



# Regular Meeting Agenda

Monday, February 20, 2017

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Published by Ann Arbor District Library

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## February 2017

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| 19 | <b>20 AADL<br/>Board Mtg</b> | 21 | 22 | 23 | 24 | 25 |
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## March 2017

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| 19 | <b>20 AADL<br/>Board Mtg</b> | 21 | 22 | 23 | 24 | 25 |
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## April 2017

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| <b>16 Closed<br/>Holiday</b> | <b>17 AADL<br/>Board Mtg</b> | 18 | 19 | 20 | 21 | 22 |
| 23<br>30                     | 24                           | 25 | 26 | 27 | 28 | 29 |

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, February 20, 2017 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 17-025 I. CALL TO ORDER
- 17-026 II. ATTENDANCE
- 17-027 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 17-028 IV. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of January 17, 2017 (pp. 3-18)
- CA-2 Approval of Disbursements (pp. 19-22)
- 17-029 V. CITIZENS' COMMENTS
- 17-030 VI. FINANCIAL REPORTS (pp. 23-34)
- 17-031 VII. COMMITTEE REPORTS
- 17-032 A. BUDGET AND FINANCE COMMITTEE
- 17-033 VIII. DIRECTOR'S REPORT (pp. 35-39)  
 Josie B. Parker, Director
- 17-034 IX. OLD BUSINESS
- 16-201 A. UPDATE ON TRAVERWOOD BRANCH LIBRARY  
 CAPITAL PROJECT  
 Len Lemorie, Facilities Manager
- 17-019 B. UPDATE ON DOWNTOWN LIBRARY RESTROOM  
 REHABILITATION CONSTRUCTION PROJECT  
 Len Lemorie, Facilities Manager

- 16-154 C. UPDATE ON NEW WEBSITE  
Eli Neiburger, Deputy Director
- 16-154 D. UPDATE ON EMAIL MARKETING EFFORTS  
Eli Neiburger, Deputy Director
- 17-035 X. NEW BUSINESS
- 17-036 A. VOTE FOR CLOSED SESSION AT THE MARCH 20, 2017  
REGULAR BOARD MEETING FOR DIRECTOR'S  
EVALUATION  
(Item of action)  
Roll call vote
- 17-037 XI. CITIZENS' COMMENTS
- 17-038 XII. 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 17, 2017

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE ANNUAL MEETING**  
**TUESDAY, JANUARY 17, 2017**

- 17-001      I.      CALL TO ORDER
- President Barney Newman called the meeting to order 7:02 p.m.
- 17-002      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)
- 17-003      III.    ADMINISTRATION OF OATH OF MEMBERS
- The Honorable Karen Valvo, Presiding
- Judge Valvo administered the oath of office to the following trustees: Victoria Green, Colleen Sherman, Linh Song, Jamie Vander Broek
- “I, (state name), DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF MICHIGAN, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF MEMBER OF THE DISTRICT LIBRARY BOARD OF THE ANN ARBOR DISTRICT LIBRARY, WASHTENAW COUNTY, MICHIGAN ACCORDING TO THE BEST OF MY ABILITY.”
- Director Parker thanked Judge Valvo on behalf of the Board and staff for attending tonight’s meeting and administering the oath of office to newly elected/re-elected board members.
- 17-004      IV.     PRESIDENT’S REMARKS
- President Barney Newman briefly remarked on her tenure as president and stated she was pleased to hand over the leadership of the Board to new members. Director Parker presented President Barney Newman with a bouquet of flowers on behalf of library staff for her service as Board President.
- 17-005      V.      ELECT LIBRARY BOARD OFFICERS

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
TUESDAY, JANUARY 17, 2017

1. PRESIDENT  
(Item of action)  
Roll call vote

Trustee Leija, supported by Trustee Sherman, nominated Jamie Vander Broek for Board President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

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

Trustee Green, supported by Trustee Leija, nominated Linh Song for Board Vice President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

3. TREASURER  
(Item of action)  
Roll call vote

Trustee Sherman, supported by Trustee Vander Broek, nominated Jim Leija for Board Treasurer. No other nominations were made.

A roll call vote was taken.

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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4. SECRETARY  
 (Item of action)  
 Roll call vote

Trustee Leija nominated Trustee Sherman for Board Secretary. The nomination failed due to lack of support.

Trustee Vander Broek, supported by Trustee Barney Newman, nominated Ed Surovell for Board Secretary.

A roll call vote was taken.

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

NAYS: Leija

Motion passed 6-1.

17-006 VI. INSTALLATION OF OFFICERS

Trustee Barney Newman administered the oath installing Board officers for 2017: Trustee Vander Broek as President, Trustee Song as Vice President, Trustee Leija as Treasurer and Trustee Surovell 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.”

17-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

President Barney Newman relinquished control to the new officers. President Vander Broek presided over the remainder of the meeting.

17-008 VIII. APPROVAL OF AGENDA  
 (Item of action)

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

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
TUESDAY, JANUARY 17, 2017

17-009 IX. CONSENT AGENDA  
 (Item of action)

CA-1 Approval of Minutes of December 12, 2016

CA-2 Approval of December 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.

17-010 X. CITIZENS' COMMENTS

Jim Rees

Good evening, I live in Ann Arbor over by Slauson and I have been using this library since 1960. I have always liked coming here. First of all welcome to the new board members. It turns out that I know most of you. It's really good to see you here because I know all of you will do your best to do what you think is best for the library. Even unlikely that we should ever disagree on some issue you do what you think is best. That's all I ask. The only thing that I wanted to say is that I voted against the new building a few years ago and I wanted to tell you why because the next time when you come for me for money, I really want to give it to you. To do great things for this building. The only reason is we were told we needed a new building because this one was old and it made no sense to me because it's only sixty years old and that's not old, my house is eighty years old. And it's not falling down. And then I was told well it needs all this maintenance work, so what, my roof springs a leak, I put a new roof on. So don't come to me and say the building is old and falling down. Come to me and say you know, it needs these amenities and we can't put them in this building because of this reason. I know some of that come later in the campaign. But by then it was kind of too late. The other thing was that I was unhappy that we would not have a downtown branch for two years, but I don't know if there is much to do about that. That's all I have to say, keep up the good work.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
TUESDAY, JANUARY 17, 2017

17-011      XI.      FINANCIAL REPORTS

Director Parker reviewed the November Financial Report. She noted that the December Financial Report will be presented next month. Several adjustments have been made placing expenditures in the correct line item. Treasurer Leija inquired about grants and memorials. Director Parker noted AADL was the recipient of a large anonymous donation to be used for the digitization project.

17-012      XII.      DIRECTOR'S REPORT  
 Josie B. Parker, Director

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

Governor Snyder has signed into law changes to Tax Increment Financing giving libraries around the state the ability to opt-out of Downtown Development Authorities within certain parameters. There is currently no opportunity for AADL to opt out at this time.

Director Parker was interviewed on MTV "The Stakes". She and Deputy Director Neiburger were interviewed by Metro Detroit Living regarding Pulp.

The Downtown Library restroom rehabilitation project will be extremely disruptive, closing two of the four public restrooms in the building.

Online registration for booking rooms at the Westgate Branch Library has been launched and has been positively received.

The Raspberry Pi Foundation has selected AADL to host two summer workshops for forty teachers each and they will be held in the Secret Lab.

The Pittsfield Branch Library will be re-carpeted this spring with Board approval later in the agenda.

The second floor assistive technology lab will be moved to another second floor location providing for relocation of security staff to that space to better monitor the second floor area.

The AADL Outreach and Neighborhood Services Department continues to work with disability advocacy groups in our area on how to best approach providing public assistive technology services.

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AADL is working with AAPS on a project to provide virtual library cards to Pathway high school students at the start of the 2017/2018 school year.

A summary of public comments and tweets was presented.

17-013      XIII.    OLD BUSINESS

16-201      A.    UPDATE ON TRAVERWOOD BRANCH LIBRARY  
CAPITAL PROJECT  
 Len Lemorie, Facilities Manager

Facilities Manager Lemorie informed the Board that bids were opened on January 6<sup>th</sup>. There were eight bid categories to compile and contract results will be given to the Board in February. The project should take less than sixty days with a one to three week period that closes off the entrance to the garage. Construction should begin in mid to late April depending on the weather. Expenses should come in well within the budget.

17-014      XIV.    NEW BUSINESS

17-015      A.    APPROVAL OF BOARD MEETING DATES FOR 2017  
 (Item of discussion & action)

Treasurer Leija, supported by Vice President Song, moved to approve the 2017 Board meeting dates as presented.

The Board discussed meeting at branch locations and the possibility of a retreat in May. Westgate Branch availability will be checked.

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

NAYS: None

Motion passed 7-0.

17-016      B.    APPROVAL OF BOARD BUDGET & FINANCE  
COMMITTEE APPOINTMENTS  
 (Item of discussion & action)

President Vander Broek presented to the Board her appointments to the Budget and Finance Committee as follows: Treasurer Leija as chair, Trustee Green and Trustee Sherman.

ANN ARBOR DISTRICT LIBRARY BOARD  
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Trustee Barney Newman, supported by Vice President Song, moved to approve the Budget and Finance Committee appointments as presented by President Vander Broek.

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

NAYS: None

Motion passed 7-0.

17-017

C. RESOLUTION RATIFYING BANKING AGREEMENTS  
WITH AUTHORIZED FINANCIAL INSTITUTIONS  
 (Item of discussion & action)

Secretary Surovell, supported by Trustee Sherman, moved to approve the resolution ratifying banking agreements with authorized financial institutions as presented.

The Board discussed the change of signatories removing the CFO and adding the Board Treasurer. Checks of \$2,500 or higher require two signatures.

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

ABSTAIN: Leija

NAYS: None

Motion passed 6-1-0.

Treasurer Leija noted that he abstained from the vote as the resolution gave him the authority to sign checks.

17-018

D. RESOLUTION AUTHORIZING THE DIRECTOR TO  
CONTINUE THE CONTRACT WITH MANER COSTERISAN  
FOR FINANCIAL SERVICES  
 (Item of discussion & action)

Trustee Barney Newman, supported by Vice President Song, moved to authorize the Director to extend contracted financial services with Maner Costerisan until a Financial Officer has been hired; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker stated that we are currently contracting for an interim CFO from Maner Costerisan for three days a week and an

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
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accounts payable person for one day a week. This staffing is needed until these positions are posted and filled.

Treasurer Leija, supported by Secretary Surovell, moved to amend the motion to extend the contract until a Financial Officer has been hired or through June 30, 2017.

The amendment was voted on as follows:

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

NAYS: None

Motion passed 7-0.

The amended motion was voted on.

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

NAYS: None

Motion passed 7-0.

17- 019

- E. RESOLUTION FOR DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT  
 (Item of discussion & action)  
 Len Lemorie, Facilities Manager

Trustee Barney Newman, supported by Vice President Song, moved to approve the construction budget of \$209,713.00 provided by O'Neal Construction Inc. for the Downtown Library restroom rehabilitation construction project; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Manager Lemorie noted that the restrooms will be barrier free and both will contain baby changing stations. The estimated construction timeline is forty-five days.

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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17-020 F. RESOLUTION TO AWARD CONTRACT TO RE-CARPET THE PITTSFIELD BRANCH LIBRARY

(Item of discussion & action)

Len Lemorie, Facilities Manager

Trustee Barney Newman, supported by Treasurer Leija, moved to award the contract for re-carpeting the Pittsfield Branch Library to Library Design Associates, Inc. for the amount of \$51,800.00; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Manager Lemorie stated that re-carpeting is part of the ongoing process of the maintenance plan. The branch will be closed for approximately six days.

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

NAYS: None

Motion passed 7-0.

17-021 G. DIRECTOR'S EVALUATION PROCESS  
(Item of discussion)

President Vander Broek charged the Executive Committee consisting of herself, Vice President Song and Treasurer Leija to review the Director's evaluation process and bring back to the Board several options for further discussion.

17-022 H. PUBLIC LIBRARY IS OPEN TO ALL DISCUSSION  
(Item of discussion)

President Vander Broek stated this topic was an effort to affirm that the Library was a place for all.

Director Parker stated that the public library in Ann Arbor has been, is and will always be open to all without judgement. The governing board supports this stand through the policies it approves. Flexibility, freedom and generosity are practiced by the staff.

17-023 XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE ANNUAL MEETING  
TUESDAY, JANUARY 17, 2017

17-024      XVI.    ADJOURNMENT

President Vander Broek adjourned the meeting at 9:06 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 17, 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.

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Edward Surovell, Board Secretary

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

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

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of January, at 7:02 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 Secretary Surovell, and supported by Colleen Sherman:

THE BOARD RESOLVES:

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

from time to time with either Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

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



individuals: Josie Parker, Director, Eli Neiburger, Deputy Director and Jim Leija, Ann Arbor District Library Board Treasurer.

- 10.) That the elected Ann Arbor District Library Board Secretary has the authority to certify this resolution.
- 11.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

ABSTAIN: Jim Leija

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 17, 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 17-018**

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

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of January, 2017 at 7:02 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 Trustee Barney Newman and supported by Vice President Song:

THE BOARD RESOLVES:

- 1.) To authorize the Director to extend contracted financial services with Maner Costerisan until a Financial Officer has been hired or through June 30, 2017.
- 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.

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\_\_\_\_\_  
Edward Surovell, Board Secretary

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

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

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of January, 2017 at 7:02 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 Trustee Barney Newman and supported by Vice President Song:

THE BOARD RESOLVES:

- 1.) To approve the construction budget of \$209,713.00 provided by O'Neal Construction Inc. for the Downtown Library restroom rehabilitation construction project.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

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\_\_\_\_\_  
Edward Surovell, Board Secretary

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

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

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17<sup>th</sup> day of January, 2017 at 7:02 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 Trustee Barney Newman and supported by Treasurer Leija:

THE BOARD RESOLVES:

- 1.) To award the contract for re-carpeting the Pittsfield Branch Library to Library Design Associates, Inc. for the amount of \$51,800.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: 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 the annual Board meeting held on January 17, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Edward Surovell, Board Secretary

|              |       |      |              |          |
|--------------|-------|------|--------------|----------|
| Ranges:      | From: | To:  | From:        | To:      |
| Check Number | First | Last | Check Date   | 1/1/2017 |
| Vendor ID    | First | Last | Checkbook ID | First    |
| Vendor Name  | First | Last |              | Last     |

Sorted By: Check Number

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 054563       | PITCHA    | PITTSFIELD CHARTER TOWNSHIP    | 1/5/2017   | CHECK        | PMCHK00002000    | \$435.05    |
| 054564       | ADASTR    | ADAMS STREET PUBLISHING CO.    | 1/5/2017   | CHECK        | PMCHK00002000    | \$480.00    |
| 054565       | AMEHIS    | AMELIA HISSONG                 | 1/5/2017   | CHECK        | PMCHK00002000    | \$320.00    |
| 054566       | ANNARB    | ANN ARBOR OBSERVER             | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,356.60  |
| 054567       | B&H       | B&H PHOTO-VIDEO                | 1/5/2017   | CHECK        | PMCHK00002000    | \$467.18    |
| 054568       | BETJOHN   | BETH JOHNSON                   | 1/5/2017   | CHECK        | PMCHK00002000    | \$100.00    |
| 054569       | BETNEA    | BETHANY NEAL                   | 1/5/2017   | CHECK        | PMCHK00002000    | \$250.00    |
| 054570       | BP        | BP                             | 1/5/2017   | CHECK        | PMCHK00002000    | \$195.08    |
| 054571       | BRITRU    | BRIAN M. TRUSKOWSKI            | 1/5/2017   | CHECK        | PMCHK00002000    | \$125.00    |
| 054572       | CINCOR    | CINTAS CORPORATION             | 1/5/2017   | CHECK        | PMCHK00002000    | \$114.39    |
| 054573       | CITOF     | CITY OF ANN ARBOR TREASURER    | 1/5/2017   | CHECK        | PMCHK00002000    | \$82.00     |
| 054574       | CITOF1    | CITY OF ANN ARBOR TREASURER    | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,154.92  |
| 054576       | CORDES    | CORNERSTONE DESIGN, INC.       | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,190.00  |
| 054577       | DEMCO     | DEMCO                          | 1/5/2017   | CHECK        | PMCHK00002000    | \$38.31     |
| 054578       | DICBLI    | BLICK ART MATERIALS            | 1/5/2017   | CHECK        | PMCHK00002000    | \$14.26     |
| 054579       | DTEENE1   | DTE ENERGY                     | 1/5/2017   | CHECK        | PMCHK00002000    | \$10,709.95 |
| 054580       | ELLLIV    | ELLEN LIVINGSTON               | 1/5/2017   | CHECK        | PMCHK00002000    | \$125.00    |
| 054582       | GLOEQU    | GLOBAL EQUIPMENT CO.           | 1/5/2017   | CHECK        | PMCHK00002000    | \$810.06    |
| 054583       | JOHCAN    | JOHN CANTU                     | 1/5/2017   | CHECK        | PMCHK00002000    | \$100.00    |
| 054584       | KEEROG    | KEEGAN ROGERS                  | 1/5/2017   | CHECK        | PMCHK00002000    | \$250.00    |
| 054585       | LOVCON    | LOVELL CONTRACTORS, INC        | 1/5/2017   | CHECK        | PMCHK00002000    | \$75,466.47 |
| 054586       | MARYAN    | MARGARET YANG                  | 1/5/2017   | CHECK        | PMCHK00002000    | \$250.00    |
| 054587       | MELHUD    | MELISSA HUDSON                 | 1/5/2017   | CHECK        | PMCHK00002000    | \$100.00    |
| 054588       | MICHUC    | MICHAEL HUCKABY                | 1/5/2017   | CHECK        | PMCHK00002000    | \$600.00    |
| 054589       | MICKRE    | MICHELLE KRELL KYDD            | 1/5/2017   | CHECK        | PMCHK00002000    | \$500.00    |
| 054590       | NEOINK    | NEOPOST USA INC                | 1/5/2017   | CHECK        | PMCHK00002000    | \$166.99    |
| 054591       | NUWAVE    | NUWAVE AQUARIUMS               | 1/5/2017   | CHECK        | PMCHK00002000    | \$120.00    |
| 054592       | OFFDEP    | OFFICE DEPOT, INC.             | 1/5/2017   | CHECK        | PMCHK00002000    | \$1,067.53  |
| 054593       | ONEACON   | O'NEAL CONSTRUCTION            | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,383.54  |
| 054594       | PAYCOO    | PAYTON COOK                    | 1/5/2017   | CHECK        | PMCHK00002000    | \$800.00    |
| 054595       | PLAWIS    | PLANT WISE                     | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,618.74  |
| 054596       | PRITEC    | PRINT TECH INC.                | 1/5/2017   | CHECK        | PMCHK00002000    | \$2,267.42  |
| 054597       | RNAOFAA   | R.N.A. OF ANN ARBOR, INC.      | 1/5/2017   | CHECK        | PMCHK00002000    | \$18,343.00 |
| 054598       | SANSLO    | SANDOR SLOMOVITS               | 1/5/2017   | CHECK        | PMCHK00002000    | \$800.00    |
| 054599       | SCHSOU    | SCHEDULE SOURCE, INC           | 1/5/2017   | CHECK        | PMCHK00002000    | \$1,029.50  |
| 054600       | TDSMET    | TDS METROCOM                   | 1/5/2017   | CHECK        | PMCHK00002000    | \$7,336.50  |
| 054601       | TOTVEN    | TOTAL VENDING & COFFEE SERVICE | 1/5/2017   | CHECK        | PMCHK00002000    | \$173.70    |
| 054602       | ULINE     | ULINE, INC.                    | 1/5/2017   | CHECK        | PMCHK00002000    | \$94.06     |
| 054603       | UNIPAR    | UNITED PARCEL SERVICE          | 1/5/2017   | CHECK        | PMCHK00002000    | \$121.12    |
| 054604       | VOLGIS    | VOLGISTICS INC.                | 1/5/2017   | CHECK        | PMCHK00002000    | \$600.00    |
| 054605       | WILTEC    | WILTEC TECHNOLOGIES            | 1/5/2017   | CHECK        | PMCHK00002000    | \$56,061.00 |
| 054606       | MIDTAP    | MIDWEST TAPE                   | 1/5/2017   | CHECK        | PMCHK00002000    | \$665.77    |
| 054607       | BTAMEX    | AMERICAN EXPRESS               | 1/12/2017  | CHECK        | PMCHK00002001    | \$48,186.78 |
| 054608       | MIDTAP    | MIDWEST TAPE                   | 1/12/2017  | CHECK        | PMCHK00002002    | \$15,379.26 |
| 054609       | 3PLAYMED  | 3PLAY MEDIA                    | 1/12/2017  | CHECK        | PMCHK00002003    | \$420.72    |
| 054610       | ADTSEC    | TYCO INTEGRATED SECURITY       | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,163.46  |
| 054611       | AFSMITH   | A.F. SMITH ELECTRIC, INC.      | 1/12/2017  | CHECK        | PMCHK00002003    | \$796.90    |
| 054612       | ALLJON    | ALLISON JONES                  | 1/12/2017  | CHECK        | PMCHK00002003    | \$17.71     |
| 054613       | AMASCH    | AMANDA SCHOTT                  | 1/12/2017  | CHECK        | PMCHK00002003    | \$29.39     |
| 054614       | ANDMAC    | ANDREW MACLAREN                | 1/12/2017  | CHECK        | PMCHK00002003    | \$43.58     |
| 054615       | APPIMA    | APPLIED IMAGING                | 1/12/2017  | CHECK        | PMCHK00002003    | \$6,245.00  |
| 054616       | APPLE     | APPLE, INC.                    | 1/12/2017  | CHECK        | PMCHK00002003    | \$4,472.00  |
| 054617       | ARENATA   | A-1 RENTAL, INC.               | 1/12/2017  | CHECK        | PMCHK00002003    | \$492.50    |
| 054618       | ARMCLE    | ARMEN CLEANERS                 | 1/12/2017  | CHECK        | PMCHK00002003    | \$51.80     |
| 054619       | ARSHAN    | ARSENAL HANICRAFT              | 1/12/2017  | CHECK        | PMCHK00002003    | \$225.00    |
| 054620       | BANMED    | BANG MEDIA                     | 1/12/2017  | CHECK        | PMCHK00002003    | \$90.00     |

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 054621       | BARNOB1   | BARNES & NOBLE INC.            | 1/12/2017  | CHECK        | PMCHK00002003    | \$95.75     |
| 054622       | BETBEC    | BETSY BECKERMAN                | 1/12/2017  | CHECK        | PMCHK00002003    | \$900.00    |
| 054623       | BLAAUD    | BLACKSTONE AUDIO BOOKS         | 1/12/2017  | CHECK        | PMCHK00002003    | \$864.98    |
| 054624       | BRIAUD    | BRILLIANCE PUBLISHING, INC.    | 1/12/2017  | CHECK        | PMCHK00002003    | \$860.30    |
| 054625       | CINCOR    | CINTAS CORPORATION             | 1/12/2017  | CHECK        | PMCHK00002003    | \$880.91    |
| 054626       | COLSIM    | COLIN SIMPSON                  | 1/12/2017  | CHECK        | PMCHK00002003    | \$49.22     |
| 054627       | EBSCO     | EBSCO INFORMATION SERVICES     | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,420.47  |
| 054628       | ELIBOG    | ELISE BOGDANE                  | 1/12/2017  | CHECK        | PMCHK00002003    | \$31.27     |
| 054629       | ELILUI    | ELIZABETH LUIDENS              | 1/12/2017  | CHECK        | PMCHK00002003    | \$395.00    |
| 054630       | ELIPEA    | ELIZABETH PEARCE               | 1/12/2017  | CHECK        | PMCHK00002003    | \$53.35     |
| 054631       | EVEHOL    | EVELYN HOLLENSHEAD             | 1/12/2017  | CHECK        | PMCHK00002003    | \$17.78     |
| 054632       | FRIOF     | FRIENDS OF THE ANN ARBOR       | 1/12/2017  | CHECK        | PMCHK00002003    | \$5,964.50  |
| 054633       | HFGROUP   | HF GROUP LLC                   | 1/12/2017  | CHECK        | PMCHK00002003    | \$730.89    |
| 054634       | HIDMIZ    | HIDEKO MIZUSHIMA               | 1/12/2017  | CHECK        | PMCHK00002003    | \$87.00     |
| 054635       | HUGGAL    | HUGH GALLAGHER                 | 1/12/2017  | CHECK        | PMCHK00002003    | \$300.00    |
| 054636       | JENMCK    | JENN MCKEE                     | 1/12/2017  | CHECK        | PMCHK00002003    | \$101.00    |
| 054637       | JOHCAN    | JOHN CANTU                     | 1/12/2017  | CHECK        | PMCHK00002003    | \$200.00    |
| 054638       | KAMBOL    | KAMI BOLYARD - AADL            | 1/12/2017  | CHECK        | PMCHK00002003    | \$43.42     |
| 054639       | KAYPEN    | KAYLA COUGHLIN                 | 1/12/2017  | CHECK        | PMCHK00002003    | \$84.21     |
| 054640       | KELCAU    | KELSEY ULLENBRUCH              | 1/12/2017  | CHECK        | PMCHK00002003    | \$72.04     |
| 054641       | KIRKUS    | KIRKUS MEDIA LLC               | 1/12/2017  | CHECK        | PMCHK00002003    | \$398.00    |
| 054642       | LEACEN    | LEARNING CENTER                | 1/12/2017  | CHECK        | PMCHK00002003    | \$774.00    |
| 054643       | LEXMAT    | MATTHEW BENDER & CO., INC.     | 1/12/2017  | CHECK        | PMCHK00002003    | \$620.04    |
| 054644       | MANCOS    | MANER COSTERISAN               | 1/12/2017  | CHECK        | PMCHK00002003    | \$5,500.00  |
| 054645       | MARSHO    | MARIAN SHORT                   | 1/12/2017  | CHECK        | PMCHK00002003    | \$345.00    |
| 054646       | MATRIX    | MATRIX TRUST CO AttnTPA000320  | 1/12/2017  | CHECK        | PMCHK00002003    | \$20,190.45 |
| 054647       | MCFMI     | MCFMI                          | 1/12/2017  | CHECK        | PMCHK00002003    | \$937.50    |
| 054648       | METCOM    | METCOM                         | 1/12/2017  | CHECK        | PMCHK00002003    | \$3,983.50  |
| 054649       | MICNAS    | MICHAEL G. NASTOS              | 1/12/2017  | CHECK        | PMCHK00002003    | \$200.00    |
| 054650       | MORNIN    | MORNINGSTAR, INC.              | 1/12/2017  | CHECK        | PMCHK00002003    | \$185.00    |
| 054651       | PLAWIS    | PLANT WISE                     | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,893.74  |
| 054652       | PRITEC    | PRINT TECH INC.                | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,517.23  |
| 054653       | PROINF    | PROQUEST - LLC                 | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,803.00  |
| 054654       | RACYAN    | RACHEL YANIKOGLU               | 1/12/2017  | CHECK        | PMCHK00002003    | \$20.57     |
| 054655       | RANHOU    | PENGUIN RANDOM HOUSE, LLC      | 1/12/2017  | CHECK        | PMCHK00002003    | \$510.75    |
| 054656       | RECBOO    | RECORDED BOOKS, INC.           | 1/12/2017  | CHECK        | PMCHK00002003    | \$2,751.70  |
| 054657       | REGBOO    | REGENT BOOK CO., INC.          | 1/12/2017  | CHECK        | PMCHK00002003    | \$57.28     |
| 054658       | REHROB    | REHMANN ROBSON                 | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,500.00  |
| 054659       | RUSPUB    | RUSSIAN PUBLISHING HOUSE LTD.  | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,150.01  |
| 054660       | SARKEL    | SARA MELTON KELLER             | 1/12/2017  | CHECK        | PMCHK00002003    | \$325.00    |
| 054661       | SENTPRO   | SENTIMENTAL PRODUCTIONS        | 1/12/2017  | CHECK        | PMCHK00002003    | \$125.00    |
| 054662       | SFSTRO    | ALLIED-EAGLE SUPPLY, INC.      | 1/12/2017  | CHECK        | PMCHK00002003    | \$492.12    |
| 054663       | THEANN    | THE ANN MAGAZINE               | 1/12/2017  | CHECK        | PMCHK00002003    | \$2,500.00  |
| 054664       | THOGAL    | GALE/CENGAGE LEARNING, INC     | 1/12/2017  | CHECK        | PMCHK00002003    | \$595.12    |
| 054665       | ULINE     | ULINE, INC.                    | 1/12/2017  | CHECK        | PMCHK00002003    | \$26.66     |
| 054666       | UNIQMA    | UNIQUE MANAGEMENT SERVICES, IN | 1/12/2017  | CHECK        | PMCHK00002003    | \$1,038.20  |
| 054667       | VERSTA    | VERONIC DITTMAN STANICH        | 1/12/2017  | CHECK        | PMCHK00002003    | \$100.00    |
| 054668       | WASHNE    | WASHTENAW NEWS COMPANY, INC.   | 1/12/2017  | CHECK        | PMCHK00002003    | \$6,141.30  |
| 054669       | WHILAB    | WHITLAM LABEL COMPANY, INC.    | 1/12/2017  | CHECK        | PMCHK00002003    | \$2,301.65  |
| 054670       | AMACOM    | AMAZON.COM CREDIT PLAN         | 1/12/2017  | CHECK        | PMCHK00002004    | \$2,117.18  |
| 054671       | BREWER    | BREWER'S                       | 1/12/2017  | CHECK        | PMCHK00002004    | \$720.12    |
| 054672       | BUSVAL    | BUSCH'S, INC.                  | 1/12/2017  | CHECK        | PMCHK00002004    | \$96.34     |
| 054674       | CITOF1    | CITY OF ANN ARBOR TREASURER    | 1/12/2017  | CHECK        | PMCHK00002004    | \$297.73    |
| 054675       | COMALLW   | COMPUTER ALLEY WEST            | 1/12/2017  | CHECK        | PMCHK00002004    | \$94.35     |
| 054676       | MATRIX    | MATRIX TRUST CO AttnTPA000320  | 1/12/2017  | CHECK        | PMCHK00002004    | \$20,486.94 |
| 054677       | NEOPOST   | NEOFUNDS BY NEOPOST            | 1/12/2017  | CHECK        | PMCHK00002004    | \$1,500.00  |
| 054678       | NUWAVE    | NUWAVE AQUARIUMS               | 1/12/2017  | CHECK        | PMCHK00002004    | \$110.00    |
| 054679       | RICBUSIM  | RICOH USA, INC.                | 1/12/2017  | CHECK        | PMCHK00002004    | \$334.48    |
| 054680       | SCHSEC    | SCHILKE SECURITY               | 1/12/2017  | CHECK        | PMCHK00002004    | \$2,121.25  |
| 054681       | VERWIRC   | VERIZON WIRELESS               | 1/12/2017  | CHECK        | PMCHK00002004    | \$3,867.92  |
| 054682       | WASMAN    | WASTE MANAGEMENT OF MICHIGAN   | 1/12/2017  | CHECK        | PMCHK00002004    | \$250.35    |
| 054683       | XEROX     | XEROX CORPORATION              | 1/12/2017  | CHECK        | PMCHK00002004    | \$9.28      |
| 054684       | AFTDEL    | AFTERNOON DELIGHT              | 1/19/2017  | CHECK        | PMCHK00002005    | \$126.00    |

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 054685       | ALLENT    | ALLIANCE ENTERTAINMENT         | 1/19/2017  | CHECK        | PMCHK00002005    | \$3,145.73  |
| 054686       | AMYTAR    | AMY TARRANT                    | 1/19/2017  | CHECK        | PMCHK00002005    | \$150.00    |
| 054687       | ATTMOB    | AT&T MOBILITY                  | 1/19/2017  | CHECK        | PMCHK00002005    | \$482.59    |
| 054688       | BLUCRO    | BLUE CROSS BLUE SHIELD OF MICH | 1/19/2017  | CHECK        | PMCHK00002005    | \$4,774.20  |
| 054689       | BP        | BP                             | 1/19/2017  | CHECK        | PMCHK00002005    | \$81.07     |
| 054690       | BUSCAR    | BUSINESS CARD                  | 1/19/2017  | CHECK        | PMCHK00002005    | \$6,685.15  |
| 054691       | CARHEE    | CARISSA VAN HEEST              | 1/19/2017  | CHECK        | PMCHK00002005    | \$80.00     |
| 054692       | CDW-G     | CDW GOVERNMENT, INC.           | 1/19/2017  | CHECK        | PMCHK00002005    | \$2,484.59  |
| 054693       | CHADES    | CHALOU DESIGNS                 | 1/19/2017  | CHECK        | PMCHK00002005    | \$1,275.00  |
| 054694       | CINCOR    | CINTAS CORPORATION             | 1/19/2017  | CHECK        | PMCHK00002005    | \$1,162.62  |
| 054695       | CITOF1    | CITY OF ANN ARBOR TREASURER    | 1/19/2017  | CHECK        | PMCHK00002005    | \$2,337.23  |
| 054696       | CITOF2    | CITY OF ANN ARBOR              | 1/19/2017  | CHECK        | PMCHK00002005    | \$148.00    |
| 054697       | COMALLW   | COMPUTER ALLEY WEST            | 1/19/2017  | CHECK        | PMCHK00002005    | \$232.68    |
| 054698       | CORDES    | CORNERSTONE DESIGN, INC.       | 1/19/2017  | CHECK        | PMCHK00002005    | \$2,401.50  |
| 054699       | CORMOV    | CORRIGAN MOVING SYSTEMS        | 1/19/2017  | CHECK        | PMCHK00002005    | \$7,875.00  |
| 054700       | DEMCO     | DEMCO                          | 1/19/2017  | CHECK        | PMCHK00002005    | \$556.30    |
| 054701       | DICBLI    | BLICK ART MATERIALS            | 1/19/2017  | CHECK        | PMCHK00002005    | \$228.13    |
| 054702       | DYKGOS    | DYKEMA GOSSETT                 | 1/19/2017  | CHECK        | PMCHK00002005    | \$347.85    |
| 054703       | EVEHOL    | EVELYN HOLLENSHEAD             | 1/19/2017  | CHECK        | PMCHK00002005    | \$18.47     |
| 054704       | GAMESTAR  | GAMESTAR                       | 1/19/2017  | CHECK        | PMCHK00002005    | \$400.00    |
| 054705       | JENMCK    | JENN MCKEE                     | 1/19/2017  | CHECK        | PMCHK00002005    | \$200.00    |
| 054706       | LOWE'S    | LOWES BUSINESS ACCOUNT         | 1/19/2017  | CHECK        | PMCHK00002005    | \$1,129.95  |
| 054707       | MARBAN    | MARTIN BANDYKE                 | 1/19/2017  | CHECK        | PMCHK00002005    | \$400.00    |
| 054708       | MATRIX    | MATRIX TRUST CO AttnTPA000320  | 1/19/2017  | CHECK        | PMCHK00002005    | \$18,706.21 |
| 054709       | MICNAS    | MICHAEL G. NASTOS              | 1/19/2017  | CHECK        | PMCHK00002005    | \$100.00    |
| 054710       | OFFDEP    | OFFICE DEPOT, INC.             | 1/19/2017  | CHECK        | PMCHK00002005    | \$937.56    |
| 054711       | PATRSMI   | PATRICIA F. SMITH              | 1/19/2017  | CHECK        | PMCHK00002005    | \$200.00    |
| 054712       | PRITEC    | PRINT TECH INC.                | 1/19/2017  | CHECK        | PMCHK00002005    | \$770.54    |
| 054713       | QLTD      | Q LTD                          | 1/19/2017  | CHECK        | PMCHK00002005    | \$10,666.00 |
| 054714       | RECBOO    | RECORDED BOOKS, INC.           | 1/19/2017  | CHECK        | PMCHK00002005    | \$206.88    |
| 054715       | ROBROB    | ROBIN ROBINSON                 | 1/19/2017  | CHECK        | PMCHK00002005    | \$100.00    |
| 054716       | RUSPUB    | RUSSIAN PUBLISHING HOUSE LTD.  | 1/19/2017  | CHECK        | PMCHK00002005    | \$225.66    |
| 054717       | SWESOU    | SWEETWATER SOUND INC.          | 1/19/2017  | CHECK        | PMCHK00002005    | \$2,322.95  |
| 054718       | UNIPAR    | UNITED PARCEL SERVICE          | 1/19/2017  | CHECK        | PMCHK00002005    | \$116.52    |
| 054719       | UNUMPRO   | UNUM LIFE INSURANCE            | 1/19/2017  | CHECK        | PMCHK00002005    | \$5,041.41  |
| 054720       | MIDTAP    | MIDWEST TAPE                   | 1/19/2017  | CHECK        | PMCHK00002005    | \$3,767.22  |
| 054721       | BTAMEX    | AMERICAN EXPRESS               | 1/26/2017  | CHECK        | PMCHK00002006    | \$36,774.50 |
| 054722       | MIDTAP    | MIDWEST TAPE                   | 1/26/2017  | CHECK        | PMCHK00002006    | \$7,532.77  |
| 054723       | ADTSEC    | TYCO INTEGRATED SECURITY       | 1/26/2017  | CHECK        | PMCHK00002007    | \$6,289.02  |
| 054724       | AGRSER    | A GROWING SERVICE LLC          | 1/26/2017  | CHECK        | PMCHK00002007    | \$340.00    |
| 054725       | AMACORP   | AMAZON                         | 1/26/2017  | CHECK        | PMCHK00002007    | \$2,725.41  |
| 054726       | B&H       | B&H PHOTO-VIDEO                | 1/26/2017  | CHECK        | PMCHK00002007    | \$156.14    |
| 054727       | BARNOB1   | BARNES & NOBLE INC.            | 1/26/2017  | CHECK        | PMCHK00002007    | \$137.06    |
| 054728       | BERCOM    | W. T. BERESFORD COMPANY        | 1/26/2017  | CHECK        | PMCHK00002007    | \$67.01     |
| 054729       | BLUCAR    | BLUE CARE NETWORK OF SE MICHIG | 1/26/2017  | CHECK        | PMCHK00002007    | \$65,016.42 |
| 054730       | BOBBRI    | BOB BRILL                      | 1/26/2017  | CHECK        | PMCHK00002007    | \$7.15      |
| 054731       | BOOPAG    | BOOKPAGE                       | 1/26/2017  | CHECK        | PMCHK00002007    | \$1,584.00  |
| 054732       | CINCOR    | CINTAS CORPORATION             | 1/26/2017  | CHECK        | PMCHK00002007    | \$1,830.41  |
| 054733       | COMCAS    | COMCAST                        | 1/26/2017  | CHECK        | PMCHK00002007    | \$105.90    |
| 054734       | DANROM    | DANIEL M. ROMANCHIK            | 1/26/2017  | CHECK        | PMCHK00002007    | \$400.00    |
| 054735       | DTEENE    | DTE ENERGY                     | 1/26/2017  | CHECK        | PMCHK00002007    | \$24,321.64 |
| 054736       | ELILAW    | ELITE LAWN & LANDSCAPE, INC.   | 1/26/2017  | CHECK        | PMCHK00002007    | \$7,525.00  |
| 054737       | ELM USA   | ELM USA                        | 1/26/2017  | CHECK        | PMCHK00002007    | \$24.80     |
| 054738       | GLACIT    | GLASGOW CITY-COUNTY LIBRARY    | 1/26/2017  | CHECK        | PMCHK00002007    | \$34.95     |
| 054739       | HARUNI2   | HARVARD UNIVERSITY             | 1/26/2017  | CHECK        | PMCHK00002007    | \$110.00    |
| 054740       | HURSIG    | HURON SIGN                     | 1/26/2017  | CHECK        | PMCHK00002007    | \$399.01    |
| 054741       | INSDES    | INSITE DESIGN STUDIO           | 1/26/2017  | CHECK        | PMCHK00002007    | \$12,991.54 |
| 054742       | INTERFIRE | INTERSTATE FIRE PROTECTION, IN | 1/26/2017  | CHECK        | PMCHK00002007    | \$1,852.50  |
| 054743       | JENMCK    | JENN MCKEE                     | 1/26/2017  | CHECK        | PMCHK00002007    | \$200.00    |
| 054744       | JOHTCH    | New Orleans Baptist Theologica | 1/26/2017  | CHECK        | PMCHK00002007    | \$75.00     |
| 054745       | KITDON    | KITTY DONOHOE                  | 1/26/2017  | CHECK        | PMCHK00002007    | \$425.00    |
| 054746       | LIBDES    | LIBRARY DESIGN ASSOCIATES, INC | 1/26/2017  | CHECK        | PMCHK00002007    | \$4,170.86  |
| 054747       | MANCOS    | MANER COSTERISAN               | 1/26/2017  | CHECK        | PMCHK00002007    | \$16,128.00 |

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name           | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|-----------------------------|------------|--------------|------------------|-------------|
| 054748       | METLIFE   | METLIFE SBC                 | 1/26/2017  | CHECK        | PMCHK00002007    | \$7,213.87  |
| 054749       | MICPOW    | MICHIGAN POWER RODDING      | 1/26/2017  | CHECK        | PMCHK00002007    | \$255.00    |
| 054750       | MULCOU    | MULTNOMAH COUNTY LIBRARY    | 1/26/2017  | CHECK        | PMCHK00002007    | \$16.99     |
| 054751       | OCLINS    | OCLC, INC.                  | 1/26/2017  | CHECK        | PMCHK00002007    | \$4,030.37  |
| 054752       | OFFDEP    | OFFICE DEPOT, INC.          | 1/26/2017  | CHECK        | PMCHK00002007    | \$334.35    |
| 054753       | OLIKOH    | OLIVER KOHLER               | 1/26/2017  | CHECK        | PMCHK00002007    | \$150.00    |
| 054754       | PITCHA    | PITTSFIELD CHARTER TOWNSHIP | 1/26/2017  | CHECK        | PMCHK00002007    | \$116.94    |
| 054755       | RECBOO    | RECORDED BOOKS, INC.        | 1/26/2017  | CHECK        | PMCHK00002007    | \$1,045.62  |
| 054756       | SAILOU    | SAINT LOUIS UNIVERSITY      | 1/26/2017  | CHECK        | PMCHK00002007    | \$120.00    |
| 054757       | SCOWET    | SCOTT WETTLAUFER            | 1/26/2017  | CHECK        | PMCHK00002007    | \$300.00    |
| 054758       | SFSTRO    | ALLIED-EAGLE SUPPLY, INC.   | 1/26/2017  | CHECK        | PMCHK00002007    | \$88.59     |
| 054759       | SME       | SME                         | 1/26/2017  | CHECK        | PMCHK00002007    | \$13,585.00 |
| 054760       | SODTOW    | SODUS TOWNSHIP LIBRARY      | 1/26/2017  | CHECK        | PMCHK00002007    | \$15.00     |
| 054761       | SPUN      | SPUN                        | 1/26/2017  | CHECK        | PMCHK00002007    | \$105.00    |
| 054762       | STAACC    | STANLEY ACCESS TECH LLC     | 1/26/2017  | CHECK        | PMCHK00002007    | \$190.00    |
| 054763       | STAPOO    | S&P CAPITAL IQ LLC          | 1/26/2017  | CHECK        | PMCHK00002007    | \$816.00    |
| 054764       | STRENS    | STRATUS ENSEMBLE            | 1/26/2017  | CHECK        | PMCHK00002007    | \$750.00    |
| 054765       | SWESOU    | SWEETWATER SOUND INC.       | 1/26/2017  | CHECK        | PMCHK00002007    | \$1,501.39  |
| 054766       | TDSMET    | TDS METROCOM                | 1/26/2017  | CHECK        | PMCHK00002007    | \$7,505.81  |
| 054767       | TMGROU    | THE TM GROUP INC            | 1/26/2017  | CHECK        | PMCHK00002007    | \$42.50     |
| 054768       | TSAFON    | TSAI FONG BOOKS, INC.       | 1/26/2017  | CHECK        | PMCHK00002007    | \$22.13     |
| 054769       | UNIPAR    | UNITED PARCEL SERVICE       | 1/26/2017  | CHECK        | PMCHK00002007    | \$60.06     |
| 054770       | VERSTA    | VERONIC DITTMAN STANICH     | 1/26/2017  | CHECK        | PMCHK00002007    | \$200.00    |
| 054771       | WILTEC    | WILTEC TECHNOLOGIES         | 1/26/2017  | CHECK        | PMCHK00002007    | \$469.93    |

Total Checks: 206

Total Amount of Checks: \$683,679.74



**Ann Arbor District  
Library**



**December 31,  
2016**

**Financial  
Statements**

## Ann Arbor District Library Financial Summary for November 2016

### Cash

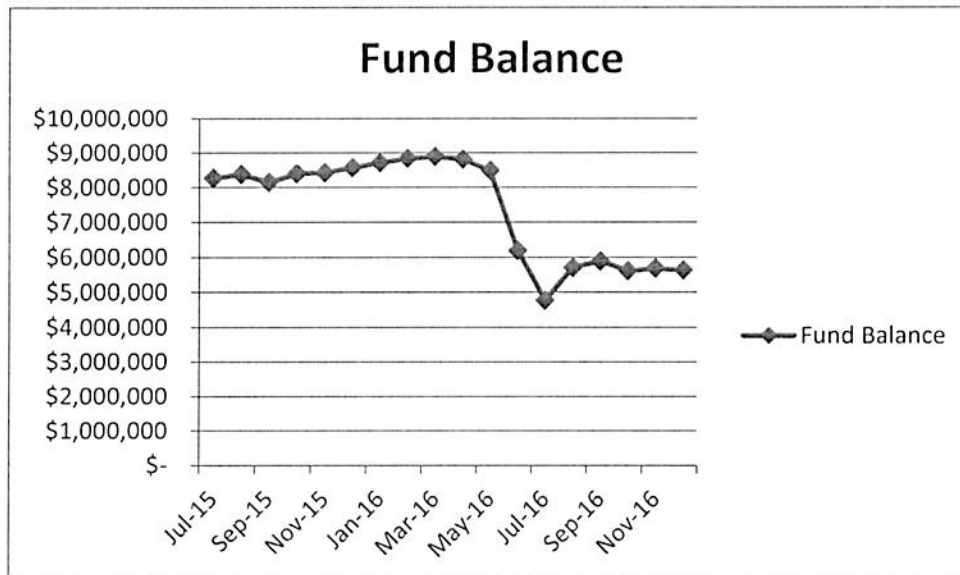
The unrestricted cash balance as of December 31, 2016 was \$12,557,283 down from \$13,478,709 in November.

### Tax Receipts

The Library has received 95.5% of the annual budgeted tax receipts, or \$14,186,390.72 as of December 31, 2016.

### Fund Balance Activity

The Library has a positive fund balance of \$5,621,038 as of December 31, 2016, down from \$5,676,819 at the end of November.



## Ann Arbor District Library Financial Summary for December 2016

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

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

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

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

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

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

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

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

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

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

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

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

## ANN ARBOR DISTRICT LIBRARY

## Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual  
General Fund

For the Period July 1, 2016 through December 31, 2016

|   | December            |                     |                  | Year To Date        |                     |                     |
|---|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|
|   | Actual              | Budget              | Variance         | Actual              | Budget              | Variance            |
| <b>Revenues</b>                             |                     |                     |                  |                     |                     |                     |
| Property taxes, net                         | \$ 1,237,500        | \$ 1,237,500        | \$ -             | \$ 7,424,998        | \$ 7,425,000        | \$ (2)              |
| State aid                                   | 7,500               | 7,500               | -                | 45,000              | 45,000              | -                   |
| State penal fines                           | 18,750              | 18,750              | -                | 112,500             | 112,500             | -                   |
| Interest income                             | 216                 | 8,333               | (8,117)          | (30,892)            | 50,000              | (80,892)            |
| Copier revenue                              | 1,537               | 2,500               | (963)            | 11,914              | 15,000              | (3,086)             |
| Grants and memorials                        | 5,892               | 4,167               | 1,725            | 127,648             | 25,000              | 102,648             |
| Library fines, fees and other               | 20,650              | 23,333              | (2,683)          | 145,895             | 140,000             | 5,895               |
| Non-resident fees                           | 1,613               | 1,250               | 363              | 9,104               | 7,500               | 1,604               |
| Rental revenue                              | 2,593               | 2,593               | 1                | 9,938               | 15,555              | (5,617)             |
| <b>Total revenues</b>                       | <b>1,296,251</b>    | <b>1,305,926</b>    | <b>(9,675)</b>   | <b>7,856,105</b>    | <b>7,835,555</b>    | <b>20,550</b>       |
| <b>Expenditures</b>                         |                     |                     |                  |                     |                     |                     |
| Current:                                    |                     |                     |                  |                     |                     |                     |
| Personnel:                                  |                     |                     |                  |                     |                     |                     |
| Salaries and wages                          | 730,567             | 547,499             | 183,068          | 3,127,125           | 3,284,993           | (157,868)           |
| Employee benefits                           | 47,304              | 136,658             | (89,354)         | 703,801             | 819,948             | (116,147)           |
| Employment taxes                            | 53,825              | 41,884              | 11,941           | 231,793             | 251,302             | (19,509)            |
| Purchased services:                         |                     |                     |                  |                     |                     |                     |
| Custodial services                          | 50,401              | 16,250              | 34,151           | 109,369             | 97,500              | 11,869              |
| Accounting/Audit                            | 1,208               | 1,208               | (0)              | 14,365              | 7,250               | 7,115               |
| Legal                                       | 9,095               | 8,333               | 762              | 22,621              | 49,999              | (27,378)            |
| Professional services                       | 21,360              | 17,081              | 4,279            | 125,167             | 102,488             | 22,680              |
| Utilities                                   | 14,841              | 35,417              | (20,576)         | 200,804             | 212,500             | (11,696)            |
| Property insurance                          | 7,677               | 7,750               | (73)             | 46,061              | 46,500              | (439)               |
| Communications                              | 18,850              | 15,000              | 3,850            | 94,534              | 90,000              | 4,534               |
| Materials                                   | 81,672              | 148,667             | (66,995)         | 963,040             | 892,000             | 71,040              |
| Software Licenses/Maint                     | 10,746              | 16,667              | (5,921)          | 96,547              | 100,000             | (3,453)             |
| Computer hardware                           | 3,832               | 12,500              | (8,668)          | 29,365              | 75,000              | (45,635)            |
| Building rental                             | 42,108              | 46,821              | (4,713)          | 224,834             | 280,925             | (56,091)            |
| Seminars, conferences and travel            | 536                 | 1,925               | (1,389)          | 11,580              | 11,550              | 30                  |
| Copier Expense                              | 4,094               | 3,750               | 344              | 9,730               | 22,500              | (12,770)            |
| Library programming                         | 27,157              | 36,667              | (9,510)          | 168,969             | 220,000             | (51,031)            |
| Grant and memorial expenditures             | 2,849               | 4,167               | (1,318)          | 33,616              | 25,000              | 8,616               |
| Operating supplies                          | 26,647              | 31,842              | (5,195)          | 227,977             | 191,050             | 36,927              |
| Repairs and maintenance                     | 45,727              | 28,083              | 17,644           | 151,385             | 168,500             | (17,115)            |
| Postage                                     | 6,718               | 2,917               | 3,801            | 16,806              | 17,500              | (694)               |
| Other Operating Expenditures                | 917                 | 2,883               | (1,966)          | 11,083              | 17,300              | (6,217)             |
| Capital outlay/maintenance expense          | 11,101              | 41,667              | (30,566)         | 95,746              | 250,000             | (154,254)           |
| <b>Total expenditures</b>                   | <b>1,219,232</b>    | <b>1,205,634</b>    | <b>13,598</b>    | <b>6,716,318</b>    | <b>7,233,804</b>    | <b>(517,486)</b>    |
| <b>Revenue over (under) expenditures</b>    | <b>77,019</b>       | <b>100,292</b>      | <b>(23,273)</b>  | <b>1,139,787</b>    | <b>601,751</b>      | <b>538,036</b>      |
| <b>Other financing sources (uses)</b>       |                     |                     |                  |                     |                     |                     |
| Transfers in                                | -                   | -                   | -                | -                   | -                   | -                   |
| Transfers out                               | -                   | (100,292)           | 100,292          | (2,064,780)         | (601,750)           | (1,463,030)         |
| <b>Total other financing sources (uses)</b> | <b>-</b>            | <b>(100,292)</b>    | <b>100,292</b>   | <b>(2,064,780)</b>  | <b>(601,750)</b>    | <b>(1,463,030)</b>  |
| <b>Net change in fund balances</b>          | <b>77,019</b>       | <b>(0)</b>          | <b>77,019</b>    | <b>(924,993)</b>    | <b>1</b>            | <b>(924,994)</b>    |
| Fund balance, beginning of year             | 4,876,558           | 4,876,558           | -                | 4,876,558           | 4,876,558           | -                   |
| <b>Fund balance, end of year</b>            | <b>\$ 4,953,577</b> | <b>\$ 4,876,558</b> | <b>\$ 77,019</b> | <b>\$ 3,951,565</b> | <b>\$ 4,876,559</b> | <b>\$ (924,994)</b> |

## ANN ARBOR DISTRICT LIBRARY

## Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2016 through December 31, 2016

|   | General Fund        | Capital Fund        | All Endowment     | Total Governmental Funds |
|---|---------------------|---------------------|-------------------|--------------------------|
| <b>Revenues</b>                             |                     |                     |                   |                          |
| Property taxes, net                         | \$ 7,424,998        | \$ -                | \$ -              | \$ 7,424,998             |
| State aid                                   | 45,000              | -                   | -                 | 45,000                   |
| State penal fines                           | 112,500             | -                   | -                 | 112,500                  |
| Interest income                             | (30,892)            | -                   | (12,683)          | (43,575)                 |
| Copier revenue                              | 11,914              | -                   | -                 | 11,914                   |
| Grants and memorials                        | 127,648             | -                   | 20,101            | 147,749                  |
| Library fines, fees and other               | 145,895             | -                   | -                 | 145,895                  |
| Non-resident fees                           | 9,104               | -                   | -                 | 9,104                    |
| Rental revenue                              | 9,938               | -                   | -                 | 9,938                    |
| <b>Total revenues</b>                       | <b>7,856,105</b>    | <b>-</b>            | <b>7,418</b>      | <b>7,863,523</b>         |
| <b>Expenditures</b>                         |                     |                     |                   |                          |
| Current:                                    |                     |                     |                   |                          |
| Personnel:                                  |                     |                     |                   |                          |
| Salaries and wages                          | 3,127,125           | -                   | -                 | 3,127,125                |
| Employee benefits                           | 703,801             | -                   | -                 | 703,801                  |
| Employment taxes                            | 231,793             | -                   | -                 | 231,793                  |
| Purchased services:                         |                     |                     |                   |                          |
| Custodial services                          | 109,369             | -                   | -                 | 109,369                  |
| Accounting/Audit                            | 14,365              | -                   | -                 | 14,365                   |
| Legal                                       | 22,621              | -                   | -                 | 22,621                   |
| Professional services                       | 125,167             | -                   | -                 | 125,167                  |
| Utilities                                   | 200,804             | -                   | -                 | 200,804                  |
| Property insurance                          | 46,061              | -                   | -                 | 46,061                   |
| Communications                              | 94,534              | -                   | -                 | 94,534                   |
| Materials                                   | 963,040             | -                   | -                 | 963,040                  |
| Software Licenses/Maint                     | 96,547              | -                   | -                 | 96,547                   |
| Computer hardware                           | 29,365              | -                   | -                 | 29,365                   |
| Building rental                             | 224,834             | -                   | -                 | 224,834                  |
| Seminars, conferences and travel            | 11,580              | -                   | -                 | 11,580                   |
| Copier Expense                              | 9,730               | -                   | -                 | 9,730                    |
| Library programming                         | 168,969             | -                   | -                 | 168,969                  |
| Grant and memorial expenditures             | 33,616              | -                   | -                 | 33,616                   |
| Operating supplies                          | 227,977             | 204,304             | -                 | 432,281                  |
| Repairs and maintenance                     | 151,385             | -                   | -                 | 151,385                  |
| Postage                                     | 16,806              | -                   | -                 | 16,806                   |
| Other Operating Expenditures                | 11,083              | -                   | -                 | 11,083                   |
| Capital outlay/maintenance expense          | 95,746              | 943,588             | -                 | 1,039,334                |
| <b>Total expenditures</b>                   | <b>6,716,318</b>    | <b>1,147,892</b>    | <b>-</b>          | <b>7,864,210</b>         |
| <b>Revenue over (under) expenditures</b>    | <b>1,139,787</b>    | <b>(1,147,892)</b>  | <b>7,418</b>      | <b>(687)</b>             |
| <b>Other financing sources (uses)</b>       |                     |                     |                   |                          |
| Transfers in                                | -                   | 2,064,780           | -                 | 2,064,780                |
| Transfers out                               | (2,064,780)         | -                   | -                 | (2,064,780)              |
| <b>Total other financing sources (uses)</b> | <b>(2,064,780)</b>  | <b>2,064,780</b>    | <b>-</b>          | <b>-</b>                 |
| <b>Change in fund balance</b>               | <b>(924,993)</b>    | <b>916,888</b>      | <b>7,418</b>      | <b>(687)</b>             |
| Fund balance, beginning of year             | 4,876,558           | 752,585             | 463,400           | 6,092,543                |
| <b>Fund balance, end of year</b>            | <b>\$ 3,951,565</b> | <b>\$ 1,669,473</b> | <b>\$ 470,818</b> | <b>\$ 6,091,856</b>      |

## ANN ARBOR DISTRICT LIBRARY

|                      |
|----------------------|
| <b>Balance Sheet</b> |
|----------------------|

|                    |
|--------------------|
| Governmental Funds |
| December 31, 2016  |

|  | General Fund         | Capital Fund        | All Endowments    | Total Governmental Funds |
|--|----------------------|---------------------|-------------------|--------------------------|
| <b>Assets</b>                              |                      |                     |                   |                          |
| Cash and cash equivalents                  | \$ 6,371,887         | \$ 1,669,473        | \$ 470,818        | \$ 8,512,178             |
| Investments                                | 4,515,923            | -                   | -                 | 4,515,923                |
| Due from other governmental units          | 181,845              | -                   | -                 | 181,845                  |
| Prepaid items                              | 215,019              | -                   | -                 | 215,019                  |
| <b>Total assets</b>                        | <b>11,284,674</b>    | <b>1,669,473</b>    | <b>470,818</b>    | <b>13,424,965</b>        |
| <b>Liabilities</b>                         |                      |                     |                   |                          |
| Accounts payable                           | 287,129              | -                   | -                 | 287,129                  |
| Accrued payroll and benefits               | 284,589              | -                   | -                 | 284,589                  |
| <b>Total liabilities</b>                   | <b>571,718</b>       | <b>-</b>            | <b>-</b>          | <b>571,718</b>           |
| <b>Deferred Outflows</b>                   |                      |                     |                   |                          |
| Unavailable Property Tax Revenue           | 6,761,391            | -                   | -                 | 6,761,391                |
| <b>Fund balances</b>                       |                      |                     |                   |                          |
| Nonspendable:                              |                      |                     |                   |                          |
| Prepaid items                              | 215,019              | -                   | -                 | 215,019                  |
| Permanent corpus                           | -                    | -                   | 350,000           | 350,000                  |
| Restricted for endowments                  | -                    | -                   | 120,818           | 120,818                  |
| Committed for capital projects             | -                    | 1,669,473           | -                 | 1,669,473                |
| Encumbered                                 | 452,147              | -                   | -                 | 452,147                  |
| Unassigned                                 | 3,284,399            | -                   | -                 | 3,284,399                |
| <b>Total fund balances</b>                 | <b>3,951,565</b>     | <b>1,669,473</b>    | <b>470,818</b>    | <b>6,091,856</b>         |
| <b>Total liabilities and fund balances</b> | <b>\$ 11,284,674</b> | <b>\$ 1,669,473</b> | <b>\$ 470,818</b> | <b>\$ 13,424,965</b>     |



**Ann Arbor District  
Library**



**January 31, 2017**

**Financial  
Statements**

## Ann Arbor District Library Financial Summary for January 2017

### Cash

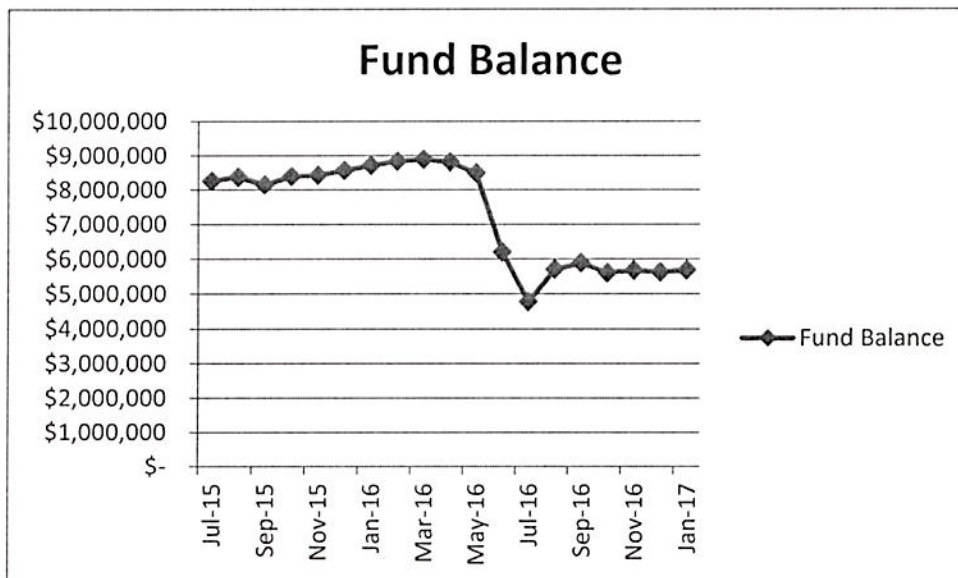
The unrestricted cash balance as of January 31, 2017 was \$11,885,917 down from \$12,557,283 in December.

### Tax Receipts

The Library has received 99% of the annual budgeted tax receipts, or \$14,696,101.52 as of January 31, 2017.

### Fund Balance Activity

The Library has a positive fund balance of \$5,682,141 as of January 31, 2017, up from \$5,621,038 at the end of December.





## Ann Arbor District Library Financial Summary for January 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 are over budget due to a generous donation to the archive project and funds received from the Ladies Library Association.

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

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

Employee Benefits – Is over budget due to timing and will resolve itself next month.

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

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

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

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

Grant and Memorial – Grant-related expenses are for summer programs, therefore the expenses are greater in the first two months and last two months of the fiscal year. The amount over budget will decrease as the year progresses (December overage was \$8,616).

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

Total Expenditures are under budget year-to-date by \$519,586.

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes**  
in Fund Balances - Budget and Actual  
General Fund  
For the Period July 1, 2016 through January 31, 2017

|   | January             |                     |                  | Year To Date        |                     |                     |
|---|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|
|   | Actual              | Budget              | Variance         | Actual              | Budget              | Variance            |
| <b>Revenues</b>                             |                     |                     |                  |                     |                     |                     |
| Property taxes, net                         | \$ 1,237,500        | \$ 1,237,500        | \$ -             | \$ 8,662,276        | \$ 8,662,500        | \$ (224)            |
| State aid                                   | 7,500               | 7,500               | -                | 52,500              | 52,500              | -                   |
| State penal fines                           | 18,750              | 18,750              | -                | 131,250             | 131,250             | -                   |
| Interest income                             | 1,038               | 8,333               | (7,295)          | (29,989)            | 58,333              | (88,322)            |
| Copier revenue                              | 1,939               | 2,500               | (561)            | 13,853              | 17,500              | (3,647)             |
| Grants and memorials                        | 306                 | 4,167               | (3,861)          | 127,954             | 29,167              | 98,787              |
| Library fines, fees and other               | 28,749              | 23,333              | 5,416            | 174,644             | 163,333             | 11,311              |
| Non-resident fees                           | 600                 | 1,250               | (650)            | 9,704               | 8,750               | 954                 |
| Rental revenue                              | 2,593               | 2,593               | 1                | 12,530              | 18,148              | (5,618)             |
| <b>Total revenues</b>                       | <b>1,298,975</b>    | <b>1,305,926</b>    | <b>(6,951)</b>   | <b>9,154,722</b>    | <b>9,141,481</b>    | <b>13,241</b>       |
| <b>Expenditures</b>                         |                     |                     |                  |                     |                     |                     |
| Current:                                    |                     |                     |                  |                     |                     |                     |
| Personnel:                                  |                     |                     |                  |                     |                     |                     |
| Salaries and wages                          | 482,551             | 547,499             | (64,948)         | 3,609,678           | 3,832,491           | (222,813)           |
| Employee benefits                           | 269,062             | 136,658             | 132,404          | 972,864             | 956,606             | 16,258              |
| Employment taxes                            | 36,142              | 41,884              | (5,742)          | 267,935             | 293,186             | (25,251)            |
| Purchased services:                         |                     |                     |                  |                     |                     |                     |
| Custodial services                          | 18,343              | 16,250              | 2,093            | 127,712             | 113,750             | 13,962              |
| Accounting/Audit                            | 2,708               | 1,208               | 1,500            | 17,073              | 8,458               | 8,615               |
| Legal                                       | 348                 | 8,333               | (7,985)          | 22,968              | 58,332              | (35,364)            |
| Professional services                       | 30,960              | 17,081              | 13,879           | 156,128             | 119,569             | 36,559              |
| Utilities                                   | 41,284              | 35,417              | 5,867            | 242,085             | 247,917             | (5,832)             |
| Property insurance                          | 7,677               | 7,750               | (73)             | 53,738              | 54,250              | (512)               |
| Communications                              | 13,638              | 15,000              | (1,362)          | 108,172             | 105,000             | 3,172               |
| Materials                                   | 144,623             | 148,667             | (4,044)          | 1,107,663           | 1,040,667           | 66,996              |
| Software Licenses/Maint                     | 20,142              | 16,667              | 3,475            | 116,689             | 116,667             | 22                  |
| Computer hardware                           | 5,898               | 12,500              | (6,602)          | 35,263              | 87,500              | (52,237)            |
| Building rental                             | 42,108              | 46,821              | (4,713)          | 266,942             | 327,746             | (60,804)            |
| Seminars, conferences and travel            | 1,535               | 1,925               | (390)            | 13,115              | 13,475              | (360)               |
| Copier Expense                              | 894                 | 3,750               | (2,856)          | 10,623              | 26,250              | (15,627)            |
| Library programming                         | 14,998              | 36,667              | (21,669)         | 183,966             | 256,667             | (72,701)            |
| Grant and memorial expenditures             | -                   | 4,167               | (4,167)          | 33,616              | 29,167              | 4,449               |
| Operating supplies                          | 19,253              | 31,842              | (12,589)         | 247,227             | 222,892             | 24,335              |
| Repairs and maintenance                     | 42,793              | 28,083              | 14,710           | 194,178             | 196,583             | (2,405)             |
| Postage                                     | 2,603               | 2,917               | (314)            | 19,409              | 20,417              | (1,008)             |
| Other Operating Expenditures                | 2,320               | 2,883               | (563)            | 13,402              | 20,183              | (6,781)             |
| Capital outlay/maintenance expense          | 3,660               | 41,667              | (38,007)         | 99,406              | 291,667             | (192,261)           |
| <b>Total expenditures</b>                   | <b>1,203,540</b>    | <b>1,205,634</b>    | <b>(2,094)</b>   | <b>7,919,852</b>    | <b>8,439,438</b>    | <b>(519,586)</b>    |
| <b>Revenue over (under) expenditures</b>    | <b>95,435</b>       | <b>100,292</b>      | <b>(4,857)</b>   | <b>1,234,870</b>    | <b>702,043</b>      | <b>532,827</b>      |
| <b>Other financing sources (uses)</b>       |                     |                     |                  |                     |                     |                     |
| Transfers in                                | -                   | -                   | -                | -                   | -                   | -                   |
| Transfers out                               | -                   | (100,292)           | 100,292          | (2,064,780)         | (702,042)           | (1,362,738)         |
| <b>Total other financing sources (uses)</b> | <b>-</b>            | <b>(100,292)</b>    | <b>100,292</b>   | <b>(2,064,780)</b>  | <b>(702,042)</b>    | <b>(1,362,738)</b>  |
| <b>Net change in fund balances</b>          | <b>95,435</b>       | <b>(0)</b>          | <b>95,435</b>    | <b>(829,910)</b>    | <b>1</b>            | <b>(829,911)</b>    |
| Fund balance, beginning of year             | 4,876,558           | 4,876,558           | -                | 4,876,558           | 4,876,558           | -                   |
| <b>Fund balance, end of year</b>            | <b>\$ 4,971,993</b> | <b>\$ 4,876,558</b> | <b>\$ 95,435</b> | <b>\$ 4,046,648</b> | <b>\$ 4,876,559</b> | <b>\$ (829,911)</b> |

## ANN ARBOR DISTRICT LIBRARY

|   |
|---|
| <b>Statement of Revenues, Expenditures and Changes in Fund Balances</b> |
|---|

Governmental Funds

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

|   | General Fund        | Capital Fund        | All Endowment     | Total Governmental Funds |
|---|---------------------|---------------------|-------------------|--------------------------|
| <b>Revenues</b>                             |                     |                     |                   |                          |
| Property taxes, net                         | \$ 8,662,276        | \$ -                | \$ -              | \$ 8,662,276             |
| State aid                                   | 52,500              | -                   | -                 | 52,500                   |
| State penal fines                           | 131,250             | -                   | -                 | 131,250                  |
| Interest income                             | (29,989)            | -                   | (12,629)          | (42,618)                 |
| Copier revenue                              | 13,853              | -                   | -                 | 13,853                   |
| Grants and memorials                        | 127,954             | -                   | 21,551            | 149,505                  |
| Library fines, fees and other               | 174,644             | -                   | -                 | 174,644                  |
| Non-resident fees                           | 9,704               | -                   | -                 | 9,704                    |
| Rental revenue                              | 12,530              | -                   | -                 | 12,530                   |
| <b>Total revenues</b>                       | <b>9,154,722</b>    | <b>-</b>            | <b>8,922</b>      | <b>9,163,644</b>         |
| <b>Expenditures</b>                         |                     |                     |                   |                          |
| Current:                                    |                     |                     |                   |                          |
| Personnel:                                  |                     |                     |                   |                          |
| Salaries and wages                          | 3,609,678           | -                   | -                 | 3,609,678                |
| Employee benefits                           | 972,864             | -                   | -                 | 972,864                  |
| Employment taxes                            | 267,935             | -                   | -                 | 267,935                  |
| Purchased services:                         |                     |                     |                   |                          |
| Custodial services                          | 127,712             | -                   | -                 | 127,712                  |
| Accounting/Audit                            | 17,073              | -                   | -                 | 17,073                   |
| Legal                                       | 22,968              | -                   | -                 | 22,968                   |
| Professional services                       | 156,128             | -                   | -                 | 156,128                  |
| Utilities                                   | 242,085             | -                   | -                 | 242,085                  |
| Property insurance                          | 53,738              | -                   | -                 | 53,738                   |
| Communications                              | 108,172             | -                   | -                 | 108,172                  |
| Materials                                   | 1,107,663           | -                   | -                 | 1,107,663                |
| Software Licenses/Maint                     | 116,689             | -                   | -                 | 116,689                  |
| Computer hardware                           | 35,263              | -                   | -                 | 35,263                   |
| Building rental                             | 266,942             | -                   | -                 | 266,942                  |
| Seminars, conferences and travel            | 13,115              | -                   | -                 | 13,115                   |
| Copier Expense                              | 10,623              | -                   | -                 | 10,623                   |
| Library programming                         | 183,966             | -                   | -                 | 183,966                  |
| Grant and memorial expenditures             | 33,616              | -                   | -                 | 33,616                   |
| Operating supplies                          | 247,227             | 205,579             | -                 | 452,806                  |
| Repairs and maintenance                     | 194,178             | -                   | -                 | 194,178                  |
| Postage                                     | 19,409              | -                   | -                 | 19,409                   |
| Other Operating Expenditures                | 13,402              | -                   | -                 | 13,402                   |
| Capital outlay/maintenance expense          | 99,406              | 976,293             | -                 | 1,075,699                |
| <b>Total expenditures</b>                   | <b>7,919,852</b>    | <b>1,181,872</b>    | <b>-</b>          | <b>9,101,724</b>         |
| <b>Revenue over (under) expenditures</b>    | <b>1,234,870</b>    | <b>(1,181,872)</b>  | <b>8,922</b>      | <b>61,920</b>            |
| <b>Other financing sources (uses)</b>       |                     |                     |                   |                          |
| Transfers in                                | -                   | 2,064,780           | -                 | 2,064,780                |
| Transfers out                               | (2,064,780)         | -                   | -                 | (2,064,780)              |
| <b>Total other financing sources (uses)</b> | <b>(2,064,780)</b>  | <b>2,064,780</b>    | <b>-</b>          | <b>-</b>                 |
| <b>Change in fund balance</b>               | <b>(829,910)</b>    | <b>882,908</b>      | <b>8,922</b>      | <b>61,920</b>            |
| Fund balance, beginning of year             | 4,876,558           | 752,585             | 463,400           | 6,092,543                |
| <b>Fund balance, end of year</b>            | <b>\$ 4,046,648</b> | <b>\$ 1,635,493</b> | <b>\$ 472,322</b> | <b>\$ 6,154,463</b>      |

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**Governmental Funds  
January 31, 2017

|  | General<br>Fund      | Capital<br>Fund     | All<br>Endowments | Total<br>Governmental<br>Funds |
|--|----------------------|---------------------|-------------------|--------------------------------|
| <b>Assets</b>                              |                      |                     |                   |                                |
| Cash and cash equivalents                  | \$ 5,734,501         | \$ 1,635,493        | \$ 472,322        | \$ 7,842,316                   |
| Investments                                | 4,515,923            | -                   | -                 | 4,515,923                      |
| Due from other governmental units          | 208,095              | -                   | -                 | 208,095                        |
| Prepaid items                              | 75,178               | -                   | -                 | 75,178                         |
| <b>Total assets</b>                        | <b>10,533,697</b>    | <b>1,635,493</b>    | <b>472,322</b>    | <b>12,641,512</b>              |
| <b>Liabilities</b>                         |                      |                     |                   |                                |
| Accounts payable                           | 137,953              | -                   | -                 | 137,953                        |
| Accrued payroll and benefits               | 312,901              | -                   | -                 | 312,901                        |
| <b>Total liabilities</b>                   | <b>450,854</b>       | <b>-</b>            | <b>-</b>          | <b>450,854</b>                 |
| <b>Deferred Outflows</b>                   |                      |                     |                   |                                |
| Unavailable Property Tax Revenue           | 6,036,195            | -                   | -                 | 6,036,195                      |
| <b>Fund balances</b>                       |                      |                     |                   |                                |
| Nonspendable:                              |                      |                     |                   |                                |
| Prepaid items                              | 75,178               | -                   | -                 | 75,178                         |
| Permanent corpus                           | -                    | -                   | 350,000           | 350,000                        |
| Restricted for endowments                  | -                    | -                   | 122,322           | 122,322                        |
| Committed for capital projects             | -                    | 1,635,493           | -                 | 1,635,493                      |
| Encumbered                                 | 452,147              | -                   | -                 | 452,147                        |
| Unassigned                                 | 3,519,323            | -                   | -                 | 3,519,323                      |
| <b>Total fund balances</b>                 | <b>4,046,648</b>     | <b>1,635,493</b>    | <b>472,322</b>    | <b>6,154,463</b>               |
| <b>Total liabilities and fund balances</b> | <b>\$ 10,533,697</b> | <b>\$ 1,635,493</b> | <b>\$ 472,322</b> | <b>\$ 12,641,512</b>           |

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## Upcoming Events, and Issues of Interest

### ***Rotary Club of Ann Arbor Centennial Exhibit***

The Rotary Club of Ann Arbor invites you to celebrate their 100th anniversary through this Downtown Library exhibit through February 27, 2017.

Founded in 1916, the Rotary Club of Ann Arbor (RCAA) has played a significant role in the life and activities of Ann Arbor, Washtenaw County, and the world. Often identified as a town and gown club, the original group of 15 Charter members was comprised of citizens from the town and the University of Michigan. Currently, RCAA has 320 members, the largest Rotary Club in the state of Michigan. This current exhibit showcases its activities over the years, its growth of programs and membership, and highlights the universal access playground to be built in Gallup Park in 2017—a gift to the city of Ann Arbor in honor of RCAA's 100-year celebration.

### ***A2 Modern***

Our friends at A2 Modern have launched a new website and have begun to link from their listings of important midcentury homes to the original articles and photos about that home in Old News:

[http://www.a2modern.org/portfolio\\_page/phillips-residence/](http://www.a2modern.org/portfolio_page/phillips-residence/)

### ***African American Cultural & Historical Museum of Washtenaw County "Living History" Exhibit Opening at Malletts Creek Branch: Program Room***

Find out more about our community's history as the **African American Cultural & Historical Museum of Washtenaw County** unveils their "Living History" exhibit with a reception on Sunday, March 26, 2017. This panel exhibition is part of a collaboration with the Ann Arbor District Library and the Living Oral History Project, a collection of interviews illustrating what local African-Americans witnessed, experienced, and contributed to building the community we share today.

The project covered such topics as race, gender, education, equality, faith, housing, employment, community building activities, and social infrastructure. Each topic provided a spectrum of perspectives relevant to the issues and concerns of the African-American community in the history of 20th century Washtenaw County.

The panel exhibit, made possible with funding from The Michigan Humanities Council, will feature a selection of AACHM participants from the AACHM Living

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Oral History interviews along with additional interviews that will include residents from Ann Arbor and Ypsilanti. The reception will also be an opportunity for a participatory experience for visitors through examination of the exhibit and sharing stories. The event includes refreshments.

### **AADL Projects and Initiatives Underway**

1. Downtown library restroom rehabilitation will begin in late February. This will be a very disruptive project because there are so few public restrooms in the building for its size and use. The contractor is O'Neal Construction and Cornerstone Design is the architectural firm for the project.
2. The AADL Annual Report for 2016 has been delivered electronically.
3. Planned reconstruction of the retaining wall on the driveway at Traverwood will likely occur in April once frost laws are lifted.
4. Planned re-carpeting of the Pittsfield Branch will occur during a week in May. The project was delayed for the Westgate project. It was determined that two branches could not be simultaneously closed for an extended time.
5. The assistive technology lab will be relocated this year to another location on the 2<sup>nd</sup> Floor Downtown that will expand the accessibility to computing for those who are blind and/or disabled. The former space will be used for security staff on the 2<sup>nd</sup> Floor. The positive outcome of this move is two-fold. It will allow us more space and better access for our patrons of the WLBPD and will allow us to locate security staff nearer to that area of the library where we experience most of our incidents at the Downtown Library resulting in calls to the AAPD and EMS.
6. The website overhaul and redo is ongoing and we expect to launch a new aadl.org in the fall of 2017.

### **Projects and Initiatives Under Consideration**

1. AADL Director Parker and Deputy Director Neiburger met with the AAPS District Library Department Chair for Secondary Education and the Media Specialist at Skyline, and the Chair of the IT Department for AAPS to discuss, not only the project to offer virtual library cards to high school students by the start of the 2017/18 school year, but other IT

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collaborative possibilities between the two institutions. We were pleased to gain a better insight into the needs, restraints and possibilities available to AADL in partnership with AAPS.

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

**Patron:** *Hi. Last night, as I was getting out of the car for my hair appointment, my library book flew out of my purse and skidded across the parking lot in the mucky slush (it's gross now). Should I just bring a new copy of the book when I come back to return it?*

**Library Response:** We traditionally prefer our patrons to pay for items that are lost or damaged. However, we do accept replacement copies if the replacement is the correct edition. If you have any other questions or concern please do not hesitate to contact us again in the future.

\*\*\*\*\*

**Patron:** *I am visiting the Westgate branch for the first time (my first time to any library branch in Ann Arbor) and I am just blown away by how nice it is. The staff is wonderful, the facilities are wonderful, and all of the resources are wonderful. What a pleasant surprise.*

*My wife and I recently moved here from New York and bought a house with plans to settle and raise a family here, and seeing this library makes me so happy. It really exemplifies to me so many of the things we love about Ann Arbor -- commitment to community and to education.*

*Just wanted to pass along the positive feedback from a new resident -- thank you!*

**Library Response:** Welcome to Ann Arbor. Thank you so much for the kind and complimentary message about Westgate. We do hope that you and your family continue to enjoy life in Ann Arbor and if there is anything that the Library can do better, please let us know.

\*\*\*\*\*

**Patron:** *I'm someone back from the Bookmobile days, but I still LOVE the AADL System!  
A True Five Star System!*

**Library Response:** Thank you so much for saying so!

\*\*\*\*\*

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**Patron:** *I am writing to let you know how disappointed I am with the computers in the children's area of the new West Branch. My biggest issue is that they have been placed in the center of the room. It makes them seem like the most important thing in the area, not the books. Their presence is counter to not only the American Academy of Pediatrics recommendations on children and screen time, but also to my family's personal beliefs on appropriate technology integration. Because of this, we have unfortunately made the decision not to make use of the West Branch.*

*There are two things that could be done to improve on the issue that I see. First, the computer location could be moved (or preferably removed, however I understand that could be seen as extreme). Secondly, Adult sized chairs could be placed next to the child size stool in order to remind parents that they should actually be sharing in the screen time with their children (as recommended by the AAP for children ages 2-5) rather than using them as babysitters. Thirdly, guidelines should be posted that the computers are not for use for children under 18 months (as recommended by the AAP, guidelines found here <http://pediatrics.aappublications.org/content/138/5/e20162591>).*

*I believe the library system should also take an active role in educating parents and children on screen time, it's dangers as well as it's benefits. Technology is wonderful, I'm using it now to send this message. However, research is showing that the impact to kids is far more complex than we ever thought. In addition to reviewing the latest AAP guidelines on screen time, I would like to suggest watching a fabulous TED talk by pediatrician, parent and researcher Dimitri Christakis MD, MPH from Seattle Children's Hospital on Media and Children. It is thought provoking and eye opening. It can be seen here [https://www.youtube.com/watch?v=BoT7qH\\_uVNo](https://www.youtube.com/watch?v=BoT7qH_uVNo).*

*Thanks for your time and please forgive any rambling, I've been meaning to send this message for some time and just finally sat down and spit it out as quickly as I could.*

*Regards,*

*Mother of 2, Ann Arbor resident.*

*P.s. I truly do have the highest regard for our library system and am so thankful for all of the work everyone does!*

**Library Response:** Thank you very much for taking the time to write to us about your concerns regarding children and screen time at the Library. The location of



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computers at any library location is not a recommendation or a value statement regarding any other format. However, they are placed so that parents can see them and their children from any part of the general area designated for children.

The AADL has determined to not act *in loco parentis* for the children of the community when a parent's standards are most logically those that should prevail. The use of computers, or not, at the AADL is a personal decision, as is what a family borrows and takes home.

We are aware of the debate around young children and their exposure to media in all formats, and we hope that you can appreciate that we work hard to accommodate all of our patrons as best we can to the extent that we can in a large community with many needs and differing opinions.

Thank you again, and I do hope you'll reconsider your decision about Westgate.

\*\*\*\*\*

**Patron:** *I just noticed a publication in the teen magazine section called Sex, etc, which contains material fully at odds with my belief system and those of many of my friends. I wonder why the Ann Arbor District Library is trying to influence teens with their propaganda? Would you be willing to have other material that supports an opposing view as readily available and in such a highly visible area? Thank you*

**Library Response:** Thank you for taking the time to let us know how you feel about the inclusion of a title in the collection. I am sorry that you object to finding an item in the library that is at odds with your personal belief system. I cannot give you assurance that every item will meet your personal belief standards.

The mission of the public library is to represent as many points of view as possible so that all can be considered. No matter what material is available at the Library, you as an individual decide for yourself what you or your family members borrow. If you can recommend a title that you think is missing from the collection, and is necessary to balance the points of view represented in the collection, please do so. You can email me directly, complete a Suggestion Card at any of the Library locations, or email in a suggestion through Contact Us. We welcome the suggestions of our community.

Thank you again for your email.

\*\*\*\*\*

ANN ARBOR DISTRICT LIBRARY BOARD

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**The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:**

Ann Arbor District Library  
Board of Trustees  
343 South Fifth Avenue  
Ann Arbor, MI 48104-2293  
(734) 327-8311