

# BOARD OF TRUSTEES



**YPSILANTI**  
DISTRICT  
LIBRARY

# 2026

# INFORMATION PACKET



# Wednesday

February 25, 2026

6:30pm

YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, February 25, 2026, 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Kristy Cooper ○ Bethany Kennedy ○ Theresa M. Maddix ○ Patricia Horne McGee ○ Open Trustee ○ Chris Tebbens ○ Jean Winborn ○			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of New Staff</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presentation of 2025 FY Audit:</b> Ian Rees, CPA, Gabridge & Co.			
<b>Consent Agenda</b>			
A. Proposed Minutes from January 28, 2026, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2026 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director’s Report</b>			
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"/>		
<b>Old Business</b>			
A. Committee appointments by President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Revised Michigan Avenue sump pump proposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>New Business</b>			
A. Acceptance of FY 2024-2025 Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to designate fund balance for capital improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Award of landscaping contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Resolution to honor Brian Steimel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Discussion of trustee vacancy and review of Trustee Job Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes  
of  
Previous  
Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

**CALL TO ORDER**

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

**ATTENDANCE**

Trustees Present: Trustee Bethany Kennedy, Trustee Theresa M. Maddix, Trustee Patricia Horne McGee, Trustee Chris Tebbens, and Trustee Jean Winborn formed a quorum. Trustee Kristy Cooper arrived at 6:33pm. Trustee Brian Steimel has resigned effective January 21, 2026.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, and Business Office Manager Andrew Hamilton.

**APPROVAL OF THE AGENDA**

Director Lisa Hoenig asked that Old Business be moved to the end after New Business for the Closed Session, as well as a short break before the Closed Session to collect the necessary signature changes for the bank. Trustee Winborn asked that a question regarding the heating of Whittaker be added to the Facilities report. President Kennedy asked to add President's Comments after the Public Comment. Trustee Maddix moved to approve the agenda with the additions from above, and Trustee Horne McGee supported this motion.

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2

**PUBLIC COMMENT**

Elizabeth Getty – Prefaced her comments by providing a listing of co-workers who wanted their names to be shared; Kelly Peterson Scott, Takima Banks, Olivia Snelling, Shayla Card-Nolin, Daishayanea Jackson, Nicole Walley, Pat Harris, Drew Eaddy, Stacey Palazzolo, Lewander Davis, Monique Lopez-Geiman, and Kallista Walker. She also thanked the Board for implementing and collecting the staff survey, as well as the recent email expressing gratitude from President Kennedy to the staff. She expressed appreciation for the solicitation of staff input on the pending Security Coordinator position, which led her into an overview of the high frequency of incident reports among the branches in recent days. She referenced internal training from February of 2024 (Supporting YDL staff: a Reflective Practice Approach) and shared some of the data and takeaways from that training along with a packet she provided to the Board. She mentioned the need for support then as well as now, and requested the help of the Board as elected officials and YDL stakeholders.

Mani Brito – Provided a statement in appreciation of their workplace, but mentioned they know we may do better, and sees this as an opportunity to collaborate as we build a better system. They see this interaction around the Security Coordinator position as a desire to work collectively towards the library's mission to build community. They brought up various aspects of concern regarding security practices at YDL and pointed to recent incidents of profoundly disturbing behavior. They asked for reflection on YDL's security practices and how they affect the community as a whole. They also asked for staff to feel safe and supported when dealing with and reporting incidents at all locations.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

Kat Layton – Advised part of the reason she was brought in was to support staff due to the burnout many staff were expressing. She sees staff still encountering crisis on a regular basis and not being able to process the secondary trauma, and that the current reflective trauma practices are not frequent enough to provide the necessary support. She believes there is a need to refine the patron behavior policy and the way suspension and trespass notices are executed. She would like to remove any discretionary enforcement and provide some sort of restorative practice. She also mentioned a high concern among community and staff with Immigrations and Customs Enforcement (ICE). She encouraged staff and the Board to attend the upcoming trainings in February.

Nicole Russell – Advised this is her first library job, feels that this is the best job she has ever had, and she plans to retire with this organization. She brought up the recent number of incidents at each location and the need to train employees to handle stressful situations. She stated that we can not fix the community, but we may offer them respite and a place that is safe. Libraries provide warmth, food resources and the community come to us for assistance and knowledge. She advised that if we cannot do these things due to behavior issues with individuals seeking assistance then we need more help.

Sienna Higgins – Feels that there is a disparity in how the library system holds patrons accountable for their actions. She provided several examples from recent incidents, and asked that the Board and administration think about why there are these disparities in punishments. She hopes that these decisions in the future are made with checked biases to ensure that the library is a fair place for everyone.

Shayla Card-Nowlin – Expressed her concern with Immigrations and Customs Enforcement in her community and how difficult the Visa process is for community members to navigate. She also expressed concern with the current security procedures and the need for more training to enhance that process. However, she cannot turn a blind-eye to actions and decisions she may no longer excuse.

Stephanie Pocsi-Morrison – Advised the Board that the employees are asking for help. Explained how difficult it is to work everyday and guess what behaviors patrons may exhibit. Expressed a need from the employees to have contact and communication with the Board members so they may have a more holistic approach to keep the branches safe for everyone. Brought up several examples of incidents and how they affected her as well as patrons. Expressed a need for a better system to discuss and de-brief after incidents occur and she came to the meeting tonight to state formally a need for help from the Board.

Hailey Burns – Asked the Board for counsel and advice on how to provide timely information and messaging to the community in regards to ICE. She provided an example from a Chicago library system and is looking for guidance on how her department may do the same.

**PRESIDENT’S COMMENTS**

President Kennedy advised that Trustee Steimel resigned from the Board effective January 21, 2026. Advised at the next meeting the Board will need to go through the job description for a trustee and solicit a candidate to fill in until the next election cycle. The group also agreed to provide a statement to honor Trustee Steimel’s many years of service and his efforts on behalf of the library, the staff, and the community.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

**ANNUAL MEETING**

**Election of Officers:**

President Kennedy opened the floor for the nominations of officers. Director Hoenig advised of the need to elect all four officers as this is an annual task. She also stated the current President and Secretary are term-limited and the previous Vice President is no longer a Board member. President Kennedy asked if there were any interested individuals in any particular order who are willing to serve. Chris Tebbens volunteered to remain in the Treasurer's office, and President Kennedy confirmed there were no challengers. Trustee Winborn inquired of Trustee Cooper if she would like to run for the President's office and she was willing. Trustee Winborn inquired of Trustee Maddix if she would like to run for the Vice President's office, and she was willing. Trustee Winborn asked President Kennedy if she was willing to serve as Secretary, and she was amiable to that as long as there were no challengers. There were none.

President Kennedy then advised the slate of nominations for the positions would be as follows, unless there were any challengers:

President – Kristy Cooper  
Vice-President – Theresa M. Maddix  
Treasurer – Chris Tebbens  
Secretary – Bethany Kennedy

Trustee Winborn moved to elect the officers via the slate for the 2026 Board Positions, and Trustee Horne McGee seconded this motion.

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

**APPROVAL OF 2026 BOARD MEETING DATES**

Trustee Cooper asked if more meetings could be held at the branch locations and the Board was agreeable to that. Director Hoenig advised she would add more branch location meetings. Trustee Tebbens moved to approve the 2026 Schedule of Library Board Meetings. Trustee Winborn seconded this motion. Notice enclosed.

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

**YDL 2026 BOARD COMMITTEES**

Trustee Kennedy asked to postpone all committee assignments until the February 2026 meeting, except for the Personnel Committee, which will be composed of Trustee Kennedy, Trustee Horne McGee and Trustee Winborn. The Board was agreeable to that. President Cooper appointed the 2026 Personnel Committee as proposed.

Vote: Ayes: 6

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

Nays: 0  
Motion: Passed  
Absent: 1

**CONSENT AGENDA**

Trustee Winborn moved to approve consent agenda (November 19, 2025 Budget and Regular meeting minutes and November and December 2025 Financials and Check Registers). Trustee Maddix supported this motion.

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

**COMMUNICATION**

Director Hoenig spoke about an email she received noting YDL is a recipient of a \$10,000.00 gift from the Carnegie Libraries in celebration of the United States 250<sup>th</sup> Anniversary. She highlighted an article that discussed whether audiobooks qualify as reading, and she agreed with the article that listening to audiobooks does qualify as reading. Next she pointed out an article from the US Government Accountability Office that addresses the fact that many of the nation's public libraries have facilities in poor condition with a need for maintenance. She felt this was something this Board knows well and has been addressing in the budgets. She moved on to a nice comment from a patron as well as a communication from the City of Ypsilanti impacting properties within the Historic District. She closed with information regarding the passing of State Librarian Randy Riley and the impacts from this.

**COMMITTEE REPORTS**

Facilities Committee – Director Hoenig highlighted the information from the Superior Charter Township Planning Commission which is considering changes to the Township Zoning Ordinance. She was interested to know the specifics of the change made to the property housing the Superior branch location and surrounding properties. Director Hoenig addressed Trustee Winborn's earlier question regarding the heat at Whittaker Road. She advised that the HVAC contractor is actively working to repair many of the VAV boxes that regulate the airflow to rooms. The contractor is also updating the wires that connect the system between the VAV boxes.

Fundraising Committee – Director Hoenig discussed the Annual Appeal and showed the Board an example of a marketing piece to fundraise for the Bookmobile. She also discussed a façade grant offered by the City of Ypsilanti Downtown Development Authority. YDL's application would propose to remediate water incursions as well as beautify the façade on the west side of the Michigan Avenue branch along Adams Street. She advised they are also working on a possible grant with the Washtenaw County Office of Economic Development. One of the grant objectives would fund qualified individuals to to debrief library staff after incidents occur. Trustee Maddix asked follow-up questions regarding the annual appeal and the cost and expected longevity of the next bookmobile. Trustee Tebbens suggested a more collaborative committee process this year in regards to fundraising.

Friends of the Library Committee – The most recent meeting was cancelled due to inclement weather.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig mentioned that all the new security desks have been installed and electrical has been completed. At the moment signage for these desks is the last pending item. She said that the art committee met for Michigan Avenue and there is a plan to acquire the Juneteenth mural, as well as two other artists who will be commissioned for pieces for the study rooms. She next discussed the work by Mende Engineering which will address the humidity issues at the Michigan Avenue branch and a report is expected in the next two months. She feels strongly that this investigation will lead to a solution which will address both the humidification and de-humidification of that location. She next discussed the Strategic Plan Progress report included in the packet as well as the Dashboards.

**NEW BUSINESS**

- A. Resolutions to authorize new signers for YDL with financial institutions

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: Chris Tebbens
3. YDL Board of Trustees President: Kristy Cooper
4. YDL Board of Trustees Secretary: Bethany Kennedy

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

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

Trustee Cooper moved to accept Resolution 2026-3 Bank of Ann Arbors' Resolution of Lodge, Association or Other Similar Organization signature changes as written in the form. Trustee Tebbens seconded this motion. (Resolution 2026-3 appended at the end of the minutes.)

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

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

- B. Approval of MACC grant submission for Noise Permit 2026

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-4

January 28, 2026

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT APPLICATION

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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: Trustee Winborn

SUPPORTED BY: Trustee Maddix

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

- C. Consideration of a proposal to replace the sump pump at YDL-Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-5

January 28, 2026

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

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

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

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: Trustee Maddix

SUPPORTED BY: Trustee Tebbens

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

D. Consideration of a proposal to refurbish an HVAC motor for the YDL-Whittaker chiller

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

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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: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 28, 2026 (Unapproved)

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

E. Discussion: Immigration enforcement and public libraries

The Board engaged in a robust discussion regarding immigration enforcement and recent events surrounding this topic that affect the community. The Board offered a motion to support the January 21, 2026, resolution by the Washtenaw County Board of Commissioners. The Board also agreed to further discussion to refine policy and communicate with staff and the community.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

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

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Thanked Brian Steimel for his efforts as a trustee and advised that he will be missed. She also thanked the staff for coming to the meeting and sharing their thoughts and concerns.
Trustee Steimel	Absent/Resigned.
Trustee Winborn	Thanked the staff for their efforts. Also voiced appreciation for Brian Steimel's many efforts and expressed how much he will be missed.
Trustee Maddix	Thanked Brian Steimel for his efforts as a trustee and advised that he will be missed.
Trustee Tebbens	Thanked the staff for being participants in the meeting as well as for their daily efforts. Also thanked Brian Steimel for his years of service to the library and that he will be missed.
Trustee Kennedy	No comment.
Trustee Horne McGee	She truly appreciates the staff for coming to the meeting and speaking openly about their need and concerns.

**OLD BUSINESS**

A. Closed session for Director evaluation (continued from November 2025)

Trustee Maddix motioned to move into a closed session to discuss the Director evaluation at 8:39 pm. Trustee Cooper seconded this motion. Trustee Winborn moved to end the closed session at 9:24 pm, and Trustee Maddix seconded this motion.

**ADJOURNMENT**

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

# **Financial Report**

**Ypsilanti District Library  
Balance Sheet  
January 31, 2026  
General Fund**

	<b>FYE 11/30/21 ACTUAL</b>	<b>FYE 11/30/22 ACTUAL</b>	<b>FY 11/30/23 ACTUAL</b>	<b>FY 11/30/24 ACTUAL</b>	<b>FY 11/30/25 ACTUAL</b>	<b>FYTD 1/31/2026</b>	<b>Current FYTD Variance from 11/30/25</b>
<b>Assets:</b>							
Total Cash & Cash Equivalents	3,413,908	3,497,836	4,132,885	3,709,186	4,147,604	6,131,046	1,983,443
Receivables & Other assets	108,670	132,113	89,635	249,535	181,816	116,263	(65,553)
<b>Total Assets</b>	<b>3,522,578</b>	<b>3,629,949</b>	<b>4,222,520</b>	<b>3,958,721</b>	<b>4,329,420</b>	<b>6,247,310</b>	<b>1,917,890</b>
<b>Liabilities</b>							
	344,511	215,951	1,160,956	315,649	310,268	83,254	(227,013)
<b>Composition of Fund Balance</b>							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	352,434	352,434	-	-	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	1,852,576	2,319,024	2,907,407	2,554,937	3,140,258	3,512,544	372,286
Current Year Surplus(Deficit)	446,448	235,931	(352,452)	581,526	372,286	2,144,903	1,772,617
<b>Total Fund Balance</b>	<b>3,158,067</b>	<b>3,413,998</b>	<b>3,061,564</b>	<b>3,643,072</b>	<b>4,019,152</b>	<b>6,164,055</b>	<b>2,144,903</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,502,578</b>	<b>3,629,949</b>	<b>4,222,520</b>	<b>3,958,721</b>	<b>4,329,420</b>	<b>6,247,310</b>	<b>1,917,890</b>

**Ypsilanti District Library**  
**Period Ending 1/31/26 (16.7% of Year)**  
**General Fund**

<b>ACCT #</b>	<b>FY 11/30/23 ACTUAL</b>	<b>FY 11/30/24 ACTUAL</b>	<b>FY 11/30/25 ACTUAL</b>	<b>Original FY 2025-2026 BUDGET</b>	<b>YTD 1/31/2026 ACTUAL</b>	<b>REMAINING BUDGET</b>	<b>YTD AS A % OF BUDGET</b>
Total Revenues	6,437,010	7,042,451	7,656,643	7,512,536	3,166,487	4,346,049	42.1%
<b>Expenditures</b>							
Dept 100 Administrative	2,799,845	3,088,772	3,499,974	3,682,619	529,868	3,152,751	14.4%
Dept 200 Michigan Ave.	679,655	706,194	731,794	814,606	112,066	702,540	13.8%
Dept 300 Outreach	285,464	291,164	313,695	337,965	52,130	285,835	15.4%
Dept 400 Superior Township	482,563	573,703	570,053	605,141	91,468	513,673	15.1%
Dept 500 Whittaker Rd	1,266,793	1,240,498	1,385,171	1,487,537	218,695	1,268,842	14.7%
Dept 600 Donations	79,576	44,096	40,370	-	6,804	(6,804)	NA
Dept 700 Grants	43,127	1,146	43,300	-	10,554	(10,554)	
Total	5,637,023	5,945,573	6,584,357	6,927,868	1,021,585	5,906,283	14.7%
Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	2,144,903		
Sale of Assets	-	-	-	-	-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)	-	-		
Fund balance - beginning of period	3,413,998	2,813,985	2,610,863	2,530,715	2,530,715		
Fund Balance - end of period	2,813,985	2,610,863	2,530,715	3,115,383	4,675,617		

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2026  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 1/31/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
403.000	Superior Township Tax Levy	1,076,710	1,150,986	1,353,566	1,294,714	611,381	47.2%
425.000	City of Ypsilanti Tax Levy	944,675	998,345	1,055,610	1,113,046	168,173	15.1%
425.075	PPT Reimbursement	33,869	51,006	47,986	40,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,862,384	4,144,238	4,416,852	4,544,726	2,280,000	50.2%
441.000	Renaissance Zone Reimb	66,774	66,572	66,071	65,000	0	0.0%
443.000	State Aid Direct	44,630	44,916	47,814	47,850	0	0.0%
447.000	State Aid Indirect	44,630	44,916	47,814	47,850	0	0.0%
500.500	Operational Grant Revenue	10,000	56,711	138,150	30,000	68,719	229.1%
500.600	Talk Grant Revenue	45,554	88,715	0	0	0	NA
657.000	Circulation Services fee	7,195	4,426	6,405	6,000	674	11.2%
657.100	Smart Cards - Printing & Copies	33,006	31,101	38,995	35,000	6,917	19.8%
657.600	Proctor Fees	60	125	202	0	0	NA
661.000	Penal Fines County	69,569	79,549	65,687	64,000	0	0.0%
662.100	Community room rentals	2,250	3,425	3,825	2,750	425	15.5%
679.000	Donations/Misc.	12,872	2,993	14,543	2,500	1,092	43.7%
681.000	Donations Designated	0	530	2,000	0	0	NA
681.080	Donations/Memorials	4,629	0	0	600	0	0.0%
682.050	Proceeds from HVAC settlement	0	0	27,500	0	0	NA
687.000	Interest/Checking	6,705	7,080	5,546	5,500	947	17.2%
687.010	Interest/Savings	54,301	37,273	271	500	2	0.4%
687.121	MI Class value change	3,033	150,230	208,117	195,000	26,236	13.5%
689.000	Dividends-MML	6,490	6,675	6,700	6,500	0	0.0%
690.000	Dividend Revenue Endowment	12,595	14,683	14,423	11,000	1,229	11.2%
<b>Total Revenue</b>		<b>6,341,931</b>	<b>6,984,492</b>	<b>7,568,078</b>	<b>7,512,536</b>	<b>3,165,794</b>	<b>42.1%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2026  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 1/31/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	860,334	980,882	1,072,803	1,142,875	191,303	16.7%
702.100	Professional/Accounting	10,340	11,075	11,600	12,000	0	0.0%
702.150	Bank Fees	2,807	3,705	3,865	5,000	879	17.6%
702.900	Salary/Subs	17,893	13,241	20,489	18,392	4,289	23.3%
705.000	Employee Recognition Awards	521	789	750	750	0	0.0%
710.000	Payroll Service	18,957	10,151	21,141	14,600	2,901	19.9%
715.000	Employer Payroll Tax	208,026	224,848	242,918	254,067	43,031	16.9%
715.100	ACA Taxes Paid by employer	644	518	513	1,200	0	0.0%
718.000	MERS Defined Contribution	108,527	130,468	131,764	165,347	28,990	17.5%
719.000	FSA Admin Fee	600	657	656	900	111	12.3%
727.000	Office Supplies	45,636	23,533	35,310	34,000	3,985	11.7%
727.200	Supplies-Facility	22,127	26,267	34,318	34,500	3,660	10.6%
752.000	MML/Building Insurance	77,332	86,565	87,935	92,500	0	0.0%
753.000	MML/Workers Comp	12,633	16,456	17,848	17,500	0	0.0%
754.000	Health Insurance	456,375	507,840	536,541	608,255	92,229	15.2%
755.000	PT Telemedicine	0	3,226	3,800	4,455	587	13.2%
756.000	Delta Dental	34,625	35,661	37,952	39,628	6,614	16.7%
758.000	Life Insurance	4,708	4,613	5,045	4,764	867	18.2%
759.000	Vision Service Plan	9,340	8,784	9,131	9,500	2,249	23.7%
762.000	STD/LTD (Disability Insurance)	18,396	19,661	21,883	21,540	3,680	17.1%
769.000	Printing & Publishing	24,323	23,525	25,225	28,100	663	2.4%
769.050	Classified Advertising	312	174	192	3,500	0	0.0%
774.050	Digital Collection	315,437	364,712	428,583	448,500	35,352	7.9%
774.100	Data Bases	32,458	33,979	34,144	40,000	8,504	21.3%
774.800	System Wide DVDs	220	0	0	0	0	NA
774.900	All Materials Processing	28,394	28,119	27,155	25,000	2,912	11.6%
774.950	Play Kits	4,735	4,680	0	0	0	NA
774.975	Library of Things	12,379	14,965	12,590	10,000	16	0.2%
801.000	Major Events	14,259	15,895	4,665	17,306	187	1.1%
802.000	Mileage/Travel Reimbursement	6,936	4,769	2,607	7,000	-222	-3.2%
804.000	Workshops/Training	7,003	5,323	7,576	11,500	1,299	11.3%
805.000	Memberships & Dues	6,661	6,093	6,593	6,750	550	8.1%
806.000	Talk Grant Expenses	21,750	61,215	0	0	0	NA
807.000	Operational Grant Expenditure	12,389	27,941	71,830	30,000	39,820	132.7%
810.000	Capital Outlay - Buildings	4,880	5,549	9,369	5,500	0	0.0%
810.100	Capital Outlay - Improvements	2,261	6,531	97,882	44,200	0	0.0%
811.100	Capital Outlay - Technology	59,118	43,625	27,993	18,000	9,800	54.4%
812.000	Capital Outlay - Furnishings	5,873	3,426	1,832	5,000	0	0.0%
850.000	Automation - Technology	134,299	116,588	201,491	229,000	12,151	5.3%
850.100	Telecommunications	11,111	5,579	9,107	9,500	9,107	95.9%
850.200	ILS Contract	63,125	47,867	53,906	52,900	0	0.0%
850.500	Software Subscription	42,936	39,319	33,952	38,986	20,307	52.1%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	20,240	21,206	25,107	30,025	21	0.1%
965.000	Auditing Service	8,325	8,550	18,390	18,900	0	0.0%
975.000	Legal	1,870	23,594	27,589	20,000	183	0.9%
975.500	Legal - Negotiations	0	0	23,320	0	0	NA
980.000	Professional/Contractual	37,007	49,866	40,241	71,179	1,579	2.2%
980.500	Branding Costs	3,195	3,619	4,991	5,000	0	0.0%
981.500	Lost Book Expense	3,431	1,834	1,228	4,000	181	4.5%
982.000	MTT Charge Back City	259	0	0	5,000	0	0.0%
983.000	MTT Charge Back TWP	878	4,394	3,355	8,000	2,084	26.1%
983.100	MTT Charge Back-Superior Twp	914	4,052	0	5,000	0	0.0%
984.050	Contributions/Endowment	250	50	0	0	0	NA
<b>Total</b>		<b>2,799,845</b>	<b>3,088,772</b>	<b>3,499,974</b>	<b>3,682,619</b>	<b>529,868</b>	<b>14.4%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2026  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 1/31/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	473,988	469,503	566,609	568,693	94,036	16.5%
702.800	Salaries-Pages	6,611	10,061	11,242	10,941	1,911	17.5%
771.000	Adult Books & Processing	14,185	20,211	18,938	18,000	1,491	8.3%
772.000	Youth Books & Processing	11,280	12,675	12,155	12,200	1,153	9.4%
774.950	Play Kits	0	0	1,714	1,500	0	0.0%
776.000	Periodicals - Adult	2,868	2,144	2,962	3,500	67	1.9%
778.000	Adult Audio/Visual	3,481	4,248	4,685	3,900	95	2.4%
779.000	Youth Audio/Visual	901	1,916	1,492	1,400	37	2.7%
801.500	Learning Never Gets Old	1,250	968	1,323	750	0	0.0%
802.200	Parking	3,700	3,600	3,600	3,900	0	0.0%
810.000	Capital Outlay - Buildings	18,357	100,000	7,744	57,000	0	0.0%
812.000	Capital Outlay - Furnishings	4,510	0	1,793	3,000	0	0.0%
840.000	Repair & Maintenance - Building	32,249	25,148	24,812	26,000	967	3.7%
840.025	Campbell Maint Contract	13,204	14,800	14,800	16,000	3,700	23.1%
840.050	Snow Removal/ Lawn Care	12,097	8,340	10,929	19,000	2,900	15.3%
900.000	Programs-Adult	2,641	2,912	2,963	3,000	489	16.3%
901.000	Programs-Youth	2,531	2,206	2,848	3,000	620	20.7%
902.000	Art Purchases	0	0	2,789	20,000	205	1.0%
940.000	Phone	2,319	1,999	1,799	2,008	258	12.8%
943.000	Natural Gas	3,923	3,848	6,351	8,011	1,897	23.7%
947.000	DTE - Electric	20,935	15,529	20,589	24,192	1,820	7.5%
949.000	Ypsilanti Comm Utilities Auth	6,029	6,087	7,158	6,511	419	6.4%
980.000	Professional Contractual	42,596	0	2,500	2,100	0	0.0%
<b>Total</b>		<b>679,655</b>	<b>706,194</b>	<b>731,794</b>	<b>814,606</b>	<b>112,066</b>	<b>13.8%</b>
<b>Dept 300 Outreach</b>							
702.000	Salaries	233,500	268,398	275,843	296,618	49,311	16.6%
775.000	Library Materials	3,275	5,772	5,027	5,000	376	7.5%
801.500	Learning Never Gets Old	1,223	2,524	1,493	3,000	1,084	36.1%
811.000	Capital Outlay Vehicle	35,000	0	0	0	0	NA
840.000	Repair & Maintenance	8,376	7,566	24,284	25,000	594	2.4%
901.000	Programs		1,439	1,795	2,000	41	2.0%
943.000	Fuel	4,090	5,464	5,254	6,347	724	11.4%
<b>Total</b>		<b>285,464</b>	<b>291,164</b>	<b>313,695</b>	<b>337,965</b>	<b>52,130</b>	<b>15.4%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2026  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 1/31/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 400 Superior Township</b>							
702.000	Salaries	353,232	382,524	418,615	436,358	73,635	16.9%
702.800	Salary/Pages	3,706	5,248	6,194	10,941	130	1.2%
771.000	Adult Books & Processing	14,935	14,738	14,100	15,000	1,846	12.3%
772.000	Youth Books & Processing	12,171	15,539	12,372	14,000	1,130	8.1%
774.950	Play Kits	0	0	1,235	1,500	0	0.0%
776.000	Periodicals	1,290	663	790	1,200	0	0.0%
778.000	Audio/Visual	1,276	1,759	1,927	2,000	346	17.3%
801.500	Learning Never Gets Old	748	1,020	1,000	1,000	200	20.0%
810.000	Cap Outlay Building	2,381	51,286	5,633	8,000	0	0.0%
812.000	Cap Outlay Furnishings	0	2,165	929	0	0	NA
840.000	Repair & Maintenance	5,503	6,146	14,792	12,500	709	5.7%
840.025	Campbell Maint Contract	7,108	9,147	11,088	13,000	2,772	21.3%
840.050	Snow Removal & Lawn Care	26,505	22,570	26,993	24,500	3,960	16.2%
900.000	Programs - adult	502	1,540	1,293	1,500	100	6.7%
901.000	Programs - Youth	547	2,537	1,970	2,500	1,265	50.6%
902.000	Art Purchases	8,683	8,358	121	0	0	NA
940.000	Phone	2,041	2,155	2,272	2,250	326	14.5%
943.000	Natural Gas	2,722	2,740	3,544	4,418	912	20.6%
947.000	DTE - Electric	8,772	14,500	14,187	16,916	1,385	8.2%
949.000	Ypsilanti Comm Utilities Auth	6,681	4,228	6,096	4,558	253	5.5%
980.000	Professional/Contractual	23,760	24,840	24,900	33,000	2,500	7.6%
<b>Total</b>		<b>482,563</b>	<b>573,703</b>	<b>570,053</b>	<b>605,141</b>	<b>91,468</b>	<b>15.1%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 1/31/2026  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 1/31/2026 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	798,216	788,402	900,098	947,353	161,192	17.0%
702.800	Salaries-Pages	31,782	24,774	29,642	41,028	5,158	12.6%
771.000	Adult Books	44,943	36,758	28,604	36,450	5,240	14.4%
772.000	Youth Books	29,767	35,544	33,620	30,750	2,838	9.2%
774.950	Play kits	0	0	1,615	1,500	14	0.9%
776.000	Periodicals - Adult	6,237	5,439	10,194	9,000	4,686	52.1%
776.050	Periodicals - Youth	722	624	756	700	0	0.0%
778.000	Adult Audio/Visual	7,498	9,864	7,957	5,800	58	1.0%
779.000	Youth Audio/Visual	3,081	2,991	3,854	3,100	11	0.4%
810.000	Cap Outlay Building	71,761	22,986	54,029	93,500	0	0.0%
812.000	Cap Outlay Furniture	0	0	0	0	0	NA
840.000	Repair & Maintenance - Building	36,176	43,618	43,734	35,000	4,587	13.1%
840.025	Campbell Maint Contract	41,379	50,900	50,900	54,000	12,725	23.6%
840.050	Snow Removal/Lawn Care	34,465	32,365	33,838	34,000	7,300	21.5%
900.000	Programs - Adult	3,196	1,634	3,987	4,200	311	7.4%
901.000	Programs - Youth	12,837	13,005	12,896	13,000	1,497	11.5%
903.000	Equipment Maintenance	1,702	1,297	3,155	3,000	0	0.0%
940.000	Phone	4,916	5,146	5,395	5,185	773	14.9%
943.000	Natural Gas	24,868	31,394	42,266	31,680	6,038	19.1%
947.000	DTE - Electric	106,775	126,805	110,738	131,220	5,921	4.5%
949.000	Ypsilanti Comm Utilities Auth	6,472	6,953	7,892	7,071	345	4.9%
980.000	Professional/Contractual				0	0	NA
<b>Total</b>		<b>1,266,793</b>	<b>1,240,498</b>	<b>1,385,171</b>	<b>1,487,537</b>	<b>218,695</b>	<b>14.7%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	Total Revenue	46,229	55,433	48,564			
	<b>Total Donated revenue</b>	<b>46,229</b>	<b>55,433</b>	<b>48,564</b>		<b>693</b>	<b>NA</b>
<b>Expenditures:</b>							
	Total Expenditures	79,576	44,096	40,370			
	<b>Total Expenditures</b>	<b>79,576</b>	<b>44,096</b>	<b>40,370</b>		<b>6,804</b>	<b>NA</b>
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	Total Grant Revenue	48,850	2,526	40,000			
	<b>Total Revenue</b>	<b>48,850</b>	<b>2,526</b>	<b>40,000</b>		<b>0</b>	<b>NA</b>
<b>Expenditures</b>							
	Total Expenditures	43,127	1,146	43,300			
	<b>Total Expenditures</b>	<b>43,127</b>	<b>1,146</b>	<b>43,300</b>		<b>10,554</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>5,723</b>	<b>1,380</b>	<b>-3,300</b>		<b>-10,554</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
<b>Total Other Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>NA</b>
<b>Total Revenue</b>		<b>6,437,010</b>	<b>7,042,451</b>	<b>7,656,643</b>	<b>7,512,536</b>	<b>3,166,487</b>	
<b>Total Expenditures</b>		<b>5,637,023</b>	<b>5,945,573</b>	<b>6,584,357</b>	<b>6,927,868</b>	<b>1,021,585</b>	<b>14.7%</b>
	Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	2,144,903	
	Fund Balance Beginning of Year	3,413,998	3,061,551	3,643,078	4,015,363	4,015,363	
	Board Designation	-1,152,434	-515,352	-700,000	0	0	
	<b>Ending Fund Balance</b>	<b>3,061,551</b>	<b>3,643,078</b>	<b>4,015,363</b>	<b>4,600,031</b>	<b>6,160,266</b>	

**Ypsilanti District Library  
Balance Sheet  
January 31, 2026  
Capital Asset Replacement Fund**

	<b>FYE 11/30/21 ACTUAL</b>	<b>FYE 11/30/22 ACTUAL</b>	<b>FY 11/30/23 ACTUAL</b>	<b>FY 11/30/24 ACTUAL</b>	<b>FY 11/30/25 ACTUAL</b>	<b>FYTD 1/31/2026</b>	<b>Current FYTD Variance from 11/30/25</b>
<b>Assets:</b>							
Cash and Current Assets	3,503,051	1,356,163	914,194	382,618	437,035	439,443	2,408
Total Assets	3,503,051	1,356,163	914,194	382,618	437,035	439,443	2,408
<b>Liabilities</b>	-	-	-	201,502	180,751	180,751	0
Fund Balance	3,489,597	887,932	371,866	181,116	256,285	258,692	2,407
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,489,597</b>	<b>887,932</b>	<b>371,866</b>	<b>382,618</b>	<b>437,035</b>	<b>439,443</b>	<b>2,407</b>

Ypsilanti District Library  
 Capital Expenses  
 Period Ending 1/31/26 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	YTD 1/31/2026 ACTUAL
<b>Revenue</b>					
400.683.800	Superior Library Designated	166,970	88,893	80,000	-
300.683.200	Veh Designated Donation			8,701	13,735
200.681.075	MA Designated Donation		35,600	5,800	
688.000	Interest	7,230	-	-	-
Other departments					
688.000	Interest	-	4,016	1,556	210
<b>Total</b>		<b>174,200</b>	<b>128,509</b>	<b>96,057</b>	<b>13,945</b>
Transfer from Operating Fund		1,152,434	515,352	700,000	-
<b>Expenditures</b>					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	66,927	451,423	259,341	-
Subtotal		66,927	451,423	259,341	-
Dept 300 Vehicle Projects					
Subtotal					-
Dept 400 Superior Construction					
702.150	Bank Fees	570	360	418	66
752.500	Insurance - Bldrs Rsk	-	-	-	-
780.000	Opening Day Collection	7,319	-	-	-
801.000	Major Events	2,191	-	-	-
812.000	Capital Outlay - Eq/Furn	36,712	5,000	-	-
850.000	Automation - Technology	26,562	-	-	-
910.000	Site Development	-	-	-	-
943.000	Fuel/Natural Gas	-	-	-	-
975.000	Legal/Attorney	-	-	-	-
980.000	Prof/Contractual	618	-	-	-
981.000	Architect Fees	(32,314)	-	-	-
955.100	General Contractor	1,367,136	-	5,294	-
985.300	Outside Contract Expense	58,545	9,046	-	-
Subtotal		1,467,339	14,406	5,712	66
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	308,428	368,786	455,836	11,472
Subtotal		308,428	368,786	455,836	11,472
<b>TOTAL Capital Expenditures</b>		<b>1,842,694</b>	<b>834,615</b>	<b>720,889</b>	<b>11,537</b>
Total Revenue Over Expenditures		(516,060)	(190,754)	75,168	2,407
Beginning Fund Balance		887,932	371,872	181,118	256,285
<b>Ending Fund Balance</b>		<b>371,872</b>	<b>181,118</b>	<b>256,286</b>	<b>258,692</b>

Capital Asset Replacement Fund  
Composition of Fund Balance

		Superior Project	Other	Total
<b>2023</b>				
Board Assigned	2/1/2023	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,339	-375,355	
<b>Balance</b>	<b>11/30/2023</b>	<b>239,685</b>	<b>132,186</b>	<b>371,871</b>

<b>2024</b>				
Board Assigned	2/1/2024	0	515,352	
YTD Capital Campaign & Int	11/30/2024	0	128,509	
YTD Expenditures	11/30/2024	-14,406	-820,209	
<b>Balance</b>	<b>11/30/2024</b>	<b>225,279</b>	<b>-44,162</b>	<b>181,117</b>

<b>2025</b>				
Board Assigned			700,000	
YTD Capital Campaign & Int	11/30/2025	0	96,057	
YTD Expenditures	11/30/2025	0	-720,889	
<b>Balance</b>	<b>11/30/2025</b>	<b>0</b>	<b>75,168</b>	<b>256,286</b>

<b>2026</b>				
Board Assigned			0	
YTD Capital Campaign & Int	10/31/2025	0	13,945	
YTD Expenditures	10/31/2025	0	-11,537	
<b>Balance</b>	<b>10/31/2025</b>	<b>0</b>	<b>2,407</b>	<b>258,693</b>

80,000 future pledges  
338,693

# Check Register Report

Date: 02/13/2026

Time: 2:09 pm

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
<b>ANN ARBOR Checks</b>								
79435	01/08/26	Printed			AWS	ALLIED WASTE SYSTEMS #241	Sup Jan 2026	702.32
79436	01/08/26	Printed			AALLC	ALLSTAR ALARM LLC	02.01-04.30.2026	507.00
79437	01/08/26	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	WO20618	245.00
79438	01/08/26	Printed			BENCH	BENCHMARK DESIGN STUDIO	Wanted Posters	705.00
79439	01/08/26	Printed			BBR	BLACK MEN READ	AGHrfc01.02.2026 replace fraud check#079332	200.00
79440	01/08/26	Printed			BLAZOK	KELLY BLAZO	Savvy program 01.21.2026	250.00
79441	01/08/26	Printed			A15	BP PRODUCTS OF NORTH AMERICA	Stmnt12.06.2025-01.05.2026	262.72
79442	01/08/26	Printed			CEN	CENGAGE LEARNING	BASIC	174.69
79443	01/08/26	Printed			C&C	COMFY & COLORFUL	ASrfc12.17.2025deposit	240.00
79444	01/08/26	Printed			C&C	COMFY & COLORFUL	ASrfc12.17.2025remainder	240.00
79445	01/08/26	Printed			0000000039	DEMCO, INC.	Ref#53570149	91.48
79446	01/08/26	Printed			DTE ENERGY	DTE ENERGY	MichAve11.27.2025-12.29.2025	1,819.96
79447	01/08/26	Printed			ELEM	ELEMENTONE CONSULTING, INC	Job Eval Security Coordinator	300.00
79448	01/08/26	Printed			ENV	ENVISIONWARE INC.	renewal 04.01.26-03.31.2027	4,566.67
79449	01/08/26	Printed			FDC	FABER DESIGN CO.	Final Site Visit Nov 2025 Inv provided late	250.00
79450	01/08/26	Printed			FCB	FIRST CITIZENS BANK	December 2025	2,372.95
79451	01/08/26	Printed			GABRIDGE	GABRIDGE & COMPANY, PLC	12.26.25 review FICA calculati	325.00
79452	01/08/26	Printed			HEAL	HEALTHIEST YOU INC.	Jan 2026 Coverage	293.25
79453	01/08/26	Printed			HCMA	HURON CLINTON	01.10.26 Life when it is snowy	100.00
79455	01/08/26	Printed			ILS	INGRAM LIBRARY SERVICES	OE D8B1CXEO	317.66
79456	01/08/26	Printed			JNS FAC	JNS FACILITIY MAINTENANCE	Dec 2025	2,500.00
79457	01/08/26	Printed			KANO	KANOPY INC.	1364 Tickets 8 credits	1,200.20
79458	01/08/26	Printed			LARD	LARDNER ELEVATOR COMPANY	12.17.25 Cat3 test	2,050.00
79459	01/08/26	Printed			MNL	MADISON NATIONAL LIFE INS CO	EE STD FICA 4th Qtr 2025	96.09
79460	01/08/26	Printed			MANLAN	MANGO LANGUAGES	Renewal 02.01.2026-01.31.2027	5,157.65
79461	01/08/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	DVD single procesing	77.67
79462	01/08/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Month Ending 12.31.2025	25,600.26
79463	01/08/26	Printed			MCAINC	MOBILE COMMUNICATIONS AMERICA,	20C-H5A-4MH (security camera)	2,180.50
79464	01/08/26	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Sup and Whit guard desk partial invoice	10,553.98
79465	01/08/26	Printed			STAPAD	STAPLES ADVANTAGE	Stmt 12.25.2025	945.47
79466	01/08/26	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	July 2025 Svc Call Inv provided late	737.95
79467	01/08/26	Printed			U	ULINE	jumbo roll blue	374.85
79468	01/19/26	Printed			0000000025	AFLAC	Pay Period #5 & 6	113.80
79471	01/19/26	Printed			AMCASE	AMAZON CAPITAL SERVICES	January 2026 Invoice	9,051.66
79472	01/19/26	Printed			ARCHER/DU	DU'CHARM ARCHER	Here to There 01.19.2026	75.00
79473	01/19/26	Printed			BASIC	BASIC	Monthly Fee 125 Jan 2026	56.07
79474	01/19/26	Printed			BCN	BLUE CARE NETWORK OF MI	February 2026 Coverage	47,184.69
79475	01/19/26	Printed			BS&A	BS & A SOFTWARE	Cloud - Conversion Implementation & Proj Mgmt	9,800.00
79476	01/19/26	Printed			CLHI	CLARK HILL	Services thru 12.31.2025	106.00
79477	01/19/26	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Cycle 11.21.25-12.19.2025	5,323.55
79478	01/19/26	Printed			DTE ENERGY	DTE ENERGY	Dec 2025 billing	57.68
79479	01/19/26	Printed			HSHV	HUMANE SOCIETY OF HURON VALLEY	Jr Vet STEM 01.22.2026	120.00
79480	01/19/26	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	Sup 12.15.25-01.14.2026	716.89
79481	01/19/26	Printed			IMPDA	IMPERIAL DADE	O#22514069-001	558.15
79483	01/19/26	Printed			ILS	INGRAM LIBRARY SERVICES	OE-D1M6XJEO	194.97
79484	01/19/26	Printed			LYJA	LYNNEA JACKSON	After School STEM 01.29.2026	100.00
79485	01/19/26	Printed			JEANABEANA	JEANA BEANA'S ROLLING SOUL CO.	Here to There 01.19.2026	335.00

Check Register Report

Date: 02/13/2026

Time: 2:09 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
79486	01/19/26	Printed			0000000051	THE LIBRARY NETWORK	Subscription Ordering & Invoic Jan-Mar2026	458.75
79487	01/19/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Senior	94.99
79488	01/19/26	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	Zero to One	27.00
79489	01/19/26	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Whit Dec 2025	278.00
79490	01/19/26	Printed			OV	OVERDRIVE, INC.	The Long Game	148.18
79491	01/19/26	Printed			0000000318	PRINTING SYSTEMS	01.06.2026 order Blue BoAA	183.13
79492	01/19/26	Printed			SENS	SENSOURCE	Annual Renew 03.31.26-31.31.27	792.00
79494	01/19/26	Printed			0000000610	SMILEMAKERS	MI Ave stickers	78.53
79495	01/19/26	Printed			TUCKER/TAM	TAMARA TUCKER	Here to there 01.19.2026	75.00
79496	01/19/26	Printed			VERIZON	VERIZON WIRELESS	Cycle 12.10.2025-01.09.2026	385.64
79497	01/19/26	Printed			0000000021	Y C U A	MI Ave Read 12.31.2025	764.14
79498	01/19/26	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	Stmt 12.31.2025	37.84
79499	01/29/26	Printed			ALER	ALERUS FINANCIAL	YDL employ contrib Dec 2025	33,661.94
79500	01/29/26	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	annual sprinkler inspec 2026	380.00
79501	01/29/26	Printed			ASLDEAFINE	ASLDEAFINED	6 week class	338.00
79502	01/29/26	Printed			AZIM	SHAHNIN AZIM	Henna wrsl 2/24/26	250.00
79503	01/29/26	Printed			BENCH	BENCHMARK DESIGN STUDIO	Mags and News pap vinyl cut	255.00
79504	01/29/26	Printed			BBR	BLACK MEN READ	2/18/26 Cele Blackness program	250.00
79505	01/29/26	Printed			BURN	BURNING INSPIRATIONS	Whit - service/clean fireplace	713.00
79506	01/29/26	Printed			BUSE	ALEXIS BUSE	chess inter 12/3/25-1/21/26	130.00
79508	01/29/26	Printed			CAPONE	CAPITAL ONE	12/25/25-1/24/26 billing	5,422.90
79509	01/29/26	Printed			CEN	CENGAGE LEARNING	how to dodge cannonball	286.40
79510	01/29/26	Printed			0000000567	CENTER POINT PUBLISHING	fox and furious	154.62
79511	01/29/26	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Feb 2026 coverage	3,268.66
79512	01/29/26	Printed			EBR	STACY EBON	1/19/26 Here to There program	75.00
79513	01/29/26	Printed			EDPO	EDUCATION POTENTIAL, LLC	1/31/26 stem program - penguin	400.00
79514	01/29/26	Printed			FORT	JAZMEEN FORTUNE	black hair series	100.00
79515	01/29/26	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Dec 2026 billing	76.50
79516	01/29/26	Printed			LEFO	LEAH FOX	2/28/26 music together	125.00
79517	01/29/26	Printed			GRIFF	RYAN GRIFFIN	1/19/26 From here to there	75.00
79518	01/29/26	Printed			LIHO	LISA HOENIG	supplies trivia night	19.99
79519	01/29/26	Printed			HOME	HOME DEPOT CREDIT SERVICES	1/13/2026 statement	632.38
79521	01/29/26	Printed			ILS	INGRAM LIBRARY SERVICES	93747929.....	4,498.15
79522	01/29/26	Printed			0000000051	THE LIBRARY NETWORK	tele comm oct-dec 2025	9,107.23
79523	01/29/26	Printed			MNL	MADISON NATIONAL LIFE INS CO	Feb 2026	2,258.62
79524	01/29/26	Printed			DRMAIER	DESARAY MAIER	EMU SSW intern #4	1,666.00
79525	01/29/26	Printed			MCMHC	MELANATED CROWN MENTAL HEALTH	2/7/26 stereotypes program	100.00
79526	01/29/26	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	pietila renew/wksp 2026	670.00
79527	01/29/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	smashing machine	89.45
79528	01/29/26	Printed			PATHNA	PAGE THE NANNY	1/31/26 Zumbini wksp	25.00
79529	01/29/26	Printed			ALREYNOSO	ASHLEY REYNOSO	EMU SSW intern #4	1,666.00
79530	01/29/26	Printed			0000000443	SHERWIN-WILLIAMS	supplies	56.66
79531	01/29/26	Printed			SPERRY	SPERRY ASSOCIATES, LLC	future innov acad stem 2/28/26	500.00
79532	01/29/26	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	12/1/25-1/5/26 billing	54.92
79533	01/29/26	Printed			ROSW	ROBERT SWEET	2/28/26 jazz concert superior	100.00
79534	01/29/26	Printed			TDSM	TDS	1/22-2/21/2026 service	678.35
79535	01/29/26	Printed			0000000030	VISION SERVICE PLAN - MI	Feb 2026 coverage	776.92
79536	01/29/26	Printed			0000000130	WASHTENAW COUNTY TREASURER	12/25 board review/chargeback	1,674.59

# Check Register Report

Date: 02/13/2026

Time: 2:09 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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<b>Total Checks: 95</b>	<b>Checks Total (excluding void checks):</b>	<b>213,091.26</b>
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<b>Total Payments: 95</b>	<b>Bank Total (excluding void checks):</b>	<b>213,091.26</b>
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<b>Total Payments: 95</b>	<b>Grand Total (excluding void checks):</b>	<b>213,091.26</b>
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# Communications



January 12, 2026

Lisa Hoenig  
Ypsilanti District Library  
229 W. Michigan Ave  
Ypsilanti MI  
48197

Dear Ypsilanti District Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250<sup>th</sup> anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, for the benefit of your 1 Carnegie or Carnegie-descended branch library, which according to our records is the following:

YDL - Michigan

We ask that you spend the gift on this library; otherwise it is yours to spend as you choose for the benefit of your library and community in commemoration of the 250<sup>th</sup> anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson".

Dame Louise Richardson  
President, Carnegie Corporation of New York

# Federal Funding for Libraries Prevails

While challenges persist, advocacy has produced results to celebrate

By [Lisa Varga](https://americanlibrariesmagazine.org/authors/lisa-varga/) |

February 6, 2026

[\(/#facebook\)](#), [\(/#twitter\)](#),  
[\(/#email\)](#), [\(/#print\)](#)



After the threats to federal library funding in the past year, the fiscal year (FY) 2026 appropriations bills signed by President Trump on February 3 included an *increase* in federal funding for libraries.

Less than a year ago, an [executive order](https://americanlibrariesmagazine.org/2025/03/19/tracking-the-trump-administrations-attacks-on-libraries/) threatened to dismantle the Institute of Museum and Library Services (IMLS), the only source of federal funding dedicated to libraries. Then, the White House proposed just enough funding in FY2026 to shut down the agency for good.

Thanks to advocates, IMLS still exists today. Library grants are intact. And, rejecting the administration’s call to eliminate IMLS, Congress just passed a \$1.4 million increase for library programs run by IMLS through the Library Services and Technology Act

## Latest Library Links

(<https://americanlibrariesmagazine.org/links/>).

20m Jaimie Seaton writes: “The Institute of Museum and Library Services is



now accepting applications for its 2026 grant cycle. But this time, it has unusually specific criteria. In [cover letters](https://www.ims.gov/sites/default/files/2025/01/fy26-oms-igsm-NOFO.pdf) accompanying the applications, the institute said it ‘particularly welcomes’ projects that align with President Donald Trump’s vision for America. The solicitation marks a stark departure for the agency, whose guidelines were previously apolitical and focused on merit. Former agency leaders from both political parties, as well as those of library, historical, and museum associations, expressed concern that funded projects could encourage a more constrained or distorted view of American history.”

## AL Live



(<https://americanlibrariesmagazine.org/al-live/>).



(<https://americanlibrariesmagazine.org/al-live/>).

(LSTA), bringing LSTA funding to \$212.5 million for FY2026. Congress also provided level funding of \$30 million for the school library–focused Innovative Approaches to Literacy (IAL) program.

These library wins are not the result of good luck. In the worst climate in recent memory, libraries succeeded because advocates showed up. In response to ALA’s calls to action, advocates sent emails, made phone calls, and invited elected officials to visit their libraries. And that advocacy produced results that are more than line items on a spreadsheet: They include young people learning to read, research, and write; job seekers finding work; workers filing taxes online; veterans accessing benefits; seniors attending telehealth appointments; and communities thriving.

The final FY2026 budget is not perfect for libraries. For the IAL program, day-to-day operations will move from the Department of Education to the Department of Labor, [a development that worries ALA](https://americanlibrariesmagazine.org/2026/01/23/one-year-of-the-trump-administration/) (<https://americanlibrariesmagazine.org/2026/01/23/one-year-of-the-trump-administration/>) and our partners in education. And while LSTA funding increased, IMLS overall saw a slight decrease, largely reflecting the reduction in staffing at the agency (a smaller IMLS staff will administer the increased grant funding).

Still, Congress has signaled that library funding is a national priority. We need to celebrate this win—and keep that signal strong.

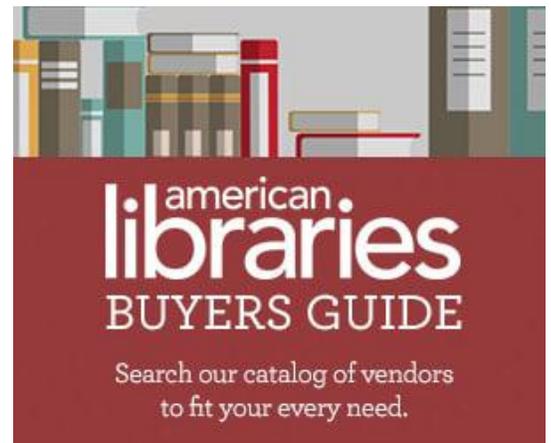
## The next advocacy cycle

The FY2027 federal budget cycle begins when the White House releases a budget proposal sometime after the February 24 State of the Union address. As Congress then begins work on appropriations, ALA will launch the FY2027 Fund Libraries campaign, continuing its tradition of issuing the first and most influential nationwide library advocacy action on the federal budget of the year.

We expect the administration to propose deep cuts to library funding next year. Library supporters must double down on our advocacy at every level of government to maintain—let alone increase—congressional support for library funding. ALA is encouraging advocates to prepare for FY2027 by [sharing appreciation](https://app.oneclickpolitics.com/campaign-page?cid=ao2vq6NynHlmGy7OLb8Ae) (<https://app.oneclickpolitics.com/campaign-page?cid=ao2vq6NynHlmGy7OLb8Ae>) for library funding with their congressmembers in FY2026. We can all express gratitude for federal funding for libraries. Even though it was a tumultuous



([https://online.ua.edu/landing/slis/index.php?utm\\_source=ala&utm\\_medium=banner&utm\\_campaign=slis&utm\\_term=2026&utm\\_content=300x250-v2-crim](https://online.ua.edu/landing/slis/index.php?utm_source=ala&utm_medium=banner&utm_campaign=slis&utm_term=2026&utm_content=300x250-v2-crim)).



(<http://americanlibrariesbuyersguide.com/>).

process, the final outcome was a big, important win for libraries and our communities. We want our gratitude to be fresh when we ask our congressmembers to fund libraries in FY2027.

The fight to protect IMLS is far from finished. ALA's lawsuit against the administration (*ALA v. Sonderling*), [which helped prevent mass layoffs of IMLS staff](https://americanlibrariesmagazine.org/blogs/the-scoop/federal-court-halts-dismantling-of-imls-in-ala-lawsuit/)

(<https://americanlibrariesmagazine.org/blogs/the-scoop/federal-court-halts-dismantling-of-imls-in-ala-lawsuit/>) last May, is

pending. A federal court [ruling](https://www.ala.org/news/2025/11/court-permanently-blocks-trumps-executive-order-dismantle-federal-agency-americas)

(<https://www.ala.org/news/2025/11/court-permanently-blocks-trumps-executive-order-dismantle-federal-agency-americas>) in a

parallel lawsuit brought by 21 states' attorneys general (*Rhode Island v. Trump*) nullified the administration's actions to dismantle IMLS and prohibited the administration from taking such actions in

the future. But the administration has [appealed](https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/99507-trump-administration-continues-threatening-imls.html)

(<https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/99507-trump-administration-continues-threatening-imls.html>) the federal judge's decision in the *Rhode*

*Island* case. ALA will closely monitor that appeal and, if it proceeds, we'll ensure that libraries' perspectives are heard.

In addition, ALA is closely monitoring potential changes to IMLS grant terms. The priorities for IMLS grant programs are established by law, and we expect IMLS to issue funding in compliance with statutory priorities and congressional direction. Nevertheless, potential applicants should closely review the Notices of Funding Opportunity—and other changes in federal grant law and policy over the past year—with legal counsel before undertaking grant applications.

## Threats to E-Rate

Another critical form of government support for libraries continues to face challenges: the federal E-Rate program, which provides libraries and schools billions of dollars each year for broadband access and connectivity. Last June in *FCC v. Consumers' Research*, the Supreme Court [upheld](https://americanlibrariesmagazine.org/blogs/the-scoop/supreme-court-protects-federal-broadband-funding/)

(<https://americanlibrariesmagazine.org/blogs/the-scoop/supreme-court-protects-federal-broadband-funding/>) the Universal Service

Fund (USF), the system of telecommunications subsidies

administered by the Federal Communications Commission (FCC)

that includes E-Rate. Consumers' Research filed [another petition](https://americanlibraryassociation.cmail19.com/t/i-l-zyhlihy-)

(<https://americanlibraryassociation.cmail19.com/t/i-l-zyhlihy->

tijyyujyk-j/) in September alleging that E-Rate and other USF programs are unconstitutional. ALA and our coalition partners are strategizing how to best address this new threat.

It has never been so critical for supporters to show up for our libraries. Thanks to advocates, Congress is funding libraries. It is no exaggeration to say that IMLS would not exist now except for our members and the community that fought to protect the agency on every front. For updates on federal support for libraries and timely opportunities to advocate for them, [sign up \(https://confirmsubscription.com/h/i/463208600EB4D89A\)](https://confirmsubscription.com/h/i/463208600EB4D89A) to be part of ALA's advocacy network. The only way to preserve support for libraries is together. ■

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LISA VARGA is associate executive director of ALA's Public Policy and Advocacy Office in Washington, D.C.

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[\\_\(/#email\)](#), [\\_\(/#print\)](#).

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**📢 Announcing MLA's new Executive Director, Dillon Geshel!**

1 message

**Michigan Library Association** <mila@milibraries.org>

Fri, Feb 13, 2026 at 2:04 PM

Reply-To: mila@milibraries.org

To: lisa@ypsilibrary.org



MICHIGAN LIBRARY ASSOCIATION

## Dillon Geshel Named Executive Director of the Michigan Library Association

The Michigan Library Association Board of Directors is happy to announce the appointment of Dillon Geshel as the association's new Executive Director. Following a comprehensive executive search and selection process, Geshel, who has served as MLA's Interim Executive Director since May 2025, will continue leading the association and advancing its mission to support libraries and library professionals across Michigan.



Geshel stepped into the interim role during a planned leadership transition and provided steady direction during a pivotal period for the organization, helping guide MLA's strategic planning work, advocacy initiatives, and the launch of major projects, including the grant activities supported by the Mellon Foundation. His leadership, institutional knowledge, and longstanding commitment to Michigan libraries positioned him as the clear choice to serve permanently in the role.

“Dillon has demonstrated thoughtful, steady leadership during an important time for the Michigan Library Association,” said Jenny Marr, President of the MLA Board of Directors. “His deep understanding of Michigan’s library landscape, commitment to strong advocacy, and collaborative approach have strengthened the association and positioned it for continued success. We are confident that under Dillon’s leadership, MLA will continue to champion libraries and the professionals who power them across our state.”

A proven leader in Michigan’s library community, Geshel has played an active role in shaping MLA’s recent successes. He previously led the Intellectual Freedom Task Force and the implementation of MI Right to Read, and contributed to the Advocacy and Legislative Committee, Strategic Planning Committee, and Annual Conference Workgroup. He also brings extensive administrative experience from his previous role as Director of the Superiorland Library Cooperative and prior leadership at Portage Lake District Library.

Following the retirement of former Executive Director Debbie Mikula last June, MLA partnered with executive search firm Organizational Architects to conduct a national search. After candidate outreach, pre-screening, and multiple rounds of interviews, the Board determined that Geshel’s vision, relationships, and demonstrated leadership made him the strongest candidate to guide MLA into its next chapter.

"The search process for appointing a new Executive Director was rigorous, lasting more than six months, but throughout the process, Dillon's expertise and vision launched him to the top of the applicant pool and impressed the full board beyond compare," said Juliane Morian, Chair of the MLA Executive Director Search Committee. "I am so pleased that Dillon was appointed by unanimous consent and look forward to this next chapter for MLA."

“Dillon's steady leadership, professionalism, and thoughtful approach have already guided the association through an important transition and fostered a positive, collaborative work environment for MLA staff," said Rachel Adams, MLA Membership and Communications Director. "I'm excited about what his leadership means for our members and the broader library community, and look forward to continuing to work alongside him as we build on MLA's momentum, supporting our members, strengthening advocacy, and creating more opportunities for Michigan's library community to thrive."

"I'm honored by the board's confidence and grateful to continue serving the Michigan library community in the Executive Director role," said Geshel. "Serving MLA in the

interim has been the most meaningful experience of my professional career, and I'm eager to continue impactful work alongside our dedicated staff, members, partners, and Michigan's incredible libraries."

Geshel holds a Master's in Library and Information Science from Wayne State University and a Bachelor of Arts in English from Michigan Technological University. His career has been defined by a passion for intellectual freedom, collaboration, and the transformative power of libraries.



Michigan Library Association | PO Box 27337 | Lansing, MI 48909 US

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# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/20/2026  
**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. Glasco finished caulking of the vestibule this month.
- 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. I am investigating a grant opportunity to do some additional work that could possibly be paired with this in the spring.
- Resolution 2025-35 Architectural Services: Following an initial kick-off planning meeting for future Whittaker renovations on 1/12/26, we provided the architects with data on how full the shelves are throughout the building. Our second meeting is being rescheduled but should happen soon.
- Resolution 2026-6 Chiller Motor: Campbell has the old motor and is in the process of refurbishing it off-site.

On a sunny day a few weeks ago, a new leak developed in the Whittaker Community Room. It was apparently coming from an area covered in ice and snow where the roof meets a vertical face of the building. When the weather improves we will have the roof inspected in that area to assess the extent of needed repairs.

**Director's  
Report  
and attachments**

## Library Director's Report February 25, 2026

### Meaningful programs

Our staff coordinate so many amazing services and events! I'd never have space to recognize all of them, but I want to give special kudos to the entire team that coordinated this year's AARP tax assistance program, which is so appreciated by the people who take advantage. From the initial planning stages down to managing a wait list across locations when cancellations occur, staff strive to improve the process and get each patron the help they need.

I also want to give a shout out to Daishayanea Jackson and everyone who collaborated with her on "Celebrating Blackness" on 2/18. This special intergenerational Black History Month event held at Michigan Avenue was attended by over 60 people, and was by all accounts an overwhelming success. In Branch Manager Katie Dover-Taylor's words, it was filled with "jubilant energy and something fun for everyone!" Congratulations, Daisha!

### Facilities:

- The contractor returned to re-do the carpeting on the Michigan Avenue basement stairs again. They changed out the vinyl edging; hopefully the new approach will hold up more successfully.
- We will be reclaiming some space in the Whittaker staff workroom long used by Washtenaw Literacy. (Most of their staff work remotely now; their office should be sufficient for the 2 days each week someone is here.) Facilities will transform it into a couple of new office cubicles for the Security Coordinator and John.
- We held a kick-off call with our architects; they plan to complete the Michigan Avenue 3<sup>rd</sup> floor feasibility study by May.

### Financial:

- The anticipated \$10,000 gift from the Carnegie Corporation of New York for Michigan Avenue arrived.
- Thank you to Julianne for completing the 2025 State Aid report! I signed off and submitted it on 1/29. State aid revenue is expected to hold steady from last year.

### Personnel:

- Our charismatic Library Social Worker's talents and drive were recognized by the State of Michigan Department of Health and Human Services, and they made her a job offer she could not refuse. Although Kat asked me to emphasize how much this job has meant to her, she will be leaving YDL to do diversion work statewide. Her last day at YDL will be Friday, March 13th. With the blessing of WCCMH we are tweaking the job qualifications a bit and will post the position next week.
- The Security Coordinator search is ongoing.

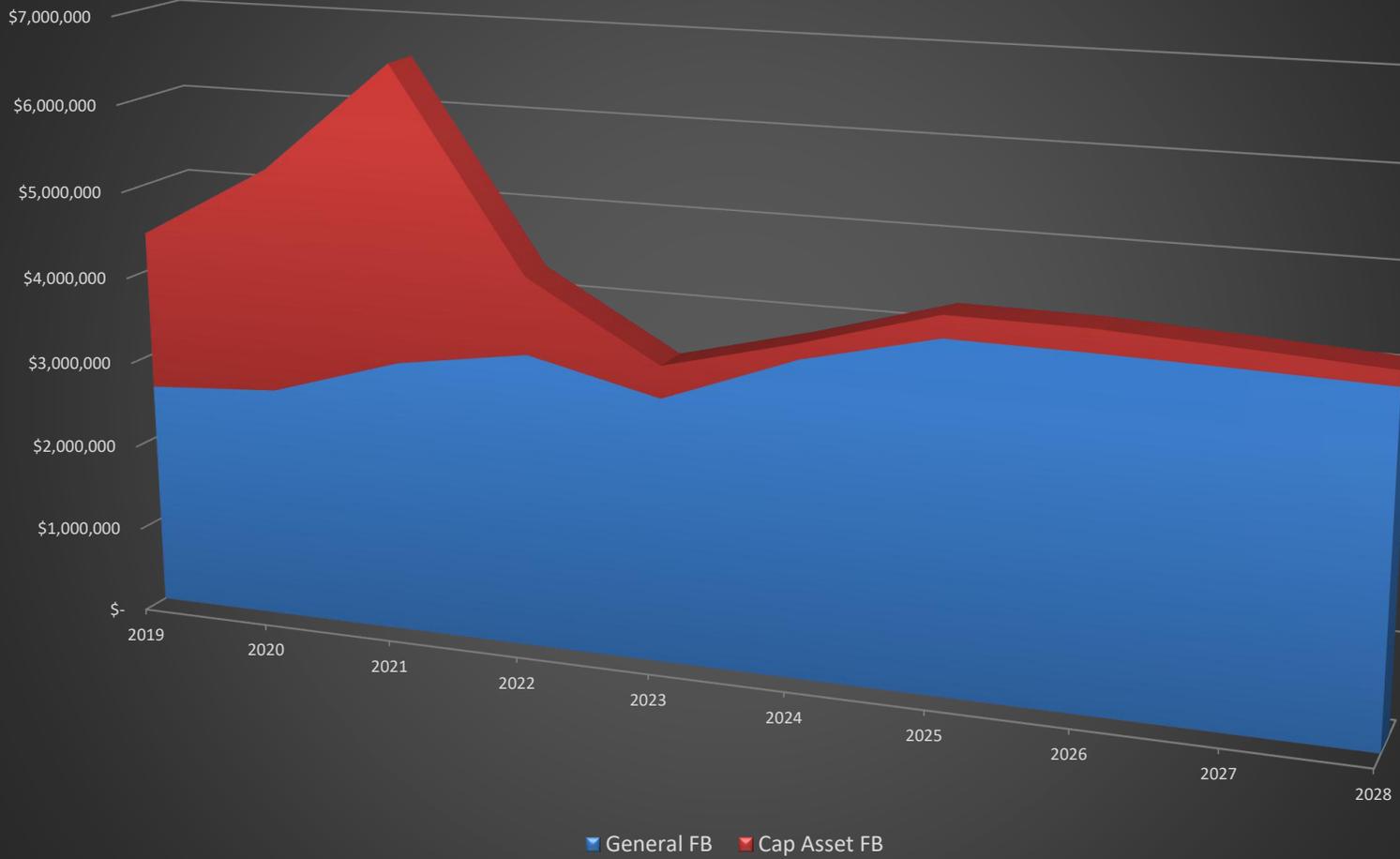
### Side Notes:

- 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.
- A good time was had by all who attended our staff holiday gathering on 1/30 at the Ladies' Literary Club – we had plenty of chocolate, and a white elephant book swap was a rousing hit (thank you, Liz Pietila!).
- I gave a presentation to YDL's Friends of the Library Board at their annual meeting on 2/2.
- Julianne and I attended "Recharging in Challenging Times: An ALA Virtual Event" on 2/10. The mini-conference featured an outstanding keynote and three tracks: Strengthening Leadership, Sustaining Wellbeing, and Preserving Intellectual Freedom. We definitely came away with some good ideas!
- Following ICE discussions coordinated by Kat Layton, I created a shared Google drive folder of resources available to all staff.
- Kat Layton, Chris McMullen and I have been working on an application for a \$40,000 Human Services Partnership mini-grant from Washtenaw County that would expand on the WCCMH grant to provide greater support for both patrons and YDL staff. Turning it in today and crossing our fingers!

**General Fund Statement of Activity and FB effect**

	YTY increase	1.035	Actual**	Actual**	Actual**	Actual**	Actual**	Actual*	Projection*	Projection*	Projection*	
			2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
<b>Revenue</b>												
CURRENT PROPERTY TAX&REIMB			\$ 5,290,728	\$ 5,549,455	\$ 5,690,773	\$ 5,984,412	\$ 6,411,147	\$ 6,940,087	\$ 7,048,195	\$ 7,262,487	\$ 7,447,320	
STATE LIBRARY AID			\$ 66,428	\$ 71,963	\$ 86,510	\$ 89,260	\$ 89,831	\$ 95,628	\$ 95,700	\$ 95,000	\$ 95,000	
PENAL FINE REVENUE			\$ 84,478	\$ 113,205	\$ 83,080	\$ 69,569	\$ 79,549	\$ 65,687	\$ 64,000	\$ 75,000	\$ 75,000	
FEE BASED REVENUE			\$ 35,265	\$ 16,215	\$ 31,484	\$ 42,511	\$ 39,080	\$ 49,427	\$ 43,750	\$ 45,000	\$ 48,000	
INTEREST EARNED-LIBRARY			\$ 18,651	\$ 25,268	\$ 20,158	\$ 83,124	\$ 215,940	\$ 235,057	\$ 218,500	\$ 100,000	\$ 100,000	
GRANTS/Donations			\$ 73,315	\$ 142,246	\$ 174,561	\$ 168,134	\$ 206,905	\$ 270,757	\$ 42,391	\$ 40,000	\$ 40,000	
								\$ -	\$ -	\$ -	\$ -	
Subtotal - Revenue			\$ 5,568,865	\$ 5,918,352	\$ 6,086,566	\$ 6,437,010	\$ 7,042,452	\$ 7,656,643	\$ 7,512,536	\$ 7,617,487	\$ 7,805,320	
<b>Expenses</b>												
SALARIES AND BENEFITS			\$ 2,656,575	\$ 2,758,609	\$ 2,972,327	\$ 3,631,892	\$ 3,906,840	\$ 4,530,773	\$ 4,600,355	\$ 4,738,366	\$ 4,904,208	
MATERIALS			\$ 371,514	\$ 408,269	\$ 466,623	\$ 551,533	\$ 598,305	\$ 668,792	\$ 681,750	\$ 705,611	\$ 730,308	
TECHNOLOGY			\$ 256,224	\$ 230,382	\$ 226,271	\$ 260,747	\$ 246,127	\$ 301,252	\$ 333,386	\$ 295,055	\$ 305,381	
REPAIRS & MAINTENANCE			\$ 145,246	\$ 135,162	\$ 169,684	\$ 217,062	\$ 199,930	\$ 259,325	\$ 259,000	\$ 268,065	\$ 277,447	
CAPITAL EXPENSE			\$ 31,641	\$ 34,864	\$ 92,451	\$ 204,003	\$ 235,538	\$ 207,204	\$ 234,200	\$ 242,397	\$ 250,881	
UTILITIES			\$ 151,280	\$ 167,231	\$ 171,783	\$ 191,267	\$ 218,225	\$ 233,541	\$ 250,367	\$ 259,130	\$ 268,199	
OTHER			\$ 456,900	\$ 317,390	\$ 451,495	\$ 580,519	\$ 540,608	\$ 383,470	\$ 568,810	\$ 588,718	\$ 609,323	
Subtotal - Expense			\$ 4,069,380	\$ 4,051,907	\$ 4,550,634	\$ 5,637,023	\$ 5,945,573	\$ 6,584,357	\$ 6,927,868	\$ 7,097,342	\$ 7,345,749	
Net Surplus(Loss)			\$ 1,499,485	\$ 1,866,445	\$ 1,535,932	\$ 799,987	\$ 1,096,879	\$ 1,072,286	\$ 584,668	\$ 520,146	\$ 459,571	
Transfer Out to Other Fund			\$ (1,400,000)	\$ (1,400,000)	\$ (1,300,000)	\$ (1,152,434)	\$ (515,352)	\$ (700,000)	\$ (600,000)	\$ (550,000)	\$ (500,000)	
Net FB effect			\$ 99,485	\$ 466,445	\$ 235,932	\$ (352,447)	\$ 581,527	\$ 372,286	\$ (15,332)	\$ (29,854)	\$ (40,429)	
Beginning FB			\$ 2,612,148	\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 4,015,376	\$ 4,000,044	\$ 3,970,189	
Ending FB	\$ 2,612,148		\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 4,015,376	\$ 4,000,044	\$ 3,970,189	\$ 3,929,760	
			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<b>Capital Asset Replacement Fund</b>												
Transfer In from General Fund			\$ 1,400,000	\$ 1,400,000	\$ 1,300,000	\$ 1,152,434	\$ 515,352	\$ 700,000	\$ 600,000	\$ 550,000	\$ 500,000	
Revenue			\$ 59,589	\$ 858,374	\$ 450,968	\$ 174,200	\$ 128,508	\$ 96,057	\$ 5,000	\$ 5,000	\$ 5,000	
Expenditure			\$ 708,338	\$ 1,433,792	\$ 4,266,030	\$ 1,842,695	\$ 834,615	\$ 720,889	\$ 600,000	\$ 600,000	\$ 550,000	
Net Surplus (Loss)			\$ 751,251	\$ 824,582	\$ (2,515,062)	\$ (516,060)	\$ (190,755)	\$ 75,168	\$ 5,000	\$ (45,000)	\$ (45,000)	
Beginning FB			\$ 1,827,159	\$ 2,578,411	\$ 3,402,993	\$ 887,931	\$ 371,870	\$ 181,115	\$ 256,283	\$ 261,283	\$ 216,283	
Ending FB	\$ 1,827,159		\$ 2,578,411	\$ 3,402,993	\$ 887,931	\$ 371,870	\$ 181,115	\$ 256,283	\$ 261,283	\$ 216,283	\$ 171,283	

### Composition of Fund Balance



# **YDL Dashboards**

YDL DASHBOARD DECEMBER 2025			Revised		
	Nov	Dec	Monthly Change	Year to Date	
<b>Circulation</b>					
Whittaker	30,252	29,731	-2%	401,343	
Michigan *	7,850	7,760	-1%	74,996	
Superior	6,378	6,335	-1%	86,068	
Outreach/BKM	1,753	1,497	-15%	18,106	
eProducts	23,376	24,305	4%	273,608	
<b>TOTAL</b>	<b>69,609</b>	<b>69,628</b>	<b>0%</b>	<b>854,121</b>	
<b>MeLCat ILL</b>					
Loaned	1,075	1,131	5%	13,458	
Borrowed	878	885	1%	11,055	
<b>New Cards</b>					
Whittaker	209	165	-21%	3,316	
Michigan *	51	51	0%	868	
Superior	23	24	4%	529	
Outreach/BKM	2	1	-50%	89	
<b>TOTAL</b>	<b>285</b>	<b>241</b>	<b>-15%</b>	<b>4,802</b>	
<b>Reference</b>					
Whittaker	2,770	2,339	-16%	40,513	
Michigan *	4,319	3,915	-9%	35,948	
Superior	1,476	1,706	16%	23,944	
Outreach/BKM	106	78	-26%	821	
<b>TOTAL</b>	<b>8,671</b>	<b>8,038</b>	<b>-7%</b>	<b>101,226</b>	
<b>Computer Sessions</b>					
Whittaker	1,439	1,386	-4%	22,478	
Michigan *	979	972	-1%	9,203	
Superior	503	547	9%	8,741	
Outreach/BKM	-	1	-	17	
Wireless	8,415	7,580	-10%	97,358	
<b>TOTAL</b>	<b>11,336</b>	<b>10,486</b>	<b>-7%</b>	<b>137,797</b>	
<b>Door Count</b>					
Whittaker	12,208	10,308	-16%	161,013	
Michigan *	7,189	6,602	-8%	70,117	
Superior	4,366	3,938	-10%	66,501	
Bookmobile	370	227	-39%	4,677	
<b>TOTAL</b>	<b>24,133</b>	<b>21,075</b>	<b>-13%</b>	<b>302,308</b>	
<b>Collection</b>					
Items Added	1,868	2,549	36%	24,329	
Items Cataloged	706	205	-71%	6,987	
<b>Electronic Services</b>					
Website Visits	38,326	37,252	-3%	488,295	
Podcast	121	120	-1%	881	
App Users	1,457	1,432	-2%	N/A	



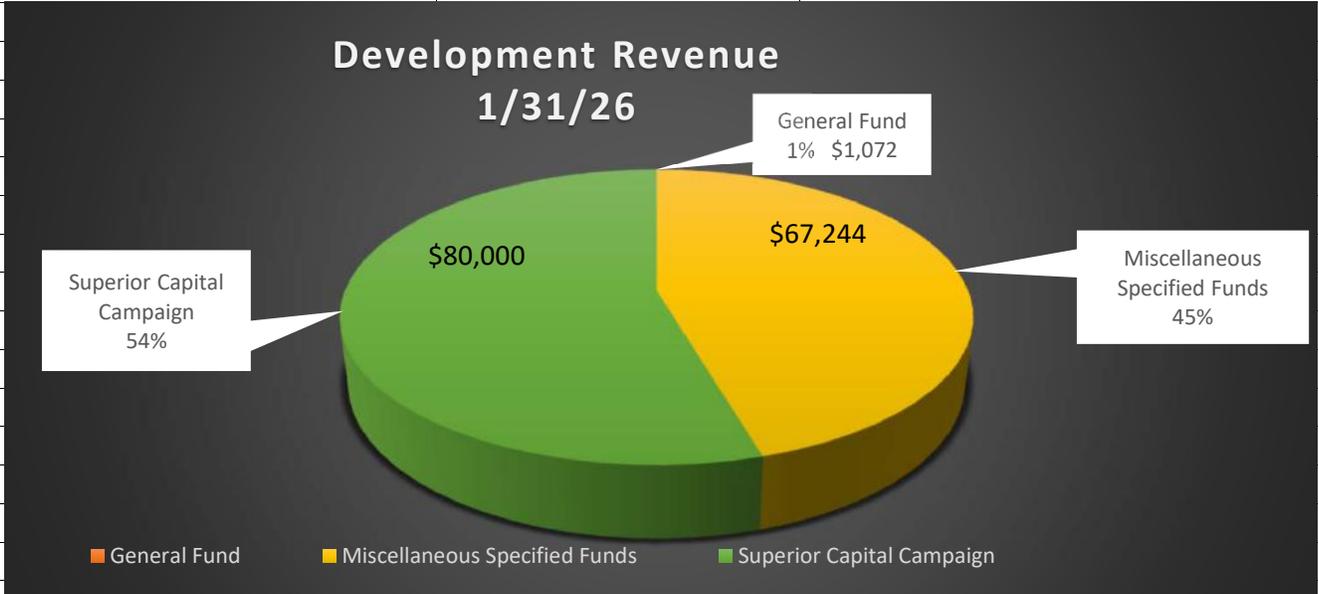
Virtual/Hybrid (all)	-	-	0%	5
Attendance	-	-	0%	70
General/All Ages (all)	1	-	-100%	44
Attendance	15	-	-100%	2,736
				-
<b>TOTAL PROGRAMS</b>	<b>162</b>	<b>117</b>	<b>-28%</b>	<b>2,142</b>
<b>TOTAL ATTENDANCE</b>	<b>2,983</b>	<b>1,792</b>	<b>-40%</b>	<b>41,792</b>

YDL DASHBOARD JANUARY 2026			
		Jan	Year to Date
<b>Circulation</b>			
Whittaker		30,234	30,234
Michigan		7,807	7,807
Superior		6,023	6,023
Outreach/BKM		1,127	1,127
eProducts		25,161	25,161
<b>TOTAL</b>		<b>70,352</b>	<b>70,352</b>
<b>MeLCat ILL</b>			
Loaned		1,181	1,181
Borrowed		1,012	1,012
<b>New Cards</b>			
Whittaker		258	258
Michigan		86	86
Superior		39	39
Outreach/BKM		1	1
<b>TOTAL</b>		<b>384</b>	<b>384</b>
<b>Reference</b>			
Whittaker		3,194	3,194
Michigan		4,216	4,216
Superior		1,996	1,996
Outreach/BKM		35	35
<b>TOTAL</b>		<b>9,441</b>	<b>9,441</b>
<b>Computer Sessions</b>			
Whittaker		1,502	1,502
Michigan		1,017	1,017
Superior		671	671
Outreach/BKM		4	4
Wireless		8,422	8,422
<b>TOTAL</b>		<b>11,616</b>	<b>11,616</b>
<b>Door Count</b>			
Whittaker		12,200	12,200
Michigan		7,267	7,267
Superior		4,053	4,053
Bookmobile		183	183
<b>TOTAL</b>		<b>23,703</b>	<b>23,703</b>
<b>Collection</b>			
Items Added		1,990	1,990
Items Cataloged		451	451
<b>Electronic Services</b>			
Website Visits		44,314	44,314
Podcast		87	87
App Users		1,523	1,523
		<b>Jan</b>	<b>Year to Date</b>
<b>Programs</b>			
Whit Adult		44	44
Attendance		413	413

Whit 0-5		20		20
Attendance		717		717
Whit 6-11		12		12
Attendance		201		201
Whit Teen		5		5
Attendance		34		34
Mich Adult		17		17
Attendance		207		207
Mich 0-5		7		7
Attendance		73		73
Mich 6-11		5		5
Attendance		35		35
Mich Teen		4		4
Attendance		33		33
Sup Adult		17		17
Attendance		95		95
Sup 0-5		9		9
Attendance		130		130
Sup 6-11		1		1
Attendance		14		14
Sup Teen		1		1
Attendance		2		2
Out Adult		1		1
Attendance		9		9
Out 0-5		6		6
Attendance		253		253
Out 6-11		-		-
Attendance		-		-
Out Teen		1		1
Attendance		92		92
Out Offsite		-		-
Attendance		-		-
Virtual/Hybrid (all)		-		-
Attendance		-		-
General/All Ages (all)		8		8
Attendance		291		291
<b>TOTAL PROGRAMS</b>		<b>158</b>		<b>158</b>
<b>TOTAL ATTENDANCE</b>		<b>2,599</b>		<b>2,599</b>

<b>DEVELOPMENT REVENUE BY SOURCE</b>	Where the \$ Comes From	As of 1/31/26	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY24/25	FY25/26	
Annual Report	\$3,366	\$0	May - Nov 2026
Annual Appeal	\$25,098	\$13,779	Dec 1, 2025 -
Individual	\$23,026	\$201	
Corporate	\$2,505	\$0	
Sponsorship	\$3,500	\$0	
Memorials/Tributes	\$125	\$500	
Third Party - Kroger	\$2,537	\$1,259	Kroger, META, Aubrees
Friends of the YDL	\$40,000	\$0	
	<b>\$100,157</b>	<b>\$15,739</b>	
GRANTS			
Charitable Foundation/Organization	\$19,700	\$0	
Corporate Foundation	\$30,000	\$30,000	Toyota
Government	<u>\$115,640</u>	<u>\$22,688</u>	Washtenaw County Mental Health
	<b>\$165,340</b>	<b>\$52,688</b>	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,736	\$0	
Goussef Fund Distribution	\$0	\$0	
YDL General Endowment Distribution	<u>\$9,364</u>	<u>\$0</u>	
	<b>\$11,100</b>	<b>\$0</b>	
<b>GRAND TOTAL:</b>	<b>\$276,597</b>	<b>\$68,427</b>	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$80,000	\$80,000	
Corporate/Organization	\$5,000	\$0	
Donations - Individual	<u>\$100</u>	<u>\$0</u>	
<b>SUPERIOR TOTAL:</b>	<b>\$85,100</b>	<b>\$80,000</b>	
<b>Bookmobile Donations as of 1/31/26: \$22,736 (107 gifts)</b>			

DEVELOPMENT REVENUE BY FUND	<i>Where the \$ Goes</i>	
<b>FY2024/2025</b>	<b><u>ACTUAL</u></b>	<b><u>NOTES</u></b>
General Fund	\$18,866	Includes Endowment Distribution
Miscellaneous Specified Funds	\$255,950	Includes Friends gifts
Superior Capital	\$85,100	
<b>TOTAL:</b>	<b>\$359,916</b>	
Endowment gifts received and deposited with AACF: <b>\$4,025</b>		
<b>FY2025/2026</b>	<b><u>AS OF:</u></b>	
	<b><u>12/31/2025</u></b>	<b><u>1/31/2026</u></b>
General Fund	\$661	\$1,072
Miscellaneous Specified Funds	\$33,788	\$67,244
Superior Capital Campaign	\$80,000	\$80,000
<b>TOTAL:</b>	<b>\$114,449</b>	<b>\$148,316</b>
Endowment gifts received and deposited with AAACF: <b>\$1,103</b>		



# Department Reports

Acquisitions Department Board Report  
February 2026

Department News and Activities

We're happy to report that our new primary book vendor, Ingram, seems to finally be catching up with the influx of new customers. Shipping times are now approaching their usual standard of 4-7 days for in-stock items. We are still waiting to be fully onboarded with electronic ordering and processing, and in the meantime, we're continuing to explore relationships with smaller alternative vendors.

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

Statistics

- 451 items were cataloged in January
- 1,990 items, including 1,223 e-items, were added in January
- YDL borrowed 1,012 items from other libraries via MeLCat in January
- YDL loaned 1,181 items to other libraries via MeLCat in January

Submitted by Katie Page  
February 17, 2026

## Assistant Director

### Board Report: February, 2026

- The Program Planning and Reflection group finalized our new training documents, and department managers are in the process of training their staff.
- The 2025 State Aid report has been filed.
- I upgraded the two professional librarians who were eligible with the Library of Michigan. Congratulations to Brett Hamilton and Robert Neil, who achieved Level I.
- Lisa and I attended a remote ALA event about “challenging times.” It was quite well done. I enjoyed several break-out sessions and took away some tips that we can consider for YDL.
- I attended a second demo with Library IQ to see their new incident reporting platform, following some of the features I recommended. They did an outstanding job with the product. No pricing has yet been shared, but cross your fingers that it is affordable.
- Lisa and I teleconferenced with the two original architects who worked on the 2019 space utilization study. We are looking forward to getting updated pricing for the third floor proposal for Michigan Avenue.
- Chris Slay and I finished configuration of our new texting service, Message Bee. We are finalizing the training documents and will have staff trained on the platform by the end of the month.
- Many of us attended 1 of 2 sessions offered on responding to ICE agents, hosted by the Library Care Coordinator. Despite the presenter being an attorney, it was more of an “airing” than an actual training.
- I, along with several other staff, participated in the security coordinator interviews.
- Next up on the Memory Lab and Library of Things services is the configuration of the reservation software.
- Thanks to Pat Horne-McGee, I received a call from Debby Covington at the AACHM. Their project to restore the Woodlawn Cemetery on Huron River Drive is moving along with lots of financial backing, national engagement, and community volunteerism. We were thrilled to be invited to work with them, and I invited Chris Slay, IT, and Brett Hamilton, local history, to join me in our kick-off meeting. As soon as March, Terracon will invite the community to observe their ground penetrating radar to identify the graves that have fallen into disrepair, to be followed by Phase 3, the “beautification” of the cemetery and community feedback sessions. Several of these events will take place in YDL meeting rooms, which is a perfect role for us. I had several other ideas for how YDL could participate, and Debby was open to all of them. It is a truly extraordinary project, and I am deeply happy for everyone involved.

Submitted by Julianne Smith, February 19, 2025



## Notable Social Media activity

In the last month, we've had over 630,000 views on Facebook with 18,400 interactions. Both are down from the last report. We had 119,000+ views on Instagram with 8,500+ interactions (both down from last report). Our Tik Tok followers is over 2,900. We've started sharing our content on Threads where we have 700 followers. We're over 1,900 followers now on Bluesky.

- Our posts with law enforcement/ICE policies reached nearly 32,000 people on Facebook with 850+ interactions. It also reached nearly 4,400 people on Instagram.
- Our post with Bad Bunny promoting Mango Languages to learn Spanish ahead of the Super Bowl was seen by 8,000+ people on Facebook.
- 3,700 people saw our Facebook post about the Library Care Coordination program giving out winter warming items, and nearly 2,100 people saw it on Instagram.
- Our post sharing a series of library-related Super Bowl Memes reached 103,000 people with 1,650 interactions on Facebook with 5,000 people seeing it on Instagram.
- A video we made showcasing all of the funny things youth librarians have in their tool kits reached nearly 6,000 people with 150+ interactions on Facebook.
- A post about Celebrating Blackness reached 3,700+ people on Facebook with 100 interactions.
- A meme we shared from Jonathan Edward Durham about reading as an escape reached over 7,300 people on Facebook with 200+ interactions.
- Our literary Valentine's Day card collection was viewed more than 7,300 times on Facebook

Ypsilanti District Library  
Published by Buffer · February 9 at 10:16 PM · 🌐

What if the real Super Bowl was the books we checked out along the way 📖❤️

me with the book i just checked out

“your hold is ready for you”

“you have reached your renewal limit for this item”

me fighting for my life in the libby holds line

meeting someone whose favorite book is YOUR favorite book

+6

See insights and ads

Boost post

913 reactions · 9 comments · 234 shares

Ypsilanti District Library  
Published by Buffer · January 29 at 5:04 PM · 🌐

We welcome everyone at the library, and we aim to provide spaces where everyone feels safe, respected, and supported. Following recent immigration enforcement activity ... See more

### A Message to Our Community: Library Privacy, Procedures, and Law Enforcement

January 29, 2026

The Ypsilanti District Library is a welcoming space for all members of our community. We strive to build a thriving, highly-connected community supported by innovative resources and exciting learning opportunities. We provide equitable services, access, and unbiased information to ALL library users.

We welcome everyone at the library, and we're committed to respecting your privacy.

- We do not ask for a patron's immigration status when you apply for a Library card.
- In accordance with the [Michigan Library Privacy Act](#), all library records, including customer registration and circulation information, are confidential and may not be accessed by or released to any law enforcement agent without a judicial order or subpoena.
- Ypsilanti District Library does not assist or collaborate with U.S. ICE agents in any way, unless we are legally obligated to provide information in compliance with a valid court order.

We want to recognize that other local entities, like schools, may operate under different policies or abilities. The Ypsilanti District Library looks to the American Library Association (ALA), Michigan Library Association (MLA), and our legal counsel to gather accurate information and guidance that applies specifically to our buildings, staff, and visitors.

- Review YDL Policies
- Review YDL's Mission Statement

STATEMENT FROM THE YPSILANTI DISTRICT LIBRARY BOARD OF TRUSTEES:

The Ypsilanti District Library Board of Trustees supports the Washtenaw County Board of Commissioners Resolution 26-015: A Resolution Opposing the Use of County Buildings and Face Coverings by Immigration and Customs Enforcement (ICE) Officers, Customs and Border Protection Officers, or Their Contractors During Civil Immigration Enforcement Activities in Washtenaw County.

See insights and ads

Boost post

Helvetia Public Library, Libraries Are Essential and 574 others · 19 comments · 60 shares

Submitted by Sam Killian on 2/20/2026

## **Customer Services**

Monthly report: February 2026

## **Circulation Stats**

For the month of January, we checked out 45,191 items system wide.

Patrons also downloaded 25,161 digital items.

And we issued 384 new library cards.

## **Staff News**

We are in the process of hiring two new pages for YDL-Whittaker. Stay tuned to find out who was chosen!

Submitted by *John Connaghan* on February 17, 2026

YDL  
DEVELOPMENT REPORT  
February 2026

**MAKING CONNECTIONS**

Chris was invited to the Ypsilanti Rotary Club's February 9<sup>th</sup> meeting. She shared some of YDL's upcoming programs with the club and learned about their goals for the upcoming year. On February 19<sup>th</sup>, Chris joined the Washtenaw Fundraisers' Network at the Riverside Arts Center for their monthly meeting. Implications of the new tax law were discussed by the group who shared their approach to communicating this information to donors. The impact of the current economy on donor giving was also discussed.

**ANNUAL APPEAL**

Gifts in support of the new Bookmobile via our annual appeal now total \$23,853 through 110 gifts.

**GRANTS**

February has been a busy grant writing month. Two final reports to funders are also underway.

Grants in Progress

**Molina Healthcare Community Grant** – Molina Healthcare 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. We are asking for \$5,000 to support our *Moving Towards Each Other* project for seniors. Awards will be announced in early April.

**Washtenaw County Human Services Partnership Mini-Grant** – Chris, Lisa and Kat have been working on this grant together. The purpose of this funding is to provide support to organizations who are addressing poverty, racism and trauma as a root cause of institutional inequity in Washtenaw County. Nine organizations will be chosen to receive \$40,000 in funding. This grant is intended to expand our capacity to meet patron needs through our Library Care Coordination program. Funds will be used to support general case management needs like bus tokens, voucher for eyeglasses, overnight stays in hotels, etc.; a new 10 hr./week Community Support Peer Navigator; an on-call professional counselor to support staff after traumatic incidents; and four staff training sessions over the course of 12 months. Due on Friday, February 20<sup>th</sup>, grant announcements will be made in early spring, hopefully after the County Commissioners March meeting.

## Upcoming Grant Opportunities

**Kiwanis Club of Ann Arbor** – Collaboration grants are a new opportunity being developed by the club 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 as soon as the date is announced. They are still refining their application process at this time.

**First Presbyterian Local Mission Grants** – These grants focus on mental health and substance abuse treatment, academic success and/or stable employment and stable shelter, and affordable housing. Due in April, the formal application has not yet been released.

**YDDA Façade and Rehab Grant** – The purpose of this grant is to support the rehabilitation and reuse of older buildings in Ypsilanti's downtown districts. The grant deadline for 2026/27 is May 31<sup>st</sup> for projects beginning after July 1<sup>st</sup>. Lisa has identified a project at our Michigan Avenue branch that fits the grant guidelines.

## Grant Reporting

**Rotary Club of Ann Arbor** – The final report for Michigan Avenue's *Reading Together Downtown* grant of \$4,900 is due March 15<sup>th</sup>. This program has been very successful and will be continuing through May and perhaps beyond as it has been so popular.

**Ann Arbor Thrift Shop** – This grant for \$4,000 supported our 2025 Summer of Heart at Superior and Michigan Ave. This report is due March 31<sup>st</sup>.

## **SAVE THE DATE!**

The next **DINE TO DONATE** is scheduled for April 23<sup>rd</sup> at Aubree's on Whittaker Rd.

## **FUN FUNDRAISING FACT**

Foundation Giving in 2025/26 continues to grow faster than individual giving, which now accounts for 66% of gifts. Individual gifts were at their highest rate of 83% of gifts back in 1982.

*Report respectfully submitted by Chris McMullen, Development Coordinator*

# Facilities Department

## Board Report February 2026

The Facilities Department has been busy with daily duties, here are some of the extra things we have done over the last 30 days.

Arbor Inspections did the certification for our back flow, and fire sprinkler system at Michigan Ave as part of our yearly safety requirements. Everything checked out OK. Superior and Whittaker Road to be done in the coming months.

Phoenix had to do some finishing touches on the vestibule at Michigan Ave. Glasco came to caulk between the glass and frame as part of the original design.

The Meeting Room door side panel glass was hit by someone, or something at Michigan Ave knocking it off the mounting bracket. Ron and I removed it for safety reasons. We then had DMC Glass who did the original install come and put it back up securing it better than the original design to make it more robust to prevent this from happening again.

Patrick had a big job of painting the entrance to the Whittaker Road Youth department to match the color scheme near the story time room.



When done with the Youth Department, Patrick repaired holes in the community room walls from an exhibit, and then some touch up paint after.

**Submitted by: Jim Reed February 19, 2026**



# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 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 our 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.
- Toyota Grand iPads – We've put together an expansion via a grant of our Youth iPad equipment. This will be eight additional units packaged to be portable and shared by locations. This will be delivered this month.
- We will be preparing new equipment for a security coordinator this month
- Explore: Point of Sale Options. We are also looking to streamline payment processing after our financial institution provides some potential cost savings.
- 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.
- Our after-hours lockers struggled a bit during the extreme temps of February but appear to be back in working order. It's easy to be thankful for a change in the current weather.

## New or Upcoming Items

- Explore: Incident Reporting and additional objectives regarding surveillance
- 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.

## EXECUTIVE SUMMARY

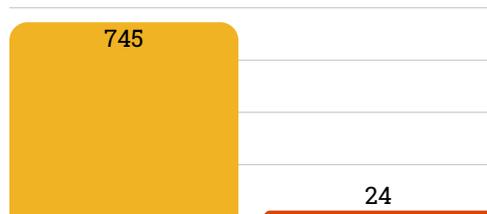
**267**

Number of individuals served (unduplicated)

**769**

Number of services provided (duplicated individuals)

- New Resource/Service
- Follow-up



The Library Care Coordination (LCC) Program continued to strengthen the Ypsilanti District Library's (YDL) role as a **high-access, low-barrier community hub** – connecting patrons to essential services, coordinating **cross-sector partnerships**, and documenting unmet needs to inform **systems-level solutions**.

During Quarter 4, LCC focused on reducing one of the most persistent barriers facing patrons experiencing housing instability: **access to legal identification**. **Coordinated ID clinics** at two library branches brought together housing providers, civic engagement organizations, and harm reduction partners, enabling patrons to address documentation, benefits access, and civic participation in a single, trusted setting. At the same time, LCC expanded **community-level resource distribution** by directing hygiene supplies and basic-needs materials to partner organizations including LEAF Harm Reduction, Washtenaw Camp Outreach, and the Daytime Warming Center – reinforcing the program's **commitment to strengthening the broader service ecosystem** beyond library walls.

**Intern capacity increased significantly** this quarter, with social work students fully integrated into frontline service delivery and **contributing to rising numbers of unduplicated individuals served and service requests addressed**. Their growing role expanded LCC's reach while strengthening the **local social-service workforce pipeline**.

At the systems level, the Library Social Worker was invited to participate in a **City of Ypsilanti steering committee** charged with developing **community-driven social solutions** in the downtown area. This role positions LCC to bring **real-time, empirical data** from library-based services into municipal planning and further establishes YDL as both a **direct service provider** and a **strategic partner** in shaping coordinated responses to housing instability and related **social drivers of health**.

Progress toward formal evaluation continues. Survey and interview tools remain pending review by **Eastern Michigan University's Institutional Review Board (IRB)**, while the program maintains routine tracking of **partnerships formed, individuals served, services delivered, and material resources distributed** – metrics that will guide continuous improvement and demonstrate impact across the grant period.

## TYPES OF SERVICES

**506**

Transportation assistance services (TheRide transit tokens & passes)

**75+**

Distribution of personal care and safety supplies

**68**

General case management support (information, navigation, and referrals)

**39**

Support obtaining vital documents (IDs, Social Security cards, birth certificates)

**16**

Support with government phone program enrollment

**49**

Assistance with applications (including government programs, housing applications and Fare Deal cards)

**12**

Other support services (including engagement, outreach, and follow-up assistance)

**4**

Referrals to behavioral health or physical health providers

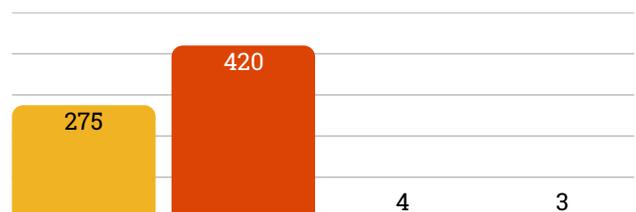
**160**

Individuals supported AAATA bus fare (unduplicated)

**702**

Transit tokens/passes distributed (duplicated individuals)

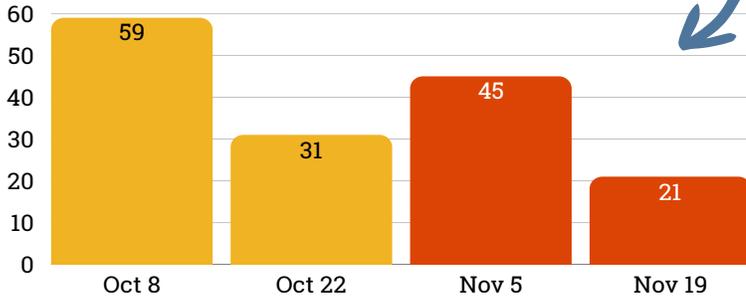
- Gold Tokens
- Silver Tokens
- Full Fare Day Passes
- Half Fare Day Passes



# EXPANDING PARTNERSHIPS

## Total services provided by Wolverine Street Medicine

*N = 156 Total Services Provided (duplicated count of individuals)*



# 13

Events were held this quarter, focused on partnership coordination, cross-system collaboration, and resource sharing to address common barriers to access

# Collaborative Partnerships to Expand Access to Identification and Resources

Multiple identification clinics were hosted at the library in partnership with the Shelter Association, supporting unhoused individuals without proof of identity in obtaining documentation through the Homeless Management Information System (HMIS).

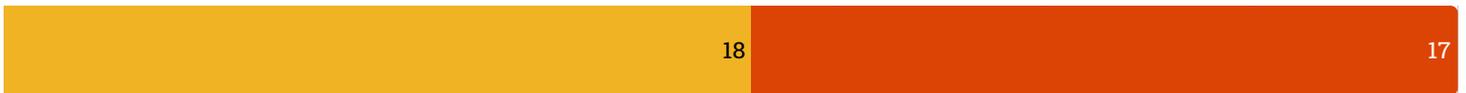
A local community organization, LEAF Harm Reduction, provided a mailing address for individuals without stable housing so they could receive vital records and other official documents.

These efforts were made possible through strong, coordinated partnerships with the Voting Access for All Coalition and the Michigan Department of State's Mobile Unit, along with additional community partners who provided free resources and information on-site, including the Washtenaw County Racial Equity Office's Mobile Support Services unit.

## Total IDs processed by Michigan Department of State through LCC & VAAC Oct 6 ID Clinic

*N = 35 Total ID Transactions Provided at YDL - Michigan Avenue Branch (unduplicated count of individuals)*

● IDs funded by LCC ● IDs funded by other means



## Total IDs processed by Michigan Department of State through LCC & VAAC Dec 5 ID Clinic

*N = 28 Total ID Transactions Provided at YDL - Superior Township Branch (unduplicated count of individuals)*

● IDs funded by LCC ● IDs funded by other means



## INTERN SELF-ASSESSMENTS

*Within my first month in my field placement, I went through an onboarding process with the staff at all three library branches along with the MSW intern, collaborated in developing an ongoing learning contract with my supervisor, and observed direct care appointments with patrons. Some tasks that I have been given so far include revising and updating the social service resource binders at all three library branches, taking inventory of community care drawer supplies, restocking the community care drawers, and participating in professional development/workshops on trauma and crisis intervention strategies.*

# 2

*Social Work interns placed at the Ypsilanti District Library during Quarter 3 of 2025 and will continue through the Spring 2026 semester*



*Initial placement requirements included creating learning contracts, building case management tracking systems, and observing direct care coordination sessions. Integration of social work within the library system was fluid and increased capacity by providing care coordination services to patrons in need. Further expansion of programming, partnerships, and direct care fostered engagement with the community through low barrier service provision.*

## Michigan Avenue Board Report: February 2026

### Staff notes

I am delighted to report that our new Customer Services Clerk, Brittany Dixon, started work early this month. Brittany has impressed our team with her kindness, calm demeanor and upbeat outlook. She brings experience from an industry-based workforce certification center, where she assisted many workers, from pipe fitters to IT professionals to students at police academies with their high stakes credentialing and certification tests. She also has experience as a behavioral technician, working with young adults living with autism. Brittany is deeply engaged in learning the many intricacies of circulation work and connecting with library staff and she has received a warm welcome from our regular patrons. Welcome aboard, Brittany!

Jenny and Stephanie are now meeting with a small ad-hoc group of youth service providers to discuss some recent challenges occurring with teens downtown and to brainstorm possible ways to address issues. This has been a great opportunity to connect with local organizations like Washtenaw My Brother's Keeper, Neutral Zone, Ozone House, and the Student Advocacy Center and with the City of Ypsilanti and YDDA who are also committed to providing supports to teens to help them thrive and connect with resources in our community.

### Program highlights

Michigan Ave staff continue to flex their creativity with programs that engage patrons of diverse ages and backgrounds. Ellen's new **Bite-Size Book Club** creates a low-stress environment for patrons to read and discuss a short story, all in one session. Unlike the stereotypical book club, there is no homework. Patrons enjoy the chance to take a pause from the distractions of our digitally-centered life with a printed story and time to read it, followed by snacks and conversation.

Daisha organizes ongoing programs that celebrate Black experiences and provide opportunities for people to connect and grow together. She shares: **Embracing Your Crown** is a Black hair series focused on bringing awareness, encouraging celebration, and acknowledging the power that lies within the crown while planting seeds of inspiration, giving tools and ways to style and care for the kinks, coils and beyond. In January we had a session where we focused on the Braiding Basics. This means we focused on the braid styles and techniques you see most often that are the foundational skills that one might use for more extravagant styles of braids. We had a full room of people ranging in age from tweens to mid to late 60s. Participants felt comfortable asking questions, practicing on the provided mannequin heads and even asked for a follow up session. Programs like this remind us of the spaces that the community wants and how we can create space for it in the library.



Shoshanna's **Zine Club** has been drawing a crowd and has now outgrown its current home, Meeting Room 1. This is a space where patrons can work on zines together, share techniques and ideas, and connect and collaborate with other zine makers. Basic art materials (paper, pens, scissors, markers, rulers, photocopying, collage materials, transfer paper) are provided as part of the program. Some of the zines created during these sessions are later added to YDL's growing zine collection, housed at Mich Ave.

Pat's **Fancy Nancy Party** was a blockbuster. On Valentine's Day, around 190 patrons flocked to the Youth area to enjoy a Fancy Nancy story, decorate picture frames, and make ribbon and tulle skirts and sparkly

bracelets. Some kids and families wore their own fanciest attire to the program. After kids created their new fancy wear, they showed off their looks with a fashion show to delight patrons and staff upstairs.



Aaron coordinated **Winter Marbling**, an intergenerational program where patrons learned marbling, a hand crafting process involving multicolored dye. Patrons created wooden dyed snowflakes to make beautiful, unique decorations and brighten their homes during the winter months.

## Spaces

Joy's legacy of artistry and community-building resonates in our spaces. The Ezra Jack Keats mosaics awe new patrons every day and bring life and vibrancy to each program we host. Pat was able to capture this energy with a recent photo of a young girl reaching up to touch a scene from *The Snowy Day*.



Report submitted by Katie Dover-Taylor  
February 19, 2026

## Outreach Services Board Report - February 2026

### BOOKMOBILE HIGHLIGHTS - Happy Birthday, Bookmobile!



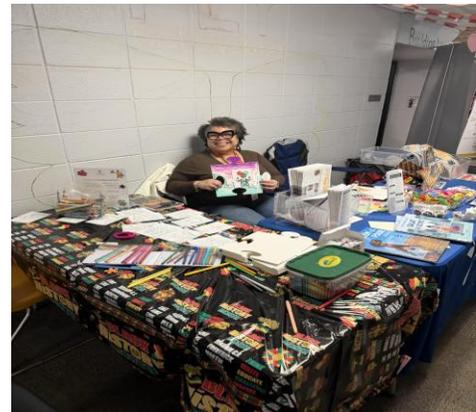
The bookmobile turned 18 years old on February 4th! Yay! The Outreach Team celebrated all week long and shared goodies like cookies and cupcakes with our patrons! We shared event photos, and Monica did an Intro to the Bookmobile post on Instagram. There will be more videos created by Bridget and Kaitlyn highlighting the Bookmobile from the rest of the team. We decorated with special balloons and birthday attire as well! We passed out stickers and tattoos that were labeled read! There will be more videos

created by Bridget and Kaitlyn highlighting the Bookmobile from the rest of the team. Our Bookmobile does so much for the community; it deserves to be celebrated.

### COMMUNITY OUTREACH EVENTS - OUTREACH CELEBRATES BLACK HISTORY MONTH

#### Ypsilanti Community Schools - Hustle Your Heart Out

On Friday, February 6th, Ypsilanti Community Schools invited the library out to celebrate Black History Month at Perry Learning Center, from 6 p.m. to 8 p.m. Monica tabled at the event and shared library resources, Black History Month programming, booklists, bookmarks, stickers, tattoos, books, and a low-key activity. The activity involved STEM careers and notable African American inventors, or related STEM careers, adding them to large puzzle pieces and displaying them on the Bookmobile. It was a great event.



#### National African American Parent Involvement Day at Estabrook!

On Monday, February 8th, Estabrook invited us to participate in celebrating African American families from 10 a.m. to 2 p.m. Khi tabled at Estabrook, sharing a lot of library Black History Month resources with the families. He sat inside the Estabrook's library.

There was excitement for the Ypsilanti District Library being there, and about the programs we're offering throughout the month. There was a great turnout!

## PRESENTATIONS

### Eastern Michigan University, Center of Race and Ethnicity

On January 14th, Monica did a Ypsilanti District Library presentation at a C.O.R.E. meeting that consisted of the Faculty of Color. They wanted us to present on all the programs and services that we offer and are beneficial to them. Monica also had a table set up with all of the programs and services we offered, which by the end of the day was almost empty. There were many questions that I could answer comfortably. It was a mini blizzard that day, but I still wanted to commit.

**SOS Community Presentation/Tour**, Monica gave a presentation and a tour for the SOS Community Families on Friday, February 13th, from 12:00 pm to 1:30 pm. The families were very curious about the services and programs we provide for the community. The families will also sign up for library cards. I just love it when the organizations reach out to the library when it involves the community. We are a very valued part of the community.

### TEAM KUDOS - SUSANA AND KHI!!

**New Tools for Living Kits** -Susana has added many new Tools for Living kits to the Senior Collection! They have been very popular and hard to keep on the shelves. They include a Caregiver Bag, Dementia Support, Murder Mystery bags, Sleep bags, and many more! Good job,



Susana, as always thinking about and caring for our seniors in the community!

**Bookmobile's Black History Display** - Every year, Khi does the Black History Month display. Last year, it was all about local Ypsilanti heroes, and this year, we are celebrating Hip Hop artists. Khi did an amazing job on finding artists and decorating the space. Kaitlyn created a book display, and we have

book lists for all age groups. Great job, Khi, for putting all of this together. Pssst.... The AC unit is being used as a Boom Box radio. Creative, huh?



# Superior Board Report—February 2026

## Staff News

- Multiple staff were all able to attend “Know Your Rights: ICE at the Library training” sponsored by the Library Care Coordination team.
- Stacey worked incredibly hard to get everything organized and ready for AARP tax help at Superior including giving a refresher to staff on how to handle the appointment process this year.
- Katie Dover-Taylor and I met with Food Gatherers to talk about summer offerings. Details are still being worked out, but their hope is that we could offer a scaled down snack program instead of lunches this summer. We should know more soon.
- Nicole is enrolled in an ASL class focused on making it easier to communicate and engage with Deaf and Hard of Hearing patrons.
- Liz is working with Juan Bradford from Parks & Recreation to put a new story into the storywalk at Fireman’s Park.

## Program Highlights

- On Feb 2, the AARP tax help season kicked off at Superior. All slots are currently full and we’re taking waitlist reservations so we can fill open slots in case of cancellations.
- On Feb 4, Kallista hosted a showing of “The Wiz” which had 32 people in attendance.
- On Feb 12, Monique organized an Open Mic night with YpsiWrites that had 20 people in attendance.
- Other programs since the last board report have included:
  - Youth: Weekly storytimes, ASL storytime
  - Adult: Canva, Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Banned Book Club, Sew Social

## Building & Grounds

- IT has been working with TelSystems to get the sound system repaired in the meeting room. New parts were installed, but the issue hasn’t been fully resolved yet.
- Kallista set up a display by artist, IFEOMA, to highlight a black artist in our meeting room for the month of February.
- Patron, Ms. Gilda Myles, set up Black History Month displays throughout Superior.
- Children of all ages continue to enjoy the toys and activities we have in the youth area. The magna tiles have been in constant use during this rotation. It’s always fun seeing what they build.



Submitted by  
**Kathryn Takach**  
February 18,  
2026



## Whittaker Road-Adult Services Board Report: Feb 2026

Here is a list of February Programs:

- Read it and Eat It Cookbook club
- Mahjong Meetup (4 Meetups)
- Fellowship of the Fiber (4 Meetups)
- Genealogy and Family History Bunch
- Microsoft Excel – Basics
- Computer Basics Getting Started
- Moving for Better Balance (4 Meetups)
- Small Business Savvy: The EOS Entrepreneurial Operating System
- Crochet Club (2 Meetups)
- AARP Tax Help (4 sessions)
- Thu AM Book Group
- YDL Film Club
- Google Slides
- Digital Literacy Tutoring with Washtenaw Literacy (4 sessions)
- In the Spirit
- Microsoft Excel Intermediate
- Science Fiction Book Club
- Internet Basics
- MICHIGAN WORKS! Southeast Community Outreach
- Classic Movie Night
- Google Docs for Beginners
- Canva By Design
- Craft Supply Swap
- Gmail Basics
- Microsoft Excel Pivot Tables
- Small Business Savvy: The Funding Landscape
- Euchre Club (WR)
- Google Docs Tips and Tricks
- Multimodal Zine Workshop
- Winged Wonders: The Hummingbird/Ask the Master Gardener
- African American Authors Book Discussion Group
- How to Host a Zoom Meeting
- Vega Discover Basics
- Google Drive Basics

Nicole Walley hosted YDL's first-ever Craft Swap this month. She got a lot of craft donations from our community and did a great job organizing and running this event. It was very successful! Here is what Nicole said about this event:

"Overall, we had 67 people attend! 50 attendees were cardholders, most were adults and seniors, but a few families stopped in as well. About half signed up for our Creatives and Crafters newsletter at the event".



*Lots of Yarn!*



*Craft Swap attendees*

Staff have been very busy signing up people for tax help appointments. This year, we filled all available slots at all three branches in less than one month. Starting February 5th, AARP Tax Aide volunteers are at YDL-Whittaker Road every Thursday through April 9th. The first two weeks ran smoothly, thanks to AARP, the Whit Adult Services staff (Brett, Brigitte, Paula, Robert, Nicole), the Whit Customer Services staff and staff at both YDL-Michigan and YDL-Superior. It is a major undertaking from January to April each year, but so important to our community members.

WSU Practicum Student Sarah Hayses has learned the basics of working at the reference desk; it has been great to have her here. She is hoping to work a few shifts at other YDL-locations to get different experiences in librarianship. She will also be working on a weeding project as part of her practicum experience and to assist us in weeding the collection.

We are appreciative of the opportunities we have (webinars, meetings, etc.) to further our knowledge and support each other. Department staff have attended a variety of webinars, Reflexive Consultative meetings, and the recent discussions on ICE in public libraries. Robert is participating in the interview process for the new Security Coordinator, Nicole has been attending the Adult Services Programming Meetings and is on the Summer Challenge Committee, Brett continues to represent YDL at the eContent and ePolicy Committee meetings, Brigitte is on the LNGO Programming Committee and Paula is on the Whittaker Renovations Committee. Brett and Brigitte are both working on the Memory Lab team.

We are looking forward to the new messaging service that is coming soon. It should help make communications with patrons and residents more efficient, as many people use texting to communicate.

-Submitted by Paula Drummond, Feb 18, 2026

# Whittaker Youth Services Board Report February 2026

## Programs

### Little Ones

- **Storytimes** Since mid-January, we've offered 26 storytimes attended by 927 people. This number includes our weekly Monday-Thursday storytimes, and two popular Saturday morning storytimes. In January, Norma Rodriguez joined me for a bilingual Spanish/English storytime; and in February I offered a Hugs and Kisses Storytime on Valentine's Day with Ulana's help that included stories and songs followed by cookie decorating and Valentine crafts.
- **Little Ones Free Play** Psyche set out toys for baby and toddler free play one cold Friday morning. Only a small group turned out, but they enjoyed playing inside.
- **Zumbini** Liz invited a Zumbini instructor who led music, movement, and percussion for 52 people, little ones and their adults, on a Saturday morning in late January.
- **Sensory Stations** Liz curated February's stations based on Eric Carle's *The Very Hungry Caterpillar*. 111 people, during two morning sessions, used balloons to paint caterpillars, investigated our resin insects, and explored sensory bins.
- **Fairy Tale Fridays** 18 kids ages 4-8 heard Jack and the Beanstalk in January and started bean seeds with Marlena. One baggie left on the desk sprouted, so Psyche transferred the seeds to pots that are now growing under the grow light for kids to watch, along with bean sprouts Mani started in preparation for After School STEM in March.

### Kids and Parents

- **Challenge Island STEM** 39 kids and families spent a Saturday afternoon engaging in a STEM challenge where they learned about penguins and then designed and built sleds for paper penguins that they tested on ramps. Challenge Island is not only a STEM education facilitator, they also publish a book series we have. Families enjoyed the challenge and lingered well after the hour was up, so I will invite them back for a summer workshop with a different theme. Being able to try new STEM presenters has been a benefit of the Toyota funding.
- **After School STEM**
  - STEM careers: In January, I used Toyota funds to coordinate two guest presenters. One week featured the Huron Valley Humane Society and veterinarians; another featured a UM doctoral student and paleontologists.
  - Art: Mani and I are taking turns leading kids in looking at art and using a variety of media to create art each week, while learning STEM concepts like color mixing, geometry, perspective, and patterns. Copies of finished work are being displayed on our Art Wall. One dad expressed his appreciation for the class and its benefit to kids and their adults.
- **Graphic Novel Book Club** Liz just finished the last of her four-part series centered on *39 Clues: The Maze of Bones*. She'll take a break until April when they'll start a new book. Each session included hands-on projects as well as a read aloud. One father recently commented about how much the club has helped his son enjoy reading and improve his reading scores.
- **Black Illustrator Art Stations** Liz, Psyche, and I created projects based on the art of contemporary Black illustrators. Psyche facilitated an event where families learned about Christian Robinson, Oge Mora, and Brian Pickney, then made art. There was a small turnout, but we have lesson plans to use again in new ways and families enjoyed making art.

### Tweens/Teens

- **Macaroni and Cheese** Nine teens worked together to learn how to make macaroni and cheese from scratch one Saturday. They made a popular recipe from a TikToker named Tini that had a lot of fat and was baked, and a quicker stovetop recipe with cream cheese. Then they took a taste test and 6-3 voted for Tini's recipe!
- **K-Pop and Cake Pops** Ulana and I had about 25 tweens and teens make cake pops for an hour while listening to a K-Pop playlist Ulana curated.

### Other Work

- **Displays** Psyche curated a Black authors and history display for Black History Month, and Ulana put out books for Valentine's Day, Ramadan, Lunar New Year, and St. Patrick's Day. SafeHouse reached out about a display for Teen Dating Violence Awareness month. A TAG member pulled books and SafeHouse brought swag and literature for teens to take.
- **Scavenger Hunts** Psyche continues to design monthly Pokemon scavenger hunts. This month



Mani created a math scavenger hunt. Liz had me purchase an abacus for the department so we can help kids who ask for hints do the math with a visual aid.

- **Portal** Thanks to Patrick for painting the portal to match the updated colors on the wall at the back of the department!
- **Family Read** Liz put together a birding activity bin, wrote an article for The Loop, and is getting other loose ends tied up for the Family Read that will start on March 1. Books include a chapter book: *The Secret Language of Birds*, an early reader: *Mouse and Mole: Fine feathered friends*, and a picture book: *Sparrow Loves Birds*. Bird and nature programs will happen at all three buildings. Thanks to acquisitions for getting books processed. I am putting resources onto a webpage for families and teachers to access. Kids who complete a BINGO of activities designed by Nicole R. and Liz P. will earn a book to keep and can choose a birding themed book if they want. Prizes were purchased with funding from Believe in Reading and Liz's Flight Path grant.
- **Program Impacts** I've seen five adults with children in the department in recent weeks who I knew as teens downtown! They've all expressed appreciation for the library as a safe, fun space they remember fondly and are now bringing their kids to use computers, play, and go to storytime. It's great to see the intergenerational impact and know that making connections with youth helps make the library an important space for them beyond their teen years. In addition Marlena had a second program attendee from last fall show off the box house they started at her program and continued to work on at home.
- **TALK Webinar** I was part of an MCLS webinar to help libraries learn how to promote TALK in their communities.
- **Summer Challenge Planning** We are grateful to Yen Azzaro offering her artistic skills to help freshen up the look of the Summer Challenge graphics. Liz P., Sam, Lisa, and I met with her to brainstorm. She will provide drafts of her ideas for us to choose from in late March and is thinking of an outdoor/garden/STEM/explorer theme to tie into what we do during the summer at all libraries. This year's committee had our first meeting and are starting to work on a plan for prizes and Explore Challenges. Members include Nicole W., Liz P., Kallista, Kaitlyn, Pat, Julianne, Sam, Chris, and I.
- **Foundations of Reading Webinars and Work** Ulana, Psyche, and I attended a two-part LM webinar presented by The Reading League to better understand how kids learn to read and what books we should purchase to help. I created a webpage with resources the committee curated last fall that Sam will highlight in a Loop article this spring.
- **Staff Party Planning** Liz served on the committee that planned the staff party. It was a casual, happy gathering and included chocolate and a book exchange.
- **Department Meeting** Staff met this week to learn about the revised Program Planning and Reflection process and start brainstorming what we'll offer this summer.
- **Toyota Grant** The committee met today to finalize how we'll spend the 2025-26 grant funds. We gathered feedback from youth staff and chose to spend some money on items we'll share and some for building specific needs.



Submitted by Jodi Krahnke February 18, 2026



# **Old Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/16/2026  
**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 committee, and create a new Strategic Planning Committee and an AI Committee as discussed.

Article III of the Bylaws, Committees, includes 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.

The Board tabled the committee appointments from the annual meeting until February so the new President and I could create a thoughtful and equitable proposal. I developed the attached draft of appointments for Kristy's consideration, suggesting that perhaps the new Trustee take on the Friends Liaison role.

**YPSILANTI DISTRICT LIBRARY**  
**\*DRAFT\* BOARD COMMITTEE ASSIGNMENTS 2026**

FINANCE

Chris Tebbens, Treasurer, Chair  
Theresa Maddix, Vice-President  
Vacant, Trustee  
Lisa Hoenig, Library Director  
Kristy Cooper, President – Ex-Officio

POLICY

Bethany Kennedy, Secretary, Chair  
Theresa Maddix, Vice-President  
Patricia Horne McGee, Trustee  
Lisa Hoenig, Library Director  
Kristy Cooper, President – Ex-Officio

FUNDRAISING

Christina McMullen, Dev. Coord.  
Chris Tebbens, Treasurer  
Jean Winborn, Trustee  
Vacant, Trustee  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Representative(s) from YDL Friends  
Kristy Cooper, President – Ex-Officio

AI COMMITTEE

Theresa Maddix, Vice-President  
Bethany Kennedy, Secretary  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
YDL librarians TBD  
Kristy Cooper, President – Ex-Officio

PERSONNEL

Jean Winborn, Trustee, Chair  
Bethany Kennedy, Secretary  
Patricia Horne McGee, Trustee  
Lisa Hoenig, Library Director  
Kristy Cooper, President – Ex-Officio

FACILITIES

Theresa Maddix, Vice-President, Chair  
Chris Tebbens, Treasurer  
Jean Winborn, Trustee  
Lisa Hoenig, Library Director  
Jim Reed, Facilities Manager  
Kristy Cooper, President – Ex-Officio

STRATEGIC PLANNING

Patricia Horne McGee, Trustee  
Bethany Kennedy, Secretary  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Kristy Cooper, President – Ex-Officio

Appointed: \_\_\_\_\_

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/19/2026  
**Re:** Michigan Avenue sump pump replacement -- revised

In January, I presented the following memo:

*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 Board approved the project at the January meeting, but Trustee Chris Tebbens asked whether the new sump pump had a back-up system. I inquired, and Kevin Coakley offered to provide a revised resolution to include a water-powered back-up pump. Facilities Manager Jim Reed and I believe this is a worthwhile addition to ensure our newly-remodeled basement doesn't flood in the case of a power outage.

The revised proposal is attached for your consideration, with a new total cost of \$9,414.00.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-5R

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 revised proposal to replace the sump pump with an equivalent new model and a water-powered back-up pump, 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 \$9,414.00 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 #:** 734.787.1045

**Project Name:** Whittaker Sump Pump Replacement  
**Contact:** Ms. Lisa Hoenig  
**Invoice**  
**Address:** 5577 Whittaker Rd.  
**City:** Ypsilanti  
**State/Zip:** MI 48197  
**Email:** 0

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

**Proposal#** PP18251 Rev 01

**Subject:** Duplex Sump Pump Replacement

Per your request I have prepared this proposal

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

Scope of work:

- 1) Disconnect, remove and dispose of the existing pumps and float switches.
- 2) Provide and install two (2) Zoeller Series 160 1/2HP, 208-230/3PH pumps rated at 93GPM
- 3) Provide and install new discharge check valves and piping.
- 4) Make all necessary wiring connections for the power and float controls.

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

Rev 01 provide and install a water powered back-up pump.

- 1) Provide and install a new water powered back up pump with all necessary supply water piping.

Total Additional Cost: Two Thousand, Five Hundred Thirty Eight Dollars (\$2,538.00)

**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.

*Kevin M Coakley*

2.5.2026

Kevin M. Coakley

(DATE)

**CUSTOMER:**

(SIGNATURE)

(PRINT NAME)

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2

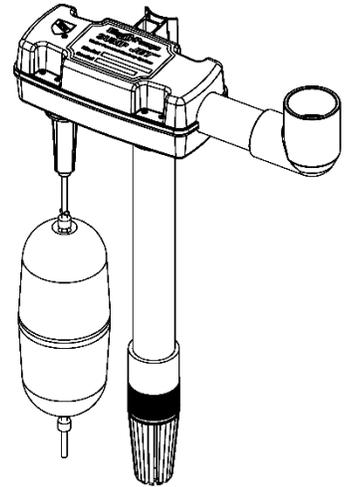


## TERMS & CONDITIONS

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

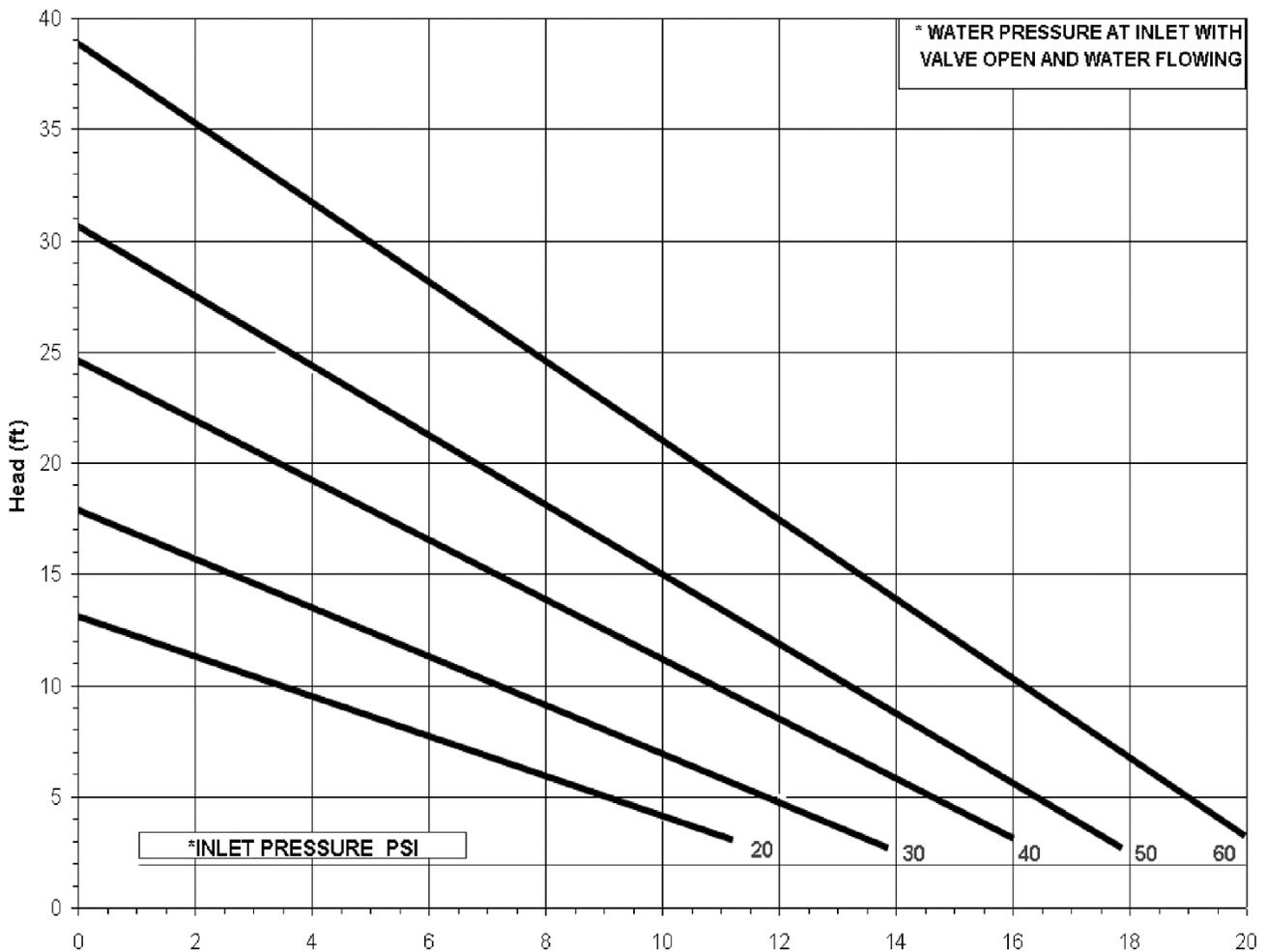


A Family and Employee Owned Company

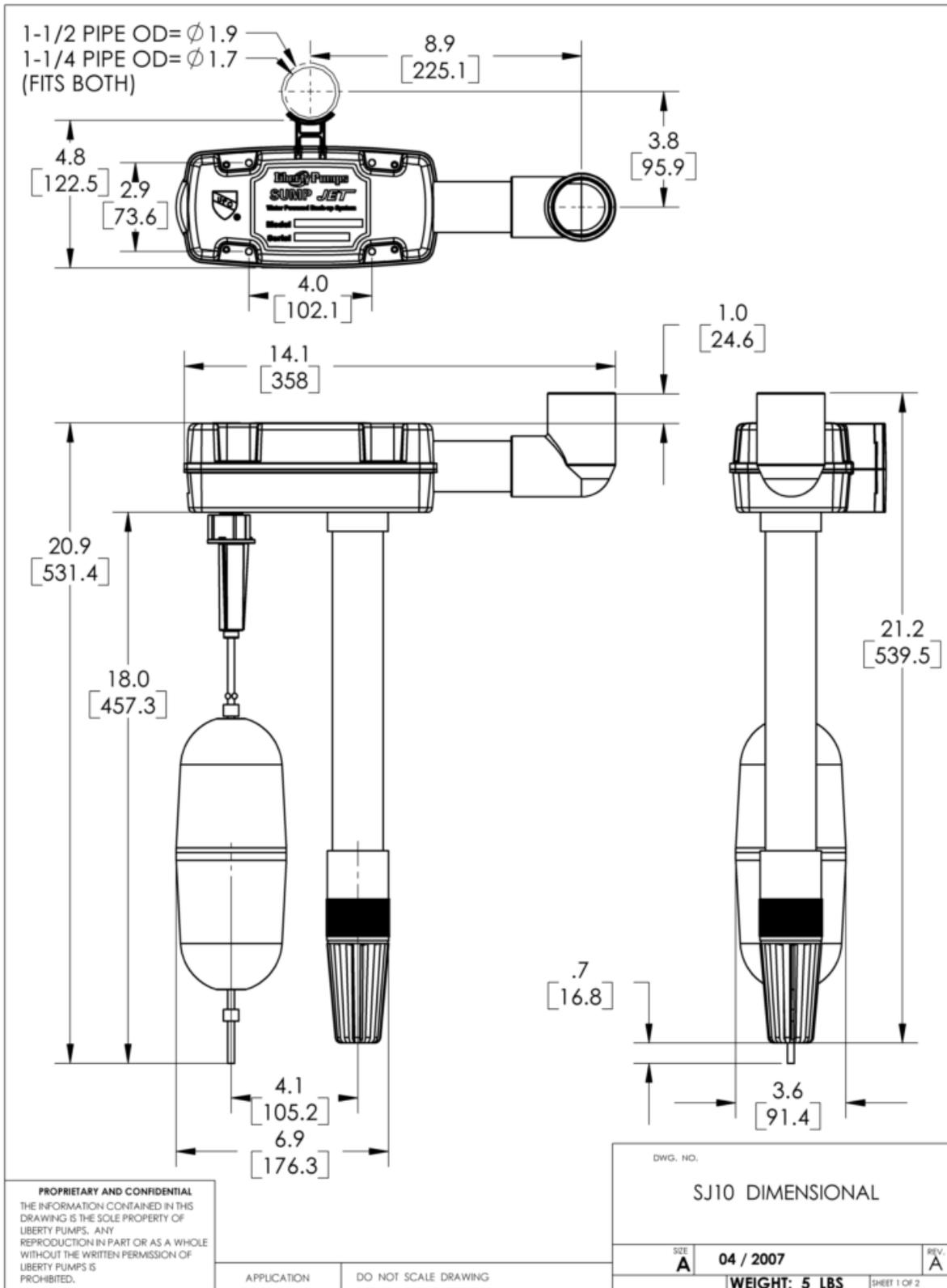


# Specifications

## WATER POWERED BACKUP SYSTEM SJ10, SJ10A, SJ10A-EYE



# SJ10 / SJ10A / SJ10A-EYE Series Dimensional Data



## SJ10 / SJ10A / SJ10A-EYE Series Operating Data

WATER PRESSURE AT INLET WITH VALVE OPEN AND WATER FLOWING		SUMP WATER REMOVAL AT VARIOUS HEADS (STATIC HEAD IN 1-1/2" PIPE OR LARGER)											
		LIFT		4 FT		1.21 M	8 FT		2.4 M	12 FT		3.6 M	15 FT
PSI	KPA	GPM	GPH	M <sup>3</sup> /HR	GPM	GPH	M <sup>3</sup> /HR	GPM	GPH	M <sup>3</sup> /HR	GPM	GPH	M <sup>3</sup> /HR
20	138	11.0	660	2.5	5.8	348	1.3						
30	207	12.8	765	2.9	9	540	2.0	5.5	330	1.2			
40	276	15.4	924	3.5	12.5	750	2.8	9.3	558	2.1	7.2	432	1.6
50	345	17.2	1032	3.9	14.5	870	3.3	12	720	2.7	10	600	2.3
60	414	19.8	1185	4.5	17	1020	3.9	15.2	912	3.5	13.5	810	3.1

## SJ10 / SJ10A / SJ10A-EYE Series Technical Data

<b>COVER</b>	ABS PLASTIC
<b>PIPE</b>	UPC SCHEDULE 40 PVC
<b>DIAPHRAGM SWITCH</b>	NORYL BODY, STAINLESS STEEL PLUNGER 100 PSI MAX OPERATING
<b>BACK FLOW CHECK VALVE</b>	NEOPERL / ACETAL BODY, LISTED ASME A112.18.3 and ASME A112.18.1
<b>NOZZLE / VENTURI</b>	PVC PLASTIC
<b>FOOT VALVE</b>	PVC BODY STAINLESS STEEL SPRING LOADED POPPET
<b>FLOAT</b>	ABS PLASTIC
<b>FLOAT ROD</b>	STAINLESS STEEL
<b>FLOAT ROD GUIDE</b>	ACETAL PLASTIC
<b>FASTENERS</b>	STAINLESS STEEL
<b>*ALARM</b>	*MODEL SJ10A: AUDIBLE AND VISUAL ALARM WITH AUXILIARY CONTACTS, 9V BATTERY BACKUP
	*MODEL SJ10A-EYE: REMOTE NOTIFICATION OPTION
<b>WEIGHT</b>	6 LBS

# SJ10 / SJ10A / SJ10A-EYE Series Specifications

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## 1.01 GENERAL

The contractor shall provide labor, material, equipment, and incidentals required to provide \_\_\_\_\_ (QTY) water powered backup pumps as specified herein. The pump models covered in this specification are SJ10/SJ10A/SJ10A-EYE-Series.

## 2.01 OPERATING CONDITIONS

Each water powered backup pump shall produce \_\_\_\_\_ GPM at \_\_\_\_\_ feet of total dynamic head.

The water powered backup pump shall be capable of handling clear sump water. The water powered backup pump shall flow a minimum of 9 GPM @ 8ft of head with an operating pressure of 30 psi. The water powered backup pump shall be supplied with a ¾" municipal water line. **Per UPC an approved RPZ backflow prevention device is required to prevent backflow into the municipal water system.**

## 3.01 CONSTRUCTION



Each water powered backup pump shall be equal to the  IAPMO approved SJ10-Series water powered backup pumps as manufactured by Liberty Pumps, Bergen NY. All components are made of tough non corrosive engineered polymers, stainless steel or brass. This construction meets IAPMO standard PS 119 requirements for pressure, strength, performance, and safety.

## 4.01 SWITCH / VALVE ASSEMBLY

The body of the switch shall be of nylon construction. The diaphragm shall be constructed of fiber reinforced nitrile. All metal components are stainless steel. The switch / valve shall be opened and closed by a float operated neodymium magnet.

## 5.01 BUILT-IN BACK WATER PREVENTION DEVICE

The water powered backup pump shall provide an internally installed back flow prevention device equal to Neoperl OV20 check valve for the inlet water supply. The OV20 is a UPC approved device, IAMPO file 4374, and in compliance with ASME A112.18.3 and ASME A112.18.1/CSA B125.1. The device shall be provided with a foot valve, to provide further protection in the event of a valve failure.

## 6.01 SUPPORT

The water powered backup pump shall have a means of support enabling it to easily installed by clamping to an existing pipe or fastening to a board.

## 7.01 SERVICEABILITY

Components required for the repair of the pump shall be shipped within a period of 24 hours.

## 8.01 TESTING

The pump shall have an air test performed to ensure that the diaphragm switch / float assembly operates, that the foot valve is functional, and that the nozzle / venturi arrangement is working.

## 9.01 QUALITY CONTROL

The pump shall be manufactured in an ISO 9001 certified Facility.

## 10.01 WARRANTY

Standard limited warranty shall be 3 years.

# **New Business**

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-7

February 25, 2026

RESOLUTION TO ACCEPT THE FISCAL YEAR 2025 AUDIT

---

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2025 as presented are accepted.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/19/2026  
**Re:** Resolution to designate fund balance for capital improvements

In January 2019, Accountant Jim Carey created a Superior Department within the Capital Projects Fund and set up the revenue and expenditure accounts we use for the new building. All expenses for the project were drawn from this fund. This will remain intact to accept our remaining Towsley grant monies and make the last payment toward the widening of Harris Road.

With the Superior project otherwise complete, last year the Board committed \$700,000 for Capital Projects generally. These monies are intended for projects like last year’s Whittaker Café and story room renovations and Michigan Avenue improvements. Because these projects are so large, we replenish the amount committed annually to allow for additional needs that arise.

Here is an excerpt from our latest audit report that illustrates the current designations of fund balance:

	<u>General Fund</u>	<u>Capital Project Fund</u>	<u>Total Governmental Funds</u>
<b>Fund Balances</b>			
Nonspendable	\$ 28,640	\$ -	\$ 28,640
Restricted			
Memorials	6,609	-	6,609
Endowment	49,363	-	49,363
Committed			
Working capital	500,000	-	500,000
Assigned	-	256,285	256,285
Unassigned	3,434,540	-	3,434,540
<b>Total Fund Balances</b>	<u>\$ 4,019,152</u>	<u>\$ 256,285</u>	<u>\$ 4,275,437</u>

After consulting with Accountant Jim Carey, I propose designating \$600,000 of the Unassigned fund balance as Committed funds for Capital Projects.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-8

February 25, 2026

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

---

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2026, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$600,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/19/2026  
**Re:** Award of landscaping services contract

The Library typically seeks a new contract for landscaping services every three years. I released the attached Request for Quotation on January 9. We received 16 bids by the February 4 deadline. This was quite a few more than we've ever received in the past – in 2023 we received 5 proposals.

I have attached a spreadsheet detailing the bids received. For comparison, in the 2025 season we paid \$13,600 for work at Whittaker, \$3,040 for Michigan Avenue, and \$13,944 For Superior.

The recommendation below would save YDL almost \$5,000 in the first year.

We contacted references for the two low bidders, Ground Control Property Services and Frank's Landscaping, and found them both to be excellent. Although Ground Control's bid is lower by \$600/year, we have an existing relationship with Frank's Landscaping, which has handled our snow removal for the past two seasons. We have been extremely impressed with the responsiveness of Frank's when we call or email with any issue or question regarding snow. Facilities Manager Jim Reed and I both feel it would be a benefit to have a single contractor for all grounds maintenance. In the way costs are divided, Frank's bid also shows a better understanding of the amount of work required at each location than Ground Control's bid.

I recommend awarding the 2026-2028 contract to Frank's Landscaping.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-9

February 25, 2026

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

---

Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, sixteen bids were received before the deadline from qualified contractors, and

Whereas, the bids were tabulated and analyzed, and references were contacted for the lowest bidders, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract for Whittaker Road, Michigan Avenue, and Superior is awarded to Frank's Landscaping.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

## **INTRODUCTION**

This document sets forth the general specifications, requirements and responsibilities of a Landscaping Contractor in providing landscaping services for the Ypsilanti District Library, Ypsilanti, Michigan.

## **GENERAL CONDITIONS AND SCOPE OF WORK**

### **A. Qualifications**

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the landscaping business.

### **B. Quality**

The landscaping contractor, hereinafter referred to as “Contractor,” will provide and perform all landscaping services in a professional and timely manner as further addressed in Section – Landscaping Specifications.

### **C. Coverage**

The Contractor is responsible for the care and maintenance of all lawn, planting beds, trees, decorative trees, shrubs and hedges on the Property. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor. It is to be understood that this is the entire job.

### **D. General Conditions**

The contractor will supply all labor, landscaping equipment and safety equipment in good working condition as to be able to perform all aspects of landscaping.

Contractor shall hold and save harmless the Ypsilanti District Library, hereinafter referred to as “Library,” from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Library, for any damages for which the Contractor is liable, of which the Library shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor’s operations. Contractor will be responsible for regularly informing its employees of all Federal, State and /or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

## Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

Contractor shall assign employees who are sufficiently fluent in English: (1) to comprehend the instructions from Library staff; (2) to understand safety and operating instructions on any machinery used; (3) to understand instructions and warnings on any chemicals used; and (4) to communicate with Library personnel during emergencies.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Library rules and regulations (as such may be amended from time to time).

Property inspections shall be made by the Contractor after each service and reviewed with the Library Facilities Manager at his request.

Contractor will not store any materials or equipment on Library property.

### **LANDSCAPING SPECIFICATIONS**

These specifications include plans for maintenance and care of all exterior landscaped areas. The type of maintenance and care defined in the following are designed to promote healthy growth.

#### **A. Spring Clean-up:**

1. Spring Clean-up shall be completed by a mutually agreed upon date between the Library and Contractor.
2. Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas and beds.
3. Contractor shall remove all dead and broken branches from trees and bushes.
4. Contractor shall remove all weeds by the roots from plant beds and dispose of off the property.
5. Following removal of existing weeds and debris from hardwood mulch landscape beds, Contractor shall edge planting beds, roughen existing mulch, and install a 1" thick top-dressing of shredded hardwood bark mulch. New mulch shall be freshly shredded and be natural color, free of dyes.

#### **B. Mowing and Lawn Care:**

1. Contractor shall "police" the grounds and shall remove all refuse prior to performing services.
2. Turf shall be cut once per week, or more often if required, at a height of 2.5" to 3" as conditions dictate throughout the growing season (April 1 through November 15). This schedule may be altered by the Library to avoid lawn burn during dry periods. Mowing equipment shall be employed to permit recycling of clippings where possible and mowing patterns shall be utilized to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, driveways, and landscape beds shall be left in a clean condition after mowing.
3. Contractor shall provide sweeping or blowing of cut grass and/or leaves from all areas including entrances after mowing. It is not acceptable to leave grass clumps on site.
4. All planting beds, curbs, light poles, hydrants, areas along all building foundations, signs, parking areas, walkways and trees shall be trimmed the same day that mowing occurs.

## Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

5. All walkways will have the edging maintained with a straight and neat edge with the edging work performed at least four times per season or as needed. The initial edging will be completed as part of the Spring Clean-up.
6. All lawn areas adjacent to beds shall be edged during Spring Clean-up and one more time mid-season to prevent encroachment of turf and to maintain an attractive presentation throughout the growing season.

### **C. Shrub, Evergreen and Groundcover Beds:**

1. All beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding during regular visits to maintain an attractive presentation throughout the growing season.
2. All shrubs, evergreens, trees, and ornamental grasses shall be pruned to remove dead or damaged branches and to contain the size in order to maintain the natural form of the plant, to maintain an “air” space between the plant and building, and to eliminate any branches which hang too low (below 10’) over walkways or parking areas.
3. All tree and shrub beds will be edged and maintained with the edging work completed at least four times per season. All planting beds will be kept clean of debris.
4. Fertilization and weed control shall be applied in tree, shrub, perennial, and groundcover beds in a typical 4-step program. This includes fertilizer, pre-emergent weed control, and post-emergent weed control. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.
  - a. Spring – fertilization, pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - b. Early summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - c. Late summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
  - d. Fall – fertilization and liquid post-emergent weed control as necessary.

### **D. Pruning – Tree and Shrub Services:**

1. Pruning and removal of dead wood of all trees and shrubs is to be completed with generally accepted practices to ensure all ornamental trees and shrubs remain healthy and maintain an aesthetically attractive appearance.
2. Pruning activities are to occur at appropriate seasonal times consistent with generally accepted practices for the various individual types of trees and shrubs.

### **E. Fall Clean-up:**

1. Leaf and debris removal from the turf and beds in autumn shall be performed weekly. The continuous removal of all fallen leaves, twigs and branches from the property is to be performed as necessary whether or not “Fall Clean-up” has commenced.

### **F. Lawn Fertilization / Weed Control:**

1. Fertilization and weed control shall be applied in a typical 4-step program. This includes pre-emergent fertilizer and weed and grub control (if necessary).
  - a. Spring – fertilization and pre-emergent weed and crabgrass control.
  - b. Early summer – fertilization and pre-emergent weed and crabgrass control.
  - c. Late summer – fertilization.

## Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

- d. Fall – fertilization and broadleaf weed control.
  - e. Grub control as necessary.
2. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.

### **G. Miscellaneous:**

1. On each visit, Contractor must perform a complete policing of all trafficked areas including lawn, landscape beds, pathways and walkways.
2. Curbs and cracks in pavement shall be sprayed with an herbicide to control weeds as needed.
3. Contractor shall cut back all perennials to the ground at the first sign of frost damage.
4. Library recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of the Library.
5. All plant, shrub, flower, ground cover, and tree removal or replacement shall be accomplished only with the approval of the Library. Contractor will perform additional work when the Library authorizes such work with a purchase order.

### **H. General:**

1. All work shall be performed by properly supervised, trained personnel in accordance with accepted horticultural practices. Chemicals will be applied by properly certified personnel.
2. Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the product shall govern which product is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the Library property at the end of each work day at no additional charge. Contractor shall not place debris in Library's dumpster.
5. Contractor shall carry appropriate coverage for Worker's Compensation Insurance, Employer's Liability Insurance, General Liability, Bodily Injury and Property Damage, and Comprehensive Automobile Liability. Proof of coverage will be included in submitted estimate.
6. Contractor will report insect activity or damage to lawn areas and/or landscape beds caused by insects or fungus. Insect and fungus control shall be the responsibility of the Library.
7. Contractor is responsible for damage to the Library's buildings and property (i.e., signs, light poles, trees, concrete, curbing, plants and grass) resulting from Contractor's services. The Contractor is responsible for reporting all damages to the Library in writing within seventy-two (72) hours of each occurrence. Contractor will inspect the Library property for pre-existing damage and submit a report detailing all pre-existing damage by April 1, 2026. Library will review this report with Contractor.
8. Contractor is required to make arrangements satisfactory to the Library to repair damage to the Library property.
9. Contractor shall provide emergency telephone numbers that will be answered by the Contractor, 24 hours a day, seven days a week.
10. Contractor will assume responsibility for any damage caused by Contractor to irrigation and lighting systems.

**STANDARDS AND OTHER CONDITIONS**

**A. Independent Contractor**

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Ypsilanti District Library.

**B. Assignment and subcontracting**

The contract shall not be assigned or subcontracted by the Contractor without the Library's prior written consent, which may be withheld at the Library's sole discretion.

**C. Revisions to original contract**

The Library shall have the right to make any changes in or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and the Library.

**D. Standards of work – general**

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the Landscaping Specifications.

**E. Contractor informed as to conditions**

It is agreed the Contractor is familiar with all physical and other conditions existing at the Library and all other matters in connection with the work to be performed under this contract.

**F. Storage and security of equipment and supplies**

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by the Library.

**G. Inspection**

The Library contemplates and the Contractor hereby agrees to a thorough inspection by the Library of all work and equipment furnished under this contract.

**H. Health and safety**

The Contractor shall observe all Federal, State, and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for the safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor. The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operations. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

## Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

### **I. Training**

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Landscaping Specifications.

### **J. Billing**

Landscaping services will be priced on an annual basis and shall include all equipment and supplies needed to perform the contract. All contractors are required to complete and submit the Estimate Forms (Attachments A, B & C).

The Contractor shall submit invoices according to the schedule provided on the Estimate Forms.

Payments for approved invoices shall be made by the Library within 30 days following the billing date of such invoice. Should the Library dispute the contractor's invoice the Library shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

### **K. Equipment**

The Contractor shall provide all equipment necessary for the effective and efficient landscaping services on the Library property in accordance with the intent of the Landscaping Specifications. All landscaping equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

### **L. References**

Each submission of the Estimate Forms shall provide at least two client references whose properties are comparable in size, profile and services to the Library. The information that is to be included for each reference: the property description and address, the Contractor's length of service at the location, and a contact name with job title and telephone number.

### **M. Insurance and indemnity**

The Contractor will be responsible for the payment of any and all deductible amounts required under the insurance coverage. The Contractor will not alter or terminate the insurance coverage without obtaining the Library's written consent at least thirty (30) days prior to such alteration or termination.

Contractor shall repair or replace at its own cost and expense any damage caused by its workmen, agents, or employees.

### **N. Contract provisions**

It is the intention of the Library to execute a 3-year contract. The Library may terminate Contractor with 48 hours' notice if Contractor fails or refuses to perform services as described in the Quotation Package.

The desired contract commencement date is April 1, 2026.

### **O. Rejection of Quotation**

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to the Library, price and other factors considered. The Board of Trustees for the Ypsilanti District Library reserves the right to reject any and all responses to

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

**P. Minimum Quotation response**

By 5:00 PM on Wednesday, February 4, 2026, the Contractor shall remit two (2) originals of its Quotation response to:

**Jim Reed  
Facilities Manager  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197**

No fax copies will be accepted.

The Quotation Response must include Attachments A, B & C along with a current insurance certificate and list of references as described above.

**Questions regarding this Request for Quotation should be directed to Facilities Services Manager Jim Reed at (734) 482-4110 or [jreed@ypsilibrary.org](mailto:jreed@ypsilibrary.org) by Friday, January 30, 2026.**

**Attachment A**

**ESTIMATE FORM  
2026-2028 LANDSCAPING SERVICES**

Property : Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$\_\_\_\_\_

(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$\_\_\_\_\_

(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$\_\_\_\_\_

(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

**Attachment B**

**ESTIMATE FORM  
2026-2028 LANDSCAPING SERVICES**

Property: Ypsilanti District Library  
229 W. Michigan Avenue  
Ypsilanti, MI 48197

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$ \_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ \_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$ \_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ \_\_\_\_\_ per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$ \_\_\_\_\_  
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ \_\_\_\_\_ per month

**Attachment C**

**ESTIMATE FORM  
2026-2028 LANDSCAPING SERVICES**

Property: Ypsilanti District Library  
1900 Harris Road  
Ypsilanti, MI 48198

Contractor: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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**Pricing Schedule**

Contractor's Annual Fee – 4/1/2026 – 11/15/2026 \$\_\_\_\_\_ (Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

Contractor's Annual Fee – 4/1/2027 – 11/15/2027 \$\_\_\_\_\_ (Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

Contractor's Annual Fee – 4/1/2028 – 11/15/2028 \$\_\_\_\_\_ (Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$\_\_\_\_\_per month

## Ypsilanti District Library Landscaping Services Bids

### 2026-2028 Seasons

(yellow = low bidders; blue = current contractors)

	Whittaker Road 2026 Price	Michigan Avenue 2026 Price	Superior 2026 Price	TOTAL for YDL 2026 Price
Ground Control Prop Maint 22100 Huron Twsp Ct. New Boston, MI 48164	\$10,000	\$5,000	\$10,000	\$25,000
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$21,050	\$6,185	\$9,970	\$37,205
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$16,200	\$6,800	\$18,680	\$41,680
Superior Landscape Cos. 4197 Carpenter Rd. Ypsilanti, MI 48197	\$21,150	\$9,000	\$15,920	\$46,070
Ground Control LLC 44164 Robson Rd. Belleville MI 48111	\$17,138	\$5,380	\$14,461	\$36,979
Brantley Development 2648 Bayhan Inkster, MI 48141	\$19,320	\$5,352	\$11,752	\$36,424
Frank's Landscaping 39115 E. Michigan Ave. Wayne, MI 48184	\$11,000	\$2,800	\$11,800	\$25,600
BrightView Landscape & Svc 5100 Dewitt Road Canton MI 48188	\$19,576	\$8,672	\$16,464	\$44,712
The Grass Barber LLC 23077 Greenfield Ste 455 Southfield MI 48075-3740	\$54,000	\$40,500	\$46,000	\$140,500
Professional Grounds Svcs 15701 Springwells St. Dearborn MI 48120	\$16,552	\$11,154	\$18,024	\$45,730
Salisbury Landscape Grp 6295 W. Joy Road Dexter MI 48130	\$16,121	\$6,368	\$14,456	\$36,945
Teddy's Lawn & Landscape 12725 Levan Rd Livonia MI 48150	\$15,720	\$6,690	\$6,635	\$29,045
DJ's Landscape Mgmt 4720 52nd St, SE Grand Rapids MI 49512	\$27,746	\$6,359	\$18,671	\$52,776
All-Terrain Gurus 1360 Weeping Willow Ct Ypsilanti MI 48198	\$13,350	\$6,450	\$8,250	\$28,050
Allavance Landscape 6014 SnowShoe Cir Bloomfield Hills MI 18301	\$60,810	\$60,810	\$60,810	\$182,430
Todd's Services 7975 E. M-36 Hamburg MI 48139	\$20,107	\$8,498	\$15,141	\$43,746

	Whittaker Road 2027 Price	Michigan Avenue 2027 Price	Superior 2027 Price	TOTAL for YDL 2027 Price
Ground Control Prop Maint 22100 Huron Twsp Ct. New Boston, MI 48164	\$10,000	\$5,000	\$10,000	\$25,000
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$21,600	\$6,300	\$9,970	\$37,870
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$16,600	\$6,800	\$19,080	\$42,480
Superior Landscape Cos. 4197 Carpenter Rd. Ypsilanti, MI 48197	\$21,150	\$9,000	\$15,920	\$46,070
Ground Control LLC 44164 Robson Rd. Belleville MI 48111	\$17,652	\$5,541	\$14,895	\$38,088
Brantley Development 2648 Bayhan Inkster, MI 48141	\$19,320	\$5,352	\$11,752	\$36,424
Frank's Landscaping 39115 E. Michigan Ave. Wayne, MI 48184	\$11,000	\$2,800	\$11,800	\$25,600
BrightView Landscape & Svc 5100 Dewitt Road Canton MI 48188	\$20,168	\$8,928	\$16,952	\$46,048
The Grass Barber LLC 23077 Greenfield Ste 455 Southfield MI 48075-3740	\$55,600	\$41,700	\$47,400	\$144,700
Professional Grounds Svcs 15701 Springwells St. Dearborn MI 48120	\$17,050	\$11,488	\$18,566	\$47,104
Salisbury Landscape Grp 6295 W. Joy Road Dexter MI 48130	\$16,600	\$6,552	\$14,888	\$38,040
Teddy's Lawn & Landscape 12725 Levan Rd Livonia MI 48150	\$15,720	\$6,690	\$6,635	\$29,045
DJ's Landscape Mgmt 4720 52nd St, SE Grand Rapids MI 49512	\$28,578	\$6,550	\$19,231	\$54,359
All-Terrain Gurus 1360 Weeping Willow Ct Ypsilanti MI 48198	\$13,450	\$6,550	\$8,350	\$28,350
Allavance Landscape 6014 SnowShoe Cir Bloomfield Hills MI 18301	\$60,810	\$60,810	\$60,810	\$182,430
Todd's Services 7975 E. M-36 Hamburg MI 48139	\$20,710	\$8,750	\$15,595	\$45,055

	Whittaker Road 2028 Price	Michigan Avenue 2028 Price	Superior 2028 Price	TOTAL for YDL 2028 Price
Ground Control Prop Maint 22100 Huron Twsp Ct. New Boston, MI 48164	\$10,000	\$5,000	\$10,000	\$25,000
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$22,150	\$6,400	\$10,570	\$39,120
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$17,000	\$6,800	\$19,480	\$43,280
Superior Landscape Cos. 4197 Carpenter Rd. Ypsilanti, MI 48197	\$21,500	\$9,000	\$15,920	\$46,420
Ground Control LLC 44164 Robson Rd. Belleville MI 48111	\$18,182	\$5,707	\$15,342	\$39,231
Brantley Development 2648 Bayhan Inkster, MI 48141	\$19,752	\$5,352	\$12,552	\$37,656
Frank's Landscaping 39115 E. Michigan Ave. Wayne, MI 48184	\$11,000	\$2,800	\$11,800	\$25,600
BrightView Landscape & Svc 5100 Dewitt Road Canton MI 48188	\$20,768	\$9,192	\$17,464	\$47,424
The Grass Barber LLC 23077 Greenfield Ste 455 Southfield MI 48075-3740	\$57,200	\$43,000	\$48,800	\$149,000
Professional Grounds Svcs 15701 Springwells St. Dearborn MI 48120	\$17,562	\$11,834	\$19,124	\$48,520
Salisbury Landscape Grp 6295 W. Joy Road Dexter MI 48130	\$17,096	\$6,744	\$15,688	\$39,528
Teddy's Lawn & Landscape 12725 Levan Rd Livonia MI 48150	\$16,191	\$7,090	\$6,834	\$30,115
DJ's Landscape Mgmt 4720 52nd St, SE Grand Rapids MI 49512	\$29,435	\$6,747	\$19,808	\$55,990
All-Terrain Gurus 1360 Weeping Willow Ct Ypsilanti MI 48198	\$13,450	\$6,550	\$8,350	\$28,350
Allavance Landscape 6014 SnowShoe Cir Bloomfield Hills MI 18301	\$60,810	\$60,810	\$60,810	\$182,430
Todd's Services 7975 E. M-36 Hamburg MI 48139	\$21,330	\$9,010	\$16,063	\$46,403

	Whittaker Road 3-Year Total	Michigan Avenue 3-Year Total	Superior 3-Year Total	TOTAL for YDL 3-Year Total
Ground Control Prop Maint 22100 Huron Twsp Ct. New Boston, MI 48164	\$30,000	\$15,000	\$30,000	\$75,000
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$64,800	\$18,885	\$30,510	\$114,195
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$49,800	\$20,400	\$57,240	\$127,440
Superior Landscape Cos. 4197 Carpenter Rd. Ypsilanti, MI 48197	\$63,800	\$27,000	\$47,760	\$138,560
Ground Control LLC 44164 Robson Rd. Belleville MI 48111	\$52,972	\$16,628	\$44,698	\$114,298
Brantley Development 2648 Bayhan Inkster, MI 48141	\$58,392	\$16,056	\$36,056	\$110,504
Frank's Landscaping 39115 E. Michigan Ave. Wayne, MI 48184	\$33,000	\$8,400	\$35,400	\$76,800
BrightView Landscape & Svc 5100 Dewitt Road Canton MI 48188	\$60,512	\$26,792	\$50,880	\$138,184
The Grass Barber LLC 23077 Greenfield Ste 455 Southfield MI 48075-3740	\$166,800	\$125,200	\$142,200	\$434,200
Professional Grounds Svcs 15701 Springwells St. Dearborn MI 48120	\$51,164	\$34,476	\$55,714	\$141,354
Salisbury Landscape Grp 6295 W. Joy Road Dexter MI 48130	\$49,817	\$19,664	\$45,032	\$114,513
Teddy's Lawn & Landscape 12725 Levan Rd Livonia MI 48150	\$47,631	\$20,470	\$20,104	\$88,205
DJ's Landscape Mgmt 4720 52nd St, SE Grand Rapids MI 49512	\$85,759	\$19,656	\$57,710	\$163,125
All-Terrain Gurus 1360 Weeping Willow Ct Ypsilanti MI 48198	\$40,250	\$19,550	\$24,950	\$84,750
Allavance Landscape 6014 SnowShoe Cir Bloomfield Hills MI 18301	\$182,430	\$182,430	\$182,430	\$547,290
Todd's Services 7975 E. M-36 Hamburg MI 48139	\$62,147	\$26,258	\$46,799	\$135,204

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-10

February 25, 2026

RESOLUTION TO HONOR AND THANK DEPARTING TRUSTEE  
BRIAN STEIMEL FOR SEVENTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Brian Steimel served on the Ypsilanti District Library Board of Trustees for seventeen years since first taking office in 2009, and

WHEREAS, Brian brought a wealth of local knowledge and Eastern Michigan University connections to the post, along with steadfast dedication to the library and its mission, and

WHEREAS, he served as the Board's President, Vice-President, and Secretary over the course of his tenure, and

WHEREAS, he chaired the Board Personnel Committee for many years and served on other important committees, including the negotiations team, and

WHEREAS, he always gave generously of his time, talents and resources, supporting the YDL Board and staff, and serving as Board liaison to the Friends of the Library, and

WHEREAS, Brian's passion and commitment for innovative programming at YDL, particularly his support of Noise Permit to engage Ypsilanti teens in the arts, were tireless and inspiring, and

WHEREAS, Brian has decided to step down to enjoy the fruits of his labors,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board expresses its sincere gratitude to Brian Steimel for the dedicated service he provided to YDL and our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that as he visits YDL as a patron, Brian will take great pride in his leadership and commitment.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/20/2026

**Re:** Discussion of trustee vacancy and review of job description and application

As you know, Trustee Brian Steimel decided to step down from the Library Board prior to the January meeting. The Michigan District Library Establishment Act states:

*(h) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:*

*(i) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.*

*(ii) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.*

The Board appoints a replacement; the seat will be up for election to a 2-year term in November. The Board last went through this process in 2022.

YDL will post the vacancy in the library buildings, on our website, and on social media. I am happy to reach out to any potential candidates you may suggest (and I have thought of a few). We typically look for people who have professional skills or connections the current makeup of our Board lacks – currently someone with a legal, human resources, or financial background would be a really good addition. An EMU or WCC connection would be nice to reestablish.

I would also like to know if you recommend any changes or additions to the attached Trustee Job Description and Trustee Application prior to posting. Thank you!

**Job Description**  
**Ypsilanti Area District Library Board of Trustees**

**Title:** YDL Trustee

**Term:** 4 year term/ Elected at large from the YDL district

**Role:**

- Develop and monitor currency of Library policies
- Secure adequate funding appropriate to the functioning of the Library
- Hire and evaluate the performance of the Library Director
- Monitor organizational performance

**Trustee Responsibilities and Power:**

- Determine the Library's mission/goals; review the mission and goals periodically for their currency and effectiveness
- Employ the Library Director and regularly evaluate his/her performance
- Ensure adequate financial resources for the Library's operation and future planning so that staff and facilities meet the needs of district patrons
- Manage finances effectively, ensuring that proper fiduciary controls are in place
- Ensure that Library property is maintained and is appropriate for excellent patron service, Library programming, and staff performance
- Adhere to legal and ethical principles; maintain accountability
- Advocate for the Library in the community
- Uphold the ALA Bill of Rights

**Specific Duties/Rules of Conduct:**

- Regularly attend board meetings; actively participate in committees and perform other duties as assigned
- Become well-informed regarding agenda items in advance of regular meeting
- Conduct oneself professionally in meetings; listen to all points of view; offer one's own ideas/suggestions based on experience and research; work with colleagues to reach effective decisions
- Enhance the organization's public image by clearly articulating the Library's mission, accomplishments, and goals
- Recruit and orient new board members, periodically participate in board performance evaluation
- Develop financial strategies to assure appropriate current and future funding
- Assume leadership roles in board activities
- Be informed about Library programs, policies, and services
- Seek information about the needs of the community and Library users so that Library policies and procedures can conform to these needs and preferences
- Avoid conflicts of interest
- Actively support the fundraising goals of the Library

**Job Description**  
**Ypsilanti Area District Library Board of Trustees**

**Requirements:**

- Resident of Superior Township (portion outside of AADL boundaries), Ypsilanti City, or Ypsilanti Township
- Attend monthly board meetings; read materials in advance of meetings; and participate in discussion during meetings
- Become familiar with Michigan library law and library best practices
- Demonstrate a commitment to freedom of expression and inquiry for all people

**Desirable Background:**

- Public library user and/or familiarity with YDL services
- Previous service as a member of a local board
- Experience in fundraising
- Experience in financial, legal, or business matters

**Time commitment:**

The Board generally meets on the fourth Wednesday of each month at 6:30 pm. Meetings typically last 1-2 hours. Each trustee serves on a standing committee. Participation in continuing education is encouraged.

**APPLICATION FOR APPOINTMENT  
TO THE  
YPSILANTI DISTRICT LIBRARY BOARD**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail \_\_\_\_\_

**YOUR BACKGROUND** (please use reverse side for additional comments)

What education or skills could you contribute to our board? (please check)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accounting             | <input type="checkbox"/> Management          | <input type="checkbox"/> Public Relations      |
| <input type="checkbox"/> Investment             | <input type="checkbox"/> Marketing           | <input type="checkbox"/> Knowledge of Services |
| <input type="checkbox"/> Affiliations           | <input type="checkbox"/> Education           | <input type="checkbox"/> Public Speaking       |
| <input type="checkbox"/> Community Relations    | <input type="checkbox"/> Long Range Planning | <input type="checkbox"/> Lobbying              |
| <input type="checkbox"/> Fundraising            | <input type="checkbox"/> Human Resources     |  |
| <input type="checkbox"/> Other (please explain) |  |  |

What other boards have you served?

.....  
.....

Charitable or community activities in which you have been involved

.....  
.....

**YOUR AVAILABILITY TO SERVE**

Can you regularly attend board meetings?  Yes  No  Conflicts

(Schedule of Regular Meetings for Year 2022 posted on the library's website: [www.ypsilibrary.org](http://www.ypsilibrary.org) )

How many hours per month, in addition to board meetings, could you serve this organization?

.....  
.....

Would you be willing to attend an orientation session for new board members?  Yes  No

**YOUR VIEWS ON OUR ORGANIZATION** (please use reverse side for additional comments)

What is your interest in this organization?

Why would you like to be considered for the Ypsilanti District Library Board?

Please write a brief statement of your understanding of the mission of this library.

Signature \_\_\_\_\_ Date \_\_\_\_\_