

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Kricket Hoekstra  
**BOARD**  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
Erin Hooper  
Kevin Yezbick



*Strengthening the community by  
providing access to materials  
and services that inform, enrich,  
entertain, and empower*

222 East Nine Mile Rd., Ferndale, MI 48220  
248-546-2504 fadl.org

## Library Board Meeting AGENDA

February 15, 2024 - 6:30 PM

### Board Meeting

1. Call to order
2. Roll call
3. Approval of agenda
4. Minutes: Approve January 18, 2024 **regular** meeting
5. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
6. Director's report: Jordan Wright
7. Acceptance of expenditures and finance reports for the month of January
8. Committee Chairs
9. Board Calendar of Events
10. Committee reports
  - A. Art & Exhibitions – Erin
  - B. Friends of the FPL – Kelly
  - C. Equity, Diversity and Inclusion - Amanda
  - D. Finance – Judeen and Kevin
  - E. Personnel – Adrienne
  - F. Schools – Meghan
11. Committee membership appointments as needed
12. Review action items
13. Announcements/comments from board members
14. Adjourn

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

DIRECTOR  
Jenny Marr

BOARD OF DIRECTORS  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
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## Library Board Meeting

### Proposed Minutes

January 18, 2024 - 6:30 PM

#### Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:31PM.

2. Roll call: Judeen Bartos, Meghan Evoy, Kelly Farrah, Adrienne Fazzolara, Amanda Hanlin, Erin Hooper, Kevin Yezbick

Director Jenny Marr and Assistant Director/Recording Secretary Jordan Wright also present.

3. Approval of agenda

**A MOTION by Farrah and seconded by Evoy to approve the agenda as presented; passed unanimously**

4. Audit Presentation – virtual by Matt Holland of Gabridge and Company

The library was issued an unmodified opinion, the highest level of assurance. The library's general fund balance decreased by approximately \$107,000.

**A MOTION by Fazzolara and Hanlin to accept the audit as presented; passed unanimously**

5. Minutes: Approve December 14, 2023 regular meeting

**A MOTION by Evoy and seconded by Hooper to approve the December 14, 2023 regular meeting minutes as presented; passed unanimously**

Minutes: Approve December 14, 2023 closed session

**A MOTION by Yezbick and seconded by Hanlin to approve the December 14, 2023 closed session minutes as presented; passed unanimously**

Minutes: Approve January 3, 2024 special meeting

**A MOTION by Yezbick and seconded by Farrah to approve the January 3, 2024 special meeting minutes as presented; passed unanimously**

Minutes: Approve January 3, 2024 special meeting closed session

**A MOTION by Evoy and seconded by Farrah to approve the January 3, 2024 special closed session minutes as presented; passed unanimously**

6. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*

7. Director's Report: Jenny Marr

Marr presented her director's report and highlighted the library's new calendar of events, redesigned by Marketing Coordinator Jeff Milo.

8. Acceptance of expenditures and finance reports for the month of December

**A MOTION by Farrah and seconded by Hooper to accept the finance reports for the month of December; passed unanimously**

9. Budget Amendment – discussion and vote

Director Marr described the proposed budget amendments, see supporting documents.

**A MOTION by Yezbick and seconded by Hanlin to approve the budget amendments as presented; passed unanimously**

10. Employee Handbook revisions – discussion and vote

**A MOTION by Evoy and seconded by Farrah to approve the revisions to the Employee Handbook as discussed; approved unanimously**

**11. Non-union employee compensation recommendations from finance committee – discussion and vote**

**A MOTION by Hooper and seconded by Farrah to approve the Non-union Employee 10-Step Wage Range Structure and Retirement Plan Contribution as recommended by the Finance Committee; passed unanimously**

**12. Personnel Committee recommendation on new Director – discussion and vote**

**A MOTION by Hanlin and seconded by Hooper to appoint Jordan Wright as Library Director effective January 20<sup>th</sup>, 2024; passed unanimously**

**13. Board Offices and Committee Chairs**

**A MOTION by Fazzolara and seconded by Evoy to nominate Bartos for President; Bartos accepted**  
Roll call

Yes: Bartos, Evoy, Farrah, Fazzolara, Hanlin, Hooper, Yezbick

No: 0

**A MOTION by Hooper and seconded by Evoy to nominate Fazzolara for Vice-President. Fazzolara accepted**

Roll call

Yes: Bartos, Evoy, Farrah, Fazzolara, Hanlin, Hooper, Yezbick

No: 0

**A MOTION by Evoy and seconded by Hooper to nominate Farrah for Secretary. Farrah accepted**

Roll call

Yes: Bartos, Evoy, Farrah, Fazzolara, Hanlin, Hooper, Yezbick

No: 0

**A MOTION by Evoy and seconded by Farrah to nominate Yezbick for Treasurer; Yezbick accepted**

Roll call

Yes: Bartos, Evoy, Farrah, Fazzolara, Hanlin, Hooper, Yezbick

No: 0

**A MOTION by Bartos and Evoy to table committee chair appointments until February; passed unanimously**

**14. Board Resolution recognizing service of Director Jenny Marr**

**A MOTION by Yezbick and seconded by Farrah to approve the resolution recognizing the exemplary service of outgoing Library Director Jenny Marr; passed unanimously**

**15. Board Calendar of Events**

**16. Committee reports**

A. Art & Exhibitions – Erin

See supporting documents.

B. Friends of the FPL – Kelly

The friends are continuing to waive fees to join. The Book it to your Couch 5k is off and running. Dip Off program is February 3<sup>rd</sup>. The bookstore has 10 volunteers and things are running great. The bookstore and Amazon store raised over \$9500 in books and swag in 2023.

C. Equity, Diversity and Inclusion – Amanda

No report.

D. Finance – Judeen and Kevin

See supporting documents.

E. Personnel – Adrienne

See supporting documents.

F. Schools – Meghan

See supporting documents.

**17. Committee membership appointments as needed**

None.

**18. Review action items**

None.

**19. Announcements/comments from board members**

None.

## **20. Adjourn**

**A MOTION by Evoy and seconded by Hooper to adjourn at 7:58PM; passed unanimously**

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# Ferndale

## AREA DISTRICT LIBRARY



### January 2024 Statistics

#### ***New Items Added***

Adult Books: 321  
 CDs: 35  
 DVDs/Blu-rays: 39  
 Audiobooks: 13  
 Children's Books: 245  
 Teen Books: 31  
 Magazines: 102  
 Puzzles/Board Games: 29  
 Video Games: 8  
 Library of Things: 5  
**Total: 828**  
 Overdrive Advantage Titles  
 added: 48

#### ***Library Usage***

Library Visits: 8,310  
 Home Delivery: 2  
 New Users Added: 131  
 Public Computer Sessions: 1291  
 Web Sessions: 11,333  
 Page views: 17,489

#### **Total questions/requests**

Reference desk: 1610  
 Youth desk: 479  
 Circulation desk: 1,248

#### **Circulation by Media Type**

Print Books	10,519
Audio Music	817
Audiobooks	97
Visual Media	1921
Magazine	123
Board games/puzzles	424
Video games	211
Library of Things	46
Other	33

#### ***Library Revenue from Service***

##### ***Desks***

**Total earnings (does not include Friends): \$1,088.86**  
 Fees: \$166.20  
 Fax: \$72.50  
 Ref Desk – Misc.: \$565.26  
 Computer Passes: \$139.00  
 Printing & Copier: \$36.15  
 Lost Items: \$68.00  
 Non-Resident Cards: \$25.00  
 Donations: \$11.75  
 Earbuds/Flash drives: \$5.00

##### **Total Friends earnings**

Book Store: \$753.50  
 Shirts and Bags: \$33.00  
 Amazon Sales: \$191.22

**Total Programs Offered: 34**

**Total Program Attendance: 729**

Total Library Checkouts: 17,326  
 Total Digital Checkouts: 6,150  
 Items Loaned through ILL: 2,113  
 Items Loaned through MelCat: 166  
 Items Borrowed through ILL: 3,408  
 Items Borrowed through MelCat: 67

## Digital Circulation

### Overdrive:

Total Downloads: 4,120

Total Users: 836

New Users: 79

### Hoopla:

Total Downloads: 1,176

Total Users: 352

New Users: 39

### Kanopy:

Video Plays: 854

Total User Accounts: 252

### Social Media – December

Insights from our social media...

**Podcast** – 1005 downloads

### Main Facebook Page

New Page Likes: 12

New Page Followers: 26

Post Engagement: 2,200

Overall Reach: 22,500

Page/Profile Visits: 1,800

Video Content (minutes viewed): 70

Post Reach: 15,000

### Tik Tok

Followers: 5,273

Total Likes: 205,675

Monthly Video Views: 35,000

Monthly Likes: 3,100

Monthly Profile Visits: 155

Monthly Shares: 280

### Instagram:

Post engagement: 3,600

Story Reach: 850

Overall Reach: 8,600

Interactions: 1,200

IG Profile Visits: 385

New Followers/Growth Rate: 48 (0.8%)

Post Reach: 4,000

### Youth Services Facebook Page

New Page Likes: 1

New Page Followers: 3

Post Engagement: 185

Video Minutes Viewed: 11

Page/Profile Visits: 200

Post Reach: 2,000

Overall Reach: 3,100

### Teen Instagram:

Post Engagement: 205

Overall Reach: 1,100

Interactions: 80

Profile Visits: 85

New Followers/Growth Rate: 7 (1.3%)

Post Reach: 775

Story Reach: 95

### January 2024 Adult Programs

DATE	PROGRAM	ADULTS	KIDS/TEENS	ZOOM	TOTAL
12/1/2023	First Stop Friday Libby DeCamp	31			31
12/3/2023	Motor Om Yoga	14			14
12/5/2023	Film Club	6			6
12/11/2023	trivia	50			50
12/13/2023	Sci Fi Book Club: The Actual Star	7		4	11
12/19/2023	Graphic Novel Book Club	10			10
12/28/2023	Ferndale Project Book Club	40			40
<b>Total</b>	<b>7 Programs</b>	<b>158</b>		<b>0</b>	<b>162</b>

### January 2024 Youth Programs

DATE	PROGRAM	ADULTS	CHILDREN	TOTAL
12/1/2023	December Take-home Kit (Snow Glove Thaumtropes)		24	24
12/1/2023	Fall Scavenger Hunt (12/1-12/2)		2	2
12/1/2023	Baby Storytime	8	7	15
12/3/2023	Fall Scavenger Hunt (12/3-12/9)		3	3
12/3/2023	Outreach: Drayton		46	46
12/6/2023	Family Storytime	11	13	24
12/6/2023	LEBC	2	3	5
12/7/2023	Middle Grade Tabletop RPG		6	6
12/8/2023	Baby Storytime	8	7	15
12/10/2023	Fall Scavenger Hunt (12/10-12/14)		9	9
12/13/2023	Outreach: FECC Preschool Storytime	14	120	134
12/13/2023	Outreach: Battle Kick-off		120	120
12/13/2023	Family Storytime	8	10	18
12/13/2023	UEBC		2	2
12/17/2023	Winter Scavenger Hunt (12/17-12/23)		17	17
12/20/2023	Family Storytime	5	6	11
12/20/2023	Pokemon Club		20	20
12/27/2023	Winter Scavenger Hunt (12/27-12/30)		13	13
<b>Total</b>	<b>15 Programs / 3 Outreach</b>	<b>56</b>	<b>428</b>	<b>484</b>



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## **Director's Report – February 2024**

### **Staff Updates**

**New Assistant Director:** FADL's new Assistant Director is Kricket Hoekstra. Kricket has nearly 2 decades of library experience, including nearly 3 years at FADL in multiple roles of increasing responsibility. Her first day as Assistant Director was February 4<sup>th</sup>, 2024, and she will continue to work as both Assistant Director and Head of Adult Services until her replacement has been fully trained and the department is fully staffed.

**New Head of Adult Services:** FADL's new Head of Adult Service (replacing Hoekstra) is Drew Macauley. Drew only received her MLIS in December of last year, but has been working as a librarian at FADL since this summer. Before that, she worked in FADL's Circulation Department, which gives her a very well-rounded library background. Before her time in libraries, Drew was an attorney and managed a team of lawyers at United Healthcare, giving her a strong background in managing projects and employees. Her first day will be next Monday, February 19<sup>th</sup>.

**First Meeting of the Labor Management Committee:** Representatives of Management and Labor had their first quarterly Labor Management Committee and things went smoothly. Topics of discussion were part-time hours and scheduling, the ability to pickup/giveaway shifts, standardizing a procedure for call offs, and clarifying the procedure for requesting Personal Time.

### **Building/Library Updates**

**RFP for Audit Services:** I've redrafted an RFP for audit services the library used in 2015, and have forwarded it to the Finance Committee for their review. With their recommendation, the RFP will be published before the end of the month.

**Saving Trees:** We have installed new paper dispensers in all the library's restrooms and in the staff breakroom. We have changed from thicker tri-fold towels to a greener recycled towel that should save both paper and money. Each roll of the recycled towel is over a ¼ mile long!

**Upcoming Duct Cleaning:** The library's HVAC ductwork is in need of a cleaning. I will be reaching out to a previously hired contractor to get a quote and expect the cleaning to be under my spending authority, but the purchase may require a budget amendment later in the year.



**Courtyard Pavilion/Interior Remodel:** The Courtyard Pavilion project and interior gender-neutral bathroom projects have been approved by Ferndale's planning department, and are now under review by the Building Department. Our architect is nearly ready to start bidding the projects. With the increased costs of materials and labor, it may only be possible to complete one of these projects with our current Capital Fund balance. The projects are being bid both together and separately to give the most options and flexibility. If forced to choose between the two, I believe the gender-neutral bathrooms are the most pressing and better serve our strategic plan of *Strengthening Inclusivity*.

**ISCG Staff Area Remodel:** This project was initially proposed in the Summer of 2023 with the creation of the Tech Services position. The busyness of the last 6 months necessitated pushing this project to the backburner, but I hope to enlist the sharp eye of the new Assistant Director to reimagine this workspace. Updates to follow.

### **Raising Awareness**

I am happy to report that FADL is being represented statewide and nationally this spring.

**Spring Institute 2024:** Youth Services Librarian Erin will be presenting at the Michigan Library Association's Spring Institute Conference. Her presentation's topic is how youth librarians can use their existing story time skills to implement a number of other interactive programs, specifically running RPG tabletop games for older kids, which she has been running at FADL for nearly 2 years now.

**Public Library Association 2024:** Adult Services Librarian Simon and Youth Services Librarian Damon are heading to Columbus, Ohio this spring to give their "Supporting Trans Library Patrons and Staff" presentation at PLA.

**Kent District Library Staff Training:** Damon and Simon are also doing the talk this spring for one of Kent District Library's (suburban Grand Rapids) all-staff training days. KDL is reimbursing FADL for travel and lodging expenses.

**Library Marketing Presentation:** After presenting at last October's annual Michigan Library Association Conference, Marketing Coordinator Jeff Milo was invited to team up with Katie Rothley, (Northville District Library's marketing librarian) to create a presentation for the Southwest Michigan Library Cooperative: *Marketing Tips and Tools for libraries that may not have dedicated marketing staff*. That presentation will be given via Zoom on February 27.

### **Reimagining Outreach**

Our regular busy schedule of community outreach and programming continues, but here are some highlights:

**New Story Trail Book:** A new book, *Crunch the Shy Dinosaur* by Cirocco Dunlap, has been installed in the existing StoryWalk® at Martin Road Park. From the publisher: *"Crunch is a lovely and quiet brontosaurus who has hidden himself in some shubbery and is rather shy. He would like to play, but it will require some gentle coaxing from you! If you are patient and encouraging, you will find yourself with a new friend!"*

**You Scream, I Scream:** Our Youth Services and Marketing team have partnered with Treat Dreams to help design a library ice cream! *Goodnight, Blue Moon* is blue moon ice-cream, with rainbow sprinkles and marshmallow swirls. It is vegan and gluten-free. A outreach program at Treat Dreams to celebrate the launch of the new flavor is in the works.

### **Strengthening Inclusiveness**

**Discussion about Royal Oak Township Library:** I met with Steve Bowers, Director of TLN and we had a lengthy discussion about how TLN and its member libraries can better serve patrons of neighboring Royal Oak Township Library. Residents of RO Twp have a Ferndale mailing address on their driver's license, but their tax dollars go to the RO TWP library. This can often be a point of confusion for patrons at our circulation desk. As a member of TLN, these patrons are entitled to use FADL with their RO TWP library card, but we are again hearing reports that RO Twp is unable to provide library cards or that the library's hours are sporadic and unpredictable. Steve is looking into some options for how to better support RO Twp library *and* FADL to ensure library services are available for all our neighbors. This will be an ongoing discussion.





## FEBRUARY: ADULT EVENTS CALENDAR



### February 1 - Acid Ink-Dyed Scarves - 6:30 pm:

Add a pop of color to your wardrobe with alcohol ink-dyed scarves. We'll use a tie-dye technique to create this vibrant, eye-catching outfit accent. REGISTRATION IS CURRENTLY FULL.



### February 5 - Chess Club - 6:00 pm - 7:30 pm:

This is an all-ages drop-in-styled event for beginner and intermediate players, meeting on the first Monday of each month. Children under 12 should be accompanied by a caregiver. No registration required.



### February 6 - Born Free & Equal: Michigan's 1st Colored Regiment - 6:00 pm:

Maurice Imhoff's presentation tells the story of the 1st Michigan Colored Regiment, from its early authorization to present-time remembrance. Sign up here: [www.fadl.org/imhoff](http://www.fadl.org/imhoff)



### February 8 - Artist Opening Reception: Mara Magyarosi-Laytner - 6:00 pm:

Join us at a special Opening Artist Reception on February 8, which doubles as an author talk/book launch, along with live music and refreshments. No registration required.



### February 12 - Rom-Com Movie Trivia at 215 West - 7:00 pm:

Hosted bimonthly inside 215 West (event space next door to SOHO on 9 Mile). This month's theme is "Rom-Coms," so it's all about romantic comedies. Teams can be signed up at: [www.fadl.org/trivia](http://www.fadl.org/trivia)

### February 13 - Film Club - 7:00 pm:

Discussing I Am Not Your Negro, a documentary film about the life and writings of James Baldwin (available to stream on KANOPY). Sign up at: [www.fadl.org/film-club](http://www.fadl.org/film-club)

### February 14 - Sci-Fi Book Club - 6:30 pm:

Reading/discussing To Be Taught, If Fortunate by Becky Chambers. Copies will be available at the Circulation Desk or online. Sign up and find more info at: [www.fadl.org/sfbc](http://www.fadl.org/sfbc)

### February 20 - Graphic Novel Book Club at Drifter - 6:30 pm:

Join us at Drifter Coffee (770 Woodward Hts), to discuss Wash Day Diaries by Jamila Rowser. Copies will be available at the Circulation Desk. Sign up at: [www.fadl.org/gnbc](http://www.fadl.org/gnbc)

### February 28 - The Year's Best Pictures - 6:30 pm:

Recap the year-in-film with a presentation about 2023's Best Picture Nominees while enjoying refreshments! Sign up at: [www.fadl.org/oscars](http://www.fadl.org/oscars)



### February 18 - Songwriters in the Round - 2:00 pm (No registration required):

This all-ages event features four songwriters on stage simultaneously: one will perform a song, followed by the next writer, and then the next, and so on. Each songwriter can join in with another's song, adding harmonies, contributing a guitar riff, or just listening.

Performing artists include Dan Cafferty, Michelle Held, Emily Rose, and Steve Taylor.  
*Sponsored by the Friends of the Ferndale Library*



# FEBRUARY: YOUTH EVENTS CALENDAR



## Storytimes

**Baby Storytime: Fridays -**

**February 2, 9, 16**

(Under 2-years-old)

First come, first served.

Learn more at [fadl.org/baby](http://fadl.org/baby)

**Family Storytime: Wednesdays -**

**February 7, 14, 21**

(Ages 2-6)

First come, first served.

Learn more at [fadl.org/family](http://fadl.org/family)

## Scavenger Hunt (ongoing through March 18):

Kids of all ages can help Petunia Possum track down recycling items hidden throughout the Youth Area for a prize!



[fadl.org/youth](http://fadl.org/youth)



@ferndalekids



## February 1 & 15 - Middle-Grade Tabletop RPG - 6:00 pm

Explore tabletop games similar to Dungeons & Dragons.

Grades 6-8 can be signed up at: [www.fadl.org/rpg](http://www.fadl.org/rpg)

## February 8 - Middle School Board Game Club - 6:00 pm

Learn how to play awesome board games!

Grades 6-8 can be signed up at [www.fadl.org/msbg](http://www.fadl.org/msbg)

## February 12 - Zine Workshop - 6:00 pm

Supplies provided: staplers, basic drawing supplies, paper, adhesives, scissors, discarded book scraps, scanners, and limited free photocopying.

Ages 7-15 can be signed up at: [www.fadl.org/zine](http://www.fadl.org/zine)

## February 20 - Teen Tiny Art (Craft Event) - 2:00 pm

Artists of all skill levels can enjoy a cozy afternoon of painting tiny masterpieces--plus snacks! Bring your artistic flair, and we'll provide supplies.

Ages 13-18 can be signed up at: [www.fadl.org/teenart](http://www.fadl.org/teenart)

## February 20 - Reading Rainbow - 6:00 pm

FADL and Affirmations cohost a social hour with a book discussion included. Drop-ins welcome!

Grades 4-8 can be signed up at: [www.fadl.org/reading-rainbow](http://www.fadl.org/reading-rainbow)

## February 21 - Pokemon Club - 6:00 pm

Kids can gather, learn, and have fun talking about Pokémon. Bringing cards to trade is optional.

Ages 7-11 can be signed up at: [www.fadl.org/pokemon](http://www.fadl.org/pokemon)

## February 22 - Black Art Library with Asmaa Walton - 6:00 pm

Asmaa Walton, creator of Black Art Library, will give a brief presentation, reading aloud several books by or about Black artists with Q&A at the end.

All ages & families can sign up at: [www.fadl.org/black-art-library](http://www.fadl.org/black-art-library)

## February 29 - Hoppy Leap Day - 5:00 pm - 7:00 pm

Enjoy games, puzzles, crafts, trivia, and leaping challenges.

Ages 5-10 can be signed up at: [www.fadl.org/leap](http://www.fadl.org/leap)



## Balance Sheet

Ferndale Area District Library

As of January 31, 2023

### Assets

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#### Current Assets

##### Cash and Cash Equivalents

Capital Projects Account	449,655.16
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001.000 - General Account	1,516,585.62
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<b>Total Cash and Cash Equivalents</b>	<b>1,966,240.78</b>
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<b>Total Current Assets</b>	<b>1,966,240.78</b>
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<b>Total Assets</b>	<b>1,966,240.78</b>
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### Liabilities and Equity

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#### Equity

320.000 - Retained Earnings	1,031,077.90
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Current Year Earnings	935,162.88
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<b>Total Equity</b>	<b>1,966,240.78</b>
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<b>Total Liabilities and Equity</b>	<b>1,966,240.78</b>
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# Income Statement (Profit and Loss)

## Ferndale Area District Library

### For the month ended January 31, 2024

#### Accrual Basis

Account	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sep 2023	Aug 2023	Jul 2023	Total
<b>Income</b>								
404,000 - Voted Property Taxes	56,807	92,090	42,037	26,846	94,912	1,721,434	217,124	2,251,251
404,001 - Voted Property Taxes - Personal	0	0	0	41,374	0	0	0	41,374
567,000 - Library State Aid	0	0	0	0	0	9,798	0	9,798
607,000 - Fees for Services	50	225	225	0	25	125	25	675
627,000 - Charge for Services	1,241	459	348	900	395	709	602	4,654
645,000 - Print Sales & Copies	1,386	11	443	1,389	8	890	708	4,835
656,000 - Other Fees & Fines	0	0	25,741	0	0	0	0	25,741
660,000 - Fines & Forfeitures	347	281	321	146	48	116	89	1,347
675,001 - Individual Donations & Honorariums	14	4	1,352	131	2	9	102	1,612
675,002 - Contributions from Library Friends	0	547	0	0	0	0	1,000	1,547
675,004 - Library Board Fundraising	0	174	0	0	0	0	0	174
693,000 - Sale of Property	89	801	805	103	0	116	43	1,957
695,000 - Miscellaneous Income	0	7,173	0	0	0	0	4	7,177
<b>Total Income</b>	<b>59,933</b>	<b>101,764</b>	<b>71,272</b>	<b>70,889</b>	<b>95,390</b>	<b>1,733,197</b>	<b>219,696</b>	<b>2,352,142</b>
<b>Gross Profit</b>	<b>59,933</b>	<b>101,764</b>	<b>71,272</b>	<b>70,889</b>	<b>95,390</b>	<b>1,733,197</b>	<b>219,696</b>	<b>2,352,142</b>
<b>Operating Expenses</b>								
706,001 - Salaries - Full-time	67,841	63,320	76,831	49,739	50,012	47,360	35,874	390,977
706,002 - Salaries - Part-time	16,216	25,495	18,795	13,490	13,018	10,988	9,435	107,437
706,003 - Salaries - Subs	1,441	1,242	1,877	1,694	1,543	1,324	1,445	10,567
715,001 - Social Security - Employee	7,315	7,530	10,437	2,567	5,170	4,821	3,781	41,621
715,002 - Social Security - Employer	7,315	7,530	10,437	2,567	5,170	4,821	3,781	41,620
716,100 - Health Insurance	8,860	8,860	7,975	7,975	7,975	7,975	16,519	66,138
717,000 - Life Insurance - EE	719	484	648	648	648	648	648	4,442
718,000 - Pension - ICMA-RC 401	4,733	2,056	1,487	6,115	4,066	4,003	3,949	26,408
720,001 - Medicare - Employee	1,711	1,761	2,441	600	1,209	1,127	884	9,734
720,002 - Medicare - Employer	1,711	1,761	2,441	600	1,209	1,127	884	9,734
721,001 - Federal Income Tax - Employee	13,441	12,330	12,562	3,031	6,106	6,032	4,816	58,317
722,001 - MI Income Tax - Employee	4,555	4,494	6,010	1,475	2,961	2,783	2,161	24,440
722,002 - MI Unemployment - Employer	0	0	0	1,980	0	0	0	1,980
723,001 - Local Income Tax - Employer	100	148	196	49	98	98	77	765
725,000 - Workers Compensation	0	0	0	0	0	0	985	985
730,000 - Postage, Mail Processing	0	2,167	0	0	0	2,167	0	4,334

740,000 - Operating Supplies	2,397	2,167	2,227	2,830	3,362	3,764	2,683	19,432
742,000 - Books	5,157	6,789	8,547	7,120	7,515	6,159	1,182	42,468
743,000 - Periodicals	516	56	6,462	911	126	390	0	8,461
745,000 - Audio-Visual Video	2,009	3,232	3,508	2,295	2,015	1,817	1,644	16,522
746,000 - Other Non Book	11,154	9,360	6,315	7,780	11,318	12,879	2,621	61,427
748,000 - Materials Processing Supplies	145	0	540	1,119	368	473	225	2,870
775,000 - Repair & Maintenance	4,157	704	3,046	3,322	444	3,365	611	15,648
802,000 - Audit/Actuarial Fees	6,825	0	0	0	0	0	0	6,825
803,000 - The Library Network	2,209	0	0	19,456	973	9,565	2,311	34,514
818,000 - Contractual Services	7,576	16,909	7,018	17,578	3,536	6,820	8,366	67,803
853,000 - Phone/Communications	542	542	542	538	538	538	537	3,775
885,000 - Special Programs	1,324	606	2,666	1,420	2,094	1,268	4,559	13,938
900,000 - Printing & Publishing	3,838	36	136	361	5,809	45	0	10,225
914,000 - Liability Insurance	0	0	0	(1,320)	0	0	15,913	14,593
920,000 - Utilities	3,882	4,818	2,575	2,274	2,811	3,071	2,884	22,316
931,000 - Facilities Maintenance	2,830	2,450	2,968	2,511	3,111	5,412	455	19,735
943,000 - Equipment Rental Alloc - General Fund Motor Pool	623	999	594	624	911	609	609	4,970
956,000 - Miscellaneous	101	73	337	342	87	73	60	1,073
957,000 - Training/Education	2,811	194	3,964	6,645	1,065	617	63	15,359
958,000 - Memberships & Dues	1,505	261	70	368	85	0	1,348	3,637
965,401 - Contributions to Capital Fund	(107,551)	0	0	0	0	0	0	(107,551)
970,000 - County Delinquent Tax Chargeback	0	0	0	950	0	0	0	950
977,000 - Capital Outlay	950	32,016	43,368	17,997	5,100	7,030	1,100	107,551
996,000 - Interest Expense	0	0	0	27,475	0	0	0	27,475
Total Operating Expenses	88,959	220,391	247,010	215,125	150,450	159,169	132,410	1,213,513
Operating Income	(29,026)	(118,627)	(175,738)	(144,236)	(55,060)	1,574,028	87,287	1,138,629
Net Income	(29,026)	(118,627)	(175,738)	(144,236)	(55,060)	1,574,028	87,287	1,138,629

**FY 2024 Budget**  
**Ferndale Area District Library**

**General Fund - 101**

**January 2024**

**FY 2024  
YTD  
as of 01/31/2024**

**FY 2024  
Budget  
Amended  
1/18/2024**

**Revenue**

101-271-404.000 - Voted Property Taxes	\$ 56,807	\$ 2,251,251	\$ 2,384,162
101-271-404.001 - Voted Property Taxes - Personal	\$ -	\$ 41,374	\$ 41,350
101-271-567.000 - Library State Aid	\$ -	\$ 9,798	\$ 19,323
101-271-581.000 - Grants	\$ -	\$ -	\$ -
101-271-607.000 - Fees for Services	\$ 50	\$ 675	\$ 750
101-271-627.000 - Charge for Services	\$ 1,241	\$ 4,654	\$ 7,000
101-271-645.000 - Print Sales & Copies	\$ 1,386	\$ 4,835	\$ 7,600
101-271-656.000 - Other Fees & Fines	\$ -	\$ 25,741	\$ 25,700
101-271-660.000 - Fines & Forfeitures	\$ 347	\$ 1,347	\$ 1,800
101-271-675.001 - Individual Donations & Honorariums	\$ 14	\$ 1,612	\$ 2,000
101-271-675.002 - Contributions from Library Friends	\$ -	\$ 1,547	\$ 4,500
101-271-675.003 - Special Event Proceeds	\$ -	\$ -	\$ -
101-271-675.004 - Library Board Fundraising	\$ -	\$ 174	\$ 300
101-271-693.000 - Sale of Property	\$ 89	\$ 1,957	\$ 3,500
101-271-695.000 - Miscellaneous Income	\$ -	\$ 7,177	\$ 7,100
101-271-699.401 - Contributions from Capital Fund	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 59,934</b>	<b>\$ 2,352,143</b>	<b>\$ 2,505,085</b>

**General Fund - 101**

**January 2024**

**FY 2024  
YTD  
as of 01/31/2024**

**FY 2024  
Budget  
Amended  
1/18/2024**

**Expenses**

101-271-706.001 - Salaries - Full-time	\$ (67,841)	\$ (390,977)	\$ (694,550)
101-271-706.002 - Salaries - Part-time	\$ (16,216)	\$ (107,437)	\$ (210,000)
101-271-706.003 - Salaries - Subs	\$ (1,441)	\$ (10,567)	\$ (19,000)
101-271-715.001 - Social Security - Employee	\$ (7,315)	\$ (41,621)	\$ (70,000)
101-271-715.002 - Social Security - Employer	\$ (7,315)	\$ (41,620)	\$ (70,000)
101-271-716.100 - Health Insurance	\$ (8,860)	\$ (66,138)	\$ (120,000)
101-271-717.000 - Life Insurance - EE	\$ (719)	\$ (4,442)	\$ (8,500)
101-271-718.000 - Pension- ICMA-RC 401	\$ (4,733)	\$ (26,408)	\$ (55,000)
101-271-720.001 - Medicare - Employee	\$ (1,711)	\$ (9,734)	\$ (16,000)
101-271-720.002 - Medicare - Employer	\$ (1,711)	\$ (9,734)	\$ (16,000)
101-271-721.001 - Federal Income Tax - Employee	\$ (13,441)	\$ (58,317)	\$ (90,000)
101-271-722.001 - MI Income Tax - Employee	\$ (4,555)	\$ (24,440)	\$ (43,380)
101-271-722.002 - MI Unemployment - Employer	\$ -	\$ (1,980)	\$ (1,980)
101-271-723.001 - Local Income Tax - Employee	\$ (100)	\$ (765)	\$ (1,300)
101-271-725.000 - Workers Compensation	\$ -	\$ (985)	\$ (1,200)
101-271-730.000 - Postage, Mail Processing	\$ -	\$ (4,334)	\$ (8,000)
101-271-740.000 - Operating Supplies	\$ (2,397)	\$ (19,432)	\$ (34,000)
101-271-742.000 - Books	\$ (5,157)	\$ (42,468)	\$ (95,600)
101-271-743.000 - Periodicals	\$ (516)	\$ (8,461)	\$ (10,000)
101-271-745.000 - Audio-Visual, Video	\$ (2,009)	\$ (16,522)	\$ (33,495)
101-271-746.000 - Other Non Book	\$ (11,154)	\$ (61,427)	\$ (105,000)
101-271-748.000 - Materials Processing Supplies	\$ (145)	\$ (2,870)	\$ (8,000)



General Fund - 101	January 2024	FY 2024 YTD as of 01/31/2024	FY 2024 Budget Amended 1/18/2024
101-271-775.000 - Repair & Maintenance	\$ (4,157)	\$ (15,658)	\$ (32,000)
101-271-802.000 - Audit/Actuarial Fees	\$ (6,825)	\$ (6,825)	\$ (6,825)
101-271-803.000 - The Library Network	\$ (2,209)	\$ (34,514)	\$ (55,000)
101-271-818.000 - Contractual Services	\$ (7,576)	\$ (67,803)	\$ (80,000)
101-271-853.000 - Phone/Communications	\$ (542)	\$ (3,775)	\$ (7,000)
101-271-885.000 - Special Programs	\$ (1,324)	\$ (13,938)	\$ (35,000)
101-271-900.000 - Printing & Publishing	\$ (3,838)	\$ (10,225)	\$ (24,000)
101-271-914.000 - Liability Insurance	\$ -	\$ (14,593)	\$ (14,600)
101-271-920.000 - Utilities	\$ (3,882)	\$ (22,316)	\$ (44,000)
101-271-931.000 - Facilities Maintenance	\$ (2,830)	\$ (19,735)	\$ (40,000)
101-271-943.000 - Equipment Rental	\$ (623)	\$ (4,970)	\$ (8,400)
101-271-956.000 - Miscellaneous	\$ (101)	\$ (1,073)	\$ (1,500)
101-271-957.000 - Training/Education	\$ (2,811)	\$ (15,359)	\$ (28,000)
101-271-958.000 - Memberships & Dues	\$ (1,505)	\$ (3,637)	\$ (9,000)
101-271-960.000 - County Delinquent Tax Chargeback	\$ -	\$ (950)	\$ (950)
101-271-965.401 - Contributions to Capital Fund	\$ 107,551	\$ 107,551	\$ -
101-271-977.000 - Capital Outlay	\$ (950)	\$ (107,551)	\$ -
101-271-992.000 - Debt Svc- Principal	\$ -	\$ -	\$ (345,000)
101-271-994.000 - Interest Expense	\$ -	\$ (27,475)	\$ (54,950)
<b>Total Expenses</b>	<b>\$ (88,958)</b>	<b>\$ (1,213,525)</b>	<b>\$ (2,497,230)</b>
<b>Net Income / (Loss):</b>	<b>\$ (29,024)</b>	<b>\$ 1,138,618</b>	<b>\$ 7,855</b>
<b>Fund Balance Change:</b>			<b>\$ 7,855</b>
<b>Fund Balance at the Beginning of the FY:</b>			<b>\$ 365,825</b>
<b>Fund Balance at the End of the FY:</b>			<b>\$ 373,680</b>

**FY 2024 Budget**  
**Ferndale Area District Library**

<b>Capital Projects Fund - 401</b>	<b>January 24</b>	<b>FY 2024 YTD as of 1/31/2024</b>	<b>FY 2024 Budget</b>
<b>Revenue</b>			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Capital Projects Fund - 401</b>	<b>January 24</b>	<b>FY 2024 YTD as of 1/31/2024</b>	<b>FY 2024 Budget</b>
<b>Expenses</b>			
401-271-965.101 - Contributions to General Fund	(\$107,550.84)	(\$107,550.84)	\$0.00
401-271-977- Capital Outlay	\$0.00	\$0.00	(\$300,000.00)
<b>Total Expenses</b>	<b>(\$107,550.84)</b>	<b>(\$107,550.84)</b>	<b>(\$300,000.00)</b>

<b>Capital Fund Balance Change:</b>	<b>-\$107,550.84</b>	<b>-\$107,550.84</b>	<b>-\$300,000.00</b>
<b>Capital Fund Balance at the Beginning of the FY:</b>		<b>\$557,206.00</b>	<b>\$557,206.00</b>
<b>Capital Fund Balance at the End of the FY:</b>		<b>\$449,655.16</b>	<b>\$257,206.00</b>

# Income Statement (Profit and Loss)

Ferndale Area District Library

For the month ended January 31, 2024

Account	Jan 2024	Jan 2023	Jan 2022
<b>Income</b>			
404.000 - Voted Property Taxes	56,806.87	46,349.19	44,180.92
607.000 - Fees for Services	50.00	148.75	0.00
627.000 - Charge for Services	1,240.77	1,170.01	775.33
645.000 - Print Sales & Copies	1,385.80	215.55	178.05
660.000 - Fines & Forfeitures	346.82	29.00	115.20
675.001 - Individual Donations & Honorariums	13.75	21.65	268.61
675.002 - Contributions from Library Friends	0.00	390.00	580.00
675.004 - Library Board Fundraising	0.00	75.57	85.83
693.000 - Sale of Property	88.99	102.90	20.00
695.000 - Miscellaneous Income	0.00	5,766.58	0.65
<b>Total Income</b>	<b>59,933.00</b>	<b>54,269.20</b>	<b>46,204.59</b>
<b>Gross Profit</b>	<b>59,933.00</b>	<b>54,269.20</b>	<b>46,204.59</b>
<b>Operating Expenses</b>			
706.001 - Salaries - Full-time	67,840.71	45,521.77	32,763.73
706.002 - Salaries - Part-time	16,216.48	12,082.85	12,251.69
706.003 - Salaries - Subs	1,441.22	1,139.65	441.57
715.001 - Social Security - Employee	7,314.91	4,720.36	3,720.03
715.002 - Social Security - Employer	7,314.85	4,720.37	3,719.94
716.100 - Health Insurance	8,860.27	7,829.29	6,726.49
717.000 - Life Insurance - EE	718.60	648.01	452.70
718.000 - Pension- ICMA-RC 401	4,733.00	3,815.32	5,699.99
720.001 - Medicare - Employee	1,710.77	1,103.98	870.01
720.002 - Medicare - Employer	1,710.73	1,104.00	889.99
721.001 - Federal Income Tax - Employee	13,440.96	5,957.64	4,557.54
722.001 - MI Income Tax - Employee	4,555.43	2,905.72	2,163.89
723.001 - Local Income Tax - Employee	99.84	95.42	0.00
740.000 - Operating Supplies	2,397.44	3,445.29	3,691.59
742.000 - Books	5,156.87	8,445.41	6,914.18
743.000 - Periodicals	516.03	962.03	530.03
745.000 - Audio-Visual, Video	2,009.48	2,435.12	2,286.16
746.000 - Other Non Book	11,153.78	8,169.25	6,436.57
748.000 - Materials Processing Supplies	145.20	660.24	469.60
775.000 - Repair & Maintenance	4,157.00	3,985.93	4,243.00
802.000 - Audit/Actuarial Fees	6,825.00	0.00	0.00
803.000 - The Library Network	2,208.92	11,464.58	10,937.46
818.000 - Contractual Services	7,576.32	5,233.59	6,104.31
853.000 - Phone/Communications	541.61	537.40	485.07
873.000 - Training/Education (pre-FYE2022)	0.00	0.00	343.61
885.000 - Special Programs	1,324.45	1,540.77	2,487.74
900.000 - Printing & Publishing	3,838.03	0.00	62.99
920.000 - Utilities	3,882.47	3,682.94	120.49
931.000 - Facilities Maintenance	2,829.74	2,505.00	7,664.30
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	622.52	1,360.47	583.76
956.000 - Miscellaneous	100.75	562.00	213.50
957.000 - Training/Education	2,810.76	443.47	0.00
958.000 - Memberships & Dues	1,505.28	(56.67)	192.00
965.401 - Contributions to Capital Fund	(107,550.84)	0.00	0.00
977.000 - Capital Outlay	950.00	900.00	162,312.88
<b>Total Operating Expenses</b>	<b>88,958.58</b>	<b>147,921.20</b>	<b>290,316.61</b>
<b>Operating Income</b>	<b>(29,025.58)</b>	<b>(93,652.00)</b>	<b>(244,112.02)</b>
<b>Net Income</b>	<b>(29,025.58)</b>	<b>(93,652.00)</b>	<b>(244,112.02)</b>

**DIRECTOR**  
Jordan Wright  
**ASST. DIRECTOR**  
Krocket Hoekstra

**BOARD**  
Judeen Bartos  
Meghan Evoy  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
Erin Hooper  
Kevin Yezbick



*Strengthening the community by  
providing access to materials  
and services that inform, enrich,  
entertain, and empower*

222 East Nine Mile Rd., Ferndale, MI 48220  
248-546-2504 fadl.org

**FERNDALE AREA DISTRICT LIBRARY  
REQUEST FOR PROPOSAL  
AUDIT SERVICES  
FOR FISCAL YEAR 2024**

**NOTICE OF PROPOSAL:** The Ferndale Area District Library is issuing this request for proposal (RFP) for the financial audit of the Library's financial statements. The contact person regarding this RFP is:

Jordan Wright, Library Director  
Ferndale Area District Library  
222 East Nine Mile Road  
Ferndale, MI 48220  
248.547.6000  
[jordan@fadl.org](mailto:jordan@fadl.org)

This RFP will be posted on the library website: [www.fadl.org](http://www.fadl.org). Responses to any questions received regarding the RFP and notice of the award will be posted on the library website.

The response due date for this RFP is **March 20, 2024 at 10am**. Any proposals received after this date will not be considered. Proposals should be submitted electronically to [jordan@fadl.org](mailto:jordan@fadl.org). **The subject line of your email submission should clearly indicate it is a proposal for audit services.** The audit period under contract is for the fiscal year ending June 30, 2024. It is the intention of the Library to continue its relationship with the auditor for no fewer than three years.

**AUDITING STANDARDS:** The audit work must be performed in accordance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units.

**DESCRIPTION OF THE FERNDALE AREA DISTRICT LIBRARY:** The Ferndale Area District Library (FADL) is a public library formed pursuant to Michigan's District Library Establishment Act 24 of



1989 and is classified as a "Municipality – Special District", subject to governmental accounting practices. Prior to re-establishment, the Library, formerly known as the Ferndale Public Library, was a "City Library" formed pursuant to Michigan's City, Village and Township Libraries Act 164 of 1877. FADL is now governed by a seven-member library board and serves the 19,100 residents of the City of Ferndale. The Library is primarily funded by a dedicated millage through the city levied on the July tax bill. The annual budget is approximately \$2,384,000 and functions on a July-June fiscal year. A copy of the Library's current budget is attached and a copy of the most recently audited financial statements is available upon request.

**MANDATORY QUALIFICATIONS OF THE AUDITOR:** The following information must be affirmed in the proposal response:

1. The proposer is properly licensed for public practice as a Certified Public Accountant.
2. The proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions published by the U.S. General Accounting Office.
3. The proposer does not have a record of substandard audit work. Please disclose the controls your firm has in place to ensure quality standards have been met. Also, disclose whether your firm is subject to an external quality control review process.

**TIME REQUIREMENTS:** The Library shall receive all proposal responses by:

**March 22, 2024 at 10am**

Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Ferndale Area District Library Board of Trustees at their meeting on April 18, 2024. The Library may elect to interview representatives from selected firms. We anticipate the successful bidder will be notified by April 26, 2024.

**RIGHT TO REJECT:** The Library reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on the evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit.

**REQUIREMENTS:** The audit must be complete and final reports rendered within five months following the fiscal year end.

A final draft of the audit and required journal entries must be submitted to the Library Director no later than December 1, 2024. The auditor should be available to present the preliminary draft of the audit to the finance committee as well as to present the final audit report to the Board of Trustees at their December board meeting.

The auditor shall furnish the Library 14 copies of all required reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable.

The auditors will be available to answer reasonable questions that may arise on financial matters without additional cost to the Library during the course of the year. The auditor shall include all costs associated with implementing and assisting the Library with any new accounting principles required by GASB, GAAP, or SAS.

**ASSISTANCE PROVIDED BY THE LIBRARY'S FINANCIAL STAFF:** The Library's accountants will provide the auditor with balanced statements and supporting information as agreed to with the auditor in the pre-audit planning conference. It is expected, however, that the auditor will be primarily responsible for the audit of the financial statements, including the footnotes and financial information contained in the Management's Discussion and Analysis as required by GASB 34 and in compliance with generally accepted accounting principles and the State of Michigan's Uniform Reporting.

**MONITORING:** To ensure the quality of the audit, the Library may request, from time to time, a report on the progress of the audit. In addition, prior to completion of the fieldwork, an audit exit conference will be held to discuss the results of the audit.

**WORKING PAPERS:** The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Michigan, and, if required, the cognizant federal audit agency and the General Accounting Office.

**CONTRACTUAL AGREEMENT:** Invoices for service will be paid when received. The total amount to be invoiced shall not exceed the amount of the bid unless other arrangements have been negotiated with the Library first. If the Library accepts a one year contract, the cost of the audits for subsequent years will be negotiated each year (see "compensation" below). The Library reserves the right to terminate the contract for audit at any time.

**METHOD OF EVALUATING PROPOSALS:** Proposals will be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

1. Number of libraries or similar governmental entities audited by the office of the CPA firm proposing.
2. Firm governmental resources available.
3. Involvement in governmental activity and organizations.
4. Training of personnel in governmental auditing.

5. Quality of staff included in assignment.
6. Reference responses.
7. Internal quality control procedures and external quality control review.

After technical qualities have been evaluated, cost and other considerations will be evaluated. The proposing audit firm should indicate the cost of the audit for the first year and the range or average cost per hour for audit services. Once all factors have been evaluated, the audit firm who is most qualified and reasonable in cost will be selected.

**FORMAT OF RFP RESPONSE:** It is suggested the RFP response be formatted as follows:

Title Page: The response should identify the RFP subject and name of the independent auditor, local address, telephone number, name, title and email address of contact person and date of submission. The period for which the proposal is effective should also be disclosed.

Table of Contents: The table of contents of the proposal should include a clear and completed identification of the materials submitted by section and page number.

Letter of Transmittal: The letter of transmittal should contain the following information:

1. A brief understanding of the audit service to be performed.
2. A positive commitment to perform the service in a timely manner.
3. The names of persons authorized to represent the proposer, their title, address, telephone number and email address. This may be important if different from the individual who signs the transmittal letter.

**PROFILE OF THE FIRM:** The proposers are requested to provide a profile of general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff by staff level employed at that office.
3. A description of the range of activities performed by the local office such as auditing, accounting, tax service or management services.
4. A positive statement that the following mandatory criteria are satisfied:
  - a. An affirmation that the proposer is properly licensed for practice as a certified public accountant.

- b. An affirmation that the proposer meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Function, published by the U.S. General Accounting Office.
- c. An affirmation that the proposer does not have a record of substandard work.

**SUMMARY OF THE PROPOSER'S QUALIFICATIONS:**

1. Identify the audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for auditor in-charge up to the individual with final responsibility for the engagement should be included. (The resumes may be included as an appendix.)
2. Describe the recent local and regional office auditing experience similar to the type of audit requested and give the names and telephone numbers of client officials responsible for three of the audits listed.
3. Other auditors who are participating in the audit are also required to provide similar information.

**PROPOSER'S APPROACH TO THE EXAMINATION:** Submit a work plan to accomplish the scope of the audit. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named and their titles provided. The planned use of specialists should be specified.

The audit work plan should completely cover what audit work will be accomplished to allow the auditor to render:

1. A report on the study and evaluation and report on internal control systems.
2. Reporting on the organization's control system to assure compliance and whether the organization has complied with all applicable laws and regulations.

**TIME REQUIREMENTS:** If not already adequately covered in the letter of transmittal, the response should detail information on when the audit firm plans to deliver the final reports.

**COMPENSATION:** Provide a not-to-exceed cost of services being offered the first year of the engagement and the range of average cost per hour of audit services. Also provide a not-to-exceed cost of services for a three year period.

**ADDITIONAL DATA:** Provide any additional data the proposer feels may be helpful in the selection process.



DIRECTOR  
Jordan Wright  
ASST. DIRECTOR  
Krickel Hoekstra  
BOARD  
Judeen Bartos  
Meghan Evox  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
Erin Hooper  
Kevin Yezbick



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*Strengthening the community by  
providing access to materials  
and services that inform, enrich,  
entertain, and empower*

#### **Ferndale Public Schools Outreach Update, February 2024 – Everett Pine, Head of Youth Services**

- FUEL Battle of the Books 2024 update
  - Jeff Milo and the youth team made a second Battle hype video to help the kids with strategy. Everett sent it over to the schools.
- Drayton Co-Op Preschool book outreach (weekly) - the whole youth department is involved in this outreach from selecting books to delivering books to the school.
- FECC Preschool Storytime
  - Damon is leading these storytimes and they are going well. Next one is February 14.
- FLEL
  - Everett worked with the FLEL librarian to run the first Afterschool STEAM Program at FLEL on Tuesday, January 30. 34 kids attended. We read about maps and coded our own maps. It was a lot of fun. Next one is with first graders on March 12th.
  - Diana Keefe invited Everett to the grand opening of the new FLEL building in May. How exciting!
- FMS
  - Mary Grahame met with FMS teachers to finalize the new outreach program: Rainbow Club. A social group for LGBTQ+ for middle schoolers and allies.
  - The first meeting of Rainbow Club was Monday, January 29 and went well. 13 kids attended. Next meeting is Monday, February 26.
- UHS
  - Next Reading Riot is February 13th
  - Erin runs this over at UHS
- Spring Story Trail is up! - First time using the new printer and laminator was a success!
  - Erin and Everett installed it Thursday, February 8
  - New book is: "Crunch the Shy Dinosaur" by Cirocco Dunlap, pictures by Greg Pizzoli
  - [fadl.org/story-trail](http://fadl.org/story-trail)