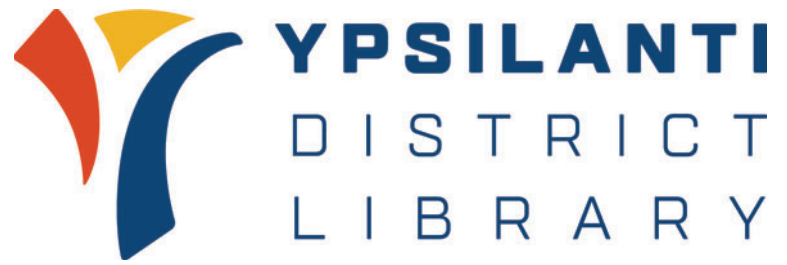


BOARD OF TRUSTEES



2026

INFORMATION PACKET



Wednesday

October 28, 2026

6:30pm YDL-

Whittaker



Ypsilanti District Library
YDL Board Meeting, October 28, 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	☐	☐	☐
Consent Agenda			
A. Proposed Minutes from September 23, 2026, Regular meeting and October 23, 2026 Special meeting	☒	☒	☒
B. September 2026 Financials and Check Register	☒	☒	☒
Communications	☒	☐	☐
Committee Reports			
A. Facilities	☒	☒	
B. Finance	☒	☒	
C. Friends	☐	☒	
D. Fundraising	☐	☒	
Director's Report			
A. Monthly Report	☒		
B. Quarterly Reports	☒		
C. Dashboards	☒		
D. Departmental Reports	☒		
Old Business	☐	☐	☐
New Business			
A. Review draft FY2026-27 budget	☒	☒	☐
B. Schedule public hearing for FY2026-27 budget	☒	☒	☒
C. 2027 holiday closing schedule	☒	☒	☒
D. Award of contract to lease new multifunction printer equipment	☒	☒	☒
E. Consideration of a resolution to purchase new computer equipment	☒	☒	☒
F. Authorization to submit a Michigan Arts and Culture Council grant application	☒	☒	☒
Board Member Comments	☐	☒	☐
Adjournment	☐	☐	☒

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 23, 2026 (Unapproved)

CALL TO ORDER

President Kristy Cooper called the Regular Meeting to order at 6:30 p.m.

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Michigan Avenue Branch Manager Katie Dover-Taylor as well as Security Coordinator James Hennenfent.

APPROVAL OF THE AGENDA

Director Hoenig asked to add New Business D to the agenda. Trustee Leighton moved to approve the agenda as amended and Trustee Kennedy supported this motion.

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

PUBLIC COMMENT

Michigan Avenue Clerk Rachel Resin addressed the Board as a member of the public to comment on the recent pest concerns and requested more training and information to handle the issue.

INTRODUCTION OF NEW STAFF

Director Hoenig provided an introduction for Security Coordinator James Hennenfent.

CONSENT AGENDA

Trustee Tebbens moved to approve consent agenda (August 26, 2026 Regular meeting minutes and August 2026 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

Director Hoenig pointed out several articles she included for the Board to read about some current activities and projects.

COMMITTEE REPORTS

Facilities Committee – Director Hoenig advised that the Ypsilanti Historic District Commission has approved the custom masonry color sample for the facade project. The contractor is still waiting on the mortar sample but it is expected by the end of the week. The contractor was directed to order the masonry in expectation of finishing the project while the weather for such repairs remains viable. She also discussed a meeting with consultants from Library Design and a pegboard they had subsequently ordered that shows a predicted January ship date. She closed with a brief note about the state of

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 23, 2026 (Unapproved)

repairs at Whittaker Road after the most recent water damage event, as the company has completed the upstairs breakroom for employee use.

AI Committee – Director Hoenig advised that the committee met and finished drafting policy and the documents were sent to the attorney for review. The attorney sent the documents back with many markups but no comments about what the markups meant. The committee asked for more information on these markups and as of today she has received these comments and will send these to the committee members for their review.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig provided several updates to her written report. The first was a set of images provided to the trustees of artist Shannon Johnson’s painting that will be delivered once the artwork finishes drying. She then displayed the artwork by local artist Takeisha Jefferson that will be shown along with the painting in the upstairs study rooms at Michigan Avenue. She provided an update to the Ypsilanti Heritage Foundation upcoming Historic Home Tour scheduled for October 4th, 2026. She also thanked Trustee Winborn as well as Jerome Drummond for volunteering their time to share their expertise during the tour, as well as Branch manager Katie Dover-Taylor for her work on this item. Next she let the trustees know that the library has received five proposals for copier machine services to replace the current expiring contract. The Assistant Director, along with the IT Department, will review the proposals with her this week. She closed with information about the hiring process for the current open position and asked if there were any questions from the Board. Trustee Tebbens commented on the Toyota STEM grant and some of the work performed for this project.

OLD BUSINESS

None

NEW BUSINESS

- A. Consideration of a resolution to add pea stone to the French drain at Superior

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-26

September 23, 2026

RESOLUTION TO INSTALL PEA STONE IN THE FRENCH DRAIN AT SUPERIOR

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

Whereas, neighborhood kids have been throwing rocks from the French drain and damaging the surface of the Superior building’s exterior, and

Whereas, the architect recommends covering the larger rocks with pea stone to preserve the drain’s functionality while providing a deterrent to this behavior, and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 23, 2026 (Unapproved)

Whereas, Margolis Companies provided a quote to perform this work, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Margolis Companies to install the pea stone and repair the French drain's edging as proposed for a total cost of \$4,500.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Tebbens

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

- B. Consideration of a resolution to purchase new furniture for the Whittaker lobby and group study rooms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-27

September 23, 2026

RESOLUTION TO AUTHORIZE THE PURCHASE OF NEW FURNITURE FOR THE YDL-
WHITTAKER LOBBY AND GROUP STUDY ROOMS

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

Whereas, the lobby and group study rooms at the Whittaker Road library are heavily used by both the staff and public, and the furnishings are original to the building, and

Whereas, the existing furniture is old and worn, and a number of the chairs have become rather rickety over time, and

Whereas, the Library budgeted to replace the lobby and group study room furnishings this fiscal year, and

Whereas, a staff planning committee worked with the design team from Daniels and Zermack Architects to identify options and select furniture that will match the aesthetics of the building, fit within our budget, and provide both utility and comfort, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and purchase the tables and chairs selected for a total cost not-to-exceed \$25,500.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 23, 2026 (Unapproved)

BE IT FURTHER RESOLVED that any portion of this expenditure that remains to be paid in the 2026-27 fiscal year shall be drawn from the Capital Asset Replacement Fund.

OFFERED BY: Trustee Leighton

SUPPORTED BY: Trustee Horne McGee

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

C. Discussion of pest concerns

The Board held a robust discussion regarding recent bedbug sightings and how to address employee, patron and community concerns. Administration requested Board input on what should constitute a closure. Current practices and policies were reviewed, and the trustees advocated for monthly inspections by sniffer dogs until the issue in the surrounding community settles down again.

D. Consideration of a resolution to authorize 5-year inspections and repair work on the Whittaker Road fire suppression system

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-28

September 23, 2026

RESOLUTION TO AUTHORIZE 5-YEAR INSPECTIONS AND REPAIR WORK ON THE
WHITTAKER ROAD FIRE SUPPRESSION SYSTEM

—

Whereas, the fire suppression system at YDL-Whittaker was inspected recently, and some deficiencies were noted, and

Whereas, the contractor has provided a quote to remedy the deficiencies and undertake further testing, and

Whereas, this work is necessary to protect the library building and its contents, Now Therefore,

IT IS RESOLVED that the attached proposal from Arbor Inspection Services, LLC to undertake this work is approved for a cost of \$5,892.00.

BE IT FURTHER RESOLVED that the Capital Asset Replacement Fund is to be used for this expense.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Kennedy

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 23, 2026 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Thanked the Bed Bug Committee for their efforts.
Trustee Leighton	Commented that he was looking forward to the Strategic Planning Session. He also brought up a request for the dashboards and more meaningful data contained within. Director Hoenig provided information on the upcoming Library IQ dashboard that has been collecting data, but needs two years of inputs before it will be unveiled.
Trustee Winborn	Thanked the library staff for their assistance with the oral history project as well as her genealogy work with patrons.
Trustee Maddix	Thanked the Bed Bug Committee for their efforts in balancing needs of the staff and community. She also thanked the Michigan Avenue branch staff for hosting the meeting.
Trustee Tebbens	Detailed to his fellow trustees his recent experiences following the Bookmobile on a regular Monday route. He paid special tribute to Ken MacGregor and Kaitlyn Johnson for the work they do and applauded their efforts interacting with the community.
Trustee Kennedy	No Comment
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Kennedy moved to adjourn at 7:41 p.m. Trustee Tebbens seconded this motion.

Financial Report

Ypsilanti District Library
Balance Sheet
September 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 9/30/2026	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	4,515,822	368,218
Receivables & Other assets	108,670	132,113	89,635	249,535	181,816	105,097	(76,719)
Total Assets	3,522,578	3,629,949	4,222,520	3,958,721	4,329,420	4,620,919	291,499
Liabilities	344,511	215,951	1,160,956	315,649	310,268	121,291	(188,977)
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	480,476	108,190
Total Fund Balance	3,158,067	3,413,998	3,061,564	3,643,072	4,019,152	4,499,628	480,476
Total Liabilities & Fund Balance	3,502,578	3,629,949	4,222,520	3,958,721	4,329,420	4,620,919	291,499

Ypsilanti District Library
Period Ending 9/30/26 (83.3% 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 9/30/2026 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,437,010	7,042,451	7,656,643	7,586,930	6,638,126	948,804	87.5%
Expenditures							
Dept 100 Administrative	2,799,845	3,088,772	3,499,974	3,724,034	2,938,243	785,791	78.9%
Dept 200 Michigan Ave.	679,655	706,194	731,794	819,050	629,008	190,042	76.8%
Dept 300 Outreach	285,464	291,164	313,695	339,572	266,130	73,442	78.4%
Dept 400 Superior Township	482,563	573,703	570,053	604,229	479,567	124,662	79.4%
Dept 500 Whittaker Rd	1,266,793	1,240,498	1,385,171	1,500,045	1,171,454	328,591	78.1%
Dept 600 Donations	79,576	44,096	40,370	-	61,408	(61,408)	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	5,557,650	1,429,280	79.5%
Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	600,000	1,080,476		
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	4,495,839		

**Ypsilanti District Library
General Fund
Period Ending 9/30/2026
(83.3% 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 9/30/2026 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	1,283,544	99.1%
425.000	City of Ypsilanti Tax Levy	944,675	998,345	1,055,610	1,113,046	1,113,046	533,943	48.0%
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	4,061,732	89.4%
441.000	Renaissance Zone Reimb	66,774	66,572	66,071	65,000	65,000	61,769	95.0%
443.000	State Aid Direct	44,630	44,916	47,814	47,850	47,850	47,838	100.0%
447.000	State Aid Indirect	44,630	44,916	47,814	47,850	47,850	47,838	100.0%
500.500	Operational Grant Revenue	10,000	56,711	138,150	30,000	100,000	197,476	197.5%
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	6,022	100.4%
657.100	Smart Cards - Printing & Copies	33,006	31,101	38,995	35,000	35,000	42,365	121.0%
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	67,691	105.8%
662.100	Community room rentals	2,250	3,425	3,825	2,750	3,063	2,225	72.6%
679.000	Donations/Misc.	12,872	2,993	14,543	2,500	4,600	3,767	81.9%
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 settlement	0	0	27,500	0	0	0	NA
687.000	Interest/Checking	6,705	7,080	5,546	5,500	5,500	4,018	73.1%
687.010	Interest/Savings	54,301	37,273	271	500	500	26	5.2%
687.121	MI Class value change	3,033	150,230	208,117	195,000	195,000	175,890	90.2%
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	14,457	111.4%
Total Revenue		6,341,931	6,984,492	7,568,078	7,512,536	7,586,930	6,565,159	86.5%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2026
(83.3% 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 9/30/2026 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	966,699	83.4%
702.100	Professional/Accounting	10,340	11,075	11,600	12,000	12,000	9,725	81.0%
702.150	Bank Fees	2,807	3,705	3,865	5,000	5,000	3,895	77.9%
702.900	Salary/Subs	17,893	13,241	20,489	18,392	26,528	20,098	75.8%
705.000	Employee Recognition Awards	521	789	750	750	1,500	1,231	82.1%
710.000	Payroll Service	18,957	10,151	21,141	14,600	16,500	13,392	81.2%
715.000	Employer Payroll Tax	208,026	224,848	242,918	254,067	256,228	213,998	83.5%
715.100	ACA Taxes Paid by employer	644	518	513	1,200	1,200	553	46.1%
718.000	MERS Defined Contribution	108,527	130,468	131,764	165,347	166,759	144,474	86.6%
719.000	FSA Admin Fee	600	657	656	900	900	619	68.8%
727.000	Office Supplies	45,636	23,533	35,310	34,000	34,000	31,028	91.3%
727.200	Supplies-Facility	22,127	26,267	34,318	34,500	34,500	20,304	58.9%
752.000	MML/Building Insurance	77,332	86,565	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	7,776	44.4%
754.000	Health Insurance	456,375	507,840	536,541	608,255	608,255	507,163	83.4%
755.000	PT Telemedicine	0	3,226	3,800	4,455	4,455	3,277	73.6%
756.000	Delta Dental	34,625	35,661	37,952	39,628	39,628	33,196	83.8%
758.000	Life Insurance	4,708	4,613	5,045	4,764	4,764	4,228	88.8%
759.000	Vision Service Plan	9,340	8,784	9,131	9,500	9,500	8,463	89.1%
762.000	STD/LTD (Disability Insurance)	18,396	19,661	21,883	21,540	21,540	19,451	90.3%
769.000	Printing & Publishing	24,323	23,525	25,225	28,100	28,100	25,209	89.7%
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	271,174	60.5%
774.100	Data Bases	32,458	33,979	34,144	40,000	40,000	20,738	51.8%
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	17,106	68.4%
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	4,569	45.7%
801.000	Major Events	14,259	15,895	4,665	17,306	17,306	11,421	66.0%
802.000	Mileage/Travel Reimbursement	6,936	4,769	2,607	7,000	7,000	2,698	38.5%
804.000	Workshops/Training	7,003	5,323	7,576	11,500	11,500	7,627	66.3%
805.000	Memberships & Dues	6,661	6,093	6,593	6,750	6,750	6,493	96.2%
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	165,371	551.2%
810.000	Capital Outlay - Buildings	4,880	5,549	9,369	5,500	5,500	1,100	20.0%
810.100	Capital Outlay - Improvements	2,261	6,531	97,882	44,200	44,200	23,644	53.5%
811.100	Capital Outlay - Technology	59,118	43,625	27,993	18,000	18,000	18,380	102.1%
812.000	Capital Outlay - Furnishings	5,873	3,426	1,832	5,000	5,000	0	0.0%
840.010	Insurance Claim In Progress	0	0	0	0	0	-33,963	NA
850.000	Automation - Technology	134,299	116,588	201,491	229,000	229,000	94,781	41.4%
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	21,611	40.9%
850.500	Software Subscription	42,936	39,319	33,952	38,986	38,986	42,185	108.2%
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	18,449	61.4%
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	8,693	33.4%
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	49,761	69.9%
980.500	Branding Costs	3,195	3,619	4,991	5,000	5,000	572	11.4%
981.500	Lost Book Expense	3,431	1,834	1,228	4,000	4,000	1,287	32.2%
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	4,544	56.8%
983.100	MTT Charge Back-Superior Twp	914	4,052	0	5,000	5,000	1,964	39.3%
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	2,938,243	78.9%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2026
(83.3% 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 9/30/2026 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	473,988	469,503	566,609	568,693	571,578	489,316	85.6%
702.800	Salaries-Pages	6,611	10,061	11,242	10,941	12,500	7,747	62.0%
771.000	Adult Books & Processing	14,185	20,211	18,938	18,000	18,000	16,362	90.9%
772.000	Youth Books & Processing	11,280	12,675	12,155	12,200	12,200	9,509	77.9%
774.950	Play Kits	0	0	1,714	1,500	1,500	1,362	90.8%
776.000	Periodicals - Adult	2,868	2,144	2,962	3,500	3,500	617	17.6%
778.000	Adult Audio/Visual	3,481	4,248	4,685	3,900	3,900	3,388	86.9%
779.000	Youth Audio/Visual	901	1,916	1,492	1,400	1,400	1,087	77.6%
801.500	Learning Never Gets Old	1,250	968	1,323	750	750	750	100.0%
802.200	Parking	3,700	3,600	3,600	3,900	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	18,357	100,000	7,744	57,000	57,000	9,414	16.5%
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	18,054	69.4%
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	9,126	48.0%
900.000	Programs-Adult	2,641	2,912	2,963	3,000	3,000	2,670	89.0%
901.000	Programs-Youth	2,531	2,206	2,848	3,000	3,000	2,825	94.2%
902.000	Art Purchases	0	0	2,789	20,000	20,000	10,205	51.0%
940.000	Phone	2,319	1,999	1,799	2,008	2,008	1,031	51.4%
943.000	Natural Gas	3,923	3,848	6,351	8,011	8,011	6,118	76.4%
947.000	DTE - Electric	20,935	15,529	20,589	24,192	24,192	17,671	73.0%
949.000	Ypsilanti Comm Utilities Auth	6,029	6,087	7,158	6,511	6,511	6,005	92.2%
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	629,008	76.8%
Dept 300 Outreach								
702.000	Salaries	233,500	268,398	275,843	296,618	298,225	249,640	83.7%
775.000	Library Materials	3,275	5,772	5,027	5,000	5,000	4,310	86.2%
801.500	Learning Never Gets Old	1,223	2,524	1,493	3,000	3,000	1,914	63.8%
811.000	Capital Outlay Vehicle	35,000	0	0	0	0		NA
840.000	Repair & Maintenance	8,376	7,566	24,284	25,000	25,000	3,087	12.3%
901.000	Programs		1,439	1,795	2,000	2,000	1,165	58.2%
943.000	Fuel	4,090	5,464	5,254	6,347	6,347	6,014	94.7%
Total		285,464	291,164	313,695	337,965	339,572	266,130	78.4%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2026
(83.3% 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 9/30/2026 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	353,232	382,524	418,615	436,358	437,887	368,164	84.1%
702.800	Salary/Pages	3,706	5,248	6,194	10,941	8,500	4,585	53.9%
771.000	Adult Books & Processing	14,935	14,738	14,100	15,000	15,000	10,310	68.7%
772.000	Youth Books & Processing	12,171	15,539	12,372	14,000	14,000	7,303	52.2%
774.950	Play Kits	0	0	1,235	1,500	1,500	498	33.2%
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	1,319	66.0%
801.500	Learning Never Gets Old	748	1,020	1,000	1,000	1,000	700	70.0%
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	8,444	67.6%
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	22,779	93.0%
900.000	Programs - adult	502	1,540	1,293	1,500	1,500	915	61.0%
901.000	Programs - Youth	547	2,537	1,970	2,500	2,500	1,915	76.6%
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	1,303	57.9%
943.000	Natural Gas	2,722	2,740	3,544	4,418	4,418	3,355	75.9%
947.000	DTE - Electric	8,772	14,500	14,187	16,916	16,916	8,739	51.7%
949.000	Ypsilanti Comm Utilities Auth	6,681	4,228	6,096	4,558	4,558	5,286	116.0%
980.000	Professional/Contractual	23,760	24,840	24,900	33,000	33,000	23,200	70.3%
Total		482,563	573,703	570,053	605,141	604,229	479,567	79.4%

**Ypsilanti District Library
General Fund
Period Ending 9/30/2026
(83.3% 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 9/30/2026 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	798,216	788,402	900,098	947,353	952,889	790,047	82.9%
702.800	Salaries-Pages	31,782	24,774	29,642	41,028	38,000	36,026	94.8%
771.000	Adult Books	44,943	36,758	28,604	36,450	36,450	22,580	61.9%
772.000	Youth Books	29,767	35,544	33,620	30,750	30,750	21,029	68.4%
774.950	Play kits	0	0	1,615	1,500	1,500	1,192	79.5%
776.000	Periodicals - Adult	6,237	5,439	10,194	9,000	9,000	6,384	70.9%
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	3,749	64.6%
779.000	Youth Audio/Visual	3,081	2,991	3,854	3,100	3,100	1,521	49.1%
810.000	Cap Outlay Building	71,761	22,986	54,029	93,500	93,500	23,756	25.4%
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	32,019	71.2%
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	29,874	87.9%
900.000	Programs - Adult	3,196	1,634	3,987	4,200	4,200	1,117	26.6%
901.000	Programs - Youth	12,837	13,005	12,896	13,000	13,000	10,533	81.0%
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	3,094	59.7%
943.000	Natural Gas	24,868	31,394	42,266	31,680	31,680	28,335	89.4%
947.000	DTE - Electric	106,775	126,805	110,738	131,220	131,220	117,843	89.8%
949.000	Ypsilanti Comm Utilities Auth	6,472	6,953	7,892	7,071	7,071	3,860	54.6%
980.000	Professional/Contractual				0	0	0	NA
Total		1,266,793	1,240,498	1,385,171	1,487,537	1,500,045	1,171,454	78.1%
Dept 600 Donations								
Revenue:								
	Total Revenue	46,229	55,433	48,564				
	Total Donated revenue	46,229	55,433	48,564			72,467	NA
Expenditures:								
	Total Expenditures	79,576	44,096	40,370				
	Total Expenditures	79,576	44,096	40,370			61,408	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	6,638,126	
Total Expenditures		5,637,023	5,945,573	6,584,357	6,927,868	6,986,930	5,557,650	79.5%
	Net Revenue Over Expenditures	799,987	1,096,878	1,072,286	584,668	600,000	1,080,476	
	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	4,495,839	

**Ypsilanti District Library
Balance Sheet
September 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 9/30/2026	Current FYTD Variance from 11/30/25
Assets:							
Cash and Current Assets	3,503,051	1,356,163	914,194	382,618	437,035	802,380	365,345
Total Assets	3,503,051	1,356,163	914,194	382,618	437,035	802,380	365,345
Liabilities	-	-	-	201,502	180,751	180,751	0
Fund Balance	3,489,597	887,932	371,866	181,116	256,285	621,629	365,345
Total Liabilities & Fund Balance	3,489,597	887,932	371,866	382,618	437,035	802,380	365,345

Ypsilanti District Library
Capital Expenses
Period Ending 9/30/26 (83.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FY 11/30/25 ACTUAL	YTD 9/30/2026 ACTUAL
Revenue					
400.683.800	Superior Library Designated	166,970	88,893	80,000	-
300.683.200	Veh Designated Donation			8,701	32,669
200.681.075	MA Designated Donation		35,600	5,800	
688.000	Interest	7,230	-	-	-
Other departments					-
688.000	Interest	-	4,016	1,556	1,051
Total		174,200	128,509	96,057	33,720
	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	102,926
	Subtotal	66,927	451,423	259,341	102,926
Dept 300 Vehicle Projects					
	Subtotal				-
Dept 400 Superior Construction					
702.150	Bank Fees	570	360	418	358
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	106,408
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	308,428	368,786	455,836	59,042
	Subtotal	308,428	368,786	455,836	59,042
TOTAL Capital Expenditures		1,842,694	834,615	720,889	268,376
	Total Revenue Over Expenditures	(516,060)	(190,754)	75,168	365,344
	Beginning Fund Balance	887,932	371,872	181,118	256,285
	Ending Fund Balance	371,872	181,118	256,286	621,629

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	9/30/2026	0	33,720	
YTD Expenditures	9/30/2026	0	-268,376	
Balance	9/30/2026	0	365,344	621,630

80,000 future pledges
701,630

CHECK REGISTER FOR YPSILANTI DISTRICT LIBRARY

CHECK DATE 09/01/2026 - 09/30/2026

Check Date	Check	Vendor Name	Amount
Bank BOAA OPERATIONS CHECKING			
09/04/2026	80299	LAKESHORE LEARNING MATERIALS	54.98
09/04/2026	80300	ARMOREX	787.06
09/04/2026	80301	DANIELS & ZERMACK ARCHITECTS	15,260.05
09/04/2026	80302	DTE ENERGY	19,145.65
09/04/2026	80303	FRANKS LANDSCAPING & SUPPLIES	4,266.67
09/04/2026	80304	HUGH GRINNELL	150.00
09/04/2026	80305	HEALTHIEST YOU INC.	369.75
09/04/2026	80306	INGRAM LIBRARY SERVICES	5,908.05
09/04/2026	80307	JNS FACILITY MAINTENANCE	2,600.00
09/04/2026	80308	KRM ARCHITECTURE	1,801.00
09/04/2026	80309	LARDNER ELEVATOR COMPANY	204.00
09/04/2026	80310	MIDWEST TAPE LLC	483.22
09/04/2026	80311	O'NEAL CONSTRUCTION, INC.	2,633.72
09/04/2026	80312	ORKIN	1,348.00
09/04/2026	80313	OVERDRIVE, INC.	3,369.82
09/04/2026	80314	VGKIDS	308.70
09/04/2026	80315	WASHTENAW COMMUNITY COLLEGE	1,637.60
09/04/2026	80316	WILLIAM P. FAUST PUBLIC LIBRA	27.99
09/04/2026	80317	ZOLMAN RESTORATION	21,838.70
09/04/2026	80318	KUCK, ANDREW	125.00
09/04/2026	80319	BLUE DOG COUNSELING	1,200.00
09/04/2026	80320	KINGS III OF AMERICA, LLC	99.82
09/04/2026	80321	REDFORD TOWNSHIP DISTRICT LIB	15.00
09/04/2026	80322	ARBOR INSPECTION SERVICES, LL	610.00
09/04/2026	80323	ALLIED WASTE SYSTEMS #241	625.50
09/04/2026	80324	DTE ENERGY	2,232.47
09/04/2026	80325	GUARDIAN TREE EXPERTS	185.00
09/04/2026	80326	MOBILE COMMUNICATIONS AMERICA	4,165.15
09/11/2026	80327	THE LIBRARY NETWORK	458.75
09/11/2026	80328	ANN ARBOR SYMPHONY ORCHESTRA	30.00
09/11/2026	80329	AVERY WILLIAMSON LLC	750.00
09/11/2026	80330	BLUE CARE NETWORK OF MI	63,861.90
09/11/2026	80331	CDW GOVERNMENT, INC.	80.05
09/11/2026	80332	DISA GLOBAL SOLUTIONS	303.77
09/11/2026	80333	FIRST CITIZENS BANK	2,372.95
09/11/2026	80334	INGRAM LIBRARY SERVICES	1,182.18
09/11/2026	80335	IMPERIAL BRADY	306.24
09/11/2026	80336	JAMES CAREY	2,575.00
09/11/2026	80337	KANOPY INC.	1,437.35
09/11/2026	80338	LIBERATION EMPATHY & ADVOCACY	2,600.00
09/11/2026	80339	LIGHTING SUPPLY	134.89
09/11/2026	80340	MIDWEST TAPE LLC	18,827.03
09/11/2026	80341	ME AND VEE DESIGN	750.00
09/11/2026	80342	MY FAVORITE PLANT COMPANY	79.00
09/11/2026	80343	ON-SITE SPECIALTY CLEANING	1,546.80
09/11/2026	80344	SANDOR SLOMOVITS	1,000.00
09/11/2026	80345	STAPLES ADVANTAGE	1,651.24
09/11/2026	80346	WEX BANK	754.51
09/11/2026	80347	YPSILANTI ACE HARDWARE	188.54
09/11/2026	80348	ANASTASIA ANDERSON	210.00
09/11/2026	80349	OMARI ROBERTS	190.00
09/17/2026	80350	Y C U A	1,687.51
09/17/2026	80351	DELTA DENTAL PLAN OF MICHIGAN	3,456.39
09/17/2026	80352	WASHTENAW COUNTY TREASURER	1,967.04
09/17/2026	80353	CENTER POINT PUBLISHING	154.62
09/17/2026	80354	AMAZON CAPITAL SERVICES	7,876.45
09/17/2026	80355	AMERICAN LIBRARY ASSOCIATION	128.00
09/17/2026	80356	BASIC	73.60
09/17/2026	80357	BENCHMARK DESIGN STUDIO	162.00
09/17/2026	80358	CONSTELLATION NEWENERGY-	2,147.38
09/17/2026	80359	FRANKS LANDSCAPING & SUPPLIES	2,787.50
09/17/2026	80360	FIRST BOOK	142.75
09/17/2026	80361	GUARDIAN TREE EXPERTS	1,603.00
09/17/2026	80362	HOWLETT LOCK & DOOR, INC.	236.00
09/17/2026	80363	HOME DEPOT CREDIT SERVICES	843.75
09/17/2026	80365	INGRAM LIBRARY SERVICES	989.74
09/17/2026	80366	LARDNER ELEVATOR COMPANY	280.56
09/17/2026	80367	MIDWEST TAPE LLC	135.26
09/17/2026	80368	MY FAVORITE PLANT COMPANY	149.00
09/17/2026	80369	ORKIN	444.00
09/17/2026	80370	OVERDRIVE, INC.	49.99

CHECK REGISTER FOR YPSLILANTI DISTRICT LIBRARY

CHECK DATE 09/01/2026 - 09/30/2026

Check Date	Check	Vendor Name	Amount
Bank BOAA OPERATIONS CHECKING			
09/17/2026	80371	WILLIAMS, KAYANNA	1,666.00
09/17/2026	80372	BRYSON, EMILY	1,666.00
09/17/2026	80373	ELLIOT O'HARA	1,666.00
09/17/2026	80374	ALEXIS STREET	50.00
09/17/2026	80375	LAYLA DUNSMORE	245.00
09/17/2026	80376	MACKENZIE DUNSMORE	230.00
09/17/2026	80377	AJEET LUNIWAL	180.00
09/17/2026	80378	GABRIELLA OBERG	210.00
09/17/2026	80379	ADELAIDE WINGFIELD	180.00
09/17/2026	80380	VERA YODER	215.00
09/17/2026	80381	SILA ABD ELSAYED	260.00
09/17/2026	80382	ASIL ABD ELSAYED	190.00
09/17/2026	80383	CAMON PHELAN	305.00
09/17/2026	80384	JEFFERSON, TAKEISHA	8,000.00
09/17/2026	80385	MI-HQ ENTERPRISE, LLC	3,600.00
09/17/2026	80386	GRETCHEN MARSHALL-TOTHFEJEL	68.20
09/25/2026	80387	AFLAC	113.80
09/25/2026	80388	VISION SERVICE PLAN - MI	809.26
09/25/2026	80389	WASHTENAW COUNTY TREASURER	31.20
09/25/2026	80390	ARMOREX	355.09
09/25/2026	80391	BATTERIESPLUS	147.67
09/25/2026	80392	BENCHMARK DESIGN STUDIO	75.00
09/25/2026	80393	BSB COMMUNICATIONS INC.	11.03
09/25/2026	80394	CAPITAL ONE	4,411.08
09/25/2026	80395	DANCE AND GROW	150.00
09/25/2026	80396	DANCE WITH ELEGANCE	300.00
09/25/2026	80397	INGRAM LIBRARY SERVICES	8,023.28
09/25/2026	80398	IMAGE BUSINESS SOLUTIONS, INC	1,241.05
09/25/2026	80399	JUMP PARTY	132.50
09/25/2026	80400	MIDWEST TAPE LLC	772.35
09/25/2026	80401	MUSIC MEANS MORE, INC	500.00
09/25/2026	80402	MADISON NATIONAL LIFE INS CO	2,495.54
09/25/2026	80403	ORKIN	606.00
09/25/2026	80404	SUPERIOR TOWNSHIP UTILITY DEP	1,278.54
09/25/2026	80405	VERIZON WIRELESS	434.98
09/25/2026	80406	FLY ART LAB	100.00
09/25/2026	80407	DUKE FARMS LLC	545.00
09/25/2026	80408	CANTELON FINISHERS, INC.	2,400.00
09/30/2026	80409	DTE ENERGY	14,509.08
09/30/2026	80410	FASTSPRING	2,249.10
09/30/2026	80411	MIDWEST COLLABORATIVE FOR	300.00
09/30/2026	80412	THE RIDE	1,200.00
09/30/2026	80413	EMBODY YOUR NATURE, LLC	200.00
09/30/2026	80414	KINGS III OF AMERICA, LLC	99.82
09/30/2026	80415	WILLIAMS, CYNTHIA	180.00
BOAA TOTALS:			
Total of 116 Checks:			280,460.21
Less 0 Void Checks:			0.00
Total of 116 Disbursements:			280,460.21

Communications

Joint Conference for Librarians of Color 2026

Monica Porter's Experience



Meaning of JCLC

The Joint Conference for Librarians of Color is a gathering of BIPOC Librarians from all over the United States and beyond. JCLC is a space for celebration, collaboration, and shared experiences as we move through librarianship. It took place from October 7th to October 11th, 2026, in Spokane, Washington. The theme for this year's conference was "Uplift, Encourage and Empower." This was also a tribute to the first conference held in 2006, whose theme was "Gathering at the Waters: Embracing Our Spirits; Telling Our Stories." It connected to this year by reflecting where we are as librarians 20 years later, and the chosen city reflected that theme through its strong Indigenous culture and beautiful rivers. The picture on the left was of the three Indigenous leaders. It was beautiful and powerful in its own right. The Indigenous and Spokane history displayed outside the hotel, Ruby River, which is known for industrial use and as a storage site.



Opening Speaker: Jason Reynolds.

I started my day by attending the opening session, an interview with Jason Reynolds, one of my all-time favorite authors. I was so happy to be in the space and hear the knowledge that he shared. He shared stories about his relationship with his dad, masculinity, banned books (including his own works), storytelling, and his writing: an adult book titled *Dig* and a tween book titled *Icky*. Jason explained that his writing on masculinity and boys has been based on his personal experience. When he was a young man, showing emotion in both society and culture was taboo. However, his friends and his father accepted that it was okay to embrace your emotions as a boy in a world that was not accepting. He also explained that his father was considered an "alpha" male but showed love when it came to his kids and mother. He then talked about how the value of storytelling can be constructed or deconstructed based on a person's perception when reading stories and what those stories are about. He talked about banned books, and he said that he is not afraid to go to towns that are very outspoken about materials that are not accepted in their households or communities. He gave kudos to librarians who are courageous enough to fight that fight and should be applauded for the work we do. Jason Reynolds was very inspiring to me, and the words spoken resonated with me for the remainder of the conference.



LEADERSHIP SESSIONS

"You're a Mid-Level Public Library Manager - Now What?" This session explained how BIPOC leaders can experience code-switching, imposter syndrome, being underestimated, and being one of the few, and how to navigate. We need to use our strengths more and recognize what has brought us to the table; this can ease some of the tensions. We bring from a cultural context: community building, humility, community trust, bilingual/multilingual services, and lived experience. We were given tools to help us in our journey as middle managers by remembering the CORE competencies: communication, delegation, conflict resolution, strategic



thinking, and emotional intelligence. So we have to set boundaries, adapt, be self-aware, and follow through for both admin and our teams.

“Hope as Strategy: Reimagining Leadership from the Middle as Women of Color.” Hope Strategy is about navigating future outcomes and goals you set in place to be successful as a leader. It is not to focus on all of the microaggressions, burnout, and toxicity that can happen in a space where you feel isolated. The resolve for that is to focus on **WHYPOWER**, which is working on a personal leadership purpose: what is your role as a leader for yourself, your team, your department, and the library community. Putting this in writing reminds you that you are doing a great job. It is also encouraged for your team to have a purpose and be successful in their roles in the department and the library. So the framework for success is 1) goals, purpose statement, 2) waypower - what pathways do we see, 4) willpower - what do we have agency to move, 5) wepower - who and what can help us, and 6) critical hope - throughout the process, are we naming reality, providing meaningful resources, and building capacity for change.



“Building Connection and Belonging: Small Steps that Create Real Change” When building connections and belonging as a BIPOC leader, it is important to remember that the mission, vision, values, and guiding principles for your library can be developed on a personal level. The mission for the presentation was, and now is, my motto: “start small change and build out to large change.” For example, the trainings that you see to the right are trainings our library is actually doing for their team. They are divided into three categories: *toe-dipping* (beginners), *waist-deep* (intermediate), and *dive in* (for deeper conversations). I think these trainings can be done here either at an in-service day, as a requirement for new hires, or as simple professional development for the team. Remember to start small and build out - so individual departments or locations can start this with their teams.



OUTREACH SESSIONS

“We will Thrive Serving Immigrant Communities Through Crisis with Innovation, Compassion and Collaboration.” This was absolutely an inspiring session where you can incorporate many of the programs here at YDL. This was during a time when ICE was heightened in Chicago, and three branch managers met their community where they are. They developed hybrid programs; they had a community workshop about “Know Your Rights,” which included many orgs coming to speak. They offered free digital tools like Cell-ed (which offers mobile-first, self-guided micro-lessons, English and Spanish language learning, citizenship prep, digital skills, job readiness, etc.) Digital Learn is the second tool and did not require a library card. They offer job search, work skills, self-paced courses in English and Spanish, etc. There was a food truck series and Grab-and-Go kits that included whistles, masks, and zines with useful information on responding to ICE, which were a part of the Bookmobile. They had ESL/GED/ Citizenship prep partnerships and ESL Kits. Many of these services can be used at YDL.



“Connecting Tribal Communities and Public Libraries: Stories from Washington State.”

This was also a great session. Tribal libraries and communities do not trust public libraries because of government funding. I would love to seek out opportunities to connect with the Indigenous community, and this can start at our local universities that have Indigenous student orgs. I know at the University of Michigan, I was part of the collaboration to pull together an Indigenous LibGuide for students, faculty, and community. We also partnered with AADL and the Powwows. This is a demographic we need to do outreach. Just remember when engaging with tribes and nations that you have respect by speaking with the elders,



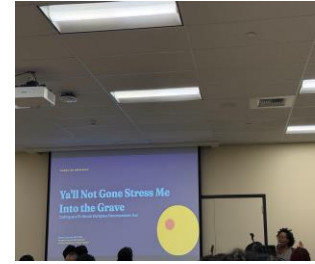
WELLNESS SESSIONS

“Ya’ll Not Gona Stress Me Into the Grave”

This was a much-needed session, and it discussed the importance of taking care of yourself. The presenter talked about how stress can attack the body and how job burnout is real. It also discussed that many BIPOC library professionals do not call in sick due to the fear of stereotypes of being lazy and not wanting to work. It was followed by activities that I will be implementing in the Outreach space. She had tables with word searches, coloring books, a puzzle for groups to work on, how to make a fidget toy, and Play-Doh during the session. She talked about 15-minute brain breaks, like going a table where a puzzle has been placed and adding a puzzle piece. I really enjoyed this session and learned a lot about myself and what burnout looks like.

IN CLOSING

I was so happy to be in this space and be around others who shared a commonality. People commented on my energy and how I engaged with others, speaking to others with a large smile on my face. It was a needed time for me, all that I have experienced in spaces. I am a student of learning and engagement, so everything I mentioned will be useful for me, my team, and the community. I appreciate that I was able to get the funding to attend when there weren’t many options. Thank you very much, Library of Michigan, for the funding and YDL for the support. I do want to add that I also attended many presentations on program planning and a YA Author Luncheon that provided me with knowledge and free books.



Kihilee Brenen

2026 ABOS Report

2026 ABOS Conference

The 2026 ABOS Conference, titled “Outreach Services: Beyond the Stacks to Community Connections,” brought together bookmobile drivers, outreach librarians, and library staff to share ideas, discuss challenges, and explore creative ways to expand library services throughout their communities. From the very beginning, it was evident that the conference would provide an excellent opportunity for learning, networking, and professional growth.

The conference began with registration, followed by a discussion titled “Find Your People,” led by Executive Director Cathy Zimmerman and Deputy Director Jenn Koetz. The purpose of this discussion was to provide attendees with guidance on navigating the conference and establishing meaningful connections with others throughout the conference. I felt that this discussion was an excellent way to inspire, build confidence, and foster a sense of community. It also helped create a welcoming and supportive atmosphere in what could otherwise have been an overwhelming environment. Shortly afterward, we gathered to watch the documentary Banned Together.

Banned Together follows high school students as they fight to prevent books from being removed from school libraries. The documentary also observes the forces contributing to the rise of book bans and curriculum censorship in public schools across the United States. While watching the documentary, I could not help but reflect on how biased and controlling censorship can be. In my opinion, censorship is often influenced by individual perspectives and personal beliefs, which can sometimes overshadow critical thinking and open-mindedness. The

documentary reinforced the importance of protecting access to information and ensuring that diverse perspectives remain available to readers. Following the screening, the first day of the conference came to a close. As the conference continued, training sessions and breakout sessions provided additional opportunities for learning and professional development.

The first breakout session I attended was titled “Perceived vs. Actual Need: How to Say No and Why It’s Necessary.” During this session, presenter Minda McGurk emphasized that library staff, particularly those working in outreach services, should carefully evaluate invitations and requests before committing to them. She explained that learning to say “no” when necessary is essential to maintaining a healthy work-life balance and preventing burnout. McGurk also discussed burnout as an occupational phenomenon associated with workplace stress, noting that outreach services can be particularly vulnerable to its effects.

During this session, I learned about the three dimensions of burnout which are emotional exhaustion, reduced professional accomplishment, and depersonalization and/or cynicism. These dimensions can have physical, psychological, and occupational consequences. The presenter also discussed strategies for preventing burnout, including taking advantage of workplace resources such as social workers, wellness programs, and self-care opportunities. Other preventative measures included establishing manageable workloads, setting clear boundaries, and normalizing conversations about burnout in the workplace.

I found this session especially informative because the discussion is closely related to some of my own experiences while working in outreach. It reinforced the importance of recognizing personal and professional limits while understanding that saying “no” when necessary will not reduce our obligation to serving our community. Moving forward, I plan to share this valuable

information with my coworkers. Afterward, I attended another session that explored the importance of play in adult services.

The session, titled “Bringing Play to Adult Services: It’s Not Just for Kids,” was presented by Melissa Cast-Brede. The discussion focused on the importance of play throughout our lives and how a lack of play can negatively affect overall well-being. As the saying goes, “The opposite of play is not work; it’s depression” (Brown, 2010).

It was mentioned that play can take many forms, including physical exercise, learning a new language, playing games, singing, dancing, or simply sharing a good laugh. The presenter also mentioned that play can support physical and emotional well-being and may help strengthen neural pathways in the brain. Additional benefits include enhancing cognitive abilities, improving our understanding of the world around us, and strengthening our ability to adapt to change.

One of the most important takeaways from this session was the reminder that play is not exclusively for children; it is also an essential part of adult life. Cast-Brede concluded by highlighting the role libraries can play in creating opportunities for adults to engage in fun, meaningful, and interactive activities. Examples included hosting miniature golf in the library, adult scavenger hunts and spelling bees. Poetry writing and storytelling are also a great type of play. This session encouraged me to consider how libraries can create welcoming spaces where adults can connect with others, and rediscover the value of play.

Another session I attended focused on the importance of building and maintaining community partnerships. Titled “Ad Hoc to Aligned: Formalizing Community Partnerships for Greater

Impact,” this session was presented by Program and Outreach Manager Sarah Anderson. The discussion emphasized that successful partnerships are built on clear communication, shared goals, mutual benefits, and a strong understanding of each other’s role.

Anderson introduced three partnership models:

1. **Programming Partnerships:** These partnerships are typically short-term and focus on a specific program, event, or series. They may provide free or discounted services, specialized expertise, or other resources that enhance a library program. These partnerships are most effective when they address a community need or interest and align with the goals of the participating organizations.
2. **Mutually Supportive Partnerships:** These partnerships involve ongoing, reciprocal relationships in which both parties contribute to shared efforts. They encourage collaboration in determining a program’s purpose, content, and direction. By working cooperatively, both organizations can strengthen their services and establish a lasting, mutually beneficial relationship.
3. **Strategic Partnerships:** These are long-term partnerships built around shared goals and typically require a greater investment of organizational time and resources. They are often designed to address broader community needs or challenges, with both parties working closely together to achieve specific objectives. These partnerships are continually evolving and may last a year or longer.

Each partnership model offers unique benefits and can be adapted to meet the needs of the organizations involved. They can also complement one another, allowing libraries and community organizations to develop relationships that evolve over time. Anderson emphasized

the importance of establishing clear expectations and boundaries to protect these partnerships to make it easier to say “no” when necessary without damaging the relationship.

My primary takeaway from this session was that successful partnerships depend on mutual respect, communication, and a shared commitment to one another’s goals. Building strong relationships requires recognizing and valuing contributions while maintaining clear expectations. This session, along with the other breakout sessions I attended, provided valuable insights that I can apply to my work in outreach.

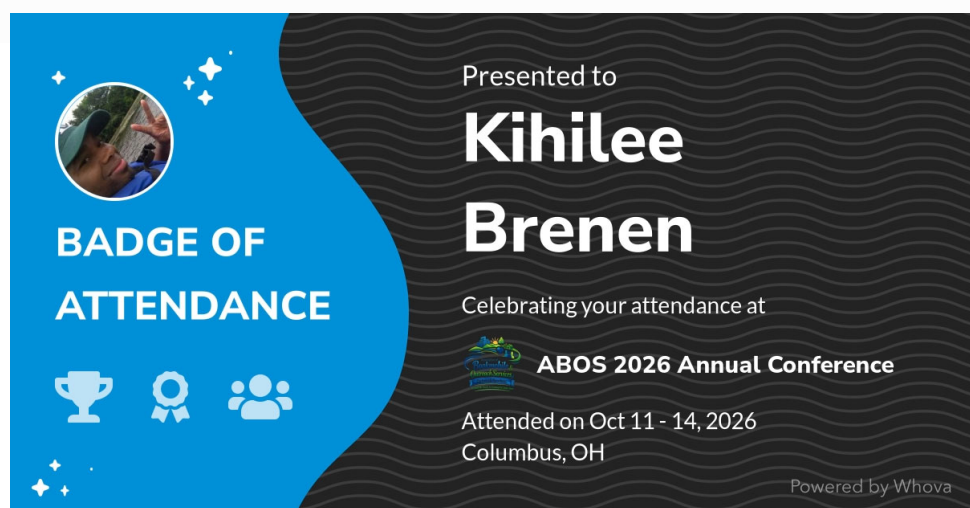
In addition to the sessions, I had the opportunity to participate in several activities sponsored by ABOS. One highlight was exploring the bookmobiles displayed at the conference. I was able to board and view vehicles from other libraries, including Kent District Library in Kent County, Michigan; Edison Public Library in Edison, New Jersey, Licking County Library in Newark, Ohio, and Medina County District Library that is from in Medina County, Ohio. Visiting these bookmobiles gave me an opportunity to observe different vehicle designs. It was also exciting to see how other libraries use their bookmobiles to meet the needs of their patrons.

Another memorable experience was participating in a tour of the Farber Specialty Vehicles manufacturing facility. The tour provided a look at the process of designing and building specialty vehicles for organizations and businesses throughout the United States. Inside the facility, we looked at several types of vehicles, including Sprinter vans, Freightliner trucks, and recreational vehicles, each were customized to meet a specific need. Being able to observe the manufacturing process firsthand gave me a greater appreciation for the craftsmanship, and attention to detail involved in building a bookmobile. We also received a demonstration of the vehicle-wrapping process, which offered additional insight into how customized designs and

branding are applied. Overall, the tour was both educational and enjoyable, providing a unique perspective on the work that goes into creating specialized vehicles, including those used to deliver essential services to communities.

Overall, attending the 2026 ABOS Conference was an enjoyable, inspiring, and a rewarding experience. Having the opportunity to meet and learn from other bookmobile drivers, outreach professionals, and librarians who share similar experiences, challenges, and goals was very meaningful. There is something encouraging about being surrounded by people who understand the importance of our work and share a commitment to connecting with and serving communities.

The conference reinforced the value of collaboration, professional development, and building strong community relationships. I left with new ideas, practical strategies, and a renewed appreciation for the role outreach services play in making library resources accessible to everyone. Most importantly, the experience reminded me that our work extends far beyond the library walls. Through creativity, collaboration, and meaningful community connections, we can continue to expand the reach of library services and make a lasting difference in the lives of those we serve.





FOR BANNED BOOKS WEEK, ANN ARBOR and Ypsi librarians and booksellers defend the freedom to read

Banned Books Week, Oct. 4 – 10, aims to draw attention to censorship and promote access to information. This year's theme, "Let Books Be. Protect the Freedom to Read," will be reflected through programming at local libraries, bookstores, and other institutions.

BY SHIRLEY OBIH • ARTS & CULTURE • OCTOBER 5, 2026



Banned Books display at Ann Arbor's Literati Bookstore. Photo by Doug Coombe.





Nisson, the University of Michigan Arts Initiative, and the University Musical Society.

At [Literati Bookstore](#) in downtown Ann Arbor, books that have faced bans or other challenges now occupy some of the store's most visible real estate.

For Banned Books Week, children's bookseller Lillie Reimer says Literati plans to fill its main-floor display with frequently challenged titles, including books that have been challenged in Michigan school districts. The displays will also provide information about where the books were challenged, why they drew objections, and how the challenges were ultimately resolved.

Held Oct. 4 – 10 this year, [Banned Books Week](#) is an annual national campaign organized by a coalition of organizations, including the [American Library Association](#), to draw attention to censorship and promote access to information. This year's theme, "Let Books Be. Protect the Freedom to Read," will be reflected through programming at local libraries, bookstores, and other institutions.



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At Literati, that means deliberately placing titles that some have sought to remove from public view in a prime spot where shoppers can easily encounter them.

The distinction between a book existing *somewhere* and a reader's ability to actually encounter it is central to Abigail Stewart's work at the University of Michigan (U-M).

"They don't call it banned if you have to ask for it, but it's lack of access," Stewart says. "It's not out there where a kid could see it and get curious."

Stewart, U-M Professor of Psychology and Women's and Gender Studies and an affiliate of the [Center for Social Solutions](#), is part of a group of eight retired but still-active academics whose work has focused on access to books, particularly for children and adolescents. Their project, "[Banned Books: Why Young People Need Them](#)" began with a deceptively simple question.

"It's easy to say book banning is bad, and it's bad not to have access to books," Stewart says. "But why is it bad to ban this book? What is it that happens, could happen, does happen as a result of this book not being available to kids?"

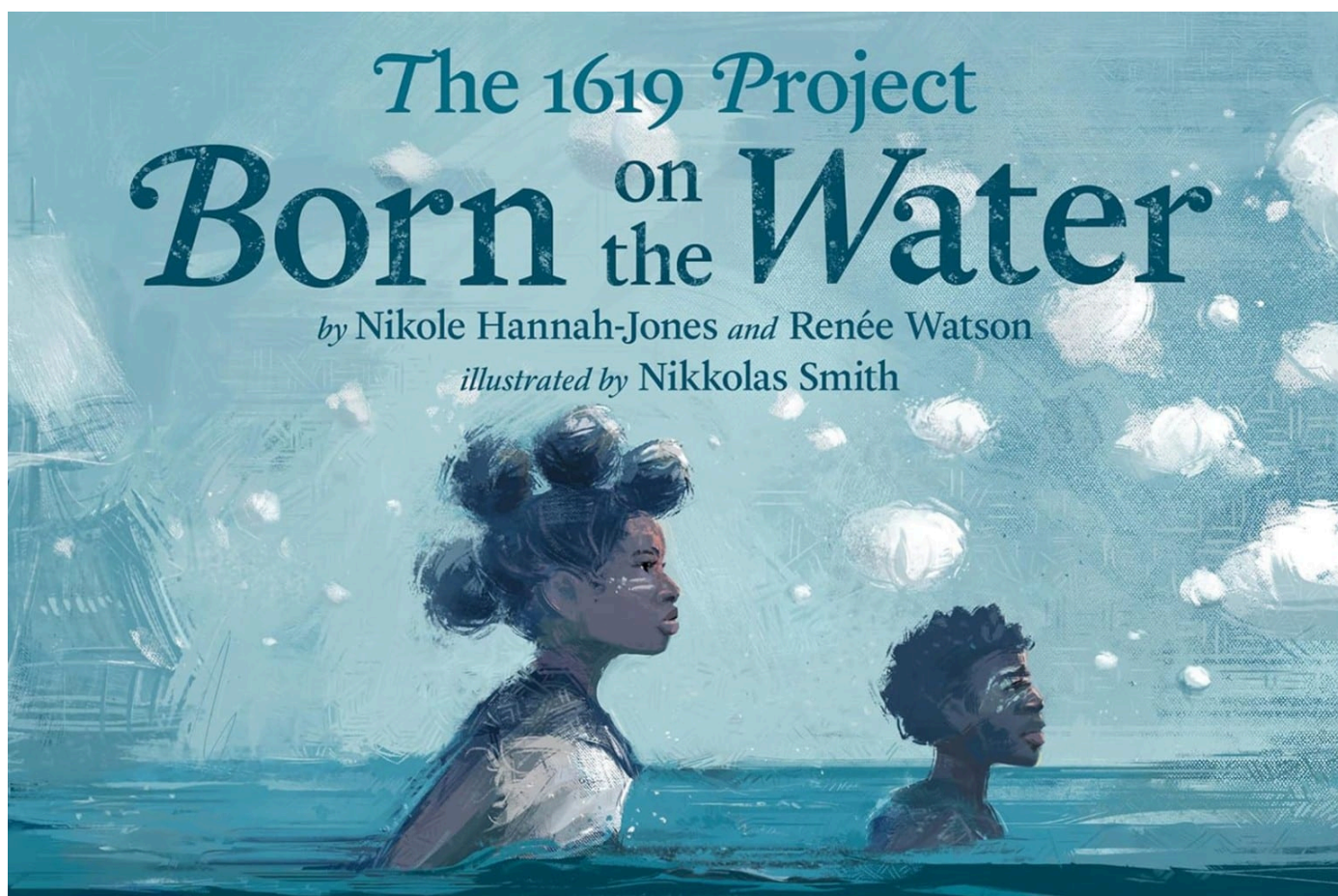
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In other words, what disappears when a book can't be accessed?

For Stewart, the answer can include knowledge of history, the opportunity to encounter an unfamiliar life, and the chance to better understand one's own.

She points to “The 1619 Project: Born on the Water,” a children’s book by Nikole Hannah-Jones and Renée Watson, illustrated by Nikkolos Smith, about a young Black girl learning about her family’s heritage from her grandmother. Stewart describes the grandmother as a kind of surrogate for children who may not otherwise have someone to tell them that history.



The 1619 Project: Born on the Water by Nikole Hannah-Jones and Renée Watson, illustrated by Nikkolos Smith.



music. They were leaving religion. They were leaving social structures.”

Without those stories, she argues, gaps in knowledge can persist unnecessarily.

“It’s a form of ignorance that we don’t need to have if this book is read,” she says.

But books do more than supply information. Stewart argues that they can also give readers access to experiences far removed from their own.

“Those experiences are cut off if we only read about what we already know,” she says.

For Reimer, that possibility is not an abstract one.

In her early 20s, she read Dale Walls’ “The Queer Girl Is Going to Be Okay,” a coming-of-age novel following three queer girls approaching the end of high school. Reimer had encountered queer characters before, but much of the media she consumed centered on their suffering.

“So much of the queer media that I had consumed up until that point was so sad and was so bent on having these queer characters suffer, seemingly for the sake of suffering and for being sad,” Reimer says.



Walls' book offered something different: a depiction of an ordinary life and the possibility of an ordinary happy ending.

"It was so important to me to see the queer girl be okay," Reimer says. "It was so kind of life-changing to see a queer character get a normal, happy ending. It was so peaceful."

Representation, in that sense, is just as much about the range of lives those characters are permitted to inhabit as it is about who is in the book.

Reimer now works on the other side of that exchange, helping children and parents find books at Literati. Those conversations can turn abstract debates about censorship and age appropriateness into practical questions about what a particular child might be ready to read.

Younger readers sometimes reach for books marketed to teenagers, Reimer says, so she may help parents find another title with similar themes but content better suited to the reader's age.

During holiday shopping, another consideration sometimes emerges: how accepting the recipient's family might be of stories that do not center white, straight characters.

Particularly with queer books, Reimer says she is conscious of not recommending something that could put a young reader in a difficult position at home.

"I don't want the kid getting in trouble or for [the book] to put them in any sort of danger," she says.

Sometimes she approaches a difficult conversation through the book itself.



Julianne Smith. Photo by Doug Coombe.

At the [Ypsilanti District Library](#) (YDL), Assistant Director Julianne Smith approaches the same questions of access and representation with the responsibilities of a public institution.

Ypsilanti's diversity extends across race, gender, income, and education, Smith says, and a public library has to serve all of those communities.

"When those groups are talking about banning books, to me, I hear: you're cutting out certain people in our community," Smith says.

After more than 20 years at YDL, she says the idea of excluding any readers from the library makes her "skin crawl."



Smith says the subjects at the center of censorship disputes have shifted throughout her career and over preceding decades from books addressing war and race to women's lives and, increasingly in recent years, LGBTQ+ themes.

"You see these waves," she says. "We can kind of predict them. But that's why it's so important to protect those voices."

For Smith, however, intellectual freedom also means protecting access to viewpoints she may not share.

She describes Ypsilanti as a generally liberal and accepting community, but notes that conservative residents are part of the library's public, too.

"There are a lot of people who are more conservative, and they also deserve to go to their library and to find authors and topics that interest them," Smith says.

Just as conservative patrons should not determine what other readers can access, Smith says, liberal patrons should not seek to ban conservative writers simply because they disagree with them.

"They deserve to find their mirrors and windows and doors, too."

That delta between deciding what is appropriate for oneself or one's child and what should remain available to everyone is one that Stewart frequently encounters in her work.

Stewart does not dismiss parents who are uncertain about what their children should read. Questions about potentially difficult material and developmental appropriateness deserve consideration, she says.

"There is a large group of people, maybe lots of parents, who aren't sure what to think, who are afraid [that] maybe there are books that are bad for my kid," Stewart says. "They just are worried about being a good parent. That's a legitimate worry."

●
risks it may present, and what a young reader might gain from it.

Sometimes that can be as simple as a parent reading alongside a child.

“If you talk about the book, it gives you a place to enter the conversation,” Stewart says. “The kid can ask questions based on what’s in the book.”



Abby Stewart. Photo courtesy of Abby Stewart.

For all the national attention surrounding book censorship, Stewart says she’s been surprised by how much of the process ultimately plays out close to home.

“It’s terribly local,” she said. “It’s shockingly local.”

Procedures differ among schools and libraries, but formal challenges typically involve a written request for reconsideration identifying the material at issue and



find objectionable, a requirement Stewart considers important because librarians have told her that some people seeking to remove books have not read them in full.

The ideas motivating those challenges, however, do not always originate locally. Stewart and Reimer both describe organized efforts that circulate lists of titles or objections across communities, leaving local institutions to decide how to respond.

“In so many cases, these book bannings are not coming from within the community that they’re [appearing in],” Reimer says. “It is often groups that are out of town or even out of state that are submitting all of this information and these ideas.”

But the local decision-making can work in both directions. Stewart says residents can participate in reconsideration processes, push for challengers to identify the specific passages or content they object to, encourage decision-makers to read challenged books, and bring teachers or subject matter experts into discussions.

YDL has taken a considerably more visible approach to those conversations.

At its Superior branch, a Banned Books Club that began as an experiment has drawn both regular participants and newcomers. Smith says some attendees are surprised to discover that book challenges are not simply artifacts of distant history.

“They think of Nazi Germany as the last time [book bans] happened,” Smith says. “It’s like, no, that happened up north last year.”

And this fall, some challenged authors will become fugitives.

For its own Banned Books Week programming, YDL is creating a Banned Books Saloon, complete with wanted posters identifying authors and the reasons their books have faced challenges.



key to depict censorship. YDL extends its own display beyond Banned Books Week itself, keeping it up for a month so visitors have more opportunities to encounter it.

“We know not everyone has the power to visit the library in the same week,” Smith says.

Similarly, Literati extends its display beyond the official week, Reimer says, keeping challenged books prominent on the main floor through the first half of the following month. As an independent bookstore, it also occupies a different position than a public library or school does.

“We’re a private business,” Reimer says. “There’s nothing stopping us from carrying these books.”





From a university project to a public library and an independent bookstore, approaches to Banned Books Week differ: scholarship and discussion, book clubs and exhibits, recommendations and displays. But each returns to the same practical question of whether a book remains somewhere a reader can encounter it—even a reader who did not already know to look for it.

That possibility of unexpected discovery is what Stewart worries might disappear when access becomes more restricted.

“It’s not out there where a kid could see it and get curious,” she says.

For Stewart, curiosity can lead to information, but also to something less easily measured: the temporary experience of another person’s world.

“We can learn to empathize,” she says. “We can learn how to be better humans by reading a book.”

Which brings Stewart back to the question at the center of the project: “What’s lost if you don’t read these books?”

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Author

SHIRLEY OBIH



MDE Library of Michigan

Michigan Department of Education Announces David Votta as New State Librarian

Michigan Department of Education Announces David Votta as New State Librarian

Date: October 20, 2026

Media Contact

[Bob Wheaton](#), Director of Public and Governmental Affairs, 517-241-4395

[Ken Coleman](#), Department Spokesperson, 517-241-4395

LANSING - The Michigan Department of Education (MDE) is announcing the appointment of David Votta as the state librarian for the Library of Michigan.

Votta, who has been serving as the interim state librarian, brings nearly 30 years of professional library experience to the role. His career includes leadership as a library director, department manager and long-time public service professional. In his interim capacity, Votta led the Library of Michigan team and oversaw programs supported by multiple state and federal funding streams. He previously served as special collections manager for the Library of Michigan.

“David’s breadth of experience, strong ethical leadership, and commitment to positive outcomes for both students and other Michiganders make him an exceptional choice for state librarian,” said State Superintendent Dr. Glenn Maleyko. “His vision for the Library of Michigan reflects both a deep respect for its long-standing mission and a forward-looking approach to supporting libraries and communities across the state.”

Votta will begin his permanent duties Oct. 25.

Throughout the selection process, Votta demonstrated strengths in strategic planning, community engagement, crisis leadership and fostering a collaborative and innovative workplace culture. He has developed and implemented numerous library programs,

built partnerships across organizations, and communicated effectively with stakeholders on sensitive and high-profile issues.

“I am honored to step into this role and continue supporting the vital work of libraries across Michigan,” Votta said. “The Library of Michigan plays a unique and important part in preserving our state’s heritage, expanding access to information and empowering communities. I look forward to working with staff, partners and the public to build on that foundation.”

The Library of Michigan, housed within MDE, supports libraries statewide, preserves and provides access to Michigan’s history and ensures residents, government officials and researchers have access to quality information resources.

Votta holds a master’s degree in Library Science and has extensive experience managing diverse funding streams, including state appropriations, federal grants and local resources. His appointment follows a nationwide competitive hiring process involving multiple interviews and evaluation against statewide leadership criteria.

[Randy Riley](#), the previous state librarian, died last January. Riley has been remembered for a career of making libraries more accessible to the public.

#

The Library of Michigan is an agency within the Michigan Department of Education and is dedicated to providing the people of this state and their government one perpetual institution to collect, preserve and provide access to the story of the State, and to support libraries in their role as essential community anchors. To learn more, visit www.Michigan.gov/LibraryofMichigan.



Michigan Department of Education Announces David Votta as New State Librarian

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Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2026
Re: Facilities Committee report

Regular status update on outstanding capital improvement projects:

- Resolution 2025-35 Architectural Services: Our team will meet with Daniels & Zermack Architects on 10/26 to review potential phasing options and cost projections for the Whittaker renovation work we would like to undertake.
- Resolution 2026-19 Humidification equipment: Campbell has an electrical inspection scheduled for 10/26. They are finalizing the redline drawings for submission to the Mende Engineering next week. Once the inspector and engineers have approved the work, they will proceed with startup. Getting close now!
- Resolution 2026-21 Michigan Avenue Southwest corner project: We held a pre-construction meeting with RAM Construction and Terracon, Inc. on 10/15. The project is expected to commence on 10/26 and last approximately 3 weeks, weather permitting.
- Resolution 2026-24 Michigan Avenue Interactive Play Area: Library Design Associates has ordered the pieces that do not require custom design work. We eagerly await conceptual design drafts for the remaining elements.
- Resolution 2026-26 Pea stone: Margolis installed the pea stone for Superior's French Drain on 9/30. This project is complete.

**

GEM Service scheduled a meeting with us to present their report of any equipment requiring extra work before it will be covered by the HVAC maintenance contract. Unfortunately, the project lead had to cancel due to a death in his family. The meeting has been rescheduled for 10/29.

Director's Report and attachments

Library Director's Report October 28, 2026

Works of Art and Imagination

The morning of 10/9, artist Shannon Johnson and her husband installed her large, vibrant painting, *Here, Now*, in the center group study room at Michigan Avenue. Everyone is thrilled -- it brings the space vividly to life! The wonderful photographs by Takeisha Jefferson were installed the same morning in the other two study rooms. We are planning a reception in December to honor Shannon and Takeisha, as well as Avery Williamson and Krista Skytta, who created the community Juneteenth mural that was installed earlier this year. Avery and Krista have also been engaged by the DDA to do a downtown art project with colorful flower installations – some of their work has already popped up in Library Plaza. Thank you to our Art Committee for the guidance that led to these outstanding selections. Please come take a look!

At Whittaker, this October's Banned Books exhibit in the Community Room features a large new element – the "Saloon." Julianne envisioned this late last year, and ran with it. Make sure to check it out before it's gone!

Partnerships:

On 10/5 Tommy and I met with Nicole Adelman, Director of the Shelter Association of Washtenaw County, for an update on their work toward an East side shelter. They have a new space at St. Luke's Church which will be in operation beginning later this fall, accommodating up to 30 people overnight. More is tentatively in the works, but will take time. We all hope to see significant progress ahead of the 2027-28 winter season.

Personnel:

- Custodian Marc Holland retired effective 10/4; we held a festive send-off to celebrate his 16 years at YDL.
- We welcomed Janelle Manigault as our new full-time Custodian on 10/6. Janelle has many years of past experience at hospitals, nursing homes, and at the Ann Arbor District Library. We are very pleased with her work at Michigan Avenue.
- Full-time Whittaker Customer Services Clerk Shane Sales is moving out of the area and has resigned his position effective 11/1. Shane has contributed much in his time here; we will all miss him!
- There are over 50 applicants for Shane's position so far; the posting closes 10/26.

Programming Highlights:

The Ypsilanti Heritage Foundation's Historic Home Tour took place on 10/4, featuring YDL-Michigan Avenue alongside other venues. 127 guests came through to admire the building and learn about its history. Big thanks to Jean Winborn and Jerome Drummond for sharing their local history and genealogical expertise that day.

Technology:

After completing a series of preparatory projects, the additional Security cameras approved at the July meeting are being installed this month. Thank you to Chris Slay for following this multi-faceted project through.

Side Notes:

- Our Project STEM team met with representatives from Toyota on 10/12 at YDL-Michigan Avenue. We shared our project's accomplishments to date and thanked them for supporting K-12 STEM with the Driving Possibilities Initiative. Staff provided impressive overviews of their impactful work, and we gave our guests a tour after the meeting.
- Outreach staff Monica Porter and Khi Brennan both attended national conferences this month – their reports can be found elsewhere in this packet. Thanks to the Library of Michigan for funding their travel.
- Chris McMullen and I attended the A2Y Chamber's Early Edition breakfast on 10/21 featuring EMU's new President, Brendan Kelly, PhD. He gave a lively talk about the changes in higher education, his vision for EMU, and how giving students hands-on experiences and one-on-one support while in school gives them an edge throughout their lives.

YDL Dashboards

YDL DASHBOARD SEPTEMBER 2026						
	Aug	Sep		Monthly Change		Year to Date
Circulation						
Whittaker	33,842	32,320		-4%		285,537
Michigan	8,256	7,223		-13%		72,582
Superior	7,714	6,898		-11%		63,604
Outreach/BKM	1,892	1,780		-6%		15,218
eProducts	23,304	21,606		-7%		208,246
TOTAL	75,008	69,827		-7%		645,187
MeLCat ILL						
Loaned	1,047	930		-11%		9,474
Borrowed	1,038	996		-4%		9,302
New Cards						
Whittaker	265	294		11%		2,291
Michigan	80	68		-15%		756
Superior	48	31		-35%		368
Outreach/BKM	19	21		11%		93
TOTAL	412	414		0%		3,508
Reference						
Whittaker	3,957	2,888		-27%		31,657
Michigan	2,926	3,182		9%		35,077
Superior	1,887	1,559		-17%		16,793
Outreach/BKM	131	111		-15%		883
TOTAL	8,901	7,740		-13%		84,410
Computer Sessions						
Whittaker	2,089	1,728		-17%		16,178
Michigan	1,285	945		-26%		9,992
Superior	666	546		-18%		5,954
Outreach/BKM	1	2		100%		30
Wireless	9,232	10,135		10%		87,234
TOTAL	13,273	13,356		1%		119,388
Door Count						
Whittaker	14,643	14,739		1%		121,929
Michigan	9,145	7,383		-19%		81,279
Superior	5,825	4,392		-25%		47,745
Bookmobile	589	606		3%		4,430
TOTAL	30,202	27,120		-10%		255,383
Collection						
Items Added	1,793	1,798		0%		18,492
Items Cataloged	643	811		26%		5,871
Electronic Services						
Website Visits	43,691	40,937		-6%		379,420
Podcast	161	103		-36%		924
App Users	1,665	1,605		-4%		N/A

	Aug	Sep		Monthly Change		Year to Date
Programs						
Whit Adult	42	50		19%		432
Attendance	462	362		-22%		3,835
Whit 0-5	6	13		117%		146
Attendance	225	366		63%		5,817
Whit 6-11	6	6		0%		131
Attendance	140	113		-19%		3,940
Whit Teen	2	3		50%		36
Attendance	18	22		22%		274
Mich Adult	18	20		11%		154
Attendance	190	262		38%		1,674
Mich 0-5	1	2		100%		46
Attendance	2	19		850%		633
Mich 6-11	15	5		-67%		84
Attendance	175	28		-84%		871
Mich Teen	4	1		-75%		54
Attendance	37	6		-84%		454
	-					
Sup Adult	13	20		54%		182
Attendance	130	161		24%		1,494
Sup 0-5	2	4		100%		75
Attendance	44	96		118%		1,602
Sup 6-11	6	4		-33%		54
Attendance	134	36		-73%		805
Sup Teen	2	1		-50%		10
Attendance	10	2		-80%		35
Out Adult	3	2		-33%		18
Attendance	50	124		148%		441
Out 0-5	0	3		100%		42
Attendance	0	91		100%		1,379
Out 6-11	6	1		-83%		40
Attendance	181	41		-77%		1,679
Out Teen	0	0		-100%		9
Attendance	0	0		-100%		658
Out Offsite	9	13		44%		58
Attendance	2,012	701		-65%		4,909
Virtual/Hybrid (all)	3	1		-67%		18
Attendance	26	9		-65%		183
General/All Ages (all)	9	6		-33%		63
Attendance	466	106		-77%		2,632
TOTAL PROGRAMS	147	155		5%		1,652
TOTAL ATTENDANCE	4,302	2,545		-41%		33,315

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	9/30/2026	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY24/25	FY25/26		
Annual Report	\$3,366	\$5,765	June - Nov 2026	
Annual Appeal	\$25,098	\$16,848	Dec 1, 2025 - May 31, 2026	
Individual	\$23,026	\$16,394	(includes Jewish Federation DAF)	
Corporate	\$2,505	\$10,260	Carnegie	
Sponsorship	\$3,500	\$8,000	SPARK, TRUE, Ypsi Real, Ypsi Kiwanis	
Memorials/Tributes	\$125	\$872		
Third Party	\$2,537	\$3,254	Kroger, META, Aubrees, PayPal	
Friends of the YDL	\$40,000	\$53,728	(includes gift for Whitt tables)	
	\$100,157	\$115,121		
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>\$97,237</u>	WCCMH, MACC, YDDA, ARPA, LoM	
	\$165,340	\$133,037		
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	\$259,911		
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:				
\$44,530 (166 gifts received from Oct 1, 2025 - September 30, 2026)				

FY2024/2025

ACTUAL

NOTES

General Fund

\$18,866

Includes Endowment Distribution

Miscellaneous Specified Funds

\$255,950

Includes Friends gifts

Superior Capital

\$85,100

TOTAL:

\$359,916

Endowment gifts received

and deposited with AACF: **\$4,025**

FY2025/2026**AS OF:**

6/30/2026

7/31/2026

8/31/2026

9/30/2026

General Fund

\$14,978

\$15.373

\$15,646

\$16.036

Miscellaneous Specified Funds

\$201,573

\$246,208

\$272,809

\$283,503

Superior Capital Campaign

\$80,000

\$80,000

\$80,000

\$80,000

TOTAL:

\$296,551

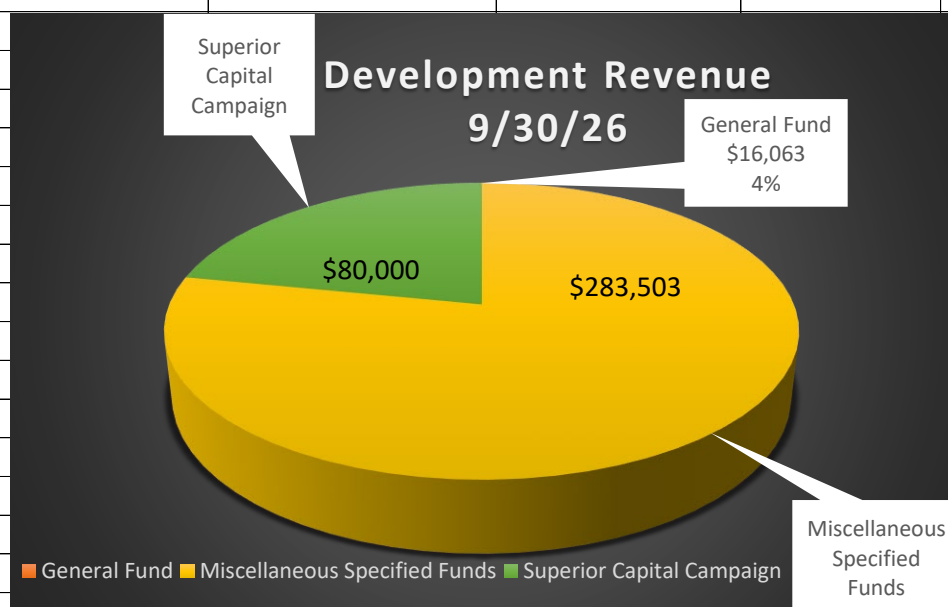
\$341,581

\$368,455

\$379,539

Endowment gifts received

and deposited with AAACF: **\$3,603**



Department Reports

Acquisitions Department Board Report

October 2026

Department News and Activities

Acquisitions staff continue to work on regular department responsibilities, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Vendor Updates

Brandon met with Ingram representative Rachel Bowell to discuss full book processing for YDL. We hope to have complete spine label processing available in early 2027 and are supplying Ingram with branch-specific processing specifications.

Projects

Acquisitions is developing three customized Vega Discover interfaces to make collections easier to browse:

- **Library of Things kiosk:** Touchscreen catalog limited to Library of Things materials.
- **Youth kiosk:** Tailored browsing of youth collections and learning kits.
- **Tools for Living kiosk/tablet:** Showcases items that cannot fit on the physical display.

The Acquisitions Wiki is now live, providing staff with a centralized resource for departmental procedures, cataloging guidelines, and SQL reporting queries. The Wiki will support staff training, preserve institutional knowledge, and promote consistent acquisitions workflows.

Collection Development Highlights

In September, Acquisitions staff processed 811 items. Polaris records show 323 Youth New, 145 Adult New Fiction, 93 Adult New Nonfiction, and 75 Young Adult New items became available. Other additions included graphic novels, international language materials, audiovisual items, board books, and Library of Things materials.

Digital Collection Development

September saw 10,172 OverDrive checkouts, including 5,214 audiobooks, plus 4,411 Hoopla audiobook circulations, a combined 9,625 digital audiobook uses. Digital audiobooks continue to account for a significant share of e-resource use, helping inform collection development and purchasing decisions. Acquisitions monitors these trends to inform purchasing decisions and respond to patron demand.

Statistics

- The 2026 budget is currently 66% encumbered.
- 811 items were cataloged and processed in September.
- 1,798 items, including 1,004 e-items, were added in September.
- YDL borrowed 996 items from other libraries via MeLCat in September.
- YDL loaned 930 items to other libraries via MeLCat in September.

Submitted by:

Brandon Bolek-Toubeaux

October 19, 2026

Assistant Director

Board Report: October, 2026

- The repairs contractor is back on site finishing work on the water-damaged areas of the building. This project should wrap this month.
- I was interviewed by Concentrate Media for an article on Banned Books Week. I also participated in a panel discussion organized by UM's OLLI, along with a school librarian and a book seller from Chelsea. The audience of around 40 persons was very engaged and interested in the topic.
- The Incident Platform team is wrapping the configuration phase and is testing a draft of the training documentation. We plan to deploy on January 1, 2027.
- Members of the BBC met with Orkin about the bed bug issues downtown. We asked them to review our documentation and provide any feedback for improvement. They not only didn't have new recommendations, but they wanted a copy of our manual, which was slightly entertaining. With the board's approval, we have scheduled the canine team to inspect Michigan Avenue monthly until we are confident no additional bug activity is occurring.
- Our new custodian, Janelle, has been onboarded and is already making a positive impact to the downtown building. It is also great having Ron here at Whittaker. He, too, is already making great improvements to Whittaker's cleanliness.
- The Safety Patrol will soon have our quarterly check-in and review the Emergency Manual for any needed edits. These will include the new phone system, as well as changes to the HVAC instructions since we have a new contractor.
- I am looking forward to the strategic planning retreat this Friday at WCC. All logistics have been completed, and the space and the food should be more than adequate.
- Many thanks to Jim Reed for building the Banned Books Saloon this year. I know it was a lot of work and that my exacting specifications make me nothing short of a pest, but people are truly enjoying it.
- The 2027 staff in-service day is becoming problematic on two fronts: Not only is WCC not available to us on any Friday in May, but the alternative locations are fairly cost prohibitive. Lisa and I are debating alternatives, such as moving the month or increasing the budget.
- I attended a webinar about the Great Michigan Gathering, sponsored by the Michigan Humanities Council. I am very interested in the initiative and think some of framework coincides nicely with the data we are hearing *vis a vis* the strategic planning survey, especially the need for connection among younger adults. It will be worthwhile to consider how we can participate in the program and support some of the folks in our own community.

Julianne Smith, October 21, 2026

Community Relations

Monthly report: October, 2026

Notable print/design pieces produced:

- A flyer to be included in our Annual Appeal mailing promoting the campaign to raise money for a new Bookmobile.

Promotional activity

- **Short Horror Story Contest:** We created slides, helped facilitate voting with our judges, and make recurring social posts to let the public choose from our top 3. We also made a blog post where people can find more information and submit their stories.
- **Halloween Downtown:** We made slides for the monitor, wrote an article for the fall Loop and a blog post, and multiple posts on our socials building buzz.
- **Banned Books Week exhibit:** We created a monitor slide, have made multiple social posts about Banned Books Week and our exhibit, and have a blog post up with more information.
- **We shared multiple posts about a number of our events/initiatives, including:**
 - Candidate Forum at Whittaker
 - Banned Books Week
 - Vaccine Clinics
 - Community Resource Fair
 - First Fridays Frankentoys
 - Halloween Downtown
 - Trivia Night
 - Neuroscience Storytime

Notable Media Mentions

- The downtown branch featured heavily in an On the Ground Ypsi interview for WEMU about the Heritage Foundation's 44th Annual Historic Homes Tour.
- The Eastern Echo included the library in a piece about the Washtenaw County's Office for Community and Economic Development grant recipients.
- MLive had a piece about the upcoming concert with the Boogie Woogie Kid on Nov. 8.
- The Eastern Echo listed Halloween Downtown in their piece about Halloween activities.
- The Eastern Echo wrote about our vaccine clinics with UM in a piece about flu prevention.

Community Relations news

- Parkridge meetings have resumed and Sam and Monica are rotating attendance.
- Sam is participating in YDL's Strategic Planning retreat to help develop initiatives to include in the next Strategic Plan.

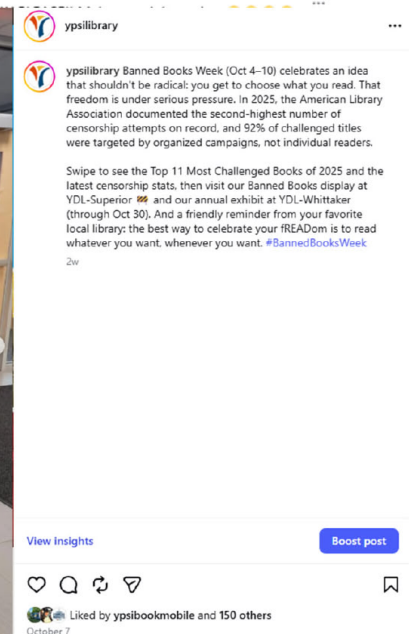
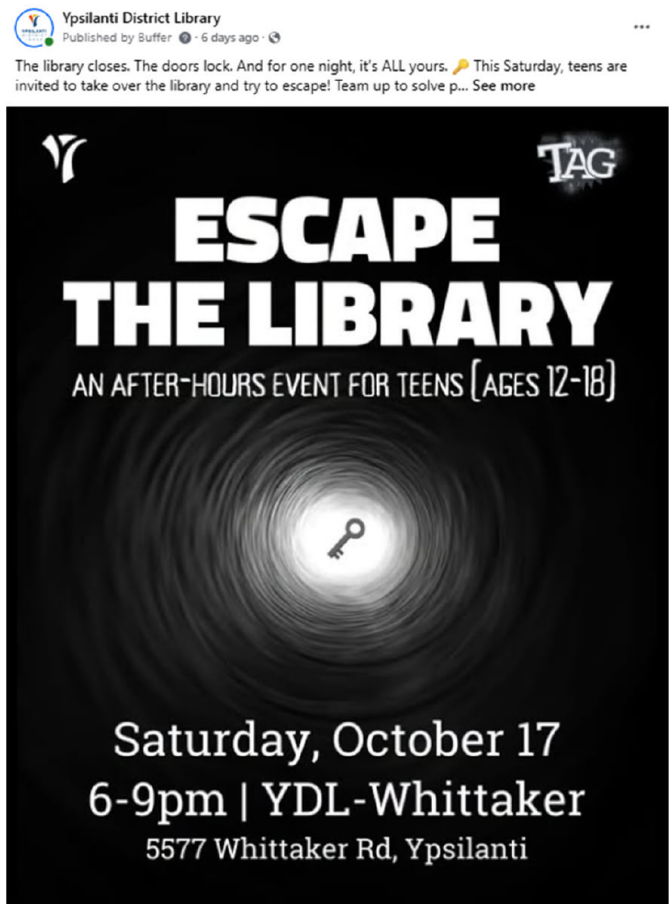


Submitted by Sam Killian on 10/22/2026

Notable Social Media activity

We're at 15,610 followers on Facebook (down 25% from the previous month's growth). We had 146,700 views this month. We have 7,629 followers on Instagram and had 97,769 views this month. We have 2,056 followers on Bluesky and 3,230 followers on TikTok. Our posts in Ypsilanti Reddit communities are still consistently getting thousands of views.

- A post about our Vaccine Clinics was seen nearly 12,000 times on Facebook with 600+ interactions.
- Our post on Facebook about the Community Resource fair was shared more than 40 times and seen 4,100 times. It was also seen nearly 2,000 times on Instagram with 100 interactions.
- A picture of the Superior Banned Book display (with caution tape in front of the bookshelf) got 3,200+ views on Instagram with more than 175 interactions. It was also seen nearly 8,200 times on Facebook with 510+ interactions.
- Our post about Library Care Coordination drop-in hours at Superior got 2,500+ views on Facebook with 130 interactions. It also had 1,600+ views with 80 interactions on Instagram.
- A post about our Escape the Library program for teens got nearly 4,500 views with 180+ interactions on Facebook, including comments asking for a similar event for adults. It also had 1,400+ views on Instagram.
- Voting on our first round of Short Horror Stories got more than 1,000 views and 100 interactions on Facebook and 1,200+ views with 30 interactions on Instagram.



Customer Services

Monthly report: October 2026

Circulation Stats

For the month of September, we checked out 48,221 items system wide.

Patrons also downloaded 21,606 digital items.

And we issued 414 new library cards.

Staff News

Customer Services clerk *Shane Sales* has submitted their letter of resignation as they will be relocating out of the area. Shane began his tenure at YDL in January 2021. His last day will be October 31, 2026.

During their time at YDL, Shane assisted with several significant changes, such as the reopening of our facilities to the public after COVID, and our migration to our new ILS system LEAP. Shane also created multiple guides for circulation processes.

While we are certainly sad to lose such a talented CS team member, we wish Shane well in the next chapter of their life.

Lisa, Julianne and I are in the process of hiring a new CS clerk for the soon-to-be vacant position.

Customer Services clerk *Kittie Kelley-Roach* will be returning to work on November 4, 2026. Kittie has been off on a medical leave of absence since August 12, 2026. Kittie will initially be returning in a part-time capacity and eventually transitioning back to full-time.

Submitted by *John Connaghan* on October 20, 2026

YDL DEVELOPMENT REPORT

October 2026

MAKING CONNECTIONS

Chris attended the monthly gathering of Creative Washtenaw on September 30th at MASH in Depot Town. She also attended a large fundraiser at WCC for Safehouse Center on October 7th where many connections were made. Chris and Lisa both attended the Chamber Early Edition Breakfast on October 21 to hear new EMU President, Brendan Kelly, talk about his vision for the future of EMU.

2026 ANNUAL APPEAL

Our annual solicitation letter is written and soon production of the mailing will begin.

The Fundraising Committee will help facilitate an opportunity for Board members to write personal notes on letters to major donors. We are still developing the best way to make this happen. Stay tuned for details.

GRANTS

Grant Reporting

Toyota Project STEM@YDL

The YDL Project STEM team met with our counterparts at Toyota on Monday, October 12th, at Michigan Avenue. Staff reported on accomplishments achieved in our 2025/26 funding year and then presented their plans for our current year of funding. Meg, Ian and McKenzie from Toyota were very pleased and enthusiastic about all the work we are doing. They were especially happy to hear that we are coordinating and collaborating with STEM leaders and teachers at both YCS and LCS in sharing curriculum and ideas. Jodi is working on making field trip plans with the schools to bring kids to YDL STEM programs this year.

YDL staff are now gearing up for the 2026/27 Interim Report for June – November 2026 programs. Work on this will begin in December.

Molina Moving Together – Susana, Monica and Chris are working on the final report to Molina Healthcare for their \$5,000 support of senior summer programming. The report is due on November 2nd.

Grants in Process

Ann Arbor Farm & Garden – Mani continues their work on designing a grant to support better access to the Whittaker Road garden space. Applications are due November 30th.

A Year of STEM (American Library Association) – Jodi is wrapping up her application to the ALA for their 2027 grant program, **A Year of STEM for Little Ones**, which will help us build upon our STEM success with kids K-12. Applications are due October 28th. Awards will include professional development to prepare for the project, a programming guide developed by librarian advisors, a \$5,000 stipend and four STEM kits.

Michigan Arts and Culture Council Experience Grant – This year YDL is requesting \$16,000 in funding to support our annual Noise Permit project. No new equipment requests this year. Our 2027 application includes an increased request for guest artist mentors. Grants are reviewed for compliance and eligibility. The Council will meet in December to award funding for 2027.

DINE TO DONATE

Mark your calendars for our annual December **Dine to Donate** at Aubree's on Whittaker Rd. Please plan to join us for lunch or dinner on **Thursday, December 3rd**, to help us continue our year-end push to raise funds for our new Bookmobile.

FUNDRAISING FOOD FOR THOUGHT

Peer-to-Peer fundraising is one of the most powerful sources for bringing in new donors, especially when linked to specific fundraising campaigns. Peer-to-Peer supporters don't just donate money themselves, but introduce the organization to new donors who trust their personal recommendation.

Report respectfully submitted by Chris McMullen, Development Coordinator

Facilities Department

Board Report October 2026

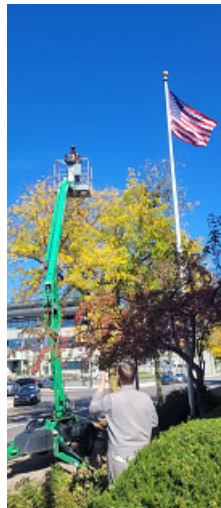
Flood repair at Whittaker Road is being finished in Paula's office, mezzanine, and in the Acquisitions area. Things should be wrapping up soon, getting things back to normal.

Ron cleaned the carpet in the Michigan Ave Youth Department. A representative from Shaw Carpet is coming out to inspect the carpeting since it doesn't seem to be holding up to traffic as expected.

We have transported meeting room tables to and from Cantelon Finishers in Whitmore Lake to have them refinished. They have been frequently used for the last twenty five years and needed some re-hab.

We rented a lift to do some tree trimming so the IT Department could have more security cameras installed, and get the view desired by the Security Department. While we had the lift, we brought it over to Superior to replace a camera.

Helped the artist hang pictures in the Michigan Ave study rooms.



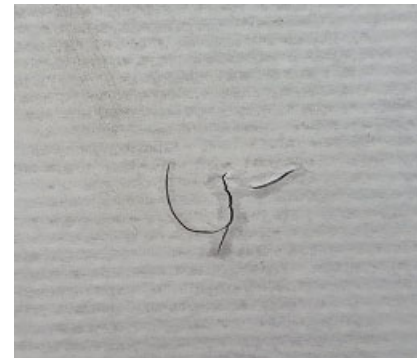


Built a saloon for the Banned Books exhibit.

Bloom Roofing came out to do the fall inspection of the Michigan Ave roof. The technician said he found quite a few areas where the rubber roof is drying out and cracking. We may need to think about a replacement in the next five years or so.



A couple examples.



Submitted by: Jim Reed October 21, 2026

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

October 2026

Status Report

- 2026 – The year is wrapping up. The new phone system is fully operational, and we've continued to find small adjustments sporadically to address staff's ease of use.
- 2027 Planning – It's the time of year to work on a framework for 2027. I'm anticipating focus on core systems that we rely on, such as network infrastructure, Wi-Fi, and other misc. application licensing.
- Year-end purchasing: Due to a stellar outcome in our phone system I've been working on a fair amount of late year spending. Some items will re-inforce computer systems from likely power grid fluctuations due to regional growth. I'll also pursue some additional equipment that I hoped to purchase next year.
- 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've replaced 3 cameras and are finalizing the installation of several more across the 3 buildings. On a side note, the recent wanted additions have pushed our Whittaker system to the limit of storage capacity and is no longer expandable. Needs will require priority moving forward.
- Envisionware – I've contacted out Envisionware rep to discuss updating the platform next year. There are some shifts that have occurred but modernizing the application is needed at this point. I expect their newest platform to support our environment by late Spring and I acquired baseline pricing.

New or Upcoming Items

- Explore: Updating network infrastructure and system architecture.
- Plan and Procure: General replacement of dated equipment, some infrastructure is targeted as we evaluate the overall system.

Overall System Status

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

EXECUTIVE SUMMARY

During this Quarter, the Library Care Coordination (LCC) program continued to strengthen the Ypsilanti District Library's role as a high-access, low-barrier community hub. Quarter 3 focused on making the program's growth sustainable and durable: deepening partnerships, expanding intern capacity, and delivering dependable services to patrons.

The LCC program welcomed three new interns from Eastern Michigan University, bringing the program back to full staffing capacity for the 2026-2027 academic year. Their presence supports drop-in services at the Superior and Michigan Avenue branches and continues Ypsilanti District Library's work in shaping the field of library social work.

Drop-in hours remained a consistent, reliable access point. Patrons used these hours for needs including housing insecurity, vital records, service coordination, voting access and more. Services held steady through the spring transition and the organizations that host services at the library have deepened their ties to the program.

This quarter's resource fair on September 29th in Michigan Ave Plaza brought 12 community partners together with over 100 attendees. The event helped to remove barriers for our most vulnerable patrons.

Partnerships also grew this quarter, particularly with Washtenaw Health Project, Shared Housing Program, Catholic Charities and PATH. No single organization can meet every need that comes through our doors. Working side by side with these partners lets us offer patrons something none of us could alone: a team that is glad to see them and a warm handoff to whoever can help next.

TYPES OF SERVICES

2,270	Transportation Assistance Services (TheRide transit tokens & passes)
189	Patrons met with during Drop-in hours
43	Assistance with Applications (including government programs, housing applications and Fare Deal cards)
209	Face to Face Distribution of Personal Care and Safety Supplies
2,961	Care Drawer Materials Distributed
2	New Standing Partnerships for Shared Drop In Hours

PARTNERSHIP HIGHLIGHT: WASHTENAW HEALTH PROJECT

Washtenaw Health Project holds drop-in hours at the library to help patrons connect to health insurance and primary care, including enrollment in Medicaid, the Washtenaw Health Plan or Marketplace coverage.

This work has great impact and urgency. Beginning in January 2027, certain Medicaid members ages 19 to 64 will need to meet new work requirements or qualify for an exemption and most will move from annual to six-month renewals. Current members will first feel these rules at renewals due on or after March 1, 2027, and anyone who misses a requirement or a request from the state could lose coverage. Drop-in hours give patrons a trusted place to learn whether the changes apply to them, check their renewal dates and get help with paperwork before coverage is at risk.

PARTNERSHIP HIGHLIGHT: PATH

The PATH outreach team brings care directly to the people who need it. Their weekly outreach provided consistent support throughout this quarter.

PATH serves adults experiencing homelessness and its services include community-based outreach, mental health and substance use support, case management and a select set of housing services.

For many patrons, seeing a familiar face from the team in a place they already trust is the first step toward getting help. Working side by side with PATH is a reminder that meeting people where they are is often the most important thing we can do.

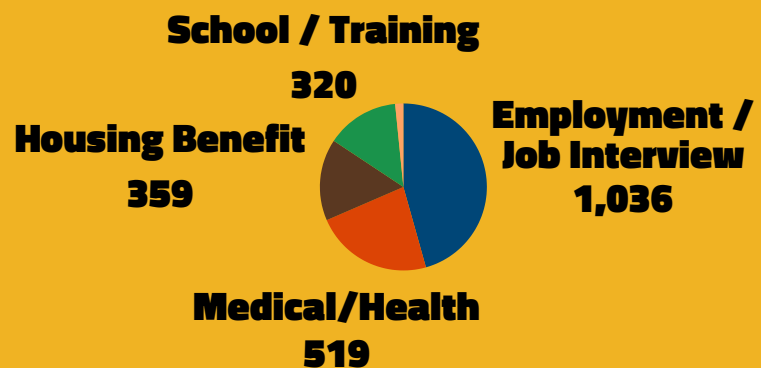
EVALUATION PROCESS

The formal program evaluation is continuing under the direction of Dr. Paauw from EMU.

Next semester, the second staff survey will go out and staff focus groups will begin. The first staff survey received 14 completed responses. The majority of participants stated they have referred patrons to the social work program in the past. Participants rated the library care coordination program highly for helping patrons in ways they were unable, developing important relationships with community-based organizations, and clearly filling a need at YDL and within the community.

Participants were clear on the role of the social worker, found them easy to access, and has successfully addressed patron needs. Lastly, participants stated they would like to see more direct patron services, consulting on security procedures and increased handout items from the library care coordination program.

REASON FOR TRANSPORTATION ASSISTANCE USE



EASTERN MICHIGAN UNIVERSITY

INTERNSHIP PROGRAM

Three Eastern Michigan University social work students have begun working as LCC interns for the 2026-2027 academic year.

A robust internship program ensures that every branch receives adequate coverage and care. With this added reach, the library can offer more hours of LCC coverage at the Whittaker and Superior locations. Interns work alongside the library social worker and library staff to facilitate drop-in hours, manage Community Care Drawer inventory and conduct community outreach. Their impact is that patrons can find help at more times and in more places.

Interns describe the work as “welcoming, inspirational and supportive,” and say it combines hands-on experience, time spent talking with people, and research into the needs of the community. As one intern shared, “I’ve been able to help patrons with local landlord disputes. Being someone that people can count on and come to means a lot to me.” Experiences like this give interns real practice in advocacy and in building trust with the people they serve.

Interns also point to why the library is the right place for this work. It “provides easy access and resource navigation to a high-need and vulnerable population” and “meets people where they are and brings help to the community, with low barriers.” In the words of another intern, “The library is already a well-used and trusted source. It is nice to support an established place that people already come to and trust.” Each new group of interns builds on that existing trust, one of the program’s greatest strengths.

Library social work is a new and growing field, and Ypsilanti District Library is helping shape its future. By training social work students in a public library setting, the program also helps build the local social service workforce. This work is made possible by funding from the Washtenaw County Mental Health and Public Safety Preservation Millage.

SUSTAINABILITY AND

LOOKING AHEAD

What Is Working And Repeatable

Drop-in hours give patrons in need a consistent, low-barrier way to reach a social worker without an appointment. Because those needs are met on the spot, library staff can refer patrons with complex social service situations to the LCC team and stay focused on core library services. The result is better care for patrons and a more sustainable workload for staff.

What Supports Growth Without Strain

Standing partnerships extend that drop in model beyond LCC team’s own capacity. Washtenaw Health Project, Shared Housing Program, and PATH each hold regular drop-in hours at the library so patrons can get critical updates on healthcare coverage or urgent and long-term housing needs in a place they already know and trust. Each partner keeps a predictable schedule, patrons know when to come and the program’s reach grows.

Challenges and Adjustments

Bus passes are the thing patrons ask for most and that demand isn’t slowing down. Finding steady, long-term funding to keep up with it is one of our biggest open questions.

Priorities for Quarter 4

The growth and development of EMU Student Interns
Outreach and community connection at Superior Branch
Expansion of Restorative Practices
More standing partnerships utilizing shared drop in hours

Michigan Avenue Board Report: October 2026

Staff Notes

The Toyota STEM committee met with representatives from Toyota to share a progress report on October 12. It was impressive to hear about all the thoughtful work that library staff have been doing to support STEM learning for kids throughout our district via Project STEM. Toyota's funding combined with the ingenuity of library staff has enabled us to bring STEM tools and resources that will positively impact our community for years to come.

Staff have been working this month to prepare for Halloween Downtown on Friday, October 23 from 5:30-9 pm. Preparations include ordering candy and decorations, determining the ideal locations of various activities, and thinking through the most efficient set up and tear down plans. The program is always a big undertaking. This year, we will have Trick-or-Treating in the Plaza, Putt-R-Round, the BOOmobile, a Spooky STEM tent sponsored by SPARK East, special presentations by the Leslie Science and Nature center and the Michigan Science Center, and our annual Costume Contest. Looking forward to seeing you there!

Staff are excited to organize another Smeet Fest which we will celebrate throughout November. The Smeet is Ypsi's own local cryptid and we look forward to celebrating and expanding its lore.

Program Highlights

We had a beautiful day for our Big Read Kickoff in partnership with AACHM and Black Men Read on September 26. Jamall Bufford read the youth book selection for the Living Room Legacies program, *All Because You Matter*. The Ypsilanti Youth Choir stole the show with their rendition of "Back to Ypsilanti," Ypsi's official song, among other titles. The Big Read is sponsored by the NEA in association with Arts Midwest and programs will continue through early 2027.



The Michigan Ave branch was invited to take part in the Ypsilanti Heritage Foundation's annual Historic Home Tour on Sunday October 4. We were one of seven buildings featured in the tour. Trustee Jean Winborn and former library clerk Jerome Drummond served as volunteer docents for the tour. We had 127 visitors during the tour who learned about our building and local history. Did you know that Michigan Avenue began as a mastodon trail?

Three activities converged during our October First Friday event. We had two outdoor craft programs: Stephanie and Jenny's Frankentoys (the clever reassembly of different dismantled toys into new forms) and Natural Dyes (which was rescheduled due to bad weather last month). Tommy also hosted local artists Avery Williamson and Krista Skytta, whose large-scale wooden flowers have been added as vibrant outdoor art in the Plaza. (See program photos on next page.)



Spaces

After two closures due to bed bug sightings in early September, we had the whole building treated by Orkin on September 19. On September 29, Julianne, Jim and I met with our Orkin team to discuss best practices for handling any sightings going forward.

The artworks created for Mich Ave by local artists Takeisha Jefferson and Shannon Johnson were installed in our upstairs Study Rooms on October 9. All three pieces are a fantastic addition to our space. We will host an artist reception this winter to highlight the work of these artists and debut the work to the public.

Report submitted by Katie Dover-Taylor
October 21, 2026

Outreach Services Board Report October 2026



JCLC - October 7-11 - Professional Development

Monica, Head Librarian of Outreach Services, attended a conference located in Spokane, Washington. It was the Joint Conference for Librarians of Color. It was an empowering, inspiring, and collaborative experience. It was a space for connection and commonality, which is needed in our profession. My agenda was to attend presentations about leadership, outreach, wellness, and programming. I made many connections and learned a lot about the support I need to be successful in my role as a librarian of color, in the community, and for my team. Spokane is also full of Indigenous cultural history and beautiful rivers that pictures do not do justice. I truly thank YDL for the support and the Library of Michigan for funding the opportunity.

COMMUNITY OUTREACH

Rumble of the Bumble, September 5 - The Bookmobile, Kihilee, and Bridget were invited to this big event located in Depot Town. The organizers were finally able to have YDL be in the house! YAY! Bridget did a storytime, and the Bookmobile shared resources. Even though there were some last-minute changes, YDL still showed love for the event and the community. It shows how Bridget has grown in her role here at YDL by stepping out and doing a community storytime. This was a huge step to do at a large event! Way to go, Bridget!

Washtenaw Promise Block Party, September 11 - Kaitlyn held us down at Fireman's Park at this event. Even though she had many visitors besides community members, bees also wanted to join the party. She shared many resources, connected with organizers, and gave away some STEM toys.



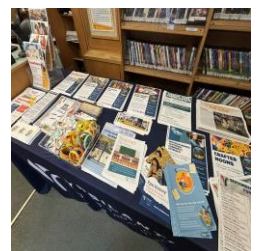
Live Here Now! September 12 - Once again, we were invited to this event with the Bookmobile. Oh yeah, Kihilee and I were there too! We gave away STEM toys, new community members visited the Bookmobile, and yes, we also had bees! Yes, Fireman's Park! There was music, engagement, and fun! We even had someone work on a STEM kit and was so excited to share it with us. It was the one where you created a bouncy ball.



Ypsilanti Dog Park, September 17 - Doggies everywhere!!!! I was invited to table at a dog park event for Ypsi and had the lovely honor of engaging with some local doggies! The event was held in Depot Town. I shared many programs and resources, especially on behalf of Michigan Ave! I am just saying doggies need resources too! They had a live musician singing, a grooming mobile, and special fruit smoothies that had dog breed names.

Ypsi Farmer's Market, September 19th -

Bookmobile, Talea, and Kihilee were invited to the Farmers Market to share resources. The team signed up the community for library cards and shared programs! Though it rained, my team is always resilient. Instead of tabling outside, we combined everything on the Bookmobile, which was a table setup with resources! Go Kihilee and Talea!



ELL Presentation, September 21 - Monica did a YDL presentation for an ELL class at the Ypsilanti Community Center. I brought library resources (both programs and services). All of the flyers were taken right away. I talked about how to sign up for a library card, how to use spaces without a card, how to connect with Tommy, Library Social Work, the kits, LOT, etc. The students were very engaged and asked so many questions. I like to add a little humor, and there was laughter in the room, which is always nice. I also talked about all of our partners like Washtenaw Literacy, YpsiWrites, and 826Michigan. Of course, everyone was impressed when talking about the Bookmobile which is always my highlight. This was my second time being invited, and I always enjoy it.

YIES Community Share, September 22nd and September 23rd - YIES brought in community members so students can have a community connection. They had people like the mayor, a barber, a dentist, a firefighter, a college professor, a grocery store cashier, etc. Jeffrey Klein, Media Specialist, had instruction on topics that pertained to these community members and invited them. Kaitlyn visited when the library was the topic and talked about all of the library's resources.

SENIOR OUTREACH

Fall Prevention Awareness Workshop, September 23 - Through a partnership with Eastern Michigan University, we had the Occupational Therapy students do a Fall Prevention Workshop. They showed fall-prevention techniques, how to prevent falls at home, and shared other valuable resources. It was amazing having them here. They even connected to our library community by providing their resources at the main entrance of Whittaker and talking about prevention there in the space.



Vaccine Clinics with the University of Michigan College of Pharmacy, September 23, September 29, and October 3 - These clinics were a HUGE success, and Susana made the magic happen. It was senior-specific but opened up to ages 3 and up. Susana provided snacks and activities to keep people engaged and kiddos busy. Over 300 people came to get vaccinated.



Let's Talk Medicare, September 28 - Monica partnered with Ageways/SHIP to have an information session about Medicare and possible new changes. Margaret "Peggy" Kahn came and shared many resources and information about Medicare, which included the sign-up process, the parts that can be confusing, etc. The audience was very engaged, and Peggy also did one-on-one mini sessions afterwards. In November and December, Peggy has reserved one of our rooms to hold individual sessions with the community.



Security Board Report

October 2026

I have spent this past month becoming familiar with the Building Monitor Team and the District Library Staff, as well as the wonderful patrons we serve. Everyone has been gracious and welcoming to me, and I could not be more excited for this opportunity to serve the patrons of Ypsilanti District Library.

I have been working Monday closing shifts at Michigan Avenue. This has been a great opportunity to work with the staff and get to know the patrons there.

I spent the last two months training and familiarizing myself with the report software and camera system. I have participated in the Incident Report Software configuration meetings, where we discuss the suspension penalties, the new software system and ways to improve the suspension process.

There were 4 incidents of disruptive behavior this month, resulting in warnings and suspensions for those involved. A major focus of the suspension process has been building rapport with patrons whose behavior was disruptive. My focus is on restoring and rehabilitating relationships with library patrons, and I believe that it will make a difference not only with those who are disruptive but for staff as well.

[James Hennenfent](#)

10/21/2026

Superior Board Report—October 2026

Staff News

- Programming staff have been busy planning events for December-February, while continuing to offer current programming.
- Stacey, Liz, and Nicole are finalizing ordering selections as we near the end of the fiscal year.
- Liz had a library school student come and observe storytime. Liz was able to answer their questions and give pointers afterwards.
- Monique and Stacey are working with other adult services staff to plan the upcoming tax help program.
- Liz and Monique will be representing Superior on the Summer Challenge committee and just attended their first planning meeting.
- Nicole and I attended a STEM grant meeting on Oct. 12 with representatives from Toyota to discuss grant progress.

Program Highlights

- Sept. 26: Michigan Medicine held their annual flu clinic offering free vaccines to adults ages 18+.
- Sept. 30: author, Gerald McBride, talked about his book *God and the DJ*.
- Oct. 8: Patty O'Brien Novak, founder of Sage AI Studios, offered a *Let's Talk about AI* presentation.
- Oct 10: author, Cynthia Williams, talked about her book *Growing Up in the D*.
- STEM programming highlights included:
 - Oct 7 & 14: Dante Dorsey of Music Means More, INC. led a Sound Lab program series for tweens and teens.
 - Nicole finished a new teen kalimba kit for in-house use.
- Other programs since the last board report have included:
 - Youth: Storytimes (back to being busy every week!), Read to Bambi, drop-in creative kits
 - Adult: Childbirth and Breastfeeding education programs, Meditation, Washtenaw Literacy ESL & Basic Literacy, Banned Book Club, Get Fit While You Sit, Needle Felting

Building & Grounds

- Sept 30: pea stones were placed around the exterior landscaping.
- The meeting room currently has an AIA Huron Valley architecture display board exhibit for the month of October.
- Monique made a very creative Banned Books display which has garnered a lot of positive attention.

Submitted by Kathryn Takach
October 20, 2026





Whittaker Youth Services Board Report October 2026

Programs

Little Ones

- **Storytimes** 670 have attended 23 storytimes since mid-September. In addition to weekday storytimes, these numbers include two Saturday morning storytimes. Psyche planned an outdoor walking storytime that was moved indoors but had low attendance due to the weather, and Lisa from Dance and Grow offered Ballerina Storytime.
- **Sensory Stations** Marlena curated a variety of colorful sensory stations that included letters, sorting, and art this month. Stations were explored by 50 caregivers and their little ones.
- **Folktales Fridays** Marlena featured *The Ugly Duckling* at the first monthly folktale event of the school year, attended by 14. Kids hear a story and then engage in art, STEM, and/or gross motor activities related to the book.

Kids and Parents

- **Graphic Novel Book Club** Liz's book club has been listening to *Bunnicula* and doing hands-on projects each Tuesday this month. Last week they got to sew small stuffies and kids were excited to get to learn to use needles! Attendance averages 7 kids.
- **Chess Club** In its fifth year, there are many returning players, including some who started when they were in lower elementary and are now in 5th or 6th grade. Our chess club intern, paid for with Toyota funding, is back for her third year, and several other teens and one adult volunteer each week. Volunteers allow us to divide the attendees into smaller groups for instruction, so beginners can learn and practice how the pieces move, while more experienced players get a higher level lesson from Jenny. We use the youth programming room and tables just outside, and purchased a bluetooth voice amplifier to help students hear Jenny better during the lessons. The plan is to practice monthly with clocks and also teach notation this year, so everyone is prepared for the spring tournament. Like in previous years, we'll encourage players to attend state and regional tournaments as a team, and we will use grant money to pay for US Chess membership if needed. Attendance is averaging 35 kids per week.
- **Coding for Kids** Last year, YDL patron and former tech teacher Andy Kuck taught coding for teens and tweens. Attendance was fairly low, so this year he is offering coding for ages 8-12. One of his students from last year is assisting him by helping make sure everyone is on the correct webpage and finding mistakes in their code they need to fix. This five-part Wednesday night series is held in the computer lab. Attendance is averaging 13 people per session. A few adults attend each week with their kids, including one grandmother who is enjoying learning something new. Thanks to Brigitte for setting the lab up each week.
- **Pokemon Club** Mani leads this meetup on Thursday evenings. We were expecting a larger crowd based on attendance this summer, but we are happy the kids and tweens who are attending are focused on playing the game, which requires reading and math skills. So far about 12 people have attended each session.
- **Computer Basics** Psyche offered two sessions of computer basics, one on a weeknight and one on a Saturday. Kids learned how to use the mouse and navigate websites. Attendance was not high, but kids and parents were happy with the instruction and Psyche is considering other methods we can help kids learn these basic skills rather than at a program.
- **Spinning Dot Theatre** 45 people attended the bilingual Spanish/English play Mariposa/Butterfly one Saturday in September, thanks to funding obtained by Spinning Dot Theatre. The audience loved the conclusion when actors carried a net full of paper monarchs over their heads to show the monarchs taking off on their annual migration.
- **Fall Fest** Thanks to Liz for coordinating another successful Fall Fest. About 300 people came to the library on a beautiful fall day to pet live animals, jump in the bounce house, hear the music group Gemily hired by Adult Services, make fall crowns for a photo op with Liz, make colorful corn mosaics with Ulana, and make coasters with Abby.
- **Fly Art Lab** Ruth Marks, who used to run Fly Art programs in the community and at Riverside Arts, returned to Ypsilanti recently and restarted her nonprofit. She will offer monthly Sunday drop-in workshops during the school year. The first session drew 21 kids and their adults, who used a variety of repurposed supplies to sew stuffies.



Tweens/Teens

- **Healthy Sleep 101** TAG members worked with a Corner Health educator to plan activities that included making sleep masks and night lights, along with calming activities like sipping herbal tea and coloring. Corner Health gave a short presentation on healthy sleep habits before the activities. The program was attended by nine tweens and teens.
- **After Hours Escape Room** 37 teens came to the library, some in costume, and worked on puzzles. Each puzzle revealed a 4 digit code and led to the next puzzle. The last code opened a locked box full of small items and candy TAG had picked out. Thanks to Kallista for picking up a sub shift on a Saturday night to make this happen, and to Chris for watching the door.
- **Volunteers and new state work permit site** The state has a new process for tracking teen work permits that Andy has set up. We're still waiting to hear how we create unpaid volunteer positions, but we're hoping to iron that out soon. We have a great group of teens volunteering and look forward to building the group.

Other Work

- **Book Displays** Mani curated two displays—one for Latino Heritage Month and one with spooky chapter books. Ulana put out books for several fall holidays including Sukkot and Halloween. Jodi worked with the Michigan Center for Youth Justice on a YA display.
- **Families at the Library** A grandma and her granddaughter came for storytime last week and stopped to tell Psyche that they hadn't been for a bit but that the library always feels fun and comfortable and that there is a lot of "love and acceptance" in the youth department. Another grandparent was talking today about her four year old granddaughter coming to storytimes since she was six weeks old when she attended Psyche's Baby Time. Now she comes to Marlena's Jumpstart storytime. We have other families who have also been through the entire series and it's great to see kids grow and develop. The group of Wednesday night kids is in the photo to the right. They come to play with friends they've met here over the years while their adults work on computers. We also see a lot of friendships made while playing in the play spaces, including those with the new STEM tools we've purchased with Toyota funding. Right now with high gas prices, it's nice to see families find it worth the extra money to make the library part of their routine and staff make sure they have a positive experience when they are here.
- **Social Work Training** Liz and Mani attended the self-awareness, bias, power and privilege workshop.
- **Field Trips/Tours** I offered library instruction and a scavenger hunt to 20 girls from a local church group one evening. Our LCS STEM field trips start this week.
- **Committees** All staff are on library committees: Liz: Wellness Committee, Psyche: TEAM Committee and Strategic Planning, Jodi and Liz: Summer Challenge and Family Read, and everyone is on a program planning group.
- **Bookmobile Classroom Visits** Mani and Psyche are both helping with school Bookmobile visits. Psyche is visiting Global Tech Academy four times during the school year and made her first visit last week. Mani will make monthly visits to LCS high school.
- **Catalog Instruction Guide** Psyche created a halfpage handout on how to find materials that includes answers to the questions we are asked most often, like how to find the call number.
- **STEM** Jodi attended the annual feedback meeting with Toyota and is submitting a grant proposal for STEM for little ones to ALA. **Submitted by Jodi Krahnke October 20, 2026**



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/22/2026
Re: Review of FY2027 draft budget

Accompanying this memo is a draft budget for the 2027 fiscal year, and a detailed explanation of the proposed expenditures. I shared these materials with the Board Finance Committee via email. In the past the Committee has convened a meeting to discuss, but schedules didn't allow for that this year. Here are a few outstanding items to note from this draft:

- Account # 100.702.000 Salaries and Wages -- I plan to add a Paraprofessional Rover position. I budgeted for full-time because there is a great need for this assistance, but FT benefits are expensive. We could consider dropping this to part-time if you feel things are too tight.
- Account # 100.810.100 Capital Outlay – Improvements: We have been working with Daniels & Zermack Architects on a phasing plan for a Whittaker renovation to hopefully begin next year. We are meeting on 10/26 to discuss possible phasing options. The cost for architectural and design services would go in this account. I put a placeholder of \$40,000 here, but that may be way off. We should know more soon.
- Account # 100.850.000 Automation – Technology: A new photocopier lease is on the October Board agenda which will reduce our rates significantly. This total assumes the proposal will be approved.
- Accounts # 200.810.000, 400.810.000, and 500.810.000 Capital Outlay – Buildings: We had a meeting scheduled with our new HVAC maintenance company, GEM Service, to learn what fixes we need to make to existing equipment for them to honor the maintenance contract as quoted. Unfortunately, the rep had a death in his family, and the meeting was canceled. It has been rescheduled for 10/29. Depending on costs, I may request approval for spending from the Capital Asset Replacement fund rather than the operating budget.
- Accounts # 200.940.000, 400.940.000, 500.940.000 Phone -- We went live with our new phone system in June. The system was less expensive on the front end, but monthly costs will be higher because it's largely for software licensing rather than individual phone lines. We just received our first official bill this week (first 2 months were free). We divided the cost up between the three branches as in the past, but this no longer makes much sense. I will ask Jim Carey to move phone expenses to a new budget line in the 100 department instead.

Since 2023 I've provided a per capita spending figure. As written, this budget spends \$82.65 per capita. We are definitely feeling the impact of inflation, and the two new full-time positions add a considerable benefits cost. Last year's draft spent \$77.29.

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

As written, this budget would return \$550,000 to the fund balance.

PROPOSED
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2027

Revenue

Superior Township Tax Levy	1,382,547
City Tax Levy	1,162,325
Ypsilanti Township Tax Levy	4,704,639
State of Michigan Ren Zone/PPT reimbursement	100,000
State Aid Direct	47,850
State Aid Indirect	47,850
Operational Grants	30,000
Circulation Services Fee	8,000
Smart Cards - Printing & Copies	40,000
Penal Fines County	65,000
Rental Income-community room	2,750
Donations/Misc.	3,000
Donations/Memorials	600
Interest/Checking	5,000
Interest/Savings	205,100
Dividend Revenue	6,800
Dividend Revenue Endowment	13,000
Transfer to/from Fund Balance/Other Funds	-550,000
Sale of Assets	0
Total Revenue	7,274,461

EXPENDITURES by Department

Dept 100 Administrative	3,917,807
Dept 200 Michigan Ave	826,567
Dept 300 Outreach Services- Bookmobile	369,848
Dept 400 Superior Branch	697,734
Dept 500 Whittaker Road	1,462,505
Total Expenditures	7,274,461

EXPENDITURES by Category	Category as % of 2025-2026	
		Expense
Salaries and Benefits	5,034,059	69.2%
Public Utilities	294,859	4.1%
Repairs and Maintenance	265,417	3.6%
Materials	689,077	9.5%
Technology	309,692	4.3%
Capital Expense	85,500	1.2%
Other	595,857	8.2%
Total Expenditures	7,274,461	100.0%

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

Proposed Budget FY 2026-27

					Original Adopted FY 2025-26 Budget	Adopted Budget amendment FY 2025-26	Proposed Budget FY 2026-27
ACCT #	ACCOUNT NAME	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL	FY 2024-2025 ACTUAL			
Revenue							
403.000	Superior Township Tax Levy	1,076,710	1,150,986	1,353,566	1,294,714	1,294,714	1,382,547
425.000	City of Ypsilanti Tax Levy	944,675	998,345	1,055,610	1,113,046	1,113,046	1,162,325
440.000	Ypsilanti Township Tax Levy	3,862,384	4,144,238	4,416,852	4,544,726	4,544,726	4,704,639
425.075	PPT reimbursement	33,869	51,006	47,986	40,000	40,000	40,000
441.000	Renaissance Zone Reimb	66,774	66,572	66,071	65,000	65,000	60,000
443.000	State Aid Direct	44,630	44,916	47,814	47,850	47,850	47,850
447.000	State Aid Indirect	44,630	44,916	47,814	47,850	47,850	47,850
500.500	Operational Grant Revenue	10,000	56,711	138,150	30,000	100,000	30,000
500.600	IMLS TALK	45,554	88,715	0	0	0	0
657.000	Circulation Services Fee	7,195	4,426	6,405	6,000	6,000	8,000
657.100	Smart Cards - Printing & Copi	33,006	31,101	38,995	35,000	35,000	40,000
657.600	Proctor Fees	60	125	202	0	0	0
661.000	Penal Fines County	69,569	79,549	65,687	64,000	64,000	65,000
662.100	Community room rentals	2,250	3,425	3,825	2,750	3,063	2,750
679.000	Donations/Misc.	12,872	2,993	14,543	2,500	4,600	3,000
681.000	Donations Designated	0	530	2,000	0	0	0
681.080	Donations/Memorials	4,629	0	0	600	600	600
682.050	Proceeds from HVAC settlem	0	0	27,500	0	0	0
687.000	Interest/Checking	6,705	7,080	5,546	5,500	5,500	5,000
687.010	Interest/Savings	54,301	37,273	271	500	500	100
687.121	MI Class Value Change	3,033	150,230	208,117	195,000	195,000	205,000
689.000	Dividends	6,490	6,675	6,700	6,500	6,500	6,800
690.000	Dividend Revenue Endwmnt	12,595	14,683	14,423	11,000	12,981	13,000
	Transfer to/from Improvement Fund	(1,152,434)	(515,352)	(700,000)	(600,000)	(600,000)	(550,000)
	Transfer to/from Fund Balance	352,447	(581,526)	(372,286)	15,332	0	0
	Sale of Assets	0	0	0	0	0	
Total Revenue		5,541,944	5,887,617	6,495,791	6,927,868	6,986,930	7,274,461

Proposed Budget FY 2026-27

					Original Adopted FY 2025-26 Budget	Adopted Budget amendment FY 2025-26	Proposed Budget FY 2026-27
ACCT #	ACCOUNT NAME	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL	FY 2024-2025 ACTUAL			
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	860,334	980,882	1,072,803	1,142,875	1,159,395	1,287,962
702.100	Professional/Accounting	10,340	11,075	11,600	12,000	12,000	12,500
702.150	Bank Fees	2,807	3,705	3,865	5,000	5,000	5,984
702.900	Salary/Subs	17,893	13,241	20,489	18,392	26,528	19,534
705.000	Recognition Awards	521	789	750	750	1,500	2,500
710.000	Payroll Service	18,957	10,151	21,141	14,600	16,500	16,380
715.000	Employer FICA	208,026	224,848	242,918	254,067	256,228	279,391
715.100	ACA Taxes Paid by employer	644	518	513	1,200	1,200	600
718.000	MERS Defined Contribution	108,527	130,468	131,764	165,347	166,759	181,571
719.000	FSA Admin Fees	600	657	656	900	900	1,000
727.000	Office Supplies	45,636	23,533	35,310	34,000	34,000	34,000
727.200	Supplies-Facility	22,127	26,267	34,318	34,500	34,500	34,500
752.000	MML/Building Insurance	77,332	86,565	87,935	92,500	97,036	104,799
753.000	MML/Workers Comp	12,633	16,456	17,848	17,500	17,500	14,881
754.000	Health Insurance	456,375	507,840	536,541	608,255	608,255	672,214
755.000	PT Telemedicine	0	3,226	3,800	4,455	4,455	4,455
756.000	Dental Insurance	34,625	35,661	37,952	39,628	39,628	40,500
758.000	Life Insurance	4,708	4,613	5,045	4,764	4,764	4,764
759.000	Vision Service Plan	9,340	8,784	9,131	9,500	9,500	9,500
762.000	STD/LTD	18,396	19,661	21,883	21,540	21,540	23,500
769.000	Printing & Publishing	24,323	23,525	25,225	28,100	28,100	30,850
769.050	Advertising	312	174	192	3,500	3,500	1,500
774.050	Digital Collections	315,437	364,712	428,583	448,500	448,500	447,577
774.100	Databases	32,458	33,979	34,144	40,000	40,000	40,000
774.800	System Wide DVDs	220	0	0	0	0	0
774.900	All Materials Processing	28,394	28,119	27,155	25,000	25,000	25,000
774.950	Play Kits	4,735	4,680	0	0	0	0
774.975	Library of Things	12,379	14,965	12,590	10,000	10,000	10,000
801.000	Major Events	14,259	15,895	4,665	17,306	17,306	22,158
802.000	Mileage/Travel Reimburseme	6,936	4,769	2,607	7,000	7,000	7,000
804.000	Workshops/Training	7,003	5,323	7,576	11,500	11,500	11,700
805.000	Memberships & Dues	6,661	6,093	6,593	6,750	6,750	7,800
806.000	IMLS Talk Grant Expenses	21,750	61,215	0	0	0	0
807.000	Operational Grant Expenditure	12,389	27,941	71,830	30,000	30,000	30,000
810.000	Capital Outlay - Building & La	4,880	5,549	9,369	5,500	5,500	7,500
810.100	Capital Outlay - Improvement	2,261	6,531	97,882	44,200	44,200	40,000
811.100	Capital Outlay Tech	59,118	43,625	27,993	18,000	18,000	0
812.000	Capital Outlay - Furnishings	5,873	3,426	1,832	5,000	5,000	8,000
850.000	Automation - Technology	134,299	116,588	201,491	229,000	229,000	244,450
850.100	Telecommunications	11,111	5,579	9,107	9,500	9,500	12,342
850.200	ILS Contract	63,125	47,867	53,906	52,900	52,900	52,900
850.500	Software Subscriptions	42,936	39,319	33,952	38,986	38,986	44,501
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	2,996
928.000	Postage	20,240	21,206	25,107	30,025	30,025	30,029
965.000	Auditing Service	8,325	8,550	18,390	18,900	18,900	19,500
975.000	Legal	1,870	23,594	27,589	20,000	26,000	20,000
975.500	Legal-Negotiations	0	0	23,320	0	0	0
980.000	Professional/Contractual	37,007	49,866	40,241	71,179	71,179	24,469
980.500	Branding Costs	3,195	3,619	4,991	5,000	5,000	5,000
981.500	Lost Book Expense	3,431	1,834	1,228	4,000	4,000	4,000
982.000	MTT Charge Back City	259	0	0	5,000	5,000	5,000
983.000	MTT Charge Back Ypsi Twp	878	4,394	3,355	8,000	8,000	8,000
983.100	MTT Charge Back-Superior	914	4,052	0	5,000	5,000	5,000
990.000	Contribution to endowment	250	50	0	0	0	0
Total		2,799,845	3,088,775	3,499,971	3,682,619	3,724,034	3,917,807

Proposed Budget FY 2026-27

					Original Adopted FY 2025-26 Budget	Adopted Budget amendment FY 2025-26	Proposed Budget FY 2026-27
ACCT #	ACCOUNT NAME	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL	FY 2024-2025 ACTUAL			
Dept 200 Michigan Ave.							
702.000	Salaries	473,988	469,503	566,609	568,693	571,578	627,855
702.800	Salaries-Pages	6,611	10,061	11,242	10,941	12,500	12,480
771.000	Adult Books	14,185	20,211	18,938	18,000	18,000	18,000
772.000	Youth Books	11,280	12,675	12,155	12,200	12,200	12,200
774.950	Play Kits			1,714	1,500	1,500	1,500
776.000	Periodicals	2,868	2,144	2,962	3,500	3,500	3,500
778.000	Adult Audio/Visual	3,481	4,248	4,685	3,900	3,900	3,900
779.000	Youth Audio/Visual	901	1,916	1,492	1,400	1,400	1,400
801.500	LNGO	1,250	968	1,323	750	750	750
802.200	Parking Fees	3,700	3,600	3,600	3,900	3,900	3,600
810.000	Capital Outlay - Building	18,357	100,000	7,744	57,000	57,000	18,000
812.000	Capital Outlay - Furnishings	4,510	0	1,793	3,000	3,000	3,000
840.000	Repair & Maintenance - Build	32,249	25,148	24,812	26,000	26,000	27,300
840.025	Campbell Maint Contract	13,204	14,800	14,800	16,000	16,000	20,745
840.050	Snow Removal/ Lawn Care	12,097	8,340	10,929	19,000	19,000	14,480
900.000	Programs-Adult	2,641	2,912	2,963	3,000	3,000	3,000
901.000	Programs-Youth	2,531	2,206	2,848	3,000	3,000	3,500
902.000	Art Purchases	0	0	2,789	20,000	20,000	0
940.000	Phone	2,319	1,999	1,799	2,008	2,008	3,765
943.000	Natural Gas	3,923	3,848	6,351	8,011	8,011	9,571
947.000	DTE - Electric	20,935	15,529	20,589	24,192	24,192	26,099
949.000	Ypsi Community Util Auth	6,029	6,087	7,158	6,511	6,511	9,717
980.000	Professional/Contractual	42,596	0	2,500	2,100	2,100	2,205
Total		679,655	706,195	731,795	814,606	819,050	826,567

Proposed Budget FY 2026-27

					Original Adopted FY 2025-26 Budget	Adopted Budget amendment FY 2025-26	Proposed Budget FY 2026-27
ACCT #	ACCOUNT NAME	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL	FY 2024-2025 ACTUAL			
Dept 300 Outreach/bookmobile							
702.000	Salaries	233,500	268,398	275,843	296,618	298,225	333,559
775.000	Library Materials	3,275	5,772	5,027	5,000	5,000	5,000
801.500	LNGO	1,223	2,524	1,493	3,000	3,000	3,000
811.000	Capital Outlay Vehicle	35,000	0	0	0	0	0
840.000	Repair & Maintenance	8,376	7,566	24,284	25,000	25,000	17,500
901.000	Programs	0	1,439	1,795	2,000	2,000	2,000
943.000	Fuel	4,090	5,464	5,254	6,347	6,347	8,789
Total		285,464	291,163	313,696	337,965	339,572	369,848
Dept 400 Superior Branch							
702.000	Salaries	353,232	382,524	418,615	436,358	437,887	521,488
702.800	Salaries -- Pages	3,706	5,248	6,194	10,941	8,500	12,480
775.000	Library Materials	0	0	0	0	0	0
771.000	Adult Books	14,935	14,738	14,100	15,000	15,000	15,000
772.000	Youth Books	12,171	15,539	12,372	14,000	14,000	14,000
774.950	Play Kits	0	0	1,235	1,500	1,500	1,500
776.000	Periodical	1,290	663	790	1,200	1,200	1,200
778.000	Audio Visual	1,276	1,759	1,927	2,000	2,000	2,000
801.500	LNGO	748	1,020	1,000	1,000	1,000	1,000
810.000	Capital Outlay - Building	2,381	51,286	5,633	8,000	8,000	0
812.000	Capital Outlay - Furnishings	0	2,165	929	0	0	0
840.000	Repair & Maintenance	5,503	6,146	14,792	12,500	12,500	13,750
840.025	Campbell Maint Contract	7,108	9,147	11,088	13,000	13,000	18,182
840.050	Snow Removal & Lawn Care	26,505	22,570	26,993	24,500	24,500	26,000
900.000	Programs - adult	502	1,540	1,293	1,500	1,500	2,000
901.000	Programs - Youth	547	2,537	1,970	2,500	2,500	3,500
902.000	Art Purchase	8,683	8,358	121	0	0	0
940.000	Phone	2,041	2,155	2,272	2,250	2,250	4,767
943.000	Natural Gas	2,722	2,740	3,544	4,418	4,418	4,788
947.000	DTE - Electricity	8,772	14,500	14,187	16,916	16,916	14,560
949.000	Water	6,681	4,228	6,096	4,558	4,558	8,519
980.000	Professional Contractual	23,760	24,840	24,900	33,000	33,000	33,000
Total		482,563	573,703	570,051	605,141	604,229	697,734

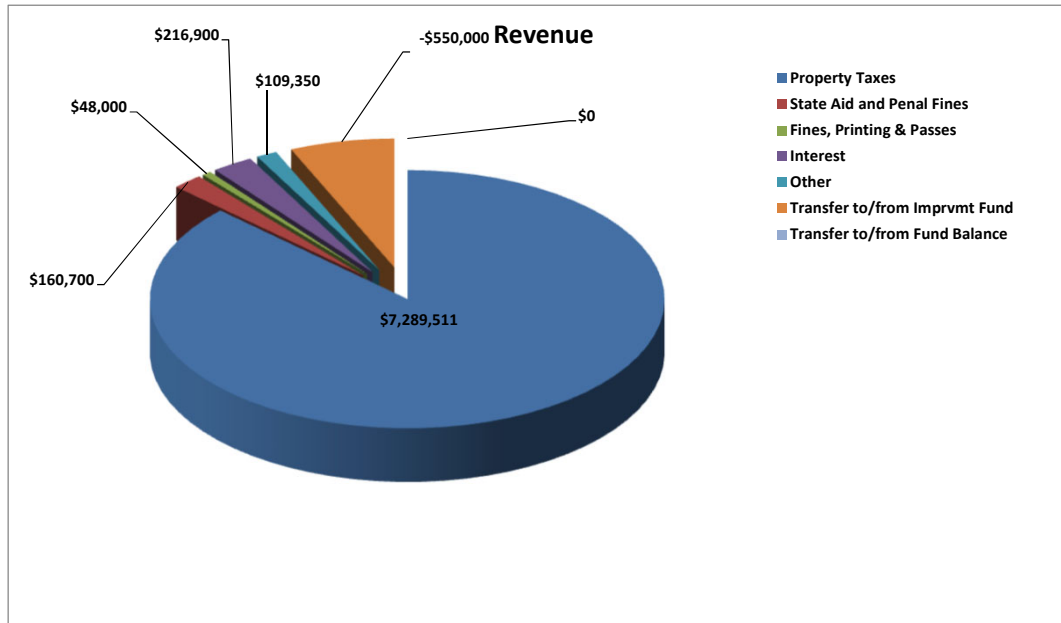
Proposed Budget FY 2026-27

ACCT #	ACCOUNT NAME	FY 2022-2023 ACTUAL	FY 2023-2024 ACTUAL	FY 2024-2025 ACTUAL	Original Adopted FY 2025-26 Budget	Adopted Budget amendment FY 2025-26	Proposed Budget FY 2026-27
DEPT 500 WHITTAKER RD							
702.000	Salaries	798,216	788,402	900,098	947,353	952,889	958,060
702.800	Salaries-Pages	31,782	24,774	29,642	41,028	38,000	46,800
771.000	Adult Books	44,943	36,758	28,604	36,450	36,450	36,450
772.000	Youth Books	29,767	35,544	33,620	30,750	30,750	30,750
774.950	Play Kits			1,615	1,500	1,500	1,500
776.000	Periodicals - Adult	6,237	5,439	10,194	9,000	9,000	9,000
776.050	Periodicals - Youth	722	624	756	700	700	700
778.000	Adult Audio/Visual	7,498	9,864	7,957	5,800	5,800	5,800
779.000	Youth Audio/Visual	3,081	2,991	3,854	3,100	3,100	3,100
810.000	Capital Outlay - Building	71,761	22,986	54,029	93,500	93,500	9,000
840.000	Repair & Maintenance - Building	36,176	43,618	43,734	35,000	45,000	36,500
840.025	Cambell Maint Contract	41,379	50,900	50,900	54,000	54,000	71,142
840.050	Snow Removal/Lawn Care	34,465	32,365	33,838	34,000	34,000	35,000
900.000	Programs - Adult	3,196	1,634	3,987	4,200	4,200	4,200
901.000	Programs - Youth	12,837	13,005	12,896	13,000	13,000	13,000
903.000	Equipment Maintenance	1,702	1,297	3,155	3,000	3,000	3,000
940.000	Phone	4,916	5,146	5,395	5,185	5,185	10,168
943.000	Natural Gas	24,868	31,394	42,266	31,680	31,680	36,915
947.000	DTE - Electric	106,775	126,805	110,738	131,220	131,220	143,472
949.000	Ypsilanti Comm Utilities Auth	6,472	6,953	7,892	7,071	7,071	7,948
980.000	Professional Contractual	0	0	0	0	0	0
Total		1,266,793	1,240,499	1,385,170	1,487,537	1,500,045	1,462,505
DEPT 600 DONATIONS REVENUE		46,229	55,433	48,564			
Subtotal		46,229	55,433	48,564	0	0	0
DEP 600 DONATIONS EXPENDITURES		79,576	44,096	40,673			
Subtotal		79,576	44,096	40,673	0	0	0
Total Donations Net		(33,347)	11,337	7,891	0	0	0
DEP 700 GRANTS REVENUE		48,850	2,526	40,000			
Subtotal		48,850	2,526	40,000	0	0	0
DEP 700 GRANTS EXPENSE		43,127	1,145	43,000	0	0	0
Subtotal		43,127	1,145	43,000	0	0	0
Total Grants Net		5,723	1,381	(3,000)	0	0	0
Revenue		5,637,023	5,945,576	6,584,355	6,927,868	6,986,930	7,274,461
Total Expenditures		5,637,023	5,945,576	6,584,356	6,927,868	6,986,930	7,274,461
Net Surplus (Deficit)		0	0	(0)	0	0	0

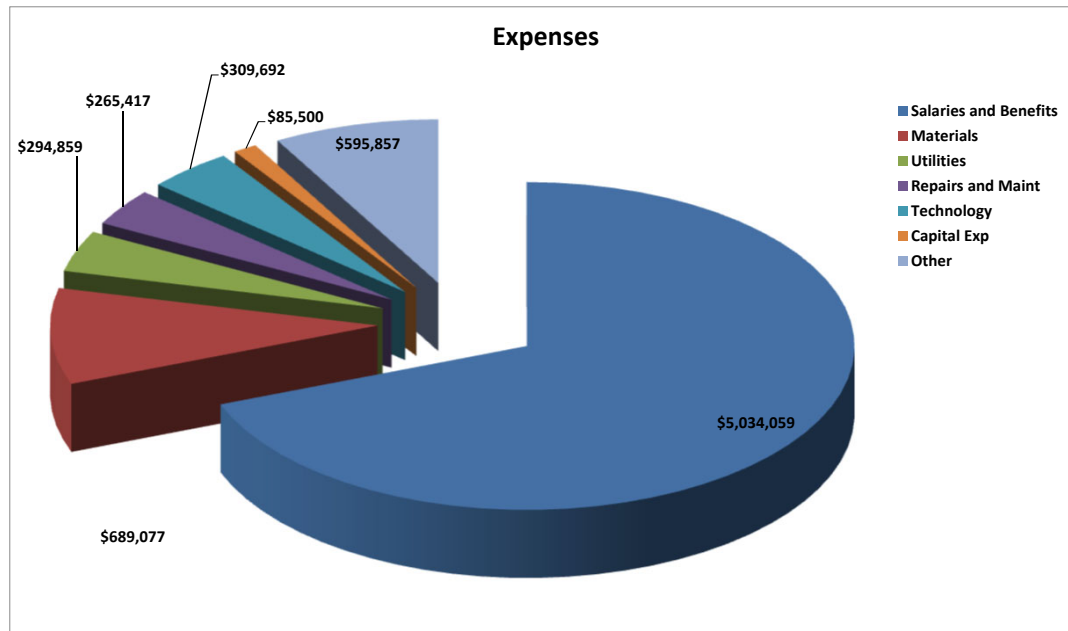
Proposed FY 2025-26 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	7,289,511	100.2% **
State Aid and Penal Fines	160,700	2.2%
Fee, Printing and Passes	48,000	0.7%
Interest	216,900	3.0%
Other	109,350	1.5%
Transfer (to)from Improvement Fund	(550,000)	-7.6%
Transfer (to)from Fund Balance	0	0.0%
Total	7,274,461	100.0%

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



% of total Expense		
Salaries and Benefits	5,034,059	69.2%
Materials	689,077	9.5%
Utilities	294,859	4.1%
Repairs and Maint	265,417	3.6%
Technology	309,692	4.3%
Capital Exp	85,500	1.2%
Other	595,857	8.2%
Total	7,274,461	100.0%



**YDL BUDGET DETAIL SHEET
FY 2026/27**

Department 100: Administrative

Account # 100.702.000 Salaries and Wages

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

This year I plan to add a full-time Paraprofessional Rover position to this budget line.

Account # 100.702.100 Professional/Accounting

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

Account # 100.702.150 Bank Fees

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. In 2023 we signed up for positive pay for our checking accounts, and incur monthly charges from BOAA and 5/3 for this service. We are doing more wire transfers and ACH payments these days; any related fees are also paid from this account.

Account # 100.702.900 Salary Subs

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

Account # 100.705.000 Recognition Awards

This account covers the cost of Years of Service pins, staff recognition events, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week. Increasing this budget to \$2,500 to fund initiatives of the Wellness and TEAM Committees.

Account # 100.710.000 Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s.

Account # 100.715.000 Employer Payroll Tax

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.715.100 ACA Fees

This service processes the ACA paperwork required by the IRS for large employers. We use the BASIC Elevate ACA plan. The fee is calculated at an annual rate per insurance-eligible employee. Budgeting \$600 in 2027.

Account # 100.718.000 Employee Retirement Funding

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

Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. In past years up to 16 staff members have taken advantage; in 2026 there were 12, including two using the dependent care plan. Budgeting \$1,000 for fees this year.

Account # 100.727.000 Office Supplies

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

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

Account # 100.727.200 Supplies-Facility

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

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.752.000 MML/Building Insurance

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

Account # 100.753.000 MML/Workers Comp

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

Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. The quote for the upcoming year increases the premium by 7.17%. Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

Account # 100.755.000 PT Telemedicine

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

Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. The 2027 renewal holds costs steady.

Account # 100.758.000 Life Insurance

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

Account # 100.759.000 Vision Service Plan

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.762.000 STD/LTD (Disability Insurance)

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

Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. Printing costs for the newsletter continue to increase with the cost of newsprint. We believe that as in the past, \$5,000 of printing costs for *The Loop* will be paid for by the Friends of the Library. Estimated needs for 2027:

Summer reading flyers for schools/Interrupters	\$450.00
Banners	\$800.00
Bookmarks	\$800.00
Business cards	\$500.00
Annual report	\$800.00
Brochures (2 Exhibits)	\$4,000.00
Printing for <i>The Loop</i>	\$19,500.00
<u>Contingency (letterhead, donation envelopes, misc)</u>	<u>\$4,000.00</u>
Total	\$30,850.00

Account # 100.769.050 Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings, targeted radio ads with WEMU, and additional targeted AAATA bus and Facebook ads. Almost all of our advertising was paid with Toyota STEM grant funds this year, and 2027 is likely to be similar. The Community Relations staff requested \$500 to work with a video production company on some special videos. Reducing the account from \$3,500 to \$1,500.

Account # 100.774.050 Digital Collections

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

Account # 100.774.100 Databases

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here. Library of Things processing has increased the need.

Account # 100.774.975 Library of Things

Launched in 2019, this collection consists of items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. YDL's collection includes magnifiers, kits for seniors, puzzles, cake pans, telescopes, musical instruments, tools, board games, and more all the time!

Account # 100.801.000 Major Events

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

Balance due for The Perfect Shot exhibit	\$4,613.00
Balance due for The State of Water exhibit	\$3,525.00
Exhibit shipping.....	\$2,000.00
Exhibit-related programming	\$6,000.00
Paper shredding event (1/2 paid by Washtenaw County)	\$520.00
Summer Reading contingency	\$2,000.00
Banned Books Week.....	\$1,000.00
MLK Day Celebration.....	\$1,000.00
<u>Family Read programming</u>	<u>\$1,500.00</u>
Total.....	\$22,158.00

Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. Less travel has been required since Covid made virtual training opportunities more the norm. Holding this budget steady so we can attend a few conferences (see below).

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. In-service has become more unwieldy as our staff has grown; Julianne estimates \$3,500 for food and event space at WCC.

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Covid increased the number of virtual events available, and staff have been taking advantage. The ALA Annual Conference is scheduled for New Orleans, and MLA will be in Kalamazoo. We would also like to send two people to the Innovative Users Group (ILS) in Boston in early April. In addition, we purchase professional development collection items with this budget. Holding this budget steady for 2027.

Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$3,395.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$400.00
Midwest Collaborative for Library Services.....	\$250.00
Sam's Club	\$45.00
Innovative User's Group.....	\$210.00
<u>Genealogical Soc. Of Washtenaw County.....</u>	<u>\$10.00</u>
Total.....	\$4,310.00

Regarding professional development, the YDL Employee Handbook says:

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

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

With virtual conference and workshop opportunities, many staff have taken advantage and joined professional associations. I would like to budget \$3,500 for employee and trustee memberships in 2027.

To cover these expenses, I am increasing the budget to \$7,800.

Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair, major tree trimming, bedbug treatments, and outdoor mosquito control at Whittaker.

Increasing this budget to \$7,500.

Account # 100.810.100 Capital Outlay – Improvements

In 2026 we've worked with Dan Whisler from Daniels & Zermack Architects on a phasing plan to renovate and re-carpet Whittaker using ideas from the 2019 space needs assessment. I would like to put a placeholder here for design services (both architectural and furnishings) in 2027, but phases are still TBD. Dan is working to get me a guesstimate by the week of 10/26.

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.811.100 Capital Outlay – Technology

I do not anticipate any spending in this account in 2027.

Account # 100.812.000 Capital Outlay – Furnishings

This account pays for replacements when chairs or other pieces of furniture break. I recommend a budget of \$8,000 for 2027.

Account # 100.850.000 Automation – Technology

Photocopier leases (\$1,346.38/month).....	\$16,200.00	On 10/26 agenda
Software support.....	\$20,000.00	
Hardware support	\$16,000.00	
IT training.....	\$2,500.00	
Cell phone charges	\$4,750.00	
Special projects: Envisionware upgrade??.....	\$10,000.00	
Special projects: Core switches	\$75,000.00	
Special projects: PC upgrades	\$60,000.00	
Equipment maintenance/repair	\$15,000.00	
Scheduled equipment replacement.....	\$25,000.00	
Total.....	\$244,450.00	

Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN began a new 3-year telecommunications contract in July 2024. We pay \$9,107.23 quarterly, then the rebate is deducted at the end of the year.

Account # 100.850.200 ILS Contract

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff.

Vendor	Item Description	Unit Cost	Total Cost
Airtable Pro	Paid subscription for fundraising portion of database	\$720	\$720
Airtable Plus	Paid subscription for security portion of database	\$480	\$480
BS&A Cloud	Financial software renewal	\$3,115	\$3,115
Buffer	Social media scheduling tool	\$240	\$240
Calendly	Scheduling tool for curbside	\$200	\$200
Capcut	Video editing software	\$90	\$90
Donor Tools	Annual subscription	\$790	\$790
OCLC -- EZ Proxy (hosted)	Database proxy tool	\$4,800	\$4,800
Freepik	Tool to make summer reading badges	\$100	\$100
Go Daddy	Domain license Renewals (varies)	\$800	\$800
Grant Station (via TechSoup)	Grant information database	\$119	\$119
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Kahoot	Smartphone survey tool	\$235	\$235
JitBit (hosted)	Help Desk software	\$2,250	\$2,250
JotForm	Forms plug-in	\$288	\$288
Library IQ	Data analytics program	\$12,500	\$12,500
Library IQ	Incident reporting platform	\$2,400	\$2,400
RemotePC	Remote desktop software	\$150	\$150
Sensource	Door counter software	\$792	\$792
Springshare	LibStaffer scheduling software	\$1,400	\$1,400
Springshare	LibCalPro item booking software	\$1,800	\$1,800
Unique Management	Message Bee SMS texting	\$1,700	\$1,700
WebDewey	Acquisitions tool license	\$405	\$405
YoDeck	Jumbotron admin tool	\$737	\$737
Zoho Manage Engine	For management of Chromebooks, etc.	\$6,507	\$6,507
Zoom	Virtual meetings and webinars tool	\$1,665	\$1,665
TOTAL			\$44,501

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. With fuel costs on the rise, TLN is increasing delivery by \$50 per stop, so an additional \$200 for YDL.

Account # 100.928.000 Postage

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

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

Account # 100.965.000 Auditing Service

2027 will be our third year with the new auditing firm, Gabridge & Co. The contracted cost is \$19,500.

Account # 100.975.000 Legal Services

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

Account # 100.975.500 Legal Services – Negotiations

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

Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors.

Vendor	Item Description	Unit Cost	Total Cost
My Favorite Plant Co.	Care of plants (Michigan Avenue and Whittaker)	\$207/month	\$2,484
David Cossey	Piano Tuning	3x/year \$150	\$450
SWANK Movie Licensing USA	Movie license	\$2,000	\$2,000
Q+M	<i>The Loop</i> design	4 issues @ \$2,800	\$11,200

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Element One	Compensation plan annual update	\$2,500	\$2,500
Unique Management	New Mover service	\$4,000	\$4,000
TLN	Serials ACQ mgmt.	\$1,835	\$1,835
			\$24,469

Account # 100.980.500 Branding Costs

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

Account # 100.981.500 Lost Book Expense

Two things are covered by this account:

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

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

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Department 200: Michigan Ave.

Account # 200.702.000 Salaries

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

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

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Michigan Avenue are paid from this account. Michigan's minimum wage will increase to \$15.00/hour January 1st.

Account # 200.771.000 Adult Books

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

Account # 200.772.000 Youth Books

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

Account # 200.774.950 Play Kits

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

Account # 200.776.000 Periodicals – Adult

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

Account # 200.776.050 Periodicals – Youth

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

Account # 200.778.000 Adult Audio Visual

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 200.779.000 Youth Audio Visual

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

Account # 200.801.500 Learning Never Gets Old

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

Account # 200.802.200 Parking Fees

This account pays for employee parking downtown.

Account # 200.810.000 Capital Outlay – Buildings

We plan to do two things with this account:

1. Add swinging doors to the 1st floor reference/customer service desk to deter patrons from entering staff space: \$3,000.
2. Add an interactive item in the Plaza to replace the book seats to better engage youth and families: \$15,000.

We are also awaiting HVAC recommendations

Account # 200.812.000 Capital Outlay – Furnishings

No immediate needs, but budgeting a \$3,000 placeholder for replacement chairs, etc.

Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building and equipment. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. It also covers bed bug inspection services (\$450/visit).

Account # 200.840.025 **HVAC** Maintenance Contract

This account pays for the Library's annual Heating, Ventilating, and Air Conditioning maintenance contract for Michigan Avenue. Our new GEM Service contract will cost \$20,745 for this fiscal year.

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs. We will be going out for bid for a new snow removal contract starting in November 2027.

Account # 200.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue. FY 2027 budget:

Account # 200.901.000 Programs – Youth

This account covers all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. FY 2027 budget:

Account # 200.902.000 Art Purchases

No art purchases are planned for this fiscal year.

Account # 200.940.000 Phone

The new phone system's monthly service costs are mostly for software licensing. It no longer makes sense to charge each building a percentage by how many lines they utilize. We will create a single Phone account in the 100 department for FY2027.

Account # 200.943.000 Natural Gas

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, which helped us realize some savings. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

YDL BUDGET DETAIL SHEET
FY 2026/27

Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti charges a 68% surcharge on water bills, so Michigan Avenue's water expenses are hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 200.980.000 Professional/Contractual

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Department 300: Outreach

Account # 300.702.000 Salaries

This account pays the salaries of the entire Outreach Department.

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

Account # 300.775.000 Library Materials

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

Account # 300.801.500 Learning Never Gets Old

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

Account # 300.901.000 Programs

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

Account # 300.811.000 Capital Outlay -- Vehicle

Vehicle purchased in FY2023 – account will remain zero.

Account # 300.840.000 Repair & Maintenance

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

Account # 300.943.000 Fuel

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Department 400: Superior Township

Account # 400.702.000 Salaries

This account includes wages for all staff working at the new Superior library. Once again we plan to engage a 20 hour/week library school student intern to help staff over the summer for roughly \$2,500.

I would like to add a full-time Adult Librarian position for Superior this year.

Account # 200.702.800 Salaries – Pages

Hourly Pages who work at Superior are paid from this account. Michigan's minimum wage will increase to \$15.00/hour January 1st.

Account # 400.771.000 Adult Books

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

Account # 400.772.000 Youth Books

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

Account # 400.774.950 Play Kits

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

Account # 400.776.000 Periodicals

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

Account # 400.778.000 Audio Visual

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

Account # 400.801.500 Learning Never Gets Old

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 400.810.000 Capital Outlay -- Building

No plans for building improvements at Superior this year.

Account # 400.812.000 Capital Outlay – Furnishings

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

Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. The building is 4 years old and is starting to need more regular repairs.

Account # 400.840.025 **HVAC** Maintenance Contract

This account pays for the Library's annual Heating, Ventilating, and Air Conditioning maintenance contract for Superior. Our new GEM Service contract will cost \$18,182 for this fiscal year.

Account # 400.840.050 Snow Removal & Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs, such as service to the sprinkler system. We will be going out for bid for a new snow removal contract starting in November 2027.

Account # 400.900.000 Programs – Adult

This account covers all speaker fees, supplies, and refreshments for adult and family programs presented by Superior staff, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplement all YDL programming budgets. FY 2027 budget:

Account # 400.901.000 Programs – Youth

This account covers all fees for performers, supplies, and refreshments for youth programs and special events presented at Superior. This includes craft supplies and book giveaways. The Friends of the Library very generously purchase summer reading prizes and supplement all YDL programming budgets. FY 2027 budget:

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 400.902.000 Art Purchases

No art purchases are planned for this fiscal year.

Account # 400.940.000 Phone

The new phone system's monthly service costs are mostly for software licensing. It no longer makes sense to charge each building a percentage by how many lines they utilize. We will create a single Phone account in the 100 department for FY2027.

Account # 400.943.000 Natural Gas

This account pays for the natural gas used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 400.947.000 Electric

This account pays for electricity used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 400.949.000 Superior Township Utilities Department

This account pays for water used at Superior. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 400.980.000 Professional/Contractual

A professional cleaning company is paid from this account to keep the building looking new.

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Department 500: Whittaker Road

Account # 500.702.000 Salaries

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

Once again we plan to engage a 20 hour/week library school student intern to help staff over the summer for roughly \$2,500. We would also like to employ an intern during the winter semester to assist the Whittaker Youth Department. This internship would last 15 weeks and cost approximately \$4,650.

Account # 500.702.800 Salaries – Pages

Hourly Pages who work at Whittaker Road are paid from this account. Michigan's minimum wage will increase to \$15.00/hour January 1st.

Account # 500.771.000 Adult Books

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

Account # 500.772.000 Youth Books

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

Account # 500.774.950 Play Kits

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

Account # 500.776.000 Periodicals – Adult

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

Account # 500.776.050 Periodicals – Youth

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 500.778.000 Adult Audio Visual

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

Account # 500.779.000 Youth Audio Visual

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

Account # 500.810.000 Capital Outlay – Buildings

Whittaker capital outlay projects we'd like to tackle this year.

Library of Things Mezzanine storage and digital signage	\$5,000.00
Cubby unit for Youth Department play bins	\$4,000.00
Total.....	\$9,000.00

Account # 500.840.000 Repair & Maintenance – Building

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

Account # 500.840.025 HVAC Maintenance Contract

This account pays for the Library's annual Heating, Ventilating, and Air Conditioning maintenance contract for Whittaker Road. Our new GEM Service contract will cost \$71,142 for this fiscal year.

Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience. We will be going out for bid for a new snow removal contract starting in November 2027.

Account # 500.900.000 Programs – Adult

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

**YDL BUDGET DETAIL SHEET
FY 2026/27**

Account # 500.901.000 Programs – Youth

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

Account # 500.903.000 Equipment Maintenance

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

Account # 500.940.000 Phone

The new phone system's monthly service costs are mostly for software licensing. It no longer makes sense to charge each building a percentage by how many lines they utilize. We will create a single Phone account in the 100 department for FY2027.

Account # 500.943.000 Natural Gas

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2027.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/12/2026
Re: Schedule public hearing for FY 2027 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 18, at 6:15 work for everyone?

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-29

October 28, 2026

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2027 FISCAL YEAR

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

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

Whereas, the Library's 2027 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2027 fiscal year will be held at 6:15 p.m. on Wednesday, November 18, 2026.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/21/2026
Re: 2027 Holiday closings

Attached please find a draft schedule of holidays and closings for 2027. The year is structured identically to 2021 on the perpetual calendar, so I used the same closure dates that we used then for the winter holidays.

We tried to book space at WCC to hold the In-Service for our usual Friday in May. All May Fridays were already booked. We explored other venues, but the prices were triple what we pay at WCC. We considered Columbus Day -- also booked. We have reluctantly booked May 12th, which is a Wednesday, at WCC. As this means a full 9 a.m. to 9 p.m. day of closure, it's not optimal, but we'll pay a reasonable cost. In-Service is always meaningful for our staff. We will start looking at 2028 as soon as possible!

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-30

October 28, 2026

RESOLUTION TO ESTABLISH A SCHEDULE OF 2027 HOLIDAYS AND CLOSINGS

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

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2027 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2027 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

APPROVED:
YDL – Board of Trustees

Ypsilanti District Library

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2027	New Year's Day	Friday
January 18, 2027	**Martin Luther King Day	Monday
March 28, 2027	Easter Sunday	Sunday
May 12, 2027	YDL Annual In-service	Wednesday
May 30, 2027	Sunday Preceding Memorial Day	Sunday
May 31, 2027	Memorial Day	Monday
June 19, 2027	**Juneteenth	Saturday
July 4, 2027	Independence Day	Sunday
July 5, 2027	Independence Day (observed)	Monday
September 5, 2027	Sunday Preceding Labor Day	Sunday
September 6, 2027	Labor Day	Monday
November 11, 2027	Veterans Day	Thursday
November 24, 2027	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 25, 2027	Thanksgiving Day	Thursday
November 26, 2027	Day after Thanksgiving	Friday
December 24, 2027	Christmas Eve	Friday
December 25, 2027	Christmas Day	Saturday
December 26, 2027	Day after Christmas	Sunday
December 31, 2027	New Year's Eve	Friday
January 1, 2028	New Year's Day	Saturday
January 2, 2028	Day after New Year's	Sunday
January 17, 2028	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/19/2026

Re: Award of contract to lease new multifunction printer equipment

YDL's current 4-year lease of print/copy/scan equipment expires in December. We have leased Konica Minolta equipment for the past 8 years, and have been very happy with the performance of the machines. Since it has been some time since we last surveyed the field, we released an RFP on 8/31/2026 to investigate a full range of options.

We received 5 proposals in response to our RFP. Three of these were competitive. Two proposals offered a Konica Minolta solution; the third featured Toshiba equipment.

Following careful consideration of the proposals using the evaluation criteria outlined in our RFP, Konica Minolta remains our top choice based on 1) the functionality of available options, 2) staff and patron satisfaction and comfort level with our existing service, and 3) cost.

The Konica Minolta proposals came from our current vendor, Image Tech, located in Wixom, and Perry ProTech, located in Perrysburg, Ohio. After reviewing the criteria, checking references, and confirming a number of variables with the vendors, the Perry ProTech proposal came out on top. Some notable differences:

- Image Tech specified two different machines, 3 faster than the other 10. Perry ProTech specified all 13 machines to be the faster C361i model.
- Both vendors offered a black-and-white per copy rate of \$.0045, but Perry ProTech's rate per color copy is \$.035, where Image Tech's is \$.055.
- Perry ProTech guarantees a 4-hour on-site service response time; Image Tech guarantees on-site service response within 24 business hours of a service request. Both firms claim to typically be faster than this, and we can vouch that this is true for Image Tech.

Total investment for Image Tech

\$1,714.58/month lease over 48 months = \$82,299.84 (plus copies, paper, and staples)

Total investment for Perry ProTech

\$1,346.38/month lease over 48 months = \$64,626.24 (plus copies, paper, and staples)

Because their proposal provides such a considerable cost savings as well as other benefits, I recommend awarding the contract to Perry ProTech.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-31

October 28, 2026

RESOLUTION TO ENTER INTO A NEW 4-YEAR LEASE AGREEMENT FOR
MULTIFUNCTION PRINTER EQUIPMENT

Whereas, the Ypsilanti District Library provides photocopy/print/scan/fax services for patrons using leased multifunction printer equipment, and

Whereas, the Library also leases such equipment for use by staff to do their jobs, and

Whereas the Library's Information Technology Manager studied the technology behind the latest systems and an RFP was released on August 31, 2026, and

Whereas, five proposals were received and carefully considered using the evaluation criteria outlined in the RFP, and

Whereas, following discussions with the vendors to clarify outstanding questions and performing reference checks, the IT Manager and Library Director recommend awarding the contract to the low bidder, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the copier lease contract is awarded to Perry ProTech at a monthly cost of \$1,346.38 for 48 months.

OFFERED BY: _____

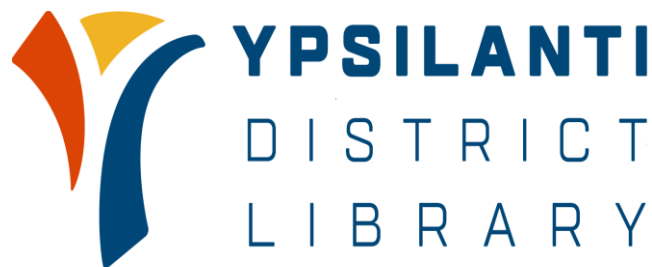
SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Request for Proposal

Multifunction Printer

Equipment



Issue Date: August 31, 2026

Proposal Due Date: September 21, 2026

1. Introduction and Purpose

The Ypsilanti District Library is soliciting proposals from qualified vendors to provide cost options and service solutions to replace thirteen (13) existing color multifunction printers (MFPs). The purpose of this Request for Proposal (RFP) is to identify a vendor capable of supplying reliable, high-performance MFP equipment under a comprehensive service agreement, with options for both purchase and lease over a four-year lifecycle.

We seek a partner that can provide competitive pricing, responsive service support, modern security features, and enhanced public self-service functionality. Vendors are encouraged to propose measurable improvements over traditional self-service configurations and to clearly identify cost structures for equipment, service, and consumables.

2. Project Background

Our current fleet consists of thirteen color MFP units deployed across multiple service areas. These devices support internal staff operations as well as public-facing self-service environments. Many of the existing devices process in excess of 75,000 pages annually, with a mix of black-and-white and color output.

Given upcoming operating system changes from Microsoft Windows and our continued emphasis on reliable public access services, we are seeking to modernize our fleet with consistent models, streamlined consumables, improved serviceability, and enhanced functionality.

3. Scope of Work

The selected vendor will provide:

- Thirteen (13) color multifunction printer devices
- Installation, configuration, and network integration
- Print driver deployment compatible with current and upcoming Microsoft Windows updates
- Full-service maintenance agreement
- Support for public self-service features
- Optional leasing and purchase pricing structures

Vendors should include detailed specifications for proposed models and clearly indicate any variations between units where applicable.

4. Equipment Specifications

Proposed MFP devices must meet or exceed the following general requirements:

Performance and Output

- Color multifunction capability (print, copy, scan; fax where required)
- Print speed of approximately 30–45 pages per minute (color)
- Annual duty cycle capable of supporting 75,000+ pages per year per device
- Page size support for Letter (8.5x11), Legal (8.5x14), and 11x17 (Tabloid)

Paper Handling

- Standard paper trays with high-capacity support for Letter-size paper preferred
- Bypass trays sufficient for labels and envelopes
- One (1) unit must include a finisher with:
 - Stapling
 - Folding
 - Hole-punch capabilities

Consumables and Parts

- Preference for standardized and interchangeable consumables (e.g., toner, waste toner containers) across the majority of models to streamline inventory and service.
- Clear description of toner yields and replacement frequency.
- Identification of any model-specific consumables.

5. Public Self-Service Requirements

Several MFP units will be deployed in public access environments where users independently print, copy, scan, and fax documents. These locations require:

- Integration with Jamex coin units (specifically for self-service copying)
- Self-service printing capability
- Fax service functionality
- Ability to restrict or limit access to certain device features in public areas
- Secure administrative controls

Vendors are encouraged to propose improvements or enhancements to traditional self-service configurations, including:

- Enhanced user interface design
- Simplified payment integration
- Improved security and abuse prevention
- Usage tracking and reporting tools
- Reduced maintenance downtime

Proposals should describe any measurable efficiency, reliability, or user-experience improvements available.

6. Software and Driver Compatibility

Full compatibility with Microsoft Windows operating systems is required, including awareness of upcoming Microsoft Windows updates and changes affecting print drivers.

Vendors must:

- Confirm compatibility with current and anticipated Windows updates.
- Describe how driver updates will be managed.
- Provide a proactive plan for addressing compatibility issues related to operating system upgrades.
- Specify whether universal print drivers are available and recommended.

Failure to address Windows compatibility considerations will result in disqualification.

7. Service and Maintenance Agreement

We anticipate entering into a full-service maintenance agreement covering:

- Black-and-white and color print usage
- All toner and consumables (excluding paper)
- Preventative maintenance
- Parts and labor
- On-site service calls
- Remote monitoring (if available)

Proposals should clearly outline:

- Cost per black-and-white page
- Cost per color page
- Minimum monthly volumes (if applicable)
- Overage charges
- Response time guarantees
- Escalation procedures
- Replacement policy for non-performing units

Service reliability is critical due to high annual usage volumes. Vendors should provide historical service metrics where available.

8. Pricing Structure

Vendors must provide detailed pricing under both of the following options:

1. **Outright Purchase**

- Equipment pricing per unit
- Installation and setup costs

- Service agreement terms (4-year cycle)

2. Lease Option

- 48-month lease pricing
- Included service structure
- End-of-term options

All pricing should clearly separate:

- Hardware costs
- Software or licensing fees
- Service and maintenance costs
- Optional accessories
- Delivery and installation

Any volume discounts or bundled pricing should be clearly stated.

9. Implementation and Timeline

Vendors should provide:

- Estimated lead time from contract award to installation
- Deployment schedule for all 13 units
- Training options for staff
- Testing and acceptance procedures

Preference will be given to vendors who can minimize disruption during installation and provide structured rollout planning.

10. Vendor Qualifications

Responding vendors must demonstrate:

- Experience providing MFP services to organizations with similar public access environments
- Proven support for coin-operated or payment-integrated systems
- Technical expertise in Windows print environments
- Local or regional service presence
- Ability to support high-volume print environments

References from comparable clients are strongly encouraged.

11. Proposal Submission Requirements

Proposals must include:

- Executive summary
- Detailed equipment specifications
- Service agreement terms
- Pricing breakdown (purchase and lease)
- Implementation timeline
- Description of self-service enhancements
- Driver compatibility plan
- Vendor qualifications and references
- A cover letter providing a brief description of the firm, name, address, telephone number, and email address of principal contact person.
- Exclusions or exceptions. Note any part of the proposal that is beyond the capability of the proposed system, or would be better handled by a third party.
- A statement of the insurance carried by the firm and a signature by an individual authorized to bind the proposer, with a statement that the proposal is a firm offer for a 90-day period.

All assumptions must be clearly stated.

12. Evaluation Criteria

Proposals will be evaluated based on:

- Total cost of ownership
- Equipment reliability and performance
- Service responsiveness
- Compatibility and technical readiness
- Public self-service functionality
- Vendor experience and references
- Standardization of consumables and parts
- Overall value and innovation

Ability to examine quoted equipment in person strongly desired.

13. Right to Reject

Ypsilanti District Library reserves the right to reject any or all proposals, request clarification, and negotiate terms as deemed in the best interest of the organization.

YDL will not reimburse costs of preparing the RFP responses. The Library reserves the right to cancel the award of contract at any time prior to the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation and mailing of the proposal.

All information submitted shall be public record and subject to disclosure pursuant to the Michigan Freedom of Information Act. No Library Board or staff member shall have a financial interest in any proposal.

14. Submission Information

We seek a long-term partnership with a vendor capable of delivering reliable equipment, consistent service, and forward-thinking solutions for both staff and public users. Vendors are encouraged to propose innovative solutions that enhance operational efficiency, security, and user experience while maintaining competitive cost structures.

Proposals are due by 5:00 p.m. Monday, September 21, 2026.

If submitting by mail, place submit two (2) copies of the completed proposal in a sealed envelope marked with the name and address of the consultant and MFP PROPOSAL. Send to:

**Scott Ostby, Information Technology Manager
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197**

Electronic submission is also acceptable. Proposals should be e-mailed to sostby@ypsilibrary.org with MFP PROPOSAL in the subject line.

Library staff will evaluate responses to this Request for Proposal, and the Library Board of Trustees will consider a contract award at its meeting of October 28, 2026. YDL reserves the right to reject any and all proposals without penalty.

16. Technical Assistance / Clarification

Any request for clarification of the information contained in this RFP must be submitted in writing by Tuesday, September 15, 2026, to:

**Scott Ostby, Information Technology Manager
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197
E-mail: sostby@ypsilibrary.org**

An interpretation of this RFP given by any other person shall be invalid.



PRO



RFP Response

Printing Hardware Replacement & Managed Print Services

September 18th, 2026

Presented by;

**Brittany Nejman - Major Account Manager
(419) 205-2805 bnejman@perryprotech.com**

**John Rees - Regional General Manager
(419) 957-9980 jrees@perryprotech.com**

The PerryProTech logo consists of the company name in a bold, black, sans-serif font. Above the "P" of "PROTECH" is a stylized orange arc.

OUR HISTORY

The logo is an orange diamond shape with a white border. Inside the diamond, the word "PRO" is written in white, bold, sans-serif capital letters. Above the "O" is a white curved line, resembling a stylized "P" or a protective shield.

PRO

- ✓ **Founded in 1965, PERRY proTECH has evolved into one of the largest and most diverse privately held companies in our industry.**
- ✓ **Leading provider of document management, document hardware , managed print services and IT infrastructure in the NW Ohio, NE Indiana and SE Michigan area.**
- ✓ **Seven independent sales/service locations located in Toledo, Findlay, Lima, Ft. Wayne, Mansfield, Dayton, and Columbus.**
- ✓ **Excellent financials, 100% debt free.**
- ✓ **2026 KMBS “Pro-Tech Service “ Award Winner 18th year in a row!**
- ✓ **2026 Toledo Blade Top Workplaces Award for the 6th time**
- ✓ **2026 “Elite Dealer” Award Winner. National Top 120 Ranking**
- ✓ **Most experienced Sales and Service Team in Region.**
- ✓ **100% Employee Owned – Our financial security depends solely upon our ability to achieve excellent customer satisfaction and maintain customer loyalty.**

OUR LOCATIONS

PRO



Our Corporate Office



Our Perrysburg Office



- Lima
- Findlay
- Ft. Wayne
- Toledo
- Mansfield
- Dayton
- Columbus

PERRY proTECH Best in Class Manufacturers

We have partnered with the best manufacturers in the industry so we can match the right technology with the client's specific needs



KONICA MINOLTA



Lexmark™



Mimaki®

MBM
CORPORATION

PERRYPROTECH
Network Security • Imaging • Technology

RFP Scope of Services



PERRY proTECH Commitment

- ✓ **Guaranteed Response Times** – PERRY proTECH will guarantee a 4 hour on site service response time. *Currently our average is 2.81 hours.*
- ✓ **Experienced Service Personnel** -PERRY proTECH has 17 factory trained technicians on staff in our Toledo office. PERRY proTECH have been a Konica Minolta independent dealer for over 39 years.
- ✓ **Service Loaner Systems**-PERRY proTECH will provide temporary service loaners in the event a unit cannot be repaired in a timely manner
- ✓ **Remote Diagnostics and Proactive Fleet Monitoring**- vCare ProSuite from Konica Minolta is a powerful software application designed to provide your district proactive service ability, enhanced security, remote fleet management and remote firmware updates.
- ✓ **Lifetime Training** –Corporate Trainer on staff to provide end user training, along with and how to videos and step by step user guides. This service is at no additional charge throughout the term of our partnership
- ✓ **Business Reviews** –Quarterly Business Reviews with Account Manager and Service Manager to review equipment volumes, performance, and recommendations
- ✓ **Replacement Coverage**- Guaranteed replacement for all non-performing devices
- ✓ **Help Desk Support**- Live technical support with experienced technical support staff
- ✓ **ReadiShip and Readicare** – Provides automated supply replenishment, remote monitoring, device status alerts and automated meter collection for accurate billing.



vCare Pro-Suite Benefits

- Automated meter processing
 - Intelligent, automated service dispatch with vCare MFP diagnostic information
 - Managed supply replenishment, supporting direct-to-device order processing
 - Fleet management dashboard with customizable views and a report suite
 - Remote machine management list acquisition
 - Remote firmware update and rapid deployment of security updates
 - Fleet-wide template deployment machine configuration
 - Self-diagnostics
 - Remote panel
- 

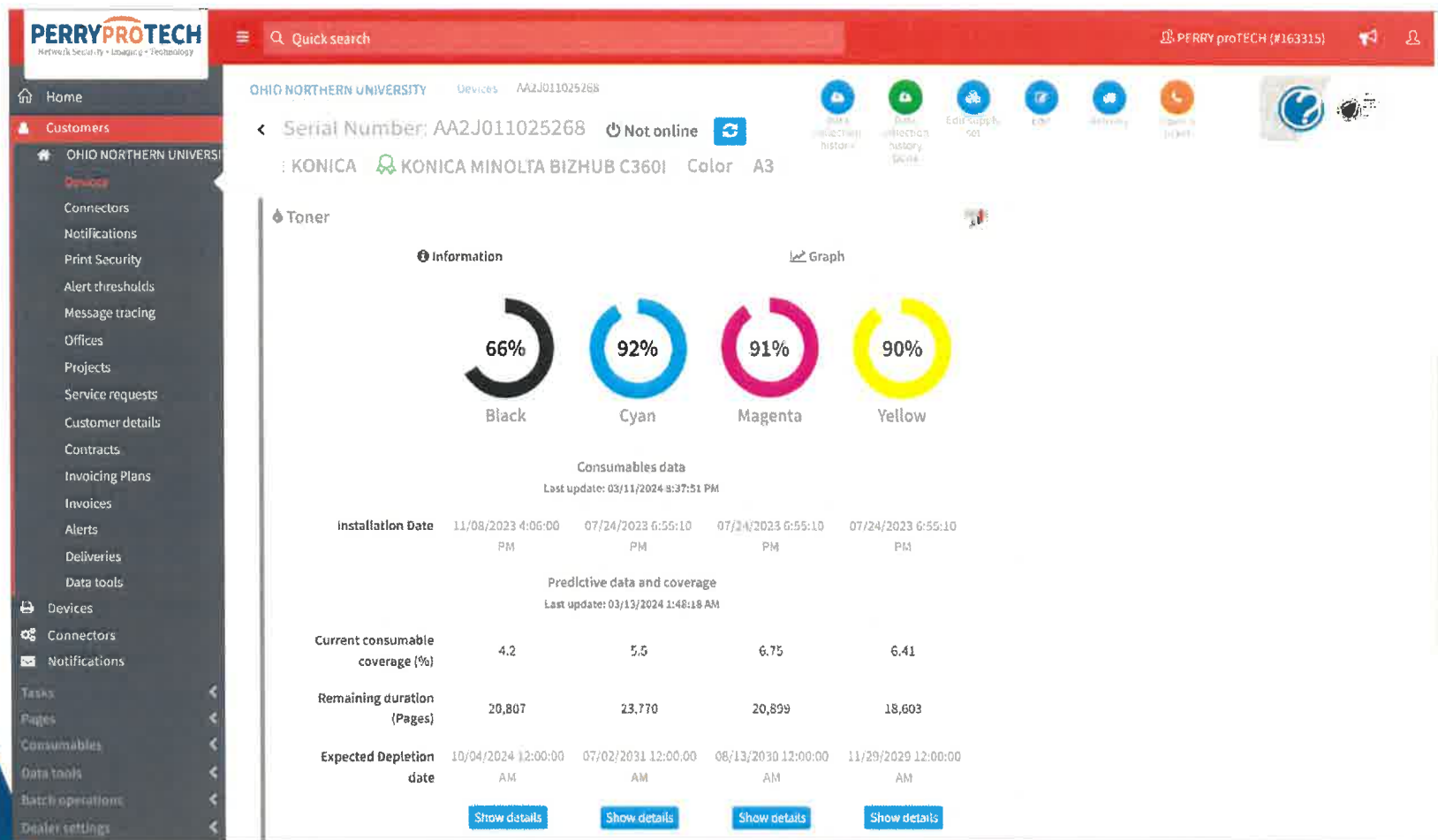
ReadiShip Benefits

ReadiShip serves as a secure tool that caters to the specific requirements of PERRY proTECH imaging clients, putting emphasis on four essential features.

- **Supply level monitoring** -With its advanced algorithmic calculators, ReadiShip accurately measures the remaining supplies in each cartridge of your device. This feature enables PERRY proTECH to proactively send replacement supplies, eliminating the need to contact our Customer Care Center via phone or email or navigate to a web portal for supplies ordering.
- **Device Error reporting** – ReadiShip instantly detects and alerts you to any device errors, whether they are visible or hidden, ensuring that potential issues are addressed before they disrupt your workflow. With this proactive feature, automatic service calls can be generated, guaranteeing seamless operations and preventing any work stoppages.
- **Counter reporting** -With ReadiShip, device meters are captured and seamlessly transmitted to our systems, guaranteeing precise billing and eliminating the hassle of submitting meters through web portals, emails, or phone calls.
- **Highly Secure** – ReadiShip has been developed with next level security of all data transmissions. Certifications/Reviews completed include ISO/IEC 27001 Certified since 2016, AICPA SOC 2 Type 2 Audited in 2022, Security posture evaluated in 2021 by Keypoint Intelligence, CSA Star Level 2 By Cloud Security Alliance.

This software is used worldwide by many organizations. Millions of devices located in more than 60 countries at 560,000+ customers monitoring 142+ billion pages managed in the last year running on 15 different Operating Systems.

ReadiShip Dashboard



Investment Options

(12) Konica C361i	\$4,193.70	Each	x 12	\$50,324.40
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(1) Konica C361i with Finisher	\$5,150.68
---------------------------------------	-------------------

Total Investment \$55,475.08

Maintenance Costs:

Mono Service Cost per Page \$.0045/page

Color Cost Per Page \$.035/page

***Includes, all Hardware, Installation, set up, training, service,
all supplies except for paper and staples.**

Includes removal and HDD Sanitization of current KM devices

No minimum base allowance

Rates are locked for term of lease

RFP Replacement - Lease

The logo is an orange diamond shape with a white border. Inside the diamond, the word "PRO" is written in white, bold, sans-serif capital letters. Above the letters, there is a white curved line resembling a stylized 'P' or a protective shield.

Investment Options

48 Month lease

\$1,346.38/month

Fair Market Value Lease

Maintenance Costs:

Mono Service Cost per Page \$.0045/page

Color Cost Per Page \$.035/page

***Includes, all Hardware, Installation, set up, training, service,
all supplies except for paper and staples.**

Includes removal and HDD Sanitization of current KM devices

No minimum base allowance

Rates are locked for term of lease

Konica C361i Color MFP

PRO



12 devices

- 100 Page Dual Scan Automatic Document Feeder
- 36 Pages per minute in both monochrome and color
- 2 - 500 Paper Trays with 100 Sheet bypass
- 1 – 2,500 sheet paper tray
- 50 Sheet Stapler Finisher
- Surge Protector



1 device

- 100 Page Dual Scan Automatic Document Feeder
- 36 Pages per minute in both monochrome and color
- 2 - 500 Paper Trays with 100 Sheet bypass
- 1 – 2,500 sheet paper tray
- Hole Punch, Half fold, Tri fold & Staple
- Surge Protector

Consumables Info



- **Black Cartridge – 28,000 Yield**
- **Color Cartridges – 28,000 Yield**
- **Waste Toner Bottle – 44,000 Yield**

Software and Driver Compatibility



- **Confirm compatibility with current and anticipated Windows updates.**

Konica does supply compatibility for current Windows operating systems and has always updated drivers when needed for Windows updates and new Windows operating systems.

- **Describe how driver updates will be managed.**

Drivers are typically updated when the device firmware is updated. It's part of our Total Call procedure when updating firmware to work with the client's IT department to update the print drivers to the new version.

- **Provide a proactive plan for addressing compatibility issues related to operating system upgrades.**

A Windows operating system update affects all our clients and we have proactive measures in place if this scenario were to occur.

- **Specify whether universal print drivers are available and recommended.**

Universal print drivers are available and recommended.

Implementation and Timeline

The logo consists of an orange diamond shape with a white border. Inside the diamond, the word "PRO" is written in white, bold, sans-serif capital letters. Above the letters, there is a white curved line resembling a stylized 'P' or a protective shield.

- **Estimated Lead time from contract award to installation**
 - 2 weeks
- **Deployment Schedule for all 13 Units**
 - Pre-configuration team works with you to clone current device in place, Address books, network info, SMTP info, etc. This makes implementation “plug & play” during install. Minimizing downtime. Delivery scheduled at your preferred date and time.
- **Training options for Staff**
 - Training on delivery day and any future needs included for lifetime of contract. Corporate trainer Jessica Peart with over 20 years experience.
- **Testing and acceptance procedures**
 - Utilize a demo machine prior to installation of all 13 machines to confirm if any other accessories are needed on machines.

Vendor Qualifications

A blue diamond shape with a white border, containing the word "PRO" in white capital letters.

- **Experience providing MFP services to organizations with similar public access environments**

See references on next slide

- **Proven support for coin-operated or payment-integrated systems**

Partnered with JAMEX & ACDI for over 35 years

- **Technical expertise in Windows print environments**

95% of Perry customers utilize a windows print environment

- **Local or regional service presence**

Servicing southeast Michigan area for 25 years

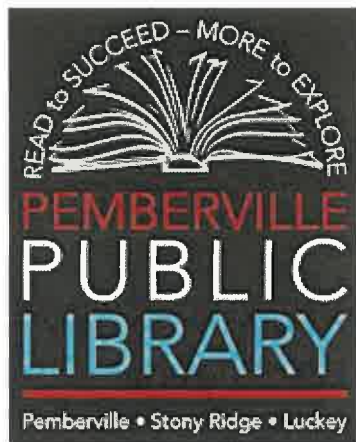
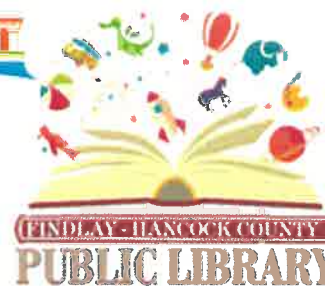
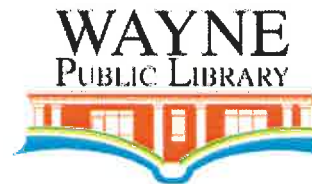
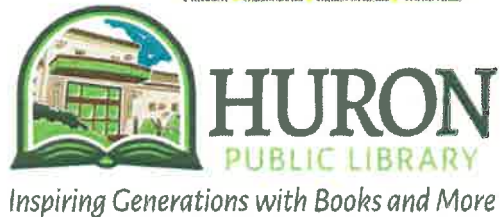
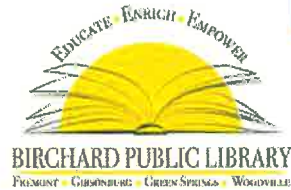
- **Ability to support high-volume print environments**

Currently servicing over 10,000 customers many with high volume print and print per pay operations

OUR PARTNERS

PRO

They Count on PERRY proTECH



OUR PARTNERS



PRO

They Count on PERRY proTECH

- **Rossford Public Library**
Kristine Goldsmith - (419) 666-0924
- **Patrick Henry School District Public Library**
Lori Teitje – director@phlibraries.org
- **Rutherford B. Hayes Presidential Library and Museum**
Mary Lou Halbeisen - mlhalbeisen@rbhayes.org
- **Milan Public Library**
Susana Wess – Susan.wess@milanlibrary.org

PRO

THANK YOU!

21 Year
KONICA MINOLTA AUTHORIZED
PRO-TECH
SERVICE CENTER

A PROUD WINNER
KONICA MINOLTA
PRO-TECH
SERVICE CENTER
2026
SERVICE EXCELLENCE

TOP
WORK
PLACES
2026
THE BLADE

enx magazine
ELITE
DEALER
2025
enx The Week In IMAGING

PERRYPROTECH
History • Technology • Innovation

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To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2026
Re: Approval of purchase of new staff computers

Our computers are aging; new public computers are a priority item in next year's budget. Several of the projects in this year's Automation/Technology budget came in well under our cost estimates, so we would like to get a jump on replacing PCs with the surplus. This request would replace the 20 staff computers at the public service desks with new machines. Most of the current machines are over 5 years old, and none are covered under warranty any longer.

IT Manager Scott Ostby researched options and identified equipment that will meet our needs. He solicited two quotes, which are attached. YDL is tax exempt, so tax will be removed when we make the purchase. Cost summary:

Vendor	Quote
Dell Technologies	\$21,125.80
Insight Public Sector	\$23,895.80

I recommend purchasing this equipment from the low bidder, Dell Technologies.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-32

October 28, 2026

RESOLUTION TO PURCHASE NEW STAFF COMPUTERS AND SUPPORT

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

Whereas, the current service desk computers are more than 5 years old and no longer covered by warranty, and

Whereas, the Information Technology Manager researched options and solicited comparison quotes for the desired computers and support, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quote be acquired from Dell Technologies for \$21,125.80.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

Quote Name:**Quote No.****Total**

Customer #

Quoted On

Expires by

Final Quote**3000207774061.1****\$21,125.80**

80275337

Oct. 20, 2026

Oct. 30, 2026

Sales Rep

Phone

Email

Billing To

Lily Webb

737-270-9402

Lily.Webb@dell.com

KAREN ESPER

YPSILANTI DISTRICT LIBRARY

5577 WHITTAKER RD

YPSILANTI, MI 48197

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Lily Webb

Additional Comments

Please note, there has been an important update to our return policy. Effectively immediately, all orders will not be eligible for return. Please thoroughly review all quotes and orders before purchasing. You can review the return policy here (dell.com/en-us/lp/return-policy).

Shipping Group**Shipping To**

KAREN ESPER
YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER RD
YPSILANTI, MI 48197
(734) 482-4110

Shipping Method

Standard Delivery

Product

Dell Pro Slim Essential QVS1260

Unit Price

\$1,056.29

Quantity

20

Subtotal

\$21,125.80

Subtotal:	\$21,125.80
Shipping:	\$0.00
Non-Taxable Amount:	\$21,125.80
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
Total:	\$21,125.80

Dell Payment Solutions

Months	Technology Ownership	Technology Rotation
24	\$978.26	\$779.25
36	\$665.42	\$561.74
48	\$509.32	\$456.13
60	\$417.32	\$387.74



Taylor Gaetje
Taylor.Gaetje@dell.com
(618) 382-7

Flexible technology acquisition options

Select Dell Payment Solutions at checkout to structure your own payment schedule and spread costs over time.

[Learn more](#)



DELLTechnologies

Shipping Group Details

Shipping To	Shipping Method
KAREN ESPER YPSILANTI DISTRICT LIBRARY 5577 WHITTAKER RD YPSILANTI, MI 48197 (734) 482-4110	Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Pro Slim Essential QVS1260	\$1,056.29	20	\$21,125.80
Estimated delivery if purchased today: Oct. 26, 2026			

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) i5-14500 vPro(R) (14 cores, up to 5.0GHz)	338-CSDT	-	20	-
Windows 11 Pro	619-BBQD	-	20	-
16GB, 16GBx1, DDR5, 4800MT/s	370-BBSF	-	20	-
512GB M.2 PCIe NVMe Solid State Drive	400-BSZL	-	20	-
MediaTek Wi-Fi 6 MT7920, 2x2, 802.11ax, MU-MIMO, Bluetooth wireless card	555-BLZH	-	20	-
MT7920 Wireless Driver	555-BMHK	-	20	-
Dell Pro Slim Essential with 180W PSU	329-BLWL	-	20	-
Dell Wired Keyboard - KB216 - US English - Black	580-BCVG	-	20	-
Dell Wired Mouse - MS116 - Black	570-BBKS	-	20	-
ENERGY STAR Qualified	387-BBLW	-	20	-
System Power Cord (US/Thai/Philippines)	450-AAFS	-	20	-
Documentation	340-DNBV	-	20	-
Quick Start Guide	340-DYDN	-	20	-
US/Canada Battery Warning Label	389-FKHG	-	20	-
Print on Demand Label	389-BDQH	-	20	-
Packaging for US, Canada	328-BHDH	-	20	-
Dell Pro Slim Essential REG LBL 180W PSU	389-FPNX	-	20	-
Dell Pro Slim Essential SRV DRVR/APPIRST	658-BFYM	-	20	-
Desktop BTS/BTP Shipment	800-BBIP	-	20	-
Dell Pro Slim Essential QVS1260	210-BTPG	-	20	-
Intel(R) UHD Graphics 730 with shared graphics memory	490-BJWG	-	20	-
No Media Card Reader	385-BBPY	-	20	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	20	-
Fixed Hardware Configuration	998-JCQD	-	20	-
Basic Onsite Service 12 Months	709-BKBW	-	20	-
ProSupport and Next Business Day Onsite Service Extension, 48 Month(s)	199-CFFT	-	20	-
ProSupport and Next Business Day Onsite Service Initial, 12 Month(s)	199-CFFV	-	20	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	20	-
Dell Additional SW - Dell Tower	658-BFYP	-	20	-

McAfee Business Protection 30-day Trial	634-CHLM	-	20	-
McAfee+ Premium 30-day trial	658-BCCO	-	20	-
			Subtotal:	\$21,125.80
			Shipping:	\$0.00
			Estimated Tax:	\$0.00
			Total:	\$21,125.80

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Thirty (30) days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Prices and/or discounts, as applicable, are subject to change: (i) in the event of industry-wide shortages in materials or resources, increases in the cost of manufacturing, currency fluctuations, changes to government charges or tariffs, or other factors outside Supplier's control; (ii) in the event of structural or significant changes in the way Supplier develops its pricing and/or discounting strategy; (iii) if Customer requests changes to Supplier's planned delivery date; or (iv) if Customer materially breaches its commitments under this Quote. If such changes occur, pricing may be adjusted and/or purchase orders may be cancelled by Supplier until the date of shipment, even after an order has been placed. Supplier will give Customer as much notice of these changes as is reasonably practicable under the circumstances. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or Customer changes to Supplier's planned delivery date.

Entire Agreement – This Quote, including the Governing Terms, Schedules, any Offering Specific Terms incorporated by reference and each Order, comprises the complete statement of the agreement of the Parties regarding the subject matter thereof, and may be amended only by written agreement. Terms on any Order or any term or condition on a Customer form have no legal effect and do not modify or supplement these Terms of Sale.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

****Payment solutions provided and serviced by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") for qualified customers. Offers may not be available or may vary in certain countries. Where available offers may be changed without notice and are subject to product availability, applicable law, credit approval, documentation provided by and acceptable to DFS and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell Technologies and the Dell Technologies logo are trademarks of Dell Inc.**

Restrictions and additional requirements may apply to transactions with governmental or public entities. Rates are based upon the final amount, configuration and specification of the supplied equipment. Interim rent may apply and be due in the first payment cycle. The quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items, which shall be for lessee's account. CALIFORNIA: Loans made or arranged pursuant to California Finance Lenders Law license #6037884.

FINANCE LEASE: At the end of the initial Finance Lease term, lessee may 1) purchase the equipment for \$1 or 2) return the equipment to DFS. **FAIR MARKET VALUE ("FMV") LEASE:** At the end of the initial FMV Lease term, lessee may 1) purchase the equipment for the then FMV, 2) renew the lease or 3) return the equipment to DFS.

This proposal is valid through the expiration date shown above, or, if none is specified, for 30 calendar days from date of presentation. This proposal is property of DFS and contains confidential information. This proposal shall not be duplicated or disclosed in whole or part.

Account name: 11112432

YPSILANTI DISTRICT LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO

YPSILANTI DISTRICT LIBRARY
ATTN: SCOTT OSBTY
5577 WHITTAKER RD.
TECHNOLOGY MANAGER
YPSILANTI MI 48197

Quotation

Quotation Number : [0229883542](#)
Document Date : 15-OCT-2026
PO Number :
PO Release :
Sales Rep : Mark Latiolais
Email : MARK.LATIOLAIS@INSIGHT.COM
Phone :

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB ORIGIN
Currency : USD

This quotation contains freight and tax estimates that are subject to change by Insight.

Material	Material Description	Quantity	Unit Price	Extended Price
3000207662001.1	Dell Pro Slim Essential QVS1260	20	1,194.79	23,895.80
	OPEN MARKET			
	Description SKU Unit Price	Quantity		
	Intel(R) Core(TM) i5-14500 vPro(R) (14 cores, up to 5.0GHz) 338-CSDT	1		
	Windows 11 Pro 619-BBQD	1		
	16GB, 16GBx1, DDR5, 4800MT/s 370-BBSF	1		
	512GB M.2 PCIe NVMe Solid State Drive 400-BSZL	1		
	MediaTek Wi-Fi 6 MT7920, 2x2, 802.11ax, MU-MIMO, Bluetooth wireless card 555-BLZH	1		
	MT7920 Wireless Driver 555-BMHK	1		
	Dell Pro Slim Essential with 180W PSU 329-BLWL	1		
	Dell Wired Keyboard - KB216 - US English - Black 580-BCVG	1		
	Dell Wired Mouse - MS116 - Black 570-BBKS	1		
	ENERGY STAR Qualified 387-BBLW	1		
	System Power Cord (US/Thai/Philippines) 450-AAFS	1		
	Documentation 340-DNBV	1		
	Quick Start Guide 340-DYDN	1		
	US/Canada Battery Warning Label 389-FKHG	1		
	Print on Demand Label 389-BDQH	1		

Material	Material Description	Quantity	Unit Price	Extended Price
	Packaging for US, Canada	328-BHDH		
	-	1		
	Dell Pro Slim Essential REG LBL 180W PSU	389-FPNX		
	-	1		
	Dell Pro Slim Essential SRV DRVR/APPIRST	658-BFYM		
	-	1		
	Desktop BTS/BTP Shipment	800-BBIP		
	-	1		
	Dell Pro Slim Essential QVS1260	210-BTPG		
	-	1		
	Intel(R) UHD Graphics 730 with shared graphics memory 490-BJWG			
	-	1		
	No Media Card Reader	385-BBPY		
	-	1		
	English, French, Spanish, Brazilian Portuguese			
	619-BBPD			
	-	1		
	Partner Success Program Management	998-2512		
	-	1		
	Fixed Hardware Configuration	998-JCQD		
	-	1		
	ProSupport: 7x24 Technical Support, 5 Years			
	724-7655			
	-	1		
	ProSupport: Next Business Day Onsite, 5 Years			
	724-7661			
	-	1		
	Dell Limited Hardware Warranty Plus Service			
	724-7806			
	-	1		
	Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport			
	989-3449			
	-	1		
	Activate Your Microsoft 365 For A 30 Day Trial			
	658-BCSB			
	-	1		
	Dell Additional SW - Dell Tower	658-BFYP		
	-	1		
	McAfee Business Protection 30-day Trial	634-CHLM		
	-	1		
	McAfee+ Premium 30-day trial	658-BCCO		
	-	1		
Product Subtotal				23,895.80
TAX				1,433.75
Total				25,329.55

PURCHASE ORDER REQUIREMENTS:

Quote Number:229883542

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Additional signature, where required

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Mark Latiolais

MARK.LATIOLAIS@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

Pricing and lead times for certain components, including, but not limited to, DRAM, NAND, DIMMs, and other constrained products, as well as any finished goods containing such components, including third-party provided services, are subject to manufacturer driven changes, government-imposed tariffs, component volatility, and other supply chain disruptions outside of Insight's control. If Insight's cost for such components, either separately or as part of finished goods or a third-party provided service, materially increases, or if supply is withdrawn or reallocated by its suppliers after the date of this quote and before shipment, Insight may re quote the affected line items. Client may accept the revised pricing, adjust configuration as proposed by Insight, or cancel the affected items. This provision regarding manufacturer-driven changes, tariffs, and component volatility takes precedence over any conflicting or inconsistent pricing or cancellation terms in any other agreement or purchase order between the parties.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

HARDWARE PURCHASES: Tariffs imposed by the United States government on technology-related products may lead to cost increases for manufacturers and suppliers, who then pass these increases on to partners like Insight. Additionally, supply

constraints, production delays, component shortages, and logistical pressures have contributed to cost increases and product shipment delays from manufacturers and suppliers. Insight is actively engaged with its contracting officials, suppliers, and partners to address these challenges. While we strive to honor initial price proposals and quotes, the fluid nature of the impact on manufacturer and supplier costs and product availability due to tariffs and supply disruptions could require a requote, subject to the contract terms if the purchase is being made under an Insight Public Sector, Inc. contract vehicle, before finalizing any subsequent or impacted proposals, quotes, and orders. Insight will not finalize any transaction involving a requote without the client's written consent.

Insight's online Terms of Sale can be found at the "terms-and-policies" link below.
<https://www.insight.com/terms-and-policies>

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/21/2026

Re: Resolution to approve a MACC grant application submission

We have applied for a grant from the Michigan Arts and Culture Council (MACC) for FY2027. MACC requires our governing body to approve submission before applications are considered.

Here is a description of the proposed grant project:

*The Ypsilanti District Library's **Noise Permit** is an arts workshop series for young people (ages 10-24) meeting twice weekly at Ypsilanti District Library's (YDL) Michigan Avenue branch for nine weeks of summer. Workshops will begin on June 11th and culminate in a live stage performance on Friday, August 13th. YDL's mission of building community through discovery, education, and partnerships aligns with Noise Permit as young people gain new skills and build community through supportive relationships with each other and artist mentors.*

Noise Permit is not just a series of arts workshops. It is intentional programming that exposes youth to local artists and new ideas, while building a downtown Ypsilanti community that supports them and the arts. With guidance from YDL's Project Director, Stephanie Posci-Morrison, five other YDL staff, workshop leaders, and mentoring artists, youth will have space to work on life-skills alongside artistic pursuits. Youth will practice interpersonal skills and public speaking at workshops and at the concert, creating confidence that can be utilized in classes and in building future careers.

YDL is requesting support in the amount of \$16,000 from MACC for artist workshop facilitators, Table Talk Roundtable Dinners and Discussion, final concert artist performances, and marketing. A minimum 25% match is required, to come from the Friends of the Library and other sponsorships. The projected total program cost for 2027 is \$27,963.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-33

October 28, 2026

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT
APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application prepared by YDL staff in support of Noise Permit 2027 is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: