

# BOARD OF TRUSTEES



**YPSILANTI**  
DISTRICT  
LIBRARY

# 2026

# INFORMATION PACKET



# Wednesday

March 25, 2026

6:30pm

YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, March 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>Presentation of proposed feasibility study for Michigan Avenue:</b> Kyle Keaffaber, KrM Architecture			
<b>Consent Agenda</b>			
A. Proposed Minutes from February 25, 2026, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 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. Discussion of Trustee vacancy and a potential special meeting to conduct interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Consideration of a proposed Feasibility Study for a third floor addition for Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Proposal to replace the Whittaker HVAC system's glycol feeder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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, February 25, 2026 (Unapproved)

**CALL TO ORDER**

Vice President Theresa M. Maddix called the Regular Meeting to order at 6:30 p.m.

**ATTENDANCE**

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Patricia Horne McGee, and Chris Tebbens formed a quorum. Kristy Cooper and Jean Winborn were absent while the final Trustee position remains vacant.

Also present: Director Lisa Hoenig and Office Manager Andrew Hamilton, as well as Ian Rees, CPA, Gabridge & Co., via Zoom.

**APPROVAL OF THE AGENDA**

Director Hoenig asked to remove the Introduction of New Staff as they were unable to attend. Trustee Horne McGee moved to approve the agenda and Trustee Tebbens supported this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**PUBLIC COMMENT**

Kat Layton provided the Board with a statement about her upcoming resignation and provided a handout of proposed action steps for ICE protocol development.

**PRESENTATION OF 2025 FY AUDIT:** Ian Rees, CPA, Gabridge & Co.

Ian Rees, CPA, provided an overview of the audit for the fiscal year 2025. He explained the methodology used to perform an audit level of accuracy verification and how the Ypsilanti District Library received the highest level of verification. He outlined the financial highlights and trends, the current net position, the levels of reserves, as well as significant notes to the financial statement. He closed by answering questions from the Board.

**CONSENT AGENDA**

Trustee Tebbens moved to approve consent agenda (January 28, 2026 Regular meeting minutes and January 2026 Financials and Check Registers). Trustee Kennedy supported this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**COMMUNICATION**

Director Hoenig let the Board know that the Carnegie Foundation's check arrived and that she is planning to put this money into the humidification/dehumidification project at the Michigan Avenue branch. She also advised there is a very interesting grant opportunity which requires some matching funds, and this Carnegie check would provide that. She also pointed out the article regarding the increase in federal funding for libraries through the Library Services and Technology Act. She closed this

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section by discussing the formal hire of the new Michigan Library Association Executive Director Dillon Geshel.

**COMMITTEE REPORTS**

Facilities – Director Hoenig pointed out the construction punch list for the Café. She advised she spoke with the vendor earlier in the day and she believes that the completion of these tasks is imminent. Trustee Tebbens inquired about the concrete at Michigan Avenue, and Director Hoenig provided a timeline on when concrete work may begin and the choices this origination has when that time arrives. She advised that there is an additional grant opportunity to remediate the façade of the Adams St. external wall of the Michigan Avenue branch addition. This may provide an opportunity to bid the entire work for the concrete and wall. If the grant isn't feasible the work may be broken up into separate projects. She also discussed the installation of the bike repair station at Michigan Avenue, which also is planned to move forward when the weather allows concrete work.

Personnel – Trustee Kennedy advised the committee completed their action plan and will discuss with Director Hoenig over the next month

Friends of the Library – Director Hoenig advised that this report should have been removed from the agenda as well, as Assistant Director Smith is not at the meeting to provide information.

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig spoke about the job posting for the open Library Care Coordinator position and that she had already received two applications. She also commented on the Security Coordinator hiring process and that interviews are underway to provide the hiring committee some comparison between candidates. She then elaborated on the Washtenaw County mini-grant that she had mentioned at the bottom of her report. The \$40,000.00 Human Services Partnership would expand the existing grant to provide greater support for both patrons and YDL staff. If awarded, the plan is to provide professional counseling for staff after traumatic incidents, more staff trainings, general case management support needs, as well as extending the peer navigator for a full calendar year. Director Hoenig advised that YDL will receive an Emerald Award from Washtenaw Literacy on April 16, 2026. She let the trustees know that she would like to have someone speak on YDL's behalf at this event if they are interested. She closed her report by pointing out the dashboards and Fund Balance forecast and responding to Trustee Maddix's question about year-over-year data which will become possible when Library IQ has two years of data in August 2026.

**OLD BUSINESS**

- A. Committee appointments by President

Trustee Tebbens moved that the Board table this item until the March 2026 Board Meeting.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- B. Revised Michigan Avenue sump pump proposal

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-5R

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

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: Trustee Tebbens

SUPPORTED BY: Trustee Horne McGee

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

**NEW BUSINESS**

A. Acceptance of FY 2024-2025 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-7

February 25, 2026

RESOLUTION TO ACCEPT THE FISCAL YEAR 2025 AUDIT

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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: Trustee Horne McGee

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SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- B. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-8

February 25, 2026

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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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: Trustee Kennedy

SUPPORTED BY: Trustee Tebbens

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- C. Award for landscaping contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-9

February 25, 2026

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

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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: Trustee Horne McGee

SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

D. Resolution to honor Brian Steimel

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

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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

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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: Trustee Horne McGee

SUPPORTED BY: Trustee Tebbens

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

E. Discussion of trustee vacancy and review of Trustee Job Description

The Board held a robust discussion about the process, submitting nominations, as well as the job description itself. They discussed adding certain questions to the application, as well as expanding the job description to provide more clarity to potential applicants about what the role entails. Trustee Tebbens volunteered to attend a proposed Question & Answer session for potential applicants to learn more about the role, as well. Trustee Kennedy proposed some rewording and additions to the job description which was agreed upon by her fellow trustees.

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Absent
Open Trustee Position	Unfilled
Trustee Winborn	Absent
Trustee Maddix	Expressed gratitude to staff in their efforts to support the community during these uncertain and sometimes fearful times. She also advised she secured a lifetime membership with the American Library Association during their 150 <sup>th</sup> Anniversary celebration and urged others to possibly do the same.
Trustee Tebbens	Spoke about his visits to both Superior and Michigan Avenue this past Friday. He checked in with some people and had good conversations with them. He also spoke about a City of Detroit police presence at Superior while he was there and his conversation with the officers for clarity about their use of the parking lot. Director Hoenig will follow up with the Washtenaw County Sherriff’s Office.
Trustee Kennedy	No Comment
Trustee Horne McGee	No Comment

**ADJOURNMENT**

Trustee Horne McGee moved to adjourn at 7:32 p.m. Trustee Kennedy seconded this motion.

# **Financial Report**

**Ypsilanti District Library  
Balance Sheet  
February 28, 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 2/28/2026</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	6,577,923	2,430,319
Receivables & Other assets	108,670	132,113	89,635	249,535	181,816	121,570	(60,246)
<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>6,699,493</b>	<b>2,370,073</b>
<b>Liabilities</b>							
	344,511	215,951	1,160,956	315,649	310,268	83,629	(226,638)
<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	2,596,711	2,224,425
<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>6,615,863</b>	<b>2,596,711</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>6,699,493</b>	<b>2,370,073</b>

**Ypsilanti District Library**  
**Period Ending 2/28/26 (25% of Year)**  
**General Fund**

ACCT #	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Original FY 2025-2026 BUDGET	YTD 2/28/2026 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,437,010	7,042,451	7,656,643	7,512,536	4,797,172	2,715,364	63.9%
<b>Expenditures</b>							
Dept 100 Administrative	2,799,845	3,088,772	3,499,974	3,682,619	883,281	2,799,338	24.0%
Dept 200 Michigan Ave.	679,655	706,194	731,794	814,606	173,170	641,436	21.3%
Dept 300 Outreach	285,464	291,164	313,695	337,965	75,883	262,082	22.5%
Dept 400 Superior Township	482,563	573,703	570,053	605,141	134,382	470,759	22.2%
Dept 500 Whittaker Rd	1,266,793	1,240,498	1,385,171	1,487,537	316,002	1,171,535	21.2%
Dept 600 Donations	79,576	44,096	40,370	-	7,189	(7,189)	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	1,600,461	5,327,407	23.1%
Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	3,196,711		
Sale of Assets	-	-	-	-	-		
Board Designation of Funds	(1,152,434)	(515,352)	(700,000)	-	(600,000)		
Fund balance - beginning of period	3,413,998	3,061,551	3,643,078	4,015,363	4,015,363		
Fund Balance - end of period	3,061,551	3,643,078	4,015,363	4,600,031	6,612,074		

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2026  
(25% 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 2/28/2026 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	746,475	57.7%
425.000	City of Ypsilanti Tax Levy	944,675	998,345	1,055,610	1,113,046	253,842	22.8%
425.075	PPT Reimbursement	33,869	51,006	47,986	40,000	463	1.2%
440.000	Ypsilanti Township Tax Levy	3,862,384	4,144,238	4,416,852	4,544,726	3,645,000	80.2%
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	78,979	263.3%
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	1,208	20.1%
657.100	Smart Cards - Printing & Copies	33,006	31,101	38,995	35,000	10,547	30.1%
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	675	24.5%
679.000	Donations/Misc.	12,872	2,993	14,543	2,500	1,366	54.6%
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	1,480	26.9%
687.010	Interest/Savings	54,301	37,273	271	500	3	0.6%
687.121	MI Class value change	3,033	150,230	208,117	195,000	43,394	22.3%
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>4,784,662</b>	<b>63.7%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2026  
(25% 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 2/28/2026 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	278,841	24.4%
702.100	Professional/Accounting	10,340	11,075	11,600	12,000	3,675	30.6%
702.150	Bank Fees	2,807	3,705	3,865	5,000	1,271	25.4%
702.900	Salary/Subs	17,893	13,241	20,489	18,392	5,882	32.0%
705.000	Employee Recognition Awards	521	789	750	750	0	0.0%
710.000	Payroll Service	18,957	10,151	21,141	14,600	4,026	27.6%
715.000	Employer Payroll Tax	208,026	224,848	242,918	254,067	62,497	24.6%
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	40,623	24.6%
719.000	FSA Admin Fee	600	657	656	900	167	18.5%
727.000	Office Supplies	45,636	23,533	35,310	34,000	7,666	22.5%
727.200	Supplies-Facility	22,127	26,267	34,318	34,500	6,137	17.8%
752.000	MML/Building Insurance	77,332	86,565	87,935	92,500	97,036	104.9%
753.000	MML/Workers Comp	12,633	16,456	17,848	17,500	3,082	17.6%
754.000	Health Insurance	456,375	507,840	536,541	608,255	145,977	24.0%
755.000	PT Telemedicine	0	3,226	3,800	4,455	893	20.0%
756.000	Delta Dental	34,625	35,661	37,952	39,628	9,921	25.0%
758.000	Life Insurance	4,708	4,613	5,045	4,764	1,295	27.2%
759.000	Vision Service Plan	9,340	8,784	9,131	9,500	3,026	31.8%
762.000	STD/LTD (Disability Insurance)	18,396	19,661	21,883	21,540	6,391	29.7%
769.000	Printing & Publishing	24,323	23,525	25,225	28,100	906	3.2%
769.050	Classified Advertising	312	174	192	3,500	0	0.0%
774.050	Digital Collection	315,437	364,712	428,583	448,500	63,701	14.2%
774.100	Data Bases	32,458	33,979	34,144	40,000	11,444	28.6%
774.800	System Wide DVDs	220	0	0	0	0	NA
774.900	All Materials Processing	28,394	28,119	27,155	25,000	4,911	19.6%
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	144	1.4%
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	0	0.0%
804.000	Workshops/Training	7,003	5,323	7,576	11,500	1,379	12.0%
805.000	Memberships & Dues	6,661	6,093	6,593	6,750	1,195	17.7%
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	48,602	162.0%
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	14,861	6.5%
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	27,874	71.5%
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	5,374	17.9%
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	717	3.6%
975.500	Legal - Negotiations	0	0	23,320	0	0	NA
980.000	Professional/Contractual	37,007	49,866	40,241	71,179	2,238	3.1%
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	354	8.8%
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>883,281</b>	<b>24.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2026  
(25% 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 2/28/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	473,988	469,503	566,609	568,693	137,479	24.2%
702.800	Salaries-Pages	6,611	10,061	11,242	10,941	2,899	26.5%
771.000	Adult Books & Processing	14,185	20,211	18,938	18,000	5,393	30.0%
772.000	Youth Books & Processing	11,280	12,675	12,155	12,200	2,497	20.5%
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	267	19.1%
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	3,674	14.1%
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	4,350	22.9%
900.000	Programs-Adult	2,641	2,912	2,963	3,000	1,296	43.2%
901.000	Programs-Youth	2,531	2,206	2,848	3,000	1,123	37.4%
902.000	Art Purchases	0	0	2,789	20,000	2,205	11.0%
940.000	Phone	2,319	1,999	1,799	2,008	387	19.3%
943.000	Natural Gas	3,923	3,848	6,351	8,011	3,326	41.5%
947.000	DTE - Electric	20,935	15,529	20,589	24,192	3,563	14.7%
949.000	Ypsilanti Comm Utilities Auth	6,029	6,087	7,158	6,511	849	13.0%
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>173,170</b>	<b>21.3%</b>
<b>Dept 300 Outreach</b>							
702.000	Salaries	233,500	268,398	275,843	296,618	71,479	24.1%
775.000	Library Materials	3,275	5,772	5,027	5,000	1,091	21.8%
801.500	Learning Never Gets Old	1,223	2,524	1,493	3,000	1,324	44.1%
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	220	11.0%
943.000	Fuel	4,090	5,464	5,254	6,347	1,175	18.5%
<b>Total</b>		<b>285,464</b>	<b>291,164</b>	<b>313,695</b>	<b>337,965</b>	<b>75,883</b>	<b>22.5%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2026  
(25% 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 2/28/2026 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 400 Superior Township</b>							
702.000	Salaries	353,232	382,524	418,615	436,358	107,364	24.6%
702.800	Salary/Pages	3,706	5,248	6,194	10,941	680	6.2%
771.000	Adult Books & Processing	14,935	14,738	14,100	15,000	2,805	18.7%
772.000	Youth Books & Processing	12,171	15,539	12,372	14,000	1,701	12.2%
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	425	21.3%
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	928	7.4%
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	5,940	24.2%
900.000	Programs - adult	502	1,540	1,293	1,500	200	13.3%
901.000	Programs - Youth	547	2,537	1,970	2,500	1,236	49.4%
902.000	Art Purchases	8,683	8,358	121	0	0	NA
940.000	Phone	2,041	2,155	2,272	2,250	488	21.7%
943.000	Natural Gas	2,722	2,740	3,544	4,418	1,560	35.3%
947.000	DTE - Electric	8,772	14,500	14,187	16,916	2,675	15.8%
949.000	Ypsilanti Comm Utilities Auth	6,681	4,228	6,096	4,558	307	6.7%
980.000	Professional/Contractual	23,760	24,840	24,900	33,000	5,100	15.5%
<b>Total</b>		<b>482,563</b>	<b>573,703</b>	<b>570,053</b>	<b>605,141</b>	<b>134,382</b>	<b>22.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 2/28/2026  
(25% 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 2/28/2026 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	798,216	788,402	900,098	947,353	233,236	24.6%
702.800	Salaries-Pages	31,782	24,774	29,642	41,028	7,189	17.5%
771.000	Adult Books	44,943	36,758	28,604	36,450	6,493	17.8%
772.000	Youth Books	29,767	35,544	33,620	30,750	5,111	16.6%
774.950	Play kits	0	0	1,615	1,500	324	21.6%
776.000	Periodicals - Adult	6,237	5,439	10,194	9,000	4,849	53.9%
776.050	Periodicals - Youth	722	624	756	700	0	0.0%
778.000	Adult Audio/Visual	7,498	9,864	7,957	5,800	401	6.9%
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	5,620	16.1%
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	10,950	32.2%
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	2,425	18.7%
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	1,160	22.4%
943.000	Natural Gas	24,868	31,394	42,266	31,680	10,321	32.6%
947.000	DTE - Electric	106,775	126,805	110,738	131,220	14,192	10.8%
949.000	Ypsilanti Comm Utilities Auth	6,472	6,953	7,892	7,071	682	9.6%
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>316,002</b>	<b>21.2%</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>12,510</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>7,189</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>4,797,172</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>1,600,461</b>	<b>23.1%</b>
	Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	3,196,711	
	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	-600,000	
	<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>6,612,074</b>	

**Ypsilanti District Library  
Balance Sheet  
February 28, 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 2/28/2026</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	1,032,526	595,491
Total Assets	3,503,051	1,356,163	914,194	382,618	437,035	1,032,526	595,491
<b>Liabilities</b>	-	-	-	201,502	180,751	180,751	0
Fund Balance	3,489,597	887,932	371,866	181,116	256,285	851,775	595,490
<b>Total Liabilities &amp; Fund Balance</b>	3,489,597	887,932	371,866	382,618	437,035	1,032,526	595,490

Ypsilanti District Library  
Capital Expenses  
Period Ending 2/28/26 (25% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	YTD 2/28/2026 ACTUAL
<b>Revenue</b>					
400.683.800	Superior Library Designated	166,970	88,893	80,000	-
300.683.200	Veh Designated Donation			8,701	13,810
200.681.075	MA Designated Donation		35,600	5,800	
688.000	Interest	7,230	-	-	-
Other departments					-
688.000	Interest	-	4,016	1,556	348
<b>Total</b>		<b>174,200</b>	<b>128,509</b>	<b>96,057</b>	<b>14,158</b>
	Transfer from Operating Fund	1,152,434	515,352	700,000	600,000
<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	90
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	90
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	308,428	368,786	455,836	18,578
	Subtotal	308,428	368,786	455,836	18,578
<b>TOTAL Capital Expenditures</b>		<b>1,842,694</b>	<b>834,615</b>	<b>720,889</b>	<b>18,668</b>
	Total Revenue Over Expenditures	(516,060)	(190,754)	75,168	595,490
	Beginning Fund Balance	<b>887,932</b>	<b>371,872</b>	<b>181,118</b>	<b>256,285</b>
	<b>Ending Fund Balance</b>	<b>371,872</b>	<b>181,118</b>	<b>256,286</b>	<b>851,775</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	
Balance	11/30/2023	239,685	132,186	371,871
<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	
Balance	11/30/2024	225,279	-44,162	181,117
<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	
Balance	11/30/2025	0	75,168	256,286
<b>2026</b>				
Board Assigned			600,000	
YTD Capital Campaign & Int	2/28/2026	0	14,158	
YTD Expenditures	2/28/2026	0	-18,668	
Balance	2/28/2026	0	595,490	851,776
				80,000 future pledges
				931,776

Check Register Report

Date: 03/03/2026

Time: 10:38 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
79537	02/10/26	Printed			000000025	AFLAC	payperiod 7 &8	113.80
79538	02/10/26	Printed			ALER	ALERUS FINANCIAL	YDL Feb 2026 contributions	22,549.86
79539	02/10/26	Printed			AWS	ALLIED WASTE SYSTEMS #241	whit Feb 2026 service	689.47
79541	02/10/26	Printed			AMCASE	AMAZON CAPITAL SERVICES	Feb 2026 invoice	2,878.98
79542	02/10/26	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Tebbens 2026 renewal	70.00
79543	02/10/26	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit 2/3/26 family restroom	288.50
79544	02/10/26	Printed			AVWB	AVERY WILLIAMSON LLC	Juneteenth artwork	1,000.00
79545	02/10/26	Printed			BELL	BELLEVILLE DISTRICT LIBRARY	LOST-tHE HIDING pLACE	12.99
79546	02/10/26	Printed			BCN	BLUE CARE NETWORK OF MI	March 2026 coverage	67,184.69
79547	02/10/26	Printed			A15	BP PRODUCTS OF NORTH AMERICA	02/26/26 statement	324.71
79548	02/10/26	Printed			0000000089	BRODART CO.	graphic novel labels	39.75
79549	02/10/26	Printed			CEN	CENGAGE LEARNING	Dominion	80.97
79550	02/10/26	Printed			CIRG	CIRQUE AMONGUS	3/28/26 workshop	500.00
79551	02/10/26	Printed			TOCU	TORYN CURRIE	Teen steam cafe intern	201.50
79552	02/10/26	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	11/2/25-1/24/26 services	2,651.25
79554	02/10/26	Printed			0000000039	DEMCO, INC.	laminate	609.19
79555	02/10/26	Printed			DTE ENERGY	DTE ENERGY	whit 12/20/25-1/22/26 service	8,212.25
79556	02/10/26	Printed			DTE ENERGY	DTE ENERGY	Super 12/23/25-1/23/26 service	1,289.43
79557	02/10/26	Printed			DTE ENERGY	DTE ENERGY	MA 12/30/25-1/28/26 service	1,743.04
79558	02/10/26	Printed			DTE ENERGY	DTE ENERGY	whit street 1/2026	58.55
79559	02/10/26	Printed			DUG	COURTNEY DUGAN	reimbursement printing	24.15
79560	02/10/26	Printed			EVERY1	EVERY1 YOGA	3/6/26 #1 of 2	200.00
79561	02/10/26	Printed			FERNDALE	FERNDALE AREA DISTRICT LIBRARY	lost ILL-Easy Weeknight Dinner	35.00
79562	02/10/26	Printed			FCB	FIRST CITIZENS BANK	due 2/19/2026	2,372.95
79563	02/10/26	Printed			FLS	FRANKS LANDSCAPING & SUPPLIES	#4 of 5 FEB	7,080.00
79564	02/10/26	Printed			GRINN	HUGH GRINNELL	Brothers music house, color	51.71
79565	02/10/26	Printed			PJH	PHILLIP JAMES HALE	3/28/26 jazz concert	100.00
79566	02/10/26	Printed			HEAL	HEALTHIEST YOU INC.	Feb 2026	306.00
79567	02/10/26	Printed			HCMA	HURON CLINTON	3/14/26 outstanding owls	100.00
79568	02/10/26	Printed			IMPDAD	IMPERIAL DADE	tissue/towel	369.79
79570	02/10/26	Printed			ILS	INGRAM LIBRARY SERVICES	93930556.....	1,409.65
79571	02/10/26	Printed			JNS FAC	JNS FACILITY MAINTENANCE	superior Jan 2026	2,600.00
79572	02/10/26	Printed			KANO	KANOPY INC.	1379 tickets	1,207.85
79573	02/10/26	Printed			KULJG	JORDAN KULBACK	Steam cafe intern	156.00
79574	02/10/26	Printed			KATLAY	KATHERINE LAYTON	replacement check	233.99
79576	02/10/26	Printed			DRMAIER	DESARAY MAIER	EMU ssw intern #5	1,666.00
79577	02/10/26	Printed			MVD	ME AND VEE DESIGN	juneteenth mural MA	1,000.00
79578	02/10/26	Printed			MICHAVIAN	MICHIGAN AVIAN EXPERIENCE	night owl prog 3/23/26 superio	350.00
79579	02/10/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 1/31/26	21,455.76
79580	02/10/26	Printed			NICH	NICHE ACADEMY	2026 renewal	2,940.00
79581	02/10/26	Printed			ORK	ORKIN	whit 2/5/26	287.00
79582	02/10/26	Printed			OV	OVERDRIVE, INC.	CO026005962.....	4,535.39
79583	02/10/26	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Kiki's delivery service	140.97
79584	02/10/26	Printed			QUAD	QUADIENT LEASING USA, INC.	12/5/25-3/4/26 lease	252.75
79585	02/10/26	Printed			ALREYNOSO	ASHLEY REYNOSO	EMU ssw intern #5	1,666.00
79586	02/10/26	Printed			0000000379	SALINE DISTRICT LIBRARY	lost ILL-the little things	17.99
79587	02/10/26	Printed			SEA	CHRISTINA SEARS	move for little ones 3/27/26	175.00
79588	02/10/26	Printed			MASKE	MAYDIS SKEETE	get up and move 3/4/26	240.00
79589	02/10/26	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	LOST ill-hUNTED	31.99
79590	02/10/26	Printed			STAPAD	STAPLES ADVANTAGE	1/25/26 invoice	1,401.62
79591	02/10/26	Printed			TUCKER/TAM	TAMARA TUCKER	here to there 1/19/26 material	64.00

Check Register Report

Date: 03/03/2026

Time: 10:38 am

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
79592	02/10/26	Printed			0000000316	U S POSTMASTER	Spring 2026 LOOP permit #658	5,100.00
79593	02/10/26	Printed			WEX	WEX BANK	closing 2/6/2026	125.93
79594	02/10/26	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	1/31/26 closing	9.56
79595	02/10/26	Printed			ZOZO	ZOHO CORPORATION	4/7/26-4/6/2027-Cloud annual	6,507.00
79596	02/20/26	Printed			A.A.	A.A. TECH., INC.	MA repair-door drags	700.00
79597	02/20/26	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Connaghan renewal 2/28/26	477.00
79598	02/20/26	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	MA-annual backflow testing	490.00
79599	02/20/26	Printed			ARMO	ARMOREX	toilet tissue/multi-fold towel	293.35
79600	02/20/26	Printed			ABOS	ASSOCIATION OF BOOKMOBILE & BASIC	Brenen renewal 2026	98.00
79601	02/20/26	Printed			BASIC	BASIC	Feb 2026 admin fee	56.07
79602	02/20/26	Printed			BBR	BLACK MEN READ	3/14/26 STEM & stories	250.00
79603	02/20/26	Printed			CDW	CDW GOVERNMENT, INC.	8-apple A16 IPAD	2,653.28
79604	02/20/26	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Jan 2026 service - ALL	6,359.68
79605	02/20/26	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	March 2026 coverage	3,306.95
79606	02/20/26	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Whit youth-pom poms	39.50
79607	02/20/26	Printed			DMC	DMC GLASS, LLC	MA meeting room sidelite	315.00
79609	02/20/26	Printed			EMU	EASTERN MICHIGAN UNIVERSITY	lost ILL-Tuesdays with Morrie	30.00
79610	02/20/26	Printed			FST	FIRST BOOK	#7002016475	95.40
79611	02/20/26	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	services - 1/31/26	534.00
79612	02/20/26	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 2/13/26	269.72
79613	02/20/26	Printed			HLD	HOWLETT LOCK & DOOR, INC.	MA-straightened keys	118.00
79614	02/20/26	Printed			HRAA	HR ADVANTAGE ADVISORY, LLC	services - 1/31/26	90.00
79615	02/20/26	Printed			IMAGE	IMAGE BUSINESS SOLUTIONS, INC.	Whit 1/15-2/14/26 overage	1,248.12
79617	02/20/26	Printed			ILS	INGRAM LIBRARY SERVICES	94217823.....	4,741.25
79618	02/20/26	Printed			0000000471	LAKESHORE LEARNING MATERIALS	Whit kits	64.98
79619	02/20/26	Printed			LARD	LARDNER ELEVATOR COMPANY	whit Feb 2026 service	204.00
79620	02/20/26	Printed			MNL	MADISON NATIONAL LIFE INS CO	March 2026 coverage	3,139.08
79621	02/20/26	Printed			A21	MICHIGAN MUNICIPAL	4/1/26-4/1/27 pool premium	97,036.00
79622	02/20/26	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/25-7/1/26	3,082.00
79623	02/20/26	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	whit cafe area purchase	698.00
79624	02/20/26	Printed			ORK	ORKIN	MA monthly tin cat	98.00
79625	02/20/26	Printed			OV	OVERDRIVE, INC.	11 items-Always Catch	1,150.29
79626	02/20/26	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost ILL-Cranberry Thanksgivin	12.95
79627	02/20/26	Printed			PP	PROGRESSIVE PRINTING	2,500 libby bookmarks	243.00
79628	02/20/26	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL-Deep	32.00
79629	02/20/26	Printed			TSS	TOKO SHIIKI-SANTOS	3/7/26 Gyoza/film Manga wksp	150.00
79630	02/20/26	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost ILL- Tuesdays with Morrie	15.99
79631	02/20/26	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Jan 2026 service	54.92
79632	02/20/26	Printed			TROY	TROY PUBLIC LIBRARY	lost ILL-Steppenwolf	14.08
79633	02/20/26	Printed			U	ULINE	casters	1,684.73
79634	02/20/26	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	dec 2025 postcards	341.36
79635	02/20/26	Printed			VERIZON	VERIZON WIRELESS	1/10/26-2/9/26 service	385.64
79636	02/20/26	Printed			0000000030	VISION SERVICE PLAN - MI	March 2026 coverage	776.92
79637	02/20/26	Printed			0000000021	Y C U A	MA Jan 2026 service	767.14

# Check Register Report

Date: 03/03/2026

Time: 10:38 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
79638	02/26/26	Printed			CAMPINC	CAMPBELL, INC	circuit setter flow control va	4,454.94
79640	02/26/26	Printed			CAPONE	CAPITAL ONE	1/25-2/21/26 billing	3,083.67
79641	02/26/26	Printed			JCARY	JAMES CAREY	Jan 2026 service	3,675.00
79642	02/26/26	Printed			CEN	CENGAGE LEARNING	Lincoln's ghost	167.94
79643	02/26/26	Printed			0000000567	CENTER POINT PUBLISHING	Devil in Oxford	154.62
79644	02/26/26	Printed			ILS	INGRAM LIBRARY SERVICES	94674010.....	5,118.83
79645	02/26/26	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	replacement catsers-MA	770.00
79646	02/26/26	Printed			MIDWESTTAP	MIDWEST TAPE LLC	508434832.....	668.94
79647	02/26/26	Printed			RODZINA	RODZINA INDUSTRIES, INC.	Signature machine rubber feet	29.50
79648	02/26/26	Printed			SATEOFMICH	STATE OF MICHIGAN	WCCMH-drivers license	265.00
79649	02/26/26	Printed			TDSM	TDS	2/22-3/21/26 service	678.14

<b>Total Checks: 106</b>	<b>Checks Total (excluding void checks):</b>	<b>325,895.96</b>
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<b>Total Payments: 106</b>	<b>Bank Total (excluding void checks):</b>	<b>325,895.96</b>
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<b>Total Payments: 106</b>	<b>Grand Total (excluding void checks):</b>	<b>325,895.96</b>
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# Communications

State of Michigan  
Gretchen Whitmer, Governor

State of Michigan  
Arts and Culture Council  
300 N Washington Square  
Lansing, Michigan 48913  
Ph: 517-241-4011  
Fax: 517-241-3979

March 10, 2026

Dear Lisa Hoenig,

On February 27, 2026 the Michigan Arts and Culture Council (MACC) took action on grant requests for the Experience Support Program. We are pleased to inform you that your application has been selected for funding. Please reference the grant details below:

**Grant Number:** 26EX11729      **Organization Name:** YPSILANTI DISTRICT LIBRARY  
**Award:** \$15,782      **State Funds:** \$15,782      **Federal Funds:** \$0  
**Recipient UEI#:** HKAGFTAVKKR3      **Award Period:** March 1, 2026 - December 31, 2026

**Next Steps to Accept Your Award:**

- 1. Log in to SmartSimple:** Navigate to **Applications and Grants**.
- 2. Access the Budget:** Under the **In Progress** tab, you will find the grant record in "Budget" status.
- 3. Accept/Deny:** Review each category. To accept, confirm the contract language and provide a budget to complete the approval process.

**Finalizing the Agreement:** Once MACC accepts your budget, your Authorizing Official will receive a grant agreement via **DocuSign** within 1-2 business days. Please note that funds cannot be disbursed until we receive:

- The fully executed grant agreement.
- Copies of your acknowledgement letters sent to your elected officials.

If you have questions, please contact your assigned Program Manager via your SmartSimple account. Congratulations again on your award!

Sincerely,



Alison Watson, Director  
Michigan Arts and Culture Council  
300 N. Washington Square  
Lansing, MI 48913  
Watsona11@Michigan.org  
517.275.0579  
www.michigan.gov/arts

Alison Watson  
Director

**Council Members**

Amy Spadafore  
Chair  
Saginaw

Darryl Brown  
St. Ignace

Phil Gilchrist  
Mt. Clemens

Dr. Noel Jackson  
Trenton

Anessa Kramer  
Bloomfield Hills

David Kronberg  
Traverse City

Timothy Kuehnlein  
Alpena

Alanna Maguire  
Plymouth

Cindy Meyers Foley  
Grand Rapids

Marissa Pierce  
Flint

Nafeesah Symonette  
Grosse Pointe Woods

Esther Triggs  
Interlochen

Rhonda Welsh  
Troy

Kate Yancho  
Kalamazoo

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**Re: [EXTERNAL] DTE Account 920045597621**

1 message

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**Sysctrl\_tax\_exempt Account** <Sysctrl\_tax\_exempt\_Account@dteenergy.com>  
To: Lisa Hoenig <lisa@ypsilibrary.org>

Tue, Mar 10, 2026 at 3:33 PM



**Tax Certificate of Exemption – Contact DTE to Request Tax Exemption**

Dear Lisa Hoenig,

Thank you for contacting us regarding your Tax Exemption Adjustment request.

We're pleased to inform you that your account is now **100% tax exempt** effective **02/26/2026**. The corresponding credit will be reflected on your next billing statement.

**Details of the Adjustment:**

- 920045565365 - Applied \$2,664.02 state tax exempt credit from 10/19/2022 – 2/23/26

Thank you for being a valued DTE customer.

Best regards,

DTE Energy

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**From:** Lisa Hoenig <lisa@ypsilibrary.org>

**Sent:** Monday, December 29, 2025 8:30 PM

**To:** Sysctrl\_tax\_exempt Account <Sysctrl\_tax\_exempt\_Account@dteenergy.com>

**Subject:** [EXTERNAL] DTE Account 920045597621

**CAUTION: THIS MESSAGE IS FROM AN EXTERNAL SENDER.** This email was sent from outside our company. Please do not click links or open attachments unless you recognize the source of this information and are expecting this email. If you suspect this message is suspicious, report it by using the "report phishing" function.

Hello:

The Ypsilanti District Library has 4 separate DTE accounts. I noticed that the billing for our newest branch has a delivery charge for "Commercial Michigan Sales Tax," and the others do not. The Library is tax exempt. I would like to request that the sales tax be removed from this account going forward.

Account number: 920045597621

Tax ID number: 38-2462745  
Michigan Sales and Use Tax exempt certificate attached

Kindly let me know when this process is complete. Is it possible to request reimbursement for any of the tax paid to date? The branch opened in November 2022.

Thank you,

Lisa Hoenig

--

Lisa Hoenig, Director

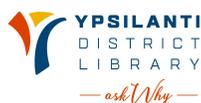
Ypsilanti District Library

[5577 Whittaker Road](#)

[Ypsilanti, MI 48197](#)

(734) 879-1300

[www.ypsilibrary.org](http://www.ypsilibrary.org)



# EXTRA!! EXTRA!!

## ACTS OF CHANGE NETWORK YPSILANTI PEACENIC

AUTHOR: WCSO COMMUNITY ENGAGEMENT OFFICER SMITH  
PEACENIC CORE TEAM MEMBER | COMMUNICATIONS & OUTREACH



This month, Peacenic proudly honors two outstanding community leaders from the Ypsilanti District Library – Whittaker Road location:

Khi Brehen  
Assistant, Ypsilanti District Library

Monica Porter  
Head Librarian of Outreach Services

The Ypsilanti District Library continues to be a pillar of empowerment, education, and access in our community. Through intentional outreach, innovative programming, and a deep commitment to inclusion, their team ensures that knowledge and opportunity reach every corner of Ypsilanti.

Khi Brehen serves with excellence, professionalism, and a welcoming spirit that makes families, youth, and community partners feel valued and supported. He faithfully attends our monthly Peacenic Community Roundtables and consistently offers thoughtful, practical feedback that benefits our clients. His presence reflects genuine partnership and a heart for service.

Monica Porter leads outreach efforts with vision and compassion, connecting residents to critical resources beyond the walls of the library. Under her leadership, outreach is not simply a service - it is a bridge to literacy, digital equity, lifelong learning, and community engagement.

### MARCH. 2026

At Peacenic, we believe that peace is built through opportunity.  
Education is an opportunity.  
Access is an opportunity.  
Community connection is an opportunity.

The Ypsilanti District Library embodies these values daily.

Their mobile services, educational programming, literacy initiatives, and digital resources strengthen families, empower youth, and support individuals seeking growth and advancement.

Because of partners like Khi and Monica, our community is not only informed - it is inspired.

**BETTER TOGETHER. STRONGER TOGETHER.**

*We honor you both for your leadership, collaboration, and unwavering commitment to the people of Ypsilanti.*

*Thank you for being a vital stakeholder in the Peacenic mission of:*

*Relaunching • Rebuilding • Reaching Higher*

**READ MORE AT [HTTPS://PEACENICCOALITION.ORG/](https://peaceniccoalition.org/)**

# 2026 Emerald Awards Celebration



**Washtenaw  
Literacy**  
*Skills for Life*

Honorary Chair Dr. Rose Bellanca, together with the Board and Staff of Washtenaw Literacy, cordially invites you to the inaugural Emerald Awards Celebration.

Join us as we celebrate 55 years of transforming lives through literacy in Washtenaw County. To mark our emerald anniversary, we are proud to honor our first class of Emerald Award recipients—the Champions of Learning, Growth, and Connection whose leadership and dedication bring our mission to life.

Your presence at this fundraiser will sustain our work and help us write the next chapter of literacy and opportunity in our community.

<i>Trailblazer Award</i>		Blair Kraft
<i>Literacy Luminary</i>		Donna DeButts
<i>Compass Award</i>		Senator Jeff Irwin
<i>Community Catalyst</i>		Johnny Walker, A Brighter Way
<i>Cornerstone Award</i>		University of Michigan Credit Union
<i>Gateway Award</i>		Ypsilanti District Library

April 16, 2026 | 6pm  
Morris Lawrence Building, Washtenaw Community College  
4800 E. Huron River Drive Ann Arbor, MI 48105

Tickets are available at [zeffy.com/en-US/ticketing/washtenaw-literacys-emerald-awards](https://zeffy.com/en-US/ticketing/washtenaw-literacys-emerald-awards).

Questions? Visit [washtenawliteracy.org/emerald-awards-celebration/](https://washtenawliteracy.org/emerald-awards-celebration/) or email [info@WashtenawLiteracy.org](mailto:info@WashtenawLiteracy.org).



HEALTHY,  
SUSTAINABLE  
COMMUNITIES

# Leadership Brief: Leadership Roles for Library Trustees

## ABOUT THIS LEADERSHIP BRIEF

This Leadership Brief highlights the essential roles library trustees play in guiding, shaping and supporting the 21st century library. It focuses on how passionate and committed trustees help establish the library's place in the community, ensure that the library stays connected to changing community needs and interests and generate support for the library's long-term future.

**OVERVIEW:** Library boards of trustees carry out advisory, governing and strategic responsibilities to ensure that the library operates from a solid and trusted foundation. The scope of trustee responsibilities varies depending on the library's governance structure and is usually established in bylaws, local code or state law. Governance roles may include hiring and evaluating the library CEO, reviewing and adopting the annual budget and monitoring and assessing library performance.

While these governing functions are important to library success, trustees have the greatest impact when they work outside the boardroom as visible, knowledgeable and passionate advocates for the library. Spontaneous connections in non-library settings, passionate commitment to the library every day, visible support for the library and its CEO and sustained and proactive advocacy on behalf of the library provide the greatest value and the most promising results.

Regardless of structure, library trustees are most effective when they:

- ▶ Create a strong partnership with the library CEO that is built on trust and open communication
- ▶ Advocate for the library regularly and in diverse settings throughout the community
- ▶ Keep their ears to the ground to identify opportunities, needs and concerns in the community
- ▶ Understand the breadth of what the library does in order to be a well informed and credible voice, while leaving day-to-day management to library staff — “noses in, fingers out”

*“As the library has become a more visible, vital part of the community, library trustees must also be more visible and more connected to what's going on in the community.”*

— Keith Simmons, Board Chair, Nashville Public Library



URBAN  
LIBRARIES  
COUNCIL

## TRUSTEES GOVERNING ROLES

- ▶ Hiring and evaluating the library CEO
- ▶ Reviewing and adopting the annual budget
- ▶ Monitoring and assessing library performance
- ▶ Succession planning to ensure leadership continuity
- ▶ Participating in strategic discussions
- ▶ Conducting the affairs of the board at regularly scheduled meetings

## FIVE STRATEGIC LEADERSHIP ROLES

The following sections highlight strategic leadership roles for the 21st-century library trustee and provide examples of how trustees carry out each role.

### *Library Trustee as Advocate*

The trustee's advocacy role is broad and overarching. It includes raising the library's profile among decision makers and community stakeholders, showing how the library supports community priorities, supporting specific library and program needs and keeping the library and its work visible in the community. Successful advocacy grows out of broad knowledge about the library mission, goals and programs combined with a deep passion for the library as an essential anchor institution and a champion of equity, inclusion and democracy.

Examples of ways trustees carry out their advocacy role include:

- ▶ Communicating with confidence and passion about the important role the library plays in the community in diverse settings rather than only in library-specific meetings
- ▶ Becoming familiar with the range of library programs and services to be able to answer questions and speak with authority
- ▶ Interpreting the library for local leaders to demonstrate how libraries support leadership and community priorities
- ▶ Interacting with local leadership individually and as a group to strengthen connections and address specific issues

- ▶ Wearing a library hat at all times to become known as someone who is connected to, knowledgeable about and committed to supporting the library
- ▶ Building public awareness of the library particularly among audiences who tend to fall out of the library's natural reach
- ▶ Participating in meetings where library programs and priorities are being discussed and bringing the library into key conversations
- ▶ Writing letters and communicating with decision makers in support of specific library priorities and needs in partnership with the library CEO to ensure consistent messages
- ▶ Embracing advocacy for the library as an ongoing, front-line trustee responsibility

### *Library Trustee as Visionary*

Working closely with the library CEO, trustees help craft and support implementation of a long-term vision that will strategically position the library in the community. A range of social, economic, environmental and technological trends have influenced the services, direction and long-term vision for public libraries. A library's ability to anticipate and respond quickly to emerging trends will strengthen its position in the community and build long-term support.

Trustees help shape and implement the library's long-term vision by:

- ▶ Engaging in strategic conversations about the library's future
- ▶ Paying attention to and sharing local trends with the board and staff to assess their potential impact on library services
- ▶ Encouraging and supporting innovation, creativity and risk-taking by the library CEO
- ▶ Listening to the community to identify emerging interests and needs to get ahead of the curve
- ▶ Talking about the library vision and strategic plan to increase public awareness of library capacities, services and value as an essential community asset
- ▶ Encouraging and supporting attention to both visionary planning and efficient day-to-day operations to ensure that the trustees and the library staff collectively keep an eye on the future

### *Library Trustee as Connector*

Trustees help expand the library's impact in the community by networking on behalf of the library and serving as a bridge between the library and community priorities. Drawing on their knowledge about the library mission, services and capacities, combined with their professional and community connections, trustees can attract and engage new library users, supporters and champions. Importantly, those connections can open doors and ensure that the library is involved in community decision making.

Trustees carry out their connector role by:

- ▶ Promoting the public library as a resource that has expertise and capacity to support current and emerging community priorities
- ▶ Attending events as a library representative
- ▶ Recommending library leaders for positions on nonprofit/government boards and commissions
- ▶ Connecting with organizations that do not typically work with the library as possible partners on specific library programs
- ▶ Moving casual contacts to meaningful relationships through sustained and consistent engagement
- ▶ Identifying people who have community influence and/or special expertise who might be good library resources
- ▶ Attracting new people to library leadership roles to ensure the board reflects the community that the library serves

As public libraries have increased their capacity to support broad community goals in education, economic development, entrepreneurship, race and social equity, digital inclusion, healthy communities and more, creating connections that strengthen the library's value proposition requires systematic and strategic outreach.

Examples of community connections that help broaden the library's impact include:

- ▶ Local elected officials — e.g., the mayor, city council, county executive, county commissioners
- ▶ School district leaders — e.g., the superintendent of schools, board of education chair

- ▶ Higher education leaders
- ▶ Key players in the entrepreneurial ecosystem
- ▶ Technology professionals and vendors
- ▶ Workforce development and job services groups
- ▶ Major regional employers
- ▶ Local media and communications experts
- ▶ Philanthropic leaders
- ▶ Local business leaders — e.g., bankers, real estate brokers, financial/investment planners, retail owners

### *Library Trustee as Financial Steward*

While direct involvement in budget development and financial oversight varies based on governance structure, all trustees serve as stewards through their knowledge of and commitment to maintain the library's long-term financial health. Trustees carry out this leadership role by:

- ▶ Understanding and being able to explain the library's financial structure including sources of income and the status of those sources
- ▶ Being able to articulate the library's value proposition to community leaders, residents and stakeholders
- ▶ Knowing the library's current and future financial needs

### **CHARACTERISTICS OF LIBRARY TRUSTEES**

- ▶ Dependable — shows up when needed
- ▶ Passionate — driven to make a difference in the community
- ▶ Proactive — actively engaged in the community and the library's role
- ▶ Innovative — open to change and new ideas
- ▶ Inquisitive and curious — interested in and knowledgeable about community issues
- ▶ Collaborative — team player; operates from a foundation of trust
- ▶ Good communicator — comfortable with high community visibility

- ▶ Actively participating in fundraising efforts with guidance from and in partnership with the library CEO
- ▶ Developing a clear outreach strategy for fundraising that identifies the best contacts based on their financial capacity and their connection to the library
- ▶ Having a specific, well-defined and well-supported “ask” for potential funders

It is important to separate the relationship-building and fundraising processes so that it doesn't look like all relationships are about money. However, successful relationship building that brings key stakeholders closer to the library will contribute to successful fundraising efforts.

### *Library Trustee as Team Player*

Trustees are individuals with a commitment to the library's success and members of a board with responsibilities for guiding, advising and governing the library. It is important to give equal attention to both roles. As members of a board, trustees work together to carry out governing and advisory roles, assess customer input, encourage innovation and creativity, participate in thoughtful and strategic discussions about opportunities and challenges and support the library staff. As individuals, trustees leverage their personal and professional interests, expertise and connections to raise the library's profile in the community and support the library's vision.

Connecting the group and individual trustee roles will increase the board's influence and credibility. For example, cataloging individual connections, developing coordinated outreach plans, sharing successful outreach and fundraising techniques and monitoring results will strengthen the library's position in the community and ensure sustained effectiveness.

Trustees carry out their team player role by:

- ▶ Participating in all board activities
- ▶ Investing in communications to strengthen relationships with other board members and library staff
- ▶ Supporting team-building efforts to increase board effectiveness

- ▶ Participating in orientation, training and professional development activities to enhance trustee effectiveness
- ▶ Bringing expertise from other professional roles to the work of the library board to strengthen its collective capacity
- ▶ Speaking regularly on behalf of the board as a community resource
- ▶ Working in partnership with other trustees on outreach and fundraising where multiple contacts will increase the likelihood of success
- ▶ Identifying with the board of trustees as a team

## STRENGTHENING THE 21ST CENTURY LIBRARY

Trustees are essential to long-term library success. Their ability to connect with the community, work closely with staff, identify emerging community challenges and broadly advocate for the library contributes to stronger, more successful libraries.

As with any volunteer commitment, the work can be time consuming, but trustees say the benefits are powerful. The rewards come from being part of an essential institution, strengthening the library's role in the community, connecting people throughout the community to the opportunities offered at the library and contributing to the library's long-term success.

The **Urban Libraries Council**, founded in 1971, is the voice for public libraries and the force that inspires them to evolve. ULC creates the tools, techniques and ideas to make ongoing improvements and upgrades in services and technology. For more information, visit [urbanlibraries.org](http://urbanlibraries.org).

The Urban Libraries Council thanks the following individuals for contributing to this Leadership Brief:

- ▶ **Tammy Baggett**, Director, Durham County Library
- ▶ **Sandra Chambers**, Trustee, Durham County Library
- ▶ **Phillip Harris**, Trustee, Durham County Library
- ▶ **Melanie Huggins**, Executive Director, Richland Library
- ▶ **Janet Hutchinson**, Board Chair, Calgary Public Library
- ▶ **Kim Johnson**, Chief Executive Officer, Tulsa City-County Library
- ▶ **Michael Lambert**, City Librarian, San Francisco Public Library
- ▶ **Kent Oliver**, Director, Nashville Public Library
- ▶ **Avnish Mehta**, Board Chair, Calgary Public Library
- ▶ **Bill Ptacek**, Chief Executive Officer, Calgary Public Library
- ▶ **Keith Simmons**, Board Chair, Nashville Public Library

# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/19/2026  
**Re:** Facilities Committee report

Regular status update on outstanding capital improvement projects:

- Resolution 2024-8 Bike repair stations: We received the permit to install the Michigan Avenue station in late fall. Planning to finally install this in April!
- 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). The flooring contractor made some improvements to the stair treads and carpet. The millwork contractor is being brought back for additional warranty work; the Youth area shelving was not built satisfactorily, and we are pressing the issue with Phoenix.
- Resolution 2025-4 Whittaker renovations: Everything is complete now except for some final cleaning of the limestone in the Café. Anticipating this will take place when we are closed for In-Service Day in May, as the cleaner has a strong chemical odor.
- 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: We had a second meeting with the architect's team on March 9 to determine approximate collection sizes to create a shelving analysis. In April Daniels & Zermack will meet with various Whittaker staff groups and the Teen and Senior Advisory Boards for input.
- Resolution 2026-6 Chiller Motor: Campbell refurbished the old motor and it is back on site in case of emergency. This project is complete.
- Resolution 2026-5R Sump pump: Michigan Avenue's sump pump has been ordered. Installation date TBD.

The area in Whittaker's staff work room previously occupied by Washtenaw Literacy is being transformed into offices for our new Security Coordinator and John Connaghan. (Washtenaw Literacy still has their office for the 10 hours a week they are here.) I budgeted to renovate the new staff space, but we recently learned that the furniture vendor from our work room flood remodel has gone out of business. We will go back to the drawing board to find furniture that will work with our cubicle system.

**Director's  
Report  
and attachments**

## **Library Director's Report** **March 25, 2026**

### **Thank you, Friends!**

The Friends of the Library have given us another wonderful gift. On Monday, new Community Room tables will be delivered to Whittaker that are easily moved, and will fold and nest for storage. These have been on the wish list for years. We are so grateful to the Friends for their generosity, and everything else they do to support our work.

As is tradition, we will host an appreciation luncheon for all of our amazing volunteers during National Library Week. Save the date and join us for lunch on April 21!

### **Facilities:**

- The newly-built Youth shelving at Michigan Avenue was poorly constructed and is not meeting expectations. Some units have literally fallen apart. We are seeking a resolution with the assistance of the architect.
- Washtenaw County's mobile services bus visited Superior in February for an ID clinic. The driver navigated poorly and the bus did nearly \$2,500 in damage to the lawn. I filed a claim and the County has agreed to cover the repairs. I urged the risk management official to provide better driver training, as this is the second time the bus has damaged our landscaping.

### **Financial:**

Gabridge & Co. filed our latest audit with the State of Michigan, the final step in the process.

### **Fundraising:**

Congratulations to Stephanie Posci-Morrison and Chris McMullen, whose grant application to the Michigan Arts and Culture Council (MACC) was awarded over \$15,000 in funding for Noise Permit 2026.

### **Personnel:**

- Two new Whittaker Pages have joined our team! Welcome Andy Bolen and Josephine Smith.
- I am excited to announce our new Security Coordinator, David Parrinello, will begin his duties on Monday, March 23rd. David is a former Police detective and court officer who holds Bachelor's degrees in both Criminal Justice Administration and English Language and Literature. After his retirement from the Livonia Police Department, he became a substitute teacher, and has taught at WIHI and other area schools. He has the know-how of a security professional plus the soft skills of a teacher, and he's an excellent communicator. I believe his addition will make a very positive impact on security coverage and practice.
- We received 20 applications for a new Library Social Worker; interviews to be scheduled soon.
- Two new EMU School of Social Work students have been selected as YDL's next pair of interns. We will welcome Emily Bryson and Kirby Williams to the team in late August.

### **Promotion:**

The 2026 National Library Week theme is "Find Your Joy," with honorary Chair Mychal Threats. To celebrate, and to encourage physical visits to the library, we have purchased NLW swag and other fun prizes to distribute to patrons as random acts of kindness/joy throughout the week. I'll be inviting some community leaders and others to help spread the joy, and it would be great to have some Trustees in on the action. Would any of you like to participate? There will be opportunities to surprise and delight some lucky kids and adults at all three branches Monday-Saturday. Let me know!

### **Side Notes:**

- We received 8 proposals for potential Strategic Planning Facilitators, and review is underway.
- I was interviewed by WEMU about the library's founding for Women's History Month.
- On 3/13 I attended the A2Y Chamber's annual luncheon with US Representative Debbie Dingell.
- Final report for Ann Arbor Rotary "Reading Together Downtown" grant attached. Enjoy!

# ROTARY CLUB OF ANN ARBOR FINAL REPORT YPSILANTI DISTRICT LIBRARY

## Reading Together Downtown June 2025 - February 2026



### Brief Project Recap

Ypsilanti District Library (YDL) received \$4,900 in support of literacy-based programs at the newly renovated Michigan Avenue branch library in downtown Ypsilanti from June 2025 - February 2026. Funds from the Ann Arbor Rotary Club covered the costs of two [Black Men Read](#) (BMR) sessions, books for a monthly Reading Readiness Book Club, books for families to take home after weekly storytime programming, and various storytime and book club equipment. Each book given to participants bears a name plate acknowledging the Rotary Club of Ann Arbor's support of storytimes and helping kids in Ypsilanti not only succeed, but thrive.

### Project Results and Impact - Key Achievements

Our original vision for this program was to expand literacy based services, improve our already existing offerings to patrons, and introduce more books into our community's personal libraries at home. With Rotary funding, we were able to add a **Reading Readiness Book Club (RRB)** to our programming line up, aimed at pre-readers and emerging readers aged 3 - 6 years old and their families. We have seen steady growth in the numbers of participants in this program, going from four at our first two sessions to 16 - 20 during our December - February programming season. During this program we have been able to synthesize leading research

studies, process-based approaches to literacy, as well as break down the leading research in emergent literacy - [“The Science of Reading”](#) - for the adults in the room. This has given them bite-sized pieces of information at each session which allows them to absorb some of the language and processes that they will hear from their child’s future teachers as their child enters formal schooling and begins learning literacy and language skills. Doing this while also role modeling different approaches to learning pre-reading skills, such as print awareness and oral language comprehension, shows the adult how the pre-reading skills that libraries emphasize through storytimes (based in the [Every Child Ready to Read](#) program used nation-wide) connect to the emerging literacy skills they are seeing as their child grows.



*Reading Readiness Book Club exploring Seek and Find books! We talk with the adults about how these types of books and activities help children learn and retain information by working multiple parts of the brain. Pictured above: Youth Librarian and Project Director, Stephanie Pocsi-Morrison, looking at Seek and Find books with Zhuri (4) and Charlie (4); Zhuri wanted to look at the book with Charlie and Stephanie because she wanted to “share her letter knowledge” with Charlie!*

*This RRB happened to be on a night that we had a big snowstorm. Our stalwart regulars attended anyway, so we had fun practicing retelling folktales! We started the evening by passing out parts to re-enact a telling of *The Truly Enormous Turnip*, a classic folktale from Russia. Naomi (1) and Charlie (4), and Heloise (3) and Rivers (4) are helping me re-enact *The Three Little Pigs*, with a little twist! There are two “Big Bad Snow Wolves” who are trying to get into the little pig’s house to get warm and drink hot chocolate! We discussed how predictive storytelling and the ability to recall a well-known story is a great indicator of the beginnings of reading comprehension!*



*At this RRB we printed blank story page sheets and gave out art materials. The kids thought of a story and started illustrating with their grown-ups. As a team they worked together to create, with the grown-up writing out the story that was dictated to them from their kid. Helping children connect to the writing process gives them concrete examples that the written word has meaning and can be read for information- a helpful motivator for learning to read!*

The items that we were able to purchase to enhance our early literacy programming has allowed YDL to provide different activities for the older kids in RRB and challenge them to try something new!



*Reading Readiness book clubbers, Charlie (4), Franklin (3), Heloise (4), and Rivers (4) work on something special for the Rotary Club after reading a book about gratitude!*

Every Reading Readiness Book Club has ended with the children being able to take home a book (or two!) and some type of activity or learning tool (take home felt boards with manipulatives, shaving cream writing bags, letter cards, playdough letter practice. etc) which continues their engagement in pre-reading activities. Rotary funding has made it possible to send our families home with books, tools, and tips to enhance their child's literacy development.

We were able to expand our storytime offerings with the introduction of **Jumpstart Kindergarten Storytime** to YDL-Michigan Avenue. Jumpstart Kindergarten is an action packed storytime aimed at ages 4 - 6 years old. It weaves early literacy fun with a sprinkling of math, science, and art. Geared towards preschoolers who can sit for a longer story, this storytime offers a variety of fun activities that help build skills for school success. Adding this storytime to our branch was a huge success and helped expand the families that normally come to our storytimes.



*Librarian Jenny uses the book *I Ain't Gonna Paint No More* and paintbrushes to practice body part identification with the predictive rhyming scheme in the text. Example: "I take some RED and I paint my..." The kids shout "Head!"*

Jumpstart Kindergarten has only been hosted at our Whittaker branch in the past, so the addition of a new location has introduced more families to our downtown library branch, as well as inviting patrons from our other storytimes to join Jumpstart as their little one grows! Rotary funding was used to purchase items to set up our Jumpstart Storytime including early writing tools like dry erase markers and plastic paper sleeves for worksheets, slate boards to practice writing, materials and supplies for different letter or word activities including sensory bins, playdough practice, matching games, and word building activities.



*Jumpstart learners making a “lovebug.” Following the process in a craft project is a school readiness skill which is why we include these experiences in our early literacy programming!*

Our **Little Ones Storytime** on Mondays is aimed at ages 0 - 4 with an emphasis on early literacy skills and talking about how playing is learning for our littlest patrons. Each week we move our bodies and use our voices, read books, and investigate the world around us through play and learning. Space for wiggly toddlers and tummy-time babies is available along with tips and tricks for extending learning at home. The extension of our storytime supplies has allowed us to be more creative with our storytimes and expose our kids to new techniques or activities that connect them to pre-reading skills. We have added two different tools for use during our music components of storytime, sensory bin filler, and supplies to make art and practice school readiness skills.

*Little Ones Storytime doing a color hunt sensory bin. Identification of objects, working on similarities and differences, and discerning colors and shapes are all pre-reading skills! Sensory bins are a great tool for little ones. It also works on fine motor skills - a must for holding writing instruments.*



We have been able to give out around 600 books to children and families across 58 weekly storytimes, nine Reading Readiness Bookclubs, four Black Men Read events, and five special storytimes and little ones programs from June 2025 through February 2026. That is 600 books that are in the homes and hands of our children and that can be used to further their love of reading and build their own home libraries.

Rotary funding has helped open the doors to the library for many Ypsilanti families and given children more opportunities to engage in early literacy programming and connect with our youth staff. We have seen an increase in new attendees at storytimes, either new patrons we have never seen before coming into Michigan Avenue or patrons who have not been to one of our storytime programs in order to check it out. On average we have about 10 - 12 kids and their adult(s) come to each storytime, and almost every week we have had at least one new patron come to a storytime!

Through our collaboration with Black Men Read, we were able to enrich our long-standing Downtown Holiday Tree Lighting in December with a holiday storytime. This collaboration allowed us to get new books into the hands of every child and young person who attended - including teens! We also invited the Ypsilanti Kiwanis Club who traditionally table at the event and give out books. Ultimately, youth went home with three new books that night because of these literacy based partnerships. With 140 people attending the event, we were able to get the word out about our Rotary's support, as well as introduce some patrons to Black Men Read for the first time.



## Project Variances

Black Men Read is a local non-profit whose aim is to expose children to positive black male role models and stories that reflect their lived experiences. Rotary funds were originally allocated to allow us to host BMR three times. In addition, YDL-Michigan Avenue committed to host two more BMR programs for a total of five visits from June 2025 - Feb. 2026. However, due to the popularity of BMR storytimes in the community, they were only able to commit to four sessions at YDL- Michigan Avenue - two supported by the Ann Arbor Rotary Club and two supported by our [Friends of the Library](#).

In addition, we partnered with local author, Debbie Taylor, to present a program called *From Idea to Ink*, aimed at all ages of folks who may be interested in what it takes to create a children's book. This event took the place of the fifth Black Men Read book party and kicked off our Black History Month programming series. Kristle Marshall, the illustrator of Debbie Taylor's latest book, *Step It Up! The French Dukes* read the book to our patrons, and then she and Debbie talked through the process of writing and illustrating a children's picture book. Debbie and Kristle generously donated their time and answered many questions from the children in our audience. We put the \$250 that was allocated for that last BMR event to use by buying more books and take-home supplies for families.



*Illustrator Kristle Marshall reads Step It Up! The French Dukes, at our From Idea to Ink program that kicked off our Black History Month programming series. Librarian Stephanie's son Charlie is getting an up close view of Kristle's illustrations.*



*Participants at From Idea to Ink view a documentary on local precision drill team, The French Dukes, who inspired Debbie Taylor's picture book! We had a couple of kids sit in the front on our beanbag chairs to view the film.*

## Unanticipated Challenges

Even living in a post-COVID world, we still did not anticipate the ongoing extended shipping times for books and supplies. There were a couple of weeks where the Rotary book cart was a little lean, especially after bigger special storytimes or near the end of a storytime season. Some families did not want to take a book because they were afraid their child would rip it or ruin it. It took some encouragement and the purchase of more board books or Indestructables to encourage some families to start taking books. Indestructables are a book brand made of Tyvek, a lightweight, nontoxic, and breathable synthetic material made from high-density polyethylene fibers which is water-proof, chew proof, and very hard to tear or rip.

## Lessons Learned

We have learned that our families are looking for more spaces where they can engage in conversations around the milestones their child is working on and create community with other parents, trusted professionals, and community members. The programming we have done with our Rotary grant funding has just reiterated the old saying: “It takes a village to raise a child.” Our families are parenting through unprecedented times and navigating the struggles that come with the world in which we live today. Through our early literacy programming, we have been reminded that our families value the library not only for the literacy programming that we offer, but as a third space where it is safe for their children to learn, grow, and find joy. If I could tweak one thing about our Reading Together Downtown initiative, it would be to have included a Teen Book Club in our programming line-up. We have seen many of our teens come back after our re-opening, and we know that offering a program for them that centers around reading and literacy could make a difference in the reading levels and scores of some of our teens. Expanding our reach from early childhood to young adulthood would allow us to get some perspective on how things are going for our young adults as they age out of Youth Services. We have the ability to connect them to organizations they may benefit from like Washtenaw Literacy or intervention services at their school, and provide a smoother transition for them as they begin to use the library’s first floor instead of the Youth Department in our lower level.

## Going Forward

Going forward we will continue to use our new storytime/early literacy tools in our programming and find new ways to engage our youngest patrons in pre-reading skills. We were able to order books with Rotary funding that will allow Reading Readiness to continue to offer books to participants for at least another year. As a youth department at YDL-Michigan Avenue we are exploring ways that we may increase our literacy programming by adding a Teen Book Club that is interactive, engaging, and aimed at creating connections between young adults and literature. This program would not be a traditional book club where everyone reads the same text. We have tried that type of Teen Book Club in partnership with Ozone House and found many of the young people just did not want to read the materials that were selected. We are now exploring ways to create booklists around topics or interests that each person could pick from and then talk about the texts together. This would create a dialogue that starts as a

dissection of differing or similar themes in different books and would hopefully morph into conversations of learning and comradery. While our formal Reading Together Downtown initiative may be ending, our programming and community involvement will not. Our storytimes are successful and continue to bring in new patrons. Our collaborative events highlight the different populations that YDL- Michigan Avenue serves and provide much needed “mirrors” for patrons to see themselves in the stories we read. Our hope is to secure funding either from another grant, sponsorships, and/or YDL funds to continue to provide books for Reading Readiness Bookclub and to create and maintain a Teen Book Club.

## Final Expense Budget

Funds of \$4,900 received from Rotary were spent as follows:

Books - 700 books purchased via First Book - \$3,375.22

600 books were distributed during the grant time frame. The additional 100 books will be given out as we continue our Reading Readiness programming.

Program Enhancement Supplies/Take Home Supplies - \$1,024.78

Includes:

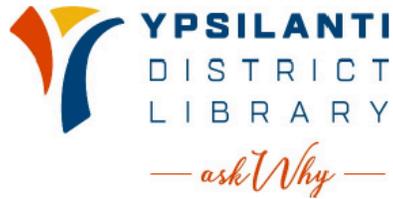
- Take-home activities for Reading Readiness Bookclub - felt boards and manipulatives, name cards, playdough letter cards, story telling props, shaving cream writing bags, letter scavenger hunt materials, feelings charts, etc.
- Storytime tools - ribbon wands, letter stamps, playdough, paper, stickers, markers, paint, sensory bins, sensory bin fillers, writing practice slates, book props, shape and color sorting sets, etc.
- Jumpstart Kindergarten storytime materials - dry erase markers and sleeves for worksheets, name tag materials, marker and paper station, tape station, felt boards, etc.

Black Men Read - 2 Sessions at \$250 ea. - \$500

August Session and December Session

Two sessions in November and February were paid for with funds from the Friends of the Library.

# SPREADING THE WORD



Contact: Sam Killian  
Community Relations Coordinator  
skillian@ypslibrary.org  
5577 Whittaker Rd  
Ypsilanti, MI 48197  
Phone: 734-879-1303

June 4, 2025

FOR IMMEDIATE RELEASE

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## Reading Together Downtown

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The Ypsilanti District Library will have super-charged storytimes downtown this summer, thanks to an initiative funded by the Ann Arbor Rotary Club.

The \$4,900 grant is sponsoring YDL's Reading Together Downtown initiative. Now that YDL-Michigan has reopened, YDL is ramping up important literacy work downtown. The money from Rotary will fund three Black Men Read book parties, books for families to take home from storytimes and our Reading Readiness program, and various other storytime and book club equipment.

"We missed almost two years of engagement in the literacy development of our youngest patrons," said Youth Librarian Stephanie Pocsi-Morrison. "We are committed to getting books into kids' hands that they can see themselves in...and that connect them to reading as a habit, skill, and passion."



Along with building early literacy skills, the program is intended to reassure readers about their progress.

"Not every child learns to read in kindergarten, and learning to read comes in waves for every person," said Pocsi-Morrison.

Literacy needs are especially evident in Michigan. In the latest National Assessment of Educational Progress results, only 2 states had lower average 4th-grade reading scores than Michigan. YDL's Reading Readiness Book Club brings kids ages 3-6 and their parents together to explore pre-reading skills and how they support early literacy. Incorporating free books into downtown storytimes allows kids to actively build their home library and find books that resonate.

"We want to bring literacy-based programming to everyone in our community and create a space where everyone knows they can find something to love when they read," said Pocsi-Morrison.

**Storytimes at  
Michigan Avenue:**  
Little Ones Storytime  
Tuesdays | Jun 16 - Aug 4  
10:30am

### More about the grant:

The grant runs from June 2025 to February 2026. This grant will cover three Black Men Read sessions, free books at our Reading Readiness Book Club and weekly storytimes, and various storytime and book club equipment. Each book will bear a name plate acknowledging the Rotary Club of Ann Arbor's support.

# Facebook

**Engage at EMU**  
1h · 🌐

Celebrate stories, creativity, and community at First Fridays with Black Men Read! #YDL #CommunityEngagement #ypsilanti

**First Fridays  
at YDL:  
Black Men  
Read Book**

**Friday | Nov. 7  
6pm**

YDL- Michigan  
229 W. Michigan Ave  
Ypsilanti, MI 48197





[ypsilibrary.org](http://ypsilibrary.org)  
734-482-4110 x2422

Join us for a storytime and a hands-on art activity in partnership with Black Men Read! BMR will read stories, ask questions, listen, and share their own experiences at this First Fridays event. Each child can choose a book to take home courtesy of a grant from the Rotary Club of Ann Arbor.

Like    Comment    Share

**Ypsilanti District Library** is with **Ypsilanti Choral Association** and **4 others**.  
December 4 at 9:04 PM · 🌐

FRIDAY: Hot chocolate. Fresh cookies. Carols with Ypsilanti Youth Choir. Stories from Black Men Read. Photos with Santa. And free books! Our annual Downtown Tree Lighting is the perfect way to kick off December. We'll see you there! 🍪

📅 : Dec 5 | 5:30pm | YDL-Michigan Library Plaza  
📍 Free parking across Adams Street (courtesy of Beal properties)

*Ypsilanti District Library's annual*

# DOWNTOWN TREE LIGHTING

Friday, Dec 5  
5:30pm

YDL-Michigan Library Plaza  
229 W. Michigan Ave

**Hot chocolate, cookies,  
singing, storytime, free  
books & photos with Santa!**





Downtown  
Development  
Authority



Rotary  
Club of Ann Arbor

**“Reading is the gateway for children that makes all other learning possible.”**

**- Barack Obama**

## BlueSky



Ypsilanti District Library @ypsilibrary.org · 22d

Want your little one to feel confident with books? 📖 Reading Readiness Book Club breaks down pre-reading skills into fun, doable activities for caregivers & kids. Every family leaves with a free book and tips to practice at home.

Next session is Wednesday!. Sign up: [ypsilibrary.org/events](https://ypsilibrary.org/events)

RSVP: [ypsilibrary.org/events](https://ypsilibrary.org/events)

# Reading Readiness Book Club

Ages 3-6

Caregivers and kiddos, learn about pre-reading skills together! Take home a free book and age-appropriate tips & tricks.

Monthly on **Wednesdays**  
5:30-6:30pm  
**Feb 11, Mar 11, Apr 8, May 13**  
YDL-Michigan  
229 W. Michigan Ave, Ypsi

ALT



**“If a child memorizes ten words, the child can read only ten words, but if a child learns the sounds of ten letters, the child will be able to read 250 three sound words, 4,320 four sound words and 21,650 five sound words.”**

**- Dr. Martin Kozloff on the Science of Reading**

# YDL Website



## Event Description

Join us for a festive kick-off to the last month of the year! Sip on hot chocolate, devour a cookie or two, and listen to singing and reading to celebrate the Downtown Tree Lighting.

*There will be free parking in the lot across Adams Street, courtesy of Beal Properties, during this event.*



## Event Description

Learning is fun at Jumpstart Kindergarten! Find an engaging blend of activities and stories designed to help prepare preschoolers for school success, from scissor skills to STEM. Each session is an engaging blend of stories, movement, and arts and crafts.

YPSILANTI DISTRICT LIBRARY EVENTS   LIBRARY WEBSITE   ROOM BOOKINGS   MY EVENTS & RESERVATIONS   Search

# Little Ones Story Time

Mondays at 10:30am

## Little Ones Storytime

MONDAY MARCH 9 2026 10:30AM  
YDL-MICHIGAN

0-5   FREE

Ages   Cost

Sponsored by:  
**Rotary**  
Club of Ann Arbor

No Registration Required

### Event Description

A time for caregivers and kiddos to read, sing, play, and learn together. Space for wiggly toddlers and tummy-time babies will be available, along with tips and tricks for extending learning at home. Join other families as we explore early literacy skills and talk about how learning and playing together benefit you and your child! Each week we will sing and move, read books, and provide toys for open play. We will also offer space

## Reading Readiness Book Club

Wednesdays  
Mar. 11 | Apr. 8 |  
May 13  
5:30pm

YDL-Michigan  
229 W. Michigan Ave  
Ypsilanti, MI 48197



Sponsored by:  
**Rotary**  
Club of Ann Arbor

[ypsilibrary.org](http://ypsilibrary.org)  
734-482-4110 x2422

Learn techniques for pre-readers in a low-pressure, supportive environment! Targeted for ages 3-6 years old showing interest in reading or any young child that likes to sit and read with a caregiver. Each family unit will leave with a book to practice skills at home and age appropriate tips & tricks for practicing pre-reading skills. Each child needs a caregiver in order to complete the program.

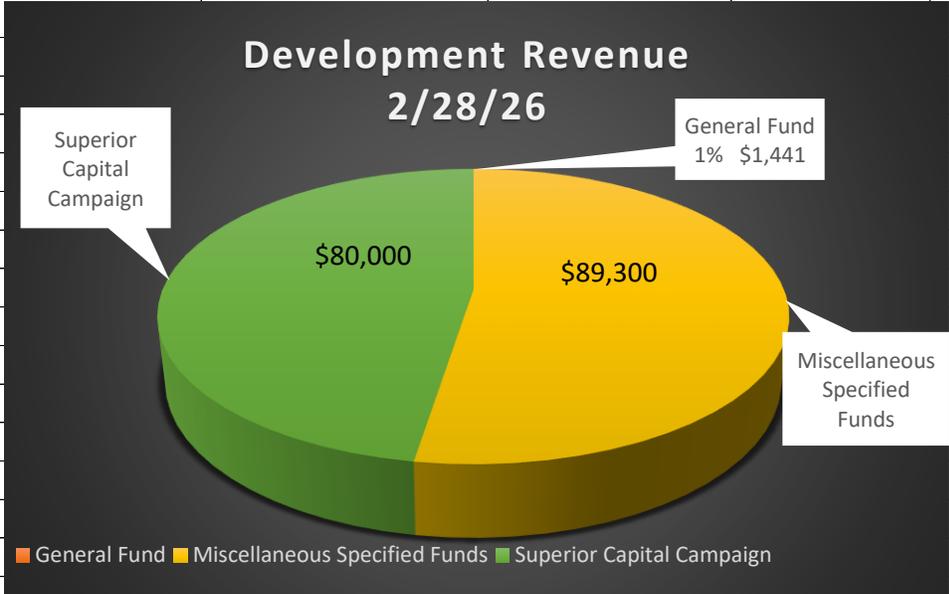
# **YDL Dashboards**



	Jan	Feb	Monthly Change	Year to Date
<b>Programs</b>				
Whit Adult	44	48	9%	92
Attendance	413	504	22%	917
Whit 0-5	20	25	25%	45
Attendance	717	982	37%	1,699
Whit 6-11	12	17	42%	29
Attendance	201	285	42%	486
Whit Teen	5	4	-20%	9
Attendance	34	40	18%	74
Mich Adult	17	5	-71%	22
Attendance	207	17	-92%	224
Mich 0-5	7	8	14%	15
Attendance	73	130	78%	203
Mich 6-11	5	4	-20%	9
Attendance	35	27	-23%	62
Mich Teen	4	3	-25%	7
Attendance	33	23	-30%	56
Sup Adult	17	28	65%	45
Attendance	95	280	195%	375
Sup 0-5	9	13	44%	22
Attendance	130	223	72%	353
Sup 6-11	1	3	200%	4
Attendance	14	41	193%	55
Sup Teen	1	-	--	1
Attendance	2	-	--	2
Out Adult	1	2	100%	3
Attendance	9	31	244%	40
Out 0-5	6	7	17%	13
Attendance	253	221	-13%	474
Out 6-11	-	5	--	5
Attendance	-	216	--	216
Out Teen	1	2	0%	3
Attendance	92	33	0%	125
Out Offsite	-	5	0%	5
Attendance	-	211	0%	211
Virtual/Hybrid (all)	-	-	0%	-
Attendance	-	-	0%	-
General/All Ages (all)	8	6	-25%	14
Attendance	291	308	6%	599
<b>TOTAL PROGRAMS</b>	<b>158</b>	<b>185</b>	<b>17%</b>	<b>343</b>
<b>TOTAL ATTENDANCE</b>	<b>2,599</b>	<b>3,572</b>	<b>37%</b>	<b>6,171</b>

<b>DEVELOPMENT REVENUE BY SOURCE</b>	Where the \$ Comes From	As of 2/28/26	
	<b>ACTUAL</b>	<b>TO DATE</b>	<b>NOTES</b>
<b>DONATIONS</b>	<b>FY24/25</b>	<b>FY25/26</b>	
Annual Report	\$3,366	\$0	May - Nov 2026
Annual Appeal	\$25,098	\$15,638	Dec 1, 2025 - Feb 28, 2026
Individual	\$23,026	\$775	
Corporate	\$2,505	\$10,000	Carnegie
Sponsorship	\$3,500	\$0	
Memorials/Tributes	\$125	\$500	
Third Party - Kroger	\$2,537	\$1,491	Kroger, META, Aubrees
Friends of the YDL	\$40,000	\$0	
	<b>\$100,157</b>	<b>\$28,404</b>	
<b>GRANTS</b>			
Charitable Foundation/Organization	\$19,700	\$0	
Corporate Foundation	\$30,000	\$30,000	Toyota
Government	<u>\$115,640</u>	<u>\$32,949</u>	Washtenaw County Mental Health
	<b>\$165,340</b>	<b>\$62,949</b>	
<b>ENDOWMENT FUNDS</b>			
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>\$91,353</b>	
<b>SUPERIOR CAPITAL CAMPAIGN</b>			
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 2/28/26: \$24,630 (112 gifts received from Oct 1, 2025 - Feb 28, 2026)</b>			

DEVELOPMENT REVENUE BY FUND	Where the \$ Goes		
<b>FY2024/2025</b>	<b>ACTUAL</b>	<b>NOTES</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>AS OF:</b>		
	<u>12/31/2025</u>	<u>1/31/2026</u>	<u>2/28/2026</u>
General Fund	\$661	\$1,072	\$1,441
Miscellaneous Specified Funds	\$33,788	\$67,244	\$89,300
Superior Capital Campaign	\$80,000	\$80,000	\$80,000
<b>TOTAL:</b>	<b>\$114,449</b>	<b>\$148,316</b>	<b>\$170,741</b>
Endowment gifts received and deposited with AAACF: <b>\$1,603</b>			



# Department Reports

# Acquisitions Department Board Report

## March 2026

### Department News and Activities

- We weren't able to attend the latest IUG meeting, but we are coordinating with other Polaris libraries in the area to vote on proposed enhancements to our ILS and online catalog. Polaris also launched a new Account Portal within the online catalog, designed to be more accessible and easier to use for our patrons.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

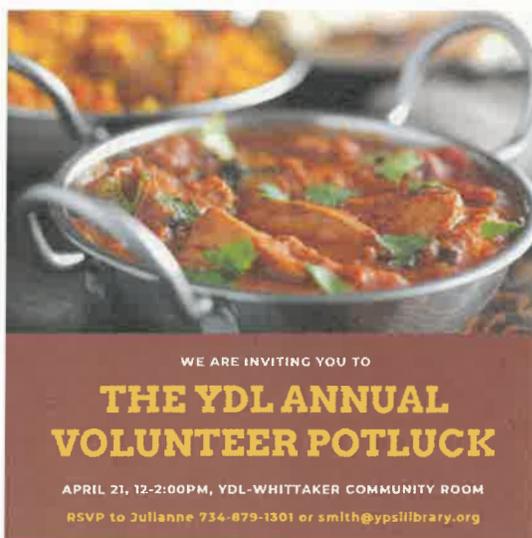
### Statistics

- The 2026 budget is currently 24% encumbered.
- 672 items were cataloged in February
- 1,840 items, including 1,173 e-items, were added in February.
- YDL borrowed 838 items from other libraries via MeLCat in February.
- YDL loaned 1,031 items to other libraries via MeLCat in February.

Submitted by Katie Page  
March 18, 2026

Assistant Director  
Board Report: March, 2026

- The Whittaker space reconfiguration committee met again for a further review of the collections and their targeted sizes. We look forward to learning what Dan and Jennifer hear at their upcoming meetings with additional staff participation.
- The YCS Student Card committee continues slow but meaningful progress toward our fall goal of each and every YCS student receiving a digital-access library card.
- Many thanks to Chris Slay, who is doing most of the work on our LibCal configuration. This tool will allow us to accomplish two goals: (1) create a reservation system for the memory lab; and (2) create a reservation system for select Library of Things items (those that are needed on a particular day).
- We launched our new texting service, Message Bee, at the last Administrative Team Meeting. This product will allow us to text individual or groups of patrons without using our personal cell phones.
- I have created a new ad hoc committee, *The Silver Screen Committee*, which will be hosting outdoor movie nights on the Whittaker lawn over the summer. The Friends have agreed to sell snacks as a fundraiser. We hope this will become a regular part of our summer programming going forward.
- I am excited to be partnering with the Chelsea District Library to bring renowned brother-and-sister pianists Maddalena and Jacopo Giacomuzzi to Ypsilanti on August 1. I have heard them perform several times, and it is truly a wonder, especially their extraordinary 4-hand numbers. This will be a real treat!
- Lisa and I are currently reviewing the strategic planning proposals from eight qualified firms.
- Your annual March Madness statistics follow this report. The growth is steady in all products except databases, which is not surprising to me. These numbers will dip considerably lower next year as well, as we are likely to cut the products that receive minimal usage.
- Finally, make sure you save the date for our annual volunteer potluck. Details are below!



Submitted by Julianne Smith, March 19, 2025

<b>DATABASE USAGE 2025</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025
<i>ABC Mouse</i>	10	23	57	62	0	1	19	24	18	12	10	6	<b>242</b>
Academic Search Complete	4	3	3	6	6	1	12	1	12	5	6	9	<b>68</b>
Agricola	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Alt HealthWatch	2	0	0	0	1	0	2	0	2	1	2	0	<b>10</b>
<i>Ancestry Library (searches, not sessions)</i>	631	1706	425	684	129	1122	1043	1479	1369	552	1096	695	<b>10931</b>
Applied Science & Technology Source	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Art & Architecture Source	2	0	0	0	1	0	3	0	0	1	1	2	<b>10</b>
Associated Press Video Collection	6	6	9	6	8	3	15	5	16	8	13	13	<b>108</b>
Associates Programs Source	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
AtoZdatabases	13	4	9	17	8	7	11	5	6	16	16	9	<b>121</b>
Auto Repair Source	0	0	1	0	0	0	0	1	1	0	0	0	<b>3</b>
Biography Reference Center	2	2	1	4	4	0	11	0	3	3	6	7	<b>43</b>
Britannica School	17	58	215	117	36	49	30	40	24	114	34	30	<b>764</b>
Business Book Summaries	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Caribbean Search	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
Central & Eastern Europe Academic Source	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Consumer Health Complete	4	3	6	6	4	2	19	0	8	4	8	9	<b>73</b>
<i>Consumer Reports</i>	49	39	56	59	38	72	63	46	49	55	82	62	<b>670</b>
<i>Creative Bug</i>	19	12	4	15	8	7	12	13	7	3	12	9	<b>121</b>
Early World of Learning (World Book for Kids)	2	3	11	12	7	6	10	4	10	19	19	6	<b>109</b>

EBSCO eBooks (all)	47	11	13	20	52	1	87	2	19	33	48	35	<b>368</b>
Education Source	7	5	4	9	10	5	22	4	15	9	14	13	<b>117</b>
Entrepreneurial Studies Source	2	0	1	0	1	0	2	0	0	1	1	1	<b>9</b>
Environment Complete	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
ERIC	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
<i>Food America</i>	2	0	1	1	0	5	1	1	2	0	3	1	<b>17</b>
Funk & Wagnalls New World Encyclopedia	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
Harvard Faculty Seminar Series	4	4	4	6	5	2	12	3	11	6	4	5	<b>66</b>
HealthSource: Consumer Edition	3	2	2	3	4	0	10	0	3	3	5	6	<b>41</b>
HealthSource: Nursing/Academic Edition	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
History Reference Center	1	2	0	4	3	0	9	0	3	3	5	6	<b>36</b>
Hobbies & Crafts Reference Center	1	0	1	5	2	0	8	4	4	1	2	3	<b>31</b>
Home Improvement Reference Center	0	0	1	0	1	0	0	0	0	1	1	0	<b>4</b>
Humanities Source	2	0	0	0	1	0	3	0	0	1	1	0	<b>8</b>
Jewish Studies Source	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Learning Express Library (MEL)	6	4	1	10	7	7	14	10	15	14	30	5	<b>123</b>
Legal Information Reference Center	1	1	1	3	3	1	8	0	0	3	4	6	<b>31</b>
Legal Source	2	1	0	0	1	1	2	0	3	2	1	0	<b>13</b>
Library & Information Science Source	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Literary Reference Center	1	0	1	5	3	0	8	0	3	2	5	11	<b>39</b>

<i>Mango Languages</i>	169	194	200	144	225	403	330	290	263	306	239	224	<b>2987</b>
MAS Complete	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
MasterFILE Complete	3	1	1	3	4	1	11	3	3	3	11	7	<b>51</b>
Merrian-Webster's Medical Desk Dictionary	2	1	2	0	1	0	3	0	1	1	1	0	<b>12</b>
Middle Search Plus	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
<i>Muzzy</i>	3	1	6	5	4	11	5	4	4	3	4	5	<b>55</b>
Newspaper Source Plus	6	1	4	3	5	0	11	1	5	5	7	6	<b>54</b>
Newswires	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
<i>Niche Academy</i>	17	7	55	19	0	0	33	53	6	0	32	43	<b>265</b>
Novelist K-8 Plus	1	0	0	0	1	3	0	0	0	2	3	0	<b>10</b>
Novelist Plus	4	2	3	1	4	3	12	4	2	9	8	4	<b>56</b>
PebbleGo	33	3	0	2	5	1	2	1	0	7	25	0	<b>79</b>
Poetry & Short Story Reference Center	6	3	3	6	7	2	12	3	10	7	7	8	<b>74</b>
Points of View Reference Center	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
Political Science Complete	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>
Primary Search	7	4	4	9	9	2	20	4	11	3	12	11	<b>96</b>
Professional Development Collection	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
Psychology & Behavioral Sciences Collection	3	1	1	3	4	0	10	0	3	3	5	6	<b>39</b>
Read It!	1	1	1	3	3	0	8	1	3	2	4	6	<b>33</b>
Referencia Latina	1	1	1	3	3	0	8	1	4	2	4	6	<b>34</b>
Regional Business News	2	0	0	0	1	0	2	0	0	1	1	0	<b>7</b>

Science Reference Center	4	5	4	11	10	2	21	3	15	10	10	11	106
Small Business Source	4	7	6	6	6	3	14	3	12	3	7	8	79
Topic Overviews 6-12	0	2	2	3	1	0	3	0	0	2	3	2	18
Topic Overviews in Public Libraries	1	3	4	4	4	0	9	2	5	2	5	6	45
<i>TumbleBook Library</i>	172	162	209	105	105	44	9	15	72	36	40	44	1013
<i>Tutor.com</i>	9	21	21	22	23	25	2	1	3	29	7	7	170
<i>Value Line Investment Survey (searches not sessions)</i>	8545	5621	6545	8541	6544	4512	8841	5456	7855	7458	8754	6589	85261
Vocational Studies Premier	2	0	0	0	1	0	2	0	0	1	1	0	7
Washington Post Video Collection	4	5	4	6	6	2	13	5	14	7	6	8	80
<b>TOTALS</b>	<b>9874</b>	<b>7921</b>	<b>7855</b>	<b>9918</b>	<b>7364</b>	<b>6305</b>	<b>10906</b>	<b>7468</b>	<b>9903</b>	<b>8798</b>	<b>10669</b>	<b>7998</b>	<b>104,979</b>

2024=108,929

Blue = MEL

Red = YDL Subscription

Green = MEL/non-counter stats

average

WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

JAN	15	0	1	Carr Center, Detroit Historical Museum, Detroit Institute of Arts, Kensington Metropark, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Outdoor Adventure Center, U of M Museum of Natural History, Willow Metropark, SEA LIFE Michigan Aquarium	16
FEB	9	0	4	Detroit Institute of Arts, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Monroe County Historical Museum, Belle Isle Park, Kensington Metropark, LEGOLAND Discovery Center, Lower Huron Metropark	13
MAR	27	1	5	Belle Isle Park, Detroit Institute of Arts, Hudson Mills Metropark, Island Lake Recreation Area, LEGOLAND Discovery Center, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Outdoor Adventure Center, Peppa Pig World of Play, SEA LIFE Michigan Aquarium, Seven Lakes State Park, U of M Museum of Natural History, Willow Metropark, Maybury State Park	33
APR	29	3	4	Detroit Institute of Arts, Dexter-Huron Metropark, Hidden Lake Gardens, Howell Nature Center, Kensington Metropark, Lake Erie Metropark, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Outdoor Adventure Center, Peppa Pig World of Play, SEA LIFE Michigan Aquarium, Sleepy Hollow State Park, Stony Creek Metropark, Willow Metropark, Wolcott Mill Metropark, Delhi Metropark	36
MAY	41	4	8	Belle Isle Park, Delhi Metropark, Detroit Institute of Arts, Detroit River International Wildlife Refuge, Dexter-Huron Metropark, Flint Institute of Arts, Hidden Lake Gardens, Holland State Park, Hudson Mills Metropark, Kalamazoo Nature Center, Kensington Metropark, Lake Erie Metropark, Leslie Science & Nature Center, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Oakwoods Metropark, Pinckney Recreation Area, Saugatuck Dunes State Park, U of M Museum of Natural History, Willow Metropark, Wolcott Mill Metropark, Outdoor Adventure Center, SEA LIFE Michigan Aquarium, Waterloo Recreation Area	53
JUN	60	1	6	Belle Isle Park, Belleville Area Museum, Brighton Recreation Area, Delhi Metropark, Dennon Museum Center, Detroit Historical Museum, Hayes State Park, Howell Nature Center, Hudson Mills Metropark, Huron Meadows Metropark, Island Lake Recreation Area, Kensington Metropark, Lake Hudson Recreation Area, Leslie Science & Nature Center, Lower Huron Metropark, Maybury State Park, Michigan Flight Museum & Air Adventures, Muskegon State Park, Oakwoods Metropark, Outdoor Adventure Center, Pontiac Lake Recreation Area, SEA LIFE Michigan Aquarium, Sterling State Park, Troy Historic Village, Waterloo Recreation Area, Willow Metropark, William G. Milliken State Park and Harbor	67

WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

JUL	49	8	9	<p>Air Zoo Aerospace &amp; Science Museum, Belle Isle Park, Carnegie Museum, Delhi Metropark, Dexter-Huron Metropark, Flint Institute of Arts, Grand Haven State Park, Highland Recreation Area, Hoffmaster State Park, Howell Nature Center, Hudson Mills Metropark, Huron Lightship, Indian Springs Metropark, Island Lake Recreation Area, Kensington Metropark, Lake Hudson Recreation Area, Lower Huron Metropark, Michigan Flight Museum &amp; Air Adventures, Oakwoods Metropark, Outdoor Adventure Center, Pinckney Recreation Area, Saugatuck Dunes State Park, U of M Museum of Natural History, Van Buren State Park, Willow Metropark, Hayes State Park, Lakeport State Park, Maybury State Park, Michigan History Museum, Hidden Lake Gardens, LEGOLAND Discovery Center, Peppa Pig World of Play</p>	66
AUG	59	4	11	<p>Belle Isle Park, Brighton Recreation Area, Delhi Metropark, Detroit Institute of Arts, Dexter-Huron Metropark, Fisherman's Island State Park, Flint Institute of Arts, Hoffmaster State Park, Holland State Park, Holly Recreation Area, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Lake Erie Metropark, Leslie Science &amp; Nature Center, Lower Huron Metropark, Michigan Flight Museum &amp; Air Adventures, Michigan Renaissance Festival, Oakwoods Metropark, Palms Book State Park, Petoskey State Park, Pinckney Recreation Area, Proud Lake Recreation Area, SEA LIFE Michigan Aquarium, Tawas Point State Park, U of M Museum of Natural History, Wilderness State Park, Willow Metropark, Fort Wilkins Historic State Park, Great Lakes Maritime Heritage Center, Hidden Lake Gardens, Huron Meadows Metropark, LEGOLAND Discovery Center</p>	74
SEP	39	3	7	<p>Brighton Recreation Area, Cranbrook Art Museum, Detroit Institute of Arts, Dexter-Huron Metropark, Flint Institute of Arts, Howell Nature Center, Indian Springs Metropark, Island Lake Recreation Area, Lake Erie Metropark, Leslie Science &amp; Nature Center, Lower Huron Metropark, Michigan Flight Museum &amp; Air Adventures, Michigan Renaissance Festival, Troy Historic Village, Waterloo Recreation Area, Willow Metropark, Hidden Lake Gardens, Kensington Metropark, Stony Creek Metropark, Warren Dunes State Park</p>	49
OCT	24	5	14	<p>Detroit Institute of Arts, Dexter-Huron Metropark, Hidden Lake Gardens, Hudson Mills Metropark, Indian Springs Metropark, Island Lake Recreation Area, Lake Erie Metropark, LEGOLAND Discovery Center, Lower Huron Metropark, Michigan Flight Museum &amp; Air Adventures, Outdoor Adventure Center, U of M Museum of Natural History, Willow Metropark, Detroit Historical Museum, Huron Meadows Metropark, Kensington Metropark, Stony Creek Metropark, Brighton Recreation Area, Maybury State Park, Wolcott Mill Metropark</p>	43

WHIT MICH SUP

♣ ADVENTURES SELECTED ♣

	WHIT	MICH	SUP		
NOV	19	4	5	Cranbrook Art Museum, Detroit Institute of Arts, Dossin Great Lakes Museum, Holocaust Memorial Center, Hudson Mills Metropark, Kensington Metropark, Lower Huron Metropark, Michigan Flight Museum & Air Adventures, Pinckney Recreation Area	28
DEC	5	1	6	Detroit Institute of Arts, Kensington Metropark, Michigan Flight Museum & Air Adventures, Maybury State Park, Brighton Recreation Area	12

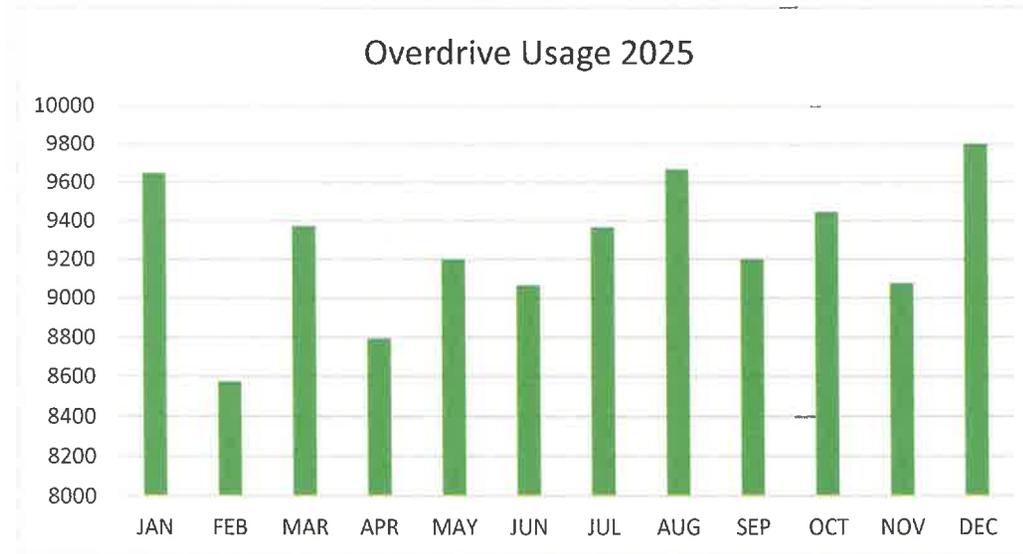
376 34 80

Proudly supporting 490 Adventures in 2025

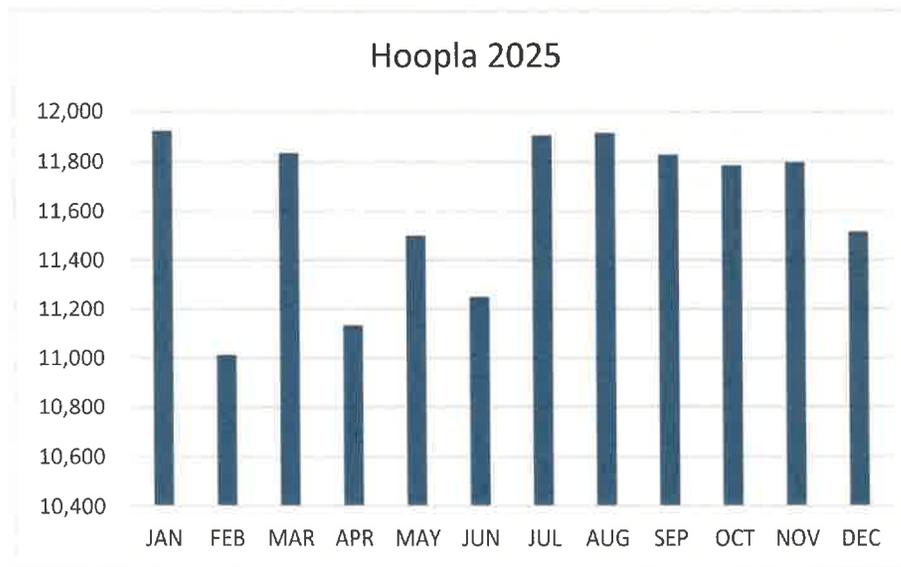
2024=435

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
<b>eAudio</b>	4145	3645	4119	3885	4151	3977	4159	4224	4105	4238	4189	4424	<b>49,261</b>
<b>eBooks</b>	3996	3597	3689	3397	3588	3559	3609	3687	3339	3405	3271	3610	<b>42,747</b>
<b>eMagazines</b>	1511	1333	1568	1510	1465	1532	1601	1761	1761	1805	1617	1771	<b>19,235</b>
<b>TOTAL</b>	<b>9652</b>	<b>8575</b>	<b>9376</b>	<b>8792</b>	<b>9204</b>	<b>9068</b>	<b>9369</b>	<b>9672</b>	<b>9205</b>	<b>9448</b>	<b>9077</b>	<b>9805</b>	<b>111,243</b>

2024 = 106,186

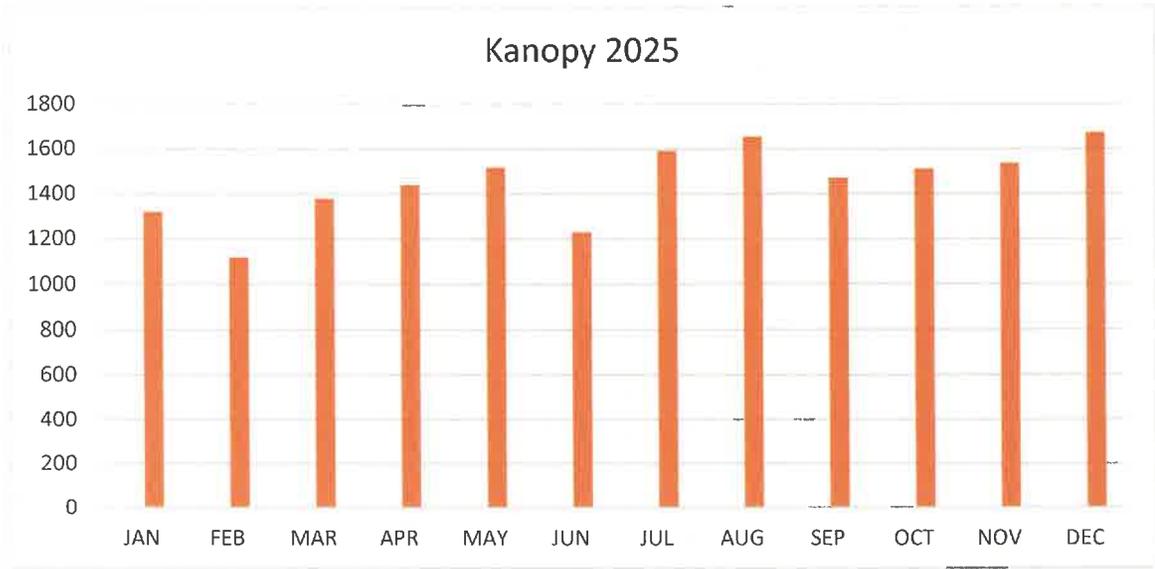


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
<b>eAudio</b>	6908	6320	6920	6684	6720	6636	7054	7132	7026	6,975	6944	6325	81,644
<b>BingePass</b>	117	118	111	97	100	108	110	130	95	106	119	126	1,337
<b>Comics</b>	650	641	663	581	682	594	712	592	658	565	689	604	7,631
<b>eBooks</b>	2726	2523	2636	2459	2516	2441	2551	2571	2506	2375	2442	2748	30,494
<b>Movies</b>	536	486	568	468	546	537	532	512	569	699	624	734	6,811
<b>Music</b>	329	306	346	305	367	328	392	387	453	484	461	414	4,572
<b>TV Shows</b>	660	618	592	540	570	607	555	592	523	584	520	565	6,926
<b>TOTALS</b>	<b>11,926</b>	<b>11,012</b>	<b>11,836</b>	<b>11,134</b>	<b>11,501</b>	<b>11,251</b>	<b>11,906</b>	<b>11,916</b>	<b>11,830</b>	<b>11,788</b>	<b>11,799</b>	<b>11,516</b>	<b>139,415</b>



**2024=112,458**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>TOTAL PLAYS</b>	1322	1121	1382	1444	1520	1232	1594	1659	1474	1515	1539	1676	17,478



**2024=10,744**

## Community Relations

Monthly report: March, 2026

### Major print/design pieces produced:

- **Loop:** The Spring 2026 Loop printed with info about National Library Week, Family Read, and plugs for new items in our Library of Things.
- **Annual Report:** Work is started on the 2025 Annual Report, which will be ready by the April Board Meeting.
- **National Library Week:** We've ordered stickers, ALA SWAG, and posable wooden robots to give out during National Library Week.



### Promotional activity

- **Family Read:** We included an article in The Loop and sent out a press release regarding our Family Read books and activities. We included links to the Family Read page in all of our regular emails and we've posted regularly on social media about it.
- **National Library Week:** We featured National Library Week in the spring Loop. We've ordered a number of giveaways and will have a press release to distribute soon. We've also partnered again with Aubree's for a Dine To Donate event during NLW. We'll have NLW highlighted on our socials, monitors inside all our buildings, and banners up in the regular spaces.
- **We shared multiple posts about a number of our events/initiatives, including:**
  - Astronet at YDL-Superior
  - Tween/Teen Opportunities Fair
  - Preschool & Kindergarten Fair
  - Crafternoon: Woodblocking
  - Bite-Size Book Club

### Notable Media Mentions

- Lisa talked to WEMU about the women who founded YDL for Women's History Month.
- The Eastern Echo included the Radical Henna Workshop in their Roots piece highlighting creative events around Washtenaw County.
- The Eastern Echo included YDL's In our Own Words, In Our Way event, the YpsiWrites Writer's Room, and the Intuitive Songwriting Workshop in their What's the Move? segment.
- LittleGuide Detroit included some of our Library of Things offerings in their piece about local library's LOT collections.
- In an MLive piece about Melvin Parson's life, they mentioned his interview on YDL's Ypsilanti Farmers and Gardeners Oral History Project page.

### Community Relations news

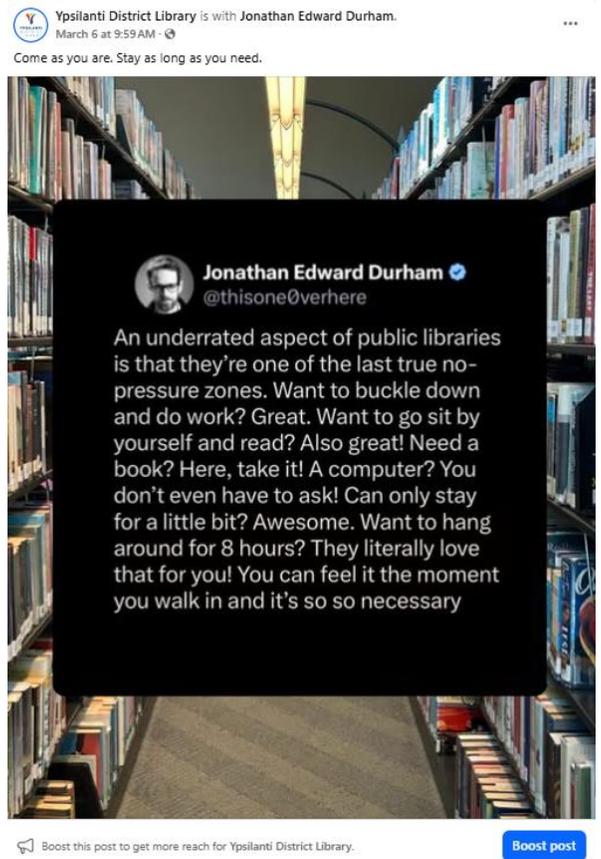
- Sam and Monica continue to alternate attendance at the weekly Parkridge meetings.
- Sam is leading YDL's Wellness Committee, focused on staff wellness and job satisfaction. We're starting with a survey to determine staff's priorities.

*Submitted by Sam Killian on 3/20/2026*

## Notable Social Media activity

We're up to 14,780+ followers on Facebook (up 1.1% from the previous month). We had 557,200+ views last month. We now have 6,957 followers on Instagram (up 1.75% from the previous month). We had 71,655 views last month on Instagram. We have 1,946 followers on Bluesky. We've grown to 2,994 followers on TikTok.

- A post we shared from Jonathan Edward Durham about libraries as the “last true no-pressure zone” reached 183,000 people on Facebook with 6,400+ interactions.
- Our post celebrating Melvin Parson reached 3,600+ people on Facebook and 1,150 people on Instagram with hundreds of interactions.
- A video we made with Ellen Steves at YDL-Michigan, where she filmed clips from the POV of a book at the library, got more than 13,000 views and 440 interactions on Facebook with 3,300+ views on Instagram.
- Our post sharing the WEMU interview with Lisa for Women’s History Month received nearly 9,000 views on Facebook with 230 interactions. It also had 2,800+ views and 200 interactions on Instagram.
- A meme we shared with the first lines from Pinocchio reached nearly 37,000 people with 260+ interactions on Facebook
- We shared a meme about Frankenstein vs. Frankenstein’s monster that received nearly 130,000 views and prompted a spirited debate of 2,600+ interactions.
- We shared a Concentrate article celebrating local bookstores (including Black Stone Bookstore) that reached 14,700+ people with 400+ interactions on Facebook and 2,480 people with 220 interactions on Instagram.
- Our post advertising the open trustee position on the YDL Board reached 1,200+ people on Instagram and 5,900+ people on Facebook.



## **Customer Services**

Monthly report: March 2026

## **Circulation Stats**

For the month of February, we checked out 43,583 items system wide.

Patrons also downloaded 21,818 digital items.

And we issued 356 new library cards.

## **Staff News**

Two new pages have joined the Customer Services team at YDL-Whitaker. The new pages are Andy Bolen and Josephine Smith.

Submitted by *John Connaghan* on March 17, 2026

YDL  
DEVELOPMENT REPORT  
March 2026

**MAKING CONNECTIONS**

Chris continued her bi-monthly coffee meetings with Karen at the Ann Arbor Area Community Foundation. This remains a helpful way of keeping up with what's going on at the Foundation and sharing activities at our library branches. She also attended the Greater Milan Area Community Fund Gala at the end of February where she was able to connect with some of our funders.

**ANNUAL APPEAL**

Thus far in fiscal year 25/26, the annual appeal has brought in \$15,638 from December 1<sup>st</sup>, 2025 – February 28<sup>th</sup>, 2026. It is important to note that not all of the gifts received were dedicated to the new Bookmobile as a result of donor intent; some were given in support of our endowment or youth programming, for example.

Gifts received in support of the Bookmobile began on October 1st, 2025. Gifts in this instance cross over fiscal years, but still go towards this campaign and are currently in our savings account. These gifts now total \$24,630 received from 112 donations.

**GRANTS**

March continued as a heavy grant writing month, as well as completing final reports.

Grants Awarded

**Michigan Arts and Culture Council** – YDL has been awarded \$15,782 in support of this summer's Noise Permit project. This is the highest award this project has ever received. The grant includes \$10,720 for Noise Permit workshops and final performance, as well as \$5,062 for new equipment (including headphones, MIDI pad controllers and keyboards, phone supports, gimbal stabilizer, cage kit, cameras with lenses/accessories, smartphone small rigs, various microphones including stands/kits/cables, FL Studio Producer License, and equipment storage cases). We will be pursuing additional funding support to supplement this grant.

Grants Submitted

**Molina Healthcare Community Grant** –YDL is 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** –Funds will be used to support general case management needs for our Library Care Coordination program like

bus tokens, vouchers 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. It is hoped that awards will be announced after the April Board of Commissioners meeting.

**Library of Michigan Public Library Services Grant** – Three applications have been submitted – one for each YDL branch – to receive \$1,500 each for a grant to produce three Environmental Literacy Kits for each branch to help our patrons gain access to testing equipment they might otherwise have difficulty gathering to ensure the environmental safety of their homes. The three kits include one that focuses on energy usage and ways to save on energy consumption; one kit that focuses on water usage and quality; and one kit that focuses on air quality. Awards will be announced in April.

### Grants in Progress

**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 and is working on pulling together information.

### Grant Reporting

**Rotary Club of Ann Arbor** – The final report for Michigan Avenue's *Reading Together Downtown* grant of \$4,900 was submitted on March 13<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 close to completion and is due March 31<sup>st</sup>.

### **SAVE THE DATE!**

The next **DINE TO DONATE** is scheduled **April 23<sup>rd</sup> at Aubree's on Whittaker Rd.** Please share our flyers with your friends and family! Our last event raised \$422. Let's try to get that number to \$500 for National Library Week.

### **FUN FUNDRAISING FACT**

In 2026, donors are looking for clear donation impact reporting, personalized solicitations, and strong donor stewardship and care.

*Report respectfully submitted by Chris McMullen, Development Coordinator*

# Facilities Department

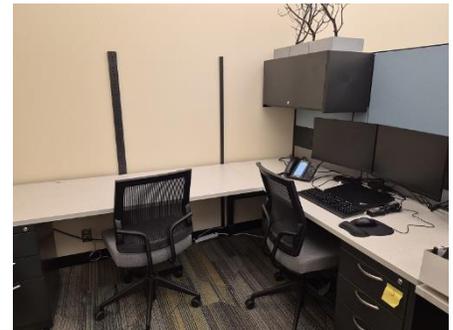
## Board Report March 2026

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

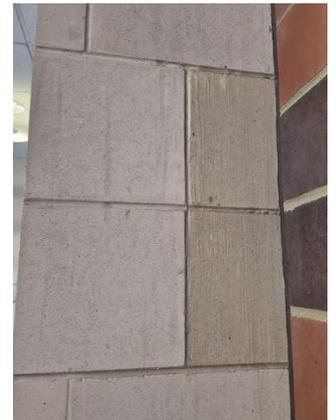
YDL has reclaimed some of the space Washtenaw Literacy does not need anymore with most of their work being done from home. Facilities reworked the desks for them to fit in their office, and set up a desk for the new Security Coordinator. Once we were done, IT hooked up the computer and phone for him to be ready on day one. John from Circulation is going to have a desk next to him in the near future. Trendway furniture is not available anymore, so the representative from Library Design is coming out to help us design his desk area.



We removed the glass enclosure for the RFID pads at the Superior circulation desk. They were a hinderance to staff in their duties at the desk. We used epoxy to fill in the bolt holes in the counter after the glass was gone. Staff is much happier with the new set up.



We have staining on the limestone in the Whittaker Road café area due to roof water leaks in the past. O'Neal Construction is experimenting with a few different products they hope will remove the stains. This is the 3<sup>rd</sup> test, the first two were not successful. Fingers crossed this one works.



Had a meeting with Kyle from Faber Design to look at the Michigan Ave book shelves failing in the Youth Department. He is going to get with Doors and Drawers, and Phoenix Contractors to see how the issue can be resolved. The side panels are bowing out, and the shelves have fell on a couple units. Hopefully he can get this issue solved quickly.

Campbell Inc. has had to do a couple repairs on the chilled water system. They had to replace a leaking 4" chilled water pipe flange. All is good with that. When refilling the system, the technician discovered the circuit board, and pump motor were defective on the glycol filling station which regulates the water/glycol mixture in the cooling system. Campbell has given us a quote to set us up with a new tank, pump, motor, and circuit board to get the system working as intended.



Lisa and I met with Republic Waste to review our trash and recycling removal for all three buildings. They are going to give proposals for the next three years.

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

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 2026

## Status Report

- 2026 – We're approaching the end of the first quarter and we are currently working on assisting with various items. We have 2 RFP's in development to improve phone services and review multifunction printing at YDL. We've prepared equipment for the recently created security department and set it up in the new office space prepared by facilities.
- Migration to BS&A: Our initial data migration took place smoothly and we'll be extracting once more prior to the full migration. I am currently working on hardware requirements for staff. We'll be happy to see this come online in the summer.
- Chris was engaged in preparing two new hosted platforms. Message Bee, which allows us to provide text communications with our patrons. Libcal is the other platform, which will be used to provide requests for various library of things equipment and serve our memory lab.
- We'll be repairing a security camera as weather permits, I guess we've have to ask the groundhog for more information on that.
- Misc, initiatives and grants – We'll be assisting with various grants and initiatives after wrapping up the recent equipment purchase for our annual Toyota Grant. I believe the next up that we may need to assist with is a MACC grant opportunity.
- Explore: Point of Sale Options. Current payment processing will be migrated and we're working on the scope of work required to refresh our systems and add additional functionality at our circulation desks.
- 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 locker at Superior experienced a failure that we must wait on a part to be replaced. The order was recently submitted and my expectations are that it won't take more than a few weeks to receive and repair.

## 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.

## Michigan Avenue Board Report: March 2026

### Staff notes

We bid Kat a fond farewell this month and wish her the best with her future adventures. Kat has done so much to establish the Library Care Coordination program. As the library's first social worker, she has been a dynamic and vocal advocate for our patrons, finding creative ways to address inequalities in our community and to connect people to needed supports. I think our next social worker will have a broad root system with which to grow the program.

Michigan Avenue staff are currently serving on a range of committees: Pat is representing our branch on the Summer Challenge committee, Rachel is a member of the new Wellness Committee, and I will be joining the TEAM committee when that group gets up and running. Shayla has joined the LNGO program interest group and as part of her work with LNGO, attended a "Dandelion Gathering" of nonprofit and grassroots groups supporting seniors and elders in Southeast Michigan.

Stephanie and I met with Washtenaw My Brother's Keeper to discuss ways we could divert teen patrons who may face suspension from the library so that the teens have some community supports to address their needs. We are hoping that this potential partnership will allow us to build a bridge to the teens who regularly use the library as a haven.

### Program highlights

Black History Month was a big deal at our branch! We celebrated February with a wide range of programming. Our biggest event was Celebrating Blackness, aimed at kids and families but open to all ages. This celebration included a story time with Black Men Read, a sensory tent sponsored by the African American Culture and History Museum, a Phase 10 tournament, a quilting art activity to honor and celebrate Faith Ringgold, a water play station to highlight Lonnie Johnson, inventor of the Super Soaker, a taste test to explore both Black and African culture and food, and a scavenger hunt to learn about other Black inventors and historical figures. Daisha organized the event with community partners and volunteers and worked with them for months to coordinate and plan the activities with assists from Stephanie and Jenny, especially during the program. The program's 70 attendees created a jubilant energy throughout the Youth department and there was something fun for everyone to enjoy!





Youth staff had a banner first week of March, hosting two large fairs in the Youth department. The first was a Teen and Tween Opportunity Fair. This program was aimed to help our kids downtown to connect with summer opportunities from local organizations like Growing Hope, 826 Michigan, Neutral Zone, SummerWorks, University of Michigan STAMPS Pre-College Programs, Math Corps at UM, and Student Advocacy Center. The second fair was a Preschool & Kindergarten Fair, which has rotated branch locations and allowed parents to meet with representatives from local preschools and kindergartens to find a good fit for their little ones.

Aaron coordinated a one-off workshop on the art and history of henna. Led by artist and activist Shahrin Azim, patrons first learned about the origins and history of henna as an art form and cultural activity, then had the opportunity to have henna drawn on themselves or other participants.

Stephanie has been working closely with Chris M. on the MACC grant application and I am happy to report that MACC is funding us for Noise Permit this summer. Many more details to come but we are excited to broaden the scope of Noise Permit to make it more engaging for today's teens.

## Spaces

Downstairs, little ones have been enjoying playing Veterinarian with doctor's coats, stuffed animals, an X-ray table, and other tools of the trade.



Report submitted by Katie Dover-Taylor  
March 19, 2026

## Outreach Services Board Report - March 2026

### BOOKMOBILE

We did it! The Bookmobile now has a Seed Library! Yay! What a wonderful time to bring in the Spring! We can now acknowledge that all of our locations have a Seed Library! Thanks to Susana and Nicole, our Whittaker Adult Services Librarian! This will make the Bookmobile's patrons so happy! Happy Gardening!



### COMMUNITY OUTREACH EVENTS

#### Celebrating Black History Month Continues.... Ypsilanti Community Schools - Black History Month Scholarship Event Sign-Up!

On Thursday, February 19th, Ypsilanti Community Schools invited the library to celebrate Black History Month at Ypsilanti Community High School from 9:00 a.m. to 12 p.m. The grades were 11th and 12th graders. Monica tabled a discussion of college and job resources, as well as anything related to their "what's next" after high school. It was amazing being in that space with the teens and the Divine Nine (African American sororities and fraternities), and we were all stationed in the school's library. You know, secretly I wanted to be a Teen that was an honor and a privilege to be in that space. so helpful and engaged in what YDL offers them.

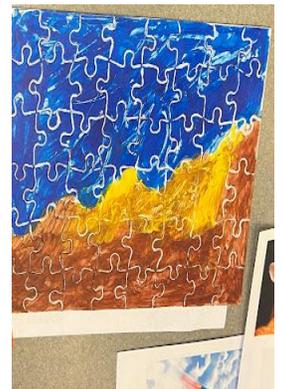


Librarian, and so Young people are



**Celebrating Black History Month Continues...For the Love of Parkridge!** Ypsilanti District Library Outreach helps celebrate 81 years of the Parkridge Community Center on Friday, February 27th, which closed out Black History Month! Monica tabled sharing resources and library card signup at the event. It came full circle for YDL because one of YDL's Board of Trustees, Patricia J. Horne McGee, was a guest speaker at the event! Hearing about the history of Parkridge and the community was inspiring. I was just so proud to be in that space and to hear those uplifting stories.

**WISD Cultural Arts Program** - On Friday, February 27, from 10:00 am - 12:00 pm, Kaitlyn and Bridget welcomed the Cultural Arts Program to the Ypsilanti District Library. They designed puzzles using personal artifacts and self-portraits. They then used puzzle glue to keep the pieces together. It was a great way to end the month. It was a busy project and fun all at the same time. It was so impactful for the students and for us! Beautiful work, right?



## SCHOOL OUTREACH



**Ypsilanti International Elementary School - On March 4th**, Monica tabled at YIES for Literacy Night. She was seated next to one of the partners at 826Michigan. Monica shared many resources, but the two most popular resources were Family Read and the Astronet program. The families were very excited to speak with me. I signed up a parent for a library card and even accepted returns. One-stop shop library! We are always available for our community, no matter where we are!

**East Arbor Preparatory School - On March 18th**, Monica tabled at East Arbor Prep EL Night, primarily assisting with library card sign-ups for families and sharing key spring programs. I met two families and spoke some Spanish, which impressed them. I'm refreshing my Spanish to better communicate with the community. I am always a work in progress.

## SENIOR OUTREACH



**University of Michigan Bentley Library comes to YDL - On February 21st**, Bentley Library came to do a presentation on *Personal Archiving* for our seniors. It was well attended, and the seniors were highly engaged, asking great questions. It was also a Black History Month event by Meghan Courtney, Archivist, bringing the African American Student Project information to the event, as well as bringing tools and artifacts to add more to the archiving conversation. This will be the first in the series. Stay tuned for more.



**LNGO Fitness Returns! - Except there is now a new program name and a presenter change. It is now S.E.A.T. (Supported Exercise for Ageless Training) with Maydis Skeete.**

Maydis Skeete is a Mindfulness, Health, and Fitness Coach who has written a book on Guilt-Free Self-Care for Caregivers. She is also an exercise guru who works with seniors. This virtual program will run from March 4th to April 22nd, break, and run from May 6th to June 24th. Our seniors are soooo happy that this has returned and really enjoy Maydis leading the class.



# Superior Board Report—March 2026

## Staff News

- I was able to host an evening visit for children and their parents from the Children’s Garden Montessori with 52 attendees.
- Nicole completed her ASL class focused on making it easier to communicate and engage with Deaf and Hard of Hearing patrons.
- Stacey and Sienna joined the newly-formed YDL Wellness Committee and have been attending meetings.
- Practicum student, Sarah Hayse, spent both an evening (Mar 3) and morning (Mar 11) shift working reference with Superior staff.

## Program Highlights

- AARP Tax Help on Mondays is going very smoothly thanks to all of Stacey’s organization and planning. Every slot is booked and there is a lengthy waitlist for last minute cancellations.
- On Feb 20, the Library Care Coordination team hosted another ID clinic in the meeting room
- On Feb 25, Kallista hosted *In Our Own Words, In Our Own Way* with spoken word and vocal performances for 16 attendees.
- On Feb 28, the James O’Donnell Quartet filled the Superior meeting room with a lively jazz performance organized by Stacey that delighted 35 attendees on a Saturday afternoon.
- On Mar 5, Nicole’s Astronet program kicked off. This 5 week series is part of a grant that enables the participants to request images using robotic telescopes and learn about the night sky. They are also doing weekly art projects which will cumulatively be added to the meeting room display wall throughout the program.
- Other programs since the last board report have included:
  - Youth: Weekly storytimes, ASL storytime, Black Men Read,
  - Adult: Canva, Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Banned Book Club, Sew Social, YpsiWrites, Chair Yoga

## Building & Grounds

- Facilities has been busy with maintenance at Superior. They tightened all of the hardware on the meeting room tables, repaired holes in the circulation desk, fixed the automatic hand sanitizer station near the entrance, replaced batteries in the door panel, tested AED, etc.
- We received monetary donations from patrons which allowed us to purchase some additional learning toys for the passive programming in our youth area—including a new lemonade set to go with our lemonade stand. It’s always a delight to see patrons actively engaging with the dramatic play elements we have out on the floor.
- The seed library is officially open again. Coronda helped Nicole get all of the seed packets labeled and sorted.

Submitted by Kathryn Takach  
March 18, 2026





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

Here is a list of March Programs:

- Mahjong Meetup (5 Meetups)
- Read It & Eat It: Cookbook Club
- Fellowship of the Fiber (5 Meetups)
- Microsoft Word Basics
- Genealogy and Family History Bunch
- Vega Discover Basics
- Moving for Better Balance with the YMCA (4 meetups)
- Crochet Club (2 Meetups)
- AARP Tax Help (\$ sessions)
- Thu Am Book Group
- YDL Film Club
- Digital Literacy Tutoring With Washtenaw Literacy (4 sessions)
- Trustee Q&A
- Microsoft Word Intermediate
- Science Fiction Book Club
- MICHIGAN WORKS! Southeast Community Outreach
- Classic Movie Night
- Google Calendar Basics
- Board Game Meetup
- Google Sheets for Beginners
- Microsoft PowerPoint Basics
- YpsiWrites Writers Room & Drop-in Consulting (Virtual)
- Microsoft Word – Tips, Tricks, and Hacks
- How to Host a Zoom Meeting
- Small Business Savvy: Starting Your Construction Business
- Euchre Club (Whit)
- Gmail Basics
- Gardening 101
- Computer Basics-Getting Started
- Google Sheets Tips and Tricks
- Google Slides for Beginners
- Sensorial Gardens: Writing Together With Our Senses
- Internet Basics-How to Search the Web
- Virtual African American Authors Book Discussion Group

Summer programming will be lighter, mostly ongoing programs as we find that our adult patrons are busy with other things in the summer months. Nicole Walley is on the Summer Challenge Committee, which is planning the annual Challenge event which runs all summer long.

Tax help continues to keep us very busy. We have a long waitlist now, which illustrates the need for this service in our community. During the month of March, AARP volunteers are doing 27 returns each time they are here. That is 108 returns for the month of March alone.

Nicole Walley has restocked the Seed Library so it is ready for the new growing season. We're getting more inquiries for seeds as we get closer to spring. She has also set up a mini seed library for the bookmoible, here is a picture of it:



Paula just completed work on an LSTA mini-grant, with a big assist from Chris McMullen. We are asking for materials to create 3 environmental literacy kits, one to cover water issues, one for air quality, and one for energy consumption. We are asking for enough funds to create these kits for all three buildings.

We're also getting ready to host 120 students from the Washtenaw International High School. This is a local International Baccalaureate high school; the students are working on higher level research projects so will work primarily with Adult Services staff members, with an assist from Youth Services staff. Students will be introduced to library resources and then have some time to do research for their projects.

Brett has completed scanning of the materials from the Palm Leaf Club; the Club will discuss what other steps they may wish to take now that the information is digitized.

Staff continue to take advantage of workshops and webinars made available to us; we appreciate these learning opportunities.

-Submitted by Paula Drummond, Mar 17, 2026

# Whittaker Youth Services Board Report March 2026

## Programs

### Little Ones

- **Storytimes** The 10-week winter storytime season comes to a close this week. We hosted 49 storytimes attended by 1,725 people. Psyche's Baby Time attendance has grown this season. Parents are making connections with each other and did a clothing swap one week. Liz and Ulana's Read Sing Play, a 15-20 minute read aloud with songs for 1-3 year olds followed by play time where parents can socialize, has the highest attendance, ranging from 60-72 people each week.
- **Music Together** One Saturday morning, 58 parents and little ones danced and sang with Leah Fox, a library patron who teaches music for families at Riverside Arts.
- **Sensory Stations** I set up bird-themed stations this month to tie into the Family Read. 84 little ones and their adults made pine cone bird feeders, explored sensory bins, and made collage art.

### Kids and Parents

- **Fencing** An instructor from the Ann Arbor/Plymouth Fencing Academy gave an introductory lesson to 8-12 year olds one Saturday that was attended by 23.
- **Whimsical Wands** 62 people joined staff from Future Innovators and learned to wire and assemble light-up wands that they also decorated.
- **After School Chess Club** attendance dipped during the cold winter evenings but is up to record numbers this week. After School STEM's theme this month is cooking. I taught kids how to make muffins and quesadillas to practice measuring and math and help kids learn about the parts of plants we eat. Mani will teach kids about seeds, pickling, and taste over the next two weeks.
- **Emergency Medicine 101** Medical students from UM taught a small group of 8-12 year olds and their families emergency medicine skills such as CPR and how to use NARCAN, EpiPens, and defibrillators. Kids really enjoyed the hands-on experience, as many aspire to be doctors when they grow up.
- **Theatre and Dance** Spinning Dot Theatre and Black and Brown Theatre reached out looking for space to host plays and dance instruction this spring, and I was able to find dates that the community room was open that worked for them. 35 people watched a Spinning Dot production one Sunday and 14 learned to salsa another. Thanks to Mani and Liz for facilitating the events.
- **Outstanding Owls** As part of the Family Read and her Flight Path grant, Liz invited the Huron-Clinton Metroparks to do a presentation about owls. Although there were no live birds, there were taxidermied birds of prey and other artifacts. 34 kids and parents attended.

### Tweens/Teens

- **Book Club** Jean and I have been working on getting a steady group of teens to be part of a book group since last summer and currently have three 9th graders who attend every month. They've chosen mostly adult fiction and nonfiction, but this month we're reading manga.
- **Gyoza** Local filmmaker Toko Shiiki who used to help me with Noise Permit downtown reached out about a new short documentary she created featuring a Japanese manga artist. In the film, the artist makes gyoza, so teens watched the film and then wrapped, cooked, and ate dumplings.

### Other Work

- **Refreshed Play Areas** Marlena created a medical clinic where many parents and grandparents have been treated. I put out dinosaurs for small motor play. Ulana added bird puppets to go with the Family Read. Mani created an urban design STEM play space. Psyche put out new toddler toys. Liz decorated the portal for the Family Read and has an interactive bird bulletin board along with a book display. Ulana put out holiday displays as well.
- **Field Trips** We hosted 65 3rd graders from East Arbor Academy and a Girl Scout Troop. Later this month we will help with the WiHi field trip, and welcome about 75 preschoolers over two days.
- **AI Educator's Summit** Psyche spent a day at EMU learning about AI this week.
- **Collections** We are all actively weeding, especially Ulana who significantly reduced Youth and YA Books on CDs, a material type that is being replaced by streaming. Extra teen volunteers are helping stamp the withdrawn materials. Mani is adding activity suggestions and links to the Reading Rockets website to the Reading Kits.
- **Staff shortages** 2-3 people were out at a time with various illnesses for over two weeks. Thanks to everyone for pulling together to keep things going and to Outreach and Adult Services, too!

Submitted by Jodi Krahnke March 18, 2026



# **Old Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 3/18/2026  
**Re:** Committee appointments by President

This item was tabled at both the January and February meetings. Since my 2/16 memo (text below), we've added an additional committee to consider the appointment of a new Trustee. The YDL librarians to serve on the AI committee have also been identified.

\*\*

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  
Paula Drummond, YDL Librarian  
Aaron Smith, YDL Librarian  
Stephanie Posci-Morrison, YDL Librarian  
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

TRUSTEE APPOINTMENT

Kristy Cooper, President  
Chris Tebbens, Treasurer  
Patricia Horne McGee, Trustee  
Lisa Hoenig, Library Director

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

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/20/2026

**Re:** Discussion of trustee vacancy and potentially scheduling a special meeting

Following the February meeting the updated Trustee Job Description and Trustee Application were posted and a Q&A session for potential applicants scheduled for 3/10. Chris and Pat joined me for the event. We were all surprised and delighted to have 8 people attend. It was truly heartening to find so many great people were interested in civic participation and engaging in library advocacy!

The deadline for applications was 3/20, and as of this writing, 8 have been received. These will be shared with all of you via email after the 5:00 cutoff.

The Trustee Appointment committee will be tasked with narrowing down the field. In the past the full Board has interviewed finalists. If you would like to do this again I suggest we schedule a special Board meeting for the evening of Wednesday, April 8, with the intention of swearing-in our new Trustee at the April 15<sup>th</sup> regular Board meeting. Alternatively, the Committee could conduct the interviews, which would offer more flexibility for scheduling. What is your preference?

# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/19/2026

**Re:** Consideration of a proposed Feasibility Study for a third floor addition to Michigan Avenue

Among our Strategic Plan goals is *Conduct a feasibility study for a renovation and expansion of Michigan Avenue, including funding*. Because Michigan Avenue was renovated and reconfigured unexpectedly following the flood, this goal is partially complete.

We believe it will be beneficial to have the feasibility and cost information prior to this year's fresh strategic plan conversations so everyone has the full picture to consider.

As you'll recall, when Architect Kyle Keaffaber and I discussed the third floor concept with the Ypsilanti Historic District Commission, they gave it hearty preliminary applause. With the positive reception it has received, we want to keep this idea in our sights -- although it may not be possible to fund until the political and economic climate improves. (Reminder: this would be down the road and carefully planned. We would NOT close the building without creating a temporary presence elsewhere downtown.)

After running his own business for a few years after COVID, Kyle has rejoined krM Architecture, the firm with which he conducted our 2019 space needs assessment. I have invited Kyle to join us to present the proposal so you can hear from him firsthand and ask questions about the process.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-11

March 25, 2026

RESOLUTION TO ENGAGE KRM ARCHITECTURE TO PERFORM A THIRD FLOOR EXPANSION STUDY OF THE MICHIGAN AVENUE LIBRARY

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Whereas, YDL’s 2022 strategic plan calls for a feasibility study for a future expansion of Michigan Avenue, and Architect Kyle Keaffaber has been working with YDL on this vision since the 2019 space needs assessment, and

Whereas, the 2023 Michigan Avenue flood redirected priorities to restoration and renovation in the short term, and

Whereas, YDL will begin a new strategic planning process this summer, and feasibility study results are desired to give all participants up-to-date information on this long-range vision, and

Whereas, Kyle Keaffaber has presented a proposal to the Board for the feasibility study, including a not-to-exceed cost and a timeline to efficient completion, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages krM Architecture to conduct a feasibility study for the future expansion of the Michigan Avenue library as described in the proposal for a total cost not-to-exceed \$28,000.

BE IT FURTHER RESOLVED that costs in excess of the \$10,000 included in the 2025-26 operating budget will be paid from the Capital Asset Replacement fund.

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

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

YES:        NO:        ABSENT:        VOTE:



# Ypsilanti District Library

## 229 W Michigan Ave - Ypsilanti, MI

Proposal for 3rd Floor Expansion Study  
Submitted by **krM Architecture** | March 12, 2026

# *Proposal - 3rd Floor Expansion Study*

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## **BACKGROUND & PROJECT DESCRIPTION:**

As a result of the 2019 Design Exploration Study, completed by krM Architecture, it was determined the Michigan Avenue location needed expansion. In looking at multiple ways to expand, the most impactful solution was a “Vertical Expansion” option where the Youth Department moves to the new upper floor. It adds a new vertical expansion tower with a large elevator that fits a gurney. The elevator and stair would connect from the basement to the new upper floor. The basement would become a larger staff and storage area for the library and could house additional mechanical equipment if necessary. The “Vertical Expansion” concept was adopted as the future plan as it was preferred by the Library Leadership, The Study Committee, and the Library Board.

In the early stages of the Michigan Avenue restoration and renovation project (late 2023), we completed an extension to the “Vertical Expansion” concept to understand if it would be practical to add in footings, columns, or other structural elements while the building was under construction. We worked with a structural consultant to develop a conceptual idea of how a vertical expansion would be supported. Along with that we received a loose construction cost estimate and a timeframe to add columns as part of the restoration and renovation from Phoenix Construction. At the time it was determined that the timeframe and the cost would be prohibitive to doing any additional prep work for a vertical expansion.

Additionally, we put together some conceptual renderings and presented them to the Ypsilanti Historic District Commission at a “Work Session” meeting. At the YDHC meeting the commission approved of the idea / direction and were excited about the potential of this project happening downtown, but indicated that more development and additional reviews would be necessary to achieve final approval.

As YDL is preparing to begin a new Strategic Plan, **revisiting the initial 2019 study from a cost perspective and looking at the project’s logistics, construction sequencing, and design in more detail is an important planning tool.** We will also look at recommendations from Terracon’s water remediation report and incorporate the elements that would make sense to include in any foundation or building footprint modifications. Please see accompanying pages from the 2019 Study and the 2023 structural exploration. Based on recent discussions with your team on revisiting this study, our deliverables and timeline are as follows:

## **DELIVERABLES:**

We would develop the current “Vertical Expansion” design concept to the point that allows for confirmation of constructability and an accurate range of construction costs to aid in future project planning. We would work alongside SDI Engineering (who worked on the initial concept), to develop floor plans and structural information that would create something close to a schematic design level package. We will not include marketing or presentation level renderings, at this time, to save cost. We plan to work with Christman Construction, to assist us in developing the construction cost estimate, and evaluating construction phasing / sequencing.

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**PROJECT TIMELINE:**

We would complete this study before the last week of May 2026 so that it can be incorporated into the Strategic Planning efforts that will be beginning around that time.

**STUDY PROCESS:**

The expansion study should take 8-10 weeks. At our initial kickoff meeting we will create a more detailed schedule. We will meet ~ every 2 weeks for a progress / review meeting. We understand that this will be considered at the March 25th Board Meeting, but we could have a kickoff meeting prior to this to help push the timeline.

**PROJECT FEE - DESIGN // EXPANSION STUDY - \$18,000**

This fee includes the architectural drawings to obtain a construction cost estimate. This includes meeting time, site exploration, engineering, and initial construction estimation. We have engaged SDI Engineers to assist on an hourly basis with this effort, as part of this fee.

**PROJECT FEE - COST ESTIMATION // CONSTRUCTION PHASING - \$10,000 (NTE)**

This portion of the fee will be billed hourly with a not to exceed fee cap of \$10,000. We will have Christman Construction as our consultant working with us to assess constructibility, phasing, and final budgeting. The deliverable will be a full construction cost estimate and construction schedule.

**CONSULTANTS:**

At this time, we do not see any additional consultants needed for this scope. If we need to discuss drainage issues with Terracon they will be contracted hourly on an as-needed basis or they will contract with you directly.

**ADDITIONAL SERVICE (Hourly Rates):**

Principal/Partner: \$160/hour

Project Manager: \$160/hour

Interior Designer: \$125/hour

**REIMBURSABLE EXPENSES:**

Reimbursable expenses to perform krM Architecture's professional services such as printing and travel, are billed at their cost + 5%.

# FORM OF AGREEMENT

This Letter of Agreement along with the Standard Terms and Conditions Attachment 'A', represents the entire understanding between you and krM Architecture with respect to services outlined above. This agreement supersedes any prior agreements between the parties, written or oral, and may be modified only by written agreement signed by both parties.

This proposal is valid and available for acceptance for a period of thirty (30) days from the date of submittal. We will not undertake any design work as described in the scope of services without authorization from the client. For the purposes of this Agreement, the work may proceed under separate work authorizations and be suspended upon written notification to us.

If this satisfactorily sets forth your understanding of the arrangement between us, please sign a copy of this Letter of and return to krM for our signature.

Submitted by:

Kyle Keaffaber, AIA

Associate Principal // krM Architecture

By: \_\_\_\_\_

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

Accepted By:

Ms. Lisa Hoenig

Director, Ypsilanti District Library

By: \_\_\_\_\_

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

## Contact

Kyle Keaffaber

Associate Principal

kkeaffaber@krmarchitecture.com

p: (260)-350-7337



# ATTACHMENT A - STANDARD TERMS AND CONDITIONS

1. **Authorization to Proceed and Standard of Care:** Execution of this agreement by Owner will be authorization of krM Architecture., hereinafter referred to as "Architect", to proceed with the work, unless otherwise provided for in this agreement. Architect shall exercise that degree of care, skill and diligence in rendering all of its services under this Agreement in accordance with that prevailing among architectural firms when performing services for projects similar to the Project in the jurisdiction where the Project is located (the "Professional Standard"). The Architect makes no warranty in this Agreement, express or implied, other than to comply with the Professional Standard in providing services Pursuant to this Agreement.

2. **Payment to Architect:** Architect will bill monthly for fees and reimbursable expenses. Payment is due upon receipt. Outstanding balances of 45 days or more will accrue interest at 1.0% per month (12% per annum). If full or satisfactory payment is not made within 45 days from the date of the invoice, work on this Project may be stopped at the discretion of Architect without any penalty from the Owner. If legal action is required in order to collect moneys due to Architect, the Owner shall be liable for any attorneys' fees and costs incurred in such action in addition to the fees and termination expenses. Said legal action shall take place in the place of Architect's principle place of business which shall also determine applicable law. Terms regarding the entitlement success and value added portion of Architect's fee, when applicable, shall survive the termination of this agreement.

3. **Reimbursable Expenses:** Reimbursable expenses are in addition to compensation for the Architect's services and include expenses incurred by the Architect and Architect's Consultants directly related to the Project, including, but not limited to: (1) transportation in connection with the project, authorized out-of-town travel and subsistence, electronic communications, reproductions, plots, postage, handling, delivery of instruments of service to the extent not included in Basic Services, renderings, models and mock ups requested by the Owner; (2) Owner approved project specific insurance or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and Architect's Consultants. In addition to the direct costs, 5% will be added for cost of funds, handling and overhead (multiple for reimbursable expenses: 1.05).

4. **Architects' Consultants:** For changes in the services and/or additional services of Architect's Consultants, compensation shall be computed as a multiple of 1.05 times the amounts billed to the Architect for such services.

5. **Instruments of Service:** Designs, architectural works, technical drawings, specifications and all other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instruments of Service solely for purposes of constructing and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Architect shall obtain similar nonexclusive licenses from the Architect's Consultants consistent with this Agreement. Any termination of this agreement prior to completion of the Project shall terminate this license and Owner shall refrain from making additional reproductions of the documents and shall return to Architect all originals and reproductions of the documents in Owner's possession and control. Except for the licenses granted herein, no other license or right shall be deemed granted or implied under this Agreement.

Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of Architect. However, the Owner shall be permitted to authorize the Contractor, subcontractors, sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the documents appropriate to and for use in their execution of the Work by license granted above. The Architect's designs, architectural works, technical drawings, specifications or other documents shall not be used by the Owner or Owner's agents on other projects, for additions to this Project, or for the completion of this Project by others, except by agreement in writing and with appropriate compensation to the Architect. Any unauthorized use of the documents shall be at the Owner's sole risk and without liability to Architect or its consultants.

Prior to the exchange of electronic information between the parties, the Owner and the Architect shall by separate agreement set forth the specific conditions governing the exchange and format of such electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

**6. Suspension of Services:** In the event of a suspension of services caused by the Owner, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services including entitlement success and value added fees, when applicable. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**7. Termination:** Either party may terminate this agreement without cause upon 30 days written notice to the other party. Additionally, if the Owner does not make timely payments to the Architect or otherwise perform in accordance with this Agreement, such failure shall be considered cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. In the event of termination of the Agreement, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due. Terms regarding the entitlement success and value added portion of Architect's fee, when applicable, shall survive the termination of this agreement.

**8. Dispute Resolution:** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. The parties shall share the mediator's fee and any filing fees equally. Mediation shall be a condition precedent to arbitration, legal or equitable proceedings.

**9. Limitation of Liability:** In order for the Owner to receive the benefits of a fee which includes a lesser allowance for risk funding, Owner agrees to limit Architect's liability for any cause or combination of causes arising from Architect's or Architect's Consultants' professional acts, errors or omissions, such that the total aggregate liability of Architect shall not exceed Architect's fee for the services rendered on this project, not including reimbursable expenses, Architect's Consultants' fees or value added and entitlement success fees where applicable. Owner further agrees that no shareholder, officer, director, partner, principal or employee of Architect shall have personal liability under any provisions of this agreement or for any causes of action arising out of or related to the professional services provided in connection with the Project. The limitation of liabilities and the indemnification provisions contained herein will survive the termination of this agreement.

**10. Waiver of Consequential Damages:** A breach of this agreement may cause both parties to experience damages that are indirectly related to the breach or that were not foreseeable by either party at the time this agreement was entered into. Such damages are called consequential damages and may include, but are

not limited to, loss of use and loss of profit. Neither party shall be liable to the other for any consequential damages incurred by either party due to the fault of the other, regardless of the nature of this fault.

**11. Interpretation, Titles and Survival:** The paragraph titles used in this agreement and these Terms and Conditions of Agreement are for general reference only and are not part of the Agreement between the parties.

This agreement shall be governed by the law of the State of Michigan.

As used herein, the term “Architect” includes or refers to the design management team of krM Architecture, and may refer to those who are not registered architects, when applicable. The term “Architect’s Consultant” refers to those consultants that contract directly with Architect.

**12. No Third Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect and there are no third party beneficiaries to this Agreement.



**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/18/2026

**Re:** Consideration of a proposal to install a new Advantage Digital Glycol Feeder for the HVAC system at Whittaker

Our HVAC maintenance firm, Campbell, Inc., recommends replacement of our system's glycol feeder, which has failed. They have submitted the attached proposal for a cost greater than I can authorize. Whittaker's HVAC maintenance agreement does not cover this.

What, you may ask, is a glycol feeder? From Campbell:

*A glycol fill station is used in a chilled water system mainly to **maintain proper fluid conditions and protect the system**, especially when glycol (antifreeze) is part of the loop. Here's why it's important:*

### **1. Freeze Protection**

*Chilled water systems can operate at low temperatures, especially in environments like outdoor piping or winter conditions. Adding glycol prevents the fluid from freezing.*

*A fill station ensures:*

- *The correct glycol-to-water ratio is maintained*
- *The system stays protected from freezing damage (like cracked pipes or coils)*

### **2. Maintaining System Pressure**

*Closed-loop chilled water systems need consistent pressure to operate efficiently. A glycol fill station:*

- *Automatically adds fluid when pressure drops*
- *Prevents air from entering the system (which can cause corrosion and poor heat transfer)*

### **3. Proper Glycol Concentration**

*Over time, systems can lose fluid due to leaks or maintenance. Simply adding water would dilute the glycol. The fill station:*

- *Adds **pre-mixed glycol solution**, not just water*
- *Keeps concentration within the desired range for performance and protection*

### **4. Corrosion and System Health**

*Most glycol solutions include corrosion inhibitors. Maintaining the correct mix helps:*

- *Protect pumps, valves, and piping*
- *Extend system lifespan*

### **5. Convenience and Safety**

*Without a fill station, technicians would need to manually mix and add glycol, which:*

- *Increases risk of incorrect ratios*
- *Is time-consuming and messy*

*A fill station automates and standardizes this process.*

*Bottom line: A glycol fill station isn't just a "top-off" device—it's critical for freeze protection, pressure control, system longevity, and maintaining the correct chemical balance in a chilled water system.*

I request your approval of the attached proposal from Campbell, Inc., for \$9,947 to perform this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-12

March 25, 2026

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A NEW ADVANTAGE  
DIGITAL GLYCOL FEEDER IN THE HVAC SYSTEM AT WHITTAKER ROAD

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Whereas, the Whittaker Road heating, ventilating and air conditioning system is 23 years old and its parts are aging, and

Whereas, the system's glycol feeder has failed and needs to be replaced, and

Whereas, Campbell, Inc. has provided a proposal to remove the old glycol feeder and install the specified new one, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to replace the glycol feeder at Whittaker Road at a cost of \$9,947 is approved.

BE IT FURTHER RESOLVED that:

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

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

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

YES:      NO:      ABSENT:      VOTE:



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

# WORK AUTHORIZATION AGREEMENT

**Customer:** YDL / Whittaker  
**Site Contact:** Mr. Jim Reed  
**Project**  
**Address:** 5577 Whittaker Rd.  
**City:** Ypsilanti  
**State/Zip:** MI 48197  
**Phone #:** 734.787.1045

**Project Name:** Replace Glycol Fill Station  
**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#** PP19088

**Subject:** Replace Glycol Fill Station

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) Isolate and drain system, remove and dispose of the existing equipment off site.
- 2) Provide and install a new Advantage Digital Glycol Feeder with:
  - Digitally displayed Pressure
  - Simple set point control
  - Low level alarm cut off
  - Audible alarm
  - Pre-plumbed and prewired
  - 3mil powder coated frame
  - High flow feed pump

Total Cost: Nine Thousand, Nine Hundred Forty Seven Dollars (\$9,947.00)

**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* 3.18.2026  
Kevin M. Coakley (DATE)

**CUSTOMER:**  
\_\_\_\_\_  
(SIGNATURE)  
\_\_\_\_\_  
(PRINT NAME) (DATE)



## 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.