



Annual Meeting Agenda

Tuesday, January 17, 2017

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January 2017

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 AADL Board Mtg	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

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

March 2017

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Tuesday, January 17, 2017 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 17-001 I. CALL TO ORDER
- 17-002 II. ATTENDANCE
- 17-003 III. ADMINISTRATION OF OATH OF MEMBERS
 Judge Elizabeth Hines, Presiding
- A. Victoria Green
 B. Colleen M. Sherman
 C. Linh Song
 D. Jamie Vander Broek
- “I, (state name), DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF MICHIGAN, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF MEMBER OF THE DISTRICT LIBRARY BOARD OF THE ANN ARBOR DISTRICT LIBRARY, WASHTENAW COUNTY, MICHIGAN ACCORDING TO THE BEST OF MY ABILITY.”
- 17-004 IV. PRESIDENT’S REMARKS
- 17-005 V. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
2. VICE PRESIDENT
 (Item of action)
 Roll call vote
3. TREASURER
 (Item of action)
 Roll call vote

4. SECRETARY
 (Item of action)
 Roll call vote

- 17-006 VI. INSTALLATION OF OFFICERS
- “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 17-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 17-008 VIII. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 17-009 IX. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of December 12, 2016 (pp. 4-9)
- CA-2 Approval of Disbursements (pp. 10-13)
- 17-010 X. CITIZENS’ COMMENTS
- 17-011 XI. FINANCIAL REPORTS (pp. 14-18)
- 17-012 XII. DIRECTOR’S REPORT (pp. 19-21)
 Josie B. Parker, Director
- 17-013 XIII. OLD BUSINESS
- 16-201 A. UPDATE ON TRAVERWOOD BRANCH LIBRARY CAPITAL PROJECT
 Len Lemorie, Facilities Manager
- 17-014 XIV. NEW BUSINESS
- 17-015 A. APPROVAL OF BOARD MEETING DATES FOR 2017
 (pp. 22-24)
 (Item of discussion & action)
- 17-016 B. APPROVAL OF BOARD BUDGET & FINANCE COMMITTEE APPOINTMENTS
 (Item of discussion & action)

- 17-017 C. RESOLUTION RATIFYING BANKING AGREEMENTS WITH AUTHORIZED FINANCIAL INSTITUTIONS
(pp. 25-27)
(Item of discussion & action)
- 17-018 D. RESOLUTION AUTHORIZING THE DIRECTOR TO CONTINUE THE CONTRACT WITH MANER COSTERISAN FOR FINANCIAL SERVICES (pp. 28-30)
(Item of discussion & action)
- 17- 019 E. RESOLUTION FOR DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
(pp. 31-32)
(Item of discussion & action)
Len Lemorie, Facilities Manager
- 17-020 F. RESOLUTION TO AWARD CONTRACT TO RE-CARPET THE PITTSFIELD BRANCH LIBRARY (pp. 33-34)
(Item of discussion & action)
Len Lemorie, Facilities Manager
- 17-021 G. DIRECTOR'S EVALUATION PROCESS
(Item of discussion)
- 17-022 H. PUBLIC LIBRARY IS OPEN TO ALL DISCUSSION
(Item of discussion)
- 17-023 XV. CITIZENS' COMMENTS
- 17-024 XVI. 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 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
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 12, 2016

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 12, 2016

16-232 I. CALL TO ORDER

President Barney Newman called the meeting to order 7:00 p.m.

16-233 II. ATTENDANCE

Board Present: Jim Leija (arr. 7:05 p.m.), Jan Barney Newman,
 Prue Rosenthal, Ed Surovell, Jamie Vander Broek
 Board Absent: Nancy Kaplan, Margaret Leary
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)

16-234 III. APPROVAL OF AGENDA
 (Item of action)

Vice President Surovell, supported by Treasurer Rosenthal, moved to approve the agenda.

AYES: Barney Newman, Rosenthal, Surovell, Vander Broek
 NAYS: None

Motion passed 4-0.

16-235 IV. CONSENT AGENDA

CA-1 Approval of Minutes of October 17, 2016 and November 14, 2016

CA-2 Approval of October and November Disbursements

Treasurer Rosenthal, supported by Vice President Surovell, moved to approve the consent agenda.

AYES: Barney Newman, Rosenthal, Surovell, Vander Broek
 NAYS: None

Motion passed 4-0.

Trustee Leija arrived.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 12, 2016

16-236 V. CITIZENS' COMMENTS

There were no citizens' comments.

16-237 VI. FINANCIAL REPORT

Director Parker introduced Cindy Richmond of Maner Costerisan who has been contracted to oversee the AADL Financial Office.

Ms. Richmond presented the September and October financials in the Board Packet. Clarification of several expenses was given. Ms. Richmond stated the Library was in a good cash position.

16-238 VII. COMMITTEE REPORTS

16-239 A. EXECUTIVE COMMITTEE

President Barney Newman reported the Executive Committee had met on November 14th and discussed the situation regarding CFO Hadler's resignation.

16-240 B. BUDGET & FINANCE COMMITTEE

Chair Surovell noted that he was not in attendance at the November Budget and Finance Committee meeting.

Trustee Leija who attended the meeting reported the committee met with the auditor and reviewed the draft audit. The committee was presented with a clean audit report.

16-241 VIII. DIRECTOR'S REPORT

Josie B. Parker, Director

In addition to the written report in the Board packet, Director Parker gave an audio-visual presentation highlighting:

Tiny Expo drew in approximately 3,000 people.

The Classical Bells holiday concert will be held on December 17th in the lobby of the Downtown Library.

AADL is once again a *Library Journal* 5 Star library. Other

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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Michigan Star Libraries congratulated included: Kalkaska County Library receiving 3 Stars; Pentwater Township Library receiving 3 Stars; West Bloomfield Township Public Library receiving 4 Stars and Richland Community Library receiving 5 Stars.

ALA Center for the Future of Libraries website highlights play@aadl.org and will be using the video created by Donald Harrison promoting the summer game in their promotions.

The move of the Archive is complete and an open house will be scheduled in January for Board members and staff.

The website graphic re-design will begin in January.

Bids are scheduled to arrive in early January for the restroom rehabilitation project at the Downtown Library.

Call Center statistics for November show receipt of 2442 calls averaging to 84 calls a day or 16 calls per hour.

A pre-bid meeting is scheduled for later this month for the work on the MSE wall at Traverwood. All sidewalks at all branches, along with the Pittsfield Branch Library building have been power washed.

Terry Soave and her Outreach and Neighborhood Services Department staff have been working with local area disability advocacy groups regarding providing assistive technology services and any changes considered necessary.

A summary of public comments was presented.

Director Parker thanked the following staff for their great work in preparing for and moving the Archive: Len Lemorie, Andrew MacLaren, Amy Cantu, Roshayne Jaimon, Debbie Gallagher, Darla Welshons, Andra Williams and Andre Adair.

Director Parker thanked Trustee Rosenthal for her service on the Board and presented her with flowers from the staff.

Trustee Rosenthal responded with the following comments:

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 12, 2016

Thank you to everyone who taught me about libraries in general and our wonderful AADL in particular. I have learned so much, not only about libraries but about the city of Ann Arbor – the good, the bad and the ugly. By being a part of this board I have learned what libraries do for communities, they are the community resource for learning, reading, working, research, crafts, technology, innovation and experimentation. Maybe a place of sanctuary as Linh suggested last month. What rich opportunities the library provides. And I hope our new trustees learn as much, have as much fun and excitement so they feel as proud as I do that I was fortunate enough to be elected to this Board.

My advice for the future is to make use of the volunteer coordinator to find ways to bring more people into the buildings. Continue on this road of more open and transparent meetings – it won't be easy, but it is important. Before going forward with a new downtown building create a committee of community leaders and help them with outreach to support the project perhaps using the volunteer coordinator and her volunteers. Market the resources the library offers to a wider and wider audience. So many people don't know what you can find at the library, again maybe using the volunteers and volunteer coordinator.

16-242 IX. NEW BUSINESS

16-243 A. AUDITOR'S REPORT

Nate Baldermann, Rehmann

Director Parker introduced Nate Baldermann from Rehmann.

Mr. Baldermann stated he had met with the Budget and Finance Committee and reviewed the draft audit in detail with that committee. The audit was then finalized with no changes made and is being presented this evening.

Mr. Baldermann presented the Ann Arbor District Library 2015-2016 Audit Report. He reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/16. No material audit adjustments were needed. An unmodified opinion of the financial statements was given.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 12, 2016

16-244 B. RESOLUTION TO ACCEPT THE 2015-2016 FINANCIAL
AUDIT
(Item of action)

Vice President Surovell, supported by Trustee Leija moved the Board resolves:

- 1.) To accept the 2015-2016 financial audit prepared by Rehmann.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Leija, Barney Newman, Rosenthal, Surovell, Vander Broek

NAYS: None

Motion passed 5-0.

16-245 X. CITIZENS' COMMENTS

There were no additional citizens' comments.

Vice President Surovell and President Barney Newman both commented on the departure of the outgoing Board members and that they were looking forward to working with the incoming Board.

16-246 XI. ADJOURNMENT

President Barney Newman adjourned the meeting at 7: 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 December 12, 2016 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.

Jan Barney Newman, President

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-244**

RESOLUTION TO ACCEPT THE 2015-2016 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 December 2016 at 7:00 p.m.

PRESENT: Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

ABSENT: Nancy Kaplan, Margaret Leary

The following resolution was offered by Vice President Surovell and supported by Trustee Leija:

THE BOARD RESOLVES:

- 1.) To accept the 2015-2016 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: Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAY: 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 December 12, 2016 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.

Jan Barney Newman, President

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	12/1/2016
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
054327	A.M. SERV	A.M. SERVICES, INC	12/1/2016	CHECK	PMCHK00001989	\$766.00
054328	AANEWSUB	ANN ARBOR NEWS	12/1/2016	CHECK	PMCHK00001989	\$682.00
054329	ACCTEM	ACCOUNTEMPS	12/1/2016	CHECK	PMCHK00001989	\$2,172.85
054330	AGRSER	A GROWING SERVICE LLC	12/1/2016	CHECK	PMCHK00001989	\$340.00
054331	AMACORP	AMAZON	12/1/2016	CHECK	PMCHK00001989	\$2,631.22
054332	ANNARB	ANN ARBOR OBSERVER	12/1/2016	CHECK	PMCHK00001989	\$2,356.60
054333	CDW-G	CDW GOVERNMENT, INC.	12/1/2016	CHECK	PMCHK00001989	\$5,836.62
054334	CHADES	CHALOU DESIGNS	12/1/2016	CHECK	PMCHK00001989	\$738.00
054335	CINCOR	CINTAS CORPORATION	12/1/2016	CHECK	PMCHK00001989	\$485.30
054336	CONTI	CONTI	12/1/2016	CHECK	PMCHK00001989	\$3,520.00
054337	CURBCO	CURBCO INC	12/1/2016	CHECK	PMCHK00001989	\$3,505.00
054338	DEAREA	DEAR READER.COM	12/1/2016	CHECK	PMCHK00001989	\$500.00
054339	DEMCO	DEMCO	12/1/2016	CHECK	PMCHK00001989	\$4,040.04
054340	DICBLI	BLICK ART MATERIALS	12/1/2016	CHECK	PMCHK00001989	\$471.61
054341	DTEENE1	DTE ENERGY	12/1/2016	CHECK	PMCHK00001989	\$11,352.19
054342	GHOSTLY	GHOSTLY INTERNATIONAL	12/1/2016	CHECK	PMCHK00001989	\$28,000.00
054343	INTSYS	INTELLIGENT CONTROL SYSTEMS	12/1/2016	CHECK	PMCHK00001989	\$24,550.00
054344	JENMCK	JENN MCKEE	12/1/2016	CHECK	PMCHK00001989	\$201.00
054345	KAPEAR	KAPLAN EARLY LEARNING CO.	12/1/2016	CHECK	PMCHK00001989	\$803.37
054346	KARTUT	KARIN TUTHILL	12/1/2016	CHECK	PMCHK00001989	\$21.64
054347	MANPOW	MANPOWER	12/1/2016	CHECK	PMCHK00001989	\$243.77
054348	MATRIX	MATRIX TRUST CO AttnTPA000320	12/1/2016	CHECK	PMCHK00001989	\$19,342.93
054349	METCOM	METCOM	12/1/2016	CHECK	PMCHK00001989	\$3,453.16
054350	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	12/1/2016	CHECK	PMCHK00001989	\$9,663.00
054351	MICNAS	MICHAEL G. NASTOS	12/1/2016	CHECK	PMCHK00001989	\$100.00
054352	OFFDEP	OFFICE DEPOT, INC.	12/1/2016	CHECK	PMCHK00001989	\$127.22
054353	PACMEC	SHAMBAUGH & SON, L.P	12/1/2016	CHECK	PMCHK00001989	\$3,998.87
054354	PRITEC	PRINT TECH INC.	12/1/2016	CHECK	PMCHK00001989	\$5,542.70
054355	PROINF	PROQUEST - LLC	12/1/2016	CHECK	PMCHK00001989	\$5,370.00
054356	QUANTA	QUANTA, INC.	12/1/2016	CHECK	PMCHK00001989	\$283.53
054357	QUITESCI	QUITE SCIENTIFIC RECORDS	12/1/2016	CHECK	PMCHK00001989	\$5,000.00
054358	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/1/2016	CHECK	PMCHK00001989	\$400.00
054359	ROBROB	ROBIN ROBINSON	12/1/2016	CHECK	PMCHK00001989	\$100.00
054360	RUMMED	RUMBLE PACK MEDIA	12/1/2016	CHECK	PMCHK00001989	\$450.00
054361	SCHSEC	SCHILKE SECURITY	12/1/2016	CHECK	PMCHK00001989	\$1,998.00
054362	STAHAR	STADIUM HARDWARE	12/1/2016	CHECK	PMCHK00001989	\$380.66
054363	STAPLE	STAPLES ADVANTAGE	12/1/2016	CHECK	PMCHK00001989	\$172.50
054364	STEPET	STEFFORIA, PETIK & ASSOCIATES	12/1/2016	CHECK	PMCHK00001989	\$7,115.00
054365	SWESOU	SWEETWATER SOUND INC.	12/1/2016	CHECK	PMCHK00001989	\$449.00
054366	TDSMET	TDS METROCOM	12/1/2016	CHECK	PMCHK00001989	\$7,354.96
054367	THECRE	THE CREATURE CONSERVANCY	12/1/2016	CHECK	PMCHK00001989	\$611.00
054368	TOMTHO	TOM THOMPSON FLOWERS	12/1/2016	CHECK	PMCHK00001989	\$750.00
054369	ULINE	ULINE, INC.	12/1/2016	CHECK	PMCHK00001989	\$244.56
054370	UNIPAR	UNITED PARCEL SERVICE	12/1/2016	CHECK	PMCHK00001989	\$34.36
054371	METLIFE	METLIFE SBC	12/1/2016	CHECK	PMCHK00001990	\$6,903.14
054372	ADTSEC	TYCO INTEGRATED SECURITY	12/6/2016	CHECK	PMCHK00001991	\$300.00
054373	BTAMEX	AMERICAN EXPRESS	12/6/2016	CHECK	PMCHK00001991	\$1,597.33
054375	CHAMUS	CHAMBER MUSIC MICHIGAN	12/6/2016	CHECK	PMCHK00001991	\$400.00
054376	MARBAN	MARTIN BANDYKE	12/6/2016	CHECK	PMCHK00001991	\$400.00
054377	SARJAB	SARMED JABRA	12/6/2016	CHECK	PMCHK00001991	\$270.00
054378	TOMSMI	TOM SMITH	12/6/2016	CHECK	PMCHK00001991	\$39.95
054379	WESENT	WESTGATE ENTERPRISES, LLC	12/6/2016	CHECK	PMCHK00001991	\$35,170.83
054380	BTAMEX	AMERICAN EXPRESS	12/6/2016	CHECK	PMCHK00001992	\$665.37
054384	VALLINP	VALUE LINE PUBLISHING LLC.	12/6/2016	CHECK	PMCHK00001992	\$7,115.00
054386	BTAMEX	AMERICAN EXPRESS	12/6/2016	CHECK	PMCHK00001993	\$7,172.50
054387	THOGAL	GALE/CENGAGE LEARNING, INC	12/6/2016	CHECK	PMCHK00001993	\$49.60

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
054388	ALLENT	ALLIANCE ENTERTAINMENT	12/6/2016	CHECK	PMCHK00001994	\$3,587.05
054389	BARNOB1	BARNES & NOBLE INC.	12/6/2016	CHECK	PMCHK00001994	\$214.33
054390	MIDTAP	MIDWEST TAPE	12/6/2016	CHECK	PMCHK00001994	\$149.97
054391	PUBWEE	PUBLISHERS WEEKLY	12/6/2016	CHECK	PMCHK00001994	\$499.98
054392	RANHOU	PENGUIN RANDOM HOUSE, LLC	12/6/2016	CHECK	PMCHK00001994	\$116.25
054393	RECBOO	RECORDED BOOKS, INC.	12/6/2016	CHECK	PMCHK00001994	\$1,538.27
054394	AMEHIS	AMELIA HISSONG	12/6/2016	CHECK	PMCHK00001994	\$160.00
054395	BETBAT	BETH BATTEY	12/6/2016	CHECK	PMCHK00001994	\$180.00
054397	BETNEA	BETHANY NEAL	12/6/2016	CHECK	PMCHK00001994	\$125.00
054398	BRIALV	BRIAN ALVAREZ	12/6/2016	CHECK	PMCHK00001994	\$100.00
054399	CLABEL	CLASSICAL BELLS	12/6/2016	CHECK	PMCHK00001994	\$800.00
054400	DAWHEN	DAWN HENRY	12/6/2016	CHECK	PMCHK00001994	\$450.00
054401	DIADUD	DIANE DUDLEY	12/6/2016	CHECK	PMCHK00001994	\$100.00
054402	ELLLIV	ELLEN LIVINGSTON	12/6/2016	CHECK	PMCHK00001994	\$125.00
054403	GPPUBL	GROSSE POINTE PUBLIC LIBRARY	12/6/2016	CHECK	PMCHK00001994	\$7.99
054404	JERUGAR	JERUSALEM GARDEN	12/6/2016	CHECK	PMCHK00001994	\$161.50
054405	KEEROG	KEEGAN ROGERS	12/6/2016	CHECK	PMCHK00001994	\$125.00
054406	MARBAN	MARTIN BANDYKE	12/6/2016	CHECK	PMCHK00001994	\$500.00
054407	MARYAN	MARGARET YANG	12/6/2016	CHECK	PMCHK00001994	\$125.00
054408	MICKRE	MICHELLE KRELL KYDD	12/6/2016	CHECK	PMCHK00001994	\$450.00
054409	MILARB	MILLINGTON ARBELA DISTRICT LIB	12/6/2016	CHECK	PMCHK00001994	\$29.95
054410	MONCOU	MONROE COUNTY LIBRARY SYSTEM	12/6/2016	CHECK	PMCHK00001994	\$12.00
054411	MONHIG	MONICA HIGMAN	12/6/2016	CHECK	PMCHK00001994	\$100.00
054412	PAYCOO	PAYTON COOK	12/6/2016	CHECK	PMCHK00001994	\$400.00
054413	ROCHCOL	ROCHESTER COLLEGE	12/6/2016	CHECK	PMCHK00001994	\$10.00
054414	SALDIS	SALINE DISTRICT LIBRARY	12/6/2016	CHECK	PMCHK00001994	\$29.99
054415	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	12/6/2016	CHECK	PMCHK00001994	\$22.00
054416	TROPUB	TROY PUBLIC LIBRARY	12/6/2016	CHECK	PMCHK00001994	\$19.99
054417	YPSDIS	YPSILANTI DISTRICT LIBRARY	12/6/2016	CHECK	PMCHK00001994	\$27.95
054418	BTAMEX	AMERICAN EXPRESS	12/6/2016	CHECK	PMCHK00001995	\$19,797.47
054419	JERUGAR	JERUSALEM GARDEN	12/9/2016	CHECK	PMCHK00001996	\$600.50
054461	BUSCAR	BUSINESS CARD	12/22/2016	CHECK	PMCHK00001998	\$18,277.68
054462	A.M. SERV	A.M. SERVICES, INC	12/22/2016	CHECK	PMCHK00001998	\$773.00
054463	AANEWS	MLIVE MEDIA GROUP	12/22/2016	CHECK	PMCHK00001998	\$322.40
054464	ACCTEM	ACCOUNTEmps	12/22/2016	CHECK	PMCHK00001998	\$649.01
054465	ADTSEC	TYCO INTEGRATED SECURITY	12/22/2016	CHECK	PMCHK00001998	\$278.96
054466	ALLENT	ALLIANCE ENTERTAINMENT	12/22/2016	CHECK	PMCHK00001998	\$772.13
054467	APPIMA	APPLIED IMAGING	12/22/2016	CHECK	PMCHK00001998	\$3,790.00
054468	ATTMOB	AT&T MOBILITY	12/22/2016	CHECK	PMCHK00001998	\$5.00
054469	B&H	B&H PHOTO-VIDEO	12/22/2016	CHECK	PMCHK00001998	\$1,138.95
054470	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/22/2016	CHECK	PMCHK00001998	\$4,681.46
054472	CINCOR	CINTAS CORPORATION	12/22/2016	CHECK	PMCHK00001998	\$276.10
054473	COMALLW	COMPUTER ALLEY WEST	12/22/2016	CHECK	PMCHK00001998	\$210.88
054474	ENVIRO	ENVIRONMENTS	12/22/2016	CHECK	PMCHK00001998	\$443.13
054475	MATRIX	MATRIX TRUST CO AttnTPA000320	12/22/2016	CHECK	PMCHK00001998	\$19,503.19
054476	METLIFE	METLIFE SBC	12/22/2016	CHECK	PMCHK00001998	\$6,977.53
054477	MICSOU	MICRO SOURCE, INC.	12/22/2016	CHECK	PMCHK00001998	\$262.00
054478	MIDTAP	MIDWEST TAPE	12/22/2016	CHECK	PMCHK00001998	\$1,573.36
054479	NUWAVE	NUWAVE AQUARIUMS	12/22/2016	CHECK	PMCHK00001998	\$217.99
054480	OFFDEP	OFFICE DEPOT, INC.	12/22/2016	CHECK	PMCHK00001998	\$75.96
054481	PACMEC	SHAMBAUGH & SON, L.P	12/22/2016	CHECK	PMCHK00001998	\$22,979.75
054482	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/22/2016	CHECK	PMCHK00001998	\$134.90
054483	POWTEC	POWER TECHNIQUES INC	12/22/2016	CHECK	PMCHK00001998	\$10,941.00
054484	PRITEC	PRINT TECH INC.	12/22/2016	CHECK	PMCHK00001998	\$78.79
054485	RANHOU	PENGUIN RANDOM HOUSE, LLC	12/22/2016	CHECK	PMCHK00001998	\$82.50
054486	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	12/22/2016	CHECK	PMCHK00001998	\$19.00
054487	REHROB	REHMANN ROBSON	12/22/2016	CHECK	PMCHK00001998	\$3,500.00
054488	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/22/2016	CHECK	PMCHK00001998	\$18,343.00
054489	ROMDIS	ROME DISTRICT LIBRARY	12/22/2016	CHECK	PMCHK00001998	\$23.99
054490	SAGLIB	PUBLIC LIBRARIES OF SAGINAW	12/22/2016	CHECK	PMCHK00001998	\$29.95
054491	SCHSEC	SCHILKE SECURITY	12/22/2016	CHECK	PMCHK00001998	\$2,273.00
054492	SCHSOU	SCHEDULE SOURCE, INC	12/22/2016	CHECK	PMCHK00001998	\$1,007.50
054493	SHEARE	SHELBY AREA DISTRICT LIBRARY	12/22/2016	CHECK	PMCHK00001998	\$21.95

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
054494	STAHAR	STADIUM HARDWARE	12/22/2016	CHECK	PMCHK00001998	\$379.12
054495	STESON	STEVEN SONORAS	12/22/2016	CHECK	PMCHK00001998	\$100.00
054496	SWESOU	SWEETWATER SOUND INC.	12/22/2016	CHECK	PMCHK00001998	\$1,051.65
054497	THOGAL	GALE/CENGAGE LEARNING, INC	12/22/2016	CHECK	PMCHK00001998	\$221.91
054498	UNIPAR	UNITED PARCEL SERVICE	12/22/2016	CHECK	PMCHK00001998	\$74.10
054499	UNUMPRO	UNUM LIFE INSURANCE	12/22/2016	CHECK	PMCHK00001998	\$4,950.83
054500	VERWIRC	VERIZON WIRELESS	12/22/2016	CHECK	PMCHK00001998	\$83.69
054501	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/22/2016	CHECK	PMCHK00001998	\$245.77
054502	WILTEC	WILTEC TECHNOLOGIES	12/22/2016	CHECK	PMCHK00001998	\$1,116.03
054503	ADTSEC	TYCO INTEGRATED SECURITY	12/28/2016	CHECK	PMCHK00001999	\$328.00
054504	AGRSER	A GROWING SERVICE LLC	12/28/2016	CHECK	PMCHK00001999	\$340.00
054505	ALLJON	ALLISON JONES	12/28/2016	CHECK	PMCHK00001999	\$42.71
054506	AMACORP	AMAZON	12/28/2016	CHECK	PMCHK00001999	\$1,570.86
054507	AMASCH	AMANDA SCHOTT	12/28/2016	CHECK	PMCHK00001999	\$24.41
054508	ANDPAI	ANDERSON PAINT COMPANY	12/28/2016	CHECK	PMCHK00001999	\$23.84
054509	ANNPRU	ANNA PRUSHINSKAYA	12/28/2016	CHECK	PMCHK00001999	\$30.00
054510	ARENTEA	A-1 RENTAL, INC.	12/28/2016	CHECK	PMCHK00001999	\$318.75
054511	BANMED	BANG MEDIA	12/28/2016	CHECK	PMCHK00001999	\$350.00
054512	BELLETIRE	BELLE TIRE	12/28/2016	CHECK	PMCHK00001999	\$297.00
054513	BETBEC	BETSY BECKERMAN	12/28/2016	CHECK	PMCHK00001999	\$875.00
054514	BIGCITY	BIG CITY SMALL WORLD BAKERY	12/28/2016	CHECK	PMCHK00001999	\$168.00
054515	BONSTR	BOND STRATEGY AND INFLUENCE, IN	12/28/2016	CHECK	PMCHK00001999	\$360.00
054516	BUSVAL	BUSCH'S, INC.	12/28/2016	CHECK	PMCHK00001999	\$44.50
054517	CDW-G	CDW GOVERNMENT, INC.	12/28/2016	CHECK	PMCHK00001999	\$2,732.89
054518	CHRGRE	CHRISTIAN GREEN	12/28/2016	CHECK	PMCHK00001999	\$100.00
054519	CINCOR	CINTAS CORPORATION	12/28/2016	CHECK	PMCHK00001999	\$1,403.30
054520	CURBCO	CURBCO INC	12/28/2016	CHECK	PMCHK00001999	\$1,615.00
054521	DAVZIN	DAVID ZINN	12/28/2016	CHECK	PMCHK00001999	\$100.00
054522	DAWHEN	DAWN HENRY	12/28/2016	CHECK	PMCHK00001999	\$450.00
054523	DEMCO	DEMCO	12/28/2016	CHECK	PMCHK00001999	\$5,262.21
054524	DICBLI	BLICK ART MATERIALS	12/28/2016	CHECK	PMCHK00001999	\$169.11
054525	DTEENE	DTE ENERGY	12/28/2016	CHECK	PMCHK00001999	\$1,678.59
054526	DYLSTR	DYLAN STRZYNSKI	12/28/2016	CHECK	PMCHK00001999	\$1,900.00
054527	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/28/2016	CHECK	PMCHK00001999	\$7,525.00
054528	GAMESTART	GAMESTART	12/28/2016	CHECK	PMCHK00001999	\$600.00
054529	GARISTE	GARI STEIN	12/28/2016	CHECK	PMCHK00001999	\$100.00
054530	HELGOT	HELEN GOTLIB	12/28/2016	CHECK	PMCHK00001999	\$1,570.00
054531	IRALAX	IRA LAX	12/28/2016	CHECK	PMCHK00001999	\$27.23
054532	JENMCK	JENN MCKEE	12/28/2016	CHECK	PMCHK00001999	\$200.00
054533	JEWISHNE	JEWISH NEWS	12/28/2016	CHECK	PMCHK00001999	\$1,167.00
054534	KARTUT	KARIN TUTHILL	12/28/2016	CHECK	PMCHK00001999	\$22.95
054535	KATGOO	KATHRYN GOODSON	12/28/2016	CHECK	PMCHK00001999	\$100.00
054536	KAYPEN	KAYLA COUGHLIN	12/28/2016	CHECK	PMCHK00001999	\$18.99
054537	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	12/28/2016	CHECK	PMCHK00001999	\$3,658.00
054538	MAINASSOC	MAIN STREET AREA ASSOCIATION	12/28/2016	CHECK	PMCHK00001999	\$170.00
054539	MARSTO	MARK STONE	12/28/2016	CHECK	PMCHK00001999	\$1,000.00
054540	MICKRE	MICHELLE KRELL KYDD	12/28/2016	CHECK	PMCHK00001999	\$50.00
054541	MICSOU	MICRO SOURCE, INC.	12/28/2016	CHECK	PMCHK00001999	\$14.00
054542	MIDTAP	MIDWEST TAPE	12/28/2016	CHECK	PMCHK00001999	\$4,787.26
054543	NETTIS	NETTIE TISO	12/28/2016	CHECK	PMCHK00001999	\$100.00
054544	NICWILL	NICOLE WILLIAMS	12/28/2016	CHECK	PMCHK00001999	\$22.30
054545	OCLINS	OCLC, INC.	12/28/2016	CHECK	PMCHK00001999	\$3,993.37
054546	OFFDEP	OFFICE DEPOT, INC.	12/28/2016	CHECK	PMCHK00001999	\$985.00
054547	OXFPRO	OXFORD PROPERTY MANAGEMENT	12/28/2016	CHECK	PMCHK00001999	\$6,937.00
054548	PACMEC	SHAMBAUGH & SON, L.P	12/28/2016	CHECK	PMCHK00001999	\$2,649.23
054549	PRITEC	PRINT TECH INC.	12/28/2016	CHECK	PMCHK00001999	\$3,614.81
054550	RACYAN	RACHEL YANIKOGLU	12/28/2016	CHECK	PMCHK00001999	\$77.85
054551	RAILAG	RAINA LAGRAN	12/28/2016	CHECK	PMCHK00001999	\$200.00
054552	SARKEL	SARA MELTON KELLER	12/28/2016	CHECK	PMCHK00001999	\$250.00
054553	SCOCAR	SCOTT CARTER	12/28/2016	CHECK	PMCHK00001999	\$100.00
054554	STAMIC4	STATE OF MICHIGAN	12/28/2016	CHECK	PMCHK00001999	\$60.00
054555	STAPLE	STAPLES ADVANTAGE	12/28/2016	CHECK	PMCHK00001999	\$40.92
054556	SWESOU	SWEETWATER SOUND INC.	12/28/2016	CHECK	PMCHK00001999	\$29.95

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
054557	ULINE	ULINE, INC.	12/28/2016	CHECK	PMCHK00001999	\$368.27
054558	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	12/28/2016	CHECK	PMCHK00001999	\$1,396.20
054559	WESENT	WESTGATE ENTERPRISES, LLC	12/28/2016	CHECK	PMCHK00001999	\$35,170.83
054560	BAKTAY	BAKER & TAYLOR	12/28/2016	CHECK	PMCHK00001999	\$21.03
54420	AAFILM	ANN ARBOR FILM FESTIVAL	12/16/2016	CHECK	PMCHK00001997	\$300.00
54421	AASTOR	ANN ARBOR STORYTELLER'S GUILD	12/16/2016	CHECK	PMCHK00001997	\$100.00
54422	ACCTEM	ACCONTEMPS	12/16/2016	CHECK	PMCHK00001997	\$1,410.59
54423	AFTDEL	AFTERNOON DELIGHT	12/16/2016	CHECK	PMCHK00001997	\$124.50
54424	ALLENT	ALLIANCE ENTERTAINMENT	12/16/2016	CHECK	PMCHK00001997	\$278.93
54425	B&H	B&H PHOTO-VIDEO	12/16/2016	CHECK	PMCHK00001997	\$419.50
54426	BARNOB1	BARNES & NOBLE INC.	12/16/2016	CHECK	PMCHK00001997	\$118.65
54427	BLAAUD	BLACKSTONE AUDIO BOOKS	12/16/2016	CHECK	PMCHK00001997	\$716.88
54428	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/16/2016	CHECK	PMCHK00001997	\$66,218.76
54430	BREWER	BREWER'S	12/16/2016	CHECK	PMCHK00001997	\$288.83
54431	CHADES	CHALOU DESIGNS	12/16/2016	CHECK	PMCHK00001997	\$1,250.00
54432	CINCOR	CINTAS CORPORATION	12/16/2016	CHECK	PMCHK00001997	\$126.01
54433	CITOF1	CITY OF ANN ARBOR TREASURER	12/16/2016	CHECK	PMCHK00001997	\$3,001.88
54435	COMALLW	COMPUTER ALLEY WEST	12/16/2016	CHECK	PMCHK00001997	\$14.41
54436	DEVMOR	DEVON MORGAN DESIGN	12/16/2016	CHECK	PMCHK00001997	\$1,000.00
54437	DONGYU	DYCM	12/16/2016	CHECK	PMCHK00001997	\$273.75
54438	DTEENE	DTE ENERGY	12/16/2016	CHECK	PMCHK00001997	\$13,043.02
54439	DYKGOS	DYKEMA GOSSETT	12/16/2016	CHECK	PMCHK00001997	\$9,094.95
54440	ELIPEA	ELIZABETH PEARCE	12/16/2016	CHECK	PMCHK00001997	\$73.12
54441	EVEHOL	EVELYN HOLLENSHEAD	12/16/2016	CHECK	PMCHK00001997	\$23.31
54442	INGLIB	INGRAM LIBRARY SERVICES INC.	12/16/2016	CHECK	PMCHK00001997	\$300.00
54443	JENMCK	JENN MCKEE	12/16/2016	CHECK	PMCHK00001997	\$100.00
54444	KARTUT	KARIN TUTHILL	12/16/2016	CHECK	PMCHK00001997	\$22.95
54445	LIBJOU	LIBRARY JOURNAL, LLC	12/16/2016	CHECK	PMCHK00001997	\$315.98
54446	LOWE'S	LOWES BUSINESS ACCOUNT	12/16/2016	CHECK	PMCHK00001997	\$2,996.64
54448	MCM1	MCM1	12/16/2016	CHECK	PMCHK00001997	\$165.00
54449	METCOM	METCOM	12/16/2016	CHECK	PMCHK00001997	\$3,453.16
54450	MIDTAP	MIDWEST TAPE	12/16/2016	CHECK	PMCHK00001997	\$12,637.05
54451	MSUTEC	MICHIGAN STATE UNIVERSITY	12/16/2016	CHECK	PMCHK00001997	\$50.00
54452	PHISYS	PHILLIPS PRO SYSTEMS LLC	12/16/2016	CHECK	PMCHK00001997	\$58,969.00
54453	RECBOO	RECORDED BOOKS, INC.	12/16/2016	CHECK	PMCHK00001997	\$3,333.20
54454	SARINN	Sarah Innes	12/16/2016	CHECK	PMCHK00001997	\$1,902.00
54455	STEPET	STEFFORIA, PETIK & ASSOCIATES	12/16/2016	CHECK	PMCHK00001997	\$12,812.50
54456	TSAFON	TSAI FONG BOOKS, INC.	12/16/2016	CHECK	PMCHK00001997	\$236.62
54457	UNISTA	UNITED STATES POSTAL SERVICES	12/16/2016	CHECK	PMCHK00001997	\$5,000.00
54458	WASHTR	WASHTENAW COUNTY TREASURER	12/16/2016	CHECK	PMCHK00001997	\$1,298.30
54459	WORBOO	WORLD BOOK, INC.	12/16/2016	CHECK	PMCHK00001997	\$4,995.00
54460	ZINGTRA	ZINGTRAIN	12/16/2016	CHECK	PMCHK00001997	\$2,700.00

Total Checks: 224

Total Amount of Checks: \$691,070.58
 =====

Ann Arbor District Library Financial Summary for November 2016

Cash

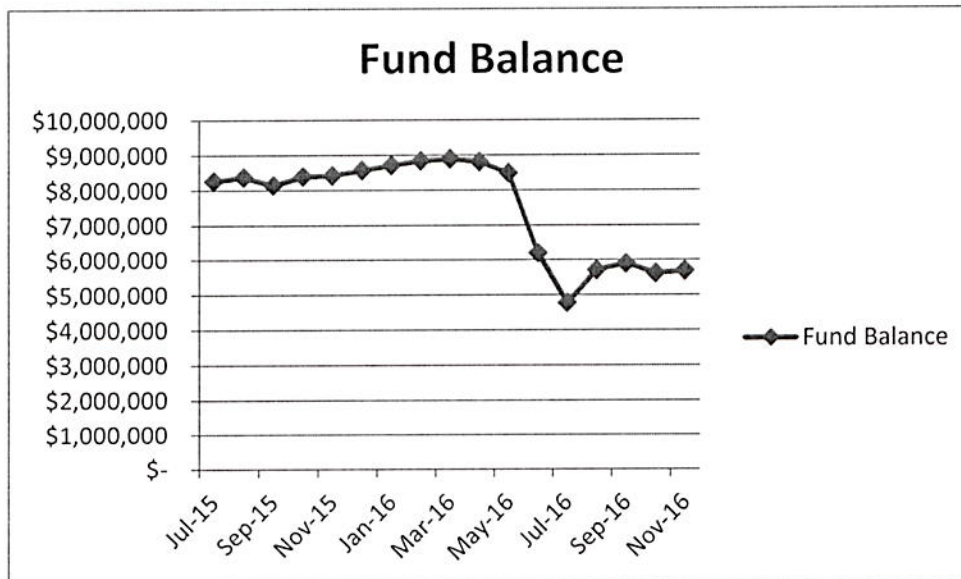
The unrestricted cash balance as of November 30, 2016 was \$13,478,709 down from \$14,740,397 in October.

Tax Receipts

The Library has received 95% of the annual budgeted tax receipts, or \$14,120,795.19, as of November 30, 2016.

Fund Balance Activity

The Library has a positive fund balance of \$5,676,819 as of November 30, 2016, up from \$5,601,891 at the end of October.



Ann Arbor District Library Financial Summary for November 2016

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

Tax, state aid and penal fine revenues are recorded monthly at the monthly budgeted amount as they are earned. These line items will be reconciled with actual receipts during year-end close. Likewise, expenses are recorded as they are incurred.

Grants and Memorials are over budget due to a generous donation to the archive project and funds received from the Ladies Library Association.

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

The following operating expense line items are over budget through November:

Accounting/Audit – Includes additional services provided after the separation of the former CFO.

Professional Services – Includes temporary clerical services that were not included in the budget. The overage is offset by savings in salaries and benefits.

Utilities – Is over budget due to timing and will be in line with the budget at the end of the fiscal year.

Materials – Includes expenses related to and budgeted as Capital Outlay. These expenses will be reviewed and reclassified as appropriate.

Seminars, conferences and travel – Is over budget due to timing and will be in line with the budget at the end of the fiscal year.

Grant and Memorial – Grant-related expenses are for summer programs, therefore the expenses are greater in the first two months and last two months of the fiscal year. The amount over budget will decrease as the year progresses (October overage was \$15,397).

Operating Supplies – The overage in Operating Supplies is a result of expenses that were budgeted in other line items. These expenses will be reviewed and reclassified as appropriate.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes
in Fund Balances - Budget and Actual
General Fund
For the Period July 1, 2016 through November 30, 2016

	November			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenues						
Property taxes, net	\$ 1,237,499	\$ 1,237,500	\$ (1)	\$ 6,187,500	\$ 6,187,500	\$ -
State aid	7,500	7,500	-	37,500	37,500	-
State penal fines	18,750	18,750	-	93,750	93,750	-
Interest income	(28,382)	8,333	(36,715)	(30,883)	41,667	(72,550)
Copier revenue	1,787	2,500	(713)	10,377	12,500	(2,123)
Grants and memorials	819	4,167	(3,348)	121,756	20,833	100,923
Library fines, fees and other	26,206	23,333	2,873	125,245	116,667	8,578
Non-resident fees	1,657	1,250	407	7,492	6,250	1,242
Rental revenue	2,593	2,593	1	7,345	12,963	(5,618)
Total revenues	1,268,429	1,305,926	(37,497)	6,560,082	6,529,629	30,453
Expenditures						
Current:						
Personnel:						
Salaries and wages	329,628	547,499	(217,871)	2,396,558	2,737,494	(340,936)
Employee benefits	181,512	136,658	44,854	656,498	683,290	(26,792)
Employment taxes	24,136	41,884	(17,748)	177,968	209,418	(31,450)
Purchased services:						
Custodial services	-	16,250	(16,250)	58,968	81,250	(22,282)
Accounting/Audit	8,323	1,208	7,115	13,157	6,042	7,115
Legal	7,918	8,333	(415)	13,526	41,666	(28,140)
Professional services	34,079	17,081	16,998	103,809	85,406	18,403
Utilities	46,557	35,417	11,140	185,962	177,083	8,879
Property insurance	7,677	7,750	(73)	38,385	38,750	(365)
Communications	11,805	15,000	(3,195)	75,685	75,000	685
Materials	233,440	148,667	84,773	881,369	743,333	138,036
Software Licenses/Maint	10,272	16,667	(6,395)	85,801	83,333	2,468
Computer hardware	15,619	12,500	3,119	25,533	62,500	(36,967)
Building rental	35,171	46,821	(11,650)	182,726	234,104	(51,378)
Seminars, conferences and travel	2,886	1,925	961	11,046	9,625	1,421
Copier Expense	(4)	3,750	(3,754)	5,635	18,750	(13,115)
Library programming	25,787	36,667	(10,880)	141,812	183,333	(41,521)
Grant and memorial expenditures	(1,297)	4,167	(5,464)	30,767	20,833	9,934
Operating supplies	22,014	31,842	(9,828)	201,329	159,208	42,121
Repairs and maintenance	18,733	28,083	(9,350)	105,657	140,417	(34,760)
Postage	418	2,917	(2,499)	10,088	14,583	(4,495)
Other Operating Expenditures	1,900	2,883	(983)	10,167	14,417	(4,250)
Capital outlay/maintenance expense	14,856	41,667	(26,811)	84,645	208,333	(123,688)
Total expenditures	1,031,430	1,205,634	(174,204)	5,497,091	6,028,170	(531,079)
Revenue over (under) expenditures	236,999	100,292	136,707	1,062,991	501,459	561,532
Other financing sources (uses)						
Transfers in	-	-	-	-	-	-
Transfers out	(861,280)	(100,292)	(760,988)	(2,064,780)	(501,458)	(1,563,322)
Total other financing sources (uses)	(861,280)	(100,292)	(760,988)	(2,064,780)	(501,458)	(1,563,322)
Net change in fund balances	(624,281)	(0)	(624,281)	(1,001,789)	1	(1,001,790)
Fund balance, beginning of year	4,876,558	4,876,558	-	4,876,558	4,876,558	-
Fund balance, end of year	\$ 4,252,277	\$ 4,876,558	\$ (624,281)	\$ 3,874,769	\$ 4,876,559	\$ (1,001,790)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2016 through November 30, 2016

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
Revenues				
Property taxes, net	\$ 6,187,500	\$ -	\$ -	\$ 6,187,500
State aid	37,500	-	-	37,500
State penal fines	93,750	-	-	93,750
Interest income	(30,883)	-	(12,736)	(43,619)
Copier revenue	10,377	-	-	10,377
Grants and memorials	121,756	-	14,650	136,406
Library fines, fees and other	125,245	-	-	125,245
Non-resident fees	7,492	-	-	7,492
Rental revenue	7,345	-	-	7,345
Total revenues	6,560,082	-	1,914	6,561,996
Expenditures				
Current:				
Personnel:				
Salaries and wages	2,396,558	-	-	2,396,558
Employee benefits	656,498	-	-	656,498
Employment taxes	177,968	-	-	177,968
Purchased services:				
Custodial services	58,968	-	-	58,968
Accounting/Audit	13,157	-	-	13,157
Legal	13,526	-	-	13,526
Professional services	103,809	-	-	103,809
Utilities	185,962	-	-	185,962
Property insurance	38,385	-	-	38,385
Communications	75,685	-	-	75,685
Materials	881,369	-	-	881,369
Software Licenses/Maint	85,801	-	-	85,801
Computer hardware	25,533	-	-	25,533
Building rental	182,726	-	-	182,726
Seminars, conferences and travel	11,046	-	-	11,046
Copier Expense	5,635	-	-	5,635
Library programming	141,812	-	-	141,812
Grant and memorial expenditures	30,767	-	-	30,767
Operating supplies	201,329	147,193	-	348,522
Repairs and maintenance	105,657	-	-	105,657
Postage	10,088	-	-	10,088
Other Operating Expenditures	10,167	-	-	10,167
Capital outlay/maintenance expense	84,645	868,122	-	952,767
Total expenditures	5,497,091	1,015,315	-	6,512,406
Revenue over (under) expenditures	1,062,991	(1,015,315)	1,914	49,590
Other financing sources (uses)				
Transfers in	-	2,064,780	-	2,064,780
Transfers out	(2,064,780)	-	-	(2,064,780)
Total other financing sources (uses)	(2,064,780)	2,064,780	-	-
Change in fund balance	(1,001,789)	1,049,465	1,914	49,590
Fund balance, beginning of year	4,876,558	752,585	463,400	6,092,543
Fund balance, end of year	\$ 3,874,769	\$ 1,802,050	\$ 465,314	\$ 6,142,133

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

November 30, 2016

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 7,159,858	\$ 1,802,050	\$ 465,314	\$ 9,427,222
Investments	4,516,801	-	-	4,516,801
Due from other governmental units	155,595	-	-	155,595
Prepaid items	153,343	-	-	153,343
Total assets	<u>11,985,597</u>	<u>1,802,050</u>	<u>465,314</u>	<u>14,252,961</u>
Liabilities				
Accounts payable	205,616	-	-	205,616
Accrued payroll and benefits	(18,593)	-	-	(18,593)
Total liabilities	<u>187,023</u>	<u>-</u>	<u>-</u>	<u>187,023</u>
Deferred Outflows				
Unavailable Property Tax Revenue	7,923,805	-	-	7,923,805
Fund balances				
Nonspendable:				
Prepaid items	153,343	-	-	153,343
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	115,314	115,314
Committed for capital projects	-	1,802,050	-	1,802,050
Encumbered	452,147	-	-	452,147
Unassigned	3,269,279	-	-	3,269,279
Total fund balances	<u>3,874,769</u>	<u>1,802,050</u>	<u>465,314</u>	<u>6,142,133</u>
Total liabilities and fund balances	<u>\$ 11,985,597</u>	<u>\$ 1,802,050</u>	<u>\$ 465,314</u>	<u>\$ 14,252,961</u>

Director's Report
January 2017

Upcoming Events, and Issues of Interest

In the spirit of democracy and equal access for all, the AADL has historically invited the public to view the US Presidential Inaugural Ceremony and televised events in the Downtown Board Room. We will continue this tradition on Friday, January 20, 2017 for the inauguration of Donald J. Trump as the 45th President of the United States of America.

The MI legislature passed legislation signed into law this month by Governor Rick Snyder. SB 619-624 now PA 505-510 changes how tax captures referred to as TIF, or tax increment financing, can be applied to library millages. Currently, there are two TIF captures on the AADL millage, and one Corridor Improvement TIF. The AADL opted into the Corridor Improvement capture with Pittsfield Township. AADL is not able to opt out of the Ann Arbor Downtown Development Authority TIF, and the Scio Township DDA returns to the AADL 50% of the unspent capture each year per the original TIF legislation.

MTV Podcast Producer James T. Green interviewed Josie Parker this month about the evolution of libraries and AADL's practice of lending out way more than books. The episode is live as 'The Stakes': Will Magic Save 2017

<http://www.mtv.com/news/2969178/the-stakes-will-magic-save-2017/>

AADL Projects and Initiatives Underway

1. Downtown library restroom rehabilitation work has been bid and a resolution approving the work will be before the Board in January. This will be a very disruptive project because there are so few public restrooms in the building for its size and use. The contractor is O'Neal Construction and Cornerstone Design is the architectural firm for the project.
2. The AADL Annual Report for 2016 is being written and designed and will be delivered electronically within the next month.
3. After a site visit this fall, the Raspberry Pi foundation, nonprofit makers of small, extremely inexpensive computers, selected AADL's Secret Lab as a partner location to host their summer Picademy Teacher Training program. The week after Art Fair, AADL will host two 2-day workshops for 40 educators to learn about project-based learning and digital making with the Raspberry Pi. At the end of the workshop, participants become Raspberry Pi Certified Educators. The workshop is free for participants. The Raspberry Pi Foundation also visited Cleveland and Chicago before deciding on AADL as their partner.

Director's Report January 2017

4. Planned re-carpeting of the Pittsfield Branch will occur this spring. The project was delayed for the Westgate project. It was determined that two branches could not be simultaneously closed for an extended time.
5. The assistive technology lab will be relocated this year to another location on the 2nd Floor Downtown. The former space will be used for security staff on the 2nd Floor. This move will allow us more space and better access for our patrons of the WLBDP and will allow us to locate security staff nearer to that area of the library where we experience most of our incidents at the Downtown Library resulting in calls to the AAPD and EMS.
6. Below is a recent list of requests of interest for materials from the AADL archives:
 - a. Michelle Johnson, Research Historian, History Associates Incorporated, on behalf of the World War II Museum for use in an exhibit.
 - b. Lori Dick, UM Museum of Natural History for use in an exhibit.
 - c. Anna Lysiuk, photo editor for "Osnovy" Publishing House in Kyiv, Ukraine, seeking permission to publish an Ann Arbor News photo of Vladimir Horowitz in a book.
 - d. Ronald Gamble, of the University of Alabama, for use on a website, for educational purposes.

Projects and Initiatives Under Consideration

1. The AADL, led by our Outreach and Neighborhood Services Department which oversees the WLBDP, has begun working with disability advocacy groups in our area including the Center for Independent Living, the AA Commission on Disability Issues, the Lions Club, and representatives from disability concerns offices of UM, EMU, WCC and the WISD to consider how best to approach offering public assistive technology services in an ever evolving landscape of software and device implementations. The group met at Westgate branch, and will continue to communicate via email over the next few months with the intention of meeting again at Westgate in the spring.
2. AADL will be working with the AAPS through the office of the AAPS District Library Department Chair for Secondary Education and the Media Specialist at Pathways on a project to offer virtual library cards to high school students by the start of the 2017/18 school year.

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

Director's Report
January 2017

Patron:

I was reading this article:

<<https://www.theguardian.com/books/2017/jan/06/florida-librarians-accused-of-creating-fake-borrowers-to-save-stock>> and I wondered. Does the AADL use automated book-culling software? D. Newman

No. We do not.

Thank you for the prompt reply AND the good decision about managing the collection. Thanks again.

My pleasure. We use data from our ILS system, but librarians manage the collections directly based on data and other factors.

Thanks for asking.

I just want you all to know how much I appreciate the AADL. I love to read, but was in a high stress job- and I had little time. I'm semi-retired now and have lots of time! It's filled with wonderful books that I order on line, you pull them for me, I breeze in and pick them up! And I have the option of Traverwood (near work) or Westgate (near home)...or any branch I feel like visiting!

It being the end of the year, "The Best Books" lists are being published. I write down the ones I haven't read and add them to my wish list (otherwise I'll forget the titles!)

The new Westgate branch is BEAUTIFUL.

I'm just so pleased that I live in Ann Arbor and I have this wonderful resource. Happy Holidays to all of you.

Thank you so very much for this kind and lovely note to all of us at AADL! I will make sure the entire staff sees this note.

We hope that you have a lovely holiday, and that you can spend all the time you want reading a book.

My dog ate my library book, so I won't be able to return it. How can I report a book destroyed and pay the replacement cost?

Thank you for contacting us about this. The cost of the book, \$19.95, has been added to your account. You can pay at any of our circulation desks or through your online account.

DISCUSSION OF BOARD MEETING DATES FOR 2017 CALENDAR YEAR

I. Statement:

Per AADL Board By-Laws, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. The annual meeting is held in January.

II. Background:

During the 2016 calendar year the Board made the following date changes:

Board meetings cancelled: November 14, 2016

Board meeting dates changed: None

Special meetings called: January 5, 2016; March 24, 2016-Board Retreat; April 2, 2016; November 14, 2016 (called after 11/14/16 regular meeting was cancelled)

III. Options:

2017

The Board can decide to continue to meet on the third Monday of each month. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet.

Board Retreats

Generally the Board holds one retreat within the first quarter of a new calendar year.

The Board can choose to have a Regular Meeting or a Retreat and/or both.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.

IV. Recommendations:

Meeting dates for calendar year 2017 are recommended by Administration for the third Monday of the month with the exception of November. Meetings are generally scheduled to begin at 7:00 p.m.

Administration recommends adopting the following calendar:

Monday, **February 20, 2017**
Monday, **March 20, 2017**
Monday, **April 17, 2017**
Monday, **May 15, 2017**
Monday, **June 19, 2017**
Monday, **July 17, 2017**
Monday, **August 21, 2017**
Monday, **September 18, 2017**
Monday, **October 16, 2017**
Monday, **November 13, 2017**
Monday, **December 18, 2017**
Tuesday, **January 16, 2018**

V. General Information:

2017 Library related conferences:

January 20-24, 2017—ALA Midwinter Meeting, Atlanta, GA
June 22-27, 2017—ALA Annual Conference, Chicago, IL
Usually held in October—Michigan Library Association Annual Conference, MI
February 9-13, 2018—ALA Midwinter Meeting, Denver, CO



**ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED 2017 MEETING SCHEDULE**

TUESDAY, JANUARY 17, 2017
MONDAY, FEBRUARY 20, 2017
MONDAY, MARCH 20, 2017
MONDAY, APRIL 17, 2017
MONDAY, MAY 15, 2017
MONDAY, JUNE 19, 2017
MONDAY, JULY 17, 2017
MONDAY, AUGUST 21, 2017
MONDAY, SEPTEMBER 18, 2017
MONDAY, OCTOBER 16, 2017
MONDAY, NOVEMBER 13, 2017
MONDAY, DECEMBER 18, 2017
TUESDAY, JANUARY 16, 2018

All Regular Meetings occur in the 4th Floor Board Room of the Downtown Library, 343 South Fifth Avenue, Ann Arbor unless otherwise noted. Meetings generally begin at 7:00 p.m. Please verify meeting date and time by calling 734.327.8311 or visiting our website at www.aadl.org/aboutus/board.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act. Such changes and additions will be posted at the Ann Arbor District Library, 343 South Fifth Avenue, our branch locations, our website www.aadl.org/aboutus/board, and other locations as appropriate.

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 and services should write the Ann Arbor District Library Board at Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, MI 48104, email wilsonk@aadl.org or call 734.327.8311.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-017**

**RESOLUTION RATIFYING BANKING AGREEMENTS WITH AUTHORIZED
FINANCIAL INSTITUTIONS**

Minutes of the annual 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 17th day of January, at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Bank of Ann Arbor and Old National Bank are designated as depositories for the funds of the Ann Arbor District Library and to provide other financial accommodations indicated in this resolution.
- 2.) That the Board hereby ratifies the establishment of the account with the Bank of Ann Arbor per agreement dated November 26, 2001, and currently known as the Ann Arbor District Library Building Reserve Fund, #19-1012.
- 3.) That this resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by either Financial Institution. Any and all prior resolutions adopted by the Ann Arbor District Library and certified by either Financial Institution as governing the operation of the Library's account(s), are in full force and effect, until either Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- 4.) That the signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Ann Arbor District Library. Any Agent, so long as they act in a representative capacity as an Agent of the Ann Arbor District Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers, from time to time with either Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

- 5.) All transactions, if any, with respect to any deposits, transfers, withdrawals, rediscounts and borrowings by or on behalf of the Ann Arbor District Library with either Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- 6.) The Ann Arbor District Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Ann Arbor District Library authorizes either Financial Institution, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on either Financial Institution, so long as they contain the required number of signatures for this purpose.
- 7.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- 8.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent(s) named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each Agent to have custody of the Library’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- 9.) That the Board hereby designates the following individuals as duly authorized Agents for the Ann Arbor District Library and gives these individuals the authority to direct Bank of Ann Arbor or Old National Bank via emails, telephone conversations, in writing and/or any other form necessary regarding deposits, transfers and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust) or Old National Bank, and to conduct any other business as deemed necessary and, further grants Bank of Ann Arbor or Old National Bank, Agent, the authority to follow without question the direction of the following named individuals: Josie Parker, Director, Eli Neiburger, Deputy Director and _____ AADL Board Treasurer.

- 10.) That the elected Ann Arbor District Library Board Secretary has the authority to certify this resolution.
- 11.) 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.

Board Secretary



Maner Costerisan PC
2425 E. Grand River Ave.
Suite 1
Lansing, MI 48912-3291
T: 517 323 7500
F: 517 323 6346
www.manercpa.com

November 17, 2016

Ms. Josie Parker, Director
Ann Arbor District Library
343 South Fifth Avenue
Ann Arbor, MI 48104

This letter is to confirm our understanding of the terms and objectives of accounting and financial management engagement and the nature and limitations of the services we will provide.

We will perform the following basic accounting services:

- a. Recording of payroll entries on a monthly basis. Payroll is processed through Human Resources utilizing Paycor payroll service. We will review the reports and reconcile to the general ledger.
- b. Work with the A/P clerk to ensure proper expense account coding.
- c. Maintenance of the general ledger and transaction journals.
- d. Maintenance of vendor and customer files.
- e. Maintenance of fixed assets, intangibles, debt and capital transaction records

We will prepare the following monthly financial statements of Ann Arbor District Library

- a. Balance Sheet
- b. Statement of Revenues, Expenditures and Changes in Fund Balance
- c. Statement of Revenues, Expenditures and Changes in Fund Balance – Budget to Actual (if applicable).

We will provide the following management strategic and executive consulting

- a. We will process necessary transactions to ensure timely and accurate monthly closings.
- b. We will re-establish the proper processes and controls and work with staff to ensure compliance.
- c. We will help direct staff to maximize workflow efficiency while following proper internal controls.
- d. We will work with leadership to manage the two major capital projects and maintain proper reporting and budget tracking.
- e. We will support leadership with annual budget creation and maintenance.
- f. We will be available to present, or support the monthly financial statement presentation, at your regular board meetings and/or finance meetings.

You are responsible for:

- a. Coding and approving disbursements based on documented procedures
- b. Devoting time to working with us as needed
- c. Making candid representations about the Company plans and expectations
- d. Prioritizing the sequence of projects needed to pursue, if necessary
- e. Preventing and detecting fraud.
- f. Identifying and ensuring that the company complies with the laws and regulations applicable to its activities.
- g. Making all financial records and related information available to us and for the accuracy and completeness of that information.

All services will be under the direction of James McNeeley.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our procedures, indicating that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred.

We understand Ann Arbor District Library activities and requirements continue to evolve and we will work with the Organization to ensure all needs are met in a timely fashion.

You are responsible for the safeguarding of assets, for the proper recording of transactions in the books of accounts, for the substantial accuracy of the financial records, and the full and accurate disclosure to us of all relevant facts affecting the return(s). You also have final responsibility for the tax return and, therefore, the appropriate company officials should review the return carefully before an authorized officer signs and file it.

If, during our work, we discover information that affects prior-year information, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year information. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to assist in adjusting information and/or returns as a separate engagement.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-018**

**RESOLUTION TO AUTHORIZE THE DIRECTOR TO CONTINUE THE
CONTRACT WITH MANER COSTERISAN**

Minutes of the annual 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 17th day of January, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize the Director to extend contracted financial services with Maner Costerisan until a Financial Officer has been hired.
- 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.

Board Secretary



CONCEPTUAL COST ESTIMATE							
Project name & location:		AADL Bathroom Renovations - PHASE 1					
Bldg size & description:		551 SF					
Estimate date & estimator:		1/6/17 - BF/MG Drawings: Cornerstone dated 12-20-16					
<--- Cost Breakdown --->							
Code:	Category Name:	Pricing Source:	Quantity	Unit x	Unit Cost =	Total	Remarks
00000	Design Services	None	0		0.00	\$0	Not in construction contract
01-000 GENERAL REQUIREMENTS							
01000	General Requirements	O'Neal Const	1.00	LS	30,476	30,476	
02-000 SITE CONSTRUCTION							
02-225	Selective Interior Demo	OCI Budget	160	HRS	60.00	9,600	
04-000 MASONRY							
04-410	Quartz Countertops	OCI Budget	34	SF	120.00	4,080	
06-000 WOOD & PLASTICS							
06-410	Millwork	OCI Budget	17	LF	190.00	3,230	
07-000 THERMAL & MOISTURE PROTECTION							
07-900	Joint Sealants	Allowance	1	LS	1,500.00	1,500	
08-000 DOORS & WINDOWS							
08-100	Doors/Frames/Hardware	Assume None Required	-	-	-	-	
08-305	Access Panels	OCI Budget	4	EA	250.00	1,000	2 shown on drawings
09-000 FINISHES							
09-250	Gypsum Board Assemblies		-	-	-	-	
	interior partitions	OCI Budget	1,370	SF	8.00	10,960	
	drywall ceilings	OCI Budget	486	SF	8.00	3,888	
	drywall patching	Allowance	1	LS	1,500.00	1,500	
09-300	Ceramic Tile		-	-	-	-	
	floor tile	OCI Budget	496	SF	13.00	6,448	
	wall tile	OCI Budget	1,490	SF	13.00	19,370	
09-681	Floor Prep	Allowance	1	LS	1,500.00	1,500	
09-682	Moisture Mitigation	OCI Budget	551	SF	5.00	2,755	
09-910	Painting		-	-	-	-	
	interior partitions	OCI Budget	1,370	SF	1.50	2,055	
	drywall ceilings	OCI Budget	486	SF	1.50	729	
10-000 SPECIALTIES							
10-155	Toilet Compartments	OCI Budget	5	STALLS	600.00	3,000	Stainless steel
10-440	Interior Signage	Allowance	1	LS	500.00	500	
10-802	Baby Changing Stations	OCI Budget	2	EA	500.00	1,000	
10-800	Toilet Accessories	OCI Budget	6	SETS	500.00	3,000	
10-801	Hand Dryers	OCI Budget	4	EA	200.00	800	Install only, supply by owner
13-000 SPECIAL CONSTRUCTION							
13-900	Fire Suppression	Allowance	1	LS	3,500.00	3,500	Re-work existing system
15-000 MECHANICAL							
15-400	Plumbing	OCI Budget	14	FIXT	2,500.00	35,000	Includes complete install
15-700	HVAC Systems	Allowance	1	LS	5,000.00	5,000	
16-000 ELECTRICAL							
16-100	Electrical	Current Electric Budget	1	LS	6,500.00	6,500	
16-100	relocate existing electrical panel	Current Electric Budget	1	LS	3,800.00	3,800	
16-100	electrical engineering	Current Electric Budget	1	LS	3,000.00	3,000	
16-100	2" emt sleeve from basement to 2nd floor	Current Electric Budget	1	LS	2,400.00	2,400	
Sub-Total						166,591	
Permit ALLOWANCE:			1	LS	2,124	2,124	For A2 jobs over \$100k
OCI Fee: %			10.00	%	168,715	16,871	
Construction Contingency:			13.00	%	185,586	24,126	
TOTAL ESTIMATED COST:						\$209,713	

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-019**

**RESOLUTION FOR DOWNTOWN LIBRARY RESTROOM REHABILITATION
CONSTRUCTION PROJECT**

Minutes of the annual 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 17th day of January, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To approve the construction budget of \$209,713.00 provided by O’Neal Construction Inc. for the Downtown Library restroom rehabilitation construction project.
- 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.

Board Secretary

PROPOSAL


**LIBRARY
DESIGN
ASSOCIATES
INC.**

 1149 South Main Street
 Plymouth, Michigan 48170-2213

 Telephone: (734) 459-5000
 Telefax: (734) 459-6971

 Date 11/08/16
 Proposal No. P-23836
 Page 1

To

 Ann Arbor District Library
 Attn: Len Lemorie, Facilities Manager
 343 S. Fifth Avenue
 Ann Arbor MI 48104

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	Mohawk or TBD	<p>In accord with our recent site visit at the Pittsfield Branch, I am pleased to submit the following planning budget for your review. Please note that all pricing is budgetary for planning pending final selections and details. I have included both carpet tile and Powerbond for comparison, as requested.</p> <p>I would like to get additional information regarding temperature of the concrete floor to make sure there are no issues with the adhesives used. Typically carpet adhesive is okay up to 90-95 degrees.</p> <p>New carpet tiles for the Pittsfield Branch public areas. Final selection similar to existing pattern and color. Includes cove base, transitions (I have samples to show you), labor to install new carpet including re-prep and skim coat floor prep, remove and recycle existing carpet. Includes 5% attic stock for future use. Also includes furniture, shelving, and collections moving for all areas receiving carpet tile. All of the freestanding shelving will be stack moved and all moving will be coordinated and synchronized with the carpeting replacement process to minimize down time to the Library.</p>	51,800.00	51,800.00
2	1	Mohawk or TBD	<p>ALTERNATE: New carpet tile for Program Room. (LDA cost for handling folding tables and chairs in this room, if required is \$238.00.)</p>	7,900.00	7,900.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.
 Payment terms, net 30 days from date of invoice

Accepted by/Title/Date

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-020**

**RESOLUTION TO AWARD CONTRACT TO RE-CARPET THE PITTSFIELD
BRANCH LIBRARY**

Minutes of the annual 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 17th day of January, 2017 at 7:00 p.m.

PRESENT:
ABSENT:

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

THE BOARD RESOLVES:

- 1.) To award the contract for re-carpeting the Pittsfield Branch Library to Library Design Associates, Inc. for the amount of \$51,800.00.
- 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.

Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2017 OFFICERS

President
Vice President
Treasurer
Secretary

ADMINISTRATION

Josie Parker Director
Eli Neiburger 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