored watercolor techniques at June's session.

**Library Lab** 13 students played with our newest high and low tech gadgets at June's session. Next month, Kristel invited the Michigan Science Center to do a Koombistry program, which we think will be popular.

**Sound Engineering** 19 students made instruments at the sound workshop hosted by UM School of Art and Design program Molly coordinated. We look forward to working with them again in the fall.

### Summer Reading

Please see the Summer Reading 2016 Report for details! Thanks to youth staff at all locations and to Gillian who worked on different components of the online game, paper logs and prizes. Kristel talked to 540 students at Childs Elementary yesterday and they were excited about the Dream Factory and online game and we hope they represent the majority opinion! Marlena's portal decorations to the right. Our kickoff is Saturday with maker activities, followed by a TAG-planned after hours party.

### Beyond the Library

**Neutral Zone** Joy, Jen and I attended a Neutral Zone training last weekend with four teens, who wrote a new TAG mission statement and helped us plan how to transition more TAG work to be youth led. We look forward to two more training sessions with John Weiss in the fall, who will visit the library to help the group set long term strategic goals to grow and sustain membership.

**YTrikes** Molly regularly attended work sessions this month and our trike is near completion! She will ride it in the 4th of July parade after Jim finishes his work. She appreciated the help provided by community member Timothy Hedglen of Short Punk Cycle Works.

**MCACA Interns** Jen and I interviewed applicants yesterday. We had a lot of good candidates and look forward to working with a great group of young people soon! Colleen and I meet next week with Heritage Festival organizers to ensure the event is set to be on the Frog Island stage August 28.

**Parkridge** I attended two Parkridge Community Center meetings recently. These meetings are hosted on Mondays by Anthony Williams and have grown in size, with over 35 people at last week's meeting. They are a great place to network with other community nonprofits to make sure the library is providing services where we can.

**LINKS** is a service organization of African American women who are working to combat summer learning loss by coordinating a reading program at Parkridge and Peace Neighborhood Center in Ann Arbor. YDL provides books and prize incentives at Parkridge, LINKS provides volunteer readers. To make the Ypsi program more robust, this year the library will support the six week program by supplying reading lists, books, vocabulary lists and hands-on learning activities that Debbie Baker from Michigan Avenue is creating and will host. Kristen created booklists we will use and I am preparing the deposit collection and vocabulary lists.

**Washtenaw County Juvenile Detention** asked me to create a deposit collection. I will visit the center next week with the first collection. We hope to rotate books monthly and in the fall start a book discussion/activity group to help youth make connections with the library before they are released. I'm in touch with Mary about coordinating the project with Outreach.

**Toledo Lucas County Public Library** Kristel, Jen, Stacey and I enjoyed the trip to Toledo Lisa arranged. We got great ideas about how we can further reach out to the community with our early literacy message and how to get library cards to all school aged children. We also saw how Toledo libraries are using maker technology such as 3D printers and a sound recording studio.

Submitted June 16, 2016 by Jodi Krahnke





## Facilities Department

### Board Report: June 2016

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

#### Michigan Ave:

Built box for gardening program



Set up stage for the Friday evening event in the park.

Built Little Free Library for the Michigan Avenue Branch.



#### Whittaker Road:



Set up book shelf in Youth Department.

Helped take down Wild Land exhibit. Packed up and help load truck to send to its next destination.


Fix pot holes in parking lot with cold patch. More to be filled in, this will be an ongoing project.

**Superior:**



Painted and added fence to garden area at the Superior Branch.

**Submitted by: Jim Reed, June 17, 2016**


**YPSILANTI**  
DISTRICT LIBRARY

[Reading](#) - [Prizes](#) - [Learning](#)

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[Register](#)
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Welcome Info

Pre-Readers [Ages 0-5]

Kids [Ages 5-12]

Teens [Ages 12-18]


Adults [Ages 19+]



NEW THIS SUMMER

### Two ways to participate

Summer Reading is now online!  
It's easier than ever to participate and track your progress.



#### Online

- Click the "Register" button to create an account
- Log in to track your reading
- Enter secret codes when you attend a library program for more points!

### Ypsilanti District Library's online Summer Reading Program

June 17 – August 28

Readers of all ages can register online by clicking the button below, or stop by any YDL library to register in person!


Register


Login

### Thank You Sponsors!

Participating in Summer Reading gives you chances to win great prizes donated by our amazing sponsors and by the Friends of the Ypsilanti District Library.

Their generous support helps make summer reading a success.



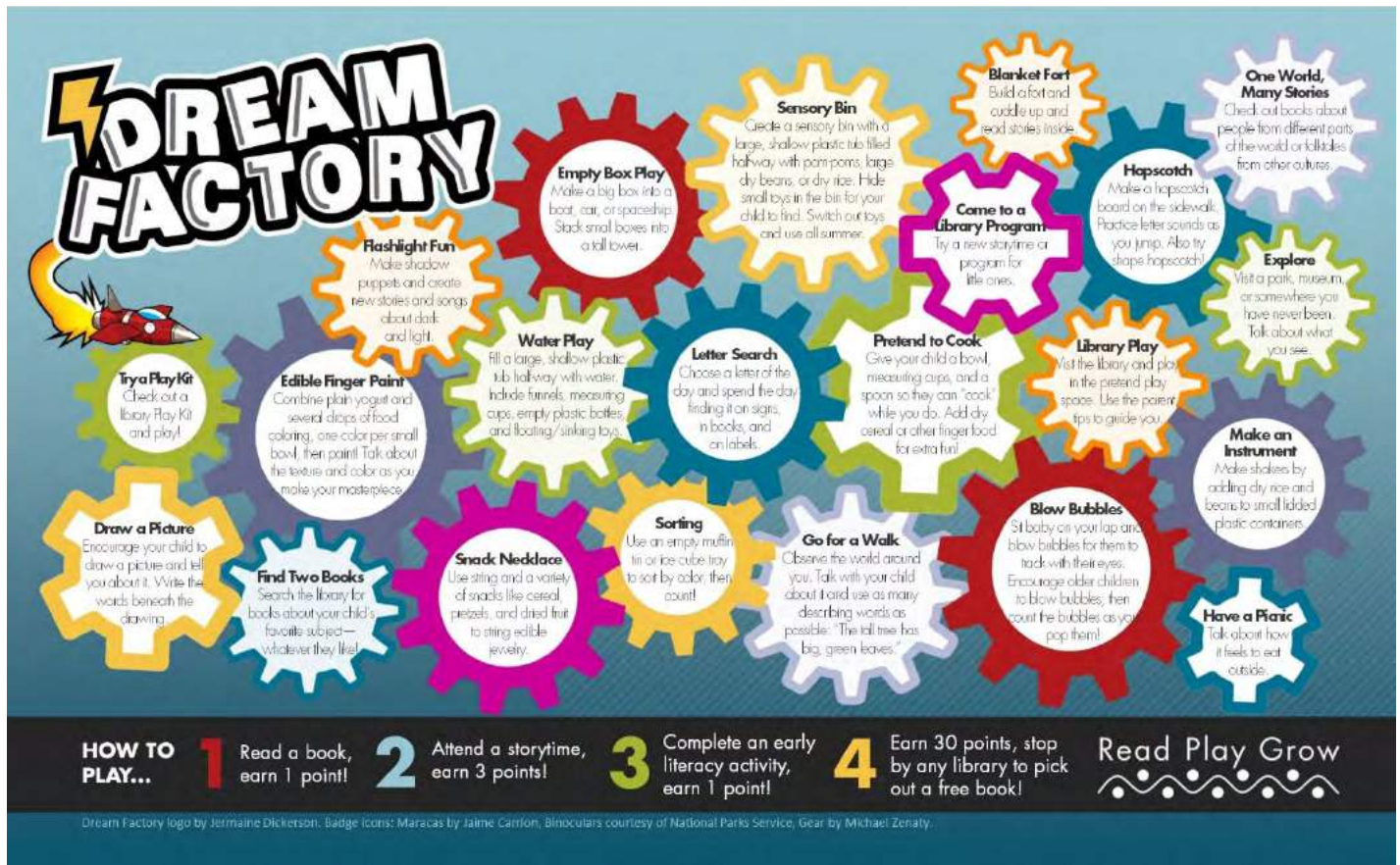


#### On paper

- Stop by any YDL location for a copy of the paper log starting June 17



## Pre-Readers (Under 5)



### Why should parents participate?

- Have fun learning, discovering and creating with your child!
- Learn about fun, easy early literacy activities you can do at home to help your child get ready to read
- Introduce your young child to books and reading and earn educational prizes too!

**Goal:** 30 points earned by doing any combination of the follow three activities. Participants can track their progress on the reverse side of the paper log, or in their online account.

### How to earn points:

- Read a book = 1 point
- Complete an early literacy activity = 1 point
- Attend a storytime = 3 points

### Prizes:

- Sign up = day pass to Rutherford Pool
- 30 points = free book
- Each point = 1 chance in the end-of-summer drawing for 4 Little Ones Dream Baskets. Patrons must spend their points toward the Dream Baskets of their choice **online**.

### Pre-Reader landing page on Read Squared:





## Youth (5-12)



### Why should youth participate?

- Explore, discover and create all summer and earn prizes along the way!
- Have fun learning new things that you are interested in, through books or at library programs.
- Read and listen to what you want at your own pace, at the library or at home.
- Listening to books read aloud at Lunch and Listen counts toward your reading minutes.
- Keep your brain in shape for next year at school.

**Goal:** 600 minutes of reading; unlimited opportunities to learn! Participants can use the log and cross off a space on the path through Dream Factory Island when they read or listen to someone read for 20 minutes. Or they can log their minutes in any increment online. Secret codes obtained at programs must be recorded online.


### How to earn badges:

- 300 minutes of reading or listening to a book = 1 reading badge (earn up to 5 reading badges)
- Secret code obtained at a program = 1 special badge

### Prizes: (guessing jars on each youth desk)


- Sign up = day pass to Rutherford Pool **and** one chance at the guessing jar. (Youth can also take bookmarks for **Skating Station, Zap Zone, Yankee Air Museum air show ticket and Insomnia Cookies** if they choose. They read five books, come back to the library for a library stamp and they're good for free stuff at those businesses.)
- 1 reading badge (300 minutes) = coupon for a free meal at Chipotle and one chance at the guessing jar
- 2 reading badges (600 minutes) = free book and one chance at the guessing jar
- Each badge = 1 chance in the end-of-summer drawing for 9 Dream Baskets. Participants must spend the tickets their badges earn toward chances at the prizes of their choice **online**.


## Youth online badges page and prize ticket page:



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Reading - Prizes - Learning

[Home](#) [My Log](#) [Mail \(2\)](#) [Badges](#) [Events](#) [Account](#) [Logout](#)

**My Dashboard**  
Go back to the home page

**Activity History**  
So, what have you been doing?

  
06/15/2016

  
06/15/2016

**My Score**  
You have 300 points.

**Buy Tickets**

You have a total of 600 points available to spend on raffle tickets.

You can always get more points by logging your reading, or performing other program activities that earn you points!

**Prize #1: STEM Explorer Basket: 4**  
300 points.

**Prize #2: Laser Tag Party Basket: Have a**  
300 points.

**Prize #3: Fall Outdoor Adventure Basket: 4**  
300 points.

**Prize #4: Fitness Fun Basket: 2 passes to**  
300 points.

**Prize #5: Aspiring Author Basket: \$20 gift**  
300 points.

**Prize #6: Top Chef Basket: Pasta, spices,**  
300 points.

**Prize #7: Water Park Adventure Basket: 4**  
300 points.

**Prize #8: Budding Artist Basket: brand-new art**  
300 points.

**Prize #9: Builder Basket: Build a pirate**  
300 points.



## Teens (12-18)

### Why should teens participate?

- Explore, learn and create what you want over the summer, in books or at library programs.
- Earn exciting prizes along the way.
- Play games and go on secret missions online.

**Goal** Unlimited opportunities to learn up to 120 points. Participants log their own reading and learning activities **online**. No paper log!

### How to earn points


- Reading: books, magazines, online, listening to audiobooks, etc.
- Program attendance: listen for the secret code and enter it online.
- Volunteering: teens must check with a youth librarian and schedule a pre-approved work session!
- Missions: 6 multipart missions.
- Games: Many online games are part of Read Squared. Teens can play as often as they like, but they only earn the point once for each game.


### Prizes: (guessing jars on each youth desk)


- Sign up = day pass to Rutherford Pool **and** one chance at the guessing jar. (Teens can also take bookmarks for **Skating Station and Zap Zone** if they choose. They read five books, come back to the library for a library stamp and they're good for free stuff at those businesses.)
- 3 badges = small snack and one chance at the guessing jar
- 6 badges = earbuds and one chance at the guessing jar
- 9 badges = coupon for a free meal to Chipotle and one chance at the guessing jar
- 12 badges = free book and one chance at the guessing jar
- Every additional 3 badges = 1 more chance in the end-of-summer drawing for 7 Teen Dream Baskets (120 badges/40 chances can be earned). Participants must spend the tickets their badges earn toward chances at the prizes of their choice **online**.


### Teen online missions page:


Our librarians have put together several missions, for a variety of challenges and levels. Select the mission to see the quests you need to complete, and then let us know how you did. Complete the mission and you might unlock a more advanced one, and bragging rights, cool badges and maybe even a prize!

**My Dashboard**  
Go back to the home page

**Activity History**  
So, what have you been doing?

**Log Reading**  
To unlock games and activities


**Cool Games**  
Play the games you unlocked

**Bad Poetry Contest**  
1 Pts

Anyone can write poetry! Birds, trees, love, stinky cheese... it doesn't matter! Let's hear some awful poetry that makes you want to laugh, weep and choke... all at the same time. Psst, it doesn't have to rhyme. Write 3 poems and earn a point. Ready, set, write!


*Roses are red  
Violets are blue  
You have smelly feet  
And that's why I ignore you*

You completed 0 of 3 mission quests and you need to complete 3 more quests to finish the mission.

**Funny picture caption contest**  
1 Pts

We've found some strange photos for you... and they need words to go with them. Write a headline, or a caption, or something the thing in the picture might say if it could talk. Or maybe a poem? Write something that will make us laugh. Please keep it appropriate - this is the library, after all. Thanks, and have fun! You must complete THREE pictures to earn one point.

You completed 0 of 3 mission quests and you need to complete 3 more quests to finish the mission.

**Get Active!**

**Mission Control**  
No mission in progress... check out the available missions.

**My Badges**  
Check out my Cool Badges...  
Or all the Cool Badges in the gallery!