



2025 Information Packet

Wednesday,
October 22, 2025
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, October 22, 2025, 6:30 pm, YDL – Whittaker Board Room
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	☐	☐	☒
*Roll Call Kristy Cooper ☐ Bethany Kennedy ☐ Theresa M. Maddix ☐ Patricia Horne McGee ☐ Brian Steimel ☐ Chris Tebbens ☐ Jean Winborn ☐			
Approval of the Agenda	☒	☒	☒
Public Comment	☐	☐	☐
Presentation and Discussion: Recap of Library Policy Retreat for Boards: Intellectual Freedom & Artificial Intelligence -- Theresa M. Maddix			
Consent Agenda			
A. Proposed Minutes from September 24, 2025, Special meeting	☒	☒	☒
B. September 2025 Financials and Check Register	☒	☒	☒
Communications	☒	☐	☐
Committee Reports			
A. Facilities	☒	☒	
B. Finance	☒	☒	
C. Personnel	☒	☒	
Director's Report			
A. Monthly Report	☒		
B. Quarterly Reports	☒		
C. Dashboards	☒		
D. Departmental Reports	☒		
Old Business			
A. Discussion of municipal bodies' reception of Resolution 2025-23	☐	☒	☐
B. Follow-up to Resolution 2025-29 Michigan Avenue concrete project	☐	☒	☐
New Business			
A. Review draft FY2025-26 budget	☒	☒	☐
B. Schedule public hearing for FY2025-26 budget	☒	☒	☒
C. 2026 holiday closing schedule	☒	☒	☒
D. Consideration of the purchase of memory lab computers	☒	☒	☒
E. Proposal for consulting work regarding Michigan Avenue humidity levels	☒	☒	☒
F. Closed session to discuss a legal opinion with attorney William Moore	☐	☐	☒
Board Member Comments	☐	☒	☐
Adjournment	☐	☐	☒

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

CALL TO ORDER

President Bethany Kennedy called the Regular Meeting to order at 6:30 p.m.

ATTENDANCE

Trustees Present: Kristy Cooper, Bethany Kennedy, Theresa M. Maddix, Brian Steimel, Chris Tebbens, and Jean Winborn formed a quorum. Patricia Horne McGee arrived at 6:33pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Head of Outreach Services Monica Porter as well as Youth Paraprofessional Bridget Lawson.

APPROVAL OF THE AGENDA

Director Hoenig added an item to New Business with item F, a resolution to authorize a project to replace concrete at the southwest corner of Michigan Avenue. Trustee Tebbens requested an update to the Employee Engagement Survey from the Personnel Committee as item D under Committee reports. Trustee Steimel moved to approve the agenda as amended and Trustee Winborn supported this motion.

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

PUBLIC COMMENT

Kat Layton – spoke to the Board regarding the Resolution to support the permanent homeless shelter in the City of Ypsilanti. Advised she is here as a resource if they have any questions now or in the future in their discussions.

Corn Williams – provided the Board with current examples of issues facing the community in regards to the lack of the proposed homeless shelter and the funding from non-profits with non-sustainable solutions.

Shemia Cain – addressed the Board regarding the Americans with Disabilities Act (ADA) to advocate consideration for enhanced accessibility to the restroom doors in the branch locations. She specifically asked for push button door openers for both ingress and egress into restroom areas.

INTRODUCTION OF NEW STAFF

Head of Outreach Monica Porter introduced the new employee Youth Paraprofessional Bridget Lawson to the Board. Ms. Porter detailed Ms. Lawson's experience, character and energy she brings to the position. Ms. Lawson thanked the Board for the opportunity.

PRESENTATION: Library IQ demo with Assistant Director Julianne Smith

Assistant Director Julianne Smith provided the Board with an overview of the software Library IQ. The software monitors and manages collection performance, selection, acquisition, cataloging, weeding and inventory as well as strategic assessment and planning, facilities optimization and technology management. She provided specific examples and a walk-through of using the system and how it will impact operations and assist in assessment and planning.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (September 10, 2025 Regular meeting minutes and August 2025 Financials and Check Registers). Trustee Cooper supported this motion.

Vote: Ayes: 7
Nays: 0
Motion: Passed
Absent: 0

COMMUNICATION

Director Hoenig pointed out that there are a number of items in this section but she wished to highlight specific items. She first pointed out the communication from United for Libraries and the webinars and resources available to the Board there. She advised that if there is interest in specific sessions that we may set-up Zoom meetings or reserve the Board room for their use. She then provided the Board information about an email she received that appeared to be an AI or form letter submittal pointing out statements made by employee(s) on personal social media platforms. She found the process and statements made in the email troubling and wanted to bring this to the Board's attention. She closed by pointing out the communication about Roblox that provides a guide for parents regarding the security features and best practices for children using the platform.

COMMITTEE REPORTS

Facilities – Director Hoenig first addressed the recent caulking intended to eliminate water infiltrating the Electrical Room at Whittaker Road. She advised that with the recent rain it was determined that the mitigation effort was not successful and more work will be done to address this issue. She then discussed the parking lot lighting with the failed equipment and the manufacturer has agreed that there were faults in the equipment and has agreed to replace all of them. However, this does not include the labor to complete this work. She asked the Board to consider this while negotiations continue with the manufacturer. Next she briefly pointed out the report from Terracon in regards to preventing future mold issues in the Program Room and then pointed to New Business F for further information.

Friends of the Library – Trustee Steimel advised the group had a huge sale with \$1,390.00 in Specials alone, and a total of over \$4,200.00 in sales. They are looking for other online retail options as Amazon has become more stringent and difficult to use. They are also looking at selling to area bookstores, such as Dawn Treader in Ann Arbor. They received \$775.00 in donations when they attended the August Shredding event held by YDL and Washtenaw County. The group will look for more events to attend. The group currently consists of 235 members. The next sale is November 22nd and 23rd, 2025. Assistant Director Smith advised the group is looking for a Treasurer, the group is going to reduce sale hours on Sunday to allow for breaking down the tables, and the group did sell all the Back on the Block t-shirts.

Policy – Director Hoenig advised the Policy Committee met and the results are in the packet.

Personnel – Trustee Steimel responded to Trustee Tebbens question regarding the Director Evaluation for the annual Director Review. He advised that over the next couple of months the form will be complete including all the Trustee's previously submitted input. Trustee Steimel noted that he is writing a letter to the Committee regarding the feedback he has received from Staff concerning the confidentiality of the proposed process.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig provided a new running total of 436 new registered borrowers as of today. She wanted to thank the beach ball incentive supported by Gene Butman Ford. She advised there is an edit to the Summer Challenge report as there were eleven Summer Challenge Champion sites not the nine as shown. She let the Board know about the resignation of Jaclyn Morrow and the anticipated celebratory send-off party in case a Trustee would like to attend.

OLD BUSINESS

- A. Follow-up from September 10, 2025, Special Meeting

The Trustees and Director outlined steps taken of who and when organizations were contacted and refined their plan to attend the corresponding meetings for the entities in person.

NEW BUSINESS

- A. Budget Amendment correction

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-24

September 24, 2025

RESOLUTION TO CORRECT THE AUGUST 27, 2025 AMENDMENT TO
THE 2024-25 BUDGET

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

Whereas, a budget amendment was approved at the Board meeting of August 27, 2025, and

Whereas, an inadvertent error by the Library accountant was later discovered, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2025 be amended as presented in the attached correction.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Tebbens

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

- B. Adoption of new policy C6: Americans with Disabilities Act Policy

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-25

September 24, 2025

RESOLUTION TO ADOPT POLICY C6: AMERICANS WITH DISABILITIES ACT POLICY –
ACCESS TO PROGRAMS OR SERVICES

Whereas, the Ypsilanti District Library is subject to the provisions of the Americans with Disabilities Act, and the library's services and programs are required to comply with the ADA, and

Whereas, the Library welcomes all people and is committed to providing services to those with disabilities to the best of its ability, and

Whereas, the Library Director consulted with the library law attorney to draft this policy, outlining a process and including an application form which patrons can use to communicate requests for reasonable accommodation, and

Whereas, the Board Policy Committee has recommended the draft policy for approval, Now
Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Policy C6: Americans with Disabilities Act Policy – Access to Programs or Services is approved.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

C. Revision of policy C5: Animal Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-26

September 24, 2025

RESOLUTION TO REVISE POLICY C5: ANIMAL POLICY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

Whereas, the Ypsilanti District Library's Animal Policy sets forth guidelines regarding animals permitted in library facilities and outlines expectations for their behavior, and

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

Whereas, the Library Board is considering the addition of an Americans with Disabilities Act Policy, and

Whereas, some changes to Policy C5: Animal Policy are recommended in light of the new policy's adoption, and

Whereas, the Board Policy Committee recommends the revision as presented, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library's Animal Policy is approved.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

D. Revision of policy C3: Bulletin Boards, Displays/Exhibits, Literature Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-27

September 24, 2025

RESOLUTION TO REVISE POLICY C3: BULLETIN BOARDS, DISPLAYS/EXHIBITS,
LITERATURE POLICY

Whereas, the Ypsilanti District Library has a Bulletin Boards, Displays/Exhibits, Literature Policy, which sets forth guidelines and outlines expectations for public use these library services, and

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

Whereas, the current Policy C3: Bulletin Boards, Displays/Exhibits, Literature is 20 years old and a complete revision has been proposed for clarity and to match current practice, and

Whereas, the Board Policy Committee has recommended the draft as presented for approval, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

The attached revision to Policy C3: Bulletin Boards, Displays/Exhibits, Literature is approved.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Cooper

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

E. Revision of policy C1: Facilities Usage Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-28

September 24, 2025

RESOLUTION TO REVISE POLICY C1: FACILITIES USAGE POLICY

Whereas, the Ypsilanti District Library's Facilities Usage Policy sets forth guidelines and outlines expectations for public use of the Library's buildings and grounds, and

Whereas, the Facilities Usage Policy in effect at the time of this resolution included verbatim the text of Policy C3: Bulletin Boards, Displays/Exhibits, Literature Policy, and

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

Whereas, Policy C3: Bulletin Boards, Displays/Exhibits, Literature has been completely revised, and

Whereas, for improved clarity, the Library Administration recommends removing text of the Bulletin Boards, Displays/Exhibits, Literature Policy from the Facilities Usage Policy, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

F. Resolution to authorize a project to replace concrete at the southwest corner of Michigan Avenue

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

RESOLUTION NO. 2025-29

September 24, 2025

RESOLUTION TO AUTHORIZE A PROJECT TO REPLACE CONCRETE AT THE
SOUTHWEST CORNER OF MICHIGAN AVENUE

Whereas, mold was discovered along the basement floor at Michigan Avenue directly under deteriorated concrete at the Southwest corner of the building, and

Whereas, mold remediation and a subsequent investigation into the areaway under the slab in question were conducted, and

Whereas, replacement of several concrete slabs at this corner has been recommended as outlined in a 9/24/25 email and scope drawing from Terracon, Inc., and

Whereas, concrete work can only be conducted effectively into late October in Michigan, and quick action is desired to prevent further mold growth in the basement over the winter months,
Now Therefore,

IT IS RESOLVED that the Library Director is authorized to solicit quotes and award the project to a qualified concrete/masonry contractor available to complete the work this year, and to pay Terracon, Inc. for at least one site visit to observe conditions and make recommendations, and

BE IT FURTHER RESOLVED that up to \$12,500 from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No comment
Trustee Steimel	Provided two comments from constituents. One comment regarding the person's anxiety and concerns around the newly initiated social work program. However, the person advised they have loved the programs being produced and loves the direction the program is headed in. The second comment involved a concern regarding a walk-through by local police officers that could be a trigger for some patrons. He also inquired if staff was informed about what to do if ICE were to make an appearance at a location.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 24, 2025 (Unapproved)

Trustee Winborn	Thanked the library staff for doing a wonderful job and advised she will continue to visit while perusing her genealogy projects. She wanted to thank the staff for all their hard work.
Trustee Maddix	Recommended a podcast episode titled, “The Native American Great Lakes and the Conquest of Michigan” hosted on Ypsi Stories and presented by historian Matt Siegfried. Advised it is outstanding.
Trustee Tebbens	Thanks for the good push on library card sign-up. He is looking forward to supporting the continued collaboration between YDL and the Washtenaw Bird and Nature Alliance. He advised there is a bird-walk downtown this Saturday and he will help be an auxiliary guide for this.
Trustee Kennedy	No comment
Trustee Horne McGee	No comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Winborn seconded this motion.

Financial Report

**Ypsilanti District Library
Balance Sheet
September 30, 2025
General Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 9/30/2025	Current FYTD Variance from 11/30/24
Assets:							
Total Cash & Cash Equivalents	2,940,888	3,413,908	3,497,836	4,132,885	3,709,186	4,470,936	761,750
Receivables & Other assets	98,153	84,370	108,670	89,635	249,535	78,711	(170,824)
Total Assets	3,039,041	3,498,278	3,606,506	4,222,520	3,958,721	4,549,647	590,926
Liabilities	85,577	313,638	344,511	1,160,956	315,649	121,580	(194,069)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	352,434	352,434	352,434	-	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	272,195	1,753,090	1,852,576	2,907,407	2,554,937	3,136,463	581,526
Current Year Surplus(Deficit)	1,478,262	99,487	466,448	(352,452)	581,526	784,995	203,469
Total Fund Balance	2,609,500	2,711,620	3,178,067	3,061,564	3,643,072	4,428,066	784,995
Total Liabilities & Fund Balance	2,695,077	3,025,258	3,522,578	4,222,520	3,958,721	4,549,647	590,926

Ypsilanti District Library
Period Ending 9/30/25 (83.3% of Year)
General Fund

ACCT #	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,086,566	6,437,010	7,042,452	7,189,288	7,276,222	6,871,970	404,252	94.4%
Expenditures								
Dept 100 Administrative	2,357,850	2,799,845	3,088,772	3,410,146	3,533,686	2,906,936	626,750	82.3%
Dept 200 Michigan Ave.	619,718	679,655	706,194	769,618	779,394	599,735	179,659	76.9%
Dept 300 Outreach	103,159	285,464	291,164	309,419	325,498	260,887	64,611	80.2%
Dept 400 Superior Township	230,011	482,563	573,703	555,088	558,941	470,071	88,870	84.1%
Dept 500 Whittaker Rd	1,156,232	1,266,793	1,240,498	1,428,548	1,426,208	1,120,464	305,744	78.6%
Dept 600 Donations	52,305	79,576	44,096	-	-	28,882	(28,882)	NA
Dept 700 Grants	31,359	43,127	1,146	-	-	-	-	
Total	4,550,634	5,637,023	5,945,573	6,472,819	6,623,727	5,386,975	1,236,752	81.3%
Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	652,495	1,484,995		
Sale of Assets	-	-	-			-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)		-	(700,000)		
Fund balance - beginning of period	3,178,078	3,314,010	2,813,997	2,758,441	2,758,441	2,758,441		
Fund Balance - end of period	3,314,010	2,813,997	2,758,441	3,474,910	3,410,936	3,543,436		

**Ypsilanti District Library
General Fund
Period Ending 9/30/2025
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	998,342	1,076,710	1,150,986	1,213,810	1,213,810	1,320,185	108.8%
425.000	City of Ypsilanti Tax Levy	889,936	944,675	998,345	1,059,869	1,059,869	471,709	44.5%
425.075	PPT Reimbursement	27,533	33,869	51,006	20,000	20,000	6,985	34.9%
440.000	Ypsilanti Township Tax Levy	3,707,057	3,862,384	4,144,238	4,396,715	4,396,715	4,388,778	99.8%
441.000	Renaissance Zone Reimb	67,905	66,774	66,572	66,950	66,950	66,071	98.7%
443.000	State Aid Direct	43,256	44,630	44,916	44,847	47,814	47,814	100.0%
447.000	State Aid Indirect	43,254	44,630	44,916	44,847	47,814	47,814	100.0%
500.500	Operational Grant Revenue		10,000	56,711	30,000	85,000	135,104	158.9%
500.600	Talk Grant Revenue	41,774	45,554	88,715	0	0	0	NA
657.000	Circulation Services fee	6,777	7,195	4,426	4,000	4,000	5,507	137.7%
657.100	Smart Cards - Printing & Copies	22,883	33,006	31,101	30,000	30,000	31,415	104.7%
657.600	Proctor Fees	574	60	125	0	0	157	NA
661.000	Penal Fines County	83,080	69,569	79,549	74,500	74,500	65,687	88.2%
662.100	Community room rentals	1,250	2,250	3,425	2,650	2,650	2,675	100.9%
679.000	Donations/Misc.	2,045	12,872	2,993	2,500	2,500	14,347	573.9%
681.000	Donations Designated	0	0	530		0	0	NA
681.080	Donations/Memorials	7,736	4,629	0	600	600	0	0.0%
682.050	Proceeds from HVAC settlement	0	0	0		0	27,500	NA
687.000	Interest/Checking	1,383	6,705	7,080	5,500	5,500	4,813	87.5%
687.010	Interest/Savings	3,154	54,301	37,273	35,000	1,000	269	26.9%
687.121	MI Class value change	0	3,033	150,230	140,000	200,000	178,051	89.0%
689.000	Dividends-MML	7,460	6,490	6,675	6,500	6,500	6,700	103.1%
690.000	Dividend Revenue Endowment	8,161	12,595	14,683	11,000	11,000	11,843	107.7%
Total Revenue		5,963,560	6,341,931	6,984,492	7,189,288	7,276,222	6,833,425	93.9%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2025
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	758,009	860,334	980,882	1,035,921	1,048,177	885,268	84.5%
702.100	Professional/Accounting	8,700	10,340	11,075	11,500	11,500	7,900	68.7%
702.150	Bank Fees	2,494	2,807	3,705	3,630	4,000	3,163	79.1%
702.900	Salary/Subs	5,987	17,893	13,241	18,392	18,392	16,475	89.6%
705.000	Employee Recognition Awards	689	521	789	750	750	337	44.9%
710.000	Payroll Service	13,050	18,957	10,151	12,100	21,000	15,568	74.1%
715.000	Employer Payroll Tax	164,634	208,026	224,848	245,509	248,638	210,817	84.8%
715.100	ACA Taxes Paid by employer	555	644	518	1,190	1,190	513	43.1%
718.000	MERS Defined Contribution	99,768	108,527	130,468	147,339	149,108	108,433	72.7%
719.000	FSA Admin Fee	624	600	657	853	853	547	64.2%
727.000	Office Supplies	38,242	45,636	23,533	34,000	34,000	26,983	79.4%
727.200	Supplies-Facility	18,696	22,127	26,267	34,500	34,500	23,790	69.0%
752.000	MML/Building Insurance	74,515	77,332	86,565	91,651	87,935	87,935	100.0%
753.000	MML/Workers Comp	10,202	12,633	16,456	20,241	20,241	14,765	72.9%
754.000	Health Insurance	380,631	456,375	507,840	558,214	558,214	447,400	80.1%
755.000	PT Telemedicine	0	0	3,226	4,455	4,455	3,149	70.7%
756.000	Delta Dental	32,832	34,625	35,661	38,590	38,590	31,413	81.4%
758.000	Life Insurance	4,061	4,708	4,613	4,764	4,764	4,210	88.4%
759.000	Vision Service Plan	8,907	9,340	8,784	9,534	9,534	8,409	88.2%
762.000	STD/LTD (Disability Insurance)	12,301	18,396	19,661	19,740	19,740	18,307	92.7%
769.000	Printing & Publishing	18,779	24,323	23,525	23,850	23,850	18,559	77.8%
769.050	Classified Advertising	733	312	174	3,500	3,500	0	0.0%
774.050	Digital Collection	246,754	315,437	364,712	343,000	343,000	323,403	94.3%
774.100	Data Bases	28,073	32,458	33,979	50,000	50,000	30,358	60.7%
774.800	System Wide DVDs	61	220	0	0	0	0	NA
774.900	All Materials Processing	25,603	28,394	28,119	25,000	25,000	20,595	82.4%
774.950	Play Kits	2,975	4,735	4,680	0	0	0	NA
774.975	Library of Things	8,799	12,379	14,965	12,000	12,000	4,549	37.9%
801.000	Major Events	9,143	14,259	15,895	23,200	23,200	3,074	13.2%
801.500	Learning Never Gets Old	2,999	0	0	0	0	0	NA
802.000	Mileage/Travel Reimbursement	4,754	6,936	4,769	6,500	6,500	1,705	26.2%
804.000	Workshops/Training	3,613	7,003	5,323	9,500	9,500	6,670	70.2%
805.000	Memberships & Dues	5,603	6,661	6,093	6,750	6,750	6,168	91.4%
806.000	Talk Grant Expenses	40,362	21,750	61,215	0	0	0	NA
807.000	Operational Grant Expenditure		12,389	27,941	30,000	85,000	88,258	103.8%
810.000	Capital Outlay - Buildings	650	4,880	5,549	5,500	5,500	1,312	23.9%
810.100	Capital Outlay - Improvements	0	2,261	6,531	127,000	127,000	97,882	77.1%
811.100	Capital Outlay - Technology	0	59,118	43,625	12,500	28,000	27,993	100.0%
812.000	Capital Outlay - Furnishings	1,100	5,735	3,426	5,000	5,000	0	0.0%
840.010	Insurance Claim In Progress	-5,825	138	0	0	0	7,454	MA
850.000	Automation - Technology	110,254	134,299	116,588	202,000	202,000	164,178	81.3%
850.100	Telecommunications	7,003	11,111	5,579	8,241	8,241	17,835	216.4%
850.200	ILS Contract	64,631	63,125	47,867	57,368	62,700	22,920	36.6%
850.500	Software Subscription	35,693	42,936	39,319	32,685	32,685	29,704	90.9%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	0	0.0%
928.000	Postage	18,912	20,240	21,206	25,039	25,039	18,604	74.3%
965.000	Auditing Service	8,100	8,325	8,550	18,390	18,390	18,390	100.0%
975.000	Legal	11,191	1,870	23,594	18,000	22,000	20,577	93.5%
975.500	Legal - Negotiations	7,620	0	0	8,500	21,000	22,340	106.4%
980.000	Professional/Contractual	54,649	37,007	49,866	34,950	43,450	32,860	75.6%
980.500	Branding Costs	894	3,195	3,619	5,000	5,000	1,542	30.8%
981.500	Lost Book Expense	1,646	3,431	1,834	5,300	5,300	1,269	24.0%
982.000	MTT Charge Back City	48	259	0	2,500	2,500	0	0.0%
983.000	MTT Charge Back TWP	3,873	878	4,394	5,000	5,000	3,355	67.1%
983.100	MTT Charge Back-Superior Twp	1,467	914	4,052	8,000	8,000	0	0.0%
984.050	Contributions/Endowment	0	250	50	0	0	0	NA
Total		2,357,850	2,799,845	3,088,772	3,410,146	3,533,686	2,906,936	82.3%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2025
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	423,056	473,988	469,503	522,133	530,826	476,534	89.8%
702.800	Salaries-Pages	4,784	6,611	10,061	10,383	10,383	9,209	88.7%
771.000	Adult Books & Processing	18,713	14,185	20,211	25,150	25,150	11,986	47.7%
772.000	Youth Books & Processing	16,552	11,280	12,675	15,900	15,900	8,093	50.9%
774.950	Play Kits	0	0	0	1,600	1,600	1,630	101.9%
776.000	Periodicals - Adult	4,395	2,868	2,144	4,000	4,000	1,433	35.8%
778.000	Adult Audio/Visual	4,852	3,481	4,248	6,600	6,600	2,819	42.7%
779.000	Youth Audio/Visual	2,743	901	1,916	2,100	2,100	1,134	54.0%
801.500	Learning Never Gets Old	0	1,250	968	1,250	1,250	1,323	105.8%
802.200	Parking	3,600	3,700	3,600	3,900	3,900	0	0.0%
810.000	Capital Outlay - Buildings	68,081	18,357	100,000	53,000	53,000	3,892	7.3%
812.000	Capital Outlay - Furnishings	0	4,510	0	2,000	2,000	1,347	67.4%
840.000	Repair & Maintenance - Building	17,990	32,249	25,148	22,900	22,900	20,748	90.6%
840.025	Campbell Maint Contract	12,672	13,204	14,800	14,800	14,800	14,800	100.0%
840.050	Snow Removal/ Lawn Care	7,778	12,097	8,340	17,980	17,980	8,344	46.4%
900.000	Programs-Adult	1,772	2,641	2,912	3,000	3,000	2,279	76.0%
901.000	Programs-Youth	606	2,531	2,206	2,500	2,500	1,623	64.9%
902.000	Art Purchases	0	0	0	20,000	20,000	2,789	13.9%
940.000	Phone	2,631	2,319	1,999	1,958	1,958	1,558	79.6%
943.000	Natural Gas	4,838	3,923	3,848	5,411	6,655	5,971	89.7%
947.000	DTE - Electric	18,797	20,935	15,529	24,192	24,192	15,740	65.1%
949.000	Ypsilanti Comm Utilities Auth	5,858	6,029	6,087	5,961	6,600	5,033	76.3%
980.000	Professional Contractual	0	42,596	0	2,900	2,100	1,450	69.0%
Total		619,718	679,655	706,194	769,618	779,394	599,735	76.9%
Dept 300 Outreach								
702.000	Salaries	77,276	233,500	268,398	279,692	282,901	227,891	80.6%
775.000	Library Materials	5,857	3,275	5,772	6,800	6,800	3,373	49.6%
801.500	Learning Never Gets Old	0	1,223	2,524	3,000	3,000	930	31.0%
811.000	Capital Outlay Vehicle	0	35,000	0	0	0	0	NA
840.000	Repair & Maintenance	13,986	8,376	7,566	12,130	25,000	24,284	97.1%
901.000	Programs			1,439	2,000	2,000	149	7.4%
943.000	Fuel	6,040	4,090	5,464	5,797	5,797	4,260	73.5%
Total		103,159	285,464	291,164	309,419	325,498	260,887	80.2%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2025
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	211,331	353,232	382,524	392,451	395,375	350,558	88.7%
702.800	Salary/Pages	0	3,706	5,248	10,383	10,383	5,047	48.6%
771.000	Adult Books & Processing	0	14,935	14,738	18,000	18,000	10,841	60.2%
772.000	Youth Books & Processing	0	12,171	15,539	17,900	17,900	9,751	54.5%
774.950	Play Kits	0	0	0	1,600	1,600	1,215	76.0%
775.000	Library Materials	7,388	0	0	0	0	0	NA
776.000	Periodicals	0	1,290	663	1,300	1,300	0	0.0%
778.000	Audio/Visual	0	1,276	1,759	2,900	2,900	1,159	40.0%
801.500	Learning Never Gets Old	0	748	1,020	1,000	1,000	800	80.0%
810.000	Cap Outlay Building	0	2,381	51,286	6,400	6,400	3,695	57.7%
812.000	Cap Outlay Furnishings	0	0	2,165	0	1,000	929	NA
840.000	Repair & Maintenance	2,603	5,503	6,146	5,000	10,000	10,469	104.7%
840.025	Campbell Maint Contract	0	7,108	9,147	11,088	11,088	11,088	100.0%
840.050	Snow Removal & Lawn Care	2,980	26,505	22,570	20,016	23,000	21,094	91.7%
900.000	Programs - adult	267	502	1,540	1,500	1,500	1,096	73.1%
901.000	Programs - Youth	655	547	2,537	2,500	2,500	1,191	47.7%
902.000	Art Purchases		8,683	8,358	9,000	121	121	99.8%
940.000	Phone	782	2,041	2,155	2,108	2,108	1,968	93.3%
943.000	Natural Gas	1,097	2,722	2,740	3,418	3,800	3,284	86.4%
947.000	DTE - Electric	1,299	8,772	14,500	16,666	16,666	10,992	66.0%
949.000	Ypsilanti Comm Utilities Auth	1,609	6,681	4,228	4,058	4,500	3,772	83.8%
980.000	Professional/Contractual	0	23,760	24,840	27,800	27,800	21,000	75.5%
Total		230,011	482,563	573,703	555,088	558,941	470,071	84.1%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2025
(83.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	Amended FY 2024-2025 BUDGET	YTD 9/30/25 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	749,625	798,216	788,402	893,195	905,239	746,951	82.5%
702.800	Salaries-Pages	28,923	31,782	24,774	38,938	38,938	25,558	65.6%
771.000	Adult Books	44,654	44,943	36,758	41,500	41,500	21,378	51.5%
772.000	Youth Books	29,974	29,767	35,544	40,500	40,500	20,589	50.8%
774.950	Play kits	0	0	0	1,600	1,600	1,328	83.0%
776.000	Periodicals - Adult	5,717	6,237	5,439	10,000	10,000	6,208	62.1%
776.050	Periodicals - Youth	617	722	624	800	800	0	0.0%
778.000	Adult Audio/Visual	8,739	7,498	9,864	10,600	10,600	6,011	56.7%
779.000	Youth Audio/Visual	4,157	3,081	2,991	4,800	4,800	2,530	52.7%
810.000	Cap Outlay Building	22,620	71,761	22,986	63,500	63,500	41,480	65.3%
812.000	Cap Outlay Furniture	0	0	0	0	0	0	N/A
840.000	Repair & Maintenance - Building	54,658	36,176	43,618	32,500	32,500	31,911	98.2%
840.025	Campbell Maint Contract	41,649	41,379	50,900	50,900	50,900	50,900	100.0%
840.050	Snow Removal/Lawn Care	18,348	34,465	32,365	31,309	31,309	25,103	80.2%
900.000	Programs - Adult	2,382	3,196	1,634	4,200	4,200	2,003	47.7%
901.000	Programs - Youth	6,647	12,837	13,005	13,000	13,000	11,762	90.5%
903.000	Equipment Maintenance	0	1,702	1,297	3,000	3,000	2,436	81.2%
940.000	Phone	5,277	4,916	5,146	5,035	5,035	4,673	92.8%
943.000	Natural Gas	31,451	24,868	31,394	31,680	39,900	35,487	88.9%
947.000	DTE - Electric	96,182	106,775	126,805	137,220	122,000	78,660	64.5%
949.000	Ypsilanti Comm Utilities Auth	4,612	6,472	6,953	6,271	6,887	5,497	79.8%
980.000	Professional/Contractual	0			8,000	0	0	N/A
Total		1,156,232	1,266,793	1,240,498	1,428,548	1,426,208	1,120,464	78.6%
Dept 600 Donations								
Revenue:								
	Total Revenue	106,336	46,229	55,433				
	Total Donated revenue	106,336	46,229	55,433			38,544	NA
Expenditures:								
	Total Expenditures	52,305	79,576	44,096				
	Total Expenditures	52,305	79,576	44,096			28,882	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	16,670	48,850	2,526				
	Total Revenue	16,670	48,850	2,526			0	NA
Expenditures								
	Total Expenditures	31,359	43,127	1,146				
	Total Expenditures	31,359	43,127	1,146			0	NA
Total	Net -- restricted for future	-14,689	5,723	1,380			0	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets						0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
Total Other Revenue		0	0	0			0	NA
Total Revenue		6,086,566	6,437,010	7,042,452	7,189,288	7,276,222	6,871,970	
Total Expenditures		4,550,634	5,637,023	5,945,573	6,472,819	6,623,727	5,386,975	81.3%
	Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	652,495	1,484,995	
	Fund Balance Beginning of Year	3,178,078	3,414,010	3,061,563	3,643,089	3,643,089	3,643,089	
	Board Designation	-1,300,000	-1,152,434	-515,352	0	0	-700,000	
	Ending Fund Balance	3,414,010	3,061,563	3,643,089	4,359,558	4,295,584	4,428,084	

**Ypsilanti District Library
Balance Sheet
September 30, 2025
Capital Asset Replacement Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 9/30/2025	Current FYTD Variance from 11/30/24
Assets:							
Cash and Current Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	511,003	128,385
Total Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	511,003	128,385
Liabilities	-	-	-	542,328	201,502	260,751	59,249
Fund Balance	2,665,015	3,489,597	887,932	371,866	181,116	250,252	69,136
Total Liabilities & Fund Balance	2,665,015	3,489,597	887,932	914,194	382,618	511,003	128,385

Ypsilanti District Library
Capital Expenses
Period Ending 9/30/25 (83.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	YTD 9/30/25 ACTUAL
Revenue					
400.683.800	Superior Library Designated	450,871	166,970	88,893	-
200.681.075	MA Designated Donation			35,600	5,800
688.000	Interest	97	7,230	-	-
	Other departments				-
688.000	Interest	-	-	4,016	1,447
Total		450,968	174,200	128,508	7,247
	Transfer from Operating Fund	1,300,000	1,152,434	515,352	700,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	97,989	66,927	451,423	244,487
	Subtotal	97,989	66,927	451,423	244,487
Dept 400 Superior Construction					
702.150	Bank Fees	1,503	570	360	258
752.500	Insurance - Bldrs Rsk	8,564	-	-	-
780.000	Opening Day Collection	194,247	7,319	-	-
801.000	Major Events	7,744	2,191	-	-
812.000	Capital Outlay - Eq/Furn	208,175	36,712	5,000	-
850.000	Automation - Technology	91,123	26,562	-	-
910.000	Site Development	-	-	-	-
943.000	Fuel/Natural Gas	1,482	-	-	-
975.000	Legal/Attorney	720	-	-	-
980.000	Prof/Contractual	-	618	-	-
981.000	Architect Fees	142,813	(32,314)	-	-
955.100	General Contractor	3,167,412	1,367,136	-	-
985.300	Outside Contract Expense	42,975	58,545	9,046	5,294
	Subtotal	3,866,758	1,467,339	14,406	5,552
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	387,987	308,428	368,786	387,972
	Subtotal	387,987	308,428	368,786	387,972
TOTAL Capital Expenditures		4,352,734	1,842,694	834,616	638,011
	Total Revenue Over Expenditures	(2,601,766)	(516,060)	(190,755)	69,236
	Beginning Fund Balance	3,489,596	887,830	371,770	181,116
	Ending Fund Balance	887,830	371,770	181,015	250,352

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,976	
Balance	11/30/2022	732,824	155,107	887,931
2023				
Board Assigned	2/1/2023	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,339	-375,355	
Balance	11/30/2023	239,685	132,186	371,871
2024				
Board Assigned	2/1/2024	0	515,352	
YTD Capital Campaign & Int	11/30/2024	0	128,508	
YTD Expenditures	11/30/2024	-14,406	-820,210	
Balance	11/30/2024	225,279	-44,163	181,116
2025				
Board Assigned			700,000	
YTD Capital Campaign & Int	9/30/2025	0	7,247	
YTD Expenditures	9/30/2025	0	-638,011	
Balance	9/30/2025	225,279	69,236	294,515

Project Summary Through:

	9/30/2025	9/30/2025
	Superior	Other
Board	5,300,000	2,649,531
Capital Campaign	1,549,652	135,755
Future pledges	160,000	
Expense	-6,624,373	-2,760,213
	385,279	25,073

160,000 future pledges
454,515

Check Register Report

Date: 10/01/2025

Time: 10:23 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
78985	09/08/25	Printed			APBS	A PRODUCTION BUILDING SOLUTION	August 2025 service Superior	2,100.00
78986	09/08/25	Printed			A.A.	A.A. TECH., INC.	Mich Ave 8/22/25 inspection	120.00
78987	09/08/25	Printed			AWS	ALLIED WASTE SYSTEMS #241	Mich Ave Sept 2025 service	731.91
78990	09/08/25	Printed			AMCASE	AMAZON CAPITAL SERVICES	Sept 01 2025 billing	3,631.80
78991	09/08/25	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	Superior 9/15/25 concert	320.00
78992	09/08/25	Printed			BSB	BSB COMMUNICATIONS INC.	8/26/25 service call	87.50
78993	09/08/25	Printed			CADL	CAPITAL AREA DISTRICT LIBRARY	lost ILL-Common Goal	16.39
78994	09/08/25	Printed			CAPONE	CAPITAL ONE	additional billing - Julianne	1,035.62
78995	09/08/25	Printed			CEN	CENGAGE LEARNING	gold coast dilemma	52.48
78996	09/08/25	Printed			CHAM	CHAMBERLIN PONY RIDES LLC	DEPOSIT 10/24/25 Halloween dow	110.00
78997	09/08/25	Printed			DTE ENERGY	DTE ENERGY	MA 7/31-8/28/25 service	1,896.97
78998	09/08/25	Printed			DTE ENERGY	DTE ENERGY	whit 7/25-8/22/25 service	12,961.82
78999	09/08/25	Printed			DTE ENERGY	DTE ENERGY	Superior 7/26-8/25/25 service	1,584.64
79000	09/08/25	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	July 2025 services	982.23
79001	09/08/25	Printed			HEAL	HEALTHIEST YOU INC.	Sept 2025 coverage	318.75
79002	09/08/25	Printed			HLD	HOWLETT LOCK & DOOR, INC.	Mich Ave 8/29/25 service	158.00
79003	09/08/25	Printed			IMPDAD	IMPERIAL DADE	towel/wiper/tissue	503.91
79004	09/08/25	Printed			INNOV	INNOVATIVE INTERFACES, INC	sms implementation	1,500.00
79006	09/08/25	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Jackson mem/conf 10/30/25	1,365.00
79007	09/08/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	we are all guilty	241.24
79008	09/08/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla Aug 2025	27,552.81
79009	09/08/25	Printed			OV	OVERDRIVE, INC.	The Cliff House	1,155.13
79010	09/08/25	Printed			KAREY	KAMRON REYNOLDS	10/18/25 family concert	200.00
79011	09/08/25	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #5 of 8	1,850.00
79012	09/08/25	Printed			0000000443	SHERWIN-WILLIAMS	paint	22.45
79013	09/08/25	Printed			STAPAD	STAPLES ADVANTAGE	supplies	735.04
79014	09/08/25	Printed			SATEOFMICH	STATE OF MICHIGAN	WCCMH	213.00
79015	09/08/25	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Sep 2025 service	1,681.25
79016	09/16/25	Printed			BOOKS	BOOKSHOP, INC	bulk purchase	405.68
79017	09/16/25	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 9/6/25	598.50
79018	09/16/25	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Aug 2025 service - ALL	1,739.06
79019	09/16/25	Printed			DTE ENERGY	DTE ENERGY	whit street Aug 2025	55.35
79020	09/16/25	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 9/12/25	104.02
79021	09/16/25	Printed			0000000021	Y C U A	MA Aug 2025 service	2,076.71
79022	09/25/25	Printed			DLE	A DESIGN LINE EMBROIDERY	security jacket	80.86
79023	09/25/25	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Sept 2025 service	2,100.00
79025	09/25/25	Printed			0000000025	AFLAC	#23 & 24	113.80
79026	09/25/25	Printed			ALER	ALERUS FINANCIAL	YDL contribution Aug 2025	22,747.15
79027	09/25/25	Printed			0000000003	ANN ARBOR NEWS	whit - 12/27/25	150.71
79028	09/25/25	Printed			BK7792	BAKER & TAYLOR INC. 443731	statement 8/31/25	55.48
79029	09/25/25	Printed			BK7782	BAKER & TAYLOR INC. 443732	statement 8/31/25	49.96
79030	09/25/25	Printed			BK7772	BAKER & TAYLOR INC. 443733	statement 8/31/25	146.88
79031	09/25/25	Printed			BK7762	BAKER & TAYLOR INC. 443734	statement 8/31/25	131.14
79032	09/25/25	Printed			BK7742	BAKER & TAYLOR INC. 443736	statement 8/31/25	1,204.86
79033	09/25/25	Printed			LOR	BAKER & TAYLOR INC. 443737	statement 8/31/25	352.49
79034	09/25/25	Printed			BAKTAY	BAKER & TAYLOR INC. 443738	statement 8/31/25	100.19
79035	09/25/25	Printed			0000573139	BAKER & TAYLOR INC. 443741	statement 8/31/25	899.92

Check Register Report

Date: 10/01/2025

Time: 10:23 am

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
79036	09/25/25	Printed			0000573121	BAKER & TAYLOR INC. 443742	statement 8/31/25	2,537.60
79037	09/25/25	Printed			0000573097	BAKER & TAYLOR INC. 443743	statement 8/31/25	1,375.72
79038	09/25/25	Printed			0000573063	BAKER & TAYLOR INC. 443744	statement 8/31/25	1,851.87
79039	09/25/25	Printed			BASIC	BASIC	Sept 2025 admin fee	54.54
79040	09/25/25	Printed			BATT	BATTERIESPLUS	20-12vhigh rate lead	919.00
79041	09/25/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	Kat/Bridget business cards	200.00
79042	09/25/25	Printed			BA	BLACKSTONE PUBLISHING	Katabasis	112.79
79043	09/25/25	Printed			BCN	BLUE CARE NETWORK OF MI	October 2025 coverage	56,745.80
79044	09/25/25	Printed			CAMPINC	CAMPBELL, INC	Whit 9/1-11/30/25	19,197.00
79045	09/25/25	Printed			CDW	CDW GOVERNMENT, INC.	tripp li te fixed mount	37.89
79046	09/25/25	Printed			CEN	CENGAGE LEARNING	Too Old for This	198.68
79047	09/25/25	Printed			0000000567	CENTER POINT PUBLISHING	Say you'll remember me	154.62
79048	09/25/25	Printed			CLHI	CLARK HILL	August 2025 services	1,749.00
79049	09/25/25	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	BKM oil change	450.35
79050	09/25/25	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Oct 2025 coverage	3,193.78
79051	09/25/25	Printed			0000000039	DEMCO, INC.	laminate	122.89
79052	09/25/25	Printed			EMUBH	EASTERN MICHIGAN UNIVERSITY	Hannibal 11/13-14/25 intro to	395.00
79053	09/25/25	Printed			ENV	ENVISIONWARE INC.	self service - 5 balance	33,186.99
79054	09/25/25	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	august 2025 services	199.10
79055	09/25/25	Printed			GTE	GUARDIAN TREE EXPERTS	whit front tree application	185.00
79056	09/25/25	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	whit 8/15-9/14/2025	828.17
79057	09/25/25	Printed			IMPDAD	IMPERIAL DADE	jumbo bath tissue/liner	1,433.88
79058	09/25/25	Printed			ISCG	ISCG	BALANCE due	14,175.75
79059	09/25/25	Printed			JOCO	JOHNSON CONTROLS	Whit sect mont 10/1/25-9/30/26	660.00
79060	09/25/25	Printed			KALAMAZOO	KALAMAZOO PUBLIC LIBRARY	lost ILL-Fish have no feet	18.74
79061	09/25/25	Printed			LABA	LABADIE FARM LLC	whit fall fest 9/27/25	525.00
79062	09/25/25	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	MA study rooms	3,695.00
79063	09/25/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	October 2025 coverage	2,205.83
79064	09/25/25	Printed			DRMAIER	DESARAY MAIER	EMU SSW intern (#1)	1,666.00
79065	09/25/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	507701878.....	1,296.72
79066	09/25/25	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit exterior caulking	10,788.06
79067	09/25/25	Printed			OV	OVERDRIVE, INC.	01576CO2558529.....	6,607.61
79068	09/25/25	Printed			KAREY	KAMRON REYNOLDS	Kam Komics wksp 10/27/25	165.00
79069	09/25/25	Printed			ALREYNOSO	ASHLEY REYNOSO	EMU SSW internship	1,666.00
79070	09/25/25	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #4 of 8 landscape	350.00
79071	09/25/25	Printed			SAWA	SAWA BOOKS	Bora the Lion	93.93
79072	09/25/25	Printed			0000000300	SCHOLASTIC INC.	whit youth	14.80
79073	09/25/25	Printed			SLOM	SANDOR SLOMOVITS	9/27/25 fall festival-Gemini	900.00
79074	09/25/25	Printed			KATSTE	KATHRYN STEIH	dance wksp 10/4/25	150.00
79075	09/25/25	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA repair	115.95
79076	09/25/25	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	August 2025 service	1,681.25
79077	09/25/25	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	August 2025 service	1,248.84
79078	09/25/25	Printed			TDSM	TDS	9/22-10/21/25 service	839.76
79079	09/25/25	Printed			TCI	TERRACON CONSULTANTS, INC.	Change order #2	2,750.00
79080	09/25/25	Printed			THOM WEST	THOMSON REUTERS-WEST	MI SCAO FORMS v1 v2	790.00
79081	09/25/25	Printed			VERIZON	VERIZON WIRELESS	8/10-9/9/25 service	385.64
79082	09/25/25	Printed			0000000030	VISION SERVICE PLAN - MI	October 2025 coverage	779.40
79083	09/25/25	Printed			WARELI	ELIZABETH WARREN	reception 9/13/25 (redo)	250.00

Check Register Report

Date: 10/01/2025
Time: 10:23 am
Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
79084	09/25/25	Printed			0000000130	WASHTENAW COUNTY TREASURER	Bof R 7/25 review 8/25 chargeb	2,312.98
79085	09/25/25	Printed			WEB	JADE WEBER	hallow downtown golf-deposit	109.38
79086	09/25/25	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	st 8/31/25	50.96
					Total Checks: 98	Checks Total (excluding void checks):		277,662.97
					Total Payments: 98	Bank Total (excluding void checks):		277,662.97
					Total Payments: 98	Grand Total (excluding void checks):		277,662.97

Communications

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[Press Release: Institute of Museum and Library Services \[September 2, 2025\]](#)

Increased Public Library Usage Shown by IMLS Survey Data

Washington, DC -- September 2, 2025. The Institute of Museum and Library Services has released the latest data from its Public Libraries Survey (PLS). Each year since 1988, the PLS has provided a national census of America's public libraries. The data are collected from approximately 9,000 public library systems comprised of over 17,000 individual main libraries, library branches, and bookmobiles in the 50 states, the District of Columbia, and U.S. territories.



This year's data make clear that public libraries remain one of the most trusted and utilized institutions in American life. With over 800 million visits, millions of programs offered, and a steady rise in both physical and digital circulation, libraries are demonstrating their enduring relevance and reach in communities nationwide.

"Libraries offer critical resources that enable Americans to improve their lives and pursue the American Dream, driving more people to use these institutions every day," said IMLS Acting Director Keith Sonderling. "In one year, over 155 million people across this country accessed job hunt support, early childhood education, and countless other services at their local libraries. Supporting these programs is supporting American success."

Highlighted trends from the PLS Benchmarking Tables include:

- Public libraries served over 155 million registered users in 2023, nearly half of all Americans living within a library service area.
- Library visits nearly doubled compared to 2021, reaching over 800 million in 2023. That's an average of 2.2 million visits every day—clear evidence of the public's renewed reliance on library services post-pandemic.
- Libraries expanded their programming significantly in 2023, offering 1.2 million more programs than in 2022. A total of 93 million people attended 4.6 million programs, addressing critical needs in early learning, digital and financial literacy, workforce development, and public health.
- Circulation of physical materials rebounded strongly, rising to 4.37 items per person in 2023—up from a pandemic-era low of 3.41 in 2021—reflecting a strong return to in-person engagement with public libraries.
- Digital access continues to expand, with per person circulation of e-books, e-audio, and e-video reaching 1.68 in 2023—marking another year of steady growth in electronic resource use.
- The public library workforce is showing strong signs of recovery. Staffing levels have largely returned to pre-pandemic levels, signaling resilience and renewed investment in the professionals who deliver essential library services.

Explore the [FY23 PLS Data Files and Benchmarking Tables](#)

About the Institute of Museum and Library Services (IMLS)

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS envisions a nation where individuals and communities have access to museums and libraries to learn from and be inspired by the trusted information, ideas, and stories they contain about our diverse natural and cultural heritage. To learn more, visit www.imls.gov and follow us on Facebook and LinkedIn.

Direct comments or errors with your subscription to webmaster@imls.gov.

Summary:

The Institute of Museum and Library Services has released the latest data from its Public Libraries Survey. Each year since 1988, the PLS has provided a national census of America's public libraries. The data are collected from approximately 9,000 public library systems comprised of over 17,000 individual main libraries, library branches, and bookmobiles in the 50 states, the District of Columbia, and U.S. territories. This year's data make clear that public libraries remain one of the most trusted and utilized institutions in American life. With over 800 million visits, millions of programs offered, and a steady rise in both physical and digital circulation, libraries are demonstrating their enduring relevance and reach in communities nationwide.

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314
participating
youth artists



88%
invited
friends &
family to
join

94%
loved the
program

68%
repeated
activities at
home with
takeaway
toolkits

73%
learned
something
new

Summer of HeART is an 8-week interdisciplinary program hosted by Youth Arts Alliance (YAA) in collaboration with the Ypsilanti District Library, Bichini Bia Congo Dance Theatre Company, Our Community Reads (OCR), and many local teaching artists. Every Wednesday, Thursday and Friday participants enjoyed a nutritious lunch (thanks to Food Gatherers and FedUp Ministries) and 3 hours of YAA healing-centered arts programming with a Storytime Snack break thanks to emergent readers from OCR. Every Friday welcomed drumming, dance and music making thanks to Bichini Bia Congo Dance Theatre Company. Each week participants received a new book, take home art toolkit - to continue their creative momentum at home. Additionally, we celebrated collaborative residencies with Washtenaw Alliance for Virtual Education, Girls Group and Friends Indeed.

314 artists, ages 5-18, bravely engaged in new creative practices, sharing their artistry through visual art, music, mural making, mosaic art, film-making, theater and performance.

The capstone celebration of Summer of HeART exhibited ceramic works, paintings, drawings, cyanotypes, apparel, and costume pieces made by participating artists. These young artists also demonstrated fabulous teamwork by creating scripted skits, painted murals, and a collaborative ceramic sculpture. They performed the choreography and music rooted in Congolese culture.



Youth Arts Alliance firmly believes that access to high-quality arts experiences and education is a human right. We're committed to sharing healing-centered arts practices with youth artists, their families, and surrounding communities with local teaching artists' dedicated support and expertise. YAA programming invites connection, dialogue, and empathy, bringing us towards healthier, more just, collaborative communities.



Chinelo Onuigbo
Program Manager
Youth Arts Alliance (YAA)



**Bichini Bia Congo
Dance Theatre Company**
Teaching Artists
Congolesse Drum, Dance and Culture



Nikka Wolfenbarger
Program Assistant
Youth Arts Alliance (YAA)



Daniel Wylie-Eggert
YAA Teaching Artist
Videographer and Producer



Samantha Cooper
YAA Teaching Artist
Musician and Visual Artist



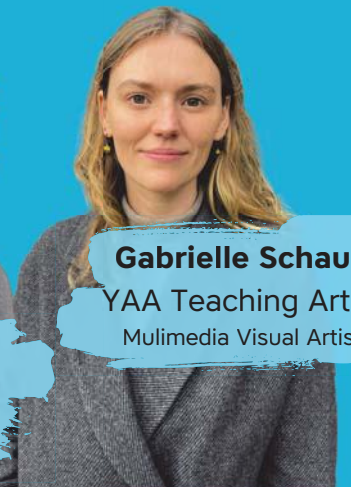
Stephanie Howells
YAA Teaching Artist
Multimedia Visual Artist



Josh McDaniel
YAA Teaching Artist
Improv Actor and Writer



Anna Schwartz
YAA Teaching Artist
Visual Artist and Ceramicist



Gabrielle Schaub
YAA Teaching Artist
Multimedia Visual Artist



YOUTH
ARTS
ALLIANCE

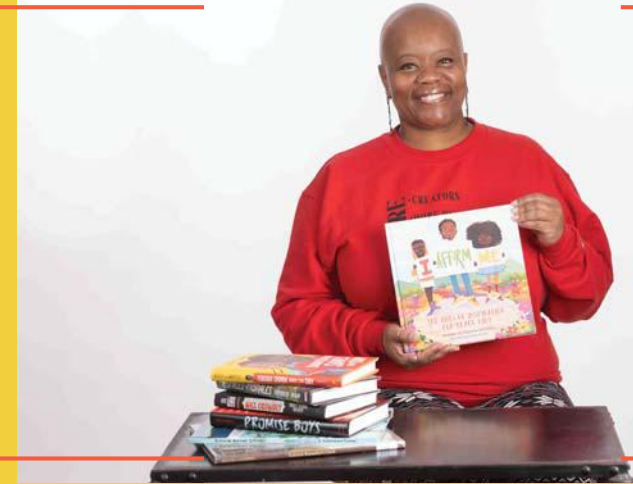
OUR
COMMUNITY
READS

Our Community Reads

Mission Statement

We cultivate environments where Black children can thrive academically and emotionally—while also holding space for the inner child of their caregivers to feel safe, nurtured, and reconnected to joy.

We invite our parents to be an active part of our village—rooted in connection, curiosity, and shared exploration—by joining us for events that create meaningful opportunities to bond with their children and with one another. We also host gatherings that welcome the broader community, building joyful bridges between families and neighbors alike.



Our Community Readers

Justin Henderson

A'szha Harris

Jah'Niya Treadwell

Sa'naura Ellington

Terrace Scott

Taylor Scott

Jeremiah Fortenberry

Tay Jackson

"This summer's Summer of HeART: Storytime and Snacks collaboration with Youth Arts Alliance was nothing short of soul-filling. Watching eight brave storytellers lean into the joy (and awkwardness) of reading aloud, showing up for our little campers and their families, and supporting one another in real time was beautiful and inspiring. It wasn't always easy—but it was real, it was heart work, and it was absolutely worth every second. This was more than storytime—it was a reminder that courage, connection, and community go hand in hand. I'd do it all again in a heartbeat."

- Kallista Marie, Founder of *Our Community Reads*





Libraries Look to Fill the Gap Left by Baker & Taylor

By Jim Milliot and Nathalie op de Beeck | Oct 09, 2025

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With the
announcement

of Baker & Taylor's imminent closure, different parts of the publishing ecosystem are moving as fast as they can to adjust to a world without the country's largest library wholesaler. While wholesalers Ingram Content Group and Bookazine are ramping up their operations to take over parts of B&T's business, librarians are scrambling to find new wholesaling partners.

The swift collapse of B&T did not come as a complete surprise to librarians, who had been experiencing a growing number of issues with the company. Those problems were compounded when, as part of the agreement with ReaderLink, B&T canceled orders with publishers to prepare for a new ordering system with ReaderLink that never came.

Lesley Caldwell, collections and technical services manager at Tacoma Public Library, told *PW* that while there were many aspects of B&T she liked, the company's delays had become a problem, with items that used to take two weeks taking as long as 16 weeks, including must-have frontlist titles. Caldwell said TPL already had cancelled about 7% of its orders from B&T, and "once we heard that the ReaderLink deal was happening, we moved all of our future run of orders to Ingram."

Kate Sellers, technical and collection services manager at Seattle Public Library, had much the same B&T experience as her Tacoma colleague. "In 2025, we have ordered 5,500 items from Baker & Taylor," Sellers said. At the time the ReaderLink deal was announced, "we had 90 orders covering about 500 copies that we had to cancel, and we shifted some future planned orders as well. Almost 500 copies are still back-ordered."

SPL had been somewhat shielded from the full impact of B&T's problems, Sellers said, because Ingram is its primary vendor. But B&T was the primary vendor for TPL. "Our team loved the user interface," and often used B&T carts to organize all their purchases—even those ultimately ordered through other vendors—because the functionality was so efficient, Caldwell said.

With B&T closing, TPL has decisions to make. "We like Ingram, but we don't want to have one monopolized vendor," said Caldwell. "Folks are exploring Brodart, and we've heard that Amazon has made visits to more than one Puget Sound library in the hopes of becoming a library materials vendor." She said that Amazon so far hasn't visited Tacoma, "so I haven't heard the sales pitch."

Christopher Platt, a former B&T employee and now director of libraries at Santa Cruz Public Libraries in California, said B&T's Customized Library Services "has defined many libraries' workflows over the last couple of decades, allowing titles to arrive catalogued and processed according to local specifications." Even with some top-notch services, Platt said, service interruptions and prolonged delays such as those that plagued B&T are disruptive.

Platt pointed out that since B&T had set the standard in such things as providing “shelf-ready” cataloging and processing, the process of setting up accounts with another vendor can be lengthy and complex.

Alternative avenues

The reports of Amazon representatives pitching services to libraries in the Northwest was not an aberration. In late June, Amazon Business quietly published a blog post introducing the launch of Amazon Business Books for Libraries. The company’s approach to the library market is that since many libraries already use Amazon to buy a range of goods and service, it has now developed the capabilities to allow libraries to buy books.

To that end, Amazon Business has created a dedicated Library Hub, which offers libraries a way to source new, upcoming titles and manage MARC record downloads in one place. And in true Amazon fashion, the company will offer discounts on selected new titles ranging from 30%-40% off of list price.

Given the complicated nature of library wholesaling and its existing position in the market, Ingram is well positioned to pick up a sizable chunk of B&T’s business. Carolyn Morris, VP of Ingram Library Services, noted that most large library systems already have at least one account with Ingram and that many libraries have increased the volume they do with Ingram since the pandemic. The company also has seen a steady increase in business with smaller libraries in recent years, and saw an uptick in orders ever since the collapse of the B&T-ReaderLink deal. Morris said Ingram has plenty of inventory on hand—some 19 million titles—to meet any increase in demand.

To meet the expected increase in volume, Morris said, Ingram is rolling out its new cataloging and processing system this month, which will enable it to onboard new shelf-ready customers more quickly. And the company, Morris added, “is hiring across the organization to make sure that we can effectively meet the needs of our library customers.” The company expects to add as many as 50 new positions to its library business.

Ingram has long had many library services in place, including collection development options, ordering tools, cataloging and processing capabilities, and training and resource services.

Bookazine, the 100-year-old book wholesaler based in New Jersey, saw an immediate spike in interest from the school, academic, and library markets following the news of B&T’s closing, said Richard Kallman, co-owner and COO of the company. In the past several days, Bookazine has “worked with over 100 new accounts to fill this gap and serve this market” Kallman said, noting that over its history, Bookazine has worked with many library systems providing librarians with access to millions of titles.

The company is now adding more resources of its own in an effort to provide options to libraries seeking a reliable wholesaler to help meet their patrons’ needs. Bookazine has already started to expand sales representation to the library channel and “will be actively upgrading processes to better meet the library community’s requirements.” The additional measures will complement Bookazine’s existing services, which include access to its title base via its website and customer service support options, Kallman said.

“With today’s library needs, which now include fast delivery of popular titles, pre-ordering, rapid receipt of new releases, and access to deep backlist titles, Bookazine stands ready to serve this important channel and is excited to provide an alternative to librarians across the country,” Kallman said.

A version of this article appeared in the 10/13/2025 issue of *Publishers Weekly* under the headline:

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/17/2025
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2024-8 Bike repair stations: Finally received the permit to install the Michigan Avenue station, but consensus from staff is to wait until Spring at this point.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: Teen area carpet tiles that were installed sloppily and had glue stains on them were addressed on 10/15. Crossing my fingers this wraps up the punch list.
- Resolution 2024-34 Architectural services: Punch list remains.
- Resolution 2025-4 Whittaker renovations: Final Café area lights are in and look fabulous! For the Story Room we still await the addition of some blue laminate on the sides of the cabinetry.
- Resolution 2025-8 Whittaker lighting ballasts: I have given Enlighten the go-ahead to replace all of the parking lot lighting ballasts that the manufacturer is providing under warranty.
- Resolution 2025-19 Whittaker caulking: This project is complete, but we have seen some water in the electrical room. It's nothing like before, so we continue to monitor.
- Resolution 2025-22R Michigan Avenue front steps: This project is complete and looks great!
- Resolution 2025-29 Michigan Avenue concrete: The first quote I received was over the allotted budget. I expect to have a second quote for this project tomorrow. If it is also over, I will ask the Board to consider again at our meeting.

A pipe from Michigan Avenue's fountain into the building is leaking underground. The fountain is not draining properly and water is seeping into the basement mechanical closet. Since it is so far below ground, we have reached out to O'Neal Construction to determine whether a repair from the interior of the building is possible. The fountain will be drained for the winter a little ahead of schedule.

Campbell has addressed a number of additional concerns at Whittaker, but there are some areas that will need VAV box replacements to be comfortable. We await a report on how many.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/16/2025
Re: Director evaluation

Assuming you would like to hold my evaluation at the November meeting as has been done in the past, I will email a completed self-review form to all of you by November 10th.

I would like to request that my evaluation be held in closed session. Thank you.

Director's Report

and attachments

Library Director's Report

October 22, 2025

Whittaker Café Space

The new lighting is in place and really pulls the lounge and vending space together. We are delighted with it, and the public is, too! Please be sure to take a look on your next visit, and let me know what you think.

Two low tables for preschoolers were also added to the Storytime Room this month. Almost done!

Financial:

- Bank of Ann Arbor informed us they were changing ICS accounts to automatically sweep. As we have been using Michigan CLASS as our principal interest-earning account, this would not longer prove useful. After consulting with Accountant Jim Carey and BOAA staff, I made the decision to close the ICS account.
- MERS has announced they will soon stop accepting payments by check, so I am investigating ACH options with Bank of Ann Arbor. This is required more and more, but there are fees attached. We will confirm that any approval procedures we develop in conjunction with this are acceptable to the auditors.

Personnel:

- Whittaker Youth Part-time Paraprofessional Britt-Marie Martinsson decided to retire; her last day at YDL was 10/11. She plans to travel with her sister, who was retiring simultaneously.
- Because there were two Part-time Paraprofessional vacancies in the same department, it was decided to merge them into a single Full-time position. We are very excited to share that Mani Brito, PT Adult Parapro from Michigan Avenue, expressed interest and will begin full-time hours at YDL on 10/27.
- Our first payroll with BambooHR was smooth and uneventful. (Yay!)

Service and Programming Highlights:

- As reported via email, our Library Card Sign-Up Month promotion was a huge hit, with 536 new cards added!
- Kudos to Katie Page and Julianne Smith, who saw the writing on the wall for principal library book vendor Baker and Taylor and established accounts for YDL with Ingram. YDL is ahead of the curve thanks to their foresight.

Technology:

- Two of the old Envisionware kiosks have been modified by IT staff and are being repurposed as print release stations at Whittaker. An upgrade from what we had in those spots before. Good thinking!

Side Notes:

- I attended a virtual meeting between YDL staff and Toyota's Driving Possibilities team. Toyota's vision for STEM education is really starting to make an impact in our community. They recognize YDL's creativity has played a big role in this, and let us know they intend to give us another year of funding. Hooray!
- On 10/13 we released an RFP for a backup generator for Whittaker, one of the ARPA projects included in our grant from Washtenaw County. With tariffs and inflation, we may need to supplement the grant funds with our budget; we'll see. Bids are due 11/12. We hope to have a generator installed by 11/30/2026.
- Our partners at UM's Ginsberg Center reached out to reconnect with us and explore ways they may be able to support our mission. Sam and I shared several ideas; it will be interesting to see where this may lead.
- On 10/8 we convened the first meeting of the YDL-Michigan Avenue Art Committee. We established a plan for soliciting artwork for available spaces at the branch, and will meet again in early December to select artists for a curated call. The committee also selected the spot above the stairs for a temporary exhibit of the 2025 Juneteenth celebration's community mural. It will be on display throughout November and December.

Advancing EDI

Continue to expand programs and efforts that encourage recruitment of a more diverse staff.

- *Added Healthiest You telemedicine benefit for part-time staff January 2024*
- *Attended GLAM Virtual Career Jam February 2024*
- *CBA's Year three raises to "right" our pay structure implemented June 2024*
- *New Collective Bargaining Agreement outlines another 3 years of wage increases*

Continue to expand programs and services that reach underserved members of the broader Ypsilanti community.

- *ESL program at Superior going well*
- *Outreach developed new partnerships to reach refugee groups*
- *AARP tax preparation coordinated through all three locations in 2025*
- *Partnered with a UM Professor studying how low-income Black women find political information*
- *New Bookmobile routes implemented for better coverage of underserved areas*
- *Michigan Avenue open for business again!*
- *Library Care Coordination program launched with WCCMH grant funding*

Pursue the placement of social workers in high-need YDL locations.

- *First two EMU SW students completed YDL 2024-25 field placement; two more started in August 2025*
- *Full-time grant-funded Social Worker started April 2025*
- *Investigating placement of UM SW intern in January 2026*
- *Community Resource Navigator from LEAF Harm Reduction on board from September-December 2025*

Implement student cards for all YCS students.

- *County ARPA funding for some elements of this received*
- *Implementation with new ILS underway*
- *Brochure for parents being drafted*

Engaged Community

Create a welcome kit for new residents.

- *Created welcome kit and launched New Mover service in April 2024*
- *Board encouraged continuation of New Mover service despite low returns*
- *Library card sign-up month all-time high registrations in September 2025*

Provide next-level communications via an ILS-integrated texting tool.

- *SMS notifications implemented successfully*
- *True two-way texting slated for FY 2026 using Unique*

Create a mis/disinformation curriculum and campaign for both students and the public.

- *Julianne Smith and Jodi Krahne represented YDL in Wonder Media exhibit grant cohort*
- *Requested that all AI-generated content be blocked from our Hoopla platform – over 50,000 titles were identified, and any new content identified with AI tags will be blocked*
- *Brigitte Vallion currently researching possible classes for adults*

Develop a viable and engaging library volunteer program.

- *New Part-time Volunteer Coordinator role established; beginning to flesh out details now*

Dynamic Resources

Secure a new ILS with deep analytic and engagement tools.

- *Acquired Library IQ in late 2024 to begin implementing these in Polaris; configuration complete*
- *Staff received Library IQ training on In-Service day 2025*

Re-envision collection development strategies and procedures to support increased digital content and future reconfiguration of interior spaces.

- *Beginning to strategize with reconfiguration at Michigan Avenue*
- *Whittaker reconfiguration planning with Daniels & Zermack in the budget for 2026*

Grow the Library of Things and install a memory preservation system.

- *Library of Things continues to expand and gain popularity*
- *Washtenaw County ARPA funding purchased 18 new mobile hotspots*
- *Memory preservation system workgroup identified and acquired 8 digital conversion tools to launch the service; electrical updates in lab complete; infrastructure computers on Board agenda October 2025*
- *Planning to add a Library of Things reservation tool in FY2026*

Redesign and launch new staff/board tools (dashboard, payroll, manuals) for improved efficiency and greater autonomy.

- *Trustee manual online 1/2023*
- *Payroll transitioned to TriNet platform 7/2023; utilized for hiring paperwork as well*
- *New Emergency manual complete and available on staff Intranet 6/2023*
- *Will create new performance dashboard utilizing LibraryIQ once data has populated*
- *HRAA assessment of YDL's HR function complete; employee handbook revision underway*
- *Payroll transitioned to BambooHR platform 10/2025; will be used for applicant tracking as well*
- *Selection of new accounting platform underway*

Optimized Facilities

Begin a feasibility study for a renovation and expansion to Michigan Avenue, including funding.

- *Historical Commission meeting 9/2023 very encouraging*
- *Post-flood tours and "Sneak Peek" Tea Party laying groundwork for support*
- *Architect contracted to develop budget estimate following renovation work*

Evaluate options for a "next generation" bookmobile.

- *Potential vendor list generated*
- *Lisa spoke to two vendors at PLA in April 2024; 2-3 year order fulfillment time currently*
- *Bookmobile seed fund will be the focus of 2025 annual appeal*

Improve outdoor spaces with "destination" elements.

- *Reviewing grant opportunities; work group published a concept board and drafted an RFP*
- *Bike pump/repair stations installed at Superior and Whittaker; Michigan Avenue in Spring 2026*
- *New sidewalk at Whittaker, replaced outdoor furniture*
- *New checkerboard tabletops for Library Plaza, new performance stage, and larger tents acquired*
- *"The River" in Library Plaza replaced*

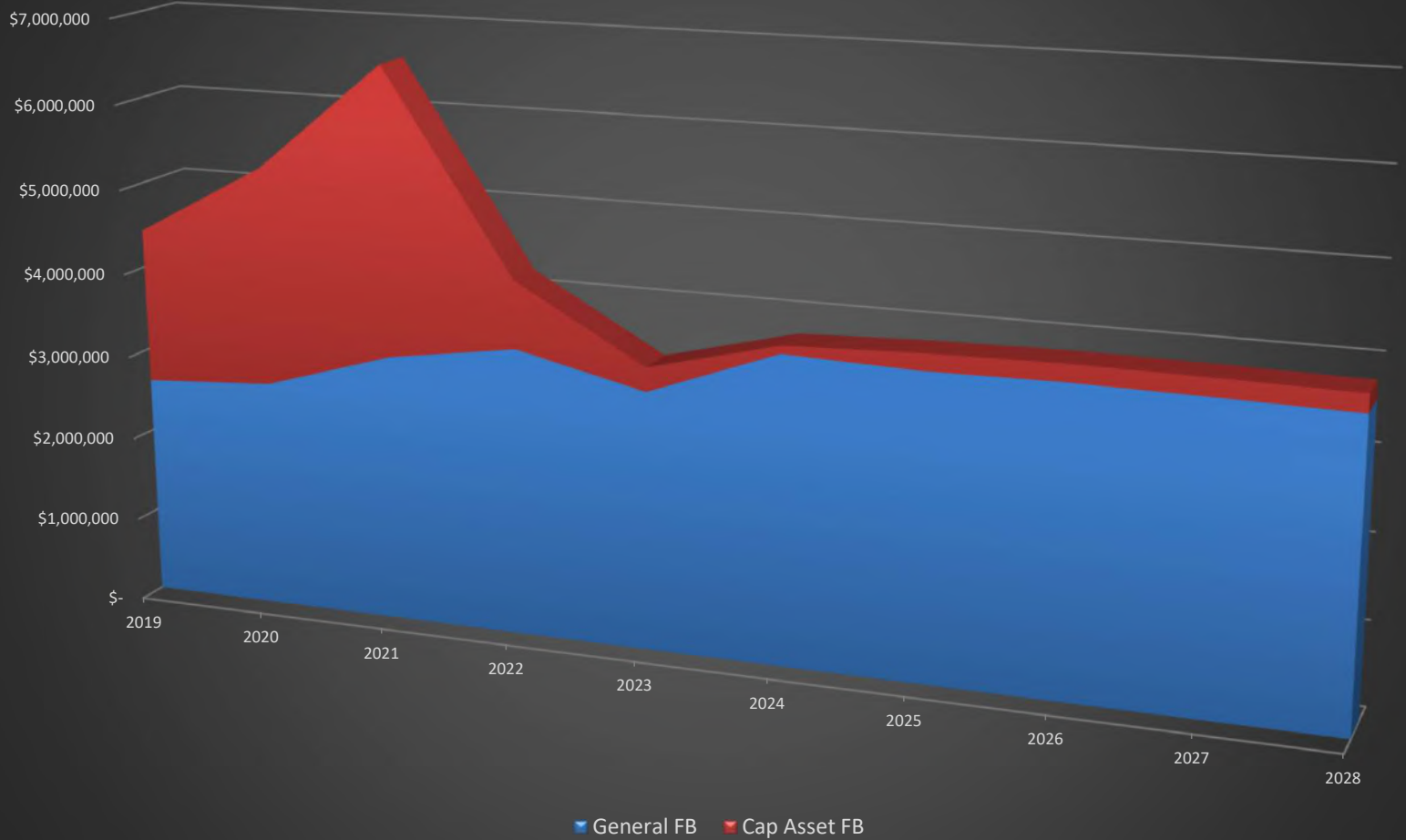
Develop a capital improvement schedule.

- *Accountant Jim Carey has developed a schedule template*
- *Attended "Fiscally Ready Communities: Capital Asset Management and Planning" webinar in April 2025*
- *Schedule to be fleshed out as time permits – targeting completion in early 2026*

Genral Fund Statement of Activity and FB effect

Revenue		YTY increase	1.035	Actual**	Actual**	Actual**	Actual**	Actual**	Budget*	Projection*	Projection*	Projection*
				2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
CURRENT PROPERTY TAX&REIMB				\$ 5,290,728	\$ 5,549,455	\$ 5,690,773	\$ 5,984,412	\$ 6,411,147	\$ 6,757,344	\$ 7,048,195	\$ 7,262,487	\$ 7,447,320
STATE LIBRARY AID				\$ 66,428	\$ 71,963	\$ 86,510	\$ 89,260	\$ 89,831	\$ 95,628	\$ 95,000	\$ 95,000	\$ 95,000
PENAL FINE REVENUE				\$ 84,478	\$ 113,205	\$ 83,080	\$ 69,569	\$ 79,549	\$ 65,687	\$ 64,000	\$ 75,000	\$ 75,000
FEE BASED REVENUE				\$ 35,265	\$ 16,215	\$ 31,484	\$ 42,511	\$ 39,080	\$ 36,650	\$ 43,000	\$ 45,000	\$ 48,000
INTEREST EARNED-LIBRARY				\$ 18,651	\$ 25,268	\$ 20,158	\$ 83,124	\$ 215,940	\$ 225,000	\$ 205,000	\$ 100,000	\$ 100,000
GRANTS/Donations				\$ 73,315	\$ 142,246	\$ 174,561	\$ 168,134	\$ 206,905	\$ 95,913	\$ 31,341	\$ 40,000	\$ 40,000
									\$ -	\$ -	\$ -	\$ -
Subtotal - Revenue				\$ 5,568,865	\$ 5,918,352	\$ 6,086,566	\$ 6,437,010	\$ 7,042,452	\$ 7,276,222	\$ 7,486,536	\$ 7,617,487	\$ 7,805,320
Expenses				2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
SALARIES AND BENEFITS				\$ 2,656,575	\$ 2,758,609	\$ 2,972,327	\$ 3,631,892	\$ 3,906,840	\$ 4,295,941	\$ 4,491,083	\$ 4,625,815	\$ 4,787,719
MATERIALS				\$ 371,514	\$ 408,269	\$ 466,623	\$ 551,533	\$ 598,305	\$ 662,373	\$ 685,650	\$ 709,648	\$ 734,485
TECHNOLOGY				\$ 256,224	\$ 230,382	\$ 226,271	\$ 260,747	\$ 246,127	\$ 300,941	\$ 309,400	\$ 270,229	\$ 279,687
REPAIRS & MAINTENANCE				\$ 145,246	\$ 135,162	\$ 169,684	\$ 217,062	\$ 199,930	\$ 239,477	\$ 254,000	\$ 262,890	\$ 272,091
CAPITAL EXPENSE				\$ 31,641	\$ 34,864	\$ 92,451	\$ 204,003	\$ 235,538	\$ 263,400	\$ 256,000	\$ 264,960	\$ 274,234
UTILITIES				\$ 151,280	\$ 167,231	\$ 171,783	\$ 191,267	\$ 218,225	\$ 236,977	\$ 275,942	\$ 285,600	\$ 295,596
OTHER				\$ 456,900	\$ 317,390	\$ 451,495	\$ 580,519	\$ 540,608	\$ 624,618	\$ 593,029	\$ 613,785	\$ 635,267
Subtotal - Expense				\$ 4,069,380	\$ 4,051,907	\$ 4,550,634	\$ 5,637,023	\$ 5,945,573	\$ 6,623,727	\$ 6,865,104	\$ 7,032,927	\$ 7,279,080
Net Surplus(Loss)				\$ 1,499,485	\$ 1,866,445	\$ 1,535,932	\$ 799,987	\$ 1,096,879	\$ 652,495	\$ 621,432	\$ 584,560	\$ 526,240
Transfer Out to Other Fund				\$ (1,400,000)	\$ (1,400,000)	\$ (1,300,000)	\$ (1,152,434)	\$ (515,352)	\$ (700,000)	\$ (600,000)	\$ (600,000)	\$ (550,000)
Net FB effect				\$ 99,485	\$ 466,445	\$ 235,932	\$ (352,447)	\$ 581,527	\$ (47,505)	\$ 21,432	\$ (15,440)	\$ (23,760)
Beginning FB				\$ 2,612,148	\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 3,595,585	\$ 3,617,017	\$ 3,601,577
Ending FB		\$ 2,612,148		\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 3,595,585	\$ 3,617,017	\$ 3,601,577	\$ 3,577,817
			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital Asset Replacement Fund												
Transfer In from General Fund				\$ 1,400,000	\$ 1,400,000	\$ 1,300,000	\$ 1,152,434	\$ 515,352	\$ 700,000	\$ 600,000	\$ 600,000	\$ 550,000
Revenue				\$ 59,589	\$ 858,374	\$ 450,968	\$ 174,200	\$ 128,508	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Expenditure				\$ 708,338	\$ 1,433,792	\$ 4,352,633	\$ 1,842,695	\$ 834,615	\$ 600,000	\$ 600,000	\$ 600,000	\$ 550,000
Net Surplus (Loss)				\$ 751,251	\$ 824,582	\$ (2,601,665)	\$ (516,060)	\$ (190,755)	\$ 105,000	\$ 5,000	\$ 5,000	\$ 5,000
Beginning FB				\$ 1,827,159	\$ 2,578,411	\$ 3,402,993	\$ 801,328	\$ 285,267	\$ 94,512	\$ 199,512	\$ 204,512	\$ 209,512
Ending FB		\$ 1,827,159		\$ 2,578,411	\$ 3,402,993	\$ 801,328	\$ 285,267	\$ 94,512	\$ 199,512	\$ 204,512	\$ 209,512	\$ 214,512

Composition of Fund Balance



YDL Dashboards

YDL DASHBOARD SEPTEMBER 2025						
	Aug	Sep		Monthly Change		Year to Date
Circulation						
Whittaker	34,960	32,087		-8%		309,053
Michigan *	9,666	8,953		-7%		51,039
Superior	7,735	6,846		-11%		66,477
Outreach/BKM	1,655	1,626		-2%		12,859
eProducts	24,159	22,785		-6%		202,078
TOTAL	78,175	72,297		-8%		641,506
MeLCat ILL						
Loaned	1,184	1,304		10%		10,165
Borrowed	927	926		0%		8,303
New Cards						
Whittaker	288	362		26%		2,692
Michigan *	100	118		18%		689
Superior	53	48		-9%		446
Outreach/BKM	17	8		-53%		74
TOTAL	458	536		17%		3,901
Reference						
Whittaker	3,478	2,743		-21%		32,005
Michigan *	3,879	4,277		10%		22,183
Superior	2,157	2,151		0%		18,595
Outreach/BKM	88	47		-47%		558
TOTAL	9,602	9,218		-4%		73,341
Computer Sessions						
Whittaker	1,897	1,634		-14%		17,826
Michigan *	1,090	1,110		2%		5,859
Superior	840	740		-12%		6,969
Outreach/BKM	-	4		-		13
Wireless	8,337	8,829		6%		69,138
TOTAL	12,164	12,317		1%		99,805
Door Count						
Whittaker	13,155	13,696		4%		124,331
Michigan *	9,606	8,459		-12%		46,624
Superior	6,640	5,572		-16%		52,944
Bookmobile	543	564		4%		3,456
TOTAL	29,944	28,291		-6%		227,355
Collection						
Items Added	1,757	1,908		9%		17,463
Items Cataloged	712	1,137		60%		5,354
Electronic Services						
Website Visits	38,009	39,118		3%		369,640
Podcast	60	51		-15%		471
App Users	1,441	1,423		-1%		N/A
* YDL - Michigan Avenue reopened 04/14/2025.						
Bookmobile A/C replacement impacted statistics June-July						

	Aug	Sep		Monthly Change		Year to Date
Programs						
Whit Adult	44	53		20%		453
Attendance	269	512		90%		3,265
Whit 0-5	6	16		167%		144
Attendance	223	480		115%		4,930
Whit 6-11	6	7		17%		189
Attendance	244	381		56%		5,783
Whit Teen	3	3		0%		29
Attendance	16	23		44%		278
Mich Adult	14	23		64%		132
Attendance	113	217		92%		1,400
Mich 0-5	2	5		150%		27
Attendance	9	68		656%		363
Mich 6-11	4	4		0%		66
Attendance	27	31		15%		1,029
Mich Teen	1	2		100%		41
Attendance	7	14		100%		287
Sup Adult	19	21		11%		204
Attendance	117	167		43%		1,404
Sup 0-5	5	9		80%		99
Attendance	84	172		105%		1,804
Sup 6-11	13	5		-62%		70
Attendance	245	37		-85%		1,513
Sup Teen	1	1		0%		9
Attendance	5	10		100%		44
Out Adult	4	1		-75%		21
Attendance	87	11		-87%		210
Out 0-5	3	3		0%		37
Attendance	68	90		32%		1,068
Out 6-11	3	1		-67%		27
Attendance	112	7		-94%		1,328
Out Teen	2	0		0%		3
Attendance	18	0		0%		38
Out Offsite	12	6		-50%		43
Attendance	1,332	653		-51%		5,143
Virtual/Hybrid (all)	-	-		0%		5
Attendance	-	-		0%		70
General/All Ages (all)	15	4		-73%		41
Attendance	858	144		-83%		2,211
TOTAL PROGRAMS	157	164		4%		1,640
TOTAL ATTENDANCE	3,834	3,017		-21%		32,168

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 9/30/25	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY23/24	FY24/25		
Annual Report	\$8,472	\$3,366		
Annual Appeal	\$24,055	\$17,724	11/12/24 - 5/30/25	
Individual	\$12,158	\$19,991	(includes Smokler gift #1 in Dec and #2 in July)	
Corporate	\$4,250	\$930	A3CF, UM School of Info	
Sponsorship	\$11,900	\$3,388	Ypsi Real (Halloween), YDDA (Halloween & Holiday Tree Lighting), Butman	
Memorials/Tributes	\$4,036	\$1,106		
Third Party	\$1,321	\$2,480	Kroger, META, Aubree's	
Friends of the YDL	\$35,000	\$30,000	FY25 Pledge: \$40,000	
	\$101,192	\$78,985		
GRANTS				
Charitable Foundation/Organization	\$2,000	\$17,400	A2 Farm & Garden, A2 Rotary, A2 Thrift Shop, A2 Kiwanis, Believe in Reading	
Corporate Foundation	\$30,000	\$30,000	Toyota	
Government	<u>\$111,405</u>	<u>\$43,065</u>	MACC - Noise Permit '24, ARPA, Washtenaw County H2O Resources, Washtenaw County Comm. Mental Health	
	\$143,405	\$90,465		
ENDOWMENT FUNDS				
YDL Agency Distribution	\$1,595	\$1,736		
Gousseff Fund Distribution	\$8,893	\$0	Rolled over to 2026	
YDL General Endowment Distribution	<u>\$8,452</u>	<u>\$9,364</u>		
	\$18,940	\$11,100		
GRAND TOTAL:	\$197,050	\$180,550		
SUPERIOR CAPITAL CAMPAIGN				
Grants (Funds Received)	\$80,500	\$80,000		
Corporate/Organization	\$20,556	\$0		
Donations - Individual	<u>\$58,584</u>	<u>\$100</u>		
SUPERIOR TOTAL:	\$159,640	\$80,100		

DEVELOPMENT REVENUE BY FUND	Where the \$ Goes														
FY2023/2024	ACTUAL	NOTES													
General Fund	\$12,033	Includes Endowment Distribution													
Miscellaneous Specified Funds	\$159,790	Friends, Designated, Gousseff Endowment													
Superior Capital	\$80,385														
TOTAL:	\$252,208														
Endowment gifts received and deposited with AACF: \$8,050															
FY2024/2025	AS OF:														
	7/31/2025	8/31/2025	9/30/2025												
General Fund	\$16,685	\$17,182	\$17,274												
Miscellaneous Specified Funds	\$147,839	\$158,238	\$158,751												
Superior Capital Campaign	\$80,100	\$80,100	\$80,100												
TOTAL:	\$244,624	\$255,520	\$256,125												
Endowment gifts received and deposited with AAACF: \$4,025															
Development Revenue 9/30/25 <table><tr><th>Fund</th><th>Amount</th><th>Percentage</th></tr><tr><td>Miscellaneous Specified Funds</td><td>\$158,751</td><td>62%</td></tr><tr><td>Superior Capital Campaign</td><td>\$80,100</td><td>31%</td></tr><tr><td>General Fund</td><td>\$17,274</td><td>7%</td></tr></table>				Fund	Amount	Percentage	Miscellaneous Specified Funds	\$158,751	62%	Superior Capital Campaign	\$80,100	31%	General Fund	\$17,274	7%
Fund	Amount	Percentage													
Miscellaneous Specified Funds	\$158,751	62%													
Superior Capital Campaign	\$80,100	31%													
General Fund	\$17,274	7%													

Department Reports

Acquisitions Department Board Report

September 2025

Department News and Activities

- Our primary book vendor, Baker & Taylor, has announced that they will be shutting down their business within the next few months, and they have canceled our remaining orderliness with them. We have started ordering with our new vendor, Ingram, and we will be fully onboarded with them within the next few months. In the meantime, Acquisitions will be busy re-ordering and processing over 1,600 books canceled by Baker & Taylor. Thank you to everyone for your patience and help as we work through this!
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The budget is currently 85% encumbered.
- 1,137 items were cataloged in September.
- 1,908 items, including 1,221 e-items, were added in September.
- YDL borrowed 926 items from other libraries via MeLCat in September.
- YDL loaned 1,304 items to other libraries via MeLCat in September.

Submitted by Katie Page
October 16, 2025

Assistant Director
Board Report: October, 2025

- I don't want to work in my office. I want to work in the café, which is the cutest space ever! The new light looks fabulous, and the entire project has been a lovely addition to YDL-Whittaker!
- The Memory Lab committee has received all of our equipment, the electrical work has been completed in the lab, and, pending your approval of our new, powerful computers, we can begin to assemble the space and work on instructional sheets. We are thrilled that the Senior Advisory Board is excited to serve as docents, helping first-time users use the equipment. The Outreach team is working with librarians from the Bentley Library at UM to present to the SAB information about archiving, including its importance, standards, and best practices. I have no doubt they will soon become our resident experts!
- I am soliciting bids from new cleaning companies for YDL-Superior due to a lackluster performance of our current provider. This is a fairly expensive service, but it would be a shame to let our newest building look crummy for the public.
- We are all having a ton of fun with Banned Books Week. The public feedback board has some wonderful comments about intellectual freedom and the importance of libraries. It's fun to watch people peruse the exhibit and take selfies. Thanks to John and Jim for helping me set it all up!
- We were excited to learn that Library IQ acquired Orange Boy, which is a security/incident reporting platform that we have considered migrating to in the past. Library IQ hopes to integrate Orange Boy in January 2026. I have agreed to work with their developers and hope the dividends will result in a better pricing opportunity.
- The Program Proposal and Evaluation workgroup continues refining our documentation for staff and plans to have new guidelines in place for the 2026 programming season.
- Finally, I would like to publicly recognize Katie Page, our Head of Acquisitions, who has been tenacious in finding ways to keep our book orders arriving in a timely manner despite the closure of our primary book vendor, Baker and Taylor. Katie has us set up with Ingram and is performing heroics to keep materials in the hands of the reading public! As a side note, Amazon sniffed out an opportunity and now has a library service in the works. I attended a webinar about the plans, and it will be interesting to see if they can fill the Baker and Taylor void.



Community Relations

Monthly report: October, 2025

Major print/design pieces produced:

- **Bookmobile stats flyer:** We created a flyer outlining the Bookmobile's community impact. This flyer will be distributed in our Annual Appeal mailing.
- **Winter Loop:** We're getting content ready for the Winter Loop, which will include information about our Black History Month programming, the Library Dogs, our Winter Reading Challenge, and more.

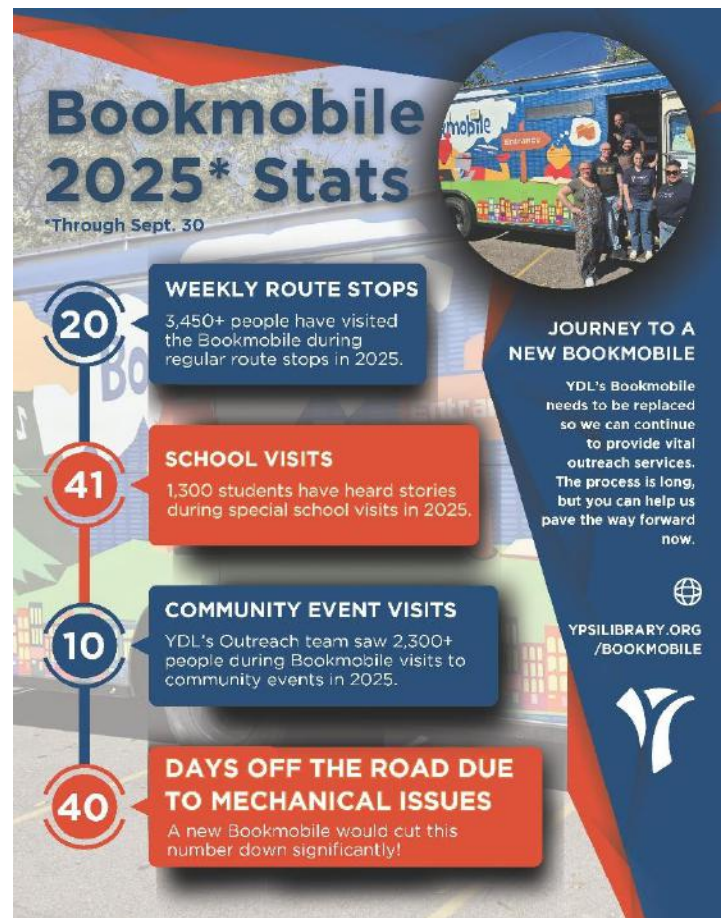
Promotional activity

- **National Library Card Sign-up Month:** We wrapped up our National Library Card Sign-up Month promotion and issued 536 new cards in September!
- **Halloween Downtown:** We've created a blog post, sponsor signage, and other social media graphics to promote Halloween Downtown.
- **Banned Books Weeks:** We've shared social media posts and a press release about Banned Books Week and the exhibit at YDL-Whittaker. We've also highlighted the exhibit on YDL's home page for the month of October.
- **Two-sentence Horror Story contest:** We've shared posts encouraging submissions and voting in our 2nd Annual Two-Sentence Horror Story contest. We also set up the blog post where people can submit their writing.
- **We shared multiple posts about a number of our events/initiatives, including:**
 - Boogie Woogie Kid
 - Claim Your ID
 - Friends Book Sale
 - Jared Bentley author visit

Notable Media Mentions

- The Sun Times News had a piece about the Boogie Woogie Kid concert.
- Concentrate had a piece about the visit from Michigan's Poet Laureate, Dr. Melba Boyd.
- Eastern Echo had a piece that touched on Library Card Sign-up Month, Smeetfest, and the downtown building renovations.
- The A2Y Chamber posted about the visit from the Boogie Woogie Kid in their newsletter.
- Our own Kallista Marie was interviewed on WEMU about her Our Community Reads initiative.
- WEMU had a piece about Banned Books Week and our exhibit.

Submitted by Sam Killian on 10/17/2025



- Ken MacGregor was highlighted in a Concentrate article about local authors and their horror stories.
- Eastern Echo included Halloween Downtown in their list of local Halloween events.

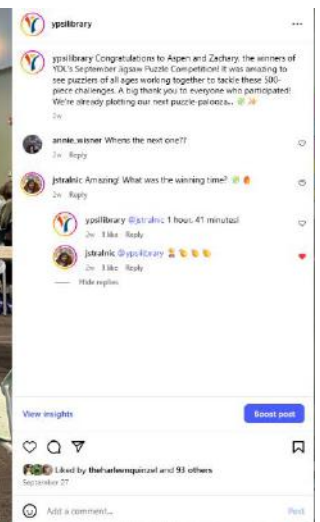
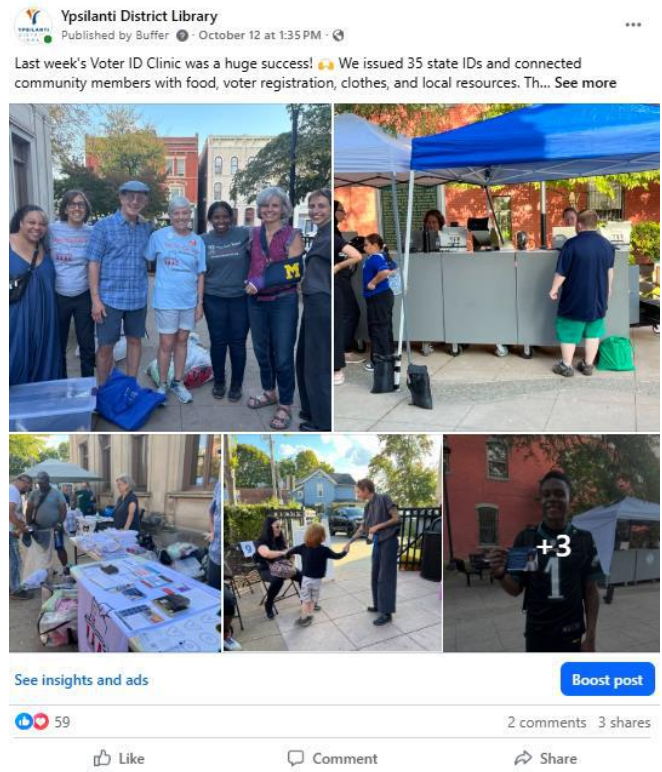
Community Relations news

- Parkridge meetings have resumed, with Sam and Monica alternating attendance.
- Sam is working with the group Beyond Choir to coordinate free ticket vouchers to their Holiday Concert for anyone who gets a free Library Card. More details to come.

Notable Social Media activity

In the last month, we've had over 167,100 views on Facebook with 3,825 interactions. Both are down from last month. We also had 122,320 views on Instagram, which was up from last month, with 2,100+ interactions (down from last month). We've also started sharing our content on Threads where we have 630+ followers. Our Tik Tok has remained at 1,100 followers. We're over 1,700 followers on Bluesky.

- Our post about the Baker & Taylor closure reached over 4,600 people on Facebook with 140+ interactions. It also reached more than 1,200 people with 50+ interactions on Instagram.
- Nearly 2,000 people on Facebook saw our post about the successful Voter ID Clinic at YDL-Michigan.
- Thousands of people saw our Banned Books Week posts with hundreds of folks commenting, reacting, and sharing them on Facebook and Instagram.
- 2,100+ people saw our Puzzle Contest pictures on Instagram with 100+ interactions.
- More than 16,300 people saw our meme on Instagram asking people to share their YA Fantasy Series name using the prompt: "A [last place you went] of [your birthstone] & [current weather condition]". There were 110+ interactions on Instagram and around 130 interactions on Facebook.



Submitted by Sam Killian on 10/17/2025

Customer Services

Monthly report: October 2025

Circulation Stats

For the month of September, we checked out 49,512 items system wide.

Patrons also downloaded 22,785 digital items.

And we issued 536 new library cards.

The Top Ten Items in September

Circs/Items

216 Puzzle Collection

38 People Weekly, 2025

20 Wi-Fi Hotspot

18 Dog Man

16 Dog Man Unleashed

16 Ballerina : From the World of John Wick

15 Dog Man. Big Jim Begins

14 Sing 2

14 Thunderbolts: The New Avengers

14 Guinness World Records

Submitted by *John Connaghan* on October 14, 2025

YDL DEVELOPMENT REPORT

October 2025

MAKING CONNECTIONS

On September 24, Chris attended the monthly **Creative Washtenaw** gathering in Ann Arbor and met the new Executive Director Chloe Crowther.

On October 9, Chris gathered at the Ann Arbor Area Community Foundation for a meeting of the **Washtenaw Fundraisers Network**. An important topic of conversation centered around how we keep our client/patron/donor information safe from hackers. At least one local non-profit has already been attacked recently where hackers gained access to their sensitive client database which includes seniors and other vulnerable members of the community. Options for exploring how to safeguard this information were discussed with several members committing to reaching out to professionals who work in this field to provide advice to the group.

ANNUAL APPEAL

After meeting in September, Chris created a timeline for the appeal. The goal is to get this year's appeal in the mail by Nov. 7 – about three weeks earlier than last year. Due to the loss of funds that many local non-profits are experiencing this year or are expecting in 2026, organizations will be pushing the needle to get their appeals out earlier and experimenting with new ways of appealing to donors this year. We will also be putting a little more effort into promoting gifts to YDL during Giving Tuesday on Dec. 2. Work has begun on vetting our donor and prospect solicitation lists.

GRANT REPORTING

Harry A. and Margaret D. Towsley Foundation – Chris submitted this year's final report to the Towsley Foundation for their support of the Superior Library. Their annual pledge of \$80,000 will be received in December.

Michigan Arts and Culture Council – Kelly is currently working on the final report due to MACC by noon on Oct. 30. Although MACC will receive a little over \$12million in State funding for 2026, no application process has yet been announced by the council. When an application process and timeline are announced, YDL will once again seek funds for Noise Permit. We will also be seeking additional business and individual support for this program.

Toyota Project STEM – Work on our Interim Report has begun and will ramp up in October. This is the time of year we find ourselves in the midst of reporting on the current year's funding and looking ahead to an anticipated grant application for the next year.

Staff have been meeting regularly since mid-September completing planning for 25/26 programs and adjusting the grant funding budget to meet the current year's needs. Our annual meeting with Toyota took place on Oct. 15 where we presented highlights of last year's Project STEM activities and shared plans for this year. Toyota then shared their ideas for how we might strengthen our connections with EMU's STEM Institute and the STEM program coordinators at both Lincoln and Ypsilanti schools. We have been working with the schools, as well as with Zach Krauss at EMU; but, staff are excited about deepening their relationships with the Driving Possibilities STEM Coordinators at Lincoln and Ypsilanti schools.

We were also very pleased to learn that Toyota will again be awarding YDL with funding for Project STEM@YDL in 2026/27! Chris will work with the Toyota team to determine the application submission timeline. The program staff have more dreaming to do!

Upcoming Grant Opportunities

Dresner Foundation – After much consideration and an effort to create a robust and thoughtful program option for funding by the Dresner Foundation, it was decided that we just don't have a well-developed option at this time for a funding request to the foundation. Chris will continue to monitor their website to learn of upcoming funding opportunities that might emerge in the next few months.

Ann Arbor Area Community Foundation – After discussion regarding the community grant opportunities this fall from the Community Foundation, we chose not to submit an application to the foundation or the Ypsilanti Area Community Fund.

SPARK Good/Walmart – The next round of applications are due by Dec. 31, 2025.

FUN FUNDRAISING FACTS

The NonProfit Times reported that Americans donated about \$3.6 billion on Giving Tuesday 2024, which was a 16% increase from last year and a revenue record for the event's 12-year history.

Facilities Department

Board Report October 2025

Facilities is always busy with day to day duties – Here are some of the other things we have been taking care of.

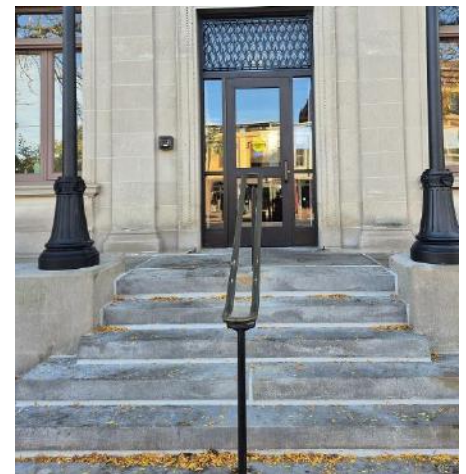
We did some maintenance on the lift to keep it in good working order. Patrick cleaned battery terminals, charging batteries, greasing bearings, and other moving parts. Then we brought from the garage into the building for the O'Neal electricians to use for installation of the large café light.



Patrick has been doing wall repair, and touch up painting at the Superior branch. Kathryn has mentioned she would like some chair rails up to help prevent damage to the walls. A project to start soon. Ron had to re-glue some carpet tiles that had come loose.



Dixon Masonry removed the failing sealant and mortar on the front steps of Michigan Ave which has been a problem allowing water to get the foundation of the building out front. They put in new mortar, and sealant. Hopefully this will help prevent moisture getting into the building.



The drain pipe from the fountain at Michigan Ave was plugged and not allowing the water to drain from the fountain. We had Michigan Power Rodding come to unclog the pipe, and scope the drain to see what the problem is. We found the pipe had collapsed and needs to be replaced. The pipe goes from the fountain and leads into drain inside the building. They were able to determine where the pipe the problem is just outside the wall in the basement in the water room. We have asked O'Neal Construction to help decide what is best course of action. More to come on this.

We had a sink hole near the Whittaker Road staff parking lot where water drains into the retention pond. Ron and I packed cement in the hole under the asphalt that eroded away from rain water. Then we added cement to the ramp that funnels water to the pond.



Submitted by: Jim Reed

October 16, 2025

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

October 2025

Status Report

- Updated Self-check installation – Our updated self-check units are now in place and we are monitoring for any remaining items. The installation went well and we appreciated some additional system improvements while we had the professional installation assistance on site. Overall we look forward to improved ease of use and convenience functions that have been developed in this generation of self service at YDL.
- Michigan Ave – New youth department digital signage. We have installed the Signage and have notified our communications department to proceed with content. It looks great!
- New servers – We recently migrated our primary storage drive. I'll be working on some secondary storage spaces along with planning for a migration of another administrative system next.
- Student cards – We're looking to offer student library account while working with YCS. The new ILS offers us a way and we're working out the details. We are currently ready to perform our last test import and will hopefully have a go live date sometime thereafter.
- Memory Lab – We're taking part in an added feature that in some form will certainly help patrons archive/digitize personal physical/digital media. A wide variety of equipment is being procured and space has been allocated. Chris recently oversaw electrical work that will allow the equipment to operate without interference of other activities in the lab.
- I'll be re-evaluating Microsoft licensing in order to make adjustments for the upcoming Windows 11 switchover. Updating our ILS has made this a much better process.

New or Upcoming Items

- We'll begin planning for 2026 needs in the fall

Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine additional points of improvement through-out 2025.

Michigan Avenue Board Report: October 2025

Staff notes

Michigan Ave staff have been busy preparing for **Halloween Downtown** on Friday, October 24 from 5:30-7pm. We are going all out this year with the BOO Mobile, face painting, Putt-R-Round, a DJ, a STEM tent sponsored by SPARK East, and of course, our annual costume contest. We deeply appreciate the grants and sponsorships from YDDA, Ypsi Real, and the Friends of the Library that will help make this an event to remember. Please mark your calendars!

I was asked to serve on a **Downtown Committee** assembled by the city to discuss issues occurring downtown and to develop a list of potential steps to address them. The hope of this group is to find ways that community organizations, city and county government, hubs like the library and the transit center, businesses and nonprofits can collaborate to make our downtown a vibrant area that everyone can enjoy. The committee had its first meeting on September 16 and identified three areas of focus: safety, social services and supports, and economic development.

Staff continue to stretch by participating in available trainings. Public services branch staff attended the two-hour training coordinated by Kat in collaboration with the EMU School of Social Work: **“Responding to Dysregulation at YDL.”** Pat also attended a virtual training from Ryan Dowd, available through the library’s subscription. This was the last of a three-part series about working with Teens in the library.

Program highlights

Our inaugural **Smeest Fest** was a hit, providing activities and contests for all ages. Throughout September, Mich Ave celebrated the Smeest Frog with fun experiences allowing patrons to rejoice in Ypsilanti’s smallest celebrity, the Smeest Frog, our only local cryptid. This series was Ellen’s brainchild and allowed staff from multiple departments to flex their creative muscles and integrate the theme into some of our regular monthly programs like Zine Club and the Teen D&D group.



The library’s First Fridays series continued with a **Natural Dyes** program facilitated by Jenny and Stephanie. This event had a great turnout on a beautiful day in the Plaza. Patrons of all ages experimented with dying cloth using ingredients sourced from the natural world.

The **Grown Up Show and Tell** program was planned in response to patron requests on social media. Patrons brought their unique objects and collections in to share, with an overarching theme of craftsmanship, DIY, and personalization. Some examples were Rosie the Riveter artwork, a miniature bakery, a hand-made wooden pig, handmade leather works, and renaissance fair ceramics.

The Youth department hosted its first **Spanish Storytime** on September 13. This program had a great turnout for a new storytime, and we will be continuing to hold it regularly going forward.

Our **Racial Justice Reading Group**, coordinated by Joy alongside Washtenaw Faces Race, had its first meeting this month. After sorting out some technical issues with the hybrid in-person and virtual set up, the group had an engaging discussion about the NAACP Legal Defense Fund report, What Project 2025 Means for Black Communities. I’m happy to be able to provide a space where patrons can talk about sensitive issues and come out of it being heard and hearing others.



Daisha's **What Does Blackness Mean to You** program, facilitated by a licensed therapist, provided conversation starters and activities to help patrons process what blackness means individually and collectively. Attendees watched and discussed the short documentary "The Beauty of Blackness."

Aaron coordinated a reading by **local author Jared Bentley**. Jared read from his debut short story collection "Robots, Please."

Paranormal Club hosted popular **author Raymond Szymanski** to present on the topic "E.T., Spirits, & Men in Black: The 'Spooky' Side of Wright-Patterson Air Force Base." This was the biggest turnout yet for Paranormal Club, with 37 patrons squeezed into the Program Room for the talk.

Shoshanna released the quarterly episode of the **Ypsi Stories** podcast at the end of September. This is the first of a two-part series on the Native American Great Lakes and the Conquest of Michigan.

Spaces

The quarterly refresh of our Youth **play area for littles** has been very popular. The new theme is Nursery, with dolls, strollers, clothes, bassinets, and even a working vacuum to clean up after your play family.

The Dot Org, who previously supplied our bathrooms with menstrual products is once again providing this service, thanks to Kat who was able to reactivate our partnership with them.

Report submitted by Katie Dover-Taylor
October 16, 2025



Outreach Services Board Report - October 2025



Special Kudos - Kihilee goes to the ABOS Conference in St Louis!

October 6-October 10, Kihilee attends his first professional development conference! It was the Association of Bookmobiles and Outreach Services Conference, which was located in St. Louis this year. It was a great experience for Kihilee. He met a lot of people from all over, and when he got back, he found that someone from California had sent him an email to stay in touch. He viewed the Bookmobiles and even brought back an idea for us to use at events. It was Library Bingo!

When you choose a location on the board, underneath would be information about the library, such as what a library board is or does. It was a great experience for Kihilee learning about a new city like St. Louis, connecting with the community with the same mission, and looking at those beautiful Bookmobiles. He even visited the St. Louis Public Library! Just can't leave the library at home. I am so glad he took that learning opportunity and stepped outside of his comfort zone.



YOUTH/FAMILY OUTREACH

Welcome, Continuum Help Foundation: Mental Illness and Disability Support

We have a new organization added to our monthly Bookmobile visit schedule. It is the Continuum Help Foundation which supports young adults with mental and physical disabilities. They have young adults who are branching out into the community, developing their work skills, life skills, and independence. Nancy Thomas, RN, reached out to see if we could bring the Bookmobile monthly to visit. Monica made it happen, and Kaitlyn visited some of the students as well as the facility. Kaitlyn is excited to work with the young people, and they were happy to see her there. One of the young people played Kaitlyn a song.



COMMUNITY OUTREACH EVENTS

September 21st, Fall River Day! - Kaitlyn and Bridget tabled at Fall River Day at Frog Island. It was a rainy day, but Kaitlyn and Bridget were troopers. They did an activity which was rock painting, which the rocks are donated for our community events as paper weights. We receive so many compliments, and the kiddos would like to keep them as toys. They also shared many resources with the community.



September 27th, We the People Opportunity Farm, Harvest Festival. Kihilee, Monica, and the Bookmobile were invited to the We the People Opportunity Farm Harvest Festival. It is a way to give back to returning citizens and all the work that continues to grow through their hands with the community farm. We shared many resources, made great connections, and, as always, the Bookmobile was a huge hit. We also ran into Mary! Great day and event!



October 4th, Wiard's Orchard - Monica, Kihilee, DesaRay, Ashley, and the Bookmobile visited Wiard's Orchard. We received heat, cinnamon donuts, and apple cider! Oh, did I mention that we had many visitors... bees! Yes, it wouldn't have been a great day without them. It was our first-time tabling with many other organizations, like Ypsilanti Township and Ozone House. People were happy to see the Bookmobile, and we did a library card signup.



DesaRay and Ashley, our EMU Social Work Interns, also made connections. Overall, we enjoyed ourselves, taught DesaRay and Ashley a lot about the Bookmobile process and the event.

October 6th, Brighter Way Annual Reentry Convene - Monica tabled at this year's Reentry Convene at Washtenaw Community College. There were many powerful stories and many ways for the library to support returning citizens. I shared many resources that I thought would be very beneficial, like computer classes, digital literacy, adult tutoring, Library Care Coordination Program, and many more. It was an amazing event and I am glad that I was there.

Superior Board Report—October 2025

Staff News

- On Sept. 18, there was a Library Care Coordination sponsored trauma training held at Superior that many staff attended.
- Nicole is continuing the professional development courses for the upcoming AstroNet program which will take place in March.
- Monique is attending a 3-week Trinity Health Academy where “participants will be exposed to both traditional and non-traditional health care initiatives, engage in meaningful dialogues to foster deeper connections, and promote healthier lifestyles.”
- Programming staff have been busy finalizing details for the winter session schedule.



Program Highlights

- On Sept. 27, Monica Prince taught participants how to do stitched shibori fabric design on a bandana. 17 participants were excited to take their pieces home.
- On Oct. 4, Monique held a needle felting class where 9 participants made fall-themed acorns.
- Our storytimes have been busy! We’ve had as many as 53 participants at one event this month.
- Other programs since the last board report have included:
 - Youth: Read to Bambi, G.A.S. It Up STEM Fitness, Button Making, ASL storytime
 - Adult: Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Chair Yoga, Banned Book Club



Building & Grounds

- Nicole transitioned the youth area from a space unit theme to a health theme and added a little movement obstacle course on the floor.
- Facilities has been patching and repainting wall damage around the building.
- On Oct. 15, Yen Azzaro came and painted 3 test patches on the patio and will come back soon to seal it to see how it holds up this winter before we attempt redoing the patio artwork.
- For the month of October, AIA Huron Valley has an exhibit displaying award-winning architecture designs in the meeting room.
- The rain garden bloomed quite a bit over its first summer. Some mulch was added this month as well to help fill in some patches after initial settling.



Submitted by Kathryn Takach
October 15, 2025



Whittaker Road-Adult Services Board Report: Oct 2025

Here is a listing of Oct programs:

Moving For Better Balance with the Ann Arbor YMCA (5 sessions)

Crochet Club (2 sessions)

Thursday Morning Book Group

Microsoft Word – Basics

YDL Film Club

Digital Literacy Tutoring With Washtenaw Literacy 5 sessions)

Fall Native Plant Swap

Mahjong Meetup (4 sessions)

Read It & Eat It: Cookbook Club

Knitting Plus (4 sessions)

Genealogy and Family History Bunch

Computer Basics - Getting Started

How to Host a Zoom Meeting (Adult-Virtual)

Classic Noir Movie Night

Board Game Meetup

Microsoft Word – Intermediate

Google Docs for Beginners

YpsiWrites' Sixth Birthday Party!

Google Sheets for Beginners

The Jazz That Made America Dance: A Concert with The Boogie Woogie Kid

Science Fiction Book Club

Google Calendar - Basics

MICHIGAN WORKS! Southeast Community Outreach

Microsoft PowerPoint – Basics

Euchre Club

Microsoft Word – Tips, Tricks, and Hacks

Community Conversation with State Representative Jimmie Wilson, Jr. and Special Guest State Senator Jeff Irwin

Grieve Well: Understanding Grief Webinar

Gmail Basics

Garden Questions? Ask the Master Gardener!

Vega Discover Basics

Google Docs Tips & Tricks

Google Sheets Tips & Tricks

Protect Trees and Shrubs from Winter Damage

Virtual African American Authors Book Discussion Group

Google Drive Basics

We have a good mix of programs in the month of October. We have already had a successful plant swap in partnership with Washtenaw County and Nicole Walley will partner with them again to offer a Seed Collection Walk later this month.

Thanks to a generous donation, we were able to offer another Take Notes Concert this programming season; a good crowd enjoyed Matthew Ball the “Boogie Woogie kid”’s performance. Some patrons who attend other programs told me how much they enjoyed this event.

It’s hard to believe that YpsiWrites is now 6 years old! We have done many programs with them over the past six years and look forward to many more collaborations with them. They held a successful “birthday party” celebration at Whittaker Road this month.

Staff continues working on projects; Nicole is prepping seeds and propagated plants, Brett continues work with the Palm Leaf Club, and Brigitte and Brett are both on the Memory Lab Committee.

Collection Development has become more challenging with the demise of Baker and Taylor, our primary vendor. We are fortunate that Head of Acquisitions Katie Page has been pro-active in working to get us set up with a new primary vendor so we can still order materials. We appreciate her work so new books are still coming into our system.

We are also grateful for our WR Security staffer Paul White. We had behavior concerns about a particular individual who had expressed interest in attending a program based on previous visits to WR; Paul was on hand to make sure that there would not be any issues if he showed up. The man did not attend but we felt better prepared to deal with him, knowing that Paul was here to assist.

-Submitted by Paula Drummond, Oct 15, 2025

Whittaker Youth Services Board Report October 2025

Programs

Little Ones

- **Storytimes** 674 people attended 21 storytimes so far this fall. Attendance ranged from 12-54 people depending on the weather and age group, and averaged 32 per session. Since Covid, we've seen that families really like to be outside while the weather is nice and we try to accommodate that through outdoor play after storytime and outside sensory stations when weather permits, but we expect that it will impact program attendance as well.
- **Sensory Stations** 152 people attended 4 sessions of sensory stations. I curated outdoor activities around woodland animals for the two September sessions. Ulana focused on creepy crawling sensory activities for the two October sessions.

Kids and Parents

- **After School** We offer programs after school three days per week. Liz's Tuesday Graphic Novel Book Club is reading Raina Telgemeier's newest book. Each session also includes a STEM activity. Wednesday Chess Club is once again very popular. Our paid intern is back, along with an adult volunteer and 3-4 teen volunteers each session, allowing us to pair beginners with volunteers for individualized learning through play. My Thursday After School STEM workshops are about toy design. We have made wind-up toys and spinning tops so far. Most parents let their kids attend after school programs on their own and so they are not always included in stats, which average around 18-19 per session. Parents and younger siblings stay at the library during the classes, often making the youth department a very active space.
- **Fall Fest** Liz coordinated an outdoor fall program with Nicole W., Ulana, Jaclyn, and Marlena. It was a beautiful Saturday afternoon, though hotter than expected. About 300 people made candle holders, dried corn mosaics, and herb bundles; petted farm animals; enjoyed live music, popcorn and cider; and visited the photo station.
- **Saturday Afternoons** Marlena read an excerpt from *The Borrowers*, then let kids get creative making their own tiny room. One parent told me her daughter spent hours at home continuing to make tiny furniture out of found items to fill her box room. Britt-Marie offered a program about Sweden, her native country. Kids heard a Pippi Longstocking book, then made smållkaramell filled with candy. Attendance averaged 20 at each program.
- **WeeWrite** 826Michigan continues to offer writing workshops for ages 5-8 on Saturdays and they are gradually returning to pre-summer numbers.
- **Love of Learning Homeschool Meetup** Jaclyn only scheduled seven sessions of Love of Learning this fall, knowing she might not be here long. She had almost all newcomers the first two weeks. Psyche, Liz, and I divided the remaining weeks to finish off the series this month.

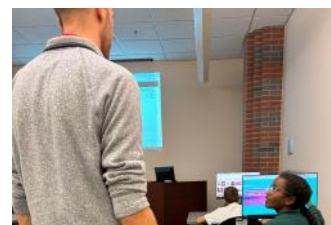
Tweens/Teens

- **Babysitting 101** Britt-Marie coordinated a one day, four-hour class for ages 10-16 with Lock it for Life, who offers an extended series at the Ypsi Township Rec Center. The one day format was popular, with all registration slots filling and an eleventh tween added at the last minute.
- **Computer Programming** Andrew Kuck, a former middle school teacher, is teaching six weeks of coding for grades 6-12. Four students attended each of the first two sessions where they're learning to use Python, Java, html, and css to program their own webpage. Thanks to Brigitte for setting up the lab each week!
- **Teen Book Club** Jean has been facilitating a book group since June. They chose to read *Salt the Water* by Candice Iloh and *Born a Crime* by Trevor Noah. They also cook or make art each time.
- **TAG** is gearing up for their after hours party later this month. One member wrote an undersea murder mystery that will be part of the role playing game-like event.

Other Work

- **Family Read** Liz is coordinating the 2026 Family Read and we've met with Pat and Nicole R. to make plans for spring.
- **Staff Changes** We said goodbye to Jaclyn one week and Britt-Marie the next. Liz, Psyche, Jaclyn, and Ulana along with Marlena and I have been a steady team for almost five years. With two part time paraprofessionals leaving at the same time, Lisa created a full time position. We look forward to welcoming Mani from Michigan Avenue to our department later this month.

Submitted by Jodi Krahnke October 15, 2025



Old Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-23

September 10, 2025

A Resolution Reinforcing the City of Ypsilanti's Resolution Requesting Washtenaw County Allocate Funds Toward the Establishment and Operation of a Permanent Shelter in Ypsilanti for Individuals Experiencing Homelessness; and

Whereas, the Ypsilanti District Library staff has seen a significant uptick in patrons experiencing homelessness, and although the library can provide support resources for these patrons through our social worker on staff, they still have nowhere to go after the library closes; and

Whereas, homelessness is a growing and urgent issue in Washtenaw County: in 2020, an estimated 2,800 people experienced literal homelessness and sought emergency shelter, with 38% of them being families with young children, underscoring the critical need for expanded shelter and services; and

Whereas, the 2024 Point-in-Time Count conducted by the U.S. Department of Housing and Urban Development reported over 770,000 people experiencing homelessness nationwide, an 18% increase from 2023, which reflects a troubling trend of rising homelessness in Washtenaw County and across the nation; and

Whereas the Area Median Income (AMI) for Ypsilanti for a single adult is \$44,141 while the AMI for a single adult in Washtenaw County is \$87,156, nearly double that of the city proper; and

Whereas Ypsilanti and Ypsilanti Township have a BIPOC population of over 40%, with the highest percentage of Black residents in Washtenaw County; per the Michigan Department of Health and Human Services black Michiganders experience homelessness at a rate three times higher than white Michiganders; and

Whereas Ypsilanti has 25% of people living in poverty and Ypsilanti Township has 15% of people living in poverty compared to 14.6% of Washtenaw County residents living in poverty; and Whereas 52% of the clients that Community Mental Health serves through their CARES program, providing mental health support to people regardless of insurance, are based in Ypsilanti; and

Whereas, Washtenaw County's Public Safety and Mental Health Preservation Millage is a recently renewed, voter-approved homeowner tax that generates vital funding for mental health and substance use treatment programs, resources that could be leveraged to help

individuals experiencing homelessness, many of whom face significant mental health and substance use challenges; and

Whereas, local hospitality houses, churches, and service organizations are vital in addressing immediate shelter needs, but a permanent shelter is necessary to provide long-term solutions for individuals experiencing homelessness, focusing on both emergency housing and pathways to permanent housing; and

Whereas, the Ypsilanti District Library Board of Trustees recognizes the importance of a permanent shelter in supporting patrons who are homeless, providing not only a safe place to stay but also essential services to support their transition to stable, permanent housing; and

Whereas, there is still time to get a homeless shelter in place before the colder weather of Winter 2025-2026 makes outdoor conditions increasingly dangerous for Ypsilanti District Library patrons experiencing homelessness.

NOW, THEREFORE, BE IT RESOLVED, by the Ypsilanti District Library Board of Trustees, as follows:

The Ypsilanti District Library Board of Trustees supports and further endorses the City of Ypsilanti's Resolution No. 2025 - 007, A Resolution Requesting Washtenaw County Allocate Funds Toward the Establishment and Operation of a Permanent Shelter in Ypsilanti for Individuals Experiencing Homelessness, which requests that the Washtenaw County Board of Commissioners allocate funding for the establishment and operation of a permanent shelter in the City of Ypsilanti for individuals experiencing homelessness in Ypsilanti and across the County, whether that is in the location listed on the City of Ypsilanti's resolution or another address, such as 211 E Michigan Ave.

BE IT FURTHER RESOLVED, that this resolution is forwarded to the Washtenaw County Board of Commissioners, City of Ypsilanti City Council, to Washtenaw County Community Mental Health's office, Ypsilanti Township Trustees and Superior Township Trustees.

OFFERED BY: Kristy Cooper

SUPPORTED BY: [Signature]

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/17/2025

Re: Reconsideration of Michigan Avenue concrete project budget

At the September meeting the Board authorized me to approve an expenditure of up to \$12,500 to replace and waterproof the concrete at the Southwest corner of Michigan Avenue's exterior to prevent further mold growth in the basement. This cost was to also cover a site visit from Terracon to inspect the findings after demolition of the existing concrete and determine the best approach.

I solicited two quotes and both are above the \$12,500 figure on their own, without the additional site visit from Terracon. I am still working with the second bidder to ascertain their final price, but will provide this verbally at our meeting for your consideration.

A revised resolution to approve a new cost is attached if you still wish to move forward. Weather will soon become a factor.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-29R

October 22, 2025

RESOLUTION TO AUTHORIZE A PROJECT TO REPLACE CONCRETE AT THE
SOUTHWEST CORNER OF MICHIGAN AVENUE

Whereas, mold was discovered along the basement floor at Michigan Avenue directly under deteriorated concrete at the Southwest corner of the building, and

Whereas, mold remediation and a subsequent investigation into the areaway under the slab in question were conducted, and

Whereas, replacement of several concrete slabs at this corner has been recommended as outlined in a 9/24/25 email and scope drawing from Terracon, Inc., and

Whereas, concrete work can only be conducted effectively into late October in Michigan, and quick action is desired to prevent further mold growth in the basement over the winter months, Now Therefore,

IT IS RESOLVED that the Library Director is authorized to solicit quotes and award the project to a qualified concrete/masonry contractor available to complete the work this year, and to pay Terracon, Inc. for at least one site visit to observe conditions and make recommendations, and

BE IT FURTHER RESOLVED that up to \$_____ from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/17/2025
Re: Review of FY2025 draft budget

Accompanying this memo is a draft budget for the 2026 fiscal year, and a detailed explanation of the proposed expenditures. The Board Finance Committee met on 10/13 and after review, recommended my draft. Julianne returned from PTO this week and gave me more input, so the version presented here has the following changes (these are shown in red on the detailed planning sheets):

- Account 100.769 Printing and Publishing increased to \$28,100 to accommodate some additional brochures Julianne has planned
- Account 100.801 Major Events reduced to \$17,306 now that actual exhibit costs are known
- Account 100.804 Workshops/Training -- adding \$1,000 for an additional conference
- Account 100.850 Automation/Technology now includes an additional project recommended by the IT Department. I've added \$50,000 to investigate a new phone system.
- Account 100.850.200 ILS Contract figure for 2026 solidified as \$52,900
- Account 100.850.500 Software Subscriptions increased to \$38,768 with a few additions

Since 2023 I've provided a per capita spending figure. As written, this budget spends \$77.29 per capita. We have definitely felt the impact of inflation, and the raises in the new CBA had a big impact. Last year's draft spent \$73.08.

Jim hasn't finalized the collection budget expenditures between accounts yet. The overall collection budget will be set at approximately 10% of expenditures.

As written, this budget would return \$621,432 to the fund balance.

PROPOSED
YPSILANTI DISTRICT LIBRARY
 General Fund Budget Summary
 For the Fiscal Year Ending November 30, 2026

Revenue

Superior Township Tax Levy	1,294,714
City Tax Levy	1,113,046
Ypsilanti Township Tax Levy	4,554,726
State of Michigan Ren Zone/PPT reimbursement	79,000
State Aid Direct	47,850
State Aid Indirect	47,850
Operational Grants	30,000
Circulation Services Fee	6,000
Smart Cards - Printing & Copies	35,000
Penal Fines County	64,000
Rental Income-community room	2,750
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	5,500
Interest/Savings	185,500
Dividend Revenue	6,500
Dividend Revenue Endowment	11,000
Transfer to/from Fund Balance/Other Funds	-621,432
Sale of Assets	0
Total Revenue	6,865,104

EXPENDITURES by Department

Dept 100 Administrative	3,643,112
Dept 200 Michigan Ave	800,592
Dept 300 Outreach Services- Bookmobile	329,450
Dept 400 Superior Branch	596,450
Dept 500 Whittaker Road	1,495,500
Total Expenditures	6,865,104

		Category as % of 2025-2026
EXPENDITURES by Category		Expense
Salaries and Benefits	4,491,083	65.4%
Public Utilities	275,942	4.0%
Repairs and Maintenance	254,000	3.7%
Materials	685,650	10.0%
Technology	309,400	4.5%
Capital Expense	256,000	3.7%
Other	593,029	8.6%
Total Expenditures	6,865,104	100.0%

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

Proposed Budget FY 2025-26

					Original Adopted FY 2024-25 Budget	Adopted Budget amendment FY 2024-25	Proposed Budget FY 2025-26
ACCT #	ACCOUNT NAME	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL			
Revenue							
403.000	Superior Township Tax Levy	998,342	1,076,710	1,150,986	1,213,810	1,213,810	1,294,714
425.000	City of Ypsilanti Tax Levy	889,936	944,675	998,345	1,059,869	1,059,869	1,113,046
440.000	Ypsilanti Township Tax Levy	3,707,057	3,862,384	4,144,238	4,396,715	4,396,715	4,554,726
425.075	PPT reimbursement	27,533	33,869	51,006	20,000	20,000	20,000
441.000	Renaissance Zone Reimb	67,905	66,774	66,572	66,950	66,950	59,000
443.000	State Aid Direct	43,256	44,630	44,916	44,847	47,814	47,850
447.000	State Aid Indirect	43,254	44,630	44,916	44,847	47,814	47,850
500.500	Operational Grant Revenue		10,000	56,711	30,000	85,000	30,000
500.600	IMLS TALK	41,774	45,554	88,715	0	0	0
657.000	Circulation Services Fee	6,777	7,195	4,426	4,000	4,000	6,000
657.100	Smart Cards - Printing & Copi	22,883	33,006	31,101	30,000	30,000	35,000
657.600	Proctor Fees	574	60	125	0		0
661.000	Penal Fines County	83,080	69,569	79,549	74,500	74,500	64,000
662.100	Community room rentals	1,250	2,250	3,425	2,650	2,650	2,750
679.000	Donations/Misc.	2,045	12,872	2,993	2,500	2,500	2,500
681.000	Donations Designated	0	0	530	0	0	0
681.080	Donations/Memorials	7,736	4,629	0	600	600	600
687.000	Interest/Checking	1,383	6,705	7,080	5,500	5,500	5,500
687.010	Interest/Savings	3,154	54,301	37,273	35,000	1,000	500
687.121	MI Class Value Change	0	3,033	150,230	140,000	200,000	185,000
689.000	Dividends	7,460	6,490	6,675	6,500	6,500	6,500
690.000	Dividend Revenue Endwmnt	8,161	12,595	14,683	11,000	11,000	11,000
691.000	CARES ACT Credit	0	0	0	0		0
	Transfer to/from Improvement Fund	(1,300,000)	(1,152,434)	(515,352)	(700,000)	(700,000)	(600,000)
	Transfer to/from Fund Balance	(235,932)	352,325	(581,526)	(16,469)	47,505	(21,432)
	Sale of Assets	0	0	0	0	0	
Total Revenue		4,427,628	5,541,822	5,887,617	6,472,819	6,623,727	6,865,104

Proposed Budget FY 2025-26

					Original Adopted FY 2024-25 Budget	Adopted Budget amendment FY 2024-25	Proposed Budget FY 2025-26
ACCT #	ACCOUNT NAME	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL			
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	758,009	860,334	980,882	1,035,921	1,048,177	1,125,000
702.100	Professional/Accounting	8,700	10,340	11,075	11,500	11,500	12,000
702.150	Bank Fees	2,494	2,807	3,705	3,630	4,000	5,000
702.900	Salary/Subs	5,987	17,893	13,241	18,392	18,392	20,900
705.000	Recognition Awards	689	521	789	750	750	750
710.000	Payroll Service	13,050	18,957	10,151	12,100	21,000	15,000
715.000	Employer FICA	164,634	208,026	224,848	245,509	248,638	249,682
715.100	ACA Taxes Paid by employer	555	644	518	1,190	1,190	1,200
718.000	MERS Defined Contribution	99,768	108,527	130,468	147,339	149,108	151,642
719.000	FSA Admin Fees	624	600	657	853	853	900
727.000	Office Supplies	38,242	45,636	23,533	34,000	34,000	34,000
727.200	Supplies-Facility	18,696	22,127	26,267	34,500	34,500	34,500
752.000	MML/Building Insurance	74,515	77,332	86,565	91,651	87,935	92,500
753.000	MML/Workers Comp	10,202	12,633	16,456	20,241	20,241	17,500
754.000	Health Insurance	380,631	456,375	507,840	558,214	558,214	629,200
755.000	PT Telemedicine	0	0	3,226	4,455	4,455	4,455
756.000	Dental Insurance	32,832	34,635	35,661	38,590	38,590	40,900
758.000	Life Insurance	4,061	4,708	4,613	4,764	4,764	5,075
759.000	Vision Service Plan	8,907	9,340	8,784	9,534	9,534	9,984
762.000	STD/LTD	12,301	18,396	19,661	19,740	19,740	22,000
769.000	Printing & Publishing	18,779	24,323	23,525	23,850	23,850	28,100
769.050	Advertising	733	312	174	3,500	3,500	3,500
774.050	Digital Collections	246,754	315,437	364,712	343,000	343,000	385,000
774.100	Databases	28,073	32,458	33,979	50,000	50,000	50,000
774.800	System Wide DVDs	61	220	0	0	0	0
774.900	All Materials Processing	25,603	28,394	28,119	25,000	25,000	25,000
774.950	Play Kits	2,975	4,735	4,680	0	0	0
774.975	Library of Things	8,799	12,379	14,965	12,000	12,000	12,000
801.000	Major Events	9,143	14,259	15,895	23,200	23,200	17,306
801.500	Learning Never Gets Old	2,999	0	0	0	0	0
802.000	Mileage/Travel Reimburseme	4,754	6,936	4,769	6,500	6,500	7,000
804.000	Workshops/Training	3,613	7,003	5,323	9,500	9,500	11,500
805.000	Memberships & Dues	5,603	6,661	6,093	6,750	6,750	6,750
806.000	IMLS Talk Grant Expenses	40,362	21,750	61,215	0	0	0
807.000	Operational Grant Expenditures		12,389	27,941	30,000	85,000	30,000
810.000	Capital Outlay - Building & La	650	4,880	5,549	5,500	5,500	5,500
810.100	Capital Outlay - Improvements		2,261	6,531	127,000	127,000	66,000
811.100	Capital Outlay Tech		59,118	43,625	12,500	28,000	18,000
812.000	Capital Outlay - Furnishings	1,100	5,735	3,426	5,000	5,000	5,000
840.000	R&M ongoing Insur Claim	(5,825)	0	0	0	0	0
850.000	Automation - Technology	110,254	134,299	116,588	202,000	202,000	229,000
850.100	Telecommunications	7,003	11,111	5,579	8,241	8,241	9,500
850.200	ILS Contract	64,631	63,125	47,867	57,368	62,700	52,900
850.500	Software Subscriptions	35,693	42,936	39,319	32,685	32,685	38,768
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	3,000
928.000	Postage	18,912	20,240	21,206	25,039	25,039	30,000
965.000	Auditing Service	8,100	8,325	8,550	18,390	18,390	18,900
975.000	Legal	11,191	1,870	23,594	18,000	22,000	20,000
975.500	Legal-Negotiations	7,620	0	0	8,500	21,000	0
980.000	Professional/Contractual	54,649	37,007	49,866	34,950	43,450	71,200
980.500	Branding Costs	894	3,195	3,619	5,000	5,000	5,000
981.500	Lost Book Expense	1,646	3,431	1,834	5,300	5,300	4,000
982.000	MTT Charge Back City	48	259	0	2,500	2,500	5,000
983.000	MTT Charge Back Ypsi Twp	3,873	878	4,394	5,000	5,000	8,000
983.100	MTT Charge Back-Superior	1,467	914	4,052	8,000	8,000	5,000
990.000	Contribution to endowment	0	250	50	0	0	0
Total		2,357,850	2,799,717	3,088,775	3,410,146	3,533,686	3,643,112

Proposed Budget FY 2025-26

					Original Adopted FY 2024-25 Budget	Adopted Budget amendment FY 2024-25	Proposed Budget FY 2025-26
ACCT #	ACCOUNT NAME	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL			
Dept 200 Michigan Ave.							
702.000	Salaries	423,056	473,988	469,503	522,133	530,826	540,000
702.800	Salaries-Pages	4,784	6,611	10,061	10,383	10,383	10,800
771.000	Adult Books	18,713	14,185	20,211	25,150	25,150	25,150
772.000	Youth Books	16,552	11,280	12,675	15,900	15,900	15,900
774.950	Play Kits				1,600	1,600	1,600
776.000	Periodicals	4,395	2,868	2,144	4,000	4,000	4,000
778.000	Adult Audio/Visual	4,852	3,481	4,248	6,600	6,600	6,600
779.000	Youth Audio/Visual	2,743	901	1,916	2,100	2,100	2,100
801.500	LNGO	0	1,250	968	1,250	1,250	1,250
802.200	Parking Fees	3,600	3,700	3,600	3,900	3,900	3,900
810.000	Capital Outlay - Building	68,081	18,357	100,000	53,000	53,000	57,000
812.000	Capital Outlay - Furnishings	0	4,510	0	2,000	2,000	3,000
840.000	Repair & Maintenance - Build	17,990	32,249	25,148	22,900	22,900	26,000
840.025	Campbell Maint Contract	12,672	13,204	14,800	14,800	14,800	16,000
840.050	Snow Removal/ Lawn Care	7,778	12,097	8,340	17,980	17,980	19,000
900.000	Programs-Adult	1,772	2,641	2,912	3,000	3,000	3,000
901.000	Programs-Youth	606	2,531	2,206	2,500	2,500	2,500
902.000	Art Purchases	0	0	0	20,000	20,000	20,000
940.000	Phone	2,631	2,319	1,999	1,958	1,958	2,000
943.000	Natural Gas	4,838	3,923	3,848	5,411	6,655	8,000
947.000	DTE - Electric	18,797	20,935	15,529	24,192	24,192	24,192
949.000	Ypsi Community Util Auth	5,858	6,029	6,087	5,961	6,600	6,500
980.000	Professional/Contractual	0	42,596	0	2,900	2,100	2,100
Total		619,718	679,655	706,195	769,618	779,394	800,592

Proposed Budget FY 2025-26

					Original Adopted FY 2024-25 Budget	Adopted Budget amendment FY 2024-25	Proposed Budget FY 2025-26
ACCT #	ACCOUNT NAME	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL			
Dept 300 Outreach/bookmobile							
702.000	Salaries	77,276	233,500	268,398	279,692	282,901	286,300
775.000	Library Materials	5,857	3,275	5,772	6,800	6,800	6,800
801.500	LNGO	0	1,223	2,524	3,000	3,000	3,000
811.000	Capital Outlay Vehicle	0	35,000	0	0	0	0
840.000	Repair & Maintenance	13,986	8,376	7,566	12,130	25,000	25,000
901.000	Programs	0	0	1,439	2,000	2,000	2,000
943.000	Fuel	6,040	4,090	5,464	5,797	5,797	6,350
Total		103,159	285,464	291,163	309,419	325,498	329,450
Dept 400 Superior Branch							
702.000	Salaries	211,331	353,232	382,524	392,451	395,375	422,700
702.800	Salaries -- Pages		3,706	5,248	10,383	10,383	10,800
775.000	Library Materials	7,388	0	0	0	0	0
771.000	Adult Books		14,935	14,738	18,000	18,000	18,000
772.000	Youth Books		12,171	15,539	17,900	17,900	17,900
774.950	Play Kits		0	0	1,600	1,600	1,600
776.000	Periodical		1,290	663	1,300	1,300	1,300
778.000	Audio Visual		1,276	1,759	2,900	2,900	2,900
801.500	LNGO		748	1,020	1,000	1,000	1,000
810.000	Capital Outlay - Building		2,381	51,286	6,400	6,400	8,000
812.000	Capital Outlay - Furnishings		0	2,165	0	1,000	0
840.000	Repair & Maintenance	2,603	5,503	6,146	5,000	10,000	12,500
840.025	Campbell Maint Contract		7,108	9,147	11,088	11,088	13,000
840.050	Snow Removal & Lawn Care	2,980	26,505	22,570	20,016	23,000	24,500
900.000	Programs - adult	267	502	1,540	1,500	1,500	1,500
901.000	Programs - Youth	655	547	2,537	2,500	2,500	2,500
902.000	Art Purchase		8,683	8,358	9,000	121	0
940.000	Phone	782	2,041	2,155	2,108	2,108	2,250
943.000	Natural Gas	1,097	2,722	2,740	3,418	3,800	4,500
947.000	DTE - Electricity	1,299	8,772	14,500	16,666	16,666	17,000
949.000	Water	1,609	6,681	4,228	4,058	4,500	4,500
980.000	Professional Contractual	0	23,760	24,840	27,800	27,800	30,000
Total		230,011	482,563	573,703	555,088	558,941	596,450
DEPT 500 WHITTAKER RD							
702.000	Salaries	749,625	798,216	788,402	893,195	905,239	919,700
702.800	Salaries-Pages	28,923	31,782	24,774	38,938	38,938	39,700
771.000	Adult Books	44,654	44,943	36,758	41,500	41,500	41,500
772.000	Youth Books	29,974	29,767	35,544	40,500	40,500	40,500
774.950	Play Kits				1,600	1,600	1,600
776.000	Periodicals - Adult	5,717	6,237	5,439	10,000	10,000	10,000
776.050	Periodicals - Youth	617	722	624	800	800	800
778.000	Adult Audio/Visual	8,739	7,498	9,864	10,600	10,600	10,600
779.000	Youth Audio/Visual	4,157	3,087	2,991	4,800	4,800	4,800
810.000	Capital Outlay - Building	22,620	71,761	22,986	63,500	63,500	93,500
840.000	Repair & Maintenance - Build	54,658	36,176	43,618	32,500	32,500	40,000
840.025	Cambell Maint Contract	41,649	41,379	50,900	50,900	50,900	54,000
840.050	Snow Removal/Lawn Care	18,348	34,465	32,365	31,309	31,309	34,000
900.000	Programs - Adult	2,382	3,196	1,634	4,200	4,200	4,200

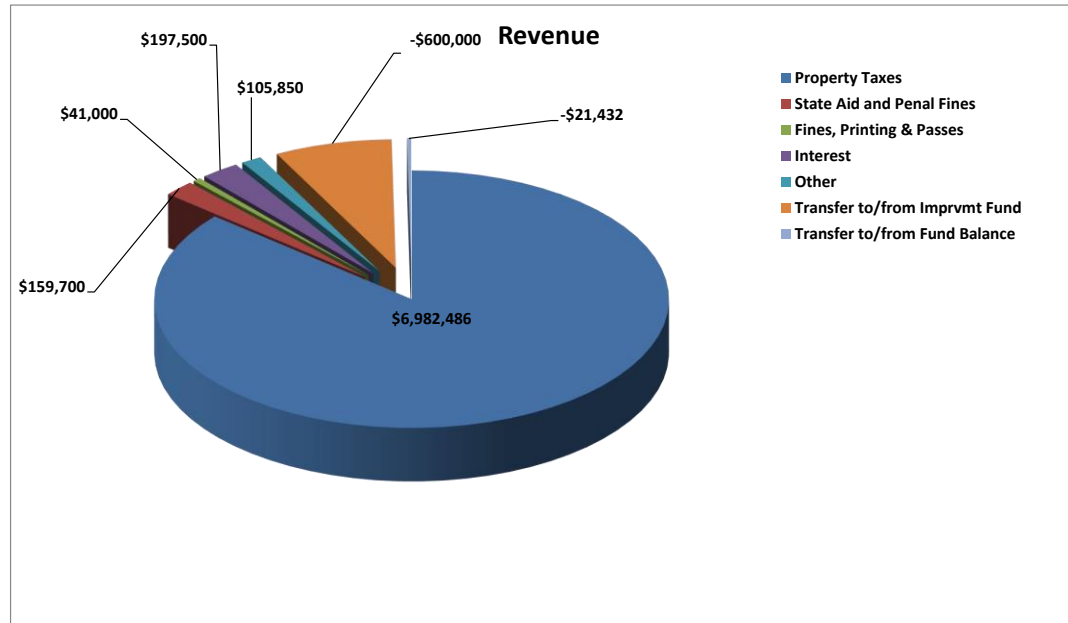
Proposed Budget FY 2025-26

					Original Adopted FY 2024-25 Budget	Adopted Budget amendment FY 2024-25	Proposed Budget FY 2025-26
ACCT #	ACCOUNT NAME	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL			
901.000	Programs - Youth	6,647	12,837	13,005	13,000	13,000	13,000
903.000	Equipment Maintenance		1,702	1,297	3,000	3,000	3,000
940.000	Phone	5,277	4,916	5,146	5,035	5,035	5,200
943.000	Natural Gas	31,451	24,868	31,394	31,680	39,900	41,300
947.000	DTE - Electric	96,182	106,775	126,805	137,220	122,000	131,000
949.000	Ypsilanti Comm Utilities Auth	4,612	6,472	6,953	6,271	6,887	7,100
980.000	Professional Contractual	0	0	0	8,000	0	0
Total		1,156,232	1,266,799	1,240,499	1,428,548	1,426,208	1,495,500
DEPT 600 DONATIONS REVENUE		106,336	46,229	55,433			
Subtotal		106,336	46,229	55,433	0	0	0
DEP 600 DONATIONS EXPENDITURES		52,305	79,576	44,096			
Subtotal		52,305	79,576	44,096	0	0	0
Total Donations Net		54,031	(33,347)	11,337	0	0	0
DEP 700 GRANTS REVENUE		16,670	48,850	2,526			
Subtotal		16,670	48,850	2,526	0	0	0
DEP 700 GRANTS EXPENSE		31,359	43,127	1,146	0	0	0
Subtotal		31,359	43,127	1,146	0	0	0
Total Grants Net		(14,689)	5,723	1,380	0	0	0
Revenue		4,550,634	5,636,901	5,945,576	6,472,819	6,623,727	6,865,104
Total Expenditures		4,550,634	5,636,901	5,945,577	6,472,819	6,623,727	6,865,104
Net Surplus (Deficit)		0	0	(0)	0	0	0

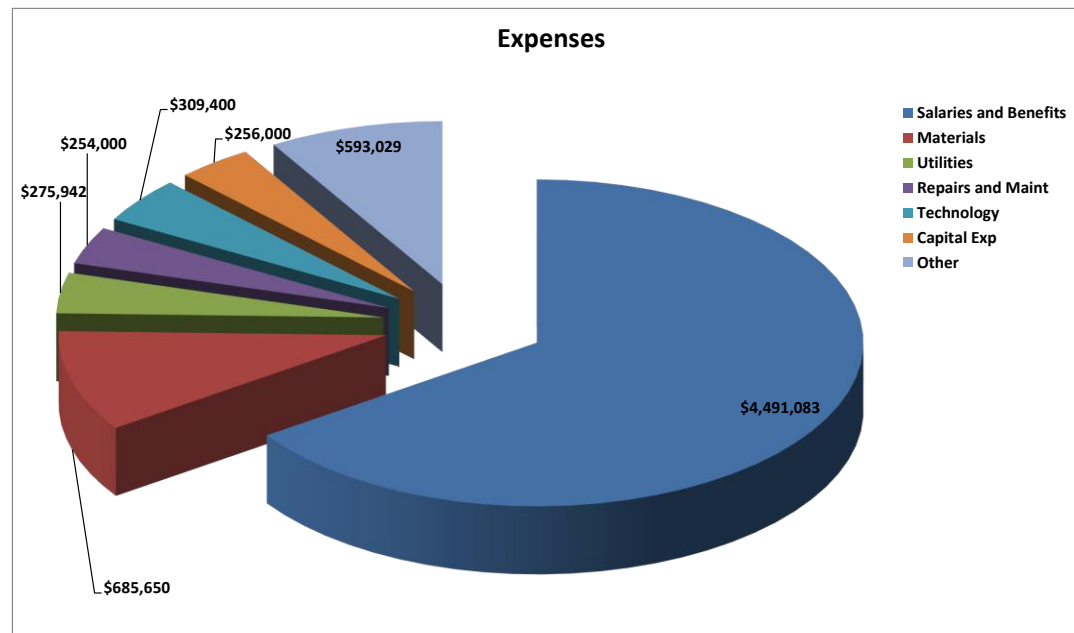
Proposed FY 2025-26 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,982,486	101.7% **
State Aid and Penal Fines	159,700	2.3%
Fee, Printing and Passes	41,000	0.6%
Interest	197,500	2.9%
Other	105,850	1.5%
Transfer (to) from Improvement Fund	(600,000)	-8.7%
Transfer (to) from Fund Balance	(21,432)	-0.3%
Total	6,865,104	100.0%

**Note: Property Taxes represent 93% of Revenue
Not transferred (to) from Fund Balance



% of total Expense		
Salaries and Benefits	4,491,083	65.4%
Materials	685,650	10.0%
Utilities	275,942	4.0%
Repairs and Maint	254,000	3.7%
Technology	309,400	4.5%
Capital Exp	256,000	3.7%
Other	593,029	8.6%
Total	6,865,104	100.0%



**YDL BUDGET DETAIL SHEET
FY 2025/26**

Department 100: Administrative

Account # 100.702.000 Salaries and Wages

This account includes the salaries of YDL employees whose work supports the library system as a whole, rather than a specific location: Director, Assistant Director, Information Technology staff, Facilities Manager, Building Monitors, Business Office Manager, Receptionist, Community Relations Coordinator, Communications Assistant, and Capital Campaign Coordinator, as well as the Acquisitions Department.

I would like to create a new Security Coordinator position this year if we can find a suitable candidate.

Account # 100.702.100 Professional/Accounting

This budget provides for the services of YDL's part-time Accountant.

Account # 100.702.150 Bank Fees

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. In 2023 we signed up for positive pay for our checking accounts, and incur monthly charges from BOAA and 5/3 for this service.

Account # 100.702.900 Salary Subs

Substitute staff members are paid from this account. I encourage the regular use of subs to provide more flexibility in scheduling and to keep our substitutes' skills sharp.

Account # 100.705.000 Recognition Awards

This account covers the cost of Years of Service pins, staff recognition events, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week.

Account # 100.710.000 Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s. This will be our first full year using BambooHR.

Account # 100.715.000 Employer Payroll Tax

FICA payroll taxes for all YDL employees are paid from this account. FICA equals 7.65% of wages.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.715.100 ACA Fees

This service processes the ACA paperwork required by the IRS for large employers. We use the BASIC Elevate ACA plan. The fee is calculated at an annual rate per insurance-eligible employee.

Account # 100.718.000 Employee Retirement Funding

The Library's 5% contribution to eligible employees' MERS retirement accounts are funded by this line item.

Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. In past years up to 16 staff members have taken advantage; in 2025 there were 9, including one using the dependent care plan.

Account # 100.727.000 Office Supplies

This account funds supplies such as copy paper, toner, pens, labels, ear buds, flash drives, envelopes, library cards and other office items as needed. Also found here are certain items for materials processing and repair such as book tape and disc repair supplies, meeting supplies such as paper products or name tags, donor wall plaques, business cards, and other miscellaneous needs.

Revenue collected from public printing via computers or copiers, and from the purchase of ear buds or flash drives, is deposited into this account to help offset the costs of those services.

Account # 100.727.200 Supplies-Facility

Funds from this account are used to purchase supplies for cleaning YDL facilities and stocking the restrooms. Toilet tissue, paper towels, soap, trash bags, disinfectant, air freshener, cleaners, and vacuum bags are examples of the items we buy. The account also pays for repair and maintenance supplies such as light bulbs, tools and miscellaneous hardware. Although not glamorous, these are all much-needed supplies we cannot operate without.

It also pays for safety supplies such as AED, flashlight, and CO detector batteries, traffic cones, caution tape, sharps containers, body fluid kits, PPE, etc.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.752.000 MML/Building Insurance

We make one lump sum payment each year to the Michigan Municipal League Liability and Property Pool. Coverages include property, comprehensive crime coverage, general liability, public officials liability, personal injury and advertising, and auto insurance.

Account # 100.753.000 MML/Workers Comp

The Michigan Municipal League also provides our Worker's Compensation coverage on a July-June contract year. We make quarterly payments; in addition, a final settlement each year may be either a bill or a credit.

Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. The quote for the upcoming year increases the premium by 15.43% (ouch). Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

Account # 100.755.000 PT Telemedicine

In 2023 we introduced a Telemedicine benefit for YDL's part-time regular staff, including Pages and Interns (except those who are temporary). HealthiestYou is offered through the Michigan Library Association. It provides employees and their dependents access to medical help on the phone or via Zoom, as well as other health resources.

Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. The 2026 renewal is up 3.4% from last year's costs.

Account # 100.758.000 Life Insurance

The Library pays 100% of life insurance premiums for all full-time staff. Union members are covered to \$60,000; non-union employees to \$40,000. In 2020 we switched from Lincoln Financial Group to National Insurance Services (NIS) with a group purchasing discount through the Michigan Library Association.

Account # 100.759.000 Vision Service Plan

The Library pays 100% of VSP vision premiums for full-time employees. This insurance plan's rates will continue to hold steady this year.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.762.000 STD/LTD (Disability Insurance)

Full-time employees receive short-term and long-term disability benefits paid by the Library. NIS is the current provider for STD/LTD.

Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. Printing costs for the newsletter continue to increase with the cost of newsprint. We believe that as in the past, \$5,000 of printing costs for *The Loop* will be paid for by the Friends of the Library. Estimated needs for 2026:

Summer reading flyers for schools/Interrupters	\$600.00
Banners	\$800.00
Bookmarks	\$600.00
Business cards	\$500.00
Annual report	\$600.00
Brochures (Access, Exhibit, BBW)	\$4,000.00
Printing for <i>The Loop</i>	\$17,000.00
Contingency (letterhead, donation envelopes, misc)	\$4,000.00
Total	\$28,100.00

Account # 100.769.050 Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings, targeted radio ads with WEMU, and additional targeted AAATA bus and Facebook ads. Holding this budget steady this year.

Account # 100.774.050 Digital Collections

This line includes subscriptions to platforms allowing patrons to access eBooks, eAudiobooks, digital magazines, streaming movies, TV shows, etc. Digital collections are the fastest growing and most heavily used products offered by YDL.

Account # 100.774.100 Databases

eResources are available 24-7 from home computers and smart phones with a valid YDL card and include educational products such Tutor.com for students, Ancestry Library Edition for genealogical research, Consumer Reports for product evaluations, and more. Not included here are subscription products for staff use and databases provided through MEL.

Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and

**YDL BUDGET DETAIL SHEET
FY 2025/26**

barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here. Library of Things processing has increased the need.

Account # 100.774.975 Library of Things

Launched in 2019, this collection consists of items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. YDL's collection includes magnifiers, kits for seniors, puzzles, cake pans, telescopes, musical instruments, tools, and board games. Washtenaw County took on the service fees for our hotspots through 2026 (we'll need to add \$2,640 back next year).

Account # 100.801.000 Major Events

Funds large special events that attract patrons from across the district.

Balance due for 2026 exhibit.....	\$4,611.00
Exhibit shipping.....	\$1,000.00
Exhibit-related programming	\$4,000.00
Deposit for 2027 exhibit	\$1,175.00
Paper shredding event (1/2 paid by Washtenaw County)	\$520.00
Summer Reading contingency	\$2,000.00
Banned Books Week.....	\$1,000.00
MLK Day Celebration.....	\$1,500.00
Family Read programming	\$1,500.00
Total.....	\$17,306.00

Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. Less travel has been required since Covid made virtual training opportunities more the norm.

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. In-service has become more unwieldy as our staff has grown; Julianne estimates \$3,100 for food and event space at WCC

Covid increased the number of virtual events available, and staff have been taking advantage. The ALA Annual Conference is scheduled for Chicago, and MLA will be close by, in Novi. We would also like to send some staff to the Innovative Users Group (ILS) in Chicago this year. In addition, we purchase professional development collection items with this budget, including a subscription to Homeless Library Training webinars (\$899). I would like to increase this budget a bit to accommodate the conferences. (\$1,000 more for IUG)

**YDL BUDGET DETAIL SHEET
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Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$2,663.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$375.00
Michigan Municipal League.....	\$200.00
Midwest Collaborative for Library Services.....	\$250.00
Freedom to Read Foundation	\$100.00
Sustainable Libraries Initiative.....	\$250.00
Sam's Club	\$45.00
Ypsilanti Enterprise Assn (formerly DAY)	\$120.00
Historical Society of Michigan	\$100.00
Genealogical Soc. Of Washtenaw County.....	\$10.00
Total.....	\$4,113.00

Regarding professional development, the YDL Employee Handbook says:

“Availability of funds to cover professional development activities may vary from fiscal year to fiscal year. Funds may be available as follows: The Library will pay for regular membership in the Michigan Library Association or the American Library Association for all regular full- and part-time staff.”

In addition, YDL encourages its Board of Trustees to participate in the Michigan Library Association, and will pay for a Trustee membership for any interested member of the Board.

With virtual conference and workshop opportunities, many staff have taken advantage and joined professional associations. I would like to budget \$3,500 for employee and trustee memberships in 2025.

Keeping the budget at \$6,750 should cover these expenses.

Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair, major tree trimming, bed bug treatments. It also pays for annual exterior window washing at all 3 locations.

Account # 100.810.100 Capital Outlay – Improvements

This year I plan to work with Dan Whisler from Daniels & Zermack Architects on a phasing plan to renovate and re-carpet Whittaker using ideas from the 2019 space needs assessment. We also plan to work with the D&Z interior designer on some replacement furniture. This line estimates \$60,000 for design services for these projects. I also included \$6,000 to try again to purchase and install signs for the bookmobile stops.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.811.100 Capital Outlay – Technology

The governmental accounting software we have used for years is ceasing support for our product. Following discussions with Jim Carey and the auditors, our plan is to investigate alternative options and migrate mid-year. Approximate year one costs including implementation: \$18,000.

Account # 100.812.000 Capital Outlay – Furnishings

This account pays for replacements when chairs or other pieces of furniture break. I recommend a budget of \$5,000 for 2026.

Account # 100.850.000 Automation – Technology

Photocopier leases (\$2,372.95/mo. x 9, then new contract TBD) ..	\$30,000.00
Software support.....	\$20,000.00
Hardware support	\$16,000.00
IT training.....	\$2,500.00
Cell phone charges	\$5,500.00
Special projects: Telephone system.....	\$50,000.00
Special projects: Windows 11/Office upgrade	\$30,000.00
Special projects: Security camera additions	\$15,000.00
Special projects: New POS system for circ desks	\$10,000.00
Special projects: Replacement incident reporting tool/database...	\$10,000.00
Equipment maintenance/repair	\$15,000.00
<u>Scheduled equipment replacement.....</u>	<u>\$25,000.00</u>
Total.....	\$229,000.00

Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN began a new 3-year telecommunications contract in July 2024. We made some changes to improve service that will impact the cost, but AT&T's upgrade of our infrastructure was delayed.

Account # 100.850.200 ILS Contract

This account covers payment to Clarivate for our Integrated Library System (ILS) for year 3 of service. The ILS includes all modules necessary to maintain our database of items, borrowers, and transactions, as well as the mobile app, etc. A texting module became available that we added mid-year in 2025.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff.

Vendor	Item Description	Unit Cost	Total Cost
Airtable Pro	Paid subscription for fundraising portion of database	\$720	\$720
Airtable Plus	Paid subscription for security portion of database	\$480	\$480
Buffer	Social media scheduling tool	\$240	\$240
Capcut	Video editing software	\$90	\$90
Donor Tools	Annual subscription	\$790	\$790
OCLC -- EZ Proxy (hosted)	Database proxy tool	\$4,800	\$4,800
Freepik	Tool to make summer reading badges	\$100	\$100
Go Daddy	Domain license Renewals (varies)	\$800	\$800
Grant Station (via TechSoup)	Grant information database	\$119	\$119
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Kahoot	Smartphone survey tool	\$235	\$235
JitBit (hosted)	Help Desk software	\$2,250	\$2,250
JotForm	Forms plug-in	\$288	\$288
Library IQ	Data analytics program	\$12,500	\$12,500
RemotePC	Remote desktop software	\$150	\$150
Sensource	Door counter software	\$792	\$792
Springshare	LibStaffer scheduling software	\$1,400	\$1,400
Springshare	LibCalPro item booking software	\$1,800	\$1,800
Unique Management	Message Bee SMS texting	\$1,700	\$1,700
WebDewey	Acquisitions tool license	\$405	\$405
YoDeck	Jumbotron admin tool	\$737	\$737
Zoho Manage Engine	For management of Chromebooks, etc.	\$6,507	\$6,507
Zoom	Virtual meetings and webinars tool	\$1,665	\$1,665
TOTAL			\$38,768

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. For the past several years, the cost has been \$699 per weekly stop.

Account # 100.928.000 Postage

This account pays for all postage-related costs YDL incurs, including:

- Lease of a postage machine (currently \$252/quarter)
- Postage applied via the machine
- Regular stamps for annual appeal, thank you letters, etc.
- A UPS deposit account for shipping, funded as needed
- Postage for The Loop (approximately \$5,250 per quarterly mailing)

Account # 100.965.000 Auditing Service

2026 will be our second year with the new auditing firm, Gabridge & Co. The contracted cost is \$18,900.

Account # 100.975.000 Legal Services

This account holds contingency funds for any legal services the Library may require during the course of the year. Past years' needs have included response to a Civil Rights complaint, personnel issues, policies, FOIA and LPA questions. We pay the labor attorney for assistance with union matters aside from negotiations from this account, and construction attorney for review of capital improvements contracts.

Account # 100.975.500 Legal Services – Negotiations

Since this is not a negotiations year, this line will be zero.

Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors.

Vendor	Item Description	Unit Cost	Total Cost
SkyRiver	Cataloging support	\$4,500	\$4,500
My Favorite Plant Co.	Care of plants (Michigan Avenue and Whittaker)	\$207/month	\$2,484
Cal Munson	Piano Tuning	Semi-annual \$180	\$360
SWANK Movie Licensing USA	Movie license	\$2,500	\$2,500

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Q+M	<i>The Loop</i> design	4 issues @ \$2,000	\$8,000
Element One	Compensation plan annual update	\$2,500	\$2,500
Faber Design Co.	Michigan Ave 3 rd floor feasibility study	\$6,000 approx.	\$6,000
Consultant TBD	Budget estimation for feasibility study	\$4,000 approx.	\$4,000
Unique Management	New Mover service	\$4,000	\$4,000
TLN	Serials ACQ mgmt.	\$1,835	\$1,835
Consultant TBD	Strategic planning services	\$35,000 est.	\$35,000
			\$71,179

Account # 100.980.500 Branding Costs

We use this account to purchase small brand swag items and summer reading t-shirts for staff. Holding steady this year.

Account # 100.981.500 Lost Book Expense

Two things are covered by this account:

- If patrons pay for lost items which are later found and returned, we reimburse them.
- If patrons fail to return items borrowed through MeLCat, we pay the lending libraries for replacements.

Account # 100.982.000 MTT Charge Back City
 Account # 100.983.000 MTT Charge Back TWP
 Account # 100.983.100 MTT Charge Back Superior TWP

The impact Michigan Tax Tribunal decisions may have on the Library's finances is always difficult to predict. Accountant Jim Carey provides an estimate for each of our municipalities based on past trends and current events.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Department 200: Michigan Ave.

Account # 200.702.000 Salaries

This account includes the salaries of the Michigan Avenue Manager, Librarians, Para-Professionals and Clerks. It also includes 66% of one full-time Custodian's salary.

Once again we plan to engage a 20 hour/week library school student intern to help staff manage Lunch and Listen over the summer for roughly \$2,500.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Michigan Avenue are paid from this account. Michigan's minimum wage will increase to \$13.73/hour January 1st.

Account # 200.771.000 Adult Books

Used for all reference and circulating print titles added to the Michigan Avenue adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 200.772.000 Youth Books

Used for all print titles added to the Michigan Avenue youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 200.774.950 Play Kits

This budget funds a collection of early literacy tools for Michigan Avenue.

Account # 200.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Michigan Avenue adult collection, including direct orders and those managed through the vendor.

Account # 200.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Michigan Avenue youth and young adult collections, including direct orders and those managed through the vendor.

Account # 200.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue adult collection. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 200.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue youth and young adult collections.

Account # 200.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. In past years this program has been supplemented with generous donations. This account provides for programs onsite at Michigan Avenue. I would like hold the budget steady this year.

Account # 200.802.200 Parking Fees

This account pays for employee parking downtown.

Account # 200.810.000 Capital Outlay – Buildings

We plan to do two things with this account:

1. Add an interactive play area for the Youth Department (this was in last year's budget but the reopening delays pushed it back). We are actively seeking donations to support this, but the budget assumes no outside funding. I would like to establish the same budget we used for the one at Superior: \$50,000.
2. Replace the sump pump for approximately \$7,000.

Account # 200.812.000 Capital Outlay – Furnishings

We would like to build a replacement Little Free Library. Other items may be needed throughout the course of the year; budgeting a \$3,000 placeholder.

Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building and equipment. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. It also covers bed bug inspection services (\$250/quarter).

Account # 200.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Michigan Avenue. The current contract expires at the end of August. We plan to go out for bid, so cost for the remainder of the year is unknown.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs. We will be going out for bid for a new landscaping contract this year.

Account # 200.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue. I would like hold the budget steady this year.

Account # 200.901.000 Programs – Youth

This account covers all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. I would like hold the budget steady this year.

Account # 200.902.000 Art Purchases

With Michigan Avenue's renovation, there are a number of spaces that now cry out for artwork. With the delays to reopening, this project is a carryover from the 2024-25 budget. Maintaining the \$20,000 budget for this.

Account # 200.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so we are paying less. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 200.943.000 Natural Gas

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, which helped us realize some savings. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

It will be interesting to see what effect the added insulation has on costs this winter.

Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

**YDL BUDGET DETAIL SHEET
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Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti charges a 68% surcharge on water bills, so Michigan Avenue's water expenses are hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 200.980.000 Professional/Contractual

In light of the Michigan Avenue flood, I entered into a semi-annual roof assessment and maintenance contract with Bloom Roofing in July 2024. Current year's contract is \$2,100.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Department 300: Outreach

Account # 300.702.000 Salaries

This account pays the salaries of the entire Outreach Department. Outreach has made good use of SummerWorks interns from Michigan Works, which are free, so we will not hire a LIS intern, saving about \$2,200.

Account # 300.775.000 Library Materials

All materials purchased for the bookmobile collection are combined together, including books, magazines, and DVDs.

Account # 300.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. The past two years this program has been supplemented with generous donations. This account provides \$3,000 for programs Outreach does virtually, offsite, and at Whittaker.

Account # 300.901.000 Programs

This account funds all of the programs coordinated by the Outreach department.

Account # 300.811.000 Capital Outlay -- Vehicle

Vehicle purchased in FY2023 – account will remain zero.

Account # 300.840.000 Repair & Maintenance

This account pays for regular maintenance and repairs to YDL's vehicles. The bookmobile is now on a regular preventative maintenance schedule, including engine oil changes, generator oil changes, and brush block replacement. The Explorer is also on a maintenance schedule.

Account # 300.943.000 Fuel

Fuel for library vehicles is paid from this budget line. The bookmobile uses diesel.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Department 400: Superior Township

Account # 400.702.000 Salaries

This account includes wages for all staff working at the new Superior library. We would like to maintain the summer intern we added in 2023, and I would like to add another part-time Clerk.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Superior are paid from this account. Michigan's minimum wage will increase to \$13.73/hour January 1st.

Account # 400.771.000 Adult Books

Used for all reference and circulating print titles added to the Superior adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 400.772.000 Youth Books

Used for all print titles added to the Superior youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 400.774.950 Play Kits

This budget funds a collection of early literacy tools for Superior.

Account # 400.776.000 Periodicals

Used for all magazine and newspaper subscriptions for the Superior collection.

Account # 400.778.000 Audio Visual

All AV for the Superior collection. Streaming services are budgeted for in Digital Collections.

Account # 400.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. In recent years this program has been supplemented with generous donations. This account provides \$1,000 for programs offered at Superior.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 400.810.000 Capital Outlay -- Building

This year we would like to explore some safeguards for the building from exterior vandalism. Kids have thrown rocks that have damaged the exterior surface material, and there has been some graffiti on the Harris Road-facing side.

Account # 400.812.000 Capital Outlay – Furnishings

This account pays for new or replacement furniture. No plans for new furnishings at Superior this year.

Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. Now that the building is 3 years old it is starting to need more regular repairs. Increasing this somewhat.

Account # 400.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Superior. The current contract expires at the end of August. We plan to go out for bid, so cost for the remainder of the year is unknown.

Account # 400.840.050 Snow Removal & Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs, such as service to the sprinkler system. We will be going out for bid for a new landscaping contract this year.

Account # 400.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult and family programs presented by Superior staff, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplement all YDL programming budgets. Keeping the budget at \$1,500.

Account # 400.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs and special events presented by the Outreach Department. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. FY 2025 budget: \$2,500

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 400.902.000 Art Purchases

This account was seeded by the 2022-23 grant from the Gousseff Endowment to start a collection of public art for the new branch. We budgeted an additional \$9,000 in 2023-24. We skipped 2024-25. In 2025-26 we will focus on Michigan Avenue. I would like to do one more year of selections in 2026-27 so this budget remains zero for now.

Account # 400.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so we are paying less. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 400.943.000 Natural Gas

This account pays for the natural gas used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 400.947.000 Electric

This account pays for electricity used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 400.949.000 Superior Township Utilities Department

This account pays for water used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 400.980.000 Professional/Contractual

A professional cleaning company is paid from this account to keep the building looking new. We are currently seeking a new firm, so this budget includes a contingency for a possible price increase.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Department 500: Whittaker Road

Account # 500.702.000 Salaries

This account includes all Whittaker Youth Services, Adult Services, and Customer Services department salaries. It also includes the remaining hours of the Facilities Services department not allocated elsewhere.

We will once again hire a 20-hour/week library school student intern to help staff manage Lunch and Listen for roughly \$2,500.

Account # 500.702.800 Salaries – Pages

Hourly Pages who work at Whittaker Road are paid from this account. Michigan's minimum wage will increase to \$13.73/hour January 1st.

Account # 500.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 500.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 500.774.950 Play Kits

This budget funds a collection of early literacy tools for Whittaker.

Account # 500.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Whittaker Road adult collection, including direct orders and those managed through the vendor.

Account # 500.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Whittaker Road youth and young adult collections, including direct orders and those managed through the vendor.

**YDL BUDGET DETAIL SHEET
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Account # 500.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road adult collection. Streaming services are budgeted for in Digital Collections.

Account # 500.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road youth and young adult collections.

Account # 500.810.000 Capital Outlay – Buildings

Whittaker capital outlay projects we'd like to tackle this year. The Friends of the Library are potentially interested in funding the Community Room tables.

Refurbish back-up air handler motor	\$7,000.00
Replace additional VAV boxes (HVAC controls).....	\$10,000.00
Replacement for Johnson Controls alarm systems (estimate)	\$50,000.00
Replacement tables for Community Room	\$23,500.00
Renovate former Washtenaw Literacy area into offices.....	\$3,000.00
Total.....	\$93,500.00

Account # 500.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Whittaker Road building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection.

Account # 500.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Whittaker Road. The current contract expires at the end of August. We plan to go out for bid, so cost for the remainder of the year is unknown.

Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience.

**YDL BUDGET DETAIL SHEET
FY 2025/26**

Account # 500.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by the Adult Services department at Whittaker Road, and the Friends of the Library very generously supplement it.

Account # 500.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs presented by the Youth Services department at Whittaker Road. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets.

Account # 500.903.000 Equipment Maintenance

This account provides a contingency for maintenance or replacement of office equipment or materials processing equipment. Past examples have included the book covering machine, disc repair machine, check signing machine, kitchenette appliances, and expansion of the donor wall.

Account # 500.940.000 Phone

In 2022 we were forced to eliminate POTS lines to our buildings. We also renegotiated our phone plan, so we are paying less. Previously this calculation was based on the number of lines to the building; now we calculate percentages by the number of phones at each location.

Account # 500.943.000 Natural Gas

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2026.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/14/2025
Re: Schedule public hearing for FY 2026 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 19, at 6:15 work for everyone?

Once a time and date are chosen we will prepare and post the legal notice as required.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-30

October 22, 2025

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2026 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2026 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2026 fiscal year will be held at 6:15 p.m. on Wednesday, November 19, 2025.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/6/2025
Re: 2026 Holiday closings

Attached please find a draft schedule of holidays and closings for 2026. This year was pretty straightforward to schedule, but Independence Day occurs on a Saturday. Because of this I recommend we remain closed on Sunday the 5th at Whittaker rather than opening that day for just 4 hours.

At your suggestion, last year we scheduled the In-Service earlier in May, rather than holding it the same week as Memorial Day. That worked well, so we have booked space at WCC to hold the In-Service on the date indicated.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-31

October 22, 2025

RESOLUTION TO ESTABLISH A SCHEDULE OF 2026 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library's Collective Bargaining Agreement with AFSCME sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2026 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2026 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

APPROVED: _____
YDL – Board of Trustees

Ypsilanti District Library 2026 Holiday & Closing Schedule

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2026	New Year's Day	Thursday
January 19, 2026	**Martin Luther King Day	Monday
April 5, 2026	Easter Sunday	Sunday
May 15, 2026	YDL Annual In-service	Friday
May 24, 2026	Sunday Preceding Memorial Day	Sunday
May 25, 2026	Memorial Day	Monday
June 19, 2026	**Juneteenth	Friday
July 4, 2026	Independence Day	Saturday
July 5, 2026	Independence weekend	Sunday
September 6, 2026	Sunday Preceding Labor Day	Sunday
September 7, 2026	Labor Day	Monday
November 11, 2026	Veterans Day	Wednesday
November 25, 2026	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 26, 2026	Thanksgiving Day	Thursday
November 27, 2026	Day after Thanksgiving	Friday
December 24, 2026	Christmas Eve	Thursday
December 25, 2026	Christmas Day	Friday
December 31, 2026	New Year's Eve	Thursday
January 1, 2027	New Year's Day	Friday
January 18, 2027	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/14/2025

Re: Consideration of the purchase of memory lab computers

The YDL Memory Lab workgroup is preparing to launch this new service soon, a goal of our strategic plan. They visited the Northville District Library to see another lab in action, and have procured most of the equipment needed. To coordinate operation of all this equipment, computers that have extra processing power and video cards with better graphics capability are desired.

The attached quote from CDW-G is based on group purchase contract pricing, and is within the budget for the Memory Preservation System project.

I request your approval for this purchase so the Memory Lab can go live soon. :)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-32

October 22, 2025

RESOLUTION TO PURCHASE COMPUTERS AND MONITORS FOR THE NEW YDL
MEMORY PRESERVATION LAB

Whereas, the Ypsilanti District Library strives to provide useful, high quality services to its patrons, and

Whereas, creation of a Memory Preservation System is a goal of the current YDL strategic plan, and

Whereas, a staff work group has identified equipment desired for the lab, including two robust computer stations for managing multiple devices and viewing high-resolution graphics, and

Whereas, YDL IT staff researched options and solicited a quote for the specified equipment,
Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase of two computers and monitors for the Memory Lab as described on the attached quote is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

SCOTT OSTBY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1CHZ8L3	9/22/2025	YDL-MEMLAB	4963629	\$6,388.84

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell UltraSharp 27 Monitor - U2724D Mfg. Part#: DELL-U2724D Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	7712906	\$395.15	\$790.30
Lenovo Legion Tower Intel Core Ultra 7 265KF, RTX 5080, 32GB RAM, 1TB SSD Mfg. Part#: 90Y6003KUS Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	8298320	\$2,799.27	\$5,598.54

SUBTOTAL	\$6,388.84
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$6,388.84

PURCHASER BILLING INFO	DELIVER TO
Billing Address: YPSILANTI DISTRICT LIBRARY ACCOUNTS PAYABL 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Payment Terms:	Shipping Address: YPSILANTI DISTRICT LIBRARY ATTN:SCOTT OSTBY 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Shipping Method: FedEx Ground (1-2 days)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/17/2025

Re: Proposal for consulting work regarding Michigan Avenue humidity levels

I have been working with vendors since February or March to find a solution to the humidity issues at Michigan Avenue. At the time, Phoenix Contractors reported to us that the wood trim around the main floor windows had dried and shrunk considerably after installation, causing the caulk to pull away. This was due to what we discovered to be about 20% humidity upstairs, way too low for comfort, especially when books also draw humidity from the air.

As you know, in the past Michigan Avenue was always very humid. Paper would curl and jam in the copiers. Even though the upstairs is now insulated, in the warmer months the basement still needs a portable dehumidifier to be emptied every day.

I asked our HVAC service provider, Campbell, Inc. to provide a solution. Their initial plan was to install a steam generating humidifier that would have mounted on the side of the AHU discharge ductwork with a steam manifold in the duct to add humidity to the airstream. Unfortunately, their equipment required 208v/3 phase power, which (confirmed in late April) isn't available at Michigan Avenue.

In June they told me that their second plan was thwarted when their supplier dropped the line of smaller humidifiers they were considering for us.

Then, in late July, they came back with a solution that would add humidity, but the cost was nearly \$55,000. I decided to try to get other quotes. A second quote for the same system came in over \$60,000, and other contractors told me they didn't have time to investigate a bid. I didn't have sufficient confidence in Campbell's third try, and asked architect Kyle Keaffaber for advice. He suggested I discuss the problem with a mechanical engineering consultant.

We met with Mende Engineering Solutions, who did the mechanical engineering consulting for the renovation project and are therefore familiar with the existing infrastructure. Their proposal to design a system is excellent, but nearly \$25,000. It harkens back to Campbell's original concept, but would engineer around their issues. I have reached out to them for an estimate on how much they think their proposed solution might cost, to give us a better handle on what we'd be getting into; no answer yet. Mende's solution would also de-humidify, which I don't think Campbell's does – I hope to confirm that by our meeting time as well.

I would like to learn your comfort level with spending on this project before I go further. I've attached both the Campbell proposal and the Mende Engineering proposal for your consideration.

As an aside, Phoenix has agreed to return to do repairs on the trim once we have resolved the low humidity issue on the main floor, so I also want to give them a progress update.



Phone: (419) 476-4444

Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: YDL Michigan Ave
Site Contact: Mr. Jim Reed
Project
Address: 229 W. Michigan Ave.
City: Ypsilanti
State/Zip: MI 48197
Phone #: 0

Project Name: Add Central Station Humidification
Contact: Ms. Lisa Hoenig
Invoice
Address: 5577 Whitaker Rd.
City: Ypsilanti
State/Zip: MI 48197
Email: 0

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

Proposal#

PP18355

Subject: YDL Michigan Ave. Branch Central Station Humidifier Installation

Per your request I have prepared this proposal

Campbell, Inc. will provide all labor and material to complete the scope of work listed below.

Scope of work:

- 1) Two (2) Condair RS 30 humidifier heads with manifold and internal duct distribution.
- 2) Tie in water line in the spiral staircase and install a new water line to the humidifier.
- 3) Run the humidifier drain and tie into the AHU condensate drain.
- 4) Provide and install all wiring and conduit for two 230v / 1ph circuits from the basement up to the humidifier.
- 5) Install a catch pan beneath the unit with a water alarm sensor.
- 6) Integrate the new humidifier into the building automation system.
- 7) Start up and commissioning.

Total Cost: Fifty Four Thousand, Seven Hundred Thirty Dollars (\$54,730.00)

Permits not included.

Exclusions: overtime work, natural gas service, repair or additional work not included in this scope.

We reserve the right to withdraw this proposal if not accepted within 30 days.

TERMS: 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.

Additional terms and conditions on the second page.

CONTRACTOR:
Campbell, Inc.

CUSTOMER:

(SIGNATURE)

7/24/2025
Kevin M. Coakley (DATE)

(PRINT NAME)

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2



TERMS & CONDITIONS

1. Customer shall permit contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item or equipment proves defective, Contractor will extend Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
3. Customer will promptly pay invoices within ten 10 days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, or loss expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's hazard Communication Standard Regulations.
11. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this agreement.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or material are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATION OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



MENDE ENGINEERING SOLUTIONS, LLC

**7430 Marsack Dr
Swartz Creek, MI 48473**

**PH: (517) 437-6998
www.MendeEngineeringSolutions.com**

October 15, 2025

Ms. Lisa Hoenig
Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI, 48197
(734) 897-1300
lisa@ypsilibrary.org

RE: Ypsilanti Library Humidity Remediation

Dear Lisa,

Thank you for contacting us to work with you regarding the project to remediate humidity in the Ypsilanti District Library. Following our discussion on October 1st, we have reviewed the drawings and equipment information available from our involvement with the previous project (2024) and have outlined our understanding of the design scope below.

PROJECT DESCRIPTION

Following the addition of insulation throughout the first floor of the Ypsilanti District Library (YDL), there have been issues regulating the amount of humidity throughout the building. For example, during the summertime months, an additional dehumidifier must run to reduce the excessive moisture in the air. Likewise, during the winter months, an additional humidifier must be run in order to provide the building with comfortable levels of humidity. The scope of this project involves modifications to the air handling units which serve the existing (roughly) 12,000 square foot building, in order to improve the humidity levels in the building. The proper equipment will be selected, and the air flow distribution will be evaluated to determine the best approach for maintaining the proper humidity levels. Controls will be incorporated to allow for stand alone monitoring and control. Our proposal includes the Mechanical & Electrical Design services required to develop the Construction Documents in order for the YDL staff to obtain bids from qualified contractors.

DESIGN SCOPE FEE: \$24,515.00

The Design scope of services is as follows:

- 1) Review of heating, cooling, ventilation load calculations for basement and first floor (Previously calculated as part of the 2024 project).
- 2) Review existing equipment regarding physical constraints for locating steam humidification.
- 3) Size, Select, Schedule new equipment as required to provide humidity and dehumidification throughout the building.
- 4) Revise ductwork as necessary to support the humidification/de-humidification system.
- 5) Route Steam and Condensate piping
- 6) Revise existing MDP to provide power to new steam and dehumidification equipment.
- 7) Verify Michigan Mechanical, Electrical and Plumbing Code Requirements.
- 8) Construction specifications for the MEP design to be incorporated into the plans.
- 9) Provide sealed set of Construction Documents to the General Contractor/Owner.
- 10) Provide shop drawing review of contractor supplied equipment.



PROJECT ASSUMPTIONS AND EXCLUSIONS:

Assumptions and Exclusions are as follows:

- 1) It is assumed that the existing electrical service has adequate capacity for the new humidification / dehumidification equipment.
- 2) Fire Protection, Site, Civil, and Structural Design are excluded from the scope of this project.
- 3) Detailed (i.e. costs per itemized trade work, devices, systems, etc) Construction Cost Estimates are not included in the scope of this project. Basic (i.e. budgetary costs based on equipment and typical install costs) will be provided, as requested, to assist in decision making regarding building and MEP systems.
- 4) Construction Management activities, including but not limited to, attendance at regular progress meetings and regular observation of on-site construction efforts, review and approval of contractor payment requests, observation of field start-up services by equipment manufacturers, and commissioning of installed systems are not included in the scope of this project.
- 5) Site visits, if requested, are considered additional services and will be invoiced separately according to our hourly rates.
- 6) Design and or project coordination meetings, if requested, will be virtual.
- 7) Transfer of Contractor “red-marked” as-built drawings to CAD and preparation to record drawings for submission to the owner, are not included as part of our fee submitted.

SCHEDULE

With our current workload and office schedule, we anticipate being able to begin some initial conceptual work early November 2025. We will be able to commit to more fully, late November, 2025. We anticipate this being a 2026 construction project.

Additional Services

Additional services, if requested, will be quoted in writing prior to the start of any work on the additional work. After receiving signed approval for the quoted additional service, work shall begin. Additional required site observations will be according to our hourly rate, with a minimum 4-hour charge.

Hourly Rates:

Our hourly rate for personnel assigned to this project is:

Registered Engineer:	\$140.00 per hour
Project Engineer:	\$115.00 per hour
Project Designer	\$95.00 per hour
CAD Tech	\$80.00 per hour

Mende Engineering Solutions, LLC produces our documents electronically, using latest edition AutoCAD software. Our specifications are developed from our own experience, using our own extensive database of information, as well as using electronic software, and are compiled in Microsoft Word.

Deliverables Not Included:

The following costs are not included in the above quoted fee, and will be billed as a reimbursable expense.

- 1) Document (plans and specifications) printing, CAD or reproduction charges for Owner's review and/or project completion. Prints are available at \$4/sheet.
- 2) Overnight or special delivery fees will be invoiced as a line item cost plus 5% mark-up.
- 3) Our fee does not include plan review or permit fees.

**MEDE ENGINEERING SOLUTIONS, LLC**

517-437-6998

www.MendeEngineeringSolutions.com

Compensation

Monthly invoices will be sent for work completed to-date. Payment terms are 15 days.

Termination

Project may be terminated by either party in writing. Compensation for termination shall be invoiced according to work to-date, plus a termination fee of 10% of the total proposal amount. Payment due upon receipt of invoice.

Intellectual Property

Construction documents are solely owned by Mende Engineering Solutions, LLC and its hired consultants. The Drawings, Specifications and other documents prepared by Mende Engineering Solutions, LLC and its hired consultants for this Project are instruments of Mende Engineering Solutions, LLC and its hired consultants for use solely with respect to this Project and, unless otherwise provided, Mende Engineering Solutions, LLC and its hired consultants shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. Mende Engineering Solutions, LLC and its hired consultants' Drawings, Specifications or other documents shall not be used by the Professional, Owner, Developer or others on other projects, for additions to this Project or for completion of this Project by others, without the expressed written consent of Mende Engineering Solutions, LLC.

We appreciate the opportunity to provide you with this proposal and look forward to working with you on this project. Please let us know if we may answer any questions or provide any additional details. If you are in agreement with the above proposal, please sign below and return (email is ok) a copy to us.

Submitted By:**JoAn K. Mende**

JoAn Kutylowski Mende, PE, President
MEDE ENGINEERING SOLUTIONS, LLC

Date: October 15, 2025

Accepted By:

Ms. Lisa Hoenig
Ypsilanti District Library

Date: _____

This proposal is valid for 30 days.