

*Ann Arbor District Library*  
**Regular Meeting**  
**Agenda**

Monday, July 21, 2014

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Published by Ann Arbor District Library

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## July 2014

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

## August 2014

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

## September 2014

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, July 21, 2014 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

- 14-162 I. CALL TO ORDER
- 14-163 II. ATTENDANCE
- 14-164 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 14-165 IV. APPROVAL OF MINUTES OF JUNE 16, 2014 (pp. 3-12)  
 (Item of action)
- 14-166 V. CITIZENS' COMMENTS
- 14-167 VI. FINANCIAL REPORTS (pp. 13-18)
- 14-168 VII. APPROVAL OF DISBURSEMENTS (pp. 19-21)  
 (Item of action)
- 14-169 VIII. COMMITTEE REPORTS
- 14-170 A. COMMUNICATIONS COMMITTEE
- 14-171 B. FACILITIES COMMITTEE
- 14-172 IX. DIRECTOR'S REPORT
- 14-173 X. MONTHLY STATISTICS
- 14-174 XI. OLD BUSINESS
- 14-136 A. RESOLUTION APPROVING CONSTRUCTION BUDGET  
 FOR DOWNTOWN LIBRARY FRONT ENTRANCE  
 REDESIGN (pp. 22-24)  
 (Item of action)

- 14-175      XII.      NEW BUSINESS
- 14-176      A.      RESOLUTION TO AWARD THE CONTRACT TO REPAIR  
DOWNTOWN LIBRARY PUBLIC ELEVATOR (pp. 25-32)  
(Item of action)
- 14-177      B.      RESOLUTION TO AMEND THE 2013-2014 APPROVED  
BUDGET (p. 33)  
(Item of action)
- 14-178      C.      RESOLUTION OF THANKS TO WENDY ST. ANTOINE  
UPON HER RETIREMENT (p. 34)  
(Item of action)
- 14-179      D.      VOTE TO CANCEL THE AUGUST 18, 2014 REGULAR  
BOARD MEETING (p.)  
(Item of action)
- 14-180      XIII.      CITIZENS' COMMENTS
- 14-181      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 16, 2014

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**TRAYERWOOD BRANCH LIBRARY**  
**3333 TRAYERWOOD DRIVE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, JUNE 16, 2014**

- 14-141 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 6:04 p.m.
- 14-142 II. ATTENDANCE
- Present: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell  
Absent: None  
Staff: Parker, Wilson (recorder)
- 14-143 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S  
EVALUATION
- Staff present, except for the Director, were excused from the meeting at this point.
- 14-144 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Rosenthal reconvened the meeting at 7:05 p.m.
- Staff including Deputy Director Neiburger was in attendance.
- 14-145 V. APPROVAL OF AGENDA  
(Item of action)
- Treasurer Barney Newman, supported by Trustee Surovell, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell  
NAYS: None
- Motion passed 7-0.
- 14-146 VI. APPROVAL OF MINUTES OF MAY 19, 2014  
(Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 16, 2014

Secretary Head, supported by Trustee Kaplan, moved to approve the minutes of May 19, 2014.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

14-147 VII. CITIZENS' COMMENTS

There were no citizens' comments.

14-148 VIII. COMMITTEE REPORTS

14-149 A. FACILITIES COMMITTEE

Chairperson Leary reported the committee consisting of herself and Trustees Barney Newman and Surovell met on June 2<sup>nd</sup>. The committee was updated on the O'Neal construction management contract being proposed this evening; the status of the Downtown elevator and the steps taken to inform and accommodate patrons; and discussion of carpet replacement at the West Branch this fall.

14-150 IX. FINANCIAL REPORTS

Deputy Director Neiburger reported May showed unrestricted cash balance just over \$9.5 million. Tax receipts just over \$11 million, reflecting 98.4% of the budgeted amount, have been received through the end of May. The fund balance stands at just over \$8 million. Four line items are over budget and any necessary budget adjustments will be brought to the Board in July.

14-151 X. APPROVAL OF DISBURSEMENTS

(Item of action)

Trustee Leary, supported by Treasurer Barney Newman, moved to approve the May 2014 disbursements.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 16, 2014

14-152 XI. DIRECTOR'S REPORT

Director Parker officially announced Eli Neiburger was appointed Deputy Director of the Ann Arbor District Library.

The summer game has started and information can be found at play.aadl.org. There are game points for tonight's meeting.

Director Parker reported she attended a public forum hosted by the Home of New Vision on heroin addiction and treatment. This event was a collaborative effort of Home of New Vision, local judges and physicians.

On July 7<sup>th</sup> Ann Arbor Area Transportation Authority will host an open house for the remodeled Blake Transit Center.

14-153 XII. MONTHLY STATISTICS

Associate Director Neiburger reviewed May 2014 versus May 2013 statistics of collections, users, visits, usage and participation. Top tweets for the month were also presented.

14-154 XIII. OLD BUSINESS

14-136 A. RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE CONTRACT WITH O'NEAL CONSTRUCTION INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE DOWNTOWN LIBRARY FRONT ENTRANCE  
 (Item of action)

Trustee Leary, supported by Vice President Murphy, moved the Board resolves that the Director of the Ann Arbor District Library be authorized to enter into contract with O'Neal Construction Inc. to provide construction management services for the redesign of the Downtown Library front entrance and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that as acting as construction manager for the project, O'Neal Construction will bid out the work. The DDA has passed a resolution to fund \$125,000 of the work for the public portion of the sidewalk redesign and replacement in conjunction with our project. The Library and O'Neal Construction will oversee the entire project with costs divided appropriately between AADL and the DDA. It is anticipated that work on the project will

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 16, 2014

begin after Art Fair.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

14-155       XIV.   NEW BUSINESS

14-156       A. RESOLUTION OF THANKS TO PAT MCDONALD FOR  
HER SERVICE ON THE FRIENDS OF THE ANN ARBOR  
DISTRICT LIBRARY BOARD  
 (Item of action)

Secretary Head, supported by Trustee Leary moved the Board resolves that the Ann Arbor District Library Board would like to officially thank Pat McDonald for her service on the Friends of the Ann Arbor District Library Board; that the Ann Arbor District Library Board would like to recognize Pat McDonald for her dedication, leadership and commitment in her six year role as President of the Friends of the Ann Arbor District Library Board; that all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

14-157       B. RESOLUTION OF THANKS TO MARY KAY COTTER  
FOR HER SERVICE ON THE FRIENDS OF THE ANN  
ARBOR DISTRICT LIBRARY BOARD  
 (Item of action)

Vice President Murphy, supported by Trustee Leary, moved the Board resolves that the Ann Arbor District Library Board would like to officially thank Mary Kay Cotter for her six years of service on the Friends of the Ann Arbor District Library Board; that the Ann Arbor District Library Board would like to recognize Mary Kay Cotter for her dedication and commitment in her role as Secretary and Membership Chair of the Friends of the Ann Arbor District Library Board; that all resolutions that conflict with the provisions of this resolution are rescinded.



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 16, 2014

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

14-158

C. RESOLUTION OF THANKS TO FRED MAYER FOR HIS  
 SERVICE ON THE FRIENDS OF THE ANN ARBOR  
 DISTRICT LIBRARY BOARD

(Item of action)

Treasurer Barney Newman, supported by Trustee Kaplan, moved the Board resolves that the Ann Arbor District Library Board would like to officially thank Fred Mayer for his six years of service on the Friends of the Ann Arbor District Library Board; that the Ann Arbor District Library Board would like to recognize Fred Mayer for his dedication and commitment in his role as Director on the Friends of the Ann Arbor District Library Board; that all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

14-159

XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-160

XVI. VOTE FOR CLOSED SESSION AT THE JULY 21, 2014  
 REGULAR MEETING FOR OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Trustee Leary, supported by Secretary Head, moved to hold a closed session at the July 21, 2014 regular meeting for opinion of legal counsel.

A roll call vote was taken.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
 Rosenthal, Surovell

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 16, 2014

Motion passed 7-0.

14-161      XVII. ADJOURNMENT

Vice President Murphy, supported by Trustee Leary, moved to adjourn the meeting.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,  
Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

President Rosenthal adjourned the meeting at 7:49 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 regular meeting held on June 16, 2014 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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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-136**

**RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE  
CONTRACT WITH O'NEAL CONSTRUCTION INC. TO PROVIDE  
CONSTRUCTION MANAGEMENT SERVICES FOR THE REDESIGN OF THE  
DOWNTOWN LIBRARY FRONT ENTRANCE**

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 16<sup>th</sup> day of June 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

The following resolution was offered by Trustee Leary, and supported by Vice President Murphy:

THE BOARD RESOLVES:

- 1.) That the Director of the Ann Arbor District Library be authorized to enter into contract with O'Neal Construction Inc. to provide construction management services for the redesign of the Downtown Library front entrance.
- 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: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
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 16, 2014 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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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-156**

**RESOLUTION OF THANKS TO PAT MCDONALD FOR HER SERVICE ON  
THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16<sup>th</sup> day of June, 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Pat McDonald for her service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Pat McDonald for her dedication, leadership and commitment in her six year role as President of the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
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 16, 2014 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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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-157**

**RESOLUTION OF THANKS TO MARY KAY COTTER FOR HER SERVICE  
ON THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16<sup>th</sup> day of June, 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

The following resolution was offered by Vice President Murphy, and supported by Trustee Leary:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Mary Kay Cotter for her six years of service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Mary Kay Cotter for her dedication and commitment in her role as Secretary and Membership Chair of the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
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 16, 2014 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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Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-158**

**RESOLUTION OF THANKS TO FRED MAYER FOR HIS SERVICE ON THE  
FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY BOARD**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16<sup>th</sup> day of June, 2014 at 6:00 p.m.

PRESENT: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
ABSENT: None

The following resolution was offered by Treasurer Barney Newman, and supported by Trustee Kaplan:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Fred Mayer for his six years of service on the Friends of the Ann Arbor District Library Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Fred Mayer for his dedication and commitment in his role as Director on the Friends of the Ann Arbor District Library Board.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Head, Kaplan, Leary, Murphy, Barney Newman, Rosenthal, Surovell  
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 16, 2014 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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Secretary

## Ann Arbor District Library Financial Summary for June 2014

### **Cash:**

The unrestricted cash balance as of June 30, 2014 was \$8,778,589 down from \$9,528,534 in May.

### **Tax Receipts:**

The Library has received tax receipts totaling \$11,256,934, 99.0% of the budgeted amount, as of June 30.

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

The Library showed an operating surplus of \$460,616 through June 30. This gives the Library a positive fund balance of \$8,170,790 as of June 30, up from \$8,001,633 at the end of May.

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

Tax, penal fine and state aid 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.

Purchased Services – The final payment for the survey was made in March.

Software – A payment for a new software license that had been budgeted as a Capital project was made in June.

Copier Expense – Copier utilization ended the year above projections.

Supplies – Several projects budgeted as Capital Outlays contained components that individually cost below the tracket asset threshold. These purchases are booked as supplies instead of Capital Outlays, requiring a budget transfer.

Library Programming – Some late June performances and programs came in slightly over the expected amounts.

ANN ARBOR DISTRICT LIBRARY  
Operating  
For the Twelve Months Ending June 30, 2014

|                                | June               |                    |                    | YTD                 |                     |                    |
|--------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
|                                | Actual             | Budget             | Variance           | Actual              | Budget              | Variance           |
| <b>Revenue</b>                 |                    |                    |                    |                     |                     |                    |
| Tax Collections - Operating    | \$800,290          | \$947,333          | (\$147,043)        | \$11,181,002        | \$11,368,000        | (\$186,998)        |
| State Aid                      | 6,667              | 6,667              |                    | 233,851             | 80,000              | 153,851            |
| Penal Fines                    | 16,250             | 16,250             |                    | 195,000             | 195,000             |                    |
| Interest                       | 97,800             | 8,333              | 89,467             | 180,540             | 100,000             | 80,540             |
| Copiers                        | 2,479              | 2,500              | (21)               | 30,086              | 30,000              | 86                 |
| Grants/Memorials               | 24,845             | 7,500              | 17,345             | 132,280             | 90,000              | 42,280             |
| Library Fines & Fees           | 22,539             | 35,417             | (12,878)           | 360,807             | 425,000             | (64,193)           |
| Non-Resident Fees              | 2,175              | 1,250              | 925                | 17,119              | 15,000              | 2,119              |
| Fund Bal./Restricted Funds     |                    | 25,250             | (25,250)           |                     | 303,000             | (303,000)          |
| <b>Total Revenue</b>           | <b>\$973,045</b>   | <b>\$1,050,500</b> | <b>(\$77,455)</b>  | <b>\$12,330,685</b> | <b>\$12,606,000</b> | <b>(\$275,315)</b> |
| <b>Expenditures</b>            |                    |                    |                    |                     |                     |                    |
| Salaries & Wages               | 436,917            | 497,083            | (60,166)           | 5,775,010           | 5,965,000           | (189,990)          |
| Employee Benefits              | 99,495             | 131,167            | (31,672)           | 1,523,974           | 1,574,000           | (50,026)           |
| Employment Taxes               | 32,910             | 38,000             | (5,090)            | 432,707             | 456,000             | (23,293)           |
| <b>Total Employment Cost</b>   | <b>\$569,322</b>   | <b>\$666,250</b>   | <b>(\$96,928)</b>  | <b>\$7,731,691</b>  | <b>\$7,995,000</b>  | <b>(\$263,309)</b> |
| Custodial and Electrical       | \$16,166           | \$15,833           | \$333              | \$177,948           | \$190,000           | (\$12,052)         |
| Accounting/Audit               | 833                | 833                |                    | 9,996               | 10,000              | (4)                |
| Legal                          | 11,872             | 4,167              | 7,705              | 40,746              | 50,000              | (9,254)            |
| Purchased Services             | 21,558             | 13,167             | 8,391              | 176,849             | 158,000             | 18,849             |
| Utilities                      | 31,523             | 36,667             | (5,144)            | 410,924             | 440,000             | (29,076)           |
| Property Insurance             | 6,881              | 7,500              | (619)              | 70,318              | 90,000              | (19,682)           |
| Communications                 | 109,145            | 25,000             | 84,145             | 277,524             | 300,000             | (22,476)           |
| Materials                      | 228,814            | 145,833            | 82,981             | 1,710,582           | 1,750,000           | (39,418)           |
| Software Licenses/Maintenanc   | 29,608             | 12,500             | 17,108             | 199,508             | 150,000             | 49,508             |
| Building Rental                | 10,063             | 12,917             | (2,854)            | 144,112             | 155,000             | (10,888)           |
| Seminars/Conferences/Travel    | (779)              | 2,333              | (3,112)            | 13,151              | 28,000              | (14,849)           |
| Copier Expense                 | 1,767              | 3,750              | (1,983)            | 51,272              | 45,000              | 6,272              |
| Library Programming            | 64,590             | 22,750             | 41,840             | 273,443             | 273,000             | 443                |
| Grants/Memorials               | 50,933             | 9,583              | 41,350             | 110,924             | 115,000             | (4,076)            |
| Supplies                       | 27,288             | 15,333             | 11,955             | 206,230             | 184,000             | 22,230             |
| Repairs and Maintenance        | 36,224             | 28,500             | 7,724              | 323,049             | 342,000             | (18,951)           |
| Postage                        | 224                | 2,917              | (2,693)            | 12,332              | 35,000              | (22,668)           |
| Lcards/Circ Cards              | 14,201             | 6,000              | 8,201              | 58,954              | 72,000              | (13,046)           |
| Other Operating Expenditures   | 978                | 2,000              | (1,022)            | 18,213              | 24,000              | (5,787)            |
| <b>Total Operating Expense</b> | <b>\$661,889</b>   | <b>\$367,583</b>   | <b>\$294,306</b>   | <b>\$4,286,075</b>  | <b>\$4,411,000</b>  | <b>(\$124,925)</b> |
| Capital Outlays                | \$79,823           | \$16,667           | \$63,156           | \$127,618           | \$200,000           | (\$72,382)         |
| <b>Total Expenditures</b>      | <b>\$1,311,034</b> | <b>\$1,050,500</b> | <b>\$260,534</b>   | <b>\$12,145,384</b> | <b>\$12,606,000</b> | <b>(\$460,616)</b> |
| <b>Net</b>                     | <b>(\$337,989)</b> |                    | <b>(\$337,989)</b> | <b>\$185,301</b>    |                     | <b>\$185,301</b>   |



ANN ARBOR DISTRICT LIBRARY  
Grant Administration  
For the Twelve Months Ending June 30, 2014

|                              | <i>June</i>       |                  |                   | <i>YTD</i>       |                   |                  |
|------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
|                              | <i>Actual</i>     | <i>Budget</i>    | <i>Variance</i>   | <i>Actual</i>    | <i>Budget</i>     | <i>Variance</i>  |
| Revenue                      |                   |                  |                   |                  |                   |                  |
| Grants/Memorials             | \$24,845          | \$7,500          | \$17,345          | \$132,280        | \$90,000          | \$42,280         |
| Total Revenue                | <u>\$24,845</u>   | <u>\$7,500</u>   | <u>\$17,345</u>   | <u>\$132,280</u> | <u>\$90,000</u>   | <u>\$42,280</u>  |
| Expenditures                 |                   |                  |                   |                  |                   |                  |
| Materials                    | 10,592            | 833              | 9,759             | 15,268           | 10,000            | 5,268            |
| Seminars/Conferences/Travel  |                   | 250              | (250)             |                  | 3,000             | (3,000)          |
| Library Programming          | 37,720            | 8,500            | 29,220            | 83,721           | 102,000           | (18,279)         |
| Supplies                     | 184               |                  | 184               | 597              |                   | 597              |
| Other Operating Expenditures | 2,438             |                  | 2,438             | 11,338           |                   | 11,338           |
| Total Operating Expense      | <u>\$50,934</u>   | <u>\$9,583</u>   | <u>\$41,351</u>   | <u>\$110,924</u> | <u>\$115,000</u>  | <u>(\$4,076)</u> |
| Total Expenditures           | <u>\$50,934</u>   | <u>\$9,583</u>   | <u>\$41,351</u>   | <u>\$110,924</u> | <u>\$115,000</u>  | <u>(\$4,076)</u> |
| Net                          | <u>(\$26,089)</u> | <u>(\$2,083)</u> | <u>(\$24,006)</u> | <u>\$21,356</u>  | <u>(\$25,000)</u> | <u>\$46,356</u>  |

ANN ARBOR DISTRICT LIBRARY  
Friends of the Library  
For the Twelve Months Ending June 30, 2014

|                              | <i>June</i>       |                |                          | <i>YTD</i>       |                 |                         |
|------------------------------|-------------------|----------------|--------------------------|------------------|-----------------|-------------------------|
|                              | <i>Actual</i>     | <i>Budget</i>  | <i>Variance</i>          | <i>Actual</i>    | <i>Budget</i>   | <i>Variance</i>         |
| Revenue                      |                   |                |                          |                  |                 |                         |
| Grants/Memorials             | \$20,000          | \$7,500        | <b>\$12,500</b>          | \$100,000        | \$90,000        | <b>\$10,000</b>         |
| Total Revenue                | <u>\$20,000</u>   | <u>\$7,500</u> | <u><b>\$12,500</b></u>   | <u>\$100,000</u> | <u>\$90,000</u> | <u><b>\$10,000</b></u>  |
| Expenditures                 |                   |                |                          |                  |                 |                         |
| Materials                    |                   |                |                          | 1,180            |                 | <b>1,180</b>            |
| Library Programming          | 35,537            | 7,500          | <b>28,037</b>            | 72,606           | 90,000          | <b>(17,394)</b>         |
| Other Operating Expenditures | 2,438             |                | <b>2,438</b>             | 11,338           |                 | <b>11,338</b>           |
| Total Operating Expense      | <u>\$37,975</u>   | <u>\$7,500</u> | <u><b>\$30,475</b></u>   | <u>\$85,124</u>  | <u>\$90,000</u> | <u><b>(\$4,876)</b></u> |
| Total Expenditures           | <u>\$37,975</u>   | <u>\$7,500</u> | <u><b>\$30,475</b></u>   | <u>\$85,124</u>  | <u>\$90,000</u> | <u><b>(\$4,876)</b></u> |
| Net                          | <u>(\$17,975)</u> |                | <u><b>(\$17,975)</b></u> | <u>\$14,876</u>  |                 | <u><b>\$14,876</b></u>  |

## Ann Arbor District Library

## Balance Sheet

**LIABILITIES AND FUND EQUITY**Current Liabilities:

|                                     |              |
|-------------------------------------|--------------|
| ACCOUNTS PAYABLE                    | \$455,337.50 |
| ACCRUED ACCOUNTS PAYABLE            | 56,203.84    |
| ACCRUED PAYROLL                     | 157,923.70   |
| EMPLOYEE 403(b)/MPSERS DEDUCTIONS   | 28,960.01    |
| ACCRUED EMPLOYER 403(b) - UNDECIDED | 53,091.75    |
| ACCRUED 403B/MPSERS EMPLOYER        | 19,981.74    |
| ACCRUED LIABILITY-VACATION S/T      | 89,969.27    |

|                           |              |
|---------------------------|--------------|
| Total Current Liabilities | \$861,467.81 |
|---------------------------|--------------|

Long-Term Liabilities:

|                                |             |
|--------------------------------|-------------|
| ACCRUED LIABILITY-SICK PAY     | \$28,025.46 |
| ACCRUED LIABILITY-VACATION L/T | 211,907.84  |

|                             |            |
|-----------------------------|------------|
| Total Long-Term Liabilities | 239,933.30 |
|-----------------------------|------------|

Fund Equity:

|                             |                 |
|-----------------------------|-----------------|
| INVESTMENT-GEN FIXED ASSETS | \$32,040,668.15 |
|-----------------------------|-----------------|

Fund Balance:

|                             |              |
|-----------------------------|--------------|
| RESERVE-ENCUMBRANCES        | \$20,300.24  |
| FUND BALANCE - UNDESIGNATED | 8,170,790.21 |
| EXCESS REVENUE (SPENDING)   | 185,303.73   |

|                    |                |
|--------------------|----------------|
| Total Fund Balance | \$8,376,394.18 |
|--------------------|----------------|

|                   |                 |
|-------------------|-----------------|
| Total Fund Equity | \$40,417,062.33 |
|-------------------|-----------------|

|                                   |                 |
|-----------------------------------|-----------------|
| TOTAL LIABILITIES AND FUND EQUITY | \$41,518,463.44 |
|-----------------------------------|-----------------|

Date: 7/16/2014

Ann Arbor District Library

1

## Balance Sheet

**ASSETS**

As of 6/30/2014

Current Assets:

## Cash

|                          |              |
|--------------------------|--------------|
| CASH-COMMERCIAL CHECKING | \$187,736.60 |
| CASH-PAYROLL             | 7,623.02     |
| HOLTREY FUND             | 332,121.10   |
| CASH-SAVINGS             | 964,471.03   |
| KENISTON FUND            | 30,318.00    |
| SHAFFER FUND             | 10,476.97    |
| WESTERMAN FUND           | 49,219.98    |
| PETTY CASH               | 2,300.00     |
| WLBPD ACCOUNT            | 37,136.71    |
| CDs - SHORT TERM         | 2,000,000.00 |

|            |                |
|------------|----------------|
| Total Cash | \$3,621,403.41 |
|------------|----------------|

## Investments

|                                  |                |
|----------------------------------|----------------|
| BANK OF ANN ARBOR INVESTMENT     | \$3,377,235.45 |
| UNITED BANK AND TRUST INVESTMENT | 1,920,979.39   |

|                   |                |
|-------------------|----------------|
| Total Investments | \$5,298,214.84 |
|-------------------|----------------|

## Accounts Receivable

|                     |              |
|---------------------|--------------|
| ACCOUNTS RECEIVABLE | \$235,883.78 |
|---------------------|--------------|

|                           |              |
|---------------------------|--------------|
| Total Accounts Receivable | \$235,883.78 |
|---------------------------|--------------|

## Property Taxes Receivable

|                                 |        |
|---------------------------------|--------|
| Total Property Taxes Receivable | \$0.00 |
|---------------------------------|--------|

## Prepaid Expenses

|                    |             |
|--------------------|-------------|
| PRE-PAID INSURANCE | \$81,109.96 |
| PREPAID EXPENSES   | 1,250.00    |

|                        |             |
|------------------------|-------------|
| Total Prepaid Expenses | \$82,359.96 |
|------------------------|-------------|

|                      |                |
|----------------------|----------------|
| Total Current Assets | \$9,237,861.99 |
|----------------------|----------------|

Capital Assets:

|                          |                 |
|--------------------------|-----------------|
| BUILDINGS                | \$26,000,844.00 |
| LAND                     | 2,108,182.82    |
| AUDIO VISUAL EQUIPMENT   | 492,257.00      |
| COMMUNICATIONS EQUIPMENT | 431,035.00      |
| BUSINESS MACHINES        | 145,532.00      |
| COMPUTER EQUIPMENT       | 1,336,624.33    |
| MACHINERY & TOOLS        | 42,068.00       |
| APPLIANCES & ACCESSORIES | 40,760.00       |
| FURNITURE & FIXTURES     | 1,260,109.00    |
| VEHICLES                 | 183,255.00      |

|                      |                 |
|----------------------|-----------------|
| Total Capital Assets | \$32,040,668.15 |
|----------------------|-----------------|

Amount Provided for Long-Term Debt:

|                    |             |
|--------------------|-------------|
| LONG TERM SICK     | \$28,025.46 |
| LONG TERM VACATION | 211,907.84  |

|                                   |            |
|-----------------------------------|------------|
| Total Provided for Long-Term Debt | 239,933.30 |
|-----------------------------------|------------|

|              |                 |
|--------------|-----------------|
| TOTAL ASSETS | \$41,518,468.44 |
|--------------|-----------------|

|              |       |      |              |          |
|--------------|-------|------|--------------|----------|
| Ranges:      | From: | To:  | From:        | To:      |
| Check Number | First | Last | Check Date   | 6/1/2014 |
| Vendor ID    | First | Last | Checkbook ID | First    |
| Vendor Name  | First | Last |              | Last     |

Sorted By: Vendor Name

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 048154       | 4IMPRINT  | 4IMPRINT, INC                  | 6/12/2014  | CHECK        | PMCHK00001640    | \$6,249.31  |
| 048196       | AGRSER    | A GROWING SERVICE LLC          | 6/25/2014  | CHECK        | PMCHK00001642    | \$340.00    |
| 048098       | AFSMITH   | A.F. SMITH ELECTRIC, INC.      | 6/6/2014   | CHECK        | PMCHK00001637    | \$185.42    |
| 048191       | AFTDEL    | AFTERNOON DELIGHT              | 6/16/2014  | CHECK        | PMCHK00001641    | \$94.60     |
| 048197       | ALLENT    | ALLIANCE ENTERTAINMENT         | 6/25/2014  | CHECK        | PMCHK00001642    | \$10,461.82 |
| 048143       | SFSTRO    | ALLIED-EAGLE SUPPLY, INC.      | 6/6/2014   | CHECK        | PMCHK00001637    | \$207.27    |
| 048100       | AMASCH    | AMANDA SCHOTT                  | 6/6/2014   | CHECK        | PMCHK00001637    | \$23.30     |
| 048198       | AMASZO    | AMANDA V. SZOT                 | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,630.00  |
| 048099       | AMACOM    | AMAZON.COM CREDIT PLAN         | 6/6/2014   | CHECK        | PMCHK00001637    | \$7,353.22  |
| 048199       | AMBAUM    | AMBAUMINABLE LLC               | 6/25/2014  | CHECK        | PMCHK00001642    | \$400.00    |
| 048200       | AMBCON    | AMBER CONVILLE                 | 6/25/2014  | CHECK        | PMCHK00001642    | \$300.00    |
| 048156       | AMEX      | AMERICAN EXPRESS               | 6/12/2014  | CHECK        | PMCHK00001640    | \$54,670.75 |
| 048201       | ANDMAC    | ANDREW MACLAREN                | 6/25/2014  | CHECK        | PMCHK00001642    | \$52.02     |
| 048101       | ANNARB    | ANN ARBOR OBSERVER             | 6/6/2014   | CHECK        | PMCHK00001637    | \$1,650.60  |
| 048157       | ANNTORR   | ANN TORRALBA                   | 6/12/2014  | CHECK        | PMCHK00001640    | \$500.00    |
| 048195       | AANEWL    | ANNARBOR.COM                   | 6/25/2014  | CHECK        | PMCHK00001642    | \$131.40    |
| 048192       | ATTMOB    | AT&T MOBILITY                  | 6/16/2014  | CHECK        | PMCHK00001641    | \$1,035.77  |
| 048202       | AUTWET    | AUTUMN WETLI                   | 6/25/2014  | CHECK        | PMCHK00001642    | \$300.00    |
| 048203       | AYAWOR    | AYA WORLD PRODUCTIONS          | 6/25/2014  | CHECK        | PMCHK00001642    | \$2,000.00  |
| 048102       | BAKCOLJA  | BAKER COLLEGE OF JACKSON       | 6/6/2014   | CHECK        | PMCHK00001637    | \$28.95     |
| 048204       | BARNOB1   | BARNES & NOBLE INC.            | 6/25/2014  | CHECK        | PMCHK00001642    | \$333.73    |
| 048103       | BATPLU    | BATTERIES PLUS                 | 6/6/2014   | CHECK        | PMCHK00001637    | \$128.94    |
| 048104       | BEADEL    | BEAU DELOACH                   | 6/6/2014   | CHECK        | PMCHK00001637    | \$100.00    |
| 048105       | BETBAT    | BETH BATTEY                    | 6/6/2014   | CHECK        | PMCHK00001637    | \$150.00    |
| 048205       | BETBAT    | BETH BATTEY                    | 6/25/2014  | CHECK        | PMCHK00001642    | \$150.00    |
| 048106       | BETBEC    | BETSY BECKERMAN                | 6/6/2014   | CHECK        | PMCHK00001637    | \$550.00    |
| 048107       | BLAAUD    | BLACKSTONE AUDIO BOOKS         | 6/6/2014   | CHECK        | PMCHK00001637    | \$230.00    |
| 048158       | BLAAUD    | BLACKSTONE AUDIO BOOKS         | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,048.79  |
| 048193       | BP        | BP                             | 6/16/2014  | CHECK        | PMCHK00001641    | \$340.36    |
| 048206       | BREWER    | BREWER'S                       | 6/25/2014  | CHECK        | PMCHK00001642    | \$519.81    |
| 048159       | BRIENG    | BRICKENGRAVER, LLC             | 6/12/2014  | CHECK        | PMCHK00001640    | \$150.50    |
| 048207       | BRIAUD    | BRILLIANCE AUDIO, INC.         | 6/25/2014  | CHECK        | PMCHK00001642    | \$568.27    |
| 048108       | BRODCO    | BRODART CO.                    | 6/6/2014   | CHECK        | PMCHK00001637    | \$325.98    |
| 048160       | BUSVAL    | BUSCH'S, INC.                  | 6/12/2014  | CHECK        | PMCHK00001640    | \$50.36     |
| 048109       | BUSCAR    | BUSINESS CARD                  | 6/6/2014   | CHECK        | PMCHK00001637    | \$6,768.61  |
| 048208       | CAMINN    | CAMPUS INN                     | 6/25/2014  | CHECK        | PMCHK00001642    | \$561.75    |
| 048161       | CARBRO    | CARPENTER BROS.                | 6/12/2014  | CHECK        | PMCHK00001640    | \$4.99      |
| 048244       | THOLEA    | CENGAGE LEARNING               | 6/25/2014  | CHECK        | PMCHK00001642    | \$220.36    |
| 048110       | CHRIVLIB  | CHIPPEWA RIVER DISTRICT LIBRAR | 6/6/2014   | CHECK        | PMCHK00001637    | \$23.99     |
| 048162       | CHRMAR    | CHRISTOPHER MARIANO            | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,525.00  |
| 048152       | COMHIG    | CHS YEARBOOK                   | 6/9/2014   | CHECK        | PMCHK00001638    | \$90.00     |
| 048163       | CINCOR    | CINTAS CORPORATION             | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,695.91  |
| 048209       | CITOP1    | CITY OF ANN ARBOR TREASURER    | 6/25/2014  | CHECK        | PMCHK00001642    | \$3,894.53  |
| 048210       | COLSIM    | COLIN SIMPSON                  | 6/25/2014  | CHECK        | PMCHK00001642    | \$77.54     |
| 048112       | COMCAS    | COMCAST                        | 6/6/2014   | CHECK        | PMCHK00001637    | \$250.40    |
| 048212       | COMCAS    | COMCAST                        | 6/25/2014  | CHECK        | PMCHK00001642    | \$35.26     |
| 048111       | COMALLW   | COMPUTER ALLEY WEST            | 6/6/2014   | CHECK        | PMCHK00001637    | \$1,683.80  |
| 048211       | COMALLW   | COMPUTER ALLEY WEST            | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,228.00  |
| 048164       | COTINN    | COTTAGE INN CATERING SERVICES  | 6/12/2014  | CHECK        | PMCHK00001640    | \$90.00     |
| 048165       | CUMULUS   | CUMULUS BROADCASTING, INC.     | 6/12/2014  | CHECK        | PMCHK00001640    | \$2,000.00  |
| 048213       | DAWHEN    | DAWN HENRY                     | 6/25/2014  | CHECK        | PMCHK00001642    | \$450.00    |
| 048113       | DIRSOC    | DIRTY SOCK FUNTIME BAND        | 6/6/2014   | CHECK        | PMCHK00001637    | \$3,000.00  |
| 048114       | DTEENE    | DTE ENERGY                     | 6/6/2014   | CHECK        | PMCHK00001637    | \$12,511.42 |
| 048214       | DTEENE    | DTE ENERGY                     | 6/25/2014  | CHECK        | PMCHK00001642    | \$13,970.80 |
| 048215       | EHIM      | EHIM                           | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,399.18  |
| 048166       | ELILAW    | ELITE LAWN & LANDSCAPE, INC.   | 6/12/2014  | CHECK        | PMCHK00001640    | \$5,010.78  |
| 048115       | ERISCH    | ERIC SCHOENBAECHLER            | 6/6/2014   | CHECK        | PMCHK00001637    | \$24.42     |
| 048216       | FIOCHA    | FIONA CHAMNESS                 | 6/25/2014  | CHECK        | PMCHK00001642    | \$200.00    |
| 048167       | FRIOF     | FRIENDS OF THE ANN ARBOR       | 6/12/2014  | CHECK        | PMCHK00001640    | \$809.95    |
| 048147       | THOGAL    | GALE/CENGAGE LEARNING, INC     | 6/6/2014   | CHECK        | PMCHK00001637    | \$637.25    |
| 048116       | GARISTE   | GARI STEIN                     | 6/6/2014   | CHECK        | PMCHK00001637    | \$200.00    |
| 048117       | GENDIS    | GENESE DISTRICT LIBRARY        | 6/6/2014   | CHECK        | PMCHK00001637    | \$13.00     |
| 048118       | GRELAKE   | GREAT LAKES AUTOMATIC DOOR INC | 6/6/2014   | CHECK        | PMCHK00001637    | \$531.00    |
| 048217       | GRELAKE   | GREAT LAKES AUTOMATIC DOOR INC | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,819.50  |
| 048119       | HERDIS    | HERRICK DISTRICT LIBRARY       | 6/6/2014   | CHECK        | PMCHK00001637    | \$29.99     |
| 048218       | HUTPLU    | HUTZEL PLUMBING AND HEATING    | 6/25/2014  | CHECK        | PMCHK00001642    | \$171.00    |
| 048248       | VANTIGU   | INFORM STUDIO                  | 6/25/2014  | CHECK        | PMCHK00001642    | \$7,432.00  |
| 048120       | IRALAX    | IRA LAX                        | 6/6/2014   | CHECK        | PMCHK00001637    | \$34.16     |
| 048121       | JAMWHI    | JAMES WHITE LIBRARY            | 6/6/2014   | CHECK        | PMCHK00001637    | \$120.00    |

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      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 048219       | JENRAT    | JENNIFER A. RATLIFF            | 6/25/2014  | CHECK        | PMCHK00001642    | \$25.00     |
| 048168       | JERUGAR   | JERUSALEM GARDEN               | 6/12/2014  | CHECK        | PMCHK00001640    | \$711.00    |
| 048169       | JODHAR    | JODY HARNISH                   | 6/12/2014  | CHECK        | PMCHK00001640    | \$409.96    |
| 048122       | KARSMY    | KAREN A. SMYTE                 | 6/6/2014   | CHECK        | PMCHK00001637    | \$10.00     |
| 048170       | KMODES    | KAREN MOELLER DESIGN           | 6/12/2014  | CHECK        | PMCHK00001640    | \$10,695.00 |
| 048124       | KATGOO    | KATHRYN GOODSON                | 6/6/2014   | CHECK        | PMCHK00001637    | \$100.00    |
| 048220       | KATBRA    | KATHY BRADY                    | 6/25/2014  | CHECK        | PMCHK00001642    | \$100.00    |
| 048123       | KATCHY    | KATIE CHYNOWETH                | 6/6/2014   | CHECK        | PMCHK00001637    | \$25.98     |
| 048171       | KOLOSS    | KOLOSSOS                       | 6/12/2014  | CHECK        | PMCHK00001640    | \$30.69     |
| 048125       | KYLNUN    | KYLE HUNTER                    | 6/6/2014   | CHECK        | PMCHK00001637    | \$100.00    |
| 048221       | LARZIE    | LARA ZIELIN                    | 6/25/2014  | CHECK        | PMCHK00001642    | \$250.00    |
| 048126       | LAURAY    | LAURA RAYNOR                   | 6/6/2014   | CHECK        | PMCHK00001637    | \$23.07     |
| 048127       | LEACEN    | LEARNING CENTER                | 6/6/2014   | CHECK        | PMCHK00001637    | \$288.00    |
| 048128       | MANPOW    | MANPOWER                       | 6/6/2014   | CHECK        | PMCHK00001637    | \$246.40    |
| 048222       | MANPOW    | MANPOWER                       | 6/25/2014  | CHECK        | PMCHK00001642    | \$334.40    |
| 048224       | MARYAN    | MARGARET YANG                  | 6/25/2014  | CHECK        | PMCHK00001642    | \$250.00    |
| 048223       | MARCHE    | MARIAH CHEREM                  | 6/25/2014  | CHECK        | PMCHK00001642    | \$866.14    |
| 048129       | MARBAN    | MARTIN BANDYKE                 | 6/6/2014   | CHECK        | PMCHK00001637    | \$400.00    |
| 048225       | METCOM    | METCOM                         | 6/25/2014  | CHECK        | PMCHK00001642    | \$14,363.63 |
| 048172       | MICALE    | MICHAEL ALEX MOSSEY LIBRARY    | 6/12/2014  | CHECK        | PMCHK00001640    | \$73.00     |
| 048130       | MICKRE    | MICHELLE KRELL KYDD            | 6/6/2014   | CHECK        | PMCHK00001637    | \$450.00    |
| 048153       | MICEMP    | MICHIGAN EMPLOYEE BENEFIT SERV | 6/9/2014   | CHECK        | PMCHK00001639    | \$1,582.09  |
| 048173       | MICRAD    | MICHIGAN RADIO                 | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,000.00  |
| 048132       | MIDTAP    | MIDWEST TAPE                   | 6/6/2014   | CHECK        | PMCHK00001637    | \$17,403.95 |
| 048174       | MIDTAP    | MIDWEST TAPE                   | 6/12/2014  | CHECK        | PMCHK00001640    | \$33,134.54 |
| 048155       | AANEWS    | MLIVE MEDIA GROUP              | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,565.14  |
| 048131       | MICMUNI   | MML WORKERS' COMP FUND         | 6/6/2014   | CHECK        | PMCHK00001637    | \$13,933.00 |
| 048226       | MONHIG    | MONICA HIGMAN                  | 6/25/2014  | CHECK        | PMCHK00001642    | \$100.00    |
| 048133       | NBS       | NBS                            | 6/6/2014   | CHECK        | PMCHK00001637    | \$1,109.76  |
| 048134       | NICWIL    | NICHOLAS WILCOX                | 6/6/2014   | CHECK        | PMCHK00001637    | \$800.00    |
| 048227       | NICBOO    | NICOLA'S BOOKS                 | 6/25/2014  | CHECK        | PMCHK00001642    | \$318.37    |
| 048228       | NUWAVE    | NUWAVE AQUARIUMS               | 6/25/2014  | CHECK        | PMCHK00001642    | \$253.99    |
| * 048229     | NVREN     | NV RENTALS                     | 6/25/2014  | CHECK        | PMCHK00001642    | \$720.00    |
| 048175       | OFFDEP    | OFFICE DEPOT, INC.             | 6/12/2014  | CHECK        | PMCHK00001640    | \$774.09    |
| 048176       | PENFIS    | PENNY FISCHER                  | 6/12/2014  | CHECK        | PMCHK00001640    | \$100.00    |
| 048231       | PIOJAN    | PIONEER JANITORIAL SERVICE     | 6/25/2014  | CHECK        | PMCHK00001642    | \$10,615.68 |
| 048232       | PITCHA    | PITTSFIELD CHARTER TOWNSHIP    | 6/25/2014  | CHECK        | PMCHK00001642    | \$115.13    |
| 048177       | PRITEC    | PRINT TECH INC.                | 6/12/2014  | CHECK        | PMCHK00001640    | \$10,564.06 |
| 048233       | PROINF    | PROQUEST - CSA LLC             | 6/25/2014  | CHECK        | PMCHK00001642    | \$12,045.00 |
| 048234       | PROTCASE  | PROTCASE                       | 6/25/2014  | CHECK        | PMCHK00001642    | \$7,017.79  |
| 048178       | QDOBA     | QDOBA MEXICAN GRILL            | 6/12/2014  | CHECK        | PMCHK00001640    | \$958.94    |
| 048135       | RACYAN    | RACHEL YANIKOGLU               | 6/6/2014   | CHECK        | PMCHK00001637    | \$164.95    |
| 048235       | RAILAG    | RAINA LAGRAN                   | 6/25/2014  | CHECK        | PMCHK00001642    | \$200.00    |
| 048136       | RANHO     | RANDOM HOUSE, INC.             | 6/6/2014   | CHECK        | PMCHK00001637    | \$1,104.00  |
| 048237       | RECMAN    | RECON MANAGEMENT SYSTEMS, INC. | 6/25/2014  | CHECK        | PMCHK00001642    | \$180.00    |
| 048137       | RECBOO    | RECORDED BOOKS, INC.           | 6/6/2014   | CHECK        | PMCHK00001637    | \$2,159.60  |
| 048236       | RECBOO    | RECORDED BOOKS, INC.           | 6/25/2014  | CHECK        | PMCHK00001642    | \$5,336.03  |
| 048138       | REHROB    | REHMANN ROBSON                 | 6/6/2014   | CHECK        | PMCHK00001637    | \$1,525.00  |
| 048179       | RHIMED    | RHINO MEDIA PRODUCTIONS        | 6/12/2014  | CHECK        | PMCHK00001640    | \$640.00    |
| 048139       | ROCKTHE   | ROCK THE BOOTH                 | 6/6/2014   | CHECK        | PMCHK00001637    | \$600.00    |
| 048180       | ROOSRO    | ROOSROAST                      | 6/12/2014  | CHECK        | PMCHK00001640    | \$176.00    |
| 048140       | SARKEL    | SARA MELTON KELLER             | 6/6/2014   | CHECK        | PMCHK00001637    | \$550.00    |
| 048238       | SARRYA    | SARAH RYAN                     | 6/25/2014  | CHECK        | PMCHK00001642    | \$400.00    |
| 048142       | SCHSO     | SCHEDULE SOURCE, INC           | 6/6/2014   | CHECK        | PMCHK00001637    | \$930.00    |
| 048240       | SCHSEC    | SCHILKE SECURITY               | 6/25/2014  | CHECK        | PMCHK00001642    | \$95.00     |
| 048141       | SCHELE    | SCHINDLER ELEVATOR CORPORATION | 6/6/2014   | CHECK        | PMCHK00001637    | \$603.31    |
| 048194       | SCHELE    | SCHINDLER ELEVATOR CORPORATION | 6/16/2014  | CHECK        | PMCHK00001641    | \$20,295.80 |
| 048239       | SCHELE    | SCHINDLER ELEVATOR CORPORATION | 6/25/2014  | CHECK        | PMCHK00001642    | \$2,632.32  |
| 048181       | SEEDLI    | SEEDLINGS BRAILLE BOOKS FOR CH | 6/12/2014  | CHECK        | PMCHK00001640    | \$100.00    |
| 048182       | SENTPRO   | SENTIMENTAL PRODUCTIONS        | 6/12/2014  | CHECK        | PMCHK00001640    | \$120.00    |
| 048241       | SETON     | SETON                          | 6/25/2014  | CHECK        | PMCHK00001642    | \$287.45    |
| 048230       | PACMEC    | SHAMBAUGH & SON, L.P           | 6/25/2014  | CHECK        | PMCHK00001642    | \$4,580.00  |
| 048183       | SHOULDICE | SHOULDICE LIBRARY              | 6/12/2014  | CHECK        | PMCHK00001640    | \$40.00     |
| 048184       | STAHAR    | STADIUM HARDWARE               | 6/12/2014  | CHECK        | PMCHK00001640    | \$183.65    |
| 048185       | STAPLE    | STAPLES ADVANTAGE              | 6/12/2014  | CHECK        | PMCHK00001640    | \$171.84    |
| 048144       | STEOSB    | STEVE OSBURN                   | 6/6/2014   | CHECK        | PMCHK00001637    | \$50.00     |
| 048145       | SWBAPT    | SW BAPTIST THEOLOGICAL SEMINAR | 6/6/2014   | CHECK        | PMCHK00001637    | \$8.00      |
| 048242       | SWESOU    | SWEETWATER SOUND INC.          | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,495.97  |
| 048146       | TERSOA    | TERRY SOAVE                    | 6/6/2014   | CHECK        | PMCHK00001637    | \$213.22    |
| 048186       | TERSOA    | TERRY SOAVE                    | 6/12/2014  | CHECK        | PMCHK00001640    | \$88.65     |
| 048187       | THEANN    | THE ANN MAGAZINE               | 6/12/2014  | CHECK        | PMCHK00001640    | \$500.00    |
| 048243       | TEACOM    | THE GREAT COURSES              | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,773.80  |
| 048245       | TMGROU    | THE TM GROUP INC               | 6/25/2014  | CHECK        | PMCHK00001642    | \$2,980.00  |
| 048188       | TRADIS    | TRAVERSE AREA DISTRICT LIBRARY | 6/12/2014  | CHECK        | PMCHK00001640    | \$19.95     |
| 048189       | ULINE     | ULINE, INC.                    | 6/12/2014  | CHECK        | PMCHK00001640    | \$351.67    |
| 048247       | UNIQMA    | UNIQUE MANAGEMENT SERVICES, IN | 6/25/2014  | CHECK        | PMCHK00001642    | \$948.70    |

\* Voided Checks

| Check Number      | Vendor ID | Vendor Check Name            | Check Date | Checkbook ID | Audit Trail Code | Amount                               |
|-------------------|-----------|------------------------------|------------|--------------|------------------|--------------------------------------|
| 048148            | UNIPAR    | UNITED PARCEL SERVICE        | 6/6/2014   | CHECK        | PMCHK00001637    | \$33.30                              |
| 048246            | UNIPAR    | UNITED PARCEL SERVICE        | 6/25/2014  | CHECK        | PMCHK00001642    | \$107.24                             |
| 048149            | VERWIRC   | VERIZON WIRELESS             | 6/6/2014   | CHECK        | PMCHK00001637    | \$801.59                             |
| 048249            | VERWIRC   | VERIZON WIRELESS             | 6/25/2014  | CHECK        | PMCHK00001642    | \$1,724.34                           |
| 048150            | WASHNE    | WASHTENAW NEWS COMPANY, INC. | 6/6/2014   | CHECK        | PMCHK00001637    | \$389.75                             |
| 048151            | WASMAN    | WASTE MANAGEMENT OF MICHIGAN | 6/6/2014   | CHECK        | PMCHK00001637    | \$225.08                             |
| 048190            | WEMU      | WEMU                         | 6/12/2014  | CHECK        | PMCHK00001640    | \$1,000.00                           |
| 048250            | XEROX     | XEROX CORPORATION            | 6/25/2014  | CHECK        | PMCHK00001642    | \$44.31                              |
| Total Checks: 153 |           |                              |            |              |                  | Total Amount of Checks: \$359,750.08 |

## SCHEMATIC COST ESTIMATE

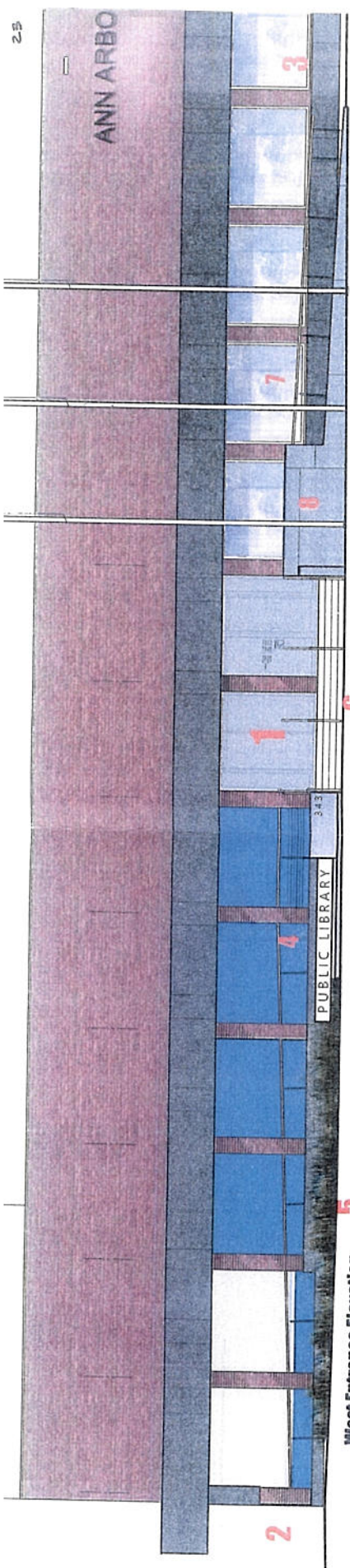
Project name &amp; location: Ann Arbor District Library Main Entry - REVISED

Bldg size &amp; description: 2,900 SF Based on Arch. Drawings dated 7/1/14

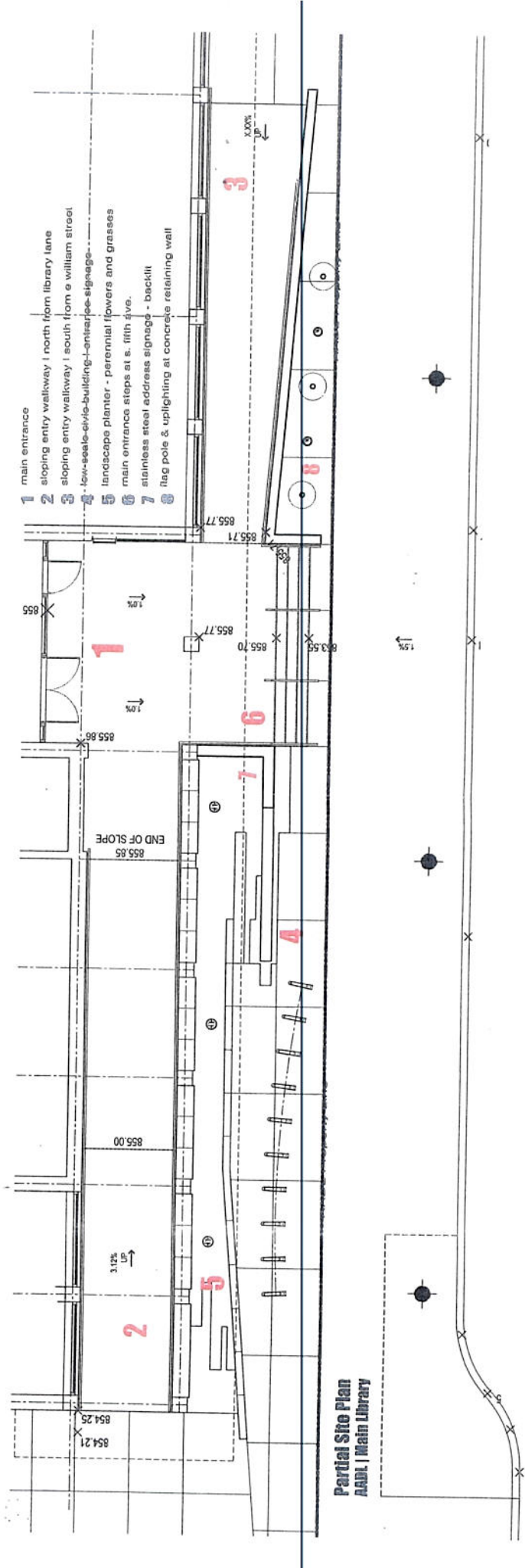
Estimate date &amp; estimator: 7/15/2014 MG/NW

|  |                      | ←--- Cost Breakdown ---→ |        |             | Total            |  |
|--|----------------------|--------------------------|--------|-------------|------------------|--|
| Category Name:   | Pricing Source:      | Quantity                 | Unit x | Unit Cost = | Schematic Cost   | Remarks  |
| Design Services  | None                 | 0                        |        | 0.00        | \$0              | Not in construction contract   |
| Preconstruction Services                               | None                 | 0                        |        | 0.00        | 0                | Engineer of cladding system by others  |
| Building Demolition                                    | N/A                  | -                        |        | -           | 0                | Not in construction contract   |
| Equipment  | OCI                  | 1                        | LS     | 3,000.00    | 3,000            | Scaffolding  |
| Fascia Demo  | OCI Allowance        | 80                       | MH     | 55.00       | 4,400            |  |
| Site Demolition  | Subcontractor        | 1                        | LS     | 27,500.00   | 27,500           | Existing concrete West of Library to property line   |
| Earthwork & Grading                                    | Subcontractor        | 1                        | LS     | 12,500.00   | 12,500           | West of Library to property line   |
| Bike Racks   | OCI Allowance        | 10                       | EA     | 500.00      | 5,000            |  |
| Landscaping  | OCI Allowance        | 1                        | LS     | 5,000.00    | 5,000            |  |
| Concrete   | OCI                  | 2,900                    | SF     | 7.58        | 22,000           | 6" S.O.G. standard sidewalk  |
| Concrete North of Library                              | N/A                  | -                        |        | -           | 0                | DDA Scope of work  |
| Concrete 1/2 walls                                     | OCI                  | 8                        | CY     | 687.50      | 5,500            |  |
| 1/2 wall footings                                      | OCI                  | 100                      | LF     | 58.33       | 5,833            |  |
| Decorative Steel Handrails                             | HDI                  | 25                       | LF     | 294.00      | 7,350            | Circum Guardrail w/stainless steel top rail and stainless steel infill                     |
| Standard Galvanized Handrails                          | Subcontractor        | 200                      | LF     | 75.00       | 15,000           | Along one side of the ramp   |
| Rough Framing/Carpentry                                | N/A                  | -                        |        | -           | 0                |  |
| OKO Skin Plank Material                                | fibrec North America | 1,035                    | SF     | 15.00       | 15,525           | Fascia and Wall perpendicular to entry   |
| OKO Skin Recladding Labor                              | OCI                  | 120                      | MH     | 75.00       | 9,000            |  |
| Fascia Backup  | OCI Allowance        | 1                        | LS     | 5,000.00    | 5,000            | Assume Z-furring   |
| Joint Sealants   | OCI                  | 1                        | LS     | 1,000.00    | 1,000            |  |
| Glass/Glazing  | Subcontractor        | 1                        | LS     | 58,000.00   | 58,000           | Exterior/ Interior new curtain wall glazing with balanced double doors and standard single |
| Plaster Patching                                       | OCI Allowance        | 1                        | LS     | 2,500.00    | 2,500            |  |
| Painting of Soffit                                     | OCI                  | 1                        | LS     | 3,900.00    | 3,900            | Labor with standard paint material   |
| Electrical   | Subcontractor        | 1                        | LS     | 5,700.00    | 5,700            | Excludes electrical for signage  |
| Electrical for Signage                                 | OCI Allowance        | 1                        | LS     | 2,000.00    | 2,000            | Exterior signage   |
| Existing Soffit Lighting                               | OCI                  | 10                       | EA     | 100.00      | 1,000            | Replace existing fixture lamps with LEDs   |
| Flagpole Lighting                                      | Clarus Lighting      | 2                        | EA     | 1,145.00    | 2,290            | Between flagpoles  |
| Landscape Lighting                                     | Clarus Lighting      | 3                        | EA     | 618.00      | 1,854            |  |
| Masonry Column Fixtures                                | Clarus Lighting      | 9                        | EA     | 312.00      | 2,808            | Columns North of entry   |
| Masonry Column Fixtures                                | Clarus Lighting      | 5                        | EA     | 152.00      | 760              | Columns South of entry   |
| Signage Lighting                                       | Clarus Lighting      | 2                        | EA     | 596.00      | 1,192            | Above signage at entry   |
| General Requirements                                   | OCI                  | 15                       | %      | 225,612     | 33,842           |  |
| Sub-Total  |                      |                          |        |             | 259,454          |  |
| Permit ALLOWANCE:                                      |                      | 1                        |        |             | 2,000            | For A2 jobs over \$100k  |
| Perf/LM Bonds:   |                      | 1                        |        |             | 0                | Not Included   |
| OCI Fee: %   |                      | 10%                      |        |             | 25,945           |  |
| Construction Contingency:                              |                      | 10%                      |        |             | 25,945           |  |
| Design Contingency                                     |                      | 6%                       |        |             | 15,567           |  |
| <b>SUBTOTAL SCHEMATIC COST:</b>                        |                      |                          |        |             | <b>\$328,912</b> |  |
| Alternates:  |                      |                          |        |             |                  |  |
| Fiber C Cladding Material Under Windows South of Entry |                      |                          |        |             | \$9,042          | ADD  |
| (2) New Flagpoles                                      |                      |                          |        |             | \$13,235         | ADD  |
| Heated Sidewalks per AS100 dated 7/1/14                |                      |                          |        |             | \$67,834         | ADD  |
| Signage  |                      |                          |        |             |                  | - By Owner   |
| Sound System with (3) Speakers                         |                      |                          |        |             | \$6,500          | ADD  |
| <b>TOTAL SCHEMATIC COST:</b>                           |                      |                          |        |             | <b>\$425,523</b> |  |





**West Entrance Elevation**  
ADDL | Main Library



**Partial Site Plan**  
ADDL | Main Library

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-136**

**RESOLUTION TO APPROVE THE CONSTRUCTION BUDGET FOR THE  
DOWNTOWN LIBRARY FRONT ENTRANCE REDESIGN**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of July, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) To approve the construction budget provided by O’Neal Construction Inc. for the Downtown Library front entrance redesign.
- 2.) To increase the budget line for Capital Outlays by \$425,523.00 for redesign of the front entrance of the Downtown Library.
- 3.) That the \$425,523.00 increase for Capital Outlays be transferred from the Fund Balance.
- 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.

\_\_\_\_\_  
Secretary

**SCHINDLER ELEVATOR CORPORATION**

Livonia Corporate Center, Building 5  
 28451 Schoolcraft Road  
 Livonia, MI 48150-2238  
 Phone: 734-367-9446  
 Fax: 734-367-9440

**UPGRADE ORDER AGREEMENT****Date:** 05/15/2014**Estimate Number:** KKAA-9K4RCQ (2014.2.1)**To:**

Ann Arbor District Library  
 343 S 5Th Ave  
 Ann Arbor, MI 48104-2217

**Customer:**

Ann Arbor District Library  
 343 S 5th Ave  
 Ann Arbor, MI 48104-2217

**Attn:** Andra Williams

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

**Replacement Hydraulic Jack on Patron elevator**

A new hydraulic jack complies with all current ASME –A17.1 codes, including double-bottom design for added safety.

Schindler proposes to provide all labor, material, engineering, permits, and supervision required to perform the following scope of work during regular working hours of the elevator trade:

- Apply for alterations permit from the State of Michigan
- Properly barricade site
- Carefully secure the elevator car in the hoistway to permit work on the jack
- Remove existing jack from casing hole
- Install new Jack, which features double-bottom design and protective PVC lining.
  1. Weld the four (4) section jack together
  2. Ensure jack is plumb and properly fasten
- Replace existing pit channels, spring buffers and platen plate.
- Replace pit shut-off valve
- Furnish spare packing set (for future use)
- Replace all hydraulic oil (Estimated 140+ gallons).
- Perform all necessary adjustments
- Perform final acceptance with state inspector
- Return elevator back to service.

**Work by others:** In conjunction with the jack replacement, Schindler shall not be responsible for remedial work that may be required to deal with underground contamination resulting from oil loss from the existing jack. Removal and disposal of hazardous materials is by others.

Schindler cannot be held responsible for uncontrollable factors that may occur while performing this work. The condition of the existing casing and hole is unknown. Removing the existing jack may uncover a cylinder hole full with sand or other debris, requiring additional work to install the new jack. If such additional work becomes necessary we will provide a separate proposal.

Schindler Elevator Corporation cannot estimate the exact cost of the sub-contracted well drilling as many variables contribute to the final cost. The final cost of the project will be the Jack Assembly Replacement price, plus an additional amount for well drilling (if needed). If well drilling is found to be needed, Schindler will provide you with an additional proposal.

**Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract be encountered, the contract price and time shall be equitably adjusted by change order upon claim by either party made within 20 days and after the first observance of the conditions.**

**Price:** \$57,988.00, plus applicable taxes. (Quotations valid for 60 days; price based upon work during regular working hours of regular working days.)

**Payment:** 35% of the price is due upon acceptance of this proposal;  
40% of the price is due as work progresses within 30 days of invoice;  
Balance due upon completion, within 30 days of invoice.  
Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses and costs of collection.

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

Kevin Kalita

By: Kevin Kalita

For: Schindler Elevator Corporation

Title: Sales Representative

Date: 5/15/2014

Approved:

\_\_\_\_\_

By: Pete Long

Title: District Manager

Date: \_\_\_\_\_

Accepted:

\_\_\_\_\_

By: \_\_\_\_\_

For: Ann Arbor District Library

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, detention or delay for causes beyond its reasonable control, including strikes, lockouts, or labor disputes, or acts of God. Dates for the performance or completion of the work shall be extended as is reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/ access/ object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which we will deactivate and remove if the Agreement is terminated.

**SCHINDLER ELEVATOR CORPORATION**

Livonia Corporate Center, Building 5  
 28451 Schoolcraft Road  
 Livonia, MI 48150-2238  
 Phone: 734-367-9446  
 Fax: 734-367-9440

**UPGRADE ORDER AGREEMENT****Date:** 06/20/2014**Estimate Number:** KKAA-9L9PHY (2014.3.1)**To:**

Ann Arbor District Library  
 343 S 5Th Ave  
 Ann Arbor, MI 48104-2217

**Customer:**

Ann Arbor District Library  
 343 S 5th Ave  
 Ann Arbor, MI 48104-2217

**Attn:** J. Parker

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

**Well Drilling**

- A. AFTER-DRILL ELEVATOR HOLE(S) IN AN EXISTING HOISTWAY & CLEAN OUT EXISTING HOLE & CASING SIZE UNKNOWN & NO DRILLING IS NECESSARY WITH 2 MEN & INSIDE ROTARY RIG @ \$485.00 PER HOUR OR \$3,880.00 PER 8 HOUR DAY, PLUS MATERIALS & OUT OF TOWN EXPENSE.

ESTIMATE 5 DAYS FOR TOTAL OF 40 HOURS INCLUDING TRAVEL \$19,400.00

ESTIMATE 6 HOURS OF OVERTIME (2 PER DAY FOR 3 DAYS) \$5,010.00

ESTIMATE OUT OF TOWN EXPENSE FOR 2 MEN @ \$295.00 PER DAY TIMES 5 DAYS 1,475.00

FUEL SURCHARGE 500.00

Schindler will additionally provide one man on stand-by up to five days, and also install two rigging beam channels underneath the car for the well driller to attach their drill from.

**Price:** \$35,610.00, plus applicable taxes. (Quotations valid for 60 days; price based upon work during regular working hours of regular working days.)

**Payment:** 35% of the price is due upon acceptance of this proposal;

40% of the price is due as work progresses within 30 days of invoice;

Balance due upon completion, within 30 days of invoice.

Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses and costs of collection.

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

\_\_\_\_\_

By: Kevin Kalita

For: Schindler Elevator Corporation

Title: Sales Representative

Date: 6/20/2014

Approved:

\_\_\_\_\_

By: Pete Long

Title: District Manager

Date: \_\_\_\_\_

Accepted:

\_\_\_\_\_

By: \_\_\_\_\_

For: Ann Arbor District Library

Title: \_\_\_\_\_

Date: \_\_\_\_\_



### TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, deterioration or delay for causes beyond its reasonable control, including strikes, lockouts, or labor disputes, or acts of God. Dates for the performance or completion of the work shall be extended as is reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/ access/ object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which we will deactivate and remove if the Agreement is terminated.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-176**

**RESOLUTION TO AWARD THE CONTRACT TO REPAIR DOWNTOWN  
LIBRARY PUBLIC ELEVATOR**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of July, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

**THE BOARD RESOLVES:**

- 1.) To award the contracts for repair of the public elevator at the Downtown Library Branch to Schindler Elevator Corporation for the amount of \$93,598.00.
- 2.) To increase the budget line for Capital Outlays by \$57,988.00 for the repair of the public elevator at the Downtown Library.
- 3.) To increase the budget line for Capital Outlays by \$35,610.00 for well drilling (after-drill) of elevator hole in the existing hoistway and clean out of existing hole and casing.
- 4.) That the \$93,598.00 increase for Capital Outlays be transferred from the Fund Balance.
- 5.) 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.

\_\_\_\_\_  
Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-177**

**RESOLUTION TO AMEND THE 2013-2014 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 21<sup>st</sup> day of July 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$22,500 from Capital Outlays to Supplies.
- 2). To transfer \$49,800 from Capital Outlays to Software Licenses / Maintenance.
- 3). To transfer \$17,000 from Utilities to Purchased Services.
- 4). To transfer \$6,500 from Utilities to Copier Expense.
- 5). To transfer \$500 from Utilities to Library Programming.
- 6). 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.

\_\_\_\_\_  
Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 14-178**

**RESOLUTION OF THANKS TO WENDY ST. ANTOINE UPON HER  
RETIREMENT**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of July, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

**THE BOARD RESOLVES:**

- 1.) That it would like to officially thank Wendy St. Antoine for her service as an employee from December 16, 1996 to August 15, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head  
Nancy Kaplan  
Margaret Leary  
Barbara Murphy  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell

2014 OFFICERS

President . . . . . Prue Rosenthal  
Vice President . . . . . Barbara Murphy  
Treasurer . . . . . Jan Barney Newman  
Secretary . . . . . Rebecca Head

ADMINISTRATION

Josie Parker . . . . . Director  
Eli Neiburger . . . . . Deputy Director

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

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