



Regular Meeting Agenda

Monday, April 17, 2017

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April 2017

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16 Closed Holiday	17 AADL Board Mtg	18	19	20	21	22
23 30	24	25	26	27	28	29

May 2017

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

June 2017

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

MEMORANDUM

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, April 17, 2017 at 6:00 p.m.
Ann Arbor District Library, 4th Floor Board Room
343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-058 I. CALL TO ORDER
- 17-059 II. ATTENDANCE
- 17-060 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 17-061 IV. RECONVENE REGULAR MEETING AT 7:00PM
- 17-062 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 17-063 VI. CONSENT AGENDA
(Item of action)
- CA-1 Approval of Minutes of March 20, 2017 (pp. 3-10)
- CA-2 Approval of March 2017 Disbursements (pp. 11-14)
- 17-064 VII. CITIZENS' COMMENTS
- 17-065 VIII. FINANCIAL REPORTS (pp. 15-19)
- 17-066 IX. COMMITTEE REPORTS
- 17-067 A. BUDGET AND FINANCE COMMITTEE
- 17-068 B. DIRECTOR'S EVALUATION COMMITTEE
- 17-069 X. DIRECTOR'S REPORT (pp. 20-25)
Josie B. Parker, Director
- 17-070 XI. OLD BUSINESS

- 16-201 A. UPDATE ON TRAVERWOOD BRANCH LIBRARY CAPITAL PROJECT
Len Lemorie, Facilities Manager
- 17-019 B. UPDATE ON DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
Len Lemorie, Facilities Manager
- 17-071 XII. NEW BUSINESS
- 17-072 A. DISCUSSION OF PROPOSED 2017-2018 BUDGET (pp. 26-28)
(Item of discussion)
- 17-073 B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 29-36)
(Item of discussion)
- 17-074 C. RESOLUTION TO PROVIDE A LIVE INTERNET VIDEO STREAM OF AADL BOARD MEETINGS (p. 37)
(Item of action)
- 17-075 D. VOTE FOR CLOSED SESSION AT THE MAY 15, 2017 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 17-076 XIII. CITIZENS' COMMENTS
- 17-077 XIV. 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, MARCH 20, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

- 17-039 I. CALL TO ORDER
- President Vander Broek called the meeting to order 6:00 p.m.
- 17-040 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 17-041 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 17-042 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Vander Broek reconvened the meeting at 7:05 p.m.
- 17-043 V. RECOGNITION OF DR. A.W. CHASE'S BIRTHDAY
- Secretary Surovell brought to the Board's attention that today is the bi-centennial birthday of Dr. Alvin Wood Chase. He noted that Dr. Chase was a prolific self-publisher and shared several of Chase's publications from his private library along with historical details regarding Dr. Chase's life.
- 17-044 VI. APPROVAL OF AGENDA
 (Item of action)
- Trustee Barney Newman, supported by Secretary Surovell, moved to approve the agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek
 NAYS: None
- Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

- 17-045 VII. CONSENT AGENDA
 (Item of action)
 CA-1 Approval of Minutes of February 20, 2017
- CA-2 Approval of February 2017 Disbursements
- Treasurer Leija, supported by Trustee Sherman, moved to remove the Minutes of February 20, 2017 from the Consent Agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song,
 Surovell, Vander Broek
- NAYS: None
- Motion passed 7-0.
- Treasurer Leija, supported by Trustee Sherman, moved to approve the consent agenda as amended.
- AYES: Green, Leija, Barney Newman, Sherman, Song,
 Surovell, Vander Broek
- NAYS: None
- Motion passed 7-0.
- 17-046 VIII. APPROVAL OF MINUTES OF FEBRUARY 20, 2017
 (Item of action)
- Treasurer Leija proposed amendment to the minutes of the February 20, 2017 meeting, section 17-036 by correcting the statement that the Executive Committee “was unable to meet to outline a process for the” to read “met but did not resolve the issue of a new process for the” Director’s evaluation and will therefore use the existing process.
- Secretary Surovell, supported by Treasurer Leija, moved to approve the minutes as amended.
- AYES: Green, Leija, Barney Newman, Sherman, Song,
 Surovell, Vander Broek
- NAYS: None
- Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

17-047 IX. CITIZENS' COMMENTS

Dave Diephuis

I live in Ann Arbor Michigan on South State Street. Thank you for the opportunity for speaking. It's interesting you amended the minutes because when I was looking at the minutes this afternoon and that was one thing that bothered me was the fact the executive committee had met and had not come up with a more robust process for the executive director evaluation. My perception and perhaps my perception is wrong that Director Parker does a self-evaluation submits it to you and then you make your comments on. That seems a little bit of a disservice to both Director Parker and to the community. The community kind of expects at least I expect that you'd have some collaborative goal setting that is both measurable and specific and were not seeing that. I hope as you move forward you will address that. Some of you may think that you set a strategic plan, those are goals and yes that is a very good high level document but it doesn't really have any specific targets or actions when you talk about you know, we want more adult programming. Well how much more adult programming, you're saying 10%, 20%? When we talk about we want alternative funding sources, do we want to build to a \$10 million endowment, do we want to get \$500,000 a year. These are things that I hope you will work on and that I think the community expects. And on a different issue I just would talk about transparency. You guys are doing a pretty good job on your minutes and newsletter and things like that. I would still love to see this meeting broadcast. Almost all meetings in this community important and otherwise are available for viewing. This is virtually the only one that isn't. And also I don't know if you changed your policy but committee meetings are not posted where they are and they don't seem to be available to the public. Again most committee meetings in Ann Arbor are available to the public to attend. I doubt that you would get many people coming to your committee meetings but at least they should be available. That's my comment for this evening.

Henry Herskovitz

I'm Henry Herskovitz and I am from Turtle Creek Pennsylvania, but I'm not sure if that is what you meant by where I am from. I am here tonight to address an issue that I find rather disturbing.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

The AADL has used its resources including my tax dollars to place an ad in a magazine that supports an apartheid foreign government. Referring to page fifteen of this month's issue of the Washtenaw Jewish News, there are two points I would like to make. First that this newspaper in addition to printing articles about development to the Jewish community also contains articles on the support of the State of Israel. In this issue there are articles discussing the Michigan Israel Business Group, prominent men and women who have studied in Israel and articles that encourage and pay for Jewish teens to travel to Israel. Indeed this ad from the March edition last year acknowledges the ties between Israel and Ann Arbor Jews. This lady is telling us that Israel exists in the marrow of Jews in this community. Secondly to support our claim that Israel is an apartheid state I printed for each of you the executive summary of a paper authored by Richard Falk and Virginia Tilley from the United Nations Economic and Social Mission for Western Asia. I would like to read its opening paragraph: "This report concludes that Israel has established an apartheid regime that dominates the Palestinian people as a whole. Aware of the seriousness of this allegation the authors of the report conclude that available evidence establishes beyond a reasonable doubt that Israel is guilty of policies and practices that constitute the crime of apartheid as legally defined in instruments of international law." So as a member of the AADL, as a tax paying supporter of the Library I ask that we cease purchasing ads in a paper that openly supports apartheid. Now when I got here tonight Josie told me that when she told me I had two minutes to speak that I have three minutes to speak so I would like to address some of you who may have been following this issue as closely as I do. These people know this report was removed from the United Nations website two days after its insertion and the woman who was the Undersecretary General for the organization even though she had only two weeks left on her contract she stepped down. And I think what she said was very telling. She said quote "We expected of course that Israel and its allies would put huge pressure on the Secretary General of the UN so that he would disavow the report and has." But she said "I cannot withdraw yet another well researched, well documented UN work on grave violations of human rights." So I think that we need to, in spite of the fact that yes legally, technically the report isn't there, physically it's in your hands and that's the executive summary that you have, if you want the full report, seventy-five page report I do

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

have a cached copy of it. That's available to all of you. Thank you very much.

17-048 X. FINANCIAL REPORTS

Cindy Richmond presented the February 2017 financials in the Board Packet. Ms. Richmond stated the number of variances has decreased as she has been working with staff to ensure expenses are in their appropriate accounts.

17-049 XI. COMMITTEE REPORTS

17-050 A. BUDGET AND FINANCE COMMITTEE

Treasurer Leija reported that the Budget and Finance Committee met on March 10th and received an update on Westgate operating costs and a seven year forecast for capital building maintenance expenses. The committee will review a draft of the 2017-2018 budget at their next meeting.

Director Parker reported that interviews for the Finance Manager position have begun. The Accounts Payable position has been reposted.

17-051 B. DIRECTOR'S EVALUATION COMMITTEE

President Vander Broek reported the Board met with Director Parker in closed session to begin her evaluation. The Board is using the old evaluation process this year. The committee is working on creating a new evaluation process for next year's evaluation.

17-052 XII. DIRECTOR'S REPORT

Josie B. Parker, Director

In addition to the written report in the Board packet, Director Parker highlighted:

Several thank you cards received were created with items from the tools collection.

The African American Cultural and Historical Museum of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

Washtenaw County Living History exhibit opening is scheduled at the Malletts Creek Branch Library on Sunday, March 26th.

All AADL locations served as warming centers during the recent wind storm power outage.

“Need Pruning Shears or a Ukulele? Try the Public Library” article appeared in the *Wall Street Journal* this past weekend. AADL staff was interviewed for this article.

Director Parker served on a panel at the UM School of Information’s QuasiCon Conference discussing the topic “Democratizing Access to Professional Preparation for Librarians.” The Downtown Library restroom rehabilitation project has begun.

The 2015-2016 annual report was emailed to almost 90,000 email addresses.

Construction will begin on the Traverwood retaining wall once the frost laws are lifted.

Traverwood Branch will be closed April 17th through April 19th for routine maintenance on the wooden floors. Pittsfield Branch will be closed May 15th through May 22nd for re-carpeting.

The Assistive Technology Lab will be moved to a different location on the second floor of the Downtown Library allowing for relocation of a security station to the labs former location.

Trustee Barney Newman left the meeting at 7:56 p.m.

Requests from Old News and a number of tweets received were shown.

17-053 XIII. OLD BUSINESS

16-201 A. UPDATE ON TRAVERWOOD BRANCH LIBRARY
CAPITAL PROJECT

Len Lemorie, Facilities Manager

Facilities Manger Lemorie reported that permits for the Traverwood project have been received and construction work is waiting on the

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

anticipated date of April 17th for lifting of the frost laws.

- 17-019 B. UPDATE ON DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
 Len Lemorie, Facilities Manager

Facilities Manger Lemorie reported that a dust wall has been created around the construction project area and demolition begins this week.

- 16-154 C. UPDATE ON EMAIL MARKETING EFFORTS
 Eli Neiburger, Deputy Director

Deputy Director Neiburger reviewed statistical information regarding the recent emailed 2015-2016 annual report.

The infrastructure for a weekly AADL newsletter, with adaptation for mobile use is under construction. Statistical and analytical information will be amassed and reviewed from this marketing effort.

- 16-154 D. UPDATE ON NEW WEBSITE
 Eli Neiburger, Deputy Director

Deputy Director Neiburger provided background information on the current website along with technical enhancements that are planned for the new website. The earliest planned launch date is Labor Day 2017. Patrons will be notified well in advance of the change. Administration and the Board discussed various ways to ensure patron notification and the Board requested a communication plan outlining actions to be taken to ensure this process.

Deputy Director Neiburger noted that once the new website design is in a testing format it will be brought to the Board to preview.

- 17-054 XIV. NEW BUSINESS

- 17-055 A. VOTE FOR CLOSED SESSION AT THE APRIL 17, 2017 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION
 (Item of action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 20, 2017

Treasurer Leija, supported by Vice President Song, moved to hold a closed session at the April 17, 2017 regular meeting for the Director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

17-056 XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

17-057 XVI. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:41 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 March 20, 2017 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

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2017 3/31/2017
 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
055041	3PLAYMED	3PLAY MEDIA	3/2/2017	CHECK	PMCHK00002025	\$178.63
055042	ADASTR	ADAMS STREET PUBLISHING CO.	3/2/2017	CHECK	PMCHK00002025	\$480.00
055043	ALLENT	ALLIANCE ENTERTAINMENT	3/2/2017	CHECK	PMCHK00002025	\$72.90
055044	AMACORP	AMAZON	3/2/2017	CHECK	PMCHK00002025	\$6,841.39
055045	AMASCH	AMANDA SCHOTT	3/2/2017	CHECK	PMCHK00002025	\$72.05
055046	AMYTAR	AMY TARRANT	3/2/2017	CHECK	PMCHK00002025	\$150.00
055047	ANNARB	ANN ARBOR OBSERVER	3/2/2017	CHECK	PMCHK00002025	\$2,429.50
055048	ARBSPR	ARBOR SPRING WATER CO.	3/2/2017	CHECK	PMCHK00002025	\$60.00
055049	BERCOM	W. T. BERESFORD COMPANY	3/2/2017	CHECK	PMCHK00002025	\$91.30
055050	BETBAT	BETH BATTEY	3/2/2017	CHECK	PMCHK00002025	\$540.00
055051	BETJOHN	BETH JOHNSON	3/2/2017	CHECK	PMCHK00002025	\$100.00
055052	BRIAUD	BRILLIANCE PUBLISHING, INC.	3/2/2017	CHECK	PMCHK00002025	\$209.94
055053	BUSCAR	BUSINESS CARD	3/2/2017	CHECK	PMCHK00002025	\$9,414.08
055054	CDW-G	CDW GOVERNMENT, INC.	3/2/2017	CHECK	PMCHK00002025	\$1,080.66
055055	CINCOR	CINTAS CORPORATION	3/2/2017	CHECK	PMCHK00002025	\$443.80
055056	DENOWE	DENISE EUREY-OWENS	3/2/2017	CHECK	PMCHK00002025	\$100.00
055057	DICBLI	BLICK ART MATERIALS	3/2/2017	CHECK	PMCHK00002025	\$221.49
055058	DTEENE1	DTE ENERGY	3/2/2017	CHECK	PMCHK00002025	\$10,198.07
055059	ELLLIV	ELLEN LIVINGSTON	3/2/2017	CHECK	PMCHK00002025	\$125.00
055060	ERIGAL	ERIC GALLIPPO	3/2/2017	CHECK	PMCHK00002025	\$100.00
055061	BTAMEX	AMERICAN EXPRESS	3/2/2017	CHECK	PMCHK00002025	\$16,633.31
055062	MIDTAP	MIDWEST TAPE	3/2/2017	CHECK	PMCHK00002025	\$5,173.71
055063	FRISWA	FRITZ SWANSON	3/2/2017	CHECK	PMCHK00002025	\$100.00
055064	HAPPYFUZ	HAPPY FUZZY YARN	3/2/2017	CHECK	PMCHK00002025	\$253.50
055116	JENMCK	JENN MCKEE	3/2/2017	CHECK	PMCHK00002026	\$100.00
055117	KOLAMI	KOL AMI	3/2/2017	CHECK	PMCHK00002026	\$1,384.79
055118	MANCOS	MANER COSTERISAN	3/2/2017	CHECK	PMCHK00002026	\$19,500.00
055119	MATRIX	MATRIX TRUST CO AttnTPA000320	3/2/2017	CHECK	PMCHK00002026	\$18,976.68
055120	NETTIS	Jeanette Tiso	3/2/2017	CHECK	PMCHK00002026	\$100.00
055121	NICRAY	NICOLE RAY	3/2/2017	CHECK	PMCHK00002026	\$1,000.00
055122	NUWAVE	NUWAVE AQUARIUMS	3/2/2017	CHECK	PMCHK00002026	\$140.34
055123	OFFDEP	OFFICE DEPOT, INC.	3/2/2017	CHECK	PMCHK00002026	\$1,408.37
055124	OXFPRO	2725-2805 ASSOCIATES, LLC	3/2/2017	CHECK	PMCHK00002026	\$8,859.56
055125	RAEHOE	RAE HOEKSTRA	3/2/2017	CHECK	PMCHK00002026	\$100.00
055126	RAILAG	RAINA LAGRAN	3/2/2017	CHECK	PMCHK00002026	\$100.00
055127	RANHO	PENGUIN RANDOM HOUSE, LLC	3/2/2017	CHECK	PMCHK00002026	\$202.50
055128	RECBOO	RECORDED BOOKS, INC.	3/2/2017	CHECK	PMCHK00002026	\$739.02
055129	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	3/2/2017	CHECK	PMCHK00002026	\$18,343.00
055130	SCHLIB	SCHOLASTIC INC.	3/2/2017	CHECK	PMCHK00002026	\$456.30
055131	SCHSO	SCHEDULE SOURCE, INC	3/2/2017	CHECK	PMCHK00002026	\$1,025.00
055132	SME	SME	3/2/2017	CHECK	PMCHK00002026	\$1,235.00
055133	STAMIC4	STATE OF MICHIGAN	3/2/2017	CHECK	PMCHK00002026	\$320.00
055134	SWESOU	SWEETWATER SOUND INC.	3/2/2017	CHECK	PMCHK00002026	\$599.98
055135	TDSMET	TDS METROCOM	3/2/2017	CHECK	PMCHK00002026	\$7,376.53
055136	THOGAL	GALE/CENGAGE LEARNING, INC	3/2/2017	CHECK	PMCHK00002026	\$182.33
055137	ULINE	ULINE, INC.	3/2/2017	CHECK	PMCHK00002026	\$347.10
055138	UNIPAR	UNITED PARCEL SERVICE	3/2/2017	CHECK	PMCHK00002026	\$71.61
055139	VERWIRC	VERIZON WIRELESS	3/2/2017	CHECK	PMCHK00002026	\$2,141.26
055140	WALTOW	WALL STREET TOWING, INC.	3/2/2017	CHECK	PMCHK00002026	\$77.00
055141	WAYSTAP	Wayne State University Press	3/2/2017	CHECK	PMCHK00002026	\$2,325.00
055142	WILTEC	WILTEC TECHNOLOGIES	3/2/2017	CHECK	PMCHK00002026	\$3,548.00
055143	AFSMITH	A.F. SMITH ELECTRIC, INC.	3/9/2017	CHECK	PMCHK00002027	\$1,396.37
055144	ALLENT	ALLIANCE ENTERTAINMENT	3/9/2017	CHECK	PMCHK00002027	\$1,777.29
055145	AMASCH	AMANDA SCHOTT	3/9/2017	CHECK	PMCHK00002027	\$23.87
055146	ANNDRO	ANNE DROZD	3/9/2017	CHECK	PMCHK00002027	\$776.91
055147	B&H	B&H PHOTO-VIDEO	3/9/2017	CHECK	PMCHK00002027	\$499.98

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055148	BETBEC	BETSY BECKERMAN	3/9/2017	CHECK	PMCHK00002027	\$825.00
055149	BETMAN	BETH MANUEL	3/9/2017	CHECK	PMCHK00002027	\$18.10
055150	BREWER	BREWER'S	3/9/2017	CHECK	PMCHK00002027	\$560.87
055151	CDW-G	CDW GOVERNMENT, INC.	3/9/2017	CHECK	PMCHK00002027	\$6,965.00
055152	CINCOR	CINTAS CORPORATION	3/9/2017	CHECK	PMCHK00002027	\$639.94
055153	DEMCO	DEMCO	3/9/2017	CHECK	PMCHK00002027	\$59.49
055154	ELIBOG	ELISE BOGDAN	3/9/2017	CHECK	PMCHK00002027	\$30.24
055155	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/9/2017	CHECK	PMCHK00002027	\$7,525.00
055156	ERIGAL	ERIC GALLIPPO	3/9/2017	CHECK	PMCHK00002027	\$100.00
055157	FOOFIT	FOOTPRINTS FITNESS	3/9/2017	CHECK	PMCHK00002027	\$100.00
055158	GRASCI	GRAPHIC SCIENCES INC	3/9/2017	CHECK	PMCHK00002027	\$467.50
055159	HUGGAL	HUGH GALLAGHER	3/9/2017	CHECK	PMCHK00002027	\$300.00
055160	HUTPLU	HUTZEL PLUMBING AND HEATING	3/9/2017	CHECK	PMCHK00002027	\$309.00
055161	JACFLE	JACQUELINE FLEISCHER	3/9/2017	CHECK	PMCHK00002027	\$32.40
055162	JENMCK	JENN MCKEE	3/9/2017	CHECK	PMCHK00002027	\$100.00
055163	JERDIC	JERMAINE DICKERSON	3/9/2017	CHECK	PMCHK00002027	\$400.00
055164	JOHCAN	JOHN CANTU	3/9/2017	CHECK	PMCHK00002027	\$500.00
055165	KAYPEN	KAYLA COUGHLIN	3/9/2017	CHECK	PMCHK00002027	\$27.07
055166	KELULL	KELSEY ULLENBRUCH	3/9/2017	CHECK	PMCHK00002027	\$45.31
055167	LAKLEA	LAKESHORE LEARNING MATERIALS	3/9/2017	CHECK	PMCHK00002027	\$97.69
055168	LOWE'S	LOWES BUSINESS ACCOUNT	3/9/2017	CHECK	PMCHK00002027	\$447.95
055169	LUCROE	LUCY ROEHRIG	3/9/2017	CHECK	PMCHK00002027	\$14.26
055170	MAKERWO	MAKERWORX LLC-DBA MAKER WORKS	3/9/2017	CHECK	PMCHK00002027	\$3,010.00
055171	MARBAN	MARTIN BANDYKE	3/9/2017	CHECK	PMCHK00002027	\$400.00
055172	OFFDEP	OFFICE DEPOT, INC.	3/9/2017	CHECK	PMCHK00002027	\$440.21
055173	PATRSMI	PATRICIA F. SMITH	3/9/2017	CHECK	PMCHK00002027	\$100.00
055176	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	3/9/2017	CHECK	PMCHK00002027	\$37.00
055177	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/9/2017	CHECK	PMCHK00002027	\$1,937.00
055178	SELAUTO	SELECT AUTO SERVICE	3/9/2017	CHECK	PMCHK00002027	\$187.96
055179	SWESOU	SWEETWATER SOUND INC.	3/9/2017	CHECK	PMCHK00002027	\$29.95
055180	TEACOM	THE TEACHING COMPANY SALES, LL	3/9/2017	CHECK	PMCHK00002027	\$30.85
055181	THEANN	THE ANN MAGAZINE	3/9/2017	CHECK	PMCHK00002027	\$500.00
055182	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/9/2017	CHECK	PMCHK00002027	\$250.83
055183	WILTEC	WILTEC TECHNOLOGIES	3/9/2017	CHECK	PMCHK00002027	\$1,979.00
055184	BTAMEX	AMERICAN EXPRESS	3/9/2017	CHECK	PMCHK00002027	\$9,802.11
055185	MIDTAP	MIDWEST TAPE	3/9/2017	CHECK	PMCHK00002027	\$6,266.46
055186	PRITEC	PRINT TECH INC.	3/9/2017	CHECK	PMCHK00002028	\$6,782.11
055187	RECBOO	RECORDED BOOKS, INC.	3/9/2017	CHECK	PMCHK00002028	\$578.92
055188	MATRIX	MATRIX TRUST CO AttnTPA000320	3/9/2017	CHECK	PMCHK00002029	\$38,846.12
055189	ALLENT	ALLIANCE ENTERTAINMENT	3/15/2017	CHECK	PMCHK00002030	\$239.22
055190	APPLE	APPLE, INC.	3/15/2017	CHECK	PMCHK00002030	\$533.00
055191	B&H	B&H PHOTO-VIDEO	3/15/2017	CHECK	PMCHK00002030	\$5,348.25
055192	BARRON	BARRON'S	3/15/2017	CHECK	PMCHK00002030	\$223.00
055193	BETNEA	BETHANY NEAL	3/15/2017	CHECK	PMCHK00002030	\$250.00
055194	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/15/2017	CHECK	PMCHK00002030	\$3,975.60
055195	BRITRU	BRIAN M. TRUSKOWSKI	3/15/2017	CHECK	PMCHK00002030	\$125.00
055196	BUSVAL	BUSCH'S, INC.	3/15/2017	CHECK	PMCHK00002030	\$257.78
055197	CDW-G	CDW GOVERNMENT, INC.	3/15/2017	CHECK	PMCHK00002030	\$118.24
055198	COMALLW	COMPUTER ALLEY WEST	3/15/2017	CHECK	PMCHK00002030	\$231.00
055199	ELINEI	ELI NEIBURGER	3/15/2017	CHECK	PMCHK00002030	\$216.22
055200	ERIGAL	ERIC GALLIPPO	3/15/2017	CHECK	PMCHK00002030	\$100.00
055201	JENMCK	JENN MCKEE	3/15/2017	CHECK	PMCHK00002030	\$100.00
055202	JEWISHNE	JEWISH NEWS	3/15/2017	CHECK	PMCHK00002030	\$263.00
055203	KATCUR	KATHERINE'S CATERING	3/15/2017	CHECK	PMCHK00002030	\$1,437.00
055204	KATEDI	Kathryn Edin	3/15/2017	CHECK	PMCHK00002030	\$61.62
055205	KAYPEN	KAYLA COUGHLIN	3/15/2017	CHECK	PMCHK00002030	\$9.74
055206	LEACEN	LEARNING CENTER	3/15/2017	CHECK	PMCHK00002030	\$159.00
055207	MARKOU	MARGARET YANG	3/15/2017	CHECK	PMCHK00002030	\$250.00
055208	METCOM	METCOM	3/15/2017	CHECK	PMCHK00002030	\$3,445.86
055209	MICKRE	MICHELLE KRELL KYDD	3/15/2017	CHECK	PMCHK00002030	\$500.00
055210	OFFDEP	OFFICE DEPOT, INC.	3/15/2017	CHECK	PMCHK00002030	\$230.63
055211	PATRSMI	PATRICIA F. SMITH	3/15/2017	CHECK	PMCHK00002030	\$100.00
055212	RIVREV	RIVER RAISIN RAGTIME REVUE	3/15/2017	CHECK	PMCHK00002030	\$275.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055213	ROBROB	ROBIN ROBINSON	3/15/2017	CHECK	PMCHK00002030	\$100.00
055214	SARKEL	SARA MELTON KELLER	3/15/2017	CHECK	PMCHK00002030	\$325.00
055215	SPUN	SPUN	3/15/2017	CHECK	PMCHK00002030	\$105.00
055216	TMGROU	THE TM GROUP INC	3/15/2017	CHECK	PMCHK00002030	\$251.25
055217	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	3/15/2017	CHECK	PMCHK00002030	\$1,011.35
055218	VERSTA	VERONIC DITTMAN STANICH	3/15/2017	CHECK	PMCHK00002030	\$100.00
055219	MIDTAP	MIDWEST TAPE	3/15/2017	CHECK	PMCHK00002030	\$3,814.81
055220	THOGAL	GALE/CENGAGE LEARNING, INC	3/15/2017	CHECK	PMCHK00002030	\$595.33
055221	ATTMOB	AT&T MOBILITY	3/15/2017	CHECK	PMCHK00002030	\$480.19
055222	DYKGOS	DYKEMA GOSSETT	3/15/2017	CHECK	PMCHK00002030	\$2,506.35
055223	HOOHAT	HOOPER, HATHAWAY, P.C.	3/15/2017	CHECK	PMCHK00002030	\$91.87
055224	UNIPAR	UNITED PARCEL SERVICE	3/15/2017	CHECK	PMCHK00002030	\$115.60
055225	VERWIRC	VERIZON WIRELESS	3/15/2017	CHECK	PMCHK00002030	\$765.79
055226	XEROX	XEROX CORPORATION	3/15/2017	CHECK	PMCHK00002030	\$11.99
055227	MIDTAP	MIDWEST TAPE	3/15/2017	CHECK	PMCHK00002030	\$4,188.95
055228	BTAMEX	AMERICAN EXPRESS	3/15/2017	CHECK	PMCHK00002030	\$5,140.59
055229	4THTHE	4th WALL THEATRE CO.	3/23/2017	CHECK	PMCHK00002031	\$2,800.00
055230	AFTDEL	AFTERNOON DELIGHT	3/23/2017	CHECK	PMCHK00002031	\$114.50
055231	ALLENT	ALLIANCE ENTERTAINMENT	3/23/2017	CHECK	PMCHK00002031	\$1,373.23
055232	AMACORP	AMAZON	3/23/2017	CHECK	PMCHK00002031	\$8,920.50
055233	AMASCH	AMANDA SCHOTT	3/23/2017	CHECK	PMCHK00002031	\$2.50
055234	AMEHIS	AMELIA HISSONG	3/23/2017	CHECK	PMCHK00002031	\$320.00
055235	APPLE	APPLE, INC.	3/23/2017	CHECK	PMCHK00002031	\$26,678.00
055236	B&H	B&H PHOTO-VIDEO	3/23/2017	CHECK	PMCHK00002031	\$435.48
055237	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/23/2017	CHECK	PMCHK00002031	\$65,715.17
055238	BOOIND	BOOK INDUSTRY STUDY GROUP, INC	3/23/2017	CHECK	PMCHK00002031	\$645.00
055239	CASDIX	CASEY DIXON	3/23/2017	CHECK	PMCHK00002031	\$100.00
055240	CDW-G	CDW GOVERNMENT, INC.	3/23/2017	CHECK	PMCHK00002031	\$617.49
055241	CINCOR	CINTAS CORPORATION	3/23/2017	CHECK	PMCHK00002031	\$624.46
055242	CITOF1	CITY OF ANN ARBOR TREASURER	3/23/2017	CHECK	PMCHK00002031	\$1,211.54
055243	DAVMCM	DAVID MCMILLIAN	3/23/2017	CHECK	PMCHK00002031	\$75.00
055244	DICBLI	BLICK ART MATERIALS	3/23/2017	CHECK	PMCHK00002031	\$799.95
055245	DTEENE	DTE ENERGY	3/23/2017	CHECK	PMCHK00002031	\$53.60
055246	DTEENE1	DTE ENERGY	3/23/2017	CHECK	PMCHK00002031	\$10,781.52
055247	ERIGAL	ERIC GALLIPPO	3/23/2017	CHECK	PMCHK00002031	\$100.00
055248	INSDES	INSITE DESIGN STUDIO	3/23/2017	CHECK	PMCHK00002031	\$766.00
055249	JENMCK	JENN MCKEE	3/23/2017	CHECK	PMCHK00002031	\$100.00
055250	JERKLU	JEREMY D KLUMPP	3/23/2017	CHECK	PMCHK00002031	\$100.00
055251	JUDSAC	Judith R. Sacks	3/23/2017	CHECK	PMCHK00002031	\$400.00
055252	KARTUT	KARIN TUTHILL	3/23/2017	CHECK	PMCHK00002031	\$3.84
055253	KARWIL	KAREN WILSON	3/23/2017	CHECK	PMCHK00002031	\$27.99
055254	KAYPEN	KAYLA COUGHLIN	3/23/2017	CHECK	PMCHK00002031	\$32.42
055255	KEEROG	KEEGAN ROGERS	3/23/2017	CHECK	PMCHK00002031	\$250.00
055256	LAKLEA	LAKESHORE LEARNING MATERIALS	3/23/2017	CHECK	PMCHK00002031	\$291.94
055257	LAURAY	LAURA RAYNOR	3/23/2017	CHECK	PMCHK00002031	\$98.44
055258	LIVE	LIVE	3/23/2017	CHECK	PMCHK00002031	\$500.00
055259	LORBOO	LORITA BOOKS	3/23/2017	CHECK	PMCHK00002031	\$380.96
055260	LORFIT	LORI FITHIAN	3/23/2017	CHECK	PMCHK00002031	\$800.00
055261	MAINASSOC	MAIN STREET AREA ASSOCIATION	3/23/2017	CHECK	PMCHK00002031	\$50.00
055262	MARKUR	MARISSA KURTZHALS	3/23/2017	CHECK	PMCHK00002031	\$200.00
055263	MARMIL	MARY MILLER	3/23/2017	CHECK	PMCHK00002031	\$15.50
055264	MATRIX	MATRIX TRUST CO AttnTPA000320	3/23/2017	CHECK	PMCHK00002031	\$18,846.92
055265	METLIFE	METLIFE SBC	3/23/2017	CHECK	PMCHK00002031	\$7,115.79
055266	MICMUN	MICHIGAN MUNICIPAL LEAGUE WORK	3/23/2017	CHECK	PMCHK00002031	\$101,361.00
055267	MICSTA2	MICHIGAN STATE UNIVERSITY	3/23/2017	CHECK	PMCHK00002031	\$150.00
055268	OCLINS	OCLC, INC.	3/23/2017	CHECK	PMCHK00002031	\$3,971.87
055269	OFFDEP	OFFICE DEPOT, INC.	3/23/2017	CHECK	PMCHK00002031	\$119.17
055270	OXFPRO	2725-2805 ASSOCIATES, LLC	3/23/2017	CHECK	PMCHK00002031	\$10,827.68
055271	PATRSMI	PATRICIA F. SMITH	3/23/2017	CHECK	PMCHK00002031	\$200.00
055272	PAYCOO	PAYTON COOK	3/23/2017	CHECK	PMCHK00002031	\$800.00
055273	QLTD	Q LTD	3/23/2017	CHECK	PMCHK00002031	\$8,784.00
055274	RAILAG	RAINA LAGRAN	3/23/2017	CHECK	PMCHK00002031	\$100.00
055275	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	3/23/2017	CHECK	PMCHK00002031	\$117.60

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
055276	SARJAB	SARMED JABRA	3/23/2017	CHECK	PMCHK00002031	\$250.00
055277	SELAUTO	SELECT AUTO SERVICE	3/23/2017	CHECK	PMCHK00002031	\$62.52
055278	SUSFIL	SUSAN FILIPIAK	3/23/2017	CHECK	PMCHK00002031	\$100.00
055279	UNIPAR	UNITED PARCEL SERVICE	3/23/2017	CHECK	PMCHK00002031	\$88.06
055280	UNUMPRO	UNUM LIFE INSURANCE	3/23/2017	CHECK	PMCHK00002031	\$4,890.80
055281	WASLEG	WASHTENAW COUNTY LEGAL NEWS	3/23/2017	CHECK	PMCHK00002031	\$80.00
055282	WESENT	WESTGATE ENTERPRISES, LLC	3/23/2017	CHECK	PMCHK00002031	\$35,170.83
055283	AGRSER	A GROWING SERVICE LLC	3/30/2017	CHECK	PMCHK00002032	\$340.00
055284	ANNARB	ANN ARBOR OBSERVER	3/30/2017	CHECK	PMCHK00002032	\$2,429.50
055285	BARNOB1	BARNES & NOBLE INC.	3/30/2017	CHECK	PMCHK00002032	\$386.61
055286	BRIAUD	BRILLIANCE PUBLISHING, INC.	3/30/2017	CHECK	PMCHK00002032	\$274.88
055287	CDW-G	CDW GOVERNMENT, INC.	3/30/2017	CHECK	PMCHK00002032	\$1,071.48
055288	CINCOR	CINTAS CORPORATION	3/30/2017	CHECK	PMCHK00002032	\$687.59
055289	CITOF1	CITY OF ANN ARBOR TREASURER	3/30/2017	CHECK	PMCHK00002032	\$3,043.94
055290	COMALLW	COMPUTER ALLEY WEST	3/30/2017	CHECK	PMCHK00002032	\$1,358.84
055291	COMCAS	COMCAST	3/30/2017	CHECK	PMCHK00002032	\$174.78
055292	DEMCO	DEMCO	3/30/2017	CHECK	PMCHK00002032	\$4,800.33
055293	DICBLI	BLICK ART MATERIALS	3/30/2017	CHECK	PMCHK00002032	\$199.12
055294	DTEENE	DTE ENERGY	3/30/2017	CHECK	PMCHK00002032	\$13,208.81
055295	FREQUO	FREIGHT QUOTE	3/30/2017	CHECK	PMCHK00002032	\$418.86
055296	JASSCH	JASON SCHNEIDER	3/30/2017	CHECK	PMCHK00002032	\$100.00
055297	MANCOS	MANER COSTERISAN	3/30/2017	CHECK	PMCHK00002032	\$19,500.00
055298	MARCRI	MARK CRILLEY	3/30/2017	CHECK	PMCHK00002032	\$100.00
055299	MOLDIC	MOLLY DICKINSON	3/30/2017	CHECK	PMCHK00002032	\$100.00
055300	MOLVOR	MOLLY VORE	3/30/2017	CHECK	PMCHK00002032	\$200.00
055301	MYDPRO	MyDOC PRODUCTIONS, LLC	3/30/2017	CHECK	PMCHK00002032	\$650.00
055302	NUWAVE	NUWAVE AQUARIUMS	3/30/2017	CHECK	PMCHK00002032	\$119.74
055303	OFFDEP	OFFICE DEPOT, INC.	3/30/2017	CHECK	PMCHK00002032	\$1,916.73
055304	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/30/2017	CHECK	PMCHK00002032	\$137.14
055305	PRITEC	PRINT TECH INC.	3/30/2017	CHECK	PMCHK00002032	\$1,266.55
055306	QUILL	QUILL CORPORATION	3/30/2017	CHECK	PMCHK00002032	\$137.68
055307	RANHO	PENGUIN RANDOM HOUSE, LLC	3/30/2017	CHECK	PMCHK00002032	\$422.25
055308	RECBOO	RECORDED BOOKS, INC.	3/30/2017	CHECK	PMCHK00002032	\$340.91
055309	SCHSEC	SCHILKE SECURITY	3/30/2017	CHECK	PMCHK00002032	\$1,325.00
055310	STAMIC4	STATE OF MICHIGAN	3/30/2017	CHECK	PMCHK00002032	\$120.00
055311	SWESOU	SWEETWATER SOUND INC.	3/30/2017	CHECK	PMCHK00002032	\$210.00
055312	TDSMET	TDS METROCOM	3/30/2017	CHECK	PMCHK00002032	\$7,385.38
055313	THOGAL	GALE/CENGAGE LEARNING, INC	3/30/2017	CHECK	PMCHK00002032	\$107.16
055314	ULINE	ULINE, INC.	3/30/2017	CHECK	PMCHK00002032	\$475.73
055315	UNIPAR	UNITED PARCEL SERVICE	3/30/2017	CHECK	PMCHK00002032	\$40.26
055316	VERWIRC	VERIZON WIRELESS	3/30/2017	CHECK	PMCHK00002032	\$1,796.40
055317	FLISTU	FLIPSIDE ART STUDIO	3/30/2017	CHECK	PMCHK00002032	\$200.00
055318	MIDTAP	MIDWEST TAPE	3/30/2017	CHECK	PMCHK00002032	\$13,694.40
055319	BTAMEX	AMERICAN EXPRESS	3/30/2017	CHECK	PMCHK00002032	\$18,782.14
055320	BAKTAY	BAKER & TAYLOR	3/30/2017	CHECK	PMCHK00002032	\$10,310.95

Total Checks: 227

Total Amount of Checks: \$705,254.12

Ann Arbor District Library Financial Summary for March 2017

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 – All restricted donations have been moved to the endowment fund. Unrestricted grants and memorials are under budget in anticipation of a grant from the Friends of the Ann Arbor District Library.

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

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

Custodial Services – Includes carpet cleaning and other services that were budgeted in a different line item.

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.

Materials – Is over budget 5% year-to-date. Management will closely monitor spending over the remaining three months of the fiscal year.

Operating Supplies – Includes supplies totaling \$210,078 that were part of the capital improvement budget for the Westgate Project.

Total Expenditures are under budget year-to-date by \$557,515.

Ann Arbor District Library Financial Summary for March 2017

Cash

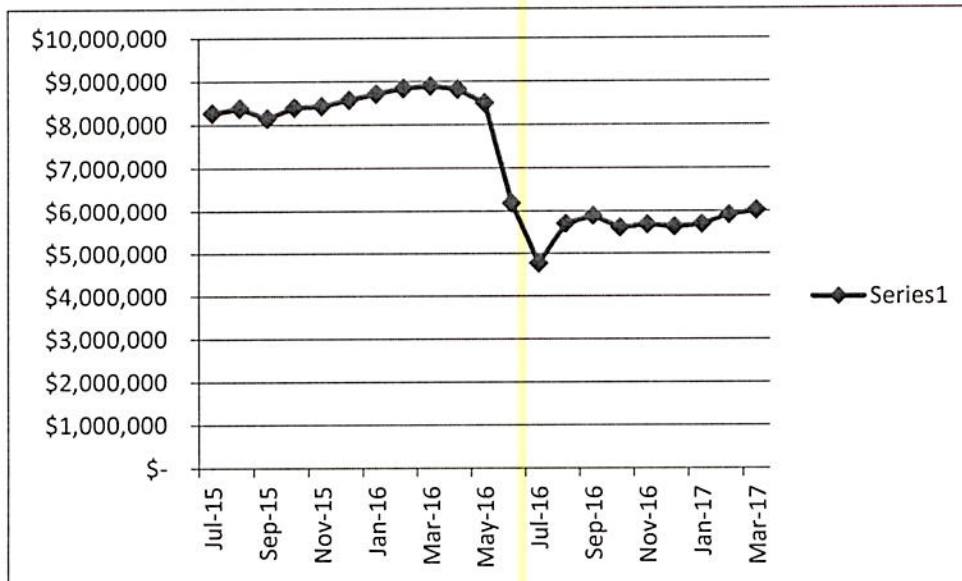
The unrestricted cash balance as of March 31, 2017 of \$9,383,260 was down from \$10,923,156 in February 28, 2017.

Tax Receipts

The Library has received 99% of the annual budgeted tax receipts, or \$14,815,295 as of March 31, 2017 leaving \$34,705 to be collected in the last quarter of the fiscal year..

Fund Balance Activity

The Library has a positive fund balance of \$6,010,178 as of March 31, 2017, up from \$5,910,294 at the end of February.



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 March 31, 2017

	March			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenues						
Property taxes, net	\$ 1,237,499	\$ 1,237,500	\$ (1)	\$ 11,137,276	\$ 11,137,500	\$ (224)
State aid	7,500	7,500	-	67,500	67,500	-
State penal fines	18,750	18,750	-	168,750	168,750	-
Interest income	550	8,333	(7,783)	(20,763)	75,000	(95,763)
Copier revenue	3,631	2,500	1,131	19,714	22,500	(2,786)
Grants and memorials	(117,890)	4,167	(122,057)	10,083	37,500	(27,417)
Library fines, fees and other	23,805	23,333	472	221,946	210,000	11,946
Non-resident fees	1,613	1,250	363	12,517	11,250	1,267
Rental revenue	5,185	2,593	2,593	17,715	23,333	(5,618)
Total revenues	1,180,643	1,305,926	(125,283)	11,634,738	11,753,332	(118,594)
Expenditures						
Current:						
Personnel:						
Salaries and wages	477,260	547,499	(70,239)	4,582,552	4,927,489	(344,937)
Employee benefits	135,172	136,658	(1,486)	1,225,264	1,229,922	(4,658)
Employment taxes	36,625	41,884	(5,259)	340,834	376,953	(36,119)
Purchased services:						
Custodial services	18,343	16,250	2,093	164,398	146,250	18,148
Accounting/Audit	1,208	1,208	(0)	19,490	10,875	8,615
Legal	2,598	8,333	(5,735)	26,726	74,999	(48,273)
Professional services	21,070	17,081	3,989	205,546	153,731	51,815
Utilities	28,436	35,417	(6,981)	301,936	318,750	(16,814)
Property insurance	8,432	7,750	682	69,848	69,750	98
Communications	14,092	15,000	(908)	136,579	135,000	1,579
Materials	169,658	148,667	20,991	1,406,133	1,338,000	68,133
Software Licenses/Maint	16,725	16,667	58	150,982	150,000	982
Computer hardware	38,107	12,500	25,607	86,591	112,500	(25,909)
Building rental	48,214	46,821	1,393	412,108	421,387	(9,279)
Seminars, conferences and travel	141	1,925	(1,784)	14,428	17,325	(2,897)
Copier Expense	12	3,750	(3,738)	10,658	33,750	(23,092)
Library programming	24,938	36,667	(11,729)	238,662	330,000	(91,338)
Grant and memorial expenditures	(1,157)	4,167	(5,324)	32,459	37,500	(5,041)
Operating supplies	228,291	31,842	196,449	466,401	286,575	179,826
Repairs and maintenance	15,028	28,083	(13,055)	230,356	252,750	(22,394)
Postage	255	2,917	(2,662)	19,873	26,250	(6,377)
Other Operating Expenditures	2,798	2,883	(85)	20,566	25,950	(5,384)
Capital outlay/maintenance expense	863,015	141,958	721,057	1,033,427	1,277,625	(244,198)
Total expenditures	2,149,261	1,305,926	843,335	11,195,817	11,753,332	(557,515)
Revenue over (under) expenditures	(968,618)	(0)	(968,618)	438,921	1	438,920
Other financing sources (uses)						
Transfers in	-	-	-	-	-	-
Transfers out	1,203,500	-	1,203,500	(861,280)	-	(861,280)
Total other financing sources (uses)	1,203,500	-	1,203,500	(861,280)	-	(861,280)
Net change in fund balances	234,882	(0)	234,882	(422,359)	1	(422,360)
Fund balance, beginning of year	4,862,551	4,862,551	-	4,862,551	4,862,551	-
Fund balance, end of year	\$ 5,097,433	\$ 4,862,551	\$ 234,882	\$ 4,440,192	\$ 4,862,552	\$ (422,360)

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

March 31, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 3,289,693	\$ 1,569,986	\$ 593,538	\$ 5,453,217
Investments	4,523,581	-	-	4,523,581
Due from other governmental units	251,716	-	-	251,716
Prepaid items	159,871	-	-	159,871
Total assets	8,224,861	1,569,986	593,538	10,388,385
Liabilities				
Accounts payable	62,740	-	-	62,740
Accrued payroll and benefits	50,947	-	-	50,947
Total liabilities	113,687	-	-	113,687
Deferred Outflows				
Unavailable Property Tax Revenue	3,670,982	-	-	3,670,982
Fund balances				
Nonspendable:				
Prepaid items	159,871	-	-	159,871
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	243,538	243,538
Committed for capital projects	-	1,569,986	-	1,569,986
Encumbered	452,147	-	-	452,147
Unassigned	3,828,174	-	-	3,828,174
Total fund balances	4,440,192	1,569,986	593,538	6,603,716
Total liabilities and fund balances	\$ 8,224,861	\$ 1,569,986	\$ 593,538	\$ 10,388,385

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2016 through March 31, 2017

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
Revenues				
Property taxes, net	\$ 11,137,276	\$ -	\$ -	\$ 11,137,276
State aid	67,500	-	-	67,500
State penal fines	168,750	-	-	168,750
Interest income	(20,763)	1	486	(20,276)
Copier revenue	19,714	-	-	19,714
Grants and memorials	10,083	-	142,694	152,777
Library fines, fees and other	221,946	-	-	221,946
Non-resident fees	12,517	-	-	12,517
Rental revenue	17,715	-	-	17,715
Total revenues	11,634,738	1	143,180	11,777,919
Expenditures				
Current:				
Personnel:				
Salaries and wages	4,582,552	-	-	4,582,552
Employee benefits	1,225,264	-	-	1,225,264
Employment taxes	340,834	-	-	340,834
Purchased services:				
Custodial services	164,398	-	-	164,398
Accounting/Audit	19,490	-	-	19,490
Legal	26,726	-	-	26,726
Professional services	205,546	-	7,875	213,421
Utilities	301,936	-	-	301,936
Property insurance	69,848	-	-	69,848
Communications	136,579	-	-	136,579
Materials	1,406,133	-	-	1,406,133
Software Licenses/Maint	150,982	-	-	150,982
Computer hardware	86,591	-	-	86,591
Building rental	412,108	-	-	412,108
Seminars, conferences and travel	14,428	-	-	14,428
Copier Expense	10,658	-	-	10,658
Library programming	238,662	-	-	238,662
Grant and memorial expenditures	32,459	-	-	32,459
Operating supplies	466,401	-	5,167	471,568
Repairs and maintenance	230,356	-	-	230,356
Postage	19,873	-	-	19,873
Other Operating Expenditures	20,566	-	-	20,566
Capital outlay/maintenance expense	1,033,427	43,880	-	1,077,307
Total expenditures	11,195,817	43,880	13,042	11,252,739
Revenue over (under) expenditures	438,921	(43,879)	130,138	525,180
Other financing sources (uses)				
Transfers in	-	861,280	-	861,280
Transfers out	(861,280)	-	-	(861,280)
Total other financing sources (uses)	(861,280)	861,280	-	-
Change in fund balance	(422,359)	817,401	130,138	525,180
Fund balance, beginning of year	4,862,551	752,585	463,400	6,078,536
Fund balance, end of year	\$ 4,440,192	\$ 1,569,986	\$ 593,538	\$ 6,603,716

Upcoming Events, and Issues of Interest

Federal Budget Cuts Proposed for Institute of Museum and Library Services and Library Services and Technology Act Funding

The cuts proposed would result in the complete elimination of funding of programs supporting America's public libraries. While the cuts would be felt more deeply in MI by small and rural public libraries, all public libraries will be affected. The Michigan Electronic Library and MeLCat would be eliminated. This statewide lending program that includes collections of some major MI universities and colleges as well as hundreds of public libraries would end, as would the statewide resource sharing of 40 databases and the ebook lending program.

The elimination of the Institute of Museum and Library Services would effectively end any real investment by the Federal government in the nation's public libraries and museums.

10th Anniversary of Record Store Day, Saturday, April 22nd, will be celebrated at the Downtown Library with a pop-up record fair in the Lobby, and a DJ in the garden. At 2:00 PM there will be a special screening of the documentary **Last Shop Standing: The Rise, Fall and Rebirth of the Independent Record Shop**. Ann Arbor's Downtown boasts FOUR record shops!

El Dia de Los Ninos y Libros Cultural Celebration, Thursday, April 27th

This annual day of celebrating children and books with music, dancing and traditional treats and crafts is a partnership with Ypsilanti District Library. This year's celebration will take place at the Whittaker Road Branch of the YDL. All ages are invited.

On Thursday, March 30th Josie Parker spoke to an audience of 250 persons at the final lecture of the **UM Geriatric Center's Osher Lifelong Learning Institute series: Libraries-Civilization's Treasure House of Knowledge**". Josie's topic was "The Legacy of Andrew Carnegie Is Not Steel".

Deputy Director Eli Neiburger will travel in April to the Benjamin Franklin Library at the US Embassy in Mexico City, as a guest of the State Department and the Goethe Institute. The Embassy is holding a conference on Gaming in Libraries, and inviting library staff from public, school, and academic libraries across Mexico. The event is organized by Christoph Deeg, who brought 3 German teens to Ann Arbor to compete against gamers at AADL in 2013, in a project funded by the US Embassy in Berlin.

Director's Report
April 2017

Eli will also travel in April to New York City to present at a workshop for BISG, the Book Industry Study Group. BISG is a publishing industry trade association that develops and maintains BISAC, the categorization system that the Westgate shelving system is based on. **The event, "The Evolution of Delivery: Getting More Books to More Readers"** is intended for publishers and book sellers, and Eli has been invited to talk about AADL's direct download licensing model, open-source delivery infrastructure, BISAC usage for shelving and metadata, and Fifth Avenue Press, AADL's local publishing imprint.

AADL Projects and Initiatives Underway

1. Downtown library restroom rehabilitation is progressing on schedule. The project will be completed in approximately 4 weeks. This is a very disruptive project because there are so few public restrooms in this building for its size and use. Signs directing visitors to other restrooms on the 2nd and 4th floors are placed throughout the building. The only accessible restroom is in the Youth Department. The contractor is O'Neal Construction and Cornerstone Design is the architectural firm for the project.
2. Planned reconstruction of the retaining wall on the driveway at Traverwood will begin on April 17th.
3. Traverwood Branch will be closed April 17th, 18th, and 19th for routine maintenance that includes sanding and sealing the wooden floors in that branch.
4. Pittsfield Branch will be closed May 15th-22nd for a planned re-carpeting project. The project was delayed during the Westgate expansion 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 budget year to another location on the 2nd Floor Downtown that will expand the accessibility to computing for those who are blind and/or disabled. The former space will be used for security staff on the 2nd Floor. The positive outcome of this move is two-fold. It 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.

Director's Report
April 2017

6. The website overhaul and redo is ongoing and we expect to launch a new aadl.org in the fall of 2017.

Projects and Initiatives Under Consideration

This time of year sees all staff involved in heavy programming for school breaks, May school visits, and summer game.

1. All managers and administrators are involved with the Budget and Finance committee working with the Interim CFO on the preparation of the AADL budget for 2017-18.

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

Staff: Happy Birthday, Karen! I hope you get to celebrate in whatever form you desire throughout the week (chocolate cake or data analysis; whichever you prefer), **Thanks so much for your help with the volunteer pilot and the various AADL programs over the past year. How did costume making go this past weekend?**

Cheers!

--Shoshana
Volunteer Coordinator

Volunteer Response: Hi Shoshana,
Thanks for the birthday greetings---day is going very nicely, I have wonderful co-workers and will enjoy with my family this evening. Thanks again for the e-mail thought ☐

Sunday costume making was a lot of fun---I am always amazed by the children and the interaction is wonderful. I don't know if volunteers pass this on---so many parents wanted to say "Thank you" for all the programs, ideas, staff and volunteers. Parents really appreciated all the effort and time and gave hearty thanks.

I think I am slated again in April, looking forward to it.

Thanks, Karen

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Director's Report
April 2017

Email to AADL:

Greetings Ms. Parker,

I'm the art liaison with the Palm Harbor Library, a public library in Palm Harbor, Florida. We were curious about your art lending program since we are considering starting our own. Could you take a moment to let us know how successful it has been for you or pass this message along to the appropriate person who could answer these questions? Thanks!

I've been researching the specifics of how you lend things out online:

- It's hard to believe that you have over 700 items and have been doing this for 30 years! How big are the largest pieces you lend?
- I see that patrons can check out up to three at a time for two months with no renewals. What are the fines like if one is returned late? Is there a fine cap?
- It looks like most of your pieces are by famous artists; do you lend any works by local artists? If so, how do you find that these circulate in comparison to better-known works?
- From your website, it looks like most of your artworks are checked out: Overall, how would you rate their circulation?
- What have you learned along the way that we should know before starting this collection?

I apologize for the multitude of questions, but we are trying to determine if this would be a good fit for our patrons. Please let me know at your earliest convenience - thank you!

Sincerely,
Marisa Meale
Art Liaison for Palm Harbor Library
2330 Nebraska Ave.
Palm Harbor, FL 34683
www.palmharborlibrary.org/

Library Response:

Hi Marisa,

Thanks for your interest in AADL's circulating art print collection! It has been extremely popular with our community—typically 95% is checked out, which leaves only a small selection on the shelves for browsing.

Director's Report
April 2017

The art print collection began in the late 1970s as a rental collection of original art purchased at the Ann Arbor Art Fair. The rental fee ended in 2002. Over the years it shifted from original works to reproductions of well-known old favorites. Current purchases include prints of art in all mediums, all periods and styles, including photography. Recently, a new emphasis was placed on collecting prints by local and Michigan artists (going full circle to the original intent). Every effort is made to highlight artists represented in area museums, including the University of Michigan Museum of Art. Images from museum collections are tagged in the online catalog.

To answer your questions:

The largest piece is 32 in. H x 43 in. W. The smallest are 5 x 7 in.

- Fines for art prints returned late are the same as for books: \$0.25 per day with the maximum fine cap of \$10.00. Patrons are billed the cost of replacement for items that are 45 days overdue.
- AADL's collection does contain reproductions of many favorites by well-known artists, including reproductions of works from area museums, which do circulate very well. We've worked with the University Of Michigan Museum Of Art to add prints that aren't available elsewhere. In addition to these, we've been seeking out original prints and works by artists who are currently producing art in the Ann Arbor community. Works by local artists are in high demand and are frequently the most requested among this collection. We've heard from many of the artists that library patrons have sought them out to purchase favorite prints that they had previously borrowed from AADL. Patrons' tastes and interests in art are wide and varied just like with books or any other media—we're finding that screen printed posters by local artists have just as much of an audience in our community as the better-known works.
- Circulation has been high—95% are out at any given time. Patrons can also place holds on art prints and 50% of the collection typically has 3 or more holds.
- A few things that we've learned:
 - Wooden frames and glass do not hold up to repeated checkouts. Use sturdy metal frames and plexiglass.
 - Having a mat as a buffer protects the prints. As the prints journey from library to homes they inevitably encounter moisture (rainstorms and helpful patrons with windex) that can seep in between the edge of the frame and the plexiglass. Many times mats have saved original prints from being damaged by taking the brunt of the

Director's Report
April 2017

moisture. It's much easier (and cheaper) to replace a mat than a print[romtprint.

- o Art print bags/carriers help to prolong the life of prints. We use these from Janway:<http://www.shopjanway.com/sub-productlist010.asp?id=114&cid=>
- o Visibility of the collection makes a difference. A few years ago we moved the collection from a corner of the third floor of the Downtown Library to the first floor by the entrance. Many patrons who didn't know that they could borrow art prints soon found out and circulation increased and has remained steady since.

Please let me know if you have further questions. Best wishes,
Anne

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Anne Drozd
Production Librarian | Ann Arbor District Library

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ANN ARBOR DISTRICT LIBRARY
Budget Proposal 2017-2018

	Proposed 2017-2018	Approved 16-17 Budget	Proposed vs. Approved	Projected 2016-2017	Audited 2015-2016
	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Actual</u>
Revenue					
Tax Collections - Operating (1.9000 mill Levy)	\$ 15,200,000	\$ 14,850,000	\$ 350,000	\$ 15,027,811	\$ 12,752,891
Penal Fines	225,000	225,000	-	225,000	277,769
State Aid	90,000	90,000	-	90,000	94,560
Interest	25,000	100,000	(75,000)	17,139	154,270
Copier Revenue	25,000	30,000	(5,000)	23,025	27,843
Grants/Memorials	50,000	50,000	-	201,296	167,789
Library Fines, Fees and Other	250,000	280,000	(30,000)	278,361	318,810
Non-Resident Fees	15,000	15,000	-	14,082	17,004
Sweetwater's Rent	31,110	31,110	-	25,491	-
Draw from Operating Fund Balance	-	861,280	(861,280)	861,280	2,576,572
Total Revenue	<u>15,911,110</u>	<u>16,532,390</u>	<u>(621,280)</u>	<u>16,763,485</u>	<u>16,387,508</u>
Expenditures					
Salaries & Wages	6,758,349	6,569,985	188,364	6,180,093	5,756,440
Employee Benefits	1,732,103	1,639,896	92,207	1,607,183	1,431,682
Employment Taxes	517,014	502,604	14,410	407,619	431,063
Total Personnel Cost	<u>9,007,466</u>	<u>8,712,485</u>	<u>294,981</u>	<u>8,194,895</u>	<u>7,619,185</u>
Custodial Services	262,000	195,000	67,000	207,842	159,576
Accounting/Audit	15,500	14,500	1,000	23,282	12,000
Legal Expense	100,000	100,000	-	56,471	61,191
Purchased Services	207,820	204,975	2,845	278,893	285,580
Utilities	489,000	425,000	64,000	386,153	360,114
Property Insurance	102,200	93,000	9,200	95,143	79,121
Communications	180,000	180,000	-	172,304	182,249
Materials	1,802,200	1,784,000	18,200	1,733,242	1,845,253
Software Licenses/Maintenance	175,000	200,000	(25,000)	153,171	146,128
Building Rental	638,052	561,850	76,202	479,701	127,066
Seminars/Conferences/Training/Travel	28,650	23,100	5,550	21,270	11,794
Copier Expense	45,000	45,000	-	21,569	36,039
Library Programming	608,200	440,000	168,200	406,386	386,640
Grants /Memorials	50,000	50,000	-	96,487	136,612
Operating Supplies	288,100	382,100	(94,000)	490,239	390,324
Repairs and Maintenance	521,125	337,000	184,125	339,501	359,349
Postage	35,000	35,000	-	20,331	13,585
Other Operating Expenditures	41,215	34,600	6,615	40,396	20,036
Total Operating Expense	<u>5,589,062</u>	<u>5,105,125</u>	<u>483,937</u>	<u>5,022,381</u>	<u>4,612,657</u>
Operating Capital Outlays	825,000	1,853,500	(1,028,500)	1,719,267	4,155,666
Capital Project Fund Expenses	489,582	861,280	(371,698)	863,000	-
Total Expenditures	<u>15,911,110</u>	<u>16,532,390</u>	<u>(621,280)</u>	<u>15,799,543</u>	<u>16,387,508</u>
Net	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 963,942</u>	<u>\$ -</u>

Budget Assumptions:

Estimated Tax Base increase of approximately 1.5%

No change in current millage of 1.90

Reduction in Fines revenue during website launch	\$ (30,000.00)
1 Marketing & Communications Manager	\$ 96,600.00
Merit Increase Pool of 3%	\$ 195,051.00
Increased expenses as a result of new focus on marketing	\$ 50,000.00
Inceased budget for expanded programming at Westgate Branch due to increase in space	\$ 50,000.00
Increase in General Capital Outlays	\$ 175,000.00
Total	<u>\$ 536,651.00</u>

ANN ARBOR DISTRICT LIBRARY
Capital Project Fund Cash Flow Statement

Transfer from General Fund - FYE 2016	\$ 1,000,000
Capital Funds Used - FYE 2016	<u>(247,414)</u>
Balance in Capital Fund as of 6/30/2016	<u>\$ 752,586</u>
Transfer from General Fund - October 2016	861,280
Projected Use of Capital Funds - FYE 2017 for Traverwood	(653,000)
Projected Use of Capital Funds - FYE 2017 for Downtown Restrooms	<u>(210,000)</u>
Projected Balance in Capital Fund as of 6/30/2017	<u>\$ 750,866</u>

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 15th day of May, 2017, between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (“Library”) and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation (“FAADL”).

RECITALS

A. The Library is organized as a district library pursuant to the Michigan District Library Establishment Act, MCL 397.171 *et seq.*, and operates the Main Library located at 343 S. Fifth Street, Ann Arbor, Michigan (“Main Library”) in addition to multiple branch Library locations within its library district.

B. The FAADL was organized as a Michigan nonprofit corporation effective May 22, 1953, and is recognized by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FAADL is not owned, operated, or legally related to the Library.

C. Pursuant to its corporate charter, the FAADL engages in sales of books for fundraising purposes and for the benefit of the Library. Book sales are conducted in space designated by the Library within the Main Library and branch Library locations consistent with the terms and conditions of an Interim Use Agreement dated November 24, 2006, between the Library and the FAADL.

D. By execution of this Agreement, the Library and FAADL intend to terminate the Interim Use Agreement and provide for use of space by the FAADL for the purposes stated above under the terms and conditions provided in this Agreement.

AGREEMENT

I. DESIGNATION AND USE OF PREMISES.

1.1 Premises. The Library will make available to FAADL throughout the term of this Agreement space located in the basement of the Main Library building as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and space in the branch Library locations as determined by the Library to be available and appropriate to FAADL book sales (the “Premises”). The Library may designate alternative space for FAADL book sales in the Main Library and branch Library locations upon reasonable notice. The FAADL may access the Premises only during hours that the Main Library and branch Library locations are open to the public and will comply with Library policies as to entry procedures and security. The Library retains all property rights and interests in and to the Premises. The Premises will not include access to any telephone or internet lines of the Library. The FAADL will maintain at its own expense a telephone line, telephone number, internet line and internet website for its operations that are separate from those of the Library.

1.2 Permitted Uses. The FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. The FAADL will bear full legal responsibility for any and all of its operations on the Premises.

1.3 Obligation to Maintain Premises Free from Hazards. The FAADL will keep the Premises in a neat, orderly condition and free from hazards at all times. In particular, entrances to and passageways through the Premises will be maintained free of obstacles or debris that could impede emergency access to, and egress from, the area.

1.4 No Alterations or Signage. The FAADL may not alter the Premises or place signs on or in the Premises unless approved by the Library.

1.5 Compliance; Security; Nondiscrimination. In the use of the Premises, FAADL will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, state and federal requirements under the Americans With Disabilities Act and other laws that address nondiscrimination and access to public facilities, and compliance with all applicable policies and procedures of the Library with respect to use of the Premises. Specifically, FAADL employees, volunteers and agents ("FAADL Agents") will comply with all Library policies and procedures for security and safety, including compliance with fire drills and emergency evacuation procedures. FAADL Agents will not bring items, materials or substances onto Library premises that are prohibited under Library policies. The Library will provide FAADL with copies of pertinent policies and procedures relevant to this Agreement. In the use of the Premises, the FAADL will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

1.6 Name Badges. FAADL Agents will wear name badges on the Premises that include the name of the individual and the FAADL. FAADL Agents will not hold themselves out as agents or employees of the Library.

1.7 Library Right of Access. Library will have the right to enter the Premises at any time for any purpose, including to inspect the Premises or for the purpose of making repairs, additions, or alterations. If the Library determines that repairs or maintenance activities are reasonably likely to disrupt FAADL's use of the Premises, Library will provide three (3) days advance notice of such repairs or maintenance. Advance notice to FAADL will not be required for an emergency repairs or maintenance determined by Library to be necessary for safe use of the Premises or the Library building as a whole. If Library observes, in its reasonable judgment, any unsafe practices or operations by FAADL or noncompliance with applicable laws or Library policies, Library will notify FAADL within twenty-four (24) hours. FAADL will investigate the practices or operations identified in the notice within twenty-four (24) hours and will either (i) notify Library that all practices and operations are in compliance, including the reasons for such conclusions; or (ii) notify Library of any corrective action to be taken by FAADL and the timeframe for completing the correction.

2. OTHER OBLIGATIONS OF FAADL.

2.1 Operational Issues. The FAADL agrees that, as of the date of execution of this Agreement and for the entire term this Agreement remains in effect, it will:

(a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;

(b) Hold a current Michigan Charitable Solicitations License;

(c) Have in effect policies and procedures for handling cash and other donations;

(d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;

(e) Commencing with the 2017-18 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of the FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;

(f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and

(g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, the FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

2.3 Insurance. During the term of this Agreement, the FAADL will maintain in effect a comprehensive general liability insurance policy that names the Library as an additional insured.

3. OBLIGATIONS OF AADL.

3.1 Maintenance; Repair; Janitorial Services. Library will maintain the Premises in good condition and repair. Library will be responsible for routine cleaning and janitorial services for the Premises, including basic trash disposal. Library is not responsible for disposal of unwanted books or other materials of the FAADL. The Library will arrange for, and incur the cost of, recycling services for books or other materials designated for recycling by the FAADL, unless such costs increase by more than 25% of the recycling costs being paid by the Library as of the Effective Date. If the Library incurs or will incur recycling costs related to FAADL materials in excess of the foregoing amounts, the FAADL will either reimburse the Library for such costs or, at the Library's request, make its own arrangements for recycling services. Library will not be responsible for loss of items or property of FAADL or FAADL Agents that are deposited in or near trash containers, stored on floors without proper labeling or that could, in the reasonable judgment of Library, be mistaken as refuse.

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water. Utilities will not include telephone or internet lines or access, which will be the responsibility of FAADL as provided in Section 1.1.

3.3 Insurance. During the term of this Agreement, the Library will maintain in effect a comprehensive general liability insurance policy that names the FAADL as an additional insured.

3.4 Library Point of Sale Service. The Library will provide point of sale service, using Library personnel and at Library's cost, at all locations for sales of FAADL material available on bookcarts for purchase by the public. The Library will provide monthly reconciliation and reimbursement to FAADL for sales from bookcarts at the Main Library and branch Library locations.

4. TERM AND TERMINATION.

4.1 Term. This Agreement will become effective on the date shown on page one (the "Effective Date") and will remain in effect for a one (1) year term. The parties may renew this Agreement for successive one (1) year terms upon mutual written consent.

4.2 Termination. This Agreement may be terminated without cause by either party upon seven (7) days written notice of termination to the other party.

4.3 Additional Remedies for Material Breach. Upon a material breach of this Agreement by the FAADL, as determined in the sole discretion of the Library, the Library may suspend book sales by the FAADL on the Premises until such time that the breach is cured to the reasonable satisfaction of the Library or this Agreement is terminated. The Library's right to suspend book sales under this Section will be in addition any other rights or remedies the Library has under this Agreement, including termination. A material breach of this Agreement will include, without limitation, a material failure by the FAADL to comply with all operational requirements applicable to it under Section 2.1 of this Agreement.

4.4 FAADL Obligations on Termination. In the event this Agreement is terminated by either party, the FAADL will remove all books and other property from the Premises within thirty (30) days after the effective date of termination. Should the FAADL fail to do so, the Library may remove FAADL books and property and FAADL will reimburse the Library its reasonable and necessary costs.

5. GENERAL PROVISIONS.

5.1 Independent Contractors. The parties acknowledge that FAADL is an independent contractor of Library. In no event will FAADL or any FAADL Agents be deemed a joint venture party, partner, employee, or agent of Library by virtue of this Agreement. Library will exercise no control over the manner or method by which FAADL conducts its operations on the Premises provided that FAADL's operations are in compliance with this Agreement.

5.2 Entire Agreement. This Agreement supersedes any and all other agreements related to use of the Premises, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to its subject matter.

5.3 Amendments. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties specifically referencing this Agreement.

5.4 Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Michigan.

5.5 Books, Documents, and Records Availability. FAADL will make its books and records available for inspection by Library if review of such books and records may be required, in the reasonable judgment of Library, to determine compliance with any terms or conditions herein. FAADL will make the requested books and records available for inspection by Library within ten (10) days of receipt of a request for access.

5.6 Successors/Assigns. This Agreement may not be assigned by a party hereto without the express written consent of the other party.

5.7 No Third Party Beneficiaries. There are no intended third party beneficiaries of this Agreement.

5.8 Waiver or Rights. The failure of a party to exercise its rights in the event of a breach of this Agreement will not constitute a waiver of any rights with respect to that or any subsequent breach.

In WITNESS WHEREOF, the parties hereto, or their duly authorized officers or agents, have executed, sealed, and delivered this Agreement intending to be legally bound.

ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate

By: _____

Print Name: _____

Title: AADL Board President

Date: _____

FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation

By: _____

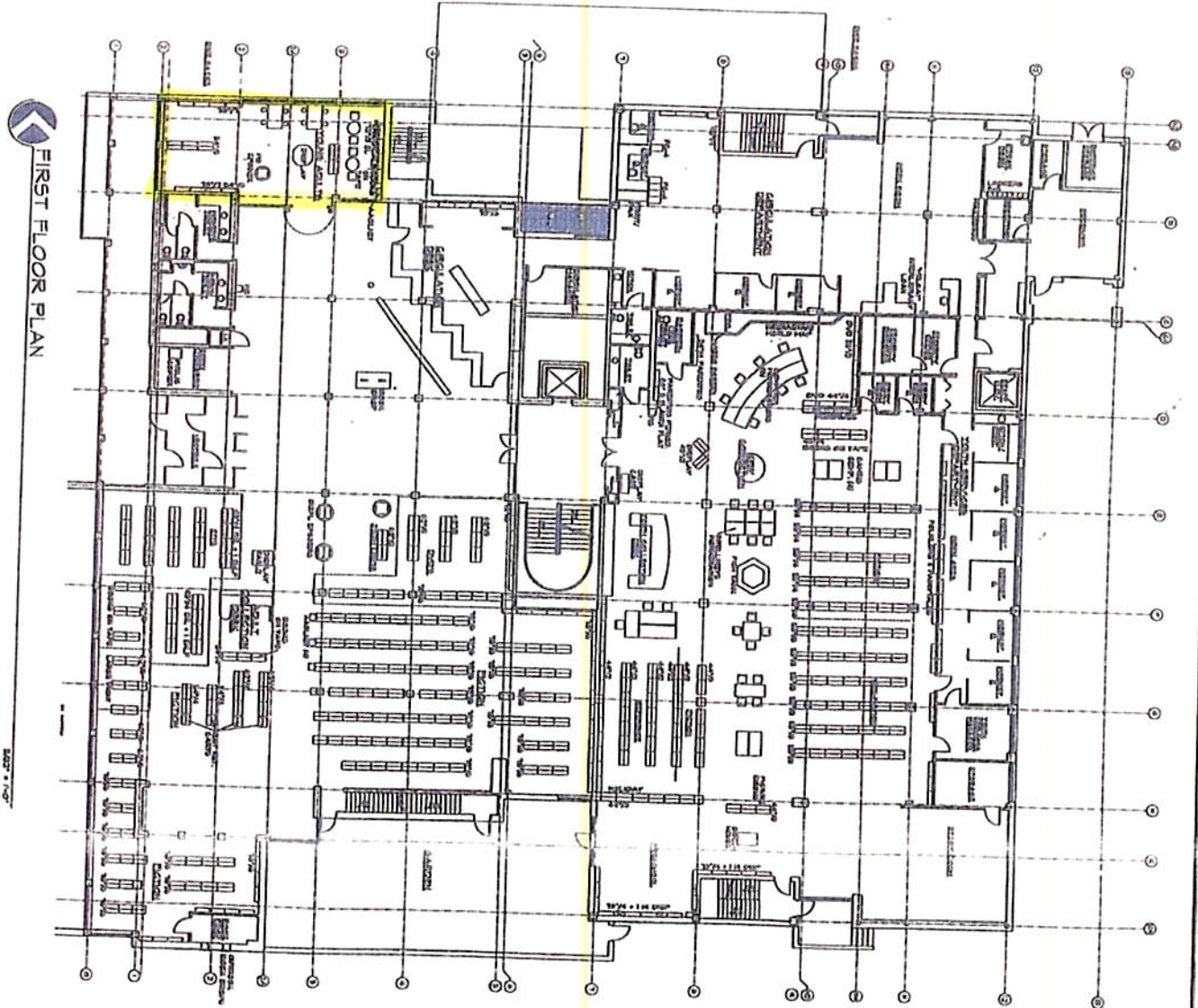
Print Name: _____

Title: FAADL Board President

Date: _____

DRAFT

Space Use Agreement – Exhibit A
Ann Arbor District Library
First Floor plan



FIRST FLOOR PLAN

Comerstone Design Inc
 400 N. Zeeb Road
 Ann Arbor, Michigan 48106
 734.769.7200
 www.comerstone.com

Ann Arbor District Library

Downtown Library Study

20250 Eastern Road
 Eastland, MI 48111

DATE: 11-14-07
 DESIGNER: C. J. BROWN
 PROJECT NO.: 2007
 CLIENT: ANN ARBOR DISTRICT LIBRARY

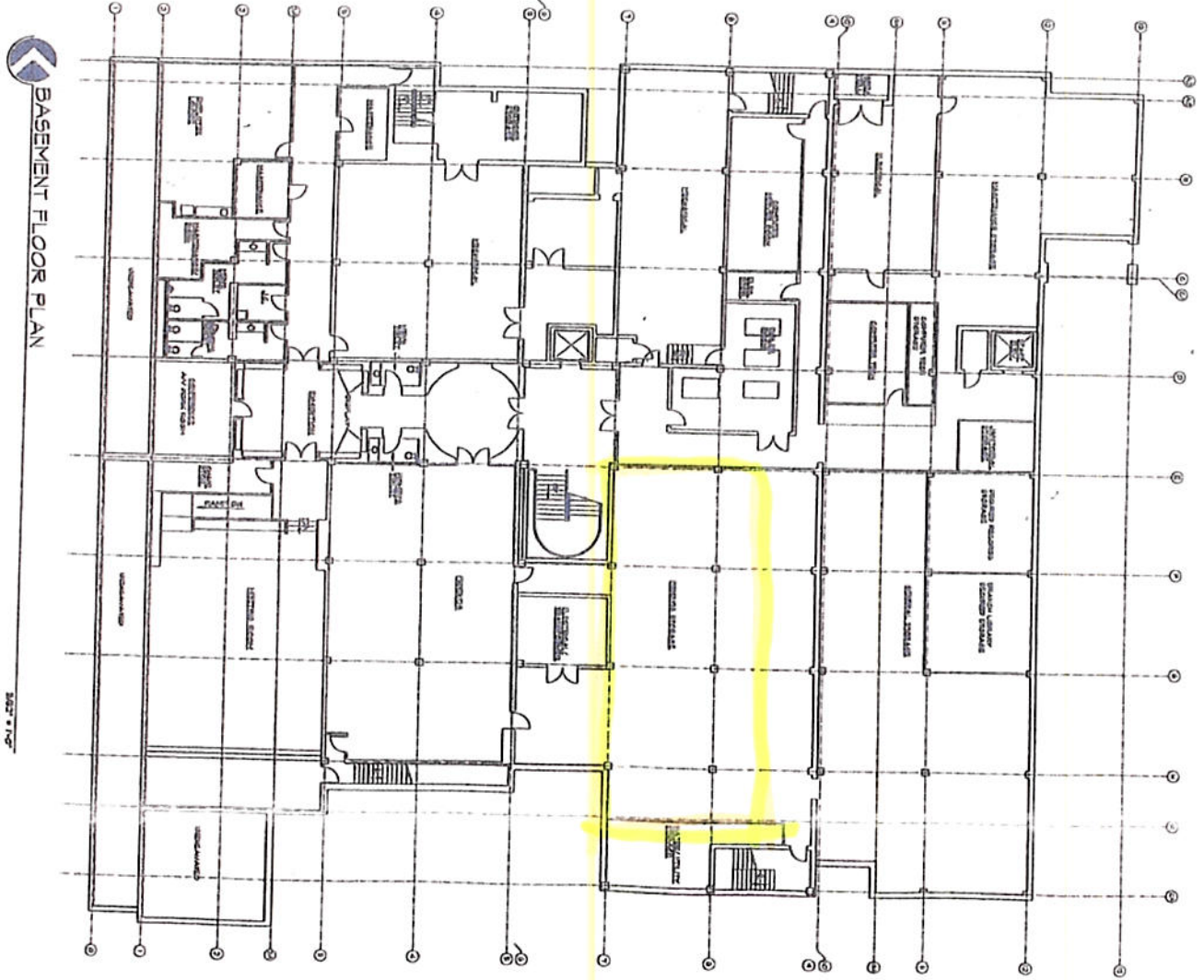
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Sheet No. _____

Scale: _____

Space Use Agreement – Exhibit A
Ann Arbor District Library
Basement Floor plan



 **BASEMENT FLOOR PLAN**

Scale: 1/8" = 1'-0"

**Basement
Floor
Plan**

PROJECT: Downtown Library Study
 DATE: 04-10-07
 PROJECT NO.: 07-001
 SHEET NO.: AS-001
 APPROVED: [Signature]
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**Downtown
Library
Study**

30123 Dewart Road
Ann Arbor, MI 48106
Project

**Ann Arbor
District
Library**

**Cornations
Design
Inc**

30123 Dewart Road
Ann Arbor, MI 48106
Project

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-074**

**RESOLUTION TO PROVIDE A LIVE INTERNET VIDEO STREAM OF AADL
BOARD MEETINGS**

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 17th day of April, 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1) That Ann Arbor District Library will produce a live Internet video stream of each monthly public meeting of the Ann Arbor District Library Board of Trustees.
- 2) That archived recordings of each live stream will be available for on-demand viewing on aadl.org.
- 3) 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:

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

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