

BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2026

INFORMATION PACKET



Wednesday

January 28, 2026

6:30pm

YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, January 28, 2026, 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Kristy Cooper ○ Bethany Kennedy ○ Theresa M. Maddix ○ Patricia Horne McGee ○ Brian Steimel ○ Chris Tebbens ○ Jean Winborn ○			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Meeting			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2026 Board Meeting Dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Committee Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from November 19, 2025 budget hearing & regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2025 check registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Fundraising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business			
A. Closed session for Director evaluation (continued from November 2025)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Resolutions to authorize new signers for YDL with financial institutions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of MACC grant submission for Noise Permit 2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal to replace the sump pump at YDL-Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a proposal to refurbish an HVAC motor for the YDL-Whittaker chiller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Discussion: Immigration enforcement and public libraries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/19/2026
Re: Election of Officers

The Board's Bylaws state that a President, Vice-President, Secretary and Treasurer shall be elected for a term of one year at the annual meeting. According to the Bylaws, no officer shall serve more than two consecutive terms in the same office. Beth and Kristy have served two terms as President and Secretary, respectively, so we need someone new in each of those roles.

Article V of the Bylaws describe the duties of the officers as follows:

Section 1: The President shall preside at all Board meetings, act as chief spokesperson for the Board, serve as an ex-officio member of all committees and undertake such other assignments as may be requested by the Board.

Section 2: In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice President shall assume the office for the unexpired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meeting is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4: The Treasurer shall have charge of the funds of the Ypsilanti District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall review all expenditures from all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

Please note: The newly-elected Treasurer, President, and Secretary will be asked to fill out and sign documents authorizing them as signers on our Bank of Ann Arbor and 5/3 Bank accounts following the meeting. Those elected to these offices should be prepared for this task; we will ask to copy your driver's licenses once you've signed.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/20/2026
Re: Board meeting schedule for 2026

Attached for your review is a draft schedule of Board meetings for 2026. It follows past practice of holding meetings at 6:30 on the fourth Wednesday of each month, with three exceptions. For each of these, I have proposed the third Wednesday:

- I have a vacation planned in April.
- The fourth week of June, on-site training for our new accounting software platform will take place. Andy and I will need to attend.
- The fourth Wednesday of November is the day before Thanksgiving, and YDL will close at 5:00 that day.

I have proposed one meeting at each YDL branch in addition to our normal meeting location at Whittaker.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-1

January 28, 2026

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS
FOR 2026

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2026 Board meeting schedule as revised through discussion be adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PUBLIC MEETING NOTICE
YPSILANTI DISTRICT LIBRARY
NOTICE OF REGULAR MEETINGS FOR 2026

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for 2026 on the fourth Wednesday of each month, with the exception of the months of April, June, and November as noted below.

Emergency conditions could impact the Board’s ability to meet in person. Any change in location, whether virtual or otherwise, will be posted at least 5 days in advance of the scheduled date.

All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS

January	Wednesday	January 28, 2026	6:30 PM	YDL-Whittaker
February	Wednesday	February 25, 2026	6:30 PM	YDL-Whittaker
March	Wednesday	March 25, 2026	6:30 PM	YDL-Whittaker
April	Wednesday	April 15, 2026*	6:30 PM	YDL-Whittaker
May	Wednesday	May 27, 2026	6:30 PM	YDL-Michigan
June	Wednesday	June 17, 2026*	6:30 PM	YDL-Whittaker
July	Wednesday	July 22, 2026	6:30 PM	YDL-Whittaker
August	Wednesday	August 26, 2026	6:30 PM	YDL-Superior
September	Wednesday	September 23, 2026	6:30 PM	YDL-Whittaker
October	Wednesday	October 28, 2026	6:30 PM	YDL-Whittaker
November	Wednesday	November 18, 2026*	6:30 PM	YDL-Whittaker
December		No meeting		

*Third Wednesday

YDL-Whittaker: 5577 Whittaker Road 48197
YDL-Michigan: 229 W. Michigan Avenue 48197
YDL-Superior: 1900 Harris Road 48198

Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 734-482-4110, at least five business days prior to the Meeting.

Contact: Lisa Hoenig, Library Director, 734-482-4110, x 1300

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/19/2026
Re: Committee appointments by President

The Board's Bylaws state that the Board shall have four standing committees whose members are appointed by the President at the Annual Meeting: Personnel, Policy, Finance and Facilities. According to the Bylaws the Finance Committee is chaired by the Treasurer.

The Bylaws also provide that special committees may be appointed at the discretion of the Board President. I would like to retain the Fundraising and Whittaker Renovation Projects Committees, and a Board/staff AI committee has been proposed.

Article III of the Bylaws, Committees, was revised in 2016 to include the following section, so a Friends liaison should also be appointed:

Section 4. The President shall appoint a Friends of the Library liaison each year at the annual meeting. The President shall provide specific purposes, duties and assignments to the liaison.

Because I did not know who our officers would be, I could not draft a committee roster for the President's consideration, as I usually do. As we have done the last two years, I suggest the Board table this action until February so the new President and I can create a thoughtful and equitable proposal. Any Trustee who has specific committee aspirations, please let me know!

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

PUBLIC HEARING
November 19, 2025, 6:15 p.m.

Meeting held in the Ypsilanti District Library Board Room

CALL TO ORDER

President Bethany Kennedy called the Budget Meeting to order at 6:15 p.m.

Attendance

Trustees Present: Trustee Kristy Cooper, Trustee Bethany Kennedy, Trustee Patricia Horne McGee, Trustee Theresa M. Maddix, Trustee Brian Steimel, and Trustee Jean Winborn formed a quorum. Trustee Chris Tebbens was absent.

Also present: Director Lisa Hoenig and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

Adjournment

Trustee Winborn moved to adjourn at 6:20 p.m. Trustee Horne McGee seconded this motion.

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

CALL TO ORDER

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

ATTENDANCE

Trustees Present: Trustee Kristy Cooper, Trustee Bethany Kennedy, Trustee Theresa M. Maddix, Trustee Patricia Horne McGee, Trustee Brian Steimel, and Trustee Jean Winborn formed a quorum. Trustee Chris Tebbens was absent.

Also present: Director Lisa Hoenig and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Winborn and Trustee Cooper both added follow-up communications to Old Business to discuss continued reception of Resolution 2025-23 by municipal bodies. Trustee Steimel moved to approve the agenda as amended and Trustee Horne McGee supported this motion.

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

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (October 22, 2025 Regular meeting minutes and October 2025 Financials and Check Registers). Trustee Cooper supported this motion.

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

COMMUNICATION

Director Hoenig highlighted the compliment from the community regarding the work of Chris Oliver, Building Monitor. She also pointed out the United for Libraries document as something the Board likely already is aware of.

COMMITTEE REPORTS

Facilities Committee Report – Director Hoenig updated the Board regarding the concrete work at Michigan Avenue, which originally was expected to be scheduled for the end of November. However, there has been some issues with finalizing the actual date. She believes there will be an attempt on Friday, November 21st, when the weather is expected to be warm enough to allow the work to be completed. Director Hoenig also responded to Trustee Maddix’s question regarding Washtenaw County and a project for a generator.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

Friends of the Library – Trustee Steimel advised that the group added an additional \$24,000.00 in donations to the library to be used to purchase new tables for the Whittaker Road Community Room. The Holiday Booksale will be Saturday, November 22nd, 2025, from 11am – 5pm, as well as Sunday, November 23rd, 2025, from 1-3pm. He also noted that Sunday is a 50% off sale.

Personnel Committee – Trustee Steimel spoke about the process for the Director’s evaluation, specifically that the staff input has been completed. He thanked the Board for trusting him with this project, as it allowed him to visit all three branches on a regular basis for several weeks. He spoke about getting to know the employees better at each location and that he was very happy to get to work with the employees on this project. He advised there was a 55% response rate with input for the evaluation. He wanted to specifically thank the following employees: Sam Killian, Hailey Burns, Amy Jesse, Mani Brito, Katie Dover-Taylor, Pat Mitchell, Kathryn Takach, Sienna Higgins and Liz Getty. He was very pleased with how helpful the employees were.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig also highlighted the Holiday Booksale as well as the purchase by the Friends of the Library of the new tables for the Community Room. She mentioned that the purchase of these tables is greatly helpful as it had originally been planned to make this purchase with next year’s budget, but now the money will be available for other projects. The tables are also sturdier and lighter than the current tables, which will help the Facilities Team when setting up and breaking down a room set-up. She talked about an annual accessibility review of the YDL website which was recently completed. The website passed, and no additional actions were recommended. She also looked into the accessible bathroom doors that had been requested by a community member during the September Board Meeting’s public comment section. She spoke with the architect who knew of another library who had recently completed a new facility and retro-fitted their doors. These door systems are expensive, ranging in the \$7-8,000.00 range. She advised that with the upcoming fiscal year there will be a planning meeting for the Whittaker renovations, and she will add these doors to the items under consideration as well as several other known issues, such as the blistering front door. She advised the Facilities Committee will be convened sometime early in the year to decide what should be prioritized. She closed with information about her ten years working as the Ypsilanti District Library Director, and pointed to a document in the packet listing her top ten accomplishments in that time. She looks forward to the next Strategic Plan making the following years bigger and better.

OLD BUSINESS

Trustee Winborn and Trustee Cooper outlined for the Board their experiences meeting with select municipal bodies regarding Resolution 2025-23 which dealt with a request for funding for a local shelter for the homeless community.

NEW BUSINESS

- A. Consider approval of proposed FY2025-26 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-33

November 19, 2025

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

RESOLUTION TO ADOPT THE 2025-26 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2025-26 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4265 mills.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

B. FY 2025 Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-34

November 19, 2025

RESOLUTION TO AMEND THE 2024-25 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

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

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, 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.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

- C. Consideration of a proposal to engage Daniels & Zermack Architects for professional design services at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-35

November 19, 2025

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK ARCHITECTS FOR
PROFESSIONAL DESIGN SERVICES AT WHITTAKER ROAD

Whereas, the Ypsilanti District Library plans to renovate the public areas of the Whittaker Road library in three phases, based on fresh input and the 2019 space needs assessment, and

Whereas, library administration wishes to have a trusted and experienced architect leading the planning of these phases, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for YDL-Whittaker, YDL-Superior, and numerous other successful projects for the Ypsilanti District Library, and

Whereas, a proposal from Daniels & Zermack has been presented for the Board's consideration for professional design services including collecting input, planning phases, and selecting certain groups of furniture in 2026, and

Whereas, up to \$36,200 was allocated in the 2025-26 library operating budget for these professional services, Now Therefore,

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Daniels & Zermack Architects for planning services related to the design and renovation of the public space in the Whittaker Road library for a total cost not to exceed \$36,200.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Consideration of a proposal for software and services for BS&A Cloud

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-36

November 19, 2025

RESOLUTION TO PURCHASE SOFTWARE AND SERVICES FOR BS&A CLOUD

Whereas, the Ypsilanti District Library's current governmental accounting software will no longer be supported at the end of 2026, and

Whereas, after consulting with peer libraries and YDL's auditors, a selection committee of staff users and YDL accountant Jim Carey carefully reviewed options, and

Whereas, the committee recommends the BS&A Cloud software as the right fit for YDL's administration's needs, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage BS&A Software for software and services to utilize BS&A Cloud, effective at the start of the third or fourth quarter 2026.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

E. 80/20 health care split

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2025-37

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

November 19, 2025

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE
SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2026, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

F. Set annual meeting date

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-38

November 19, 2025

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2026

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2026 shall be held at 6:30 p.m. on Wednesday, January 28th.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

G. Consider forming a nominating committee for 2026 Board officers

The Trustees discussed a nominating committee and decided it was not necessary at this time.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

H. Proposal from Campbell for valve replacement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-39

November 19, 2025

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF A CIRCUIT SETTER FLOW
VALVE IN THE HVAC SYSTEM AT WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 22 years old and its aging parts are beginning to fail, and

Whereas, a circuit setter flow control valve in the Youth Department recently failed, creating a large leak and damage to the ceiling, and

Whereas, Campbell, Inc. minimized the leak to a drip and has provided a proposal to replace the failed valve, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to replace the specified valve at Whittaker Road at a cost of \$4,454.94 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

I. Closed session for Director evaluation

Trustee Maddix motioned to move into a closed session to discuss the Director's Evaluation at 7:26 pm.

Trustee Steimel seconded this motion. Trustee Winborn moved to end the closed session at 9:20 pm, and Trustee Steimel seconded this motion.

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Thanks Trustee Steimel for putting together the survey as well as distributing and collecting. She also wanted to point out the social media posts by the Communications Team and how those two are knocking it out of the park with their work.
Trustee Steimel	Provided another shout-out for Daisha Jackson and Shayla Card-Nowlin regarding their work to assist in the creation of the art mural currently hanging above the stairs at Michigan Avenue. He believes the work is bright, lively and a beautiful piece.
Trustee Winborn	Thanked the Staff and advised she is so proud of this library district. She pointed out recent programming she attended that had a full crowd and was so well set-up and executed. She also wanted to thank Trustee Steimel for his work on the evaluation process.
Trustee Maddix	Thanked Trustee Steimel and the staff for completing the evaluation.
Trustee Tebbens	Absent
Trustee Kennedy	Highlighted the Library Care Coordination Program and spoke about how impacted she was by it. She advised how proud she is of the library and the impact on the community.
Trustee Horne McGee	None

ADJOURNMENT

Trustee Maddix moved to adjourn at 9:24 p.m.

Financial Report

Check Register Report

Date: 12/02/2025

Time: 11:36 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								
79203	11/06/25	Printed			ALER	ALERUS FINANCIAL	Employee contribution 10/25	22,200.28
79204	11/06/25	Printed			AWS	ALLIED WASTE SYSTEMS #241	MA Nov 2025 service	551.07
79205	11/06/25	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost Ill-Prisons make us suffe	17.00
79206	11/06/25	Printed			ARMO	ARMOREX	tissue/coreless bags/roll towe	327.86
79207	11/06/25	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit youth family 10/20/25	597.50
79208	11/06/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	locker pick up	300.00
79209	11/06/25	Printed			BA	BLACKSTONE PUBLISHING	the brightsider	30.91
79211	11/06/25	Printed			CAPONE	CAPITAL ONE	9/24-10/24/25 statement	5,871.86
79212	11/06/25	Printed			CASSDIS	CASS DISTRICT LIBRARY	lost ILL-in the lost land	29.99
79213	11/06/25	Printed			CDW	CDW GOVERNMENT, INC.	LVO Legion T7 - 2	6,368.00
79214	11/06/25	Printed			CEN	CENGAGE LEARNING	Frenemies	225.67
79215	11/06/25	Printed			HFCL	CITY OF DEARBORN	LOST ill-Weird Scenes.....	29.95
79216	11/06/25	Printed			0000000039	DEMCO, INC.	book trucks - 2 flat	1,238.53
79217	11/06/25	Printed			DTE ENERGY	DTE ENERGY	whit 9/23-10/22/25 service	11,531.48
79218	11/06/25	Printed			DTE ENERGY	DTE ENERGY	Superior 9/23-10/23/25	1,021.02
79219	11/06/25	Printed			DTE ENERGY	DTE ENERGY	MA 9/30-10/28/25 service	1,549.90
79220	11/06/25	Printed			EVERY1	EVERY1 YOGA	check #2 of 2	200.00
79221	11/06/25	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	snow removal 1 of 5	7,080.00
79222	11/06/25	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	10/30/25 inspect - server room	402.00
79223	11/06/25	Printed			HANO	NOAH HAILE	Music Storytime 10/25/25	150.00
79224	11/06/25	Printed			HEAL	HEALTHIEST YOU INC.	Nov 2025	306.00
79225	11/06/25	Printed			JOUP	JOHN'S UPHOLSTERY	2 chairs-MA	150.00
79226	11/06/25	Printed			KI	KRUEGER INTERNATIONAL, INC.	stools - 2	1,814.47
79227	11/06/25	Printed			LIGSUP	LIGHTING SUPPLY	30 - F32T8/TL941.....	415.69
79228	11/06/25	Printed			MCBA	MCBAIN COMMUNITY LIBRARY	lost ILL-EI Escape De La	10.00
79229	11/06/25	Printed			0000000125	MICHIGAN EDUCATION DIRECTORY	2026 edition	34.95
79230	11/06/25	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	K.Johnson 1/31/27	85.00
79231	11/06/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	507927602.....	1,024.76
79232	11/06/25	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	MA Nov 2025 service	207.00
79233	11/06/25	Printed			OSCR	ON-SITE SPECIALTY CLEANING	Mich Ave	660.98
79235	11/06/25	Printed			ORK	ORKIN	whit outside 10/24/25	658.00
79236	11/06/25	Printed			OV	OVERDRIVE, INC.	01576DA25330777.....	9,602.66
79237	11/06/25	Printed			PINTER	PINTER'S FLOWERLAND INC.	straw bales -6	37.75
79238	11/06/25	Printed			PP	PROGRESSIVE PRINTING	Bkmb 2025 stat flyers	226.00
79239	11/06/25	Printed			STAPAD	STAPLES ADVANTAGE	10/25/25 statement	1,640.72
79240	11/06/25	Printed			0000000465	STATE OF MICHIGAN	Super-Hot Water Heater 10/22/2	75.00
79241	11/06/25	Printed			SATEOFMICH	STATE OF MICHIGAN	WCCMH-divers license	194.00
79242	11/06/25	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	winterize	910.00
79243	11/06/25	Printed			TDSM	TDS	10/22-11/21/25 service	588.52
79244	11/06/25	Printed			VEDD	VEDDER ELECTRIC	mem lab cabeling	1,900.00
79245	11/06/25	Printed			WBTPL	WEST BLOOMFIELD TOWNSHIP	lost ILL-Through the Language	19.95
79248	11/17/25	Printed			AMCASE	AMAZON CAPITAL SERVICES	11/1/26 invoice	14,493.73
79249	11/17/25	Printed			BK7762	BAKER & TAYLOR INC. 443734	atatement 10/31/25	209.64
79250	11/17/25	Printed			BK7752	BAKER & TAYLOR INC. 443735	atatement 10/31/25	33.77
79251	11/17/25	Printed			BK7742	BAKER & TAYLOR INC. 443736	atatement 10/31/25	96.30
79252	11/17/25	Printed			0000573139	BAKER & TAYLOR INC. 443741	atatement 10/31/25	70.02
79253	11/17/25	Printed			0000573121	BAKER & TAYLOR INC. 443742	atatement 10/31/25	1,438.62
79254	11/17/25	Printed			0000573097	BAKER & TAYLOR INC. 443743	atatement 10/31/25	586.43

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Date: 12/02/2025

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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								
79255	11/17/25	Printed			0000573063	BAKER & TAYLOR INC. 443744	atement 10/31/25	394.70
79256	11/17/25	Printed			BASIC	BASIC	Nov 2025 admin fee	54.54
79257	11/17/25	Printed			BBR	BLACK MEN READ	Tree lighting downtown	250.00
79258	11/17/25	Printed			BCN	BLUE CARE NETWORK OF MI	Dec 2025 coverage	57,295.78
79259	11/17/25	Printed			A15	BP PRODUCTS OF NORTH AMERICA	11/6/25 statement	582.23
79260	11/17/25	Printed			JCARY	JAMES CAREY	Sept 2025 service	2,000.00
79261	11/17/25	Printed			CDW	CDW GOVERNMENT, INC.	LG 55in TV	2,322.88
79262	11/17/25	Printed			CLHI	CLARK HILL	Oct 2025 services	2,835.50
79263	11/17/25	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Oct 2025 service - ALL	3,654.03
79264	11/17/25	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	9/21-11/1/25 cafe/storyroom	2,362.99
79265	11/17/25	Printed			0000000039	DEMCO, INC.	Genre labels sci-fi	1,653.37
79266	11/17/25	Printed			DTE ENERGY	DTE ENERGY	whit street Oct 2025	56.74
79267	11/17/25	Printed			DUB	LAUREN DUBOIS	12/6/25 wreath making	400.00
79268	11/17/25	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit lighting labor	3,818.18
79269	11/17/25	Printed			FCB	FIRST CITIZENS BANK	due 11/19/25	2,539.06
79270	11/17/25	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	Superior rose bushes	1,075.00
79271	11/17/25	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 11/13/25	659.03
79272	11/17/25	Printed			IMPDAD	IMPERIAL DADE	degreaser	1,108.54
79273	11/17/25	Printed			KANO	KANOPIY INC.	1315 tickets	1,163.65
79274	11/17/25	Printed			DRMAIER	DESARAY MAIER	EMU SSW internship #3	1,668.00
79275	11/17/25	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/25-7/1/26	3,083.00
79276	11/17/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	507961235.....	355.34
79277	11/17/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla 10/31/25	27,042.83
79278	11/17/25	Printed			MMG	MLIVE MEDIA GROUP	YDL budget hearing	59.76
79279	11/17/25	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost ILL-Hollowpox	17.99
79280	11/17/25	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit storyroom 10/31/25	49,979.75
79281	11/17/25	Printed			OV	OVERDRIVE, INC.	01576DA25345165.....	2,201.18
79282	11/17/25	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost ILL-The Gambler	14.99
79283	11/17/25	Printed			QUAD	QUADIENT LEASING USA, INC.	9/5-12/4/2025 lease	252.75
79284	11/17/25	Printed			ALREYNOSO	ASHLEY REYNOSO	EMU SSW internship #3	1,668.00
79285	11/17/25	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #7 of 8	1,850.00
79286	11/17/25	Printed			SERVIS	SERVIS GROUP	MA 10/31/25 bathroom floor	225.00
79287	11/17/25	Printed			U	ULINE	platform truck 24x28	466.30
79288	11/17/25	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	374 new postcards	508.64
79289	11/17/25	Printed			UTIL	UTILITIES INSTRUMENTATION	30-day power recording	3,852.00
79290	11/17/25	Printed			0000000021	Y C U A	Mich Ave Oct 2025 service	2,338.33
79291	11/17/25	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 10/31/25	86.66
79292	11/17/25	Printed			YPSICHOR	YPSILANTI CHORAL ASSOCIATION	tree lighting	300.00
79293	11/20/25	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Nov 2025 Monthly Cleaning reduced by \$300.00 see email	1,800.00
79294	11/20/25	Printed			JCARY	JAMES CAREY	July 2025	500.00
79295	11/20/25	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Dec 2025 Coverage	3,345.24
79296	11/20/25	Printed			LARD	LARDNER ELEVATOR COMPANY	Nov 2025 Maint	195.00
79297	11/20/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	Dec 2025 Coverage	2,205.83
79298	11/20/25	Printed			MCCS	MASTER CRAFT CARPET SERVICE	Project#19580 Superior addt deep clean	5,470.00
79299	11/20/25	Printed			LESMCG	LESLIE MCGRAW	10.18.25 Poet L Replace Void#079183	150.00
79300	11/20/25	Printed			PP	PROGRESSIVE PRINTING	5,000 4-Photo Bookmarks	477.00

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Date: 12/02/2025

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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								
79301	11/20/25	Printed			SERVIS	SERVIS GROUP	Whitt Rd bookmobile elevator and rest rooms	4,187.00
79302	11/20/25	Printed			VERIZON	VERIZON WIRELESS	Svc 10.10-11.09.2025	385.70
79303	11/20/25	Printed			0000000030	VISION SERVICE PLAN - MI	Dec 2025 Coverage	921.24

Total Checks: 97	Checks Total (excluding void checks):	297,046.73
Total Payments: 97	Bank Total (excluding void checks):	297,046.73
Total Payments: 97	Grand Total (excluding void checks):	297,046.73

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Date: 01/05/2026

Time: 12:41 pm

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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								
79304	12/01/25	Printed			ARBORVACU	ARBOR VACUUM	SEBO Essentials G5	806.65
79305	12/01/25	Printed			BST	BAYSCAN TECHNOLOGIES LLC	Epson, TM-L90-662 Plus	414.00
79306	12/01/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	On-Site Installation Locker	180.00
79307	12/01/25	Printed			BLOOM	BLOOM ROOFING SYSTEMS	Work Order 37814	1,050.00
79308	12/01/25	Printed			BUSE	ALEXIS BUSE	Chess internship 10/29-11/18	115.00
79310	12/01/25	Printed			CAPONE	CAPITAL ONE	Stmt10.25-11.23.2025	9,694.38
79311	12/01/25	Printed			CDW	CDW GOVERNMENT, INC.	LG 65" UHD HDMI	1,209.19
79312	12/01/25	Printed			CEN	CENGAGE LEARNING	Workhorse	312.64
79313	12/01/25	Printed			0000000567	CENTER POINT PUBLISHING	Fog and Fury	154.62
79314	12/01/25	Printed			GEOMAT	GEOMATIC ANALYTIC, LLC	Presenter Honorarium Savvy	1,000.00
79315	12/01/25	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	Whit 11.15-12.14.2025	1,379.48
79316	12/01/25	Printed			IMPDAD	IMPERIAL DADE	Spartan Q Dis	144.14
79317	12/01/25	Printed			0000000051	THE LIBRARY NETWORK	4x Annual Deliv 10.25-09.2026	3,254.75
79318	12/01/25	Printed			MACCOM	MACOMB COMMUNITY COLLEGE	Lost Mel Bon Jovi	50.00
79320	12/01/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	InvoiceGroup11.26.2025	1,255.63
79321	12/01/25	Printed			OV	OVERDRIVE, INC.	InvGroup11.21.2025	953.77
79322	12/01/25	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Atmosphere Gen6.00	471.68
79323	12/01/25	Printed			QM	Q+M	2025/2026 Winter Loop	2,000.00
79324	12/01/25	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	10.01-10.31.2025	1,213.17
79325	12/01/25	Printed			TDSM	TDS	CommSvc11.22-12.21.2025	678.32
79326	12/01/25	Printed			U	ULINE	2x3 Charcoal Gray Mat	996.78
79327	12/05/25	Printed			0000000025	AFLAC	Pay Periods #1 & 2 FY25-2026	113.80
79328	12/05/25	Printed			ALER	ALERUS FINANCIAL	AlerusNov457b	22,312.65
79329	12/05/25	Printed			AWS	ALLIED WASTE SYSTEMS #241	Sup12.01-12.31.2025	856.06
79330	12/05/25	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	WO20361	1,142.50
79331	12/05/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	Wanted Posters	12.50
79332	12/05/25	Printed			BBR	BLACK MEN READ	BMR Book Park 12.13.2025	200.00
79333	12/05/25	Printed			BA	BLACKSTONE PUBLISHING	Aaron's Mich Ave BOCD 2025	128.79
79334	12/05/25	Printed			CAMPINC	CAMPBELL, INC	Qtr Billing 12.01-02.28.2026	19,197.00
79335	12/05/25	Printed			CDW	CDW GOVERNMENT, INC.	Startech 20FT HDMI	107.24
79336	12/05/25	Printed			CEN	CENGAGE LEARNING	Whispers of the Lake	79.47
79337	12/05/25	Printed			KENN	RODNEY COLE	Winter Wilderness 01.17.2026	200.00
79338	12/05/25	Printed			DTE ENERGY	DTE ENERGY	Mi Ave 10.29-11.26.2025	9,337.26
79339	12/05/25	Printed			FLS	FRANKS LANDSCAPING & SUPPLIES	Dec2025 2 of 5	7,080.00
79340	12/05/25	Printed			GOLICH	GOLICH BUILDING SUPPLY, INC	Toilet Partitions	2,565.09
79341	12/05/25	Printed			HEAL	HEALTHIEST YOU INC.	December 2025 Coverage	293.25
79342	12/05/25	Printed			HRAA	HR ADVANTAGE ADVISORY, LLC	Empl Handbook thru 11.30.2025	250.00
79346	12/05/25	Printed			ILS	INGRAM LIBRARY SERVICES	Ingram12.04.2025InvGrp3	20,774.35
79347	12/05/25	Printed			IUG	INNOVATIVE USERS GROUP	IUG Institutional Membership	137.50
79348	12/05/25	Printed			KANO	KANOPIY INC.	1337 tickets	1,192.55
79349	12/05/25	Printed			PK	PAUL KELLER	Holiday Concert 2nd budget line	2,100.00
79350	12/05/25	Printed			MISCCE	MICHIGAN SCIENCE CENTER	STEM at MI	346.20
79351	12/05/25	Printed			MWP	MICHIGAN WEB PRESS	Winter Loop	5,680.32
79353	12/05/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	12.04.2025InvGrp2	28,283.63
79354	12/05/25	Printed			CAL	CAL MUNSON	Serv11.26.2025	190.00
79355	12/05/25	Printed			ORK	ORKIN	Service12.02.2025	134.00
79356	12/05/25	Printed			OV	OVERDRIVE, INC.	OD12.04.2025InvGrp1	1,419.70
79357	12/05/25	Printed			RNA	RNA FACILITIES MANAGEMENT	Whit 8 of 8	1,850.00
79358	12/05/25	Printed			SPRIG	SPRINGSHARE LLC	LibStafferCore/Pro Dec2025-Nov2026	3,247.00

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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								
79359	12/05/25	Printed			WEIPAT	PATRICIA WEI	JewelryProg12.13.2025	150.00
79360	12/05/25	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	Stmt11.30.2025	45.97
79363	12/12/25	Printed			AMCASE	AMAZON CAPITAL SERVICES	12.01.2025 Invoice	14,931.40
79364	12/12/25	Printed			BCN	BLUE CARE NETWORK OF MI	January 2026 Coverage	68,101.33
79365	12/12/25	Printed			A15	BP PRODUCTS OF NORTH AMERICA	Stmt12.06.2025	461.72
79366	12/12/25	Printed			0000000589	GENE BUTMAN FORD	Works/Oil change	90.14
79367	12/12/25	Printed			CLHI	CLARK HILL	Legal thru 11.30.2025	106.00
79368	12/12/25	Printed			CSUPROD	CSU PRODUCER RESOURCES INC	Ins. Coverage LMSW	1,075.00
79369	12/12/25	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	Filter Oilchange	464.39
79370	12/12/25	Printed			0000000039	DEMCO, INC.	Reddi Corner Clear	667.55
79371	12/12/25	Printed			EVERY1	EVERY1 YOGA	ReplacementCheck#079220 Yoga Series 11.21.2025 2of 2	200.00
79372	12/12/25	Printed			FCB	FIRST CITIZENS BANK	Copiers	2,372.95
79373	12/12/25	Printed			GOLICH	GOLICH BUILDING SUPPLY, INC	Urinal Screen	235.85
79374	12/12/25	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	Whit 10.15-11.14.2025	823.47
79375	12/12/25	Printed			IMPDAD	IMPERIAL DADE	Glove Nitrile Blue XL	847.06
79376	12/12/25	Printed			LSL	LIBRARY SYSTEMS & SERVICES LLC	Perormance Analytics 12.01.25-11.30.2026	12,500.00
79377	12/12/25	Printed			KEN	KEN MACGREGOR	Gas Cap - Bookmobile FleetPride	39.29
79378	12/12/25	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	MA Dec 2025	207.00
79379	12/12/25	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Replacement check July 2025 both Whit and MA	207.00
79380	12/12/25	Printed			STAPAD	STAPLES ADVANTAGE	Stmt11.25.2025	149.00
79381	12/12/25	Printed			SHER	THE SHERWIN-WILLIAMS CO.	New Russian White	83.99
79382	12/12/25	Printed			0000000021	Y C U A	Whit Nov 2025 service	725.82
79383	12/19/25	Printed			0000000025	AFLAC	Pay Period #3 & #4	113.80
79384	12/19/25	Printed			0000000003	ANN ARBOR NEWS	MA 12 weeks thru 04.01.2026	265.54
79385	12/19/25	Printed			ARMO	ARMOREX	27300 Fresh Start	220.17
79386	12/19/25	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	WO18519	1,935.80
79387	12/19/25	Printed			BASIC	BASIC	125 FSA 12.01-12.31.2025	54.54
79388	12/19/25	Printed			BTPL	BRANDON TOWNSHIP	Lost Book 1st to Die	19.95
79389	12/19/25	Printed			BRIGHLIB	BRIGHTON DISTRICT LIBRARY	Ego is the Enemy	25.00
79390	12/19/25	Printed			0000000567	CENTER POINT PUBLISHING	Carr, Jack Cry Havoc	154.62
79391	12/19/25	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Cycle 10.23-11.20.2025	3,524.18
79392	12/19/25	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	January 2026 Coverage	3,345.24
79393	12/19/25	Printed			EMUCS	EASTERN MICHIGAN UNIVERSITY	Inv Period 07.31.25-12.31.2025	20,308.73
79394	12/19/25	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	Superior 12.15.25-01.14.2026	751.22
79395	12/19/25	Printed			ILS	INGRAM LIBRARY SERVICES	InvGrp1 Kindred Dragons (Book1)	3,846.89
79396	12/19/25	Printed			ILS	INGRAM LIBRARY SERVICES	InvGrp2 Demon Slayer Kimetsu	3,106.64
79397	12/19/25	Printed			ILS	INGRAM LIBRARY SERVICES	12.18.2025InvGrp1	2,138.22
79398	12/19/25	Printed			KUHNLEINDA	DAVID KUHNLEIN	InkDrinkerReading01.10.2026	100.00
79399	12/19/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	Jan 2026 Coverage	2,288.55
79400	12/19/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	InvGrp1 Good Fortune Widescreen	279.58
79401	12/19/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	InvGrp2 Silver Bleeds the Black Sun	149.80
79402	12/19/25	Printed			ORION	ORION TOWNSHIP PUBLIC LIBRARY	Damaged Book MZD House of Leav	57.00
79403	12/19/25	Printed			ORK	ORKIN	MA exterior 11.17.2025	231.00
79404	12/19/25	Printed			OV	OVERDRIVE, INC.	12.18.2025InvGrp1	6,997.93
79405	12/19/25	Printed			OV	OVERDRIVE, INC.	Overdrive12.18.2025InvGrp2	1,405.56
79406	12/19/25	Printed			POTTERVILL	POTTERVILLE BENTON TOWNSHIP DL	Lost Book Jazz ToniM	21.95

Communications

Dear Ypsilanti District Library,

I am delighted to inform you that the foundation established by Andrew Carnegie, [Carnegie Corporation of New York](#), is awarding a \$10,000 gift to your library and to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence. I believe Ypsilanti is in the unique position of having a library that moved *into* a Carnegie building.

Andrew Carnegie funded the construction of 1,681 free public libraries in the United States between 1886 and 1917, driven by his belief that they were “cradles of democracy.” As part of our [Carnegie Libraries 250](#) special initiative, we contacted each library and established that about 1,280, including yours, still operate as libraries and acknowledge their association with Carnegie, making them eligible for the celebratory gift.

Your library can expect to receive a check in January 2026. You may use the funds however you wish to celebrate the anniversary, further your mission, and benefit your community. If your library system includes multiple Carnegie Libraries or branches, each one will receive \$10,000. Instructions for receiving your gift are provided below.

On behalf of the foundation, thank you for the many ways you serve your communities. My hope is that this gift serves as a recognition of your commitment, our founder’s legacy, and the importance of this milestone in our nation’s history.

Best regards,

[Dame Louise Richardson](#)

President, Carnegie Corporation of New York

NEW YORK TODAY

Why Carnegie's Libraries Are Getting \$10,000 Checks

There are still dozens of library branches that were built by Andrew Carnegie in the city. The Carnegie Corporation is giving them gifts.



Listen to this article · 8:56 min [Learn more](#)



By James Barron

Oct. 22, 2025

Good morning. It's Wednesday. Today we'll find out why some libraries will receive checks for \$10,000 that they are not expecting. We'll also get details on an immigration raid in Lower Manhattan.





NYC Landmarks Preservation Commission

If a check for \$10,000 that you weren't expecting came in the mail, how would you spend the money?

It's a question that nearly 1,300 libraries will be facing before long.

The checks will be sent by the Carnegie Corporation of New York, in part to celebrate the nation's 250th anniversary next year. Officials hope that the response will be different from the one that staff members got when they called to ask for mailing addresses — without saying anything about checks in the mail.

Many of the libraries hung up, apparently suspecting a hoax. This is the first time the Carnegie Corporation has said why it made the calls.

Dame Louise Richardson, the Irish political scientist who has been the president of the Carnegie Corporation since 2023, told me that the checks will go out to each of the libraries built and paid for by the steel mogul turned philanthropist Andrew Carnegie more than a century ago.

The Carnegie Corporation, a nonprofit that he set up before his death in 1919, says that he underwrote the construction of 1,681 libraries from 1886 on. “We haven’t been in contact with them,” she said, explaining that the Carnegie Corporation had largely focused on other projects since the 1920s.

But Richardson felt that this was a moment when she wanted to promote what libraries do. “Libraries are intrinsically democratic institutions,” she said before quoting Carnegie himself, who called libraries “cradles of democracy” that “strengthen the democratic idea.”

“This was part of the appeal to Carnegie,” she said. “Whether you’re a president or a pauper, when you walk into a library, you have access to the same information.” A moment later she acknowledged that “obviously the book banning has politicized them to some extent, but for the most part, libraries are not politicized.” And libraries collectively remain one of “the few trusted civic institutions we have in this polarized world.”

But how many Carnegie libraries are still out there?

In recent months the Carnegie Corporation staff has tracked down 1,280 of them, including roughly 750 that still occupy their original Carnegie buildings, and created an interactive map showing where they are. Some 66 are in New York City, including 39 branch libraries in Manhattan (among them the Muhlenberg library, on West 23rd Street, whose facade is shown above).

Carnegie built four more on Staten Island and nine in the Bronx (six of which are still operating and are branch libraries in the New York Public Library system). He was responsible for another 21 in Brooklyn (of which 18 are now part of the Brooklyn Public Library) and seven in Queens (of which four are still in operation, run by the Queens Public Library).

In the case of those and others that are now part of larger library systems, the checks will be sent to the main address, not the Carnegie branches themselves. But the checks will be checks, not electronic funds transfers, and no strings will be attached.

“We will say to everyone: They’re free to spend the money however they like,” Richardson said. She mentioned programs some might want money for, like teaching media literacy “and helping educate people to recognize mis- and disinformation.” She also talked about \$4 million in grants that the Carnegie Corporation has already given to the three library systems in New York City for English language and work force training classes for adults, along with courses to prepare teenagers for college and careers.

I was still surprised that the first reaction to the calls to the libraries had been to slam down the phone.

“Reaching out to them and asking for contact information and telling them we were planning to give them a gift” — without saying that the gift would be a check for \$10,000 — “generally had the result of people assuming that we were scammers. Such are the times we live in,” she said. “You know, if you get a call out of the blue, somebody says they want to give you a gift, it’s not unreasonable.”

WEATHER

Expect a sunny sky with a chance of showers and temperatures nearing the mid-60s. At night, temperatures will drop to the high 40s.

ALTERNATE-SIDE PARKING

In effect today.



By Brian Bannon

Mr. Bannon is the chief librarian at the New York Public Library, where he is also director of branch libraries and education.

Nov. 23, 2025

As a librarian, I get a lot of questions. One I am hearing more often is: Do audiobooks qualify as reading?

Many people don't think so. There is a pride — even a snobbishness — to being well read. Telling someone that you have only listened to a certain book usually comes out sounding like an apology. A recent NPR-Ipsos poll found that 41 percent of adults don't believe audiobooks qualify as reading. One friend of mine, who argues with his husband over this, once memorably told me that listening to a book felt like seeing a musical in New Jersey instead of on a Broadway stage. Close, but not the real thing.

I used to feel the same way myself. A few years ago, sitting in an airport bar, I noticed a man next to me scrolling through his phone as a robotic voice read every word aloud at high speed. At first, I thought it was gibberish. Then I realized he was blind, using a feature on his iPhone that read aloud the text on his screen. Watching him — absorbed in the words, taking in their meaning — it struck me that he was reading the same way I did with my eyes.

Because I have dyslexia, reading has never come easy. After that chance encounter, I tried a similar accessibility feature on my own iPhone. It was a revelation. For the first time, I could keep up, effortlessly absorb ideas and focus in a way I hadn't before.

My experience isn't unusual; our definitions of reading haven't kept up with how people actually read today.

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Reading builds empathy, focus and critical thinking. But we seem to enjoy reading less and less. A recent study by researchers at University College London and the University of Florida published in *iScience* found a drop of more than 40 percent in daily reading for pleasure in the United States over the past two decades.

At the same time, listening to books is on the rise — a trend libraries and publishers are seeing firsthand. Audiobook sales reached about \$2.2 billion in the United States last year. At the New York Public Library, audio circulation rose 65 percent in the past five years while circulation for print and e-books stayed flat — a pattern mirrored nationwide. Audio has overtaken e-books in driving growth.

So maybe, even as the traditional way of reading books is in decline, the destigmatizing of audiobooks offers a path toward a more nuanced way of thinking about literacy.

Part of the confusion comes from how we tend to think reading works. Learning to read with the eyes starts with decoding, linking letters to sounds and meaning. But once those pathways are built, the brain draws on the same language network to make sense of words, whether they arrive through sight or sound. A 2019 study in *The Journal of Neuroscience* by researchers from the University of California, Berkeley, found that the brains of people reading or listening to the same stories processed meaning in almost the same way. Focused listening lights up those networks just as print does.

Casual or distracted listening, like playing an audiobook while doing chores, doesn't appear to engage those networks fully. But attentive listening can deliver the same comprehension as print reading — and for some, especially those with reading disabilities, attentive listening can improve comprehension and help them stay with the story.

In plenty of classrooms, students still track their progress in reading logs that note pages read but not listening time, sending the message that only print counts. We should give students credit for listening to books, too.

Youngsters who read daily for enjoyment tend to develop stronger skills and score higher in school — on average, roughly the equivalent of a year and a half ahead, according to Organization for Economic Cooperation and Development data on student performance in member countries. Some research suggests they're also more likely to keep reading for pleasure later in life. According to last year's survey by the National Literacy Trust of Britain, younger people who grew up with audiobooks and podcasts were already reporting a preference for listening over traditional text-only reading. And pairing print and audio has been shown to improve comprehension for some struggling readers, especially when decoding written text is a barrier.

I know it firsthand. I didn't always see myself as a reader. The chance encounter at the airport changed that. One of the first books I read for pleasure using a similar text-to-speech technology was Walter Isaacson's biography of Benjamin Franklin. I had used that method of listening and following along only for work reading, and certainly never for a book that long. But I opened it on the Kindle app on my iPhone, turned on the text-to-speech feature, and somewhere in the middle of Franklin's life in Philadelphia, I realized I was deep in the book. It was a new feeling, one I never imagined I would have, and I wanted more.

I now read in a way that works for me. Sometimes I listen, but most of the time I read by hearing the words while following the text on my iPhone or iPad. The text scrolls while a synthetic voice reads aloud, keeping my focus anchored and my pace steady. It's how I read everything — emails, reports, articles and books.

I read more now than I ever have. Last week alone, I moved among a few books. I listened to "Turning to Birds: The Power and Beauty of Noticing," read by its author, Lili Taylor; and I read "Town & Country," a novel by Brian Schaefer, and

“The Buffalo Hunter Hunter” by Stephen Graham Jones, both as I heard a synthetic voice while following the text. I wasn’t thinking about the format. I was simply reading.

Tens of millions of people now read the way I do, using tools that let them listen as they follow the text, a shift scientists describe as bimodal reading. Platforms are redesigning reading around text-plus-audio without ever naming it as such.

A growing share of young people now use captions or subtitles when streaming TV shows or movies. Even companies once defined by print, like The New York Times and other major publishers, now offer articles read aloud by synthetic voices, allowing readers to follow along, merging eyes and ears in real time.

However we read — by eye, by ear or both — it all counts. What matters is that the words get in, the brain makes meaning and the identity of being a reader takes hold. We need more readers, however they get there.

Brian Bannon is the chief librarian and director of branch libraries and education at the New York Public Library.

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A version of this article appears in print on , Section SR, Page 10 of the New York edition with the headline: Yes, Listening to a Book Counts as Reading

Many Buildings Are Reported to Be in Poor Condition, with Increasing Deferred Maintenance

GAO-26-107262

December 2025

A report to congressional committees

For more information, contact: David Marroni at marronid@gao.gov.

What GAO Found

An estimated 38 percent (about 6,000) of the nation's public libraries have at least one building system, such as heating, ventilation, and air conditioning (HVAC), in poor condition, according to GAO's survey of libraries. An estimated 61 percent, or 9,800 libraries, have at least one building system or feature that poses a potential health or safety concern. Library size and physical accessibility were most frequently cited as potential concerns. For example, librarians we spoke with, and survey respondents, mentioned small library buildings can have inaccessible areas, obstructed walkways, and overcrowding.

Shower Curtains Used Inside Library to Protect Books from Roof Leaks (left), and One of Several Damaged Air Conditioning Units (right)



Source: GAO. | GAO-26-107262

While the total cost to repair public library facilities nationwide is unknown, an estimated 70 percent (about 11,200 libraries) have a backlog of deferred maintenance and repair, according to GAO's survey. According to budget forecasts and planned projects, an estimated 70 percent of libraries also expect deferred maintenance to persist or increase in the next 3 years. One librarian estimated needing about \$60,000 for a new HVAC, and another librarian estimated more than \$225,000 in construction costs for building repair needs, including for asbestos removal. An estimated 39 percent, or 6,200 libraries, had a deferred maintenance backlog of more than \$100,000 each.

An estimated 71 percent of public libraries cited construction costs, such as labor and materials, and limited funding availability, as key challenges to addressing maintenance and repairs. An estimated 90 percent of libraries use local funding to address maintenance and repairs. However, reliance on local funding, particularly for small town rural libraries and libraries in high-poverty areas, can also pose challenges to addressing facility repair needs. For example, these areas may have less population and a more limited funding base, as well as fewer resources to apply for grants, provide required matching funds, or fundraise.

Why GAO Did This Study

Beyond lending books, public libraries provide public spaces to host community programs and serve as voting sites and emergency centers. However, many libraries are in aging buildings, and their building systems may need repair or replacement to serve community needs. While the federal Institute of Museum and Library Services (IMLS), supports library programs and services, libraries are prohibited from using IMLS funds for building construction and repairs.

The Joint Explanatory Statement accompanying the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2024, included a provision for GAO to study the availability and conditions of library facilities. This report examines the reported physical conditions of library facilities and the estimated cost and challenges to addressing facility repair needs, among other objectives.

GAO conducted a nationally representative survey of about 16,400 public libraries in 50 states, the District of Columbia, and four territories. The survey results can be found in the "[Additional Data](#)" link of GAO's website. GAO also visited 21 public and two tribal libraries in seven states and territories; reviewed data on estimated costs to address facility repair needs; and interviewed officials from IMLS; local and tribal libraries; state library administrative agencies; and other library stakeholders, including the American Library Association; Association of Tribal Archives, Libraries, and Museums; Association of Rural and Small Libraries; and Urban Libraries Council.

Patron compliment

1 message

Nicole Russell <nrussell@ypslibrary.org>
To: Lisa Hoenig <lisa@ypslibrary.org>

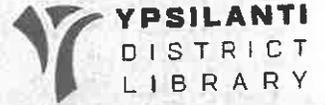
Thu, Dec 4, 2025 at 10:27 PM

Hi Lisa,

Last night I subbed at Michigan Avenue. Right before closing we had a regular patron, Angie, gather myself, Ellen, Chris, and Shayla together so she could read us the writing she had been working on for a very long time. It was a sweet compliment letter on one of the pink comment cards out for patrons. I put it in an envelope envelope and we put it in the inter office mail. You may not see it until Monday.

The folks at MA work so hard. They often have to deal with situations that we don't at the other branches and they do it while still doing the expected heavy lifting of their positions. I wanted to make sure you saw the note because it outright brought some of us to tears, especially knowing that Angie has some challenges in life and worked really hard on writing what she did.

Comments/Questions



I would like to say...

I need an answer...

December 4, 2025

Hello Mrs. Lisa

It's a chilly Thursday evening out doors, not the case here at the Michigan Ave Street Branch.

Just a few nuggets I'd like to share with you.

The warmth in kindness as easy in taking time to really listen and engage.

Taking a extra few moments on a scavengers hunt in locating that perfect read, as with sharing personal insights. A true sheer joy shines through dedication with a love to help others right along doing a job they love.

Contact information

Do

Sit

T

P

I have truly experienced all and more this evening.

Most grateful to Nicole with her undivided attention in helping me find that good book.

Also to Ellen who right away acknowledged me by name even, who helped Nicole in brain storming ideas of my final choice.

Oh Miss Shay, her friendly disposition, her cheerful smile with checking my book as with helping remembering your name. As so much more...

Mr. Chris in his corner at his post keeping the library safe with a friendly hello as a conversation or two with children and adults alike.

One more to highlight though was not working tonight, that is Aaron, totally gentle man like, kind as with very knowledgeable, a very resourceful tool a gift he has in deed.

Mrs. Lisa thank you for all your tireless dedication you give so graciously in helping your patrons. This library feels like my second home

Sincerely, Angie



City of Ypsilanti

Community and Economic Development

Greetings,

We're reaching out to share important information impacting properties within Ypsilanti's Local Historic District - including yours!

2025 Resurvey of the Local Historic District

With support from the National Park Service and the Michigan State Historic Preservation Office, a survey of our local historic district was recently completed. Each property and resource within the district was surveyed; enclosed is a copy of your property's survey form. To view the recording of the public meeting presenting the findings and recommendations of the resurvey or to access the full survey report and forms, please visit Ypsilanti's Historic District webpage by scanning the QR code below.

Michigan State Historic Tax Credit Program

Are you planning renovations for your historic home or small commercial property? You may be eligible for Michigan's State Historic Tax Credit Program, offering up to a 25% credit for qualified rehabilitation expenses (QRE). Eligible properties must have contributing (historic) status within a local, state, or National Register historic district, and QRE includes both interior and exterior work. You may also retroactively apply for tax credits if work was completed within a year prior to your application submission. The City's Preservation Planner is available to assist with the application process and happy to answer any questions you may have.

To learn more about the recent resurvey or state historic tax credits, please visit Ypsilanti's Historic District webpage by scanning the QR code, or reach out to the City's Preservation Planner, Carrie Malas, at the contact information below. Thank you for your stewardship and help to continue a decades-long tradition of preservation within Ypsilanti.

Sincerely,

Carrie Malas, Preservation Planner
Community Services Department
cmalas@cityofypsilanti.com
(734) 482-9709



<https://cityofypsilanti.com/hd>

Michigan SHPO Architectural Properties Identification Form
 Property Overview and Location

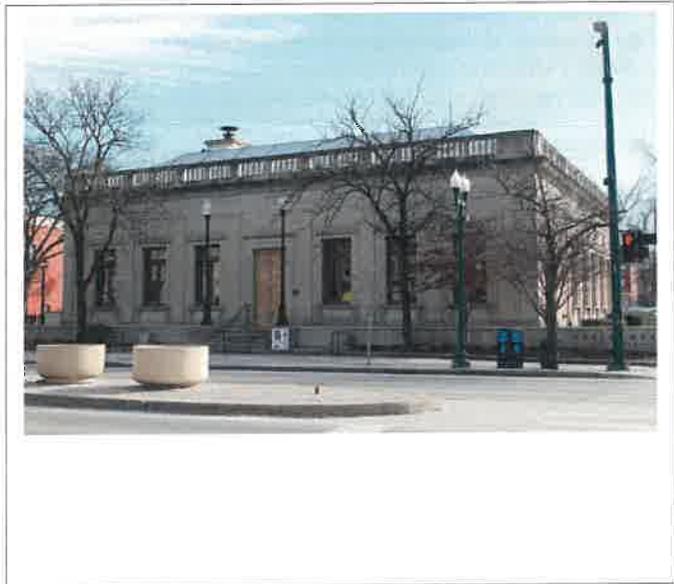


Street Address	229 West Michigan				
City/Township, State, Zip Code	Ypsilanti, Michigan, 48197				
County	Washtenaw				
Assessor's Parcel #	11-11-39-102-007				
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.240651		Long: -83.615625		
Ownership	Private <input type="checkbox"/>	Public-Local <input checked="" type="checkbox"/>	Public-State <input type="checkbox"/>	Public-Federal <input type="checkbox"/>	Multiple <input type="checkbox"/>

Property Type

(Insert primary photograph below.)

Building <input checked="" type="checkbox"/> select sub-type below	Structure <input type="checkbox"/>
Commercial <input type="checkbox"/>	Object <input type="checkbox"/>
Residential <input type="checkbox"/>	
Industrial <input type="checkbox"/>	
Other <input checked="" type="checkbox"/>	



Architectural Information

Construction Date	c. 1915
Architectural Style	Neoclassical
Building Form	Cubical
Roof Form	Hip
Roof Materials	Not visible
Exterior Wall Materials	Limestone
Foundation Materials	Limestone
Window Materials	Wood
Window Type	Casement
Outbuildings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Number/Type:	3: fountain (object, NC); statue (object, NC); historical marker (object, NC)

Eligibility

Individually Eligible	Criterion A <input type="checkbox"/>	Criterion B <input type="checkbox"/>	Criterion C <input type="checkbox"/>	Criterion D <input type="checkbox"/>
Criteria Considerations:	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input type="checkbox"/> f. <input type="checkbox"/> g. <input type="checkbox"/>			
Component of a Historic District	Contributing to a district <input checked="" type="checkbox"/>	Non-contributing to a district <input type="checkbox"/>	Historic District Name: Ypsilanti Historic District	
Not Eligible <input type="checkbox"/>				
Area(s) of Significance				
Period(s) of Significance				
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location <input checked="" type="checkbox"/>	Design <input checked="" type="checkbox"/>	Materials <input checked="" type="checkbox"/>	Workmanship <input checked="" type="checkbox"/>	Setting <input checked="" type="checkbox"/> Feeling <input checked="" type="checkbox"/> Association <input checked="" type="checkbox"/>
General Integrity:	Intact <input checked="" type="checkbox"/>	Altered <input type="checkbox"/>	Moved <input type="checkbox"/>	Date(s):
Historic Name	Ypsilanti Post Office			
Current/Common Name	Ypsilanti Public Library, Michigan Branch			
Historic/Original Owner				
Historic Building Use	GOVERNMENT: post office			
Current Building Use	EDUCATION: library			
Architect/Engineer/Designer				
Builder/Contractor				

Survey Date	2024-07-25	Recorded By	Michael F. Webb	Agency Report #	
-------------	------------	-------------	-----------------	-----------------	--

For SHPO Use Only

SHPO Concurrence?: Y / N

Date:

Narrative Architectural Description

Provide a detailed description of the property, including all character defining features and any accessory resources.

This one-story, Neoclassical post office building, built of limestone, has a symmetrical, seven-bay design separated by pediments. Five steps lead to a landing with ramps running to the west and east to grade. The centered front entrance on the western facade has a metal commercial door with sidelights; the lintel has a metal grill (obscured by a vinyl sign) and its cornice has an egg-and-dart band. The wood windows have two casements and a transom, have console brackets supporting their sills, and cornices. Between the wall's pediments are rectangular panels above the window and door entablatures. Centered in the facade's frieze are the words "YPSILANTI PUBLIC LIBRARY." The cornice has a dentil band with an egg-and-dart band above. The low-pitched hip roof is surrounded by a balustrade and square paneled piers.

A plaza is located to the east of the building. A circular mosaic-tile fountain is adjacent to the West Michigan Avenue sidewalk; a memorial plaque to Patsy Chandler, who contributed to building the plaza and to whom the fountain is dedicated, faces West Michigan. An aluminum fence stands around the southern side of the fountain; benches in front of the fence face the fountain. Past the fence and gate is an area with benches and a table beneath shade trees. A Michigan Historical marker for Elijah McCoy, an inventor and Ypsilanti resident, stands on the eastern side of the plaza. In the southeastern corner are seats sculpted to appear as over-sized books. On the south side of the plaza is a bronze statue of Harriet Tubman, an abolitionist and social activist, leading a child.

To the rear of the building is a paved parking lot.

History of the Resource

Provide information on previous owners, land use, construction and alteration dates in a narrative format. This is required for all intensive level surveys and designation and recommended for other identification efforts.

Built in circa 1915 as a post office, it was used as such until 1962. Most sources give 1915 as the construction date, though the National Register of Historic Places Registration Form gives 1917, and Sanborn maps from 1916 note that information on the building is "from plans," indicating that it might not have been completed then. A small addition to the rear (south) was built by 1927, and expanded by 1939.

The building was purchased and renovated by the city of Ypsilanti the following year and became the Ypsilanti Public Library. In 1966 the Ypsilanti Historical Society renovated the lower level into a museum; in 1970 the society moved to 218 North Washington Street (where it still resides and within the Survey Area) and the lower level was used for the library's youth collection. The building was renovated in 2002, and the library plaza to the east of the building was renovated in 2006. At the time of this survey the building was temporarily closed due to damage it suffered in a 2023 storm.

The Patsy Chandler Fountain, now in the Library Plaza, was built in 1982. It was restored and covered in mosaic glass in 2006. The statue of Harriet Tubman in the library's plaza is the fourth cast created by Jane DeDecker; it was installed when the Library Plaza was built.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register, including an evaluation under at least one of the four criteria, discussion of the seven aspects of integrity, and recommendations about eligibility. This is required for all properties.

An outstanding example of Neoclassical architecture, the building displays no noticeable alterations and retains distinctive details and original materials, expressing all seven aspects of integrity. It is recommended as a contributing resource within the Ypsilanti Historic District.

In addition to its architectural significance, this property is significant in the context of "Government" as described in the Survey Report.

The fountain and statue are recommended as noncontributing due to their relatively recent construction date.

This property does not appear to be individually eligible for the National Register of Historic Places.

References

List references used to research and evaluate the individual property.

Contemporary Monuments to the Slave Past, "Harriet Tubman (Fourth Cast) (Ypsilanti, Michigan)," <https://slaverymonuments.org/items/show/8>; Sanborn Map Company, 1916, 1927, and 1939; and Ypsilanti District Library, "History," <https://www.ypsibrary.org/about/visit/ydl-michigan/history/>.

Sharing Sad News from the Library of Michigan

1 message

MI@countingopinions.com <MI@countingopinions.com>
Reply-To: MI@countingopinions.com
To: lisa@ypsilibrary.org
Cc: bradley13@michigan.gov, support@countingopinions.com

Mon, Jan 5, 2026 at 3:10 PM

We are greatly saddened to share that we received news over the weekend of the passing of State Librarian Randy Riley. Randy was well-known and respected around the state for his advocacy for libraries, books and reading. He became state librarian in 2014 and was a Library of Michigan staff member since 1989.

Before being named state librarian, he was a key member of the team responsible for oversight of the Michigan eLibrary (MeL) and promoting its resources to school and public libraries and government agencies statewide. He helped coordinate outreach to educators, state employees, and librarians to ensure that they have easy access to information. Under his leadership the Library of Michigan redesigned the MeL website and installed discovery search capabilities for MeL. He oversaw statewide database contracts and vendor relations, coordinated the Michigan Notable Books program. He was integral in creation of the SeekingMichigan website and was the editor of the Michigan Genealogist e-newsletter. Randy worked as a reference librarian, Michigan Selector, Michigan, and Genealogy Special Collections coordinator and as Special Collections supervisor at the Library of Michigan. He was an influential leader in statewide and national library organizations, including Chief Officers of State Library Agencies.

Randy earned a bachelor's degree in education from Central Michigan University with a dual major in history and political science and a master's degree of Information and Library Studies in the Archives and Records Management Program at the University of Michigan.

We will share the obituary and information about any funeral arrangements as they become available.

Randy is survived by his wife, Lori, a son, Sam, a daughter, Madeline, and his dog, Louie. Randy will truly be missed. Please keep his family, friends, and Library of Michigan staff in your thoughts.

Michelle Bradley
Library Development Manager
Library of Michigan
517-335-1507



Randy Riley Death and Obituary: Esteemed Library of Michigan Librarian and Community Advocate Has Passed Away

January 5, 2026 by [Michael Hamper](#)

Randy Riley Death and Obituary – The Michigan library and research communities are mourning the loss of Randy Riley, a highly respected librarian at the Library of Michigan. His passing marks a significant loss for colleagues, researchers, students, and countless individuals who relied on his expertise in historical preservation and public knowledge.

A Lifelong Dedication to Librarianship and Public Service

Randy Riley devoted his career to librarianship, bringing passion, integrity, and a steadfast commitment to public service. At the Library of Michigan, he was instrumental in supporting researchers, students, historians, and community members seeking reliable information and access to preserved historical records.

His deep knowledge of archival systems, historical documentation, and research methodologies made him an invaluable asset to the library and to those who depended on his guidance. Randy's work ensured Michigan's historical documents and public records were preserved accurately for generations to come.

A Mentor and Colleague of Exceptional Character

Colleagues consistently described Randy as patient, meticulous, and deeply thoughtful. He approached every task, from complex genealogical research to maintaining archival collections, with professionalism and care. Randy believed in the importance of libraries as pillars of democracy, education, and shared history.

Beyond his professional contributions, Randy was admired for his kindness, humility, and quiet strength. He treated everyone with respect, making time to listen and offer guidance. Many librarians and staff credit Randy's mentorship with shaping their careers, as he fostered a supportive and collaborative work environment.

Impact on Michigan's Historical and Cultural Preservation

Randy Riley's impact extended far beyond the Library of Michigan. His dedication to preserving vital records and historical documents allowed researchers and the public to

explore Michigan's rich history. Through his efforts, countless individuals were empowered to connect with the stories, people, and events that shaped the state's identity.

His work not only preserved the past but also strengthened the cultural and educational foundation for future generations. Randy's legacy is reflected in the thriving research, archival access, and educational resources he helped maintain.

Legacy and Remembrance

The East Lansing and wider Michigan communities feel the loss of Randy Riley deeply. He is remembered not only as a skilled librarian but as a person of integrity, compassion, and dedication to public service.

Randy is survived by his loved ones, who mourn his passing and honor his memory. Funeral and memorial arrangements will be announced at a later date. His lifelong commitment to knowledge, learning, and community will continue to inspire all who were fortunate to know him.

[Obits](#)

< [Brandon Troutman Kane PA Death and Obituary: Beloved Coach, Mentor, and Advocate for Youth Basketball Has Passed Away](#)

> [George Zilkha Vermont Death and Obituary: Beloved University of Miami Student Dies by Suicide](#)

Leave a Comment

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/23/2026
Re: Facilities Committee report

Regular status update on outstanding capital improvement projects:

- Resolution 2024-8 Bike repair stations: Finally received the permit to install the Michigan Avenue station in late fall. Planning to install when spring weather arrives.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: Planning to tackle repair of upstairs wall trim after the humidity levels are corrected (investigations have begun). Flooring and Millwork contractors are being brought back for additional warranty repairs.
- Resolution 2025-4 Whittaker renovations: Everything is complete now except for some final cleaning of the limestone in the Café and a few punch list repairs.
- Resolution 2025-29 Michigan Avenue concrete: The contractor failed to schedule this before the weather turned. Very disappointed in their delayed response.
- Resolution 2025-35 Architectural Services: An initial kick-off planning meeting for future Whittaker renovations was held 1/12/26. Input sessions are planned with staff and various user groups. Our current task is to provide data on how full the shelves are throughout the building.
- Resolution 2025-29 Whittaker HVAC valve replacement: The leaky valve in the Youth Department was repaired.

We are still awaiting a quote for repair of the underground leak from the Michigan Avenue fountain. The plumbers do not think we can address it without doing some exterior excavation.

**

Since their December 1 start, we've been very pleased with the new cleaning company hired for Superior.

**

I received a notice that the Superior Township Planning Commission is considering zoning changes that would impact YDL-Superior (attached). The meeting at which this will be discussed is at the same time as our Board meeting, so I emailed the Planning and Zoning Administrator to request more information. I was satisfied with her response:

The proposed change would more accurately reflect the existing use of the site as a public facility. The change from the A1 (Agricultural District) to PSP (Public/Semi Public Services District) would permit the parcel to be developed as any permitted use in the PSP district, which includes libraries, provided it complies with all of the dimensional standards of the PSP district, which the existing site does. Essentially, this change would not result in any immediate impacts and would only be relevant during construction activities, in which case the PSP district is much more fitting than the A1 district.

**SUPERIOR CHARTER TOWNSHIP
PLANNING & ZONING DEPARTMENT
SUPERIOR TOWNSHIP HALL 3040 N. PROSPECT, YPSILANTI, MI 48198**

The Superior Charter Township Planning Commission is considering changes to the Township Zoning Ordinance that will impact your property.

Current Zoning District: A2, Agricultural

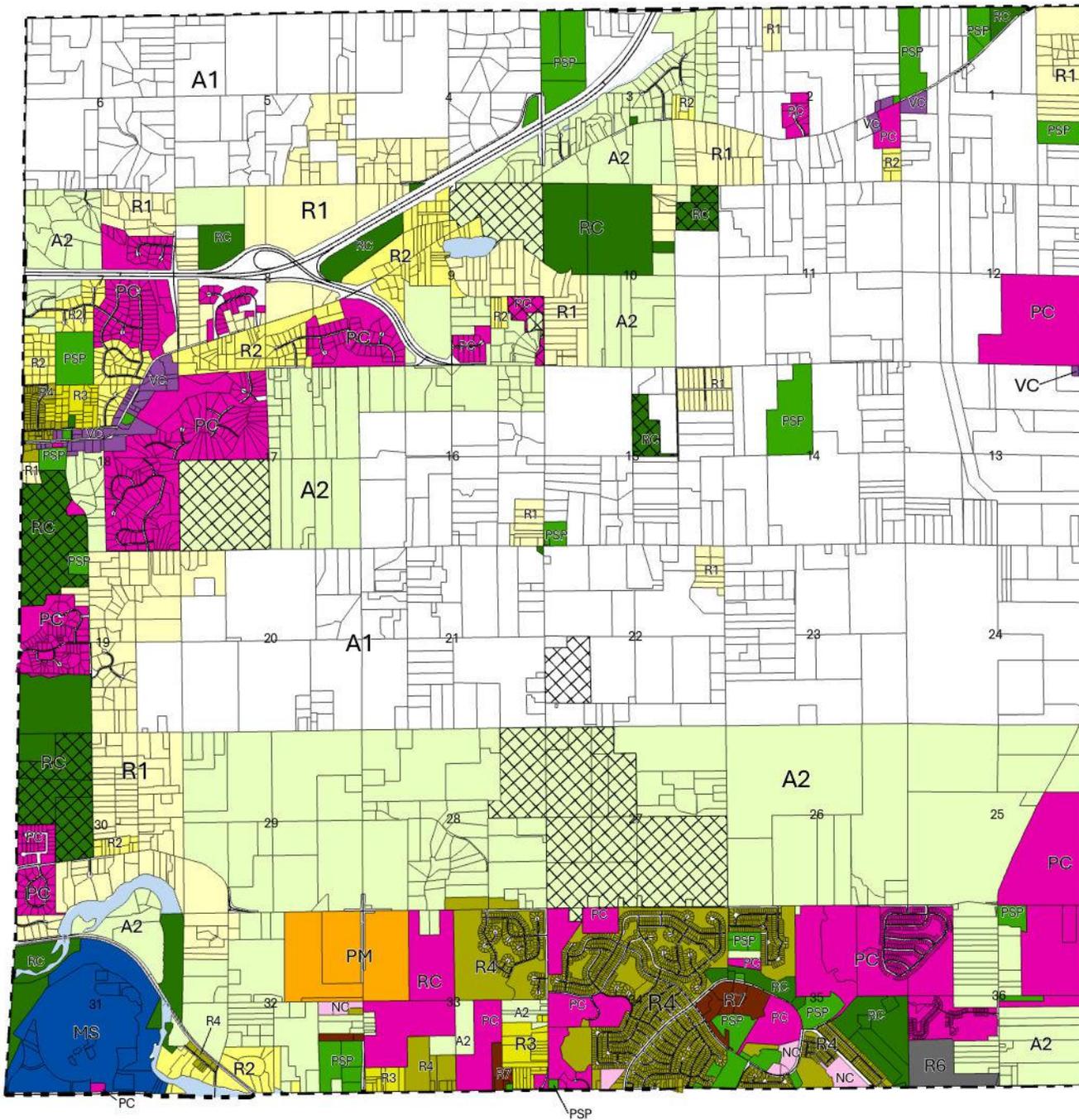
*Superior
Branch
Property*

Proposed Zoning District: PSP, Public/Semi Public Services

The impact of this change on the land use regulations of your property can be discussed in detail by contacting the Superior Township Planning and Zoning Department.

Michelle Marin, AICP
planning@superior-twp.org
3040 N. Prospect
Ypsilanti, MI 48198
734-482-6099

The Superior Township Planning Commission will hold a regular public meeting on Wednesday, January 28, 2026, at 7:00 p.m. at the Superior Township Hall, 3040 N. Prospect, to discuss the complete draft of the proposed zoning ordinance changes.



Zoning Districts

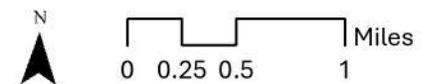
- RC - Recreation Conservation District
- A1 - Agricultural District
- A2 - Agricultural District
- R1 - Single-Family Residential District
- R2 - Single-Family Residential District
- R3 - Single-Family Residential District
- R4 - Single-Family Residential District
- R6 - Manufactured Housing Park District
- R7 - Multiple-Family Residential District
- NC - Neighborhood Commercial
- PSP - Public / Semi Public Services District
- PC - Planned Community District
- VC - Village Commercial District
- MS - Medical Services District
- PM - Planned Manufacturing District
- OSP - Open Space Preservation Overlay District

CERTIFICATION

This is to certify that this is the official Zoning Map referred to in the Zoning Ordinance of Superior Township, Washtenaw County, Michigan.

Township Supervisor: [Signature] Date: 1-21-20
 Township Clerk: [Signature] Date: 1-21-20

Proposed Zoning Map Superior Charter Township Washtenaw County, Michigan



**Director's
Report
and attachments**

Library Director's Report January 28, 2026

Happy New (fiscal) Year

2026 proves to be a busy year of growth and planning for YDL. Projects include development of a new strategic plan, working with Daniels & Zermack Architects on a future phased renovation plan for Whittaker, and determining what we need in our next bookmobile. We'll make some changes to our organizational structure when we welcome a new Security Coordinator. In 2026 I'm also placing an emphasis on employee well-being. Our staff are our most valuable resource. Our community loves the library because of the hard work, dedication, and creativity they put into everything they do. Research shows they'll be best suited to face today's uncertain and challenging climate when feeling strong, supported and healthy. This year will be work, but rewarding work. Thanks for being ready to dive in!

Facilities:

- In December, the County Road Commission installed signs on Geddes and MacArthur with the national library symbol them to direct people to YDL-Superior. A great addition -- yay!
- I released an RFQ for Landscaping Services, with bids due 2/4. A resolution to award a new 3-year contract will be on February's Board agenda.

Financial:

- The field work for our annual audit has been taking place this week; it should wrap up today.
- As I shared in November, during our switch to BambooHR, their payroll migration team discovered an error TriNet made regarding the tax status of the retirement contributions the Library makes for its employees. Essentially, we paid too much FICA tax. Jim Carey, Andy Hamilton and I have been sorting through this with the auditors, both payroll companies, and our tax attorney. We have filed IRS form 941x's with the IRS and have made affected employees whole for 2025 so their W-2s are correct. Once the audit concludes we will work to correct 2023 and 2024. When all the work is done, the attorney will compose a demand letter to request damages from TriNet.
- Efforts are underway to migrate our accounting data to BS&A Cloud software. June 22 is the scheduled go-live date, with on-site training all that week for administrative staff.

Personnel:

- On 1/19 Claire Vargo began her duties as our new Page at YDL-Superior.
- We are excited to welcome Karen Esper back on 1/26 following an unexpected leave of absence.
- YDL received an overwhelming number of applications for the part-time Clerk position at Michigan Avenue. We got a lot of practice with our new Applicant Tracking System using BambooHR! I'm delighted to share that Brittany Dixon has accepted the position and will begin training on 2/2. Looking forward to her addition and having a full staff once again.
- The new Security Coordinator position posting closed on 1/21. We received 22 applications, and many seem quite promising. Our team will narrow down the field next week and plan next steps.
- Whittaker's Adult Services department is hosting a Wayne State LIS practicum student. Thanks to Paula Drummond for taking on her training. The student will gain valuable experience and insights, and spend some time in various other departments once grounded.
- With the sudden loss of State Librarian Randy Riley, the Library of Michigan's ["Conversations Worth Having for Library Leaders"](#) cohort I was to attend has been delayed.

Side Notes:

- Washtenaw County Community Mental Health approved a third 2025 budget revision for our social work grant. This allowed the Library Care Coordination program to stock up on more care items for patrons in need. We are now beginning to spend the 2026 grant allocation.

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*
- *2025 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*
- *Partnered with a UM Professor studying how low-income Black women find political information*
- *New Bookmobile routes implemented for better coverage of underserved areas*
- *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 2026*
- *Community Resource Navigator from LEAF Harm Reduction active from September-December 2025*

Implement student cards for all YCS students.

- *County ARPA funding for some elements of this received*
- *Implementation with new ILS complete*
- *Brochure for students being drafted*
- *Committee working out distribution method for cards*

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 Krahnke 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*
- *Guidelines, onboarding, and volunteer database developed*

Dynamic Resources

Secure a new ILS with deep analytic and engagement tools.

- *Staff utilizing Library IQ to make collection development and programming decisions*

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

- *Began to strategize with reconfiguration at Michigan Avenue*
- *Whittaker reconfiguration planning with Daniels & Zermack underway*

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; lab is assembled; staff and patron training remain; planning summer launch*
- *Planning to add a Library of Things reservation tool in 2026*

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*
- *New BS&A Cloud accounting platform scheduled to go live 6/22/2026*

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 from 2025 annual appeal at more than \$20,000*

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*
- *Discussion with UM regarding possible assistance from Public Design Corps*

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*

YDL Dashboards

YDL DASHBOARD DECEMBER 2025

	Nov	Dec	Monthly Change	Year to Date
Circulation				
Whittaker	30,252	29,731	-2%	371,091
Michigan *	7,850	7,760	-1%	67,146
Superior	6,378	6,335	-1%	79,690
Outreach/BKM	1,753	1,497	-15%	16,353
eProducts	23,376	24,305	4%	250,232
TOTAL	69,609	69,628	0%	784,512
MeLCat ILL				
Loaned	1,075	1,131	5%	12,383
Borrowed	878	885	1%	10,177
New Cards				
Whittaker	209	165	-21%	3,107
Michigan *	51	51	0%	817
Superior	23	24	4%	506
Outreach/BKM	2	1	-50%	87
TOTAL	285	241	-15%	4,517
Reference				
Whittaker	2,770	2,339	-16%	37,743
Michigan *	4,319	3,915	-9%	31,629
Superior	1,476	1,706	16%	22,468
Outreach/BKM	106	78	-26%	715
TOTAL	8,671	8,038	-7%	92,555
Computer Sessions				
Whittaker	1,439	1,386	-4%	21,039
Michigan *	979	972	-1%	8,224
Superior	503	547	9%	8,238
Outreach/BKM	-	1	-	17
Wireless	8,415	7,580	-10%	88,943
TOTAL	11,336	10,486	-7%	126,461
Door Count				
Whittaker	12,208	10,308	-16%	148,805
Michigan *	7,189	6,602	-8%	62,928
Superior	4,366	3,938	-10%	62,135
Bookmobile	370	227	-39%	4,307
TOTAL	24,133	21,075	-13%	278,175
Collection				
Items Added	1,868	2,549	36%	22,461
Items Cataloged	706	205	-71%	6,281
Electronic Services				
Website Visits	38,326	37,252	-3%	449,969
Podcast	121	120	-1%	760
App Users	1,457	1,432	-2%	N/A

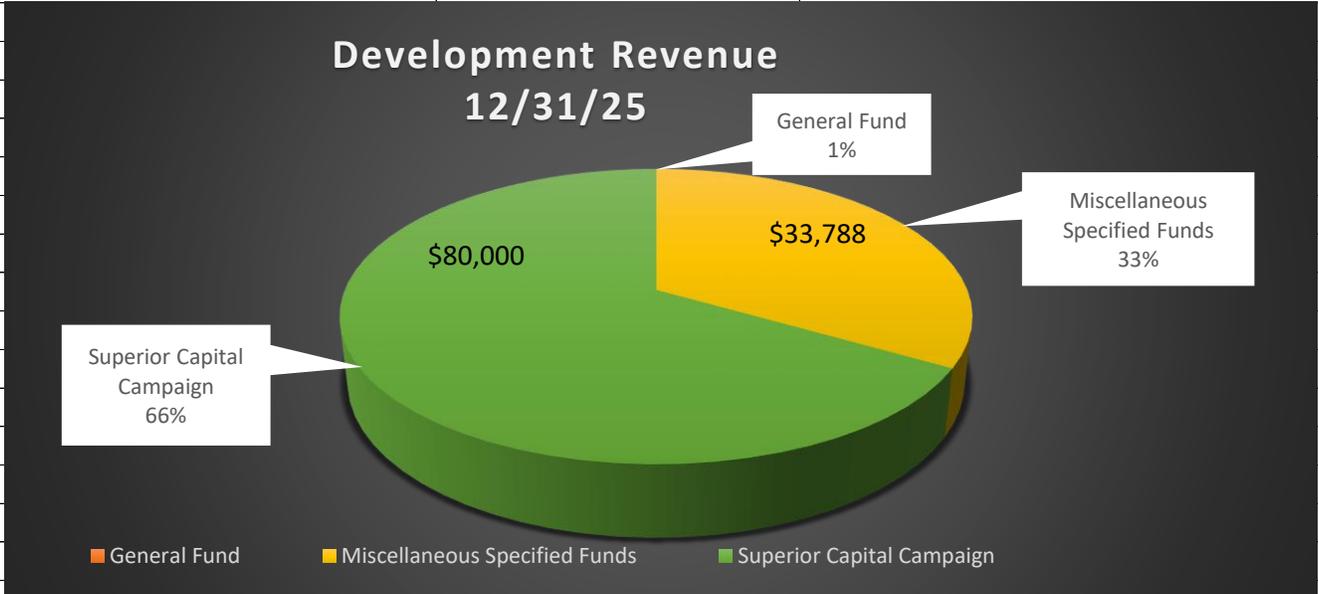
* YDL - Michigan Avenue reopened 04/14/2025.
 Bookmobile A/C replacement impacted statistics June-July

	Nov	Dec	Monthly Change	Year to Date
Programs				
Whit Adult	47	42	-11%	598
Attendance	394	406	3%	4,552
Whit 0-5	17	3	-82%	187
Attendance	683	75	-89%	6,502
Whit 6-11	15	10	-33%	237
Attendance	409	259	-37%	6,832
Whit Teen	2	2	0%	37
Attendance	22	21	-5%	359
Mich Adult	23	10	-57%	174
Attendance	224	102	-54%	1,826
Mich 0-5	7	5	-29%	39
Attendance	114	74	-35%	561
Mich 6-11	6	5	-17%	78
Attendance	43	63	47%	1,118
Mich Teen	3	3	0%	49
Attendance	16	30	88%	330
Sup Adult	13	17	31%	238
Attendance	96	98	2%	1,667
Sup 0-5	8	1	-88%	123
Attendance	183	8	-96%	2,356
Sup 6-11	1	7	600%	73
Attendance	8	90	1025%	1,547
Sup Teen	-	0	0%	10
Attendance	-	0	0%	45
Out Adult	7	-	-100%	32
Attendance	94	-	-100%	365
Out 0-5	5	5	0%	50
Attendance	149	176	18%	1,470
Out 6-11	5	3	-40%	37
Attendance	265	105	-60%	1,798
Out Teen	2	1	0%	5
Attendance	268	91	0%	306
Out Offsite	-	3	100%	51
Attendance	-	194	100%	5,966

Virtual/Hybrid (all)	-	-	0%	-
Attendance	-	-	0%	5
General/All Ages (all)	1	-	-100%	-
Attendance	15	-	-100%	44
TOTAL PROGRAMS	162	117	-28%	2,025
TOTAL ATTENDANCE	2,983	1,792	-40%	40,000

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From	As of 12/31/25	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY24/25	FY25/26	
Annual Report	\$3,366	\$0	May - Nov 2026
Annual Appeal	\$25,098	\$10,782	Dec 1, 2025 -
Individual	\$23,026	\$117	
Corporate	\$2,505	\$0	
Sponsorship	\$3,500	\$0	
Memorials/Tributes	\$125	\$400	
Third Party - Kroger	\$2,537	\$563	Kroger, META
Friends of the YDL	\$40,000	\$0	
	\$100,157	\$11,862	
GRANTS			
Charitable Foundation/Organization	\$19,700	\$0	
Corporate Foundation	\$30,000	\$0	
Government	<u>\$115,640</u>	<u>\$22,688</u>	Washtenaw County Mental Health
	\$165,340	\$22,688	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,736	\$0	
Goussef Fund Distribution	\$0	\$0	
YDL General Endowment Distribution	<u>\$9,364</u>	<u>\$0</u>	
	\$11,100	\$0	
GRAND TOTAL:	\$276,597	\$34,550	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$80,000	\$80,000	
Corporate/Organization	\$5,000	\$0	
Donations - Individual	<u>\$100</u>	<u>\$0</u>	
SUPERIOR TOTAL:	\$85,100	\$80,000	
Bookmobile Donations as of 12/31/25: \$20,063 (94 gifts)			

DEVELOPMENT REVENUE BY FUND	Where the \$ Goes	
FY2024/2025	<u>ACTUAL</u>	<u>NOTES</u>
General Fund	\$18,866	Includes Endowment Distribution
Miscellaneous Specified Funds	\$255,950	Includes Friends gifts
Superior Capital	\$85,100	
TOTAL:	\$359,916	
Endowment gifts received and deposited with AACF: \$4,025		
FY2025/2026	<u>AS OF:</u>	
	<u>12/31/2025</u>	
General Fund	\$661	
Miscellaneous Specified Funds	\$33,788	
Superior Capital Campaign	\$80,000	
TOTAL:	\$114,449	
Endowment gifts received and deposited with AAACF: \$1,103		



Department Reports

Acquisitions Department Board Report

January 2026

Department News and Activities

- We're continuing the onboarding process for our new primary book vendor, Ingram. They're still experiencing significant delays due to a huge influx of new customers, but we've been assured that they're aggressively hiring and training new staff and they expect to return to their usual turnaround period in early 2026.

We're also exploring partnerships with some smaller book vendors, to make sure that we have alternatives if we ever find ourselves in this situation again.

- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The new 2026 budget is currently 11% encumbered.
- 706 items were cataloged in November, and 205 items were cataloged in December.
- 1,868 items, including 950 e-items, were added in November.
- 2,549 items, including 1,529 e-items, were added in December.
- YDL borrowed 878 items from other libraries via MeLCat in November.
- YDL borrowed 885 items from other libraries via MeLCat in December.
- YDL loaned 1,075 items to other libraries via MeLCat in November.
- YDL loaned 1,131 items to other libraries via MeLCat in December.

Community Relations

Monthly report: January, 2026

Major print/design pieces produced:

- **Loop:** We're collecting content for the Spring 2026 Loop. It will include info about National Library Week, Family Read, and plugs for new items in our Library of Things.

Promotional activity

- **Black History Month/Celebrating Blackness event:** We are working on a press release for our Black History Month activities, focusing on our Celebrating Blackness event. We will have a blog post and a series of social media posts to highlight our activities as well.
- **National Library Week:** We will feature National Library Week in the spring Loop, along with banners, social media, blog posts, a press release and more. We're working on ways we could also offer special giveaways to celebrate this year's theme, "Find Your Joy."
- **Winter Challenge:** We had a blog post and a number of social media posts highlighting our Winter Challenge activities and BINGO card.
- **We shared multiple posts about a number of our events/initiatives, including:**
 - Winter Break STEM activities
 - Teen New Year's party
 - Dads as Doulas
 - Ink Drinker series
 - Ladies of Soul concert
 - Friends Book Sale

Notable Media Mentions

- Concentrate mentioned our Ypsi Stories podcast in a piece about the Palm Leaf Club.
- Concentrate wrote a piece about the artists of the Juneteenth Mural on display.
- WEMU featured an interview with Lisa about how the library creates community and connection in a Washtenaw United segment.
- MLive included our MLK Service Day Project in their roundup of area MLK celebrations.
- The Eastern Echo mentioned the library in a piece about their National Art Education Association expanding.
- The Eastern Echo included our ESL Community Tutoring, Mahjong Meetups, CircuitLab, D&D 3-Day Campaign, Sew Social, Michigan Works!, Writing Oneself, Ladies of Soul concert, and Houseplants Tips in their weekly What's the Move pieces.
- YDL's puzzle contests were included in a piece in the News-Herald (Sterling Heights area).
- Our Chess Club was referenced in the News-Review (Petosky area) in a piece about the Michigan Scholastic Club Championships.

Community Relations news

- Sam and Monica are alternating attendance at the weekly Parkridge meetings.
- Sam worked with YCS to develop ads that highlight ways YCS and YDL work together as part of a YCS ad campaign. The pieces focus on how people at YCS can use YDL resources.
- Sam is attending the Beloved Ypsi Community Networking event at EMU to make connections with other people providing community resources.

Submitted by Sam Killian on 1/23/2026

Notable Social Media activity

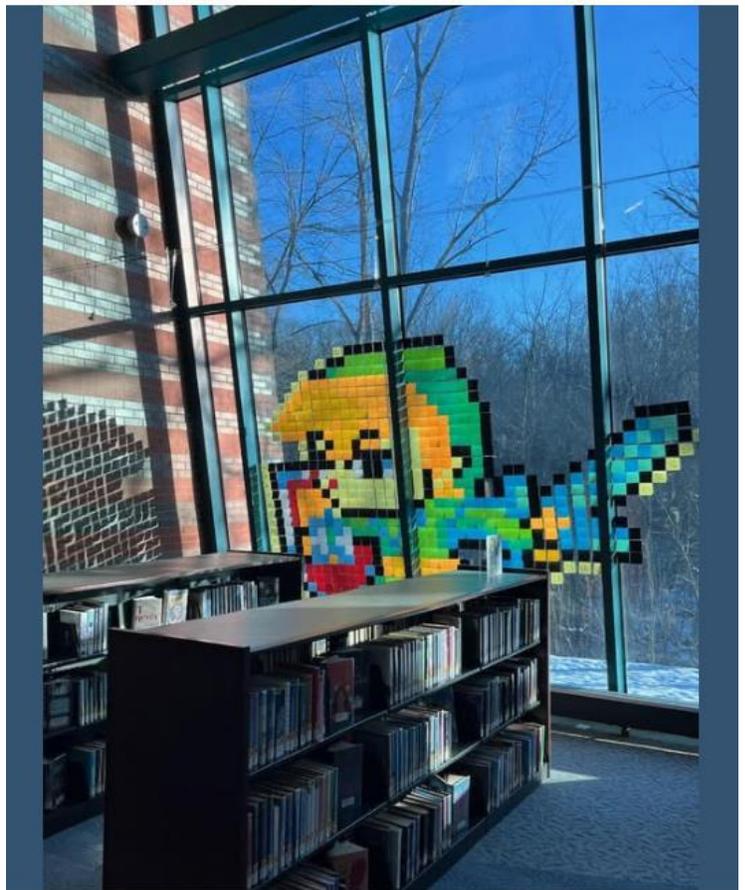
In the last month, we've had over 1M views on Facebook with 44,000 interactions. Both are up from the last report. We had 182,000+ views on Instagram with 20,000+ interactions (both down from last report). Our Tik Tok followers reached 2,900. We've started sharing our content on Threads where we have 650+ followers. We're over 1,800 followers now on Bluesky.

- A video of Andy dancing in a recreation of the *Love, Actually* scene with Hugh Grant had 135,000 views on Facebook and 7,500 views on Instagram.
- A video with stuffed animals recreating an exchange from the Heated Rivalry series had 91,000+ views on Facebook and 181,000 views on Instagram.
- Our graphics of most checked out items of 2025 reached 6,500 people on Facebook and 3,800 people on Instagram.
- 3,200 people on Facebook saw the post with Sam's WEMU interview telling people to be ready to help us form our next strategic plan.
- A video of Psyche "warming up" for a storytime reached nearly 5,000 people on Instagram.
- 4,400 people saw the video of Shoshanna enjoying a new book smell, parodying a Jon Hamm video.
- 10,600 people saw the picture we shared on Facebook of the Link post-it picture on the teen windows at Whittaker.



Ypsilanti District Library
Published by Buffer · December 12, 2025 ·

The winter morning light has been hitting the teen section windows perfectly lately. 🌞 Come see Link at Whittaker before he gets swapped out for the next post-it masterpiece.



See insights and ads

Boost post

139

4 comments 8 shares

Submitted by Sam Killian on 1/23/2026

Customer Services

Monthly report: January 2026

Circulation Stats

For the month of November, we checked out 46,233 items system wide.

Patrons also downloaded 23,376 digital items.

And we issued 285 new library cards.

For the month of December, we checked out 45,323 items system wide.

Patrons also downloaded 24,305 digital items.

And we issued 241 new library cards.

Submitted by *John Connaghan* on January 21, 2026

YDL
DEVELOPMENT REPORT
JANUARY 2026

MAKING CONNECTIONS

November and December were busy months for making year-end connections. On November 12, Chris attended a Rotary Club of Ann Arbor tribute to our veterans. This was followed on November 13 with the annual Ypsilanti 9th Hour Holiday gathering at Washtenaw Community College. On December 4, the annual Chamber Year-Enders took place at WCC. This is always a fruitful opportunity to connect with individuals and businesses and talk about upcoming plans.

ANNUAL APPEAL

With gifts this year directed to the purchase of a new Bookmobile, our solicitation has currently raised over \$20,500 from 99 donors. This marks the beginning of a soft campaign opening for this project. This year's appeal was mailed to 622 households.

GRANTS

The fourth quarter always sees the release of new grant opportunities, as well as final report deadlines. This is also the time of year that Chris develops grant application and reporting schedules. With a successful year of grant awards, we continue to consider staff capacity in not only writing grants, but time available to coordinate grants if awarded.

Grant Reporting

Kiwanis Club of Ann Arbor – Jodi completed the interim report for the Kiwanis Club's support of free books for all three of our reading challenges – Summer, Winter and Spring. This report focused on the Summer Challenge and Winter Break Challenge.

Grants Submitted

MARS INITIATIVE Micro-Grant – Nicole at Superior submitted this grant for \$300 for the purchase of a telescope to benefit programming centered around astronomy and to use for night sky viewing. Awards will be announced in the spring.

Michigan Arts and Culture Council – This grant was submitted in support of expansion of our 2026 Noise Permit program. In addition to project support, this year's application includes a request for production and sound equipment. This equipment will also be available for use at all branches throughout the year. They have also expanded offerings in 2026 to include videography and sound production, as well as a component called Noisy Table Talk where teens, staff and mentoring artists come together over a meal for focused conversation and sharing. Awards will be announced in late February.

Molina Healthcare Community Grant – Molina is partnering with Superiorland Library Cooperative to make funding available to local libraries across the Lower Peninsula to ensure broad and inclusive engagement of local seniors. Outreach is currently writing a grant in support of expanding engagement of our seniors and caregivers by addressing loneliness and social isolation in our senior community. They will be asking for \$10,000 to support expansion of the Books on Wheels program, as well as health and fitness opportunities for our seniors. We will be requesting support of \$10,000. Awards will be announced in early April.

Upcoming Grant Opportunities

Washtenaw County Human Services Partnership Mini-Grant – Chris attended a pre-bid meeting on Jan 22 for this \$40,000 grant opportunity. The main goal of this funding is to provide funding to organizations who are addressing poverty, racism and trauma as a root cause of institutional inequity in Washtenaw County. Nine organizations will be chosen for the \$40,000 in funding. Submissions are due on February 20.

Rotary Club of Ann Arbor – This annual grant opportunity – Helping Kids Succeed - is due on February 27. Awards are up to \$5,000. We are currently in the final stages of our current grant from the Club for Michigan Avenue – Reading Together Downtown.

Kiwanis Club of Ann Arbor – **Community** grants supporting Family Security/Support, Youth Development, Food Insecurity and Literacy are due in March. Award are up to \$5,000. This application has yet to be released as they are modifying their grant process at this time.

Collaboration grants are new and will focus on food insecurity and literacy. Funding preference will be given to organizations proposing innovative approaches to addressing food insecurity and/or literacy. Chris will attend an information session on this grant in February.

Collaborations

NEA Big Read – The African American Cultural & Historical Museum of Washtenaw County is submitting a grant for this year's 2026/27 Big Read at the end of January. They would like to partner with us on this project. Paula and Katie agreed it would be a good partnership. Their project is "Living Room Legacies: Wellness, Wisdom, and the Village Circle" and will use A Lesson Before Dying by Ernest J. Gaines as their chosen book for the read.

Decision Not to Submit

U of M Community Health Services – After much discussion, we decided to pass on this grant opportunity in support of our Care Coordination activities. Capacity was an issue as there was a very short turnaround time, and Kat's schedule was very packed at the end of the year.

DINE TO DONATE at Aubree's brought in \$423 in December! Next event is on April 23!

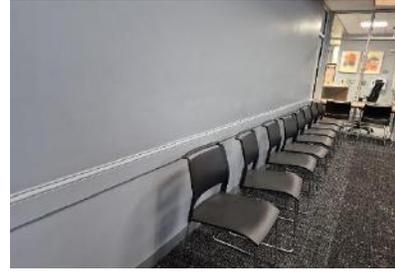
Report respectfully submitted by Chris McMullen, Development Coordinator

Facilities Department

Board Report January 2026

The new cleaning company JNS started at Superior. They have been an improvement from the previous company so far. The fireplace needed some maintenance and repairs. Burning Solutions who did the original install had to replace the step leveler which controls the height of the flame. All is working fine now. We installed chair rail in the community room to prevent damage we kept getting to the wall. Patrick did the painting. The baby changing station was broken and vandalized. Ron and I installed a new one.

At Michigan Ave, facilities put Christmas lights in the tree in the plaza, and brought over Santa's sleigh to prepare for the tree lighting ceremony. We repaired the wall in the meeting room in the basement that had water damage from our leak in the SW corner of the building. It was an inexpensive fix, so if we need to tear it out for later repairs, easy to do so. The teens kept unplugging the computers to charge their phones. Katie asked us to add a separate power supply for them to prevent from happening. Ron and I added another outlet in the Teen Zone. We will paint it to match the walls.





We had an HVAC leak in the Whittaker Road Youth Department which damaged part of the drywall ceiling. Campbell came in and did repairs to the heat loop which was leaking. We contacted O'Neal to do repairs on the drywall. We added an access panel in the ceiling for any future repairs that may be needed. O'Neal drywallers repaired an area next to the original damage where the newspapers and magazines are. When they were done, we painted the area, and had Matt from Benchmark Design install new lettering on the wall.



Ron polished the boardroom table - looks fantastic!

Staff have been doing a lot of weeding of the collection. There are over 160 boxes we have put on pallets so far. Staff has more, so we will have shipment for Better World Books soon.



Campbell has been working on VAV box upgrades, repairs, and humidity monitoring for the community room here at Whittaker Road. VAV boxes control the temperature of the air that comes out of the ventilation system throughout the building. We have approximately 70 VAV boxes – 21 have been upgraded so far over the past few years. There is a leak in one of the hot water valves in one of the boxes. Parts are in and will be installed/repared next week. All of this is part our contract.

Submitted by: Jim Reed January 23, 2026

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2026

Status Report

- Welcome 2026 – We were excited to wrap up 2025 with an emphasis on finishing our parts of some great initiatives. There was quite a push to get multiple projects such as YCS student cards, a Whittaker Rd Memory lab, and purchasing of equipment for an outdoor theatre wrapped up. We were more than happy to do so with any outstanding tasks being either minimal or weather related so look forward to their availability.
- New Initiatives for 2026 – We will be tackling a wide variety of items such as a refresh related to our phone system, copier leases, and refreshing out Microsoft Systems. There's a project related to replacing our financial suite that we're happy to move forward after our new payroll system was updated again. This will mark a great improvement to these systems although our department is rarely required to consult or support, it's great to see them refreshed. Those are some of our larger planning and procuring initiatives that we're looking forward to.
- 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.

New or Upcoming Items

- Explore: Incident Reporting and additional objectives regarding surveillance
- Explore: Point of Sale Options
- Plan and Procure: General replacement of dated equipment, some infrastructure is targeted as we evaluate the overall system.

Overall System Status

- All appears well: We do have an initiative to further analyze our offline procedure when our ILS is not available. We've been learning to live with the new environment and much is not within our direct ability to intervene so we'll look for the best solution for YDL as we adapt.

Michigan Avenue Board Report: January 2026

Staff notes

Michigan Avenue staff have been keeping busy. Shayla got up to speed quickly as our new Adult Parapro. She has been helping to fill in at Circulation while our new Clerk is hired. The Clerk hiring process, as you'll undoubtedly hear from Lisa, was quite the experience. We received over 120 applications for the position. It was wonderful to see the community response to the library and interest in working with us, but also quite overwhelming to sort through. We received a number of qualified candidates and interviewed four. I'm happy to say that our top candidate accepted the offer to join our staff downtown.

Tax season is upon us! AARP Tax Prep Help is arguably our largest, most ambitious and most impactful program for adults and spans all three branches. We are one of few libraries where staff handle the bookings for patrons to get their taxes done by experienced volunteers from AARP. This is handled with a monster spreadsheet, well-developed systems, and an abundance of preparation and dedication from our staff. I have been coordinating our program this year and am grateful to Paula and Stacey, along with our Mich Ave adult and circulation staff, for showing me the ropes.

Program highlights

Many of our programs have sparked interest for patrons in this early winter season. The first of these was the Downtown Tree Lighting, an annual celebration of December and all it brings. During our 2025 event, 140 patrons joined us in the Plaza for snacks, singing by the Ypsilanti Youth Choir, readings by Black Men Read, a book giveaway by the Kiwanis Club of Ypsilanti, and chance for photos with Santa. This event was generously sponsored by the Ypsilanti DDA and the Ann Arbor Rotary Club. Here are some stills from the Ypsi DDA's video of the event.



Spotlight: One-shot Programs

There was a jolly atmosphere in the library during the our Jigsaw Puzzle Competition, which brought 10 teams to a speed puzzling event. This program was put on previously at Whittaker and Superior and Aaron organized the version here. The winning team beat the standing record of 1 hour 25 minutes with a 54 minute time.

The Youth department hosted a number of winter break programs, culminating in the "Living in Winter" program put on by the Leslie Nature Center. Live animal programs often draw lots of families and this was

no exception. Drop-in STEM Play also provided families with activities to do outside the house during the extended school break between the Christmas and New Year holidays.



Pat organized our Martin Luther King, Jr. Day service project for all ages. Patrons created 114 cards for Ypsilanti Meals on Wheels and donated toiletries to be given to SOS Community Services. We were happy to be able to host patrons interested celebrating this national day of service.



Spotlight: Ongoing Successes

Stephanie’s monthly Reading Readiness Book Club helps families discover the science of reading. The scaffold for this series is Every Child Ready to Read, an education program developed by the Public Library Association and the Association for Library Service to Children that teaches parents and other caregivers how to support the early literacy development of their children.

The Reading Readiness Book Club connects kids and caregivers to early literacy practices and to each other. In each session, Stephanie shares early literacy activities and shows the grown ups how to work with their kids on reading. One example of this is “tell me a story” panels, an activity in which adults write and read the story, kids illustrate pictures for the story, and then kids tell the stories and the adults write them down. This connects the experiences of reading, illustration and writing in a way that is accessible for both kids and caregivers. Early literacy activities allow parents to build on the skills that kids learned in storytimes and preschool, giving families activities and tools that can be replicated at home. Parents and caregivers have expressed gratitude for our grant from the Ann Arbor Rotary Club, which allows families to bring free books home along with related activities.

Spotify provided Shoshanna with a “Wrapped” summary for the Ypsi Stories podcast in 2025. The most popular episode of the year was the Native American Great Lakes and the Conquest of Michigan. Listening time went up 73% from the previous year, the podcast gained 19% new followers, and there were three fans for which Ypsi Stories was their top podcast of 2025.

Spaces

Since reopening, teens have been unplugging the computers in the Teen Zone in order to charge their phones, since there was no other power option in that room. In response to this challenge, Jim and Ron installed a new outlet for us. We have added charging cables there to provide teens who do not have their own chargers the ability to charge their devices. Upstairs, we have also added charging cables to our study tables. This seems like a small thing but it can make a huge difference to those who use their phones as a lifeline.

Report submitted by Katie Dover-Taylor
January 23, 2026

Outreach Services Board Report - January 2026

BOOKMOBILE HIGHLIGHTS

Happy New Year!

Congratulations and Happy Birthday to Heloise! Heloise is one of the Bookmobile's regular patrons. She hit two milestones and celebrated them on the Bookmobile. The first milestone she reached was her 1000 Books to Kindergarten goal. Yay!! The second she turned 4 years old! Happy Birthday, Heloise! So, Kaitlyn and Ken had balloons and decorations to celebrate Heloise. You know it was about her, right? The Bookmobile made memories again! Thank you to Ken and Kaitlyn for making her day feel so special.

COMMUNITY OUTREACH EVENTS

Child's Elementary School, Literacy Night! - on December 11 from 5:30 PM - 7:00 PM

Child's Elementary invited Monica to attend their Literacy Night for families. There were free books, collaborative activities, and organizations sharing resources. Monica brought along two Reading kits and was able to check out a Math kit for a kiddo. He was so excited about it. It was a great night to speak with so many families that use both Whittaker and, to my surprise, two families used Superior!

WISD Celebration of Culture! - On December 18 from 5:00 PM - 7:00 PM,

Monica participated in food, dance, and family social engagement across the globe. It was a potluck where food came from every culture, and it was very good! They had African Dance Therapy, which I tried, and it was stress-relieving. We had volunteers from Hope Clinic translate resources to share with the community. This year, Outreach had stickers translated into Spanish! The families enjoyed seeing resources and stickers in their native language. I also helped a father and daughter from Africa locate resources online. They thanked me and were very happy to receive the

information. I always love being in that environment and celebrating culture! BTW, I had a table full of kiddos who enjoyed talking to me and loving our tattoos. They kept getting them and showing them to me. How proud!



SENIOR OUTREACH

Senior Advisory Board Celebration - On December 18th, from 1:00 PM - 2:00 PM, we

celebrated the Senior Advisory Board with special catering from Paesanos! They gave us so much over the years that it was well deserved. There was music, games, and conversation! All put together by Susana. They really enjoyed themselves and felt very much appreciated. BTW, they also received little gifts! Well done, Susana!



Grief Choir - On December 13th, the Threshold Singers of Ann Arbor came and performed for seniors and families who struggle with the winter holidays of losing their loved ones. It is all about healing and providing comfort through song. It was emotional for the audience and staff, but enjoyed by all.



Farmer's Market - On December 20th, it was a gardening craft day for the Ypsilanti District Library. Susana brought resources about gardening and the Seed Library to the Farmer's Market. The community also got to design their planters, and everyone took seeds home. We even had special visits from families and kiddos who participated. Susana also received a special thank you for tabling at the Farmer's Market.



Superior Board Report—January 2026

Staff News

- Stacey, Liz, Monique, Sienna, and Kallista were all able to attend trauma training sponsored by the Library Care Coordination team.
- Kallista picked up extra sub shifts to help out the Whittaker youth department.
- Staff also attended a variety of meetings—STEM, SoH, Volunteer, Adult Services, etc.
- Liz and Nicole took advantage of the storytime break to organize, clean, and prep for the next programming cycle.
- A patron wrote out a compliment for Sienna, acknowledging their great customer service skills and kind, patient personality that made for a great customer experience.
- Claire Vargo started as our new library page on January 19. We're looking forward to integrating her into the Superior team!



Program Highlights

- On Dec 4, Kallista organized a STEM circuit workshop with EMU that our tweens loved.
- On Dec 5, the Library Care Coordination team held an ID clinic in our meeting room.
- On Dec 6, Stacey organized 2 sessions of wreath making—a favorite program for many!
- On Dec 13, Kallista organized a jewelry program for kids. They loved making gifts for themselves and others during the program.
- On Dec 22, Nicole hosted a LEGO free build to promote STEM during break.
- On December 29, Liz hosted a Make Do program to promote STEM during break and families were thrilled to show off their cardboard creations.
- Other programs since the last board report have included:
 - Youth: Weekly storytimes, Read to Bambi, ASL storytime
 - Adult: Canva, Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Chair Yoga, Banned Book Club, Sew Social



Building & Grounds

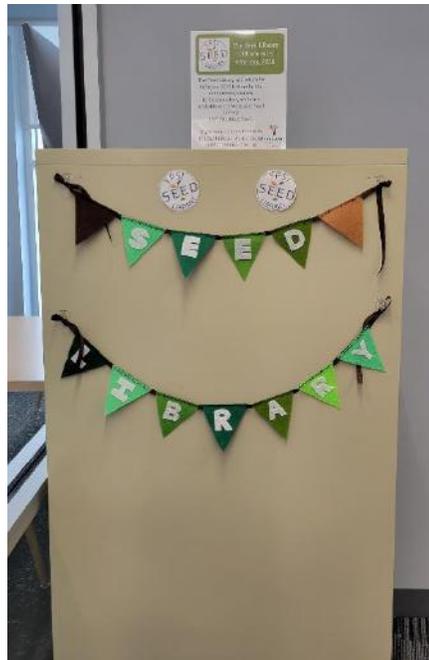
- On Dec 1, JNS started as our new cleaning company.
- Nicole changed the youth area from a fall theme to a winter theme and put out an imaginative play box with costumes and puppets which our families are loving.
- Coronda decorated our staff door with adorable snowflakes, mittens, and hats, to keep the winter festive theming throughout the area.
- Kallista got the conversation re-started and Lisa reached out to the County to get Library street signs installed. They are now available on Geddes and MacArthur, directing patrons to our library.
- On Dec 16, the new security desk had electrical components installed.



- Throughout December, Facilities worked on a variety of projects: replaced door stop in study room 1, replaced carpet squares in entrance, installed a chair rail in the meeting room, etc.
- Jim had the fireplace cleaned and serviced by a repairman. It needed a new step leveler installed and seems to be working correctly again.
- Stacey and IT have been working with TelSystems to get the sound system repaired in the meeting room. Parts are on order and hopefully the power source issues will be corrected.
- Nicole continues to work on moving the Seed Library from a shelf into the repurposed seed library cabinet from Whit. It will be available for patron use in February.



Submitted by Kathryn Takach
January 22, 2026



Whittaker Road-Adult Services Board Report: Jan 2026

Here is a listing of Jan programs:

- Google Calendar - Basics
- Microsoft Word – Basics
- Mahjong Meetup (4 Meetups)
- Read It & Eat It: Cookbook Club
- Fellowship of the Fiber (4 meetups)
- Computer Basics - Getting Started
- Genealogy and Family History Bunch
- Microsoft PowerPoint – Basics
- Moving For Better Balance with the Ann Arbor YMCA (3 meetups)
- Crochet Club (2 meetups)
- YDL Film Club
- AARP Tax Help Info Session
- The Ladies of Soul: A Take Note Concert Featuring the Sean Dobbins Ensemble and Athena Johnson
- Internet Basics - How to Search the Web
- Science Fiction Book Club
- MICHIGAN WORKS! Southeast Community Outreach
- Small Business Savvy: Trust but Verify - Using AI in Your Marketing
- Canva 101: Intro to Canva
- Digital Literacy Tutoring With Washtenaw Literacy (3 sessions)
- Google Sheets for Beginners
- Microsoft Word – Intermediate
- Microsoft Excel – Basics
- Moving For Better Balance with the Ann Arbor YMCA
- YpsiWrites Writers Room & Drop-in Consulting (virtual)
- Small Business Savvy: Canva 101 - Leveraging Canva for Your Small Business
- Euchre Club (Whittaker Branch)
- Canva 201: Tips & Tricks
- Houseplants: Tips from a Master Gardener
- How to Host a Zoom Meeting (Adult-Virtual)
- Virtual African American Authors Book Discussion Group
- Microsoft Excel – Intermediate
- Classic Movie Night
- Microsoft Excel – Pivot Tables (Intermediate)
- YDL Trivia Night Winter '26
- Google Sheets Tips & Tricks
- Creating a Backstory for your Gaming Character
- Microsoft Word – Tips, Tricks, and Hacks

We have done our program planning for the next season (Mar-May). During this season, I wanted to note that in January, we had over 70 people attend our annual MLK Jr concert with Sean Dobbins; it is always a popular event. We appreciate the monies donated by the Friends of YDL; it makes all of our concerts possible. I also wanted to mention that 70 people attended our annual Holiday Concert. Nicole Walley organized both of these successful events. Robert had 91 people attend his drop-in holiday craft program and Nicole had over 20 attend her Upcycled Ornament program, Brett's Euchre Club is full to capacity most months, and his film club has had a good turnout as well.

We tried something new this year, scheduling a tax help information session. Those who registered got to sign up early. We had 29 attendees. An AARP Tax Aide preparer gave attendees the rundown on the requirements for getting their taxes done and talked about new things for the 2025 tax year. Those who came gave us good feedback on the event. Hopefully we can do it again next year. Thanks also to Whit AS librarian Brett Hamilton who helped with the tax help appointment signups after the event. We also had 55 people sign up for a virtual Canva presentation in our Small Business Savvy virtual small business programs. Brigitte Vallion is offering Canva classes at YDL, which are also proving to be popular.

We kicked off our tax help appointment signups on Mon, Jan 12th. As of Jan 22, we are fully booked at Whittaker (every Thursday starting February 5th) through March 12th. We have booked over 100 appointments. Staff has been very busy! We are also all weeding our subject areas.

WSU Practicum Student Sarah Hayses started her time with us on Jan 13th. She is training on all the things we do at the reference desk.

Paula is one of the YDL staff working with the African American Cultural and Historical Museum on an NES Big Read Grant. We're collaborating with them on the grant application and will do some programming with them if the grant is awarded. We're hoping they get selected!

-Submitted by Paula Drummond, Jan 22, 2026

Whittaker Youth Services Board Report January 2026

Programs

Little Ones

- **Storytimes** were on break for the holiday season and started back on January 12. Norma Rodriguez from Dorothy's Discovery Daycare did a Spanish/English storytime with me one Saturday morning this month attended by 68. Some of her families who had never been to the library attended.
- **Sensory Stations** In December, Ulana curated sensory stations that were all sensory bins. These are bins filled with something little ones can scoop, pour, or use pinchers to pick up, such as pasta, beans, or sand; along with themed manipulatives. These are a favorite for many toddlers.
- **Fairy Tale Fridays** Marlena started a new series for 4-8 year olds that takes place monthly on a Friday afternoon. She reads a fairy tale and then offers themed literacy and STEM activities.
- **Life When It's Snowy** Psyche invited Huron Clinton Metroparks to do a winter animal program for little ones on a Saturday morning this month attended by 42.
- **Kinderconcerts** 144 people braved the weather and icy roads to attend Kinderconcerts this week, where little ones twirled scarves to music made by bass and piano.

Kids and Parents

- **Pretzel Making** Psyche offered a Saturday afternoon pretzel making workshop for kids in December.
- **Winter Crafts** Marlena and Ulana helped Robert with his December family program, where people dipped pretzels and made wrapping paper and gift bags.
- **Winter Break STEM** We offered four Winter Break STEM programs that averaged 30 people each. I led cardboard construction with our Chompsaws, Marlena got out Ozobots, Liz invited The Bird Center of Michigan who brought a songbird, and Ulana and Psyche offered classic games.

Tweens/Teens

- **Winter Survival Skills** Rod Cole, who also teaches at Michigan Folk School, returned to teach winter survival skills to a small group of tweens and teens, ages 10-16.
- **TAG Pop Up Programs** TAG hosted a Friendsgiving in November. The library provided two savory dishes. TAG members brought desserts to share and started a gratitude chain for the teen area. They hosted a New Year's party over the break. Attendees made mocktails out of cream soda and fruit flavored syrups, played games, and made masks and candleholders. Attendance averaged 11 at each.

Other Work

- **Around the Department** Winter is a busy holiday season for Ulana to move books from the office to displays. Marlena curated a books-to-movies display and Mani did one with K-Pop Demonhunter read-alikes. Everyone chipped in to redo the play spaces, activity bins, and portal in December.
- **Field Trips** Three first grade classrooms from LCS's Brick Elementary visited in December for a read aloud, short tour, and STEM play with ramps and balls. Liz, Psyche, and I enjoyed their visit.
- **Garden Clean Up and Planning** We are happy to have Mani back to full time in the department since late December. They spent some time in November on an extensive garden weeding project and are thinking ahead about how to engage kids and teens in the upcoming planning and planting season.
- **MLA Spring Institute** The theme for this year's youth services conference is the Power of Play, which is what we do a lot here! Liz and I both submitted proposals that were accepted. Liz will teach people how to make flannel storytelling sets, something she excels at. I will provide examples of STEM play stations and programs, and will take some of our Toyota STEM toys for people to play with.
- **Trauma Training** Liz and Psyche both attended the December trauma training.
- **Neutral Zone Virtual Trainings** Mani is attending three virtual Neutral Zone Youth Driven Spaces workshops this month to learn more about working with teens, which they will be doing.
- **Family Read Planning** Liz has been coordinating meetings that include Pat and Nicole R. We are featuring bird themed books and programs to go with her Flight Path grant.
- **1000 BBK Wall** So many kids have completed the 1,000 Books Before Kindergarten program, the 3x3" laminated images of finishers we were putting on display were taking up too much space. Liz developed a new plan for the display. Patrick repainted the wall and Jim installed 11x17" acrylic holders. Liz created a Canva document where we add photos and then print them for the holders.
- **Space Study** To prepare for a future renovation at Whittaker, I attended a planning meeting and completed an inventory of the number of shelves in Youth and YA and their current capacity. I shared data with selectors to think through additional weeding we might want to undertake this year.

Submitted by Jodi Krahnke January 22, 2026



Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/19/26

Re: Resolution to authorize new signers with financial institutions

Three Board members and the Library Director are signers on most of YDL's bank accounts. The Treasurer is always one of them. Typically we have used the Board President and Secretary as our additional signers.

The attached resolution will authorize new signers with Bank of Ann Arbor, where our main checking account is held. Following the Board meeting we will request the new signers stay to fill out the remaining paperwork and make a copy of each person's driver's license for the bank. I will work with the new officers to update the signers at our other financial institutions over the next few weeks.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-2

January 28, 2026

RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER
FINANCIAL INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: _____
3. YDL Board of Trustees President: _____
4. YDL Board of Trustees Secretary: _____

Two signatures are required for any financial transaction. Signature may be by facsimile. This resolution supersedes any previous such resolution.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution of Lodge, Association or Other Similar Organization

By:

Bank of Ann Arbor
7 W. Michigan Avenue
Ypsilanti, MI 48197

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, _____, certify that I am Secretary (clerk) of the above named association organized under the laws of the State of Michigan _____, Federal Employer I.D. Number 38-2462745 _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 28, 2026 _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
A. Lisa Hoenig Director _____	X _____	X _____
B. _____ President _____	X _____	X _____
C. _____ Treasurer _____	X _____	X _____
D. _____ Secretary _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
A, B, C, D	(1) Exercise all of the powers listed in this resolution.	Two **
A, B, C, D	(2) Open any deposit or share account(s) in the name of the Association.	Two
A, B, C, D	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	Two **
A, B, C, D	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	Two
A, B, C, D	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	Two
A, B, C, D	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	
	(7) Other:	

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution. ** The two (2) signature requirement on checks, withdrawals, transfers or other negotiable instruments is an internal control of Ypsilanti District Library (YDL) and will not be regularly monitored for compliance by Bank of Ann Arbor. **

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated February, 2025 . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)

(Attest by Other Officer)

(Attest by Other Officer)

For Financial Institution Use Only	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____ .	
Comments: 	

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/22/2026

Re: Resolution to approve a MACC grant application submission

We have applied for a grant from the Michigan Arts and Culture Council (MACC). MACC requires our governing body to approve submission before applications are considered.

Here is a description of the grant project:

*The Ypsilanti District Library's **Noise Permit** is a summer celebration of the arts, created by teens for teens, which culminates in a live concert with stage performances by youth in early August. Noise Permit provides teens with summer arts programming in downtown Ypsilanti by offering youth (ages 12 – 24) twice weekly mentoring and educational music and performance workshops, as well as providing a venue for teens to share their artistic “voice” at the end of summer with a concert for the community. This year’s goal is to expand the variety of arts experiences open for exploration by teen participants and to engage more youth from a variety of teen-serving organizations in Ypsilanti.*

We have asked for \$22,050 in support of the project. This would pay for two artist workshop facilitators, project supplies, marketing, and new sound/production equipment. The MACC grant requires a match, which would be met with in-kind staffing expenses from YDL.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-4

January 28, 2026

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT
APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application prepared by YDL staff in support of Noise Permit 2026 is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/22/26
Re: Michigan Avenue sump pump replacement

YDL-Michigan Avenue is located in an area with a very high water table, and the sump pump in the maintenance closet works hard daily to keep the basement dry. In January 2025, HVAC technicians from Campbell, Inc. recommended we start thinking about replacing this aging equipment, and provided the attached quote.

Since the building was still closed at that time and the final construction budget was yet to be determined, I put this project on our capital improvements wish list. I wrote it into the 2026FY budget, earmarking \$7,000. I requested an updated quote from Kevin Coakley of Campbell; he told me he would honor the original quote of \$6,899.00.

The attached resolution requests approval to complete this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-5

January 28, 2026

RESOLUTION TO AUTHORIZE CAMPBELL, INC. TO REPLACE THE SUMP PUMP
AT YDL-MICHIGAN AVENUE

Whereas, the sump pump in the Michigan Avenue basement runs regularly, and is vital to keep water from infiltrating the building, and

Whereas, Campbell, Inc. recommends replacement, as the existing sump pump has nearly reached end of life, and

Whereas, Campbell, Inc. has provided a proposal to replace the sump pump with an equivalent new model, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to replace the Michigan Avenue sump pump at a cost of \$6,899.00 is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Phone: (419) 476-4444 Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti District Library
Site Contact: Mr. Jim Reed
Project
Address: 5577 Whitaker Rd.
City: Ypsilanti
State/Zip: MI 48197
Phone #: 0

Project Name: Whitaker Sump Pump Replacement
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# PP18251

Subject: Duplex Sump Pump Replacement
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) Disconnect, remove and dispose of the existing pumps and float switches.
2) Provide and install two (2) new Zoeller Series 160 1/2HP, 208-230/3PH pumps rated at 93GPM
3) Provide new discharge check valves and piping.
4) Make all necessary wiring connections for the power and float controls.
Total Cost: Six Thousand, Eight Hundred Eighty Nine Dollars (\$6,889.00)

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.

Additional terms and conditions on the second page.

CONTRACTOR: Campbell, Inc.

CUSTOMER:

Kevin M. Coakley 3/3/2025 (DATE)

(SIGNATURE) (PRINT NAME) (DATE)

By Authorizing work you are agreeing to attached Terms and Conditions



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.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/22/26

Re: Resolution to authorize Campbell, Inc. to rebuild a spare motor for the Whittaker HVAC

In January 2025, Campbell replaced a failing motor on Whittaker's air handler with a new one. At the time, they suggested we have them refurbish the motor so we would have a backup in case of future failure. Facilities Manager Jim Reed felt this would be a good idea, as a replacement would cost nearly 3 times as much, and could take weeks or months to obtain.

I put this project on the wish list, and wrote it into the 2026FY budget, earmarking \$7,000. I requested an updated quote from Kevin Coakley of Campbell; he told me he would honor the original quote of \$6,876.00.

The attached resolution requests approval to complete this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-6

January 28, 2026

RESOLUTION TO AUTHORIZE CAMPBELL, INC. TO REFURBISH AN AIR
HANDLER MOTOR TO SUPPORT THE HVAC SYSTEM AT WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 22 years old and its aging parts are beginning to fail, and

Whereas, an air handler motor was replaced last year, and the old motor can be refurbished to use as a spare if or when needed, and

Whereas, Facilities Manager Jim Reed advises this would be prudent in the unfortunate case of a summer failure of our chiller, and

Whereas, Campbell, Inc. has provided a proposal to rebuild the old motor, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to refurbish the spare motor for the Whittaker Road HVAC system at a cost of \$6,876.00 is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Phone: (419) 476-4444 Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti District Library
Site Contact: Mr. Jim Reed
Project
Address: 5577 Whittaker Rd.
City: Ypsilanti
State/Zip: MI 48197
Phone #: 0

Project Name: Refurbish 100HP Motor for Spare
Contact: Ms. Lisa Hoenig
Invoice
Address: 5577 Whitaker
City: Ypsilanti
State/Zip: MI 48197
Email: 0

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

Proposal# PP18250

Subject: 100HP Motor Refurbish

Per your request I have prepared this proposal

Campbell, Inc. will provide all labor and material to complete the 100HP motor refurbish

Baldor Motor Cat# EM2554T-4 100-HP 1780-RPM 460-V ODP 115-AMP 404T-FRAME Dism., steam clean, bake: test windings (tested good), measure brg fits (good) excessive grease inside stator/endbells, evidence of EDM's (produced by a freq drive) : Rebuild/recondition: reinsulate & bake windings, replace bearings, balance rotor,, install ceramic bearing (ODE) , install Aegis ring, re lube, assm.,, test & paint.

Provide local cartage to deliver to the library.

Total Cost: Six Thousand, Eight Hundred Seventy Six Dollars (\$6,876.00)

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.

Additional terms and conditions on the second page.

CONTRACTOR:
Campbell, Inc.

CUSTOMER:


Kevin M. Cookley 3/3/2025
(DATE)

(SIGNATURE)

(PRINT NAME) (DATE)

By Authorizing work you are agreeing to attached Terms and Conditions



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.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/23/26

Re: Discussion topic: Immigration enforcement and public libraries

Chris Tebbens requested a discussion on this topic, and asked how YDL has prepared staff for possible visits from ICE. Beth sent me this summary of their conversation:

I think that seeing what has been going on in Minnesota, it's only a matter of time until libraries begin having ICE inside and arresting patrons. I think we should have a discussion about what is and isn't legal for our library to have as a response and clarify this to the staff...just to make sure that we have an understanding and the staff is prepared for if anything occurs inside our library. ALA put out guidance here (<https://www.oif.ala.org/wp-content/uploads/2025/01/Libraries-and-Immigration-Enforcement-OneSheet-OIF-2025.pdf>) so I want to make sure that we have included this in our training to workers on the ground and see if there is any other concerns about this topic.

Starting point for discussion:

This issue is definitely top of mind for us right now. We have shared the ALA guidelines with staff multiple times, and have also provided the attached guidelines from the Library of Michigan's library law consultant.

In addition, YDL Social Worker Kat Layton is working to present a "Know Your Rights and Risks: ICE at the Library" staff training in partnership with a local National Lawyers Guild chapter. Just this week she sent an email survey to staff "to help shape any future training and related resources so that staff feel informed, supported, and confident in how to respond in these situations."

Immigration Enforcement and Public Libraries

This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

Immigration Enforcement and Public Libraries

Executive Order EO 14159 -1/20/2025 – Protecting the American people against invasion

<https://www.federalregister.gov/documents/2025/01/29/2025-02006/protecting-the-american-people-against-invasion> , Signed by Donald Trump on 1.20.2025, authorizes immigration officials and other related entities to “*Further, the Secretary of Homeland Security shall promptly take appropriate action to use all other provisions of the immigration laws or any other Federal law, including, but not limited to sections 238 and 240(d) of the INA (8 U.S.C. 1228 and 1229a(d)), to ensure the efficient and expedited removal of aliens from the United States.*”(EO 14159, Section 9).

As part of the compliance with this EO, United State Immigration and Customs Enforcement (ICE) have amended an existing policy where ICE agents would refrain from detaining suspects in certain locations identified by the agency as “sensitive.” These locations included schools, courthouses and places of worship. As a part of the increased enforcement requirement, ICE personnel and affiliated law enforcement no longer uniformly observe this practice, and Schools, as well as public libraries are potentially susceptible to unannounced immigration enforcement actions, including efforts to locate and detain suspected immigrants, as well as efforts aimed at auditing an employer’s compliance with immigration laws and procedures in hiring, such as the verification and completion of Form I 9.

Below is a collection of suggestions and resources on managing a visit from ICE, for consideration and inclusion in a Law Enforcement Visit policy.

Libraries are strongly urged to work with their library attorneys on policies and procedures for managing an enforcement visit from a law enforcement agency. In addition, front line service staff should be thoroughly and regularly trained on approved procedures.

WHY ICE AGENTS (OR OTHER LAW ENFORCMENT PARTNERS) MAY VISIT THE LIBRARY

- To conduct enforcement activities prioritizing the detention and removal of immigrants in the country illegally who may be using the library.
- To conduct enforcement activities prioritizing the detention and removal of immigrants in the country illegally who may be employees of the library.
- To audit the library's compliance with employment laws requiring the validation of immigrant status of employees upon hire.

WHAT TYPICALLY OCCURS?

- If interested in searching the entity, agents will generally have a document indicating the purpose of their visit:
 - **A Judicial Warrant**
 - A paper form, signed by a judge of a Local, state or federal court of law, and clearly indicating the court which issued the document, that indicates the purpose of the visit and what (if any) items/documents they are seeking, areas they wish to search, individuals to be arrested etc. Judicial Warrants generally are immediately implemented.
 - **A Judicial Subpoena**
 - A paper form, signed by a judge of a local, state or federal court of law,, and clearly indicating the court which issued the document, which summons the appearance of an individual, or the provision of documents or items to the court in relation to a specific case before the court. Subpoenas do not usually have to be acted on immediately.

- **An Administrative Warrant**
 - A paper form, signed by an DHS administrative law judge or agency official (DHS, ICE, CBP) invoking agency’s administrative authority to detain or arrest individuals. Warrant will often have an agency form number printed on it and will often include the word “Alien” in the title and indicate it is a “Warrant for Arrest” or “Warrant of Removal/Deportation.”
- **An Administrative Subpoena**
 - A paper form, signed by an administrative judge, that issues instructions for the adherence to specific requests such the provision of documents, or the appearance of an individual. Subpoenas do not generally have to be immediately acted on.
- **ICE may enter a library or other public place without a warrant. However, if they wish to enter non-public areas of that place, or they want information on employees or patrons, they will need an appropriate warrant.**

GENERAL GUIDELINES & RESOURCES:

BEFORE a visit:

- Work with library’s attorney to create policies and procedures for managing a visit from immigration or other law enforcement and handling warrants/subpoenas, including whether the library will automatically refuse to comply with administrative subpoenas.
- Work with library’s attorney to ensure that appropriate library privacy, confidentiality, and records retention/storage/ FOIA policies are in place.
- Regularly train employees on policies and procedures relating to law enforcement visits, FOIA, and document retention.
- Maintain proper document retention and management procedures according to [FOIA](#) and [Michigan Document Retention and Disposal General Schedule 17 for Public Libraries](#)
- Clearly identify Non-Public areas of the library as “Staff-Only” or “Closed to the Public,” etc.
- Determine if your county and/or your municipality (including each municipality in a district) have ordinances, procedures, policies, etc., that designate them a “Sanctuary,” or that dictate how government agencies

and/or law enforcement may interact with ICE and other federal officers enforcing immigration laws.

Note on

WHEN a visit occurs:

- Remain calm and professional
- FOLLOW ESTABLISHED POLICY
- Agents CAN enter public areas (including public libraries) without a warrant. HOWEVER, unless they have an appropriate warrant, they cannot enter private areas such as staff work areas, offices, behind service desks, or other areas marked “private,” or “staff only.”

- If Agents approach staff, they should refer Agents/officers to library director or highest-ranking library staff on duty.
 - Ask Agents to identify selves. Note agent names and/or badge numbers
 - Ask to contact lawyer/library director (if not permitted, do so as soon as able)
 - Carefully READ ALL documents provided
 - Signed by a Federal/State/Local court Judge? Agency or Administrative Judge or Official?
 - Agency form number visible?
 - Note parameters of activity required by warrant/subpoena
 - Search areas
 - Documents/information requested
 - Comply with requirements of judicial warrant in accordance with established policy.
 - Comply with requirements of administrative warrant in public areas in accordance with established policy.
 - Can refuse access to non-public areas under an administrative warrant.

- Maintain calm among patrons and staff
- Do not interfere with the activities of the law enforcement agents.
- Afterwards, complete an incident report detailing event and include copies of documents provided by law enforcement – including warrant(s)/subpoena.
- Subpoenas generally can be acted on at a later time. Submit subpoena to library director/board/attorney as directed by policy/procedure.

Library Immigration Resources:

- **ALA Office of Intellectual Freedom Libraries and Immigration Enforcement**
<https://www.oif.ala.org/libraries-and-immigration-enforcement/>
- **ALA -How to Respond to Law Enforcement Requests for Library Records and User Information: Suggested Guidelines | ALA**
[How to Respond to Law Enforcement Requests for Library Records and User Information: Suggested Guidelines | ALA](#)
- **Small Business Association of Michigan, Immigration Enforcement, What Michigan Employers Need to Know-**<https://www.sbam.org/immigration-enforcement-what-michigan-employers-need-to-know/#:~:text=Unannounced%20Raids,-Raids%20are%20unannounced&text=Raids%20typically%20occur%20when%20ICE,here%20for%20more%20News%20&%20Resources.>
- **Warner, Norcross & Judd (Law Firm)Ongoing ICE Raids - Key Information for Individuals and employers** [Ongoing ICE Raids – Key Information for Individuals and Employers | Warner Norcross + Judd - JDSupra](#)
- **Fredrikson & Byron, PA.** [When ICE comes Knocking Know your Rights and Protect YOUR Staff and Patients.](#)
- **ACLU & Michigan Immigration Rights Center, Legal Rights of Immigrant Students in Michigan Schools**
<https://michiganimmigrant.org/sites/default/files/aclu-mirc-letter-to-schools-12725.pdf>
- **ACLU of Michigan,**[Immigrants Rights and Resources Toolkit](#)
- **ACLU of Michigan,** [Know Your Rights Before, During and After Immigration Raids](#)
- **National Immigration Law Center – Warrants and Subpoenas- What to look for and how to respond-** [Warrants-Subpoenas-Facts.pdf](#)
- **National Immigration Law Center – Resource guide for employers**
<https://www.nilc.org/resources/a-guide-for-employers-what-to-do-if-immigration-comes-to-your-workplace/>

A NOTE about protecting immigrant patrons- Shielding or hiding patrons from view or discovery by agents, could be considered obstructing law enforcement and can result in arrest and significant penalties. Libraries can assist immigrant patrons by providing resources and information on how immigrants can exercise their rights:

- **Michigan Immigrant Rights Center** <https://michiganimmigrant.org/> The website has numerous videos and resources explaining immigrant rights as well as information on how an immigrant family can prepare a family plan, and links to resources that can help locate family members and friends who may have been detained..
- **Michigan Immigration Rights Center – Guides to defending yourself in immigration court**
<https://michiganimmigrant.org/guides-defending-yourself-immigration-court-gu%C3%ADas-para-defenderse-en-la-corte-de-inmigraci%C3%B3n>
- **National Immigration Rights Center Know your rights- what to do if you are arrested or detained by Immigration-**
<https://www.nilc.org/resources/know-your-rights-what-to-do-if-arrested-detained-immigration/>
- **National Immigration Rights Center – Know your rights under the U.S. Constitution** <https://www.nilc.org/resources/everyone-has-certain-basic-rights/>
- **National Immigration Law Center – Warrants and Subpoenas: What to look for and how to respond**
<https://www.nilc.org/resources/warrants-and-subpoenas-facts/>
- **ACLU- Know your rights, Immigrants’ Rights**
<https://www.aclu.org/know-your-rights/immigrants-rights>

Immigration Legal Assistance:

- **Michigan Immigrant Rights Center -**
<https://michiganimmigrant.org/immigration-legal-services>
- **Immigrant Advocates Network National Immigration Legal Services Directory- Michigan -**
<https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?&state=MI&national=0&county=&legalArea=&legalService=&nonLegalService=&interestArea=&population=&legalNetwork=&language=&detentionFacility=&text=&zip=&interpreting=0&map=0&page=2>

- **Asylum and Immigration Law Clinic- Wayne State University Law School -**
<https://law.wayne.edu/academics/clinics/immigration>
- **Immigration Law Clinic – MSU College of Law -**
<https://www.law.msu.edu/clinics/immigration.html>

General Resources on Library Support and Services to immigrant Communities

(NOTE: These resources are 2024 and earlier and may not reflect current EOs or implemented Federal policies).

- **[American Federation of Teachers: Immigrant and Refugee Children: A Guide for Educators and School Support Staff](#)** - Date of this publication is unclear – maybe around 2017(?).
- **International Federation of Library Associations and Institutions (IFLA)-**
[“Guidelines for Libraries Supporting Displaced Persons: Refugees, Migrants, Immigrants, Asylum Seekers”](#) (2024)
- **University of Maryland Libraries, Integration, and New Americans ([LINA](#)) [Project](#)** website - Toolkits, research, and other resources to help you provide innovative library services for immigrants and refugees in your community
- ALA (2015-2018): [Libraries Respond: Immigrants, Refugees, and Asylum Seekers](#)

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Cdm-10/10/2025