

Board of Trustees

2017 Information Packet



Wednesday
June 28, 2017
6:30 pm
YDL-Whittaker Rd.

Ypsilanti District Library
YDL Regular Board Meeting, June 28, 2017 6:30 pm
YDL – Whittaker Road Boardroom
AGENDA

AGENDA ITEM				Information	Discussion	Action
Call to Order				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call	John Barr	<input type="checkbox"/>	Kay Williams	<input type="checkbox"/>		
	Brian Steimel	<input type="checkbox"/>	Kimberly Grover	<input type="checkbox"/>		
	Mike Randall	<input type="checkbox"/>				
			Jean Winborn	<input type="checkbox"/>		
			Courtney Geil	<input type="checkbox"/>		
Approval of the Agenda				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff member				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from May 24, 2017 Regular Meeting						
B. May 2017 Financials						
C. May 2017 Check Register Report						
Communication				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	
A. Finance Committee				<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee				<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee				<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report, June 26, 2017 meeting				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. YDL Board/Friends Fund Development				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
F. Grants for Superior Township				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director's Report				<input checked="" type="checkbox"/>		
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				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Adoption of Password Policy revision				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Update and discussion regarding financial scenarios				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Business				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Approval of revised 2017 L-4029 Tax Rate Request forms				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of paving contract for Veteran's Drive and traffic circle				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Trustee background presentation and Q & A with Brian Steimel				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjournment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees
Minutes, May 24, 2017 [Unapproved]

CALL TO ORDER

Vice-President Mike Randall called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Mike Randall, Jean Winborn, Kay Williams, Kimberly Grover, Brian Steimel, and Courtney Geil. [arriving 6:45]

Trustees Absent: John Barr,

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

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda and Trustee Steimel supported this motion with the following amendments:

- Remove “introduction of new staff”
- Add under New Business, “Brownfield Plan” discussion

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

Nays: None

Motion passed.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda [April 25, 2017 Regular Meeting Minutes, April 2017 Check Register, and April 2017 Financial Report]. Trustee Grover supported this motion.

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

Nays: None

Motion passed.

COMMUNICATIONS

- Press Release included from newsroom@bcbsm.com
Michigan Activity Pass program celebrates 10 years, offers free passes to state parks and cultural destinations courtesy of Blue Cross Blue Shield of Michigan, Michigan parks and libraries.

COMMITTEE REPORTS

- Finance Committee Meeting: Committee met May 16, 2017, discussion will occur in New Business
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Trustee Steimel reported the following from the May 22, 2017 meeting:
 - Big Spring book sales down, \$1809.
 - Still in need of book donations, mystery and hard-cover fiction
 - FOL still have sturdy, organic cotton book bags for sale for \$12 [locally produced by VG Kids].
 - Pop-up book sale, June 17th in front of the shop, featuring mystery and hard-cover fiction, also is “Coney Day” at YDL.
 - Addition to the by-laws will be adopted that restricts funds raised by FOL are only for the Library and associated costs of the organization.
- Fund Development: From the April 10, 2017 meeting, Director Hoenig reported new leads for car procurement with Butman Ford and Victory Toyota. Investigation on-going for corporate sponsorships to support effort to acquire a new vehicle.
- Grants for Superior Township: No Report

REPORT OF THE LIBRARY DIRECTOR

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

- YDL – Superior Township experiencing roof leakage. Township currently seeking bids for roof replacement.
- Dumpster wall bids coming in, will be contacting MML asking for re-evaluation of YDL claim.
- Bid opening for the "traffic circle". Low bid is \$102,000 from Best Asphalt, will be seeking support from the Township and AAATA.
- Drainage detention basin work should alleviate some of the parking lot problems.
- Clerk position will be re-posted, selected candidate was offered and accepted full-time work at Monroe County Library.
- Candidates interviewed for the IT Technician position show promise, in reference checking mode.
- Search on for another company to complete remainder of website work. Commercial Progression turned over all work.
- TEDx video will be ready next week
- Looking forward to 4th of July Parade and celebration at the Ladies Literary Club. Trustees Randall, Winborn, Williams, and Barr will participate.
- T-shirts with YDL new logo will be ordered for all staff and trustees if desired.
- Seeking volunteers for "Coney Day"/Summer Reading Kick-off on June 17th.
- Lisa presented Columbus Metropolitan Library slide show featuring May 4th & 5th fieldtrip.

OLD BUSINESS

NEW BUSINESS

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

YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2017-13
May 24, 2017

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

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2017 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Courtney Geil

SUPPORTED BY: Kimberly Grover

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-1

- B. Password Policy review

The Policy Committee has discussed and reviewed the Password Policy and request feedback from full board. Changes and recommendations will be incorporated with action planned at the June 28, 2017 board meeting.

- C. Presentation and discussion of financial scenarios for 2018-2019, detailed in May 24, 2017 packet.

The Board asked the Director to feel out our three municipalities regarding the proposed plan.

- D. Upcoming hearing regarding the adoption of Brownfield for the Thompson Block property at 400 N. River Street. Open meeting scheduled June 7, 2017, 6:45 p.m. and the estimated loss of revenue is \$37,215 over 28 years but economic benefit of property redevelopment will mitigate the loss.
- E. Trustee education video and discussion "Succession Planning and Orientation" [8 minutes]
This was the last video in the series. In the future, trustees will in turn summarize themselves. Trustee Steimel volunteered to present at the June meeting. Five minute talk followed by ? & A.

BOARD MEMBER COMMENTS

Trustee	Comment
Courtney	No comment
Jean	No comment
Brian	Congratulations to 2 teen winners of Ann Arbor citizens award
Kay	Excited about plans for a building in Superior.
Kimberly	No comment
John	Absent
Mike	"Cool sitting in John's seat"
Lisa	6 YDL staff [including Julianne] participated in CVB certified Ypsilanti tourism ambassador training.

Adjournment

Trustee Geil moved to adjourn at 8:30 p.m. Trustee Grover supported this motion.

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

Nays: None

Meeting Adjourned

Financial Report

**Ypsilanti District Library
Balance Sheet
May 31, 2017
General Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 5/31/2017
Assets:						
Cash: Checking	324,329	96,479	558,972	343,352	435,833	643,089
Savings	2,643,540	2,687,541	2,593,271	2,276,388	2,191,873	2,253,999
CD's	-	-	-	-	-	-
Stocks	23,549	39,893	-	-	28,584	28,584
Memorials	6,400	6,400	6,401	6,402	6,402	6,403
Operational Cash	356	356	356	356	356	356
Total Cash	2,998,174	2,830,669	3,159,000	2,626,498	2,663,048	2,932,431
Receivables & Other assets	29,785	39,881	49,271	37,821	17,384	19,411
Total Assets	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	2,951,842
Liabilities	490,554	314,330	804,393	425,334	334,400	104,698
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						3
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						-
Working Capital	1,000,000	1,000,000	1,000,000	1,000,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	674,111	428,362	447,178	294,835	658,408	736,990
Current YTD	(245,749)	18,815	(152,342)	(164,893)	78,582	501,111
Total Fund Balance	2,537,405	2,556,221	2,403,879	2,238,985	2,346,033	2,847,144
Total Liabilities & Fund Balance	3,027,959	2,870,550	3,208,271	2,664,319	2,680,432	2,951,842

Ypsilanti District Library
Period Ending 5/31/2017 (50% of Year)
General Fund

ACCT #	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	YTD 5/31/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,732,711	3,656,370	3,672,512	3,781,500	3,655,164	2,383,772	1,241,392	65.8%
Expenditures								
Dept 100 Administrative	1,788,056	1,828,042	1,944,424	1,781,039	1,908,089	926,737	983,124	48.5%
Dept 200 Michigan Ave.	500,988	492,553	493,186	536,933	554,452	252,721	287,424	46.8%
Dept 300 Outreach/bookmobile	70,001	68,968	81,693	77,977	84,654	58,477	25,932	69.3%
Dept 400 Outreach/Superior Township	166,268	169,585	152,911	152,313	154,689	76,870	59,811	56.2%
Dept 500 Whittaker Rd	1,114,841	1,157,673	1,080,790	1,084,812	1,124,872	534,318	588,919	47.6%
Dept 600 Donations	63,090	78,243	65,395	44,621	-	22,294	(22,294)	NA
Dept 700 Grants	10,821	13,647	19,007	25,595	-	11,244	(11,244)	
Total	3,714,065	3,808,712	3,837,406	3,703,288	3,826,756	1,882,661	1,911,672	49.6%
Net Revenue Over Expenditures	18,645	(152,342)	(164,893)	78,212	(171,592)	501,111		
Sale of Assets		-	-	349		-		
Fund balance - beginning of period	2,783,154	2,801,800	2,649,458	2,484,564	2,563,125	2,563,125		
Fund Balance - end of period	2,801,800	2,649,458	2,484,564	2,563,125	2,391,533	3,064,237		

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	598,454.74	583,575.23	581,433.92	598,098.11	602,510.00	475,319.40	78.9%
425.000	City of Ypsilanti Tax Levy	555,550.45	531,190.28	540,084.92	541,454.64	523,682.00	91,104.72	17.4%
440.000	Ypsilanti Township Tax Levy	2,169,739.75	2,101,347.40	2,117,703.51	2,135,456.57	2,145,960.00	1,697,845.66	79.1%
425.075	PPT Reimbursement	-	-	-	60,411.59	30,000.00	-	0.0%
443.000	State Aid Direct	20,677.78	24,230.06	24,195.70	26,949.28	25,000.00	-	0.0%
447.000	State Aid Indirect	20,730.56	24,673.64	24,662.52	27,309.06	25,000.00	-	0.0%
448.000	State Aide Supplemental	-	-	-	-	-	-	NA
657.000	Fines/Misc.	86,436.22	96,648.22	84,786.06	81,897.24	85,000.00	37,566.83	44.2%
657.100	Smart Cards - Printing & Copies	37,426.43	42,914.93	43,954.71	44,808.22	43,000.00	21,004.29	48.8%
657.600	Guest Pass	5,291.20	3,757.70	2,777.15	3,110.00	3,200.00	963.00	30.1%
661.000	Penal Fines County	130,046.40	118,392.02	138,457.71	140,886.41	145,000.00	-	0.0%
662.000	Coffee shop rent	4,200.00	4,200.00	4,200.00	3,850.00	5,500.00	1,500.00	27.3%
662.100	Community room rentals	2,550.00	2,000.00	2,150.00	625.00	2,000.00	1,300.00	65.0%
679.000	Donations/Misc.	4,213.43	3,547.32	1,923.49	2,107.87	1,500.00	1,866.57	124.4%
681.080	Donations/Memorials	-	-	435.00	-	1,000.00	-	0.0%
683.100	Trustee Party Revenue				3,421.00			NA
687.000	Interest/Checking	794.04	986.84	911.29	1,137.39	800.00	622.34	77.8%
687.010	Interest/Savings	7,161.38	6,675.44	5,793.17	5,026.14	4,000.00	2,471.63	61.8%
687.020	Interest/CD's	-	-	-	-	-	-	NA
687.060	Interest/Yoder	60.81	10.55	7.95	10.64	10.00	2.68	26.8%
687.070	Interest/Yates Memorial	0.68	0.67	0.67	0.67	2.00	0.34	17.0%
689.000	American Century Value Change	5,128.87	-	-	-	-	-	NA
689.000	Dividends-MML	6,882.00	7,441.00	7,169.00	6,646.00	6,500.00	6,050.00	93.1%
690.000	Dividends-Endowment		2,121.45	4,197.89	5,210.28	5,500.00	5,815.85	105.7%
Total Revenue		3,655,344.74	3,553,712.75	3,584,844.66	3,688,416.11	3,655,164.00	2,343,433.31	64.1%
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	599,555.39	618,927.96	643,204.88	614,285.23	602,849.00	309,064.44	51.3%
702.050	Board Stipend	-	-	-	-			NA
702.100	Professional/Accounting	6,100.00	5,920.00	6,000.00	5,700.00	7,500.00	2,560.00	34.1%
702.150	Bank Fees	2,192.51	2,716.73	2,806.41	3,288.99	2,888.00	1,767.56	61.2%
702.180	Reversed Receivables			7,259.60	-			NA
702.900	Salary/Subs	6,415.27	9,830.36	6,935.11	8,274.41	10,000.00	8,539.69	85.4%
705.000	Employee Recognition Awards	482.25	-	-	375.16	750.00	518.48	69.1%

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
710.000	Paychex Payroll Service	3,810.26	5,202.42	5,456.17	5,947.70	6,400.00	3,822.67	59.7%
715.000	Employer Payroll Tax	140,540.69	139,100.15	143,619.05	142,801.97	149,546.40	73,111.74	48.9%
715.100	ACA Taxes Paid by employer	-	10,786.58	10,880.07	238.39	-		NA
718.000	MERS Defined Contribution	84,371.95	80,540.10	86,097.49	83,164.64	94,917.00	45,706.84	48.2%
719.000	FSA Admin Fee					2,000.00		0.0%
727.000	Office Supplies	22,179.96	29,865.78	30,307.16	30,036.75	29,000.00	11,017.12	38.0%
727.200	Supplies-Facility	21,802.83	28,552.22	22,917.37	20,211.00	23,000.00	8,644.66	37.6%
752.000	MML/Building Insurance	50,557.00	52,486.00	53,670.00	55,342.00	57,002.26	57,613.00	101.1%
753.000	MML/Workers Comp	6,688.00	6,585.00	9,687.00	10,557.00	10,900.00	4,429.00	40.6%
754.000	Health Insurance	341,769.79	348,934.06	377,702.35	328,847.22	350,948.00	176,456.39	50.3%
756.000	Delta Dental	35,208.25	38,405.57	38,221.95	39,679.47	39,719.88	16,231.32	40.9%
757.000	Employee Assistance Program	742.00	356.40	871.20	931.92	1,100.00	475.20	43.2%
758.000	Life Insurance	3,109.60	3,419.20	4,098.50	4,187.40	4,650.00	2,513.70	54.1%
759.000	Vision Service Plan	11,266.73	9,784.04	9,672.10	8,522.08	8,601.36	4,273.04	49.7%
762.000	STD/LTD (Disability Insurance)	9,517.99	9,411.05	9,222.06	9,333.35	10,200.00	5,661.42	55.5%
769.000	Printing & Publishing	7,008.55	10,897.28	6,183.73	7,020.81	7,000.00	1,126.00	16.1%
769.050	Classified Advertising	-	-	-	10.14	400.00		0.0%
774.000	Data Bases	34,399.85	34,343.00	34,668.15	38,433.35	45,000.00	22,106.84	49.1%
774.050	Ebooks/Eaudio	10,500.00	12,860.75	16,093.36	19,997.30	17,000.00	2,502.82	14.7%
774.100	System Wide DVDs	-	-	4,883.98	7,214.64	9,000.00	3,954.62	43.9%
774.990	All Materials Processing	-	-	25,311.03	26,923.11	26,000.00	11,733.19	45.1%
801.000	Major Events	4,789.44	9,556.72	6,089.82	7,430.83	10,000.00	1,862.37	18.6%
801.500	Learning Never Gets Old				1,425.81	2,000.00	445.19	22.3%
802.000	Mileage/Travel Reimbursement	1,805.14	2,971.82	858.23	1,587.94	2,000.00	1,644.81	82.2%
804.000	Workshops/Training	1,188.00	1,713.02	1,327.25	1,190.48	3,500.00	1,556.78	44.5%
805.000	Memberships & Dues	5,397.50	4,699.26	4,943.50	4,902.14	5,000.00	3,958.57	79.2%
810.000	Capital Outlay - Buildings	9,318.95	3,364.14	8,814.00	525.00	5,000.00		0.0%
810.100	Capital Outlay - Improvements	-	-	32,063.00	-	15,810.00	12,668.82	80.1%
812.000	Capital Outlay - Furnishings	5,000.00	465.09	393.85	7,126.88	9,000.00		0.0%
850.000	Automation - Technology	231,487.39	214,345.94	226,119.41	192,107.64	160,000.00	37,873.09	23.7%
850.100	Telecommunications				118.44	15,000.00	(3,020.62)	-20.1%
850.200	SirsiDynix					50,000.00	48,211.57	96.4%
890.000	The Library Network	3,885.95	15,227.31	14,278.98	2,796.00	3,000.00		0.0%
928.000	Postage	8,789.72	10,823.79	10,484.54	10,265.12	11,000.00	3,312.00	30.1%
965.000	Auditing Service	11,050.00	11,050.00	11,400.00	11,800.00	7,125.00	7,125.00	100.0%
975.000	Legal	5,774.00	5,503.30	15,602.20	5,875.00	6,000.00	654.50	10.9%
980.000	Professional/Contractual	33,941.02	33,334.85	24,087.81	42,815.65	41,182.00	21,282.53	51.7%
980.500	Rebranding Costs					22,500.00	7,644.71	34.0%
981.100	Library Director Search expense	-	-	2,244.47	-	-		NA
981.500	Lost Book Expense	1,651.78	24,480.23	14,027.60	13,195.05	12,500.00	5,335.04	42.7%
982.000	MTT Charge Back City	4,929.69	4,613.90	11,242.58	1,418.33	4,500.00	1,055.68	23.5%
983.000	MTT Charge Back TWP	31,728.50	26,162.74	4,677.94	4,991.06	5,600.00	1,297.25	23.2%
983.100	MTT Charge Back-Superior Twp	422.52	805.57	-	143.10	1,000.00		0.0%

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
984.050	Contributions/Endowment	28,677.56	-	-	-			NA
Total		1,788,056.03	1,828,042.33	1,944,423.90	1,781,038.50	1,908,088.90	926,737.03	48.6%
Dept 200 Michigan Ave.								
702.000	Salaries	343,493.77	324,243.68	344,894.22	386,898.99	392,616.00	188,237.55	47.9%
702.800	Salaries-Pages	6,565.60	7,530.56	7,467.76	6,881.93	6,825.00	3,268.60	47.9%
771.000	Adult Books & Processing	28,681.78	31,909.25	31,040.31	31,469.39	32,000.00	11,343.28	35.4%
772.000	Youth Books & Processing	15,574.15	18,946.64	17,943.21	19,258.16	19,000.00	6,603.58	34.8%
772.055	Yates Memorial Books							NA
776.000	Periodicals - Adult	3,929.21	4,650.66	4,021.27	4,385.25	4,000.00	3,589.79	89.7%
776.050	Periodicals - Youth	719.00	350.70	304.95	248.31	300.00	172.35	57.5%
778.000	Adult Audio/Visual	12,223.29	14,089.64	13,030.69	12,221.78	14,000.00	4,086.85	29.2%
779.000	Youth Audio/Visual	6,492.30	7,309.45	5,555.34	4,517.07	6,000.00	2,294.58	38.2%
812.000	Capital Outlay - Furnishings				4,431.30	4,000.00	664.00	16.6%
840.000	Repair & Maintenance - Building	25,535.01	19,612.61	24,991.35	24,277.93	10,000.00	1,768.29	17.7%
840.025	Campbell Maint Contract					17,761.00	8,880.50	50.0%
840.050	Snow Removal/ Lawn Care	8,249.32	13,534.39	11,998.00	10,140.95	12,000.00	6,935.00	57.8%
900.000	Programs-Adult	1,199.72	1,219.69	1,165.35	938.82	1,200.00	1,103.44	92.0%
901.000	Programs-Youth	1,215.20	1,215.20	1,058.44	1,495.30	1,200.00	577.63	48.1%
940.000	Phone	1,551.58	1,960.59	3,563.75	2,882.35	4,600.00	1,836.54	39.9%
943.000	DTE - Fuel	4,414.17	5,737.95	6,042.85	4,295.74	6,000.00	3,845.18	64.1%
947.000	DTE - Electric	18,483.58	16,262.16	14,242.50	14,888.34	16,000.00	5,978.67	37.4%
980.000	Professional Contractual (Security)	19,236.00	19,656.00					NA
949.000	Ypsilanti Comm Utilities Auth	3,424.24	4,324.31	5,866.47	7,701.07	6,950.00	1,535.18	22.1%
Total		500,987.92	492,553.48	493,186.46	536,932.68	554,452.00	252,721.01	45.6%
Dept 300 Outreach/bookmobile								
702.000	Salaries	52,822.05	51,468.05	63,898.51	68,040.77	68,979.00	34,894.81	50.6%
775.000	Library Materials	4,785.89	5,370.64	4,910.53	4,840.68	5,000.00	1,843.15	36.9%
840.000	Repair & Maintenance	6,268.64	4,714.34	7,878.65	1,011.86	6,500.00	20,006.54	307.8%
901.000	Programs - Youth	-	-	-	-	-		NA
940.000	Phone	-	-	-	-	-		NA
943.000	Fuel	6,124.72	7,414.85	5,005.67	4,083.29	4,175.00	1,732.95	41.5%
Total		70,001.30	68,967.88	81,693.36	77,976.60	84,654.00	58,477.45	69.1%

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Outreach/Superior Township								
702.000	Salaries	154,054.75	155,710.24	139,916.37	139,263.56	140,614.00	70,644.62	50.2%
775.000	Library Materials	6,852.48	8,010.72	7,261.02	7,535.09	7,700.00	3,326.47	43.2%
840.000	Repair & Maintenance	703.70	800.54	1,339.79	1,394.14	1,000.00	442.62	44.3%
840.050	Snow Removal & Lawn Care	1,061.84	1,350.16	980.16	980.16	1,200.00	408.40	34.0%
900.000	Programs - adult	400.00	507.15	85.44	517.92	500.00	217.21	43.4%
901.000	Programs - Youth	400.00	415.63	368.05	371.41	500.00	385.87	77.2%
940.000	Phone	758.13	861.67	1,210.67	552.15	1,250.00	459.14	36.7%
943.000	DTE - Fuel	922.69	964.93	823.52	655.31	950.00	555.13	58.4%
947.000	DTE - Electric	1,051.91	896.48	853.26	977.56	900.00	387.53	43.1%
949.000	Ypsilanti Comm Utilities Auth	62.36	67.94	72.61	66.13	75.00	42.70	56.9%
Total		166,267.86	169,585.46	152,910.89	152,313.43	154,689.00	76,869.69	49.7%
DEPT 500 WHITTAKER RD								
702.000	Salaries	687,403.84	685,256.17	675,540.32	691,546.62	693,288.00	348,588.03	50.3%
702.800	Salaries-Pages	36,343.03	35,126.71	33,889.58	32,316.80	39,690.00	17,606.03	44.4%
771.000	Adult Books & Processing	60,804.11	71,982.67	68,623.73	69,598.87	70,000.00	29,014.92	41.4%
771.050	Yoder Memorial	50.95	-	-	-	-	-	NA
772.000	Youth Books & Processing	30,878.66	38,321.16	34,222.08	32,963.64	36,000.00	13,095.01	36.4%
776.000	Periodicals - Adult	6,025.39	6,086.61	6,257.96	3,798.56	5,000.00	4,856.40	97.1%
776.050	Periodicals - Youth	1,200.00	936.65	911.20	699.92	915.00	847.92	92.7%
778.000	Adult Audio/Visual	27,095.67	35,957.11	25,900.01	26,755.61	26,000.00	11,468.38	44.1%
779.000	Youth Audio/Visual	12,602.73	15,805.72	13,168.93	11,622.47	10,000.00	3,458.80	34.6%
840.000	Repair & Maintenance - Building	69,201.07	73,342.46	52,725.76	51,891.72	17,000.00	6,770.85	39.8%
840.025	Campbell Maint Contract					42,979.00	21,489.50	50.0%
840.050	Snow Removal/Lawn Care	16,340.30	28,839.46	24,340.00	19,843.78	26,000.00	12,965.00	49.9%
900.000	Programs - Adult	3,931.17	3,820.25	2,991.36	3,183.25	4,000.00	1,352.85	33.8%
901.000	Programs - Youth	5,084.36	4,999.37	4,606.83	5,284.31	5,000.00	2,080.91	41.6%
903.000	Equipment Maintenance	-	1,414.79	1,134.75	1,119.16	1,500.00		0.0%
940.000	Phone	8,161.75	8,082.68	6,676.26	5,290.78	8,500.00	3,493.90	41.1%
943.000	DTE - Fuel	30,863.90	35,019.03	32,975.30	25,436.79	35,000.00	19,002.26	54.3%
947.000	DTE - Electric	114,013.17	108,632.71	93,198.24	99,973.15	100,000.00	36,785.85	36.8%
949.000	Ypsilanti Comm Utilities Auth	4,840.77	4,049.57	3,627.25	3,486.22	4,000.00	1,441.40	36.0%
980.000	Professional/Contractual	-	-	-	-	-		NA

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
Total		1,114,840.87	1,157,673.12	1,080,789.56	1,084,811.65	1,124,872.00	534,318.01	47.5%
Dept 600 Donations								
Revenue:								
610.010	Ticket Sales Special Events			154.00				
681.000	Donations/Earmarked							NA
681.000	Donations-earmarked	5,400.00	7,392.00	10,829.00	2,470.00		800.00	NA
681.025	Dollars for DVDs		433.31	50.00	-			
681.050	Arts/Cultural Program	9,052.58	13,366.01	835.00	2,500.00		3,900.00	
681.075	Donations Designated Solar PWR MI AVE		14,500.00					
681.080	Donations/Memorials	1,375.00	175.00	487.00	6,076.00		(193.16)	
681.100	Trustee Party Revenue		5,710.00	8,567.02	-			
683.499	Annual Appeal Designated				4,862.00		4,432.00	
683.600	Friends of Library -- designated gift	50,663.30	48,590.76	46,315.58	43,409.64		9,896.29	
683.700	Teen Zone Whittaker			1,000.00	-			
683.800	Superior Library Designated	-	40.00	450.00	152.00		239.00	NA
Total Donated revenue		66,490.88	90,207.08	68,687.60	59,469.64		19,074.13	NA
Expenditures:								
815.100	Friends expenditures--Special items	48,400.05	48,592.27	46,449.44	38,866.31		11,769.24	NA
815.200	Friends expenditures--Michigan Ave			479.98				NA
681.200	Designated MI Ave Exp				900.00			
683.101	Trustee Party Expense							
683.500	Annual Appeal designated	4,266.27	4,290.95	9,568.00	2,214.17		345.54	NA
683.701	Teen Zone Whittaker exp		4,050.00	450.00				
801.000	Major Events		100.00	(300.00)				
771.000	Adults Books & Processing		452.17	457.55	490.03			NA
771.060	Adults Books Memorials	19.08	29.95	177.83			5,929.50	
774.050	Ebooks/Audio							
775.000	Library Materials (Designated)		199.46					
781.050	Arts and Cultural Programs expense	10,404.57	13,277.81	862.01	2,150.00		4,250.00	NA
905.000	MI Ave Solar Project		7,250.00	7,250.00				NA
Total		63,089.97	78,242.61	65,394.81	44,620.51		22,294.28	NA
Dept 700 Grants								
Revenue								
500.600	Grant State of Michigan	2,500.00	3,900.00	2,680.00	3,130.00		3,250.00	
500.700	NEH Grant Revenue				1,000.00			
507.400	MCLS Grant				690.00			
507.500	Kiwanis	1,225.00	1,600.00	1,612.00	1,600.00			NA
507.600	State of Michigan	4,400.00	3,950.00	5,650.00	6,981.00		640.00	
507.902	ALA NEH Lat Amer	750.00		3,000.00	1,683.00			
507.904	NEH Heritage Grant				9,821.86		12,175.00	
507.906	A2 Comm Foundation Grant						3,000.00	
681.000	Grants designated				4,050.00			

**Ypsilanti District Library
General Fund
Period Ending 5/31/17
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-2017 BUDGET	YTD 5/31/17 ACTUAL	YTD AS A % OF BUDGET
812.600	Prime Time Grant			4,038.00	4,658.35		1,200.00	
507.900	ALA Books for Teens (YALSA)	1,000.00	1,000.00	1,000.00	-			NA
507.903	ALA Discover Tech	1,000.00	2,000.00	1,000.00	-		1,000.00	NA
	Total Revenue	10,875.00	12,450.00	18,980.00	33,614.21		21,265.00	NA
Expenditures								
681.300	Farm & Garden Grant Exp				977.46			
681.400	Ezra Jck Keats Exp						500.00	
771.800	DAY Grant Expense	745.81						
772.025	ALA Books for Teens (YALSA)	203.24	625.12	939.55				
772.300	ALA Discover Tech			107.15	849.93			
772.301	ALA DIA turns 20				2,054.37			
775.400	MLCS Grant expense				554.87		58.58	
775.500	Kiwanis Grant Crossroad	400.00	1,600.25	1,346.02	1,643.85			
775.550	Kiwanis Country in the City	725.00						
775.600	MACACA Grant Shout it Out	2,500.00	2,000.10	3,565.66	3,203.73		6,769.33	
775.904	MHC Heritage Grant				1,773.50			
777.600	MACACA Grant Ypsi Song Fest	5,250.00	5,250.00	5,640.81	8,096.00			NA
781.000	NEH Grant Expenditures (YALSA)	997.32	1,000.00	63.12				
781.050	Arts & Cultural Program expense						324.00	
785.000	ALA Eisner Grant		2,171.55	(185.66)				
812.500	Grant-NEH		1,000.00		1,400.00			
812.601	Prime Time Grant			7,530.09	2,348.05			
813.100	Lets Learn Together Outside						600.00	
813.000	ALA Grant-NEH Latino Amer				2,692.88			
905.100	YACF-Early Lit Outreach						1,115.62	
906.100	AACF Youth Studio						1,876.15	
	Total cost	10,821.37	13,647.02	19,006.74	25,594.64		11,243.68	NA
Total	Net -- restricted for future	53.63	(1,197.02)	(26.74)	8,019.57		10,021.32	NA
IMPROVEMENTS								
685.000	Sale of assets	170.00			349.26			NA
Total		170.00	-	-	349.26		-	NA
Total Revenue		3,732,710.62	3,656,369.83	3,672,512.26	3,781,499.96	3,655,164.00	2,383,772.44	
Total Expenditures		3,713,895.32	3,808,711.90	3,837,405.72	3,703,288.01	3,826,755.90	1,882,661.15	49.6%
	Net Revenue Over Expenditures	18,815.30	(152,342.07)	(164,893.46)	78,211.95	(171,591.90)	501,111.29	
	Fund Balance Beginning of Year	2,783,154.40	2,801,969.70	2,649,627.63	2,484,734.17	2,563,295.38	2,563,295.38	
	Ending Fund Balance	2,801,969.70	2,649,627.63	2,484,734.17	2,563,295.38	2,391,703.48	3,064,406.67	

**Ypsilanti District Library
Balance Sheet
May 31, 2017
Debt Service Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 5/31/2017
Assets:						
Cash	1,025,299	1,131,102	856,860	1,225,052	1,232,141	238,071
Receivables	401,894	326,861	602,228	265,327	228,588	114,585
Total Assets	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	352,656
Liabilities	38,882	47,773	58,557	58,413	26,102	26,102
Fund Balance						
Designated: MTT Settlement	-	21,300	14,000	15,000	15,000	9,500
Unreserved	1,388,311	1,388,890	1,386,531	1,416,966	1,419,627	317,054
Total Liabilities & Fund Balance	1,427,193	1,457,963	1,459,088	1,490,379	1,460,729	352,656

Ypsilanti District Library
Debt Service Fund
Period Ending 5/31/2017 (50% of Year)

ACCT #	ACCOUNT NAME	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	BUDGET 16--17**	YTD 5/31/17 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Revenue										
425.000	City of Ypsilanti Tax Levy	277,087	260,105	274,779	282,263	269,995	265,972	43,215	222,757	16.2%
440.000	Ypsilanti Township Tax Levy	1,078,823	1,066,288	1,011,034	1,036,502	1,011,752	1,025,221	81,656	943,565	8.0%
688.000	Interest	1,529	1,417	286	192	489	500	480	20	95.9%
425.075	PPT Reimbursement					6,480	5,000			
Total		1,357,440	1,327,810	1,286,099	1,318,957	1,288,715	1,296,693	125,351	1,166,342	9.7%
Expenditures										
702.150	Bank Fees	243	225	263	300	300	500	150	350	30.0%
980.000	Professional/Contractual	400	400	-	900	1,000	1,000	-		
991.000	Debt Retirement Principal	950,000	990,000	1,030,000	1,070,000	1,115,000	1,160,000	1,160,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	4,086	4,521	789	4,292	470	7,000	261	6,739	3.7%
983.000	MTT Chargeback-Ypsilanti Towns	11,827	17,586	11,906	1,230	2,184	2,500	613	1,887	24.5%
995.000	Debt Retirement Interest	332,000	293,200	252,800	210,800	167,100	121,600	72,400	49,200	59.5%
TOTAL		1,298,556	1,305,932	1,295,757	1,287,522	1,286,055	1,292,600	1,233,423	58,177	92.9%
Total Revenue Over Expenditures		58,884	21,877	(9,659)	31,435	2,661	4,093	(1,108,072)	1,108,072	
Beginning Fund Balance		1,326,768	1,385,652	1,407,529	1,397,870	1,429,305	1,431,966	1,431,966	1,407,529	
Ending Fund Balance		1,385,652	1,407,529	1,397,870	1,429,305	1,431,966	1,436,059	323,894	2,515,601	

**Ypsilanti District Library
Balance Sheet
May 31, 2017
Capital Asset Replacement Fund**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FYTD 5/31/2017
Assets:						
Cash	900,000	900,000	900,000	611,746	594,787	556,543
Total Assets	900,000	900,000	900,000	611,746	594,787	556,543
Liabilities	-	-	-	-	-	-
Fund Balance	900,000	900,000	900,000	611,746	594,787	556,543
Total Liabilities & Fund Balance	900,000	900,000	900,000	611,746	594,787	556,543

Check Register Report

May 2017

Date: 06/19/2017

Time: 1:28 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
68441	05/09/2017	Printed		AK	AK LAWN CARE	whit 2 of 8 payments	535.00
68442	05/09/2017	Printed		ALER	ALERUS FINANCIAL	april 2017 empl contribution	15,004.73
68443	05/09/2017	Printed		AES	ALLIED EAGLE SUPPLY CO	towel/liner	542.59
68444	05/09/2017	Printed		BKTY	BAKER & TAYLOR	statement 4/30/17	164.48
68445	05/09/2017	Printed		BTE	BAKER & TAYLOR ENTERTAINMENT	statement 4/30/17	2,868.65
68446	05/09/2017	Printed		BAKTAY	BAKER & TAYLOR, INC.	statement 4/30/17	181.06
68447	05/09/2017	Printed		B55553	BAKER & TAYLOR, INC. 405555	statement 4/30/17	214.68
68448	05/09/2017	Printed		0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/17	4,389.47
68449	05/09/2017	Printed		0000573097	BAKER & TAYLOR, INC. 573097	statement 4/30/17	1,418.22
68450	05/09/2017	Printed		0000573121	BAKER & TAYLOR, INC. 573121	statement 4/30/17	1,041.83
68451	05/09/2017	Printed		0000573139	BAKER & TAYLOR, INC. 573139	statement 4/30/17	1,700.77
68452	05/09/2017	Printed		0000573766	BAKER & TAYLOR, INC. 573766	statement 4/30/17	71.72
68453	05/09/2017	Printed		BAA	BANK OF ANN ARBOR	closing 4/30/17 #4125	1,592.31
68454	05/09/2017	Printed		BAA	BANK OF ANN ARBOR	closing 4/30/17 #6854	539.86
68455	05/09/2017	Printed		BEEZ	BEEZY'S	senior health day door prize	40.00
68456	05/09/2017	Printed		BIEN	LAURA BIEN	April 2017 A.P. Marshall work	486.00
68457	05/09/2017	Printed		0000000037	CONGDON'S ACE HARDWARE	closing date 4/30/17	8.96
68458	05/09/2017	Printed		DTE ENERGY	DTE ENERGY	MA 3/28-4/29/17 service	1,680.16
68459	05/09/2017	Printed		DTE ENERGY	DTE ENERGY	whit 3/21-4/25/17 service	13,044.28
68460	05/09/2017	Printed		FILM	FILM MOVEMENT LLC	royalty-Famous Nathan cony day	100.00
68461	05/09/2017	Printed		GFEC	GALLAGHER FIRE EQUIPMENT CO.	semi-ann inspec-server room	332.00
68462	05/09/2017	Printed		HORNE	LINDA HORNE	Palm Leaf Club program	150.00
68463	05/09/2017	Printed		LIBRARY DE	LIBRARY DESIGN ASSOCIATES	MA oak bench	664.00
68464	05/09/2017	Printed		MBM	MBM TECHNOLOGY SOLUTIONS	Super 3/29-4/28/17 service	979.57
68465	05/09/2017	Printed		MICHCOM	MICHIGAN.COM	MA	429.10
68466	05/09/2017	Printed		MCLS	MIDWEST COLLABORATIVE FOR	workshop-Sarah 4/26/17	59.00
68467	05/09/2017	Void	05/09/2017			Void Check	0.00
68468	05/09/2017	Printed		MIDWESTTAF	MIDWEST TAPE	salesman/saltzburg connection	1,034.64
68469	05/09/2017	Printed		OCLC	OCLC INC.	invoice 04/30/17	420.84
68470	05/09/2017	Printed		SAOR	SATIA ORANGE	A.P. Marshall final event	300.00
68471	05/09/2017	Printed		PATR	PATRON ACCOUNT	return-Trespass	13.98
68472	05/09/2017	Printed		PCM	PCM-G	dell external usb optical driv	1,685.50
68473	05/09/2017	Printed		PRH	PENGUIN RANDOM HOUSE LLC	fast and loose	26.25
68474	05/09/2017	Printed		BP	BRADLEY PERKINS	Filming A.P. Marshall	325.00
68475	05/09/2017	Printed		0000000048	RECORDED BOOKS	freedom over me	14.17
68476	05/09/2017	Printed		REV	REV.COM	A.P. Marshall project	336.25
68477	05/09/2017	Printed		MATSIE	MATTHEW SIEGFRIED	april 2017 AP Marshall work	615.00
68478	05/09/2017	Printed		SMART OFFI	SMART OFFICE SOLUTIONS, LLC	6-copy paper	209.88
68479	05/09/2017	Printed		SPL	SOUTHFIELD PUBLIC LIBRARY	lost-it cant happen here	19.00
68480	05/09/2017	Printed		SCCL	ST. CLAIR COUNTY LIBRARY	lost-ILL astrotwins love zodia	17.99
68481	05/09/2017	Printed		STUD	SUPERIOR TOWNSHIP UTILITY DEPT	1/16-4/14/17 service	20.33
68482	05/09/2017	Printed		TDSM	TDS	4/22-5/21/17 service	1,193.04
68483	05/09/2017	Printed		TERM	TERMINIX	MA 4/13/17 work	106.00
68484	05/09/2017	Printed		GSB	THE GRATITUDE STEEL BAND	6/2/17 first friday	810.00
68485	05/09/2017	Printed		THYSSENKRI	THYSSENKRUPP ELEVATOR	whit 5/1-7/31/17 maintenance	1,139.01
68486	05/09/2017	Printed		UMSI	UNIQUE MANAGEMENT SERVICES,	april 2017b placements	671.25
68487	05/09/2017	Printed		VANB	VAN BUREN DISTRICT LIBRARY	lost-ILL how to ruin your scho	6.00
68488	05/09/2017	Printed		A4	WASTE MANAGEMENT OF MICHIGAN	MA May 2017 service	409.00
68489	05/09/2017	Printed		XTR	XTREME PLAY N GO, LLC	SMC 6/17/17 1st payment	469.11
68490	05/09/2017	Printed		0000000021	Y C U A	MA 3/24-4/21/17 service	558.59
68491	05/25/2017	Printed		AZ	A TO Z DATABASES	2/2/17-2/1/18 subscription	6,500.00
68492	05/25/2017	Printed		AK	AK LAWN CARE	MA mulch 5/11/17	2,200.00
68493	05/25/2017	Printed		AK	AK LAWN CARE	what 4/6-4/7/17 salting	340.00
68494	05/25/2017	Printed		AK	AK LAWN CARE	MA 4/6-4/7/17 salting	170.00
68495	05/25/2017	Printed		ALER	ALERUS FINANCIAL	may 2017 employe contribution	15,210.59

Check Register Report

May 2017

Date: 06/19/2017

Time: 1:28 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks							
68496	05/25/2017	Printed		AES	ALLIED EAGLE SUPPLY CO	multifold towel/roll towel	522.73
68497	05/25/2017	Printed		A2Y	ANN ARBOR-YPSILANTI	memberships dues 2017	355.50
68498	05/25/2017	Printed		0000000393	AUDIO EDITIONS	13 shift	8.00
68499	05/25/2017	Printed		BENCH	BENCHMARK DESIGN STUDIO	New logo banners	425.00
68500	05/25/2017	Printed		BCN	BLUE CARE NETWORK OF MI	6/1-6/30/17 coverage	37,350.79
68501	05/25/2017	Printed		A15	BP PRODUCTS OF NORTH AMERICA	4/6-5/5/17 billing period	427.22
68502	05/25/2017	Printed		JCARY	JAMES CAREY	3/3-5/12/17 service	1,120.00
68503	05/25/2017	Printed		CHBUO	CHARLESTOWN BUILDING COMPANY	whit-pillars	34,354.00
68504	05/25/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	April 2017 grounds	81.68
68505	05/25/2017	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	april 2017 elec/fuel	134.00
68506	05/25/2017	Printed		CIT	CIT TECHNOLOGY FIN SERV INC.	5/29/17 invoice due	1,530.10
68507	05/25/2017	Printed		DAZ	DANIELS & ZERMACK ARCHITECTS	dumpster wall-whittaker	4,629.33
68508	05/25/2017	Printed		0000000516	FARMINGTON COMMUNITY LIBRARY	lost ILL-upside down magic	13.17
68509	05/25/2017	Printed		GORDON	GORDON FOOD SERVICE, INC.	LNGO/adult services supplies	171.86
68510	05/25/2017	Printed		MH	MARK HARRIS	Senior Fitness day 5/31/17	100.00
68511	05/25/2017	Printed		HOME	HOME DEPOT CREDIT SERVICES	statement 5/12/17	188.53
68512	05/25/2017	Printed		0000000471	LAKESHORE LEARNING MATERIALS	early lit gratn	299.90
68513	05/25/2017	Printed		LIBRARY DE	LIBRARY DESIGN ASSOCIATES	whit/adult-chair glide	560.00
68514	05/25/2017	Printed		0000000051	THE LIBRARY NETWORK	1/1/17-3/31/17 circuit cost	8,545.50
68515	05/25/2017	Printed		LFC	LIFESTYLE FITNESS COACH-LLC	Senior Fitness Day 3/31/17	100.00
68516	05/25/2017	Printed		LSC	LIGHTING SUPPLY CO.	pony stepdown/bipin base	368.34
68517	05/25/2017	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	6/1-6/30/17 COVERAGE	1,161.21
68518	05/25/2017	Printed		AFSCME	MICHIGAN AFSCME	deducted 5/4/17	800.10
68519	05/25/2017	Printed		MICHLIB	MICHIGAN LIBRARY ASSOCIATION	dues 7/1/17-6/30/18	1,987.07
68520	05/25/2017	Printed		MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/17-7/1/18 coverage	2,200.00
68521	05/25/2017	Printed		MIDWESTTAF	MIDWEST TAPE	the shack/speed racer	2,534.95
68522	05/25/2017	Printed		A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Big Fat Zombie Goldfi	12.99
68523	05/25/2017	Printed		CAL	CAL MUNSON	piano tune 5/9/17	125.00
68524	05/25/2017	Printed		MY FAVORIT	MY FAVORITE PLANT COMPANY	may 2017 service	128.00
68525	05/25/2017	Printed		OV	OVERDRIVE, INC.	the black book/dark matter	557.83
68526	05/25/2017	Printed		PATR	PATRON ACCOUNT	return-ILL Classic Country Chr	15.99
68527	05/25/2017	Printed		PRH	PENGUIN RANDOM HOUSE LLC	into the water	63.75
68528	05/25/2017	Printed		PP	PROGRESSIVE PRINTING	new logo-lethd/env/note card	2,129.00
68529	05/25/2017	Printed		SMART OFFI	SMART OFFICE SOLUTIONS, LLC	6 boxes copy paper	209.88
68530	05/25/2017	Printed		STAPAD	STAPLES ADVANTAGE	invoice 4/29/17	406.83
68531	05/25/2017	Printed		SOFM	STATE OF MICHIGAN	Mitchell-3/21/17-Every Child	35.00
68532	05/25/2017	Printed		SOMERS	STEVE SOMERS BAND	5/12/17 guitar class	50.00
68533	05/25/2017	Void	05/25/2017			Void Check	0.00
68534	05/25/2017	Printed		AMAZ	SYNCB AMAZON	statement 5/10/17	4,659.57
68535	05/25/2017	Printed		MVW	MARY VAN DE WALKER	feltng class-April 2017	50.00
68536	05/25/2017	Printed		VERIZON	VERIZON WIRELESS	4/10-5/9/17 coverage	555.71
68537	05/25/2017	Printed		VGK	VGKIDS	sample t-shirts-plain	92.91
68538	05/25/2017	Printed		0000000030	VISION SERVICE PLAN - MI	june 2017	716.78
68539	05/25/2017	Printed		YPSIDEBT	YPSILANTI DISTRICT LIBRARY	r/c052217	88,000.00

Total Checks: 99

Checks Total (excluding void checks):

280,838.08

Total Payments: 99

Bank Total (excluding void checks):

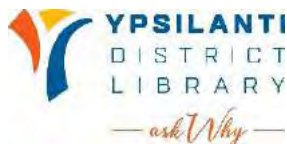
280,838.08

Total Payments: 99

Grand Total (excluding void checks):

280,838.08

Director's
Report
and attachments



Library Director's Report June 23, 2017

Introducing *The Loop*!

The new YDL brand was launched the first week of June, simultaneous with the first issue of *The Loop*. The dynamic energy of the new look has received overwhelmingly positive feedback. It's captured the public's attention and appears to be an unqualified success. *The Loop* went home with all YCS elementary school students, was delivered to community centers and other regular distribution points, and is available at all YDL locations. It's flying out our doors, and we've already done a second print run. Very exciting!

Visit Coney Island, take the Summer Challenge, and have lunch!

On 6/17 the newly-branded Summer Challenge kicked off with a fun-filled Coney Day at all three YDL locations. Thank you to those who volunteered to help! Led by Assistant Director Julianne Smith, our creative staff planned an outstanding variety of events that entertained all ages and celebrated the fascinating Coney Island exhibit just installed at YDL-Whittaker.



The Summer Challenge is more than just reading – it's learning and interacting with your community, too. Our staff team did a fine job executing our strategic plan goal "Reorganize, rebrand and reintroduce the summer reading program." It will be statistically monitored and continually refined as we move ahead.

Lunch and Listen 2017 will serve free lunches to those 18 and under at 1:00 on weekdays at Whittaker and Michigan starting 6/26. Spread the word!

Bookmobile

The new bookmobile wrap design is finalized, and we can't wait to unveil it! It features the bold colors from our new logo, with welcoming and fun illustrations representing our diverse patron base and all three communities. Crossing all fingers and toes that it's ready in time for the parade. I should know for sure by the day of our meeting.

Website:

We've identified three web development firms we believe could complete a quality project. We will interview them in the next few weeks and return to you with budget information in July.

Personnel:

- Welcome to YDL's new Computer Systems Technician, Shane Davis, who I'll introduce at the Board meeting. Shane started on 6/19 and has already been pitching in to help.
- Congratulations to Part-time Youth Department Paraprofessional Kristen Hamilton on the recent arrival of a new daughter. While Kristen is out we have hired two part-time staff to help with Lunch and Listen and all of our summer activity. We're pleased to have Temporary Youth Intern Sarah Vander and Temporary Youth Paraprofessional Aaron Smith on our team.

Text and Learn for Kindergarten (TALK):

- Jodi Krahne has coordinated the review of sample texts by a parent group at Success by Six. This same group will beta test our texting service prior to launch; their help is greatly appreciated.
- RFPs for a texting platform and a marketing/design contractor were released last week; vendors will be selected shortly.

Side Notes:

- We held one community conversation in May and another in June. We will continue to keep people talking and thinking about their aspirations for our community, and making small steps toward change. *The Loop* is one step in this direction, as an expanded source of news about the Library. Another is “Just Cause” lunches we offered through the Washtenaw County Sheriff’s Office this month. These are conversations between local law enforcement and various groups; so far our Tween Advisory Board and Senior Advisory Board have participated. Feedback from both meetings was excellent.
- The Willard Library in Battle Creek played host to seven members of the YDL staff on 6/6. We heard about the characteristics and struggles of their community, many of which bear striking similarity to our own. They also gave us an overview of their new strategic plan and a tour of their two unique facilities. Best of all, we got to network with our peers, getting useful ideas and input. We will continue to develop this mutually beneficial relationship.
- I attended Superior Day on 6/10 with Mary Garboden, promoting the Library and Coney Day, and helping people pre-register for the Summer Challenge.
- Adult Librarian Sheila Konen and I attended the Ypsilanti Historical Society’s Board meeting on 6/15. We will be offering some joint programs with them at YDL-Whittaker starting this fall.
- On 6/19 I attended a meeting of the Eastern Leaders Group. I made three excellent connections at the meeting, and the program contained helpful information too. YDL looks forward to hosting the next ELG meeting in October.
- The book trike is back in action! It made its first appearance at the downtown Farm Market this week. We hope to secure a tow vehicle, purchase a trailer, and gain the ability to take the trike anywhere in the district before summer is out.
- John Barr mailed invitations to his annual Fourth of July YDL fundraiser barbecue, and RSVP envelopes are being opened as I type. Please lend a hand and join us at this fun and fruitful event at the Ladies Literary Club.

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
June 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
Friends of YDL Annual Support	\$56,660	\$56,298	\$48,591	\$46,316	\$43,360	\$11,858	\$36,000
Small Gifts/Memorials	\$1,491	\$325	\$780	\$1,923	\$953	\$446	\$1,000
In Memory of Xavier Small					\$5,951		
Mimi Chapman Memorial		\$375					
Sub-total	\$1,491	\$700	\$780	\$1,923	\$6,904	\$446	
Signature Event-"Get Inspired"	\$2,195	\$2,325	\$1,697				
Sub-total	\$2,195	\$2,325	\$1,697	\$0	\$0	\$0	
Additional Fundraising Activities							\$4,800
Dining YDL \$\$ (Haab's)	\$294	\$364	\$213	\$273	\$294	\$276	
Dining YDL \$\$ (Aubrees)			\$273		\$307		
Dining YDL \$\$ (Corner Brewery)					\$51		
Annual Report Mailing						\$1,130	
Dollars for DVD's			\$433				
Trustee Party, Trustee John Barr-July 4th		\$5,910	\$4,725	\$7,165	\$3,421		
Trustee Party, Trustee Kay Williams, Oct 24th Treasure Hunt			\$865				
Trustee Party, Trustee Kimberly Grover-Aug. 22, 2015				\$1,466			
Sub-total	\$294	\$6,274	\$6,510	\$8,904	\$4,073	\$1,406	
Annual Giving Campaign	\$3,450	\$4,900	\$6,483	\$4,054	\$3,582	\$250	\$5,000
Dean Russell		\$1,000					
Stanley & Robin Mendenhall			\$1,000				
John & Marlene Barr	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Sylvus Tarn			\$1,000				
*\$4582 designated Outreach Services [2016]	\$4,450	\$6,900	\$9,483	\$5,054	\$4,582	\$250	
Latitudes [Appeal]		\$465	\$290				\$0
Library Sustainers							\$2,000
Sylvus Tarn [designated MI Ave]				\$900		\$1,000	
Hassan Mirshaw				\$750			
Kay Williams (Designated YDL-Kia)				\$450	\$500		
Beal Investment-TedX Sponser						\$900	
Gerry & Bert Kruse [designated adult fiction]	\$250	\$500	\$500	\$750	\$500		
(Unsolicited Donations >\$200)	\$250	\$1,000	\$700	\$2,850	\$1,000	\$1,900	
Library Champions							\$4,000
YDL-MI Ave 5250 Solar Watt Installation (Anonymous Donor)			\$14,500				
EMU (Sponsorship of TEDx Talk, 4/13/17)			\$7,161		\$2,500	\$3,000	
Hyundia-Kia		\$1,000	\$1,000				
The Mosaic Foundation [2016 designated Science & Technology]		\$1,000	\$1,000	\$1,000	\$1,000		
Bank of Ann Arbor	\$1,000	\$1,500		\$1,500			
Bill & Marie White		\$1,000					
(Unsolicited Donations>\$1000)	\$1,000	\$4,500	\$23,661	\$2,500	\$3,500	\$3,000	
YDL Endowment Fund		\$100					\$5,000
Dietmar Wagner			\$2,500	\$1,500	\$2,500	\$1,000	
YDL (American Century Transfer)		\$28,678					
Anonymous Donor		\$25,000					
Virginia Young					\$5,000		
Various Gifts to the Endowment		\$2,228	\$55	\$2,285	\$2,900		
Sub-Total	\$30,250	\$56,006	\$2,555	\$3,785	\$10,400	\$1,000	
Total Donations	\$96,589	\$134,468	\$94,266	\$71,333	\$73,819	\$19,860	\$57,800

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
June 2017

Strategy	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Goal
Grants							\$25,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>				\$1,000			
ALSC Dia Turns 20 Mini Grant					\$2,000		
Ann Arbor Farm & Garden					\$985		
Downtown Association of Ypsilanti [Direct]		\$750	\$200		\$1,700		
Ezra Jack Keats Minigrant, EJK Foundation					\$500		
Huron Valley Sunrise Lions Club			\$250				
Kiwanis-Early Childhood Literacy	\$500	\$500	\$375				
Kiwanis-Early Childhood Priority 1 Committee	\$775	\$725	\$1,225	\$1,612	\$1,600	\$1,600	
MCACA-New Leaders Grant [Noise Permit]		\$2,500	\$2,000	\$2,850	\$3,200	\$2,970	
MCACA-Ypsi Song Fest		\$5,250	\$5,250	\$5,625	\$8,156		
MCLS-Harwood					\$690		
MHC-Prime Time Family Reading				\$8,075	\$3,000		
MHC-Ypsilanti African American Oral History Archive					\$24,350		
NEH- <i>Latino Americans: 500 Years of History</i>			\$1,000	\$3,000			
NEH-Wild Land Exhibit Programming Grant					\$1,000		
Will Eisner Graphic Novel Grant			\$4,000				
YACF Early Literacy Outreach					\$2,565		
YACF Early Creative Youth Studio					\$3,000		
YALSA/Best Buy Tech Grant		\$1,000	\$1,000				
YALSA/Dollar General Literacy Foundation		\$1,000					
YALSA/DollarSummer Teen Intern Grant				\$1,000		\$1,000	
National Center for Family Learning						\$3,000	
LSTA - Talk, Early Literacy Texting						\$175,000	
MHC-Arts & HumanitiesTouring Grant						\$324	
YDL Endowment Fund Proceeds		\$1,650	\$2,121	\$4,198	\$5,210	\$5,816	
Total Grants	\$1,275	\$12,625	\$17,421	\$27,360	\$57,956	\$189,710	
Vehicle Donation		\$17,000					\$20,000
GRAND TOTALS	\$97,864	\$164,092	\$111,687	\$98,692	\$131,775	\$209,570	\$102,800
Designated Fundraising to Date							
YDL - Superior Improvement		\$2,599					
* Whittaker Rd Teen Area Improvement		\$5,500					

*\$1000 remaining, expenditures =4500

YDL Performance Dashboard - May 2017

	May-16	May-17	% Change from last May	2016	2017 to date
Circulation					
Whittaker Rd.	37,643	36,843	-2%	485,806	192,542
Michigan Ave.	12,326	11,510	-7%	145,186	57,704
Superior (**Closed 1/9 - 1/22 renovation**)	1,776	1,700	-4%	20,583	8,315
Navigator (**off-road 1/1 - 1/23**)	2,408	2,397	0%	25,581	9,335
eProducts	3,897	4,443	14%	45,858	22,270
TOTAL	58,050	56,893	-2%	723,014	290,166
Self Check-Items					
Whittaker Rd.	5,170	5,135	-1%	72,158	28,826
Michigan Ave.	1,887	1,559	-17%	24,511	8,160
TOTAL	7,057	6,694	-5%	96,669	36,986
New Cards					
Whittaker Rd.	217	174	-20%	2,900	1,085
Michigan Ave.	111	84	-24%	1,304	440
Superior (**Closed 1/9 - 1/22 renovation**)	7	8	14%	154	44
Navigator (**off-road 1/1 - 1/23**)	8	12	50%	114	36
TOTAL	343	278	-19%	4,472	1,605
Reference					
Whittaker Rd.	7,054	6,764	-4%	89,427	32,598
Michigan Ave.	3,963	4,838	22%	52,454	23,849
Superior (**Closed 1/9 - 1/22 renovation**)	858	562	-34%	10,434	3,350
Navigator (**off-road 1/1 - 1/23**)	242	293	21%	3,223	996
TOTAL	12,117	12,457	3%	155,538	60,793
Program Attendance					
Whittaker Rd. - Adult	241	254	5%	2,791	1,185
Whittaker Rd. - Youth	725	776	7%	17,843	7,246
Michigan Ave. - Adult	157	125	-20%	2,835	1,153
Michigan Ave. - Youth	152	204	34%	7,124	1,816
Superior (**Closed 1/9 - 1/22 renovation**)	79	9	-89%	1,175	247
Navigator (**off-road 1/1 - 1/23**)	2,009	1,895	-6%	11,613	5,656
Offsite	162	79	-51%	4,940	1,452
General	0	0	0%	1,335	500
TOTAL	3,525	3,342	-5%	49,656	19,255
Computer Usage - Sessions					
Whittaker Rd.	10,238	9,658	-6%	126,207	50,578
Michigan Ave.	9,461	9,510	1%	115,004	46,400
Superior (**Closed 1/9 - 1/22 renovation**)	857	795	-7%	11,053	3,922
Wireless	N/A	1,974	N/A	N/A	10,451
TOTAL	20,556	21,937	7%	252,264	111,351
Computer Usage - Hours					
Whittaker Rd.	8,851	9,198	4%	113,418	46,399
Michigan Ave.	7,929	8,669	9%	106,418	43,899
Superior (**Closed 1/9 - 1/22 renovation**)	475	852	79%	6,840	3,690
Wireless	N/A	N/A	N/A	1,475	0
TOTAL	17,255	18,719	8%	228,151	93,988
Door Count					
Whittaker Rd.	18,355	18,855	3%	237,788	105,464
Michigan Ave.	10,234	9,472	-7%	125,878	49,402
Superior (**Closed 1/9 - 1/22 renovation**)	1,852	1,438	-22%	21,551	6,135
Navigator (**off-road 1/1 - 1/23**)	2,678	2,418	-10%	17,366	7,535
TOTAL	33,119	32,183	-3%	402,583	168,536
MELCAT Interlibrary Loans					
Loaned	1,082	1,148	6%	11,041	5,304
Borrowed	1,166	1,184	2%	13,935	6,120
Items Added to Collection					
Items Added	1,214	1,126	-7%	15,599	6,656
Ebooks/Eaudio Added	300	318	6%	6,320	2,341
Items Cataloged	409	447	9%	4,737	2,845
Internet Usage					
Website - Overall	116,709	112,763	-3%	1,472,260	585,410
Facebook,YDL (Total Reach)	764	768	1%	356,010	154,290

Department Reports

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2017

Status Report

- Website Improvement Initiative – Currently seeking another option for the completion of our website redesign. In addition to our external web interface we are planning on updating our current internal staff website. I will be working on these items throughout the summer in parallel.
- ILS Update – We will continue to look at the new Sirsi Dynix ILS modules through 2017.
- Server Upgrades – Various servers are scheduled to be upgraded this year. A new Staff intranet as well as blog site is in the initial build stages.
- Patron Management System – I'm performing a cost analysis on replacing our patron management software. The current solution has what feels like an ever growing list of issues even though it is a very comprehensive product.
- YDL Phone System – We will be looking at replacing this system towards the end of the year. In late spring I expect to explore our various options and weigh different features currently available. A staff committee will also assist in identifying features of interest.
- PC Technician – We have welcomed a new technician to the IT Dept, Shane Davis has come onboard and is performing admirably.

Overall System Status

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

- Payment Kiosks for Patrons – We will be addressing this with a possible Patron Management System replacement. This project should begin towards the end of 2017 and implement early 2018.
- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issue.

Customer Services

Monthly report: June 2017

Unique Management Systems Update

In May 2017 UMS recovered the following:

Materials Returned: \$1,841.70

Dollars Received: \$1,325.20

Since YDL began using UMS we have recovered the following:

Materials Returned: \$108,671.99

Dollars Received: \$67,050.56

Staff Update

Jacyln Young, our new half-time clerk, resigned her position effective June 2nd. Jaclyn was offered a full-time position with the Monroe Library system, which she accepted. We are in the process of finding a new Customer Services clerk for the open position.

Exhibits

If you haven't yet, please stop by the community room to see the *Coney Island* exhibit. It is really spectacular, and the response to it from visitors is overwhelmingly positive.

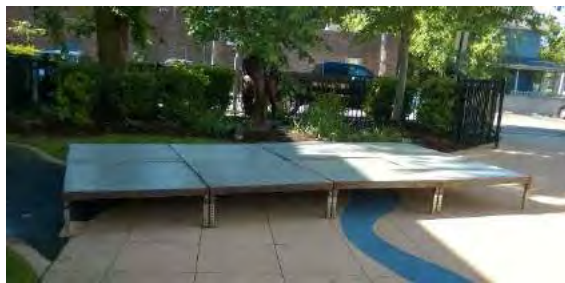
Submitted by John Connaghan on June 23, 2017

Facilities Department Board Report: June 2017

The Facilities Department has been busy during the month of June.

Michigan Ave:

After the big red box was taken down.
The fountain, and sprinkler system are
now up running.



Stage was set-up and taken down for the first
Friday of the month in the park events.

New banners put at all three buildings.

Flowers planted out front to brighten up building in
the summer months.



Whittaker Road:

EXHIBIT OPEN

A huge part of the month
has been the delivery of
the Coney Island exhibit.
Helping with the set-up of
the exhibit in the
community room, and
with preparation of Coney
Day.





Built a sandbox as part of the Coney Day festivities.



Planted flowers in pots out front. Roto-tilled an area south of the building for the Youth Department garden. New banner out by Whittaker Road also.



Handicap sign was hit by a car, and knocked it over. Removed broken base and re-mounted new one to the concrete.



Superior:

Cleaned up flower bed, put up the new banner. Exterior water spigot was installed by West Star Plumbing to make it easier for the Outreach Department to access water for their youth garden program.

Submitted by: Jim Reed, June 21, 2017

Michigan Avenue Board Report: June, 2017

Featured Programs:

- The Gratitude Steel Band concert was well attended. They were great at engaging the audience. Unveiled Belly Dancing group opened for them.
- We hosted Book Fest, which featured readings from the members of the creative writing group, Friends with Pens. Mary, who had arranged everything, also had creative writing activities downstairs and Keri Middaugh and Debbie Taylor read from their books and did related activities. Thanks to Mary who organized everything, and Paula for helping with logistics in the building.
- Summer Reading Kickoff was a wonderful event with about 100 signups and much fun for all. We want to thank Julianne for putting together all the details.
- Noise Permit-related programs are in full swing with 2 programs each week, Rhyme Zone and Lyricist Lounge, which address different types of performers. Jen has 3 interns managing PR and providing support for two programs per week, along with Jesse Morgan. Equipment purchased with Xavier Small Memorial Fund is also being used for these programs.
- The Visual Book Club is consistently getting 7-8 people in attendance at the Ypsi Ale House.
- Let's Learn Together Outside is finished. While we had low attendance those who did attend embraced the concepts of getting their kids outside and that they are their children's first teachers.
- In May the Tween Advisory Board had a contingency of law enforcement representatives which included Ypsilanti Police's Chief DeGuisti, Washtenaw County's Sheriff Clayton, and Washtenaw County's Community Relations Liaison, Derrick Jackson. In June, Ben Edmondson, YCS Supervisor, came to meet and talk with our TAB group.
- Joe Grimm, author of *Coney Detroit*, was here to present on coney restaurants in the area with coney dogs provided by Abes. Unfortunately we lost electricity at the beginning of the presentation. Mr. Grimm informally shared stories with the audience while they ate coneys, and it was a good event.
- Xavier Small Teen Tech Area will be dedicated on July 1st. Charlie Nanos has already started working with the teens and the equipment and they created a song yesterday.



Other News:

- Youth staff and I have received training by Food Gatherers. In July we will get two Workzone interns that we hope to help with meal handling for Lunch and Listen.
- CompuGirls has dropped off supplies for the program and we have a full house.
- Shoshanna Wechter is an organizer for the Allied Media Conference, an alternative media conference in Detroit with a library track. The CompuGirls program was one of the presentations and we were excited to have Jen Mann represent YDL-Michigan.
- We replaced 4 more computer chairs in the adult area. Several people have commented on how much more comfortable and clean they are, compared to the 12 year old chairs which were threadbare, many broken and gone. We have four more chairs to replace to finish off the adult area.
- We've received a \$1000 donation from a patron dedicated to YDL-Michigan.
- Jenny Hannibal will be at ALA this weekend. We hope she will bring back all kinds of great information!
- Lawrence Wartley generously carved a walking stick with our new logo for Dee to use to reach the handicap door motor switch!

Submitted by
Joy Cichewicz,
June 22, 2017

Outreach Services Board Report: June 2017

Staff News

- Mary, along with five other staff members, went on a field trip to check out the Willard Public Library in Battle Creek. They are a great library & community to use for comparison.
- Mary attended the Certified Tourism Ambassador training held at YDL-Whittaker.

Navigator News

- We have just started making our rounds of daytime visits to summer sites. It's a full lineup and we're looking forward to getting lots of kids excited about reading over the summer. We have been working closely with Washtenaw County Parks to bring library services to their camps at Sugarbrook Park and West Willow.
- Design work on the new exterior for the bookmobile is nearly complete. We have received very positive responses to the new design. We can't wait to "roll it out!" While the work is being done, we will need to take it off the road. We anticipate this will take 3-4 days.

Superior News

- We planted our garden on May 20. We now have an outdoor water spigot, which has made watering much easier. In this hot, dry weather, we are very appreciative of that. The garden is looking great. This year, we are growing cucumbers, beans, onions, potatoes, tomatoes, beets, and peppers. We also planted a row of strawberries, which we'll leave as a perennial crop.
- We had a successful kickoff celebration last Saturday. We estimate 150 people were in attendance. The bounce house and cotton candy were huge attractions. A big thank you to Kay Williams for volunteering to run the duck pond activity the whole time!

Learning Never Gets Old News

- We had some great speakers join us for National Senior Health & Fitness Day on May 31. Unfortunately, attendance was low. We will re-evaluate in the future to see if there is a better way to get attendees for this program. We may decide to offer workshops as a series on different days.



- We did large print deliveries to the Ypsilanti Township Senior Center and the City Senior Center on Congress.
- The Powerful Tools for Caregivers series wrapped up, drawing 34 people during the month of May.
- Monique held a Book Art program with 4 attendees.

Outreach News

- We sent out a Summer Challenge announcement for Lincoln and Ypsilanti schools to include in end-of-year newsletters to parents.
- Mary did Early Literacy outreach at the WIC clinic with Kristen
- Psyche, Mary, and Stacey went to school carnivals and staff meetings to talk up Summer Challenge and do pre-registrations. Jen & Jenny from Michigan Ave also helped out in the effort!
- Mary & Lisa represented the library at Superior Day, giving out copies of The Loop and helping people sign up for Summer Challenge.
- We hosted the Ypsi Book Crawl portion of the Ann Arbor Book Festival on Friday evening, June 16. It was highly successful, with approximately 65 people in attendance. The Whittaker Road Works writers' group released their new anthology, and local authors Keri Middaugh & Debbie Taylor read to children and families from their works.

Submitted by Mary Garboden, June 22, 2017

Whittaker Road-Adult Services Board Report: June 2017

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

- Gardening Chat (monthly event for gardening patrons)
- Friends with Pens (1 meeting scheduled)
- Two book discussion groups (Thu AM, African American Authors Bk Discussion Grp)
- Computer classes (13 classes scheduled)
- YDL Film Club (1 meeting scheduled)
- Racial Justice Film/Discussion
- Coney Island, a film by Ric Burns (in support of Coney Island Exhibit)
- Adult Crafter's Guild: Map Art
- Credit and Debt Management

A big thank you to Sheila and Brigitte; they worked along with me at our Coney Day Summer Challenge kickoff event on a hot and muggy day. The registration station was busy the entire time and we had many positive comments on this event; a good time was had by all! The Summer Challenge is now officially open; we invite all Board members and adult patrons to read or listen to six books over the course of the summer; You may be the one to win one of our great prize baskets to be raffled off at the end of the program! I also helped at the Book Launch/Reading event for the Friends with Pens "Whittaker Road Works" anthology during the recent Ypsi Book Crawl. The group donated copies of "Whittaker Road Works" to the library collection. We're fortunate to have such a talented group of writers in our community.

The TEDxYDL videos and photos are available via these links:

<https://www.youtube.com/playlist?list=PLATXUrN8bg3BxDmFFImqMpZkROtVaLCCY> (videos)

<https://www.flickr.com/search?text=tedxyl&structured=yes> (2017 and 2016 photos)

I'll be attending a local job fair later this month; our computer classes and job materials will be showcased at this event.



Coney Day!



Submitted by Paula Drummond, June 22, 2017

Whittaker Youth Services Board Report June 2017

Program Highlights

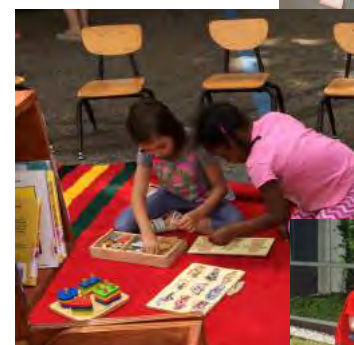
Overall, late May and early June were quiet in the youth department. Offering fewer programs allowed us to prepare for summer programs, work on collections and train summer staff.

- 419 parents and children attended 14 storytimes during the second half of May when storytimes were in session. Storytime attendance is growing again now that school is out. Marlena let her students roll out flowers with the Accu-Cut last week and they made a beautiful garden together!
- 32 people attended World Language storytime this month for stories and songs in Japanese, followed by a watercolor carp kite craft.
- About 20 parents and children attended each of the preschool TinkerLabs. Exploding colors were the highlight of Molly's art lab. Liz's science lab featured homemade moon sand, as well as other tactile stations.
- This week was the largest Minecraft session ever with 35 students sharing 13 computers. My teen volunteers who help lead the program are brainstorming with me how to make it run smoothly with so many children in a small space.



Other Happenings

- Kristel and I presented the TALK project to Michigan Avenue and Outreach youth staff. Pat volunteered to serve on the work group with other partner libraries! This week I sent a batch of texts to the Success by Six Parent Coalition for feedback and Kristel worked on tags Sarah will help us with.
- As of this morning, 1,636 people have registered for the Summer Challenge! We've been busy signing people up, especially the past two weeks. Thanks to Julie and the Coney Day Committee for organizing a great kickoff event tied to both the exhibit and the challenge. Families enjoyed playing in the sandbox, riding the bouncy horses and winning prizes at the carnival games!
- Everyone in the department attended a training by Food Gatherers so we are certified to serve lunch again this year. Thanks to Paula for volunteering to attend as well so she can pitch in if needed. We are now ready to start Lunch and Listen next Monday and post-lunch learning programs Tuesday! A crew of teens has signed up to help with both.
- Sarah and Aaron created book displays this month. In addition, Aaron turned the pretend play space into a architecture/construction site kids are enjoying and Sarah pulled superhero books to go with the Summer Challenge theme and created an accompanying writing activity.
- The gallery of teen art made with the Creative Toolkits is growing. I look forward to seeing what is created in TAG led Open Studio sessions this summer!
- Marlena touched base with YCS kindergarten teachers to make sure she's teaching relevant kindergarten readiness skills. She is going to concentrate even more on letter recognition and writing, including helping kids learn to write their names.
- Molly got the book trike collection ready and I went with her to the first Market Storytime this week. We had a great time reading, playing and talking to parents and children. We're happy Growing Hope gives us the opportunity to be out in the community promoting early literacy and the Summer Challenge. Finding us at the market is an "explore" challenge in the summer program, so some people stopped by specifically to get the game code. Others read about the storytime in *The Loop* they picked up in Beezy's downtown location!
- Jim's department got our garden plot ready and built a sandbox for the kickoff that we'll take advantage of all summer. Circulation staff will help us by closing it each evening. It's great to have support from all departments!
- I leave for the annual ALA conference in the morning and appreciate Lisa's support so I can attend.



Submitted by Jodi Krahnke June 21, 2017

Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/22/17
Re: Adoption of Password Policy revision

At the May Board meeting the Board reviewed a proposed revision to the YDL Password Policy. It was suggested we move two bulleted items from the Policy section to the Guidelines section. The draft attached for your review and approval incorporates that change, but is otherwise identical to the version previously presented.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-14

June 28, 2017

RESOLUTION TO REVISE POLICY F6: PASSWORD POLICY GUIDELINES

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

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

F6

Password Policy Guidelines

Approved: 01/20/2011

DRAFT revision 6/22/2017

Purpose

This document outlines the password policy and guidelines for use within Ypsilanti District Library. This policy applies to authorized staff accessing Ypsilanti District Library user accounts at all YDL locations.

1. Password Policy

- Passwords for newly-activated Library accounts must be changed upon first use.
- Passwords will expire automatically every 6 months. Upon expiration, users will be prompted to create a new password to access their account.
- When a password is changed, the new password must be different from the last two passwords.
- If an incorrect password is entered three consecutive times, the account will be disabled. Users will need to contact the IT Department re-enable the account.
- All use of YDL accounts is assumed to be solely by the person assigned to that account. Users are held responsible for all activities and content associated with their accounts.

2. Password Guidelines

- A user's password must be eight to twelve characters in length and must be alphanumeric.
- A password may not be the same as the user ID.
- It must not include the first, middle, or last name of the user.
- Password must not be shared with anyone.
- Password must not be written down.

3. Recommended Best Practices

- Use two numbers within the first eight characters.
- Include special characters if permitted.
- Don't use a name, a string of numbers, or your User ID.
- Don't use easy-to-guess passwords such as a blank or "password."
- A general principle is that a long, complex password is stronger. Ideally your password will be close to 12 characters in length and follow these best practices. Some very good advice is to think of a small sentence, then remove spaces and strategically replace a few characters with numbers/special characters.

Example sentence: jackfelldown

Converted to password: J@ckf3lldown

This example is easy to remember, has 1 capital letter and 2 special characters, an @ sign for a and a 3 substituted for an E. It is 12 characters in length, making it more difficult to guess or crack.

Another example: OneHappyDog

Converted to password: On3h@ppyDog

This password is 11 characters in length, extremely strong, and easy to remember.

4. Support

- If users need assistance they should contact the IT Department.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/22/17

Re: Update and discussion regarding financial scenarios

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

I will present a verbal report on my meetings with the Superior and Ypsilanti Township Supervisors. I am still working to schedule a meeting with the Mayor of Ypsilanti.

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/22/17

Re: Approval of Corrected 2017 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 second straight year, the tax rates are being rolled back by Headlee.

On June 16 the County Equalization Department provided me with a corrected uniform Headlee fraction for our library district, which is .0001 more than the fraction we used. They are revising the L-4028 form which they issue to guide local taxing authorities. This requires a small change in the numbers on the forms you approved.

FYI, Jim Carey calculated that the change in revenue generated from all three municipalities combined totals \$181.22. The only municipality whose summer tax collection this affects is the City, and their change would generate a negligible \$30.59.

Although the forms clearly indicate the deadline for submission is September 30, the municipalities always want them in June to prepare tax bills. Your approval of the corrected versions at this meeting is perfectly acceptable.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-15

June 28, 2017

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

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes, and

Whereas the County Equalization Department issued a corrected L-4028 form for 2017 which impacted the L-4029 forms approved in Resolution No. 2017-13,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The corrected 2017 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)**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	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 305,949,602
Local Government Unit Requesting Millage Levy Ypsilanti District Library/City of Ypsilanti	For LOCAL School Districts: 2017 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 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 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.	93 & 98	1.6000	1.4985	.9919	1.4863	1.0000	1.4863	1.4863		N/A
CA24'89	Oper.	11/2/10	.3800	.3777	.9919	.3746	1.0000	.3746	.3746		N/A
VD'88	Debt	5/5/88	N/A	N/A	1.0000	N/A	N/A	.8558	.8558		6/30/19

Prepared by Lisa Hoenig	Telephone Number 734-879-1300	Title of Preparer Library Director	Date
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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		Kay Williams	
<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 2017 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	

Revised June 2017

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

L-4029

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

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	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 314,749,299
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Superior	For LOCAL School Districts: 2017 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 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 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	1.4985	.9919	1.4863	1.0000	1.4863		1.4863	N/A
CA24*89	Oper.	11/2/10	.3800	.3777	.9919	.3746	1.0000	.3746	.3746		N/A

Prepared by Lisa Hoenig	Telephone Number 734-879-1300	Title of Preparer Library Director	Date
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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		Kay Williams	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		John Barr	

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

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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	

Revised June 2017

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

L-4029

2017 Tax Rate Request (This form must be completed and submitted on or before September 30, 2017)

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	2017 Taxable Value of ALL Properties in the Unit as of 5-22-17 1,191,639,566
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Ypsilanti	For LOCAL School Districts: 2017 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 2017 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2017 Current Year "Headlee" Millage Reduction Fraction	(7) 2017 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.	93 & 98	1.6000	1.4985	.9919	1.4863	1.0000	1.4863		1.4863	N/A
CA24'89	Oper.	11/2/10	.3800	.3777	.9919	.3746	1.0000	.3746	.3746		N/A
VD'88	Debt	5/5/98	N/A	N/A	1.0000	N/A	N/A	.8558	.8558		6/30/19

Prepared by Lisa Hoenig	Telephone Number 734-879-1300	Title of Preparer Library Director	Date
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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).

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Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2017 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	

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/22/17
Re: Award of paving contract for Veterans Drive and traffic circle

Following your approval in April, Beckett and Raeder developed a pavement evaluation and replacement plan for Whittaker Road. The first phase of proposed replacement includes the traffic circle and the portion of Veterans Drive that is on the library grounds. As you'll recall, this phase rose to the top of the list because AAATA buses will stop using the traffic circle on 8/27, and The Ride has indicated willingness to provide some financial support for repairing the damage caused.

On May 11, Beckett & Raeder released a bid package for the initial phase of pavement work to ascertain the true cost of repairing the areas impacted by AAATA bus traffic. (I will bring this lengthy document to our meeting for your review.) As I reported at the May meeting, we received two bids, the details of which are attached.

Best Asphalt\$102,765
Nagle Paving Co.\$137,355

Both bids came in under Beckett and Raeder's initial estimate. Brian Barrick's bid review summary is also attached. He states, "BRI finds the results acceptable for the Library Board's consideration."

In Beckett and Raeder's preliminary estimate of probable construction costs, they included a 5% allowance for "General Conditions and Mobilization" and a 10% "Owner Contingency." If we add those percentages to the low bid, it brings the potential total cost of construction to \$118,180.

Beckett and Raeder will provide support to prepare and execute the final contract on an hourly basis.

Through (now retired) Chris White, AAATA indicated willingness to pay for 1/7 of the construction cost, plus any additional cost incurred for reinforcing the pavement at the bus stop areas, which are likely to get the most wear and tear moving forward. I am scheduled to meet with John Metzinger, new Deputy CEO, Finance and Administration for AAATA the day before our Board meeting and will report.

Since I do not have final details or a written agreement from AAATA at this point, I present the attached resolution, recommending that the Board:

- Award the Phase 1 Pavement contract to the low bidder, Best Asphalt for \$102,765;
- Authorize the Library Director to execute the contract; and
- Approve the use of up to \$119,000 from the Capital Asset Replacement fund for this project.

Notes:

- Once the true extent of support from AAATA is known, the YDL expenditure will go down.
- Work is to take place in September, after the bus route changes and Summer Challenge ends.
- Beckett and Raeder proposed hiring an engineering firm to test during and after construction to ensure the work is performed to specifications. If this project is approved I will solicit a quote for this work from TEC (the firm that did the 2015 Environmental Boring Report) for consideration at an upcoming meeting.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2017-16

June 28, 2017

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

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

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

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road and bids were accepted on Phase 1 of the plan, and

Whereas, the low bid from Best Asphalt was found to be complete and acceptable,

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Phase 1 of Pavement Renovations as described in the May 11, 2017, bid documents is awarded to Best Asphalt; and

BE IT FURTHER RESOLVED that:

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

IT IS FURTHER RESOLVED that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Lisa Hoenig

From: Brian Barrick <bbarrick@bria2.com>
Sent: Friday, May 19, 2017 11:36 AM
To: Lisa Hoenig
Cc: Jim Reed
Subject: YDL Pavement Renovation Bid Review
Attachments: Best Asphalt Bid.pdf; Nagle Paving Bid.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Lisa,

Attached are the two bids received by YDL on May 18, 2017 for the Phase 1 Pavement Renovations. The apparent low bid is from Best Asphalt in the amount of \$102,765.00. The second bid is from Nagle Paving in the amount of \$137,355.00.

I spoke with Matt Fisher from Best Asphalt this morning to review their apparent low bid and confirm their understanding of scope. Below is a summary of the conversation:

- The bid included all required bid forms, bonds, addenda acknowledgements, affidavit of non-collusion, and informational unit pricing.
- Matt Fisher confirmed the Best Asphalt bid included the following items per project drawings and specifications:
 - Insurance requirements
 - Bonding requirements
 - Permitting requirements
 - SESC controls
 - Necessary sequencing and traffic control to maintain safe access to Library. This will be reviewed and coordinated with the Library.
 - Legal hauling and disposal of excavated materials
 - Specified materials and detailing including geogrid, limestone base, asphalt materials and lift thicknesses, edge drains, etc.
 - Coordination with the Library's independently contracted testing agency
- Best Asphalt intends to self-perform all work without use of any subcontractors
- Assuming Library Board approval at the end of June, Best Asphalt would anticipate start of construction in late July. They are open to delaying that start date pending AAATA bus route changes.

Based on review of Best Asphalt's submitted bid and the above described telephone conversation, BRI finds the results acceptable for the Library Board's consideration.

Please let me know if you would like any assistance in engaging TEC for construction testing.

Thanks,
Brian

Brian Barrick, P.L.A., A.S.E.A.
Principal
Beckett&Raeder, Inc.

BID FORM

Owner: Ypsilanti District Library
Project: Whittaker Road Library Pavement Renovations - Phase 1
Landscape Architect/
Engineer: Beckett & Raeder Inc.
To: Ypsilanti District Library
Whittaker Road Library Pavement Renovations - Phase 1
5577 Whittaker Road
Ypsilanti, MI 48197
Attn: Lisa Hoenig, Director

The undersigned, having examined the Drawings and Specifications, and having familiarized him/herself with local conditions affecting the cost of work, hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction, to do all work, to furnish all materials, and equipment except as otherwise specified herein; and for the lump sum price named to complete the work described herein in strict conformity with the requirements of the Drawings and Specifications entitled:

Whittaker Road Library Pavement Renovations - Phase 1

Prepared by Beckett & Raeder, Inc., including Addenda No.'s 1, _____, _____, and _____ issued thereto.

PHASE 1 BASE PROPOSAL SUM

The Phase 1 Base Proposal Sum is solicited and the lump sum amount shall be inserted in the blank space provided below. The Phase 1 Base Proposal Sum shall be the lump sum bid amount for all Work shown on the Drawings and specified in the Specifications. Award of Contract, if made, will be to the Contractor whose bid is determined to be in the best interest of the Owner.

\$ 102,765.00

One Hundred Two Thousand Seven Hundred Sixty Five & 00/100
(Written Amount)

Voluntary Alternate: Use 11A & 13A in place of 4E1 & SE1 asphalt mixes

Deduct \$2,500.00

UNIT PRICES

Contractor shall submit installed unit prices for items of work stated below. Prices shall include all base material required for the installation of the item. The Owner reserves the right to increase or decrease the base proposal sum by up to thirty percent (30%) on the basis of the unit prices stated. The Owner reserves the right to negotiate with the Bidder on any or all unit prices listed in this Bid Form. Unit prices given shall include all profit and overhead. Contractor "mark-up" will not be paid in addition to the prices given below. (Unit price list is not intended to be a complete representation of the entire progress)

DESCRIPTION	UNIT	UNIT COST
DEMOLITION		
Pavement Sawcutting (full depth)	lf	<u>1.00</u>
Concrete Pavement Removal	sf	<u>1.00</u>
Bituminous Pavement Removal (including base to specified depth)	sf	<u>0.65</u>
SOIL EROSION AND SEDIMENTATION CONTROL		
Inlet Filter	ea	<u>100.00</u>
EARTHWORK		
Undercut and Backfill with Class II Sand	cy	<u>50.00</u>
Granular Base (MDOT Class II Sand)	cy	<u>25.00</u>
Aggregate Base (MDOT 21AA)	cy	<u>35.00</u>
PAVING		
Concrete Barrier Curb	lf	<u>40.00</u>
Concrete Pavement 4"	sf	<u>5.00</u>
Concrete Pavement 8"	sf	<u>10.00</u>
Bituminous Pavement 4"	sf	<u>2.40</u>
UTILITIES		
Edge drain with compacted Class II Sand backfill	lf	<u>12.00</u>

PROJECT LAYOUT

It shall be the responsibility of the Contractor to provide all instrumental surveying required to layout and construct the work. Surveying shall be performed by a Registered and Licensed Land Surveyor. The Owner and the Landscape Architect/ Engineer shall have access to the work site at all times to verify the project layout.

The undersigned affirms that neither he/she nor agents, officers or employees of the Contractor submitting this lump sum bid have directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken action in restraint of free competitive bidding in connection with the bid for this project.

The undersigned agrees that if this lump sum proposal is accepted by the Owner, he/she will enter into the Contract, furnishing all bonds and other contract requirements and commence construction, within 10 business days of the Notice of Award/Notice to Proceed, and will complete the entire Work of the Contract within the given schedule and the provisions of the project specifications.

Dated and signed at 6334 N. Beverly Plaza, Romulus State of

MI this 18th day of May, 2017.

Signature 

Bidder Best Asphalt, Inc.

By Matt Fisher

Title Project Manager

Business Address 6334 N. Beverly Plaza
Romulus, MI 48174

Telephone 734-729-9440

State of Michigan Michigan)
County of Oakland Wayne) SS

Barbara A Page
Notary Public
Wayne County, Michigan
My Commission Expires January 2, 2018

BID FORM

Owner: Ypsilanti District Library
Project: Whittaker Road Library Pavement Renovations - Phase 1
Landscape Architect/
Engineer: Beckett & Raeder Inc.
To: Ypsilanti District Library
Whittaker Road Library Pavement Renovations - Phase 1
5577 Whittaker Road
Ypsilanti, MI 48197
Attn: Lisa Hoenig, Director

The undersigned, having examined the Drawings and Specifications, and having familiarized him/herself with local conditions affecting the cost of work, hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction, to do all work, to furnish all materials, and equipment except as otherwise specified herein; and for the lump sum price named to complete the work described herein in strict conformity with the requirements of the Drawings and Specifications entitled:

Whittaker Road Library Pavement Renovations - Phase 1

Prepared by Beckett & Raeder, Inc., including Addenda No.'s _____, _____, _____, and _____ issued thereto.

PHASE 1 BASE PROPOSAL SUM

The Phase 1 Base Proposal Sum is solicited and the lump sum amount shall be inserted in the blank space provided below. The Phase 1 Base Proposal Sum shall be the lump sum bid amount for all Work shown on the Drawings and specified in the Specifications. Award of Contract, if made, will be to the Contractor whose bid is determined to be in the best interest of the Owner.

\$ 137,355.-

One Hundred Thirty Seven Thousand Three Hundred
(Written Amount) Fifty Five + 00/100

NAGLE PAVING COMPANY
39525 W. 13 MILE, SUITE 300
NOVI, MI 48377

UNIT PRICES

Contractor shall submit installed unit prices for items of work stated below. Prices shall include all base material required for the installation of the item. The Owner reserves the right to increase or decrease the base proposal sum by up to thirty percent (30%) on the basis of the unit prices stated. The Owner reserves the right to negotiate with the Bidder on any or all unit prices listed in this Bid Form. Unit prices given shall include all profit and overhead. Contractor "mark-up" will not be paid in addition to the prices given below. (Unit price list is not intended to be a complete representation of the entire progress)

DESCRIPTION**UNIT UNIT COST****DEMOLITION**

Pavement Sawcutting (full depth)

lf 1.15

Concrete Pavement Removal

sf 2.00

Bituminous Pavement Removal (including base to specified depth)

sf .95**SOIL EROSION AND SEDIMENTATION CONTROL**

Inlet Filter

ea 50.-**EARTHWORK**

Undercut and Backfill with Class II Sand

cy 40.-

Granular Base (MDOT Class II Sand)

cy 45.-

Aggregate Base (MDOT 21AA)

cy 50.-**PAVING**

Concrete Barrier Curb

lf 22.00

Concrete Pavement 4"

sf 6.50

Concrete Pavement 8"

sf 8.75

Bituminous Pavement 4"

sf 2.50**UTILITIES**

Edge drain with compacted Class II Sand backfill

lf 22.00

NAGLE PAVING COMPANY
39525 W. 13 MILE, SUITE 300
NOVI, MI 48377

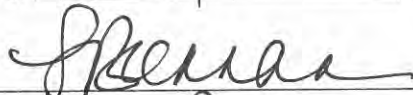
PROJECT LAYOUT

It shall be the responsibility of the Contractor to provide all instrumental surveying required to layout and construct the work. Surveying shall be performed by a Registered and Licensed Land Surveyor. The Owner and the Landscape Architect/ Engineer shall have access to the work site at all times to verify the project layout.

The undersigned affirms that neither he/she nor agents, officers or employees of the Contractor submitting this lump sum bid have directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken action in restraint of free competitive bidding in connection with the bid for this project.

The undersigned agrees that if this lump sum proposal is accepted by the Owner, he/she will enter into the Contract, furnishing all bonds and other contract requirements and commence construction, within 10 business days of the Notice of Award/Notice to Proceed, and will complete the entire Work of the Contract within the given schedule and the provisions of the project specifications.

Dated and signed at 39525 W. 13 Mile NOVI State of
MI this 18th day of May, 2017

Signature 
Bidder Nagle Paving Co.
By Larry Brennan
Title Vice President
Business Address 39525 W. 13 Mile
NOVI, MI
48377
Telephone 248-553-0600

NAGLE PAVING COMPANY
39525 W. 13 MILE, SUITE 300
NOVI, MI 48377

AFFIDAVIT OF NONCOLLUSION BY CONTRACTOR

State of Michigan _____)
County of Oakland _____) SS

Larry Brennan, BEING DULY SWORN deposes and says

that he/she is Vice President
(Title)

of Nagle Paving Co.
(Insert Name of Bidder)

who submits herewith a Proposal and Bid to Ypsilanti District Library for Whittaker Road Library Pavement Renovations - Phase 1.

That all statements of fact in such proposal are true;

That such bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Ypsilanti District Library, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in his business.

Subscribed and sworn to before me this

18 day May, 20 17

Christina L Kuchar
Notary Public

Brennan
by Larry Brennan
Vice President
(Title)

CHRISTINA L KUCHAR
Notary Public, State of Michigan
County Of Oakland
My Commission Expires 02-11-2024
Acting in the County of Oakland

NAGLE PAVING COMPANY
39525 W. 13 MILE, SUITE 300
NOVI, MI 48377

ISO 9002 CERTIFIED

NAGLE PAVING COMPANY

Date 05/18/2017
Phone
Fax
Email

We hereby make the following proposal for the construction of asphalt paving at the above job location.

We will do all the necessary work enumerated below:

These prices are based on 22,700 square feet. It is expressly understood that these areas are approximated. Payment shall be made only on the actual measurements. Our terms are net 10 days. Prices do not include permit, bond, or inspection costs unless otherwise stated.

Everything concerning this contract is incorporated herein and that nothing verbal shall be construed as part hereof.
This proposal remains firm for 30 days.

Note:

Price includes \$1,500.00 allowance for permits.

Accepted by

Larry Brennan
Larry Brennan

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/23/17

Re: Trustee background presentation and Q&A with Brian Steimel

Next in our trustee education series, by popular demand, are brief presentations from each of you, sharing your unique backgrounds, skills and interests. Brian kindly offered to go first. 😊