



Regular Meeting Agenda

Monday, July 18, 2016

Published by Ann Arbor District Library

July 2016

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

August 2016

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

September 2016

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

MEMORANDUM

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

REGULAR MEETING AGENDA

- 16-160 I. CALL TO ORDER
- 16-161 II. ATTENDANCE
- 16-162 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 16-163 IV. APPROVAL OF MINUTES OF JUNE 20, 2016 (pp. 3-17)
 (Item of action)
- 16-164 V. CITIZENS' COMMENTS
- 16-165 VI. FINANCIAL REPORT (pp. 18-21)
- 16-166 VII. APPROVAL OF DISBURSEMENTS (pp. 22-25)
 (Item of action)
- 16-167 VIII. COMMITTEE REPORTS
- 16-168 A. EXECUTIVE COMMITTEE
- 16-169 B. FACILITIES COMMITTEE
- 16-170 IX. DIRECTOR'S REPORT
- 16-171 X. MONTHLY STATISTICS
- 16-172 XI. OLD BUSINESS
- 16-075 A. STRATEGIC PLANNING
 (15 minutes)
 Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC

- 16-173 XII. NEW BUSINESS
- 16-174 A. RESOLUTION AMENDING BOARD BYLAWS (pp. 26-38)
 (Item of action)
 Roll call vote
- 16-175 B. RESOLUTION TO AMEND THE 2015-2016 APPROVED
 BUDGET (p. 39)
 (Item of action)
- 16-176 C. VOTE FOR CLOSED SESSION AT THE AUGUST 15, 2016
 REGULAR BOARD MEETING FOR DISCUSSION OF
 REAL ESTATE AND OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote
- 16-177 XIII. CITIZENS' COMMENTS
- 16-178 XIV. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 20, 2016

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 20, 2016

- 16-136 I. CALL TO ORDER
- President Barney Newman called the meeting to order at 6:00 p.m.
- 16-137 II. ATTENDANCE
- Board Present: Nancy Kaplan (arr. 6:03 p.m.), Margaret Leary, Jim Leija (arr. 6:04 p.m.), Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek
 Board Absent: None
 Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson (recorder)
 Others Present: Dan Schairbaum, Dykema; Jim Greene, Dykema (arr. 7:20 p.m.)
- 16-138 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 16-139 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- President Barney Newman reconvened to the regular meeting at 6:58 p.m.
- 16-140 V. APPROVAL OF AGENDA
 (Item of action)
- Secretary Leary, supported by Treasurer Rosenthal moved to approve the agenda.
- Secretary Leary, supported by Trustee Vander Broek, moved to amend the agenda adding the Resolution Regarding the Downtown Library after Approval of the Minutes. The amended agenda was voted on.
- AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal, Surovell, Vander Broek

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NAYS: None

Motion passed 7-0.

16-141 VI. APPROVAL OF MINUTES OF MAY 23, 2016
 (Item of action)

Trustee Leija, supported by Secretary Leary, moved to approve the minutes of May 23, 2016.

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

NAYS: None

Motion passed 7-0.

16-142 VII. RESOLUTION REGARDING DOWNTOWN LIBRARY
PROPERTY
 (Item of action)

Secretary Leary, supported by Trustee Kaplan, moved the following:

WHEREAS, the Ann Arbor Public Schools (“AAPS”) conveyed certain lands and premises situated at 343 South Fifth Avenue, Ann Arbor, Michigan and commonly known as the “Downtown Library Property” to the Library by quit claim deed dated December 20, 2005, which was recorded in Liber 4529, Page 823 (the “Deed”) and in said Deed, AAPS reserved certain non-exclusive rights to use portions of the Downtown Library Property and improvements conveyed by said Deed (the “Occupancy Rights”); and

WHEREAS, simultaneously with the execution and delivery of the Deed, AAPS and the Library executed an Exclusive Option Agreement also dated December 20, 2005 (“Option”), covering the Downtown Library Property described in the Deed pursuant to which AAPS reserved, inter alia, certain option rights to purchase the Downtown Library Property and/or to share in the proceeds of sale of the Downtown Library Property which Option has been recorded with the Deed; and

WHEREAS, the Occupancy Rights reserved by AAPS in

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 20, 2016

the Deed and the Option are hereinafter referred to as the “Reserved Rights”; and

WHEREAS, the Board has decided that it is the best interests of the Library to purchase the Reserved Rights and in so doing permanently extinguish any and all rights or interests of AAPS in the Downtown Library Property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library shall purchase the Reserved Rights for a price of \$3,000,000.00.
2. The Board hereby determines that the attached Closing Agreement, Quit Claim Deed and Termination of Exclusive Option Agreement (collectively, the “Transaction Documents”) are fair to and in the best interest of the Library, and hereby approve the Transaction Documents and the transactions contemplated thereby.
3. Josie Parker, the Director of the Library (the “Authorized Person”), be and she hereby is authorized, empowered and directed, to execute and deliver the Transaction Documents on behalf of the Library.

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

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

NAYS: None

Motion passed 7-0.

President Barney Newman recessed the meeting at 7:04 p.m. for acknowledgement of Ann Arbor Public School Board of Trustees members present. The meeting was reconvened at 7:18 p.m.

16-143 VIII. CITIZENS’ COMMENTS

There were no citizens’ comments.

16-144 IX. FINANCIAL REPORT

CFO Hadler reported May showed unrestricted cash balance of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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\$9,767,597. Tax receipts totaling \$12,656,538, reflecting 98.9% of the budgeted amount, have been received through the end of May. The fund balance stands at \$8,483,581. Six line items are currently over budget on a year to date basis.

16-145 X. APPROVAL OF DISBURSEMENTS
 (Item of action)

Treasurer Rosenthal, supported by Vice President Surovell, moved to approve the May 2016 disbursements.

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

NAYS: None

Motion passed 7-0.

16-146 XI. COMMITTEE REPORTS

16-147 A. FACILITIES COMMITTEE

Chairperson Leary reported the committee had met to discuss wayfinding. Director Parker will present wayfinding proposals to the committee at their next meeting.

16-148 XII. DIRECTOR'S REPORT

In addition to her written report Director Parker noted that the Mott Family Network donated two universal gaming carts for use during AADL gaming events. The carts provide people with disabilities a way of inclusion into the gaming world, using gaming equipment designed to make it easier for people with movement challenges to play regular commercial videogames. Funding was made possible from Mott Golf Classic in partnership with Mott Family Network.

At this past weekend's Ann Arbor Comic Arts Festival held at the Downtown Library, a new record of over 7,000 visits was recorded. Director Parker thanked all staff that prepared for and cleaned up after this very successful event.

Trustee Kaplan inquired on the status of the Westgate Branch.

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Director Parker stated construction is on target with an anticipated soft opening in late August or early September.

16-149 XIII. MONTHLY STATISTICS

Due to the length of the agenda no statistical information was presented.

16-150 XIV. OLD BUSINESS

16-075 A. STRATEGIC PLANNING

Kerry Sheldon, Bridgeport Consulting, LLC

Ms. Sheldon reviewed with the Board the proposed 2016-2019 Strategic Plan as updated from the last Board meeting.

Trustee Leija recommended a wording revision to Initiative 1, Section 1.3. The Board concurred on the wording change.

The Emerging Draft Strategies document was reviewed with the Board. No corrections or changes were made.

16-151 XV. NEW BUSINESS

16-152 A. DISCUSSION OF BOARD MEETING FORMAT AND COMMITTEE STRUCTURE

(Item of discussion)

Jim Greene, Dykema

Mr. Greene reported to the Board he had met with Director Parker, Ms. Sheldon and President Barney Newman to discuss thoughts expressed by the Board regarding governance and information needs during the strategic planning process.

He proposed reducing Board committees to two on-going committees, the Executive Committee and Budget & Finance Committee. Special ad-hoc committees would be created when necessary to deal with specific issues and have limited timelines.

He proposed the Director's Report format be revised to include a summary of patron and trustee complaints/comments/concerns and their disposition; a summary of upcoming issues; an update on any

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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major Library initiatives or projects under consideration or underway; an update on any major activity by local governmental entities that will require Library Board involvement or may significantly impact the Library. Committee reports will be forwarded to the Board prior to the Board meeting upon approval of the Committee Chairperson.

Mr. Greene recommended the Director provide a “State of the Library” report at the April Library Board meeting. This report would include an overview of the Library’s fiscal year to date performance; progress made towards accomplishing strategic plan goals; major initiatives anticipated for the next fiscal year; opportunities and challenges that may affect operation and delivery of service in the next three to five years.

Trustees expressed their appreciation of Mr. Greene’s recommendations and discussed his recommendations regarding the Board committee structure.

Secretary Leary, supported by Treasurer Rosenthal, moved to adopt the proposal presented by Mr. Greene in principal with details to be determined over the next few weeks by the Executive Committee.

After Board discussion Treasurer Rosenthal, supported by Secretary Leary, called for the question.

A vote was taken and was as follows:

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

NAYS: None

Motion passed 7-0.

The original motion was voted on as follows:

AYES: Kaplan, Leary, Barney Newman, Vander Broek

NAYS: Leija, Rosenthal, Surovell

Motion passed 4-3.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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- 16-153 B. RESOLUTION AMENDING BOARD BYLAWS
 (Item of action)
 Roll call vote

It was consensus of the Board to postpone this resolution until after the Executive Committee meets to address the previous motion.

- 16-154 C. RESOLUTION ADOPTING 2016-2019 STRATEGIC PLAN
 (Item of action)

Treasurer Rosenthal, supported by Trustee Vander Broek, moved that the Board resolves as follows:

- 1.) To adopt the proposed Ann Arbor District Library Strategic Plan 2016-2019.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Leija noted that a public town hall meeting has not been held for discussion of the Strategic Plan as originally outlined in the committee charge. Ms. Sheldon noted that the document is flexible and allows for additions to it, if they are forthcoming from the public. She will work with Director Parker to schedule a public meeting and seek feedback on the document approved by the Board.

Trustee Vander Broek noted that changes recommended from discussion earlier in the meeting would be incorporated into the Strategic Plan document.

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

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

NAYS: None

Motion passed 7-0.

- 16-155 D. RESOLUTION AMENDING THE 2015-2016 BUDGET
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
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Secretary Leary, supported by Trustee Kaplan, moved the Board resolves as follows:

- 1). To transfer \$140,000.00 from Salaries & Wages to Purchased Services.
- 2). To transfer \$10,000.00 from Salaries & Wages to Communications.
- 3). To transfer \$50,000.00 from Salaries & Wages to Materials.
- 4). To transfer \$10,000.00 from Salaries & Wages to Software Licenses/Maintenance.
- 5). To transfer \$30,000.00 from Salaries & Wages to Grants/Memorials.
- 6). To transfer \$55,000.00 from Employee Benefits to Grants/Memorials.
- 7). To transfer \$65,000.00 from Employee Benefits to Supplies.
- 8). To transfer \$25,000.00 from Employment Taxes to Supplies.
- 9). To transfer \$70,000.00 from Utilities to Supplies.
- 10). To transfer \$10,000.00 from Utilities to Capital Outlays.
- 11). To transfer \$15,000.00 from Postage to Repairs and Maintenance.
- 12). To transfer \$35,000.00 from Lcards/Circ Cards to Repairs and Maintenance.
- 13). To transfer \$15,000.00 from Custodial and Electrical to Capital Outlays.
- 14). To transfer \$20,000.00 from Building Rental to Capital Outlays.
- 15). To transfer \$10,000.00 from Seminars/Conference/Travel to Capital Outlays.
- 16). To transfer \$10,000.00 from Copier Expense to Capital Outlays.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 20, 2016

17). That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that by law the Library is required to maintain a line-item budget and end the fiscal year with no negative balances.

Vice President Surovell inquired why funds were being transferred to Grants/Memorials. CFO Hadler responded that more monies were received from the Friends of the Ann Arbor District Library than anticipated.

Vice President Surovell stated he disagreed with the Friends donations being used to fund summer game expenditures. He stated summer game expenditures should be funded from the general budget.

Vice President Surovell left the meeting at 9:01 p.m.

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

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

NAYS: None

Motion passed 6-0.

16-156

E. DISCUSSION OF THE CITY OF ANN ARBOR LIBRARY LOT
 (Item of discussion)

Trustee Leija recommended moving this discussion to the next regular Board meeting.

Director Parker noted that petitions have been submitted to the City Clerk to place the disposition of the Library Lot on the ballot for a public vote. The petitions are currently being reviewed for valid signatures.

Several Board members supported having a discussion on the topic.

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Vice President Surovell returned to the meeting at 9:10 p.m.

It was the consensus of the Board to postpone discussion until a determination is made whether the Library Lot issue will become a ballot initiative.

16-157

- F. VOTE FOR CLOSED SESSION AT THE JULY 18, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

Secretary Leary, supported by Trustee Leija, moved to hold a closed session at the July 18, 2016 regular meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

- 16-158 XVI. CITIZENS' COMMENTS

There were no additional citizens' comments.

- 16-159 XVII. ADJOURNMENT

President Barney Newman adjourned the meeting at 9:13 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on June 20, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-142**

RESOLUTION REGARDING DOWNTOWN LIBRARY PROPERTY

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of June, 2016 at 6:00 p.m.

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

ABSENT: None

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

WHEREAS, the Ann Arbor Public Schools (“AAPS”) conveyed certain lands and premises situated at 343 South Fifth Avenue, Ann Arbor, Michigan and commonly known as the “Downtown Library Property” to the Library by quit claim deed dated December 20, 2005, which was recorded in Liber 4529, Page 823 (the “Deed”) and in said Deed, AAPS reserved certain non-exclusive rights to use portions of the Downtown Library Property and improvements conveyed by said Deed (the “Occupancy Rights”); and

WHEREAS, simultaneously with the execution and delivery of the Deed, AAPS and the Library executed an Exclusive Option Agreement also dated December 20, 2005 (“Option”), covering the Downtown Library Property described in the Deed pursuant to which AAPS reserved, inter alia, certain option rights to purchase the Downtown Library Property and/or to share in the proceeds of sale of the Downtown Library Property which Option has been recorded with the Deed; and

WHEREAS, the Occupancy Rights reserved by AAPS in the Deed and the Option are hereinafter referred to as the “Reserved Rights”; and

WHEREAS, the Board has decided that it is the best interests of the Library to purchase the Reserved Rights and in so doing permanently extinguish any and all rights or interests of AAPS in the Downtown Library Property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library shall purchase the Reserved Rights for a price of \$3,000,000.00.

2. The Board hereby determines that the attached Closing Agreement, Quit Claim Deed and Termination of Exclusive Option Agreement (collectively, the “Transaction Documents”) are fair to and in the best interest of the Library, and hereby approve the Transaction Documents and the transactions contemplated thereby.

3. Josie Parker, the Director of the Library (the “Authorized Person”), be and she hereby is authorized, empowered and directed, to execute and deliver the Transaction Documents on behalf of the Library.

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

AYES: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek
NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on June 20, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-154**

**RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN
2016-2019**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of June, 2016 at 6:00 p.m.

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

ABSENT: None

The following resolution was offered by Treasurer Rosenthal and supported by Trustee Vander Broek:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Ann Arbor District Library Strategic Plan 2016-2019.
- 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on June 20, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-155**

RESOLUTION TO AMEND THE 2015-2016 APPROVED BUDGET

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of June, 2016 at 6:00 p.m.

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

ABSENT: Ed Surovell

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$140,000.00 from Salaries & Wages to Purchased Services.
- 2). To transfer \$10,000.00 from Salaries & Wages to Communications.
- 3). To transfer \$50,000.00 from Salaries & Wages to Materials.
- 4). To transfer \$10,000.00 from Salaries & Wages to Software Licenses/Maintenance.
- 5). To transfer \$30,000.00 from Salaries & Wages to Grants/Memorials.
- 6). To transfer \$55,000.00 from Employee Benefits to Grants/Memorials.
- 7). To transfer \$65,000.00 from Employee Benefits to Supplies.
- 8). To transfer \$25,000.00 from Employment Taxes to Supplies.
- 9). To transfer \$70,000.00 from Utilities to Supplies.
- 10). To transfer \$10,000.00 from Utilities to Capital Outlays.
- 11). To transfer \$15,000.00 from Postage to Repairs and Maintenance.
- 12). To transfer \$35,000.00 from Lcards/Circ Cards to Repairs and Maintenance.
- 13). To transfer \$15,000.00 from Custodial and Electrical to Capital Outlays.
- 14). To transfer \$20,000.00 from Building Rental to Capital Outlays.
- 15). To transfer \$10,000.00 from Seminars/Conference/Travel to Capital Outlays.
- 16). To transfer \$10,000.00 from Copier Expense to Capital Outlays.

17). That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on June 20, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

Ann Arbor District Library Financial Summary for June 2016

Cash:

The unrestricted cash balance as of June 30, 2016 was \$5,769,488 down from \$9,767,597 in May.

Tax Receipts:

The Library has received tax receipts totaling \$12,658,560, 98.9% of the budgeted amount, as of June 30.

Budget vs. Actual:

The Library has a positive fund balance of \$5,086,801 as of June 30, down from \$8,483,581 at the end of May.

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

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

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

The following operating expense line items are over budget through June. A resolution to transfer budget amounts is in this month's packet.

Materials – Timing of receipt of various materials led to a small overage for June YTD.

Supplies – Mini PCs purchased in June led to a small overage for June YTD.

ANN ARBOR DISTRICT LIBRARY
Consolidated
For the Twelve Months Ending Thursday, June 30, 2016

	<u>Actual</u>	<u>June Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$915,956	\$1,063,250	(\$147,294)	\$12,617,689	\$12,759,000	(\$141,311)
State Aid	3,750	3,750		45,000	45,000	
Penal Fines	18,750	18,750		225,000	225,000	
Interest	25,204	8,333	16,871	154,268	100,000	54,268
Copiers	2,018	2,500	(482)	27,843	30,000	(2,157)
Grants/Memorials	10	7,500	(7,490)	167,789	90,000	77,789
Library Fines & Fees	27,154	27,500	(346)	321,018	330,000	(8,982)
Non-Resident Fees	1,146	1,250	(104)	17,004	15,000	2,004
Fund Bal./Restricted Funds		4,000,000	(4,000,000)		4,000,000	(4,000,000)
Total Revenue	\$993,988	\$5,132,833	(\$4,138,845)	\$13,575,611	\$17,594,000	(\$4,018,389)
Expenditures						
Salaries & Wages	479,651	485,909	(6,258)	5,799,083	5,830,996	(31,913)
Employee Benefits	119,797	120,512	(715)	1,431,721	1,446,148	(14,427)
Employment Taxes	35,900	36,615	(715)	431,063	439,431	(8,368)
Total Employment Cost	\$635,348	\$643,036	(\$7,688)	\$7,661,867	\$7,716,575	(\$54,708)
Custodial and Electrical	\$12,523	\$13,750	(\$1,227)	\$159,576	\$165,000	(\$5,424)
Accounting/Audit	1,000	1,000		12,000	12,000	
Legal	17,587	8,371	9,216	61,019	100,000	(38,981)
Purchased Services	29,743	24,065	5,678	281,801	288,820	(7,019)
Utilities	30,497	30,833	(336)	359,190	370,000	(10,810)
Property Insurance	7,677	7,500	177	79,121	90,000	(10,879)
Communications	10,671	15,833	(5,162)	180,951	190,000	(9,049)
Materials	61,914	152,837	(90,923)	1,836,527	1,834,000	2,527
Software Licenses/Maint	3,146	13,333	(10,187)	146,128	160,000	(13,872)
Building Rental	7,346	11,250	(3,904)	127,066	135,000	(7,934)
Seminars/Conferences/Travel	2,153	1,298	855	11,659	15,700	(4,041)
Copier Expense	4,643	2,913	1,730	34,975	35,000	(25)
Library Programming	66,866	30,837	36,029	366,051	370,000	(3,949)
Grants/Memorials	76,796	14,583	62,213	157,372	175,000	(17,628)
Supplies	42,977	29,960	13,017	364,368	359,700	4,668
Repairs and Maintenance	20,962	32,254	(11,292)	355,368	387,000	(31,632)
Postage	109	1,663	(1,554)	13,585	20,000	(6,415)
Lcards/Circ Cards	(3)	2,796	(2,799)	23,814	33,600	(9,786)
Other Operating Expenditures	1,607	2,218	(611)	20,032	26,605	(6,573)
Total Operating Expense	\$398,214	\$397,294	\$920	\$4,590,603	\$4,767,425	(\$176,822)
Capital Outlays	\$3,423,132	\$4,092,503	(\$669,371)	\$4,154,143	\$5,110,000	(\$955,857)
Total Expenditures	\$4,456,694	\$5,132,833	(\$676,139)	\$16,406,613	\$17,594,000	(\$1,187,387)
Net	(\$3,462,706)		(\$3,462,706)	(\$2,831,002)		(\$2,831,002)

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Thursday, June 30, 2016

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

Cash - Commercial Checking	\$212,781.39
Cash - Payroll	17,756.84
Holtrey Fund	333,244.86
Cash - Savings	975,340.04
Keniston Fund	30,436.43
Shafer Fund	10,500.55
Westerman Fund	29,524.71
Petty Cash	1,900.00
WLBPD Account	38,321.57
Price Fund	21,371.62
Ladies Library Association	14,007.06
ICS Money Market	
Total Cash	1,685,185.07

Investments

Bank of Ann Arbor Investment	2,529,800.29
Old National Trust Company	2,031,909.76
Total Investments	4,561,710.05

Accounts Receivable

Accounts Receivable	99,693.93
Total Accounts Receivable	99,693.93

Prepaid Expenses

Deposits	91,694.78
Prepaid Insurance	171,048.05
Prepaid Expenses	3,999.49
Prepaid Rent	7,346.00
Total Prepaid Expenses	274,088.32
Total Current Assets	6,620,677.37

Capital Assets

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

Amount Provided for Long-Term Debt

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

TOTAL ASSETS **39,180,431.17**

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Thursday, June 30, 2016

LIABILITIES AND FUND EQUITYCurrent Liabilities

Accounts Payable	262,384.23
Accrued Accounts Payable	197,713.43
Security Deposit	4,000.00
Accrued Payroll	231,816.17
EE 403(b) deduction / EE Miors Pmt	1,512.76
ER 403(b) Contribution	
Accrued Liability - Vacation S/T	42,644.71
Total Current Liabilities	<u>740,071.30</u>

Long-Term Liabilities

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

Fund Equity

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

Reserve - Encumbrances	793,806.23
Deferred Revenue - Property Taxes	
Fund Balance - Undesignated	7,917,803.46
Excess Revenue (Spending)	(2,831,003.62)

Total Fund Balance	<u>5,880,606.07</u>
Total Fund Equity	<u>38,145,711.86</u>

TOTAL LIABILITIES AND FUND EQUITY	<u><u>39,180,431.17</u></u>
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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 6/1/2016 6/30/2016
 Checkbook ID First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052970	4IMPRINT	4IMPRINT, INC	6/3/2016	CHECK	PMCHK00001922	\$2,630.18
053026	4IMPRINT	4IMPRINT, INC	6/23/2016	CHECK	PMCHK00001929	\$6,327.00
053071	4IMPRINT	4IMPRINT, INC	6/30/2016	CHECK	PMCHK00001930	\$17,542.55
053080	AGRSER	A GROWING SERVICE LLC	6/30/2016	CHECK	PMCHK00001930	\$340.00
053037	ARENATA	A-1 RENTAL, INC.	6/23/2016	CHECK	PMCHK00001929	\$315.00
053028	AFSMITH	A.F. SMITH ELECTRIC, INC.	6/23/2016	CHECK	PMCHK00001929	\$200.00
053078	AFSMITH	A.F. SMITH ELECTRIC, INC.	6/30/2016	CHECK	PMCHK00001930	\$234.00
053072	A.M. SERV	A.M. SERVICES, INC	6/30/2016	CHECK	PMCHK00001930	\$1,891.50
052969	AASCH	AAPS/WISD TRANSPORTATION	6/3/2016	CHECK	PMCHK00001922	\$3,434.88
053016	AASCH	AAPS/WISD TRANSPORTATION	6/15/2016	CHECK	PMCHK00001927	\$128.00
053075	AASCH	AAPS/WISD TRANSPORTATION	6/30/2016	CHECK	PMCHK00001930	\$256.00
052968	ABACON	ABRAHAM CONE	6/3/2016	CHECK	PMCHK00001922	\$620.00
053027	ABRPLA	ABRAMS PLANETARIUM-MSU	6/23/2016	CHECK	PMCHK00001929	\$12.00
053076	ACCTEM	ACCOMTEMS	6/30/2016	CHECK	PMCHK00001930	\$225.17
053077	ADAMEL	ADAM MELLEMA	6/30/2016	CHECK	PMCHK00001930	\$550.00
053079	AFTDEL	AFTERNOON DELIGHT	6/30/2016	CHECK	PMCHK00001930	\$130.45
052967	ALLENT	ALLIANCE ENTERTAINMENT	6/3/2016	CHECK	PMCHK00001922	\$398.12
053029	ALLENT	ALLIANCE ENTERTAINMENT	6/23/2016	CHECK	PMCHK00001929	\$5,615.40
053081	ALLENT	ALLIANCE ENTERTAINMENT	6/30/2016	CHECK	PMCHK00001930	\$134.81
052966	AMASCH	AMANDA SCHOTT	6/3/2016	CHECK	PMCHK00001922	\$39.04
052923	AMACORP	AMAZON	6/3/2016	CHECK	PMCHK00001922	\$5,758.79
053030	AMACOM	AMAZON.COM CREDIT PLAN	6/23/2016	CHECK	PMCHK00001929	\$1,328.42
053031	AMEX	AMERICAN EXPRESS	6/23/2016	CHECK	PMCHK00001929	\$57,024.79
053032	ANDPAI	ANDERSON PAINT COMPANY	6/23/2016	CHECK	PMCHK00001929	\$177.02
053073	AABOOK	ANN ARBOR BOOK FESTIVAL	6/30/2016	CHECK	PMCHK00001930	\$35.00
053033	ANNARB	ANN ARBOR OBSERVER	6/23/2016	CHECK	PMCHK00001929	\$2,356.60
053034	ANNPRU	ANNA PRUSHINSKAYA	6/23/2016	CHECK	PMCHK00001929	\$100.00
052965	ANNPRO	ANNE DROZD	6/3/2016	CHECK	PMCHK00001922	\$97.27
053006	APPLE	APPLE, INC.	6/15/2016	CHECK	PMCHK00001926	\$1,411.00
053036	APPLE	APPLE, INC.	6/23/2016	CHECK	PMCHK00001929	\$8,312.00
053035	APPIMA	APPLIED IMAGING	6/23/2016	CHECK	PMCHK00001929	\$179.86
053082	APPIMA	APPLIED IMAGING	6/30/2016	CHECK	PMCHK00001930	\$20.00
052984	AROKAU	ARON KAUFMAN	6/15/2016	CHECK	PMCHK00001925	\$100.00
053038	ATTMOB	AT&T MOBILITY	6/23/2016	CHECK	PMCHK00001929	\$475.79
052964	B&H	B&H PHOTO-VIDEO	6/3/2016	CHECK	PMCHK00001922	\$4,398.02
053039	B&H	B&H PHOTO-VIDEO	6/23/2016	CHECK	PMCHK00001929	\$1,653.60
053084	BANMED	BANG MEDIA	6/30/2016	CHECK	PMCHK00001930	\$350.00
052963	BARNOB1	BARNES & NOBLE INC.	6/3/2016	CHECK	PMCHK00001922	\$557.57
053085	BARNOB1	BARNES & NOBLE INC.	6/30/2016	CHECK	PMCHK00001930	\$181.03
052985	BETBAT	BETH BATTEY	6/15/2016	CHECK	PMCHK00001925	\$360.00
052987	BETNEA	BETHANY NEAL	6/15/2016	CHECK	PMCHK00001925	\$250.00
052986	BETBEC	BETSY BECKERMAN	6/15/2016	CHECK	PMCHK00001925	\$775.00
053086	BLAAUD	BLACKSTONE AUDIO BOOKS	6/30/2016	CHECK	PMCHK00001930	\$820.82
053047	DICBLI	BLICK ART MATERIALS	6/23/2016	CHECK	PMCHK00001929	\$264.56
053097	DICBLI	BLICK ART MATERIALS	6/30/2016	CHECK	PMCHK00001930	\$100.72
053087	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	6/30/2016	CHECK	PMCHK00001930	\$61,662.77
053088	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	6/30/2016	CHECK	PMCHK00001930	\$5,748.51
053089	BP	BP	6/30/2016	CHECK	PMCHK00001930	\$308.37
053090	BREWER	BREWER'S	6/30/2016	CHECK	PMCHK00001930	\$363.88
052988	BRITRU	BRIAN M. TRUSKOWSKI	6/15/2016	CHECK	PMCHK00001925	\$125.00
053092	BRIENG	BRICKENGRAVER, LLC	6/30/2016	CHECK	PMCHK00001930	\$160.00
053040	BRICON	BRIDGEPORT CONSULTING	6/23/2016	CHECK	PMCHK00001929	\$8,215.04
052925	BRIOBR	BRIDGET O'BRIEN	6/3/2016	CHECK	PMCHK00001922	\$125.00
052924	BRIAUD	BRILLIANCE PUBLISHING, INC.	6/3/2016	CHECK	PMCHK00001922	\$533.37
053091	BRIAUD	BRILLIANCE PUBLISHING, INC.	6/30/2016	CHECK	PMCHK00001930	\$179.87
052926	BRODCO	BRODART CO.	6/3/2016	CHECK	PMCHK00001922	\$1,144.13

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053041	BRODCO	BRODART CO.	6/23/2016	CHECK	PMCHK00001929	\$869.00
052971	BUSCAR	BUSINESS CARD	6/8/2016	CHECK	PMCHK00001923	\$12,156.34
053042	CARBRO	CARPENTER BROS.	6/23/2016	CHECK	PMCHK00001929	\$135.34
053007	CDW-G	CDW GOVERNMENT, INC.	6/15/2016	CHECK	PMCHK00001926	\$219.27
053093	CDW-G	CDW GOVERNMENT, INC.	6/30/2016	CHECK	PMCHK00001930	\$691.52
052927	CHADES	CHALOU DESIGNS	6/3/2016	CHECK	PMCHK00001922	\$6,888.50
052975	CHILO	CHIOMA ILOZOR	6/10/2016	CHECK	PMCHK00001924	\$250.00
053094	CINCOR	CINTAS CORPORATION	6/30/2016	CHECK	PMCHK00001930	\$2,805.23
053043	CITOF1	CITY OF ANN ARBOR TREASURER	6/23/2016	CHECK	PMCHK00001929	\$2,834.38
053045	COMCAS	COMCAST	6/23/2016	CHECK	PMCHK00001929	\$48.01
053095	COMCAS	COMCAST	6/30/2016	CHECK	PMCHK00001930	\$124.90
053044	COMALL	COMPUTER ALLEY EAST	6/23/2016	CHECK	PMCHK00001929	\$1,312.96
052928	COMALLW	COMPUTER ALLEY WEST	6/3/2016	CHECK	PMCHK00001922	\$445.96
053048	DKAGEN	D.K. AGENCIES (P) LTD.	6/23/2016	CHECK	PMCHK00001929	\$226.60
052989	DAWHEN	DAWN HENRY	6/15/2016	CHECK	PMCHK00001925	\$450.00
053017	DEMCO	DEMCO	6/15/2016	CHECK	PMCHK00001927	\$6,781.64
052976	DENKIR	DENIZ KIRCA	6/10/2016	CHECK	PMCHK00001924	\$150.00
053046	DENBAL	DENNIS BALL	6/23/2016	CHECK	PMCHK00001929	\$32.35
052977	DEVQUI	DEVIN QUINN	6/10/2016	CHECK	PMCHK00001924	\$250.00
052929	DIADUD	DIANE DUDLEY	6/3/2016	CHECK	PMCHK00001922	\$100.00
053098	DIGKEY	DIGI-KEY ELECTRONICS	6/30/2016	CHECK	PMCHK00001930	\$520.45
052930	DTEENE	DTE ENERGY	6/3/2016	CHECK	PMCHK00001922	\$10,358.39
053049	DTEENE	DTE ENERGY	6/23/2016	CHECK	PMCHK00001929	\$863.21
053070	DYKGOS	DYKEMA GOSSETT	6/23/2016	CHECK	PMCHK00001929	\$2,835.90
052931	EBSCO	EBSCO INFORMATION SERVICES	6/3/2016	CHECK	PMCHK00001922	\$550.54
052978	ELIPL0	ELIZABETH PLOTNER	6/10/2016	CHECK	PMCHK00001924	\$100.00
052990	ELLIV	ELLEN LIVINGSTON	6/15/2016	CHECK	PMCHK00001925	\$125.00
052991	ELYAUR	ELYSE AURBACH	6/15/2016	CHECK	PMCHK00001925	\$300.00
053050	ERIH0L	ERIN HELMRICH	6/23/2016	CHECK	PMCHK00001929	\$82.89
052932	FORFRA	FORMAT FRAMING	6/3/2016	CHECK	PMCHK00001922	\$610.64
053101	FRAALL	FRAME ALL CONSTRUCTION, INC	6/30/2016	CHECK	PMCHK00001930	\$18,000.00
053138	FRI0F	FRIENDS OF THE ANN ARBOR	6/30/2016	CHECK	PMCHK00001933	\$1,971.00
052933	FRISWA	FRITZ SWANSON	6/3/2016	CHECK	PMCHK00001922	\$50.00
052958	THOGAL	GALE/CENGAGE LEARNING, INC	6/3/2016	CHECK	PMCHK00001922	\$25.59
053051	GAMESTAR	GAMESTART	6/23/2016	CHECK	PMCHK00001929	\$1,000.00
052934	GAYBRO	GAYLORD BROS.	6/3/2016	CHECK	PMCHK00001922	\$56.40
053103	GOVSOL	GOVERNOR BUSINESS SOLUTIONS	6/30/2016	CHECK	PMCHK00001930	\$83.12
053100	FIRMAR	GREEN ROAD ASSOCIATES, LLC	6/30/2016	CHECK	PMCHK00001930	\$3,646.00
052992	HANASH	HANNAH ASHMORE	6/15/2016	CHECK	PMCHK00001925	\$100.00
053104	INTSYS	INTELLIGENT CONTROL SYSTEMS	6/30/2016	CHECK	PMCHK00001930	\$8,750.00
053105	JASBUC	JASON BUCHANAN	6/30/2016	CHECK	PMCHK00001930	\$100.00
053106	JENMCK	JENN MCKEE	6/30/2016	CHECK	PMCHK00001930	\$100.00
052935	JENHAR	JENNIFER HARLEY	6/3/2016	CHECK	PMCHK00001922	\$200.00
052993	JENHAS	JENNIFER HASELSWERDT	6/15/2016	CHECK	PMCHK00001925	\$200.00
052994	JERUGAR	JERUSALEM GARDEN	6/15/2016	CHECK	PMCHK00001925	\$921.00
053008	JEWISHNE	JEWISH NEWS	6/15/2016	CHECK	PMCHK00001926	\$245.00
052995	JOHBAR	JOHN W. BARFIELD	6/15/2016	CHECK	PMCHK00001925	\$100.00
052974	JOSSHR	JOSHUA SHRIBER	6/8/2016	CHECK	PMCHK00001923	\$2,500.00
053009	JULROT	JULIANA ROTH	6/15/2016	CHECK	PMCHK00001926	\$50.00
053053	KAMBOL	KAMI BOLYARD - AADL	6/23/2016	CHECK	PMCHK00001929	\$67.50
052922	KMODES	KAREN MOELLER DESIGN	6/3/2016	CHECK	PMCHK00001922	\$1,750.00
053054	KARTUT	KARIN TUTHILL	6/23/2016	CHECK	PMCHK00001929	\$55.00
052979	KATHOR	KATHERINE HORNING	6/10/2016	CHECK	PMCHK00001924	\$100.00
052996	KATBRA	KATHY BRADY	6/15/2016	CHECK	PMCHK00001925	\$100.00
053055	KAYPEN	KAYLA COUGHLIN	6/23/2016	CHECK	PMCHK00001929	\$35.45
053108	KAYPEN	KAYLA COUGHLIN	6/30/2016	CHECK	PMCHK00001930	\$44.45
052997	KEEROG	KEEGAN ROGERS	6/15/2016	CHECK	PMCHK00001925	\$125.00
053056	KELULL	KELSEY ULLENBRUCH	6/23/2016	CHECK	PMCHK00001929	\$65.45
052936	KIMENS	KIM ENSCH	6/3/2016	CHECK	PMCHK00001922	\$50.00
053109	KOLOSS	KOLOSSOS	6/30/2016	CHECK	PMCHK00001930	\$291.17
053010	LAKLEA	LAKESHORE LEARNING MATERIALS	6/15/2016	CHECK	PMCHK00001926	\$264.47
052937	LIRZHE	LIRONG ZHENG	6/3/2016	CHECK	PMCHK00001922	\$32.62
053110	LOVCON	LOVELL CONTRACTORS, INC	6/30/2016	CHECK	PMCHK00001930	\$85,708.07

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053111	LOWE'S	LOWES BUSINESS ACCOUNT	6/30/2016	CHECK	PMCHK00001930	\$154.58
053057	MANPOW	MANPOWER	6/23/2016	CHECK	PMCHK00001929	\$652.38
053112	MANPOW	MANPOWER	6/30/2016	CHECK	PMCHK00001930	\$647.40
052998	MARYAN	MARGARET YANG	6/15/2016	CHECK	PMCHK00001925	\$250.00
053113	MARVAN	MARTHA VANDERKOLK	6/30/2016	CHECK	PMCHK00001930	\$150.00
053018	MARBAN	MARTIN BANDYKE	6/15/2016	CHECK	PMCHK00001927	\$400.00
053024	MATRIX	MATRIX TRUST CO AttnTPA000320	6/17/2016	CHECK	PMCHK00001928	\$18,612.33
053114	MATRIX	MATRIX TRUST CO AttnTPA000320	6/30/2016	CHECK	PMCHK00001930	\$18,256.99
053019	MCFI	MCFI	6/15/2016	CHECK	PMCHK00001927	\$1,000.00
052938	METCOM	METCOM	6/3/2016	CHECK	PMCHK00001922	\$1,273.50
053020	METCOM	METCOM	6/15/2016	CHECK	PMCHK00001927	\$379.05
053115	METLIFE	METLIFE SBC	6/30/2016	CHECK	PMCHK00001930	\$6,859.37
052999	MICKRE	MICHELE KRELL KYDD	6/15/2016	CHECK	PMCHK00001925	\$450.00
053116	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	6/30/2016	CHECK	PMCHK00001930	\$3,999.49
053011	MICRAD	MICHIGAN RADIO	6/15/2016	CHECK	PMCHK00001926	\$1,500.00
053117	MICTHE	MICHIGAN THEATER	6/30/2016	CHECK	PMCHK00001930	\$1,013.10
052939	MICROS	MICROSOURCE, INC.	6/3/2016	CHECK	PMCHK00001922	\$2,588.75
052940	MIDTAP	MIDWEST TAPE	6/3/2016	CHECK	PMCHK00001922	\$5,100.75
053058	MIDTAP	MIDWEST TAPE	6/23/2016	CHECK	PMCHK00001929	\$10,324.06
053025	NBS	NBS	6/17/2016	CHECK	PMCHK00001928	\$91,694.78
052941	NICRAY	NICOLE RAY	6/3/2016	CHECK	PMCHK00001922	\$810.00
053118	NUWAVE	NUWAVE AQUARIUMS	6/30/2016	CHECK	PMCHK00001930	\$209.00
053119	NVREN	NV RENTALS	6/30/2016	CHECK	PMCHK00001930	\$1,080.00
053012	OCLINS	OCLC, INC.	6/15/2016	CHECK	PMCHK00001926	\$3,926.36
052942	OFFDEP	OFFICE DEPOT, INC.	6/3/2016	CHECK	PMCHK00001922	\$84.77
053013	OFFDEP	OFFICE DEPOT, INC.	6/15/2016	CHECK	PMCHK00001926	\$1,233.83
053120	OFFDEP	OFFICE DEPOT, INC.	6/30/2016	CHECK	PMCHK00001930	\$316.48
053121	OMEBUS	OMEGA BUSINESS CENTER, LLC	6/30/2016	CHECK	PMCHK00001930	\$3,700.00
052972	PATSUT	PATRICIA SUTTON	6/8/2016	CHECK	PMCHK00001923	\$41.63
053014	PATDUN	PATRICK DUNN	6/15/2016	CHECK	PMCHK00001926	\$200.00
052943	PATSCO	PATRICK FLORES-SCOTT	6/3/2016	CHECK	PMCHK00001922	\$100.00
052949	RANHOU	PENGUIN RANDOM HOUSE, LLC	6/3/2016	CHECK	PMCHK00001922	\$1,114.50
053062	RANHOU	PENGUIN RANDOM HOUSE, LLC	6/23/2016	CHECK	PMCHK00001929	\$162.75
053124	RANHOU	PENGUIN RANDOM HOUSE, LLC	6/30/2016	CHECK	PMCHK00001930	\$264.00
052973	PIOHOS	PIONEER OMEGA	6/8/2016	CHECK	PMCHK00001923	\$118.00
053060	PITCHA	PITTSFIELD CHARTER TOWNSHIP	6/23/2016	CHECK	PMCHK00001929	\$188.78
052944	PRITEC	PRINT TECH INC.	6/3/2016	CHECK	PMCHK00001922	\$276.35
053059	PRITEC	PRINT TECH INC.	6/23/2016	CHECK	PMCHK00001929	\$3,631.98
053123	PRITEC	PRINT TECH INC.	6/30/2016	CHECK	PMCHK00001930	\$5,435.09
052945	QDOBA	QDOBA MEXICAN GRILL	6/3/2016	CHECK	PMCHK00001922	\$1,301.00
052946	QUANTA	QUANTA, INC.	6/3/2016	CHECK	PMCHK00001922	\$4,807.00
053061	QUANTA	QUANTA, INC.	6/23/2016	CHECK	PMCHK00001929	\$2,295.00
052951	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	6/3/2016	CHECK	PMCHK00001922	\$12,523.00
052947	RACYAN	RACHEL YANIKOGLU	6/3/2016	CHECK	PMCHK00001922	\$47.74
052948	RAILAG	RAINA LAGRAN	6/3/2016	CHECK	PMCHK00001922	\$100.00
053000	RECMON	RECESS MONKEY	6/15/2016	CHECK	PMCHK00001925	\$3,000.00
052950	RECBOO	RECORDED BOOKS, INC.	6/3/2016	CHECK	PMCHK00001922	\$2,603.68
053063	RECBOO	RECORDED BOOKS, INC.	6/23/2016	CHECK	PMCHK00001929	\$443.73
053125	RECBOO	RECORDED BOOKS, INC.	6/30/2016	CHECK	PMCHK00001930	\$1,026.10
053064	REHROB	REHMANN ROBSON	6/23/2016	CHECK	PMCHK00001929	\$1,000.00
053001	ROBCRO	ROB CROZIER	6/15/2016	CHECK	PMCHK00001925	\$400.00
052952	ROYLIM	ROYAL LIMOUSINE	6/3/2016	CHECK	PMCHK00001922	\$182.90
053015	ROYLIM	ROYAL LIMOUSINE	6/15/2016	CHECK	PMCHK00001926	\$365.80
053021	ROYLIM	ROYAL LIMOUSINE	6/15/2016	CHECK	PMCHK00001927	\$266.05
052981	SAMPYO	SAMANTHA PYO	6/10/2016	CHECK	PMCHK00001924	\$250.00
052980	SAMGIE	SAMUEL GIEDZINSKI	6/10/2016	CHECK	PMCHK00001924	\$150.00
053002	SARKEL	SARA MELTON KELLER	6/15/2016	CHECK	PMCHK00001925	\$100.00
052954	SCHSOU	SCHEDULE SOURCE, INC	6/3/2016	CHECK	PMCHK00001922	\$893.50
053126	SCHSEC	SCHILKE SECURITY	6/30/2016	CHECK	PMCHK00001930	\$340.00
052953	SCHELE	SCHINDLER ELEVATOR CORPORATION	6/3/2016	CHECK	PMCHK00001922	\$554.72
052955	SCOLAN	SCOTT LANKTON	6/3/2016	CHECK	PMCHK00001922	\$100.00
053003	SECAGE	SECRET AGENT 23 SKIDOO, INC	6/15/2016	CHECK	PMCHK00001925	\$3,500.00
053022	SELAUTO	SELECT AUTO SERVICE	6/15/2016	CHECK	PMCHK00001927	\$44.14

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053122	PACMEC	SHAMBAUGH & SON, L.P	6/30/2016	CHECK	PMCHK00001930	\$320.00
052956	STESON	STEVEN SONORAS	6/3/2016	CHECK	PMCHK00001922	\$100.00
053127	STESON	STEVEN SONORAS	6/30/2016	CHECK	PMCHK00001930	\$100.00
052957	TDSMET	TDS METROCOM	6/3/2016	CHECK	PMCHK00001922	\$7,102.77
053128	TDSMET	TDS METROCOM	6/30/2016	CHECK	PMCHK00001930	\$7,101.37
053004	TERSOA	TERRY SOAVE	6/15/2016	CHECK	PMCHK00001925	\$74.85
053023	THEANN	THE ANN MAGAZINE	6/15/2016	CHECK	PMCHK00001927	\$500.00
053065	THEANN	THE ANN MAGAZINE	6/23/2016	CHECK	PMCHK00001929	\$500.00
053130	TMGROU	THE TM GROUP INC	6/30/2016	CHECK	PMCHK00001930	\$1,106.25
052982	TIFVEM	TIFFANY VEMBENIL	6/10/2016	CHECK	PMCHK00001924	\$100.00
053129	TIMGRI	TIM GRIMES	6/30/2016	CHECK	PMCHK00001930	\$1,681.63
053066	TOMTHO	TOM THOMPSON FLOWERS	6/23/2016	CHECK	PMCHK00001929	\$62.00
053005	TWOKIND	TWO OF A KIND	6/15/2016	CHECK	PMCHK00001925	\$600.00
053067	ULINE	ULINE, INC.	6/23/2016	CHECK	PMCHK00001929	\$124.56
053131	ULINE	ULINE, INC.	6/30/2016	CHECK	PMCHK00001930	\$173.97
053133	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	6/30/2016	CHECK	PMCHK00001930	\$1,342.50
053132	UNIPAR	UNITED PARCEL SERVICE	6/30/2016	CHECK	PMCHK00001930	\$108.62
053134	UNUMPRO	UNUM LIFE INSURANCE	6/30/2016	CHECK	PMCHK00001930	\$1,965.98
053136	UNUMPRO	UNUM LIFE INSURANCE	6/30/2016	CHECK	PMCHK00001931	\$3,351.77
053137	UNUMPRO	UNUM LIFE INSURANCE	6/30/2016	CHECK	PMCHK00001932	\$864.43
052959	VERWIRC	VERIZON WIRELESS	6/3/2016	CHECK	PMCHK00001922	\$1,740.90
053068	VERWIRC	VERIZON WIRELESS	6/23/2016	CHECK	PMCHK00001929	\$855.16
053052	GRACUT	W&G FOYLE LTD	6/23/2016	CHECK	PMCHK00001929	\$832.70
053069	WASHTR	WASHTENAW COUNTY TREASURER	6/23/2016	CHECK	PMCHK00001929	\$2,984.79
052960	WASMAN	WASTE MANAGEMENT OF MICHIGAN	6/3/2016	CHECK	PMCHK00001922	\$233.80
052961	WILTEC	WILTEC TECHNOLOGIES	6/3/2016	CHECK	PMCHK00001922	\$2,622.00
053135	WILTEC	WILTEC TECHNOLOGIES	6/30/2016	CHECK	PMCHK00001930	\$98,732.00
052962	XEROX	XEROX CORPORATION	6/3/2016	CHECK	PMCHK00001922	\$43.85
052983	ZOELUB	ZOE LUBETKIN	6/10/2016	CHECK	PMCHK00001924	\$150.00

Total Checks: 211

Total Amount of Checks: \$746,554.52
 =====

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-174**

RESOLUTION TO ADOPT REVISED BOARD BY-LAWS

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of July, 2016 at 7:00 p.m.

PRESENT:

ABSENT:

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

A revised form of Bylaws has been presented to the Board and it is attached to this Resolution 16-174.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves the Revised Bylaws as amended in Article V, Section 5.4 and Article VI Section 6.1, 6.5 and Sub-Sections 6.6.2 through 6.6.4.
- 2.) The Bylaws shall be filed with the Secretary of the Board or authorized delegate with its minutes.
- 3.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary

BOARD BYLAWS

ANN ARBOR DISTRICT LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I NAME AND LOCATION

1.1 Authority. This organization was formed by Agreement between Ann Arbor Public Schools and the City of Ann Arbor, dated November 1, 1995 (the "Agreement"). For purposes of these Bylaws, the Ann Arbor Public Schools and the City of Ann Arbor may each be referred to as a Participating Municipality in accordance with Section 2 of the District Library Establishment Act, Michigan Compiled Laws Annotated §397.171 et seq. (the "Act"). The language of the statutes used is as it exists on the date of the revised Bylaws; any amendments to the statutes supersede the text of the Bylaws.

1.2 Name. In accordance with terms of the Agreement, this organization shall be called the Ann Arbor District Library.

1.3 Purposes. The Ann Arbor District Library Board of Trustees (the "Board of Trustees") shall govern operations of the Ann Arbor District Library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the Agreement and the Act.

1.4 District Served. The Ann Arbor District Library shall serve the district which is comprised of all that territory located in the jurisdictional limits of the Ann Arbor Public Schools as such limits may exist from time to time, or such other boundaries as may be determined by the voters.

1.5 Dissolution. The Ann Arbor District Library may be dissolved and assets of the Ann Arbor District Library distributed in accordance with the Agreement and applicable provisions of the Act.

ARTICLE II POWERS AND DUTIES; FISCAL MATTERS

2.1 Powers and Duties. The Board of Trustees shall have the power and authority to do and perform the following acts, tasks and functions as described in Sec. 12 of the Act, MCLA 397.182:

- (a) Establish, maintain, and operate a public library for the District;
- (b) Appoint and remove officers from among its members;
- (c) Appoint and remove a Library Director and fix his or her compensation;
- (d) Purchase, sell, convey, lease or otherwise acquire or dispose of real or personal property including, but not limited to, land contracts and installment purchase contracts;
- (e) Erect buildings;
- (f) Supervise and control Ann Arbor District Library property;
- (g) Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the District (MCLA 397.182 sect 12(1));
- (h) Adopt bylaws and regulations, not inconsistent with the Act, governing the Board of Trustees and the Ann Arbor District Library;
- (i) Propose and levy upon approval of the electors as provided in the Act, a tax for support of the Ann Arbor District Library;
- (j) Borrow money pursuant to the District Library Financing Act (1988 P.A. 265, MCLA 397.281 to 397.290);
- (k) Issue bonds pursuant to 1988 P.A. 265, MCLA 397.281 to 397.290;
- (l) Accept gifts and grants for the Ann Arbor District Library; and
- (m) Do any other thing necessary for conducting the Ann Arbor District Library service, the cost of which shall be charged against the Ann Arbor District Library Fund.

2.2 Fiscal Authority. Money for the Ann Arbor District Library shall be paid to the Board of Trustees and deposited in a fund designated as the Ann Arbor District Library fund. The Board of Trustees shall have exclusive control of the expenditure of money deposited in the Ann Arbor District Library fund, including the authority to prepare budgets and final authority as to the expenditure of such funds. The Board of Trustees shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended. The Board of Trustees shall be responsible for establishing the approval process for all financial expenditures.

2.3 Fiscal Year. The fiscal year for the Ann Arbor District Library shall be the annual period commencing July 1 and ending the following June 30 of each year.

ARTICLE III BOARD MEMBERSHIP

3.1 Composition. In accordance with the Act and the Agreement, the Board of Trustees shall consist of seven (7) members elected at large from the District. Board members shall be elected on nonpartisan ballots. A nomination for the office of Board member shall be in accordance with the requirements of Sections 8 (MCLA 397.178) and 11 (MCLA 397.181) of the Act. A candidate for appointment or election to the Board of Trustees shall be a resident of the District.

3.2 Terms. Board members shall be elected for staggered terms in accordance with Section 11 (MCLAMCLA 397.181) of the Act at school board elections and, except as provided in Section 3.3, Board members shall serve for four (4) year terms that begin at the same time as those terms of office of members of the Board of Education of the Ann Arbor Public Schools elected at the same election.

3.3 Vacancies. A vacancy shall occur on the Board of Trustees in the event any Trustee is removed from office in accordance with Section 3.3b of these Bylaws, resigns, dies, is convicted of a felony, ceases to be a resident of the District, or for such other reason as permitted by law.

a. **Resignation.** Resignation from the Board of Trustees shall be by written letter submitted to the President of the Board of Trustees. The resignation shall be effective upon receipt of such notice by the President.

b. **Removal.** In accordance with Section 8(2) (MCLA 397.178(2)) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the Board of Trustees for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. A member of the Board of Trustees also may be removed by being recalled pursuant to Section 14 of the Act.

c. **Filling vacancies.** (MCLA 397.181 Sec. 11 (1) h (i and ii)) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

i. The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.

ii. A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

3.4 Compensation. The Board of Trustees may compensate Trustees for attending official meetings of the Board or committees of the Board and shall include the amount of compensation, if any, in the annual budget. Compensation shall not exceed \$30.00 per Board member per meeting. A Trustee shall not be compensated for attending more than 52 meetings per year. The Board of Trustees also may reimburse a Trustee for necessary expenses that the Trustee incurs in the performance of official duties.

3.5 Conflict of Interest and Commitment. No member of the Board of Trustees or his or her immediate family member shall benefit financially from the Trustee's membership on the Board, or create the appearance of a conflict of interest or commitment, or of impropriety. If a Trustee or his or her immediate family member is being considered for a contract or other financial relationship with the Ann Arbor District Library, that Trustee must disclose to the full Board of Trustees that he or she has a conflict of interest. A Trustee with a conflict of interest shall not vote on any matters concerning the conflict of interest or commitment, although a Trustee with a conflict of interest may participate in discussions regarding such matters after disclosing the conflict and may answer questions that may be raised by other members of the Board of Trustees regarding the matter. The Board of Trustees may adopt specific policies and procedures to further address potential conflicts of interest.

3.6 Execution of Contracts. The Board of Trustees may in any instance designate one or more members to execute contracts and other instruments on behalf of the Board, and such authority may be general or confined to specific transactions. The Board of Trustees may also ratify any execution. When the execution of any instrument has been authorized without specifying the executing officers or agents, the President, Vice President, Secretary or Treasurer of the Board of Trustees may execute such instrument on behalf of the Ann Arbor District Library, and any of the foregoing officers may delegate such authority to the Library Director.

ARTICLE IV OFFICERS

4.1 Elected Officers. The Board of Trustees shall elect a President, Vice President, Secretary and Treasurer. Officers shall be regularly appointed or elected and voting members of the Board of Trustees.

4.2 President. The President shall preside at all meetings of the Board, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer. The President shall have the power and authority, on behalf of the Board of Trustees, to perform all acts, execute and deliver all documents and take all steps necessary and appropriate to effectuate the actions and policies of the Board.

4.3 Vice President. The Vice President shall assume the duties of the President in his or her absence. In the event of resignation, removal, disability, or death of the President, the Vice President shall assume the office of President for the unexpired portion of the vacated term.

4.4 Secretary. The Secretary shall see that a true and accurate account of all proceedings at Board of Trustee meetings is kept and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the Board of Trustees. In compliance with any requirements of state law regarding the holding of meetings of public bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of the majority of the Board, the Secretary may delegate any of those responsibilities to the Library Director.

4.5 Treasurer. The Treasurer shall have charge of the funds of the Ann Arbor District Library, providing for their safe custody and investment as directed by the Board of Trustees, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Ann Arbor District Library funds through a system of vouchers presented by authorized personnel. A record of all monies received or deposited to the Ann Arbor District Library funds shall be kept by the Treasurer, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for his or her by State or Federal law and these Bylaws. With the approval of a majority of the Board of Trustees, the Treasurer may delegate any of these responsibilities to the Library Director.

4.6 Terms of Office. All officers shall serve for a one (1) year term. Election of officers shall occur at the annual meeting of the Board of Trustees. Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time that the officer's successor has been duly elected or appointed. No officer shall serve more than two (2) consecutive terms in the same office.

4.7 Vacancies. In the event of the death, resignation, removal or other inability to serve of any officer, vacancies in any office shall be filled by the Board of Trustees at its next regular meeting following the occurrence of a vacancy, except for the office of President, in which case the Vice President shall assume the duties of the office for the unexpired term. A successor Vice President shall be elected to fill any vacancy so created in that office.

4.8 Resignation; Removal. Resignation from office shall be by written letter submitted to the Board of Trustees. Any officer may be removed with or without cause by the vote of two-thirds (2/3) of the members of the Board of Trustees then in office at any regular or special meeting.

ARTICLE V MEETINGS

5.1 Annual and Regular Meetings. The annual meeting of the Board of Trustees shall be the first meeting of each new calendar year. At the annual meeting, the Board of Trustees shall determine the schedule of regular meetings of the Board of Trustees for the upcoming year. Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times and places of all regular meetings scheduled for the ensuing year. (MCLA 15.265(2)) If there is a change in the schedule of regular meetings, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of the regular meetings for that year.

5.2 Special Meetings. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for the special meeting. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary. No business may be conducted at a special meeting except the business specified in the notice of the meeting.

5.3 Notice of Regular Meetings. Notice of regular meetings, including an agenda, shall be posted in a public place and shall be distributed by the Secretary to all members of the Board of Trustees at least four (4) days before the regular meeting.

5.4 Agenda for Regular Meetings. The agenda for regular meetings shall include the following items:

- Call to order and attendance
- Approval of agenda
- [Consent Agenda](#)
- Approval of minutes
- Citizens' comments
- Financial report
- Committee reports
- Old Business
- New Business
- Adjournment

5.5 Quorum. No official business shall be conducted without a quorum of the Board being present at the meeting. For all meetings, both regular and special, four (4) members of the Board of Trustees shall constitute a quorum for the transaction of business.

5.6 Voting. Each member present at a Board meeting shall vote yes or no unless the member has declared a conflict of interest that precludes voting per Section 3.5. Each member of the Board of Trustees shall have one (1) vote and the act of a majority of the Board at any meeting at which a quorum is present shall be the act of the Board of Trustees except as otherwise provided by these Bylaws or as required by Michigan law. All votes of members of the Board of Trustees shall be recorded and shall become matters of public record. In case of emergency, if Board action is needed and a Board meeting cannot be convened on an emergency basis, with the concurrence of the President, members of the Board of Trustees may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members prior to initiating the emergency polling procedure. Any action taken on an emergency basis pursuant to this procedure shall be ratified by the Board of Trustees at the next Board meeting.

5.7 Rules of Procedure. The Board shall use Robert's Rules of Order Newly Revised (10th ed.) as guidelines for the conduct of meetings.

ARTICLE VI COMMITTEES

6.1 Designation of Committees. The following standing committees shall serve the Board of Trustees: (1) Budget and Finance Committee; ~~(2) Director's Evaluation Committee;~~ (3) Policy Committee and (4) Executive Committee. In addition to the foregoing standing committees, the Board of Trustees may establish such special committees and subcommittees from time to time as it shall deem necessary or appropriate.

6.2 Committee Functions. The Board of Trustees shall define the powers and responsibilities of all committees and subcommittees. All committees and subcommittees, whether standing or special, shall serve in an advisory capacity to the Board of Trustees. No committee or subcommittee shall have authority to take final action with respect to any matter or have the power to decide or deliberate public policy on behalf of the Board of Trustees. Each committee shall present recommendations to the Board of Trustees for deliberation and action by the Board in accordance with Section 6.5 and the Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

6.3 Committee Members; Chairpersons. Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and special committees from a list of proposed committee members prepared in consultation with the Library Director. All appointments to standing committees shall be consistent with membership

requirements described in Section 6.6 of these Bylaws. Committees may, but need not, be composed solely of members of the Board of Trustees. Any committee member appointed by the Board of Trustees and any committee chairperson may be removed by a majority vote of the Board of Trustees with or without cause at any time. Individuals appointed by the Board of Trustees to serve on standing and special committees shall make every effort to attend scheduled committee meetings. Upon invitation by the committee chairperson, individuals other than appointed committee members may attend committee meetings.

6.4 Call and Notice of Committee Meetings. Committees and subcommittees shall meet in accordance with a schedule established by the committee or subcommittee and with such frequency as they deem appropriate to effectively discharge their functions, or as required by these Bylaws or by Board resolution. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof. The chairperson of any committee or the President may call a special meeting of any committee. Notice of the time and place of a special meeting of the committee shall be given to each committee member in advance of the meeting by any means, including mail, telephone, facsimile transmission, or e-mail, which can be reasonably expected to provide the committee members with actual advance notice of the meeting. Notice of any meeting of a committee may be waived in writing before or after the meeting. Attendance at a meeting constitutes waiver of notice of the meeting, except where the purpose of the attendance is to object to the holding of the meeting.

6.5 Meetings of Committees. A quorum for a committee meeting shall consist of a least one (1) Trustee member appointed to the committee. At each meeting of the Board of Trustees, each committee chairperson shall deliver a verbal and written report to the Board of Trustees with respect to activities of the Committee since the last Board meeting. ~~Verbal reports~~Reports as to committee activities shall be presented prior to deliberation and voting by the Board on committee recommendations. Each ~~verbal~~ report shall summarize the recommendations of the committee. If the committee was unable to agree as to its recommendations to the Board of Trustees, the ~~verbal~~ report shall briefly summarize the majority and minority views of the committee with respect to that issue. ~~Any committee may submit a written report to the Board in lieu of the verbal report described herein.~~

6.6 Charge and Responsibilities of Standing Committees.

6.6.1 Budget and Finance Committee. The Budget and Finance Committee shall consist of three (3) Trustees, the Library Director, the chief financial officer of the Library and such other persons, including members of the Library staff and members of the public having expertise in matters within the scope of the committee's duties, as the Board may deem appropriate. The Budget and Finance Committee shall (i) make recommendations to the Board on the adoption of the annual budget; (ii) review long-term plans for capital expenditures and make recommendations to the Library Director and the Board; (iii) review and advise the Board on

financial policies and financial matters, such as insurance requirements, banking relationships, accounting practices, investment policies, internal controls, borrowings, millage and election issues and other similar matters; (iv) develop the basis for the operating millage proposal to be submitted to the electors of the Ann Arbor Library District; and (v) provide the necessary data to enable the Board to select financing for new buildings and properties, the amount and form of such financing, and procedures for approval of proposed financing by electors, if required.

6.6.2 Director's Evaluation Executive Committee. The Executive Committee shall consist of ~~three (3) Trustees~~ the President, and such other persons, as the Board may deem appropriate ~~any two Elected Officers~~. The ~~Director's Evaluation~~ Executive Committee shall ~~serve~~:

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~~to~~

(a) annually review all Library policies except those within the jurisdiction of the Budget and Finance Committee, and make recommendations for policy changes to the Board of Trustees. The Library Director shall bring to the Executive Committee for review any procedures or practices which affect policy;

(b) advise the Board of Trustees with respect the Library Director's performance appraisal by collecting relevant information from the Director and Board, organizing the evaluation materials and communicating the draft evaluation document to the Board for its consideration and approval;

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~~6.6.3 Policy Committee.~~ The ~~Policy Committee~~ shall consist of ~~three (3) Trustees and the Library Director.~~ The ~~Policy Committee~~ shall annually review all Library policies except those within the jurisdiction of the Budget and Finance Committee, and make recommendations for policy changes to the Board of Trustees. The Library Director shall bring to the ~~Policy Committee~~ for review any procedures or practices which affect policy.

~~6.6.4 Executive Committee.~~ The ~~Executive Committee~~ shall consist of ~~the President, and any two Elected Officers.~~ The ~~Executive Committee~~ shall (c) assist in the preparation of the agenda for annual, regular, and special meetings; and ~~shall~~

d) perform such other tasks as the President or the Board of Trustees shall from time to time determine.

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6.7 Special Committees. The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Special committees shall review matters within the scope of their assigned work and advise the Board of Trustees and the Library Director thereon. All special committees shall abide by the general committee procedures

described in Sections 6.2 through 6.5 of these Bylaws. All special committees shall disband when they have completed the work for which they were appointed.

ARTICLE VII LIBRARY DIRECTOR

7.1 Appointment. The Library Director shall be appointed by the Board of Trustees and shall be considered to be the executive officer of the Ann Arbor District Library.

7.2 Duties and Authority of the Library Director. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Library Director shall be responsible for the care of the building and equipment; for the employment, development and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board a written annual report of the Library, including the audited financial statements.

7.3 Attendance at Board Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board of Trustees.

ARTICLE VIII MISCELLANEOUS

8.1 Immunity. The Board of Trustees, its individual trustees, officers, agents, employees and volunteers (the "AADL Agents") shall be immune from tort liability for injuries to persons or damages to property caused by the AADL Agents while in the course of employment or service or volunteer while acting on behalf of the Ann Arbor District Library provided that the AADL Agent is acting or reasonably believes he or she is acting within the scope of his or her authority in furtherance of the purposes of the Ann Arbor District Library and the AADL Agent's conduct does not amount to gross negligence that is the proximate cause of the injury or damage. As used in this Section, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

8.2 Insurance. The Board of Trustees may purchase and maintain liability insurance to indemnify and protect the Board of Trustees and the individuals trustees, officers, committee and subcommittee members, employees, volunteers and agents of the Board of Trustees and the Ann Arbor District Library (the "AADL Agents") against any liability asserted against the Ann Arbor District Library and the AADL Agents and incurred by such individuals in any such capacity or arising out of such status with respect to the Ann Arbor District Library, whether or not the Ann Arbor District Library would have power to indemnify the person against such liability under these Bylaws or the laws of the State of Michigan.

8.3 Indemnification.

(a) Each person who is or was a trustee, officer, committee or subcommittee member, employee, volunteer or agent of the Board of Trustees and the Ann Arbor District Library and each person who serves or has served at the request of the Board of Trustees (the "AADL Agents") shall be indemnified by the Ann Arbor District Library to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time for all actions taken by any AADL Agent which he or she reasonably believes to be within the scope of his or her authority, and if an employee within the scope of his or her employment, and which conduct does not amount to gross negligence that is the proximate cause of injury or damage to a person. For purposes of this Section, "gross negligence" shall have the meaning specified in Section 8.1 of these Bylaws.

(b) Whenever a claim is made or a civil action is commenced against an AADL Agent for injuries to persons or property caused by alleged negligence of the AADL Agent while in the course of that individual's authority or, if an employee, within the scope of the employee's employment, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the claim and to appear for and represent the AADL Agent in the action. The Board of Trustees may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an AADL Agent as a result of a civil action for personal injuries or property damage caused by the AADL Agent while acting within his or her authority or, if an employee, within the scope of his or her employment, the Board of Trustees may indemnify the AADL Agent or pay, settle, or compromise the judgment.

(c) Whenever a criminal action is commenced against an AADL Agent based upon his or conduct while acting within the scope of his or her authority, or if an employee, within the scope of his or her employment, if the AADL Agent had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the Board of Trustees may pay for, engage, or furnish the services of an attorney to advise the AADL Agent as to the action, and to appear for and represent the AADL Agent in the action.

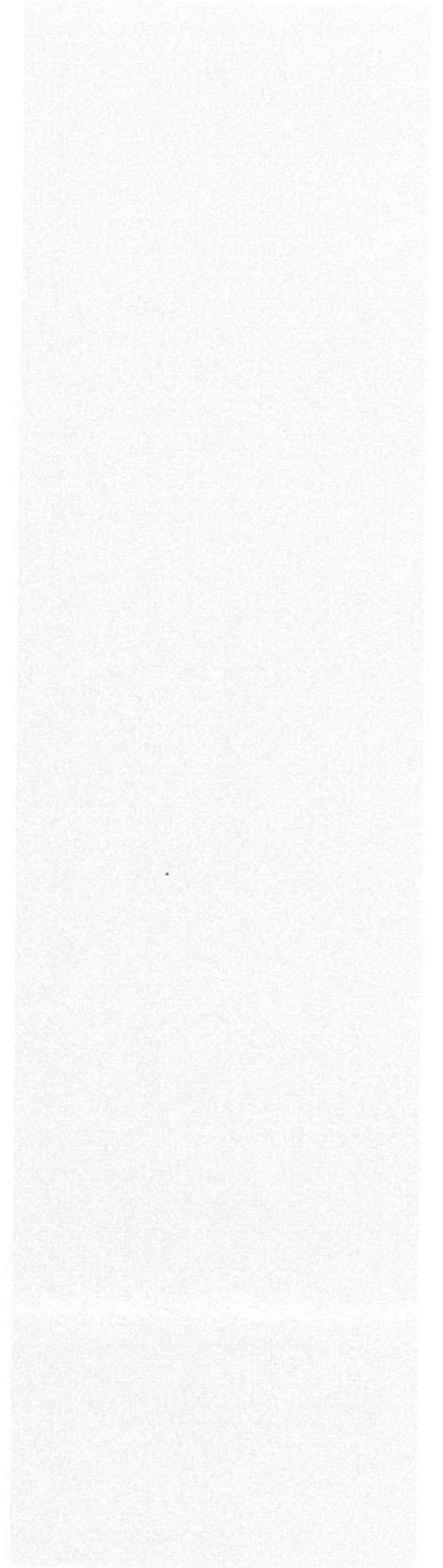
8.4 Amendments. These Bylaws may be amended by the Board of Trustees upon a vote of two-thirds (2/3) of the Trustees voting at a meeting for which notice was duly provided and at which a quorum is present, provided that no amendment shall be adopted which is inconsistent with the Agreement or the Act. Amendments shall become effective immediately upon approval by the Board of Trustees unless the Board specifies an alternative effective date.

Approved by the Ann Arbor District Library Board of Trustees

Secretary

Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001, November 19, 2007~~and~~, May 15, 2010, and July 18, 2016.

4852-3208-4276.12



**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-175**

RESOLUTION TO AMEND THE 2015-2016 APPROVED BUDGET

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of July, 2016 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$10,000.00 from Salaries & Wages to Supplies.
- 2). To transfer \$3,000.00 from Employee Benefits to Copier Expense.
- 3). To transfer \$7,000.00 from Lcards/Circ Cards to Materials.
- 4). That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2016 OFFICERS

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

ADMINISTRATION

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

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

Ann Arbor District Library
Board of Trustees
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Ann Arbor, MI 48104-2293
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