

Ypsilanti District Library

# Board of Trustees

2016 Information Packet



Thursday,  
Dec 15, 6:30 pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, December 15, 2016, 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

AGENDA ITEM	Information	Discussion	Action
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Barr <input type="checkbox"/> Williams <input type="checkbox"/> Winborn <input type="checkbox"/> Randall <input type="checkbox"/> Steimel <input type="checkbox"/> Grover <input type="checkbox"/> Geil <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presentation: Shelley Strickland, VP for Development, Ann Arbor Area Community Foundation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from November 17, 2016 Budget Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Proposed Minutes from November 17, 2016 Regular Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report [November 29, 2016]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. YDL Board/Friends Fund Development	<input type="checkbox"/>	<input type="checkbox"/>	
F. Strategic Planning Committee	<input type="checkbox"/>	<input type="checkbox"/>	
G. Grants for Superior Township	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>Old Business</b>			
<b>New Business</b>			
A. Approval of 2017 YDL Holiday Closings Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consider Resolution Reaffirming Adoption of 80/20 Health Care Split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consider Resolution to Approve a new Section 125 Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consider Adoption of a Policy Manual Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Trustee Education Video, "Evaluating the Library Director" (8.5 minutes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Discussion of Director Evaluation process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Board Member Comments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes  
of  
Previous  
Meeting**

**CALL TO ORDER**

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

**Attendance**

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

Trustees Absent: Brian Steimel

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, and Business Office Manager Diane Schrag.

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda with the following amendments.

- Add Approval of 2016 revised L-4029s under New Business.
- Consider appointment of a Nominating Committee for election of officers under New Business.
- Remove New Business "D" Trustee Education video, add to December 2016 agenda.
- Remove Old Business "A, Discussion of Director Evaluation process" to December 2016 agenda.

Trustee Geil supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Trustee Geil moved to approve the October 27, 2016 Minutes and the October 31, 2016 Financial report.

Trustee Williams supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATIONS**

**COMMITTEE REPORTS**

- Finance Committee Meeting: No Report
- Personnel Committee: No Report
- Policy Committee: will be discussed in New Business "C" - Consider a new organization method for library policies
- Facilities Committee: No Report
- FOL Library Report: No report
- Fund Development: No report
- Strategic Planning: No report
- Grants for Superior Township: Trustee Winborn continuing to research grant opportunities. Currently working on demographic statistics from SEMCOG to identify community needs.

**REPORT OF THE LIBRARY DIRECTOR**

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

- YDL Staff Holiday party scheduled for December 16 at Bona Sera hosted by the YDL management team and the FOL.
- FOL Holiday Gift Book Sale scheduled for November 19, 12:00 p.m. to 4:00 p.m.
- Fund Development Dashboard expanded to two pages to accommodate the many grants received.
- Approved HVAC repair to replace the big fan motor is complete.
- Waiting for second quote to finalize Whittaker Rd. front façade repair.
- Streetlight installation progress: permit process is moving forward.
- Kia lease extended for 2 months, new arrangement expected in February.
- Director Hoenig will investigate feasibility of having the Navigator visit the Hyundai Technical Center.
- January 9<sup>th</sup> planned grand opening of Beezy's Library Café.
- YDL – Superior Township planned renovation scheduled to begin January 9<sup>th</sup>.

**OLD BUSINESS**

**NEW BUSINESS**

- Approval of amended L-4029's [2016-29]

Trustee Randall moved resolution 2016-29 as presented. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

- Resolution to adopt the 2016-17 library operation budget and set the millage rate. [2016-27]

Trustee Grover moved resolution 2016-27 to adopt the 2016-2017 operating budget as presented and set the millage rate at 1.8762 mills. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

- Resolution to amend the 2015-2016 Budget to reflect projected year-end spending. [2016-28]

Trustee Geil moved resolution 2016-28 to amend the YDL budget for the fiscal year ending November 30, 2016 as presented Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

- Consideration of a new organization method for library policies

Trustee Giel moved that a new organization method for library policies as presented in the packet be adopted. Trustee Randall seconded this motion.

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

Nays: None

Motion passed.

- Consider appointing a Nominating Committee in preparation of January 2017 election of officers.

After discussion, it was decided to continue past practice of open, informal nomination process.

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Courtney	Director Hoenig made a great speech at the Chamber's "Early Edition"
Jean	Complimented the Ypsilanti Township "Vietnam Veterans Memorial", both the ceremony and the setting.
Brian	Absent
Kay	No comment
Kimberly	No comment
John	Glad to hear that the streetlight is coming. Happy also, that staff is continuing the sidewalk repair. Any chance of opening MI Ave on Sunday?
Mike	Happy to be here
Lisa	Congratulations to YDL re-elected trustees

**Adjournment**

Trustee Williams moved to adjourn at 7:15 p.m. Trustee Randall supported this motion.

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

Nays: None

Motion passed.

# **Financial Report**

# Communications

# **Committee Reports**

**Director's  
Report  
and attachments**

**Library Director's Report**  
**December 15, 2016**  
**Lisa Hoenig, YDL Library Director**

**Field tripping**

I've attended a number of meetings, workshops and other gatherings that have taken me on the road to other libraries recently. Field trips are great for ideas and a fresh perspective.

- Claire Membiela, the new Library Law Consultant from the Library of Michigan, spoke at a recent DSLRT meeting at The Howell Carnegie Library. Howell just completed a lovely renovation that blends the historic structure seamlessly with the new.
- Julianne and I headed to the Dexter District Library for a talk by Miguel Figueroa, head of ALA's Center for the Future of Libraries. The tools futurists use are fascinating, and we learned a lot about how to forecast trends.
- I visited the Grosse Pointe Public Libraries, which are each unique and lovely. Their Central branch is a stunning example of modernist architecture which recently underwent an impressive interior makeover.
- On December 7<sup>th</sup>, TLN held its annual Michael P. Tyler lecture at the Redford Township District Library. Julianne and I learned all about linked data, which some believe may extend libraries' online reach exponentially.
- We also visited the Willard Library in Battle Creek, one of our strategic planning benchmark comparison libraries. Before the visit I suspected our communities had much in common, but it was uncanny. Director Leah Dodd was very welcoming and agreed the similarities are astounding. Definitely the start of a valuable ongoing relationship; we plan reciprocal staff visits in the spring.

**Strategic planning update**

- All of the work groups checked in with a progress report the week after Thanksgiving. Staff are developing some great ideas and I'm looking forward to their final proposals – and our final plan!
- After many rounds of possibilities, we believe we have found a fantastic new YDL logo. If I can swear you to secrecy, I will share it at the meeting!

**Side notes:**

- We received our personal property tax reimbursement check in late October. Some of this belongs to the Debt service fund, but the operations portion will help the bottom line for FY2016.
- The YCS-YDL Task Force held its second meetings on 11/21. We are working on a benchmarking program of annual field trips to Whittaker. All YCS students in 2<sup>nd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades would learn a set of library and research skills to prepare them for the next stage of their academic careers.
- The 2016 annual appeal letter was mailed in early December; it focuses on the bookmobile and other outreach efforts.
- YDL's wireless network has been upgraded with more access points and streamlined login requirements. Staff are reporting a much improved patron experience – help us spread the word!
- Congratulations to Jodi Krahnke on securing another grant – this one for YDL's Teens from the Ann Arbor Area Community Foundation!
- I've also been working on: year-end budget details, the LSTA grant project, the Superior renovation, Harwood efforts, and an upcoming library tour/meeting with the Ypsilanti Historical Society.

# **YDL Dashboards**

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
December 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	\$43,360	\$40,000
<b>Small Gifts/Memorials</b>	\$1,491	\$325	\$780	\$1,923	\$752	
In Memory of Xavier Small					\$5,951	
Mimi Chapman Memorial		\$375				
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,703	\$500
<b>Signature Event-"Get Inspired"</b>	\$2,195	\$2,325	\$1,697			
Sub-total	\$2,195	\$2,325	\$1,697	\$0	\$0	\$0
<b>Additional Fundraising Activities</b>						
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	
Dining YDL \$\$ (Aubrees)			\$273		\$307	
Dining YDL \$\$ (Corner Brewery)					\$51	
Dollars for DVD's			\$433			
Trustee Party, Trustee John Barr-July 4th		\$5,910	\$4,725	\$7,165	\$3,421	
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	\$4,073	\$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	\$1,000	
Sylvus Tarn			\$1,000			
*\$4902 designated Science & Technology [2015]	\$4,450	\$6,900	\$9,483	\$5,054	\$1,050	\$10,000
<b>Latitudes [Appeal]</b>		\$465	\$290			\$0
<b>Library Sustainers</b>						
Sylvus Tarn [designated MI Ave]				\$900		
Hassan Mirshaw				\$750		
Kay Williams (Designated YDL-Kia)				\$450	\$500	
Meaghan Fukunaga		\$500				
Howard Ando			\$200			
Gerry & Bert Kruse [designated adult fiction]	\$250	\$500	\$500	\$750	\$500	
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$1,000	\$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 [2016 designated Science & Technology]		\$1,000	\$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	\$3,500	\$5,000

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

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 YTD	2016 Goal
<b>YDL Endowment Fund</b>		\$100				
Dietmar Wagner			\$2,500	\$1,500	\$2,500	
YDL (American Century Transfer)		\$28,678				
Anonymous Donor		\$25,000				
Virginia Young					\$5,000	
Various Gifts to the Endowment		\$2,228	\$55	\$2,285	\$2,900	
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$10,400	\$3,000

<b>Total Donations</b>	\$96,589	\$134,468	\$94,266	\$71,333	\$70,086	\$69,000
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Grants						
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000		
ALSC Dia Turns 20 Mini Grant					\$2,000	
Ann Arbor Farm & Garden					\$985	
Downtown Association of Ypsilanti		\$750	\$200		\$1,700	
Ezra Jack Keats Minigrant, EJK Foundation					\$500	
Huron Valley Sunrise Lions Club			\$250			
Kiwanis-Early Childhood Literacy	\$500	\$500	\$375			
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	
MCLS-Harwood					\$690	
MHC-Prime Time Family Reading				\$8,075	\$3,000	
MHC-Ypsilanti African American Oral History Archive					\$24,350	
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000		
NEH-Wild Land Exhibit Programming Grant					\$1,000	
Will Eisner Graphic Novel Grant			\$4,000			
YACF Early Literacy Outreach					\$2,565	
YACF Early Creative Youth Studio					\$3,000	
YALSA/Best Buy Tech Grant		\$1,000	\$1,000			
YALSA/Dollar General Literacy Foundation		\$1,000				
YALSA/Dollar General Teen Read Week				\$1,000		
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	
<b>Total Grants</b>	\$1,275	\$12,625	\$17,421	\$27,360	\$57,956	\$25,000

<b>Hyundai-Kia Vehicle Donation</b>		\$17,000				
<b>GRAND TOTALS</b>	\$97,864	\$164,092	\$111,687	\$98,692	\$128,043	\$94,000

Designated Fundraising to Date	
YDL - Superior Improvement	\$2,360
* Whittaker Rd Teen Area Improvement	\$5,500

\*\$1000 remaining, expenditures =4500

# Department Reports

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

The 2016 budgets have been closed, and selectors are free to resume ordering for 2017. Special thanks go to Amy, Brenda, Gail, Sarah, and Christy in the Acquisitions Department for their very hard work in finishing the ordering, processing, and cataloging associated with year-end orders and budgets. They make it look very easy, but it truthfully involves a great deal of concentration, accuracy, speed, and technical skills. I am very appreciative of their hard work.

As new orders come in, old materials go out. Adult Services is busy weeding their collections, and we have scheduled another Better World Books pick-up to find new homes for these materials. I have also invited the Friends to pack up their cast-offs.

The Friends had their final meeting of the year in November and have reduced their contribution to the library by 10% for 2017. I asked them to rename a budget category from “Events” to “Events and Initiatives” to better support strategic planning efforts for 2017. This request was denied. I find both of these decisions to be very unfortunate.

Strategic planning has been keeping many of us quite busy, and I have enjoyed serving on four workgroups this fall. I am both impressed and proud of the work being accomplished. It will be very exciting to roll out all the new ideas and programs next year!

One product nearly ready to roll is our new scheduling software, called Libstaffer. Scheduling software is an ongoing issue in the library profession. It is difficult to staff so many public service desks in multiple buildings, and YDL has evaluated many products and approaches over the last few years. While it’s not a silver bullet, this product may be the best one we’ve seen, and we are anxious to begin using it in 2017.

I have been asked by representatives from the National Endowment for the Humanities and the Mid-America Arts Alliance to serve in two capacities this month: as a “consultant” to their new initiatives (via conference call) and as a site-host for exhibit training in 2017. Both are a nice honor and reflect our ongoing commitment to bringing museum-quality exhibits to the community and our related quality of programming and reporting.

*Hope to see many of you at the holiday party on the 16<sup>th</sup>!*

The monthly statistics for Acquisitions are:

- The collection budgets are ready for 2017;
- 597 items were cataloged;
- 2,023 items were added to the collection, including 544 e-items;
- YDL borrowed 1,022 items from other libraries via Melcat;
- YDL loaned 809 items to other libraries via Melcat.

**Submitted by Julianne Smith, December 6, 2016**

## Facilities Department Board Report: December 2016

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

### Michigan Ave:



The big red box was put up over the water fountain as part of the holiday decorating, and for protection of the fountain. Christmas lights were added to the pine tree before Santa Claus arrived.

Library hours lettering added to front door window. The glass needed to be replaced after an incident a couple weeks ago.



Carpeting removed, floor repaired, and carpeting replaced in the vestibule area at the front entrance. Repaired the hinges on interior doors, and replaced sill plate of the entrance door.



A patron donated a plant too large to stay in their home. Facilities went to the home to pick up and deliver to the Michigan Ave branch.

Charlestown building Co. repaired the brick walls around the parking lot, and handicap ramps on both sides of the building. Most of the work involved removing the stone caps, adding mortar, and re-set the caps which were in danger of falling off and possibly injuring someone.

#### **Whittaker Road:**



Campbell, Inc. replaced the 800 lb. motor on the air handler. The unit was shut down for one day to complete the repairs.

Weeding of unused materials has begun. Facilities has been collecting them from the different departments and palletizing them to get ready for shipment to Better World Books.

On Veteran's Day, Midwest Carpet cleaned the carpets throughout Whittaker, Michigan Ave branches, and the Bookmobile. Deep cleaning of the grout in the restrooms was done on the same day. Grout sealer was applied to help prevent odors.

After B-24's Café moved out, preparations have begun to welcome Beezy's. Deep cleaning and painting will be done so they come in with a fresh start to the coffee shop.

Still working on finalizing details with the contractor to take care of our front tile situation.

**Submitted by: Jim Reed, December 8, 2016**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

December 2016

## Status Report

- Website Improvement Initiative – We are entering the design process. With the welcomed timing of the strategic planning process we will be implementing design features from the new style guide being presented. In addition we are working to finalize a full sitemap and key functional elements of the site. When we are done we will then be able to enter the development stage of the project and soon after begin user testing.
- Wifi – I've finished the installation and am receiving reports of much improved system usage.
- 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 – We're currently in the process of replacing our old system at Whittaker Rd and Michigan Ave, we are now expecting to finish this project in mid Dec after a few installation delays. Afterward we will look at additional improvements to superior in the coming fiscal year.
- PC improvements – We have completed this project, we will be following up with repurposing a few of the reclaimed pc units to areas that use older models.
- Patron Management System – I'm performing a cost analysis on replacing our patron management software. The current solution has what feels like an ever growing list of issues even though it is a very comprehensive product.
- Superior Renovation – Status update in January.

## Overall System Status

- I am currently 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.
- 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: December 2016

### Fundraising

- YDL was awarded a \$3,000 grant from the **AAACF's Youth Council Grant Program** to support youth-led programming for teens. Part of the grant will go to purchase “creative toolkits,” from high-end art supplies to music creation equipment, which teens can use at any time while they are in the library.
- The **2017 Annual Appeal** went out to our donors during the first week of December. This year's appeal focuses on meeting people wherever they are through our community outreach efforts, including the Bookmobile, Books-On-Wheels delivery, and storytimes in unconventional places like the Farmer's Market and Corner Health Center.

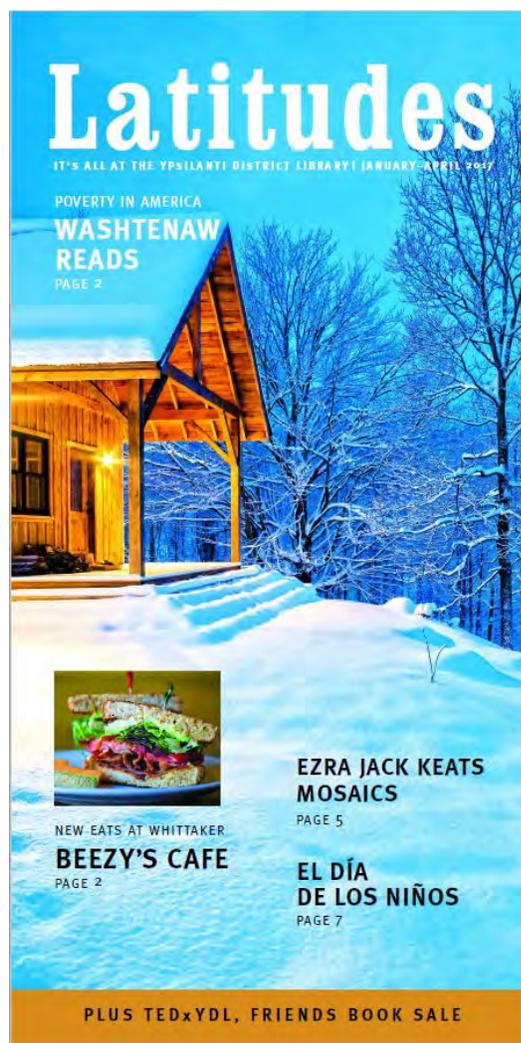
### Promotions

- Our **Winter/Spring 2017 Latitudes Newsletter** is off to the printer, and is expected to arrive in homes starting January 3.
- **Winter/Spring 2017 programs** are now listed on the YDL events calendar, with programs scheduled through the end of April. Registration will open on January 1.
- **Washtenaw Reads**, formerly known as Ann Arbor-Ypsilanti Reads, has selected the book “\$2.00 a Day: Getting by with almost nothing in America” as their title. The book is currently being promoted on the YDL website and

### Community Relations

- YDL has a wide variety of **African American History** events planned for both Martin Luther King, Jr. Day and Black History Month, plus additional events later in the season in connection with the A.P. Marshall Oral History Archive grant. YDL staff are collaborating in a variety of ways with **Ypsi High School, EMU, the local chapter of the Palm Leaf Club, the African American Museum, YDL board member Jean Winborn, and the Interfaith Council for Peace and Justice** on these events.

*Submitted by Gillian Ream Gainsley on December 9, 2016*



## **Customer Services**

Monthly report: December 2016

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

In November 2016 UMS recovered the following:

Materials Returned: \$2,375.71

Dollars Received: \$1,590.33

Since YDL began using UMS we have recovered the following:

Materials Returned: \$94,202.84

Dollars Received: \$57,808.89

### ***Staff News***

I'm pleased to announce that Jaclyn Young has joined the Customer Services team at Whittaker Road as a library page. Jaclyn is in her final year at EMU studying literature and written communication. She plans on attending library school at Wayne State upon graduation.

*Submitted by John Connaghan on December 9, 2016*

## Michigan Avenue Board Report: November, 2016

This season we finished nailing down the details for winter programs. Program highlights for this month include:

- Jerome received a standing ovation at his last painting class. He will hold both an intermediate and beginning class in winter.
- Tween art was well-attended this month, creating indigo-dyed pillow cases.
- The tree lighting was well-attended. This year included making a snowman ornament + with a lighted nose. We are always grateful for the support provided for this community event by the Downtown Association of Ypsilanti, and particularly Donna Debutts' magnificent organizing skills.
- Matt Siegfried presented on Jim Crow and the Reconstruction. It was standing room only!
- African-American Book Club has taken off. There are always at least a dozen people.
- The Fly Guy party was well-attended and little children enjoyed a relay race carrying their own personal fly guy on a fly swatter.
- Jen and several teens from both Whit Rd and Mich Ave attended a teen leadership workshop provided by Neutral Zone.

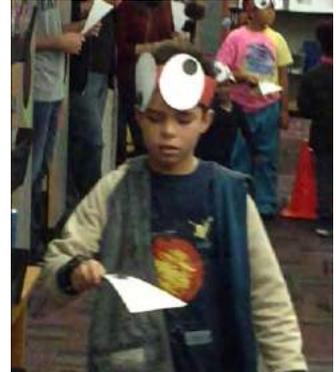
We are pleased that our teen librarian, Jen Mann, has been appointed as ALA's National Librarian Advisor for the Great Stories Club (GSC). Jen has been leading the GSC program at WSC Charter High School for about a year. GSC is a program to engage at-risk teens and other underserved audiences through literature-based library outreach. ALA will send her to New York where she is VERY excited to work with Nate Powell, one of the writers from the graphic novel, *March* and MK Asante who wrote *Buck: A Memoir*. She will be piloting a new version of the GSC program at YDL-Michigan Ave.

The weeding of materials has finally come to a slow crawl as ordering once again begins. Kim and Shoshanna heavily weeded reference books due to more reference resources now available online. This opened up space for Kim to move the urban fiction collection into a very visible location. Urban fiction is highly theft-prone and has been kept in a locked staff-only area for several years. This is a pilot but our hope is that this new location will allow for more browsing, increased circulation, and little increase in theft. During this weeding season, we have been very pleased that Jerome has become the official Friends of the Library volunteer and handles FoL donations.

Jerome, Pat, Jen and I are on various strategic plan workgroups, Jerome and Pat are in the role of chairpersons for their groups. It has been somewhat challenging getting staff off for meetings but we made it work and everyone appreciates the opportunity to provide input in this process.

Submitted by  
Joy Cichewicz,

December 7, 2016



# Outreach Services Board Report: December 2016

## Staff News

- Three new substitute librarians have all received orientations to working at Superior and on the bookmobile. With more subs on board, we are better able to respond to requests for community events and staff time off.

## Navigator News

- We did a special visit to classes at Childs Elementary. A thank-you note from one of the classes is pictured below.



## Superior News

- In addition to our recurring programming, Stacey did a 3-D Plaster Painting program.
- Plans are being made for our renovations in January. We are working on informing patrons in advance of the closure and making sure the process goes as smoothly as possible.

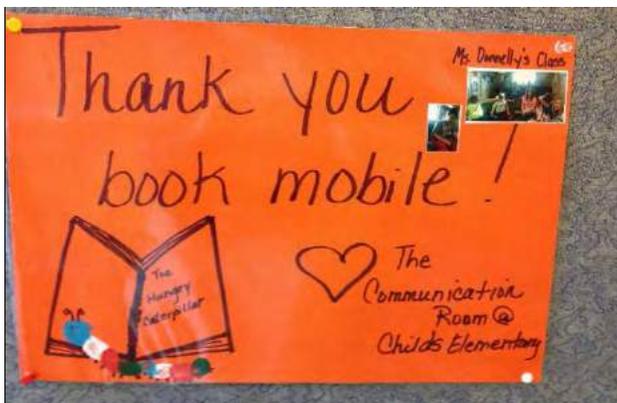
## Learning Never Gets Old News

- We did large print deliveries to Ypsilanti Township Senior Center and the Ypsilanti City Senior Center. Monique also did an outreach activity at Huron Valley PACE.
- Mary & Brigitte finished up the 6-week Android smartphone series. It was very well received. We are now getting requests for advanced topics like using Bluetooth speakers, map applications, and more.
- Thanks to Friends of YDL, we were able to purchase a tablet and two phones to use in teaching. This will enable us to be much more effective in both preparing and delivering classes.

## Outreach News

- We gave informational presentations to staff at Childs Elementary and members of the Jewish Community Center's Senior group.
- We did outreach at school family events at Perry & Erickson.
- We did Library Lab programs at Perry & Ypsilanti International Elementary School. We read a story and learned about the science of snow, then had fun doing a snowflake matching activity and dissolving baking soda snowmen.
- Paula and Mary did outreach at a Cybersecurity workshop geared at small businesses. We made new connections with small businesses and resource providers.

Submitted by Mary Garboden, December 8, 2016



## Whittaker Road-Adult Services Board Report: December 2016

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

- Gardening Chat (monthly event for gardening patrons)
- Two book discussion groups (Thu AM, Mon PM Bk Grp)
- Knitting and Handicraft Club (5 meetings)
- Computer classes (15 classes scheduled)
- Mon PM Movie (2 scheduled)
- Take Note Concert (Paul Keller Ensemble)
- Adult Crafter's Guild: Mosaic Tree Ornament
- Holiday Wreath Make and Take

We're offering several programs this month geared to the holiday season. 118 people attended our Dec 4<sup>th</sup> annual holiday Take Note Concert featuring the Paul Keller Ensemble! We appreciate the generous support given by the Friends of YDL that makes it possible to offer the Take Note Concert series to our community. Sheila Konan does a wonderful job arranging the concerts. Susan's Holiday Wreath Make and Take event is full and Sheila's Adult Crafter's Guild Mosaic Tree Ornament program has only one spot left! Several groups don't meet during this busy month, and we held our last Mon PM Book Group meeting, due to declining attendance. Program plans are set for the next programming season.

We weeded our fictions shelves last year; now we've begun weeding our nonfiction shelves to make room for the new materials we will be purchasing during the new fiscal year. The shelves are looking better already and we've eliminated outdated materials (does anyone remember Windows Vista?), to make it easier for patrons to find what they need.

Staff are participating in the Harwood initiative and in strategic planning workgroups. We appreciate the opportunity to contribute to these important library initiatives. Staff is also participating in initiatives to develop collaborative relationships with the Ypsilanti Community Schools and the Ypsilanti Historical Society. Paula will be going with Jodi to Washtenaw International High School this month to promote YDL as a potential site for community service hours for their students.

We've welcomed a new volunteer, Joan Helzerman, to our department. She joins our wonderful volunteer Edward Grammer. They are shifting books, shelf reading, boxing up withdrawn items, looking for interlibrary loan request items, and cheerfully doing other tasks that come up; we are lucky to have them and appreciate their help.

Thanks to Scott for the recent upgrades to our wireless internet service! Patrons no longer struggle to figure out how to get on and are not booted out when we get busy. This is a WONDERFUL service improvement that everyone appreciates.

Submitted by Paula Drummond, December 7, 2016

# Whittaker Youth Services Board Report December 2016

## Program Highlights

- In November, 855 people attended one of 31 storytimes. Some of our weekday storytimes reached record numbers this week: Baby Storytime-46, Toddler Storytime-68, Terrific Threes-46. Saturday storytimes average 25 people. Last week, Mary came to the rescue last minute by helping me at World Language Storytime when the Spanish presenter cancelled. We read and sang in English and Spanish with 38 parents and children. With only one more week of storytimes, we hope to see many returning faces next semester. In addition, because we reach an entirely different group of people at the evening storytimes we offered this semester, next season Kristen and Kristel will work together to host a weekly Thursday evening storytime for parents who cannot attend daytime sessions.
- 60 people participated in engaging hands-on science projects with FEMMES, Females Excelling More in Math, Engineering and Science, a volunteer group from the University of Michigan in late November.
- 25 parents and children enjoyed Polynesian folk tales, dance, music and crafts at Kristen's Moana Luau this past weekend.
- 32 parents and babies participated in Kristen's post-Baby Storytime art project in November, which has proven to be more popular than music sessions, so next season we will only offer Tummy Time Art. On weeks without a Tummy Time class, most parents stay to play and enjoy each other's company, as seen in the picture to the right.



## 2017 Planning

- Everyone in the department is involved in a work group or the strategic planning committee and is enjoying the opportunity to contribute.
- I used a group brainstorming technique learned at Neutral Zone workshops to help us create a team plan for 2017 at our last department meeting. We set specific goals in three areas: 1) Learning, 2) Providing a welcoming environment through improved spaces and customer service, and 3) Creating connections by facilitating patron interactions, reaching non-users, and strengthening relationships with community partners.
- Winter programs will primarily be an extension of current on-going programs, and weekend family STEM programs including a giant domino topple, visit from Leslie Science Center, Earth Day celebration, 3D printing workshop, and snowflake program; and a Pete the Cat party for literary fun.
- Everyone is weeding unused materials to clean up the collections, and anticipating being able to order again this week, and building graham cracker houses for this weekend!



## Teen Leadership

The Teen Advisory Group's grant proposal to the Ann Arbor Area Community Foundation was fully funded! Five TAG members did a great job making their case to the Youth Council at our grant interview last month. They will now get to spend \$3,000 to carry out their idea of developing Creative Toolkits other teens in the community can use to make music and art at the library, outside of structured program time. It is our first step in reimagining the teen space and services at Whittaker. Their opening statement was: *This space will allow teens to be ourselves. Being youth driven, we will generate positive vibes that every teen will feel. We will include a strong anti-bullying message so everyone feels safe to explore and create.* Toolkit ideas include ukuleles available for in-library use or at drop in learning sessions facilitated by TAG members; Wacom drawing tablets so teens can easily import their drawings onto laptops to digitally color; mixing software to use with drum pad and keyboard to record beats; art supplies that some teens don't have access to such as Copic markers and Prismacolor pencils; and green screen equipment. Over the next few months they will develop the kits and work on a promotional plan to advertise them to students in their schools, then launch the kits in early April.



This past weekend Liz and I joined Jen, a small group of core TAG leaders from both YDL locations, and several teen youth councils from arts organizations around Michigan for a training at the Neutral Zone where we learned how to transition TAG meetings to be more youth led and how to hold members accountable. Next month the YDL-Whittaker TAG will take a field trip to the Neutral Zone to see their space and brainstorm what is feasible at the library, to continue working toward their goal of reinventing the space to make it inviting. Two very dedicated members of the Whittaker group pictured to the right.



Submitted by Jodi Krahnke, December 8, 2016

# **Old Business**

# **New Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 12/8/16  
**Re:** 2017 Holiday closings

Attached please find a draft schedule of holidays and closings for 2017. This draft follows the pattern established by prior schedules.

The Christmas and New Year's holidays in 2017 fall on Sunday-Monday, which will make granting holiday vacations difficult. Full-time staff are entitled to two holidays as well as two normal days off during each of those weeks. Last time these holidays fell this way was in 2006, and the Library was closed Friday-Monday as presented here. We obviously want as many open hours as possible, but we also need sufficient staff available to provide the excellent service our patrons expect.

APPROVED:  
YDL – Board of Trustees

## Ypsilanti District Library 2017 Holiday & Closing Schedule

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2017	New Year's Day	Sunday
January 2, 2017	<b>New Year's Day observed</b>	Monday
January 16, 2017	<b>**Martin Luther King Day</b>	Monday
February 20, 2017	<b>Presidents' Day</b>	Monday
April 16, 2017	Easter Sunday	Sunday
May 28, 2017	Sunday Preceding Memorial Day	Sunday
May 29, 2017	<b>Memorial Day</b>	Monday
July 4, 2017	<b>Independence Day</b>	Tuesday
September 3, 2017	Sunday Preceding Labor Day	Sunday
September 4, 2017	<b>Labor Day</b>	Monday
October 6, 2017	YDL Annual In-service	Friday
November 11, 2017	<b>Veterans Day</b> (note: Saturday holiday)	Saturday
November 22, 2017	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 23, 2017	<b>Thanksgiving Day</b>	Thursday
December 22, 2017	<b>Christmas Eve observed</b>	Friday
December 23, 2017	Christmas holiday weekend	Saturday
December 24, 2017	Christmas Eve	Sunday
December 25, 2017	<b>Christmas Day</b>	Monday
December 29, 2017	<b>New Year's Eve observed</b>	Friday
December 30, 2017	New Year's Eve	Saturday
December 31, 2017	New Year's holiday weekend	Sunday
January 1, 2018	<b>New Year's Day</b>	Monday
January 15, 2018	<b>**Martin Luther King Day</b>	Monday

**Bold indicates Paid Holiday**

\*\* Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-30

December 15, 2016

RESOLUTION TO ESTABLISH A SCHEDULE OF 2017 HOLIDAYS AND CLOSINGS

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Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2017 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2017 Holiday & Closing Schedule is adopted as presented.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 12/8/16  
**Re:** State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2017.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2016-31

December 15, 2016

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH  
CARE SPLIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2017, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 12/8/16

**Re:** Consideration of a resolution to approve a new Section 125 document

The IRS requires employers to complete a Section 125 document to allow pre-tax employee contributions for health and various other benefits. The Library's previous Section 125 document had expired. As a member of the Michigan Business and Professional Association, we are able to renew at no cost, but a Board resolution approving the document is required.

If anyone would like to read the full document (20 pages of boilerplate), I can email it to you directly with an advance request. It will also be available for review at the meeting.

The attached resolution adopts the new Section 125 document.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-32

December 15, 2016

RESOLUTION TO APPROVE A NEW SECTION 125 DOCUMENT

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Whereas, the Ypsilanti District Library desires to adopt the Basic Plan Document for the Premium Only Plan and accompanying Adoption Agreement (the "Plan") to allow eligible employees to select among certain taxable and non-taxable benefits, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Plan is approved and adopted effective as of January 1, 2016.

RESOLVED FURTHER, that:

The Library Director is authorized and directed to execute the Adoption Agreement for the Plan, and to take other such action as may be necessary or appropriate to implement these resolutions.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 12/8/16  
**Re:** Consideration of adoption of a Policy Manual Policy

As you know, in October the Board decided it would like to review a policy at each monthly meeting, and in November approved a new system for organizing the library's policies.

The draft Policy Manual Policy attached follows examples used by other libraries. It establishes as policy that policies are reviewed regularly and revised as needed. The Policy Committee received this draft for review and comment, and can provide input at the Board meeting.

**D10**  
**Policy Manual Policy**  
**Draft 12/6/16**

The policy manual of the Ypsilanti District Library shall consist of policies issued by the Library Board of Trustees as required for the effective operation of the library.

Each policy will be reviewed on a regular basis in order that the manual will reflect current needs. Revisions may be made by the Library Board of Trustees at any time and will be so marked.

The following categories and numbering system will be used:

CATEGORY	GENERAL SUBJECT
A	Guiding Principles
B	Library Operations Policies
C	Facilities Policies
D	Administrative Policies
E	Financial Policies
F	Personnel Policies

Policies will be assigned to the proper subject and sub-numbered 1, 2, 3, etc.

Each policy will indicate its date of approval by the Board of Trustees. All revisions and reviews will also be noted with date revised or reviewed.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-33

December 15, 2016

RESOLUTION TO ADOPT A POLICY MANUAL POLICY

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Whereas, the Library Board of Trustees has approved a new method for the organization of library policies and expressed a desire for regular policy review, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Policy Manual Policy is adopted.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 12/8/16  
**Re:** Trustee education video and discussion

For the December Trustee education segment we will watch the eighth video from United for Libraries' Short Takes series, entitled "Evaluating the Library Director." This segment is about 8-1/2 minutes long; the series was developed to educate and stimulate discussion at Board meetings. A handout accompanying the material was provided in the November packet.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 12/8/16  
**Re:** Discussion of Director evaluation process

At the October meeting the Board charged its Personnel Committee with determining the process for and timing of my upcoming evaluation. I forwarded the Committee the form used by YDL in the past as well as sample forms from six other neighboring libraries to review and compare.

Also, our Trustee education segment is the United for Libraries Short Takes video, "Evaluating the Library Director," which may provide useful information for this discussion.

These items were removed from the November agenda to allow the full Personnel Committee to be present for the discussion.