



Regular Meeting Agenda

Monday, December 18, 2017

Published by Ann Arbor District Library

December 2017

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

January 2018

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

February 2018

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, December 18, 2017 at 6:00 p.m.
 Ann Arbor District Library, Multipurpose Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-184 I. CALL TO ORDER
- 17-185 II. ATTENDANCE
- 17-186 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
 (Item of action)
 Roll call vote
- 17-187 IV. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 17-188 V. RECONVENE REGULAR MEETING AT 7:00PM
- 17-189 VI. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 17-190 VII. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of November 13, 2017 (pp. 4-11)
- CA-2 Approval of November 2017 Disbursements (pp. 12-14)
- 17-191 VIII. CITIZENS' COMMENTS
- 17-192 IX. FINANCIAL REPORTS (pp. 15-19)
 Bill Cooper, Finance Manager
- 17-193 X. COMMITTEE REPORTS
- 17-194 A. BUDGET & FINANCE COMMITTEE
 (15 minutes)

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, NOVEMBER 13, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 13, 2017

17-171 I. CALL TO ORDER

President Vander Broek called the meeting to order at 7:04 p.m.

17-172 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)

17-173 III. APPROVAL OF AGENDA
 (Item of action)

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

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

NAYS: None

Motion passed 7-0.

17-174 IV. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of October 16, 2017

CA-2 Approval of October 2017 Disbursements

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

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
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MONDAY, NOVEMBER 13, 2017

17-175 V. CITIZENS' COMMENTS

There were no citizens' comments.

17-176 VI. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the October 2017 financials in the Board Packet. He noted that \$14,882,712 million in property taxes, 95% of the budgeted amount, have been received year to date. Currently year to date expenditures are under budget by \$769,417.

17-177 VII. COMMITTEE REPORTS

17-178 A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the Budget and Finance Committee met with Old National Bank and reviewed AADL investments with that institution. The committee also reviewed changes to the financial policies being proposed later on in the agenda. Director Parker and Trustee Sherman met with Neel Hajra at the Ann Arbor Area Community Foundation to discuss services they provide. AADL is unusual in that it is a governmental entity and has 501(c)3 status. The committee has discussed endowments and foundations but has no recommendations at this time. Director Parker noted that current endowment/restricted funds include Holtrey, Westerman, Keniston, Schafer, Price and the Ladies Library Association. The committee is reviewing AADL's endowments and will also be reviewing the financial model for 5th Avenue Press.

17-179 B. EXECUTIVE COMMITTEE

President Vander Broek reported the Executive Committee will be meeting with John Cavanagh from EPIC-MRA to work on questions for the upcoming 2018 survey. The committee will bring draft questions to the full Board at the December Board meeting. Treasurer Leija noted that the focus of the questions will be on the functions and purpose of the Downtown Library.

President Vander Broek reported the director's evaluation process is proceeding and a final report should be ready by the December Board meeting.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 13, 2017

17-180 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker submitted her written report at the meeting and highlighted the following:

On November 27th AADL will participate in a live-stream from Hill Auditorium of the Congressman John Lewis event in the evening. Also on the 27th author Nate Powell will present at AADL in the afternoon prior to the evening event.

The 5th Avenue Press launch on November 5th was a great success.

With suspension of MeLCat, traditional interlibrary loan requests have jumped from 20 per week to 150 per week.

Will Gordon from O'Neal Construction will be presenting later on in the agenda on the Downtown Library.

AADL will be working with John Cavanagh from EPIC-MRA on the upcoming 2018 survey.

A summary of public comments and library programs were viewed.

17-181 IX. OLD BUSINESS

17-166 A. AADL STRATEGIC PLAN GOAL 3.3: DOWNTOWN LIBRARY BUILDING PRESENTATION
 Will Gordon, O'Neal Construction, Inc.

Mr. Gordon presented four scenarios for the disposition of Downtown Library building.

Scenario number one by Reserve Advisors provided an in-depth analysis of maintaining the current building with basic maintenance over the next thirty years at an anticipated cost of \$10.4 million in capital expenses. This does not account for any improvements or upgrades to the building. Mr. Gordon noted that he has a meeting scheduled with Reserve Advisors as he has concerns that some of the numbers they presented are too low.

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PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 13, 2017

Scenario number two would provide for interior demo and renovations. This would address only cosmetic changes to the building. The core and shell of the building would remain untouched. Anticipated cost for this would be between \$17.9 million to \$22.4 million. Upgrading this scenario to include some mechanical, electrical and plumbing work would cost between \$19.5 million and \$25.1 million.

Scenario number three would demolish the current building and build a new 120,000 square foot building on the site at an estimated cost of \$42.2 million up to \$62.5 million. The current library building is 111,000 square feet.

Scenario number four would demolish the 1958 portion of the library building, provide for interior demo/renovation of the 1975 and 1991 portions. A new addition would be built in place of the 1958 area of the building creating a complete building of 120,000 square feet. Anticipated cost would be \$28.7 million up to \$39.4 million.

Board members expressed their concerns in addressing the sewage issue of the building.

The Board discussed the various options presented and expressed the need to proceed slowly with more research needed. Trustee Surovell recommend that consideration be given to moving the Library off the current location and that this option also be researched.

Director Parker stated that a building program is needed to address what you would want to provide in the building. A schematic design would follow that process. Trustee Sherman noted that the EPIC-MRA survey would be the next logical step to help determine what is needed.

17-163

B. RESOLUTION ADOPTING REVISIONS TO BUSINESS AND FINANCE POLICIES
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves that the following Library Policies are revised as proposed: 7.4 Investment Policy –General Operating Fund; 7.5 Investment

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Policy – Strategic Fund Equity; 7.6 Gifts and Bequests Policy; 7.9 Purchasing Policy; 7.11 Identification and Disposition of Obsolete, Surplus, or Salvage Property; 7.16 Library Credit Card Policy; 7.17 Library Policy for Acceptance to Payments Via Financial Transaction Devices; 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that updates were necessary to the investment policies after discussion with our financial institutions and law firm. A revised copy of policy 7.5 was distributed to Board members. AADL is acting within the law, but the policies needed to reflect current practice. The remaining financial policies were updated to reflect current staffing titles. The purchasing policy update also reflects 2017 CPI numbers up from 2006.

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

NAYS: None

Motion passed 7-0.

17-164

C. RESOLUTION ADOPTING REVISIONS TO CIRCULATION
POLICY 3.1
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves That Circulation Policy 3.1 is revised as proposed; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Deputy Director Neiburger reviewed the policy changes with the Board. He noted several changes were made to bring the policy in line with practice and procedure was removed. He reviewed a breakdown of fees and fines. He noted when audio-visual fines are dropped from \$1.00 per day to .25 cents per day a 33% decrease in fine revenue is anticipated. He clarified that the \$50 per day fine for tools apply only to those tools which will be bookable for a specific time frame and a form acknowledging this will be required to be signed by the patron.

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Several Board members expressed concerns regarding changes to 3.1O-Payment Policy and 3.1P-Fines.

Treasurer Leija, supported by Trustee Barney Newman, moved to table the resolution and revisit it in December.

AYES: Green, Leija

NAYS: Barney Newman, Sherman, Song, Surovell, Vander Broek

Motion failed 2-5.

Trustee Sherman moved to accept changes to 3.1 except 3.1P.

Motion failed due to lack of support.

The original motion was voted on and was as follows:

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

NAYS: Green

Motion passed 6-1.

17-182 X. CITIZENS' COMMENTS

There were no additional citizens' comments.

17-183 XI. ADJOURNMENT

President Vander Broek adjourned the meeting at 9:13 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 November 13, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-163**

**RESOLUTION TO ADOPT REVISIONS TO BUSINESS AND FINANCE
POLICIES**

Minutes of the 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 13th day of November, 2017 at 7:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the following Library Policies are revised as proposed: 7.4 Investment Policy – General Operating Fund; 7.5 Investment Policy – Strategic Fund Equity; 7.6 Gifts and Bequests Policy; 7.9 Purchasing Policy; 7.11 Identification and Disposition of Obsolete, Surplus, or Salvage Property; 7.16 Library Credit Card Policy; 7.17 Library Policy for Acceptance to Payments Via Financial Transaction Devices; 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 13, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-164**

RESOLUTION TO ADOPT REVISIONS TO CIRCULATION POLICY 3.1

Minutes of the 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 13th day of November, 2017 at 7:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That Circulation Policy 3.1 is revised as proposed.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: Victoria Green

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 November 13, 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

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranaes: From: To:
 Check Number From First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date From: To:
 Checkbook ID First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
056961	ALETA	ALEXANDER TAAM	11/2/2017	CHECK	PMCHK00002082	\$250.00
056962	AMYTAR	AMY TARRANT	11/2/2017	CHECK	PMCHK00002082	\$300.00
056963	ANDPAI	ANDERSON PAINT COMPANY	11/2/2017	CHECK	PMCHK00002082	\$116.18
056964	ANNARB	ANN ARBOR OBSERVER	11/2/2017	CHECK	PMCHK00002082	\$2,429.50
056965	ANNRUN	ANN RUNKOWSKI	11/2/2017	CHECK	PMCHK00002082	\$74.99
056966	B&H	B&H PHOTO-VIDEO	11/2/2017	CHECK	PMCHK00002082	\$407.66
056967	BAKTAY	BAKER & TAYLOR	11/2/2017	CHECK	PMCHK00002082	\$17,349.97
056968	BARNOB1	BARNES & NOBLE INC.	11/2/2017	CHECK	PMCHK00002082	\$195.88
056969	BETNEA	BETHANY NEAL	11/2/2017	CHECK	PMCHK00002082	\$250.00
056970	BRAMON	BRAIN MONKEYS LLC	11/2/2017	CHECK	PMCHK00002082	\$200.00
056971	BUSCAR	BUSINESS CARD	11/2/2017	CHECK	PMCHK00002082	\$16,566.46
056972	CANPUB	CANTON PUBLIC LIBRARY	11/2/2017	CHECK	PMCHK00002082	\$18.99
056973	CDW-G	CDW GOVERNMENT, INC.	11/2/2017	CHECK	PMCHK00002082	\$1,775.65
056974	CENLAKLIB	CENTRAL LAKE DISTRICT LIBRARY	11/2/2017	CHECK	PMCHK00002082	\$18.00
056975	CHASIP	CHARLES SIPPERLEY	11/2/2017	CHECK	PMCHK00002082	\$150.00
056976	CINCOR	CINTAS CORPORATION	11/2/2017	CHECK	PMCHK00002082	\$659.69
056977	COMALLW	COMPUTER ALLEY WEST	11/2/2017	CHECK	PMCHK00002082	\$390.52
056978	CONSHA	CONNOR SHAUGHNESSY	11/2/2017	CHECK	PMCHK00002082	\$600.00
056979	CURBCO	CURBCO INC	11/2/2017	CHECK	PMCHK00002082	\$900.00
056980	DAWHEN	DAWN HENRY	11/2/2017	CHECK	PMCHK00002082	\$450.00
056981	DEMCO	DEMCO	11/2/2017	CHECK	PMCHK00002082	\$6,629.55
056982	DICBLI	BLICK ART MATERIALS	11/2/2017	CHECK	PMCHK00002082	\$697.47
056983	ELLIV	ELLEN LIVINGSTON	11/2/2017	CHECK	PMCHK00002082	\$225.00
056984	ERGDES	ERGO DESKTOP	11/2/2017	CHECK	PMCHK00002082	\$880.60
056985	HUTPLU	HUTZEL PLUMBING AND HEATING	11/2/2017	CHECK	PMCHK00002082	\$2,048.51
056987	JAMGLE	JAMES GLENN	11/2/2017	CHECK	PMCHK00002082	\$100.00
056988	JENMCK	JENN MCKEE	11/2/2017	CHECK	PMCHK00002082	\$200.00
056989	JOEREI	JOE REILLY	11/2/2017	CHECK	PMCHK00002082	\$900.00
056990	KAMBOL	KAMI BOLYARD - AADL	11/2/2017	CHECK	PMCHK00002082	\$17.91
056991	KAYPEN	KAYLA COUGHLIN	11/2/2017	CHECK	PMCHK00002082	\$9.98
056992	KELCAU	KELSEY ULLENBRUCH	11/2/2017	CHECK	PMCHK00002082	\$105.62
056993	KENBAB	KENDALL MARTIN BABL	11/2/2017	CHECK	PMCHK00002082	\$150.00
056994	MANCOS	MANER COSTERISAN	11/2/2017	CHECK	PMCHK00002082	\$7,625.00
056995	MARBIG	MARY BIGLER	11/2/2017	CHECK	PMCHK00002082	\$100.00
056996	MARKOU	MARGARET ALEX KOURVO	11/2/2017	CHECK	PMCHK00002082	\$250.00
056997	MASTEC	MASTER TECH APPLIANCE SERVICE.	11/2/2017	CHECK	PMCHK00002082	\$69.00
056998	MATGAU	MATT GAUNTLETT	11/2/2017	CHECK	PMCHK00002082	\$25.99
056999	MICKRE	MICHELLE KRELL KYDD	11/2/2017	CHECK	PMCHK00002082	\$500.00
057000	MIDTAP	MIDWEST TAPE	11/2/2017	CHECK	PMCHK00002082	\$20,338.69
057001	MIKDYK	MIKE DYKEHOUSE	11/2/2017	CHECK	PMCHK00002082	\$150.00
057002	OFFDEP	OFFICE DEPOT, INC.	11/2/2017	CHECK	PMCHK00002082	\$1,014.23
057003	PACMEC	SHAMBAUGH & SON, L.P	11/2/2017	CHECK	PMCHK00002082	\$1,438.79
057004	POIBRE	POINTLESS BREWERY & THEATER, L	11/2/2017	CHECK	PMCHK00002082	\$400.00
057005	PRITEC	PRINT TECH INC.	11/2/2017	CHECK	PMCHK00002082	\$330.27
057006	OUANTA	OUANTA, INC.	11/2/2017	CHECK	PMCHK00002082	\$211.99
057007	RANHOU	PENGUIN RANDOM HOUSE, LLC	11/2/2017	CHECK	PMCHK00002082	\$410.25
057008	RECBOO	RECORDED BOOKS, INC.	11/2/2017	CHECK	PMCHK00002082	\$2,175.55
057009	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	11/2/2017	CHECK	PMCHK00002082	\$103.60
057010	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	11/2/2017	CHECK	PMCHK00002082	\$13,380.67
057011	ROBROB	ROBIN ROBINSON	11/2/2017	CHECK	PMCHK00002082	\$100.00
057012	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	11/2/2017	CHECK	PMCHK00002082	\$2,376.00
057013	SCHSOU	SCHEDULE SOURCE, INC	11/2/2017	CHECK	PMCHK00002082	\$962.50
057014	SHOHUR	Shoshana Hurand	11/2/2017	CHECK	PMCHK00002082	\$35.00
057015	TEACOM	THE TEACHING COMPANY SALES, LL	11/2/2017	CHECK	PMCHK00002082	\$1,973.80
057016	THOGAL	GALE/CENGAGE LEARNING, INC	11/2/2017	CHECK	PMCHK00002082	\$49.55
057017	VOSLIG	VOSS LIGHTING	11/2/2017	CHECK	PMCHK00002082	\$792.00
057018	WILTEC	WILTEC TECHNOLOGIES	11/2/2017	CHECK	PMCHK00002082	\$14,353.80
057019	WILVAN	WILLIAM VANLOO	11/2/2017	CHECK	PMCHK00002082	\$450.00
057020	WWGRAI	GRAINGER	11/2/2017	CHECK	PMCHK00002082	\$178.19
057021	MASCOM	MEDCO SUPPLY COMPANY	11/2/2017	CHECK	PMCHK00002082	\$23.70
057022	AANEWS	THE ANN ARBOR NEWS	11/9/2017	CHECK	PMCHK00002084	\$770.60
057023	AFSMITH	A.F. SMITH ELECTRIC, INC.	11/9/2017	CHECK	PMCHK00002084	\$2,094.52
057024	ALLJON	ALLISON JONES	11/9/2017	CHECK	PMCHK00002084	\$36.77
057025	ALLPRI	ALLEGRA PRINTING	11/9/2017	CHECK	PMCHK00002084	\$300.00
057026	AMASCH	AMANDA SCHOTT	11/9/2017	CHECK	PMCHK00002084	\$22.09
057027	B&H	B&H PHOTO-VIDEO	11/9/2017	CHECK	PMCHK00002084	\$3,984.16
057028	BAKTAY	BAKER & TAYLOR	11/9/2017	CHECK	PMCHK00002084	\$8,564.73
057029	BETJOHN	BETH JOHNSON	11/9/2017	CHECK	PMCHK00002084	\$25.00
057030	BLAAUD	BLACKSTONE AUDIO BOOKS	11/9/2017	CHECK	PMCHK00002084	\$1,309.35
057031	BREWER	BREWER'S	11/9/2017	CHECK	PMCHK00002084	\$604.09
057032	BRIAUD	BRILLIANCE PUBLISHING, INC.	11/9/2017	CHECK	PMCHK00002084	\$614.79
057033	CINCOR	CINTAS CORPORATION	11/9/2017	CHECK	PMCHK00002084	\$1,351.90
057034	CITWATER	CITY OF AA WATER UTILITIES	11/9/2017	CHECK	PMCHK00002084	\$2,849.61
057035	COLSIM	COLIN SIMPSON	11/9/2017	CHECK	PMCHK00002084	\$51.63
057037	DANBEN	DANIEL W. BENNETT	11/9/2017	CHECK	PMCHK00002084	\$500.00
057038	DANCAS	DANA CASADEI	11/9/2017	CHECK	PMCHK00002084	\$300.00
057039	DAVNAP	DAVIDA S NAPOLEON	11/9/2017	CHECK	PMCHK00002084	\$100.00
057040	DISSCH	DISCOUNT SCHOOL SUPPLY	11/9/2017	CHECK	PMCHK00002084	\$96.03
057041	ELISMI	ELIZABETH SMITH	11/9/2017	CHECK	PMCHK00002084	\$22.37
057042	EMISLO	EMILY ROSE SLOMOVITS	11/9/2017	CHECK	PMCHK00002084	\$100.00
057043	EOOUS	EOOUS COMPUTER SYSTEMS, INC	11/9/2017	CHECK	PMCHK00002084	\$51,098.60
057044	ERIGAL	ERIC GALLIPPO	11/9/2017	CHECK	PMCHK00002084	\$100.00
057045	FBHSEC	FBH ARCHITECTURAL SECURITY, IN	11/9/2017	CHECK	PMCHK00002084	\$6,239.00
057046	FRIOF	FRIENDS OF THE AADL	11/9/2017	CHECK	PMCHK00002084	\$2,813.25
057047	HUGGAL	HUGH GALLAGHER	11/9/2017	CHECK	PMCHK00002084	\$200.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057048	MANPOW	MANPOWER	11/9/2017	CHECK	PMCHK00002084	\$458.06
057049	MARBAN	MARTIN BANDYKE	11/9/2017	CHECK	PMCHK00002084	\$400.00
057050	MELHUD	MELISSA HUDSON	11/9/2017	CHECK	PMCHK00002084	\$100.00
057051	METCOM	METCOM	11/9/2017	CHECK	PMCHK00002084	\$2,330.04
057052	NICPAN	NICHOLAS A. PANDOLFI	11/9/2017	CHECK	PMCHK00002084	\$300.00
057053	OFFDEP	OFFICE DEPOT. INC.	11/9/2017	CHECK	PMCHK00002084	\$462.58
057054	ONEACON	O'NEAL CONSTRUCTION	11/9/2017	CHECK	PMCHK00002084	\$11,114.77
057055	OXFPRO	2725-2805 ASSOCIATES. LLC	11/9/2017	CHECK	PMCHK00002084	\$10,398.29
057056	PRITEC	PRINT TECH INC.	11/9/2017	CHECK	PMCHK00002084	\$4,848.97
057057	RACYAN	RACHEL YANIKOGLU	11/9/2017	CHECK	PMCHK00002084	\$105.69
057058	RECBOO	RECORDED BOOKS. INC.	11/9/2017	CHECK	PMCHK00002084	\$5,280.12
057059	ROYLIM	ROYAL LIMOUSINE	11/9/2017	CHECK	PMCHK00002084	\$251.37
057060	SCHSEC	SCHILKE SECURITY	11/9/2017	CHECK	PMCHK00002084	\$1,430.00
057061	SHEWIL	SHERWIN- WILLIAMS	11/9/2017	CHECK	PMCHK00002084	\$33.98
057062	SOCIUS1	Socius1. LLC	11/9/2017	CHECK	PMCHK00002084	\$3,860.00
057063	STAHAR	STADIUM HARDWARE	11/9/2017	CHECK	PMCHK00002084	\$38.54
057064	STIMOU	STILL MOUNTAIN BUDDHIST MEDITA	11/9/2017	CHECK	PMCHK00002084	\$300.00
057065	A.M. SERV	A.M. SERVICES. INC	11/17/2017	CHECK	PMCHK00002085	\$2,872.50
057066	ALLEN	ALLIANCE ENTERTAINMENT	11/17/2017	CHECK	PMCHK00002085	\$2,972.30
057067	AMASCH	AMANDA SCHOTT	11/17/2017	CHECK	PMCHK00002085	\$31.13
057068	BAKTAY	BAKER & TAYLOR	11/17/2017	CHECK	PMCHK00002085	\$11,114.02
057069	BARNOB1	BARNES & NOBLE INC.	11/17/2017	CHECK	PMCHK00002085	\$403.83
057070	CARBRO	CARPENTER BROS.	11/17/2017	CHECK	PMCHK00002085	\$19.95
057071	CONTI	CONTI	11/17/2017	CHECK	PMCHK00002085	\$146,303.00
057072	DYKGOS	DYKEMA GOSSETT PLLC	11/17/2017	CHECK	PMCHK00002085	\$1,653.25
057073	HANBUT	HANNAH BUTLER	11/17/2017	CHECK	PMCHK00002085	\$150.00
057074	JEWISHNE	JEWISH NEWS	11/17/2017	CHECK	PMCHK00002085	\$263.00
057075	KAPEAR	KAPLAN EARLY LEARNING CO.	11/17/2017	CHECK	PMCHK00002085	\$241.44
057076	KAYPEN	KAYLA COUGHLIN	11/17/2017	CHECK	PMCHK00002085	\$18.44
057077	KOLAMI	KOL AMI	11/17/2017	CHECK	PMCHK00002085	\$435.19
057078	LEID	LEID	11/17/2017	CHECK	PMCHK00002085	\$7,188.00
057079	LOWE'S	LOWES BUSINESS ACCOUNT	11/17/2017	CHECK	PMCHK00002085	\$597.40
057080	MANPOW	MANPOWER	11/17/2017	CHECK	PMCHK00002085	\$0.10
057081	MIDTAP	MIDWEST TAPE	11/17/2017	CHECK	PMCHK00002085	\$10,936.16
057082	PAYCOO	PAYTON COOK	11/17/2017	CHECK	PMCHK00002085	\$100.00
057083	PIOHSO	PIONEER OMEGA	11/17/2017	CHECK	PMCHK00002085	\$300.00
057084	PITCHA	PITTSFIELD CHARTER TOWNSHIP	11/17/2017	CHECK	PMCHK00002085	\$877.48
057085	PLAWIS	PLANTWISE. LLC	11/17/2017	CHECK	PMCHK00002085	\$1,937.00
057086	OUANTA	OUANTA. INC.	11/17/2017	CHECK	PMCHK00002085	\$1,494.76
057087	ROYLIM	ROYAL LIMOUSINE	11/17/2017	CHECK	PMCHK00002085	\$101.77
057088	SAWBOO	SAWA BOOKS	11/17/2017	CHECK	PMCHK00002085	\$758.47
057089	SHETUR	SHERLONYA TURNER	11/17/2017	CHECK	PMCHK00002085	\$131.65
057090	THOGAL	GALE/CENGAGE LEARNING. INC	11/17/2017	CHECK	PMCHK00002085	\$551.83
057091	TOMTHO	TOM THOMPSON FLOWERS	11/17/2017	CHECK	PMCHK00002085	\$100.00
057092	TSAFON	TSAI FONG BOOKS. INC.	11/17/2017	CHECK	PMCHK00002085	\$199.17
057093	UNUMPRO	UNUM LIFE INSURANCE	11/17/2017	CHECK	PMCHK00002085	\$3,815.12
057094	UNUMPRO1	UNUM LIFE INSURANCE	11/17/2017	CHECK	PMCHK00002085	\$2,954.80
057095	WASHTR	WASHTENAW COUNTY TREASURER	11/17/2017	CHECK	PMCHK00002085	\$842.03
057096	WASMAN	WASTE MANAGEMENT OF MICHIGAN	11/17/2017	CHECK	PMCHK00002085	\$267.83
057097	CINCOR	CINTAS CORPORATION	11/17/2017	CHECK	PMCHK00002085	\$241.79
057098	3PLAYMED	3PLAY MEDIA	11/21/2017	CHECK	PMCHK00002087	\$275.35
057099	AAFILM	ANN ARBOR FILM FESTIVAL	11/21/2017	CHECK	PMCHK00002087	\$613.80
057100	APPLE	APPLE. INC.	11/21/2017	CHECK	PMCHK00002087	\$6,048.00
057101	B&H	B&H PHOTO-VIDEO	11/21/2017	CHECK	PMCHK00002087	\$51.20
057102	BAKTAY	BAKER & TAYLOR	11/21/2017	CHECK	PMCHK00002087	\$34,059.00
057103	BETBEC	BETSY BECKERMAN	11/21/2017	CHECK	PMCHK00002087	\$1,200.00
057104	BRAPET	BRADLEY PETERSON ILLUSTRATION	11/21/2017	CHECK	PMCHK00002087	\$1,000.00
057105	BRODART	BRODART SUPPLY DIVISION	11/21/2017	CHECK	PMCHK00002087	\$1,054.56
057106	BUSVAL	BUSCH'S. INC.	11/21/2017	CHECK	PMCHK00002087	\$875.22
057107	CDW-G	CDW GOVERNMENT. INC.	11/21/2017	CHECK	PMCHK00002087	\$2,427.98
057108	CLABEL	CLASSICAL BELLS	11/21/2017	CHECK	PMCHK00002087	\$800.00
057109	COLTOW	COLON TOWNSHIP LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$7.99
057110	COMALLW	COMPUTER ALLEY WEST	11/21/2017	CHECK	PMCHK00002087	\$215.85
057111	EASLAN	EAST LANSING PUBLIC LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$21.95
057112	HILCOM	HILLSDALE COMMUNITY LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$30.00
057113	HOMERL	HOMER PUBLIC LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$26.98
057114	KICTHE	Kickshaw Theatre	11/21/2017	CHECK	PMCHK00002087	\$200.00
057115	LAKLEA	LAKESHORE LEARNING MATERIALS	11/21/2017	CHECK	PMCHK00002087	\$211.60
057116	LAPCOU	LAPEER DISTRICT LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$25.00
057117	METCOM	METCOM	11/21/2017	CHECK	PMCHK00002087	\$3,445.86
057118	METLIFE	METLIFE SBC	11/21/2017	CHECK	PMCHK00002087	\$7,715.40
057119	MIDGOT	MIDWESTERN GOTHIC	11/21/2017	CHECK	PMCHK00002087	\$45.00
057120	MONCOU	MONROE COUNTY LIBRARY SYSTEM	11/21/2017	CHECK	PMCHK00002087	\$17.99
057121	NATBAK	NATALIE BAKOPOULOS	11/21/2017	CHECK	PMCHK00002087	\$100.00
057122	NETTIS	JEANNETTE TISO	11/21/2017	CHECK	PMCHK00002087	\$100.00
057123	OFFDEP	OFFICE DEPOT. INC.	11/21/2017	CHECK	PMCHK00002087	\$639.00
057124	ORITOW	ORION TOWNSHIP PUBLIC LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$30.00
057125	PHIMCM	PHILIP MCMULLEN	11/21/2017	CHECK	PMCHK00002087	\$300.00
057126	RACPOL	RACHEL POLK	11/21/2017	CHECK	PMCHK00002087	\$200.00
057127	RECMAN	RECON MANAGEMENT SYSTEMS. INC.	11/21/2017	CHECK	PMCHK00002087	\$44.00
057128	SARKEL	SARA MELTON KELLER	11/21/2017	CHECK	PMCHK00002087	\$210.00
057129	SHEWIL	SHERWIN- WILLIAMS	11/21/2017	CHECK	PMCHK00002087	\$32.08
057130	STIMOU	STILL MOUNTAIN BUDDHIST MEDITA	11/21/2017	CHECK	PMCHK00002087	\$300.00
057131	TAMTAS	TAMMY'S TASTINGS	11/21/2017	CHECK	PMCHK00002087	\$200.00
057132	THOGAL	GALE/CENGAGE LEARNING. INC	11/21/2017	CHECK	PMCHK00002087	\$437.14
057133	UMICH12	UNIVERSITY OF MICHIGAN-DEARBOR	11/21/2017	CHECK	PMCHK00002087	\$90.00
057134	UNIGRU	UNINTELLIGIBLE GRUNT. INC.	11/21/2017	CHECK	PMCHK00002087	\$500.00
057135	UNIOMA	UNIOUE MANAGEMENT SERVICES. IN	11/21/2017	CHECK	PMCHK00002087	\$957.65
057136	WESBLO	WEST BLOOMFIELD TWP PUBLIC LI	11/21/2017	CHECK	PMCHK00002087	\$23.95
057137	WESENT	WESTGATE ENTERPRISES. LLC	11/21/2017	CHECK	PMCHK00002087	\$35,170.83
057138	WHICLO	WHITE CLOUD COMMUNITY LIBRARY	11/21/2017	CHECK	PMCHK00002087	\$17.00
057139	WHILAB	WHITLAM LABEL COMPANY, INC.	11/21/2017	CHECK	PMCHK00002087	\$570.54

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
057140	WHITPIG	WHITE PIGEON TOWNSHIP LIBRARY	11/21/2017	CHECK	PMCHK00002087	
057141	YBP	YBP	11/21/2017	CHECK	PMCHK00002087	\$19.95
057142	CINCOR	CINTAS CORPORATION	11/21/2017	CHECK	PMCHK00002087	\$149.50
057143	AGRSER	A GROWING SERVICE LLC	11/21/2017	CHECK	PMCHK00002087	\$350.39
057144	AMACOM	AMAZON.COM CREDIT PLAN	11/21/2017	CHECK	PMCHK00002087	\$340.00
057145	EBSO	EBSO INFORMATION SERVICES	11/21/2017	CHECK	PMCHK00002087	\$53.28
057146	AASCH	AAPS/WISD TRANSPORTATION	11/21/2017	CHECK	PMCHK00002088	\$52,343.19
057147	AFTDEL	AFTERNOON DELIGHT	11/30/2017	CHECK	PMCHK00002089	\$962.24
057148	ALLEN	ALLIANCE ENTERTAINMENT	11/30/2017	CHECK	PMCHK00002089	\$408.90
057149	AMACOM	AMAZON.COM CREDIT PLAN	11/30/2017	CHECK	PMCHK00002089	\$3,841.43
057150	AMEHIS	AMELIA HISSONG	11/30/2017	CHECK	PMCHK00002089	\$2,401.60
057151	AMYTAR	AMY TARRANT	11/30/2017	CHECK	PMCHK00002089	\$160.00
057152	APPJMA	APPLIED IMAGING	11/30/2017	CHECK	PMCHK00002089	\$300.00
057153	ARMCLE	ARMEN CLEANERS	11/30/2017	CHECK	PMCHK00002089	\$2,609.87
057154	BAKTAY	BAKER & TAYLOR	11/30/2017	CHECK	PMCHK00002089	\$26.95
057155	BETMAN	BETH MANUEL	11/30/2017	CHECK	PMCHK00002089	\$17,273.05
057156	CHADES	CHALOU DESIGNS	11/30/2017	CHECK	PMCHK00002089	\$33.10
057157	CREWIN	CREATIVE WINDOWS	11/30/2017	CHECK	PMCHK00002089	\$600.00
057158	CURBCO	CURBCO INC	11/30/2017	CHECK	PMCHK00002089	\$2,445.00
057159	DAWHEN	DAWN HENRY	11/30/2017	CHECK	PMCHK00002089	\$21,506.54
057160	DEAREA	DEAR READER.COM	11/30/2017	CHECK	PMCHK00002089	\$450.00
057161	DIADUD	DIANE DUDLEY	11/30/2017	CHECK	PMCHK00002089	\$500.00
057162	DICBLI	BLICK ART MATERIALS	11/30/2017	CHECK	PMCHK00002089	\$100.00
057163	DTEENE1	DTE ENERGY	11/30/2017	CHECK	PMCHK00002089	\$65.90
057164	ELLIV	ELLEN LIVINGSTON	11/30/2017	CHECK	PMCHK00002089	\$10,193.14
057165	EMISIO	EMILY SIWEK	11/30/2017	CHECK	PMCHK00002089	\$125.00
057166	EMISLO	EMILY ROSE SLOMOVITS	11/30/2017	CHECK	PMCHK00002089	\$375.00
057167	EVGFIL	EVGUENI FILIPOV	11/30/2017	CHECK	PMCHK00002089	\$100.00
057168	FARCOM	FARMINGTON COMMUNITY LIBRARY	11/30/2017	CHECK	PMCHK00002089	\$100.00
057169	GENDIS	GENESEE DISTRICT LIBRARY	11/30/2017	CHECK	PMCHK00002089	\$20.95
057170	GRALIB	Grand Rapids Public Library	11/30/2017	CHECK	PMCHK00002089	\$44.00
057171	HARPUB	HART AREA PUBLIC LIBRARY	11/30/2017	CHECK	PMCHK00002089	\$19.95
057172	HURHAR	HURON VALLEY CHAPTED SPEBSOSA	11/30/2017	CHECK	PMCHK00002089	\$15.00
057173	INFOD	INFORMATION TODAY. INC.	11/30/2017	CHECK	PMCHK00002089	\$250.00
057174	JENMCK	JENN MCKEE	11/30/2017	CHECK	PMCHK00002089	\$433.03
057175	JUDWEN	JUDY WENZEL	11/30/2017	CHECK	PMCHK00002089	\$100.00
057176	KATMON	KATIE MONKIEWICZ	11/30/2017	CHECK	PMCHK00002089	\$220.00
057177	KAYPEN	KAYLA COUGHLIN	11/30/2017	CHECK	PMCHK00002089	\$31.00
057178	KEEROD	KEEGAN RODGERS	11/30/2017	CHECK	PMCHK00002089	\$27.98
057179	KELULL	KELSEY ULLENBRUCH	11/30/2017	CHECK	PMCHK00002089	\$250.00
057180	MARBAN	MARTIN BANDYKE	11/30/2017	CHECK	PMCHK00002089	\$68.31
057181	MCNMCK	MCNAUGHTON-MCKAY	11/30/2017	CHECK	PMCHK00002089	\$400.00
057182	MICLIBC	MCLS	11/30/2017	CHECK	PMCHK00002089	\$299.14
057183	MIDTAP	MIDWEST TAPE	11/30/2017	CHECK	PMCHK00002089	\$16,700.25
057184	NICPAN	NICHOLAS A. PANDOLFI	11/30/2017	CHECK	PMCHK00002089	\$7,416.08
057185	ONEACON	O'NEAL CONSTRUCTION	11/30/2017	CHECK	PMCHK00002089	\$100.00
057186	PAUGHO	PAULA GHOSH	11/30/2017	CHECK	PMCHK00002089	\$48,539.07
057187	PAYCOO	PAYTON COOK	11/30/2017	CHECK	PMCHK00002089	\$26.83
057188	PLAWIS	PLANTWISE. LLC	11/30/2017	CHECK	PMCHK00002089	\$600.00
057189	PRITEC	PRINT TECH INC.	11/30/2017	CHECK	PMCHK00002089	\$2,468.74
057190	PROINF	PROQUEST - LLC	11/30/2017	CHECK	PMCHK00002089	\$527.62
057191	OULL	OULL CORPORATION	11/30/2017	CHECK	PMCHK00002089	\$5,550.00
057192	RANHO	PENGUIN RANDOM HOUSE. LLC	11/30/2017	CHECK	PMCHK00002089	\$176.04
057193	REBBIB	REBECCA BIBER	11/30/2017	CHECK	PMCHK00002089	\$686.25
057194	RECBOO	RECORDED BOOKS. INC.	11/30/2017	CHECK	PMCHK00002089	\$132.00
057195	REDPAN	RED PANDA	11/30/2017	CHECK	PMCHK00002089	\$6,158.52
057196	REGBOO	REGENT BOOK CO.. INC.	11/30/2017	CHECK	PMCHK00002089	\$1,498.00
057197	RICRET	RICHARD RETYI	11/30/2017	CHECK	PMCHK00002089	\$30.42
057198	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	11/30/2017	CHECK	PMCHK00002089	\$165.00
057199	SARJAB	SARMED JABRA	11/30/2017	CHECK	PMCHK00002089	\$20,740.00
057200	SCHCOM	SCHOOLS IN	11/30/2017	CHECK	PMCHK00002089	\$250.00
057201	SELAUTO	SELECT AUTO SERVICE	11/30/2017	CHECK	PMCHK00002089	\$6,213.71
057202	SHEWIL	SHERWIN- WILLIAMS	11/30/2017	CHECK	PMCHK00002089	\$772.54
057203	SONVANN	Sonva Vann DeLoach	11/30/2017	CHECK	PMCHK00002089	\$140.52
057204	THOGAL	GALE/CENGAGE LEARNING. INC	11/30/2017	CHECK	PMCHK00002089	\$1,400.00
057205	TYCO	TYCO INTEGRATED SECURITY	11/30/2017	CHECK	PMCHK00002089	\$110.36
057206	VIRFOR	VIRGINIA M. FORD	11/30/2017	CHECK	PMCHK00002089	\$300.00
057207	VOLGIS	VOLGISTICS INC.	11/30/2017	CHECK	PMCHK00002089	\$109.89
057208	XEROX	XEROX CORPORATION	11/30/2017	CHECK	PMCHK00002089	\$330.00
057209	CINCOR	CINTAS CORPORATION	11/30/2017	CHECK	PMCHK00002089	\$314.00
057210	JERDRO	JERZY DROZD -ILLUSTRATOR	11/30/2017	CHECK	PMCHK00002089	\$539.25
057211	RAEHOE	RAE HOEKSTRA	11/30/2017	CHECK	PMCHK00002089	\$400.00
EFT00011	UNIPAR	UNITED PARCEL SERVICE	11/2/2017	CHECK	PMCHK00002089	\$100.00
EFT00012	COMCAS	COMCAST	11/9/2017	CHECK	PMCHK00002081	\$69.62
EFT00013	UNIPAR	UNITED PARCEL SERVICE	11/9/2017	CHECK	PMCHK00002083	\$40.12
EFT00014	VERWIRC	VERIZON WIRELESS	11/9/2017	CHECK	PMCHK00002083	\$49.32
EFT00015	TDSMET	TDS	11/9/2017	CHECK	PMCHK00002083	\$2,303.46
EFT00016	ATTMOB	AT&T MOBILITY	11/9/2017	CHECK	PMCHK00002083	\$8,024.99
EFT00017	DTEENE	DTE ENERGY	11/20/2017	CHECK	PMCHK00002086	\$418.82
EFT00018	UNIPAR	UNITED PARCEL SERVICE	11/20/2017	CHECK	PMCHK00002086	\$14,833.54
EFT00019	VERWIRC	VERIZON WIRELESS	11/20/2017	CHECK	PMCHK00002086	\$73.23
					PMCHK00002086	\$841.33

Total Checks: 258

Total Amount of Checks: \$820,074.84

Ann Arbor District Library Financial Summary for November 2017

Cash

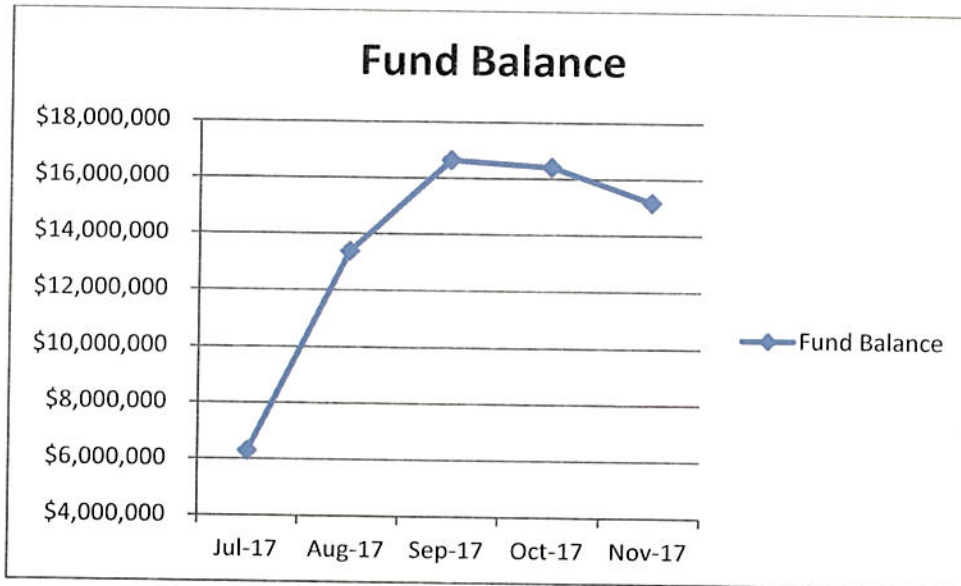
The unrestricted cash balance as of November 30, 2017 is \$15,263,194 down from \$16,197,703 as of the end of October 2017.

Tax Receipts

The Library has received \$15,054,972 or 96.5% of the annual budgeted tax receipts of \$15,598,058 as of November 30, 2017.

Fund Balance Activity

The Library has a positive fund balance of \$15,156,129 as of November 30, 2017 down from \$16,398,906 as of the end of October 2017.



Ann Arbor District Library
Financial Summary for November 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 will end the year under budget due to this reclassification.

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

The following operating expense line items are over budget:

Custodial Services: Due to payout of contract with All Inclusive & payment to RNA

Grant & Memorial: Due to the expenses for the summer games

Capital Outlay/Maintenance: Due to installation of new cameras & card access system

Total Expenditures are under budget year-to-date by \$962,542.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual

General Fund

For the Period July 1, 2017 through November 30, 2017

	November			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 172,260	\$ 1,299,838	\$ (1,127,578)	\$ 15,054,972	\$ 6,499,191	\$ 8,555,781
State aid	7,500	7,500	-	37,500	37,500	-
State penal fines	18,750	18,750	-	93,750	93,750	-
Interest income	7,656	2,083	5,573	20,747	10,417	10,331
Copier revenue	2,616	2,083	533	15,076	10,417	4,660
Grants and memorials	-	4,167	(4,167)	100,000	20,833	79,167
Library fines, fees and other	22,129	20,833	1,295	113,480	104,167	9,314
Non-resident fees	1,238	1,250	(13)	8,213	6,250	1,963
Rental revenue	-	2,593	(2,593)	12,963	12,963	-
TOTAL REVENUES:	\$ 232,149	\$ 1,359,097	\$ (1,126,948)	\$ 15,456,700	\$ 6,795,487	\$ 8,661,214
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 417,260	\$ 563,196	\$ (145,936)	\$ 2,550,514	\$ 2,815,978.75	\$ (265,465)
Employee benefits	(25,162)	144,342	(169,504)	581,634	721,710	(140,076)
Employment taxes	30,560	43,085	(12,524)	188,727	215,423	(26,696)
Purchased services:						
Custodial services	20,740	21,833	(1,093)	124,965	109,167	15,799
Accounting/Audit	1,292	1,292	-	6,458	6,458	-
Legal	1,653	8,333	(6,680)	8,984	41,667	(32,683)
Professional services	4,954	17,318	(12,364)	59,069	86,592	(27,523)
Utilities	28,754	40,750	(11,996)	167,746	203,750	(36,004)
Property Insurance	8,432	8,517	(85)	42,161	42,583	(423)
Communications	14,597	15,000	(403)	61,245	75,000	(13,755)
Materials	139,514	150,183	(10,669)	673,278	750,917	(77,639)
Software Licenses/Maint	15,564	14,583	980	69,670	72,917	(3,247)
Building Rental	45,417	53,171	(7,754)	261,162	265,855	(4,693)
Seminars, conferences and travel	995	2,388	(1,392)	8,487	11,938	(3,450)
Copier Expense	2,924	3,750	(826)	13,364	18,750	(5,386)
Library Programming	20,184	50,683	(30,499)	133,899	253,417	(119,517)
Grant and Memorial Expenditures	-	4,167	(4,167)	67,108	20,833	46,275
Operating Supplies	(13,065)	24,008	(37,073)	83,240	120,042	(36,802)
Repairs & Maintenance	49,588	43,427	6,161	191,370	217,135	(25,765)
Postage	291	2,917	(2,625)	1,809	14,583	(12,775)
Other Operating Expenditures	1,508	3,435	(1,927)	7,365	17,173	(9,808)
Capital Outlay/Maintenance Expense	237,853	68,750	169,103	412,623	343,750	68,873
Capital Project Fund Expense	59,654	73,970	(14,316)	118,068	369,850	(251,782)
TOTAL EXPENDITURES:	\$ 1,063,509	\$ 1,359,097	\$ (295,589)	\$ 5,832,945	\$ 6,795,487	\$ (962,542)
Revenue over (under) expenditures	\$ (831,360)	\$ -	\$ (831,360)	\$ 9,623,755	\$ -	\$ 9,623,755
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (831,360)	\$ -	\$ (831,360)	\$ 9,623,755	\$ -	\$ 9,623,755
Fund balance, beginning of year	\$ 4,886,853	\$ 4,886,853	\$ -	\$ 4,886,853	\$ 4,886,853	\$ -
Fund balance, end of year	\$ 4,055,493	\$ 4,886,853	\$ (831,360)	\$ 14,510,608	\$ 4,886,853	\$ 9,623,755

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through November 30, 2017

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,054,972	\$ -	\$ -	\$ 15,054,972
State aid	37,500	-	-	37,500
State penal fines	93,750	-	-	93,750
Interest income	20,747	-	378	21,125
Copier revenue	15,076	-	-	15,076
Grants and memorials	100,000	-	74,141	174,141
Library fines, fees and other	113,480	-	-	113,480
Non-resident fees	8,213	-	-	8,213
Rental revenue	12,963	-	-	12,963
TOTAL REVENUES:	\$ 15,456,700	\$ -	\$ 74,519	\$ 15,531,220
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 2,550,514	\$ -	\$ -	\$ 2,550,514
Employee benefits	581,634	-	-	581,634
Employment taxes	188,727	-	-	188,727
Purchased services:				
Custodial services	124,965	-	-	124,965
Accounting/Audit	6,458	-	-	6,458
Legal	8,984	-	-	8,984
Professional services	59,069	-	-	59,069
Utilities	167,746	-	-	167,746
Property insurance	42,161	-	-	42,161
Communications	61,245	-	-	61,245
Materials	673,278	-	-	673,278
Software Licenses/Maint	69,670	-	-	69,670
Building Rental	261,162	-	-	261,162
Seminars, conferences and travel	8,487	-	-	8,487
Copier Expense	13,364	-	-	13,364
Library Programming	133,899	-	-	133,899
Grant and Memorial Expenditures	67,108	-	-	67,108
Operating Supplies	83,240	-	-	83,240
Repairs and Maintenance	191,370	-	-	191,370
Postage	1,809	-	-	1,809
Other Operating Expenditures	7,365	-	-	7,365
Capital Outlay/Maintenance Expense	412,623	-	8,300	420,923
Capital Fund Expense	-	118,068	-	118,068
TOTAL EXPENDITURES:	\$ 5,714,877	\$ 118,068	\$ 8,300	\$ 5,841,245
Revenue over (under) expenditures	\$ 9,741,823	\$ (118,068)	\$ 66,219	\$ 9,689,975
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 9,741,823	\$ (118,068)	\$ 66,219	\$ 9,689,975
Fund balance, beginning of year	\$ 4,886,853	\$ 752,585	\$ -	\$ 5,639,438
Fund balance, end of year	\$ 14,628,676	\$ 634,518	\$ 66,219	\$ 15,329,413

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

November 30, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 9,702,176	\$ 886,825	\$ 496,030	\$ 11,085,031
Investments	4,567,128	-	-	4,567,128
Due from other governmental units	131,250	-	-	131,250
Prepaid items	299,884	-	-	299,884
Total assets	<u>\$ 14,700,438</u>	<u>\$ 886,825</u>	<u>\$ 496,030</u>	<u>\$ 16,083,292</u>
Liabilities				
Accounts payable	124,457	-	-	124,457
Accrued payroll and benefits	121,105	-	-	121,105
Total liabilities	<u>\$ 245,563</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 245,563</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 8,555,781</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,555,781</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 299,884	\$ -	\$ -	\$ 299,884
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	146,030	146,030
Committed for capital projects	-	886,825	-	886,825
Encumbered	452,147	-	-	452,147
Unassigned	5,147,064	-	-	5,147,064
Total fund balances	<u>\$ 5,899,094</u>	<u>\$ 886,825</u>	<u>\$ 496,030</u>	<u>\$ 7,281,949</u>
Total liabilities and fund balances	<u>\$ 14,700,438</u>	<u>\$ 886,825</u>	<u>\$ 496,030</u>	<u>\$ 16,083,292</u>

Upcoming Events, and Issues of Interest

1. The AADL is very pleased to be included in Library Journal's 5 Star Library designation for the 10th year in a row. The AADL is one of 13 public libraries in the U.S. to achieve this recognition. We celebrated by honoring the contributions of all of those who have served on our elected Board and those of the staff with a reception on Monday, December 18th.
2. The new AADL.org will launch January 2, 2018 bringing a new interface and a migration to a new ILS (catalog) system. While we know that both the navigation of the new site, and the capabilities of the catalog will be welcomed by many, there will be glitches and our expectation is that it will take several months to work through everything that comes with making such a huge change happen successfully. The AADL will be closed December 30th, January 1st and 2nd, 2018. The website and catalog will be unavailable during this time.

AADL Projects and Initiatives Underway

1. The website overhaul is the consuming project for many on staff and will remain so through the turn of the year when we expect to launch a new aadl.org.

Projects and Initiatives Under Consideration

The AADL Board identified areas of the Strategic Plan at its June 2017 retreat that are to be priorities for the near and long term. The administration and management will begin to organize work around those priorities. Those priorities are objectives 3.3 to Reimagine the Ann Arbor District Library's downtown presence and 4.1 to Refresh AADL's branding, integrated with a comprehensive communications strategy.

3.3: O'Neal Construction has been contracted and delivered a Physical Assessment of the Downtown Library building report at the November 2017 Board meeting.

3.3: A remodel and refurbishing of the 4th Floor Board room to allow for a larger programming space has been completed in November/December 2017.

4.1 The Library has scheduled a survey with EPIC-MRA that will be conducted via phone, cell and landline, in February 2018.

Director's Report
December 2017

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

Email to AADL: Today, for the first time in six years, I noticed that in the Westgate branch no books were shelved by call number - neither Dewey nor LC. I'm almost ashamed to admit I hadn't noticed this before, having been an academic librarian for 32 years, but there it is. I suppose it's something I'd never even thought of noticing, as all the books I get I reserve in advance. I have to say I was stunned. They seemed to be listed categorically, by author, the usual way you find things in bookstores. Since today was the rare day I was browsing for an actual call number - 510.9, math - I noticed your filing system. Naturally I gave up browsing quickly enough, and don't plan to do it again, at least there. Dexter PL is a lot easier to use. I wrote because I just wanted to make sure I wasn't imagining what I saw, and that someone in the AADL system actually decided to shelve books this way. If so, it'll help me adjust my way of using and understanding the library system here. If I did see what I saw, and the librarians have indeed begun to operate like this, I think it's a terrible setback, though it does reflect the way most Americans in their consummate illiteracy, are beginning to abandon rational and methodical thinking.

One other thing. The Westgate branch was rebuilt recently with its Children's section near the entrance and no sound barriers or walls separating it from the main reading area. Why? How could any children's library be designed that way on purpose? I've never seen it anywhere else, since: most have clearly separate rooms, areas, wings, and many have separate programs as well. This matters because a proposal will be coming up to rebuild the main library (which failed last time), and I need - many will need - to know whether I can trust whoever funds, redesigns or rebuilds it to make sane decisions. If it won't be built using common sense, respecting the needs and behaviors of adults as well as children, I'd like to know. Though there are separate reading and study areas at Westgate, the idea that all that expense and time was used to build a giant open space where kids can be heard shouting, crying and playing, seems more than absurd and wasteful. How did it happen?

Thanks for listening.

Library Response: *Thank you for taking the time to comment on your concerns regarding the Westgate Branch. We are using BISAC as our classification scheme at Westgate. It is a pilot project, and we do appreciate your feedback.*

I am sorry that you find Westgate too noisy. We did place the children's area in the front near other areas that are usually congested and noisy, and I am glad that you found the very quiet Reading Room and study rooms.

Director's Report
December 2017

We appreciate that you use the AADL, and thank you again for letting us know how you feel about your experience.

Email to AADL: I wanted to thank you for the events in your secret lab yesterday as part of the Tiny Expo. I brought my nieces (aged 5, 7, 9) and they spent three hours making things out of paper and yarn. So did I! They couldn't put their screen-printed tote bags down and carried them all over town afterwards. It's such a great use of \$ to provide these types of events. Thank you.

Library Response: *I am so glad that you had such a fun day with your nieces at the Library! We do appreciate the feedback on the programming and use of library spaces. We are so glad that you use your public library!*

Email to AADL: Five Stars - Yay!
Thanks so much to all of you for all you do.
Congrats on achieving this honor - and for the 10th year!!
Just the best.

Library Response: *Thank you very much for your kind message, and we are so glad that you use your public library!*

Email to AADL: I just wanted to let you know how wonderful your library is. Been using it for a few months and everything is top notch.

I am especially thankful for many of the Secret Lab programming options. I have been learning about art, how to crochet, how to do screenprinting, you name it! I am very thankful for the sewing class where we were able to make a scarf ... not only am I pleased with the finished product, it has been an essential piece of my winter wardrobe and I am not sure how I could have gotten by without it.

Keep up the good work,

Library Response: *Hello, and thank you so much for the compliments. We are happy that you found the AADL and have had such a rewarding time spent in the Secret Lab. I'd love to see that scarf!*

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-200**

RESOLUTION TO ACCEPT THE 2016-2017 FINANCIAL AUDIT

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of December, 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To accept the 2016-2017 financial audit prepared by Rehmann.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAY:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-201**

**RESOLUTION OF THANKS TO DEBBIE GALLAGHER UPON HER
RETIREMENT**

Minutes of the 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 18th day of December, 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Debbie Gallagher for her service as an employee from December 2, 1996 to December 15, 2017 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-202**

**RESOLUTION OF THANKS TO RACHEL YANIKOGLU UPON HER
RETIREMENT**

Minutes of the 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 18th day of December, 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Rachel Yanikoglu for her service as an employee from April 7, 1986 to December 15, 2017 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

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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:

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