



# Regular Meeting Agenda

Monday, April 18, 2016

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## April 2016

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17	<b>18 AADL Board Mtg</b>	19	20	21	22	23
24	25	26	27	28	29	30

## May 2016

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22	<b>23 AADL Board Mtg</b>	24	25	26	27	28
29	<b>30—Closed Memorial Day</b>	31				

## June 2016

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19	<b>20 AADL Board Mtg</b>	21	22	23	24	25
26	27	28	29	30		

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, April 18, 2016 at 6:00 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI

## REGULAR MEETING AGENDA

- 16-087 I. CALL TO ORDER
- 16-088 II. ATTENDANCE
- 16-089 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF COUNSEL AND DIRECTOR'S EVALUATION
- 16-090 IV. RECONVENE REGULAR MEETING AT 7:00PM
- 16-091 V. APPROVAL OF AGENDA (pp. 1-2)  
(Item of action)
- 16-092 VI. APPROVAL OF MINUTES OF MARCH 21, 2016, MARCH 24, 2016 AND APRIL 2, 2016 (pp. 3-19)  
(Item of action)
- 16-093 VII. CITIZENS' COMMENTS
- 16-094 VIII. FINANCIAL REPORT (pp. 20-23)
- 16-095 IX. APPROVAL OF DISBURSEMENTS (pp. 24-28)  
(Item of action)
- 16-096 X. COMMITTEE REPORTS
- 16-097 A. BUDGET AND FINANCE COMMITTEE
- 16-098 B. COMMUNICATIONS COMMITTEE
- 16-099 C. DIRECTOR'S EVALUATION COMMITTEE
- 16-100 D. STRATEGIC PLANNING COMMITTEE

- 16-101 XI. DIRECTOR'S REPORT (pp. 29-32)
- 16-102 XII. MONTHLY STATISTICS
- 16-103 XIII. OLD BUSINESS
- 16-075 A. STRATEGIC PLANNING  
(30 minutes)  
Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC
- 16-104 XIV. NEW BUSINESS
- 16-105 A. INFORMATION ARCHITECTURE AND USER EXPERIENCE STRATEGY PRESENTATION  
(60 minutes)  
Peter Morville, Semantic Studios
- 16-106 B. DISCUSSION OF PROPOSED 2016-2017 BUDGET (pp. 33-37)  
(30 minutes)
- 16-107 C. VOTE FOR CLOSED SESSION AT THE MAY 23, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, OPINION OF LEGAL COUNSEL AND DIRECTOR'S EVALUATION  
(Item of action)  
Roll call vote
- 16-108 XV. CITIZENS' COMMENTS
- 16-109 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, MARCH 21, 2016

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, MARCH 21, 2016**

- 16-056 I. CALL TO ORDER
- President Barney Newman called the meeting to order 6:04 p.m.
- 16-057 II. ATTENDANCE
- Board Present: Nancy Kaplan, Margaret Leary (arr. 6:10 p.m.),  
 Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell,  
 Jamie Vander Broek  
 Board Absent: None  
 Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson  
 (recorder)  
 Others Present: Dan Schairbaum, Steve Grobe, Dykema
- 16-058 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- Treasurer Rosenthal, supported by Trustee Leija, moved for a closed session for discussion of real estate and opinion of legal counsel.
- A roll call vote was taken.
- AYES: Kaplan, Leija, Barney Newman, Rosenthal, Vander Broek  
 NAYS: None
- Motion passed 5-0.
- 16-059 IV. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE & OPINION OF COUNSEL
- 16-060 V. RECONVENE REGULAR MEETING AT 7:00PM
- President Barney Newman reconvened the meeting at 7:00 p.m.

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16-061 VI. APPROVAL OF AGENDA  
 (Item of action)

Treasurer Rosenthal, supported by Trustee Leija, moved to approve the agenda. After brief discussion Trustee Leija, supported by Trustee Vander Broek, moved to amend the agenda adding the Director's Evaluation to the April 18, 2016 vote for closed session. Director Parker noted she has given her permission for her evaluation to be discussed in closed session at that meeting.

It was Board consensus to amend the agenda as proposed. The amended agenda was voted on.

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

NAYS: None

Motion passed 7-0.

16-062 VII. APPROVAL OF MINUTES OF FEBRUARY 15, 2016  
 (Item of action)

Vice President Surovell, supported by Treasurer Rosenthal, moved to approve the minutes of February 15, 2016.

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

NAYS: None

Motion passed 7-0.

16-063 VIII. CITIZENS' COMMENTS

There were no citizens' comments.

16-064 IX. FINANCIAL REPORT

CFO Hadler reported February showed an unrestricted cash balance just over \$12.6 million. Tax receipts over \$12.5 million, reflecting 97.9% of the budgeted amount, have been received through the end of February. The fund balance stands just above \$8.8 million. Seven line items are currently over budget on a year

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to date basis.

16-065 X. APPROVAL OF DISBURSEMENTS  
 (Item of action)

Treasurer Rosenthal, supported by Trustee Kaplan, moved to approve the February 2016 disbursements.

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

NAYS: None

Motion passed 7-0.

16-066 XI. COMMITTEE REPORTS

16-067 A. BUDGET AND FINANCE COMMITTEE

Chairperson Surovell reported the committee had met and reviewed the draft 2016-2017 budget. The committee also reviewed the proposal from administration to create a capital projects fund as outlined later on the agenda. The draft 2016-2017 budget will be presented to the Board at the April Board meeting.

16-068 B. COMMUNICATIONS COMMITTEE

Chairperson Leija reported the committee had met and discussed the results of EPIC-MRA survey. AADL is perceived of having very high value to the community. A full report follows later on this agenda. The committee also met with Peter Morville and received a draft Strategy Brief update. Mr. Morville has met with numerous stakeholders including Board, staff and users regarding the website. Improved search functionality, pulling in subsites to the main website, improved accessibility standards and functionality across various devices are among areas being reviewed.

16-069 C. FACILITIES COMMITTEE

Chairperson Leary reported the committee had met and discussed the status of the Westgate project. The committee was also updated on the Traverwood Branch retaining wall issue.



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Trustee Leija inquired about Board members meeting with CoreSpaces. President Barney Newman stated the development group was reaching out to potential neighbors in the area of the Library Lot. This process was not done prior to their original presentation to the City. AADL has offered use of meeting rooms. Director Parker noted that the full Board received an invitation to attend a presentation at the Michigan League.

16-070

D. STRATEGIC PLANNING COMMITTEE

Chairperson Vander Broek reported the committee has not met. However, Bridgeport Consulting will be presenting later this evening. A Board Retreat has been scheduled for this Thursday beginning at 3:00 p.m. and is being held at the Gladwin Center. The retreat will concentrate on strategic planning.

16-071

XII. DIRECTOR'S REPORT

Director Parker reported the Library had been invited to several CoreSpaces stakeholder meetings. If CoreSpaces receives an option to purchase rights to the Library Lot site from City Council they plan on holding larger public meetings. One meeting consisted of local businesses and neighbors to the lot. The second meeting was a focus group for those wanting a plaza/park and connectivity to Liberty Plaza. CoreSpaces anticipates action from City Council in April.

Director Parker remarked on the DDA tax article reported in MLive. It was reported that the DDA anticipates the ceiling cap placed on collection of TIF monies will be reached this next fiscal year. Monies collected by the DDA above their cap would be returned to the taxing authorities, of which the Library is one. The Library has had no communication with the DDA regarding this possibility.

AADL appeared in an article in the Detroit News which highlighted our tools collection among other special library collections throughout the state. The Michigan Daily featured an article about a recent Living Lab Symposium. AADL was noted as a Living Lab location.

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Trustee Leija noted that Kid Koala recently presented at UMS and was blown away by the AADL musical instruments collection which he tweeted out to his 8,000 followers.

16-072      XIII.    MONTHLY STATISTICS

Deputy Director Neiburger reported on AADL's recent appearance in Synthtopia, an online electronic music site. They posted a great article on our music tools collection.

16-073      XIV.    NEW BUSINESS

16-074      A.    EPIC-MRA PRESENTATION ON AADL 2016 CUSTOMER SATISFACTION SURVEY

(30 minutes)

John Cavanagh, EPIC-MRA

Mr. Cavanagh stated the results of the AADL customer satisfaction survey reflected a very satisfied customer base with a 94 percent total positive rating. This survey was the third in a series over six years. 500 callers were selected randomly from both listed and cell phone numbers. Cell phone numbers reflected 30 percent of those contacted. He reviewed the questions asked and responses received. Over 84 percent of those contacted had visited AADL. The Downtown Library is the most visited and ease of finding items was very high. Staff was found approachable 9 out of 10 times. Nothing jumped out as an enticement to bring more people into the Library. More people were aware of how the Library was funded and AADL is seen as having a very high value in the community. Board members asked questions on several of the responses and the process used by EPIC-MRA.

16-075      B.    BRIDGEPORT CONSULTING

(30 minutes)

Kerry Sheldon, Griffin Reames

Kerry Sheldon distributed packets to the Board. She reviewed the agenda for tonight's discussion. Conversations had with all Board members on an individual basis were also reviewed. A draft Strategic Plan of six initiatives was distributed reflecting themes from the Board interviews. Initiatives 3 (Finances) and 6 (Facilities) will be discussed in-depth at the Board Retreat. The



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remaining Initiatives were reviewed with Board input. A more fleshed out document will be created from tonight's conversation. A staff survey will also be implemented and more conversations will be held with external stakeholders.

16-076

C. RESOLUTION TO ESTABLISH A CAPITAL PROJECTS FUND  
 (Item of action)

Treasurer Rosenthal, supported by Secretary Leary, moved the Board resolves to establish a capital projects fund in the amount of \$1 million dollars to fund the Ann Arbor District Library's portion of the Westgate Branch expansion; that all of the expenditures from this fund are for capital projects; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

The Board had discussion regarding the purpose of this resolution and determined that two separate resolutions would be appropriate.

The motion was amended as follows as read by Treasurer Rosenthal, the Board resolves as follows: to establish a capital projects fund; that all of the expenditures from this fund are for capital projects; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

The proposed amended motion was moved by Trustee Leija and supported by Trustee Kaplan. The amended motion was voted on as follows:

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

NAYS: None

Motion passed 7-0.

16-077

D. RESOLUTION TO TRANSFER \$1 MILLION DOLLARS TO THE CAPITAL PROJECTS FUND  
 (Item of action)

Trustee Leija, supported by Secretary Leary, moved the Board resolves to place \$1 million dollars in the capital projects fund for

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PROPOSED MINUTES OF THE REGULAR MEETING  
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the Westgate Branch expansion project.

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

NAYS: None

Motion passed 7-0.

16-078

E. RESOLUTION OF THANKS TO RAE ANN WEYMOUTH  
 UPON HER RETIREMENT FROM THE FRIENDS OF THE  
 ANN ARBOR DISTRICT LIBRARY BOOKSHOP  
 (Item of action)

President Barney Newman read the Board resolves as follows: that it would like to officially recognize Rae Ann Weymouth for her years of service as Director of the Friends of the Ann Arbor District Library Bookshop; to recognize Rae Ann Weymouth for her commitment upon her retirement as of the 31<sup>st</sup> day of March 2016; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded. Vice President Surovell moved to accept the resolution as read and Secretary Leary supported.

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

NAYS: None

Motion passed 7-0.

16-079

F. VOTE FOR CLOSED SESSION AT THE APRIL 18, 2016  
 REGULAR BOARD MEETING FOR DISCUSSION OF  
 REAL ESTATE, OPINION OF LEGAL COUNSEL AND  
 DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Trustee Leija, supported by Trustee Kaplan, moved to hold a closed session at the April 18, 2016 regular meeting for discussion of real estate, opinion of legal counsel and director's evaluation.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD  
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AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,  
Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

16-080      XV.      CITIZENS' COMMENTS

There were no additional citizens' comments.

16-081      XVI.      ADJOURNMENT

President Barney Newman adjourned the meeting at 8:57 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 21, 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.

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Margaret Leary, Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-076**

**RESOLUTION TO ESTABLISH A CAPITAL PROJECTS FUND**

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 21<sup>st</sup> day of March, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Trustee Leija, and supported by Trustee Kaplan:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To establish a capital projects fund.
- 2.) That all of the expenditures from this fund are for capital projects.
- 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on March 21, 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.

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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-077**

**RESOLUTION TO TRANSFER \$1 MILLION DOLLARS TO THE CAPITAL  
PROJECTS FUND**

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 21<sup>st</sup> day of March, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Trustee Leija, and supported by Secretary Leary:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To place \$1 million dollars in the capital projects fund for the Westgate Branch expansion project.

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

AYES: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on March 21, 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.

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Margaret Leary, Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-078**

**RESOLUTION OF THANKS TO RAE ANN WEYMOUTH UPON HER  
RETIREMENT FROM THE FRIENDS OF THE ANN ARBOR DISTRICT  
LIBRARY BOOKSHOP**

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 21<sup>st</sup> day of March, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

ABSENT: None

The following resolution was read by President Jan Barney Newman, moved by Vice President Surovell, and supported by Secretary Leary:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially recognize Rae Ann Weymouth for her years of service as Director of the Friends of the Ann Arbor District Library Bookshop.
- 2.) To recognize Rae Ann Weymouth for her commitment upon her retirement as of the 31<sup>st</sup> day of March 2016.
- 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on March 21, 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.

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Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
THURSDAY, MARCH 24, 2016

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**GLADWIN CENTER, 4105 WEST LIBERTY, ANN ARBOR, MI**  
**MINUTES OF THE BOARD RETREAT**  
**THURSDAY, MARCH 24, 2016**

I. CALL TO ORDER

President Barney Newman called the meeting to order at 3:10 p.m.

II. ATTENDANCE

Board Present: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

Absent: None

Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson (recorder)

Others: Kerry Sheldon, Griffin Reames, Bridgeport Consulting

III. WELCOME AND OVERVIEW

Kerry Sheldon, moderator, had Board members, staff and general public present introduce themselves.

Ms. Sheldon briefed the Board on the outline for the retreat. Trustee Leary inquired if the remaining sections of the Strategic Plan were going to be reviewed. Ms. Sheldon remarked that tonight's meeting was prioritized for a four hour meeting and the remaining sections will be reviewed at a later date.

Board members were asked to participate in a brief opening exercise in which they selected a photograph which resonated with them and shared their selection.

IV. CONNECTING EPIC-MRA DATA WITH TONIGHT'S DISCUSSION

Ms. Sheldon inquired of the Board whether the EPIC-MRA survey presented at the Monday, March 21<sup>st</sup> AADL Board meeting brought to light any areas for discussion.

Board members noted the following: no clear mandate for having a new Downtown Library; we're doing such a good job now, how can we do better; fundraising avenues in the community: donations/grants/individual donors/creation of a foundation or endowments.



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THURSDAY, MARCH 24, 2016

V. POTENTIAL FACILITIES STRATEGY: LONG-TERM CAPITAL PLANNING

Ms. Sheldon led the Board in a review of the 2012 bond initiative.

Outcomes and determinations of this discussion included the following:

- Timing and other ballot issues were a factor
- All Board members did not have a clear insight on what limitations, if any, were placed on them for participation in the issue
- More grassroots initiatives were needed
- Participation of the Friends should have been strongly encouraged
- Not prepared for strong opposition with a political agenda
- More experience with bond initiative campaigns was needed
- A design for a proposed building was needed
- Capitalizing on community partnerships
- All financial options should be considered in the future
- A review of services currently provided now and needed in the future should be explored thoroughly
- The Board should work as a whole in conversations and incorporate facilities planning into the Strategic Plan
- The Board is not actively planning for a new Downtown Library building

VI. BREAK

VII. ORIENTATION TO THE NEW WESTGATE!

Director Parker presented floor plans for the Westgate Branch Library:

- The branch will have 2 meeting rooms available for reservation holding up to eight people
- A larger meeting room will be available for rental
- The new front entry will be at the old Pictures Plus entrance
- The children's room will have a large wall with 'honeycomb' seating; a stroller corral area will be available
- There will be a separate computer room
- A space for the Friends material sales has been incorporated in the design
- A reading room has been placed at the opposite end of the building from the children's area
- Smaller public study rooms will be available
- The Sweetwaters Café will have their own space

Interior renderings were also presented. The Library anticipates opening the branch in late July or early August. Additional staffing will include one

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THURSDAY, MARCH 24, 2016

librarian, one supervisor and more casual staff. There will be programing now at this location. AADL signage will replace the Sun and Snow current exterior signage. Westgate will also place signage noting additional parking in the rear of the shopping center. This location will be approximately 22,000 square feet.

The collection will be organized following BISAC subject areas, the way bookstores organize their materials instead of Dewey.

Signage will consist of top level (hanging from ceiling), shelving range ends and on-shelf signage consisting of bookend type signs clipped on shelves.

Meeting rooms will be bookable online.

VIII. POTENTIAL FINANCE STRATEGY: PHILANTHROPY/FOUNDATION/  
ENDOWMENT

The Board discussed several options for expanding library finances including philanthropy, creating a foundation or establishing endowments and what their impact might be. Forecasting on future library expenditures for programming, staffing and facilities is needed.

IX. WHAT DOES IT MEAN/LOOK LIKE FOR THE BOARD TO BE USED  
WELL?

The Board discussed various scenarios to establish better communication, changing meeting structures and establishing a more transparent process for decision making.

Board members expressed interest in attending state and national professional development conferences.

X. APPRECIATIONS

Board members expressed appreciation for discussion in this forum and the mix of long standing and new board members.

XI. CLOSING REMARKS, EVALUATIONS AND ADJOURNMENT

Evaluations were distributed. Trustee Vander Broek thanked the Board for their participation and reminded them that any additional thoughts on this process may be emailed to Ms. Sheldon.

President Barney Newman adjourned the meeting at 6:55 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE BOARD RETREAT  
THURSDAY, MARCH 24, 2016

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 the board retreat held on March 24, 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.

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Margaret Leary, Secretary



ANN ARBOR DISTRICT LIBRARY BOARD  
MINUTES OF THE SPECIAL MEETING  
SATURDAY, APRIL 2, 2016

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE SPECIAL MEETING**  
**SATURDAY, APRIL 2, 2016**

16-082 I. CALL TO ORDER

President Barney Newman called the meeting to order at 9:32 a.m.

16-083 II. ATTENDANCE

Board Present: Margaret Leary, Jim Leija, Jan Barney Newman,  
 Prue Rosenthal, Ed Surovell, Jamie Vander Broek

Board Absent: Nancy Kaplan

Staff: Karen Wilson (recorder)

Before the vote for closed session, Ms. Wilson read a communication from Director Parker agreeing that the AADL Board conduct her evaluation as Director of AADL at this special meeting in closed session.

16-084 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S EVALUATION

(Item of action)

Roll call vote

Trustee Leija, supported by Secretary Leary, moved for a closed session for director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

16-085 IV. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION

Staff left the meeting as the Board recessed to closed session at 9:34 a.m.

ANN ARBOR DISTRICT LIBRARY BOARD  
MINUTES OF THE SPECIAL MEETING  
SATURDAY, APRIL 2, 2016

16-086      V.      ADJOURNMENT

The Board returned to open session at 11:14 a.m.

President Barney Newman adjourned the meeting at 11:15 a.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 special meeting held on April 2, 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.

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Margaret Leary, Secretary

## Ann Arbor District Library Financial Summary for March 2016

### **Cash:**

The unrestricted cash balance as of March 31, 2016 was \$11,783,191 down from \$12,631,913 in February.

### **Tax Receipts:**

The Library has received tax receipts totaling \$12,606,305, 98.5% of the budgeted amount, as of March 31.

### **Budget vs. Actual:**

The Library has a positive fund balance of \$8,884,511 as of March 31, up from \$8,830,725 at the end of February.

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

Tax, state aid and penal fine revenues are being recognized monthly at the monthly budgeted amount. These line items will be reconciled with actual receipts during year-end close.

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

The following operating expense line items are over budget through March.

Purchased Services – Payment for public opinion research, website design and strategic planning put this item over budget year to date.

Communications – The annual payment for internet connectivity paid in September put this item over budget year-to-date.

Materials – Annual online and print subscriptions and additions to the tools collection put this item over budget year-to-date.

Software – A large renewal payment for cataloging software paid in July and software license agreements paid in September put this item over budget year-to-date.

Supplies – Mini PCs purchased in March and items purchased throughout the year for the Secret Lab put this item over budget year-to-date.

Repairs and Maintenance – Payments for landscape maintenance in January and charges for moving materials out of the Westgate branch paid in December put this item over budget year-to-date.



ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Nine Months Ending Thursday, March 31, 2016

	<b>March</b>			<b>YTD</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Revenue</b>						
Tax Collections - Operating	\$1,063,250	\$1,063,250		\$9,569,250	\$9,569,250	
State Aid	3,750	3,750		33,750	33,750	
Penal Fines	18,750	18,750		168,750	168,750	
Interest	8,323	8,333	(10)	107,430	75,000	32,430
Copiers	2,289	2,500	(211)	21,228	22,500	(1,272)
Grants/Memorials	13	7,500	(7,487)	67,379	67,500	(121)
Library Fines & Fees	30,870	27,500	3,370	237,913	247,500	(9,587)
Non-Resident Fees	2,363	1,250	1,113	13,826	11,250	2,576
<b>Total Revenue</b>	<b>\$1,129,608</b>	<b>\$1,132,833</b>	<b>(\$3,225)</b>	<b>\$10,219,526</b>	<b>\$10,195,500</b>	<b>\$24,026</b>
<b>Expenditures</b>						
Salaries & Wages	490,707	505,917	(15,210)	4,358,836	4,553,253	(194,417)
Employee Benefits	126,991	130,512	(3,521)	1,084,685	1,174,611	(89,926)
Employment Taxes	36,648	38,703	(2,055)	323,278	348,327	(25,049)
<b>Total Employment Cost</b>	<b>\$654,346</b>	<b>\$675,132</b>	<b>(\$20,786)</b>	<b>\$5,766,799</b>	<b>\$6,076,191</b>	<b>(\$309,392)</b>
Custodial and Electrical	\$10,363	\$15,000	(\$4,637)	\$122,007	\$135,000	(\$12,993)
Accounting/Audit	1,000	1,000		9,000	9,000	
Legal	4,674	8,330	(3,656)	31,446	74,967	(43,521)
Purchased Services	60,805	12,402	48,403	210,673	111,618	99,055
Utilities	31,466	37,500	(6,034)	275,899	337,500	(61,601)
Property Insurance	7,677	7,500	177	67,095	67,500	(405)
Communications	8,731	15,000	(6,269)	143,035	135,000	8,035
Materials	152,753	148,666	4,087	1,431,294	1,337,994	93,300
Software Licenses/Maint	6,596	12,500	(5,904)	136,932	112,500	24,432
Building Rental	7,346	12,917	(5,571)	105,028	116,253	(11,225)
Seminars/Conferences/Travel	208	2,143	(1,935)	4,952	19,287	(14,335)
Copier Expense	2,200	3,750	(1,550)	25,128	33,753	(8,625)
Library Programming	26,247	30,833	(4,586)	234,671	277,497	(42,826)
Grants/Memorials	200	7,500	(7,300)	63,469	67,500	(4,031)
Supplies	27,696	16,643	11,053	254,759	149,787	104,972
Repairs and Maintenance	18,080	28,083	(10,003)	283,103	252,747	30,356
Postage	199	2,917	(2,718)	13,127	26,253	(13,126)
Lcards/Circ Cards	(198)	5,717	(5,915)	23,733	51,453	(27,720)
Other Operating Expenditures	2,067	2,217	(150)	15,519	19,953	(4,434)
<b>Total Operating Expense</b>	<b>\$368,110</b>	<b>\$370,618</b>	<b>(\$2,508)</b>	<b>\$3,450,870</b>	<b>\$3,335,562</b>	<b>\$115,308</b>
Capital Outlays		\$87,083	(\$87,083)	\$560,121	\$783,747	(\$223,626)
<b>Total Expenditures</b>	<b>\$1,022,456</b>	<b>\$1,132,833</b>	<b>(\$110,377)</b>	<b>\$9,777,790</b>	<b>\$10,195,500</b>	<b>(\$417,710)</b>
<b>Net</b>	<b>\$107,152</b>		<b>\$107,152</b>	<b>\$441,736</b>		<b>\$441,736</b>

## ANN ARBOR DISTRICT LIBRARY

Balance Sheet  
Thursday, March 31, 2016

**ASSETS****Current Assets****Cash**

Cash - Commercial Checking	\$87,096.14
Cash - Payroll	240,077.59
Holtrey Fund	333,120.27
Cash - Savings	3,929,316.44
Keniston Fund	30,428.84
Shafer Fund	10,497.94
Westerman Fund	29,507.35
Petty Cash	2,150.00
WLBPD Account	38,312.02
Price Fund	21,366.29
Ladies Library Association	14,003.57
ICS Money Market	<u>2,006,870.76</u>
<b>Total Cash</b>	<b>6,742,747.21</b>

**Investments**

Bank of Ann Arbor Investment	3,512,446.62
Old National Trust Company	<u>2,005,233.22</u>
<b>Total Investments</b>	<b>5,517,679.84</b>

**Accounts Receivable**

Accounts Receivable	<u>181,963.00</u>
<b>Total Accounts Receivable</b>	<b>181,963.00</b>

**Prepaid Expenses**

Prepaid Insurance	90,265.74
Prepaid Expenses	6,888.50
Prepaid Rent	
<b>Total Prepaid Expenses</b>	<u>97,154.24</u>
<b>Total Current Assets</b>	<b>12,539,544.29</b>

**Capital Assets**

Buildings	26,296,532.20
Land	2,108,182.82
Audio Visual Equipment	586,387.00
Communications Equipment	473,681.00
Business Machines	111,595.00
Computer Equipment	1,125,256.30
Machinery & Tools	42,068.00
Appliances & Accessories	37,015.00
Furniture & Fixtures	1,147,025.18
Vehicles	92,467.75
Construction in Progress	<u>244,895.54</u>
<b>Total Capital Assets</b>	<b>32,265,105.79</b>

**Amount Provided for Long-Term Debt**

Long Term Sick	28,641.84
Long Term Vacation	<u>266,006.17</u>
<b>Total Provided for Long-Term Debt</b>	<b>294,648.01</b>

**TOTAL ASSETS** 45,099,298.09



## ANN ARBOR DISTRICT LIBRARY

Balance Sheet  
Thursday, March 31, 2016

**LIABILITIES AND FUND EQUITY****Current Liabilities**

Accounts Payable	(14,689.56)
Accrued Accounts Payable	14,827.90
Security Deposit	4,000.00
Accrued Payroll	356,472.14
EE 403(b) deduction / EE Miors Pmt	(9,749.99)
ER 403(b) Contribution	(12,460.37)
Accrued Liability - Vacation S/T	42,644.71
<b>Total Current Liabilities</b>	<b><u>381,044.83</u></b>

**Long-Term Liabilities**

Accrued Liability - Sick Pay	28,641.84
Accrued Liability - Vacation L/T	266,006.17
<b>Total Long-Term Liabilities</b>	<b><u>294,648.01</u></b>

**Fund Equity**

Investment - Gen Fixed Assets	32,265,105.79
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**Fund Balance**

Reserve - Encumbrances	268,837.69
Deferred Revenue - Property Taxes	3,005,151.00
Fund Balance - Undesignated	8,442,772.00
Excess Revenue (Spending)	441,738.77

<b>Total Fund Balance</b>	<b><u>12,158,499.46</u></b>
<b>Total Fund Equity</b>	<b><u>44,423,605.25</u></b>

<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u><u>45,099,298.09</u></u></b>
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Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 3/1/2016 3/31/2016  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052304	4IMPRINT	4IMPRINT, INC	3/4/2016	CHECK	PMCHK00001885	\$412.76
052445	4THTHE	4th WALL THEATRE CO.	3/22/2016	CHECK	PMCHK00001895	\$800.00
052336	7CYLSTU	7 CYLINDERS STUDIO	3/8/2016	CHECK	PMCHK00001886	\$100.00
052338	AGRSER	A GROWING SERVICE LLC	3/8/2016	CHECK	PMCHK00001886	\$340.00
052447	ATODAT	A TO Z DATABASE	3/22/2016	CHECK	PMCHK00001895	\$13,600.00
052303	AFSMITH	A.F. SMITH ELECTRIC, INC.	3/1/2016	CHECK	PMCHK00001884	\$700.54
052469	AFTDEL	AFTERNOON DELIGHT	3/25/2016	CHECK	PMCHK00001896	\$144.00
052271	ALLENT	ALLIANCE ENTERTAINMENT	3/1/2016	CHECK	PMCHK00001884	\$5,541.08
052362	ALLENT	ALLIANCE ENTERTAINMENT	3/11/2016	CHECK	PMCHK00001887	\$123.77
052483	ALLENT	ALLIANCE ENTERTAINMENT	3/29/2016	CHECK	PMCHK00001897	\$184.87
052297	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	3/1/2016	CHECK	PMCHK00001884	\$254.90
052500	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	3/29/2016	CHECK	PMCHK00001897	\$61.20
052272	ALLJON	ALLISON JONES	3/1/2016	CHECK	PMCHK00001884	\$52.79
052274	AMASCH	AMANDA SCHOTT	3/1/2016	CHECK	PMCHK00001884	\$12.20
052446	AMACORP	AMAZON	3/22/2016	CHECK	PMCHK00001895	\$4,349.71
052273	AMACOM	AMAZON.COM CREDIT PLAN	3/1/2016	CHECK	PMCHK00001884	\$3,252.20
052484	AMACOM	AMAZON.COM CREDIT PLAN	3/29/2016	CHECK	PMCHK00001897	\$5,886.09
052363	AMEX	AMERICAN EXPRESS	3/11/2016	CHECK	PMCHK00001887	\$70,328.51
052275	ANDPAI	ANDERSON PAINT COMPANY	3/1/2016	CHECK	PMCHK00001884	\$57.93
052276	ANNARB	ANN ARBOR OBSERVER	3/1/2016	CHECK	PMCHK00001884	\$2,356.60
052388	ANNPRU	ANNA PRUSHINSKAYA	3/15/2016	CHECK	PMCHK00001890	\$100.00
052470	ANNDRO	ANNE DROZD	3/25/2016	CHECK	PMCHK00001896	\$172.76
052277	APPIMA	APPLIED IMAGING	3/1/2016	CHECK	PMCHK00001884	\$304.40
052414	AQUCOL	AQUINAS COLLEGE	3/18/2016	CHECK	PMCHK00001891	\$9.41
052389	ATTMOB	AT&T MOBILITY	3/15/2016	CHECK	PMCHK00001890	\$644.86
052278	B&H	B&H PHOTO-VIDEO	3/1/2016	CHECK	PMCHK00001884	\$8,035.10
052305	B&H	B&H PHOTO-VIDEO	3/4/2016	CHECK	PMCHK00001885	\$1,643.75
052339	B&H	B&H PHOTO-VIDEO	3/8/2016	CHECK	PMCHK00001886	\$217.97
052390	B&H	B&H PHOTO-VIDEO	3/15/2016	CHECK	PMCHK00001890	\$419.95
052415	B&H	B&H PHOTO-VIDEO	3/18/2016	CHECK	PMCHK00001891	\$701.80
052340	BARNOB1	BARNES & NOBLE INC.	3/8/2016	CHECK	PMCHK00001886	\$213.72
052341	BARRON	BARRON'S	3/8/2016	CHECK	PMCHK00001886	\$199.00
052364	BELTOW	BELL TOWER HOTEL	3/11/2016	CHECK	PMCHK00001887	\$191.10
052279	BETBAT	BETH BATTEY	3/1/2016	CHECK	PMCHK00001884	\$360.00
052485	BETBAT	BETH BATTEY	3/29/2016	CHECK	PMCHK00001897	\$180.00
052306	BETNEA	BETHANY NEAL	3/4/2016	CHECK	PMCHK00001885	\$250.00
052342	BETBEC	BETSY BECKERMAN	3/8/2016	CHECK	PMCHK00001886	\$850.00
052391	BETBEC	BETSY BECKERMAN	3/15/2016	CHECK	PMCHK00001890	\$200.00
052302	ABSBAF	BILL SCHULERT	3/1/2016	CHECK	PMCHK00001884	\$100.00
052343	BLAAUD	BLACKSTONE AUDIO BOOKS	3/8/2016	CHECK	PMCHK00001886	\$905.94
052310	DICBLI	BLICK ART MATERIALS	3/4/2016	CHECK	PMCHK00001885	\$3.09
052488	DICBLI	BLICK ART MATERIALS	3/29/2016	CHECK	PMCHK00001897	\$28.85
052416	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$159.00
052417	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/18/2016	CHECK	PMCHK00001891	\$61,608.61
052418	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/18/2016	CHECK	PMCHK00001891	\$5,864.17
052419	BP	BP	3/18/2016	CHECK	PMCHK00001891	\$187.62
052386	BREWER	BREWER'S	3/11/2016	CHECK	PMCHK00001888	\$231.41
052344	BRICON	BRIDGEPORT CONSULTING	3/8/2016	CHECK	PMCHK00001886	\$2,683.13



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052280	BRIOBR	BRIDGET O'BRIEN	3/1/2016	CHECK	PMCHK00001884	\$125.00
052486	BRIAUD	BRILLIANCE PUBLISHING, INC.	3/29/2016	CHECK	PMCHK00001897	\$247.41
052392	BRODCO	BRODART CO.	3/15/2016	CHECK	PMCHK00001890	\$4,166.91
052345	BUSVAL	BUSCH'S, INC.	3/8/2016	CHECK	PMCHK00001886	\$251.60
052270	BUSCAR	BUSINESS CARD	3/1/2016	CHECK	PMCHK00001884	\$4,759.49
052420	CAPDIS	CAPITAL AREA DISTRICT LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$21.95
052307	CARBRO	CARPENTER BROS.	3/4/2016	CHECK	PMCHK00001885	\$112.37
052421	CENMIC	CENTRAL MICHIGAN UNIVERSITY	3/18/2016	CHECK	PMCHK00001891	\$75.89
052387	CHADES	CHALOU DESIGNS	3/14/2016	CHECK	PMCHK00001889	\$6,888.50
052395	COMHIG	CHS YEARBOOK	3/15/2016	CHECK	PMCHK00001890	\$90.00
052471	CHURIE	CHUCK RIEPENHOFF	3/25/2016	CHECK	PMCHK00001896	\$350.00
052472	CINCOR	CINTAS CORPORATION	3/25/2016	CHECK	PMCHK00001896	\$1,665.61
052308	CITOF1	CITY OF ANN ARBOR TREASURER	3/4/2016	CHECK	PMCHK00001885	\$82.00
052422	CITOF1	CITY OF ANN ARBOR TREASURER	3/18/2016	CHECK	PMCHK00001891	\$2,775.38
052448	CITOF1	CITY OF ANN ARBOR TREASURER	3/22/2016	CHECK	PMCHK00001895	\$1,084.09
052487	CLABEL	CLASSICAL BELLS	3/29/2016	CHECK	PMCHK00001897	\$200.00
052394	COMCAS	COMCAST	3/15/2016	CHECK	PMCHK00001890	\$38.47
052346	COMALLW	COMPUTER ALLEY WEST	3/8/2016	CHECK	PMCHK00001886	\$481.82
052393	COMALLW	COMPUTER ALLEY WEST	3/15/2016	CHECK	PMCHK00001890	\$741.90
052423	COMALLW	COMPUTER ALLEY WEST	3/18/2016	CHECK	PMCHK00001891	\$6,893.00
052449	COMALLW	COMPUTER ALLEY WEST	3/22/2016	CHECK	PMCHK00001895	\$581.48
052281	DANROM	DANIEL M. ROMANCHIK	3/1/2016	CHECK	PMCHK00001884	\$100.00
052347	DANROM	DANIEL M. ROMANCHIK	3/8/2016	CHECK	PMCHK00001886	\$100.00
052309	DEMCO	DEMCO	3/4/2016	CHECK	PMCHK00001885	\$1,810.50
052396	DEMCO	DEMCO	3/15/2016	CHECK	PMCHK00001890	\$143.72
052473	DEMCO	DEMCO	3/25/2016	CHECK	PMCHK00001896	\$2,695.00
052424	DICLIB	DICKINSON COUNTY LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$9.99
052397	DONALL	DON ALLES	3/15/2016	CHECK	PMCHK00001890	\$100.00
052450	DOUCOO	DOUG COOMBE	3/22/2016	CHECK	PMCHK00001895	\$100.00
052474	DTEENE	DTE ENERGY	3/25/2016	CHECK	PMCHK00001896	\$17,477.33
052489	DTEENE	DTE ENERGY	3/29/2016	CHECK	PMCHK00001897	\$9,958.80
052366	DYKGOS	DYKEMA GOSSETT	3/11/2016	CHECK	PMCHK00001887	\$1,603.80
052425	EASLAN	EAST LANSING PUBLIC LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$13.95
052398	EDWFEN	EDWARD H. FENG	3/15/2016	CHECK	PMCHK00001890	\$15.00
052311	ELILAW	ELITE LAWN & LANDSCAPE, INC.	3/4/2016	CHECK	PMCHK00001885	\$7,525.00
052282	ELIPEA	ELIZABETH PEARCE	3/1/2016	CHECK	PMCHK00001884	\$51.84
052399	ELLLIV	ELLEN LIVINGSTON	3/15/2016	CHECK	PMCHK00001890	\$125.00
052312	ELYAUR	ELYSE AURBACH	3/4/2016	CHECK	PMCHK00001885	\$300.00
052426	EPICMRA	EPIC - MRA	3/18/2016	CHECK	PMCHK00001891	\$11,875.00
052313	EVEHOL	EVELYN HOLLENSHEAD	3/4/2016	CHECK	PMCHK00001885	\$19.28
052314	FASTSI	FASTSIGNS	3/4/2016	CHECK	PMCHK00001885	\$2,710.00
052427	FERSTA	FERRIS STATE UNIVERSITY LIBRAR	3/18/2016	CHECK	PMCHK00001891	\$70.00
052348	FORFRA	FORMAT FRAMING	3/8/2016	CHECK	PMCHK00001886	\$181.93
052315	FOUCRE	FOUNDATIONS OF CREATIVE VISION	3/4/2016	CHECK	PMCHK00001885	\$480.00
052316	FRIOF	FRIENDS OF THE ANN ARBOR	3/4/2016	CHECK	PMCHK00001885	\$1,534.60
052381	THOGAL	GALE/CENGAGE LEARNING, INC	3/11/2016	CHECK	PMCHK00001887	\$184.43
052410	THOGAL	GALE/CENGAGE LEARNING, INC	3/15/2016	CHECK	PMCHK00001890	\$307.73
052503	THOGAL	GALE/CENGAGE LEARNING, INC	3/29/2016	CHECK	PMCHK00001897	\$165.14
052317	GAMESTART	GAMESTART	3/4/2016	CHECK	PMCHK00001885	\$800.00
052367	GAMESTART	GAMESTART	3/11/2016	CHECK	PMCHK00001887	\$1,600.00
052429	GENDIS	GENESE DISTRICT LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$17.00
052318	GLACEN	GLADWIN CENTER	3/4/2016	CHECK	PMCHK00001885	\$180.00
052475	GLEMOR	GLEN MORNINGSTAR, JR.	3/25/2016	CHECK	PMCHK00001896	\$900.00
052451	GLOEQU	GLOBAL EQUIPMENT CO.	3/22/2016	CHECK	PMCHK00001895	\$338.93
052413	WVGRAI	GRAINGER	3/15/2016	CHECK	PMCHK00001890	\$94.06



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052440	WWGRAI	GRAINGER	3/18/2016	CHECK	PMCHK00001891	\$120.00
052430	GRARAP	GRAND RAPIDS PUBLIC LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$40.00
052283	FIRMAR	GREEN ROAD ASSOCIATES, LLC	3/1/2016	CHECK	PMCHK00001884	\$3,646.00
052428	FIRMAR	GREEN ROAD ASSOCIATES, LLC	3/18/2016	CHECK	PMCHK00001891	\$3,646.00
052476	HOBBLA	HOBBS & BLACK ASSOCIATES, INC.	3/25/2016	CHECK	PMCHK00001896	\$1,063.76
052368	HOOHAT	HOOPEER, HATHAWAY, P.C.	3/11/2016	CHECK	PMCHK00001887	\$3,070.50
052431	HOPCOL	HOPE COLLEGE-VAN WYLEN LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$195.00
052349	HUGGAL	HUGH GALLAGHER	3/8/2016	CHECK	PMCHK00001886	\$200.00
052369	INSDDES	INSITE DESIGN STUDIO	3/11/2016	CHECK	PMCHK00001887	\$2,040.90
052477	JANSTE	JANE L. STERN	3/25/2016	CHECK	PMCHK00001896	\$45.00
052490	JASBUC	JASON BUCHANAN	3/29/2016	CHECK	PMCHK00001897	\$100.00
052350	JENMCK	JENN MCKEE	3/8/2016	CHECK	PMCHK00001886	\$100.00
052401	JENMCK	JENN MCKEE	3/15/2016	CHECK	PMCHK00001890	\$100.00
052491	JENMCK	JENN MCKEE	3/29/2016	CHECK	PMCHK00001897	\$103.00
052361	JEWISHNE	JEWISH NEWS	3/8/2016	CHECK	PMCHK00001886	\$245.00
052452	JOHCAN	JOHN CANTU	3/22/2016	CHECK	PMCHK00001895	\$300.00
052453	JUSSCH	JUSTIN SCHELL	3/22/2016	CHECK	PMCHK00001895	\$100.00
052319	KAMBOL	KAMI BOLYARD - AADL	3/4/2016	CHECK	PMCHK00001885	\$457.98
052402	KATBRA	KATHY BRADY	3/15/2016	CHECK	PMCHK00001890	\$100.00
052284	KEEROG	KEEGAN ROGERS	3/1/2016	CHECK	PMCHK00001884	\$125.00
052492	KEEROG	KEEGAN ROGERS	3/29/2016	CHECK	PMCHK00001897	\$125.00
052320	KELULL	KELSEY ULLENBRUCH	3/4/2016	CHECK	PMCHK00001885	\$22.90
052403	KRIMEE	KRISTIN MEEKHOF	3/15/2016	CHECK	PMCHK00001890	\$100.00
052478	KUREDU	KURZWEIL EDUCATION, INC	3/25/2016	CHECK	PMCHK00001896	\$135.00
052454	LAURAY	LAURA RAYNOR	3/22/2016	CHECK	PMCHK00001895	\$118.50
052404	LYNMON	LYNN MONSON	3/15/2016	CHECK	PMCHK00001890	\$300.00
052321	MARYAN	MARGARET YANG	3/4/2016	CHECK	PMCHK00001885	\$250.00
052285	MARBAN	MARTIN BANDYKE	3/1/2016	CHECK	PMCHK00001884	\$500.00
052351	MARBAN	MARTIN BANDYKE	3/8/2016	CHECK	PMCHK00001886	\$400.00
052323	MATRIX	MATRIX TRUST CO AttnTPA000320	3/4/2016	CHECK	PMCHK00001885	\$22,216.10
052432	MATRIX	MATRIX TRUST CO AttnTPA000320	3/18/2016	CHECK	PMCHK00001891	\$22,043.80
052286	MATDUB	MATT DUBAY	3/1/2016	CHECK	PMCHK00001884	\$6.20
052370	MCFI	MCFI	3/11/2016	CHECK	PMCHK00001887	\$425.00
052322	MASCOM	MEDCO SUPPLY COMPANY	3/4/2016	CHECK	PMCHK00001885	\$156.15
052493	MEP/DIS	MEP, INC/DISTRIBUTORS	3/29/2016	CHECK	PMCHK00001897	\$172.62
052405	METCOM	METCOM	3/15/2016	CHECK	PMCHK00001890	\$126.58
052455	METLIFE	METLIFE SBC	3/22/2016	CHECK	PMCHK00001895	\$6,839.09
052371	MICKRE	MICHELLE KRELL KYDD	3/11/2016	CHECK	PMCHK00001887	\$450.00
052406	MICOFF	MICHIGAN OFFICE SOLUTIONS	3/15/2016	CHECK	PMCHK00001890	\$2,177.90
052372	MICPOW	MICHIGAN POWER RODDING	3/11/2016	CHECK	PMCHK00001887	\$298.00
052433	MICSTA5	MICHIGAN STATE UNIVERSITY	3/18/2016	CHECK	PMCHK00001891	\$100.00
052456	MICSOU	MICRO SOURCE, INC.	3/22/2016	CHECK	PMCHK00001895	\$1,135.92
052324	MIDTAP	MIDWEST TAPE	3/4/2016	CHECK	PMCHK00001885	\$238.41
052352	MIDTAP	MIDWEST TAPE	3/8/2016	CHECK	PMCHK00001886	\$8,579.34
052373	MIDTAP	MIDWEST TAPE	3/11/2016	CHECK	PMCHK00001887	\$7,637.83
052407	MIDTAP	MIDWEST TAPE	3/15/2016	CHECK	PMCHK00001890	\$5,861.07
052494	MIDTAP	MIDWEST TAPE	3/29/2016	CHECK	PMCHK00001897	\$11,426.79
052337	AANEWS	MLIVE MEDIA GROUP	3/8/2016	CHECK	PMCHK00001886	\$696.00
052325	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	3/4/2016	CHECK	PMCHK00001885	\$14.95
052495	NICRAY	NICOLE RAY	3/29/2016	CHECK	PMCHK00001897	\$1,050.00
052479	NOMIUN	NORTHERN MICHIGAN UNIVERSITY	3/25/2016	CHECK	PMCHK00001896	\$25.95
052457	NUWAVE	NUWAVE AQUARIUMS	3/22/2016	CHECK	PMCHK00001895	\$239.95
052374	OCLINS	OCLC, INC.	3/11/2016	CHECK	PMCHK00001887	\$3,802.36
052287	OFFDEP	OFFICE DEPOT, INC.	3/1/2016	CHECK	PMCHK00001884	\$258.43
052375	OFFDEP	OFFICE DEPOT, INC.	3/11/2016	CHECK	PMCHK00001887	\$5.84



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052408	OFFDEP	OFFICE DEPOT, INC.	3/15/2016	CHECK	PMCHK00001890	\$293.90
052458	OFFDEP	OFFICE DEPOT, INC.	3/22/2016	CHECK	PMCHK00001895	\$1,627.38
052288	OMEBUS	OMEGA BUSINESS CENTER, LLC	3/1/2016	CHECK	PMCHK00001884	\$3,700.00
052434	OMEBUS	OMEGA BUSINESS CENTER, LLC	3/18/2016	CHECK	PMCHK00001891	\$3,700.00
052376	OUTMED	OUTFRONT MEDIA	3/11/2016	CHECK	PMCHK00001887	\$4,000.00
052326	PATSUT	PATRICIA SUTTON	3/4/2016	CHECK	PMCHK00001885	\$45.36
052290	PATDUN	PATRICK DUNN	3/1/2016	CHECK	PMCHK00001884	\$100.00
052459	PATDUN	PATRICK DUNN	3/22/2016	CHECK	PMCHK00001895	\$112.00
052496	PATDUN	PATRICK DUNN	3/29/2016	CHECK	PMCHK00001897	\$100.00
052291	PENGSP	PENGUIN RANDOM HOUSE LLC	3/1/2016	CHECK	PMCHK00001884	\$309.99
052353	RANHO	PENGUIN RANDOM HOUSE, LLC	3/8/2016	CHECK	PMCHK00001886	\$116.25
052498	RANHO	PENGUIN RANDOM HOUSE, LLC	3/29/2016	CHECK	PMCHK00001897	\$1,084.50
052480	PETLIB	PETOSKEY DISTRICT LIBRARY	3/25/2016	CHECK	PMCHK00001896	\$47.00
052460	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/22/2016	CHECK	PMCHK00001895	\$170.82
052292	PRITEC	PRINT TECH INC.	3/1/2016	CHECK	PMCHK00001884	\$833.68
052435	PRITEC	PRINT TECH INC.	3/18/2016	CHECK	PMCHK00001891	\$519.25
052328	RNAOFFA	R.N.A. OF ANN ARBOR, INC.	3/4/2016	CHECK	PMCHK00001885	\$10,363.00
052293	RACYAN	RACHEL YANIKOGLU	3/1/2016	CHECK	PMCHK00001884	\$52.69
052327	RACYAN	RACHEL YANIKOGLU	3/4/2016	CHECK	PMCHK00001885	\$32.56
052377	RACYAN	RACHEL YANIKOGLU	3/11/2016	CHECK	PMCHK00001887	\$69.93
052354	RECBOO	RECORDED BOOKS, INC.	3/8/2016	CHECK	PMCHK00001886	\$923.80
052295	RTI	RESEARCH TECHNOLOGY INT'L	3/1/2016	CHECK	PMCHK00001884	\$27.83
052461	RTI	RESEARCH TECHNOLOGY INT'L	3/22/2016	CHECK	PMCHK00001895	\$495.00
052436	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$19.99
052499	ROCKTHE	ROCK THE BOOTH	3/29/2016	CHECK	PMCHK00001897	\$625.00
052294	ROYLIM	ROYAL LIMOUSINE	3/1/2016	CHECK	PMCHK00001884	\$182.90
052437	SALDIS	SALINE DISTRICT LIBRARY	3/18/2016	CHECK	PMCHK00001891	\$23.00
052355	SARKEL	SARA MELTON KELLER	3/8/2016	CHECK	PMCHK00001886	\$200.00
052409	SARKEL	SARA MELTON KELLER	3/15/2016	CHECK	PMCHK00001890	\$200.00
052329	SCHSO	SCHEDULE SOURCE, INC	3/4/2016	CHECK	PMCHK00001885	\$895.50
052378	SCHSEC	SCHILKE SECURITY	3/11/2016	CHECK	PMCHK00001887	\$175.00
052296	SELAUTO	SELECT AUTO SERVICE	3/1/2016	CHECK	PMCHK00001884	\$174.59
052462	SELAUTO	SELECT AUTO SERVICE	3/22/2016	CHECK	PMCHK00001895	\$24.48
052463	SEMSTU	SEMANTIC STUDIOS, LLC	3/22/2016	CHECK	PMCHK00001895	\$25,200.00
052330	SENTPRO	SENTIMENTAL PRODUCTIONS	3/4/2016	CHECK	PMCHK00001885	\$120.00
052379	SHEWIL	SHERMAN- WILLIAMS	3/11/2016	CHECK	PMCHK00001887	\$186.72
052356	STAHAR	STADIUM HARDWARE	3/8/2016	CHECK	PMCHK00001886	\$188.83
052465	STETEE	STEVE TEERI	3/22/2016	CHECK	PMCHK00001895	\$255.48
052464	STESON	STEVEN SONORAS	3/22/2016	CHECK	PMCHK00001895	\$100.00
052357	SWESOU	SWEETWATER SOUND INC.	3/8/2016	CHECK	PMCHK00001886	\$1,248.00
052380	SWESOU	SWEETWATER SOUND INC.	3/11/2016	CHECK	PMCHK00001887	\$1,449.99
052438	SWESOU	SWEETWATER SOUND INC.	3/18/2016	CHECK	PMCHK00001891	\$493.14
052481	SWESOU	SWEETWATER SOUND INC.	3/25/2016	CHECK	PMCHK00001896	\$747.00
052501	SWESOU	SWEETWATER SOUND INC.	3/29/2016	CHECK	PMCHK00001897	\$359.70
052358	TANMED	TANTOR MEDIA	3/8/2016	CHECK	PMCHK00001886	\$634.29
052502	TDSMET	TDS METROCOM	3/29/2016	CHECK	PMCHK00001897	\$7,085.96
052331	THEANN	THE ANN MAGAZINE	3/4/2016	CHECK	PMCHK00001885	\$500.00
052359	THELIB	THE LIBRARY STORE	3/8/2016	CHECK	PMCHK00001886	\$126.20
052466	TEACOM	THE TEACHING COMPANY SALES, LL	3/22/2016	CHECK	PMCHK00001895	\$25.85
052467	TMGROU	THE TM GROUP INC	3/22/2016	CHECK	PMCHK00001895	\$983.75
052332	THOWES	THOMSON REUTERS-WEST	3/4/2016	CHECK	PMCHK00001885	\$230.50
052360	TSAFON	TSAI FONG BOOKS, INC.	3/8/2016	CHECK	PMCHK00001886	\$538.91
052504	TSAFON	TSAI FONG BOOKS, INC.	3/29/2016	CHECK	PMCHK00001897	\$47.32
052301	ADTSEC	TYCO INTEGRATED SECURITY	3/1/2016	CHECK	PMCHK00001884	\$2,500.00
052382	ULINE	ULINE, INC.	3/11/2016	CHECK	PMCHK00001887	\$41.53

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052298	UMICH10	UM EXHIBIT MUSEUM OF NATURAL H	3/1/2016	CHECK	PMCHK00001884	\$250.00
052411	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	3/15/2016	CHECK	PMCHK00001890	\$1,288.80
052333	UNIPAR	UNITED PARCEL SERVICE	3/4/2016	CHECK	PMCHK00001885	\$179.92
052383	UNIPAR	UNITED PARCEL SERVICE	3/11/2016	CHECK	PMCHK00001887	\$89.08
052482	UNIPAR	UNITED PARCEL SERVICE	3/25/2016	CHECK	PMCHK00001896	\$60.81
052439	UNUMPRO	UNUM LIFE INSURANCE	3/18/2016	CHECK	PMCHK00001891	\$879.20
052443	UNUMPRO	UNUM LIFE INSURANCE	3/18/2016	CHECK	PMCHK00001893	\$1,801.99
052444	UNUMPRO	UNUM LIFE INSURANCE	3/18/2016	CHECK	PMCHK00001894	\$2,029.97
052299	VANDIS	VAN BUREN DISTRICT LIBRARY	3/1/2016	CHECK	PMCHK00001884	\$27.00
052334	VARFOR	VARSITY FORD	3/4/2016	CHECK	PMCHK00001885	\$35.05
052300	VERWIRC	VERIZON WIRELESS	3/1/2016	CHECK	PMCHK00001884	\$1,741.07
052412	VERWIRC	VERIZON WIRELESS	3/15/2016	CHECK	PMCHK00001890	\$777.00
052384	VOSLIG	VOSS LIGHTING	3/11/2016	CHECK	PMCHK00001887	\$157.80
052505	WARNAT	VWR INTERNATIONAL LLC	3/29/2016	CHECK	PMCHK00001897	\$624.61
052468	WASHCC	WASHTENAW COMMUNITY COLLEGE	3/22/2016	CHECK	PMCHK00001895	\$15.00
052385	WASHTR	WASHTENAW COUNTY TREASURER	3/11/2016	CHECK	PMCHK00001887	\$9,586.40
052335	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/4/2016	CHECK	PMCHK00001885	\$228.21
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Total Checks:	230				Total Amount of Checks:	\$498,059.99
						=====



## AADL Director's Report April 2016

### Announcements

**National Library Services for the Blind:** It is my pleasure to announce that the Midlands and Northern Conferences have formally agreed to join together for their regional conferences in 2017 and have accepted our invitation, extended by Terry Soave last week while attending their conference, to host the 2017 conference in Ann Arbor. We are pleased to welcome our colleagues in Libraries for the Blind and Physically Handicapped from around the country to AADL.

**VISIONS 2016:** We are pleased to announce that Karen Keninger, Director, National Library Service for the Blind and Physically Handicapped, Library of Congress will deliver the keynote address at the VISIONS Conference on May 11<sup>th</sup> at the WCC. We also welcome Lylas G. Mogk, MD, and Director, Center for Vision Rehabilitation and Research, Henry Ford Health System as a speaker. Dr. Mogk also serves as the Chairperson of the Commission for the Blind for the State of Michigan.

### Upcoming Major Events

**Personal Digital Archiving Workshops with U-M Library:** As our personal and social lives become increasingly digital, the importance of preserving personal digital content grows. What steps should you take to save email correspondence, family photos posted online, social media content, and personal blogs and websites?

The U-M Library is gathering experts in the preservation of personal digital material from across the country and globe for the 2016 Personal Digital Archiving Conference. In connection with the conference, two free public sessions are also being held at the Ann Arbor District Library on Saturday, May 14<sup>th</sup>, in the Multi-Purpose Room. This panel will cover sharing, preserving, and organizing personal digital content.

**An Evening with Lesley Stahl:** On Monday, May 16<sup>th</sup>, Ms. Stahl will discuss her new book **Becoming Grandma: The Joys and Science of the New Grandparenting**. Held at the Michigan Theater and co-sponsored by Michigan Radio, the event begins at 7:00 p.m. and books will be available for purchase from Nicola's Books.

**New Yorker Copy Editor Mary Norris:** Mary Norris would come to spend more than three decades as a copy editor (or "prose goddess") at *The New Yorker*, where she's worked with such celebrated writers as Philip Roth, Pauline Kael, and George Saunders.

Norris's love of language, and her wish to help "all of you who want to feel better about your grammar," led her to write **Between You & Me: Confessions of a Comma Queen** a hilarious, down-to-earth manual for untangling the most vexing spelling, punctuation, and usage quandaries in English.

Join us for a truly delightful afternoon event on Sunday, May 15<sup>th</sup>, as Mary Norris discusses her critically acclaimed book and her life as a 'comma queen.' Books will be for sale at this event, courtesy of Literati and the event will include a book signing.

**New York Times Bestselling Mystery Author Steve Hamilton:** Join us for a special evening, May 17<sup>th</sup>, as Steve Hamilton discusses his new thriller **The Second Life of Nick Mason**, (which has just been acquired by Lionsgate for a movie version). This event is co-sponsored by Aunt Agatha's Mystery Bookshop and will include a book signing.

**I Wan Jan Puppet Theater of Taiwan:** Founded by Tien-Liu in 1931, I Wan Jan is one of the finest hand puppet troupes in Taiwan and around the world. In 2016, I Wan Jan will visit New York, Houston, and Ann Arbor. This event is co-sponsored by the Michigan Taiwanese American Organization, The University of Michigan Lieberthal-Rogel Center for Chinese Studies, The U-M Stearns Collection of Musical Instruments, and the Ann Arbor District Library.

I Wan Jan will perform "A Chance Encounter Leads to Marriage" at the Downtown Library in the first floor Lobby on May 24<sup>th</sup>, at 7:00 p.m.

### New Products, Tools and Services

**All Things Must Pass** is an examination of this iconic company's explosive trajectory, tragic demise, and legacy forged by its rebellious founder Russ Solomon. Find out the inside story of this music industry powerhouse with this acclaimed 2015 documentary, which is not rated. An April 15<sup>th</sup> National Library Week Event.

This event will begin with a discussion and memories of Tower Records by several former store employees at 3:00 p.m. and will be followed by the film screening at 4:00 p.m. ***While you're here, check out the launch of AADL's circulating vinyl collection and try out some of our tools for making your own music!***

**Poetry on a Bus:** To celebrate [National Poetry Month](#), AADL has joined with the Ann Arbor Area Transportation Authority for poetry on the bus! In the spirit of the [2006 Poetry Bus](#) and following in the footsteps of Vancouver's [Poetry Moves](#) and the Poetry Society of America's [Poetry in Motion](#) campaigns, AADL and AAATA have introduced two placards in each AATA bus with excerpts from



great poems by John Keats, Li Po, Elizabeth Barrett Browning, Claude McKay and others. See if you can read them all! There are 8 placards and they will be up all month.

**Fifth Avenue Press: Locally focused and publicly owned publishing imprint.** In an effort to support the local writing community and promote the production of original content, the library is looking for completed manuscripts for potential publication through our press. The library will provide editing, proofreading, and other assistance to the author and will ultimately publish selected finished works with on-demand print publishing as an option. The author will retain the copyright and all potential earnings for their work.

Fifth Avenue Press is currently in development, and there is no formal submission process. We encourage writers with completed manuscripts to attend the monthly Emerging Writer's Meet-Ups at the Traverwood Branch on the third Thursday of every month. The **Emerging Writer's Workshops** offer support, learning and advice for local authors. Each month, two weeks after the workshop, there is a Meet-Up where the instructors will read samples of your work and offer advice and assistance in a casual, supportive atmosphere.

### Staff Developments

**National Library Service:** Outreach and Neighborhood Services Manager, Terry Soave, represented the AADL and the WLBPD@AADL at the Midlands Regional Conference for the National Library Services in April.

**Friends of MI Libraries Trustee Alliance Workshop:** Library Director Josie Parker led a day long workshop for 36 library trustees from the mid-Michigan area at the Hoyt Library in Saginaw, MI on Board development. The topics included compliance with the Open Meetings Act, FOIA, and financial oversight of public libraries.

**Congratulations, Antwerp Library:** Deputy Director Eli Neiburger was an invited guest in Belgium speaking on the future of libraries at the 10th Anniversary of the new library in Antwerp. He also spoke at CounterPlay at Dokk1, the public library in Aarhus, Denmark: <http://www.counterplay.org/>. There he gave a talk on the AADL Summer Game and fostering a sense of play between Patrons & Staff.

### News

**Saturday Six Pack:** Director Josie Parker spoke with Mark Maynard for his Saturday radio broadcast on April 11<sup>th</sup> on the changing role of public libraries. The broadcast can be found at:



<http://markmaynard.com/2016/04/discussing-the-future-of-libraries-with-the-aadls-josie-parker-contemplating-the-depot-town-train-stop-and-plans-for-ypsis-little-bird-cafe-on-episode-42-of-the-saturday-six-pack>

**Return of Vinyl:** Librarian Mariah Cherem spoke with Mike Perrini on WCBN about the AADL's new vinyl collection during the week of April 12<sup>th</sup>.

**Martin Bandyke:** Community Relations and Marketing Manager Tim Grimes, spoke on Ann Arbor 107.1 about upcoming events, programs and podcasts. This is a monthly radio appearance.

**City of AA Sustainability Series:** Library Director Josie Parker moderated the final of four programs on regional sustainability issues. The panelists represented SEMCOG, UMTRI/SMART, Washtenaw County, and the Ann Arbor DDA. This panel focused on population growth and changes and the upcoming needs for different and more transportation and mobility options for the region. The program drew a regional audience including planning commission members from surrounding cities and townships.

## Ann Arbor District Library Proposed Budget Fiscal Year 2016-2017

### **Revenues:**

Tax Revenue – The tax revenue shown is the projected revenue at **1.90 mills**.

Sweetwater's Rent – Revenue based on lease agreement.

All Other Revenue – Projections are based on the current year's actual for each of these categories.

### **Expenses:**

Salaries and Wages – This reflects current salaries plus a 3 percent merit increase for full-time employees.

Positions Added: Volunteer Coordinator, Librarian, Library Techs (2), Building Supervisor.

Positions Eliminated: None.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status and a 3% increase in the Library's contribution to health insurance premiums.
- MPSERS employer contribution percentage of 25.78%.
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal – The estimated costs for next year.

Purchased Services – Includes \$80,000 for network cataloging services, \$22,975 for Unique Management, \$36,000 for the payroll service and \$66,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Computer Hardware – The cost of computer hardware to be purchased during the year.

Building Rental – Includes costs for the Westgate branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs as well as printing, advertising and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, IT supplies (\$200,000), supplies for all facilities (\$80,000), Lcards, book bags, circ cards and labeling supplies (\$68,600).

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes a transfer to the capital fund (\$853,500), and expenses for landscaping at Traverwood, carpeting Downtown and at Pittsfield, renovation of first floor restrooms Downtown, roof repair Downtown and at Mallett's, concrete repair at Traverwood and an allotment for furniture and shelving throughout the system.



ANN ARBOR DISTRICT LIBRARY  
Statement of Revenues and Expenditures  
Operating Budget

	Proposed 2016-17	Projected 2015-16		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	
<b>Revenue</b>				
Tax Collections - Operating (1.9000 mill Levy)	\$14,500,000	\$12,622,698	\$1,877,302	14.9%
State Aid	90,000	89,235	765	0.9%
Penal Fines	225,000	225,000	-	0.0%
Interest	100,000	100,000	-	0.0%
Copier Revenue	30,000	28,755	1,245	4.3%
Grants/Memorials	50,000	50,000	-	0.0%
Library Fines, Fees and Other	280,000	313,029	(33,029)	-10.6%
Non-Resident Fees	15,000	17,839	(2,839)	-15.9%
Sweetwater's Rent	31,110	-	31,110	N/A
<b>Total Revenue</b>	<u>\$15,321,110</u>	<u>\$13,446,556</u>	<u>\$1,874,554</u>	13.9%
<b>Expenditures</b>				
Salaries & Wages	\$6,569,985	\$5,800,057	\$769,928	13.3%
Employee Benefits	1,639,896	1,455,774	184,122	12.6%
Employment Taxes	502,604	430,947	71,657	16.6%
<b>Total Employment Cost</b>	<u>\$8,712,485</u>	<u>\$7,686,778</u>	<u>\$1,025,707</u>	13.3%
Custodial and Electrical	\$195,000	\$159,576	\$35,424	22.2%
Accounting/Audit	14,500	13,500	1,000	7.4%
Legal Expense	100,000	88,041	11,959	13.6%
Purchased Services	204,975	272,672	(67,697)	-24.8%
Utilities	425,000	355,626	69,374	19.5%
Property Insurance	93,000	90,126	2,874	3.2%
Communications	180,000	177,960	2,040	1.1%
Materials	1,784,000	1,939,869	(155,869)	-8.0%
Software Licenses/Maintenance	200,000	150,579	49,421	32.8%
Computer Hardware	150,000	-	150,000	N/A
Building Rental	561,850	127,066	434,784	342.2%
Seminars/Conferences/Training/Travel	23,100	11,309	11,791	104.3%
Copier Expense	45,000	35,479	9,521	26.8%
Library Programming	440,000	348,614	91,386	26.2%
Grants /Memorials	50,000	68,469	(18,469)	-27.0%
Supplies	382,100	327,918	54,182	16.5%
Repairs and Maintenance	337,000	374,761	(37,761)	-10.1%
Postage	35,000	18,968	16,032	84.5%
Circulation Supplies	-	45,033	(45,033)	N/A
Other Operating Expenditures	34,600	19,214	15,386	80.1%
<b>Total Operating Expense</b>	<u>\$5,255,125</u>	<u>\$4,624,780</u>	<u>\$630,345</u>	13.6%
<b>Capital Outlays</b>	<u>1,353,500</u>	<u>1,045,000</u>	<u>308,500</u>	29.5%
<b>Total Expenditures</b>	<u>\$15,321,110</u>	<u>\$13,356,558</u>	<u>\$1,964,552</u>	14.7%
<b>Net</b>	<u>-</u>	<u>\$89,998</u>	<u>(\$89,998)</u>	-100.0%



Ann Arbor District Library  
2016-2017 Budget

	<u>Computer Hardware</u>	<u>Building Rental</u>	<u>Seminars/ Conf./ Travel</u>	<u>Copier Expense</u>	<u>Library Programs</u>	<u>Grant and Memorial Expense</u>	<u>Supplies</u>	<u>Repair and Maint.</u>	<u>Postage</u>	<u>Other Operating Exp.</u>	<u>Capital Outlays</u>	<u>Total</u>
Traverwood	-	-	-	-	-	-	-	-	-	-	-	71,000
Mallett's Creek	-	-	-	-	-	-	-	-	-	-	-	57,000
Pittsfield	-	-	-	-	-	-	-	-	-	-	-	73,000
Westgate	-	516,850	-	-	-	-	-	-	-	-	-	546,850
O & NS	-	-	900	-	-	-	9,000	-	-	-	-	268,705
YASC	-	-	900	-	-	-	10,000	-	-	-	-	1,895,436
Community Relations	-	-	2,000	-	440,000	50,000	3,500	1,000	-	100	-	907,278
Information Access	150,000	-	1,000	40,000	-	-	200,000	20,000	-	-	-	4,267,194
Finance & HR	-	-	17,100	-	-	-	3,000	-	-	7,500	-	2,792,355
Facilities/Security/Circulation	-	-	700	5,000	-	-	153,600	316,000	35,000	18,000	1,353,500	4,012,595
Circulation	-	-	-	-	-	-	-	-	-	-	-	-
Administration	-	45,000	500	-	-	-	3,000	-	-	7,000	-	427,697
Board	-	-	-	-	-	-	-	-	-	2,000	-	2,000
<b>TOTAL</b>	<b>150,000</b>	<b>561,850</b>	<b>23,100</b>	<b>45,000</b>	<b>440,000</b>	<b>50,000</b>	<b>382,100</b>	<b>337,000</b>	<b>35,000</b>	<b>34,600</b>	<b>1,353,500</b>	<b>15,321,110</b>
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ANN ARBOR DISTRICT LIBRARY BOARD

Nancy Kaplan  
Margaret Leary  
Jim Leija  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell  
Jamie Vander Broek

2016 OFFICERS

President . . . . . Jan Barney Newman  
Vice President . . . . . Edward Surovell  
Treasurer . . . . . Prue Rosenthal  
Secretary . . . . . Margaret Leary

ADMINISTRATION

Josie Parker . . . . . Director  
Eli Neiburger . . . . . Deputy Director  
Bruce Hadler . . . . . Chief Financial Officer

**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