



Regular Meeting Agenda

Monday, February 15, 2016

Published by Ann Arbor District Library

February 2016

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

March 2016

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

April 2016

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	25	26	27	28	29	30

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, February 15, 2016 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 16-032 I. CALL TO ORDER
- 16-033 II. ATTENDANCE
- 16-034 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE & OPINION OF COUNSEL
- 16-035 IV. RECONVENE REGULAR MEETING AT 7:00PM
- 16-036 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 16-037 VI. APPROVAL OF MINUTES OF JANUARY 19, 2016 (pp. 3-13)
(Item of action)
- 16-038 VII. CITIZENS' COMMENTS
- 16-039 VIII. FINANCIAL REPORT (pp. 14-17)
- 16-040 IX. APPROVAL OF DISBURSEMENTS (pp. 18-20)
(Item of action)
- 16-041 X. COMMITTEE REPORTS
- 16-042 A. BUDGET AND FINANCE COMMITTEE
- 16-043 B. COMMUNICATIONS COMMITTEE
- 16-044 C. STRATEGIC PLANNING COMMITTEE
- 16-045 XI. DIRECTOR'S REPORT

- 16-046 XII. MONTHLY STATISTICS
- 16-047 XIII. NEW BUSINESS
- 16-048 A. RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS COMMITTEE (p. 21)
(Item of action)
- 16-049 B. RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE (p. 22)
(Item of action)
- 16-050 C. RESOLUTION ESTABLISHING A SPECIAL STRATEGIC PLANNING COMMITTEE (p. 23)
(Item of action)
- 16-051 D. APPROVAL OF BOARD COMMITTEE APPOINTMENTS AS PROPOSED BY AADL BOARD PRESIDENT (p. 24)
(Item of action)
- 16-052 E. RESOLUTION TO APPROVE ACCOUNTING FIRM REHMANN TO COMPLETE THE LIBRARY'S AUDIT FOR YEARS ENDING JUNE 30, 2016 THROUGH JUNE 30, 2018
(p. 25)
(Item of action)
- 16-053 XIV. CITIZENS' COMMENTS
- 16-054 XV. 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 ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

- 16-007 I. CALL TO ORDER
- President Barney Newman called the meeting to order 6:00 p.m.
- 16-008 II. ATTENDANCE
- Board Present: Kaplan, Leary, Leija (arr. 6:09 p.m.), Barney Newman, Rosenthal, Surovell, Vander Broek
 Board Absent: None
 Staff: Hadler, Neiburger, Parker, Wilson (recorder)
 Others Present: William Stapleton, Hooper, Hathaway PC
- 16-009 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 16-010 IV. RECONVENE ANNUAL MEETING AT 7:00 PM
- President Barney Newman reconvened the meeting at 7:00 p.m.
- 16-011 V. PRESIDENT'S REMARKS
- President Barney Newman noted that contemplating the past year of our Library is a very positive remembrance of accomplishments of the staff, innovative direction of the administration and the creative contributions of the Board. In particular, the long service of Ed Surovell and Margaret Leary, both past presidents has brought professional continuity and commercial wisdom that influences our decisions. Prue Rosenthal, also past president, has brought her great energy, determination and experience as a community leader. Nancy Kaplan, well-known community activist has been a careful investigator and can be counted on to press the probing questions that reveal the essence of the issues the Board occasionally faces. Jamie Vander Broek and Jim Leija as new board members are making important contributions and bring new energy to strategic planning and communications committees while juggling their professional responsibilities. I hesitate to list all the aspects of the library that make me very proud as I am sure to fail to mention some important aspect, however, we have a great deal to anticipate in the year to come. New offerings at the Library can be found, in addition to PULP online, in the development of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

the Secret Lab in the lower level of the Downtown Library, the growth of the summer game, players of all ages who long for the end of winter and to bring back the enjoyment and stimulating activities, in additional circulation of the tools collection and the move of the Friends Book Shop to the main floor. The hiring of a volunteer coordinator recently announced creates the possibility for the Friends to increase staffing of the shop. The awards of the Ann Arbor District Library past accomplishments continue to have been enumerated many times. One important change I anticipate is the opening of the renovated branch at Westgate. At last the services of AADL will be available at all the branches when it is finished. So as I look forward to 2016 I anticipate a great deal more to be proud of.

16-012 VI. ELECT LIBRARY BOARD OFFICERS

1. PRESIDENT
 (Item of action)
 Roll call vote

Trustee Rosenthal, supported by Trustee Leary, nominated Jan Barney Newman for Board President. No other nominations were made.

A roll call vote was taken.

AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,
 Surovell, Vander Broek
 NAYS: None

Motion passed 7-0.

2. VICE PRESIDENT
 (Item of action)
 Roll call vote

Trustee Vander Broek, supported by Trustee Leija, nominated Ed Surovell for Board Vice President. No other nominations were made.

A roll call vote was taken.

AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,
 Surovell, Vander Broek
 NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

Motion passed 7-0.

3. TREASURER
 (Item of action)
 Roll call vote

Trustee Surovell, supported by Trustee Vander Broek, nominated Prue Rosenthal for Board Treasurer. No other nominations were made.

A roll call vote was taken.

AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,
 Surovell, Vander Broek
 NAYS: None

Motion passed 7-0.

4. SECRETARY
 (Item of action)
 Roll call vote

Trustee Leija, supported by Trustee Kaplan, nominated Margaret Leary for Board Secretary. No other nominations were made.

A roll call vote was taken.

AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,
 Surovell, Vander Broek
 NAYS: None

Motion passed 7-0.

16-013 VII. INSTALLATION OF OFFICERS

Trustee Barney Neman administered the oath installing Board Officers for 2016: Trustee Barney Newman as President, Trustee Surovell as Vice President, Trustee Rosenthal as Treasurer, and Trustee Leary as Secretary.

“I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

16-014 VIII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

With the exception of the office of Secretary, all officers were reelected for a second term.

16-015 IX. APPROVAL OF AGENDA
 (Item of action)

Trustee Kaplan, supported by Vice President Surovell, moved to approve the agenda with the addition of Item E. under New Business: Resolution to authorize the Director to sign the terms of lease with Sweetwaters. After brief discussion 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.

16-016 X. APPROVAL OF MINUTES OF DECEMBER 14, 2015 AND
JANUARY 5, 2016
 (Item of action)

Secretary Leary, supported by Trustee Leija, moved to approve the minutes of December 14, 2015 and January 5, 2016.

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

NAYS: None

Motion passed 7-0.

16-017 XI. CITIZENS' COMMENTS

There were no citizens' comments.

16-018 XII. FINANCIAL REPORTS

CFO Hadler reported December showed an unrestricted cash balance just over \$14.4 million. Tax receipts over \$12.4 million, reflecting 97.5% of the budgeted amount, have been received through the end of December. The fund balance stands just above \$8.5 million. Eight line items are currently over budget on a year to date basis.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

16-019 XIII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Leary, supported by Treasurer Rosenthal, moved to approve the December 2015 disbursements.

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

NAYS: None

Motion passed 7-0.

16-020 XIV. COMMITTEE REPORTS

16-021 A. COMMUNICATIONS COMMITTEE

Trustee Leija, as Chair of the Communications Committee, reported that the committee had met and the discussion included: Review of content for the EPIC-MRA survey being planned for February 2016; the online 2014-2015 Annual Report was previewed; the committee supports the information architecture consulting resolution being proposed tonight.

16-022 B. STRATEGIC PLANNING COMMITTEE

Trustee Vander Broek as Chair of the Strategic Planning Committee reported that the committee had not met but the consultants have begun their process including scheduling meetings with individual board members for their input.

16-023 XV. NEW BUSINESS

16-024 A. APPROVAL OF BOARD MEETING DATES FOR 2016
 (Item of action)

Secretary Leary, supported by Trustee Vander Broek, moved to approve the proposed 2016 Board Meeting Schedule as presented.

After discussion of the Board, the following date changes were proposed: Monday, January 16, 2017 to Tuesday, January 17, 2017; Monday, May 16, 2016 to Monday, May 23, 2016. It was determined that a quorum would be present on Monday, March 21, 2016. It was Board consensus to amend the Board meeting schedule as proposed. The amended schedule was voted on.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

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

NAYS: None

Motion passed 7-0.

16-025

B. RESOLUTION AUTHORIZING THE DIRECTOR TO SIGN
THE INFORMATION ARCHITECTURE CONSULTING
CONTRACT

(Item of action)

Secretary Leary, supported and read by Trustee Leija, moved the Board resolves that the Director of the Ann Arbor District Library be authorized to enter into contract with Semantic Studios to develop a website information architecture and user experience strategy for aadl.org for a fee of \$75,000; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Deputy Director Neiburger clarified the purpose, process and final outcome sought for this project.

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

NAYS: None

Motion passed 7-0.

16-026

C. RESOLUTION OF THANKS TO STEPHEN GLOVER
UPON HIS RETIREMENT

(Item of action)

Trustee Vander Broek, supported by Secretary Leary, moved the Board resolves that it would like to officially thank Stephen Glover for his service as an employee from May 3, 2007 to December 31, 2015 of the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

16-027 D. VOTE FOR CLOSED SESSION AT THE FEBRUARY 15, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Trustee Leija, supported by Secretary Leary, moved to hold a closed session at the February 15, 2016 regular meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

16-028 E. RESOLUTION TO AUTHORIZE THE DIRECTOR TO ACCEPT THE TERMS OF LEASE WITH SWEETWATERS COFFEE & TEA

(Item of action)

Trustee Kaplan, supported by Trustee Leija, moved that the Board resolves to authorize the Director to sign the sublease with Sweetwaters Coffee & Tea for operation of a café in the Westgate Branch Library location; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Vander Broek noted she was very pleased with this public/private partnership.

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

NAYS: None

Motion passed 7-0.

16-029 XVI. MONTHLY STATISTICS/DIRECTOR'S REPORT

Deputy Director Neiburger presented a breakdown analyzing webpage usage for 2014 in comparison with several library systems in and out of state. He noted that webpage usage statistics are not readily available.

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PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 19, 2016

Director Parker noted staff has been busy working on strategic planning, the EPIC-MRA survey, preparing for the website information architecture project and the proposal for Sweetwaters. Len Lemorie is working on landscaping at branch locations and the Traverwood Branch detention basin issue.

16-030 XVII. CITIZENS' COMMENTS

There were no additional citizens' comments.

16-031 XVIII. ADJOURNMENT

President Barney Newman adjourned the meeting at 8:10 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 the annual meeting held on January 19, 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.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-025**

**RESOLUTION AUTHORIZING THE DIRECTOR TO SIGN THE
INFORMATION ARCHITECTURE CONSULTING CONTRACT**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of January 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 Secretary Leary, and supported by Trustee Leija:

THE BOARD RESOLVES:

- 1.) That the Director of the Ann Arbor District Library be authorized to enter into contract with Semantic Studios to develop a website information architecture and user experience strategy for aadl.org for a fee of \$75,000.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell, 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 the Annual Board Meeting held on January 19, 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.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-026**

**RESOLUTION OF THANKS TO STEPHEN GLOVER UPON HIS
RETIREMENT**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of January 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 Vander Broek, and supported by Secretary Leary:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Stephen Glover for his service as an employee from May 3, 2007 to December 31, 2015 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: Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell, 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 the Annual Board Meeting held on January 19, 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.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-028**

**RESOLUTION TO AUTHORIZE THE DIRECTOR TO ACCEPT THE TERMS
OF LEASE WITH SWEETWATERS COFFEE & TEA**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 19th day of January 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 Kaplan, and supported by Trustee Leija:

THE BOARD RESOLVES:

- 1.) To authorize the Director to sign the sublease with Sweetwaters Coffee & Tea for operation of a café in the Westgate Branch Library location.
- 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: Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell, 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 the Annual Board Meeting held on January 19, 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.

Margaret Leary, Secretary

Ann Arbor District Library Financial Summary for January 2016

Cash:

The unrestricted cash balance as of January 31, 2016 was \$13,708,610 down from \$14,435,275 in December.

Tax Receipts:

The Library has received tax receipts totaling \$12,538,377, 97.9% of the budgeted amount, as of January 31.

Budget vs. Actual:

The Library has a positive fund balance of \$8,705,678 as of January 31, up from \$8,563,179 at the end of December.

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 January.

Purchased Services – A payment for public opinion research paid in January 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.

Grants / Memorials – Game prizes and promotional materials paid in August put this item over budget year-to-date.

Supplies – Supplies purchased to outfit 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 Seven Months Ending Sunday, January 31, 2016

	January			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$1,063,250	\$1,063,250		\$7,442,751	\$7,442,750	\$1
State Aid	3,750	3,750		26,250	26,250	
Penal Fines	18,750	18,750		131,250	131,250	
Interest	54,545	8,333	46,212	88,780	58,333	30,447
Copiers	2,223	2,500	(277)	16,707	17,500	(793)
Grants/Memorials	550	7,500	(6,950)	66,816	52,500	14,316
Library Fines & Fees	30,595	27,500	3,095	183,641	192,500	(8,859)
Non-Resident Fees	1,125	1,250	(125)	10,151	8,750	1,401
Total Revenue	\$1,174,788	\$1,132,833	\$41,955	\$7,966,346	\$7,929,833	\$36,513
Expenditures						
Salaries & Wages	491,094	505,917	(14,823)	3,408,709	3,541,419	(132,710)
Employee Benefits	123,090	130,512	(7,422)	836,685	913,586	(76,901)
Employment Taxes	36,703	38,703	(2,000)	252,312	270,921	(18,609)
Total Employment Cost	\$650,887	\$675,132	(\$24,245)	\$4,497,706	\$4,725,926	(\$228,220)
Custodial and Electrical	\$13,243	\$15,000	(\$1,757)	\$95,951	\$105,000	(\$9,049)
Accounting/Audit	1,000	1,000		7,000	7,000	
Legal	8,442	8,330	112	19,574	58,309	(38,735)
Purchased Services	24,660	12,402	12,258	111,680	86,814	24,866
Utilities	29,837	37,500	(7,663)	212,578	262,500	(49,922)
Property Insurance	7,405	7,500	(95)	51,837	52,500	(663)
Communications	11,082	15,000	(3,918)	123,731	105,000	18,731
Materials	139,784	148,666	(8,882)	1,127,533	1,040,662	86,871
Software Licenses/Maint	5,081	12,500	(7,419)	125,368	87,500	37,868
Building Rental	20,130	12,917	7,213	90,336	90,419	(83)
Seminars/Conferences/Travel	817	2,143	(1,326)	4,314	15,001	(10,687)
Copier Expense	6,130	3,750	2,380	20,432	26,252	(5,820)
Library Programming	20,537	30,833	(10,296)	185,846	215,831	(29,985)
Grants/Memorials	2,693	7,500	(4,807)	62,095	52,500	9,595
Supplies	19,850	16,643	3,207	201,450	116,501	84,949
Repairs and Maintenance	54,145	28,083	26,062	245,590	196,581	49,009
Postage	144	2,917	(2,773)	7,581	20,419	(12,838)
Lcards/Circ Cards	5,346	5,717	(371)	20,391	40,019	(19,628)
Other Operating Expenditures	595	2,217	(1,622)	12,449	15,519	(3,070)
Total Operating Expense	\$370,921	\$370,618	\$303	\$2,725,736	\$2,594,327	\$131,409
Capital Outlays	\$2,138	\$87,083	(\$84,945)	\$549,215	\$609,580	(\$60,365)
Total Expenditures	\$1,023,946	\$1,132,833	(\$108,887)	\$7,772,657	\$7,929,833	(\$157,176)
Net	\$150,842		\$150,842	\$193,689		\$193,689

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Sunday, January 31, 2016

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

Cash - Commercial Checking	\$10,271.13
Cash - Payroll	18,039.00
Holtrey Fund	333,035.41
Cash - Savings	6,170,806.74
Keniston Fund	30,423.68
Shafer Fund	10,496.16
Westerman Fund	29,489.34
Petty Cash	2,150.00
WLBPD Account	38,305.52
Price Fund	21,362.67
Ladies Library Association	14,001.19
ICS Money Market	<u>2,006,211.20</u>
Total Cash	8,684,592.04

Investments

Bank of Ann Arbor Investment	3,503,285.52
Old National Trust Company	<u>1,997,846.87</u>
Total Investments	5,501,132.39

Accounts Receivable

Accounts Receivable	<u>157,500.00</u>
Total Accounts Receivable	157,500.00

Prepaid Expenses

Prepaid Insurance	17,104.84
Prepaid Expenses	
Prepaid Rent	
Total Prepaid Expenses	<u>17,104.84</u>
Total Current Assets	14,360,329.27

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>
Total Capital Assets	32,265,105.79

Amount Provided for Long-Term Debt

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

TOTAL ASSETS 46,920,083.07

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Sunday, January 31, 2016

LIABILITIES AND FUND EQUITY**Current Liabilities**

Accounts Payable	49,140.92
Accrued Accounts Payable	6,850.00
Accrued Payroll	281,009.54
EE 403(b) deduction / EE Miors Pmt	1,496.85
ER 403(b) Contribution	
Accrued Liability - Vacation S/T	42,644.71
Total Current Liabilities	381,142.02

Long-Term Liabilities

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

Fund Equity

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

Reserve - Encumbrances	199,622.64
Deferred Revenue - Property Taxes	5,073,887.00
Fund Balance - Undesignated	8,511,987.05
Excess Revenue (Spending)	193,690.56
Total Fund Balance	13,979,187.25
Total Fund Equity	46,244,293.04

TOTAL LIABILITIES AND FUND EQUITY **46,920,083.07**

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2016 1/31/2016
 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
051923	4THTHE	4th WALL THEATRE CO.	1/8/2016	CHECK	PMCHK00001860	\$1,000.00
052004	AGRSER	A GROWING SERVICE LLC	1/19/2016	CHECK	PMCHK00001863	\$340.00
051926	ARENATA	A-1 RENTAL, INC.	1/8/2016	CHECK	PMCHK00001860	\$492.50
051975	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/15/2016	CHECK	PMCHK00001862	\$287.50
051890	AADLLIB	AADL LIBRARIANS ASSOCIATION	1/5/2016	CHECK	PMCHK00001859	\$32.92
051891	ADASTR	ADAMS STREET PUBLISHING CO.	1/5/2016	CHECK	PMCHK00001859	\$515.00
052003	AFTDEL	AFTERNOON DELIGHT	1/19/2016	CHECK	PMCHK00001863	\$152.45
051924	ALLENT	ALLIANCE ENTERTAINMENT	1/8/2016	CHECK	PMCHK00001860	\$50.84
051892	AMACOM	AMAZON.COM CREDIT PLAN	1/5/2016	CHECK	PMCHK00001859	\$3,074.39
051925	AMEX	AMERICAN EXPRESS	1/8/2016	CHECK	PMCHK00001860	\$35,432.81
052049	AAFILM	ANN ARBOR FILM FESTIVAL	1/26/2016	CHECK	PMCHK00001868	\$360.00
051893	ANNARB	ANN ARBOR OBSERVER	1/5/2016	CHECK	PMCHK00001859	\$2,318.80
052018	ANNCLA	ANNA CLARK	1/22/2016	CHECK	PMCHK00001864	\$200.00
051976	ARBSPR	ARBOR SPRING WATER CO.	1/15/2016	CHECK	PMCHK00001862	\$72.00
052019	AROKAU	ARON KAUFMAN	1/22/2016	CHECK	PMCHK00001864	\$100.00
052020	ATTMOB	AT&T MOBILITY	1/22/2016	CHECK	PMCHK00001864	\$644.35
051927	BARNOB1	BARNES & NOBLE INC.	1/8/2016	CHECK	PMCHK00001860	\$213.04
052005	BARNOB1	BARNES & NOBLE INC.	1/19/2016	CHECK	PMCHK00001863	\$151.86
051928	BEADEL	BEAU DELOACH	1/8/2016	CHECK	PMCHK00001860	\$25.00
051894	BETMAN	BETH MANUEL	1/5/2016	CHECK	PMCHK00001859	\$13.00
051930	BETNEA	BETHANY NEAL	1/8/2016	CHECK	PMCHK00001860	\$150.00
051929	BETBEC	BETSY BECKERMAN	1/8/2016	CHECK	PMCHK00001860	\$825.00
051931	BLAAUD	BLACKSTONE AUDIO BOOKS	1/8/2016	CHECK	PMCHK00001860	\$716.45
051939	DICBLI	BLICK ART MATERIALS	1/8/2016	CHECK	PMCHK00001860	\$46.91
051977	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/15/2016	CHECK	PMCHK00001862	\$63,219.26
051978	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/15/2016	CHECK	PMCHK00001862	\$5,097.42
052006	BOOPAG	BOOKLETTERS	1/19/2016	CHECK	PMCHK00001863	\$1,200.00
051979	BP		1/15/2016	CHECK	PMCHK00001862	\$265.85
051964	BREWER	BREWER'S	1/12/2016	CHECK	PMCHK00001861	\$243.98
051933	BRIOBR	BRIDGET O'BRIEN	1/8/2016	CHECK	PMCHK00001860	\$125.00
051932	BRIAUD	BRILLIANCE PUBLISHING, INC.	1/8/2016	CHECK	PMCHK00001860	\$207.90
052007	BRIAUD	BRILLIANCE PUBLISHING, INC.	1/19/2016	CHECK	PMCHK00001863	\$69.98
051896	BRODCO	BRODART CO.	1/5/2016	CHECK	PMCHK00001859	\$1,521.00
051934	BRODCO	BRODART CO.	1/8/2016	CHECK	PMCHK00001860	\$44.32
051897	BROINN	BROWN INNOVATIONS	1/5/2016	CHECK	PMCHK00001859	\$2,322.82
051963	BUSVAL	BUSCH'S, INC.	1/12/2016	CHECK	PMCHK00001861	\$908.33
051965	CARHEE	CARISSA VAN HEEST	1/12/2016	CHECK	PMCHK00001861	\$100.00
051935	CARBRO	CARPENTER BROS.	1/8/2016	CHECK	PMCHK00001860	\$125.65
051898	CDW-G	CDW GOVERNMENT, INC.	1/5/2016	CHECK	PMCHK00001859	\$19.56
051980	CDW-G	CDW GOVERNMENT, INC.	1/15/2016	CHECK	PMCHK00001862	\$799.09
051966	CINCOR	CINTAS CORPORATION	1/12/2016	CHECK	PMCHK00001861	\$1,475.91
051981	CINCOR	CINTAS CORPORATION	1/15/2016	CHECK	PMCHK00001862	\$222.15
051899	CITOF2	CITY OF ANN ARBOR	1/5/2016	CHECK	PMCHK00001859	\$37.00
052021	CITOF2	CITY OF ANN ARBOR	1/22/2016	CHECK	PMCHK00001864	\$74.00
051982	CITOF1	CITY OF ANN ARBOR TREASURER	1/15/2016	CHECK	PMCHK00001862	\$2,720.83
051900	COMCAS	COMCAST	1/5/2016	CHECK	PMCHK00001859	\$122.90
051967	COMCAS	COMCAST	1/12/2016	CHECK	PMCHK00001861	\$38.48
052008	COMALLW	COMPUTER ALLEY WEST	1/19/2016	CHECK	PMCHK00001863	\$158.90
052050	COMALLW	COMPUTER ALLEY WEST	1/26/2016	CHECK	PMCHK00001868	\$107.88
052048	CONDEW	CONNIE DEW	1/25/2016	CHECK	PMCHK00001867	\$112.50
051937	DAVMCM	DAVID MCMILLIAN	1/8/2016	CHECK	PMCHK00001860	\$75.00
052022	DENOWE	DENISE OWENS	1/22/2016	CHECK	PMCHK00001864	\$100.00
051938	DIADUD	DIANE DUDLEY	1/8/2016	CHECK	PMCHK00001860	\$100.00
052023	DRELAT	DREW LATHIN	1/22/2016	CHECK	PMCHK00001864	\$150.00
052024	DTEENE	DTE ENERGY	1/22/2016	CHECK	PMCHK00001864	\$19,398.95
052025	DYKGOS	DYKEMA GOSSETT	1/22/2016	CHECK	PMCHK00001864	\$2,680.10

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052009	EDIWOW	EDIBLE WOW	1/19/2016	CHECK	PMCHK00001863	\$112.00
051983	ELILAW	ELITE LAWN & LANDSCAPE, INC.	1/15/2016	CHECK	PMCHK00001862	\$7,525.00
051901	ELLLIV	ELLEN LIVINGSTON	1/5/2016	CHECK	PMCHK00001859	\$125.00
051902	ELYAUR	ELYSE AURBACH	1/5/2016	CHECK	PMCHK00001859	\$300.00
051984	EPICMRA	EPIC - MRA	1/15/2016	CHECK	PMCHK00001862	\$11,875.00
052026	EPROMOS	EPROMOS	1/22/2016	CHECK	PMCHK00001864	\$2,446.50
051968	FASTSP	FAST SPLASH CAR WASH, INC.	1/12/2016	CHECK	PMCHK00001861	\$8.00
052010	FATTOY	FAT BRAIN TOYS	1/19/2016	CHECK	PMCHK00001863	\$56.85
051940	FRIOF	FRIENDS OF THE ANN ARBOR	1/8/2016	CHECK	PMCHK00001860	\$2,142.05
051959	THOGAL	GALE/CENGAGE LEARNING, INC	1/8/2016	CHECK	PMCHK00001860	\$144.74
051996	THOGAL	GALE/CENGAGE LEARNING, INC	1/15/2016	CHECK	PMCHK00001862	\$373.85
051985	GAMESTART	GAMESTART	1/15/2016	CHECK	PMCHK00001862	\$600.00
051903	GARISTE	GARI STEIN	1/5/2016	CHECK	PMCHK00001859	\$100.00
052002	WWGRAI	GRAINGER	1/15/2016	CHECK	PMCHK00001862	\$469.40
052051	HOBBLA	HOBBS & BLACK ASSOCIATES, INC.	1/26/2016	CHECK	PMCHK00001868	\$2,520.00
052027	HOOHAT	HOOPER, HATHAWAY, P.C.	1/22/2016	CHECK	PMCHK00001864	\$5,761.50
052028	HUGGAL	HUGH GALLAGHER	1/22/2016	CHECK	PMCHK00001864	\$300.00
051904	IFIXIT	IFIXIT	1/5/2016	CHECK	PMCHK00001859	\$549.75
052029	INGLIB	INGRAM LIBRARY SERVICES INC.	1/22/2016	CHECK	PMCHK00001864	\$300.00
051941	JESGAR	JESSE GARSKOF	1/8/2016	CHECK	PMCHK00001860	\$200.00
052030	JOEROB	JOEL ROBBINS	1/22/2016	CHECK	PMCHK00001864	\$125.00
052031	K12SUP	K-12 SCHOOL SUPPLIES	1/22/2016	CHECK	PMCHK00001864	\$34.84
051905	KMODES	KAREN MOELLER DESIGN	1/5/2016	CHECK	PMCHK00001859	\$485.00
052052	KELULL	KELSEY ULLENBRUCH	1/26/2016	CHECK	PMCHK00001868	\$33.17
051942	LARZIE	LARA ZIELIN	1/8/2016	CHECK	PMCHK00001860	\$100.00
051906	LAWFOU	LAWRENCE LA FOUNTAIN	1/5/2016	CHECK	PMCHK00001859	\$700.00
051943	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/8/2016	CHECK	PMCHK00001860	\$310.31
051986	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/15/2016	CHECK	PMCHK00001862	\$110.43
051944	LOSTAND	LOST AND UNFOUNDED, LLC	1/8/2016	CHECK	PMCHK00001860	\$170.00
051987	LOWE'S	LOWES BUSINESS ACCOUNT	1/15/2016	CHECK	PMCHK00001862	\$28.00
051988	LYZLUI	LYZ LUIDENS	1/15/2016	CHECK	PMCHK00001862	\$200.00
051911	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	1/5/2016	CHECK	PMCHK00001859	\$619.98
051908	MARYAN	MARGARET YANG	1/5/2016	CHECK	PMCHK00001859	\$250.00
051907	MARBAN	MARTIN BANDYKE	1/5/2016	CHECK	PMCHK00001859	\$400.00
051945	MARBAN	MARTIN BANDYKE	1/8/2016	CHECK	PMCHK00001860	\$400.00
051946	MATRIX	MATRIX TRUST CO AttnTPA000320	1/8/2016	CHECK	PMCHK00001860	\$23,968.21
052032	MATRIX	MATRIX TRUST CO AttnTPA000320	1/22/2016	CHECK	PMCHK00001864	\$22,765.93
052033	MCFI	MCFI	1/22/2016	CHECK	PMCHK00001864	\$291.00
052034	MCNMCK	MCNAUGHTON-MCKAY	1/22/2016	CHECK	PMCHK00001864	\$9.15
051947	METCOM	METCOM	1/8/2016	CHECK	PMCHK00001860	\$156.65
052011	METCOM	METCOM	1/19/2016	CHECK	PMCHK00001863	\$2,329.19
052035	METLIFE	METLIFE SBC	1/22/2016	CHECK	PMCHK00001864	\$6,792.23
051909	MICKRE	MICHELLE KRELL KYDD	1/5/2016	CHECK	PMCHK00001859	\$450.00
051969	MICOFF	MICHIGAN OFFICE SOLUTIONS	1/12/2016	CHECK	PMCHK00001861	\$2,177.90
051910	MIDTAP	MIDWEST TAPE	1/5/2016	CHECK	PMCHK00001859	\$1,888.40
051948	MIDTAP	MIDWEST TAPE	1/8/2016	CHECK	PMCHK00001860	\$4,788.98
051989	MIDTAP	MIDWEST TAPE	1/15/2016	CHECK	PMCHK00001862	\$10,520.16
052012	MIDTAP	MIDWEST TAPE	1/19/2016	CHECK	PMCHK00001863	\$2,671.05
052053	MIDTAP	MIDWEST TAPE	1/26/2016	CHECK	PMCHK00001868	\$31,620.40
051974	AANEWS	MLIVE MEDIA GROUP	1/15/2016	CHECK	PMCHK00001862	\$1,392.00
052036	MONHIG	MONICA HIGMAN	1/22/2016	CHECK	PMCHK00001864	\$100.00
051949	NUWAVE	NUWAVE AQUARIUMS	1/8/2016	CHECK	PMCHK00001860	\$257.93
052037	NUWAVE	NUWAVE AQUARIUMS	1/22/2016	CHECK	PMCHK00001864	\$89.00
052054	NUWAVE	NUWAVE AQUARIUMS	1/26/2016	CHECK	PMCHK00001868	\$89.00
051990	OCLINS	OCLC, INC.	1/15/2016	CHECK	PMCHK00001862	\$11,494.90
051991	OFFDEP	OFFICE DEPOT, INC.	1/15/2016	CHECK	PMCHK00001862	\$86.28
052055	OFFDEP	OFFICE DEPOT, INC.	1/26/2016	CHECK	PMCHK00001868	\$372.48
052038	PATDUN	PATRICK DUNN	1/22/2016	CHECK	PMCHK00001864	\$100.00
051992	PENGSPPE	PENGUIN RANDOM HOUSE LLC	1/15/2016	CHECK	PMCHK00001862	\$2,500.00
051970	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/12/2016	CHECK	PMCHK00001861	\$134.90
051912	PRITEC	PRINT TECH INC.	1/5/2016	CHECK	PMCHK00001859	\$7,412.47
051917	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/5/2016	CHECK	PMCHK00001859	\$13,243.00
051913	RACYAN	RACHEL YANIKOGLU	1/5/2016	CHECK	PMCHK00001859	\$68.05

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
051950	RACYAN	RACHEL YANIKOGLU	1/8/2016	CHECK	PMCHK00001860	\$49.92
051914	RAILAG	RAINA LAGRAN	1/5/2016	CHECK	PMCHK00001859	\$100.00
051915	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	1/5/2016	CHECK	PMCHK00001859	\$31.00
051951	RECBOO	RECORDED BOOKS, INC.	1/8/2016	CHECK	PMCHK00001860	\$259.63
052013	RECBOO	RECORDED BOOKS, INC.	1/19/2016	CHECK	PMCHK00001863	\$2,691.20
051952	REGBOO	REGENT BOOK CO., INC.	1/8/2016	CHECK	PMCHK00001860	\$42.00
051916	RICBUS	RICOH AMERICAS CORP	1/5/2016	CHECK	PMCHK00001859	\$268.49
051953	RONSHO	RON SHOOK	1/8/2016	CHECK	PMCHK00001860	\$125.00
051954	SARREL	SARA MELTON KELLER	1/8/2016	CHECK	PMCHK00001860	\$250.00
051956	SCHSOU	SCHEDULE SOURCE, INC	1/8/2016	CHECK	PMCHK00001860	\$913.50
051955	SCHSEC	SCHILKE SECURITY	1/8/2016	CHECK	PMCHK00001860	\$210.00
052039	SILPED	SILVIA PEDRAZA	1/22/2016	CHECK	PMCHK00001864	\$200.00
052040	SPRINT	SPRINT PCS	1/22/2016	CHECK	PMCHK00001864	\$412.91
051971	STAHAR	STADIUM HARDWARE	1/12/2016	CHECK	PMCHK00001861	\$142.55
051993	STATOW	STADIUM TOWING	1/15/2016	CHECK	PMCHK00001862	\$157.50
051972	STEPET	STEFFORIA, PETIK & ASSOCIATES	1/12/2016	CHECK	PMCHK00001861	\$135.00
051957	STEDIA	STEPHANIE DIAKONIS	1/8/2016	CHECK	PMCHK00001860	\$39.52
051958	STEOSB	STEVE OSBURN	1/8/2016	CHECK	PMCHK00001860	\$25.00
051994	STETEE	STEVE TEERI	1/15/2016	CHECK	PMCHK00001862	\$104.87
052014	SWESOU	SWEETWATER SOUND INC.	1/19/2016	CHECK	PMCHK00001863	\$1,112.93
052056	SWESOU	SWEETWATER SOUND INC.	1/26/2016	CHECK	PMCHK00001868	\$1,198.00
051918	TDSMET	TDS METROCOM	1/5/2016	CHECK	PMCHK00001859	\$7,032.89
052041	TERSAT	TERESA SATTERFIELD	1/22/2016	CHECK	PMCHK00001864	\$200.00
051995	THEANN	THE ANN MAGAZINE	1/15/2016	CHECK	PMCHK00001862	\$500.00
051960	TMGROU	THE TM GROUP INC	1/8/2016	CHECK	PMCHK00001860	\$1,282.50
051997	TIMGRI	TIM GRIMES	1/15/2016	CHECK	PMCHK00001862	\$606.00
051919	TOMSMI	TOM SMITH	1/5/2016	CHECK	PMCHK00001859	\$55.43
051998	TOTVEN	TOTAL VENDING & COFFEE SERVICE	1/15/2016	CHECK	PMCHK00001862	\$173.70
052057	TRACSYS	TRACSYSTEMS	1/26/2016	CHECK	PMCHK00001868	\$2,120.00
051999	TSAFON	TSAI FONG BOOKS, INC.	1/15/2016	CHECK	PMCHK00001862	\$1,270.48
052017	ADTSEC	TYCO INTEGRATED SECURITY	1/22/2016	CHECK	PMCHK00001864	\$3,404.86
052042	ULINE	ULINE, INC.	1/22/2016	CHECK	PMCHK00001864	\$199.74
052058	ULINE	ULINE, INC.	1/26/2016	CHECK	PMCHK00001868	\$95.26
052043	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/22/2016	CHECK	PMCHK00001864	\$1,297.75
051920	UNIPAR	UNITED PARCEL SERVICE	1/5/2016	CHECK	PMCHK00001859	\$46.11
052015	UNIPAR	UNITED PARCEL SERVICE	1/19/2016	CHECK	PMCHK00001863	\$93.84
052059	UNIPAR	UNITED PARCEL SERVICE	1/26/2016	CHECK	PMCHK00001868	\$49.87
052044	UNUMPRO	UNUM LIFE INSURANCE	1/22/2016	CHECK	PMCHK00001864	\$2,026.19
052046	UNUMPRO	UNUM LIFE INSURANCE	1/22/2016	CHECK	PMCHK00001865	\$1,757.98
052047	UNUMPRO	UNUM LIFE INSURANCE	1/22/2016	CHECK	PMCHK00001866	\$827.54
051921	VERWIRC	VERIZON WIRELESS	1/5/2016	CHECK	PMCHK00001859	\$1,734.34
052000	VERWIRC	VERIZON WIRELESS	1/15/2016	CHECK	PMCHK00001862	\$946.54
052045	VOSLIG	VOSS LIGHTING	1/22/2016	CHECK	PMCHK00001864	\$532.64
052016	WASLEG	WASHTENAW COUNTY LEGAL NEWS	1/19/2016	CHECK	PMCHK00001863	\$80.00
051961	WASHNE	WASHTENAW NEWS COMPANY, INC.	1/8/2016	CHECK	PMCHK00001860	\$6,040.28
051922	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/5/2016	CHECK	PMCHK00001859	\$232.03
052061	WESENT	WESTGATE ENTERPRISES, LLC	1/26/2016	CHECK	PMCHK00001869	\$12,784.29
051962	WILTEC	WILTEC TECHNOLOGIES	1/8/2016	CHECK	PMCHK00001860	\$2,948.00
051973	XEROX	XEROX CORPORATION	1/12/2016	CHECK	PMCHK00001861	\$583.67

Total Checks: 168

Total Amount of Checks: \$396,096.16

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-048**

**RESOLUTION ESTABLISHING A SPECIAL COMMUNICATIONS
COMMITTEE**

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 15th day of February, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Communications Committee be established.
- 2.) That the charge to the special Communications Committee will be to consider the implementation of recommendations in the communications audit, and related issues.
- 3.) That the committee shall serve through 2016.
- 4.) 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.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-049**

RESOLUTION ESTABLISHING A SPECIAL FACILITIES COMMITTEE

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 15th day of February, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Facilities Committee be established.
- 2.) That the charge to the special Facilities Committee will be to recommend to the Board steps needed to develop and maintain clean, safe, physical facilities that creatively meet the needs of the community and staff with an emphasis on sustainability, accessibility, and flexibility.
- 3.) That the committee shall serve through 2016.
- 4.) 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.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-050**

**RESOLUTION ESTABLISHING A SPECIAL STRATEGIC PLANNING
COMMITTEE**

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 15th day of February, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That a special Strategic Planning Committee be established.
- 2.) That the charge to the Strategic Planning Committee is to act as a steering group for the planning process that includes the entire Board of Trustees and the AADL staff; to engage at their discretion an external consultant to facilitate the process with the staff and Board; to plan at minimum three facilitated substantial conversations with a quorum of the Board at regularly scheduled public Board meetings that will determine the time period the Strategic Plan will cover and the components and structure of the plan and that one of the three meetings will be structured as a town hall style event that includes an invitation for the public to engage in conversation with the Board about the future of the Library and to provide a Strategic Plan document for Board review and approval no later than June 30, 2016.
- 3.) That the committee shall serve through 2016.
- 4.) 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.

Margaret Leary, Secretary

**Ann Arbor District Library
Board of Trustees
Committee Assignments for 2016**

BY COMMITTEE

Budget & Finance:

Ed Surovell, Chair
Jim Leija
Prue Rosenthal

Director's Evaluation:

Prue Rosenthal, Chair
Nancy Kaplan
Ed Surovell

Policy:

Nancy Kaplan, Chair
Prue Rosenthal
Jamie Vander Broek

Executive:

The Executive Committee shall consist of the President, and any two Elected Officers chosen at time it needs to meet.

Special Committees:

Communications:

Jim Leija, Chair
Margaret Leary
Jan Barney Newman

Facilities:

Margaret Leary, Chair
Jan Barney Newman
Ed Surovell

Strategic Planning:

Jamie Vander Broek, Chair
Margaret Leary
Ed Surovell

BY BOARD MEMBER

Nancy Kaplan

Director's Evaluation
Policy (Chair)

Margaret Leary, Secretary

Communications
Facilities (Chair)
Strategic Planning

Jim Leija

Budget & Finance
Communications (Chair)

Jan Barney Newman, President

Communications
Facilities

Prue Rosenthal, Treasurer

Director's Evaluation (Chair)
Budget & Finance
Policy

Ed Surovell, Vice President

Budget & Finance (Chair)
Director's Evaluation
Facilities
Strategic Planning

Jamie Vander Broek

Policy
Strategic Planning (Chair)

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-052**

**RESOLUTION TO APPROVE ACCOUNTING FIRM REHMANN TO
COMPLETE THE LIBRARY'S AUDIT FOR YEARS ENDING JUNE 30, 2016
THROUGH JUNE 30, 2018**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of February, 2016 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1) To approve the Accounting Firm of Rehmann of Jackson, Michigan, to complete the Library's audit for fiscal years ending June 30, 2016 through June 30, 2018.
- 2) 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.

Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

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Vice President Edward Surovell
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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
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