



Regular Meeting Agenda

Monday, June 19, 2017

Published by Ann Arbor District Library

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 19, 2017 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-103 I. CALL TO ORDER
- 17-104 II. ATTENDANCE
- 17-105 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 17-106 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of May 22, 2017 (pp. 3-24)
- CA-2 Approval of May 2017 Disbursements (pp. 25-27)
- 17-107 V. CITIZENS' COMMENTS
- 17-108 VI. FINANCIAL REPORTS (pp. 28-32)
 Bill Cooper, Finance Manager
- 17-109 VII. COMMITTEE REPORTS
- 17-110 A. DIRECTOR'S EVALUATION COMMITTEE
- 17-111 VIII. DIRECTOR'S REPORT (pp. 33-35)
 Josie B. Parker, Director
- 17-112 IX. OLD BUSINESS
- 17-036 A. BOARD RETREAT REVIEW/ASSESSMENT
 (Item of discussion)
 Kerry Sheldon, Bridgeport Consulting
- 16-201 B. UPDATE ON TRAVERWOOD BRANCH LIBRARY
 CAPITAL PROJECT
 Len Lemorie, Facilities Manager

- 17-019 C. UPDATE ON DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
Len Lemorie, Facilities Manager
- 17-113 X. NEW BUSINESS
- 17-114 A. RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICES (p. 36)
(Item of action)
Len Lemorie, Facilities Manager
- 17-115 B. RESOLUTION TO AMEND THE 2016-2017 BUDGET
(Item of action)
Bill Cooper, Finance Manager
- 17-116 C. VOLUNTEER PROGRAM @ AADL
Shoshana Hurand, Volunteer Coordinator
- 17-117 D. LICENSING AND PUBLISHING @ AADL
Eli Neiburger, Deputy Director
- 17-118 XI. CITIZENS' COMMENTS
- 17-119 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 22, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 22, 2017

- 17-079 I. CALL TO ORDER
- President Vander Broek called the meeting to order 6:18 p.m.
- 17-080 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman,
 Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Bill Cooper, Karen Wilson
 (recorder)
- 17-081 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S
 EVALUATION
- 17-082 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2017-2018 AT 7:00PM
- President Vander Broek reconvened to the Public Hearing on the
 2017-2018 Budget at 7:02 p.m.
- 17-083 V. CALL FOR PUBLIC COMMENT ON THE 2017-2018 BUDGET
- President Vander Broek called for public comment on the budget.
 There was no public comment. President Vander Broek closed the
 Public Hearing on the 2017-2018 Budget.
- 17-084 VI. RECONVENE REGULAR MEETING IMMEDIATELY
 FOLLOWING PUBLIC HEARING ON THE 2017-2018 BUDGET
- President Vander Broek reconvened to the regular meeting at 7:03
 p.m.
- 17-085 VII. APPROVAL OF AGENDA
 (Item of action)
- Trustee Sherman, supported by Treasurer Leija, moved to approve
 the agenda.

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

NAYS: None

Motion passed 7-0.

17-086 VIII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of April 17, 2017

CA-2 Approval of April 2017 Disbursements

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

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

NAYS: None

Motion passed 7-0.

17-087 IX. CITIZENS' COMMENTS

Dan Bilich

Same subject basically as the last time I was here. I was here the night of the City Council meeting when the vote was taken on the building next door and the City Council's approval of a seventeen story building next door has change the circumstances for the Ann Arbor District Library's downtown presence. It's a brave new world. So I have a bunch of questions and I'm going to read some of this stuff off. Some of the things that pop into my mind if just sat down for a half hour and scribbled things down. What are the district library's plans for participating in any upcoming public meetings concerning the Library Lot site plan? What does the Library Board intend to advocate for in specific plans there? What parts of the Ann Arbor District Library downtown presence can best be physically located in the proposed Library Lot building on those first couple floors there in the public areas. What are the Library's plans for the radio/TV station included in the new downtown library? It seems like the library in the 21st century would have such things. Will the antenna be on top of the new building, what kind of

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FCC licenses does the Library need to get in order to be a library? It's time we had these communication abilities. Will AADL soon start having vision meetings for the new downtown library site? I think this stuff is going to be, if it is different, now that this proposal has happened its possible for us all to have an informed view, at least a moral formed view. Will the new theater, council chamber, concert auditorium best be sited in the Library Lot building or in the new library that's built on this site? Because the building next door will be privately managed will their rules for dealing with public access and disruptive behavior from the public be different from the public library's and how does that impact on planning. So anyhow, that's just off the top of my head. I am passionately interested in this. I think it is very important. I am involved in the arts, I'm an AAATA driver for fifteen years, I know this block. I worked at the Sun Bakery when it was there. I worked at Herb's when Herb's was there. I've spent a lot of my life on this block. And what happens here is essential to Ann Arbor and the Library is a huge part of what happens here. There are things that cannot happen in the private sector because of real estate prices. I'm involved in theater, they have people try and find a place like Performance Network. I said this last time I spoke to you, the real estate prices are prohibited. There are things that the library can provide that cannot be provided otherwise at this time. And this is now, you know, time to start envisioning it. That's all I have to say, if anybody has anything to say to me I'm here. Thank you very much. My Monday's are very busy and I'm going to have to leave in a couple of minutes. Thank you all very much for listening.

17-088 X. FINANCIAL REPORTS

Director Parker introduced Bill Cooper, Finance Manager.

Finance Manager Cooper presented the April 2017 financials in the Board Packet. He noted that several line items are currently over budget, but overall spending is under budget year to date.

17-089 XI. COMMITTEE REPORTS

17-090 A. BUDGET AND FINANCE COMMITTEE

Treasurer Leija reported that the Budget and Finance Committee met on May 2nd. The committee was introduced to Finance Manager

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Bill Cooper at that time. The committee reviewed the revised proposed 2017-2018 budget documents and has brought those documents forward further in the agenda.

Trustee Barney Newman inquired why the Friends Fund showed a negative balance. Director Parker stated that no monies have been received this fiscal year yet from the Friends. Trustee Barney Newman inquired regarding receipt of funds from the Ladies Library Association. Director Parker stated that \$8,000 was recently received.

17-091

B. DIRECTOR'S EVALUATION COMMITTEE

President Vander Broek reported the committee met and completed Director Parker's evaluation which is listed later in the agenda. The committee is still working to create a new process for future evaluations.

17-092

XII. DIRECTOR'S REPORT

Josie B. Parker, Director

In addition to the written report in the Board packet, Director Parker highlighted:

Upcoming events at AADL include the MLA Executive Summit on June 2nd, Midlands Northlands Conference happening June 6th through June 8th, The Mini Maker Faire on June 3rd and the Ann Arbor Comic Arts Festival on June 17th and June 18th.

Director Parker reviewed with the Board activity updates to the 2016-2019 Strategic Plan. These updates will be posted to the Strategic Plan on the website.

Director Parker thanked the staff who worked on creating the Strategic Plan update document.

17-093

XIII. OLD BUSINESS

16-201

A. UPDATE ON TRAVERWOOD BRANCH LIBRARY CAPITAL PROJECT

Len Lemorie, Facilities Manager

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Facilities Manger Lemorie reported that work at Traverwood is progressing well and is on time. The concrete wall has been poured and all storm sewers have been cleaned. There has been limited disruption to accessing the parking lot.

17-019

B. UPDATE ON DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
 Len Lemorie, Facilities Manager

Facilities Manger Lemorie reported that the electrical and plumbing is complete. Next on the project list is tiling and installation of fixtures. The dust wall around the project is slated to be removed on June 1st with the restrooms opening on June 2nd.

17-075

C. RESOLUTION TO PROVIDE A LIVE INTERNET VIDEO STREAM OF AADL BOARD MEETINGS
 (Tabled Item of action)

Deputy Director Neiburger presented a case study responding to questions raised at the last Board meeting regarding recording AADL Board meetings. Updating the 4th floor Board meeting room with audio-visual equipment would be cost prohibitive. The Downtown Library Multipurpose Room is the only location in the system that has equipment that can produce a quality product.

The Board discussed the various options presented. Consensus of the Board was to record the July Board meeting in the Multipurpose Room and revisit the outcome at the August Board meeting.

Treasurer Leija, supported by Trustee Green, moved the Board resolves:

- 1) That Ann Arbor District Library will produce a live Internet video stream of each monthly public meeting of the Ann Arbor District Library Board of Trustees.
- 2) That archived recordings of each live stream will be available for on-demand viewing on aadl.org.
- 3) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: Surovell

Motion passed 6-1.

Trustee Sherman inquired about the launch date of the new website. Deputy Director Neiburger stated the launch date has been moved to January of 2018 due to a longer timeline required for MeLCat than previously anticipated.

17-094 XIV. NEW BUSINESS

17-095 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2017-2018
 (Item of action)

Director Parker noted that information received from the County required the millage rate to be adjusted to 1.8913 mills to account for Headlee.

Vice President Song, supported by Treasurer Leija, moved the Board resolves:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2018, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

17-096 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves:

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- 1.) That as to the 2017-2018 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8913 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2017, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

17-097

C. RESOLUTION TO ADOPT THE 2017-2018 BUDGET AS A
LINE ITEM BUDGET AND COMPLIANCE OF
DISBURSEMENTS
 (Item of action)

Trustee Sherman, supported by Trustee Barney Newman, moved the Board resolves:

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform

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Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2017-2018 the total amount of \$16,309,168 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Finance Manager of the Library or Senior Human Resources Specialist of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by

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the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

NAYS: None

Motion passed 7-0.

17-098

- D. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)

Trustee Barney Newman, supported by Trustee Sherman, moved the Board resolves:

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- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 7-0.

17-099

E. RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR FOR THREE YEARS

(Item of action)

Len Lemorie, Facilities Manager

Trustee Green, supported by Vice President Song, moved the Board resolves:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son L.P. for three years beginning July 1, 2017 for the bid amount of \$296,340.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Manger Lemorie reported that an RFP was issued for this service. Four responses were received. Although Shambaugh & Son was not the lowest bidder they have done exceptional work for the Library including providing services outside of their contract.

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

NAYS: None

Motion passed 7-0.

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17-100

F. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

President Vander Broek read the following letter:

Dear Josie,

Congratulations on another successful year highlighted by the on time opening of the wildly popular Westgate Branch in the mall. The response from the community has been overwhelmingly positive and the Board hears frequent raves about the branch. You wisely used the opportunity to experiment and the closing of the old branch for construction and re-opening all went seamlessly.

You also successfully completed the process of separation from the Ann Arbor Schools over the summer. A long process that took patience, persistence and an eye for the future.

In looking over the categories of your performance it's clear that you continue to achieve at a high level and are well regarded in the community and in your field.

At the Board we are grateful for your skill in identifying new opportunities and advocating on behalf of the Library in diverse situations.

The Board continues to look for ways to effectively communicate and collaborate with you and your staff. We appreciate the effort that you have put into the monthly director's report at our meetings.

The November election brought a major change to the Board's composition. This new Board is really looking forward to all that we can accomplish together this next year.

Sincerely the Ann Arbor District Library Board.

Director Parker thanked the Board and acknowledged staff in making the past year's achievements possible.

17-101

XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

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17-102 XVI. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:47 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 May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-075**

**RESOLUTION TO PROVIDE A LIVE INTERNET VIDEO STREAM OF AADL
BOARD MEETINGS**

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 22nd day of May, 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1) That Ann Arbor District Library will produce a live Internet video stream of each monthly public meeting of the Ann Arbor District Library Board of Trustees.
- 2) That archived recordings of each live stream will be available for on-demand viewing on aadl.org.
- 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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song,
Jamie Vander Broek

NAYS: Edward Surovell

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 May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-095**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2017-2018 OF THE ANN ARBOR DISTRICT LIBRARY**

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 22nd day of May 2017 at 6:00 p.m.

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

ABSENT: None

The following resolution was offered by Vice President Song, and supported by Treasurer Leija:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 22, 2017, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2018, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-096**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY
TAXING AUTHORITIES**

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 22nd day of May 2017 at 6:00 p.m.

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

ABSENT: None

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2017-2018 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2017-2018 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8913 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2017, except as subsequently altered or amended by appropriate certification.

- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-097**

**RESOLUTION TO ADOPT THE 2017-2018 BUDGET AS A LINE ITEM BUDGET
AND COMPLIANCE OF DISBURSEMENTS**

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 22nd day of May 2017 at 6:00 p.m.

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

ABSENT: None

The following resolution was offered by Trustee Sherman and supported by Trustee Barney Newman:

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2017-2018 the total amount of \$16,309,168 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Finance Manager of the Library or Senior Human Resources Specialist of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll

(including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$28,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$28,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on May 22, 2017 and that said meeting was conducted and public

notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-098**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS
OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 22nd day of May 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-099**

**RESOLUTION TO AWARD CONTRACT FOR HVAC EQUIPMENT
MAINTENANCE AND REPAIR FOR THREE YEARS**

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 22nd day of May 2017 at 6:00 p.m.

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

ABSENT: None

The following resolution was offered by Trustee Green, and supported by Vice President Song:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the contract for HVAC equipment maintenance and repair be awarded to Shambaugh & Son L.P. for three years beginning July 1, 2017 for the bid amount of \$296,340.00.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on May 22, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

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

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055542	ABRPLA	ABRAMS PLANETARIUM-MSU	5/4/2017	CHECK	PMCHK00002037	\$12.00
055543	ADASTR	ADAMS STREET PUBLISHING CO.	5/4/2017	CHECK	PMCHK00002037	\$480.00
055544	ADTSEC	TYCO INTEGRATED SECURITY	5/4/2017	CHECK	PMCHK00002037	\$123.40
055545	AFTDEL	AFTERNOON DELIGHT	5/4/2017	CHECK	PMCHK00002037	\$510.95
055546	AMACORP	AMAZON	5/4/2017	CHECK	PMCHK00002037	\$123.40
055547	AMASCH	AMANDA SCHOTT	5/4/2017	CHECK	PMCHK00002037	\$1,792.06
055548	ANNARB	ANN ARBOR OBSERVER	5/4/2017	CHECK	PMCHK00002037	\$12.04
055549	ANNPRU	ANNA PRUSHINSKAYA	5/4/2017	CHECK	PMCHK00002037	\$2,426.50
055550	APPIMA	APPLIED IMAGING	5/4/2017	CHECK	PMCHK00002037	\$100.00
055551	B&H	B&H PHOTO-VIDEO	5/4/2017	CHECK	PMCHK00002037	\$2,480.00
055552	BARBAG	BARRY BAGELS	5/4/2017	CHECK	PMCHK00002037	\$1,635.58
055553	BETNEA	BETHANY NEAL	5/4/2017	CHECK	PMCHK00002037	\$110.88
055554	BLAAUD	BLACKSTONE AUDIO BOOKS	5/4/2017	CHECK	PMCHK00002037	\$250.00
055555	BRIOBR	BRIDGET O'BRIEN	5/4/2017	CHECK	PMCHK00002037	\$87.45
055556	BUSCAR	BUSINESS CARD	5/4/2017	CHECK	PMCHK00002037	\$125.00
055557	CDW-G	CDW GOVERNMENT, INC.	5/4/2017	CHECK	PMCHK00002037	\$7,014.26
055558	CINCOR	CINTAS CORPORATION	5/4/2017	CHECK	PMCHK00002037	\$10,849.09
055559	COMALLW	COMPUTER ALLEY WEST	5/4/2017	CHECK	PMCHK00002037	\$472.26
055560	COMCAS	COMCAST	5/4/2017	CHECK	PMCHK00002037	\$227.00
0555606	APPIMA	APPLIED IMAGING	5/4/2017	CHECK	PMCHK00002039	\$40.07
0555607	BUSCAR	BUSINESS CARD	5/4/2017	CHECK	PMCHK00002039	\$1,982.50
055561	DEMCO	DEMCO	5/4/2017	CHECK	PMCHK00002037	\$2,894.00
055562	DENOWE	DENISE EUREY-OWENS	5/4/2017	CHECK	PMCHK00002037	\$82.99
055563	DICBLI	BLICK ART MATERIALS	5/4/2017	CHECK	PMCHK00002037	\$100.00
055564	DISSMART	DISPLAY SMART, LLC	5/4/2017	CHECK	PMCHK00002037	\$68.28
055565	FASTSI	FASTSIGNS	5/4/2017	CHECK	PMCHK00002037	\$1,269.00
055566	FRIOF	FRIENDS OF THE ANN ARBOR	5/4/2017	CHECK	PMCHK00002037	\$1,370.00
055567	GAMESTAR	GAMESTART	5/4/2017	CHECK	PMCHK00002037	\$2,005.15
055568	GARISTE	GARI STEIN	5/4/2017	CHECK	PMCHK00002037	\$600.00
055569	GOPHER	GOPHER	5/4/2017	CHECK	PMCHK00002037	\$100.00
055570	HUGGAL	HUGH GALLAGHER	5/4/2017	CHECK	PMCHK00002037	\$232.71
055571	HURHIG	HURON HIGH SCHOOL YEARBOOK	5/4/2017	CHECK	PMCHK00002037	\$400.00
055572	JENBER	JENNIFER K BERG	5/4/2017	CHECK	PMCHK00002037	\$160.00
055573	JOSPAR	JOSIE PARKER	5/4/2017	CHECK	PMCHK00002037	\$100.00
055574	KATGOO	KATHRYN GOODSON	5/4/2017	CHECK	PMCHK00002037	\$139.02
055575	MANCOS	MANER COSTERISAN	5/4/2017	CHECK	PMCHK00002037	\$100.00
055576	MARKOU	MARGARET KOURVO	5/4/2017	CHECK	PMCHK00002037	\$24,375.00
055577	MIKPOS	MIKE POSTULA	5/4/2017	CHECK	PMCHK00002037	\$250.00
055578	MOLDIC	MOLLY DICKINSON	5/4/2017	CHECK	PMCHK00002037	\$41.36
055579	NICTHO	Nicholas Alexander Hale Thomps	5/4/2017	CHECK	PMCHK00002037	\$100.00
055580	OFFDEP	OFFICE DEPOT, INC.	5/4/2017	CHECK	PMCHK00002037	\$150.00
055581	ONEACON	O'NEAL CONSTRUCTION	5/4/2017	CHECK	PMCHK00002037	\$644.22
055582	PACMEC	SHAMBAUGH & SON, L.P	5/4/2017	CHECK	PMCHK00002037	\$108,073.23
055583	PAUGHO	PAULA GHOSH	5/4/2017	CHECK	PMCHK00002037	\$22,243.75
055584	PERSEI	PERRY A. SEIBERT	5/4/2017	CHECK	PMCHK00002037	\$25.36
055585	PIOHNSO	PIONEER OMEGA	5/4/2017	CHECK	PMCHK00002037	\$200.00
055586	PRITEC	PRINT TECH INC.	5/4/2017	CHECK	PMCHK00002037	\$120.00
055587	OLTD	O LTD	5/4/2017	CHECK	PMCHK00002037	\$4,707.16
055588	OUIILL	OUIILL CORPORATION	5/4/2017	CHECK	PMCHK00002037	\$7,550.00
055589	RAILAG	RAINA LAGRAN	5/4/2017	CHECK	PMCHK00002037	\$125.38
055590	RANHOU	PENGUIN RANDOM HOUSE, LLC	5/4/2017	CHECK	PMCHK00002037	\$100.00
055591	RECBOO	RECORDED BOOKS, INC.	5/4/2017	CHECK	PMCHK00002037	\$210.00
055592	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/4/2017	CHECK	PMCHK00002037	\$87.12
055593	SCHLEE	SCHINDLER ELEVATOR CORPORATION	5/4/2017	CHECK	PMCHK00002037	\$18,343.00
055594	SCHSOU	SCHEDULE SOURCE, INC	5/4/2017	CHECK	PMCHK00002037	\$815.05
055595	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	5/4/2017	CHECK	PMCHK00002037	\$1,033.50
055596	SHUCRU	SHUTTA CRUM	5/4/2017	CHECK	PMCHK00002037	\$86.58
055597	SWETEAU	Sweetwaters coffee & Tea	5/4/2017	CHECK	PMCHK00002037	\$250.00
055598	ULINE	ULINE, INC.	5/4/2017	CHECK	PMCHK00002037	\$90.00
055599	UNIPAR	UNITED PARCEL SERVICE	5/4/2017	CHECK	PMCHK00002037	\$34.04
055600	VALLINP	VALUE LINE PUBLISHING LLC.	5/4/2017	CHECK	PMCHK00002037	\$57.01
055601	WHILAB	WHITLAM LABEL COMPANY, INC.	5/4/2017	CHECK	PMCHK00002037	\$1,575.00
055602	MIDTAP	MIDWEST TAPE	5/4/2017	CHECK	PMCHK00002037	\$602.43
055603	BAKTAY	BAKER & TAYLOR	5/4/2017	CHECK	PMCHK00002037	\$5,029.19
055604	BTAMEX	AMERICAN EXPRESS	5/4/2017	CHECK	PMCHK00002037	\$15,962.03
055605	COUPAR	COUDAL PARTNERS/ FIELD NOTES B	5/4/2017	CHECK	PMCHK00002037	\$3,376.40
055608	AFTDEL	AFTERNOON DELIGHT	5/11/2017	CHECK	PMCHK00002038	\$6,965.00
055609	ALLEN	ALLIANCE ENTERTAINMENT	5/11/2017	CHECK	PMCHK00002040	\$747.80
055610	AMEHIS	AMELIA HISSONG	5/11/2017	CHECK	PMCHK00002040	\$2,455.38
055611	APPLE	APPLE, INC.	5/11/2017	CHECK	PMCHK00002040	\$240.00
055612	B&H	B&H PHOTO-VIDEO	5/11/2017	CHECK	PMCHK00002040	\$2,920.00
055613	BEEPHEON	Bee Present Honey	5/11/2017	CHECK	PMCHK00002040	\$620.40
055614	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/11/2017	CHECK	PMCHK00002040	\$150.00
055615	BREWER	BREWER'S	5/11/2017	CHECK	PMCHK00002040	\$4,024.76
055616	BRICON	BRIDGEPORT CONSULTING	5/11/2017	CHECK	PMCHK00002040	\$695.33
055617	BUSVAL	BUSCH'S, INC.	5/11/2017	CHECK	PMCHK00002040	\$2,493.75
055618	CINCOR	CINTAS CORPORATION	5/11/2017	CHECK	PMCHK00002040	\$31.72
055619	CITOF1	CITY OF ANN ARBOR TREASURER	5/11/2017	CHECK	PMCHK00002040	\$472.26
055620	DEMCO	DEMCO	5/11/2017	CHECK	PMCHK00002040	\$3,856.55
055621	DICBLI	BLICK ART MATERIALS	5/11/2017	CHECK	PMCHK00002040	\$1,037.98
055622	FLISTU	FLIPSIDE ART STUDIO	5/11/2017	CHECK	PMCHK00002040	\$100.63
055623	INSDS	INSITE DESIGN STUDIO	5/11/2017	CHECK	PMCHK00002040	\$200.00
055624	KAPNICK	KAPNICK INSURANCE GROUP	5/11/2017	CHECK	PMCHK00002040	\$570.00
055625	KEEROG	KEEGAN ROGERS	5/11/2017	CHECK	PMCHK00002040	\$3,713.69
055626	KICTHE	Kickshaw Theatre	5/11/2017	CHECK	PMCHK00002040	\$375.00
						\$250.00

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
055627	LEXMAT	MATTHEW BENDER & CO.. INC.	5/11/2017	CHECK	PMCHK00002040	\$1,649.07
055628	LORBOO	LORITA BOOKS	5/11/2017	CHECK	PMCHK00002040	\$168.95
055629	LOWE'S	LOWES BUSINESS ACCOUNT	5/11/2017	CHECK	PMCHK00002040	\$2,730.27
055631	MICKRE	MICHELLE KRELL KYDD	5/11/2017	CHECK	PMCHK00002040	\$1,000.00
055632	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	5/11/2017	CHECK	PMCHK00002040	\$525.00
055633	OFFDEP	OFFICE DEPOT. INC.	5/11/2017	CHECK	PMCHK00002040	\$217.35
055634	PAYCOO	PAYTON COOK	5/11/2017	CHECK	PMCHK00002040	\$600.00
055635	PRITEC	PRINT TECH INC.	5/11/2017	CHECK	PMCHK00002040	\$2,508.94
055636	RAEHOE	RAE HOEKSTRA	5/11/2017	CHECK	PMCHK00002040	\$100.00
055637	RECBOO	RECORDED BOOKS. INC.	5/11/2017	CHECK	PMCHK00002040	\$476.02
055638	SCHSEC	SCHILKE SECURITY	5/11/2017	CHECK	PMCHK00002040	\$1,640.00
055639	SHEWIL	SHERWIN- WILLIAMS	5/11/2017	CHECK	PMCHK00002040	\$142.17
055640	STAHAR	STADIUM HARDWARE	5/11/2017	CHECK	PMCHK00002040	\$141.70
055641	THOGAL	GALE/CENGAGE LEARNING. INC	5/11/2017	CHECK	PMCHK00002040	\$809.50
055642	UNIPAR	UNITED PARCEL SERVICE	5/11/2017	CHECK	PMCHK00002040	\$47.68
055643	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/11/2017	CHECK	PMCHK00002040	\$251.31
055644	WILTEC	WILTEC TECHNOLOGIES	5/11/2017	CHECK	PMCHK00002040	\$18,409.00
055645	XEROX	XEROX CORPORATION	5/11/2017	CHECK	PMCHK00002040	\$21.41
055646	MIDTAP	MIDWEST TAPE	5/11/2017	CHECK	PMCHK00002040	\$7,129.66
055647	BAKTAY	BAKER & TAYLOR	5/11/2017	CHECK	PMCHK00002040	\$7,848.00
055648	BTAMEX	AMERICAN EXPRESS	5/11/2017	CHECK	PMCHK00002040	\$1,105.13
055649	ADTSEC	TYCO INTEGRATED SECURITY	5/11/2017	CHECK	PMCHK00002041	\$300.00
055650	AMASCH	AMANDA SCHOTT	5/11/2017	CHECK	PMCHK00002041	\$13.39
055651	ANDPAI	ANDERSON PAINT COMPANY	5/11/2017	CHECK	PMCHK00002041	\$147.89
055652	ANNDR0	ANNE DROZD	5/11/2017	CHECK	PMCHK00002041	\$118.24
055653	APPIMA	APPLIED IMAGING	5/11/2017	CHECK	PMCHK00002041	\$9,647.80
055654	BETBEC	BETSY BECKERMAN	5/11/2017	CHECK	PMCHK00002041	\$900.00
055655	ELIBOG	ELISE BOGDAN	5/11/2017	CHECK	PMCHK00002041	\$24.19
055656	GRASHA	GRACE SHACKMAN	5/11/2017	CHECK	PMCHK00002041	\$350.00
055658	GREMAT	GREG MATTHEWS	5/11/2017	CHECK	PMCHK00002041	\$6.49
055659	JENMCK	JENN MCKEE	5/11/2017	CHECK	PMCHK00002041	\$200.00
055660	JODHAR	JODY HARNISH	5/11/2017	CHECK	PMCHK00002041	\$48.68
055661	KARTUT	KARIN TUTHILL	5/11/2017	CHECK	PMCHK00002041	\$157.95
055662	KATLET	KATHLEEN LETTS	5/11/2017	CHECK	PMCHK00002041	\$100.00
055663	KELULL	KELSEY ULLENBRUCH	5/11/2017	CHECK	PMCHK00002041	\$35.10
055664	MARBAN	MARTIN BANDYKE	5/11/2017	CHECK	PMCHK00002041	\$400.00
055665	MCNMCK	MICHAEL MCKAY	5/11/2017	CHECK	PMCHK00002041	\$168.69
055666	MICSTA2	MICHIGAN STATE UNIVERSITY	5/11/2017	CHECK	PMCHK00002041	\$25.00
055667	NEOINK	NEOPOST USA INC	5/11/2017	CHECK	PMCHK00002041	\$619.98
055668	OCEPRI	OCELOT PRINT SHOP	5/11/2017	CHECK	PMCHK00002041	\$31.65
055669	OCLINS	OCLC. INC.	5/11/2017	CHECK	PMCHK00002041	\$4,134.12
055670	PATDUN	PATRICK DUNN	5/11/2017	CHECK	PMCHK00002041	\$200.00
055671	PLAWIS	PLANT WISE	5/11/2017	CHECK	PMCHK00002041	\$2,468.74
055672	RACYAN	RACHEL YANIKOGLU	5/11/2017	CHECK	PMCHK00002041	\$31.43
055673	RECANN	RECYCLE ANN ARBOR	5/11/2017	CHECK	PMCHK00002041	\$442.50
055674	RICBUS1M	RICOH USA. INC.	5/11/2017	CHECK	PMCHK00002041	\$245.24
055675	SARKEL	SARA MELTON KELLER	5/11/2017	CHECK	PMCHK00002041	\$150.00
055676	TMGROU	THE TM GROUP INC	5/11/2017	CHECK	PMCHK00002041	\$38.75
055677	TOMSMI	TOM SMITH	5/11/2017	CHECK	PMCHK00002041	\$27.99
055678	UNIOMA	UNIQUE MANAGEMENT SERVICES. IN	5/11/2017	CHECK	PMCHK00002041	\$1,047.15
055679	UNISTA	UNITED STATES POSTAL SERVICES	5/11/2017	CHECK	PMCHK00002041	\$5,000.00
055680	AGRSER	A GROWING SERVICE LLC	5/18/2017	CHECK	PMCHK00002042	\$340.00
055681	AMACOM	AMAZON.COM CREDIT PLAN	5/18/2017	CHECK	PMCHK00002042	\$3,554.88
055682	AMYTAR	AMY TARRANT	5/18/2017	CHECK	PMCHK00002042	\$300.00
055683	ANNPRU	ANNA PRUSHINSKAYA	5/18/2017	CHECK	PMCHK00002042	\$300.00
055684	ATTMOB	AT&T MOBILITY	5/18/2017	CHECK	PMCHK00002042	\$465.14
055685	B&H	B&H PHOTO-VIDEO	5/18/2017	CHECK	PMCHK00002042	\$528.61
055686	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/18/2017	CHECK	PMCHK00002042	\$62,088.28
055687	BRODCO	BRODART CO.	5/18/2017	CHECK	PMCHK00002042	\$784.10
055688	CARNOW	CAROLYN NOWAK	5/18/2017	CHECK	PMCHK00002042	\$2,500.00
055689	CDW-G	CDW GOVERNMENT. INC.	5/18/2017	CHECK	PMCHK00002042	\$11,053.50
055690	CHASIP	Charles G. Sipperlev	5/18/2017	CHECK	PMCHK00002042	\$150.00
055691	CINCOR	CINTAS CORPORATION	5/18/2017	CHECK	PMCHK00002042	\$634.94
055692	CITOF1	CITY OF ANN ARBOR TREASURER	5/18/2017	CHECK	PMCHK00002042	\$116.67
055693	COMALLW	COMPUTER ALLEY WEST	5/18/2017	CHECK	PMCHK00002042	\$25.00
055694	DAWHEN	DAWN HENRY	5/18/2017	CHECK	PMCHK00002042	\$450.00
055695	DICBLI	BLICK ART MATERIALS	5/18/2017	CHECK	PMCHK00002042	\$586.79
055696	DTEENE1	DTE ENERGY	5/18/2017	CHECK	PMCHK00002042	\$11,331.65
055697	ELM USA	ELM USA	5/18/2017	CHECK	PMCHK00002042	\$495.95
055698	ERIGAL	ERIC GALLIPPO	5/18/2017	CHECK	PMCHK00002042	\$100.00
055699	FORFRA	FORMAT FRAMING	5/18/2017	CHECK	PMCHK00002042	\$2,146.71
055700	GENBIN	ACCO BRANDS USA LLC	5/18/2017	CHECK	PMCHK00002042	\$92.57
055701	JAMCAMP	James T. Campbell	5/18/2017	CHECK	PMCHK00002042	\$150.00
055702	JANWAY	JANWAY COMPANY USA. INC	5/18/2017	CHECK	PMCHK00002042	\$2,202.00
055703	JENMCK	JENN MCKEE	5/18/2017	CHECK	PMCHK00002042	\$200.00
055704	KOLOSS	KOLOSSOS	5/18/2017	CHECK	PMCHK00002042	\$479.00
055705	KUHNSPE	KUHN SPECIALITY FLOORING	5/18/2017	CHECK	PMCHK00002042	\$5,430.31
055706	LAPCOU	LAPEER DISTRICT LIBRARY	5/18/2017	CHECK	PMCHK00002042	\$15.95
055707	MAINASSOC	MAIN STREET AREA ASSOCIATION	5/18/2017	CHECK	PMCHK00002042	\$50.00
055708	METCOM	METCOM	5/18/2017	CHECK	PMCHK00002042	\$3,445.86
055709	OFFDEP	OFFICE DEPOT. INC.	5/18/2017	CHECK	PMCHK00002042	\$712.50
055710	ONEACON	O'NEAL CONSTRUCTION	5/18/2017	CHECK	PMCHK00002042	\$52,307.71
055711	PACMEC	SHAMBAUGH & SON. L.P	5/18/2017	CHECK	PMCHK00002042	\$8,891.19
055712	PATRSMI	PATRICIA F. SMITH	5/18/2017	CHECK	PMCHK00002042	\$100.00
055713	RANHOU	PENQUIN RANDOM HOUSE. LLC	5/18/2017	CHECK	PMCHK00002042	\$538.87
055714	RECBOO	RECORDED BOOKS. INC.	5/18/2017	CHECK	PMCHK00002042	\$606.28
055715	RECDOO	RECORD AUTOMATIC DOORS. INC	5/18/2017	CHECK	PMCHK00002042	\$345.00
055716	SHEWIL	SHERWIN- WILLIAMS	5/18/2017	CHECK	PMCHK00002042	\$60.68
055717	TARJOH	Tara Johnson	5/18/2017	CHECK	PMCHK00002042	\$100.00
055718	ULINE	ULINE. INC.	5/18/2017	CHECK	PMCHK00002042	\$36.33
055719	UNIPAR	UNITED PARCEL SERVICE	5/18/2017	CHECK	PMCHK00002042	\$99.01
055720	UNUMPRO	UNUM LIFE INSURANCE	5/18/2017	CHECK	PMCHK00002042	\$5,096.65

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055721	VERWIRC	VERIZON WIRELESS	5/18/2017	CHECK	PMCHK00002042	\$841.52
055722	WASHCC	WASHTENAW COMMUNITY COLLEGE	5/18/2017	CHECK	PMCHK00002042	\$427.11
055723	WILTEC	WILTEC TECHNOLOGIES	5/18/2017	CHECK	PMCHK00002042	\$1,751.36
055724	WWGRAI	GRAINGER	5/18/2017	CHECK	PMCHK00002042	\$2,731.10
055725	MIDTAP	MIDWEST TAPE	5/18/2017	CHECK	PMCHK00002042	\$6,169.73
055726	BAKTAY	BAKER & TAYLOR	5/18/2017	CHECK	PMCHK00002042	\$7,506.33
055727	BTAMEX	AMERICAN EXPRESS	5/18/2017	CHECK	PMCHK00002042	\$2,911.37
055728	RUMMED	RUMBLE PACK MEDIA	5/18/2017	CHECK	PMCHK00002042	\$450.00
055729	BTAMEX	AMERICAN EXPRESS	5/18/2017	CHECK	PMCHK00002043	\$4,754.98
055730	4IMPRINT	4IMPRINT, INC	5/24/2017	CHECK	PMCHK00002044	\$5,613.69
055731	A.M. SERV	A.M. SERVICES, INC	5/24/2017	CHECK	PMCHK00002044	\$1,539.00
055732	AFTDEL	AFTERNOON DELIGHT	5/24/2017	CHECK	PMCHK00002044	\$341.40
055733	AMACORP	AMAZON	5/24/2017	CHECK	PMCHK00002044	\$8,217.23
055734	APPLE	APPLE, INC.	5/24/2017	CHECK	PMCHK00002044	\$5,811.00
055735	ATMMOB	AT&T MOBILITY	5/24/2017	CHECK	PMCHK00002044	\$13.65
055736	B&H	B&H PHOTO-VIDEO	5/24/2017	CHECK	PMCHK00002044	\$533.40
055737	BANMED	BANG MEDIA	5/24/2017	CHECK	PMCHK00002044	\$350.00
055738	BARNOB1	BARNES & NOBLE INC.	5/24/2017	CHECK	PMCHK00002044	\$304.00
055739	BILCOO	BILL COOPER	5/24/2017	CHECK	PMCHK00002044	\$56.83
055740	BRIAUD	BRILLIANCE PUBLISHING, INC.	5/24/2017	CHECK	PMCHK00002044	\$254.89
055741	CDW-G	CDW GOVERNMENT, INC.	5/24/2017	CHECK	PMCHK00002044	\$677.64
055742	CINCOR	CINTAS CORPORATION	5/24/2017	CHECK	PMCHK00002044	\$323.40
055743	COMALLW	COMPUTER ALLEY WEST	5/24/2017	CHECK	PMCHK00002044	\$606.93
055744	DAVSHA	DAVID SHARP	5/24/2017	CHECK	PMCHK00002044	\$100.00
055745	DEMCO	DEMCO	5/24/2017	CHECK	PMCHK00002044	\$381.50
055746	DIGKEY	DIGI-KEY ELECTRONICS	5/24/2017	CHECK	PMCHK00002044	\$229.12
055747	DTEENE	DTE ENERGY	5/24/2017	CHECK	PMCHK00002044	\$18,162.95
055748	FASTSI	FASTSIGNS	5/24/2017	CHECK	PMCHK00002044	\$465.00
055749	JANREI	Janelle Reichman	5/24/2017	CHECK	PMCHK00002044	\$300.00
055750	KELBAR	KELLY BARSON	5/24/2017	CHECK	PMCHK00002044	\$100.00
055751	LEAVER	LEAH VERNON	5/24/2017	CHECK	PMCHK00002044	\$100.00
055752	LOVCON	LOVELL CONTRACTORS, INC	5/24/2017	CHECK	PMCHK00002044	\$14,670.00
055753	MAINASSOC	MAIN STREET AREA ASSOCIATION	5/24/2017	CHECK	PMCHK00002044	\$50.00
055754	MARGAL	MARY GALLAGHER	5/24/2017	CHECK	PMCHK00002044	\$100.00
055755	MASCOM	MEDCO SUPPLY COMPANY	5/24/2017	CHECK	PMCHK00002044	\$50.15
055756	METLIFE	METLIFE SBC	5/24/2017	CHECK	PMCHK00002044	\$7,125.65
055757	MICDAI	MICHIGAN DAILY/THE//	5/24/2017	CHECK	PMCHK00002044	\$1,377.00
055758	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	5/24/2017	CHECK	PMCHK00002044	\$5,251.46
055759	NUWAVE	NUWAVE AQUARIUMS	5/24/2017	CHECK	PMCHK00002044	\$210.00
055760	OFFDEP	OFFICE DEPOT, INC.	5/24/2017	CHECK	PMCHK00002044	\$999.22
055761	OXFPRO	2725-2805 ASSOCIATES, LLC	5/24/2017	CHECK	PMCHK00002044	\$2,214.89
055762	PATSCO	PATRICK FLORES-SCOTT	5/24/2017	CHECK	PMCHK00002044	\$100.00
055763	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/24/2017	CHECK	PMCHK00002044	\$137.14
055764	PRITEC	PRINT TECH INC.	5/24/2017	CHECK	PMCHK00002044	\$1,838.04
055765	RECB00	RECORDED BOOKS, INC.	5/24/2017	CHECK	PMCHK00002044	\$643.06
055766	RECD00	RECORD AUTOMATIC DOORS, INC	5/24/2017	CHECK	PMCHK00002044	\$345.00
055767	RICBUS1M	RICOH USA, INC.	5/24/2017	CHECK	PMCHK00002044	\$143.91
055768	ROBR0B	ROBIN ROBINSON	5/24/2017	CHECK	PMCHK00002044	\$100.00
055769	ROYLIM	ROYAL LIMOUSINE	5/24/2017	CHECK	PMCHK00002044	\$731.55
055770	SARJAB	SARMED JABRA	5/24/2017	CHECK	PMCHK00002044	\$280.00
055771	SCHSEC	SCHILKE SECURITY	5/24/2017	CHECK	PMCHK00002044	\$1,555.00
055772	TDSMET	TDS METROCOM	5/24/2017	CHECK	PMCHK00002044	\$7,937.67
055773	THEANN	THE ANN MAGAZINE	5/24/2017	CHECK	PMCHK00002044	\$1,000.00
055774	TMGROU	THE TM GROUP INC	5/24/2017	CHECK	PMCHK00002044	\$116.25
055775	TOMSMI	TOM SMITH	5/24/2017	CHECK	PMCHK00002044	\$34.50
055776	UMICH13	UNIVERSITY OF MICHIGAN	5/24/2017	CHECK	PMCHK00002044	\$18.00
055777	UNIPAR	UNITED PARCEL SERVICE	5/24/2017	CHECK	PMCHK00002044	\$47.21
055778	WESENT	WESTGATE ENTERPRISES, LLC	5/24/2017	CHECK	PMCHK00002044	\$35,170.83
055779	BAKTAY	BAKER & TAYLOR	5/24/2017	CHECK	PMCHK00002044	\$5,667.40
055780	BTAMEX	AMERICAN EXPRESS	5/24/2017	CHECK	PMCHK00002044	\$2,988.89
055781	BAKTAY	BAKER & TAYLOR	5/24/2017	CHECK	PMCHK00002044	\$119.36
055782	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	5/24/2017	CHECK	PMCHK00002044	\$51,800.00
055783	SAWBOO	SAWA BOOKS	5/24/2017	CHECK	PMCHK00002044	\$1,093.92
055784	THOGAL	GALE/CENGAGE LEARNING, INC	5/24/2017	CHECK	PMCHK00002044	\$79.17
055785	MIDTAP	MIDWEST TAPE	5/24/2017	CHECK	PMCHK00002044	\$11,598.20
REMIT000000000000015	INGRAC	INGRID RACINE	5/18/2017		PMCHK00002042	\$0.00

Total Checks: 243

Total Amount of Checks: \$769,662.11

Ann Arbor District Library Financial Summary for May 2017

Cash

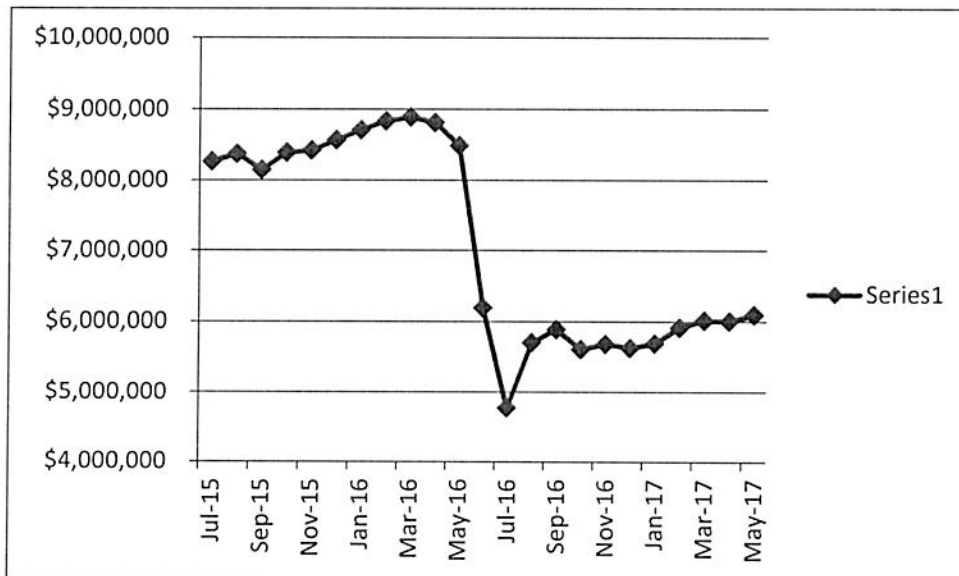
The unrestricted cash balance as of May 31, 2017 of \$7,618,330 was down from \$8,665,871 in April 30, 2017.

Tax Receipts

The Library has received \$284,749 in excess of the annual budgeted tax receipts of \$14,850,000 as of May 31, 2017.

Fund Balance Activity

The Library has a positive fund balance of \$6,092,202 as of May 31, 2017, up from \$5,999,281 at the end of April.



Ann Arbor District Library Financial Summary for May 2017

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

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

Grants and Memorials – All restricted donations have been moved to the endowment fund. Unrestricted grants and memorials will end the year under budget due to this reclassification.

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

The following operating expense line items are over budget:

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

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

Communications – Is over budget 2.87% year-to-date. Management will closely monitor spending for the remainder of the fiscal year.

Professional Services – Is over budget 4.31% year-to-date. Management will closely monitor spending for the remainder of the fiscal year.

Operating Supplies – Includes supplies totaling \$210,078 that was part of the capital improvement budget for the Westgate Project.

Total Expenditures are under budget year-to-date by \$787,448.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changesin Fund Balances - Budget and Actual
General Fund

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

	May			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenues						
Property taxes, net	\$ 1,237,501	\$ 1,237,500	\$ 1	\$ 13,606,111	\$ 13,612,500	\$ (6,389)
State aid	7,500	7,500	-	82,500	82,500	-
State penal fines	18,750	18,750	-	206,250	206,250	-
Interest income	23,440	8,333	15,107	31,839	91,667	(59,828)
Copier revenue	3,383	2,500	883	26,016	27,500	(1,484)
Grants and memorials	107,799	4,167	103,632	118,927	45,833	73,094
Library fines, fees and other	26,877	23,333	3,544	269,193	256,667	12,526
Non-resident fees	1,463	1,250	213	14,954	13,750	1,204
Rental revenue	5,185	2,593	2,593	25,493	28,518	(3,025)
Total revenues	1,431,898	1,305,926	125,972	14,381,283	14,365,184	16,099
Expenditures						
Current:						
Personnel:						
Salaries and wages	546,443	547,499	(1,056)	5,757,359	6,022,486	(265,127)
Employee benefits	121,968	136,658	(14,690)	1,402,397	1,503,238	(100,841)
Employment taxes	40,958	41,884	(926)	428,852	460,720	(31,868)
Purchased services:						
Custodial services	20,093	16,250	3,843	202,834	178,750	24,084
Accounting/Audit	1,208	1,208	(0)	21,907	13,292	8,615
Legal	-	8,333	(8,333)	29,325	91,666	(62,341)
Professional services	27,002	17,081	9,921	268,899	187,894	81,005
Utilities	29,750	35,417	(5,667)	373,754	389,583	(15,829)
Property insurance	8,432	7,750	682	76,658	85,250	(8,592)
Communications	16,271	15,000	1,271	169,730	165,000	4,730
Materials	120,685	148,667	(27,982)	1,636,631	1,635,333	1,298
Software Licenses/Maint	7,685	16,667	(8,982)	181,697	183,333	(1,636)
Computer hardware	19,086	12,500	6,586	137,110	137,500	(390)
Building rental	42,108	46,821	(4,713)	505,529	515,029	(9,500)
Seminars, conferences and travel	97	1,925	(1,828)	15,389	21,175	(5,786)
Copier Expense	21	3,750	(3,729)	11,642	41,250	(29,608)
Library programming	47,972	36,667	11,305	329,092	403,333	(74,241)
Grant and memorial expenditures	-	4,167	(4,167)	32,515	45,833	(13,318)
Operating supplies	26,103	31,842	(5,739)	522,090	350,258	171,832
Repairs and maintenance	25,764	28,083	(2,319)	292,086	308,917	(16,831)
Postage	5,254	2,917	2,337	25,473	32,083	(6,610)
Other Operating Expenditures	7,321	2,883	4,438	29,120	31,717	(2,597)
Capital outlay/maintenance expense	51,914	141,958	(90,044)	1,127,646	1,561,542	(433,896)
Total expenditures	1,166,135	1,305,926	(139,791)	13,577,735	14,365,183	(787,448)
Revenue over (under) expenditures	265,763	(0)	265,763	803,548	1	803,547
Other financing sources (uses)						
Transfers in	-	-	-	-	-	-
Transfers out	-	-	-	(861,280)	-	(861,280)
Total other financing sources (uses)	-	-	-	(861,280)	-	(861,280)
Net change in fund balances	265,763	(0)	265,763	(57,732)	1	(57,733)
Fund balance, beginning of year	4,862,551	4,862,551	-	4,862,551	4,862,551	-
Fund balance, end of year	\$ 5,128,314	\$ 4,862,551	\$ 265,763	\$ 4,804,819	\$ 4,862,552	\$ (57,733)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

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

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
Revenues				
Property taxes, net	\$ 13,606,111	\$ -	\$ -	\$ 13,606,111
State aid	82,500	-	-	82,500
State penal fines	206,250	-	-	206,250
Interest income	31,839	-	70	31,909
Copier revenue	26,016	-	-	26,016
Grants and memorials	118,927	-	142,694	261,621
Library fines, fees and other	269,193	-	-	269,193
Non-resident fees	14,954	-	-	14,954
Rental revenue	25,493	-	-	25,493
Total revenues	14,381,283	-	142,764	14,524,047
Expenditures				
Current:				
Personnel:				
Salaries and wages	5,757,359	-	-	5,757,359
Employee benefits	1,402,397	-	-	1,402,397
Employment taxes	428,852	-	-	428,852
Purchased services:				
Custodial services	202,834	-	-	202,834
Accounting/Audit	21,907	-	-	21,907
Legal	29,325	-	-	29,325
Professional services	268,899	-	7,875	276,774
Utilities	373,754	-	-	373,754
Property insurance	76,658	-	-	76,658
Communications	169,730	-	-	169,730
Materials	1,636,631	-	9,759	1,646,390
Software Licenses/Maint	181,697	-	-	181,697
Computer hardware	137,110	-	-	137,110
Building rental	505,529	-	-	505,529
Seminars, conferences and travel	15,389	-	-	15,389
Copier Expense	11,642	-	-	11,642
Library programming	329,092	-	-	329,092
Grant and memorial expenditures	32,515	-	-	32,515
Operating supplies	522,090	-	5,167	527,257
Repairs and maintenance	292,086	-	-	292,086
Postage	25,473	-	-	25,473
Other Operating Expenditures	29,120	-	-	29,120
Capital outlay/maintenance expense	1,127,646	326,482	-	1,454,128
Total expenditures	13,577,735	326,482	22,801	13,927,018
Revenue over (under) expenditures	803,548	(326,482)	119,963	597,029
Other financing sources (uses)				
Transfers in	-	861,280	-	861,280
Transfers out	(861,280)	-	-	(861,280)
Total other financing sources (uses)	(861,280)	861,280	-	-
Change in fund balance	(57,732)	534,798	119,963	597,029
Fund balance, beginning of year	4,862,551	752,585	477,407	6,092,543
Fund balance, end of year	\$ 4,804,819	\$ 1,287,383	\$ 597,370	\$ 6,689,572

ANN ARBOR DISTRICT LIBRARY

Balance SheetGovernmental Funds
May 31, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 1,767,223	\$ 1,287,383	\$ 597,370	\$ 3,651,976
Investments	4,563,724	-	-	4,563,724
Due from other governmental units	268,213	-	-	268,213
Prepaid items	136,505	-	-	136,505
Total assets	6,735,665	1,287,383	597,370	8,620,418
Liabilities				
Accounts payable	139,771	-	-	139,771
Accrued payroll and benefits	268,826	-	-	268,826
Total liabilities	408,597	-	-	408,597
Deferred Outflows				
Unavailable Property Tax Revenue	1,522,249	-	-	1,522,249
Fund balances				
Nonspendable:				
Prepaid items	136,505	-	-	136,505
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	247,370	247,370
Committed for capital projects	-	1,287,383	-	1,287,383
Encumbered	452,147	-	-	452,147
Unassigned	4,216,167	-	-	4,216,167
Total fund balances	4,804,819	1,287,383	597,370	6,689,572
Total liabilities and fund balances	\$ 6,735,665	\$ 1,287,383	\$ 597,370	\$ 8,620,418

Director's Report
June 2017

Upcoming Events, and Issues of Interest

1. play.aadl.org 2017 launched June 16th!
2. Urban Wood Tour July 28, 2017: The Urban Wood Tour is an all day tour in the Ann Arbor area of sites that harvest, and use urban wood. It is sponsored by Verdant Stewardship, LLC. The Traverwood Branch is a featured site, and Director Josie Parker has been asked to host a tour and make a presentation on the Traverwood Branch and the use of urban ash harvested from the site in the construction of that building.
<http://urbanwood.org>
3. Free Rides on Saturdays: Partnership with AAATA during play.aadl.org that gives anyone with any local library card a free ride on Saturdays all summer long.

AADL Projects and Initiatives Underway

1. Downtown Library lobby restroom rehabilitation is complete and was re-opened on Friday, June 2, 2017, on time and within budget.
2. Planned reconstruction of the retaining wall on the driveway at Traverwood is in progress and on schedule.
3. The assistive technology lab relocation was completed, and the lab was available during the 2017 Northlands/Midlands Libraries for the Blind Conference June 5th, 6th, and 7th. This relocation to another location on the 2nd Floor Downtown expands the accessibility to computing for those who are blind and/or disabled.

The former space will be used for security staff on the 2nd Floor. The positive outcome of this move is two-fold. It will allow us more space and better access for our patrons of the WLBDP and will allow us to locate security staff nearer to that area of the library where we experience most of our incidents at the Downtown Library resulting in calls to the AAPD and EMS.

4. The website overhaul and redo is ongoing and we expect to launch a new aadl.org in the winter of 2018. Staff is beginning to design the countdown calendar to this launch. It will include an involuntary, several months long hiatus of MeLCAT. This is a very popular service, and we are working to provide alternatives while the statewide service is unavailable to us.

Director's Report
June 2017

5. The move to and renovation of rented space for the Archives are completed. The last of the office cubicles have been installed, and window blind installation is the last item on the list to finish and those are ordered.
6. This time of year sees all staff involved in heavy programming for school breaks, end of year school visits, and summer game. All staff is involved in year-end events for local schools and the launch of play.aadl.org 2017.

Projects and Initiatives Under Consideration

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

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

Email to AADL: Express shelf great idea I'm currently trying for girl on train.....way back on the list gene f.

Email to AADL: The current sign on the Westgate branch is not on the wooden facade like all the other stores and so I thought it has been closed down. Only after careful scrutiny did I notice the dark letters on the grey background far above the facade. I suggest you put a sign near the Sweetwaters cafe sign on the wooden facade.

AADL Response: *Thank you very much for noticing, and we agree! We are enhancing the outdoor signage at eye level, too. Sincerely, Josie Parker, Director*

Email to AADL: Hi .. A suggestion: You might consider limiting the quantity of library materials that an individual patron can have checked out at any one time.

At Malletts Creek today, I noticed an entire cart (3 shelves) of requested items (100 or so DVDs) all for the same person (Kumar I think). Other times I have

Director's Report
June 2017

also noticed an excessive number of DVDs on the request shelves all for one patron.

My thinking is that no one can watch that many DVDs at a time, so illegal copying is likely going on.

Hi .. A suggestion: You might consider limiting the quantity of library materials that an individual patron can have checked out at any one time.

At Malletts Creek today, I noticed an entire cart (3 shelves) of requested items (100 or so DVDs) all for the same person (K. I think). Other times I have also noticed an excessive number of DVDs on the request shelves all for one patron.

My thinking is that no one can watch that many DVDs at a time, so illegal copying is likely going on. Allowing so many checkouts at a time has two downsides:

[1] You may be enabling pirating of materials, and

[2] Even if pirating is not involved, if one patron commandeers a disproportionate amount of the library's materials, these materials are not available to the other patrons.

My suggestion is individual limits on checked out library materials e.g. not more than 10 DVDs, not more than 10 books, not more than 10 CDs, etc. Some reasonable limitations.

Thanks,
Robert K.

AADL Response: *Thank you for the note. We understand your concerns, and it is disconcerting to consider that someone might abuse the use of the public library. However, we determined a number of years ago that the patrons who take out large quantities of materials at one time is very small and the impact minimal. We do not wish to discourage use by others or to limit use of the library by imposing use restrictions on most of our patrons based on the habits of a few persons.*

I hope that you can understand our reasoning. I appreciate that you took the time to let us know how you feel.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-114**

**RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICE FOR
THREE YEARS**

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 19th day of June, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the contract for janitorial services be awarded to All Inclusive Commercial Building Solutions for the next three years, 2017-2020, for the bid amount of \$682,376.40.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2017 OFFICERS

President Jamie Vander Broek
Vice President Linh Song
Treasurer Jim Leija
Secretary Edward Surovell

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