



Board of Trustees

2017 Information Packet



Wednesday
July 26, 2017
6:30 pm
YDL-Whittaker Rd.

Ypsilanti District Library
YDL Regular Board Meeting, July 26, 2017 6:30 pm
YDL – Whittaker Road Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call John Barr <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Kimberly Grover <input type="checkbox"/> Courtney Geil <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from June 28, 2017 Regular Meeting			
B. June 2017 Financials			
C. June 2017 Check Register Report			
Communication			
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"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
E. YDL Board/Friends Fund Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Grants for Superior Township	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business			
A. Update and discussion regarding financial scenarios	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Budget Amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Construction testing & Inspection Services proposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of budget for new YDL vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approval of web development contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Election of Vice President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Selection of candidates for trustee interviews and special board meeting date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Trustee background presentation and Q & A with Kay Williams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees
Minutes, June 28, 2017 [Unapproved]

CALL TO ORDER

President John Barr called the Regular Meeting to order at 6:35 p.m.

Attendance

Trustees Present: John Barr Mike Randall, Jean Winborn, Kay Williams, and Brian Steimel.

Trustees Absent: Kimberly Grover, Courtney Geil,

Also present: Director Lisa Hoenig, Computer Systems Technician Shane Davis, and Business Office Manager Diane Schrag.

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

CONSENT AGENDA

Trustee Randall moved to approve the consent agenda [May 24, 2017 Regular Meeting Minutes, May 2017 Check Register, and May 2017 Financial Report]. Trustee Williams supported this motion.

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

Nays: None

Motion passed.

Introduction of new staff member

Director Hoenig introduced Shane Davis as YDL's new Computer Systems Technician, replacing Tim Perry.

COMMUNICATIONS

COMMITTEE REPORTS

- Finance Committee Meeting: No report
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Trustee Steimel reported the following from the June 26, 2017 meeting:
 - Coney Day book sale receipts \$113.
 - Amendment to the by-laws was adopted that restricts funds raised by FOL are to support the Library and pay associated costs of the organization only.
 - Limit raised to 20 bags from 10 bags of donations
- Fund Development: Library vehicle search progress follows:
 - Lisa met with Tom Butman of Butman Ford and he offered to find a pre-owned vehicle and share the cost by *matching* YDL funds and also take the old YDL van in trade.
 - Victory Toyota has a cargo van that they are assessing for suitability to donate.
 - Former trustee Angie Moloney is working on another possibility with Fischer Honda.

Trustee Williams moved to authorize Director Hoenig to make the "best deal" that she can and report back to the board even if a special meeting is required. Trustee Randall supported this motion.

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

Nays: None

Motion passed.

- Grants for Superior Township: No Report

REPORT OF THE LIBRARY DIRECTOR

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

- T-shirts, logo pens, post-it notes, new LNGO brochure, African American brochure, new logo bookmobile schedule bookmarks, and "The Loop" distributed to Trustees.
- Coney Day, busy and successful!
- Lunch and Listen: Day One drew 80 children at Whittaker Rd and 40 children at MI Ave.
- First State Aid payment received and it's \$2K more than budgeted.

OLD BUSINESS

A. Adoption of Password Policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-14

June 28, 2017

RESOLUTION TO REVISE POLICY F6: PASSWORD POLICY GUIDELINES

Whereas, the Ypsilanti District Library has a Password Policy which applies to library staff computer user accounts, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Password Policy was originally approved in January, 2011, and

Whereas, the Board Policy Committee presented a policy revision to make the requirements for passwords more practical for regular use, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Password Policy is approved.

OFFERED BY: Mike Randall

SUPPORTED BY: Brian Steimel

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

B. Update and discussion of financial scenarios

Director Hoenig contacted YDL's three municipalities regarding the financial 2018-2019 proposed plan presented and discussed at the May 24, 2017 meeting.

- Kay and Lisa met with Ken Schwartz, Brenda McKinney, and Lynette Findley of Superior Township. They were receptive and interested. Superior Township will be gathering information and we will meet again in July.
- Lisa and Julianne met with Karen Lovejoy-Rowe and Brenda Stumbo at YDL. Again, they were receptive and interested. Township has no plans for millage in 2018.
- The Ride is planning a renewal millage in August 2018.
- Plans for meeting with City of Ypsilanti still to be determined.

NEW BUSINESS

A. Approval of revised 2017 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-15
June 28, 2017

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2017 AS CORRECTED

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and
Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,
Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:
The corrected 2017 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Willaims

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

B. Award of paving contract for Veteran's Drive and traffic circle

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-16
June 28, 2017

RESOLUTION TO AWARD THE CONTRACT FOR PHASE 1 OF THE PAVEMENT REPLACEMENT PLAN, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE CONTRACT, AND ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE PROJECT

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost or larger-scope building maintenance projects necessary from time to time, and
Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road and bids were accepted on Phase 1 of the plan, and
Whereas, the low bid from Best Asphalt was found to be complete and acceptable,

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:
The contract for Phase 1 of Pavement Renovations as described in the May 11, 2017, bid documents is awarded to
Best Asphalt; and

BE IT FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract; and

IT IS FURTHER RESOLVED that:

Up to \$119,000 from the Capital Asset Replacement Fund shall be allocated toward Phase 1 of Pavement Renovations as described in the bid documents.

OFFERED BY: Brian Steimel

SUPPORTED BY: Mike Randall

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

C. Trustee background presentation and Q & A with Brian Steimel.

Trustee Steimel briefly described his educational and professional background in theatre and current responsibilities at EMU library. Trustee Williams will present at the August regular board of trustees meeting.

TRUSTEE RESIGNATION

Trustee Mike Randall resigned from the YDL Board of Trustees with regret, as he is no longer eligible to serve due to moving out of the district.

Trustee Williams moved to accept Trustee Randall's resignation with regret. Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

Trustee Williams moved that Director Hoenig begin the process of filling the board vacancy by seeking applicants interested in this public service. Trustee Winborn supported this motion.

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

Nays: None

Motion passed.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	Absent
Jean	Asks if Mike's move is permanent or temporary.
Brian	Timing of appointing a replacement is a legal issue, no grace period to serve after moving out of the district.
Kay	You will be missed.
Kimberly	Absent
John	Important news, sorry to hear. Reminder about the 4 th of July YDL BBQ.
Mike	Unfortunately, I have to resign my board trustee position, as I am no longer eligible to serve due to moving out of the district. It has been a pleasure to serve and am thankful for the opportunity.
Lisa	Library Board can appoint a new trustee to serve until the next election. Board Trustee applicants will be solicited via posting.

Adjournment

Trustee Williams moved to adjourn at 7:35. Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 2017
General Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 6/30/2017
Assets:						
Cash: Checking	324,329	96,479	558,972	343,352	435,833	379,891
Savings	2,643,540	2,687,541	2,593,271	2,276,388	2,191,873	2,257,402
CD's	-	-	-	-	-	-
Stocks	23,549	39,893	-	-	28,584	28,584
Memorials	6,400	6,400	6,401	6,402	6,402	6,403
Operational Cash	356	356	356	356	356	356
Total Cash	2,998,174	2,830,669	3,159,000	2,626,498	2,663,048	2,672,636
Receivables & Other assets	29,785	39,881	49,271	37,821	17,384	16,698
Total Assets	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	2,689,334
Liabilities	490,554	314,330	804,393	425,334	334,400	100,565
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						5
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						1
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						-
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	674,111	428,362	447,178	294,835	658,408	736,990
Current YTD	(245,749)	18,815	(152,342)	(164,893)	78,582	242,735
Total Fund Balance	2,537,405	2,556,221	2,403,879	2,238,985	2,346,033	2,588,768
Total Liabilities & Fund Balance	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	2,689,334

Ypsilanti District Library
Period Ending 6/30/2017 (58.3% of Year)
General Fund

ACCT #	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	YTD 6/30/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,732,711	3,656,370	3,672,512	3,781,500	3,655,164	2,448,523	1,176,641	67.5%
Expenditures								
Dept 100 Administrative	1,788,056	1,828,042	1,944,424	1,781,039	1,908,089	1,068,468	841,393	55.9%
Dept 200 Michigan Ave.	500,988	492,553	493,186	536,933	554,452	304,216	235,929	56.3%
Dept 300 Outreach/bookmobile	70,001	68,968	81,693	77,977	84,654	65,291	19,118	77.4%
Dept 400 Outreach/Superior Township	166,268	169,585	152,911	152,313	154,689	89,869	46,812	65.8%
Dept 500 Whittaker Rd	1,114,841	1,157,673	1,080,790	1,084,812	1,124,872	629,115	494,122	56.0%
Dept 600 Donations	63,090	78,243	65,395	44,621	-	27,736	(27,736)	NA
Dept 700 Grants	10,821	13,647	19,007	25,595	-	21,092	(21,092)	
Total	3,714,065	3,808,712	3,837,406	3,703,288	3,826,756	2,205,788	1,588,545	58.1%
Net Revenue Over Expenditures	18,645	(152,342)	(164,893)	78,212	(171,592)	242,735		
Sale of Assets		-	-	349		-		
Fund balance - beginning of period	2,783,154	2,801,800	2,649,458	2,484,564	2,563,125	2,563,125		
Fund Balance - end of period	2,801,800	2,649,458	2,484,564	2,563,125	2,391,533	2,805,861		

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	598,454.74	583,575.23	581,433.92	598,098.11	602,510.00	491,320.22	81.5%
425.000	City of Ypsilanti Tax Levy	555,550.45	531,190.28	540,084.92	541,454.64	523,682.00	91,104.72	17.4%
440.000	Ypsilanti Township Tax Levy	2,169,739.75	2,101,347.40	2,117,703.51	2,135,456.57	2,145,960.00	1,698,121.18	79.1%
425.075	PPT Reimbursement	-	-	-	60,411.59	30,000.00	-	0.0%
443.000	State Aid Direct	20,677.78	24,230.06	24,195.70	26,949.28	25,000.00	26,949.28	107.8%
447.000	State Aid Indirect	20,730.56	24,673.64	24,662.52	27,309.06	25,000.00	-	0.0%
448.000	State Aide Supplemental	-	-	-	-	-	-	NA
657.000	Fines/Misc.	86,436.22	96,648.22	84,786.06	81,897.24	85,000.00	44,594.35	52.5%
657.100	Smart Cards - Printing & Copies	37,426.43	42,914.93	43,954.71	44,808.22	43,000.00	25,719.43	59.8%
657.600	Guest Pass	5,291.20	3,757.70	2,777.15	3,110.00	3,200.00	1,260.00	39.4%
661.000	Penal Fines County	130,046.40	118,392.02	138,457.71	140,886.41	145,000.00	-	0.0%
662.000	Coffee shop rent	4,200.00	4,200.00	4,200.00	3,850.00	5,500.00	3,000.00	54.5%
662.100	Community room rentals	2,550.00	2,000.00	2,150.00	625.00	2,000.00	1,350.00	67.5%
679.000	Donations/Misc.	4,213.43	3,547.32	1,923.49	2,107.87	1,500.00	2,175.22	145.0%
681.080	Donations/Memorials	-	-	435.00	-	1,000.00	-	0.0%
683.100	Trustee Party Revenue				3,421.00			NA
687.000	Interest/Checking	794.04	986.84	911.29	1,137.39	800.00	693.68	86.7%
687.010	Interest/Savings	7,161.38	6,675.44	5,793.17	5,026.14	4,000.00	2,886.40	72.2%
687.020	Interest/CD's	-	-	-	-	-	-	NA
687.060	Interest/Yoder	60.81	10.55	7.95	10.64	10.00	5.27	52.7%
687.070	Interest/Yates Memorial	0.68	0.67	0.67	0.67	2.00	0.51	25.5%
689.000	American Century Value Change	5,128.87	-	-	-	-	-	NA
689.000	Dividends-MML	6,882.00	7,441.00	7,169.00	6,646.00	6,500.00	6,050.00	93.1%
690.000	Dividends-Endowment		2,121.45	4,197.89	5,210.28	5,500.00	5,815.85	105.7%
Total Revenue		3,655,344.74	3,553,712.75	3,584,844.66	3,688,416.11	3,655,164.00	2,401,046.11	65.7%
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	599,555.39	618,927.96	643,204.88	614,285.23	602,849.00	357,562.49	59.3%
702.050	Board Stipend	-	-	-	-			NA
702.100	Professional/Accounting	6,100.00	5,920.00	6,000.00	5,700.00	7,500.00	2,560.00	34.1%
702.150	Bank Fees	2,192.51	2,716.73	2,806.41	3,288.99	2,888.00	2,035.05	70.5%
702.180	Reversed Receivables			7,259.60	-			NA
702.900	Salary/Subs	6,415.27	9,830.36	6,935.11	8,274.41	10,000.00	9,885.69	98.9%
705.000	Employee Recognition Awards	482.25	-	-	375.16	750.00	518.48	69.1%

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
710.000	Paychex Payroll Service	3,810.26	5,202.42	5,456.17	5,947.70	6,400.00	4,115.71	64.3%
715.000	Employer Payroll Tax	140,540.69	139,100.15	143,619.05	142,801.97	149,546.40	84,834.67	56.7%
715.100	ACA Taxes Paid by employer	-	10,786.58	10,880.07	238.39	-		NA
718.000	MERS Defined Contribution	84,371.95	80,540.10	86,097.49	83,164.64	94,917.00	45,706.84	48.2%
719.000	FSA Admin Fee					2,000.00		0.0%
727.000	Office Supplies	22,179.96	29,865.78	30,307.16	30,036.75	29,000.00	17,517.89	60.4%
727.200	Supplies-Facility	21,802.83	28,552.22	22,917.37	20,211.00	23,000.00	10,209.42	44.4%
752.000	MML/Building Insurance	50,557.00	52,486.00	53,670.00	55,342.00	57,002.26	57,613.00	101.1%
753.000	MML/Workers Comp	6,688.00	6,585.00	9,687.00	10,557.00	10,900.00	4,429.00	40.6%
754.000	Health Insurance	341,769.79	348,934.06	377,702.35	328,847.22	350,948.00	205,320.58	58.5%
756.000	Delta Dental	35,208.25	38,405.57	38,221.95	39,679.47	39,719.88	23,370.22	58.8%
757.000	Employee Assistance Program	742.00	356.40	871.20	931.92	1,100.00	475.20	43.2%
758.000	Life Insurance	3,109.60	3,419.20	4,098.50	4,187.40	4,650.00	2,850.12	61.3%
759.000	Vision Service Plan	11,266.73	9,784.04	9,672.10	8,522.08	8,601.36	4,966.98	57.7%
762.000	STD/LTD (Disability Insurance)	9,517.99	9,411.05	9,222.06	9,333.35	10,200.00	6,420.93	63.0%
769.000	Printing & Publishing	7,008.55	10,897.28	6,183.73	7,020.81	7,000.00	1,126.00	16.1%
769.050	Classified Advertising	-	-	-	10.14	400.00		0.0%
774.000	Data Bases	34,399.85	34,343.00	34,668.15	38,433.35	45,000.00	32,649.90	72.6%
774.050	Ebooks/Eaudio	10,500.00	12,860.75	16,093.36	19,997.30	17,000.00	3,067.18	18.0%
774.100	System Wide DVDs	-	-	4,883.98	7,214.64	9,000.00	4,443.45	49.4%
774.990	All Materials Processing	-	-	25,311.03	26,923.11	26,000.00	13,093.91	50.4%
801.000	Major Events	4,789.44	9,556.72	6,089.82	7,430.83	10,000.00	4,825.28	48.3%
801.500	Learning Never Gets Old				1,425.81	2,000.00	892.32	44.6%
802.000	Mileage/Travel Reimbursement	1,805.14	2,971.82	858.23	1,587.94	2,000.00	1,813.40	90.7%
804.000	Workshops/Training	1,188.00	1,713.02	1,327.25	1,190.48	3,500.00	1,914.40	54.7%
805.000	Memberships & Dues	5,397.50	4,699.26	4,943.50	4,902.14	5,000.00	3,958.57	79.2%
810.000	Capital Outlay - Buildings	9,318.95	3,364.14	8,814.00	525.00	5,000.00		0.0%
810.100	Capital Outlay - Improvements	-	-	32,063.00	-	15,810.00	13,188.82	83.4%
812.000	Capital Outlay - Furnishings	5,000.00	465.09	393.85	7,126.88	9,000.00		0.0%
850.000	Automation - Technology	231,487.39	214,345.94	226,119.41	192,107.64	160,000.00	39,955.85	25.0%
850.100	Telecommunications				118.44	15,000.00	(3,020.62)	-20.1%
850.200	SirsiDynix					50,000.00	48,211.57	96.4%
890.000	The Library Network	3,885.95	15,227.31	14,278.98	2,796.00	3,000.00		0.0%
928.000	Postage	8,789.72	10,823.79	10,484.54	10,265.12	11,000.00	3,572.75	32.5%
965.000	Auditing Service	11,050.00	11,050.00	11,400.00	11,800.00	7,125.00	7,125.00	100.0%

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
975.000	Legal	5,774.00	5,503.30	15,602.20	5,875.00	6,000.00	692.50	11.5%
980.000	Professional/Contractual	33,941.02	33,334.85	24,087.81	42,815.65	41,182.00	27,553.37	66.9%
980.500	Rebranding Costs					22,500.00	14,221.11	63.2%
981.100	Library Director Search expense	-	-	2,244.47	-	-		NA
981.500	Lost Book Expense	1,651.78	24,480.23	14,027.60	13,195.05	12,500.00	6,438.44	51.5%
982.000	MTT Charge Back City	4,929.69	4,613.90	11,242.58	1,418.33	4,500.00	1,055.68	23.5%
983.000	MTT Charge Back TWP	31,728.50	26,162.74	4,677.94	4,991.06	5,600.00	1,297.25	23.2%
983.100	MTT Charge Back-Superior Twp	422.52	805.57	-	143.10	1,000.00		0.0%
984.050	Contributions/Endowment	28,677.56	-	-	-			NA
Total		1,788,056.03	1,828,042.33	1,944,423.90	1,781,038.50	1,908,088.90	1,068,468.40	56.0%
Dept 200 Michigan Ave.								
702.000	Salaries	343,493.77	324,243.68	344,894.22	386,898.99	392,616.00	222,231.90	56.6%
702.800	Salaries-Pages	6,565.60	7,530.56	7,467.76	6,881.93	6,825.00	3,677.72	53.9%
771.000	Adult Books & Processing	28,681.78	31,909.25	31,040.31	31,469.39	32,000.00	14,843.91	46.4%
772.000	Youth Books & Processing	15,574.15	18,946.64	17,943.21	19,258.16	19,000.00	9,789.17	51.5%
772.055	Yates Memorial Books							NA
776.000	Periodicals - Adult	3,929.21	4,650.66	4,021.27	4,385.25	4,000.00	3,700.78	92.5%
776.050	Periodicals - Youth	719.00	350.70	304.95	248.31	300.00	172.35	57.5%
778.000	Adult Audio/Visual	12,223.29	14,089.64	13,030.69	12,221.78	14,000.00	5,529.17	39.5%
779.000	Youth Audio/Visual	6,492.30	7,309.45	5,555.34	4,517.07	6,000.00	2,614.85	43.6%
810.000	Capital Outlay - Buildings							
812.000	Capital Outlay - Furnishings				4,431.30	4,000.00	1712.00	16.6%
840.000	Repair & Maintenance - Building	25,535.01	19,612.61	24,991.35	24,277.93	10,000.00	1,866.29	18.7%
840.025	Campbell Maint Contract					17,761.00	13,320.75	75.0%
840.050	Snow Removal/ Lawn Care	8,249.32	13,534.39	11,998.00	10,140.95	12,000.00	7,253.20	60.4%
900.000	Programs-Adult	1,199.72	1,219.69	1,165.35	938.82	1,200.00	1,103.44	92.0%
901.000	Programs-Youth	1,215.20	1,215.20	1,058.44	1,495.30	1,200.00	577.63	48.1%
940.000	Phone	1,551.58	1,960.59	3,563.75	2,882.35	4,600.00	2,576.85	56.0%
943.000	DTE - Fuel	4,414.17	5,737.95	6,042.85	4,295.74	6,000.00	4,091.29	68.2%
947.000	DTE - Electric	18,483.58	16,262.16	14,242.50	14,888.34	16,000.00	7,300.84	45.6%
980.000	Professional Contractual (Security)	19,236.00	19,656.00					NA
949.000	Ypsilanti Comm Utilities Auth	3,424.24	4,324.31	5,866.47	7,701.07	6,950.00	1,853.51	26.7%
Total		500,987.92	492,553.48	493,186.46	536,932.68	554,452.00	304,215.65	54.9%
Dept 300 Outreach/bookmobile								

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
702.000	Salaries	52,822.05	51,468.05	63,898.51	68,040.77	68,979.00	40,652.71	58.9%
775.000	Library Materials	4,785.89	5,370.64	4,910.53	4,840.68	5,000.00	2,371.49	47.4%
840.000	Repair & Maintenance	6,268.64	4,714.34	7,878.65	1,011.86	6,500.00	20,194.44	310.7%
901.000	Programs - Youth	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	-		NA
943.000	Fuel	6,124.72	7,414.85	5,005.67	4,083.29	4,175.00	2,072.74	49.6%
Total		70,001.30	68,967.88	81,693.36	77,976.60	84,654.00	65,291.38	77.1%
Dept 400 Outreach/Superior Township								
702.000	Salaries	154,054.75	155,710.24	139,916.37	139,263.56	140,614.00	82,377.15	58.6%
775.000	Library Materials	6,852.48	8,010.72	7,261.02	7,535.09	7,700.00	3,705.25	48.1%
840.000	Repair & Maintenance	703.70	800.54	1,339.79	1,394.14	1,000.00	673.50	67.4%
840.050	Snow Removal & Lawn Care	1,061.84	1,350.16	980.16	980.16	1,200.00	490.08	40.8%
900.000	Programs - adult	400.00	507.15	85.44	517.92	500.00	238.51	47.7%
901.000	Programs - Youth	400.00	415.63	368.05	371.41	500.00	672.75	134.6%
940.000	Phone	758.13	861.67	1,210.67	552.15	1,250.00	644.22	51.5%
943.000	DTE - Fuel	922.69	964.93	823.52	655.31	950.00	575.77	60.6%
947.000	DTE - Electric	1,051.91	896.48	853.26	977.56	900.00	449.39	49.9%
949.000	Ypsilanti Comm Utilities Auth	62.36	67.94	72.61	66.13	75.00	42.70	56.9%
Total		166,267.86	169,585.46	152,910.89	152,313.43	154,689.00	89,869.32	58.1%
DEPT 500 WHITTAKER RD								
702.000	Salaries	687,403.84	685,256.17	675,540.32	691,546.62	693,288.00	406,218.08	58.6%
702.800	Salaries-Pages	36,343.03	35,126.71	33,889.58	32,316.80	39,690.00	20,363.34	51.3%
771.000	Adult Books & Processing	60,804.11	71,982.67	68,623.73	69,598.87	70,000.00	33,126.05	47.3%
771.050	Yoder Memorial	50.95	-	-	-	-	-	NA
772.000	Youth Books & Processing	30,878.66	38,321.16	34,222.08	32,963.64	36,000.00	15,688.24	43.6%
776.000	Periodicals - Adult	6,025.39	6,086.61	6,257.96	3,798.56	5,000.00	4,967.39	99.3%
776.050	Periodicals - Youth	1,200.00	936.65	911.20	699.92	915.00	847.92	92.7%
778.000	Adult Audio/Visual	27,095.67	35,957.11	25,900.01	26,755.61	26,000.00	13,634.97	52.4%
779.000	Youth Audio/Visual	12,602.73	15,805.72	13,168.93	11,622.47	10,000.00	4,010.04	40.1%
840.000	Repair & Maintenance - Building	69,201.07	73,342.46	52,725.76	51,891.72	17,000.00	8,896.48	52.3%
840.025	Campbell Maint Contract					42,979.00	32,234.25	75.0%
840.050	Snow Removal/Lawn Care	16,340.30	28,839.46	24,340.00	19,843.78	26,000.00	13,656.40	52.5%
900.000	Programs - Adult	3,931.17	3,820.25	2,991.36	3,183.25	4,000.00	1,415.11	35.4%
901.000	Programs - Youth	5,084.36	4,999.37	4,606.83	5,284.31	5,000.00	2,328.29	46.6%

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
903.000	Equipment Maintenance	-	1,414.79	1,134.75	1,119.16	1,500.00	-	0.0%
940.000	Phone	8,161.75	8,082.68	6,676.26	5,290.78	8,500.00	4,974.52	58.5%
943.000	DTE - Fuel	30,863.90	35,019.03	32,975.30	25,436.79	35,000.00	19,485.63	55.7%
947.000	DTE - Electric	114,013.17	108,632.71	93,198.24	99,973.15	100,000.00	45,550.96	45.6%
949.000	Ypsilanti Comm Utilities Auth	4,840.77	4,049.57	3,627.25	3,486.22	4,000.00	1,717.20	42.9%
980.000	Professional/Contractual	-	-	-	-	-		NA
Total		1,114,840.87	1,157,673.12	1,080,789.56	1,084,811.65	1,124,872.00	629,114.87	55.9%
Dept 600 Donations								
Revenue:								
610.010	Ticket Sales Special Events			154.00				
681.000	Donations/Earmarked							NA
681.000	Donations-earmarked	5,400.00	7,392.00	10,829.00	2,470.00		1,800.00	NA
681.025	Dollars for DVDs		433.31	50.00	-			
681.050	Arts/Cultural Program	9,052.58	13,366.01	835.00	2,500.00		3,900.00	
681.075	Donations Designated Solar PWR MI AVE		14,500.00					
681.080	Donations/Memorials	1,375.00	175.00	487.00	6,076.00		(193.16)	
681.100	Trustee Party Revenue		5,710.00	8,567.02	-			
683.499	Annual Appeal Designated				4,862.00		4,432.00	
683.600	Friends of Library -- designated gift	50,663.30	48,590.76	46,315.58	43,409.64		11,858.39	
683.700	Teen Zone Whittaker			1,000.00	-			
683.800	Superior Library Designated	-	40.00	450.00	152.00		239.00	NA
Total Donated revenue		66,490.88	90,207.08	68,687.60	59,469.64		22,036.23	NA
Expenditures:								
815.100	Friends expenditures--Special items	48,400.05	48,592.27	46,449.44	38,866.31		17,211.37	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	2,214.17		345.54	NA
683.701	Teen Zone Whittaker exp		4,050.00	450.00				
801.000	Major Events		100.00	(300.00)				
771.000	Adults Books & Processing		452.17	457.55	490.03			NA
771.060	Adults Books Memorials	19.08	29.95	177.83			5,929.50	
774.050	Ebooks/Audio							
775.000	Library Materials (Designated)		199.46					
781.050	Arts and Cultural Programs expense	10,404.57	13,277.81	862.01	2,150.00		4,250.00	NA
905.000	MI Ave Solar Project		7,250.00	7,250.00				NA
Total		63,089.97	78,242.61	65,394.81	44,620.51		27,736.41	NA
Dept 700 Grants								
Revenue								
500.600	Grant State of Michigan	2,500.00	3,900.00	2,680.00	3,130.00		5,626.00	
500.700	NEH Grant Revenue				1,000.00			
507.400	MCLS Grant				690.00			

**Ypsilanti District Library
General Fund
Period Ending 6/30/17
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 6/30/17 ACTUAL	YTD AS A % OF BUDGET
507.500	Kiwanis	1,225.00	1,600.00	1,612.00	1,600.00			NA
507.600	State of Michigan	4,400.00	3,950.00	5,650.00	6,981.00		640.00	
507.902	ALA NEH Lat Amer	750.00		3,000.00	1,683.00			
507.904	NEH Heritage Grant				9,821.86		12,175.00	
507.906	A2 Comm Foundation Grant						3,000.00	
681.000	Grants designated				4,050.00			
812.600	Prime Time Grant			4,038.00	4,658.35		3,000.00	
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	-		1,000.00	NA
	Total Revenue	10,875.00	12,450.00	18,980.00	33,614.21		25,441.00	NA
Expenditures								
681.300	Farm & Garden Grant Exp				977.46			
681.400	Ezra Jck Keats Exp						500.00	
771.800	DAY Grant Expense	745.81						
772.025	ALA Books for Teens (YALSA)	203.24	625.12	939.55				
772.300	ALA Discover Tech			107.15	849.93			
772.301	ALA DIA turns 20				2,054.37			
775.400	MLCS Grant expense				554.87		58.58	
775.500	Kiwanis Grant Crossroad	400.00	1,600.25	1,346.02	1,643.85		810.60	
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	3,203.73			
775.904	MHC Heritage Grant				1,773.50		13,640.59	
777.600	MACACA Grant Ypsi Song Fest	5,250.00	5,250.00	5,640.81	8,096.00			NA
781.000	NEH Grant Expenditures (YALSA)	997.32	1,000.00	63.12			333.00	
781.050	Arts & Cultural Program expense						324.00	
785.000	ALA Eisner Grant		2,171.55	(185.66)				
812.500	Grant-NEH		1,000.00		1,400.00			
812.601	Prime Time Grant			7,530.09	2,348.05			
813.100	Lets Learn Together Outside						2,223.02	
813.000	ALA Grant-NEH Latino Amer				2,692.88		210.40	
905.100	YACF-Early Lit Outreach						1,115.62	
906.100	AACF Youth Studio						1,876.15	
	Total cost	10,821.37	13,647.02	19,006.74	25,594.64		21,091.96	NA
Total	Net -- restricted for future	53.63	(1,197.02)	(26.74)	8,019.57		4,349.04	NA
IMPROVEMENTS								
685.000	Sale of assets	170.00			349.26			NA
Total		170.00	-	-	349.26		-	NA
Total Revenue		3,732,710.62	3,656,369.83	3,672,512.26	3,781,499.96	3,655,164.00	2,448,523.34	
Total Expenditures		3,713,895.32	3,808,711.90	3,837,405.72	3,703,288.01	3,826,755.90	2,205,787.99	58.1%
Net Revenue Over Expenditures		18,815.30	(152,342.07)	(164,893.46)	78,211.95	(171,591.90)	242,735.35	
Fund Balance Beginning of Year		2,783,154.40	2,801,969.70	2,649,627.63	2,484,734.17	2,563,295.38	2,563,295.38	
Ending Fund Balance		2,801,969.70	2,649,627.63	2,484,734.17	2,563,295.38	2,391,703.48	2,806,030.73	

**Ypsilanti District Library
Balance Sheet
June 30, 2017
Debt Service Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 6/30/2017
Assets:						
Cash	1,025,299	1,131,102	856,860	1,225,052	1,232,141	238,105
Receivables	401,894	326,861	602,228	265,327	228,588	114,717
Total Assets	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	352,821
Liabilities	38,882	47,773	58,557	58,413	26,102	26,102
Fund Balance						
Designated: MTT Settlement	-	21,300	14,000	15,000	15,000	9,500
Unreserved	1,388,311	1,388,890	1,386,531	1,416,966	1,419,627	317,219
Total Liabilities & Fund Balance	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	352,821

Ypsilanti District Library
Debt Service Fund
Period Ending 6/30/2017 (58.3% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	BUDGET 16--17**	YTD 6/30/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	277,087	260,105	274,779	282,263	269,995	265,972	43,215	222,757	16.2%
440.000	Ypsilanti Township Tax Levy	1,078,823	1,066,288	1,011,034	1,036,502	1,011,752	1,025,221	81,787	943,434	8.0%
688.000	Interest	1,529	1,417	286	192	489	500	514	(14)	102.8%
425.075	PPT Reimbursement					6,480	5,000			
Total		1,357,440	1,327,810	1,286,099	1,318,957	1,288,715	1,296,693	125,516	1,166,177	9.7%
Expenditures										
702.150	Bank Fees	243	225	263	300	300	500	150	350	30.0%
980.000	Professional/Contractual	400	400	-	900	1,000	1,000	-		
991.000	Debt Retirement Principal	950,000	990,000	1,030,000	1,070,000	1,115,000	1,160,000	1,160,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	4,086	4,521	789	4,292	470	7,000	261	6,739	3.7%
983.000	MTT Chargeback-Ypsilanti Towns	11,827	17,586	11,906	1,230	2,184	2,500	613	1,887	24.5%
995.000	Debt Retirement Interest	332,000	293,200	252,800	210,800	167,100	121,600	72,400	49,200	59.5%
TOTAL		1,298,556	1,305,932	1,295,757	1,287,522	1,286,055	1,292,600	1,233,423	58,177	92.9%
Total Revenue Over Expenditures		58,884	21,877	(9,659)	31,435	2,661	4,093	(1,107,907)	1,107,907	
Beginning Fund Balance		1,326,768	1,385,652	1,407,529	1,397,870	1,429,305	1,431,966	1,431,966	1,407,529	
Ending Fund Balance		1,385,652	1,407,529	1,397,870	1,429,305	1,431,966	1,436,059	324,059	2,515,436	

**Ypsilanti District Library
Balance Sheet
June 30, 2017
Capital Asset Replacement Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 6/30/2017
Assets:						
Cash	900,000	900,000	900,000	611,746	594,787	556,543
Total Assets	900,000	900,000	900,000	611,746	594,787	556,543
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	611,746	594,787	556,543
Total Liabilities & Fund Balance	900,000	900,000	900,000	611,746	594,787	556,543

BANK OF ANN ARBOR Check Register, 6-1-2017 to 6-30-2017

68540	06/09/2017	Printed	IMP	4IMPRINT, INC	ear buds-adult summer rd 2017	425.39
68541	06/09/2017	Printed	0000000025	AFLAC	#11 & #12 pay period	301.24
68542	06/09/2017	Printed	AADE	ANN ARBOR DENTAL SPECIALISTS	Ashlyn Jessee/account #90240	600.00
68543	06/09/2017	Printed	ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	8/15/17 science festival MA	459.60
68544	06/09/2017	Printed	0000000393	AUDIO EDITIONS	once in a great city	8.00
68545	06/09/2017	Printed	BKTY	BAKER & TAYLOR	statement 5/31/17	178.57
68546	06/09/2017	Printed	BTE	BAKER & TAYLOR ENTERTAINMENT	statement 5/31/17	2,912.07
68547	06/09/2017	Printed	BAKTAY	BAKER & TAYLOR, INC.	statement 5/31/17	184.15
68548	06/09/2017	Printed	B55553	BAKER & TAYLOR, INC. 405555	statement 5/31/17	85.50
68549	06/09/2017	Printed	0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/17	2,855.69
68550	06/09/2017	Printed	0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/17	3,299.80
68551	06/09/2017	Printed	0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/17	2,473.48
68552	06/09/2017	Printed	0000573139	BAKER & TAYLOR, INC. 573139	statement 5/31/17	2,128.52
68553	06/09/2017	Printed	0000573766	BAKER & TAYLOR, INC. 573766	statement 5/31/17	2,096.03
68554	06/09/2017	Printed	BAA	BANK OF ANN ARBOR	closing 5/31/17 #4125	1,238.32
68555	06/09/2017	Printed	BAA	BANK OF ANN ARBOR	closing 5/31/17 #5906	72.58
68556	06/09/2017	Printed	BAA	BANK OF ANN ARBOR	closing 5/31/17 #6854	1,411.89
68557	06/09/2017	Printed	BIEN	LAURA BIEN	may 2015 service	270.00
68558	06/09/2017	Printed	BA	BLACKSTONE AUDIOBOOKS	the fix	179.25
68559	06/09/2017	Printed	CN	CALIFORNIA NEWSREEL	dirt and deeds	105.90
68560	06/09/2017	Printed	CAVSQ	CAVENDISH SQUARE PUBLISHING	austria/belgium/bolivia	659.00
68561	06/09/2017	Printed	0000000567	CENTER POINT PUBLISHING	the wide circumference	399.06
68562	06/09/2017	Printed	0000000037	CONGDON'S ACE HARDWARE	closing 5/31/17	23.55
68563	06/09/2017	Printed	CRCO	CREATURE CONSERVANCY	7/29/17 event Mich Ave	351.00
68564	06/09/2017	Printed	HGDJ	HENRY G. DAVIS JR.	7/7/17-Funk Opus band-1st frid	650.00
68565	06/09/2017	Printed	0000000027	DELTA DENTAL PLAN OF MICHIGAN	6/1-6/30/17 coverage	3,312.00
68566	06/09/2017	Printed	0000000039	DEMCO, INC.	key dock	298.28
68567	06/09/2017	Printed	DBA	DICK BLICK	outreach-friends summer spl	78.81
68568	06/09/2017	Printed	DTE ENERGY	DTE ENERGY	street light 5/1-5/31/17	33.02
68569	06/09/2017	Printed	DTE ENERGY	DTE ENERGY	whit 4/25-5/23/17 elec/fuel	10,715.46
68570	06/09/2017	Printed	DTE ENERGY	DTE ENERGY	MA 4/29-5/30/17 elec/fuel	1,568.28
68571	06/09/2017	Printed	FFE	FAMILY FRIENDLY ENTERTAINMENT	coney day rentals	1,030.00
68572	06/09/2017	Printed	FIND	FINDAWAY WORLD, LLC	the dark prophecy	63.74
68573	06/09/2017	Printed	FSCS	FOSTER,SWIFT,COLLINS&SMITH, PC	may 2017 service	38.00
68574	06/09/2017	Printed	GSP	GARETH STEVENS PUBLISHING	chemistry is explosive	311.20
68575	06/09/2017	Printed	KAUF	ARON KAUFMAN	7/11/17-get creative	150.00
68576	06/09/2017	Printed	LSNC	LESLIE SCIENCE & NATURE CENTER	7/19/17 reptiles-library lab	230.00
68577	06/09/2017	Printed	LIBRARY DE	LIBRARY DESIGN ASSOCIATES	MA-computer chair	1,048.00
68578	06/09/2017	Printed	0000000051	THE LIBRARY NETWORK	zinio acces fee 5/1/17-4/30/18	6,236.39
68579	06/09/2017	Printed	MBC	MATTHEW BENDER & CO., INC.	MI pen & veh sprg	68.08
68580	06/09/2017	Printed	MBM	MBM TECHNOLOGY SOLUTIONS	MA 4/29-5/28/17 service	1,451.28
68581	06/09/2017	Printed	AFSCME	MICHIGAN AFSCME	deducted 6/1/17	878.20
68582	06/09/2017	Printed	MSUL	MICHIGAN STATE UNIVERSITY	lost-ILL fashion patter makin	200.00
68583	06/09/2017	Printed	MWP	MICHIGAN WEB PRESS	5,000- The Loop 6/2017	558.45
68584	06/09/2017	Printed	MIDWESTTAP	MIDWEST TAPE	95051756/95032773/95010096	1,130.64
68585	06/09/2017	Printed	MIDWESTTAP	MIDWEST TAPE	hoopla may 2017	2,459.97
68586	06/09/2017	Printed	HONE	HOLLY NEAL	LNGO program 6/20/17	100.00
68587	06/09/2017	Printed	OCLC	OCLC INC.	5/31/17 invoice	420.84
68588	06/09/2017	Printed	PRH	PENGUIN RANDOM HOUSE LLC	1082421104/1182034395	153.75
68589	06/09/2017	Printed	BP	BRADLEY PERKINS	history video project 5/16/17	189.00
68590	06/09/2017	Printed	PP	PROGRESSIVE PRINTING	4000 summer reading logs	1,658.00
68591	06/09/2017	Printed	QM	Q+M	design AP Marshall materials	6,350.00
68593	06/09/2017	Printed	RTDL	REDFORD TOWNSHIP	interv pan-Garrett Hungerford	40.00
68594	06/09/2017	Printed	SAWA	SAWA BOOKS	booksellers murder	133.97
ANN ARBOR Checks						
68595	06/09/2017	Printed	MATSIE	MATTHEW SIEGFRIED	AP Marshall 2017	780.00
68596	06/09/2017	Printed	SBT	SIGNS BY TOMORROW	afr amer oralhistory project	177.05
68597	06/09/2017	Printed	SMART OFFI	SMART OFFICE SOLUTIONS, LLC	6 boxes copy paper	209.88
68598	06/09/2017	Printed	STAPAD	STAPLES ADVANTAGE	whit/grant/LNGO/supplies	677.69

BANK OF ANN ARBOR Check Register, 6-1-2017 to 6-30-2017

68599	06/09/2017	Printed	INTERN	SUMMER INTERN	yalsa teen intern	111.00
68600	06/09/2017	Printed	INTERN	SUMMER INTERN	yalsa teen intern	111.00
68601	06/09/2017	Printed	INTERN	SUMMER INTERN	yalsa teen intern	111.00
68602	06/09/2017	Printed	TDSM	TDS	5/22-6/21/17 service	1,196.07
68603	06/09/2017	Printed	TEILA	TEI LANDMARK AUDIO	\$2.00 A DAY	22.49
68604	06/09/2017	Printed	ROC	THE ROCKET	carnival candy-outreach	25.44
68605	06/09/2017	Printed	GDT	GINA DANENE THOMPSON	HIP HOP WORKSHOP 7/7/17	60.00
68606	06/09/2017	Printed	VGK	VGKIDS	new logo t-shirts 2017	846.90
68607	06/09/2017	Printed	WCCB	WASHTENAW COMMUNITY	#2 of 2-coney day 6/17/17 perf	100.00
68608	06/09/2017	Printed	WEMU	WEMU	AP Marshall broadcast	1,000.00
68609	06/09/2017	Printed	WSPH	WEST STAR PLUMBING & HEATING	superior renovation	520.00
68610	06/09/2017	Printed	XTR	XTREME PLAY N GO, LLC	#2 of 2-coney dat bounce/cotto	469.11
68611	06/09/2017	Printed	0000000021	Y C U A	whit 4/21-5/22/17 service	594.13
68612	06/20/2017	Printed	A15	BP PRODUCTS OF NORTH AMERICA	statement 6/6/17	339.79
68613	06/20/2017	Printed	GORDON	GORDON FOOD SERVICE, INC.	MA-LLTO	237.69
68614	06/20/2017	Printed	HOME	HOME DEPOT CREDIT SERVICES	6/13/17 statement	446.55
68615	06/20/2017	Printed	LTR	LIVONIA TENT RENTALS	6/17/17 coney day	350.00
68616	06/20/2017	Printed	QM	Q+M	retractable banner	275.00
68617	06/20/2017	Printed	JRS	JONATHON SUTHERLAND	Yr 1 payment- evaluation servi	5,850.00
68618	06/20/2017	Printed	VERIZON	VERIZON WIRELESS	5/10-6/9/17 billing	555.71
68619	06/20/2017	Printed	A4	WASTE MANAGEMENT OF MICHIGAN	whit-june 2017 service	407.63
68620	06/29/2017	Printed	APC	ABDO PUBLISHING COMPANY	chimpances bonobos	231.74
68621	06/29/2017	Printed	ADT	ADT SECURITY SERVICES, INC	superior 7/1-9/30/17 coverage	146.88
68622	06/29/2017	Printed	0000000025	AFLAC	due 6/2/17	301.24
68623	06/29/2017	Printed	AK	AK LAWN CARE	3 of 8 installments	535.00
68625	06/29/2017	Printed	AES	ALLIED EAGLE SUPPLY CO	multifold towel	1,125.78
68626	06/29/2017	Printed	BENCH	BENCHMARK DESIGN STUDIO	Summ Rd banners 2017	300.00
68627	06/29/2017	Printed	BCN	BLUE CARE NETWORK OF MI	7/1-7/31/17 coverage	36,080.19
68628	06/29/2017	Printed	CAMPINC	CAMPBELL, INC	6/1-9/1/17 whitt	15,185.00
68629	06/29/2017	Printed	STECAR	STEFAN CARR	7/14/17 music workshop	50.00
68630	06/29/2017	Printed	PSYCAS	PSYCHE CASTRO	t-shirts	28.51
68631	06/29/2017	Printed	0000000567	CENTER POINT PUBLISHING	a separation	399.06
68632	06/29/2017	Printed	CTS	CHARTER TOWNSHIP OF SUPERIOR	may 2017 elec/fuel	82.50
68633	06/29/2017	Printed	CTS	CHARTER TOWNSHIP OF SUPERIOR	may 2017 grounds	81.68
68634	06/29/2017	Printed	JOY	JOY CICHEWICZ	LLTO grant expenses	333.93
68635	06/29/2017	Printed	CIT	CIT TECHNOLOGY FIN SERV INC.	6/29/17 detail	1,530.10
68636	06/29/2017	Printed	0000000183	CUMMINS BRIDGEWAY, LLC	bkm oil change	187.90
68637	06/29/2017	Printed	JESSCUN	JESSICA CUNHA	7/28/17 capoeira workshop	100.00
68638	06/29/2017	Printed	0000000027	DELTA DENTAL PLAN OF MICHIGAN	7/1-7/31/17 coverage	3,226.90
68639	06/29/2017	Printed	FIND	FINDAWAY WORLD, LLC	once and for all	63.74
68640	06/29/2017	Printed	GORDON	GORDON FOOD SERVICE, INC.	youth supplies	21.98
68641	06/29/2017	Printed	LIKA	LIDIA KAKU	spanish story art 7/2/17	50.00
68642	06/29/2017	Printed	0000000051	THE LIBRARY NETWORK	consuner rpts 7/1/17-6/30/18	2,620.00
68643	06/29/2017	Printed	LOMDHAL	LIBRARY OF MICHIGAN	Pitcher 9/26/17 Teen wksp	25.00
68644	06/29/2017	Printed	LSC	LIGHTING SUPPLY CO.	instatn start bulbs	55.35
68645	06/29/2017	Printed	LINC_NAT	LINCOLN NATIONAL LIFE	7/1-7/31/17 coverage	1,095.93
68646	06/29/2017	Printed	MAIL	MAILFINANCE	4/14-7/13/17 lease payment	237.00
68647	06/29/2017	Printed	MET	METCOM INC.	20,000 patron library cards	3,989.56
68648	06/29/2017	Printed	MISCCE	MICHIGAN SCIENCE CENTER	7/25/17 workshop	150.00
68649	06/29/2017	Printed	MWP	MICHIGAN WEB PRESS	2,000 - the loop	400.00
ANN ARBOR Checks						
68650	06/29/2017	Printed	MIDWESTTAP	MIDWEST TAPE	tupac/we were soldiers	524.54
68651	06/29/2017	Printed	HONE	HOLLY NEAL	LNGO 7/27/17	100.00
68652	06/29/2017	Printed	OV	OVERDRIVE, INC.	exit west/the fix	564.36
68653	06/29/2017	Printed	PCL	PARCHMENT COMMUNITY LIBRARY	lost-ILL surviving grief	15.95
68654	06/29/2017	Printed	PATR	PATRON ACCOUNT	return-graet american bestsell	61.95
68655	06/29/2017	Printed	PRH	PENGUIN RANDOM HOUSE LLC	walk in the woods	254.00
68656	06/29/2017	Printed	PINTER	PINTER'S FLOWERLAND INC.	primrose-volunteer recognition	15.00
68657	06/29/2017	Printed	0000000318	PRINTING SYSTEMS	checks 68700-69799	176.91
68658	06/29/2017	Printed	PP	PROGRESSIVE PRINTING	6,000 business cards-new logo	183.00

BANK OF ANN ARBOR Check Register, 6-1-2017 to 6-30-2017

68659	06/29/2017	Printed	SARA	SAKINAN RAHMAN	LLTO programs	125.00
68660	06/29/2017	Printed	ZARA	ZAKIYYAH RAHMAN	LLTO program	125.00
68662	06/29/2017	Printed	RE	ROCKET ENTERPRISE INC.	6 new YDL logo flags	796.50
68663	06/29/2017	Printed	SIMPLEX	SIMPLEX GRINNELL	whit fire alarm panel	1,816.00
68664	06/29/2017	Printed	JUL	JULIANNE SMITH	coney day/ap marshall material	25.74
68665	06/29/2017	Printed	SPL	SOUTHFIELD PUBLIC LIBRARY	lost-ILL upside down magic	20.00
68666	06/29/2017	Printed	SUBSPR	SUBURBAN SPRINKLER SYSTEMS	whit rd start-up	474.60
68668	06/29/2017	Printed	AMAZ	SYNCB AMAZON	statement 6/10/17	757.14
68669	06/29/2017	Printed	TDSM	TDS	6/22-7/21/17 service	1,209.94
68670	06/29/2017	Printed	TERM	TERMINIX	superior 6/15/17 application	84.00
68671	06/29/2017	Printed	U	ULINE	goodwrapper	95.42
68672	06/29/2017	Printed	UMSI	UNIQUE MANAGEMENT SERVICES,	may 2017 p[acements	805.50
68673	06/29/2017	Printed	0000000030	VISION SERVICE PLAN - MI	july 2017	693.94
68674	06/29/2017	Printed	ATWI	ALTHEA WILSON	LLTO stipend	400.00
			Total Checks: 131		Checks Total (excluding void checks):	157,707.54
			Total Payments: 131		Bank Total (excluding void checks):	157,707.54
			Total Payments: 131		Grand Total (excluding void checks):	157,707.54

Communications

Committee Reports

Director's Report

and attachments

Library Director's Report

July 27 2017

Construction begins

Following a great deal of preparation, the first of several planned construction projects is finally underway at Whittaker. On 7/17 Phoenix Contractors demolished the leaning wall of the dumpster enclosure. The foundation is now being prepped for its replacement. Block is on order and expected by August 10th. MML re-evaluated our insurance claim and we now expect \$28,880 toward this project. We are still waiting for the backordered OKO Skin for the front façade of the building. I anticipate the façade and pavement projects to proceed in September.

Fourth of July parade and fundraiser

This year's parade was a marvelous last hurrah for the bookmobile's original wrap. Along with a lively contingent of walkers and bikers, a big crowd of watchers expressed a lot of love for the library! Following the parade, supporters met at the Ladies Literary Club for the barbecue and library fundraiser. Thank you to hosts John and Marlene Barr, as well as Kay and Karl Williams, Mike Randall, Jean Winborn and Kimberly Grover who took part in this year's special event. Nearly 100 guests enjoyed great weather, yummy hot dogs, and excellent camaraderie. Our generous donors contributed \$4,429 toward a new vehicle for YDL!

Bookmobile:

The bookmobile spent 7/17-24 at a local large vehicle body shop being prepped for its new wrap. The wrap is to be applied 7/25-26 in the Whittaker garage. If it is ready I'd love to show it off the night of our meeting! The bus should be back on the road sporting its new look the following day. A framed photograph of the original Rosa Parks image will become a permanent "passenger."

Personnel:

- Welcome to YDL's new part-time Customer Services Clerk, Vivi Nguyen, who I'll introduce at the Board meeting. Vivi started on 7/18 at Whittaker Road.
- Whittaker Road Customer Services staff also welcomed two new Pages this month: Olivia Cushway and Haley Estermyer. This makes the trustee seat our only vacancy.

Text and Learn for Kindergarten (TALK):

- We received two proposals in response to our RFP for a texting service and selected Trumpia. We're working with their team to get set up and ready for TALK's beta test in August.
- Q+M was the only firm that replied to our RFP for TALK marketing services. We've been very happy with their quality and responsiveness with YDL projects, so they are a good fit. We have invited our partners to provide input on a first round of logo ideas in early August.

Side Notes:

- Karen Esper and I attended a United Way Volunteer Recruitment and Retention workshop on 6/28.
- Staff have a new security tool at their disposal – an incident report database. A searchable index of past incidents has been on the wish list for a long time; this will improve communication between buildings on security issues.
- Superior's roof was replaced on Saturday, 7/8. The timing was a surprise, and the work generated a tremendous amount of construction dust in the library. It soon became obvious we needed to close for the remainder of the day in the interest of comfort and safety for both patrons and staff.
- Bill Booth, a Harwood coach who has recently moved to the area, has volunteered to help us with our community conversations. He has been at two downtown farm markets and will join us at the Holmes neighborhood picnic on 7/29. So far his findings align with our summary, which is great!

YDL Strategic Plan Progress Report: May-July 2017
Lisa Hoenig, YDL Director

1. Generate and support greater staff diversity

- A. Foster a workforce that reflects the community
 - *New hiring practices are in place that focus on recruiting a more diverse staff.*
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
 - *Dialogue programs with the Washtenaw County Sheriff's Office took place this quarter and were very well received.*

2. Maximize the effectiveness of Library programs

- A. Develop a community-needs-based program proposal and evaluation process
 - *The Program proposal work group learned about PLA's Project Outcome from 3 employees who attended training in late April, and ideas gleaned from the ALA annual conference by Jodi Krabnke.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
 - *The Summer Challenge launched in June and has been embraced by patrons so far. Participation is way up! New badges were added in response to demand.*
 - *The work group will evaluate the inaugural season in September.*
- C. Become a valued contributor to economic development, especially small businesses

3. Improve the Library's fiscal health

- A. Explore millage feasibility and voter education program
 - *I presented financial scenarios for Library Board's consideration at the May meeting and have had feasibility discussions with our municipalities.*
- B. Expand fundraising capabilities
 - *Considering 501(c)3 status for the Library.*
- C. Explore workflow opportunities and efficiencies
 - *Workflow efficiencies work group providing input for new phone system coming in late 2017.*
 - *Acquisitions Department scheduled to visit Midwest Tape in August to explore a new processing profile.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Lisa and Julianne attended Library Journal Design Institute in May. Due to staff shortages, space utilization study pushed back to FY 2018.*
- B. Improve service to Superior Township
 - *Interior renovation has been embraced by patrons and staff. Statistics are up!*
 - *A survey of Superior residents is the next step.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile given a full-page feature in the summer issue of The Loop.*
 - *New wrap about to launch!*

5. Market Library services more effectively

- A. Examine newsletter usage, format, content, and frequency
 - *First issue of The Loop released in June – feedback overwhelmingly positive. Currently working on the Fall issue, the first to be mailed.*
- B. Improve internal communications
 - *New staff Intranet and new security log database launched in late June. Internal Communications work group to make recommendations for further structuring and organizing the new Intranet.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
 - *New logo launched in early June with letterhead, t-shirts, business cards, banners, flag, pens, etc. Signage mostly updated. The Brand Consistency work group developed guidelines for flyers and other internal use of the new brand.*
 - *Website redesign to proceed with new web developer soon.*

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
Friends of YDL Annual Support	\$56,660	\$56,298	\$48,591	\$46,316	\$43,360	\$11,858	\$36,000
Small Gifts/Memorials	\$1,491	\$325	\$780	\$1,923	\$953	\$471	\$1,000
In Memory of Marcia Peters						\$425	
In Memory of Xavier Small					\$5,951		
Mimi Chapman Memorial		\$375					
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,904	\$896	
Signature Event-"Get Inspired"	\$2,195	\$2,325	\$1,697				
Sub-total	\$2,195	\$2,325	\$1,697	\$0	\$0	\$0	
Additional Fundraising Activities							\$4,800
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	\$276	
Dining YDL \$\$ (Aubrees)			\$273		\$307		
Dining YDL \$\$ (Corner Brewery)					\$51		
Annual Report Mailing						\$1,130	
Dollars for DVD's			\$433				
Trustee Party, Trustee John Barr-July 4th		\$5,910	\$4,725	\$7,165	\$3,421	\$4,429	
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	\$5,835	
Annual Giving Campaign	\$3,450	\$4,900	\$6,483	\$4,054	\$3,582	\$250	\$5,000
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				
*\$4582 designated Outreach Services [2016]	\$4,450	\$6,900	\$9,483	\$5,054	\$4,582	\$250	
Latitudes [Appeal]		\$465	\$290				\$0
Library Sustainers							\$2,000
Sylvus Tarn [designated MI Ave]				\$900		\$1,000	
Hassan Mirshaw				\$750			
Kay Williams (Designated YDL-Kia)				\$450	\$500		
Beal Investment-TedX Sponser						\$900	
Gerry & Bert Kruse [designated adult fiction]	\$250	\$500	\$500	\$750	\$500		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$1,000	\$1,900	
Library Champions							\$4,000
YDL-MI Ave 5250 Solar Watt Installation (Anonymous Donor)			\$14,500				
EMU (Sponsorship of TEDx Talk, 4/13/17)			\$7,161		\$2,500	\$3,000	
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	\$3,000	
YDL Endowment Fund		\$100					\$5,000
Dietmar Wagner			\$2,500	\$1,500	\$2,500	\$1,000	
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	\$1,000	
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$73,819	\$24,740	\$57,800

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
Grants							\$25,000
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 [Direct]		\$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	\$1,600	
MCACA-New Leaders Grant [Noise Permit]		\$2,500	\$2,000	\$2,850	\$3,200	\$2,970	
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/DollarSummer Teen Intern Grant				\$1,000		\$1,000	
National Center for Family Learning						\$3,000	
LSTA - Talk, Early Literacy Texting						\$175,000	
MHC-Arts & HumanitiesTouring Grant						\$324	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	\$5,816	
Total Grants	\$1,275	\$12,625	\$17,421	\$27,360	\$57,956	\$189,710	
Vehicle Donation		\$17,000					\$20,000
GRAND TOTALS	\$97,864	\$164,092	\$111,687	\$98,692	\$131,775	\$214,450	\$102,800
Designated Fundraising to Date							
YDL - Superior Improvement		\$2,599					
* Whittaker Rd Teen Area Improvement		\$5,500					

*\$1000 remaining, expenditures =4500

YDL Performance Dashboard - June 2017

	Jun-16	Jun-17	% Change from last Jun	2016	2017 to date
Circulation					
Whittaker Rd.	41,234	38,648	-6%	485,806	231,190
Michigan Ave.	12,811	11,695	-9%	145,186	69,399
Superior (**Closed 1/9 - 1/22 renovation**)	1,650	1,932	17%	20,583	10,247
Navigator (**off-road 1/1 - 1/23**)	2,258	2,066	-9%	25,581	11,401
eProducts	3,980	4,585	15%	45,858	26,855
TOTAL	61,933	58,926	-5%	723,014	349,092
Self Check-Items					
Whittaker Rd.	7,094	6,408	-10%	72,158	35,234
Michigan Ave.	2,065	1,821	-12%	24,511	9,981
TOTAL	9,159	8,229	-10%	96,669	45,215
New Cards					
Whittaker Rd.	255	224	-12%	2,900	1,309
Michigan Ave.	123	99	-20%	1,304	539
Superior (**Closed 1/9 - 1/22 renovation**)	10	29	190%	154	73
Navigator (**off-road 1/1 - 1/23**)	3	2	-33%	114	38
TOTAL	391	354	-9%	4,472	1,959
Reference					
Whittaker Rd.	8,498	6,738	-21%	89,427	39,336
Michigan Ave.	4,453	5,276	18%	52,454	29,125
Superior (**Closed 1/9 - 1/22 renovation**)	884	970	10%	10,434	4,320
Navigator (**off-road 1/1 - 1/23**)	433	263	-39%	3,223	1,259
TOTAL	14,268	13,247	-7%	155,538	74,040
Program Attendance					
Whittaker Rd. - Adult	121	188	55%	2,791	1,373
Whittaker Rd. - Youth	1,912	1,734	-9%	17,843	8,980
Michigan Ave. - Adult	280	232	-17%	2,835	1,385
Michigan Ave. - Youth	651	657	1%	7,124	2,473
Superior (**Closed 1/9 - 1/22 renovation**)	218	252	16%	1,175	499
Navigator (**off-road 1/1 - 1/23**)	428	173	-60%	11,613	5,829
Offsite	1,512	809	-46%	4,940	2,261
General	0	0	0%	1,335	500
TOTAL	5,122	4,045	-21%	49,656	23,300
Computer Usage - Sessions					
Whittaker Rd.	11,030	10,096	-8%	126,207	60,674
Michigan Ave.	9,486	10,216	8%	115,004	56,616
Superior (**Closed 1/9 - 1/22 renovation**)	898	1,155	29%	11,053	5,077
Wireless	N/A	2,200	N/A	N/A	12,651
TOTAL	21,414	23,667	11%	252,264	135,018
Computer Usage - Hours					
Whittaker Rd.	9,512	9,866	4%	113,418	56,265
Michigan Ave.	8,625	8,866	3%	106,418	52,765
Superior (**Closed 1/9 - 1/22 renovation**)	520	833	60%	6,840	4,523
Wireless	N/A	N/A	N/A	N/A	N/A
TOTAL	18,657	19,565	5%	228,151	113,553
Door Count					
Whittaker Rd.	21,146	20,254	-4%	237,788	125,718
Michigan Ave.	10,846	10,359	-4%	125,878	59,761
Superior (**Closed 1/9 - 1/22 renovation**)	2,409	2,529	5%	21,551	8,664
Navigator (**off-road 1/1 - 1/23**)	989	752	-24%	17,366	8,287
TOTAL	35,390	33,894	-4%	402,583	202,430
MELCAT Interlibrary Loans					
Loaned	894	998	12%	11,041	6,302
Borrowed	989	1,166	18%	13,935	7,286
Items Added to Collection					
Items Added	1,611	1,307	-19%	15,599	7,963
Ebooks/Eaudio Added	291	683	135%	6,320	3,024
Items Cataloged	279	354	27%	4,737	3,199
Internet Usage					
Website - Overall	126,118	118,398	-6%	1,472,260	703,808
Facebook,YDL (Total Reach)	1,292	1,401	8%	356,010	196,320

Department Reports

Acquisitions Department/Assistant Director Board Report: July 2017

YDL had the honor of being the training site for the NEH traveling exhibit *Coney Island: Visions of an American Dreamland*. The training began late Sunday afternoon and concluded late on Tuesday. Over 20 museum and library colleagues from all over the United States visited the library on Monday to learn about staging and installing the exhibit, as well as designing public programming around its themes. Funding coordinators from the Michigan Council for the Humanities and the National Endowment for the Arts attended the training, as well as the original curator from Yale. It was invaluable to have extended one-on-one time with them. They were very complimentary of YDL's work and facility. I was able to discuss at length with them the proposed federal funding cuts and how our work can help preserve it. It gave me a lot of ideas for communicating with legislators and the crucial reporting details to share with the NEH. All in all, this was a very valuable experience. If ever asked to serve in this capacity again, I would say "yes" without hesitation.

Today, Lisa, Scott, and I attended two informational Q&A meetings with new web development firms to move ahead with our redesign project. So far, I am very encouraged and am looking forward to both continuing and finishing the web site redesign!

I have attended several strategic planning work group meetings. It is great to see everyone in action working towards significant improvement, both internally and for greater public service. The Summer Challenge group is currently seeing the fruit of our labors and will reconvene in September to evaluate the relaunch we designed this year.

The Acquisitions team will take a field trip to neighboring Ohio to visit with representatives from Midwest Tape. Midwest is the company that supplies us Hoopla, in addition to thousands of audiovisual items each year. The amount of business that we do with Midwest continues to grow each year. They are a quality distributor with a terrific support team in both sales and service. Acquisitions staff will meet with the processing department to see how we might establish a new profile with them, saving both time and expense in making materials shelf-ready.

I have reserved Towsley Auditorium on the WCC campus to host a livestream "watch party" for the Representative John Lewis event on September 21. More details on that to follow next month.

The monthly statistics for Acquisitions are:

- The collection budget is 65% encumbered;
- 354 items were cataloged;
- 1,990 items were added to the collection, including 683 e-items;
- YDL borrowed 1,166 items from other libraries via Melcat;
- YDL loaned 998 items to other libraries via Melcat.

Submitted by Julianne Smith, July 20, 2017

Whittaker Road-Adult Services Board Report: July 2017

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

- Gardening Chat (monthly event for gardening patrons)
- Two book discussion groups(Thu AM, African American Authors Bk Discussion Grp)
- Computer classes (16 classes scheduled)
- Famous Nathan of Coney Island film showing (in support of Coney Island Exhibit)

A light programming month as adults are typically busy during summer months and don't come for programs. We'll have more program offerings this fall; more about that next month.

We owe a big thanks to youth department staff, who are busily signing adults up for the Summer Challenge when they sign up children. We do signups upstairs as well, but many of the parents who sign up don't even make it upstairs! They sign up downstairs and then log in from home to enter their titles online. To date, close to 700 adults have registered and we are now seeing people who have read their six titles come in for their prize, YDL earbuds! Sheila has been gathering up prizes for the adult baskets and will soon have them ready to go. Sheila has also been attending Washtenaw Reads meetings as YDL's representative on the Reads Selection Committee. Staff are also attending Strategic Planning Work Group meetings as scheduled. Paula has trained a new sub, we've been filling in at other branches as needed, and we have proctored a number of exams for distance learning students throughout the month.

Brigitte has been training staff on using our new Security Log; she has done training at both Michigan Avenue and Whittaker Road, still has a few staff to schedule for training.

Submitted by Paula Drummond, July 20, 2017

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2017

Status Report

- Website Improvement Initiative – Currently seeking another option for the completion of our website redesign. In addition to our external web interface we are planning on updating our current internal staff website. I will be working on these items throughout the summer in parallel.
- ILS Update – We will continue to look at the new Sirsi Dynix ILS modules through 2017.
- 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.
- 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.
- YDL Phone System – We will be looking at replacing this system towards the end of the year. In late spring I expect to explore our various options and weigh different features currently available. A staff committee will also assist in identifying features of interest.
- PC Technician – We have welcomed a new technician to the IT Dept, Shane Davis has come onboard and is performing admirably.

Overall System Status

- YDL surveillance – We will be looking at increasing capabilities at our superior location in the coming year.
- I am currently exploring options for accomplishing our strategic plan. These items include ILS system replacement, and other various system improvements.

New or Upcoming Items

- Payment Kiosks for Patrons – We will be addressing this with a possible Patron Management System replacement. This project should begin towards the end of 2017 and implement early 2018.
- New Self-checkout Interface – In anticipation of a possible replacement via our Patron Management System Objective this will be a topic that will also likely be addressed.
- 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.

Customer Services

Monthly report: July 2017

Unique Management Systems Update

In June 2017 UMS recovered the following:

Materials Returned: \$1,880.40

Dollars Received: \$1,363.42

Since YDL began using UMS we have recovered the following:

Materials Returned: \$110,552.39

Dollars Received: \$68,414.32

Staff Update

We have three new members in the Customer Services Department. Vivi Nguyen is our new part-time Customer Services clerk. Vivi is replacing Jaclyn Young, who left at the end of June. We also have two new pages, Olivia Cushway and Haley Estermyer. Haley is no stranger to YDL staff as she has been a volunteer in the Youth Department for over three years!

Submitted by John Connaghan on July 24, 2017

Facilities Department

Board Report: July 2017

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

Michigan Ave:

First Friday event of the month requires putting up and tearing down the stage in the plaza next to the building.

Assembled new computer chairs for the Adult section of the Library.

Cut down a tree limb broken during a storm. We will need to rent a lift to reach the top of the tree to cut a couple more branches down. At the same time we can use the lift to work on a few lights out in the parking lots at all 3 branches.

Helped with clean-up after Lunch and Listen program every day at Michigan Ave and Whittaker Road Branches.



Whittaker Road:



Teardown of the leaning wall to the Dumpster Enclosure began this week. After the demolition, inspection of the foundation was conducted. Architect Dan Whisler, Consultant Brian Barrick of Beckett & Raeder, along with Phoenix Contractors mapped out their plans of how to finish the project. Everything is going well.

Maintenance on the Detention Basins was performed by McLennan Landscape. They removed debris, and unclogged outlet pipes, cleaned and repaired two damaged parking lot spillways.





A young patron broke one of the exhibit items. Disassembled and fabricated a piece to support and strengthen the base where it broke. It can handle a lot more punishment now.

Bookmobile:

The Bookmobile is at Advanced Custom Paint getting prepared before the new wrap goes on. They are repairing some rust spots, painting the grills the wrap will not cover.



Submitted by: Jim Reed, July 20, 2017

Michigan Avenue Board Report: July, 2017

Featured Programs:

- Native Pollinator House – we had a nice turnout to make Mason / Leafcutter Bee houses and learn why these bees are so important.
- CompuGirls – The first session of 20 hours of “Expressive Electronics” curriculum finished today with a field trip to Maker Works. All the girls were excited and learned tons!
- Funk Opus played to a full crowd on July’s 1st Friday. They were rained out but not until we heard a great concert. Many thanks to DAY and to especially to Dan Blakeney for helping Jim with stage setup, tear down, and marketing.
- History of the Huron River program presented by Matt Siegfried had people sitting on the floor! Evaluations showed that the public loves Matt’s programs.
- The grand opening for the X-small Teen Tech Space was successful. Friends of Xavier Small came to honor him. Teens who had used the audio or video equipment showed off their creations. Almost every day there is someone using the audio equipment or working on Photoshop. Charlie Nanos, teacher at Bright Futures, has been indispensable in helping youth accelerate their learning curve. He is a very good teacher. Many thanks to Shane and Scott for helping to make sure all the audio equipment played well together.
- Rhyme Zone and Lyricist Lounge have been loaded with teens learning about performing, creating audio sounds and music.
- Workzone Intern, Cavin, started in July and is serving lunches and snacks. We frequently let the kids read to us!
- At the last Tween Advisory Board meeting Superintendent of YCS, Ben Edmondson read a story to the tweens and engaged them.



Other News:

- On the Ground Ypsi, a new initiative from Concentrate Media will be in Ypsi, writing stories to encourage economic growth and investment in downtown. In August they will be using one of the library meeting rooms as a public newsroom
- Kimberley Rowe has had her second surgery and is starting to put weight on her foot. She’ll be fully walking soon!
- AAHCM exhibit has come down, and the work of Jerome’s water painting students has gone up.



Submitted by
Joy Cichewicz,
July 20, 2017



Outreach Services Board Report: July 2017

Bookmobile News

- We said a fond farewell to the old exterior design at the Independence Day Parade. Many people have asked about our new design and are very excited to see it. We had enthusiastic walkers & bikers join us in the parade. A big thanks to our trustees who walked as well!
- The Bookmobile is now at a large vehicle body shop, getting some prep work done. We found there were some rusted areas that needed to be fixed in advance of the new wrap.



Superior News

- Superior is in full summer mode and is hopping! On Mondays, we have a visit from the Community Park day camp during the day, followed by Fun & Games with YMCA in the evening. On Thursdays, we have Jump into Food and Fitness with Caprisha Curry of MSU extension. We are busy and the computers are full much of the time.
- Psyche's T-shirt transformation program was popular, drawing twelve people.
- Stacey's annual Movie & BBQ was wonderful and well-attended. Families enjoyed lawn games, hot dogs, and ice cream on a lovely June day.

Learning Never Gets Old News

- We did large print deliveries to Superior Woods and Cross Street Village
- Brigitte & I are in the midst of a three-part iPhone basics series. Like the last one, this filled up immediately, and has a waiting list. There is so much demand for smartphone instruction. We are receiving more requests to go beyond the basics with topics such as Bluetooth, music, and using GPS.

Outreach News

- We have visited various summer programs to read and sign participants up for Summer Challenge. These include Bright Futures, Ypsi Schools' English as a Second Language Summer School, Community Park (in Superior Township), and Candy Cane Park.
- Stacey did storytime & early literacy Outreach at the Tuesday Farmer's market. Psyche, Erin, and I also have upcoming dates for the market.



Submitted by Mary Garboden, July 19, 2017

Whittaker Youth Services Board Report July 2017

Program Highlights

Little Ones

792 parents and children attended 29 storytimes in June. World Language Storytime featured songs and parachute play in Spanish. Children learned about eggs in STEM storytime and made their own sidewalk chalk paint at TinkerLab.

Elementary Students and Families

We serve about 46 meals per day, with Mondays (pizza day) and Wednesdays (STEM post-lunch activity) being busier, with up to 64 children served. Thanks to Jim's department for help maintaining a much more active library during the summer.

Special post-lunch activities to date have included percussion, hip hop dance and Leslie Science Center workshops. Kids have made fidget spinners, kaleidoscopes, super slingers, op art, slap bracelets, petal bomb art, digital picture books, zines, mini terrariums and more! Liz's fidget spinners were most popular so far.

Arrangements were made with a local camp to open the Minecraft lab for their campers once a week to ease the attendance numbers for others on Mondays. Between the two sessions, about 35 kids are playing Minecraft on the YDL server each week. Thanks for Shane's help setting up and starting two worlds.

Molly's Stuffed Animal Sleepover was a success. 37 stuffed animals spent the night at the library. Kids got to pick up a photo of the antics their animal got into while they were away.

Teens

Members divided into three groups to plan programs, create signage, and to research cost effective ways to update the look and feel of the teen space to make it more welcoming. We're happy to have their help serving lunch each day.

Summer Challenge

2,404 pre-readers, youth and teens have signed up so far this year at all YDL locations, 139 more than last year's total. We've given away almost 600 books already! 10,114 titles have been logged, and 5 players have even read the maximum amount of 100 books each! Youth and teens have completed 816 challenges and logged over 200 program codes.

Other Happenings

Mary and I were honored to be invited by 826michigan to write the foreword for this year's volume of student writing, which we finished yesterday. We'll be excited when the book is unveiled at YDL-Whittaker in November. The annual event draws many young writers and their families from Ypsilanti, Ann Arbor and Detroit and we're happy to host it at the library.

Kristel and I have continued to work with Lisa to prepare for the mid-October launch of the TALK text message service. In addition to creating content for the database of texts, today we learned how the text message service will work and met with Q+M to help shape the brand. We're happy to have Stacey and Pat on board to help represent YDL at quarterly meetings.

Despite how busy we have been, all staff submitted great ideas for fall programs. We'll offer a balance of creative and educational programs for all ages, from a teen college essay writing workshop to book groups to art and STEM for all ages. Marlena invited a local author to do a reading of her nationally recognized picture book that features an Iraqi immigrant family and Molly will celebrate the release of the latest title in the Diary of a Wimpy Kid series.

I gathered a lot of information while at ALA. Marlena and Liz are taking ideas I saw and doing their own research to create a Maker Cart that will officially launch in early December. There were so many presentations each hour, I missed one by librarians from Plano, Texas who spoke about how their library system plans programs across locations. I downloaded their PowerPoint and shared it with our program proposal strategic plan work group and Sheila has already contacted them for more information. Other topics I learned about were early literacy, diversity and creating community connections and I am sharing information with relevant staff. Thanks again to Lisa for providing funding for my registration fee!

Submitted by Jodi Krahnke, July 19, 2017



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/19/17

Re: Update and discussion regarding financial scenarios

At the Board's May meeting I presented financial scenarios illustrating my plan for a possible millage to improve the Library's fiscal health. This would allow YDL to continue serving our public at the current level of excellence, maintain our aging facilities, and make good on our promise of a dedicated library building in Superior Township. The Board directed me to present this plan to our three municipalities, get their reaction and find out what other ballot issues might be planned for 2018.

Since our June discussion I had a second meeting with the Superior Township leadership. I will meet with the Mayor of Ypsilanti the day before our Board meeting and will give a verbal report on both.

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/21/17
Re: Budget amendment

As you know, this year has had more than its fair share of unforeseen expenses. The budget amendment that accompanies this memo shifts some funds to accommodate changing budget needs. It also draws an additional \$11,229 from fund balance. To recap:

- In late December and early January, the Board approved emergency repairs to the bookmobile not to exceed \$19,200. Since the generator was replaced, we have followed a preventive maintenance schedule religiously to protect our investment. The original budget for Bookmobile repair and maintenance was \$6,500.
- Due to two broken legs and two maternity leaves, among other issues, we've made extensive use of the salary account for substitutes.
- The Library incurred a number of expenses related to turning in the leased Kia vehicle. These included a \$400 return fee as well as additional mileage paid to staff now using their own vehicles for library business.
- There is a minor tweak to the MML/Building Insurance account to reflect this year's renewal quote, and another to cover higher bank fees.
- After extensive research, we now plan to initiate the FSA plan at the start of the new fiscal year, so the \$2,000 set aside for 2017 administrative fees can be used elsewhere.
- Mainly due to the staffing issues above, I decided to push back a planned space needs assessment to FY2018. This freed up some money in the Professional/Contractual account.
- The Sirsi/Dynix annual contract came in almost \$1,800 less than we'd budgeted, which has now been allocated where needed.

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-17

July 26, 2017

RESOLUTION TO AMEND THE 2016-17 BUDGET

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

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, in light of several unexpected situations, more accurate budget figures for certain expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2017 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED
YPSILANTI DISTRICT LIBRARY
 General Fund Budget Summary
 For the Fiscal Year Ending November 30, 2017

Revenue

Superior Township Tax Levy	602,510
City Tax Levy	523,682
Ypsilanti Township Tax Levy	2,145,960
State of Michigan PPT reimbursement	30,000
State Aid Direct	25,000
State Aid Indirect	25,000
Supplemental State Aid	0
Fines/Misc.	85,000
Smart Cards - Printing & Copies	46,200
Penal Fines County	145,000
Rental Income-community room	2,000
Donations/Misc.	1,500
Donations/Memorials	1,000
Coffee Shop Rent	5,500
Interest/Checking	800
Interest/Savings	4,000
Interest/Yoder	10
Interest/Yates Memorial	2
Dividend Revenue	6,500
Dividend Revenue Endowment	5,500
Transfer from Improvement Fund	0
Transfer from Fund Balance	182,821
Total Revenue	3,837,985

EXPENDITURES by Department

Dept 100 Administrative	1,902,618
Dept 200 Michigan Ave	554,452
Dept 300 Outreach Services- Bookmobile	101,354
Dept 400 Outreach Services - Superior Township	154,689
Dept 500 Whittaker Road	1,124,872
Total Expenditures	3,837,985

EXPENDITURES by Category

Category as % of 2016-2017

		Expense
Salaries and Benefits	2,632,390	68.6%
Public Utilities	174,050	4.5%
Repairs and Maintenance	152,640	4.0%
Materials	332,915	8.7%
Technology	223,212	5.8%
Other	322,778	8.4%
Total Expenditures	3,837,985	100.0%

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

Proposed Budget FY 2016-17

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted FY 2016- 2017 Budget	Proposed Budget amendment FYE 2016-17
Revenue							
403.000	Superior Township Tax Levy	598,455	583,575	581,434	597,215	602,510	602,510
425.000	City of Ypsilanti Tax Levy	555,550	531,190	540,085	527,528	523,682	523,682
440.000	Ypsilanti Township Tax Levy	2,169,740	2,101,347	2,117,704	2,154,715	2,145,960	2,145,960
425.075	PPT reimbursement	0				30,000	30,000
443.000	State Aid Direct	20,678	24,230	24,196	24,000	25,000	25,000
447.000	State Aid Indirect	20,731	24,674	24,663	24,000	25,000	25,000
448.000	State Aide Supplemental	0					
657.000	Fines/Misc.	86,436	96,648	84,786	89,000	85,000	85,000
657.100	Smart Cards - Printing & Cop	37,426	42,915	43,955	40,000	43,000	43,000
657.600	Guest Pass	5,291	3,758	2,777	3,000	3,200	3,200
661.000	Penal Fines County	130,046	118,392	138,458	120,000	145,000	145,000
662.000	Coffee shop rent	4,200	4,200	4,200	4,200	5,500	5,500
662.100	Community room rentals	2,550	2,000	2,150	2,000	2,000	2,000
679.000	Donations/Misc.	4,213	3,547	1,923	2,525	1,500	1,500
681.080	Donations/Memorials	3,624	0	435	1,515	1,000	1,000
683.100	Trustee party Revenue	0	0	8,567	0		
687.000	Interest/Checking	794	987	911	950	800	800
687.010	Interest/Savings	7,161	6,675	5,793	5,000	4,000	4,000
687.060	Interest/Yoder	62	11	8	10	10	10
687.070	Interest/Yates Memorial	1	1	1	2	2	2
689.000	Dividends	12,011	9,562	7,169	5,000	6,500	6,500
690.000	Dividend Revenue Endwmnt			4,198	5,000	5,500	5,500
	Transfer from Improvement Fund				0		
	Transfer from Fund Balance	(18,815)	163,167	159,592	144,271	171,592	182,821
Total Revenue		3,640,154	3,716,879	3,753,004	3,749,931	3,826,756	3,837,985
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	599,555	618,928	643,205	629,259	602,849	602,849
702.050	Board Stipend	0			0	0	0
702.100	Professional/Accounting	6,100	5,920	6,000	7,500	7,500	7,500
702.150	Bank Fees	2,193	2,717	2,806	2,888	2,888	3,489
702.180	Reversed Receivables			7,260	0		
702.900	Salary/Subs	6,415	9,830	6,935	9,250	10,000	16,947
705.000	Recognition Awards	482	0	0	1,000	750	750
710.000	Paychex Payroll Service	3,810	5,202	5,456	6,365	6,400	6,400
715.000	Employer Payroll Tax	140,541	139,100	143,619	141,852	149,546	149,546
715.100	ACA Taxes Paid by employer		10,787	10,880	11,650	0	0
718.000	Employee Retirement funding	84,372	80,540	86,097	90,739	94,917	94,917
719.000	FSA Admin Fees					2,000	0
727.000	Office Supplies	22,180	29,866	30,307	28,840	29,000	29,000
727.200	Supplies-Facility	21,803	28,552	22,917	23,000	23,000	23,000
752.000	MML/Building Insurance	50,557	52,486	53,670	54,207	57,002	57,613
753.000	MML/Workers Comp	6,688	6,585	9,687	8,739	10,900	10,900
754.000	Health Insurance	341,770	348,934	377,702	339,090	350,948	350,948
756.000	Dental Insurance	35,208	38,406	38,222	38,661	39,720	39,720
757.000	Employee Assistance Program	742	356	871	1,400	1,100	1,100
758.000	Life Insurance	3,110	3,419	4,099	4,227	4,650	4,650
759.000	Vision Service Plan	11,267	9,784	9,672	8,566	8,601	8,601
762.000	STD/LTD (Disability Insurance)	9,518	9,411	9,222	9,341	10,200	10,200
769.000	Printing & Publishing	7,009	10,897	6,184	5,250	7,000	7,000
769.050	Classified Advertising	0	0	0	400	400	400
774.050	Ebooks/Eaudio	10,500	34,343	16,093	16,200	17,000	17,000
774.100	Data Bases	34,400	12,861	34,668	40,217	45,000	45,000
774.800	System Wide DVDs			4,884	6,000	9,000	9,000
774.900	All Materials Processing			25,311	25,100	26,000	26,000
801.000	Major Events	4,789	9,557	6,090	8,000	10,000	10,000

Proposed Budget FY 2016-17

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted FY 2016- 2017 Budget	Proposed Budget amendment FYE 2016-17
801.500	Adult Program "Learning never gets old				2,000	2,000	2,000
802.000	Mileage/Travel Reimburseme	1,805	2,972	858	3,000	2,000	3,109
804.000	Workshops/Training	1,188	1,713	1,327	2,000	3,500	3,500
805.000	Memberships & Dues	5,398	4,699	4,944	5,050	5,000	5,000
810.000	Capital Outlay - Buildings	9,319	3,364	8,814	5,000	5,000	5,000
810.100	Capital Outlay - Improvements			32,063	0	15,810	15,810
812.000	Capital Outlay - Furnishings	5,000	465	394	5,000	9,000	9,000
850.000	Automation - Technology	231,487	214,346	226,119	225,000	160,000	160,000
850.100	Telecommunications					15,000	15,000
850.200	SirsiDynix					50,000	48,212
890.000	The Library Network	3,886	15,227	14,279	16,000	3,000	3,000
928.000	Postage	8,790	10,827	10,485	12,000	11,000	11,000
965.000	Auditing Service	11,050	11,050	11,400	12,000	7,125	7,125
975.000	Legal	5,774	5,503	15,602	6,000	6,000	6,000
980.000	Professional/Contractual	33,941	33,335	24,088	53,075	41,182	30,232
980.100	Library Director search exp			2,244	0	0	0
980.500	Rebranding Costs					22,500	22,500
981.500	Lost Book Expense	1,652	24,480	14,028	18,120	12,500	12,500
982.000	MTT Charge Back City	4,930	4,614	11,243	15,000	4,500	4,500
983.000	MTT Charge Back TWP	31,729	26,163	4,678	10,000	5,600	5,600
983.100	MTT Charge Back-Superior T	423	806	0	1,000	1,000	1,000
990.000	Contribution to endowment	28,675			0		
Total		1,788,056	1,828,045	1,944,424	1,907,986	1,908,089	1,902,618
Dept 200 Michigan Ave.							
702.000	Salaries	343,494	324,244	344,894	322,014	392,616	392,616
702.800	Salaries-Pages	6,566	7,531	7,468	6,500	6,825	6,825
771.000	Adult Books	28,682	31,909	31,040	32,500	32,000	32,000
772.000	Youth Books	15,574	18,947	17,943	19,400	19,000	19,000
776.000	Periodicals - Adult	3,929	4,651	4,021	4,100	4,000	4,000
776.050	Periodicals - Youth	719	351	305	310	300	300
778.000	Adult Audio/Visual	12,223	14,090	13,031	13,000	14,000	14,000
779.000	Youth Audio/Visual	6,492	7,309	5,555	6,400	6,000	6,000
812.000	Capital Outlay - Furnishings				4,000	4,000	4,000
840.000	Repair & Maintenance - Build	25,535	19,613	24,991	20,000	10,000	10,000
840.025	Campbell Maint Contract					17,761	17,761
840.050	Snow Removal/ Lawn Care	8,249	13,534	11,998	14,567	12,000	12,000
900.000	Programs-Adult	1,200	1,220	1,165	1,200	1,200	1,200
901.000	Programs-Youth	1,215	1,215	1,058	1,200	1,200	1,200
940.000	Phone	1,552	1,961	3,564	2,040	4,600	4,600
943.000	DTE - Fuel	4,414	5,738	6,043	7,266	6,000	6,000
947.000	DTE - Electric	18,484	16,262	14,243	17,498	16,000	16,000
980.000	Professional Contractual (Sec	19,236	19,656	0	0	0	0
949.000	Ypsilanti Comm Utilities Auth	3,424	4,324	5,866	3,577	6,950	6,950
Total		500,988	492,555	493,186	475,572	554,452	554,452
Dept 300 Outreach/bookmobile							
702.000	Salaries	52,822	51,468	63,899	62,278	68,979	68,979
775.000	Library Materials	4,786	5,371	4,911	5,100	5,000	5,000
840.000	Repair & Maintenance	6,268	4,714	7,879	8,952	6,500	23,200
940.000	Phone	0	0	0	200		
943.000	Fuel	6,125	7,415	5,006	5,217	4,175	4,175
Total		70,001	68,968	81,693	81,747	84,654	101,354

*

Proposed Budget FY 2016-17

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted FY 2016- 2017 Budget	Proposed Budget amendment FYE 2016-17
Dept 400 Outreach/Superior Township							
702.000	Salaries	154,055	155,710	139,916	126,351	140,614	140,614
775.000	Library Materials	6,852	8,011	7,261	7,600	7,700	7,700
840.000	Repair & Maintenance	704	801	1,340	1,210	1,000	1,000
840.050	Snow Removal & Lawn Care	1,062	1,350	980	1,158	1,200	1,200
900.000	Programs - adult	400	507	85	500	500	500
901.000	Programs - Youth	400	416	368	500	500	500
940.000	Phone	758	862	1,211	1,040	1,250	1,250
943.000	Fuel	923	965	824	950	950	950
947.000	Electricity	1,052	896	853	900	900	900
949.000	Water	62	68	73	75	75	75
Total		166,268	169,586	152,911	140,284	154,689	154,689
DEPT 500 WHITTAKER RD							
702.000	Salaries	687,404	685,256	675,540	714,375	693,288	693,288
702.800	Salaries-Pages	36,343	35,127	33,890	37,800	39,690	39,690
771.000	Adult Books	60,804	71,983	68,624	73,000	70,000	70,000
771.050	Yoder Memorial	51	51	0	0		
772.000	Youth Books	30,879	38,321	34,222	35,550	36,000	36,000
776.000	Periodicals - Adult	6,025	6,087	6,258	6,300	5,000	5,000
776.050	Periodicals - Youth	1,200	937	911	915	915	915
778.000	Adult Audio/Visual	27,096	35,957	25,900	26,000	26,000	26,000
779.000	Youth Audio/Visual	12,603	15,806	13,169	13,500	10,000	10,000
840.000	Repair & Maintenance - Build	69,201	73,342	52,726	50,000	17,000	17,000
840.025	Cambell Maint Contract					42,979	42,979
840.050	Snow Removal/Lawn Care	16,340	28,839	24,340	30,000	26,000	26,000
900.000	Programs - Adult	3,931	3,820	2,991	4,000	4,000	4,000
901.000	Programs - Youth	5,084	4,999	4,607	5,000	5,000	5,000
903.000	Equipment Maintenance	0	1,415	1,135	2,000	1,500	1,500
940.000	Phone	8,162	8,083	6,676	5,300	8,500	8,500
943.000	DTE - Fuel	30,864	35,019	32,975	35,906	35,000	35,000
947.000	DTE - Electric	114,013	108,633	93,198	100,872	100,000	100,000
949.000	Ypsilanti Comm Utilities Auth	4,841	4,050	3,627	3,824	4,000	4,000
Total		1,114,841	1,157,725	1,080,790	1,144,342	1,124,872	1,124,872
DEPT 600 DONATIONS REVENUE							
681.000	Donations Designated				0		0
681.050	Art/Cultrl Prgrm Rev				0		0
681.080	Donations/Memorials				0		0
683.100	Trustee Party Revenue				0	0	0
683.499	Annual Appeal Designated				0		0
683.600	FOL - Designated				0		0
683.800	Superior Designated				0		0
Subtotal					0	0	0
DEP 600 DONATIONS EXPENDITURES							
681.200	MI Ave Exp Designated				0		0
683.500	Annual Apeal Designated				0		0
781.050	Arts/Cultrl Prgm Exp				0		0

Proposed Budget FY 2016-17

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 ACTUAL	Adopted FY 2016- 2017 Budget	Proposed Budget amendment FYE 2016-17
815.100	FOL Special Projects				0		0
					0		0
					0		0
					0		0
Subtotal					0	0	0
Total Donations Net					0	0	0
DEP 700 GRANTS REVENUE							
500.600	Grant-State of MI				0		0
500.700	NEH Grant Revenue				0		0
507.400	MCLS Grant				0		0
507.500	Grants Kiwanis				0		0
507.600	Grant ST of MI				0		0
507.902	ALA NEH Lat Amer				0		0
507.904	NHC-Heritage Grant				0		0
681.000	Donations desgntd						
812.600	Prime Time Grant				0		0
Subtotal					0	0	0
DEP 700 GRANTS EXPENSE					0	0	0
681.300	Farm and Garden Grant				0		0
772.300	ALA Discover Tech				0		0
772.301	ALA DIA turns 20				0		0
775.400	MLCS Grant Exp				0		0
775.500	Kiwanis Grant Exp				0		0
775.600	MACACA Shout it out				0		0
777.600	MACACA Ypsi Song Fest				0		0
812.500	Grant NEH				0		0
812.601	Primetime exp				0		
813.000	ALA NEH Lat Amer				0		
Subtotal					0	0	0
Total Grants Net					0	0	0
	Revenue	3,640,154	3,716,879	3,753,004	3,749,931	3,826,756	3,837,985
	Total Expenditures	3,640,154	3,716,879	3,753,004	3,749,931	3,826,756	3,837,985
	Net Surplus (Deficit)	0	0	(0)	0	0	(0)

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/21/17
Re: Construction testing and inspection services proposal

At last month's meeting the Board awarded a contract for Phase One of the Whittaker Road pavement replacement plan to Best Asphalt. In the pavement evaluation and replacement plan, Beckett & Raeder recommended we have testing done during and after the project, assuring the work is done to specification. Past and recent experience at YDL indicate this would be a good idea.

Attached is a proposal from TEC, the engineering firm that produced YDL's 2015 Environmental Boring Report, for Construction Testing and Inspection Services for Phase One in the estimated amount of \$6,895.00. Brian Barrick of Beckett & Raeder reviewed the proposal and found it to his satisfaction.

As this expense is associated with the pavement replacement project, I request the Board approve the use of up to \$7,400.00 from the Capital Asset Replacement fund for this purpose.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-18

July 26, 2017

RESOLUTION TO ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES
FOR CONSTRUCTION TESTING AND INSPECTION SERVICES

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost or larger-scope building maintenance projects necessary from time to time, and

Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road which recommended construction testing and inspection take place, and

Whereas, YDL solicited a proposal for construction testing and inspection services from Testing Engineers and Consultants, Inc. (TEC), for hourly services estimated at \$6,895.00; Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Up to \$7,400 from the Capital Asset Replacement Fund be allocated toward construction testing and inspection services associated with Phase 1 of the pavement replacement plan for Whittaker Road.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Testing Engineers & Consultants, Inc.

1343 Rochester Road • PO Box 249 • Troy, Michigan 48099-0249
(248) 588-6200 or (313) T-E-S-T-I-N-G
Fax (248) 588-6232

Engineering Client Success

TEC Proposal Number: 010-17-0246

Date Issued: July 20, 2017

Ms. Lisa Hoenig, Library Director
c/o Beckett&Raeder, Inc.
535 West Williams Street, Suite 101
Ann Arbor, Michigan 48103

**Re: Construction Testing and Inspection Services
Ypsilanti District Library
Ypsilanti, Michigan**

Dear Ms. Hoenig:

Testing Engineers & Consultants, Inc. (TEC) is pleased to submit our proposal to provide Construction Testing and Inspection Services for the Ypsilanti District Library in Ypsilanti, Michigan. It is our understanding that the proposed project will consist of Phase 1 construction and testing services including earthwork, paving and utilities testing.

Scope of Testing and Observation Services

It is anticipated that the construction materials testing and observation services will include but not necessarily be limited to the following:

- **Site Earthwork/Site Utility Backfill** – TEC will provide engineering technician or geotechnical professional/engineer to:
 - a. Monitor proof-rolling operations and make recommendations for undercutting and/or stabilization, if required.
 - b. Monitor the placement of engineered fill and backfill at the site using a nuclear density gauge to ensure that the soils are properly compacted.
 - c. Monitor, inspect and test the placement of stone or other approved sub-base material for concrete slabs and asphalt pavement.
 - d. Monitor utility trench backfill operations to verify use of proper materials, methods and compaction.

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All services undertaken are subject to the following policy. Reports are submitted for exclusive use of the clients to whom they are addressed. Their significance is subject to the adequacy and representative character of the samples and the comprehensiveness of the tests, examinations and surveys made. No quotation from reports or use of TEC's name is permitted except as expressly authorized by TEC in writing.

CONSULTING ENGINEERS & FULL-SERVICE PROFESSIONAL TESTING AND INSPECTION
OFFICES IN ANN ARBOR, DETROIT, AND TROY
FOUNDED IN 1966

Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 20, 2017

TEC Proposal Number: 010-17-0246

- **Bituminous Paving** – TEC will provide a Senior Engineering Technician to perform observation and testing of aggregate base materials and asphalt leveling and wearing courses.
 - a. Observe laydown of asphalt paving, check temperatures and proper compaction of asphalt material.
 - b. Perform testing of concrete curbs/gutters and drives for proper air content, slump, unit weight and cast cylinders for compressive strength testing.
- **Concrete Inspection, Sampling and Testing** – TEC will provide engineering technician/inspector to:
 - a. Verify, review and confirm the concrete mix designs for exterior flatwork are per the project plans and specifications.
 - b. Monitor the placement of all concrete and perform testing of the fresh concrete including measurement of its slump, air content, temperature and casting of test cylinders per project specifications.
 - c. Notify client or designated individual of any concrete delivered to project site that does not meet the project specifications.
 - d. Transport the cylinders to laboratory and perform laboratory compressive strength tests on cured concrete cylinders at specified ages.

TEC Schedule of Fees

Personnel:

- ClericalHour \$ 35.00
- Senior Engineering TechnicianHour \$ 46.00
- Project Engineer/ManagerHour \$ 105.00
- Professional EngineerHour \$ 115.00

Laboratory Tests:

- Concrete Cylinder TestsEach \$ 13.00
- Moisture Density Relationship of Soils.....Each \$ 150.00
- Asphalt Extraction/GradationEach \$ 190.00

Equipment/Reimbursables:

- Nuclear Density GaugeDay \$ 35.00
- Mileage.....Mile \$ 0.60

Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 20, 2017

TEC Proposal Number: 010-17-0246

Breakdown of Estimated Fees

Inspection/Testing Activity	Qty.	Unit	Unit Cost	Sub-Total	Total
Earthwork Testing (Undercut, Class II and 21AA Aggregate Base Compaction Testing)					
Senior Engineering Technician	32	Hours	\$46.00	\$1,472.00	
Nuclear Density Gauge	5	Day	\$35.00	\$175.00	
Moisture Density Relationship	2	Each	\$150.00	\$300.00	\$1,947.00
Paving Testing (Bituminous Pavement and Concrete Pavement/Curb Testing)					
Senior Engineering Technician	32	Hours	\$46.00	\$1,472.00	
Nuclear Density Gauge	5	Day	\$35.00	\$175.00	
Asphalt Extraction/Gradation	2	Each	\$190.00	\$380.00	
Moisture Density Relationship	1	Each	\$150.00	\$150.00	
Concrete Cylinder Tests	12	Each	\$13.00	\$156.00	\$2,333.00
Utilities Testing (Class II Sand Compaction Testing)					
Senior Engineering Technician	20	Hours	\$46.00	\$920.00	
Nuclear Density Gauge	5	Day	\$35.00	\$175.00	
Moisture Density Relationship	2	Each	\$150.00	\$300.00	\$1,395.00
Engineering and Reimbursables					
Clerical	4	Hours	\$35.00	\$140.00	
Project Engineer/Manager	8	Hours	\$105.00	\$840.00	
Mileage	400	Mile	\$0.60	\$240.00	\$1,220.00
Estimated Testing Fees					\$6,895.00

Terms and Conditions:

1. The quoted fees represent standard rates for eight hours of continuous work including travel time between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday. Overtime rates would be applicable for Saturday and hours other than those stated above at 1.5 times the standard rate. Premium rates will be applicable for hours worked on Sundays and Holidays at 2.0 times the standard rate.
2. A four-hour minimum, inclusive of travel time and equipment charges, will apply to field services. The four-hour minimum will not apply to material sampling, cylinder collection, or engineering services.
3. Unless otherwise stated, local and on-site travel will be invoiced at the applicable personnel rate and \$0.60 per mile, portal-to-portal from TEC facilities. Lodging, subsistence and transportation for out-of-town services are invoiced at cost plus 20%.
4. The invoice will be based upon the actual work performed and at the quoted rates. Unless otherwise stated, invoices are due 30 days from the invoice date. An administrative fee of 1.5% per month will be added to all delinquent accounts. It is agreed that the client is liable for all costs and expenses of collection, including reasonable attorney's fees, whether or not legal proceedings are instituted. Disputes of invoiced amounts must be submitted in writing within 30 days of invoice date.
5. The TEC fee for depositions, court appearances, expert witness, legal assistance, litigation, preparation, or other legal work is \$150.00 per hour plus expenses.
6. Except for circumstances caused by the willful misconduct of TEC, all claims for damages asserted against TEC by a client or third party, including claims against TEC's directors, officers, shareholders, employees and agents, are limited to the lesser amount of \$25,000 or the total dollar value of this contract.

Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 20, 2017

TEC Proposal Number: 010-17-0246

Terms and Conditions: (cont'd)

7. All reports, plans, specifications, computer files, field data, notes and other documents prepared by TEC, as instruments of service shall remain the property of TEC. TEC shall retain all common law, statutory and other reserved rights, including the copyright thereto. The client shall not reuse or make any modifications to reports, plans, specifications, computer files or other documents without the prior written authorization of TEC.
8. In an effort to resolve any conflicts that arise during this project or following the completion of this project, the client and TEC agree that all disputes between them arising out of or relating to this project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

TEC appreciates the opportunity to propose our services with the Ypsilanti District Library and Beckett&Raeder, Inc. on this exciting project in the city of Ypsilanti. Please contact us if you have questions or need additional information.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ruben E. Ramos', with a long horizontal stroke extending to the right.

Ruben E. Ramos, P.E.
Vice President
Engineering and Construction Services

RER/jb

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/21/17
Re: Approval of budget for new YDL vehicle

As I've reported, the Fundraising Committee has been hard at work trying to secure a new donated vehicle for the Library. Butman Ford is receptive to helping us find a pre-owned vehicle if we can raise a sum to be matched.

The 4th of July barbecue and fundraiser hosted by John and Marlene Barr raised \$4,429. John has graciously agreed we should put these funds toward the vehicle quest.

Our van will be worth at least \$500 in trade (I will verify procedure for this with the auditor prior to our meeting), bringing us to \$4,929.

I met with representatives from Bank of Ann Arbor on Thursday, and hope to provide a verbal report at our meeting on a possible contribution toward the project.

When this topic was originally discussed, the Board seemed open to spending some amount of fund balance to secure a replacement vehicle. I would like to tell Butman Ford we have \$8,000 to work with. The final expense could be lower depending on the vehicle eventually settled upon. I will bring a resolution to the meeting that incorporates all information I have by that time, for \$3,071 or less.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/21/17
Re: Approval of web development contract

The Library went through a long and difficult process of structuring and designing a new website with Commercial Progression. The work began in November, 2015. After a year and a half of struggles, I decided to part ways with this firm and find a new company to handle the site's development.

I identified a number of local firms as possibilities, and invited three to meet with us and present proposals. Two accepted the invitation and met with us on 7/20. Both are headquartered in Ann Arbor, and promised to provide final proposals before the Board meeting.

I will share my recommendation at the meeting after reviewing the proposals. The final decision will take into account many factors, including the proposed Content Management System (CMS), cost, timeline, and the bidder's qualifications. We are looking for a firm that is easy to communicate with and that understands/cares about our needs and opinions.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/23/17
Re: Election of Vice President

The resignation of Mike Randall leaves the Library Board without a Vice President. John Barr suggested a new VP be elected at this meeting.

The current YDL Board officers are:

President – John
Vice-President – vacant
Treasurer – Kimberly
Secretary – Kay

Brian was reappointed as FOL Liaison in January.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/23/17
Re: Selection of candidates and special Board meeting date

As you know, Trustee Mike Randall has moved out of the Library District, thus vacating his seat on the Library Board. The Michigan District Library Establishment Act states:

(h) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

(i) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.

(ii) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

The Board appoints a replacement; the seat will be up for election to a 4-year term in November 2018.

Since the Board went through this process less than two years ago, and the Board membership is the same, the desired skills and qualifications haven't changed.

The vacancy was posted shortly after the June Board meeting, complete with a press release, job description and application form. The deadline to apply was 7/21. We received 10 applications, which have been forwarded to you along with a proposed list of interview questions.

I recommend inviting two or three top candidates for interviews, and suggest scheduling a special Board meeting for this purpose at 6:00 p.m. on Tuesday, 8/15, or Wednesday, 8/16. The Board room is available on both of these dates.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/19/17

Re: Trustee background presentation and Q&A with Kay Williams

Next in our trustee education series, by popular demand, are brief presentations from each of you, sharing your unique backgrounds, skills and interests. Kay's presentation is scheduled for this month.