



Regular Meeting Agenda

Monday, November 12, 2018

Published by Ann Arbor District Library

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 AADL Board Mtg	13	14 AADL Special Mtg 1:30 p.m.	15	16	17
18	19	20	21	22 Closed Holiday	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 AADL Board Mtg	18	19	20	21	22
23 30	24 Closed Holiday 31 Closed @ 6pm	25 Closed Holiday	26	27	28	29

January 2019

S	M	T	W	T	F	S
		1 Closed Holiday	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 AADL Board Mtg	23	24	25	26
27	28	29	30	31		

MEMORANDUM

1

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, November 12, 2018 at 7:00 p.m.
Ann Arbor District Library, Lower Level Multipurpose Room
343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 18-157 I. CALL TO ORDER
- 18-158 II. ATTENDANCE
- 18-159 III. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 18-160 IV. CONSENT AGENDA
(Item of action)
- CA-1 Approval of Minutes of October 15, 2018 (pp. 3-11)
- CA-2 Approval of October 2018 Disbursements (pp. 12-14)
- 18-161 V. CITIZENS'S COMMENTS
- 18-162 VI. FINANCIAL REPORTS (pp. 15-19)
Bill Cooper, Finance Manager
- 18-163 VII. COMMITTEE REPORTS
- 18-164 A. EXECUTIVE COMMITTEE
(10 minutes)
- 18-165 B. BUDGET & FINANCE COMMITTEE
(10 minutes)
- 18-166 VIII. DIRECTOR'S REPORT (pp. 20-24)
Josie B. Parker, Director
- 18-167 IX. NEW BUSINESS
- 18-168 A. AUDITOR'S REPORT
Richard Carpenter, Rehmann
(30 minutes)
- 18-169 B. RESOLUTION TO ACCEPT THE 2017-2018 FINANCIAL
AUDIT (p. 25)
(Item of action)

- 18-170 C. RESOLUTION TO AWARD THREE YEAR CONTRACT FOR SNOW REMOVAL (pp. 26-27)
(Item of action)
Len Lemorie, Facilities Manager
(10 minutes)
- 18-171 D. RESOLUTION OF APPRECIATION TO JAN BARNEY NEWMAN (p. 28)
(Item of action)
- 18-172 E. RESOLUTION OF APPRECIATION TO EDWARD SUROVELL (p. 29)
(Item of action)
- 18-173 X. CITIZENS' COMMENTS
- 18-174 XI. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 15, 2018

18-142 I. CALL TO ORDER

President Vander Broek called the meeting to order at 7:05 p.m.

18-143 II. ATTENDANCE

Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Edward Surovell, Jamie Vander Broek

Staff: Josie Parker, Eli Neiburger, Bill Cooper, Len Lemorie, Karen Wilson (recorder)

18-144 III. APPROVAL OF AGENDA
(Item of action)

Trustee Barney Newman, supported by Treasurer Leija, moved to approve the agenda.

President Vander Broek proposed an addition under New Business regarding a resolution on the City of Ann Arbor Proposal A.

Trustee Green noted that it was unusual to add last minute topics to the agenda.

Treasurer Leija, supported by Trustee Green, moved to add the proposed resolution under New Business.

AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

Treasurer Leija, supported by Vice President Song, moved to approve the agenda as amended.

AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

18-145 IV. CONSENT AGENDA
(Item of action)

CA-1 Approval of Minutes of September 17, 2018

CA-2 Approval of September 2018 Disbursements

Trustee Sherman, supported by Treasurer Leija, moved to approve the consent agenda.

AYES: Green, Leija, Barney Newman, Sherman, Song,
Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

18-146 V. CITIZENSØ COMMENTS

David Diephuis

I decided to speak when I heard you were adding something to the agenda. This is a comment I made at a lot of public meetings. I think it is an anathema to public transparency when resolutions are added at the last minute so that the public doesn't know what you are doing. To come here and make a comment about, you know a resolution or an ordinance or whatever it happens to be that you are going to do. I understand that it is a timely situation and sometimes gets in the way of this but I just don't think it's correct. Thank you. David Diephuis, South State Street in Ann Arbor.

18-147 VI. FINANCIAL REPORTS

Bill Cooper, Finance Manager

Finance Manager Cooper presented the September 2018 financials in the Board Packet. He noted that reports are no longer showing accrual figures, only actual figures. September tax receipts of \$14,664,111, 91% of the budgeted amount was received. Year-to-date revenue over expenditures was at \$11,378,828.

Trustee Barney Newman inquired whether the Library had not ever received the budgeted amount of tax receipts. Finance Manager Cooper stated that he was not aware of that ever happening.

Treasurer Leija stated that he appreciated the new reporting format.

Vice President Song inquired about the Friends of the AADL \$40,000 balance under Grants and Memorials. Finance Manager Cooper stated the balance was carried over from last year. No new monies have been received in this fiscal year from the Friends.

18-148 VII. COMMITTEE REPORTS

18-149 A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the Budget & Finance Committee met on October 8th and discussed the progress of the 2017-2018 audit. The committee will meet again in November to review the draft audit. The audit will then be presented at the November Board meeting. The committee also discussed the new financial reporting format.

Director Parker noted that an RFP will be drafted for the 2018-2019 audit as the contract with Rehmann expires with the 2017-2018 audit.

18-150 VIII. DIRECTOR'S REPORT

Josie B. Parker, Director

Director Parker submitted her written report in the packet and highlighted the following:

AADL is looking forward to the preschool through third graders morning Halloween party. Large crowds are expected again this year.

MeLCat has resumed and is being well received.

In addition to break-out sessions on Staff Day, tours were provided to staff of partner organizations including an Ann Arbor Street Exhibit tour guided by Ray Detter.

AADL has been notified by the State that our status as an Sub-Regional Library for the Blind is being changed to an Advocacy and Outreach Center beginning January 1st. Cassette cartridges and players being held here will be returned to Lansing. AADL will still provide support services and will circulate large print materials to Washtenaw County patrons. We will continue with the Visions conference and provide outreach services. Once the

cassette cartridges are removed, the Friends will be moved in the basement over to that space allowing for the Library to use the space adjacent to the Secret Lab for housing supplies and equipment used in Secret Lab programming.

Upcoming Lobbytorium events include the Halloween Puppet Show, the Taiwanese Puppet Theatre, Ignite Ann Arbor and author Susan Orleans.

Several other upcoming programs include *In Their Own Words* on November 8th. A panel presentation by victims who spoke out against Larry Nassar.

On October 25th, the League of Women Voters will be hosting a panel discussion on *Proposal A, the Library Lot: Urban Park or Development?*

November 1st the Library hosts *Becoming American Film and Discussion*.

AADL will launch an online collection of over 400 photographs from the *Ann Arbor News* archive of WWII military personnel along with The Michigan WWII Legacy Memorial on November 10th.

The Shiga Prefecture Calligraphy Exhibit came down this week. This exhibit was a great bridge to next year's 50th anniversary of the Hikone collaboration.

On Staff Day all staff were invited to participate in the HBM Architects mindbreaking exercise for their input towards the Downtown building program. The final report will be presented at the January 22, 2019 AADL Board meeting.

The October meeting with Cook Ross for training on identifying and eliminating unconscious bias in the hiring process for managers and supervisors was postponed until early December.

Director Parker acknowledged Melanie Baldwin as outgoing director of the Friends Book Shop. FAADL has selected a new director to begin in November.

A summary of public and staff comments was viewed.

A video of the new Everbrite located at Westgate was shown.

Yesterday, on the 4th floor AADL held *An Afternoon with Ninja Brian*. Over 352 attended and lines for book signing went from the 4th floor down the stairway to the 1st floor.

A patron created video of his one-string guitar made in the Secret Lab was viewed.

Board members commented on the range of programs and the lack of space to accommodate attendees.

18-151 IX. OLD BUSINESS

18-049 A. UPDATE ON THE PUBLIC MEETING SPACES IN AADL BRANCHES PROJECT

Len Lemorie, Facilities Manager

Facilities Manager Lemorie reviewed the plans for bookable meeting rooms in Malletts Creek, Pittsfield and Traverwood. The anticipated cost of this project is roughly \$290,000.

Bid packet documents are ready for the bidding process. Bids results will be presented at the November Board meeting.

18-152 X. NEW BUSINESS

18-153 A. RESOLUTION TO OPPOSE CITY OF ANN ARBOR PROPOSAL A TO DESIGNATE THE LIBRARY LOT AS AN URBAN PARK

(Item of Discussion and Action)

Treasurer Leija, supported by Vice President Song, moved that the Board resolves that the Ann Arbor District Library opposes the City of Ann Arbor Proposal A for the City-owned public land bounded by Fifth Avenue and William, Division and Liberty Streets to be designated, in perpetuity, as an urban park and civic center commons to be known as the "Center of the City" by amending the Ann Arbor City Charter; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Green read the City of Ann Arbor Proposal A for clarification. Pondered whether the Library Board should express an opinion and deemed yes. Trustee Green stated that people are saying what's good or not good for the library, but the library isn't

speaking for itself. She expressed how the library could be successful with a park, but also successful with a busy commercial space. The main sticking point was the phrase "in perpetuity."

Board members expressed opinions and concerns regarding the space being designated "in perpetuity" as an urban park and that commercial activity on this central Downtown block is extremely limited.

Trustee Barney Newman agreed that "in perpetuity" was a major problem with Prop A. Stated that taking the city's most important lands and turning it into a park the city admits it can't maintain, would be a mistake.

Trustee Sherman expressed her displeasure with the process used in bringing the resolution forward. Without prior discussion or notification it makes it difficult to determine what, if any background information is needed. Nor does it provide for notice to the public to allow comment on. She stated that the Board needs to address how it communicates in the future.

Treasurer Leija noted that the Executive Committee discussed the resolution and did not make the decision lightly to bring the resolution forward. Trustee Leija also brought up the phrase "in perpetuity" and credited Trustee Surovell with providing a long view on the Library Lot. Stated that the library would proceed in the best and most positive spirit with whatever happens next door.

President Vander Broek discussed the previous Board meeting in which exciting possibilities for the Library Lot and Downtown were presented. Commented that the library is a well-suited partner with anyone next door.

Secretary Surovell stated that zoning in perpetuity by referendum is a bad idea. Stated that no construction had happened on this stretch of Fifth Avenue other than the bus station and underground parking lot in 22 years. Not enough commercial activity in the center of downtown to make a park make sense. Lamented that Prop A had not gone through the processes any other development would have gone through before being put to a vote. Trustee Surovell stated that the library's flexibility is small and putting a park next door makes it much worse. A perpetual park can't be changed.

Trustee Song stated that the library has been neighbors with a parking lot for 20 years and wants to avoid the same situation for another 20 years. She's seen how successful grassroots organizations like the Ann Arbor Skate Park raised money and worked with the city to fund itself, but turning the Library Lot into a perpetual park by referendum isn't how it's worked so far.

AYES: Green, Leija, Barney Newman, Sherman, Song,
Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

18-154

B. REVIEW OF THREE YEAR SNOW REMOVAL CONTRACT
(Item of Discussion)
Len Lemorie, Facilities Manager

Facilities Manager has received two of three anticipated bids for snow removal at all locations except Westgate and the Archives.

Bid proposals will be brought to the Board at the November Board meeting.

18-155

XI. CITIZEN'S COMMENTS

Dave

Thanks for listening. I'm Dave and I'm from the west side of Ann Arbor. I wanted to, as I understand the mission of the library is to provide access to the information core, to the public and I wanted to mention a project I recently heard of. It's called Futel and they say it's in one line it's the cross between a social service and art project providing radically accessible communication tools. It's funded by grants and the project aims to provide public no pay phones for phone calls for voice mail and other telephone related services. They currently have six phones, five in Portland, one in Ypsi and last year they served 14 thousand calls. So me thinking, oh library provides public resources, to oh, things like the Internet, it's a natural place to have a no pay phone to supplement what the library currently provides. I think they only ask for a site for the phone and Internet bandwidth. Because it's a voice over IP phone. My understanding for this, my idea for the library is a lot of patrons may not even have access to phone service. The library currently provides access to Internet, to Wi-Fi. If they have a

phone, but no phone service but a mobile device, they can use the Internet, if they don't even have that, there's computing resources, this can supplement that. I met with one of the co-founders, that's why I mention this just spontaneously. Happy to connect the library with them or really provide more info about the project. I should note that I don't have any affiliation with the project just beyond observing that I think it would be good to serve the populous. That's all.

Jessica Letaw

Hi, my name is Jessica and I live on the west side of Ann Arbor on Fifth Street. I wanted to thank all of you for the kind of leadership that you are showing tonight. For the courage to make uncomfortable change, for the courage to make uncomfortable criticism and for the courage to receive it publically. I am a board member on Ann Arbor's DDA, the Downtown Development Authority and am relatively new to the position. I'm just going into month eighth I think, and I'm learning a lot about what public service and public leadership means and what it looks like so I just want to thank you for the examples you are setting tonight. I am very grateful.

18-156 XII. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:40 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on October 15, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-153**

**RESOLUTION TO OPPOSE CITY OF ANN ARBOR
PROPOSAL A TO DESIGNATE THE LIBRARY LOT AS AN URBAN PARK**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of October, 2018 at 7:00 p.m.

PRESENT: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Edward Surovell, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Treasurer Leija, and supported by Vice President Song:

THE BOARD RESOLVES AS FOLLOWS:

- 1). The Ann Arbor District Library opposes the City of Ann Arbor Proposal A for the City-owned public land bounded by Fifth Avenue, and William, Division and Liberty Streets to be designated, in perpetuity, as an urban park and civic center commons to be known as the "Center of the City" by amending the Ann Arbor City Charter.
- 2). That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Edward Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on October 15, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

Ranaes:	From:	To:	Check Date	From:	To:
Check Number	First	Last	10/1/2018	10/1/2018	10/31/2018
Vendor ID	First	Last	Checkbook ID	First	Last
Vendor Name	First	Last			

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
059311	4IMPRINT	4IMPRINT, INC	10/4/2018	CHECK	PMCHK00002214	\$3,639.02
059312	AFSMITH	A.F. SMITH ELECTRIC, INC.	10/4/2018	CHECK	PMCHK00002214	\$413.24
059313	AFTDEL	AFTERNOON DELIGHT	10/4/2018	CHECK	PMCHK00002214	\$256.25
059314	AKSHARA	AKSHARA	10/4/2018	CHECK	PMCHK00002214	\$1,150.00
059315	ALLEN	ALLIANCE ENTERTAINMENT	10/4/2018	CHECK	PMCHK00002214	\$2,647.13
059316	ALLJON	ALLISON JONES	10/4/2018	CHECK	PMCHK00002214	\$44.80
059317	AMASCH	AMANDA SCHOTT	10/4/2018	CHECK	PMCHK00002214	\$26.27
059318	AMEHIS	AMELIA HISSONG	10/4/2018	CHECK	PMCHK00002214	\$240.00
059319	B&H	B&H PHOTO-VIDEO	10/4/2018	CHECK	PMCHK00002214	\$7,539.60
059320	BAKTAY	BAKER & TAYLOR	10/4/2018	CHECK	PMCHK00002214	\$16,529.66
059321	BARBAG	BARRY BAGELS	10/4/2018	CHECK	PMCHK00002214	\$128.86
059322	BETBEC	BETSY JANE BECKERMAN	10/4/2018	CHECK	PMCHK00002214	\$1,140.00
059323	BETMAN	BETH MANUEL	10/4/2018	CHECK	PMCHK00002214	\$7.90
059324	BLAUD	BLACKSTONE PUBLISHING	10/4/2018	CHECK	PMCHK00002214	\$391.88
059325	BRIAUD	BRILLIANCE PUBLISHING, INC.	10/4/2018	CHECK	PMCHK00002214	\$79.98
059326	BRIWEC	BRIAN WECHT	10/4/2018	CHECK	PMCHK00002214	\$1,000.00
059327	BUSCAR	BUSINESS CARD	10/4/2018	CHECK	PMCHK00002214	\$3,692.36
059328	CDW-G	CDW GOVERNMENT	10/4/2018	CHECK	PMCHK00002214	\$402.97
059329	CONSHA	CONNOR SHAUGHNESSY	10/4/2018	CHECK	PMCHK00002214	\$1,000.00
059330	CORSTR	COREY STRONG	10/4/2018	CHECK	PMCHK00002214	\$50.00
059331	CYNHOD	CYNTHIA HODGES	10/4/2018	CHECK	PMCHK00002214	\$150.00
059332	DAWHEN	DAWN L. HENRY	10/4/2018	CHECK	PMCHK00002214	\$450.00
059333	DEMCO	DEMCO	10/4/2018	CHECK	PMCHK00002214	\$1,835.40
059334	EASMIC	EASTERN MICHIGAN UNIVERSITY	10/4/2018	CHECK	PMCHK00002214	\$450.00
059335	FASTSI	FASTSIGNS	10/4/2018	CHECK	PMCHK00002214	\$1,445.08
059336	FRAWAN	FRANCES KAI-HWA WANG	10/4/2018	CHECK	PMCHK00002214	\$200.00
059337	FRIOF	FRIENDS OF THE AADL	10/4/2018	CHECK	PMCHK00002214	\$3,512.75
059338	GARISTE	GARI STEIN	10/4/2018	CHECK	PMCHK00002214	\$100.00
059339	GRAINGER	GRAINGER	10/4/2018	CHECK	PMCHK00002214	\$115.65
059340	INSDDES	INSITE DESIGN STUDIO	10/4/2018	CHECK	PMCHK00002214	\$245.00
059341	JAE OH	JAE OH	10/4/2018	CHECK	PMCHK00002214	\$100.00
059342	JOYROW	JOY ROWLAND	10/4/2018	CHECK	PMCHK00002214	\$100.00
059343	JUDWEN	JUDY WENZEL	10/4/2018	CHECK	PMCHK00002214	\$20.00
059344	KATGOO	KATHRYN GOODSON	10/4/2018	CHECK	PMCHK00002214	\$100.00
059345	KATMON	KATIE MONKIEWICZ	10/4/2018	CHECK	PMCHK00002214	\$21.85
059346	LISPRO	LISA PROFERA MD	10/4/2018	CHECK	PMCHK00002214	\$100.00
059347	LORFIT	LORI E. FITHIAN	10/4/2018	CHECK	PMCHK00002214	\$200.00
059348	MCMCK	MCNAUGHTON-MCKAY	10/4/2018	CHECK	PMCHK00002214	\$103.02
059349	MELGOW	MELODY E GOWER	10/4/2018	CHECK	PMCHK00002214	\$12.00
059350	MIDTAP	MIDWEST TAPE	10/4/2018	CHECK	PMCHK00002214	\$4,430.77
059351	NYPIZZA	NEW YORK PIZZA DEPOT	10/4/2018	CHECK	PMCHK00002214	\$1,304.66
059352	OFFDEP	OFFICE DEPOT, INC.	10/4/2018	CHECK	PMCHK00002214	\$391.19
059353	PAYCOO	PAYTON COOK	10/4/2018	CHECK	PMCHK00002214	\$1,200.00
059354	PLAWIS	PLANTWISE	10/4/2018	CHECK	PMCHK00002214	\$2,500.00
059355	ODOBA	ODOBA MEXICAN GRILL	10/4/2018	CHECK	PMCHK00002214	\$756.50
059356	RACPOL	RACHEL POLK	10/4/2018	CHECK	PMCHK00002214	\$100.00
059357	RAEHOE	RAE HOEKSTRA	10/4/2018	CHECK	PMCHK00002214	\$100.00
059358	RANHOU	PENGUIN RANDOM HOUSE, LLC	10/4/2018	CHECK	PMCHK00002214	\$765.75
059359	REBBIB	REBECCA BIBER	10/4/2018	CHECK	PMCHK00002214	\$12.00
059360	REBFOR	REBECCA FORTES	10/4/2018	CHECK	PMCHK00002214	\$300.00
059361	RECBOO	RECORDED BOOKS, INC.	10/4/2018	CHECK	PMCHK00002214	\$1,029.91
059362	RICRET	RICHARD RETYI	10/4/2018	CHECK	PMCHK00002214	\$15.00
059363	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	10/4/2018	CHECK	PMCHK00002214	\$27,056.66
059364	ROYLIM	ROYAL LIMOUSINE	10/4/2018	CHECK	PMCHK00002214	\$196.20
059365	SARKEL	SARA MELTON KELLER	10/4/2018	CHECK	PMCHK00002214	\$270.00
059366	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	10/4/2018	CHECK	PMCHK00002214	\$2,394.00
059367	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/4/2018	CHECK	PMCHK00002214	\$7,005.60
059368	SCHSOU	SCHEDULE SOURCE, INC	10/4/2018	CHECK	PMCHK00002214	\$1,000.00
059369	SHASON	SHAMBAUGH	10/4/2018	CHECK	PMCHK00002214	\$8,416.27
059370	SIEBRO	SIERRA BROWN	10/4/2018	CHECK	PMCHK00002214	\$100.00
059371	SPIDOT	SPINNING DOT THEATRE	10/4/2018	CHECK	PMCHK00002214	\$300.00
059372	STAHAR	STADIUM HARDWARE	10/4/2018	CHECK	PMCHK00002214	\$184.64
059373	STUBAG	STUART BAGGLEY	10/4/2018	CHECK	PMCHK00002214	\$100.00
059374	SWETEAW	SWEETWATERS COFFEE & TEA	10/4/2018	CHECK	PMCHK00002214	\$135.00
059375	ULINE	ULINE, INC.	10/4/2018	CHECK	PMCHK00002214	\$212.79
059376	A.M. SERV	A.M. SERVICES, INC	10/11/2018	CHECK	PMCHK00002215	\$4,328.00
059377	AACLESUP	AZ CLEANING SUPPLY COMPANY	10/11/2018	CHECK	PMCHK00002215	\$78.36
059378	AGRSER	A GROWING SERVICE LLC	10/11/2018	CHECK	PMCHK00002215	\$340.00
059379	AKSHARA	AKSHARA	10/11/2018	CHECK	PMCHK00002215	\$400.00
059380	ANDHIL	ANDREW HILL	10/11/2018	CHECK	PMCHK00002215	\$150.00
059381	ANNDR0	ANNE DROZD	10/11/2018	CHECK	PMCHK00002215	\$255.58
059382	ARGON	ARGON	10/11/2018	CHECK	PMCHK00002215	\$1,716.00
059383	ARMCLE	ARMEN CLEANERS	10/11/2018	CHECK	PMCHK00002215	\$36.00
059384	BREWER	BREWER'S	10/11/2018	CHECK	PMCHK00002215	\$803.26
059385	BRIOBR	BRIDGET O'BRIEN	10/11/2018	CHECK	PMCHK00002215	\$150.00
059386	BUSVAL	BUSCH'S, INC.	10/11/2018	CHECK	PMCHK00002215	\$190.04
059387	CDW-G	CDW GOVERNMENT	10/11/2018	CHECK	PMCHK00002215	\$735.41
059388	COMALLW	COMPUTER ALLEY	10/11/2018	CHECK	PMCHK00002215	\$823.48
059389	CONTI	CONTI	10/11/2018	CHECK	PMCHK00002215	\$892.50
059390	CREWIN	CREATIVE WINDOWS	10/11/2018	CHECK	PMCHK00002215	\$1,132.00
059391	DAVNAP	DAVIDA S NAPOLEON	10/11/2018	CHECK	PMCHK00002215	\$400.00
059392	DEMCO	DEMCO	10/11/2018	CHECK	PMCHK00002215	\$159.41
059393	DIADUD	DIANNE LYNN DUDLEY	10/11/2018	CHECK	PMCHK00002215	\$100.00
059394	GRAINGER	GRAINGER	10/11/2018	CHECK	PMCHK00002215	\$700.00
059395	GRAPHX	GRAPH-X	10/11/2018	CHECK	PMCHK00002215	\$440.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
059396	JANUS	JANUS FILMS	10/11/2018	CHECK	PMCHK00002215	
059397	JENMCK	JENNIFER MCKEE	10/11/2018	CHECK	PMCHK00002215	\$400.00
059398	JEWISHNE	JEWISH NEWS	10/11/2018	CHECK	PMCHK00002215	\$100.00
059399	KARTUT	KARIN TUTHILL	10/11/2018	CHECK	PMCHK00002215	\$263.00
059400	KATLET	KATHLEEN LETTS	10/11/2018	CHECK	PMCHK00002215	\$301.84
059401	LOWE'S	LOWES BUSINESS ACCOUNT	10/11/2018	CHECK	PMCHK00002215	\$100.00
059402	MANCOS	MANER COSTERISAN	10/11/2018	CHECK	PMCHK00002215	\$125.25
059403	MARBAN	MARTIN BANDYKE	10/11/2018	CHECK	PMCHK00002215	\$6,000.00
059404	MARSTU	MARTHA STUIT	10/11/2018	CHECK	PMCHK00002215	\$900.00
059405	MCNMCK	MCNAUGHTON-MCKAY	10/11/2018	CHECK	PMCHK00002215	\$200.00
059406	MICLLOL	MICHAEL LOLICH	10/11/2018	CHECK	PMCHK00002215	\$164.43
059407	NATBUS	NATIONAL BUSINESS FURNITURE	10/11/2018	CHECK	PMCHK00002215	\$500.00
059408	NEOPOS	MAILFINANCE	10/11/2018	CHECK	PMCHK00002215	\$7,144.32
059409	OFFDEP	OFFICE DEPOT. INC.	10/11/2018	CHECK	PMCHK00002215	\$619.98
059410	PATFSMI	PATRICIA F. SMITH	10/11/2018	CHECK	PMCHK00002215	\$915.96
059411	PAUVOR	PAUL VORNHAGEN	10/11/2018	CHECK	PMCHK00002215	\$700.00
059412	PINAND	PINK AND BLUE	10/11/2018	CHECK	PMCHK00002215	\$800.00
059413	PRITEC	PRINT TECH INC.	10/11/2018	CHECK	PMCHK00002215	\$400.00
059414	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/11/2018	CHECK	PMCHK00002215	\$2,039.21
059415	THOGAG	THOMAS GAGE	10/11/2018	CHECK	PMCHK00002215	\$1,075.55
059416	TRINITY	TRINITY TRANSPORTATION	10/11/2018	CHECK	PMCHK00002215	\$500.00
059417	ULINE	ULINE, INC.	10/11/2018	CHECK	PMCHK00002215	\$975.00
059418	UNDGRO	UNDERGROUND PRINTING	10/11/2018	CHECK	PMCHK00002215	\$764.17
059419	WILTEC	WILTEC TECHNOLOGIES	10/11/2018	CHECK	PMCHK00002215	\$3,608.23
059420	GRONNEW	GROUNDCOVER NEWS	10/11/2018	CHECK	PMCHK00002215	\$575.00
059421	AIRENTAL	A-1 RENTAL, INC.	10/11/2018	CHECK	PMCHK00002215	\$288.00
059422	AFSMITH	A.F. SMITH ELECTRIC, INC.	10/18/2018	CHECK	PMCHK00002217	\$260.00
059423	ALAFIS	ALAN FISK	10/18/2018	CHECK	PMCHK00002217	\$405.00
059424	ALLET	ALLIANCE ENTERTAINMENT	10/18/2018	CHECK	PMCHK00002217	\$750.00
059425	AMBFAL	AMBER ADAMS-FALL	10/18/2018	CHECK	PMCHK00002217	\$393.29
059426	AMEINTNOVI	AMERICAN INTERIORS	10/18/2018	CHECK	PMCHK00002217	\$100.00
059427	APPIMA	APPLIED IMAGING	10/18/2018	CHECK	PMCHK00002217	\$3,017.49
059428	ARMCLE	ARMEN CLEANERS	10/18/2018	CHECK	PMCHK00002217	\$2,420.08
059429	BAKTAY	BAKER & TAYLOR	10/18/2018	CHECK	PMCHK00002217	\$376.00
059430	BANOFAACC	BANK OF ANN ARBOR	10/18/2018	CHECK	PMCHK00002217	\$26,759.09
059431	BETNEA	BETHANY NEAL	10/18/2018	CHECK	PMCHK00002217	\$10,396.33
059432	BRAPET	BRADLEY PETERSON ILLUSTRATION	10/18/2018	CHECK	PMCHK00002217	\$450.00
059433	CDW-G	CDW GOVERNMENT	10/18/2018	CHECK	PMCHK00002217	\$1,000.00
059434	COMALLW	COMPUTER ALLEY	10/18/2018	CHECK	PMCHK00002217	\$392.40
059435	CORSTR	COREY STRONG	10/18/2018	CHECK	PMCHK00002217	\$29.94
059436	CRADOO	CRAWFORD DOOR SALES	10/18/2018	CHECK	PMCHK00002217	\$400.00
059437	CREWIN	CREATIVE WINDOWS	10/18/2018	CHECK	PMCHK00002217	\$4,165.00
059438	DESWAN	DESSA WANDER	10/18/2018	CHECK	PMCHK00002217	\$300.00
059439	DIADUD	DIANNE LYNN DUDLEY	10/18/2018	CHECK	PMCHK00002217	\$1,000.00
059440	DIGKEY	DIGI-KEY ELECTRONICS	10/18/2018	CHECK	PMCHK00002217	\$100.00
059441	DYKGOS	DYKEMA GOSSETT PLLC	10/18/2018	CHECK	PMCHK00002217	\$412.32
059442	EMECO	EMECO	10/18/2018	CHECK	PMCHK00002217	\$556.33
059443	HOOHAT	HOOPER HATHAWAY, P.C.	10/18/2018	CHECK	PMCHK00002217	\$4,317.23
059444	HURVAL	HURON VALLEY FIRE PROTECTON	10/18/2018	CHECK	PMCHK00002217	\$77.00
059445	JENMCK	JENNIFER MCKEE	10/18/2018	CHECK	PMCHK00002217	\$1,030.75
059446	JOOPAR	JOO WON PARK	10/18/2018	CHECK	PMCHK00002217	\$100.00
059447	LAVHAN	LAVINIA HANACHIUC	10/18/2018	CHECK	PMCHK00002217	\$200.00
059448	LILLI	LILLIAN LI	10/18/2018	CHECK	PMCHK00002217	\$910.00
059449	MARKOU	MARGARET ALEX KOURVO	10/18/2018	CHECK	PMCHK00002217	\$150.00
059450	MICKRE	MICHELLE KRELL KYDD	10/18/2018	CHECK	PMCHK00002217	\$450.00
059451	MIDTAP	MIDWEST TAPE	10/18/2018	CHECK	PMCHK00002217	\$600.00
059452	NATBUS	NATIONAL BUSINESS FURNITURE	10/18/2018	CHECK	PMCHK00002217	\$9,083.47
059453	OCLINS	OCLC, INC.	10/18/2018	CHECK	PMCHK00002217	\$367.00
059454	OFFDEP	OFFICE DEPOT, INC.	10/18/2018	CHECK	PMCHK00002217	\$4,314.60
059455	PREPET	PREUSS PETS	10/18/2018	CHECK	PMCHK00002217	\$168.06
059456	PROPES	PRONTO PEST MANAGEMENT	10/18/2018	CHECK	PMCHK00002217	\$671.80
059457	QUILL	QUILL CORPORATION	10/18/2018	CHECK	PMCHK00002217	\$500.00
059458	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	10/18/2018	CHECK	PMCHK00002217	\$27.98
059459	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	10/18/2018	CHECK	PMCHK00002217	\$23,686.66
059460	RECB00	RECORDED BOOKS, INC.	10/18/2018	CHECK	PMCHK00002217	\$50.70
059461	ROCTHE	ROCK THE BOOTH LLC	10/18/2018	CHECK	PMCHK00002217	\$149.37
059462	ROYLIM	ROYAL LIMOUSINE	10/18/2018	CHECK	PMCHK00002217	\$582.00
059463	SANSLO	SANDOR SLOMOVITS	10/18/2018	CHECK	PMCHK00002217	\$788.10
059464	SCHSEC	SCHILKE SECURITY	10/18/2018	CHECK	PMCHK00002217	\$100.00
059465	SCHOUT	SCHOOL OUTFITTERS	10/18/2018	CHECK	PMCHK00002217	\$765.00
059466	SHASON	SHAMBAUGH	10/18/2018	CHECK	PMCHK00002217	\$807.74
059467	THOGAL	GALE/CENGAGE LEARNING	10/18/2018	CHECK	PMCHK00002217	\$24,690.00
059468	ULINE	ULINE, INC.	10/18/2018	CHECK	PMCHK00002217	\$851.58
059469	UNUMPRO	UNUM LIFE INSURANCE	10/18/2018	CHECK	PMCHK00002217	\$247.03
059470	UNUMPRO1	UNUM LIFE INSURANCE	10/18/2018	CHECK	PMCHK00002217	\$3,555.51
059471	ZACBRU	D. ZAC BRUNELL	10/18/2018	CHECK	PMCHK00002217	\$3,089.70
059472	4IMPRINT	4IMPRINT, INC.	10/18/2018	CHECK	PMCHK00002217	\$200.00
059473	AANEWS	THE ANN ARBOR NEWS	10/25/2018	CHECK	PMCHK00002219	\$5,357.62
059474	ALEMOH	ALEXANDRA MOHNEY	10/25/2018	CHECK	PMCHK00002219	\$198.40
059475	AMACOM	AMAZON.COM CREDIT PLAN	10/25/2018	CHECK	PMCHK00002219	\$67.80
059476	AMACORP	AMAZON	10/25/2018	CHECK	PMCHK00002219	\$1,799.52
059477	APPLE	APPLE, INC.	10/25/2018	CHECK	PMCHK00002219	\$2,155.00
059478	BAKTAY	BAKER & TAYLOR	10/25/2018	CHECK	PMCHK00002219	\$22,169.00
059479	BETBAT	BETH BATTEY	10/25/2018	CHECK	PMCHK00002219	\$18,290.22
059480	BRODART	BRODART SUPPLY DIVISION	10/25/2018	CHECK	PMCHK00002219	\$360.00
059481	CARBRO	CARPENTER BROS.	10/25/2018	CHECK	PMCHK00002219	\$504.85
059482	CDW-G	CDW GOVERNMENT	10/25/2018	CHECK	PMCHK00002219	\$101.42
059483	CRECON	THE CREATURE CONSERVANCY	10/25/2018	CHECK	PMCHK00002219	\$14,163.17
059484	DAG	DION GLENN	10/25/2018	CHECK	PMCHK00002219	\$600.00
059485	DAWHEN	DAWN L. HENRY	10/25/2018	CHECK	PMCHK00002219	\$250.00
059486	DICBLI	BLICK ART MATERIALS	10/25/2018	CHECK	PMCHK00002219	\$900.00
059487	ELISMI	ELIZABETH SMITH	10/25/2018	CHECK	PMCHK00002219	\$448.29
						\$9.16

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
059488	FORFRA	FORMAT FRAMING	10/25/2018	CHECK	PMCHK00002219	
059489	GABBRA	GABRIEL BRASS BAND	10/25/2018	CHECK	PMCHK00002219	\$790.85
059490	GRADUATE	GRADUATE ANN ARBOR	10/25/2018	CHECK	PMCHK00002219	\$1,000.00
059491	HBMARC	HBM Architects. LLC.	10/25/2018	CHECK	PMCHK00002219	\$887.25
059492	HUGGAL	HUGH GALLAGHER	10/25/2018	CHECK	PMCHK00002219	\$7,819.23
059493	JAMBUF	JAMALL BUFFORD	10/25/2018	CHECK	PMCHK00002219	\$200.00
059494	JOHBOS	JOHN BSHOVEN	10/25/2018	CHECK	PMCHK00002219	\$150.00
059495	JORSAN	JORGE SANDOVAL	10/25/2018	CHECK	PMCHK00002219	\$100.00
059496	KARTUT	KARIN TUTHILL	10/25/2018	CHECK	PMCHK00002219	\$100.00
059497	KATULE	KATHRYN ULEMAN	10/25/2018	CHECK	PMCHK00002219	\$1,115.98
059498	KEEROD	KEEGAN RODGERS	10/25/2018	CHECK	PMCHK00002219	\$781.25
059499	KRIBLA	KRISTIAN BLACK	10/25/2018	CHECK	PMCHK00002219	\$400.00
059500	LYDMEN	LYDIA MENSAH	10/25/2018	CHECK	PMCHK00002219	\$100.00
059501	MARSTU	MARTHA STUIT	10/25/2018	CHECK	PMCHK00002219	\$100.00
059502	METLIFE	METLIFE - GROUP BENEFITS	10/25/2018	CHECK	PMCHK00002219	\$100.00
059503	MICDAI	UNIVERSITY OF MICHIGAN	10/25/2018	CHECK	PMCHK00002219	\$7,430.70
059504	MICPOW	MICHIGAN POWER RODDING	10/25/2018	CHECK	PMCHK00002219	\$750.00
059505	MIDTAP	MIDWEST TAPE	10/25/2018	CHECK	PMCHK00002219	\$533.00
059506	NATBUS	NATIONAL BUSINESS FURNITURE	10/25/2018	CHECK	PMCHK00002219	\$5,964.44
059507	OFFDEP	OFFICE DEPOT. INC.	10/25/2018	CHECK	PMCHK00002219	\$524.00
059508	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/25/2018	CHECK	PMCHK00002219	\$154.32
059509	PRITEC	PRINT TECH INC.	10/25/2018	CHECK	PMCHK00002219	\$973.08
059510	REGBOO	REGENT BOOK CO.. INC.	10/25/2018	CHECK	PMCHK00002219	\$2,393.19
059511	RUBSTA	RUBBER STAMPS UNLIMITED	10/25/2018	CHECK	PMCHK00002219	\$30.47
059512	SHEWIL	SHERWIN- WILLIAMS	10/25/2018	CHECK	PMCHK00002219	\$59.20
059513	SIEBRO	SIERRA BROWN	10/25/2018	CHECK	PMCHK00002219	\$69.45
059514	STAHAR	STADIUM HARDWARE	10/25/2018	CHECK	PMCHK00002219	\$100.00
059515	SWESOU	SWEETWATER SOUND INC.	10/25/2018	CHECK	PMCHK00002219	\$131.60
059516	TARJOH	TARA JOHNSON	10/25/2018	CHECK	PMCHK00002219	\$1,299.00
059517	THELUN	THE LUNCH ROOM	10/25/2018	CHECK	PMCHK00002219	\$200.00
059518	THOGAL	GALE/CENGAGE LEARNING	10/25/2018	CHECK	PMCHK00002219	\$300.00
059519	TRAHER	TRACY HERRELL	10/25/2018	CHECK	PMCHK00002219	\$249.52
059520	TSAFON	TSAI FONG BOOKS. INC.	10/25/2018	CHECK	PMCHK00002219	\$30.00
059521	ULINE	ULINE. INC.	10/25/2018	CHECK	PMCHK00002219	\$557.91
059522	WESENT	WESTGATE ENTERPRISES. LLC	10/25/2018	CHECK	PMCHK00002219	\$135.14
059523	WILTEC	WILTEC TECHNOLOGIES	10/25/2018	CHECK	PMCHK00002219	\$35,170.83
059524	ADVPAK	ADVANCE PACKAGING TECHNOLOGIES	10/25/2018	CHECK	PMCHK00002219	\$1,115.92
059525	ALEPIE	ALEX PIERZCHALA	10/25/2018	CHECK	PMCHK00002219	\$2,895.94
EFT00217	CINTAS	CINTAS CORPORATION	10/4/2018	CHECK	PMCHK00002213	\$234.00
EFT00218	CITLARM	CITY OF ANN ARBOR	10/4/2018	CHECK	PMCHK00002213	\$229.01
EFT00219	OXFPRO	2725-2805 ASSOCIATES. LLC	10/4/2018	CHECK	PMCHK00002213	\$82.00
EFT00220	UNIPAR	UNITED PARCEL SERVICE	10/4/2018	CHECK	PMCHK00002213	\$10,284.09
EFT00221	CINTAS	CINTAS CORPORATION	10/11/2018	CHECK	PMCHK00002216	\$64.95
EFT00222	COMCAS	COMCAST	10/11/2018	CHECK	PMCHK00002216	\$1,204.74
EFT00223	VERWIRC	VERIZON WIRELESS	10/11/2018	CHECK	PMCHK00002216	\$34.02
EFT00224	WASMAN	WASTE MANAGEMENT OF MICHIGAN	10/11/2018	CHECK	PMCHK00002216	\$936.54
EFT00225	ATMOB	AT&T MOBILITY	10/18/2018	CHECK	PMCHK00002218	\$289.92
EFT00226	CINTAS	CINTAS CORPORATION	10/18/2018	CHECK	PMCHK00002218	\$482.79
EFT00227	CITWASTE	CITY OF ANN ARBOR TREASURER	10/18/2018	CHECK	PMCHK00002218	\$936.78
EFT00228	CITWATER	CITY OF AA WATER UTILITIES	10/18/2018	CHECK	PMCHK00002218	\$2,490.00
EFT00229	DTEENE	DTE ENERGY	10/18/2018	CHECK	PMCHK00002218	\$1,443.04
EFT00230	TDSMET	TDS	10/18/2018	CHECK	PMCHK00002218	\$13,542.43
EFT00231	UNIPAR	UNITED PARCEL SERVICE	10/18/2018	CHECK	PMCHK00002218	\$8,609.26
EFT00232	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	10/25/2018	CHECK	PMCHK00002220	\$96.04
EFT00233	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/25/2018	CHECK	PMCHK00002220	\$74,774.36
EFT00234	CINTAS	CINTAS CORPORATION	10/25/2018	CHECK	PMCHK00002220	\$2,850.33
EFT00235	DTEENE1	DTE ENERGY	10/25/2018	CHECK	PMCHK00002220	\$511.32
EFT00236	NEOPOST	NEOFUNDS	10/25/2018	CHECK	PMCHK00002220	\$11,669.60
EFT00237	UNIPAR	UNITED PARCEL SERVICE	10/25/2018	CHECK	PMCHK00002220	\$999.47
						\$80.36

Total Checks: 236

Total Amount of Checks: \$563,353.91

Ann Arbor District Library Financial Summary for October 2018

Cash

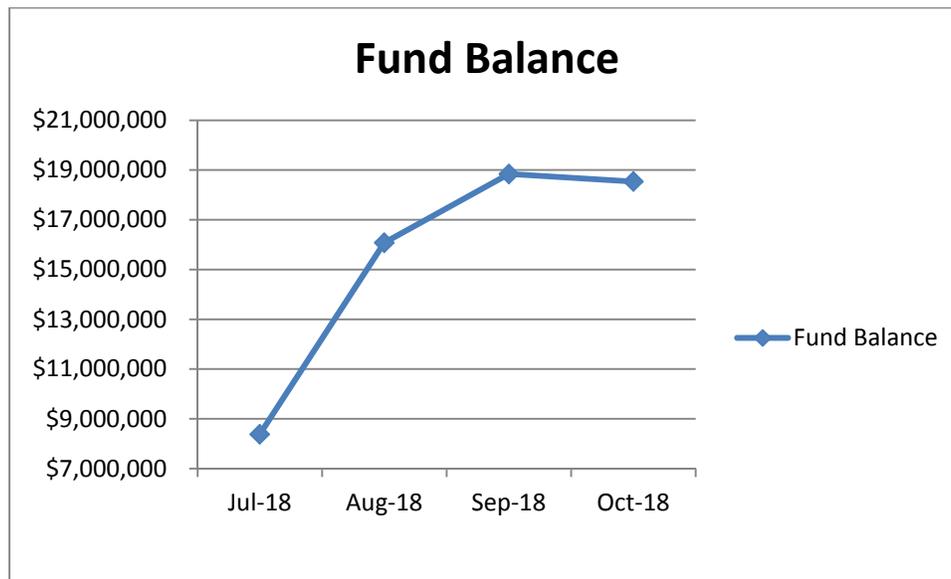
The unrestricted cash balance as of October 31, 2018 is \$19,020,768 down from \$19,321,005 at the end of September 2018.

Tax Receipts

The Library has received \$15,530,494 which is 95.9% of the annual budgeted tax receipts of \$16,186,497 as of October 31, 2018.

Fund Balance Activity

The Library has a positive fund balance of \$18,536,758 down from \$18,840,967 at the end of September 2018.



Year-to-Date Revenue (Budget vs. Actual):

Actual cash receipts as of October 31, 2018 were \$15,635,986 which is \$770 more than projected. There were no receipts for State Aid, Penal Fines or Grants & Memorials.

Ann Arbor District Library
Financial Summary for October 2018

Year-to-Date Expenditures (Budget vs. Actual):

There were no line items over budget.

Grants & Memorials (Balances):

Grant balances as of October 31, 2018:

- Friends of the AADL = \$29,989.11 October 2018 expenditures were \$10222.71
- Archives grant = \$46,617.22 There were no expenditures for October 2018
- City Lore grant = \$1,300. There were no expenditures for October 2018

Capital Project Fund:

There were no capital project fund expenditures for October 2018.

Year-to-Date Revenue over Expenditures is \$11,078,591.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual

General Fund

For the Period July 1, 2018 through October 31, 2018

	October			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 866,383	\$ 855,000	\$ 11,383	\$ 15,530,494	\$ 15,527,020	\$ 3,474
State aid	-	-	-	-	-	-
State penal fines	-	-	-	-	-	-
Interest income	14,052	14,100	(48)	22,839	22,805	34
Copier revenue	3,017	3,016	1	12,460	12,316	144
Grants and memorials	-	-	-	-	-	-
Library fines, fees and other	13,294	13,300	(6)	52,240	52,050	190
Non-resident fees	1,350	1,350	-	6,263	6,275	(13)
Rental revenue	-	3,000	(3,000)	11,691	14,750	(3,059)
TOTAL REVENUES:	\$ 898,096	\$ 889,766	\$ 8,330	\$ 15,635,986	\$ 15,635,216	\$ 770
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 491,690	\$ 491,700	\$ (10)	\$ 2,158,431	\$ 2,185,615	\$ (27,185)
Employee benefits	135,740	135,740	0	547,730	558,633	(10,903)
Employment taxes	34,579	34,580	(1)	159,379	170,581	(11,202)
Purchased services:						
Custodial services	47,373	47,373	-	94,747	117,040	(22,293)
Accounting/Audit	-	-	-	-	-	-
Legal	633	650	(17)	5,928	6,250	(322)
Professional services	22,585	22,590	(5)	64,286	70,632	(6,346)
Utilities	27,628	27,650	(22)	133,839	142,927	(9,088)
Property Insurance	8,752	8,752	(0)	35,006	35,055	(49)
Communications	15,654	15,655	(1)	46,648	58,905	(12,257)
Materials	145,666	145,675	(9)	469,172	499,858	(30,687)
Software Licenses/Maint	3,770	3,800	(30)	20,497	32,411	(11,914)
Building Rental	45,247	45,250	(3)	229,092	250,858	(21,766)
Seminars, conferences and travel	4,570	4,600	(30)	6,165	9,864	(3,699)
Copier Expense	2,420	2,500	(80)	11,756	13,308	(1,552)
Library Programming	64,889	65,000	(111)	216,355	242,349	(25,994)
Grant and Memorial Expenditures	10,223	10,225	(2)	37,740	37,743	(2)
Operating Supplies	14,898	14,900	(2)	75,909	94,900	(18,991)
Repairs & Maintenance	69,925	70,000	(75)	155,831	175,000	(19,169)
Postage	1,966	1,975	(9)	4,386	6,875	(2,489)
Other Operating Expenditures	1,688	1,690	(2)	6,788	8,890	(2,102)
Capital Outlay/Maintenance Expense	59,964	60,000	(36)	77,708	80,000	(2,292)
TOTAL EXPENDITURES:	\$ 1,209,862	\$ 1,210,305	\$ (443)	\$ 4,557,394	\$ 4,797,694	\$ (240,299)
Revenue over (under) expenditures	\$ (311,766)	\$ (320,539)	\$ 8,774	\$ 11,078,591	\$ 10,837,522	\$ (239,530)
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (311,766)	\$ (320,539)	\$ 8,774	\$ 11,078,591	\$ 10,837,522	\$ (239,530)
Fund balance, beginning of year	\$ 6,555,352	\$ 6,555,352	\$ -	\$ 6,555,352	\$ 6,555,352	\$ -
Fund balance, end of year	\$ 6,243,586	\$ 6,234,813	\$ 8,774	\$ 17,633,943	\$ 17,392,874	\$ (239,530)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2018 through October 31, 2018

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,530,494	\$ -	\$ -	\$ 15,530,494
State aid	-	-	-	-
State penal fines	-	-	-	-
Interest income	22,839	-	763	23,601
Copier revenue	12,460	-	-	12,460
Grants and memorials	-	-	-	-
Library fines, fees and other	52,240	-	-	52,240
Non-resident fees	6,263	-	-	6,263
Rental revenue	11,691	-	-	11,691
TOTAL REVENUES:	\$ 15,635,986	\$ -	\$ 763	\$ 15,636,748
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 2,158,431	\$ -	\$ -	\$ 2,158,431
Employee benefits	547,730	-	-	547,730
Employment taxes	159,379	-	-	159,379
Purchased services:				
Custodial services	94,747	-	-	94,747
Accounting/Audit	-	-	-	-
Legal	5,928	-	-	5,928
Professional services	64,286	-	-	64,286
Utilities	133,839	-	-	133,839
Property insurance	35,006	-	-	35,006
Communications	46,648	-	-	46,648
Materials	469,172	-	-	469,172
Software Licenses/Maint	20,497	-	-	20,497
Building Rental	229,092	-	-	229,092
Seminars, conferences and travel	6,165	-	-	6,165
Copier Expense	11,756	-	-	11,756
Library Programming	216,355	-	-	216,355
Grant and Memorial Expenditures	37,740	-	-	37,740
Operating Supplies	75,909	-	-	75,909
Repairs and Maintenance	155,831	-	-	155,831
Postage	4,386	-	-	4,386
Other Operating Expenditures	6,788	-	-	6,788
Capital Outlay/Maintenance Expense	77,708	-	-	77,708
TOTAL EXPENDITURES:	\$ 4,557,394	\$ -	\$ -	\$ 4,557,394
Revenue over (under) expenditures	\$ 11,078,591	\$ -	\$ 763	\$ 11,079,354
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 11,078,591	\$ -	\$ 763	\$ 11,079,354
Fund balance, beginning of year	\$ 6,555,352	\$ 1,386,825	\$ -	\$ 7,942,177
Fund balance, end of year	\$ 17,633,943	\$ 1,386,825	\$ 763	\$ 19,021,531

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

October 31, 2018

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 12,571,492	\$ 1,386,825	\$ 494,831	\$ 14,453,148
Investments	4,578,441	-	-	4,578,441
Due from other governmental units	105,000	-	-	105,000
Prepaid items	395,434	-	-	395,434
Total assets	<u>\$ 17,650,367</u>	<u>\$ 1,386,825</u>	<u>\$ 494,831</u>	<u>\$ 19,532,023</u>
Liabilities				
Accounts payable	73,806	-	-	73,806
Accrued payroll and benefits	64,267	-	-	64,267
Total liabilities	<u>\$ 138,073</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 138,073</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 10,134,995</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,134,995</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 395,434	\$ -	\$ -	\$ 395,434
Permanent corpus	-	-	325,000	325,000
Restricted for endowments	-	-	169,831	169,831
Committed for capital projects	-	1,386,825	-	1,386,825
Encumbered	386,029	-	-	386,029
Unassigned	6,595,836	-	-	6,595,836
Total fund balances	<u>\$ 7,377,300</u>	<u>\$ 1,386,825</u>	<u>\$ 494,831</u>	<u>\$ 9,258,956</u>
Total liabilities and fund balances	<u>\$ 17,650,367</u>	<u>\$ 1,386,825</u>	<u>\$ 494,831</u>	<u>\$ 19,532,023</u>

Upcoming Events, and Issues of Interest

1. Halloween at AADL has always been a major fun event, and this year was no exception. The Halloween Costume Swap, followed by the Halloween Costume Contest culminated with the Halloween Party and Storytelling on October 31st for preschoolers through grade 3 in the Downtown Lobby. The participation level, with a downtown door count of 2,929 on Halloween, requires the storytelling to occur twice that morning! The AADL is one participant in this **Main Street Area Association's** annual event.
2. The Ann Arbor District Library earned a five star designation for the 11th year in a row in **Library Journal's** annual rating of public libraries nationwide. AADL is one of just 10 public libraries in the country to earn LJ's five star designation in each of the last 11 years.

Five other Michigan libraries received star ratings this year. West Bloomfield Township Public Library and Richland Community Library also earned a five-star designation from **Library Journal**, while Litchfield District Library earned four stars, and Salem-South Lyon District Library and Kent District Library were named three star libraries. Congratulations to our fellow Michigan libraries!

3. On Thursday, November 1st, AADL and our Bob Ross Paint-Along events were featured in American Libraries Magazine.

<https://americanlibrariesmagazine.org/2018/11/01/bob-ross-painting-with-purpose/>

On Friday, November 2nd, Library Director Josie Parker was interviewed by the CBC for their "As it Happens" Friday edition about the overwhelming response to AADL's **Paint Along with Bob Ross** events.

<https://www.cbc.ca/radio/asithappens/library-classes-help-spread-the-joy-of-painting-with-the-help-of-bob-ross-1.4889563>

We're thrilled with all the hard work AADL staff and volunteers have put into our Bob Ross Paint-Along events, led by Library Technician Valerie Sobczak.

4. The Downtown Library **Lobbytorium series** began with our Halloween events and concludes this week with the **Taiwanese Puppet Theatre. Eleven events over 16 days included authors Susan Orleans and Joseph Fink, our very own murder mystery, the Gabriel Brass Band, and more.** The **Michigan Taiwanese American Organization** has brought their puppet troupe to Michigan as part of the debut of the newly expanded galleries dedicated to Asian art in the **Robert and Katherine Jacobs Asian Wing of the Detroit Institute of Arts** on November 4, 2018. The appearance at AADL is one of only four in the State of Michigan.
5. **In Their Own Words** was a panel presentation by the victims who spoke out against Larry Nassar. The event was Thursday, November 8th in the 4th Floor Auditorium. The event marked the launch of a new website created by the **Heartland Independent Film Forum** with the support of the **Michigan Daily**. The site presents more than 1,400 pages of unabridged victim impact statements from the hearings.
6. **Fifth Avenue Press released its** second class of books- five in all, including three picture books, adult fiction, and teen fantasy.
7. **People's Co-op** Head Chef and AADL friend **Keegan Rodgers** was featured by **All About Ann Arbor** for his work at the Co-op and the amazing programs he hosts at the Library. Keegan's events on how to make macarons have become so popular that we'll be hosting one in the lobby on December 12th during another stretch of events too big to hold in any of our other spaces.

<https://www.clickondetroit.com/all-about-ann-arbor/eats/a-chat-with-ann-arbors-food-guru-keegan-rodgers>
8. **Ignite Ann Arbor** returned after a three-year hiatus, holding their event as part of the Lobbytorium Series. Ignite had struggled to find a suitable venue for the popular event, which features speakers presenting for five minutes with 20 slides cycling behind them automatically. AADL was happy to host and the night was great fun.

AADL Projects and Initiatives Underway

1. 3.1 The final planning for the bookable meeting rooms in the Malletts Creek, Pittsfield and Traverwood branches is completed. Bidding for the projects has concluded, and an update will be provided at the November Board meeting. The work will be completed in this fiscal year.
2. 5.2 Library Administration is contracting with consultant Cook Ross to provide a half-day of training for Managers and Supervisors on identifying and eliminating unconscious bias in the hiring process. Originally scheduled for October, Cook Ross had to cancel and the training has been rescheduled for December 5th.
3. 3.3 The AADL has contracted with HBM Architects from Cleveland, OH to develop a building program for a new downtown library building. This program statement is not intended to be site specific. A final report will be delivered at the January 22, 2019, meeting of the Board.
4. 3.1 The planning for renovation of staff work areas on the 4th floor Downtown to accommodate staffing changes/additions in four departments sharing that space has been completed. This work will be completed this fiscal year.
5. 3.1 In anticipation of the changes to the WLBPD@AADL mandated by the State of MI Bureau for the Blind, preliminary planning for the removal of the materials to Lansing, and the shifting of the FAADL sorting area in the lower level of Downtown has begun.

AADL Projects and Initiatives Under Consideration

The AADL staff are actively considering how best to address the final aspects of the Strategic Plan 2016-2019 with a view toward continuation and or redirection of resources beyond June 30, 2019.

Summary of Patron, Staff, Board Comments, Complaints, Suggestions and Their Disposition

EMAIL TO AADL: To whom it may concern-

Yesterday afternoon I visited the Downtown library. I was pleasantly surprised to hear (and see) the Gabriel Brass band performing in the main lobby. The band brought a vibrant, exciting, and fun musical experience to a crowd of all ages. Young children and older people alike connected with the energy and joy of the performers, parading in a New Orleans second line through the lobby, out onto the front steps, and back in again.

This was an unexpected but welcome experience at the library that brought a new, upbeat, and inclusive dimension to the library experience. Certainly the stereotype of a library includes more sedate, conservative, and traditional programming, so it was great to see people come together through the universal language of the performing arts. I hope to see more of this group and others like it at the library, and applaud your staff for introducing such a creative idea to the library space.

Thank you,

-S

Library Response: Thank you so much for letting us know that you enjoyed the event and the use of the library space for what was very much a non-traditional program.

EMAIL to AADL: Just a short note -- I love your "I survived a year without MelCat bags." Great idea. It's fun and useful.
Bill Clayton

Library Response: Thank for letting us know. It was a long year for us all!

EMAIL to AADL: I was with my kids at the Halloween puppet show today and can I just take this opportunity to say how much I LOVE our library system? Beyond the amazing resources, it is so clear that our librarians (headed by the amazing Laura) love children and are so

dedicated to their jobs. I am blown away every year by their energy and creativity. Thank you so much for all that you do! Sivan Yosef

Library Response: *The amazing Laura, indeed! We totally agree. We are so glad that you enjoyed Halloween morning at the Library, and everyone involved from AADL loved having you and your family here to celebrate with us.*

.....

Email to Library: Three cheers for Cathy from Pittsfield library today!!! I stupidly thought the haunted house candy construction event began at 1pm, and it rather ended at 1pm. When we arrived ten minutes to the close time, I thought I we could simply get supplies and leave, but Cathy (& her team of volunteers) was so hospitable and friendly, and allowed us to start and finish the gingerbread houses at the library. It was such a fun event. I can't even imagine how she was able to prepare the graham cracker roofs in preparation for this. Please extend our thanks to her again. The kids loved it.

Doreen ILOZOR

Library Response: *It is so kind of you to send this note, and I will be sure to get it to Cathy. I am glad that you came to Pittsfield for the event, and that your family left happy.*

Happy Halloween!

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-169**

RESOLUTION TO ACCEPT THE 2017-2018 FINANCIAL AUDIT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 12th day of November, 2018 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, supported by _____:

THE BOARD RESOLVES:

- 1.) To accept the 2017-2018 financial audit prepared by Rehmann.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

November 7, 2018

Award the Bid to Provide Snow Removal Services for the AADL

I. Problem Statement:

Select a contractor to provide snow removal service for the AADL for all locations with the exception of Westgate Branch and the Archive location.

II. Executive Summary:

Comparable bids must be evaluated and a contractor selected by the Board of the AADL for the next three years.

III. Background:

A request for bid was sent out in September and again in October via two RFP hosting websites in order to assure that the Library is paying a competitive rate for snow removal services. Four vendors responded. The bid amounts are listed below:

<u>A & H Services</u>	<u>A.M. Services</u>	<u>Kevin's Landscaping</u>	<u>RNA Facilities Management</u>
\$64,724.50	\$47,000.00	\$55,285.00	\$31,950.00

IV. Options:

1. Reject current bids and rebid the work.
2. Award the bid.

V. Rationale:

All contractors were contacted and vetted during the process. All contractors meet the minimum requirements.

VI. Recommendation

Administration recommends that the contract be awarded to A.M. Services.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-170**

**RESOLUTION TO AWARD CONTRACT FOR SNOW REMOVAL SERVICE
FOR THREE YEARS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 12th day of November, 2018 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, supported by _____:

THE BOARD RESOLVES:

- 1.) That the contract for snow removal services be awarded to A.M. Services for the next three years for the bid amount of \$47,000.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-171**

RESOLUTION OF APPRECIATION TO JAN BARNEY NEWMAN

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 12th day of November, 2018 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, supported by _____:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Jan Barney Newman for her twelve years of outstanding service as an Ann Arbor District Library Board Trustee.
- 2.) That the Ann Arbor District Library Board would like to recognize Jan Barney Newman for her dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jamie Vander Broek, President

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-172**

RESOLUTION OF APPRECIATION TO EDWARD SUROVELL

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 12th day of November, 2018 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, supported by _____:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Edward Surovell for his twenty-two years of outstanding service as an Ann Arbor District Library Board Trustee.
- 2.) That the Ann Arbor District Library Board would like to recognize Edward Surovell for his dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jamie Vander Broek, President

ANN ARBOR DISTRICT LIBRARY BOARD

Victoria Green
Jim Leija
Jan Barney Newman
Colleen Sherman
Linh Song
Edward Surovell
Jamie Vander Broek

2018 OFFICERS

President Jamie Vander Broek
Vice President Linh Song
Treasurer Jim Leija
Secretary Edward Surovell

ADMINISTRATION

Josie Parker í í í ..í .í í í í í í í í í í í í í í í í í ..í Director
Eli Neiburger í í .í í í í í í í í í .í í í í í í í í . Deputy Director

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

Ann Arbor District Library
Board of Trustees
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
(734) 327-8311