

Ypsilanti District Library

Board of Trustees

2016 Information Packet



Thursday,
July 28, 6:30 pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, July 28, 2016 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM				Information	Discussion	Action
Call to Order						
*Roll Call	John Barr	<input type="radio"/>	Kay Williams	<input type="radio"/>	Jean Winborn	<input type="radio"/>
	Brian Steimel	<input type="radio"/>	Kimberly Grover	<input type="radio"/>	Courtney Miller	<input type="radio"/>
	Mike Randall	<input type="radio"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Vickie Crouch, CPA, CGFM, Principal, Layton and Richardson, P.C.				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from May 25, 2016 Special Meeting						
B. Proposed Minutes from May 26, 2016 Regular Meeting						
C. Proposed Minutes from June 28, 2016 Special Meeting						
D. June 2016 Financials						
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
D. Facilities Committee				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. FOL Library Report - June 27, 2016 Meeting				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. YDL Board/Friends Fund Development				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
G. Strategic Planning Committee				<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						
New Business						
A. Consideration of a Proposal for Auditing Services from Layton and Richardson, P.C.				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a Revision to the YDL Anti-Harassment and Discrimination Policy				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of Corrected L-4029 Tax Rate Request Forms for 2016				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Discussion of Consent Agenda				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Discussion of Resolutions Process				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Trustee Education Video and Discussion: "Library Advocacy" [10.5 minutes]				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member Comments				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

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

CALL TO ORDER

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

ATTENDANCE

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

Trustees Absent: none

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

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion Passed

PUBLIC COMMENT

None

PRESENTATION AND INTERVIEW

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

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

Adjournment

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

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

Nays: None

Meeting Adjourned

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

Unapproved

CALL TO ORDER

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

Attendance

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

Trustees Absent: Courtney Miller

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

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

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

Nays: None

Motion passed.

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

COMMUNICATIONS

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

COMMITTEE REPORTS

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

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

Unapproved

REPORT OF THE LIBRARY DIRECTOR

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

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

OLD BUSINESS

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

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

NEW BUSINESS

- Selection of Strategic Planning Facilitator [2016-12]

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

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

Nays: None

Motion passed.

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

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

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

Nays: None

Motion passed.

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

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

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

Nays: None

Motion passed.

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

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

Trustee Williams supported this motion.

Vote: Ayes: Barr, Randall.

Nays: Winborn, Grover, Williams, Steimel

Motion fails.

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

Unapproved

- Trustee Education Video and Discussion: “Strategic Planning”

BOARD MEMBER COMMENTS

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

Adjournment

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

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

Nays: None

Meeting Adjourned

Ypsilanti District Library
Board of Trustees
Minutes of Special Meeting
June 28, 2016 6:00 p.m.

CALL TO ORDER

President John Barr called the Special Meeting to order at 6:02 p.m.

ATTENDANCE

Trustees Present: John Barr, Kay Williams, Brian Steimel, Kimberly Grover, Courtney Miller

Trustees Absent: O. Jean Winborn, Mike Randall

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

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the Agenda with addition of discussion of the Sensitile Systems, LLC's application for *Industrial Facilities Tax Exemption Certificate* before adjournment. Trustee Miller supported this motion.

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

Nays: None

Motion Passed

PUBLIC COMMENT

None

INTRODUCTION OF COMMITTEE AND FACILITATOR

Facilitator: The Ivy Group, Ltd – Pam Fitzgerald, Managing Partner

Committee:

Lisa Hoenig, Library Director	Martha Kern-Boprie, Community Representative
Julianne Smith, Assistant Library Director	
Courtney Miller, YDL Trustee	Cam McComb, Community Representative
Mike Randall, YDL Trustee	
John Barr, YDL President - Ex Officio	Neelima Chalasani, Community Representative
Kristal Sexton, Staff	
Charline Collier, Staff	Keith Jason, Community Representative
Dan Blakeney, Community Representative	

Pam Fitzgerald gave an overview of The Ivy Group and summarized the process.

- Research and fact gathering, including "Executive Interviews" and a telephone survey
- Planning Summit, October 8, 2016. Invent strategies and prioritize.
Staff will be assigned to a Strategy work group.
- Leadership Brunch to launch the Strategic Plan and new Brand

Pam Fitzgerald reviewed the results of a preliminary environmental scan and encouraged discussion and feedback from the group.

Application for Industrial Facilities Tax Exemption Certificate

Sensitile Systems, LLC, 1735 Holmes Rd., Ypsilanti, MI 48198 has applied for a Tax Exemption Certificate. The Charter Township of Ypsilanti has scheduled a Public Hearing to consider this request on July 19, 2016 7:00 p.m. Trustees agreed to not comment or give opinion on this matter but requested that Director Hoenig be aware of Sensitile Systems, LLC as a possible future Community partner.

Adjournment

Trustee Williams moved to adjourn this Special Meeting at 8:15 p.m. Trustee Grover supported this motion.

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

Nays: None

Motion Passed

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 2016
General Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 06/30/2016
Assets:						
Cash: Checking	521,759	324,329	96,479	558,972	343,352	552,221
Savings	1,595,775	2,643,540	2,687,541	2,593,271	2,276,388	2,157,124
CD's	1,000,000	-	-	-	-	-
Stocks	18,738	23,549	39,893	-	-	-
Memorials	6,399	6,400	6,400	6,401	6,402	6,402
Operational Cash	356	356	356	356	356	356
Total Cash	3,143,028	2,998,174	2,830,669	3,159,000	2,626,498	2,716,104
Receivables & Other assets	42,436	29,785	39,881	49,271	37,821	34,297
Total Assets	3,185,464	3,027,959	2,870,550	3,208,271	2,664,319	2,750,400
Liabilities	402,309	490,554	314,330	804,393	425,334	176,053
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						8
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434
Current YTD--net of revenues						(275)
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	760,904	674,111	428,362	447,178	294,835	629,942
Current YTD	(86,793)	(245,749)	18,815	(152,342)	(164,893)	335,363
Total Fund Balance	2,783,155	2,537,405	2,556,221	2,403,879	2,238,985	2,574,348
Total Liabilities & Fund Balance	3,185,464	3,027,959	2,870,550	3,208,271	2,664,319	2,750,400

Ypsilanti District Library
For the Period Ending 6/30/16 (58.3% of Year)
General Fund

ACCT #	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,678,116	3,732,711	3,656,370	3,672,512	3,605,660	3,605,660	2,405,957	1,199,703	66.7%
Expenditures									
Dept 100 Administrative	1,896,636	1,788,056	1,828,042	1,944,424	1,907,986	1,900,224	1,020,703	879,521	53.7%
Dept 200 Michigan Ave.	499,324	500,988	492,553	493,186	475,572	531,867	304,245	227,622	57.2%
Dept 300 Outreach/bookmobile I & II	84,150	70,001	68,968	81,693	81,747	88,203	44,640	43,563	50.6%
Dept 400 Outreach/Superior Township	186,943	166,268	169,585	152,911	140,284	136,539	89,575	46,964	65.6%
Dept 500 Whittaker Rd	1,192,073	1,114,841	1,157,673	1,080,790	1,144,342	1,121,620	588,606	533,014	52.5%
Dept 600 Donations	64,739	63,090	78,243	65,395	-	-	16,055	(16,055)	NA
Dept 700 Grants	-	10,821	13,647	19,007	-	-	7,045	(7,045)	
Total	3,923,865	3,714,065	3,808,712	3,837,406	3,749,931	3,778,453	2,070,869	1,707,584	54.8%
Net Revenue Over Expenditures	(245,749)	18,645	(152,342)	(164,893)	(144,271)	(172,793)	335,088		
Sale of Assets		170	-	-			275		
Fund balance - beginning of period	2,783,154	2,537,406	2,556,221	2,403,879	2,238,986	2,238,986	2,238,986		
Fund Balance - end of period	2,537,406	2,556,221	2,403,879	2,238,986	2,094,715	2,066,193	2,574,348		

**Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Revenue									
403.000	Superior Township Tax Levy	582,341.76	598,454.74	583,575.23	581,433.92	597,215.00	597,215.00	483,932.74	81.0%
425.000	City of Ypsilanti Tax Levy	513,880.42	555,550.45	531,190.28	540,084.92	527,528.00	527,528.00	98,434.31	18.7%
440.000	Ypsilanti Township Tax Levy	2,233,493.67	2,169,739.75	2,101,347.40	2,117,703.51	2,154,715.00	2,154,715.00	1,663,807.65	77.2%
425.050	City Revenue Sharing	229.71	-	-	-	-	-	-	NA
443.000	State Aid Direct	18,546.84	20,677.78	24,230.06	24,195.70	24,000.00	24,000.00	26,949.28	112.3%
447.000	State Aid Indirect	18,612.56	20,730.56	24,673.64	24,662.52	24,000.00	24,000.00	-	0.0%
448.000	State Aide Supplemental	-	-	-	-	-	-	-	NA
657.000	Fines/Misc.	83,605.03	86,436.22	96,648.22	84,786.06	89,000.00	89,000.00	51,159.31	57.5%
657.100	Smart Cards - Printing & Copies	30,289.48	37,426.43	42,914.93	43,954.71	40,000.00	40,000.00	25,983.79	65.0%
657.600	Guest Pass	-	5,291.20	3,757.70	2,777.15	3,000.00	3,000.00	1,794.00	59.8%
661.000	Penal Fines County	98,982.40	130,046.40	118,392.02	138,457.71	120,000.00	120,000.00	-	0.0%
662.000	Coffee shop rent	2,100.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	2,450.00	58.3%
662.100	Community room rentals	1,525.00	2,550.00	2,000.00	2,150.00	2,000.00	2,000.00	50.00	2.5%
679.000	Donations/Misc.	543.57	4,213.43	3,547.32	1,923.49	2,525.00	2,525.00	577.04	22.9%
681.080	Donations/Memorials	150.00	-	-	435.00	1,515.00	1,515.00	-	0.0%
687.000	Interest/Checking	1,431.35	794.04	986.84	911.29	950.00	950.00	573.84	60.4%
687.010	Interest/Savings	6,752.27	7,161.38	6,675.44	5,793.17	5,000.00	5,000.00	2,923.68	58.5%
687.020	Interest/CD's	5,363.30	-	-	-	-	-	-	NA
687.050	Interest/Reaume	-	-	-	-	-	-	-	NA
687.060	Interest/Yoder	78.68	60.81	10.55	7.95	10.00	10.00	7.97	79.7%
687.070	Interest/Yates Memorial	1.18	0.68	0.67	0.67	2.00	2.00	0.34	17.0%
689.000	American Century Value Change	4,810.26	5,128.87	-	-	-	-	-	NA
689.000	Dividends-MML	8,381.00	6,882.00	7,441.00	7,169.00	7,000.00	7,000.00	6,646.00	94.9%
690.000	Dividends-Endowmwnt	-	-	2,121.45	4,197.89	3,000.00	3,000.00	5,210.28	173.7%
	Transfer from Improvement Fund	-	-	-	-	-	-	-	NA
Total Revenue		3,611,118.48	3,655,344.74	3,553,712.75	3,584,844.66	3,605,660.00	3,605,660.00	2,370,500.23	65.7%

**Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Expenditures									
Dept 100 Administrative									
702.000	Salary Wages	619,602.25	599,555.39	618,927.96	643,204.88	629,259.00	624,117.00	362,541.46	58.1%
702.050	Board Stipend	-	-	-	-	-	-	-	NA
702.100	Professional/Accounting	9,040.00	6,100.00	5,920.00	6,000.00	7,500.00	7,500.00	2,940.00	39.2%
702.150	Bank Fees	1,831.21	2,192.51	2,716.73	2,806.41	2,888.00	2,888.00	1,883.42	65.2%
702.180	Reversed Receivables	-	-	-	7,259.60	-	-	-	NA
702.900	Salary/Subs	3,075.92	6,415.27	9,830.36	6,935.11	9,250.00	9,250.00	4,815.25	52.1%
705.000	Employee Recognition Awards	153.00	482.25	-	-	1,000.00	1,000.00	-	0.0%
710.000	Paychex Payroll Service	5,087.83	3,810.26	5,202.42	5,456.17	6,365.00	6,365.00	3,723.07	58.5%
715.000	Employer Payroll Tax	145,211.90	140,540.69	139,100.15	143,619.05	141,852.00	144,885.00	83,737.92	57.8%
715.100	ACA Taxes Paid by employer	-	-	10,786.58	10,880.07	11,650.00	11,040.00	138.56	1.3%
718.000	Met Life 403b	84,223.45	84,371.95	80,540.10	86,097.49	90,739.00	91,317.00	41,169.80	45.1%
727.000	Office Supplies	29,144.57	22,179.96	29,865.78	30,307.16	28,840.00	28,840.00	13,753.53	47.7%
727.200	Supplies-Facility	23,177.49	21,802.83	28,552.22	22,917.37	23,000.00	23,000.00	11,269.29	49.0%
752.000	MML/Building Insurance	52,433.00	50,557.00	52,486.00	53,670.00	54,207.00	55,342.00	55,342.00	100.0%
753.000	MML/Workers Comp	9,102.00	6,688.00	6,585.00	9,687.00	8,739.00	8,739.00	4,767.00	54.5%
754.000	HMO Insurance	346,921.57	341,769.79	348,934.06	377,702.35	339,090.00	332,334.00	190,719.57	57.4%
756.000	Delta Dental	38,194.92	35,208.25	38,405.57	38,221.95	38,661.00	38,661.00	22,713.99	58.8%
757.000	Employee Assistance Program	742.00	742.00	356.40	871.20	1,400.00	1,400.00	443.52	31.7%
758.000	UNUM Life Insurance	3,151.20	3,109.60	3,419.20	4,098.50	4,227.00	4,227.00	2,751.00	65.1%
759.000	Vision Service Plan	11,390.62	11,266.73	9,784.04	9,672.10	8,566.00	8,566.00	4,938.18	57.6%
762.000	UNUM STD/LTD (Disability Insurance)	9,643.56	9,517.99	9,411.05	9,222.06	9,341.00	9,341.00	6,087.59	65.2%
769.000	Printing & Publishing	9,690.70	7,008.55	10,897.28	6,183.73	5,250.00	5,250.00	4,890.00	93.1%
769.050	Classified Advertising	148.00	-	-	-	400.00	400.00	-	0.0%
774.000	Data Bases	50,731.21	34,399.85	34,343.00	34,668.15	40,217.00	40,217.00	22,340.09	55.5%
774.050	Ebooks/Eaudio	10,286.00	10,500.00	12,860.75	16,093.36	16,200.00	16,200.00	3,530.67	21.8%
774.100	System Wide DVDs	-	-	-	4,883.98	6,000.00	6,000.00	4,781.32	79.7%
774.990	All Materials Processing	-	-	-	25,311.03	25,100.00	25,100.00	14,181.90	56.5%
801.000	Major Events	9,809.73	4,789.44	9,556.72	6,089.82	8,000.00	8,000.00	2,855.83	35.7%
801.500	Learning Never Gets Old	-	-	-	-	2,000.00	2,000.00	1,408.05	70.4%
802.000	Mileage/Travel Reimbursement	1,946.02	1,805.14	2,971.82	858.23	3,000.00	3,000.00	1,037.51	34.6%
804.000	Workshops/Training	1,560.84	1,188.00	1,713.02	1,327.25	2,000.00	2,000.00	469.00	23.5%
805.000	Memberships & Dues	4,857.50	5,397.50	4,699.26	4,943.50	5,050.00	5,050.00	4,213.69	83.4%
810.000	Capital Outlay - Buildings	8,612.21	9,318.95	3,364.14	8,814.00	5,000.00	5,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	-	-	32,063.00	-	-	-	NA
812.000	Capital Outlay - Furnishings	5,592.55	5,000.00	465.09	393.85	5,000.00	5,000.00	3,717.07	74.3%
850.000	Automation - Technology	293,880.65	231,487.39	214,345.94	226,119.41	225,000.00	225,000.00	87,055.00	38.7%
880.000	Miscellaneous & Refunds	-	-	-	-	-	-	-	NA
890.000	The Library Network	3,800.00	3,885.95	15,227.31	14,278.98	16,000.00	16,000.00	-	0.0%
928.000	Postage	9,806.35	8,789.72	10,823.79	10,484.54	12,000.00	12,000.00	5,517.45	46.0%
965.000	Auditing Service	11,050.00	11,050.00	11,050.00	11,400.00	12,000.00	12,000.00	11,800.00	98.3%
975.000	Legal	7,937.95	5,774.00	5,503.30	15,602.20	6,000.00	6,000.00	4,791.50	79.9%
980.000	Professional/Contractual	31,870.47	33,941.02	33,334.85	24,087.81	53,075.00	53,075.00	22,905.76	43.2%
981.100	Library Director Search expense	-	-	-	2,244.47	-	-	-	NA
981.500	Lost Book Expense	-	1,651.78	24,480.23	14,027.60	18,120.00	18,120.00	6,670.17	36.8%
982.000	MTT Charge Back City	9,515.17	4,929.69	4,613.90	11,242.58	15,000.00	15,000.00	1,653.92	11.0%
983.000	MTT Charge Back TWP	27,126.69	31,728.50	26,162.74	4,677.94	10,000.00	10,000.00	2,989.87	29.9%
983.100	MTT Charge Back-Superior Twp	6,287.83	422.52	805.57	-	1,000.00	1,000.00	159.38	15.9%
984.050	Contributions/Endowment	-	28,677.56	-	-	-	-	-	NA
Total		1,896,636.36	1,788,056.03	1,828,042.33	1,944,423.90	1,907,986.00	1,900,224.00	1,020,703.33	53.7%

Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.									
702.000	Salaries	330,908.32	343,493.77	324,243.68	344,894.22	322,014.00	378,309.00	223,474.83	59.1%
702.800	Salaries-Pages	8,067.35	6,565.60	7,530.56	7,467.76	6,500.00	6,500.00	3,966.98	61.0%
771.000	Adult Books & Processing	36,330.50	28,681.78	31,909.25	31,040.31	32,500.00	32,500.00	12,542.92	38.6%
772.000	Youth Books & Processing	21,909.65	15,574.15	18,946.64	17,943.21	19,400.00	19,400.00	9,826.70	50.7%
772.050	Reaume Memorial Books								NA
772.055	Yates Memorial Books								NA
776.000	Periodicals - Adult	3,311.63	3,929.21	4,650.66	4,021.27	4,100.00	4,100.00	4,282.28	104.4%
776.050	Periodicals - Youth	1,010.05	719.00	350.70	304.95	310.00	310.00	248.31	80.1%
778.000	Adult Audio/Visual	16,822.96	12,223.29	14,089.64	13,030.69	13,000.00	13,000.00	4,293.58	33.0%
779.000	Youth Audio/Visual	8,402.08	6,492.30	7,309.45	5,555.34	6,400.00	6,400.00	2,246.21	35.1%
812.000	Capital Outlay - Furnishings					4,000.00	4,000.00	3,612.72	90.3%
840.000	Repair & Maintenance - Building	13,519.50	25,535.01	19,612.61	24,991.35	20,000.00	20,000.00	14,194.81	71.0%
840.050	Snow Removal/ Lawn Care	9,250.51	8,249.32	13,534.39	11,998.00	14,567.00	14,567.00	5,997.50	41.2%
900.000	Programs-Adult	1,603.19	1,199.72	1,219.69	1,165.35	1,200.00	1,200.00	938.82	78.2%
901.000	Programs-Youth	1,498.84	1,215.20	1,215.20	1,058.44	1,200.00	1,200.00	1,852.10	154.3%
940.000	Phone	1,787.67	1,551.58	1,960.59	3,563.75	2,040.00	2,040.00	2,408.17	118.0%
943.000	DTE - Fuel	3,817.11	4,414.17	5,737.95	6,042.85	7,266.00	7,266.00	3,763.48	51.8%
947.000	DTE - Electric	22,427.14	18,483.58	16,262.16	14,242.50	17,498.00	17,498.00	7,021.61	40.1%
980.000	Professional Contractual (Security)	15,204.00	19,236.00	19,656.00					NA
980.200	Construction/renovation								NA
949.000	Ypsilanti Comm Utilities Auth	3,453.82	3,424.24	4,324.31	5,866.47	3,577.00	3,577.00	3,573.57	99.9%
Total		499,324.32	500,987.92	492,553.48	493,186.46	475,572.00	531,867.00	304,244.59	57.2%

Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Dept 300 Outreach/bookmobile I & II									
702.000	Salaries	68,203.88	52,822.05	51,468.05	63,898.51	62,278.00	68,734.00	39,313.96	57.2%
775.000	Library Materials	5,704.90	4,785.89	5,370.64	4,910.53	5,100.00	5,100.00	2,833.56	55.6%
840.000	Repair & Maintenance	3,310.55	6,268.64	4,714.34	7,878.65	8,952.00	8,952.00	663.09	7.4%
901.000	Programs - Youth	-	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	200.00	200.00		0.0%
943.000	Fuel	6,930.34	6,124.72	7,414.85	5,005.67	5,217.00	5,217.00	1,829.00	35.1%
Total		84,149.67	70,001.30	68,967.88	81,693.36	81,747.00	88,203.00	44,639.61	50.6%
Dept 400 Outreach/Superior Township									
702.000	Salaries	172,176.56	154,054.75	155,710.24	139,916.37	126,351.00	122,606.00	81,802.13	66.7%
775.000	Library Materials	9,234.14	6,852.48	8,010.72	7,261.02	7,600.00	7,600.00	4,561.35	60.0%
840.000	Repair & Maintenance	1,245.41	703.70	800.54	1,339.79	1,210.00	1,210.00	563.79	46.6%
840.050	Snow Removal & Lawn Care	973.99	1,061.84	1,350.16	980.16	1,158.00	1,158.00	490.08	42.3%
900.000	Programs - adult	589.40	400.00	507.15	85.44	500.00	500.00	301.12	60.2%
901.000	Programs - Youth	271.22	400.00	415.63	368.05	500.00	500.00	300.34	60.1%
940.000	Phone	714.05	758.13	861.67	1,210.67	1,040.00	1,040.00	503.04	48.4%
943.000	DTE - Fuel	695.14	922.69	964.93	823.52	950.00	950.00	553.40	58.3%
947.000	DTE - Electric	966.33	1,051.91	896.48	853.26	900.00	900.00	460.38	51.2%
949.000	Ypsilanti Comm Utilities Auth	76.44	62.36	67.94	72.61	75.00	75.00	39.20	52.3%
Total		186,942.68	166,267.86	169,585.46	152,910.89	140,284.00	136,539.00	89,574.83	65.6%

**Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD									
702.000	Salaries	713,482.73	687,403.84	685,256.17	675,540.32	714,375.00	691,653.00	408,427.70	59.1%
702.800	Salaries-Pages	39,912.32	36,343.03	35,126.71	33,889.58	37,800.00	37,800.00	17,858.39	47.2%
771.000	Adult Books & Processing	82,339.16	60,804.11	71,982.67	68,623.73	73,000.00	73,000.00	27,272.01	37.4%
771.050	Yoder Memorial	102.89	50.95	-	-	-	-		NA
772.000	Youth Books & Processing	44,979.51	30,878.66	38,321.16	34,222.08	35,550.00	35,550.00	11,938.64	33.6%
776.000	Periodicals - Adult	5,907.12	6,025.39	6,086.61	6,257.96	6,300.00	6,300.00	3,898.22	61.9%
776.050	Periodicals - Youth	1,219.95	1,200.00	936.65	911.20	915.00	915.00	699.92	76.5%
778.000	Adult Audio/Visual	36,605.12	27,095.67	35,957.11	25,900.01	26,000.00	26,000.00	12,924.55	49.7%
779.000	Youth Audio/Visual	17,557.24	12,602.73	15,805.72	13,168.93	13,500.00	13,500.00	3,997.25	29.6%
840.000	Repair & Maintenance - Building	59,311.93	69,201.07	73,342.46	52,725.76	50,000.00	50,000.00	20,103.49	40.2%
840.050	Snow Removal/Lawn Care	18,317.12	16,340.30	28,839.46	24,340.00	30,000.00	30,000.00	12,968.00	43.2%
900.000	Programs - Adult	5,075.33	3,931.17	3,820.25	2,991.36	4,000.00	4,000.00	1,718.14	43.0%
901.000	Programs - Youth	7,318.36	5,084.36	4,999.37	4,606.83	5,000.00	5,000.00	3,214.95	64.3%
903.000	Equipment Maintenance	-	-	1,414.79	1,134.75	2,000.00	2,000.00	389.00	19.5%
940.000	Phone	2,966.38	8,161.75	8,082.68	6,676.26	5,300.00	5,300.00	4,060.68	76.6%
943.000	DTE - Fuel	29,771.86	30,863.90	35,019.03	32,975.30	35,906.00	35,906.00	17,163.48	47.8%
947.000	DTE - Electric	122,713.43	114,013.17	108,632.71	93,198.24	100,872.00	100,872.00	40,390.89	40.0%
949.000	Ypsilanti Comm Utilities Auth	4,492.91	4,840.77	4,049.57	3,627.25	3,824.00	3,824.00	1,580.81	41.3%
Total		1,192,073.36	1,114,840.87	1,157,673.12	1,080,789.56	1,144,342.00	1,121,620.00	588,606.12	52.5%

Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Dept 600 Donations									
Revenue:									
610.010	Ticket Sales Special Events				154.00				
681.000	Donations/Earmarked--Teen Zone							1,570.00	NA
681.000	Donations-earmarked	4,955.00	5,400.00	7,392.00	10,829.00				NA
681.025	Dollars for DVDs			433.31	50.00				
681.050	Arts/Cultural Program	5,265.00	9,052.58	13,366.01	835.00			2,500.00	
681.075	Donations Designated Solar PWR MI AVE			14,500.00					
681.080	Donations/Memorials	1,491.00	1,375.00	175.00	487.00			295.00	
681.100	Trustee Party Revenue			5,710.00	8,567.02				
683.499	Annual Appeal Designated							3,862.00	
683.600	Friends of Library -- designated gift	53,294.00	50,663.30	48,590.76	46,315.58			10,555.33	
683.700	Teen Zone Whittaker				1,000.00				
683.800	Superior Library Designated	1,718.00	-	40.00	450.00			152.00	NA
Total Donated revenue		66,723.00	66,490.88	90,207.08	68,687.60			18,934.33	NA
Expenditures:									
815.100	Friends expenditures--Special items	51,631.71	48,400.05	48,592.27	46,449.44			12,025.45	NA
815.200	Friends expenditures--Michigan Ave				479.98				NA
681.200	Designated MI Ave Exp							900.00	
683.101	Trustee Party Expense								
683.500	Annual Appeal designated		4,266.27	4,290.95	9,568.00			979.83	NA
683.701	Teen Zone Whittaker exp			4,050.00	450.00				
801.000	Major Events	100.00		100.00	(300.00)			-	
771.000	Adults Books & Processing	148.00		452.17	457.55				NA
771.060	Adults Books Memorials	874.00	19.08	29.95	177.83				
774.050	Ebooks/Audio	4,600.00							
775.000	Library Materials (Designated)			199.46					
781.050	Arts and Cultural Programs expense	7,385.00	10,404.57	13,277.81	862.01			2,150.00	NA
905.000	MI Ave Solar Project			7,250.00	7,250.00				NA
Total		64,738.71	63,089.97	78,242.61	65,394.81			16,055.28	NA

**Ypsilanti District Library
General Fund
Period Ending 06/30/16
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-2016 BUDGET	FY 15-16 amended Budget	YTD 06/30/16 ACTUAL	YTD AS A % OF BUDGET
Dept 700 Grants									
Revenue									
500.600	Grant State of Michigan		2,500.00	3,900.00	2,680.00			3,130.00	
507.400	MCLS Grant							690.00	
507.500	Kiwanis	50.00	1,225.00	1,600.00	1,612.00				NA
507.600	State of Michigan	225.00	4,400.00	3,950.00	5,650.00			5,725.00	
507.902	ALA NEH Lat Amer		750.00		3,000.00			2,000.00	
681.000	Grants designated							1,485.00	
812.600	Prime Time Grant				4,038.00			3,492.09	
507.900	ALA Books for Teens (YALSA)		1,000.00	1,000.00	1,000.00				NA
507.903	ALA Discover Tech		1,000.00	2,000.00	1,000.00				NA
	Total Revenue	275.00	10,875.00	12,450.00	18,980.00			16,522.09	NA
Expenditures									
681.300	Farm & Garden Grant Exp							387.51	
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							1,746.27	
775.400	MLCS Grant expense							522.03	
775.500	Kiwanis Grant Crossroad		400.00	1,600.25	1,346.02			596.66	
775.550	Kiwanis Country in the City		725.00						
775.600	MACACA Grant Shout it Out		2,500.00	2,000.10	3,565.66				NA
777.600	MACACA Grant Ypsi Song Fest		5,250.00	5,250.00	5,640.81				
781.000	NEH Grant Expenditures (YALSA)		997.32	1,000.00	63.12				
785.000	ALA Eisner Grant			2,171.55	(185.66)				
812.500	Grant-NEH			1,000.00				400.00	
812.601	Prime Time Grant				7,530.09				
813.000	Prime Time Grant							2,542.88	
	Total cost	-	10,821.37	13,647.02	19,006.74			7,045.28	NA
Total	Net -- restricted for future	275.00	53.63	(1,197.02)	(26.74)			9,476.81	NA
IMPROVEMENTS									
685.000	Sale of assets		170.00					274.97	NA
850.100	Technology improvements								NA
Total		-	170.00	-	-			274.97	NA
Total Revenue		3,678,116.48	3,732,710.62	3,656,369.83	3,672,512.26	3,605,660.00	3,605,660.00	2,405,956.65	
Total Expenditures		3,923,865.10	3,713,895.32	3,808,711.90	3,837,405.72	3,749,931.00	3,778,453.00	2,070,594.07	54.8%
Net Revenue Over Expenditures		(245,748.62)	18,815.30	(152,342.07)	(164,893.46)	(144,271.00)	(172,793.00)	335,362.58	
Fund Balance Beginning of Year		2,783,154.40	2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,238,985.55	2,238,985.55	
Ending Fund Balance		2,537,405.78	2,556,221.08	2,403,879.01	2,238,985.55	2,094,714.55	2,066,192.55	2,574,348.13	

**Ypsilanti District Library
Balance Sheet
June 30, 2016
Debt Service Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 06/30/2016
Assets:						
Cash	1,034,868	1,025,299	1,131,102	856,860	1,225,052	204,395
Receivables	401,130	401,894	326,861	602,228	265,327	240,226
Total Assets	1,435,998	1,427,193	1,457,963	1,459,088	1,490,379	444,621
Liabilities	106,570	38,882	47,773	58,557	58,413	58,413
Fund Balance						
Designated: MTT Settlement	-	-	21,300	14,000	15,000	10,000
Unreserved	1,329,428	1,388,311	1,388,890	1,386,531	1,416,966	376,208
Total Liabilities & Fund Balance	1,435,998	1,427,193	1,457,963	1,459,088	1,490,379	444,621

Ypsilanti District Library
Debt Service Fund
YTD 06/30/2016 (58.3% of year)

ACCT #	ACCOUNT NAME	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	BUDGET 15--16**	YTD 06/30/16 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	262,767	277,087	260,105	274,779	282,263	266,962	45,578	221,384	17.1%
440.000	Ypsilanti Township Tax Levy	880,274	1,078,823	1,066,288	1,011,034	1,036,502	1,025,163	121,204	903,959	11.8%
688.000	Interest	3,327	1,529	1,417	286	192	500	342	158	68.5%
699.000	Activity Transfer In									
Total		1,146,368	1,357,440	1,327,810	1,286,099	1,318,957	1,292,625	167,124	1,125,501	12.9%
Expenditures										
702.150	Bank Fees	225	243	225	263	300	500	300	200	60.0%
980.000	Professional/Contractual		400	400	-	900		1,000		
991.000	Debt Retirement Principal	910,000	950,000	990,000	1,030,000	1,070,000	1,115,000	1,115,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	7,910	4,086	4,521	789	4,292	7,500	657	6,843	8.8%
983.000	MTT Chargeback-Ypsilanti Towns	129,308	11,827	17,586	11,906	1,230	2,500	1,225	1,275	49.0%
995.000	Debt Retirement Interest	369,200	332,000	293,200	252,800	210,800	167,100	94,700	72,400	56.7%
TOTAL		1,416,643	1,298,556	1,305,932	1,295,757	1,287,522	1,292,600	1,212,882	80,718	91.4%
Total Revenue Over Expenditures		(270,275)	58,884	21,877	(9,659)	31,435	25	(1,045,758)	1,045,758	
Beginning Fund Balance		1,599,703	1,329,428	1,388,312	1,410,189	1,400,530	1,431,965	1,431,965	1,388,312	
Ending Fund Balance		1,329,428	1,388,312	1,410,189	1,400,530	1,431,965	1,431,990	386,207	2,434,070	

**Ypsilanti District Library
Balance Sheet
June 30, 2016
Capital Asset Replacement Fund**

	FY 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FYTD 06/30/2016
Assets:						
Cash	900,000	900,000	900,000	900,000	611,746	611,746
Total Assets	900,000	900,000	900,000	900,000	611,746	611,746
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	900,000	611,746	611,746
Total Liabilities & Fund Balance	900,000	900,000	900,000	900,000	611,746	611,746

Director's
Report
and attachments

Library Director's Report
July 22, 2016
Lisa Hoenig, YDL Library Director

Hoopla!

YDL was thrilled to add Hoopla! to our digital collection this month. This exciting new service brings you free digital movies, music, comics, audiobooks and more. YDL patrons can borrow up to 8 titles per month for free. Signing up is quick and easy; it just requires your email address, library card number and PIN. A press release is attached. Enjoy, and spread the word! www.hoopladigital.com

Independence Day Parade and Picnic

Once again a strong YDL contingent walked with the Navigator in the Ypsilanti Independence Day Parade. Afterward we hosted donors and friends at the Ladies' Literary Club. Everyone enjoyed the food, festivities and lovely weather, and we raised nearly \$3,500 for the Library. Thank you to everyone who contributed their time, money, or both to make this such a successful event!

YDL Trike

Also making its debut in the Parade was the new YDL Trike, pedaled by Youth Services Librarian Molly Beedon. Jim Reed built a beautiful book box on the back, making it an impressive addition to the library fleet! The Trike appears at the Tuesday Farmer's Markets downtown, and with its own laptop and wireless unit we are able to check out materials on the road.

Xavier Small Memorial

The tragic passing of Xavier Small was felt by all of us, especially the Michigan Avenue staff who knew him well. Over \$5,500 has been generously donated in Xavier's memory. These funds will be used to enhance the Teen Zone with anime and music, which Xavier loved. Details forthcoming.

Personnel news:

After a lengthy search, I am pleased to announce Greta Kaempf has joined the YDL team as Part-time Outreach Para-professional. Skilled in working with youth and diverse populations, Greta is already contributing. We are thrilled to have her with us, and to be fully staffed again!

Welcome to two new Pages at Whittaker Road: Ayah Hassan and John Bolt have joined us since my last report.

A number of interns are also on board for the summer at all locations, from a library school student to teens from Ozone House. It's great to have the extra help while giving these folks a positive work experience.

Side notes:

- Strategic Planning is moving forward. We've identified our four benchmark libraries and executive interview candidates. A draft questionnaire for the phone survey is in its early stages. I was extremely impressed with everyone's willingness to help conduct the interviews – we should be able to accomplish quite a few!
- We held three successful community conversations at Michigan Avenue in June, and themes are starting to emerge. In August and September we will schedule some conversations at locations out in the community and develop a stronger narrative of the public knowledge we've collected.
- Both Lunch and Listen and our summer reading programs are seeing tremendous participation. It's exciting and busy at the library this summer!
- Working with Kharena Keith from the Superintendent's Office, we've made plans to begin a joint YCS-YDL Task Force in the fall when everyone goes back to school. A closer partnership will help us provide more targeted support and get more resources into the hands of parents, teachers and students.
- Following two safety assessments, we are making plans to renovate Superior's interior. The goal is to improve safety, but while we're at it we hope to add materials and make it more attractive. Stay tuned!

DRAFT V1

Ypsilanti District Library Partners with Hoopla Digital to Give Patrons Online and Mobile Access to Free Movies, Music, and More

Library card-holders can instantly explore, borrow and enjoy dynamic content on their smartphones, tablets and PCs

YPSILANTI, MI. (Jul. 19, 2016) – Ypsilanti District Library today announced public availability of thousands of movies, television shows, and music albums all available for mobile and online access through a new partnership with hoopla digital (hoopladigital.com).

Ypsilanti area card holders can now download the free hoopla digital mobile app on their Android or IOS device or visit hoopladigital.com to begin enjoying thousands of titles – from major Hollywood studios and record companies – available to borrow 24/7, for instant streaming or temporary downloading to their smartphones, tablets and computers.

“We hope our partnership with hoopla digital will encourage Ypsilanti residents to continue using the library as a source of learning and entertainment,” said Julianne Smith, Assistant Director at Ypsilanti District Library. “The new service will give patrons access to thousands of titles in a number of formats, so there’s something for everyone. Now anyone with a library card will be able to explore a wide variety of content whenever they want, wherever they want.”

Ypsilanti District Library is the forty-first library system in the state of Michigan to partner with hoopla digital. Current partners include Detroit Public Library, Dearborn Public Library, Clinton-Macomb Public Library, Jackson District Library, Plymouth District Library, Brighton District Library and many others.

“With hoopla digital, it is our mission to empower the evolution of public libraries while helping them to meet the needs of the mobile generation. We’ve worked for years to create a best-in-breed service that is fun, fast and reliable. And we continue to secure content deals to expand our offering of popular and niche movies, TV shows, music, eBooks, audiobooks and comics,” said Jeff Jankowski founder and owner of hoopla digital.

About hoopla digital

hoopla digital is a category-creating service that partners with public libraries across North America to provide online and mobile access to thousands of Movies, TV Shows, Music, eBooks, Audiobooks and Comics. With hoopla digital, patrons can borrow, instantly stream and download free dynamic content with a valid library card. All content is accessible via hoopla digital's mobile app and online at www.hoopladigital.com. hoopla digital is a service of Midwest Tape – a trusted partner to public libraries for over 25 years.

For more information, please contact 800-875-2785 (US) or 866-698-2231 (Canada).

#

YDL Dashboards

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

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 YTD	2016 YTD	2016 Goal
Friends of YDL Annual Support	\$56,660	\$56,298	\$48,591	\$46,316	\$10,555	\$40,000
Small Gifts/Memorials	\$1,491	\$325	\$780	\$1,923	\$577	
In Memory of Xavier Small					\$5,535	
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,112	\$500
Additional Fundraising Activities						
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	
Dining YDL \$\$ (Aubrees)			\$273			
Dollars for DVD's			\$433			
Trustee Party, Trustee John Barr-July 4, 2015		\$5,910	\$4,725	\$7,165	\$3,421	
Trustee Party, Trustee Kay Williams, Oct 24th Treasure Hunt			\$865			
Trustee Party, Trustee Kimberly Grover-Aug. 22, 2015				\$1,466		
Sub-total	\$294	\$6,274	\$6,510	\$8,904	\$3,715	\$10,000
Annual Giving Campaign	\$3,450	\$4,900	\$6,483	\$4,054	\$50	
Dean Russell		\$1,000				
Stanley & Robin Mendenhall			\$1,000			
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000		
Sylvus Tarn			\$1,000			
*\$4902 designated Science & Technology	\$4,450	\$6,900	\$9,483	\$5,054	\$50	\$10,000
Latitudes		\$465	\$290			\$0
Library Sustainers						
G. Kruse				\$750		
Sylvus Tarn [designated MI Ave]				\$900		
Hassan Mirshaw				\$750		
Kay Williams (Designated YDL-Superior)				\$450		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$0	\$1,000
Library Champions						
YDL-MI Ave 5250 Solar Watt Installation (Anonymous Donor)			\$14,500			
EMU (Sponsorship of TEDx Talk, 3/22/16)			\$7,161		\$2,500	
Hyundia-Kia		\$1,000	\$1,000			
The Mosaic Foundation [2016 designated Science & Technology]		\$1,000	\$1,000	\$1,000	\$1,000	
Bank of Ann Arbor	\$1,000	\$1,500		\$1,500		
Bill & Marie White		\$1,000				
(Unsolicited Donations>\$1000)	\$1,000	\$4,500	\$23,661	\$2,500	\$3,500	\$5,000
YDL Endowment Fund		\$100				
Dietmar Wagner			\$2,500	\$1,500	\$1,500	
Virginia Young					\$5,000	
Various Gifts to the Endowment		\$2,228	\$55	\$2,285	\$50	
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$6,550	\$3,000
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$30,483	\$69,000
Grants						
Huron Valley Sunrise Lions Club			\$250			
MHC-Ypsilanti African American Oral History Archive					\$24,350	
Downtown Association of Ypsilanti		\$750	\$200		\$1,700	
Ezra Jack Keats Minigrant, EJK Foundation					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$775	\$725	\$1,225	\$1,612	\$1,600	
MCACA-New Leaders Grant [Summer Teen Music]		\$2,500	\$2,000	\$2,850	\$3,200	
MCACA-Ypsi Song Fest		\$5,250	\$5,250	\$5,625	\$8,156	
MHC-Prime Time Family Reading				\$8,075	\$3,000	
NEH-Wild Land Exhibit Programming Grant					\$1,000	
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000		
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000		
YALSA/Dollar General Teen Read Week				\$1,000		
MCLS-Harwood					\$690	
ALSC Dia Turns 20 Mini Grant					\$2,000	
Ann Arbor Farm & Garden					\$985	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	
Total Grants	\$1,275	\$12,625	\$17,171	\$27,360	\$52,391	\$25,000
Hyundia-Kia Vehicle Donation		\$17,000				
GRAND TOTALS	\$97,864	\$164,092	\$111,437	\$98,692	\$82,874	\$94,000

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

*\$1000 remaining, expenditures =4500

YDL Performance Dashboard - June 2016

	Jun-15	Jun-16	% Change from last Jun	2015	2016 to date
Circulation					
Whittaker Rd.	47,409	41,234	-13%	537,195	247,841
Michigan Ave.	13,567	12,811	-6%	150,707	72,642
Superior	1,535	1,650	7%	18,650	9,977
Navigator	1,928	2,258	17%	26,746	13,773
eProducts	3,034	3,980	31%	37,207	20,948
TOTAL	67,473	61,933	-8%	770,505	365,181
Self Check-Items					
Whittaker Rd.	7,465	7,094	-5%	76,178	37,313
Michigan Ave.	2,702	2,065	-24%	25,570	11,888
TOTAL	10,167	9,159	-10%	101,748	49,201
New Cards					
Whittaker Rd.	288	255	-11%	2,935	1,425
Michigan Ave.	163	123	-25%	1,562	660
Superior	8	10	25%	136	81
Navigator	8	3	-63%	132	57
TOTAL	467	391	-16%	4,765	2,223
Reference					
Whittaker Rd.	10,048	8,498	-15%	108,213	45,106
Michigan Ave.	5,253	4,453	-15%	53,293	25,398
Superior	1,180	884	-25%	12,739	5,052
Navigator	523	433	-17%	4,387	1,798
TOTAL	17,004	14,268	-16%	178,632	77,354
Program Attendance					
Whittaker Rd. - Adult	210	121	-42%	2,895	1,230
Whittaker Rd. - Youth	1,019	1,912	88%	15,145	8,397
Michigan Ave. - Adult	310	280	-10%	3,054	1,535
Michigan Ave. - Youth	669	651	-3%	5,710	2,001
Superior	161	218	35%	1,103	504
Navigator	249	428	72%	11,498	6,990
Offsite	159	1,512	851%	2,886	2,431
General	0	0	0%	1,207	375
TOTAL	2,777	5,122	84%	43,498	23,463
Computer Usage - Sessions					
Whittaker Rd.	11,619	11,030	-5%	132,694	63,021
Michigan Ave.	11,921	9,486	-20%	129,748	57,565
Superior	821	898	9%	10,770	5,149
Wireless	N/A	N/A	N/A	10,280	2,407
TOTAL	24,361	21,414	-12%	283,492	128,142
Computer Usage - Hours					
Whittaker Rd.	11,137	9,512	-15%	119,481	57,300
Michigan Ave.	9,684	8,625	-11%	105,944	51,884
Superior	637	520	-18%	6,624	3,279
Wireless	N/A	N/A	N/A	14,630	0
TOTAL	21,458	18,657	-13%	246,679	112,463
Door Count					
Whittaker Rd.	21,215	21,146	0%	247,426	118,942
Michigan Ave.	12,622	10,846	-14%	136,848	64,293
Superior	2,395	2,409	1%	23,577	9,727
Navigator	1,040	989	-5%	18,344	9,914
TOTAL	37,272	35,390	-5%	426,195	202,876
MELCAT Interlibrary Loans					
Loaned	903	894	-1%	10,711	6,005
Borrowed	1,155	989	-14%	14,631	7,181
Items Added to Collection					
Items Added	1,210	1,611	33%	16,776	7,677
Ebooks/Eaudio Added	350	291	-17%	4,990	3,322
Items Cataloged	333	279	-16%	5,050	2,164
Internet Usage					
Website - Overall	129,073	126,118	-2%	1,283,110	751,597
Facebook, YDL (Total Reach)	380	1,292	240%	163,980	162,270

Department Reports

Michigan Avenue Board Report: July, 2016

If you've been at Mich Ave this month you may have heard the low roar coming from downstairs. The Youth Department has been loaded with children, parents, and teens! It started with Summer Reading Kickoff and has been going on ever since. Youth staff have been doing an awesome job handling large numbers in small spaces. Workzone Interns have started and are giving a helping hand. Their method? Keep 'em busy and learning! The challenging regular itinerary is nothing short of amazing!

Almost every day:

- Snack time in the morning
- Lunch and Listen in the afternoon

Every week:

- Storytime with stories, songs, and activities
- Garden Club where youth take care of our community garden learn about nutrition
- Seed to Plate in which Growing Hope does a garden or nutrition-related program for youth
- Tinkerlab with learning activities for young children
- Rhyme Zone with music, instruments, and rapping for tweens and teens

- Tinkercad to Jellybox 3D design/printing
- Lego building
- Outreach to Parkridge, collaborating with the LINKS summer literacy program

Every other week:

- First and Second Grader's Book Club
- Teen Book Club
- Pokemon Club

Every Month:

- Cricut Crafts for youth and tweens
- Trickster Tales stories, music, movement, props
- Kids Book Club for 3-5 graders
- STEAM Challenges for tweens and teens

If that isn't enough, other events include a wonderful 1st Friday Music Series opening with the Can't Stop Me Project and the funk, R&B sound of Jake Lives Band. We loved seeing board member Jean Winborn gettin' down! Unfortunately a sudden storm stopped a fantastic show. We had a very well-attended series of events during Pollinator Week, making native bee houses, learning butterfly stewardship, and painting garden signs. Many happy kids attended the Frozen Party and Jenny made a great Elsa. Dino Day included a presentation by Paleo Joe and many learning activities, sponsored by Kiwanis. Kim had adult programs on blogging and social media. Charline's natural hair programs continue to thrive.

We hosted three more Community Conversations and Lisa led us analyzing common themes so far. I presented at Department of Health and Human Services to about 80 social workers about library services and programs. Jen is working with Gillian and Jodi to organize teens to be responsible for the YDL Teen Facebook and Instagram, along with continued work on promotional videos made by teens. Lastly, I'm currently in Alpena attending a 3 day workshop on Making as Learning, sponsored by the UM's School of Information, gaining new ideas for how to educate and inspire our community in maker-type activities.

Mich Ave has been the recipient of generous donations this month. The National Pan Hellenic Council, umbrella organization for Black fraternities and sororities, has once again offered to provide dinners for 45-60 people for the 6-week Prime Time Family Reading Program. We received a second generous donation from a regular patron pleased with the level of customer service upstairs. We are always grateful for the support and nice remarks from patrons and organizations.

Submitted by Joy Cichewicz,
July 22, 2016



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2016

Status Report

- Website Improvement Initiative – We have initiated the discovery process. The discovery process will deliver a content audit, project plan, and scope of work, timeline, website wireframes, and information architecture plans. Homepage wireframe design is finalizing.
- Patron User Experience – Facilities and IT will be working to add convenient access to power for Patron devices throughout our facilities.
- ILS Update – We will continue to look at the new Sirsi Dynix ILS modules as they become available through 2016.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new Staff intranet as well as blog site is in the initial build stages.
- YDL Surveillance systems – We're exploring a complete modernization of this multi-location system.
- PC improvements – We have roughly 20 PC's that are scheduled to be replaced in 2016. I am currently working on a cost analysis that include PC upgrades to additional systems as well.
- Patron Management System – I'm performing a cost analysis on replacing our patron management software. The current solutions has what feels like an ever growing list of issues even though it is a very comprehensive product.

Overall System Status

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

New or Upcoming Items

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

Communications & Development

Monthly report: July 2016

Fundraising

- The **July 4 BBQ** had nearly 100 attendees and raised \$3,421 for the library to date! The library staff would like to thank all of our board members who either attended or helped prepare for the event.
- Claudia Small, the mother of Xavier Small who passed away tragically at the Middle School this summer, stopped by the library to drop off a \$5,000 check that she had collected for **Xavier's memorial**. This, plus the additional \$575 that was collected by the schools and the library, will support collections and equipment for the Teen Zone at Michigan Avenue.
- An additional \$6,000 in major donations were made to the **YDL Endowment Fund** this month by generous community members. These investments will continue to support YDL for years to come.



Promotions

- **Hoopla streaming music** and movie services started July 19 and were publicized with a press release, on social media, and featured on the website and within the library.
- The library is making the most of the **Pokémon craze!** YDL-Superior is a Pokémon Gym that is highlighted in the game and the other two libraries are “Pokéstops.” We’ve been posting about this on social media and enjoying the extra visitors that the game brings to the library.
- The **Fall 2016 issue of Latitudes** is in progress. It will be an 8-page issue similar to previous years, but we have changed the paper used to produce it, saving approximately \$1,000.
- The **Library Trike** was introduced at the July 4 parade! The trike was funded through a grant program from EMU and the Ypsi Schools. Facilities Manager Jim Reed created a beautiful folding box that allows the trike to carry 60 books!
- YDL is having a **naming contest** to name the Library Trike! Visit www.ypsilibrary.org/trike



- YDL got a free nonprofit membership to **Canva.com**, an online publishing site that makes it easy to create attractive branded graphics for social media use. The graphics you see above were all created with Canva!

Community Relations

- YDL was present at a summer meeting of community organizations that work in the **Parkridge neighborhood**, hosted by **Washtenaw County Public Health**.
- YDL is partnering with **The Links** to make a set of books featuring African American authors, illustrators, and heroes available to youth at Parkridge Summer Camp and also at the library. These children's book lists for various age groups may be found on the YDL website under the "Browse" section or at <http://ypsilibrary.org/content/links-book-lists>

Submitted by Gillian Ream Gainsley on July 22, 2016

Outreach Services Board Report: July 2016

Staff News

- Our hiring process is now complete. I'm pleased to announce the hiring of Greta Kaempf, who fills the Outreach Services Paraprofessional vacancy. Greta will be introduced at the August board meeting.
- We also have two interns helping out this summer. Monica Porter is a Library & Information Science student at Wayne State, in addition to working full time for University of Michigan's library system. She is learning the ropes of working on the Navigator & at Superior. Our other intern, Jelea Caudill, comes to us through the Ozone House WorkZone program. She will be helping with programs at Superior from now through September.



Navigator News

- We started making our weekly summer visits. Sites this year include the Ypsilanti Community Schools K-5 Summer School Classes, plus day camps run by the YMCA, EMU Children's Institute, Washtenaw County Parks, Community Action Network, and Brick Elementary.
- July 4 was a beautiful day for a parade. We had a great turnout of walkers and bikers. Thanks to Kay, Karl, Mike, Lisa, and staff members Kim & Shoshanna for joining us!
- The Navigator was present at the Michigan Ave summer reading kickoff.

Superior News

- Our kickoff was great fun, with a bounce house, outdoor games, and pizza (provided by Food Gatherers). We had an awesome group of volunteers from Friends of YDL.



- Lunch & Listen began on June 27. Superior serves lunches twice per week: Mondays and Tuesdays from 1-2. In addition, the Superior Parks people are offering free lunches Monday-Thursday from 12-1. Many free food options are available to our young patrons!
- Stacey fired up the grill and hosted the annual movie & BBQ. This year's movie was *Zootopia*. We were floored by the high attendance – at least 35 people packed into the building for the movie! Even more came for the BBQ later that day.



Learning Never Gets Old News

- Monique did another of her LNGO craft sessions, Moss Topiaries. Attendance was low, but it was a fun activity that she will offer again.
- Monique visited Huron Valley PACE for a craft activity.
- We showed *Still Dreaming*, a documentary about retired actors putting on a production of *A Midsummer Night's Dream*. Following the screening, we were able to have a Skype discussion with the director.

Outreach News

- Stacey did stories & playtime at the farmer's market on June 28. Youth staff members are taking turns going to the Tuesday market. It's a very exciting new outreach opportunity, improving each week as we got the book trike up and running, and now have the ability to create library cards and do checkouts on site!
- We made large print deliveries to Superior Woods & Cross Street Village.
- We staffed a Summer Reading signup table at Global Tech Academy's year-end carnival.

Submitted by Mary Garboden, July 20, 2016

Whittaker Road-Adult Services Board Report: July 2016

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

- Gardening Chat (monthly event for gardening patrons)
- Friends with Pens (monthly Creative Writing Group)
- Poetry Lovers Group (meets once per month)
- Two book discussion groups (African American Authors; Mon PM Bk Grp, Thu am has this month off)
- Computer classes (16 classes scheduled)
- Mon PM Movie (2 scheduled)
- Racial justice Film/Discussion
- Relax with Essential Oils

The Adult Summer Reading Program is moving along; it has been a challenge this year as we learn how to use the new program. We'll sit down together this fall with Youth staff to evaluate how things went and figure out ways to improve the experience for next year. There are currently 705 adults registered, which represents 25% of the total participants for the Summer Reading Game. We owe a huge thanks to Youth Department staff who register many adults when they sign kids up for Youth Summer Reading. We're also nearly done with our program planning for the fall programming season.

The Harwood team, including Sheila and me, met this month to look over the results from all past discussions; it's an interesting process to see what the community is saying. All available staff also participated in the first steps of our Strategic Planning Process, another important initiative.

We've done some shifting upstairs to make more room for expanding collections (Graphic Novels and Books on CDs). Christy, Susan and our wonderful volunteer Edward have made it easier for patrons to find these items, and it will now be easier for the pages to shelve in these collections. Our next challenge will be to find space for our CD and DVD collections. Both of these collections circulate well but are out of space. It's hard to look for items when the shelving is so tightly packed.



Note how full this CD unit is. On the far side, note the CD on top; this happens frequently because there isn't room to stuff them back in once pulled out. CDs go in and out at a brisk clip; our pages don't have time to shift large chunks every day to make room for returns. The DVD shelves are in the same condition.

Submitted by Paula Drummond, July 21, 2016

Youth Services Board Report--July 2016

Program Highlights

800 parents and children attended storytime in June and numbers for July are higher. We're enjoying outdoor storytimes Tuesday afternoons at the downtown Farmers Market and they are very happy to have us there. The ytrike is stored at the market for the summer. Molly created a small collection of books for the beautiful cabinet Jim built to house books and toys. Scott got the wireless access to Horizon up and running this week so we now have the ability to check books out to patrons from the bike!

We served 876 lunches so far this summer, including 74 one Friday on pizza day! Lunch and Listen has been so popular we moved to the Community Room. Thank you to Jim and his staff for helping with the extra set up and clean up required this year!

After lunch on Wednesdays staff take turns leading STEAM Dream engineering workshops. Attendance has averaged 54 people per week. So far this summer children and parents have learned to build air propelled rockets for 4th of July, foil mazes connected to laptops via the makey makey that sounded an alarm if children didn't navigate them correctly, balancing objects, and bridges with straws and paper clips to test the strength of various designs.

After lunch on Thursdays staff take turns teaching art projects modeled after the open ended process art we do with preschoolers. Students used a variety of materials to create. Projects included washi tape art, watercolor techniques, tissue paper sun catchers and origami. About 40 people participate each session.

Special programs included Marlena's 4th of July crafts and sing-along attended by 45 people and Kristel's Library Lab presented by the Michigan Science Center, where 100 attendees learned the science behind explosions at a program called Kaboomistry. Minecraft and 826michigan weekly programs continue!

Teens on the advisory started a weekly drawing club where they exchange tips about how to draw comic style characters. Stop by the teen area to see their manga vs. Marvel and DC display! TAG met this month to help plan fall programs!

Extra people at programs has meant extra people in the department. Thanks to Julianne, Paula and even Lisa for lending a hand at the reference desk!

Summer Reading

Summer Reading kicked off at Whittaker June 17 with a maker fair corresponding to President Obama's National Week of Making. About 180 parents and children stopped at stations to make mini robots out of toothbrushes, buttons with our summer reading logo, homemade ice cream, booklets and mini cardboard sculptures. The same evening, TAG hosted an after hours. They were happy that 50 teens attended to eat pizza, play water balloon games, drink fruit smoothies, watch anime and play video games. The evening concluded with 30 minutes of music at open mic. They look forward to planning another this fall, which will feature a community building project with a glow in the dark theme. The first week of Summer Reading continued the making theme, with different building projects each day. The most popular project was Liz's marshmallow catapults!

So far 564 pre-readers, 1,270 youth and 274 teens have signed up for Summer Reading at all locations and 345 youth have earned a free book! Thanks to youth staff at Mich Ave and Whittaker who have jumped in to make adjustments to the online program as we've encountered errors in game design. Next year will be smoother.

Around the Department

We welcomed our Ozone House Work Zone intern Claire last week. She is helping serve lunch twice a week, providing program support and working on book displays. In addition, many teens are volunteering their time, making it possible to serve lunch and offer engineering and art programs to so many youth each day.

Staff have come up with great ideas for fall programs. We'll continue to focus on STEM and creative maker activities, from tummy time art and music for little ones to a teen maker workshop and everything in between.

Beyond the Department

Molly rode the YDL ytrike in the Fourth of July Parade and then to the fundraiser.

MCACA interns are working on Noise Permit. Liz led them in flyer and logo design, Gillian gave instruction in how to write a press release. Every week they work downtown with Jesse at Rhyme Zone and Akili at Pass the Mic. They have a varied line up of performers, including the YYO jazz ensemble and classical pianists. We look forward to a great show. Thanks to Gillian for facilitating park sponsorship by H3Fit and Ypsi Running.

Submitted by Jodi Krahne July 22, 2016



Customer Services

Monthly report: July 2016

Unique Management Systems Update

In June 2016 UMS recovered the following:

Materials Returned: \$3,893.48

Dollars Received: \$1,600.74

Since YDL began using UMS we have recovered the following:

Materials Returned: \$83,577.55

Dollars Received: \$50,378.61

Staff News

I'm happy to report that Ayah Hassan and John Bolt have joined the Customer Services team as library pages. Ayah is a student in the ECA program at EMU. John is attending EMU, and is studying computer science.

Submitted by John Connaghan on July 22, 2016

Facilities Department

Board Report: July 2016

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

Michigan Ave:



Finished installing cabinets in Meeting Room. Staff has a lot more storage now.

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



Repaired lock on Men's Restroom door.

Whittaker Road:



Cleaned radiator fins on chiller.



Planted flowers by front entrance.

Superior:



Put up banners at all YDL locations for Summer Reading program.

Trike:



Built box on Trike to resemble a book shelf in the Library.



Submitted by: Jim Reed, July 21, 2016

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/21/16

Re: Consideration of a Proposal for Auditing Services from Layton and Richardson, P.C.

We received three proposals for auditing services in response to the RFP released April 22, 2016. All three firms were determined to be qualified and viable candidates. On June 27 the Finance Committee, Accountant Jim Carey, Business Office Manager Diane Schrag and I interviewed David Rider and Luke Downing of Layton and Richardson, the low bidder. The team left the interview with a very positive impression. Later I spoke with three references who also gave the firm high marks.

The Finance Committee recommends Layton and Richardson be engaged to conduct the YDL audit for the fiscal year ending November 30, 2016.

An overview of the bids received is attached along with the Layton and Richardson proposal. Layton and Richardson Partner Vickie Crouch will attend the Board meeting to provide a brief overview of the firm and introduce herself. She has provided an engagement letter which I will have ready for signature at the meeting.

**

Overview of bids received

Layton & Richardson, P.C. -- East Lansing, Michigan

Year 1: \$7,125

Year 2: \$7,275

Year 3: \$7,425

Yeo & Yeo, CPAs & Business Consultants -- Ann Arbor, Michigan

Year 1: \$10,000

Year 2: \$10,300

Year 3: \$10,600

Rehmann Robson* -- Jackson, Michigan

Year 1: \$12,400

Year 2: \$12,800

Year 3: \$13,200

*Fee for year ending November 30, 2015 was \$11,800.

YPSILANTI DISTRICT LIBRARY
PROPOSAL FOR AUDIT SERVICES

FOR THE YEARS ENDING
NOVEMBER 30, 2016, 2017 AND 2018

LAYTON & RICHARDSON, P.C.

1000 COOLIDGE ROAD
EAST LANSING, MICHIGAN 48823-2469
(517) 332-1900

CONTACT PERSON: Vickie L. Crouch, CPA

DATE OF SUBMISSION: May 2, 2016

CONTENTS

	PAGE
LETTER OF TRANSMITTAL	1-2
PROFILE	3
MANDATORY CRITERIA	4
ENGAGEMENT PERSONNEL	5-8
EXPERIENCE IN AUDITING GOVERNMENTAL UNITS	9
AUDIT SCOPE	10
APPROACH TO THE AUDIT	11
GOVERNMENTAL CLIENT REFERENCES	12
SCHEDULE OF COMPENSATION	13
QUALITY REVIEW REPORT	14



Layton & Richardson, P.C.

Certified Public Accountants

May 2, 2016

Ypsilanti District Library
Lisa Hoenig, Library Director
5577 Whittaker Road
Ypsilanti, MI 48197

1000 Coolidge Road
East Lansing, MI 48823

(517) 332-1900
(517) 332-2082 fax
Info@LNRCPA.com

Vickie L. Crouch, CPA, CGFM
Principal
Vickie@LNRCPA.com

Stephen D. Plumb, JD, CPA
Principal
Steve@LNRCPA.COM

Layton and Richardson, P.C. is pleased to have the opportunity to propose its services to the Ypsilanti District Library. We believe that Layton and Richardson, P.C. is well qualified to provide the desired services and our rates are competitive.

We understand that audit services to be provided are:

- Audit of the Ypsilanti District Library's Financial Statements (including the General and Debt Services Funds)
- Single Audit (if required)
- Representation of management letter summarizing reportable conditions, if any, and recommendations to improve efficiencies and strengthen internal controls

This work will be completed by February 15 following the close of each fiscal year.

The audit will be performed in accordance with generally accepted auditing standards as set forth by the U.S. General Accounting Office's *Government Auditing Standards* (GAGAS), Michigan Compiled laws, and applicable auditing and reporting provisions set forth by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Our audit will determine if the financial statements conform to U.S. generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants (AICPA).

The following reports will be issued at the completion of the audit:

- A. A report on the fair presentation of the financial statements in conformity with U. S. generally accepted accounting principles.
- B. A report on the internal control over financial reporting and on compliance and other matters.
- C. A Management letter, including a review of audit findings and recommendations affecting the financial statements, internal controls, accounting system, and any other relevant information.

An exit conference will be held with Library board officials to summarize the results of the field work and to review significant findings.

This proposal is for the years ended November 30, 2016, 2017 and 2018.

We believe that Layton & Richardson, P.C. has the expertise to perform the services you need in a creative, constructive, personalized and economical manner. Our desire is to provide services over a long-term relationship, and we encourage an exchange of information.

We believe that Layton & Richardson, P.C. is well qualified to conduct the audit of the Ypsilanti District Library based on these facts:

- A. Our extensive experience with various units of state and local government represents a significant part of our practice. This experience includes counties, municipalities and townships. This wide range of governmental experience enables us to provide quality service to all types of governmental units at a reasonable and predictable cost.
- B. Our approach to auditing is management-oriented. As a routine part of our examination of the Ypsilanti District Library, we will prepare a management letter advising you of opportunities we have observed for improving the economy and efficiency of your operations.
- C. The partner and staff who will be responsible for services to you are highly qualified by education and experience to provide the auditing services which you require.
- D. Our personnel are experienced in all phases of auditing, including governmental contracts and grants.
- E. All our professional staff members participate in education programs sponsored by the Michigan Association of Certified Public Accountants, the Association of Governmental Accountants and the Treasury Department of the State of Michigan.
- F. We currently provide services to numerous local units of government in Michigan, which include all funds and Single Audits.
- G. Based on our prior experience with counties and governmental entities, we have developed an expertise that enables us to provide advice on proven and successful procedures and techniques in maintaining sound accounting procedures for governmental entities. Also, we diagnose conditions, report weaknesses, if any, and recommend possible remedies.
- H. We have delivered all financial reports and Single Audit reports by applicable due dates. We realize the importance of timely and accurate financial information.
- I. In addition to the complete audit of governmental entities, Layton & Richardson, P.C., has completed separate audits of various component units of government including road commissions, health departments, mental health boards, drain commissions, housing commissions, park departments, retirement systems, friends of the court, and district courts.

We would like to propose to the Ypsilanti District Library, the maximum annual fee for auditing services as follows:

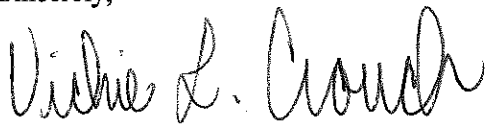
YEAR ENDING	AMOUNT
November 30, 2016	\$ 7,125
November 30, 2017	7,275
November 30, 2018	7,425

If a single audit is required, the fee will increase by \$2,500.

All representation for Layton & Richardson, P.C., will be made by Ms. Vickie L. Crouch, Principal, 1000 Coolidge Road, East Lansing, Michigan 48823-2469, (517) 332-1900, Vickie@lnrcpa.com. Ms. Crouch is also authorized to bind the firm.

Thank you for the opportunity to submit this proposal.

Sincerely,



VICKIE L. CROUCH, C.P.A.
Principal

PROFILE

Layton & Richardson, P.C. is a local firm of Certified Public Accountants licensed by the State of Michigan with one office in East Lansing, Michigan. The firm was organized in May of 1971. The firm is a small business as established by the Small Business Administration. We offer a wide range of services in the areas of accounting, auditing, taxation, data processing and consulting. Our personnel is comprised of two partners, four managers, eight staff accountants /consultants, and four clerical staff.

During the years since Layton & Richardson, P.C. was established, the firm has gained a solid reputation for providing auditing services to a wide range of governmental and nonprofit agencies. Recent experience includes cities, counties, villages, townships, human service agencies and membership organizations which are funded by a variety of federal, state and local grants and contracts.

Other services have included: specialized tax planning services, accounting systems design, installation and improvement of computer systems, implementation of efficient and effective internal control procedures, design of budget systems, cost reduction analysis, grant proposal preparation and financial development consulting.

In addition to experience in audits, all professional staff members participate in education programs which are related to governmental and nonprofit organization auditing and accounting. These include recent programs sponsored by the Michigan Association of Certified Public Accountants, the Association of Governmental Accountants and the Treasury Department of the State of Michigan.

Current information on developments in auditing and accounting is obtained from publications released by the American Institute of Certified Public Accountants (AICPA), the Michigan Association of Certified Public Accountants (MACPA), the Association of Governmental Accountants (AGA), the Governmental Finance Officers Association (GFOA), the Michigan Association of Counties (MAC), and the Michigan Township Association (MTA).

Layton & Richardson has undergone quality control reviews every three years as required by the American Institute of Certified Public Accountants. This is a program dedicated to ensuring that participating firms have quality control systems in place over their accounting and auditing practices. This program also includes a review of our governmental and nonprofit clients that have single audit requirements. We were pleased to receive an unqualified opinion and believe it reflects our commitment to quality work.

Layton & Richardson prohibits discrimination against its client, employees and applicants for employment on the basis of race consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay or other forms of compensation, demotion or separation.

MANDATORY CRITERIA

Layton & Richardson, P.C. is properly licensed by the State of Michigan. We are independent of the Ypsilanti District Library as defined by the most recent AICPA and Government Auditing Standards, 2011 revision, published by the U.S. General Accounting Office. Vickie L. Crouch, the partner in charge of the audit, and the staff assigned to the audit meet the GAO continuing professional education requirements contained in the Government Auditing Standards, 2011 revision, published by the U.S. General Accounting Office. Vickie L. Crouch and the audit manager are properly licensed to practice in the State of Michigan. The firm has no conflict of interest with regard to any work performed for the Ypsilanti District Library. The firm has an external quality review every three years, and conducts their own in the years the external quality review is not completed as required by Government Auditing Standards, 2011 revision, published by the U.S. General Accounting Office. The work shall be performed by the staff of Layton & Richardson, P.C. and shall not be subcontracted. The firm has no record of substandard work.

ENGAGEMENT PERSONNEL

An important factor in providing the Ypsilanti District Library with high quality and timely services is properly staffing the engagement. All the audit personnel assigned to your engagement have considerable government audit expertise. All audit personnel attend at least 80 hours of accounting and auditing training every two years, at least 24 of these hours are governmental.

To the extent possible, we will maintain a continuity of personnel on the engagement. The same partner and manager will be assigned to the engagement for the duration of the contract.

The following resumes provide the information about those individuals who we propose to be your client service team. All engagement personnel were specifically chosen for their governmental experience.

VICKIE L. CROUCH, CPA, CGFM
EAST LANSING, MICHIGAN

Vickie L. Crouch has been a senior manager since 1985 and became a partner January 1, 1993. She has directed numerous governmental audits.

Ms. Crouch is a graduate of Michigan State University with a Bachelor's Degree in Business Administration - Accounting Major, and a Master of Business Administration. She has been employed by Layton & Richardson, P.C. since 1981. She has extensive experience in governmental and nonprofit audits and will be assigned as the partner for your audit. She will review all audit workpapers and drafts of all reports for uniformity and compliance with accounting principles and any appropriate state and federal regulations. She has kept current on governmental and nonprofit issues through continuing education including courses concerning government financial statements, single audits, GASB and FASB updates and yellow book requirements.

Ms. Crouch is a member of:

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MACPA)
Association of Government Accountants (AGA)

Ms. Crouch is the Finance Secretary of Redeemer Church. She is a volunteer for many nonprofit organizations in the Lansing area including Loaves and Fishes and the City Rescue Mission.

Ms. Crouch's prior governmental experience includes:

Oneida Township School District
Township of Alaiedon
Township of Bengal
Township of Bunker Hill
Township of Greenbush
Township of Olive
Township of Commerce
Township of Ingham
Township of Bingham
Township of Parma
Township of Riley
Township of Bath
Township of Aurelius
Township of DeWitt
Township of Vevay
Township of Williamstown
Village of Dansville
City of Dewitt
City of Ithaca
City of Lapeer
City of St. Clair
City of Three Rivers
City of Durand
City of Grand Ledge

County of Newaygo
County of Montcalm
County of Ingham
County of Eaton
County of Clinton
County of Hillsdale
County of Ionia
County of St. Joseph
County of Mason
District Health Department #10
Manistee-Mason District Health Department
Tri-County Regional Planning Commission

**DAVID R. RIDER, CPA
EAST LANSING, MICHIGAN**

Mr. Rider, a Lansing native, graduated from Michigan State University with honors in 1981 with a Bachelor of Arts Degree in Accounting. Mr. Rider practiced public accounting in the East Lansing office of Plante & Moran for nine years. During this time, he served primarily nonprofit clients performing audit, review, compilation and tax services. Mr. Rider worked in industry for thirteen years, most of which were spent serving as Finance Director of a large state-wide professional association, created by the State Legislature to oversee annual licensing of attorneys in the State of Michigan. During this time, Mr. Rider maintained his Michigan CPA license by annually attending continuing education seminars and conferences.

Since joining Layton & Richardson, P.C. as a Manager in 2003, Mr. Rider has participated in in-house and self-study continuing education courses, in addition to attending seminars and conferences sponsored by the MACPA and GFOA, including GASB and FASB updates, and topics such as GASB 34 implementation, fraud detection (SAS 99), risk assessment, ethics, accounting and auditing updates, corporate, partnership and individual income tax updates.

Mr. Rider is a member of:

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MACPA)

Mr. Rider serves as Scoutmaster of Lansing Boy Scout Troop 316 and as Trustee for Right to Life of Michigan Educational Endowment. He is also former Treasurer of Trinity Church, Lansing, Michigan and former Treasurer, President and Vice-President of the Red Cedar Optimist Club of East Lansing.

Mr. Rider's prior governmental experience includes:

City of DeWitt
City of Mason
City of Potterville
County of Hillsdale
County of Ionia
County of Mason
Mid-Michigan Water Authority
Tri-County Planning Commission
The Regional Economic Development (RED) Team
Pentwater Township
Township of Bath
Township of DeWitt
Township of Williamstown
Township of Vevay

**SHANNON VANDERHAAR
EAST LANSING, MICHIGAN**

Ms. VanderHaar has been employed with Layton & Richardson, P.C. since 2000.

Ms. VanderHaar is a graduate of Central Michigan University, with a Bachelor of Science Degree in Business Administration. With Layton & Richardson, P.C., Ms. VanderHaar has attended several seminars sponsored by the firm and other agencies. These seminars have focused on discussion relating to not-for-profit and governmental auditing procedures as well as focused discussion relating to GASB and FASB updates, yellow book requirements, and internal control procedures.

Before joining Layton & Richardson, Ms. VanderHaar worked at a firm that specialized in townships audits.

Ms. VanderHaar's prior governmental experience includes:

Township of Aurelius
Township of Bath
Township of Bengal
Township of Brandon
Township of Bunkerhill
Township of Dewitt
Township of Greenbush
Township of Olive
Township of Commerce
Township of Ingham
Township of Bingham
Township of Parma
Township of Riley
Township of Vevay
Township of Williamstown
Pentwater Township
Village of Dansville
City of Dewitt
City of Grand Ledge
City of Lapeer
City of St. Clair
City of Potterville
County of Newaygo
County of Eaton
County of Hillsdale
County of Ionia
County of Mason
District Health Department #10
Looking Glass Regional Fire Authority

EXPERIENCE IN AUDITING GOVERNMENTAL UNITS

We have been providing accounting services to governmental entities since 1971. We pride ourselves on meeting and surpassing the standards set by the American Institute of Certified Public Accountants. We have a commitment to personal service, a policy of involvement and experience in the field of governmental accounting to ensure an effective and efficient audit.

We have considerable experience with a variety of governmental units. We provide accounting and auditing services to Counties, Cities, Villages, Townships, Health Departments, Mental Health Departments and Planning Commissions. As a routine part of our examination, we prepare management letters advising the entity of opportunities we have observed for improving the economy and efficiency of their operations.

The staff assigned to the engagement devotes a significant amount of time to continuing professional education related to governmental issues, which means they understand the concerns and issues governmental entities confront.

We understand the importance of timely information; we always meet our deadlines and issue professional reports.

AUDIT SCOPE

We propose to perform a complete examination of the financial statements, accounts and procedures of the Ypsilanti District Library. Our audit will conform to U.S. generally accepted auditing standards as approved by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the United States General Accounting Office's *Government Auditing Standards* (2011 revision), applicable directives by the Michigan Department of Treasury, any applicable Michigan Public Acts, and other standards as described in the request for proposal issued by the Ypsilanti District Library.

The primary purpose of the examination is to express an opinion on the financial statements of the Ypsilanti District Library. Such an examination is subject to the inherent risk that errors or irregularities may not be detected. If, however, material errors, defalcations or other irregularities are found to exist or if any other circumstances are encountered that require services not covered by the scope of the audit, Township officials will be promptly advised of the facts and circumstances. If required, the Michigan Department of Treasury will be advised.

In forming our opinion on the financial statements, we will perform sufficient tests to obtain reasonable assurance as to whether the information contained in the underlying accounting records and other source data is reliable and sufficient as the basis for the preparation of the financial statements. We will also decide whether the information is properly communicated in the financial statements.

In addition, our audit will include a test of budget documents for compliance with the Uniform Budget Act, financial transactions and records for the accounting period.

The audit will be performed by staff having adequate technical training and proficiency. Their work will be adequately planned and assistants will be properly supervised.

APPROACH TO THE AUDIT

All personnel to be assigned are competent professionals from our auditing staff. The audit will be performed in three phases, which are as follows:

Planning:

To obtain an understanding of management's attitudes, awareness, and actions concerning:

- A. Management philosophy and operating style
- B. Organizational structure
- C. Methods of assigning authority and responsibility
- D. Management control methods
- E. Internal audit functions
- F. Personnel policies and practices, and
- G. External influences
- H. GASB 34 client discussions

During audit planning, we will coordinate schedules with your staff and develop a plan of client assistance. This is achieved initially through the entrance meeting held prior to performing any audit fieldwork and involving our manager and personnel from your staff.

Interim Audit:

To identify specific internal control structure policies and procedures relevant to specific assertions that is likely to prevent or detect material misstatements in those assertions.

The test of controls to obtain such evidential matter ordinarily includes:

- A. Inquiries of appropriate entity personnel
- B. Performing "tests of controls" to evaluate their effectiveness; complete audit "walk-through"
- C. Inspection of documents and reports
- D. Observation of the application of specific internal control structure policies and procedure
- E. Review of local ordinances, agreements, and other pertinent documents and tests for compliance
- F. Discussing interim findings and recommendations with management
- G. Fraud testing and discussions

Year-end Procedures:

To perform substantive tests and analytical review of the account balances.

The substantive tests to obtain such evidential matter ordinarily include:

- A. Account analysis
- B. Property and equipment verifications
- C. Tests of revenues and expenditures
- D. Cutoff tests of cash, accounts receivable, accounts payable, sales, etc.
- E. Confirmations of cash, accounts receivable, long-term debt and delinquent tax payments
- F. Confirmation of lawyers' liability letter
- G. Discussion with management

As a year-end procedure, we will also:

1. Review format and contents of the Financial Report and individual audit reports with appropriate management.
2. Conduct an exit conference with Library board Officials to summarize the results of the field work and to review significant audit findings and recommendations.

GOVERNMENTAL CLIENT REFERENCES

The following clients are considered relevant to the audits which we propose to accomplish for the Ypsilanti District Library. We also have significant experience in a wide variety of other valuable services with which we could provide you.

CLIENT	CONTACT	TELEPHONE NUMBER
Williamstown Township	Wanda Bloomquist	(517) 655-3193
City of Lapeer	Kerry Helmick	(810) 664-2902
Commerce Township	Janet Bushey	(248) 960-7069

Our prior experience with governmental entities has given us an expertise that enables us to provide advice on proven techniques in maintaining sound accounting procedures.

SCHEDULE OF COMPENSATION

	HOURS	HOURLY RATE	TOTAL ESTIMATED COST
Partner	15	\$ 125	\$ 1,875
Manager	30	100	3,000
Staff	30	75	2,250
Other	—		—
TOTALS	<u>75</u>		\$ <u>7,125</u>

The rates for additional professional services will be the same hourly rates set forth in the schedule above.



STEWART J. REID, CPA
MICHAEL L. HANISKO, CPA
DAVID D. QUIMBY, CPA
AMY L. RODRIGUEZ, CPA
SHANNON L. WILSON, CPA

WEINLANDER FITZHUGH

CERTIFIED PUBLIC ACCOUNTANTS
& CONSULTANTS

System Review Report

September 24, 2014

To the Shareholders of Layton & Richardson, P.C.
and the Peer Review Committee of the
Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Layton & Richardson, P.C., (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the Government Auditing Standards and an audit of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Layton & Richardson, P.C. in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Layton & Richardson, P.C. has received a peer review rating of pass.

Weinlander Fitzhugh

1600 CENTER AVENUE
POST OFFICE BOX 775
BAY CITY, MI 48707-0775
989-893-5577
800-624-2400
FAX: 989-895-5842
www.wf-cpas.com

OFFICES IN: BAY CITY, CLARE,
GLADWIN AND WEST BRANCH

An Independently Owned Member
McGLADREY ALLIANCE



McGladrey

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-16

July 28, 2016

RESOLUTION TO ENGAGE LAYTON AND RICHARDSON, P.C. FOR AUDITING
SERVICES

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

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

Whereas, Layton and Richardson, P.C. submitted a proposal for auditing services and was determined to be qualified, and

Whereas, representatives of Layton and Richardson were interviewed and subsequently recommended by the Library Board Finance Committee,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Layton and Richardson, P.C. be engaged to conduct auditing services for the fiscal year ending November 30, 2016.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/20/16

Re: Consideration of a Revision to the YDL Anti-Harassment and Discrimination Policy

YDL has a staff member who is transgender and changed gender identity in the workplace in mid-June. I consulted with our legal team at Miller Canfield to ensure the library handled this properly in all respects. As a result, we would like to add “gender identity or expression” to the list of protected classes in our Anti-Harassment and Discrimination Policy.

The attached draft revision to the policy illustrates that and one other small change (underlined and highlighted). The second change is just a matter of consistency with the preceding paragraph. I shared this with the Policy Committee via email in June, and they recommend approval.

If “gender identity or expression” is added to the list of protected classes here, we will also want to add it to the list in our collective bargaining agreement when we negotiate again.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

**** DRAFT ****

Purpose

It is the policy of the Ypsilanti District Library (YDL) that the workplace be free from unlawful discrimination and harassment, whether verbal, physical, or environmental.

YDL will not tolerate discrimination against its employees. YDL prohibits sexual or other types of harassment and/or discrimination based upon a person's membership in any class protected by the Civil Rights Act of 1964 or any applicable federal, state, or local law or ordinance. These classes include age, sex, marital status, race, creed, national origin, color, religion, sexual orientation, **gender identity or expression**, height, weight, disability, and political or union affiliation. The Library's workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and co-workers. Furthermore, YDL will not tolerate reprisals against those who file good faith discrimination and/or harassment complaints.

Individuals Covered by This Policy

Any YDL employee, no matter what classification, will be covered by this policy.

Definitions

Discrimination is generally defined as different or disparate treatment of those who are similarly situated, or where there is a disparate impact on those within a protected classification.

Harassment is generally defined as verbal/non-verbal, written, and/or physical conduct that denigrates, humiliates, or shows hostility or aversion towards another individual based on a protected characteristic. The conduct must be subjectively offensive to the person against whom it is directed. The conduct must also be objectively offensive in that a reasonable person would find it offensive.

Prohibited harassment may occur when:

- Submission to or tolerance of such conduct is either explicitly or implicitly made a condition of employment;
- Submission to or tolerance of (or in the case of sexual harassment, rejection of) such conduct by an employee is used as a basis for employment decisions such as promotions, assignment, demotion, discipline, or discharge;
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment by unreasonably interfering with an employee's work performance or otherwise adversely affecting an individual's employment opportunities.

Harassment includes, but is not limited to:

- Verbal: epithets, slurs, negative stereotyping, jokes, sexual innuendo, suggestive comments, insults, threats, comments about an individual and/or his/her body or other sexual matters, or other verbally threatening, intimidating, hostile or offensive acts relating to an individual's protected characteristics.
- Nonverbal: pictures, making suggestive or insulting noises, staring or leering, whistling, gestures, touching, pinching, impeding movement, or other non-verbal threatening, intimidating, hostile or offensive acts relating to an individual's protected characteristics.
- Visual: poems, letters, cartoons, photographs, or other visual or physical renderings that denigrate or show hostility or aversion toward another person because of his/her inclusion within a protected classification.

Complaints of Unlawful Harassment/Discrimination

The Library Director or the Director's designee is the chief contact relative to matters of discrimination and harassment at YDL.

If any employee or individual covered by this policy believes that he/she has been subjected to any type of harassment and/or discrimination prohibited by this policy, he/she shall report the conduct or incident at once to their immediate supervisor or the Library Director. The report may be written or oral. If the supervisor is the subject of or in any way involved in the complaint, the report may be made to the Library Director. If the Library Director is the subject of or in any way involved in the complaint, then the complaint may be reported to the President of the Board of Trustees.

Supervisors who become aware of harassment and/or discrimination shall report it immediately to the Library Director, or if the Library Director is involved, to the Chairperson President of the Board of Trustees.

Investigation of Complaints

The Library Director or the Director's designee is the chief investigator for claims of alleged discrimination and harassment at YDL. If the Library Director is the subject of a complaint of alleged discrimination or harassment, the Board of Trustees shall select the investigator.

When a complaint of discrimination or harassment is received, the Library will promptly investigate the allegation in a fair and expeditious manner. The investigation will include private interviews with the complainant and witnesses. The investigation shall also include an interview with the person alleged to have committed discrimination or harassment prohibited pursuant to this policy. When the investigation is complete, the Library will, to the extent appropriate, inform the complainant and the person alleged to have committed the conduct of the results of the investigation.

If it has been determined that inappropriate conduct has occurred, the Library will act promptly to eliminate the offending conduct, and where it is appropriate, the Library will also impose disciplinary action.

Confidentiality

All information relative to a complaint of alleged discriminatory action or harassment will be kept confidential on a “need to know” basis only.

No Retaliation

Employees who report alleged discrimination or harassment in good faith will not be disciplined or retaliated against for making the report. Employees found to have knowingly and deliberately provided false information may be subjected to discipline.

Employees who have witnessed discrimination or harassment will not be disciplined or retaliated against for reporting such conduct or for cooperating in an investigation.

Any employee who retaliates against any person who reports alleged discrimination or harassment or against anyone who participates in an investigation, proceeding, or hearing related to such a report will be disciplined.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-17

July 28, 2016

RESOLUTION TO REVISE POLICY #12: ANTI-HARASSMENT AND
DISCRIMINATION

Whereas, the Library wishes to recognize gender identity and expression as protected classes,
and

Whereas, the proposed revision to the Anti-Harassment and Discrimination Policy is
recommended by the Library Board Policy Committee, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The revision to the Anti-Harassment and Discrimination Policy is approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/20/16

Re: Approval of Corrected 2016 L-4029 Tax Rate Request Forms

At the May Board meeting I requested approval of L-4029 forms prepared by Accountant Jim Carey based on figures provided by the County Equalization Department. I'd mentioned that for the first time since Jim has been working for YDL, the 2016 tax rates are being rolled back by Headlee.

On June 17 the County Equalization Department informed us those L-4029s contained an error. Column 8 (Truth in assessing) contained an additional rollback fraction, when none was required by Washtenaw County or the State. Jim recognized his error and provided the three municipalities with the corrected versions which accompany this memo.

Although the forms clearly indicate the deadline for submission is September 30, the municipalities always want them in June to prepare tax bills. County Treasurer Catherine McClary assures me that your approval of the corrected versions at this meeting is perfectly acceptable.

CORRECTED

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16 1,738,697,594
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Superior	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24'89	Oper.	8/8/06	1.6000	1.5074	.9939	1.4982	1.000	1.4982		1.4982	N/A
CA24'89	Oper.	11/2/10	.3800	.3800	.9939	.3776	1.000	.3776	.3776		N/A

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jean Winborn	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		John Barr	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

CORRECTED

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16 1,738,697,594
Local Government Unit Requesting Millage Levy Ypsilanti District Library/City of Ypsilanti	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24'89	Oper.	2/15/93	.8500	.7982	.9942	.7935	1.000	.7935	.7935		N/A
CA24'89	Oper.	5/5/98	.7092	.7092	.9942	.7050	1.000	.7050	.7050		N/A
CA24'89	Oper.	11/2/10	.3800	.3800	.9942	.3777	1.000	.3777	.3777		N/A
VD'88	Debt	5/5/98	N/A	N/A	1.000	N/A	N/A	.8898	.8898		6/30/19

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jean Winborn	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		John Barr	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

CORRECTED

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16 1,738,697,594
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Ypsilanti	For LOCAL School Districts: 2016 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24'89	Oper.	2/15/93	.8500	.7982	.9942	.7935	1.000	.7935		.7935	N/A
CA24'89	Oper.	5/5/98	.7092	.7092	.9942	.7050	1.000	.7050		.7050	N/A
CA24'89	Oper.	11/2/10	.3800	.3800	.9942	.3777	1.000	.3777	.3777		N/A
VD'88	Debt	5/5/98	N/A	N/A	1.000	N/A	N/A	.8898	.8898		6/30/19

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jean Winborn	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		John Barr	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2016-18

July 28, 2016

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2016 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, and

Whereas an error was identified on the L-4029 forms approved in Resolution No. 2016-13,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The corrected 2016 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/21/16

Re: Discussions regarding the consent agenda and resolutions process

At its May meeting the Board expressed interest in discussing the possible elimination of the consent agenda. The consent agenda typically includes meeting minutes and the monthly financial report, both items certainly worthy of independent consideration if you prefer to break them out.

Also requested was time to discuss President Barr's new process of presenting written resolutions for each action item on the agenda.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/21/16
Re: Trustee education video and discussion

For the July Trustee education segment we will watch the fourth video from United for Libraries' Short Takes series, entitled "Library Advocacy." This segment is about 10-1/2 minutes long; the series was developed to educate and stimulate discussion at Board meetings. A handout accompanying the material is attached.

I will try to secure a speaker for our August Trustee education segment.



United for Libraries

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



Short Takes for Trustees

Library Advocacy

Resource Guide

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

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

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

November 2014

TABLE OF CONTENTS

Advocacy is a Must for Public Library Trustees¹	1
Engaging the Community & Decision Makers²	3

¹ <http://lj.libraryjournal.com/2013/03/advocacy/advocacy-is-a-must-for-public-library-trustees-advocates-corner/#>

² http://www.libraryedge.org/sites/default/files/Edge_Assessment_Workbook.pdf

Advocacy is a Must for Public Library Trustees

Library Journal Advocate's Corner

By Jeffrey Smith on March 1, 2013

During my nearly five years as a member of the Board of Library Trustees for the [Baltimore County Public Library](#) (BCPL), I have often been asked what this position entails. The obvious answer is that such service consists principally of attending – and being an active participant – at meetings of the board. Many library boards, Baltimore County's included, have broad authority to set fee and fine levels, offer advice about the budget, adopt rules and regulations, and hire and review a director.



But a truly dedicated library trustee ought to be doing a good deal more than just attending regular board meetings. Perhaps most importantly, an active and engaged trustee must be a passionate advocate for the library. All public libraries rely upon a wide range of public support to ensure their viability. Especially during today's fiscally challenging times, libraries need more vocal advocates than ever. It seems clear that trustees, as some of a library system's more visible volunteers, need to make their voices heard with regard to advocacy as well.

In my experience, I have found that effective library advocacy may take a number of forms. Most obviously, library trustees, friends, and other community advocates should welcome opportunities that allow them to communicate their feelings about libraries directly to key decision-makers. Here in Maryland, I often take the time to share my feelings about BCPL with members of our county council, and also with members of our state legislature. Given that these elected officials control different funding streams that support my local library system, this outreach can help to ensure that my library receives its fair share of public dollars.

A few years ago, I had the chance to see just how fruitful such advocacy could be. Back in 2007, the Foundation for BCPL was soliciting funds to support construction of Storyville, an interactive children's library to be located at BCPL's Rosedale branch. As a member of the foundation board, I was actively engaged in seeking out potential donors to fully fund this over \$750,000 project. After over a year's worth of fund-raising (which had begun in late 2005), we were about halfway to this goal.



From my experience as a professional lobbyist for a number of public and private-sector entities, I was aware that non-profit organizations could request funding for projects as a part of Maryland's annual capital budget. Working together with the foundation board, I was able to facilitate a request for \$250,000 for the construction of Storyville. The centerpiece of this effort was a visible and highly-focused advocacy campaign – which included targeted marketing pieces, direct advocacy with legislators, and

outreach to the general public. A key component of these activities was demonstrating to legislators the vital importance of library services, especially those focused on young children.

The culmination of this advocacy was our hearing before members of the Maryland Senate's Budget and Taxation Committee and the House of Delegates' Appropriations Committee. These hearings were a great opportunity, regardless of whether or not our efforts were ultimately to be successful, to share with the legislature some of our enthusiasm for local public libraries in Baltimore County, Maryland. Positively, the Foundation for BCPL received \$250,000 for Storyville – the first time that a library project had ever been funded through Maryland's process for allocating legislative funding for local community initiatives. Two years later, in 2009, the foundation repeated this feat by garnering an additional \$250,000 to help fund another Storyville site, at BCPL's Woodlawn branch.

I believe that the lesson imparted by this case study is actually a very simple one. As the saying goes, "you'll never know, unless you ask." Had the Foundation for BCPL not asked for funding in the state capital budget for our project, in all likelihood it would have taken another year or two for us to raise sufficient funds to build the Storyville project. Thanks in part to this advocacy campaign, Storyville at Rosedale has welcomed over 320,000 visitors during its five years in operation.

While there are never any guarantees of success in advocacy, it is an absolute must for library trustees, library friends groups, and library foundation boards. If library advocates ever doubt this fact, perhaps they should recall these words from anthropologist Margaret Mead, "Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it's the only thing that ever has."



About Jeffrey Smith

Jeffrey Smith is President of the Foundation for the Baltimore County Public Library (BCPL), as well as a member of the BCPL Board of Library Trustees, and board member of Citizens for Maryland Libraries. As a professional lobbyist for both public and private sector organizations, Smith has conducted successful legislative advocacy efforts through direct interaction with government officials at the federal, state, and local levels.

ENGAGING THE COMMUNITY & DECISION MAKERS



External practices that connect the
library to the community

SECTION 2: ENGAGING THE COMMUNITY & DECISION MAKERS

In this section you will find 3 benchmarks with 2-5 indicators each:

Benchmark 4: Strategy and evaluation

- ☐ 4.1: Relationships with community leaders (8 questions)
- ☐ 4.2: Gathering community feedback (7 questions)
- ☐ 4.3: Surveying patrons (4 questions)
- ☐ 4.4: Evaluation of programs and services (4 questions)
- ☐ 4.5: Information based strategic decisions (4 questions)

Benchmark 5: Strategic partnerships

- ☐ 5.1: Partnerships (8 questions)
- ☐ 5.2: Outreach activities (4 questions)

Benchmark 6: Sharing best practices

- ☐ 6.1: Participation in a community of practice (8 questions)
- ☐ 6.2: Gathering feedback (3 questions)

All of the indicators contain library activities which are designed to help the library better understand the needs of its community, build supportive relationships, and make strategic decisions. Most of the activities enumerated in the indicators are going to fall within the responsibility of library directors, managers, board/foundation members.

To complete this section, you will need to gather information from library staff or other library leaders who are involved in the following types of activities:

- Meeting with local community decision makers and elected officials
- Making presentations to community groups
- Organizing staff technology training
- Evaluating programs
- Developing and monitoring partnerships

Terms that appear with a dotted underline can be found online in the Edge Glossary.