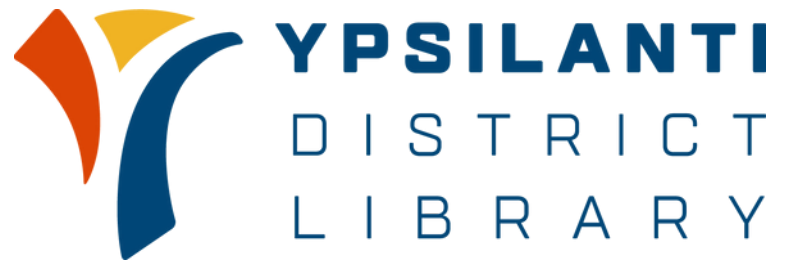


BOARD OF TRUSTEES



2026

INFORMATION PACKET



Wednesday

July 22, 2026

6:30pm YDL-

Whittaker



Ypsilanti District Library
YDL Board Meeting, July 22, 2026, 6:30 pm, YDL – Whittaker Road Board Room
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	☐	☐	☒
*Roll Call Kristy Cooper ☐ Bethany Kennedy ☐ Paul Leighton ☐ Patricia Horne McGee ☐ Theresa M. Maddix ☐ Chris Tebbens ☐ Jean Winborn ☐			
Approval of the Agenda	☒	☒	☒
Public Comment	☐	☐	☐
Introduction of New Staff	☐	☐	☐
Presentation: Michigan Avenue 3 rd floor feasibility study results, Kyle Keaffaber, KrM Architecture and Austin Giesey, The Christman Company	☐	☒	☐
Consent Agenda			
A. Proposed Minutes from June 17, 2026, Regular meeting	☒	☒	☒
B. June 2026 Financials and Check Register	☒	☒	☒
Communications	☒	☐	☐
Committee Reports			
A. Facilities	☒	☒	
B. Strategic Planning	☐	☒	
Director's Report			
A. Monthly Report	☒		
B. Quarterly Reports	☒		
C. Dashboards	☒		
D. Departmental Reports	☒		
Old Business			
A. Library Plaza discussion update	☒	☒	☐
New Business			
A. Award of contract for Security Camera upgrade	☒	☒	☒
Board Member Comments	☐	☒	☐
Adjournment	☐	☐	☒

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

CALL TO ORDER

President Kristy Cooper called the Regular Meeting to order at 6:31 p.m.

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Library Social Worker Tommy Anderson as well as Information Technology Technician Chris Slay.

APPROVAL OF THE AGENDA

Trustee Horne McGee moved to approve the agenda and Trustee Leighton supported this motion.

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Director Hoenig introduced Tommy Anderson, the Ypsilanti District Library's new Library Social Worker to the Board. Tommy started in early May and is changing the emphasis of the Social Work program in a very positive direction. Tommy thanked the Board members for the opportunity to serve the community in which he lives and the library he patrons. He believes his background in schools and private practice will translate well. He asked the Board members for any feedback they may have at any time. He also responded to Trustee Leighton's question regarding intern staffing levels for the program.

PRESENTATION: Washtenaw Literacy update, David Martineau

Executive Director David Martineau first congratulated the Board for winning the Gateway Award at the first annual Emerald Awards held by Washtenaw Literacy in April 2026. The re-branded fundraiser was formulated to honor the good work happening in the community. He discussed the partnership between the library and his organization, provided an overview of Washtenaw Literacy's new strategic plan, highlighted the current state of literacy in Washtenaw County, and discussed the re-organization and build-out of the internal structure of his organization. He closed by answering questions from the Board as well as asking a few questions of his own.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (May 27, 2026 Regular meeting minutes and May 2026 Financials and Check Registers). Trustee Tebbens supported this motion.

Vote: Ayes: 6
Nays: 0
Motion: Passed

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

Absent: 1

COMMUNICATION

Director Hoenig celebrated with the Board the recent awarding of a mini-grant from the Washtenaw County Office of Community and Economic Development to the Ypsilanti District Library. The grant will expand the Library Care Coordination Program. She then highlighted the information in the packet for the Michigan Activity Pass. She then closed with a brief comment to note the Ypsilanti Community Schools new partnership with Digital promise to bring new technology and instruction support to Ypsilanti Community Schools.

COMMITTEE REPORTS

Facilities Committee – Director Hoenig advised she only had one more piece of information beyond what was written in her report. She told the Board that repairs on the leaking fountain in Library Plaza are expected to commence on Monday, June 22nd, weather permitting.

Fundraising Committee – Director Hoenig reminded the Board that Fundraising Committee meeting notes are in the packet and that Trustee Winborn was named the Chair. Trustee Winborn advised that the meeting was good and helpful to move forward with focusing on the Bookmobile for fundraising. Trustee Tebbens also discussed his concept for Libraries and Lemonade, where children set up lemonade stands that provide information about library services.

AI Committee – Trustee Maddix named her committee members and advised they had a great discussion about the scope of their work. They looked at policies from other libraries and organizations while preparing a draft to finalize over the course of several meetings and will provide a final version for Board review and approval.

Strategic Planning Steering Committee – Director Hoenig explained to the Board that one of the issues discovered was an obstacle for emails getting through from the strategic planning consultant to staff. The big news is that a framework was developed for the plan and that a Board retreat will be scheduled for mid to late August 2026. She responded to a question by Trustee Tebbens regarding the questions of the survey and will provide the Board a copy of them.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig handed out copies of the Statistical Dashboard as it was not included in the packet. She advised that the trainer for BS&A, which provides the new financial software approved by the Board earlier in the year, will be on-site Monday, June 22nd, to kick-off a week long “go live” training. She explained one of the most exciting items of this software is its ability to provide staff much more direct access to current budget and cost amounts. She also celebrated the final payment being cut to Superior Township for the Harris Road Widening project. Director Hoenig let the Board know to expect an email from the strategic planning consultant this week to set-up one-on-one interviews with each of them. She closed her report with displaying several of the Summer Challenge yard signs and offered them to Board members who wished to display them in their yard.

OLD BUSINESS

- A. Discussion of Board email address

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

President Cooper asked Trustee Maddix to provide an overview and recommendations for the Board regarding the Board email discussion. Trustee Maddix provided some of the pros and cons of each option. The trustees engaged in a discussion of the options. They came to a conclusion that an individual Trustee email for each Board member would be the preferred option. Director Hoenig advised that the IT department will work with each Board member to create these individual email accounts for Board business.

NEW BUSINESS

A. Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-18

June 17, 2026

RESOLUTION TO AMEND THE 2025-26 BUDGET

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

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

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2026 be amended as presented.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

B. Award of contract for Michigan Avenue humidification/dehumidification equipment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-19

June 17, 2026

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

RESOLUTION TO INSTALL HUMIDIFICATION/DEHUMIDIFICATION EQUIPMENT TO
THE HVAC SYSTEM AT MICHIGAN AVENUE

Whereas, the Ypsilanti District Library strives to provide welcoming and comfortable facilities for its patrons to use, and

Whereas, the humidity in the historic Michigan Avenue library building fluctuates between high and low extremes over the course of the year, and

Whereas, Mende Engineering Solutions was engaged to develop specifications for adding humidification/dehumidification equipment and controls to the building's HVAC system, and

Whereas, two proposals were received for the installation of this equipment, and

Whereas, Mende Engineering Solutions will work with the selected contractor to ensure their shop drawings fulfill the specified work, Now Therefore,

IT IS RESOLVED that the attached proposal from Campbell, Inc. for installing humidification/dehumidification equipment to the HVAC system at Michigan Avenue is approved for a cost of \$119,861.00.

BE IT FURTHER RESOLVED that a \$10,000 gift from the Carnegie Corporation of New York and monies from the Capital Asset Replacement Fund will be utilized for this project.

OFFERED BY: Trustee Leighton

SUPPORTED BY: Trustee Tebbens

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

C. Michigan Avenue elevator safety improvement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-20

June 17, 2026

RESOLUTION TO AUTHORIZE INSTALLATION OF A 3D DETECTOR EDGE ON THE
YDL-MICHIGAN AVENUE ELEVATOR

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

Whereas, the elevator at YDL-Michigan Avenue basement is used regularly, especially by families with strollers, and

Whereas, YDL staff desire a safety enhancement to ensure the elevator door can sense when users are trying to prevent closure, and

Whereas, American Accessibility Technologies, Inc. has provided a proposal to install a new 3D detector edge which will accomplish this, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from American Accessibility Technologies, Inc. for a cost of \$4,780 is approved.

BE IT FURTHER RESOLVED that:

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

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

D. Award of contract for improvements to Michigan Avenue's Southwest corner

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-21

June 17, 2026

RESOLUTION TO AUTHORIZE A PROJECT TO REPLACE MASONRY AND CONCRETE
AND ADD WATERPROOFING AT THE SOUTHWEST CORNER OF MICHIGAN AVENUE

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

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

Whereas, replacement of several concrete slabs at this corner has been recommended, as well as replacement of the door and masonry on the adjacent addition, as outlined in scope drawings from Terracon, Inc., and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

Whereas, three proposals were received for this work, and a \$15,000 Façade grant from the Ypsilanti DDA has been recommended to help fund this project, Now Therefore,

IT IS RESOLVED that the Library Director is authorized to proceed with the project, working with the Ypsilanti Historic District Commission for approval and with the low bidder, RAM Construction Services, to complete the project by the end of the 2025-26 fiscal year.

BE IT FURTHER RESOLVED that up to \$57,645 from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

E. Discussion of Library Plaza activity

The Board engaged in a robust discussion regarding the problematic activity occurring in the Library Plaza. Library Social Worker Tommy Anderson and Interim Security Coordinator Chris Slay provided first-hand accounts of recent issues. Chris Slay also conveyed conversations with members of law enforcement regarding these issues, and requested the Board consider posting hours of use for the Library Plaza. After careful consideration, President Cooper created a Safety and Access Committee chaired by Trustee Leighton along with Trustee Winborn to research and provide additional options for the Board to consider. The Board also approved the Interim Security Coordinator creating signage and providing that information to law enforcement regarding the Library Plaza hours of use. The Board will revisit this issue at future meetings to be sure the Library Plaza is available and safe for the community.

F. Discussion regarding November election

Director Hoenig talked about the upcoming November election of Board Trustees and inquired of the members whose terms are expiring whether they are considering running. Trustee Leighton advised he did plan to run again. Trustees Horne McGee and Cooper advised they would likely run again. Trustee Maddix advised she would not seek re-election.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Leighton	He asked about the Memory Lab project and when it would likely be in place. Assistant Director Julianne Smith advised the project is expected to be complete by the end of the year.
Trustee Winborn	Thanked the librarians and staff for their assistance with her genealogy work. She was recently honored for her genealogy work and she believes the library and staff should be recognized for their part in her success.
Trustee Maddix	No Comment

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026 (Unapproved)

Trustee Tebbens	Told the Board he signed up for Summer Challenge and his current point total. He also advised he lives in a neighborhood with an HOA that prohibits yard signs, but he would take one and see what happens.
Trustee Kennedy	Absent
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:28 p.m. Trustee Winborn seconded this motion.

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 2026
General Fund**

	FYE 11/30/21 ACTUAL	FYE 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	FYTD 6/30/2026	Current FYTD Variance from 11/30/25
Assets:							
Total Cash & Cash Equivalents	3,413,908	3,497,836	4,132,885	3,709,186	4,147,604	5,496,250	1,348,646
Receivables & Other assets	108,670	132,113	89,635	249,535	181,816	118,297	(63,519)
Total Assets	3,522,578	3,629,949	4,222,520	3,958,721	4,329,420	5,614,547	1,285,127
Liabilities	344,511	215,951	1,160,956	315,649	310,268	115,474	(194,794)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	352,434	352,434	-	-	-	-	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	1,479,920	1,107,635
Total Fund Balance	3,158,067	3,413,998	3,061,564	3,643,072	4,019,152	5,499,073	1,479,920
Total Liabilities & Fund Balance	3,502,578	3,629,949	4,222,520	3,958,721	4,329,420	5,614,547	1,285,127

Ypsilanti District Library
Period Ending 6/30/26 (58.3% of Year)
General Fund

ACCT #	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,437,010	7,042,451	7,656,643	7,586,930	5,809,759	1,777,171	76.6%
Expenditures							
Dept 100 Administrative	2,799,845	3,088,772	3,499,974	3,724,034	2,005,886	1,718,148	53.9%
Dept 200 Michigan Ave.	679,655	706,194	731,794	819,050	404,321	414,729	49.4%
Dept 300 Outreach	285,464	291,164	313,695	339,572	169,211	170,361	49.8%
Dept 400 Superior Township	482,563	573,703	570,053	604,229	312,163	292,066	51.7%
Dept 500 Whittaker Rd	1,266,793	1,240,498	1,385,171	1,500,045	795,882	704,163	53.1%
Dept 600 Donations	79,576	44,096	40,370	-	30,537	(30,537)	NA
Dept 700 Grants	43,127	1,146	43,300	-	11,840	(11,840)	
Total	5,637,023	5,945,573	6,584,357	6,986,930	3,729,839	3,257,091	53.4%
Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	600,000	2,079,920		
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	4,615,363	5,495,284		

**Ypsilanti District Library
General Fund
Period Ending 6/30/2026
(58.3% 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	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	1,076,710	1,150,986	1,353,566	1,294,714	1,294,714	1,128,234	87.1%
425.000	City of Ypsilanti Tax Levy	944,675	998,345	1,055,610	1,113,046	1,113,046	354,773	31.9%
425.075	PPT Reimbursement	33,869	51,006	47,986	40,000	40,000	11,541	28.9%
440.000	Ypsilanti Township Tax Levy	3,862,384	4,144,238	4,416,852	4,544,726	4,544,726	3,900,495	85.8%
441.000	Renaissance Zone Reimb	66,774	66,572	66,071	65,000	65,000	0	0.0%
443.000	State Aid Direct	44,630	44,916	47,814	47,850	47,850	23,594	49.3%
447.000	State Aid Indirect	44,630	44,916	47,814	47,850	47,850	23,594	49.3%
500.500	Operational Grant Revenue	10,000	56,711	138,150	30,000	100,000	129,292	129.3%
500.600	Talk Grant Revenue	45,554	88,715	0	0	0	0	NA
657.000	Circulation Services fee	7,195	4,426	6,405	6,000	6,000	3,946	65.8%
657.100	Smart Cards - Printing & Copies	33,006	31,101	38,995	35,000	35,000	28,295	80.8%
657.600	Proctor Fees	60	125	202	0	0	125	NA
661.000	Penal Fines County	69,569	79,549	65,687	64,000	64,000	0	0.0%
662.100	Community room rentals	2,250	3,425	3,825	2,750	3,063	1,825	59.6%
679.000	Donations/Misc.	12,872	2,993	14,543	2,500	4,600	2,736	59.5%
681.000	Donations Designated	0	530	2,000	0	0	0	NA
681.080	Donations/Memorials	4,629	0	0	600	600	0	0.0%
682.050	Proceeds from HVAC settlerment	0	0	27,500	0	0	0	NA
687.000	Interest/Checking	6,705	7,080	5,546	5,500	5,500	2,435	44.3%
687.010	Interest/Savings	54,301	37,273	271	500	500	17	3.5%
687.121	MI Class value change	3,033	150,230	208,117	195,000	195,000	125,465	64.3%
689.000	Dividends-MML	6,490	6,675	6,700	6,500	6,500	2,890	44.5%
690.000	Dividend Revenue Endowment	12,595	14,683	14,423	11,000	12,981	10,160	78.3%
Total Revenue		6,341,931	6,984,492	7,568,078	7,512,536	7,586,930	5,749,419	75.8%

Ypsilanti District Library
General Fund
Period Ending 6/30/2026
(58.3% 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	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	860,334	980,882	1,072,803	1,142,875	1,159,395	615,525	53.1%
702.100	Professional/Accounting	10,340	11,075	11,600	12,000	12,000	7,150	59.6%
702.150	Bank Fees	2,807	3,705	3,865	5,000	5,000	3,045	60.9%
702.175	Bad Debt - clearing	0	0	0			1,085	NA
702.900	Salary/Subs	17,893	13,241	20,489	18,392	26,528	12,760	48.1%
705.000	Employee Recognition Awards	521	789	750	750	1,500	1,176	78.4%
710.000	Payroll Service	18,957	10,151	21,141	14,600	16,500	9,441	57.2%
715.000	Employer Payroll Tax	208,026	224,848	242,918	254,067	256,228	137,411	53.6%
715.100	ACA Taxes Paid by employer	644	518	513	1,200	1,200	0	0.0%
718.000	MERS Defined Contribution	108,527	130,468	131,764	165,347	166,759	101,683	61.0%
719.000	FSA Admin Fee	600	657	656	900	900	408	45.3%
727.000	Office Supplies	45,636	23,533	35,310	34,000	34,000	22,789	67.0%
727.200	Supplies-Facility	22,127	26,267	34,318	34,500	34,500	12,749	37.0%
752.000	MML/Building Insurance	77,332	86,665	87,935	92,500	97,036	97,036	100.0%
753.000	MML/Workers Comp	12,633	16,456	17,848	17,500	17,500	4,233	24.2%
754.000	Health Insurance	456,375	507,840	536,541	608,255	608,255	347,962	57.2%
755.000	PT Telemedicine	0	3,226	3,800	4,455	4,455	2,193	49.2%
756.000	Delta Dental	34,625	35,661	37,952	39,628	39,628	22,849	57.7%
758.000	Life Insurance	4,708	4,613	5,045	4,764	4,764	3,343	70.2%
759.000	Vision Service Plan	9,340	8,784	9,131	9,500	9,500	6,051	63.7%
762.000	STD/LTD (Disability Insurance)	18,396	19,661	21,883	21,540	21,540	15,443	71.7%
769.000	Printing & Publishing	24,323	23,525	25,225	28,100	28,100	16,154	57.5%
769.050	Classified Advertising	312	174	192	3,500	3,500	0	0.0%
774.050	Digital Collection	315,437	364,712	428,583	448,500	448,500	176,851	39.4%
774.100	Data Bases	32,458	33,979	34,144	40,000	40,000	14,921	37.3%
774.800	System Wide DVDs	220	0	0	0	0	0	NA
774.900	All Materials Processing	28,394	28,119	27,155	25,000	25,000	11,782	47.1%
774.950	Play Kits	4,735	4,680	0	0	0	0	NA
774.975	Library of Things	12,379	14,965	12,590	10,000	10,000	1,900	19.0%
801.000	Major Events	14,259	15,895	4,665	17,306	17,306	5,953	34.4%
802.000	Mileage/Travel Reimbursement	6,936	4,769	2,607	7,000	7,000	844	12.1%
804.000	Workshops/Training	7,003	5,323	7,576	11,500	11,500	6,304	54.8%
805.000	Memberships & Dues	6,661	6,093	6,593	6,750	6,750	5,810	86.1%
806.000	Talk Grant Expenses	21,750	61,215	0	0	0	0	NA
807.000	Operational Grant Expenditure	12,389	27,941	71,830	30,000	30,000	134,105	447.0%
810.000	Capital Outlay - Buildings	4,880	5,549	9,369	5,500	5,500	0	0.0%
810.100	Capital Outlay - Improvements	2,261	6,531	97,882	44,200	44,200	0	0.0%
811.100	Capital Outlay - Technology	59,118	43,625	27,993	18,000	18,000	12,915	71.8%
812.000	Capital Outlay - Furnishings	5,873	3,426	1,832	5,000	5,000	0	0.0%
850.000	Automation - Technology	134,299	116,588	201,491	229,000	229,000	61,682	26.9%
850.100	Telecommunications	11,111	5,579	9,107	9,500	9,500	27,322	287.6%
850.200	ILS Contract	63,125	47,867	53,906	52,900	52,900	0	0.0%
850.500	Software Subscription	42,936	39,319	33,952	38,986	38,986	33,817	86.7%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	0	0.0%
928.000	Postage	20,240	21,206	25,107	30,025	30,025	13,096	43.6%
965.000	Auditing Service	8,325	8,550	18,390	18,900	18,900	18,900	100.0%
975.000	Legal	1,870	23,594	27,589	20,000	26,000	8,346	32.1%
975.500	Legal - Negotiations	0	0	23,320	0	0	0	NA
980.000	Professional/Contractual	37,007	49,866	40,241	71,179	71,179	27,738	39.0%
980.500	Branding Costs	3,195	3,619	4,991	5,000	5,000	0	0.0%
981.500	Lost Book Expense	3,431	1,834	1,228	4,000	4,000	971	24.3%
982.000	MTT Charge Back City	259	0	0	5,000	5,000	0	0.0%
983.000	MTT Charge Back TWP	878	4,394	3,355	8,000	8,000	2,145	26.8%
983.100	MTT Charge Back-Superior Twp	914	4,052	0	5,000	5,000	0	0.0%
984.050	Contributions/Endowment	250	50	0	0	0	0	NA
Total		2,799,845	3,088,772	3,499,974	3,682,619	3,724,034	2,005,886	53.9%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2026
(58.3% 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	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	473,988	469,503	566,609	568,693	571,578	308,575	54.0%
702.800	Salaries-Pages	6,611	10,061	11,242	10,941	12,500	6,476	51.8%
771.000	Adult Books & Processing	14,185	20,211	18,938	18,000	18,000	11,470	63.7%
772.000	Youth Books & Processing	11,280	12,675	12,155	12,200	12,200	6,809	55.8%
774.950	Play Kits	0	0	1,714	1,500	1,500	333	22.2%
776.000	Periodicals - Adult	2,868	2,144	2,962	3,500	3,500	472	13.5%
778.000	Adult Audio/Visual	3,481	4,248	4,685	3,900	3,900	2,494	63.9%
779.000	Youth Audio/Visual	901	1,916	1,492	1,400	1,400	997	71.2%
801.500	Learning Never Gets Old	1,250	968	1,323	750	750	450	60.0%
802.200	Parking	3,700	3,600	3,600	3,900	3,900	0	0.0%
810.000	Capital Outlay - Buildings	18,357	100,000	7,744	57,000	57,000	0	0.0%
812.000	Capital Outlay - Furnishings	4,510	0	1,793	3,000	3,000	0	0.0%
840.000	Repair & Maintenance - Building	32,249	25,148	24,812	26,000	26,000	20,442	78.6%
840.025	Campbell Maint Contract	13,204	14,800	14,800	16,000	16,000	11,100	69.4%
840.050	Snow Removal/ Lawn Care	12,097	8,340	10,929	19,000	19,000	7,200	37.9%
900.000	Programs-Adult	2,641	2,912	2,963	3,000	3,000	1,884	62.8%
901.000	Programs-Youth	2,531	2,206	2,848	3,000	3,000	2,164	72.1%
902.000	Art Purchases	0	0	2,789	20,000	20,000	2,205	11.0%
940.000	Phone	2,319	1,999	1,799	2,008	2,008	902	44.9%
943.000	Natural Gas	3,923	3,848	6,351	8,011	8,011	5,985	74.7%
947.000	DTE - Electric	20,935	15,529	20,589	24,192	24,192	10,740	44.4%
949.000	Ypsilanti Comm Utilities Auth	6,029	6,087	7,158	6,511	6,511	2,572	39.5%
980.000	Professional Contractual	42,596	0	2,500	2,100	2,100	1,050	50.0%
Total		679,655	706,194	731,794	814,606	819,050	404,321	49.4%
Dept 300 Outreach								
702.000	Salaries	233,500	268,398	275,843	296,618	298,225	159,153	53.4%
775.000	Library Materials	3,275	5,772	5,027	5,000	5,000	2,404	48.1%
801.500	Learning Never Gets Old	1,223	2,524	1,493	3,000	3,000	1,625	54.2%
811.000	Capitol Outlay Vehicle	35,000	0	0	0	0	0	NA
840.000	Repair & Maintenance	8,376	7,566	24,284	25,000	25,000	1,714	6.9%
901.000	Programs		1,439	1,795	2,000	2,000	280	14.0%
943.000	Fuel	4,090	5,464	5,254	6,347	6,347	4,035	63.6%
Total		285,464	291,164	313,695	337,965	339,572	169,211	49.8%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2026
(58.3% 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	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	353,232	382,524	418,615	436,358	437,887	238,060	54.4%
702.800	Salary/Pages	3,706	5,248	6,194	10,941	8,500	2,690	31.6%
771.000	Adult Books & Processing	14,935	14,738	14,100	15,000	15,000	6,383	42.6%
772.000	Youth Books & Processing	12,171	15,539	12,372	14,000	14,000	3,722	26.6%
774.950	Play Kits	0	0	1,235	1,500	1,500	380	25.4%
776.000	Periodicals	1,290	663	790	1,200	1,200	199	16.6%
778.000	Audio/Visual	1,276	1,759	1,927	2,000	2,000	1,086	54.3%
801.500	Learning Never Gets Old	748	1,020	1,000	1,000	1,000	400	40.0%
810.000	Cap Outlay Building	2,381	51,286	5,633	8,000	8,000	0	0.0%
812.000	Cap Outlay Furnishings	0	2,165	929	0	0	2,237	NA
840.000	Repair & Maintenance	5,503	6,146	14,792	12,500	12,500	6,516	52.1%
840.025	Campbell Maint Contract	7,108	9,147	11,088	13,000	13,000	8,316	64.0%
840.050	Snow Removal & Lawn Care	26,505	22,570	26,993	24,500	24,500	14,091	57.5%
900.000	Programs - adult	502	1,540	1,293	1,500	1,500	344	23.0%
901.000	Programs - Youth	547	2,537	1,970	2,500	2,500	1,881	75.2%
902.000	Art Purchases	8,683	8,358	121	0	0	0	NA
940.000	Phone	2,041	2,155	2,272	2,250	2,250	1,139	50.6%
943.000	Natural Gas	2,722	2,740	3,544	4,418	4,418	3,248	73.5%
947.000	DTE - Electric	8,772	14,500	14,187	16,916	16,916	4,542	26.9%
949.000	Ypsilanti Comm Utilities Auth	6,681	4,228	6,096	4,558	4,558	1,531	33.6%
980.000	Professional/Contractual	23,760	24,840	24,900	33,000	33,000	15,400	46.7%
Total		482,563	573,703	570,053	605,141	604,229	312,163	51.7%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2026
(58.3% 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	Amended FY 2025-2026 BUDGET	YTD 6/30/2026 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	798,216	788,402	900,098	947,353	952,889	513,906	53.9%
702.800	Salaries-Pages	31,782	24,774	29,642	41,028	38,000	19,932	52.5%
771.000	Adult Books	44,943	36,758	28,604	36,450	36,450	15,033	41.2%
772.000	Youth Books	29,767	35,544	33,620	30,750	30,750	12,885	41.9%
774.950	Play kits	0	0	1,615	1,500	1,500	753	50.2%
776.000	Periodicals - Adult	6,237	5,439	10,194	9,000	9,000	5,778	64.2%
776.050	Periodicals - Youth	722	624	756	700	700	0	0.0%
778.000	Adult Audio/Visual	7,498	9,864	7,957	5,800	5,800	2,288	39.5%
779.000	Youth Audio/Visual	3,081	2,991	3,854	3,100	3,100	516	16.7%
810.000	Cap Outlay Building	71,761	22,986	54,029	93,500	93,500	35,793	38.3%
812.000	Cap Outlay Furniture	0	0	0	0	0	0	NA
840.000	Repair & Maintenance - Building	36,176	43,618	43,734	35,000	45,000	24,499	54.4%
840.025	Campbell Maint Contract	41,379	50,900	50,900	54,000	54,000	38,175	70.7%
840.050	Snow Removal/Lawn Care	34,465	32,365	33,838	34,000	34,000	22,211	65.3%
900.000	Programs - Adult	3,196	1,634	3,987	4,200	4,200	706	16.8%
901.000	Programs - Youth	12,837	13,005	12,896	13,000	13,000	7,778	59.8%
903.000	Equipment Maintenance	1,702	1,297	3,155	3,000	3,000	320	10.7%
940.000	Phone	4,916	5,146	5,395	5,185	5,185	2,706	52.2%
943.000	Natural Gas	24,868	31,394	42,266	31,680	31,680	22,938	72.4%
947.000	DTE - Electric	106,775	126,805	110,738	131,220	131,220	67,382	51.4%
949.000	Ypsilanti Comm Utilities Auth	6,472	6,953	7,892	7,071	7,071	2,281	32.3%
980.000	Professional/Contractual				0	0	0	NA
Total		1,266,793	1,240,498	1,385,171	1,487,537	1,500,045	795,882	53.1%
Dept 600 Donations								
Revenue:								
	Total Revenue	46,229	55,433	48,564				
	Total Donated revenue	46,229	55,433	48,564			59,840	NA
Expenditures:								
	Total Expenditures	79,576	44,096	40,370				
	Total Expenditures	79,576	44,096	40,370			30,537	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	48,850	2,526	40,000				
	Total Revenue	48,850	2,526	40,000			500	NA
Expenditures								
	Total Expenditures	43,127	1,146	43,300				
	Total Expenditures	43,127	1,146	43,300			11,840	NA
Total	Net -- restricted for future	5,723	1,380	-3,300			-11,340	NA
IMPROVEMENTS/Asset Sales								
	685.000 Sale of assets						0	NA
	810.100 Approved projects-Improvements fund							NA
	850.100 Technology improvements							NA
Total Other Revenue		0	0	0			0	NA
Total Revenue		6,437,010	7,042,451	7,656,643	7,512,536	7,586,930	5,809,759	
Total Expenditures		5,637,023	5,945,573	6,584,357	6,927,868	6,986,930	3,729,839	53.4%
	Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	600,000	2,079,920	
	Fund Balance Beginning of Year	3,413,998	3,061,551	3,643,078	4,015,363	4,015,363	4,015,363	
	Board Designation	-1,152,434	-515,352	-700,000	0	0	-600,000	
Ending Fund Balance		3,061,551	3,643,078	4,015,363	4,600,031	4,615,363	5,495,284	

**Ypsilanti District Library
Balance Sheet
June 30, 2026
Capital Asset Replacement Fund**

	FYE 11/30/21 ACTUAL	FYE 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	FYTD 6/30/2026	Current FYTD Variance from 11/30/25
Assets:							
Cash and Current Assets	3,503,051	1,356,163	914,194	382,618	437,035	816,189	379,154
Total Assets	3,503,051	1,356,163	914,194	382,618	437,035	816,189	379,154
Liabilities	-	-	-	201,502	180,751	180,751	0
Fund Balance	3,489,597	887,932	371,866	181,116	256,285	635,438	379,153
Total Liabilities & Fund Balance	3,489,597	887,932	371,866	382,618	437,035	816,189	379,153

Ypsilanti District Library
Capital Expenses
Period Ending 6/30/26 (58.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	YTD 6/30/2026 ACTUAL
Revenue					
400.683.800	Superior Library Designated	166,970	88,893	80,000	-
300.683.200	Veh Designated Donation			8,701	28,355
200.681.075	MA Designated Donation		35,600	5,800	
688.000	Interest	7,230	-	-	-
Other departments					-
688.000	Interest	-	4,016	1,556	904
Total		174,200	128,509	96,057	29,260
Transfer from Operating Fund		1,152,434	515,352	700,000	600,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	66,927	451,423	259,341	36,615
	Subtotal	66,927	451,423	259,341	36,615
Dept 300 Vehicle Projects					
	Subtotal				-
Dept 400 Superior Construction					
702.150	Bank Fees	570	360	418	270
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	-	106,050
	Subtotal	1,467,339	14,406	5,712	106,320
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	308,428	368,786	455,836	57,241
	Subtotal	308,428	368,786	455,836	57,241
TOTAL Capital Expenditures		1,842,694	834,615	720,889	200,176
Total Revenue Over Expenditures		(516,060)	(190,754)	75,168	429,084
Beginning Fund Balance		887,932	371,872	181,118	256,285
Ending Fund Balance		371,872	181,118	256,286	685,368

Capital Asset Replacement Fund
Composition of Fund Balance

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

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

2025				
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

2026				
Board Assigned			600,000	
YTD Capital Campaign & Int	6/30/2026	0	29,260	
YTD Expenditures	6/30/2026	0	-200,176	
Balance	6/30/2026	0	429,084	685,370

80,000 future pledges
765,370

CHECK REGISTER FOR YPSILANTI DISTRICT LIBRARY

CHECK DATE 06/01/2026 - 06/30/2026

Check Date	Check	Vendor Name	Amount
Bank 5/337 BUSINESS ELITE CHECKING			
06/12/2026	2104	CHARTER TOWNSHIP OF SUPERIOR	106,050.16
5/337 TOTALS:			
Total of 1 Checks:			106,050.16
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			106,050.16
Bank BOAA OPERATIONS CHECKING			
06/10/2026	79969	A.A. TECH., INC.	2,147.50
06/10/2026	79970	AFLAC	113.80
06/10/2026	79971	ALLIED WASTE SYSTEMS #241	596.08
06/10/2026	79973	AMAZON CAPITAL SERVICES	11,357.61
06/10/2026	79974	ANN ARBOR DISTRICT LIBRARY	29.00
06/10/2026	79975	ANN ARBOR HANDS ON MUSEUM	375.00
06/10/2026	79976	ARMOREX	383.31
06/10/2026	79977	BENCHMARK DESIGN STUDIO	162.00
06/10/2026	79978	BOXCAR STUDIO	1,800.00
06/10/2026	79979	BS & A SOFTWARE	3,115.00
06/10/2026	79980	CAMPBELL, INC	19,197.00
06/10/2026	79981	JAMES CAREY	675.00
06/10/2026	79982	CENTER POINT PUBLISHING	309.24
06/10/2026	79983	DANCE AND GROW	100.00
06/10/2026	79984	DIVERSIFIED ADJUSTMENT SERVIC	85.44
06/10/2026	79985	DTE ENERGY	11,150.18
06/10/2026	79986	DTE ENERGY	648.31
06/10/2026	79987	DTE ENERGY	60.41
06/10/2026	79988	DTE ENERGY	1,782.79
06/10/2026	79989	EASTERN MICHIGAN UNIVERSITY	33.00
06/10/2026	79990	ELEMENTONE CONSULTING, INC	2,525.00
06/10/2026	79991	FIRST BOOK	532.04
06/10/2026	79992	FIRST CITIZENS BANK	2,372.95
06/10/2026	79993	FRANKS LANDSCAPING & SUPPLIES	4,266.67
06/10/2026	79994	GAS IT UP FITNESS LLC	200.00
06/10/2026	79995	HEALTHIEST YOU INC.	331.50
06/10/2026	79996	HOWLETT LOCK & DOOR, INC.	183.20
06/10/2026	79997	HUMANE SOCIETY OF HURON VALLE	70.00
06/10/2026	79998	IMPERIAL DADE	441.96
06/10/2026	80000	INGRAM LIBRARY SERVICES	6,888.16
06/10/2026	80001	JNS FACILITIIY MAINTENANCE	2,500.00
06/10/2026	80002	KANOPY INC.	1,491.75
06/10/2026	80003	NAMRATA KHEMKA	320.00
06/10/2026	80004	KIDOKINETICS SE MICHIGAN	175.00
06/10/2026	80005	KRM ARCHITECTURE	7,320.00
06/10/2026	80006	LARDNER ELEVATOR COMPANY	204.00
06/10/2026	80007	MAKING A WAY, LLC	100.00
06/10/2026	80008	MASTER CRAFT CARPET SERVICE	2,840.00
06/10/2026	80009	MICHIGAN LIBRARY ASSOCIATION	85.00
06/10/2026	80010	MICHIGAN WEB PRESS	6,041.47
06/10/2026	80011	MIDWEST TAPE LLC	1,722.60
06/10/2026	80012	MIDWEST TAPE LLC	18,336.94
06/10/2026	80013	MONROE COUNTY LIBRARY SYSTEM	16.75
06/10/2026	80014	MY FAVORITE PLANT COMPANY	228.00
06/10/2026	80016	ORKIN	597.00
06/10/2026	80017	OVERDRIVE, INC.	833.28
06/10/2026	80018	PROGRESSIVE PRINTING	2,680.00
06/10/2026	80019	MAYDIS SKEETE	80.00
06/10/2026	80020	STAPLES ADVANTAGE	582.15
06/10/2026	80021	THALNER ELECTRONIC	187.50
06/10/2026	80022	THE VISION DETROIT	75.00
06/10/2026	80023	TIPTOP ENTERTAINMENT LLC	575.00
06/10/2026	80024	WEST BLOOMFIELD TOWNSHIP	14.58
06/10/2026	80025	WEX BANK	939.21
06/10/2026	80026	YPSILANTI ACE HARDWARE	32.14
06/25/2026	80027	AVERY WILLIAMSON LLC	50.00
06/25/2026	80028	BLACK MEN READ	250.00
06/25/2026	80029	CAPITAL ONE	8,022.47
06/25/2026	80030	CONSTELLATION NEWENERGY-	2,878.66
06/25/2026	80031	HOME DEPOT CREDIT SERVICES	1,126.04
06/25/2026	80032	YPSILANTI COMMUNITY UTILITES	972.16
06/25/2026	80033	JAMES LUNDY	150.00
06/25/2026	80034	MARION HAYDEN	500.00

CHECK REGISTER FOR YPSLILANTI DISTRICT LIBRARY

CHECK DATE 06/01/2026 - 06/30/2026

Check Date	Check	Vendor Name	Amount
Bank BOAA OPERATIONS CHECKING			
06/25/2026	80035	SKY RAT PRODUCTIONS	1,120.00
06/25/2026	80036	DWIGHT WILSON	100.00
06/25/2026	80037	JUNE WHELAN	50.00
06/30/2026	80038	ANN ARBOR NEWS	265.54
06/30/2026	80039	DELTA DENTAL PLAN OF MICHIGAN	3,221.35
06/30/2026	80040	VISION SERVICE PLAN - MI	753.28
06/30/2026	80041	GENEALOGICAL SOCIETY	10.00
06/30/2026	80042	LAKESHORE LEARNING MATERIALS	18.98
06/30/2026	80043	ASSOCIATED PLUMBING & SEWER	849.00
06/30/2026	80044	ALLSTAR ALARM LLC	370.28
06/30/2026	80045	AMERICAN ACCESSIBILITY	2,380.00
06/30/2026	80046	ALLIED BUILDING SERVICES	12,374.00
06/30/2026	80047	ANTOINETTE PRESSLEY SANON	100.00
06/30/2026	80048	ARMOREX	433.76
06/30/2026	80049	BASIC	64.40
06/30/2026	80050	BLUE CARE NETWORK OF MI	62,802.54
06/30/2026	80051	BENCHMARK DESIGN STUDIO	75.00
06/30/2026	80052	BLOOM ROOFING SYSTEMS	665.00
06/30/2026	80053	BSB COMMUNICATIONS INC.	6,385.00
06/30/2026	80054	CAMPBELL, INC	59,930.50
06/30/2026	80055	CDW GOVERNMENT, INC.	247.44
06/30/2026	80056	CENGAGE LEARNING	84.00
06/30/2026	80057	DISA GLOBAL SOLUTIONS	120.00
06/30/2026	80058	ENVISIONWARE INC.	900.00
06/30/2026	80059	FRANKS LANDSCAPING & SUPPLIES	600.00
06/30/2026	80060	GABRIDGE & COMPANY, PLC	600.00
06/30/2026	80061	GRAND VALLEY STATE UNIVERSITY	21.00
06/30/2026	80062	HOWLETT LOCK & DOOR, INC.	1,014.08
06/30/2026	80063	INGRAM LIBRARY SERVICES	5,856.73
06/30/2026	80064	IMAGE BUSINESS SOLUTIONS, INC	1,079.12
06/30/2026	80065	KAMRON REYNOLDS	50.00
06/30/2026	80066	K. CAIN CONSULTING LLC	4,486.67
06/30/2026	80067	MIDWEST COLLABORATIVE FOR	250.00
06/30/2026	80068	MIDWEST TAPE LLC	758.07
06/30/2026	80069	MUSIC MEANS MORE, INC	560.00
06/30/2026	80070	MUSIC MEANS MORE, INC	560.00
06/30/2026	80071	MUSIC MEANS MORE, INC	560.00
06/30/2026	80072	MADISON NATIONAL LIFE INS CO	4,275.94
06/30/2026	80073	NORTHERN MICHIGAN UNIVERSITY	45.00
06/30/2026	80074	O'NEAL CONSTRUCTION, INC.	15,674.65
06/30/2026	80075	ORKIN	186.00
06/30/2026	80076	OVERDRIVE, INC.	8,428.95
06/30/2026	80077	PLANTWISE	700.00
06/30/2026	80078	ROCKET ENTERPRISE INC.	348.75
06/30/2026	80079	SUPERIOR TOWNSHIP UTILITY DEP	987.49
06/30/2026	80080	THE RIDE	1,200.00
06/30/2026	80081	VERIZON WIRELESS	438.87
06/30/2026	80082	WOODLANDS LIBRARY COOPERATIVE	90.00
06/30/2026	80083	MERET FLESSENKAMPER	180.00
06/30/2026	80084	COLOMA PUBLIC LIBRARY	15.00
06/30/2026	80085	SKY RAT PRODUCTIONS	560.00
06/30/2026	80086	TRAVERSE AREA DISTRICT LIBRAR	19.99
06/30/2026	80087	CHELSEA DISTRICT LIBRARY	2,000.00

BOAA TOTALS:

Total of 116 Checks:	338,725.23
Less 0 Void Checks:	0.00
Total of 116 Disbursements:	338,725.23

REPORT TOTALS:

Total of 117 Checks:	444,775.39
Less 0 Void Checks:	0.00
Total of 117 Disbursements:	444,775.39

Communications

[directors] Fwd: EXCITING NEWS! Michigan statewide membership

1 message

Steven K. Bowers <sbowers@tln.org>
Reply-To: "Steven K. Bowers" <sbowers@tln.org>
To: TLN Directors List <directors@lists.tln.org>

Tue, Jul 14, 2026 at 11:47 AM

All, a bit more info from the state on the new statewide subscription for Empathy Studios.
(Apologies if you have already received this but thought I should pass it on.)

So TLN does not intend to purchase/bill for this next year.

Steven K. Bowers
Executive Director
The Library Network
(248) 536-3100 x107
sbowers@tln.org
TLN.org
(he/him/his)

From: "Megan Jones" <meganj@homelesstraining.com>
To: "Steven Bowers" <sbowers@tln.org>
Subject: EXCITING NEWS! Michigan statewide membership

Hi Steven!

WE HAVE SUPER EXCITING NEWS!!!

The Library of Michigan has purchased a statewide membership to our Homeless Trainings for all Michigan libraries. 🎉

BILLING CHANGES

As current members, your membership will be put on hold. You will not be billed over the next 12 months because you are covered under the statewide membership. Yea!

If the Library of Michigan decides to not renew next year, we will notify you and your individual membership will resume.

NICHE ACADEMY

You will still access our trainings using your library's academy. Everything will remain the same - how you add learners, your learner history, etc.

SPREAD THE WORD

If you know other Michigan libraries who don't currently have access to our trainings, let them know the good news!!!

As always, please reach out with any questions.

Best,
Megan

Megan Jones
meganj@homelesstraining.com
www.HomelessTraining.com

Compassionately and confidently manage problematic behavior from those struggling with homelessness, trauma, mental illness, substance abuse and more.

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/17/2026
Re: Facilities Committee report

Regular status update on outstanding capital improvement projects:

- Resolution 2024-10 Michigan Avenue repairs and upgrades: The millwork contractor returned this week and made needed repairs to the remaining Youth area shelving. Another crew from Phoenix has been working to repair the main floor wall trim since the humidification/dehumidification equipment is to be installed soon.
- Resolution 2025-35 Architectural Services: At our most recent meeting, Daniels & Zermack created preliminary floorplan revisions, and the staff committee provided feedback. The D&Z designer is currently working to identify options for replacement furniture we hope to order this year.
- Resolution 2026-15 Flag pole lights: The new flag pole lights are expected to be installed the week of our Board meeting.
- Resolution 2026-16 Fountain leak repair: This project is complete with the exception of some grouting along the edges of the new concrete. The grout has been ordered.
- Resolution 2026-19 Humidification equipment: Campbell has ordered the equipment and provided their plans to Mende Engineering Solutions.
- Resolution 2026-20 Elevator improvement: The improved sensor equipment has been installed.
- Resolution 2026-21 Michigan Avenue Southwest corner project: The Façade grant from the YDDA was approved as recommended. RAM Construction is working to identify the masonry, grout, and door they will propose for the project. Using that information, I will prepare our permit application for the Ypsilanti Historic District Commission next week. The item will be on the YHDC's 8/11/26 meeting agenda.

**

Facilities Manager Jim Reed and I walked the Whittaker grounds in June and discovered several trees off the South parking lot had been ravaged by bagworms. This week, the worst two were removed. The remaining trees are believed to be salvageable and will receive treatment next week.

**

Over the 4th of July weekend, when the library was closed and I was away on vacation, Whittaker suffered another major flooding incident. It stemmed from our HVAC system. Thankfully, Monica Porter came into the building to prepare for the parade and alerted Julianne. Kudos to Julianne and Jim Reed for taking care of the situation so expertly in my absence (and on a holiday!). Sad but true, they know the drill.

As was the case in 2021, certain staff areas suffered extensive damage, but thankfully the public areas were spared. YDL was able to remain open and continue with business as usual, making accommodations behind the scenes as needed.

The remediation company informed us the drying process went well; damage appears to have been mitigated as best as possible.

Please see attached for Julianne's write-up for the insurance company (Michigan Municipal League), Campbell's assessment of the cause, and formal notice to Campbell of termination of their contract. I believe this flood was the result of negligence on their part. MML will cover remediation and damages, but they will not pay to replace the HVAC equipment that caused the damage. I am insisting that Campbell do this on their own dime, and we are told the equipment is on order.

Jim Reed and I are in the process of obtaining maintenance contract quotes from two firms that come highly recommended by neighboring libraries. One is the company I worked with at Redford Township District Library, the other is employed by Plymouth District Library, who advised against three specific companies, one of them Campbell.

Our contract with Campbell expires 8/31/2026. We should be able to secure and vet quotes by the August meeting. Expect the award of a new HVAC contract to be on the agenda.

YDL-Whittaker Flood

July 3 (some time after library closing at 6:00pm) or
July 4, 2026 (some time before 8:00am)

At 8:00am on July 4, Assistant Director Julianne Smith received a phone call from Outreach Head Monica Porter describing a very bad flood happening at YDL-Whittaker. Monica had arrived a little before 8:00 to retrieve some items needed for the July 4 parade that day, in which her team was driving the YDL Bookmobile.

Julianne called Facilities Manager Jim Reed to relay the information, and Julianne arrived at Whittaker at 8:45. It was nearly raining in the Acquisitions Department at that time, with water streaming steadily down through the ceiling. Julianne called Campbell's emergency number (HVAC contractor) to have the whole system shut down. She then called On Site to dispatch a remediation team. Jim Reed arrived at 9:15 and investigated the Mezzanine. Julianne Called Katelyn Petracca of Meadowbrook (MML claims manager) at 10:00am and left a message regarding an emergency water claim.

Dan from Campbell arrived at 10:30am and began steps to shut off the system.

On Site arrived around 11:00 and began inspecting the building and unloading equipment.

Around 11:15am, a second On Site truck and third helper arrived. Extraction of the water on the third floor began.

At 11:30, Dan from Campbell reported that he suspected it was the dehumidifier that had failed and explained that he would have to return next week to disassemble it to see what went wrong. He and Julianne agreed that the water remediation was more urgent in that moment. Dan departed. Jim Reed noted that the water bugs did not send an alarm because they are hardwired to the boiler system, not the dehumidifier. He also noted that the electrical panel in the garage showed that circuits 4 and 6 had been tripped at some point.

At 1:45pm, Jim and Julianne discovered that the plastic “box” that was used downtown to cover the exterior water connections had blown over by the dumpster enclosure and was pretty beat up. Feeling spooked, Julianne left to check on the downtown library branch and discovered at 2:00pm that everything inside was dry.

At 3:00pm, Jim inspected the electrical panel in the mailroom and found that circuit 21 had popped. It was labeled “furniture,” and Jim suspected that it was a floor or desk unit that had taken on water.

Julianne left at 4:00. Jim stayed until 7:00 when On Site wrapped up for the evening. In sum, water was extracted, holes were bored in the drywall, contents were boxed and cataloged, ceiling tiles were removed, furniture was pulled out, baseboards were removed, bottom shelving was removed, and fans were placed throughout all impacted spaces.

Julianne returned at 10:00am on Sunday, **July 5** to meet On Site staff, who were going to measure the amount of water in the walls and see how things were drying. They were satisfied with the progress thus far, and left at 12:45pm.

At 8:00am on Monday, **July 6**, Julianne received a call from the On Site Project Manager, Jim, who would be coming to the library to investigate the damage. He arrived around 9:30am and took water measurements again. Following that, he noted on the walls where “2-foot flood cuts” would need to be made, where cabinets and shelving would need to be removed, and where work would need to be done in various spots in the library. Assuring Julianne that everything would be documented, Julianne emailed Katelyn Petracca at Meadowbrook, asking if she received the voicemail and again requested assistance. Julianne also filled out the MML online claim form, but received two errors messages:

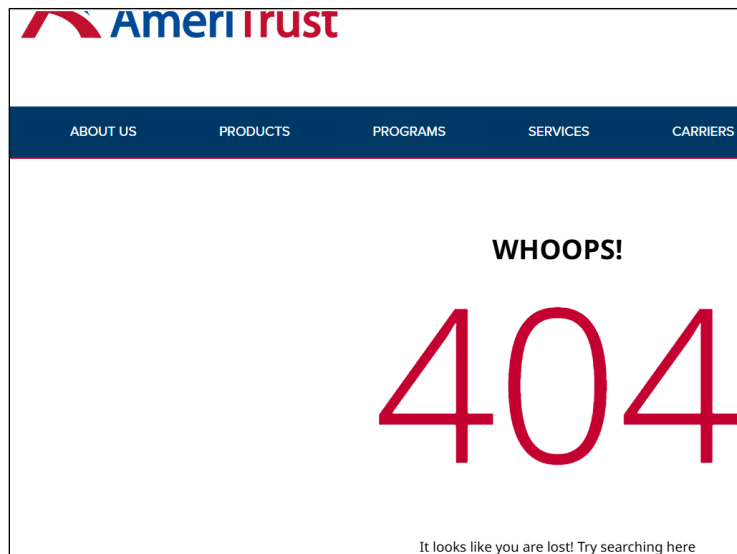
Michigan Municipal League Liability and Property Pool

Occurrence / Incident Reporting Form

There was an error in the processing of the request.
You do not need to resubmit. You will be contacted
if more information is required.

Back to claim information page <http://www.meadowbrook.com/services/maisl-claims/>

AND



Julianne emailed the generic info@mml.org address and again asked for assistance. She received an email reply from Katelyn at 11:49am asking for the claim form to be emailed to gr.mml@meadowbrook.com Julianne did so, but explained that the form does not print correctly and cuts off the text box describing what happened.

Chris Flechsig called Julianne at 12:37pm to touch base regarding the claim. He said he would look for the form and probably assign an adjuster by the name of Shannon. Mark Barrett has regrettably passed away.

Julianne informed Chris that On Site was attending to the remediation and that many photos and videos had been taken to document the damage.

Job Report #8029

Jul 10, 2026

TYPE	CUSTOMER NAME	ADDRESS	PROPERTY NAME	PROPERTY ADDRESS
Emergency	YPSILANTI DISTRICT LIBRARY (213-43)	229 W MICHIGAN AVE YPSILANTI, MI, 48197	(213-001-43) YPSILANTI DISTRICT LIBRARY	5577 WHITTAKER ROAD YPSILANTI, MI, 48197
AUTHORIZED BY	CUSTOMER ID #	CUSTOMER ID #	SALES AMOUNT	TAX
JULIANNE SMITH	-	-	\$0.00	\$0.00

Job Description

Water pouring from 2nd floor. REQ BY JULIANNE SMITH (734-787-1045).

Job Summary

Visit 001

DATE PERFORMED	TED ANDERSON		
Jul 4, 2026	Dan Charnock		
ASSET	NAME	MODEL NUMBER	SERIAL NUMBER
Humidifier 1			

Humidifier 1 was leaking water, flooding the mechanical room and the office below it. Water was leaking from the seal on the door at the bottom of the humidifier. Additionally, water was coming from an MIP fitting in the humidifier and was getting into the electrical panel. I turned off the supply water and then started to drain the humidifier and the humidity feed line. The water cleanup crew arrived to start cleaning up, so I got out of their way once the water was done draining. Someone will need to return to pinpoint the exact cause of the leaks.

Visit 002

DATE PERFORMED	TECH. NAME		
Jul 6, 2026	Dan Charnock		
ASSET	MAKE	MODEL NUMBER	SERIAL NUMBER
XXXXXXXXXX			

Started looking into the root cause of the water leak. The main water was coming from the bottom compartment. That will need a new seal around it. I started testing components to see why there was so much water. I found that the solenoid valve and mounting bracket were bad and need replacing. I also went through and tested the three prob water control, low water cut out and back up low water cut out and they all were not functioning correctly. Lastly I tried to use the remote that connects to the board that tells you alarms, status, set points etc. the controller did not light up when plugged in to the board. I recommend a new board also since it is hard to tell what all will function correctly without the remote being able to work.

Summarize: new solenoid and mounting valve, new 3 probe water control. New backup low water cut off and low water cut off board, new control board

Hours Worked

Visit #	Date	Technician	Location	Description	Hours	Hourly Rate	Total \$ Amount
1	Jul 4, 2026	Dan Charnock	C - Apprentice	Double Time	4	\$137.96	\$551.84
2	Jul 6, 2026	Dan Charnock	C - Apprentice	Regular Time	2	\$93.70	\$187.40
					<u>6.00</u>		<u>\$739.24</u>

Hours Billed

Rate	Date	Technician	Lease Type	Rate Code	Rate	Days	Month Section
2	Jul 6, 2026	Dan Charnock	C - Apprentice	Regular	2	\$160.00	\$320.00
					<u>2.00</u>		<u>\$320.00</u>

Parts & Materials

Date	Source	Item Name	Description	Tax	Qty	Unit Cost	Cost Subtotal	Unit Price	Price Subtotal
Jul 4, 2026	VISIT	CONSUMABLES	CONSUMABLES		4.00	\$2.00	\$8.00	\$5.00	\$20.00
Jul 6, 2026	VISIT	CONSUMABLES	CONSUMABLES		2.00	\$2.00	\$4.00	\$5.00	\$10.00
					<u>6</u>		<u>\$12.00</u>		<u>\$30.00</u>

Equipment Used

Visit #	Date	Equipment	Description	Tax	Qty	UOM	Cost Rate	Cost Subtotal
1	Jul 4, 2026	AA3421 - Charnock	VEHICLE CHARGE		80.00	Flat Rate	\$1.00	\$80.00
2	Jul 6, 2026	AA3421 - Charnock	VEHICLE CHARGE		80.00	Flat Rate	\$1.00	\$80.00
								<u>\$160.00</u>

Equipment Billed

Visit #	Date	Equipment	Description	Tax	Qty	UOM	Rate	Subtotal
1	Jul 4, 2026	AA3421 - Charnock	VEHICLE CHARGE		80.00	Flat Rate	\$125.00	\$10,000.00
2	Jul 6, 2026	AA3421 - Charnock	VEHICLE CHARGE		80.00	Flat Rate	\$125.00	\$10,000.00
								<u>\$20,000.00</u>

Price Summary

Item Name	Cost Subtotal	Price Subtotal
Labor	\$739.24	\$320.00
Parts & Materials	\$12.00	\$30.00
Equipment	\$160.00	\$20,000.00
	<u>\$911.24</u>	<u>\$20,350.00</u>

Before & After Photos

1

Before Photos

33ED0E6E-72FE-4448-A0D1-92BB0E8727E1.jpg



Uploaded by Dan Charlock on 4/20/16 12:21 PM

5C6230D7-F782-43D1-9F91-6FC255F4997C.jpg



Uploaded by Dan Charlock on 4/20/16 12:42 PM

1DDA3E0D-C5E8-4839-B42B-D1A68F384E6A.jpg



Uploaded by Dan Charlock on 4/20/16 12:13 PM

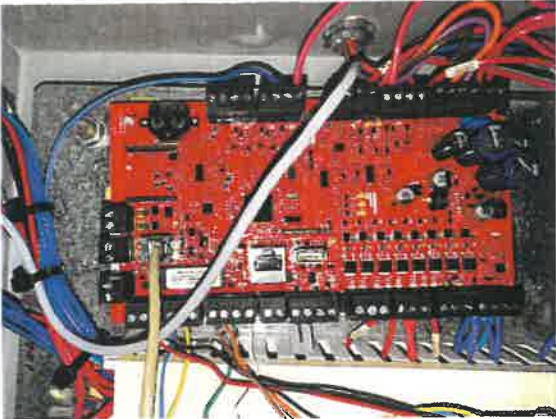
F2205965-BB8E-4E59-9426-75A327EC5C92.jpg



Uploaded by Dan Charlock on 4/20/16 12:12 PM

After Photos

2E5ED688-10D8-4927-82B1-A7D4938E7859.jpg



After Photo Don Charnock Jul 6, 2024 5:12 PM

699E8246-5F70-4CF9-B6A6-929C3EDEAE65.jpg



After Photo Don Charnock Jul 6, 2024 5:02 PM

AAEA74EA-E9FC-4BB7-8A6D-B4E064A767C9.jpg



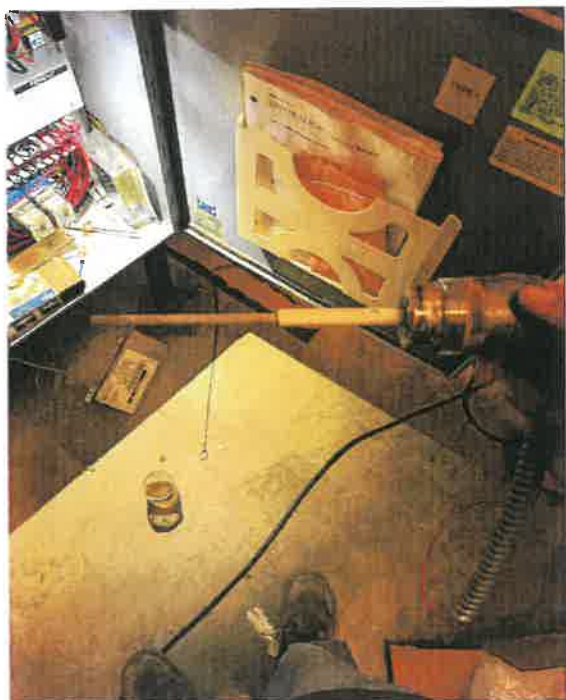
After Photo Don Charnock Jul 6, 2024 5:32 PM

4B227B1A-455D-4B44-B426-FCBD7586B2C8.jpg



After Photo Don Charnock Jul 6, 2024 5:32 PM

6E4B3ACD-93E1-48DF-B478-0066E9669C28.jpg



Added by Dan Chernock Jul 8, 2016 5:32 PM

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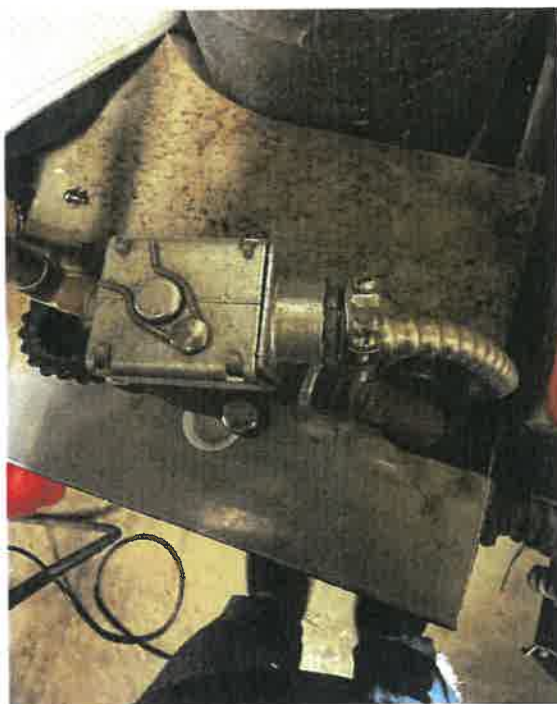
Added by Dan Chernock Jul 8, 2016 5:32 PM

5E5FBE0F-A68E-4B57-83B1-B04B409E9994.jpg



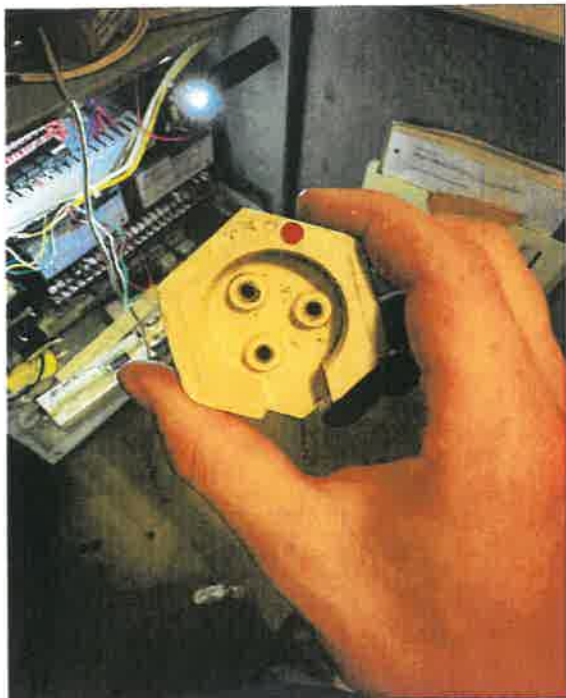
Added by Dan Chernock Jul 8, 2016 5:32 PM

55A24949-927F-4EFF-BB25-6C6F930F173B.jpg



Added by Dan Chernock Jul 8, 2016 5:32 PM

6C43BB06-EA34-41A9-B3CD-421A0C9B9994.jpg



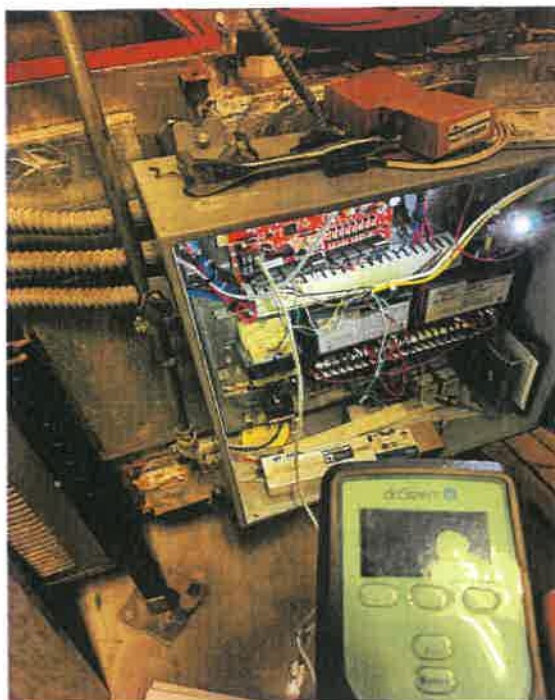
Added by Don Charnock on 9/27/26 5:02 PM

38E9F26E-68D1-47D4-9BA5-801C391E6BEB.jpg



Added by Don Charnock on 9/27/26 5:02 PM

A318FA7A-A248-4B49-A7DF-8FB8020D0024.jpg



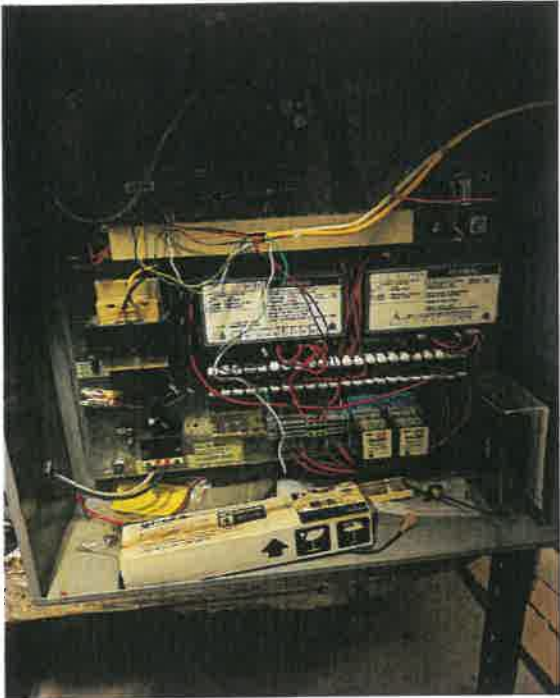
Added by Don Charnock on 9/27/26 5:02 PM

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Added by Don Charnock on 9/27/26 5:02 PM

AC62A7AD-AE79-4EBF-B462-F6002B90E5BF.jpg



Added by Dan Chernock on 9/3/2023 5:32 PM

D72F2DD1-0614-408C-A494-58F21965C5CB.jpg



Added by Dan Chernock on 9/3/2023 5:32 PM

28AE35E8-772D-4498-BF1B-24EAB77B6CF5.jpg



Added by Dan Chernock on 9/3/2023 5:32 PM

CDF72428-6EF4-49BA-9334-DBB91E801B67.jpg



Added by Dan Chernock on 9/3/2023 5:32 PM

Termination of contract

1 message

Lisa Hoenig <lisa@ypsilibrary.org>

Wed, Jul 15, 2026 at 9:45 AM

To: Shanna Warner <ShannaW@campbellinc.com>

Cc: Zach Clouse <ZachC@campbellinc.com>, Kevin Coakley <KevinC@campbellinc.com>, Jim Reed <jreed@ypsilibrary.org>, Julianne Smith <smith@ypsilibrary.org>, Andrew Hamilton <ahamilton@ypsilibrary.org>

Shanna:

As discussed this morning, the Ypsilanti District Library's three maintenance contracts expire 8/31/2026. This email serves as formal written notice that the Library will not be renewing with Campbell.

We expect service to continue uninterrupted through 8/31/2026 in accordance with the contract. We expect the failed equipment from the recent flood incident to be replaced as soon as possible at no additional cost to the Library.

We will honor the contract awarded to install the Michigan Avenue building's new humidification/dehumidification equipment. We expect Campbell to honor any and all existing installation warranties through the end of the warranty periods.

Thank you for your understanding and cooperation.

Lisa Hoenig

--

Lisa Hoenig, Director

Ypsilanti District Library

5577 Whittaker Road

Ypsilanti, MI 48197

(734) 879-1300

www.ypsilibrary.org

**Director's
Report
and attachments**

Library Director's Report

July 22, 2026

New Financial Software Migration

YDL went live with our new financial software, BS&A Cloud, on 6/22. The migration went smoothly, and the training and support calls have gone well. The new software is extremely robust! It will take us some time to learn all of its ins and outs. We have changed some processes to adapt, and will work with our auditors to make sure all formal requirements for solid internal controls remain covered. If anything, the system should tighten them.

Treasurer Chris Tebbens has access to the system and can remotely approve invoices on a rolling basis. Hopefully Chris will share a little bit about his experience to date at the meeting. Eventually, we would like the other bank signers (Secretary and President) to be trained on final approval on invoices should Chris be unable to do it.

Ultimately, Department Heads and other staff who work with grants will be able to view their project spending directly. Some logistics and legwork are required before we can put this fully into practice, but it will happen.

Fundraising:

- Since our last meeting, the YDDA officially awarded YDL the \$15,000 Façade grant its grants committee had recommended. This will help defray the costs of remediating the southwest corner of Michigan Avenue's exterior.
- The one-year program period for our \$40,000 mini-grant from the County OECD to supplement the Library Care Coordination program began 7/1. We have identified our Community Support Navigator and are in discussions with a potential outside consultant to help debrief staff following traumatic incidents.

Facilities:

- Please reference the Facilities Committee report for details on the Fourth of July flood at Whittaker.

Partnerships:

- After many unsuccessful attempts to connect with Michigan Medicine staff at the Ypsi Health Center, on 6/29 I scheduled a visit to the facility to introduce the Library. Tommy Anderson, Katie Dover-Taylor and I knocked on doors and delivered packets of YDL information to various desks, eventually making a wonderful connection with one of the lead staff who handles the Maggie's Marketplace food pantry, among other things. We also met with the facility's pharmacy team. These initial connections led to a meeting between Tommy and one of the Center's social workers recently. We are very excited to have finally opened the door to meaningful partnership conversations!
- On 7/27 I have arranged a meeting for Tommy, Katie, Aaron Smith and myself to meet with MI-HQ's new building manager, Olyvia Dean. We hope to discuss potentially using their auditorium space for YDL-Michigan Avenue programs, and partnering to bring other larger-scale events to downtown.

Personnel:

- On 7/20 YDL welcomes Abigail Smith, who brings experience from the Dearborn Public Library, as our newest Adult Services Librarian at YDL-Whittaker.
- This week we interviewed two Security Coordinator candidates and one Building Monitor candidate. We will conduct a second interview with one of these individuals next week; stay tuned.

Service Highlights:

- Kudos to Adult Services Department Head Paula Drummond, whose Environmental Literacy Kits are now available for circulation. Paula took this project from grant opportunity to reality within a tight timeline, and they are already proving quite popular. A very nice new offering!

YDL Dashboards

YDL DASHBOARD JUNE 2026						
	May	Jun		Monthly Change		Year to Date
Circulation						
Whittaker	29,976	32,707		9%		184,991
Michigan	7,577	8,362		10%		47,952
Superior	6,996	7,600		9%		41,096
Outreach/BKM	1,973	2,052		4%		9,855
eProducts	23,077	23,217		1%		139,833
TOTAL	69,599	73,938		6%		423,727
						-
MeLCat ILL						
Loaned	910	1,127		24%		6,454
Borrowed	986	1,032		5%		6,050
New Cards						
Whittaker	206	282		37%		1,468
Michigan	68	101		49%		511
Superior	40	52		30%		234
Outreach/BKM	1	10		900%		50
TOTAL	315	445		41%		2,263
Reference						
Whittaker	2,557	4,778		87%		20,269
Michigan	3,912	3,804		-3%		24,675
Superior	1,670	2,110		26%		11,444
Outreach/BKM	120	117		-3%		560
TOTAL	8,259	10,809		31%		56,948
Computer Sessions						
Whittaker	1,506	1,914		27%		10,340
Michigan	1,138	1,335		17%		7,241
Superior	614	837		36%		4,042
Outreach/BKM	2	2		0%		25
Wireless	9,530	9,896		4%		56,338
TOTAL	12,790	13,984		9%		77,986
Door Count						
Whittaker	11,906	13,801		16%		78,083
Michigan	9,204	10,119		10%		53,515
Superior	4,659	7,186		54%		30,998
Bookmobile	545	640		17%		2,811
TOTAL	26,314	31,746		21%		165,407
Collection						
Items Added	2,350	2,564		9%		12,279
Items Cataloged	630	1,069		70%		3,675
Electronic Services						
Website Visits	39,084	46,965		20%		211,439
Podcast	94	229		144%		507
App Users	1,490	1,566		5%		N/A

	May	Jun	Monthly Change	Year to Date
Programs				
Whit Adult	47	45	-4%	245
Attendance	583	307	-47%	2,116
Whit 0-5	8	17	113%	98
Attendance	323	885	174%	3,913
Whit 6-11	3	11	267%	90
Attendance	19	910	4689%	2,527
Whit Teen	4	5	25%	23
Attendance	20	45	125%	176
Mich Adult	20	19	-5%	75
Attendance	206	196	-5%	810
Mich 0-5	3	3	0%	32
Attendance	53	59	0%	462
Mich 6-11	4	19	375%	38
Attendance	23	143	522%	283
Mich Teen	2	12	500%	28
Attendance	18	74	311%	252
Sup Adult	12	20	67%	119
Attendance	92	150	63%	996
Sup 0-5	2	9	350%	54
Attendance	59	242	310%	1,083
Sup 6-11	2	13	550%	25
Attendance	20	229	1045%	382
Sup Teen	2	1	0%	4
Attendance	9	3	0%	12
Out Adult	1	4	0%	9
Attendance	3	46	0%	203
Out 0-5	6	4	-33%	30
Attendance	233	93	-60%	978
Out 6-11	5	2	-60%	17
Attendance	217	114	-47%	830
Out Teen	2	2	0%	7
Attendance	109	84	0%	549
Out Offsite	6	10	67%	27
Attendance	473	911	93%	1,592

	May	Jun		Monthly Change		Year to Date
Virtual/Hybrid (all)	2	2		0%		8
Attendance	18	18		0%		86
General/All Ages (all)	3	16		433%		31
Attendance	105	804		666%		1,415
TOTAL PROGRAMS	134	214		60%		960
TOTAL ATTENDANCE	2,583	5,313		106%		18,665

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 6/30/26	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY24/25	FY25/26		
Annual Report	\$3,366	\$2,185	June - Nov 2026	
Annual Appeal	\$25,098	\$16,848	Dec 1, 2025 - May 31, 2026	
Individual	\$23,026	\$13,926	(includes Jewish Federation DAF)	
Corporate	\$2,505	\$10,000	Carnegie	
Sponsorship	\$3,500	\$7,750	SPARK, TRUE, Ypsi Real	
Memorials/Tributes	\$125	\$500		
Third Party - Kroger	\$2,537	\$2,712	Kroger, META, Aubrees	
Friends of the YDL	\$40,000	\$43,728	(includes gift for Whitt tables)	
	\$100,157	\$97,649		
GRANTS				
Charitable Foundation/Organization	\$19,700	\$800	Mars Initiative, AFL-CIO	
Corporate Foundation	\$30,000	\$35,000	Toyota, Molina	
Government	<u>\$115,640</u>	<u>\$71,961</u>	WCCMH, MACC	
	\$165,340	\$107,761		
ENDOWMENT FUNDS				
YDL Agency Distribution	\$1,736	\$1,793		
Gousseff Fund Distribution	\$0	\$0		
YDL General Endowment Distribution	<u>\$9,364</u>	<u>\$9,960</u>		
	\$11,100	\$11,753		
GRAND TOTAL:	\$276,597	\$217,163		
SUPERIOR CAPITAL CAMPAIGN				
Grants (Funds Received)	\$80,000	\$80,000		
Corporate/Organization	\$5,000	\$0		
Donations - Individual	<u>\$100</u>	<u>\$0</u>		
SUPERIOR TOTAL:	\$85,100	\$80,000		
Bookmobile Donations: \$38,341 (145 gifts received from Oct 1, 2025 - June 30, 2026)				

Department Reports

Acquisitions Department Board Report

July 2026

Department News and Activities

The Acquisitions Department has continued to refine workflows and cataloging standards while supporting the needs of librarians and patrons. Staff have been incredibly helpful during my transition, sharing their knowledge of YDL's processes and helping ensure quality cataloging from on-order records through final MARC record creation.

Although we lost some books and processing materials during the flood, we were fortunate that the damage was limited. We are continuing to work with Julie to assess the affected materials.

- A bulk update to more than 500 Large Print MARC records improved the catalog, allowing patrons and staff to more easily distinguish Large Print editions from standard print copies.
- A new Youth Puzzle collection was added at Whittaker, along with a separate MARC record to distinguish Adult and Youth Puzzles in the online catalog.
- Generic images were added to the online catalog for:
 - Adult Puzzles
 - Youth Puzzles
 - Magnifier Collection
 - Tools for Living Collection
 - Ukulele Collection
 - Library of Things collection (while continuing to add images for individual Library of Things items)
- A bulk update to all Library of Things MARC records added additional title information, improving online catalog search results and making it easier for patrons to discover the collection by searching "Library of Things."
- Acquisitions staff continue to work on regular department responsibilities, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Collection Development Highlights

In June, YDL continued refreshing and expanding collections for all ages and interests. New additions included Youth Picture Books (121 items), Adult New Fiction (90 items), and Adult Fiction (80 items). Additional growth occurred in adult nonfiction, science fiction, youth nonfiction, graphic novels, and young adult collections, reflecting continued investment in both recreational reading and lifelong learning resources.

Statistics

- The 2026 budget is currently 46% encumbered.
- 1,069 items were cataloged in June.
- 2,564 items, including 1,697 e-items, were added in June.
- YDL borrowed 1,032 items from other libraries via MeLCat in June.
- YDL loaned 1,127 items to other libraries via MeLCat in June.

Submitted by:

Brandon Bolek-Toubeaux

July 16, 2026

Assistant Director
Board Report: July, 2026

- I attended the MLA Intellectual Freedom Summit in Lansing last month, which was outstanding. A multitude of speakers (PEN America, attorneys, educators who have been targeted by book censors, Every Library, etc.) spoke about the trends in book challenges, approaches that have worked, legal findings, etc. Over two days we broke into small learning groups and digested a ton of information, ultimately ending with recommendations for MLA in terms of both policy and legislative action. The program was paid for in-full with a grant from the Mellon Foundation.
- Acquisitions Manager Brandon Bolek-Toubeaux and I met with both our Ingram representative and our Innovative representative to touch base, push on certain issues, and learn about progress and enhancements in the pipeline.
- The Incident Platform Configuration team has made good progress on the design of the new platform, which we hope to launch in early fall. Thanks to Scott, Chris, Tommy, Katie, Kathryn, Pat, and Stacey for being on the team!
- The Whittaker renovation committee continues our work with architect Dan Whisler and staff to plan for future spaces and what will be necessary to make them happen.
- The AI committee met and shared thoughts and sample policies about how AI can/should be used and not used in a public library setting. Our next meeting will focus on editing the draft of a new policy to be shared with the policy committee, legal, and finally the full Board.
- I was trained in using the new accounting software program BS&A, which is worlds better than the previous. It will be very helpful for managers to have access to their account balances, and I'm sure Andy is excited to not have to constantly run reports!
- Lisa and I met with the newly-formed Wellness Committee to hear their ideas for improving workplace culture and easing the stress on staff. There were some great ideas that we think we can move forward.
- Lisa and I met with our attorney Anne Seurnyck to discuss the YCS Student Card project and the various complications that have arisen since its inception. Anne will review the existing MOU and provide us with her opinion.
- At their request, several of us met with Ypsilanti City staff, DDA staff, and a local neighbor/landlord to hear their concerns about activities in the plaza, especially late-night gatherings, excessive noise, and drug dealing.
- The outdoor movies have been super fun, with *Ratatouille* drawing 100 people and *National Treasure* drawing 50. Next up is *A League of Their Own* on August 8.
- About 20 staff members are going to attend a free Tigers game next month, which should be super fun.
- My report about the latest flood was sent to the insurance adjuster designated by MML. Remediation is complete and repairs are currently being estimated. It's déjà vu all over again, to quote Yogi Berra.

Community Relations

Monthly report: July, 2026

Notable print/design pieces produced:

- A flyer to advertise our new Environmental Literacy Kits.

Promotional activity

- **Environmental Literacy Kits:** We wrote a blog post about our three new Environmental Literacy Kits, have a press release and flyer to share on socials, and will have an article in The Loop. We also have a monitor slide up at each location.
- **Libraries & Lemonade:** We did social media posts and a blog post to promote the Libraries & Lemonade challenge in the Summer Challenge. Kids can host a lemonade stand to raise money for the library and talk about the importance of libraries. We had bags of YDL swag they could include along with sheets with talking points they could use.
- **We shared multiple posts about a number of our events/initiatives, including:**
 - Bookmobile in the July 4th Parade
 - Advance Care Planning
 - Book displays at various branches
 - Second Saturday Cinema

Notable Media Mentions

- The Eastern Echo had a piece about the Car Seat Safety check-ins we've held at Whittaker.
- The Eastern Echo wrote about our Moving Together program for Seniors, sponsored by Molina Healthcare.
- The Eastern Echo covered our participation in the 4th of July Parade.
- The Eastern Echo covered the Summer Challenge.
- Concentrate included Pat Mitchell in a collection of book recommendations from area literacy experts.
- MLive included us in their list of cooling sites.
- Eastern Echo included us in their Juneteenth article.
- Concentrate covered our Moving Together program.
- MLive included us in their list of Juneteenth activities around Washtenaw County.

Community Relations news

- Sam and YDL's Wellness Committee are meeting with Lisa and Julie to share our suggestions to help boost staff wellness in a number of different areas.

ENVIRONMENTAL LITERACY KITS AVAILABLE NOW!



Make sure your home is environmentally safe
and healthy



Find ways to
save on energy

Test your air
quality

Test your water
quality

Ask at any public
service desk to check
out our Air Quality,
Water Quality, or
Energy Usage Kits.

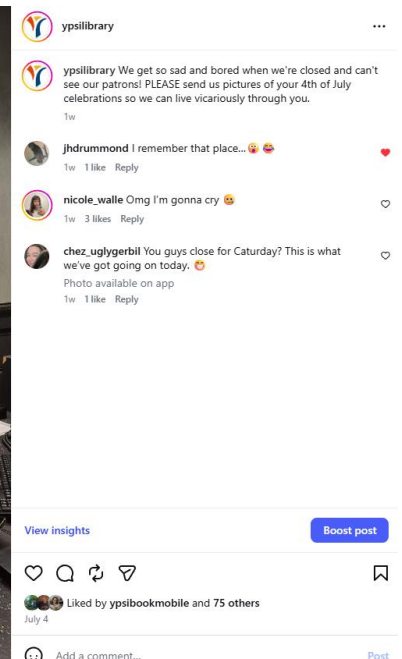
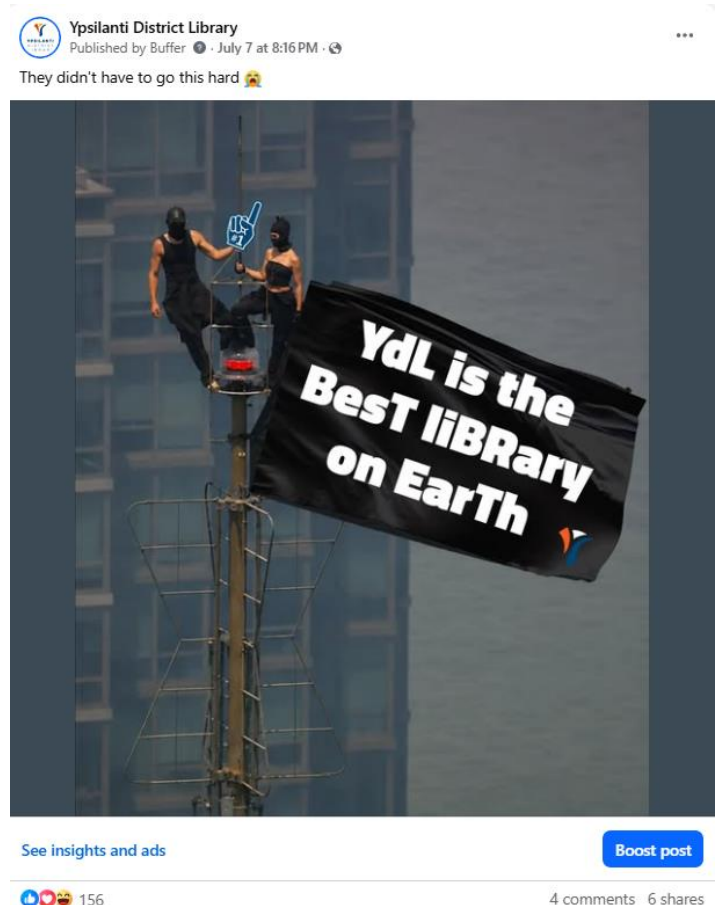
INSTITUTE of
Museum and Library
SERVICES

*These kits were made possible by funding provided in part by the
Institute of Museum and Library Services through the Library of Michigan.*

Notable Social Media activity

We're at 15,421 followers on Facebook (up 1.3% from the previous month). We had 500,386 views this month. We have 7,302 followers on Instagram and had 83,849 views this month. We broke 2,000 followers on Bluesky, and have 3,219 followers on TikTok. We've also been engaging in Ypsilanti Reddit communities to share our adult and community service information. They've been consistently getting thousands of views.

- Our post promoting the Summer Challenge for adults, using a fun graphic, got nearly 6,500 views on Facebook and 1,500+ views on Instagram.
- Our post highlighting FedUp Summer Lunches at YDL-Michigan and YDL-Superior reached 15,200+ people on Facebook with nearly 200 interactions, and nearly 4,000 views on Instagram.
- Our posts requesting donations of stuffed animals for a library program collectively had 150,300+ views and nearly 1,000 interactions.
- A meme we shared with a black flag on top of a building with two people hanging off, where the flag says YDL is the best library on earth, reached nearly 6,000 people on Facebook.
- A post with Kittie and Marianne looking bored at the desk, along with a caption saying how much we missed patrons when we were closed, reached nearly 10,000 people on Facebook and 1,700+ people on Instagram.



Customer Services

Monthly report: June 2026

Circulation Stats

For the month of June, we checked out 50,721 items system wide.

Patrons also downloaded 23,217 digital items.

And we issued 445 new library cards.

Michigan Activity Pass: MAP



As part of the Summer Challenge, YDL patrons were tasked with discovering the MAP program.

In June, 61 MAP passes were checked out by YDL patrons.

The top four locations were:

Lower Huron Metropark: 11

Michigan Flight Museum: 9

Kensington Metroparks: 6

Cranbrook Art Museum: 4

Submitted by *John Connaghan* on July 16, 2026

YDL DEVELOPMENT REPORT

June 2026

MAKING CONNECTIONS

Chris attended the monthly Creative Washtenaw gathering held at Maker Works and shared information about some of the arts programming happening at YDL in June and July.

ANNUAL APPEAL

The 2025/26 annual appeal raised \$23,294 via 114 donations from October 1, 2025 – May 30, 2026. These gifts were designated to the planned new Bookmobile. The mailing reached 616 households and resulted in an excellent return rate of 18.56%!

Total gifts received as of June 30 for the Bookmobile equal \$38,341.

2025 ANNUAL REPORT

The 2025 Annual Report was mailed to 582 households in June 2026. As of the end of June, we have received gifts totaling \$2,185 in support of the Bookmobile.

BOARD FUNDRAISING COMMITTEE

The first meeting of the Board Fundraising Committee was held on Tuesday, June 2, at YDL-Whittaker. This meeting served as time to reflect on the committee, its purpose, structure and first steps to move the committee forward.

We decided to keep our initial meeting schedule flexible and noted zoom meetings are also possible. A more consistent meeting schedule will be instituted when we begin working on particular projects like the upcoming campaign for a new Bookmobile, which really won't begin in full until we identify the cost and know what we are building. In terms of committee membership, we felt a member of the YDL Friends should be included. Julianne will reach out to learn of their interest in participation.

New committee members were also brought up to speed regarding past fundraising activities, and then they shared ideas of things we might consider in the future. It was agreed that beginning to develop a more formal corporate solicitation program should be a priority. Chris hopes to begin working on this with the goal of building a corporate packet that can be selectively mailed to a limited number of businesses in the fall.

First projects include:

- Building our fundraising case for support, as well as creating a framework for the Fundraising Committee. This will include developing a committee mission statement (committee's primary objective and purpose) and the committee charge (scope of

committee member responsibilities in fundraising). Chris, Lisa and Julianne will get this work started.

- Begin development of corporate packet this summer
- 734 Brewery Fundraiser - Chris Tebbens is interested in exploring.
- Bookmobile – a long-term project that is only in the beginning stages as we have yet to determine the vehicle needed or the cost. A true solicitation plan will be developed for this campaign once we have a better idea of a timeline. This will be informed by our work on the new strategic plan.

GRANTS

Grants Awarded

YDDA Special Events Sponsorships – An award of \$2,300 was granted to YDL in support of our 2026 annual downtown events – Halloween Downtown (\$1,000), Holiday Tree Lighting (\$800) and Noise Permit (\$500). This was the first year we included Noise Permit in our funding request.

Washtenaw County Human Services Partnership Mini-Grant – This \$40,000 award will be used to support general case management needs for our Library Care Coordination program experiences; quarterly staff training sessions over the course of 12 months; and a Community Support Navigator for 10 hours/week to help guide and support individuals through complex systems such as healthcare and social services.

YDDA Façade and Rehab Grant – YDL was awarded \$15,000 to support the rehabilitation of an exterior wall at the Michigan Avenue branch facing Adams Street.

Grant Reporting

Staff have begun work on the 2025/26 final report for Project STEM@YDL. First drafts are due to Chris by July 13th.

FUNDRAISING FOOD FOR THOUGHT

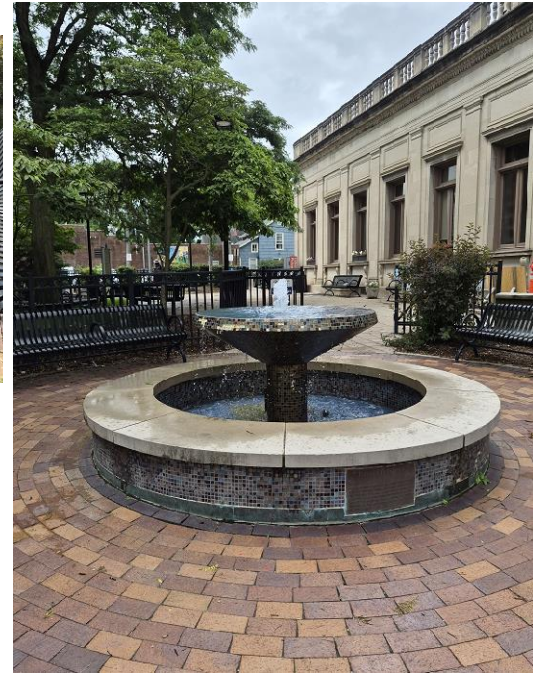
According to M & R Benchmarks, 43% of all online donations were made on a mobile device in 2025, and that number continues to climb heading into 2026. If social media and on-line giving posts are not optimized for a five-inch screen, we could be losing donors before they even get to our story and our request for support.

Report respectfully submitted by Chris McMullen, Development Coordinator

Facilities Department

Board Report July 2026

We transported the stage from Whittaker Road and assembled it at Michigan Ave for the Juneteenth event. When the event was over, we disassembled and put it back in storage in the Whittaker Road garage.



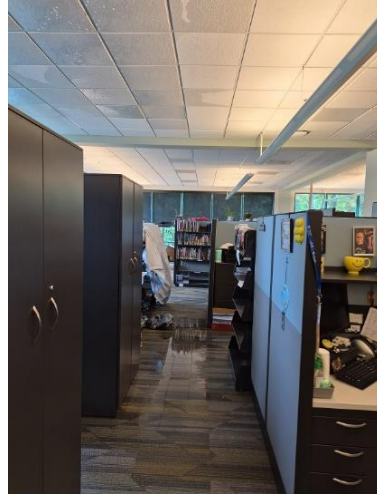
O'Neal Construction had the project of repairing the fountain drain downtown. Their contracted plumbing company had to dig down about 5-6 feet to get to the drain line. The clay base over time settled, and crushed the pipe causing a leak into the custodial closet. After repairing the pipe, they backfilled the hole with sand rather than clay, which will move around the pipe opposed to crushing it. The cement crew came in after to replace the sidewalk that was taken out for the repair. They also releveled the brick pavers that had sunk due to erosion causing a trip hazard. Then Facilities was able to get the fountain back up and running.

We put the Summer Challenge banners up at Whittaker Road, and Michigan Ave. The City of Ypsilanti will only allow to keep the banner up for 30 days. So, the Michigan Ave banner has come down already.

Guardian Tree Experts have removed two of the four Bald Cypress trees that could not be saved that were infested with a parasite called a bag worm. A third tree was pruned to remove the damaged branches. Guardian is going to treat the remaining two trees this week to kill off the parasites.



On July 4th, Monica from Outreach discovered we had a water leak when she entered the building in preparation before going to the parade. One of the humidifiers had a



solenoid valve fail, and started leaking with hundreds of gallons of water flooding the boiler room. The water then traveled to a vertical chase to the second floor where it infiltrated Paula's office, and the lunchroom. Then to the first floor in Acquisitions with water about an inch deep saturating the carpet, drywall, desks, books, and other library materials. Julie called On-Site Restoration, and Campbell right away to start the water remediation immediately. On-Site dried the carpeting, cut away wet drywall, removed ceiling tiles, moved desks and shelves, kitchen cabinets, lunchroom counter all in efforts to dry everything up.

The Campbell technician arrived, shut down the humidifiers, and the water source to stop the flooding. He returned the following Monday to investigate the cause and found a few issues wrong with the humidification unit. He reported a solenoid valve, about 3 different check valves, gasket cover all failed allowing the leak to happen. Repairs on this device are covered under the contract we have with Campbell. Parts are on order and repairs to be done soon.

Julie is working the insurance company on all the repairs needed.

Submitted by:

Jim Reed

July 16, 2026



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2026

Status Report

- 2026 – We're half way through the year and are engaged in our phone system project. We're moving along and the hope is to perform the installation in August.
- Phone system RFP: We've processed the order and provided pertinent information to BSB. Currently we've processed the order and finalized our installation details. There are few action items remaining.
- Migration to BS&A: So far it's been quiet on our end and all is well. We remain attentive to any assistance we can provide.
- Library IQ – Our preliminary setup and configuration is complete for the new incident reporting module. We'll be finalizing that through additional input from staff.
- Security camera repair/replace: We had a few quotes provide for additional cameras. We will potentially be implementing one or more of the options.
- 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.
- After hours lockers are back to normal operation.

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.

Board Report: Library Care Coordination, July 2026

Partnerships: Old and New

Since beginning in May, Tommy Anderson has met with 24 partners. Some of these being old relationships, picking up where Kat Layton had left off. Others of these being new opportunities for the library to partner with community leaders and helpers. Below are two successful partnerships:

WHA: Shared Housing Program

Danielle Bryant of Shared Housing Program has been conducting Drop-In hours at the Michigan Avenue Branch (averaging 4 participants per day) and community building events at the Whitaker Branch (15 participants including 3 walk up participants) The Shared Housing Program places home seekers with home providers. One participant must be 55+. [Ann Arbor Observer](#) recently published a story highlighting their great work.



Restorative Questions

Questions for those who have been harmed:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Questions for those who have created harm:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done, and how were they affected?
- What do you think you need to do to make things right?

Restorative Justice with Neutral Zone and My Brothers Keeper

Downtown youth service providers identified a need for collaboration across organizations. We hosted a Restorative Justice training at YDL-Whitaker with more than 30 participants representing 12 organizations. Participants were trained in the basics of restorative justice. The framework for a community response to critical events was laid. This work is evolving and ongoing.

Drop-In Hours Success Stories

One of the core functions of the Library Care Coordinator is the case management available at Drop-In Hours. In July, an average of 13 hours per week were available for the public to seek support. An average of 22 patrons were served per week. Support offered ranged from housing support, transportation assistance, phone assistance, substance abuse counseling, crisis care and more. Below are two examples of the work being done.

Landlord Dispute and Resolution

For months, a neighbor to the library had a collapsed ceiling. His calls for the landlord for maintenance were not answered, his requests were unheard. The drop ceiling was literally crumbling on his kitchen table and there was little that he could do about it. "I guess that is just how it is now" the patron said in the first meeting. Over the course of two meetings we developed a plan. The biggest barrier was the landlord's use of AI customer service. We were able to bypass that and get him in a more safe and comfortable living situation. By the end of the second meeting, a maintenance team was sent to resolve the issue.

Phones Provided For Patrons

Lifeline Support is a federal government program that provides free phones and service to qualified individuals. Phones in this day and age are a necessity to access resources for basic needs, communication with case managers, opening an e-mail account / verification for various log-ins and navigating the modern world. In June and July, I was able to help 15 times with Lifeline / Tag Mobile assistance. One patron came in with an issue with their Lifeline service. They had previously been helped but service was abruptly interrupted. He was unable to communicate with his daughter who lived out West. The issue was resolved that day and he was grateful to be able to call his daughter again. Another patron reported finding a job and credited having a phone the LCC program helped him get as part of the reason why.

LEAF and Our New Community Support Navigator

Introducing New Community Support Navigator

Dre has an interest in helping all around him. When he works at LEAF he has earned the nickname of "Doc" because of two things. First, he is always there to lend a helping hand, listening ear and mindful advice. Second, he has so much *patience*. Dre is interested in exploring careers in the helping professions and is excited to spend time doing pop-up programming in the plaza. Feel free to come on down to Michigan Ave and introduce yourself to our newest team member!

Michigan Avenue Board Report: July 2026

Staff Notes

On June 2, I attended an in-person meeting of the Library of Michigan Middle Managers Cohort in Lansing. We discussed communication and conflict styles and navigating difficult conversations with staff. It was interesting to meet other middle managers from libraries across the state and to learn about the common challenges and unique contexts we encounter in our library work.

Paula and I are working with the African American Cultural and Historical Museum (AACHM) of Washtenaw County on a project funded by an NEA Big Read Grant with AACHM as the grantee. We will be providing space and support for programming, which will start in September with a kickoff event at Michigan Ave and continue through April.

Staff have done an excellent job stepping up to keep up with shelving during the gap between Alias's departure and the hiring of our next Page. The posting for the Page position closed on June 24 and we received 65 applications. After narrowing down the candidates, I have invited three to interview. I'm hoping to be able to announce a new hire in my next report.

Program Highlights

We were glad to be part of the wide variety of downtown events celebrating Juneteenth this year. Aaron's Juneteenth Jazz and Poetry program was a success. This program featured award-winning jazz musician Marion Hayden's Legacy Ensemble and Michigan Poet Laureate Dr. Melba Boyd. The two have collaborated for more than 20 years, with Ms. Hayden creating original musical landscapes to accompany Boyd's rich tapestry of poetry. Daisha also hosted a Black Excellence Musical Storytime, a family program with which explored music history, drumming and dancing.



This month, Dr. Z. led seventeen attendees in a lively discussion during Queer Book Group. The selected book was *Here We Go Again*, a romance novel by Alison Cochrun. They shared: "All folks contributed multiple reflections on the novel, plot, characters, and writing style. We laughed and at times nearly wept as personal experiences and feelings were shared through the context of the story at hand." A space like Queer Book Group is a rare gift to the community, carving out opportunities for queer people to connect, celebrate, and affirm one another.

One of our youth summer series is the STEAM Scene, a weekly program that allows kids to discover, play, explore and tinker with a new theme each week. Themes this month included Cold-Blooded Creatures with Huron-Clinton Metroparks and Computational Thinking in the Pokemon Trading Card Game. Other summer series, like our weekly Downtown Storytime for all ages, Chef Camp with FedUp Ministries, and Library Playdate open play programs are also drawing a crowd.



Shoshanna worked with the League of Women Voters of Washtenaw County and Growing Hope to put on a City Official Candidates Forum on June 8. This collaboration helps voters to learn more about Ypsi mayor and city council candidates in the August primary election. A recording of the event is available on the LWV-WC YouTube channel.

Supplies

In response to a call out on social media soliciting supplies for our upcoming Adopt a Pet storytime, the youth department was inundated with stuffies, a true “Trouble with Tribbles” scenario. Patrons traveled from nearby locales to donate and arrived with oodles of plush creatures. Stuffies not used for the Adopt a Pet program will be saved for future programs, like Frankentoys in October.



Report submitted by Katie Dover-Taylor
July 16, 2026

Outreach Services Board Report July 2026



BOOKMOBILE

The 4th of July Parade came to town, and YDL was a part of the action. The community showed so much love this year! They even mentioned how great our Bookmobile Instagram is. It always leaves us so speechless when we try to describe how the parade felt in the moment! So, thank you, Ypsilanti, for always supporting the library. YDL was represented by the Outreach Team: Ken, Bridget, Talea, Monica, and special guest Daishayanea from the Michigan Ave location! Monica drove the Ford Explorer,

which I was a little nervous about, but did well! I was very impressed with myself! And my passenger/navigator was Bridget, who made sure that no kiddos ran out or bikers stayed behind us. Ken's passenger was Daishayanea, who was so excited to be on board our Bookmobile as a celebrity. Thank you so much, Daishayanea, for walking with us and for bringing your beautiful along. It always feels good to be supported and to translate that support to the community. We also had another special guest, the President of the Library Board. Kristy Cooper and her sons. Thank you, Kristy, for showing your support. It means a lot to the Outreach Team and YDL.



COMMUNITY OUTREACH

Southpointe Scholars! June 15th, 12:00 PM - 2:00 PM - This community event came out of a conversation with a local business owner and parent. I met Hassan Milligan, who is from Grooms Haus Barbershop in Ypsilanti Township. This connection was made with Hassan at the A.C.C.E Career Day, and he was very interested in the Bookmobile. So, he reached out to partner with us to park at the barbershop to reach out to the community. He is very dedicated to literacy. However, he later changed the venue to Southpointe Scholars for the following reasons: his daughter is a student there, the school does not have a library, and he is a very involved parent! Kihilee, Monica, and the Bookmobile attended, and it turned into a valuable resource fair. We met the principal and other team members that was so excited about us being there. It was amazing to be in the environment, and we connected with 60 people that day.



Whole Health Person at Hope Clinic, June 16th, 4:30 pm -6 pm - Monica was invited to share valuable resources with Hope Clinic. Some organizations meet monthly to share what they can offer the clients and their families. Dan Hampton, from Hope Clinic, reached out after seeing me promote some of our senior events at the library on Barrier Busters. The library had not participated before, but we are known for the many programs and services that we offer to the community. Of course, Monica said yes and engaged with many of the clients, who were happy we were there; the nonprofits like Michigan Works and the dentist that offers free services for clients.

Juneteenth Celebration, June 20th, 12p -3pm - The Bookmobile, Kihilee, Talea, River and Monica attended the Juneteenth Celebration. It was amazing as always. We brought our two interns, Talea and River, who stationed the

Summer Challenge Signup table. We had positive affirmation and sensory swag for the community that stopped by. Can I just say I would like to hold onto our interns as long as I can? They were superstars at getting people to sign up and engaging with the community. We also shared resources and Juneteenth swag with the community. The Bookmobile is ALWAYS a hit, and people from outside of Ypsilanti wanted to take a peek. We gave out free books and even saw some familiar faces.

YCS Rutherford Reading in the Park, July 10th, 4:00 pm - 6:00 pm - Kaitlyn shared the Summer Challenge, Toyota STEM resources, as well as giving out free books to the families. It was a beautiful day until the rain wanted to share the spotlight. Kallista, Youth Parapro at Superior, was also at the event with her organization, Our Community Reads. She had a large umbrella, which she shared with all of the organizations. She definitely knows how to share her crayons! Thank you, Kallista, for showing up for everyone in the community as always, whether at the library or with your organization.



SENIOR OUTREACH

Seniors and Caregivers: Let's Talk Advance Directives, 1:00 pm - 3:00 pm

In partnership with Jeanine Roach Ageways, we sponsored an evidence program for older adults called **PREPARE for Your Care**. This program provides a step-by-step guide helping participants through five essential steps for their own high-quality advance care planning. It is a new program for Ageways, and they wanted some of their partners to test it out, and we were one of the partners chosen. The attendees loved that we had this valuable information, including one of our own, Kittie, Customer Services Clerk.



Moving Together Series: Art at the Library with Mani Brito: Pysanky, July 10th, 10:00 am - 12:00 pm

Mani kicked off another great art program for our Moving Together Series. It was highly attended and centered around making Pysanky eggs. There were smiles and engagement all over the space. Thank you, Mani, for a great program for our senior community.



Yoga at the Library, a virtual program, 12:00 pm - 1:00 pm every Friday, designed for seniors. And on the first day, it received a lot of positive feedback about how they loved Yoga and the program. This series is gaining a lot of attention fast. All of this is possible by Susana's great planning and Mani's great talent. Go team for these wonderful programs!

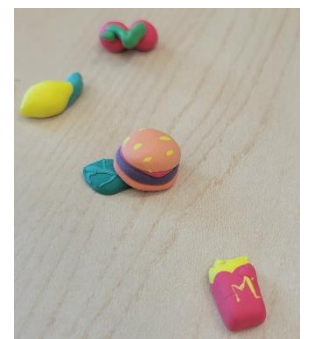


Ypsilanti Senior Center Resources and Wellness Day! June 26th, 10:30 am - 2:30 pm - Ypsilanti Senior Center invited the Bookmobile, Kihilee, and Talea to share resources with the community. What a great opportunity to share our wonderful Moving Together Series and Summer Challenge resources for seniors. The city and Senior Center made it possible for the Bookmobile to have an amazing parking space.

Superior Board Report—July 2026

Staff News

- Our LIS intern, Grace, has been running most of the Thursday art programs, working many reference desk shifts, and assisting with whatever tasks we throw her way. Our SummerWorks intern, Connor, has been helping with programming, lunches, and cleaning—he has been keeping our toys sanitized and straightening/shifting our bookshelves to keep the library looking its best.
- Liz was able to attend the annual ALA conference in Chicago this year and really enjoyed the opportunity to network and learn about the ways other libraries are approaching the challenges of serving their communities.
- Superior summers are busy and our staff continues to rise to the challenge daily. Our clerks, Coronda, Lewander, Olivia, Sienna, and Takima, help with so much more than just the day to day circulation tasks—everything from assisting patrons with technology to Summer Challenge tracking to managing study room reservations to promoting our programs and services and more. Our librarians Liz, Nicole, and Stacey, and paraprofessionals, Kallista and Monique, do so much more than reference tasks—everything from continuously handling Summer Challenge sign ups/logging/prizes to assisting with circulation to helping patrons step by step at the computers to enforcing patron behavior standards to implementing and planning new programs to attending committee meetings and more. Every YDL-Superior staff member's dedication and commitment to providing exceptional customer service is to be commended.



Program Highlights

- Our weekly youth programs have been well attended with Garden to Table on Tuesdays, STEM on Wednesdays, and Art on Thursdays. We've also seen an increase in our storytime attendance as well.
- STEM programming highlights included:
 - June 13: Black Men Read hosted an ecology safari program as part of the new STEM & Stories offering
 - June 24: UM Nature Play brought us Gravity Play with Spheres & near spheres
 - July 8: STEM EMU brought us robots and circuit boards
 - July 9: G.A.S. It Up Fitness brought large games (like Tetris) to help kids learn about STEM through physical play
- FedUp Ministries continues to bring a to-go lunch on Tuesdays and their food truck on Thursdays. Our patrons really enjoy the hot meals!
- Other programs since the last board report have included:
 - Youth: Weekly storytimes, Read to Bambi, drop-in creative kits
 - Adult: Canva 101 & 201, Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Chair Yoga, Sew Social, Banned Book Club

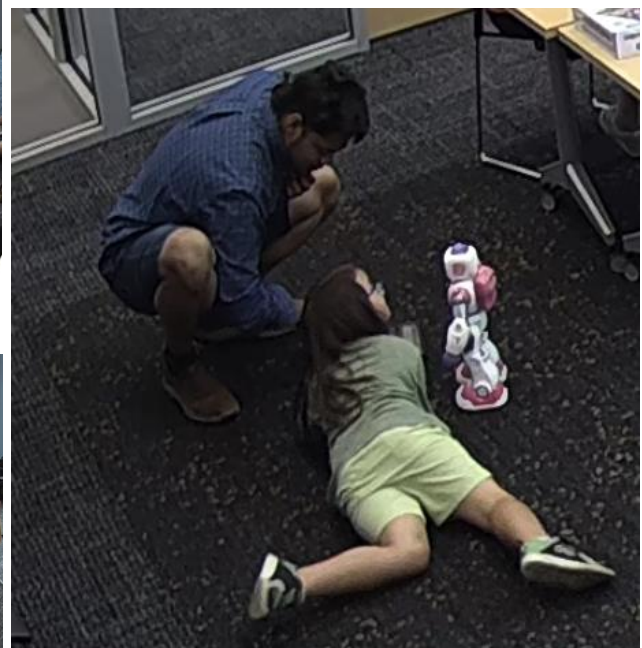


Building & Grounds

- On July 1, Facilities and Nicole troubleshooted the garden irrigation.
- On July 13, IT replaced the ipad charger since the previous one was draining the batteries rather than keeping them fully charged.



Submitted by Kathryn Takach
July 15, 2026



Whittaker Road-Adult Services Board Report: July 2026

Here is a list of July Programs:

- Fellowship of the Fiber (4 Meetups)
- Microsoft Excel – Basics
- Computer Basics - Getting Started
- Moving For Better Balance with the Ann Arbor YMCA (5 sessions)
- Classic Movie Night
- Canva 101: Intro to Canva
- Board Game Meetup
- Microsoft Word – Basics
- Gmail-Basics
- Mahjong Meetup (4 Meetups)
- Microsoft Excel – Intermediate
- Science Fiction Book Club
- Internet Basics - How to Search the Web
- MICHIGAN WORKS! Southeast Community Outreach
- Crochet Club (2 meetups)
- Canva 201: Tips & Tricks
- Euchre Club-Whittaker
- Digital Literacy Tutoring With Washtenaw Literacy (4 sessions)
- Microsoft Excel – Pivot Tables (Intermediate)
- Canva By Design: Business Cards and Flyers
- Microsoft Word – Intermediate
- Microsoft Word – Tips, Tricks, and Hacks
- Good Bugs, Bad Bugs
- Google Sheets for Beginners
- Virtual African American Authors Book Discussion Group
- How to Host a Zoom Meeting (Adult-Virtual)
- Google Sheets Tips & Tricks

We're nearly done with Fall program planning; thanks to the Friends of YDL and an additional generous, anonymous donation, there will be a few concerts this Fall for our patrons to enjoy! We're partnering with SCORE, the YMCA, YpsiWrites, Michigan Works! and Grievewell on a number of programs. We're also participating with the African American Cultural and Historical Museum of Washtenaw County on an NEA Big Reads Grant. They are running the grant and we will be providing space for some programs at both Whittaker and Michigan Avenue as well as running some programs or finding presenters for others. Our meetup groups continue to do well, with a good core of attendees and a varied number of people who come when they can.

Our Environmental Literacy kits, funded by LSTA grants, are now available at all three locations. Of the 9 kits that we have, 6 are currently checked out. The Energy usage kit has an additional five holds. We will be requesting reimbursement by the end of this month and will wrap up with a final report at the end of August. Here are images of what is in each kit:



AIR QUALITY KIT



ENERGY USAGE KIT



WATER QUALITY KIT

Our new librarian Abigail Smith begins work at YDL on July 20th. She has a lot of good skills and should be able to take over many of the tasks that Nicole Walley did while she was here. We're looking forward to having Abigail on the Whit-Adult Services team!

-Submitted by Paula Drummond July 14, 2026

Whittaker Youth Services Board Report July 2026

Programs

Little Ones

- **Storytimes** So far this summer, 1,026 people have attended one of 23 storytimes we've offered weekday mornings.
- **Outdoor Sensory Play** Each Friday a different staff person curates themed activities for families with little ones to enjoy near the garden. This summer we've offered five sessions attended by 326 people, averaging 65 per session. Kids handwashed and hung doll clothes to dry with Psyche and Marlena; made mermaid wands and explored ocean sensory bins with Liz; touched live worms and strung cereal on pipecleaners to make pretend worms with Ulana; made pretend pizzas in a mud kitchen pizzeria with me and Marlena; and engaged with small and large motor nature play with UM staff.

Kids and Parents

We see many of the same faces year after year and I got to take a photo of a teen volunteer with his reading buddy from four years ago. Families are expressing their appreciation for the library. One parent who has visited many libraries in neighboring communities said YDL is the gold star standard for kids' library services. A grandmother was very appreciative of afternoon programs and thanked us for making her grandson's summer so fun. And we've had kids expressing their enthusiasm verbally and through written messages. It's great to have so many happy families visiting the library.

Weekly Summer Activities We are offering the following programs for eight weeks. On Mondays and Fridays we distribute snacks at the end of the program, thanks to the Huron Valley Labor Federation. Our Summer Works intern Samuel often helps, along with an amazing group of teen volunteers. See a few of many photos on the next page.

- **Mondays:** Our Explore, Design, Create series features purposeful play with specially curated materials and challenges. 391 people have attended six sessions this summer averaging 65 people per session. Themes since the last board report include Roll-a-Picasso with a local artist; ramps and bubbles with UM's Nature Play staff; cardboard construction using boxes and our Chompsaws with Mani and Psyche; various types of painting and printmaking with me and Marlena; and Rube Goldberg Machines where kids used ramps, dominoes, and catapults to make chain reactions with me.
- **Tuesdays:** Mani and I have been excited that so many kids attending Pokémon Club learn to play the card game and keep returning every week. ALA teamed up with Pokémon to provide libraries with games because reading and math skills are required to play the game, so it's great to see kids read the cards, do the math, use logic to beat their opponent, and build skills over time. We've refined how the club runs, with Mani now using a short video and presentation each week to teach newcomers, then both of us and teen volunteers playing or coaching people through the game. Several parents play as well, which makes it easier to manage so many people. 217 people have attended six sessions, averaging 36 per session. We outgrew the youth programming room and are using the bay. Kids also made crafts at several meetups.
- **Wednesdays:** Chess Club is led by our teen intern and four teen volunteers, with me providing classroom management. We've had fewer players than during the school year, but it's been a nice mix of ages and abilities helping each other improve. 128 people have attended six sessions, averaging 21 per meetup.
- **Thursdays:** STEM Days featured roller coaster design with Challenge Island STEM; the science of music with a local DJ and Mani teaching beat making with technology and Ulana and Nichelle helping kids make two types of instruments; the science of air with Nutty Scientists; math puzzles and games with Josh and Psyche Jetton; and dinosaur STEM with Liz, Mani, and Psyche where kids dug for fossils, made fossil imprints, played with giant dinosaur bones, and learned about dinosaurs and the periods they lived in. These five sessions were attended by 288 people, averaging 58 per session.
- **Fridays:** Let's Move was designed to keep kids active this summer and has been very popular, with 333 people attending five sessions, averaging 67 per session. Workshops included an obstacle course challenge; a K-Pop Demon Hunters dance class with a local dance teacher; games on the lawn with Y on the Fly staff from the Ann Arbor YMCA; a Sing-and-Dance along Psyche coordinated with a teacher who played the piano while kids moved; and an introduction to taekwondo from a local instructor who ran kids through drills and taught them how to break boards with kicks.

Teens

- **Water Party** The after hours was small, but 13 people enjoyed playing in the water and making art with me and Nichelle.
- **TAG** had only a few people attending meetings due to other obligations and graduations, but with new members, it was back up to 10 teens this week. They're working on setting goals for next year.

Other Work

- **Around the Department** Ulana and Nichelle created several book displays, and Mani and Nichelle are making themed, leveled book bundles families can grab and check out.
- **Garden** Mani's garden is thriving now that we've had some rain and we're starting to harvest cucumbers this week.
- **Summer Challenge** 2,145 people are participating in the Summer Challenge so far.
- **Toyota Grant** I submitted a draft of STEM programs at YDL-Whittaker to Chris. It will become part of the 2025-26 final report to Toyota. It's nice to reflect back on all the work we've done and the positive impact we've made.



Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/17/2026
Re: Follow-up on discussion of Library Plaza activity

At the June meeting the Board authorized closing the Plaza gates when the Library is closed on a one-month trial. Interim Security Coordinator Chris Slay, Library Social Worker Tommy Anderson, and Michigan Avenue Branch Manager Katie Dover-Taylor will attend the July meeting to provide a progress report.

On Thursday, 7/16, our team met with representatives of the City and DDA to discuss the “migration” of issues they have dealt with in the past to Library Plaza. They seemed very impressed with the plans we have put in motion, and offered to support our efforts in a number of ways.

We plan to share more about that conversation with you, as well as what we’ve been seeing and doing over the last month. The City representative endorsed locking the gates; the DDA Director suggested that the YPD might be amenable to unlocking and locking them again on Sundays to allow locker access during the day. We will explore this possibility further should you wish us to continue closing the Plaza at night.

Related, we will update you on the outdoor sharps container plan. I would also like the Board’s blessing to place them in the main floor restrooms at Michigan Avenue.

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/16/2026
Re: Proposed upgrade to YDL surveillance system

YDL's video surveillance system was purchased in 2016. It performs well and staff rely on it for information when security incidents occur. In 2021 we did a software upgrade to expand storage capacity before our move to the new Superior building.

One of this year's planned projects for the IT Department was to expand security camera coverage as recommended by the Security Coordinator. Before David Parrinello left, he identified the additions most desired/needed, researched the Ypsilanti Historic District Commission's requirements for front façade cameras downtown (which were previously not allowed), and secured one quote for the work.

Based on knowledge of prior installations, the YDL IT Department felt that this initial quote, from Metro Detroit Integrated Systems (MDIS), was exorbitant. Interim Security Coordinator Chris Slay has obtained a second quote which is much more reasonable. At the same time, it includes one additional new camera in the YDL-Michigan Avenue Youth department. Chris will attend the Board meeting and can provide an overview of the proposed installation if desired.

To be effective, the cameras to be installed on Michigan Avenue's façade will require extensive tree trimming. With the rental of a lift, YDL's Facilities Department can manage this work, and the YDDA has offered to find us some help in hauling away the debris. We will also need final approval of our plan from the Historic District Commission, ensuring it adheres to their current rules.

The YDDA offers a surveillance camera grant program, through which they cover half the cost of camera installations that provide a view of the front door. We anticipate they will reimburse us for this, reducing the total cost of the project.

The cameras to be added at YDL-Superior require electrical work, which the camera/cabling companies do not provide. We have solicited a separate quote for this work but do not yet have it in hand. I will provide this figure at the Board meeting.

With the delay following David Parrinello's departure, the original (high) quote from MDIS has expired. The attached quote from Mobile Communications America, Inc. (MCA) for a cost of \$18,385.13 is recommended.

We set aside \$15,000 for the surveillance system upgrade in this year's IT project budget. IT's other special projects have come in significantly under budget thus far this fiscal year, so the MCA quote is well within our means.

I request approval of the purchase of the specified equipment from the low bidder, MCA, plus the electrical wiring at Superior. The total cost will be available at the Board meeting.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-22

July 22, 2026

RESOLUTION TO UPGRADE THE YDL SURVEILLANCE SYSTEM

Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, security and IT staff recommend increasing the Whittaker Road library's security camera coverage, and

Whereas, the Library budgeted to install additional cameras this fiscal year, and

Whereas, staff researched options and solicited two quotes for the desired cameras, and

Whereas, some electrical work is also required to execute this project, and

Whereas, a quote for this work has been solicited and should be in hand by the time of the Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quote be acquired from the low bidder, Mobile Communications America, Inc. (MCA), for \$18,385.18.

BE IT FURTHER RESOLVED that the electrical work required for camera installation at YDL-Superior is also approved for the cost of \$_____.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti District Library

YDL Camera Additions - REMC

Q4190000822

Provided By:



Matt Camps

mattcamps@callmc.com

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DCJS No.: 11-17936 and NC 2610-CSA

VA DCJS # 11-17936

CONFIDENTIALITY STATEMENT

THIS DOCUMENT CONTAINS INFORMATION THAT IS CONFIDENTIAL PERTAINING TO MOBILE COMMUNICATIONS AMERICA, INC. (MCA), THE SECURITY, FACILITIES, IT AND OTHER DEPARTMENTS OF THE REVIEWING ORGANIZATION. IT SHALL BE NEITHER DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE THE RESPECTIVE COMPANIES WITHOUT PRIOR WRITTEN CONSENT.

MCA FURTHER AGREES TO MAINTAIN COMPLETE CONFIDENTIALITY AND AGREES ANY INFORMATION FURNISHED WILL BE KEPT IN THE STRICTEST CONFIDENCE. MCA WILL FURTHER NOT DISCLOSE TO ANYONE WHO IS NOT A DIRECT PARTICIPANT IN THE POSSIBLE PROJECT, THE FACT THAT NEGOTIATIONS ARE TAKING PLACE OR ANY TERMS OF THE POSSIBLE TRANSACTION.

Date:
7/2/2026

Quote:
Q4190000822

Expiration Date:
9/30/2026

Scope of Work

MCA proposes to provide, install and program the following cameras per our site visit on 06/19:

Whittaker Rd

- (1) 3x8MP multisensor camera on the southeast part of the building, on the corner of the block wall extending west
- Includes camera, pendant mount, IR ring/PoE injector, and sealite whip/box as needed
- MCA will spray paint the camera and housing a gray or black matte color/finish
- MCA will utilize an existing spare category 6 cable in the box located behind the Access Point near where the camera is going
- MCA will utilize an existing Avigilon STD license for this camera, and plug in to an open port on the existing server/switch

Michigan Ave

- (1) 2MP H6A dome camera in the lower level behind the librarian desk, aimed towards the Teen Center
- (2) 2x8MP exterior dual-head surface mount cameras on the northwest corner of the building, one mounted on both the west facing wall and north facing wall. These cameras have a footprint of 8.58" wide x 4.92" high, and 3.39" deep. The plan is to penetrate the building through a grout line, and the camera would sit between the two portions of block that extend farther out, mounted roughly at the height of the top of the decorative block above the windows, to ensure the penetration gets us in the attic space.
- Provide and install (3) white category 6 cables, back to the lower level IT closet
- MCA will utilize (3) existing Avigilon STD licenses for these camera, and plug in to (3) open ports on the existing server/switch

Superior

- (1) 3x8MP multisensor camera, mounted on the existing light pole located to the west of the building near the circle drive
- Includes camera, pendant mount, IR ring/PoE injector, and pole mount
- For connectivity, we believe the best solution is a dedicated wireless point-to-point system from the building to the light pole. This is a small Ubiquiti system, and the wireless is dedicated to the camera. In order for this solution to work, we require constant 120VAC at the light pole. This electrical work is not included in the scope. We do have included the required NEMA enclosure box which has a duplex 120VAC outlet in it, which will also house (2) PoE injectors, one for the camera and one for the point to point.
- At the building side, the antenna would be mounted outside of the book drop off room
- Provide and install (1) white category 6 cable for the antenna, back to the IT room, plugged in to a library-provided switch port
- MCA will utilize an existing Avigilon STD license for this camera, and plug in to an open port on the existing server/switch

Bill of Materials

1.) Whittaker Rd

MPN	Description	Quantity
24C-H5A-3MH-DP1-B	3X8MP; WDR; 270 degree max field of view; Lightcatcher; 3.3-5.7MM; with pendant adapter and clear dome cover	1
WLMT-1001	Wall Mount for large pendant camera	1
H4AMH-AD-IRIL1	Optional IR illuminator ring; up to 30m (100ft); for use with H4AMH-DO-COVR1.	1
POE60U-1BTE	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	1

Subtotal: \$3,563.31

2.) Michigan Ave

MPN	Description	Quantity
16.0C-H6ADH-DO1-IR	Avigilon 16.0C-H6ADH-DO1-IR 2x 8MP H6A Dual Head Camera. Outdoor camera with built-in IR	2
2.0C-H6A-D1-B	2MP H6A Indoor Dome Camera with 2.8-12mm Lens	1

Subtotal: \$8,330.29

3.) Superior

MPN	Description	Quantity
24C-H5A-3MH-DP1-B	3X8MP; WDR; 270 degree max field of view; Lightcatcher; 3.3-5.7MM; with pendant adapter and clear dome cover	1
WLMT-1001	Wall Mount for large pendant camera	1
PLMT-1001	POLE MOUNT FOR LRGE PENDT WLMT-1001	1
H4AMH-AD-IRIL1	Optional IR illuminator ring; up to 30m (100ft); for use with H4AMH-DO-COVR1.	1
POE60U-1BTE	Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	1
NSM5(US)	Ubiquiti NanoStation M5 - 5 GHZ wireless bridge 15+ km	2
NS-WM	UBIQUITI NanoStation adjustable window/ wall mount. Vertically and horizontally adjustable. Includes interchangeable mounting adapters.	2
NB121005-100	L-COM 12x10x5 Inch 120 VAC Weatherproof Enclosure	1

Subtotal: \$6,491.58

System Investment

1.) Whittaker Rd Subtotal:	\$3,563.31
2.) Michigan Ave Subtotal:	\$8,330.29
3.) Superior Subtotal:	\$6,491.58
Purchase Price, Excluding Taxes:	\$18,385.18
Estimated Taxes:	\$0.00
Purchase Price, Including Taxes:	\$18,385.18

Payment Terms

Payment Terms:

Except as provided below, all contracted services require payment in full, due upon receipt of invoice. MCA may require the below milestone payments for installation contracts or services in excess of \$5,000:

- 40% down once Quote is accepted
- 50% once materials shipped
- 10% within thirty (30) days of the earlier of invoice or completion of installation, if applicable.

100% payment of stored materials is due upon receipt at MCA's warehouse. Inspection of billed products by Customer at MCA's warehouse will be permitted.

Non-standard credit terms are negotiable prior to Quote acceptance. All quotations are in, and payments must be made in U.S. Dollars. Payment shall be due and payable no later than thirty (30) days from the date of invoice. Nonpayment or delay in payment by Customer shall be considered a breach of the Agreement. The Customer will be charged applicable tax rate, unless Customer provides MCA with a tax-exemption certificate acceptable to the taxing authority.

All credit card payments are subject to a 2% convenience fee.

Delinquent Accounts - 18% APR will be added to Invoice(s) that are more than 7 days past due. The 18% APR will be applied on a monthly basis.

Contact cashapp@callmc.com for a remittance address that allows receipt tracking.

Assumptions:

MCA's Quote is based on a basic investigation of your site together with the available information provided. MCA's goal is to provide the system solution desired; however, MCA reserves the right to make adjustments should we discover that material facts or circumstances relating to the project or specification have been omitted or inadvertently missed at the time of project design, engineering, or during the installation. All adjustments will be formally documented on a revised MCA Quote document if the job has not commenced; or a MCA "Additional Work Authorization" or "Change Order" document if the adjustments are discovered after the work has begun. These documents will be presented for your review and approval.

Warranty:

Each item of equipment purchased under this Quote will be covered by the manufacturer's warranty. MCA's warranty for its labor is warranted for 90 days on services. Warranty will begin upon completion of the installation, or at a time where "beneficial use" of the system occurs; or of any of its' component sub-systems. Upon request, MCA can also provide a customized maintenance plan that fits the customer's application and budget.

Customer Acceptance

IN WITNESS WHEREOF, the Parties hereto execute and accept this proposal and agree to be bound by all parts, including the terms and conditions, which together form the complete agreement (hereinafter the "Agreement") between the Parties. The terms and conditions are incorporated by reference as fully set forth herein and available at [Terms and Conditions](#) (the "Terms"). This Agreement is in effect on the date proposal is signed. Customer agrees that it has read the Terms prior to customer's acceptance of this proposal. MCA hereby reserves the right to amend the Terms from time to time and without notice to Customer. This Agreement shall not be binding to MCA unless approved in writing by an Authorized Signer of MCA. In the event of non- approval, the sole liability of MCA shall be to refund to buyer the deposit amount that has been paid to MCA by Customer.

☐ Agree to MCA's Terms

☐ Agree to Other Terms: _____

MCA Location

Mobile Communications
America, Inc.
1330 Piedmont Ave
Troy MI 48083
(248) 997-4010
United States

Delivery Address

sostby@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti MI 48197
(734) 482-4110
United States

Billing Address

sostby@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti MI 48197
(734) 482-4110
United States

Seller

MCA Representative

Title

Approved MCA Authorized Signer

Customer

Printed Name

Title

Signature Authorized Signer

Date