



Regular Meeting Agenda

Monday, June 20, 2016

Published by Ann Arbor District Library

June 2016

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19	20 AADL Board Mtg	21	22	23	24	25
26	27	28	29	30		

July 2016

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

August 2016

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14	15 AADL Board Mtg	16	17	18	19	20
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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 20, 2016 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 16-136 I. CALL TO ORDER
- 16-137 II. ATTENDANCE
- 16-138 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 16-139 IV. RECONVENE REGULAR MEETING AT 7:00 P.M.
- 16-140 V. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 16-141 VI. APPROVAL OF MINUTES OF MAY 23, 2016 (pp. 3-19)
(Item of action)
- 16-142 VII. CITIZENS' COMMENTS
- 16-143 VIII. FINANCIAL REPORT (pp. 20-23)
- 16-144 IX. APPROVAL OF DISBURSEMENTS (pp. 24-27)
(Item of action)
- 16-145 X. COMMITTEE REPORTS
- 16-146 A. FACILITIES COMMITTEE
- 16-147 XI. DIRECTOR'S REPORT (pp. 28-34)
- 16-148 XII. MONTHLY STATISTICS
- 16-149 XIII. OLD BUSINESS
- 16-075 A. STRATEGIC PLANNING
(30 minutes)
Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC

- 16-150 XIV. NEW BUSINESS
- 16-151 A. DISCUSSION OF BOARD MEETING FORMAT AND COMMITTEE STRUCTURE
(Item of discussion)
Jim Greene, Dykema
- 16-152 B. RESOLUTION AMENDING BOARD BYLAWS (pp. 35-46)
(Item of action)
Roll call vote
- 16-153 C. RESOLUTION AMENDING THE 2015-2016 BUDGET
(pp. 47-48)
(Item of action)
- 16-154 D. RESOLUTION ADOPTING 2016-2019 STRATEGIC PLAN
(pp. 49-59)
(Item of action)
- 16-155 E. DISCUSSION OF THE CITY OF ANN ARBOR LIBRARY LOT
(Item of discussion)
- 16-156 F. VOTE FOR CLOSED SESSION AT THE JULY 18, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote
- 16-157 XV. CITIZENS' COMMENTS
- 16-158 XVI. 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 23, 2016

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

- 16-112 I. CALL TO ORDER
- President Barney Newman called the meeting to order 6:03 p.m.
- 16-113 II. ATTENDANCE
- Board Present: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek (arr. 6:18 p.m.)
 Board Absent: None
 Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson (recorder)
- Others Present: Dan Schairbaum, Dykema
- 16-114 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 16-115 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2016-2017 AT 7:00PM
- President Barney Newman reconvened to the Public Hearing on the 2016-2017 Budget at 7:00 p.m.
- 16-116 V. CALL FOR PUBLIC COMMENT ON THE 2016-2017 BUDGET
- President Barney Newman called for public comment on the budget. There was no public comment. President Barney Newman closed the Public Hearing on the 2016-2017 Budget.
- 16-117 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2016-2017 BUDGET
- President Barney Newman reconvened to the regular meeting at 7:02 p.m.
- 16-118 VII. APPROVAL OF AGENDA
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

Treasurer Rosenthal, supported by Trustee Kaplan, moved to approve the agenda.

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

NAYS: None

Motion passed 7-0.

16-119 VIII. APPROVAL OF MINUTES OF APRIL 18, 2016
 (Item of action)

Vice President Surovell, supported by Treasurer Rosenthal, moved to approve the minutes of April 18, 2016.

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

NAYS: None

Motion passed 7-0.

16-120 IX. CITIZENS' COMMENTS

There were no citizens' comments.

16-121 X. FINANCIAL REPORT

CFO Hadler reported April showed unrestricted cash balance of \$10,807,403. Tax receipts totaling \$12,655,895, reflecting 98.8% of the budgeted amount, have been received through the end of April. The fund balance stands at \$8,808,542. Six line items are currently over budget on a year to date basis.

16-122 XI. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Leary, supported by Trustee Leija, moved to approve the April 2016 disbursements.

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

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
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MONDAY, MAY 23, 2016

Motion passed 7-0.

16-123 XII. COMMITTEE REPORTS

16-124 A. STRATEGIC PLANNING COMMITTEE

Chairperson Vander Broek reported the committee had not met however, Bridgeport Consulting are presenting under Old Business.

16-125 XIII. DIRECTOR'S REPORT

In addition to her written report Director Parker noted that the Taiwanese puppet theater is presenting here tomorrow in the lobby of the downtown library and a large crowd is anticipated.

Nancy Kaplan joined several staff last Friday for a tour of the Westgate Branch.

16-126 XIV. MONTHLY STATISTICS

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

16-127 XV. OLD BUSINESS

16-075 A. STRATEGIC PLANNING

Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC

Ms. Sheldon and Ms. Reames presented and reviewed strategic planning documents which incorporated results of the staff online survey; analysis of data of active AADL cardholders; U.S. Census data for the City of Ann Arbor and SEMCOG 2040 forecast of anticipated population trends.

16-128 XVI. NEW BUSINESS

16-129 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2016-2017

(Item of action)

Treasurer Rosenthal, supported by Secretary Leary, moved Pursuant to Act 2, Michigan Public Acts of 1968, as amended,

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MONDAY, MAY 23, 2016

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 23, 2016, 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, 2017, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Vice President Surovell noted that updated figures were received by the County showing an estimated 2 1/2 % increase in property values. The budget was adjusted from last month to reflect this anticipated increase with overage placed into the Capital Fund.

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

NAYS: None

Motion passed 7-0.

16-130

B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE
 LEVIED BY TAXING AUTHORITIES

(Item of action)

Trustee Leija, supported by Secretary Leary, moved 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 2016-2017 fiscal year.

The said Board of Trustees is desirous of providing for the

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2016-2017 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 1.90 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, 2016, 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.

Trustee Leija, supported by Trustee Vander Broek, moved to amend the motion to levy the full millage amount of 1.9076.

The Board discussed the amendment. The amended motion was voted on and was as follows:

AYES: Leija, Rosenthal, Vander Broek

NAYS: Kaplan, Leary, Barney Newman, Surovell,

Motion failed 3-4.

The original motion was voted on and was as follows:

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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AYES: Kaplan, Leary, Leija, Barney Newman, Rosenthal,
 Surovell, Vander Broek

NAYS: None

Motion passed 7-0.

16-131

C. RESOLUTION TO ADOPT THE 2016-2017 BUDGET AS A
LINE ITEM BUDGET AND COMPLIANCE OF
DISBURSEMENTS
 (Item of action)

Trustee Leija, supported by Secretary Leary, moved the Board resolves as follows:

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 2016-17 the total amount of \$15,671,110 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 Chief Financial Officer of the

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

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

NAYS: None

Motion passed 7-0.

16-132

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

Trustee Kaplan, supported by Trustee Leija, moved 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.

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

NAYS: None

Motion passed 7-0.

Secretary Leary left the meeting at 8:42 p.m.

16-133

- E. VOTE FOR CLOSED SESSION AT THE JUNE 20, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 23, 2016

Trustee Leija, supported by Treasurer Rosenthal, moved to hold a closed session at the June 20, 2016 regular meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

16-134 XVII. CITIZENS' COMMENTS

There were no additional citizens' comments.

16-135 XVIII. ADJOURNMENT

President Barney Newman adjourned the meeting at 8:44 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 23, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-129**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR
2016-2017 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 23rd day of May 2016 at 6:00 p.m.

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

ABSENT: None

The following preamble and resolution were offered by Treasurer Rosenthal and supported by Secretary Leary:

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 23, 2016, 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, 2017, 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on May 23, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-130**

**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 23rd day of May 2016 at 6:00 p.m.

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

ABSENT: None

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

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 2016-2017 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 2016-2017 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 1.90 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, 2016, 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on May 23, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-131**

**RESOLUTION TO ADOPT THE 2016-2017 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 23rd day of May 2016 at 6:00 p.m.

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

ABSENT: None

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

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 2016-17 the total amount of \$15,671,110 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 Chief Financial Officer 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek
 NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on May 23, 2016 and that said meeting was conducted and public

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

Margaret Leary, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-132**

**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 23rd day of May 2016 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) 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: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a Regular Board Meeting held on May 23, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Margaret Leary, Secretary

Ann Arbor District Library Financial Summary for May 2016

Cash:

The unrestricted cash balance as of May 31, 2016 was \$9,767,597 down from \$10,807,403 in April.

Tax Receipts:

The Library has received tax receipts totaling \$12,656,538, 98.9% of the budgeted amount, as of May 31.

Budget vs. Actual:

The Library has a positive fund balance of \$8,483,581 as of May 31, down from \$8,808,542 at the end of April.

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

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

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

The following operating expense line items are over budget through May.

Purchased Services – Payment for public opinion research, website design and strategic planning put this item over budget year to date.

Communications – The annual payment for internet connectivity paid in September put this item over budget year-to-date.

Materials – Annual online and print subscriptions and additions to the tools collection put this item over budget year-to-date.

Software – A large renewal payment for cataloging software paid in July and software license agreements paid in September put this item over budget year-to-date.

Supplies – Mini PCs purchased in March and items purchased throughout the year for the Secret Lab put this item over budget year-to-date.

Repairs and Maintenance – Payments for landscape maintenance in January and April and charges for moving materials out of the Westgate branch paid in December put this item over budget year-to-date.

ANN ARBOR DISTRICT LIBRARY
Consolidated
For the Eleven Months Ending Tuesday, May 31, 2016

	May			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$1,063,250	\$1,063,250		\$11,695,751	\$11,695,751	
State Aid	3,750	3,750		41,250	41,250	
Penal Fines	18,750	18,750		206,250	206,250	
Interest	13,199	8,333	4,866	129,064	91,667	37,397
Copiers	2,155	2,500	(345)	25,825	27,500	(1,675)
Grants/Memorials	100,150	7,500	92,650	167,779	82,500	85,279
Library Fines & Fees	31,557	27,500	4,057	293,863	302,500	(8,637)
Non-Resident Fees	1,207	1,250	(43)	15,858	13,750	2,108
Total Revenue	\$1,234,018	\$1,132,833	\$101,185	\$12,575,640	\$12,461,168	\$114,472
Expenditures						
Salaries & Wages	489,868	505,917	(16,049)	5,319,432	5,565,087	(245,655)
Employee Benefits	119,408	130,512	(11,104)	1,311,924	1,435,636	(123,712)
Employment Taxes	36,648	38,703	(2,055)	395,164	425,733	(30,569)
Total Employment Cost	\$645,924	\$675,132	(\$29,208)	\$7,026,520	\$7,426,456	(\$399,936)
Custodial and Electrical	\$12,523	\$15,000	(\$2,477)	\$147,053	\$165,000	(\$17,947)
Accounting/Audit	1,000	1,000		11,000	11,000	
Legal	4,673	8,330	(3,657)	43,431	91,626	(48,195)
Purchased Services	33,620	12,402	21,218	252,057	136,422	115,635
Utilities	25,089	37,500	(12,411)	328,693	412,500	(83,807)
Property Insurance	7,677	7,500	177	71,444	82,500	(11,056)
Communications	15,047	15,000	47	170,280	165,000	5,280
Materials	185,580	148,666	36,914	1,774,613	1,635,326	139,287
Software Licenses/Maint	3,861	12,500	(8,639)	142,982	137,500	5,482
Building Rental	7,346	12,917	(5,571)	119,720	142,087	(22,367)
Seminars/Conferences/Travel	1,792	2,143	(351)	9,506	23,573	(14,067)
Copier Expense	372	3,750	(3,378)	30,333	41,254	(10,921)
Library Programming	40,273	30,833	9,440	299,185	339,163	(39,978)
Grants/Memorials	16,623	7,500	9,123	80,576	82,500	(1,924)
Supplies	34,400	16,643	17,757	321,392	183,073	138,319
Repairs and Maintenance	12,753	28,083	(15,330)	334,406	308,913	25,493
Postage	194	2,917	(2,723)	13,477	32,087	(18,610)
Lcards/Circ Cards	11	5,717	(5,706)	23,817	62,887	(39,070)
Other Operating Expenditures	1,116	2,217	(1,101)	18,425	24,387	(5,962)
Total Operating Expense	\$403,950	\$370,618	\$33,332	\$4,192,390	\$4,076,798	\$115,592
Capital Outlays	\$168,479	\$87,083	\$81,396	\$731,011	\$957,914	(\$226,903)
Total Expenditures	\$1,218,353	\$1,132,833	\$85,520	\$11,949,921	\$12,461,168	(\$511,247)
Net	\$15,665		\$15,665	\$625,719		\$625,719

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Tuesday, May 31, 2016

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

Cash - Commercial Checking	(\$4,390.45)
Cash - Payroll	17,803.49
Holtrey Fund	333,203.78
Cash - Savings	2,207,057.05
Keniston Fund	30,433.93
Shafer Fund	10,499.69
Westerman Fund	29,512.28
Petty Cash	1,900.00
WLBDP Account	38,318.42
Price Fund	21,369.86
Ladies Library Association	14,005.91
ICS Money Market	<u>2,007,541.55</u>
Total Cash	4,707,255.51

Investments

Bank of Ann Arbor Investment	3,519,874.12
Old National Trust Company	<u>2,017,810.95</u>
Total Investments	5,537,685.07

Accounts Receivable

Accounts Receivable	<u>226,963.00</u>
Total Accounts Receivable	226,963.00

Prepaid Expenses

Prepaid Insurance	100,212.06
Prepaid Expenses	
Prepaid Rent	
Total Prepaid Expenses	<u>100,212.06</u>
Total Current Assets	10,572,115.64

Capital Assets

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

Amount Provided for Long-Term Debt

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

TOTAL ASSETS **43,131,869.44**

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Tuesday, May 31, 2016

LIABILITIES AND FUND EQUITY**Current Liabilities**

Accounts Payable	670.60
Accrued Accounts Payable	82,475.32
Security Deposit	4,000.00
Accrued Payroll	186,567.62
EE 403(b) deduction / EE Miors Pmt	1,503.69
ER 403(b) Contribution	
Accrued Liability - Vacation S/T	42,644.71

Total Current Liabilities	<u>317,861.94</u>
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Long-Term Liabilities

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

Fund Equity

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

Reserve - Encumbrances	853,750.03
Deferred Revenue - Property Taxes	916,923.00
Fund Balance - Undesignated	7,857,859.66
Excess Revenue (Spending)	625,721.01

Total Fund Balance	<u>10,254,253.70</u>
Total Fund Equity	<u>42,519,359.49</u>

TOTAL LIABILITIES AND FUND EQUITY	<u><u>43,131,869.44</u></u>
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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 5/1/2016 5/31/2016
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052856	4IMPRINT	4IMPRINT, INC	5/24/2016	CHECK	PMCHK00001917	\$627.52
052858	AGRSER	A GROWING SERVICE LLC	5/24/2016	CHECK	PMCHK00001917	\$340.00
052806	ARENATA	A-1 RENTAL, INC.	5/16/2016	CHECK	PMCHK00001914	\$1,155.00
052908	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/31/2016	CHECK	PMCHK00001921	\$309.30
052772	A.M. SERV	A.M. SERVICES, INC	5/10/2016	CHECK	PMCHK00001913	\$6,739.00
052857	AFTDEL	AFTERNOON DELIGHT	5/24/2016	CHECK	PMCHK00001917	\$147.40
052802	ALAFIS	ALAN FISK	5/16/2016	CHECK	PMCHK00001914	\$1,500.00
052796	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	5/10/2016	CHECK	PMCHK00001913	\$136.62
052803	ALLJON	ALLISON JONES	5/16/2016	CHECK	PMCHK00001914	\$42.55
052804	AMASCH	AMANDA SCHOTT	5/16/2016	CHECK	PMCHK00001914	\$30.28
052859	AMACOM	AMAZON.COM CREDIT PLAN	5/24/2016	CHECK	PMCHK00001917	\$4,706.09
052773	AMEX	AMERICAN EXPRESS	5/10/2016	CHECK	PMCHK00001913	\$58,593.26
052737	ANNPRU	ANNA PRUSHINSKAYA	5/3/2016	CHECK	PMCHK00001912	\$100.00
052860	APPLE	APPLE, INC.	5/24/2016	CHECK	PMCHK00001917	\$1,995.00
052909	APPLE	APPLE, INC.	5/31/2016	CHECK	PMCHK00001921	\$1,024.00
052805	APPIMA	APPLIED IMAGING	5/16/2016	CHECK	PMCHK00001914	\$327.89
052861	ATTMOB	AT&T MOBILITY	5/24/2016	CHECK	PMCHK00001917	\$700.20
052807	B&H	B&H PHOTO-VIDEO	5/16/2016	CHECK	PMCHK00001914	\$2,646.90
052862	B&H	B&H PHOTO-VIDEO	5/24/2016	CHECK	PMCHK00001917	\$699.99
052910	B&H	B&H PHOTO-VIDEO	5/31/2016	CHECK	PMCHK00001921	\$4,724.00
052808	BATPLU	BATTERIES PLUS	5/16/2016	CHECK	PMCHK00001914	\$57.20
052863	BELTOW	BELL TOWER HOTEL	5/24/2016	CHECK	PMCHK00001917	\$369.60
052738	BENHAT	BEN HATKE	5/3/2016	CHECK	PMCHK00001912	\$200.00
052809	BETBAT	BETH BATTEY	5/16/2016	CHECK	PMCHK00001914	\$180.00
052865	BETJOHN	BETH JOHNSON	5/24/2016	CHECK	PMCHK00001917	\$100.00
052774	BETMAN	BETH MANUEL	5/10/2016	CHECK	PMCHK00001913	\$23.06
052810	BETNEA	BETHANY NEAL	5/16/2016	CHECK	PMCHK00001914	\$250.00
052864	BETBEC	BETSY BECKERMAN	5/24/2016	CHECK	PMCHK00001917	\$850.00
052775	BIAAUD	BLACKSTONE AUDIO BOOKS	5/10/2016	CHECK	PMCHK00001913	\$1,138.86
052821	DICBLI	BLICK ART MATERIALS	5/16/2016	CHECK	PMCHK00001914	\$43.83
052866	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/24/2016	CHECK	PMCHK00001917	\$58,083.77
052811	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/16/2016	CHECK	PMCHK00001914	\$5,846.57
052812	BP	BP	5/16/2016	CHECK	PMCHK00001914	\$280.01
052776	BREWER	BREWER'S	5/10/2016	CHECK	PMCHK00001913	\$231.16
052739	BRITRU	BRIAN M. TRUSKOWSKI	5/3/2016	CHECK	PMCHK00001912	\$125.00
052813	BRIOBR	BRIDGET O'BRIEN	5/16/2016	CHECK	PMCHK00001914	\$125.00
052777	BRODCO	BRODART CO.	5/10/2016	CHECK	PMCHK00001913	\$126.09
052814	BRODCO	BRODART CO.	5/16/2016	CHECK	PMCHK00001914	\$1,124.57
052867	BRODCO	BRODART CO.	5/24/2016	CHECK	PMCHK00001917	\$3,778.78
052815	BUSVAL	BUSCH'S, INC.	5/16/2016	CHECK	PMCHK00001914	\$172.66
052771	BUSCAR	BUSINESS CARD	5/10/2016	CHECK	PMCHK00001913	\$20,376.43
052740	CARNOW	CAROLYN NOWAK	5/3/2016	CHECK	PMCHK00001912	\$200.00
052816	CARBRO	CARPENTER BROS.	5/16/2016	CHECK	PMCHK00001914	\$18.26
052868	CDW-G	CDW GOVERNMENT, INC.	5/24/2016	CHECK	PMCHK00001917	\$1,623.82
052741	CECBEL	CECE BELL	5/3/2016	CHECK	PMCHK00001912	\$100.00
052817	CHELAK	CHERRY LAKE PUBLISHING	5/16/2016	CHECK	PMCHK00001914	\$20,848.00
052778	CINCOR	CINTAS CORPORATION	5/10/2016	CHECK	PMCHK00001913	\$1,782.06
052818	CITOF1	CITY OF ANN ARBOR TREASURER	5/16/2016	CHECK	PMCHK00001914	\$2,545.32
052742	COMCAS	COMCAST	5/3/2016	CHECK	PMCHK00001912	\$124.90
052819	COMCAS	COMCAST	5/16/2016	CHECK	PMCHK00001914	\$38.47
052911	COMCAS	COMCAST	5/31/2016	CHECK	PMCHK00001921	\$124.90
052779	COMALLW	COMPUTER ALLEY WEST	5/10/2016	CHECK	PMCHK00001913	\$110.94
052743	DANMIS	DAN MISHKIN	5/3/2016	CHECK	PMCHK00001912	\$100.00
052869	DAVSHA	DAVID SHARP	5/24/2016	CHECK	PMCHK00001917	\$100.00
052820	DENOWE	DENISE OWENS	5/16/2016	CHECK	PMCHK00001914	\$100.00
052736	DTEENE	DTE ENERGY	5/3/2016	CHECK	PMCHK00001911	\$10,497.81

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052744	DTEENE	DTE ENERGY	5/3/2016	CHECK	PMCHK00001912	\$2,996.05
052870	DTEENE	DTE ENERGY	5/24/2016	CHECK	PMCHK00001917	\$11,890.43
052871	DYKGOS	DYKEMA GOSSETT	5/24/2016	CHECK	PMCHK00001917	\$2,637.45
052822	FASTSI	FASTSIGNS	5/16/2016	CHECK	PMCHK00001914	\$195.00
052912	FOUCRE	FOUNDATIONS OF CREATIVE VISION	5/31/2016	CHECK	PMCHK00001921	\$640.00
052780	FRIOF	FRIENDS OF THE ANN ARBOR	5/10/2016	CHECK	PMCHK00001913	\$1,886.90
052847	THOGAL	GALE/CENGAGE LEARNING, INC	5/16/2016	CHECK	PMCHK00001914	\$526.85
052919	THOGAL	GALE/CENGAGE LEARNING, INC	5/31/2016	CHECK	PMCHK00001921	\$75.97
052873	GAMESTART	GAMESTART	5/24/2016	CHECK	PMCHK00001917	\$800.00
052745	GEORUT	GEORGINA RUTHERFORD	5/3/2016	CHECK	PMCHK00001912	\$150.00
052823	GLEMOD	GLEN MODELL	5/16/2016	CHECK	PMCHK00001914	\$1,505.00
052769	WWGRAI	GRAINGER	5/3/2016	CHECK	PMCHK00001912	\$233.50
052872	FIRMAR	GREEN ROAD ASSOCIATES, LLC	5/24/2016	CHECK	PMCHK00001917	\$3,646.00
052746	GREGSCH	GREGG SCHIGIEL	5/3/2016	CHECK	PMCHK00001912	\$200.00
052824	HANASH	HANNAH ASHMORE	5/16/2016	CHECK	PMCHK00001914	\$100.00
052913	HOBBLA	HOBBS & BLACK ASSOCIATES, INC.	5/31/2016	CHECK	PMCHK00001921	\$560.00
052874	HOOHAT	HOOPER, HATHAWAY, P.C.	5/24/2016	CHECK	PMCHK00001917	\$2,035.50
052781	HUGGAL	HUGH GALLAGHER	5/10/2016	CHECK	PMCHK00001913	\$400.00
052875	INGRAC	INGRID RACINE	5/24/2016	CHECK	PMCHK00001917	\$300.00
052825	INSDER	INSITE DESIGN STUDIO	5/16/2016	CHECK	PMCHK00001914	\$3,675.12
052876	JANPAN	JANE PANIKKAR	5/24/2016	CHECK	PMCHK00001917	\$100.00
052826	JASSHI	JASON SHIGA	5/16/2016	CHECK	PMCHK00001914	\$2,000.00
052914	JENMCK	JENN MCKEE	5/31/2016	CHECK	PMCHK00001921	\$203.00
052782	JERDRO	JERZY DROZD	5/10/2016	CHECK	PMCHK00001913	\$200.00
052827	JESSRIC	JESS RICHARD	5/16/2016	CHECK	PMCHK00001914	\$450.00
052783	JEWISHNE	JEWISH NEWS	5/10/2016	CHECK	PMCHK00001913	\$245.00
052899	JOSPAR	JOSIE PARKER	5/25/2016	CHECK	PMCHK00001919	\$161.30
052747	JULROT	JULIANA ROTH	5/3/2016	CHECK	PMCHK00001912	\$50.00
052900	KAMBOL	KAMI BOLYARD - AADL	5/26/2016	CHECK	PMCHK00001920	\$250.00
052828	KEEROG	KEEGAN ROGERS	5/16/2016	CHECK	PMCHK00001914	\$125.00
052784	KELULL	KELSEY ULLENBRUCH	5/10/2016	CHECK	PMCHK00001913	\$58.16
052877	KOLOSS	KOLOSSOS	5/24/2016	CHECK	PMCHK00001917	\$64.99
052898	LOVCON	LOVELL CONTRACTORS, INC	5/24/2016	CHECK	PMCHK00001918	\$106,471.22
052829	LOWE'S	LOWES BUSINESS ACCOUNT	5/16/2016	CHECK	PMCHK00001914	\$284.05
052831	MARYAN	MARGARET YANG	5/16/2016	CHECK	PMCHK00001914	\$250.00
052830	MARBAN	MARTIN BANDYKE	5/16/2016	CHECK	PMCHK00001914	\$400.00
052832	MATRIX	MATRIX TRUST CO AttnTPA000320	5/16/2016	CHECK	PMCHK00001914	\$19,043.80
052901	MATRIX	MATRIX TRUST CO AttnTPA000320	5/26/2016	CHECK	PMCHK00001920	\$18,411.45
052878	MCFI	MCFI	5/24/2016	CHECK	PMCHK00001917	\$687.26
052785	MASCOM	MEDCO SUPPLY COMPANY	5/10/2016	CHECK	PMCHK00001913	\$27.95
052833	METCOM	METCOM	5/16/2016	CHECK	PMCHK00001914	\$150.81
052879	METLIFE	METLIFE SBC	5/24/2016	CHECK	PMCHK00001917	\$6,348.28
052748	MICNAS	MICHAEL G. NASTOS	5/3/2016	CHECK	PMCHK00001912	\$100.00
052834	MICKRE	MICHELLE KRELL KYDD	5/16/2016	CHECK	PMCHK00001914	\$450.00
052749	MICOFF	MICHIGAN OFFICE SOLUTIONS	5/3/2016	CHECK	PMCHK00001912	\$2,177.90
052835	MICROS	MICROSOURCE, INC.	5/16/2016	CHECK	PMCHK00001914	\$169.52
052880	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	5/24/2016	CHECK	PMCHK00001917	\$59.00
052786	MIDTAP	MIDWEST TAPE	5/10/2016	CHECK	PMCHK00001913	\$2,271.03
052836	MIDTAP	MIDWEST TAPE	5/16/2016	CHECK	PMCHK00001914	\$12,134.21
052881	MIDTAP	MIDWEST TAPE	5/24/2016	CHECK	PMCHK00001917	\$3,162.54
052915	MICMUN1	MML WORKERS' COMP FUND	5/31/2016	CHECK	PMCHK00001921	\$29,180.00
052837	MONHIG	MONICA HIGMAN	5/16/2016	CHECK	PMCHK00001914	\$100.00
052838	NETTIS	NETTIE TISO	5/16/2016	CHECK	PMCHK00001914	\$350.00
052750	NUWAVE	NUWAVE AQUARIUMS	5/3/2016	CHECK	PMCHK00001912	\$120.00
052790	NUWAVE	NUWAVE AQUARIUMS	5/10/2016	CHECK	PMCHK00001913	\$99.00
052882	NUWAVE	NUWAVE AQUARIUMS	5/24/2016	CHECK	PMCHK00001917	\$119.95
052916	NUWAVE	NUWAVE AQUARIUMS	5/31/2016	CHECK	PMCHK00001921	\$119.95
052789	ONEACON	O'NEAL CONSTRUCTION	5/10/2016	CHECK	PMCHK00001913	\$2,410.96
052839	OCLINS	OCL, INC.	5/16/2016	CHECK	PMCHK00001914	\$3,785.11
052751	OFFDEP	OFFICE DEPOT, INC.	5/3/2016	CHECK	PMCHK00001912	\$464.60
052840	OFFDEP	OFFICE DEPOT, INC.	5/16/2016	CHECK	PMCHK00001914	\$166.20
052883	OFFDEP	OFFICE DEPOT, INC.	5/24/2016	CHECK	PMCHK00001917	\$348.40
052884	OMEBUS	OMEGA BUSINESS CENTER, LLC	5/24/2016	CHECK	PMCHK00001917	\$3,700.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052788	PATSUT	PATRICIA SUTTON	5/10/2016	CHECK	PMCHK00001913	\$43.42
052753	PATDUN	PATRICK DUNN	5/3/2016	CHECK	PMCHK00001912	\$100.00
052917	PATDUN	PATRICK DUNN	5/31/2016	CHECK	PMCHK00001921	\$152.00
052791	RANHOU	PENGUIN RANDOM HOUSE, LLC	5/10/2016	CHECK	PMCHK00001913	\$1,865.25
052885	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/24/2016	CHECK	PMCHK00001917	\$206.74
052754	PRITEC	PRINT TECH INC.	5/3/2016	CHECK	PMCHK00001912	\$3,338.91
052787	PRITEC	PRINT TECH INC.	5/10/2016	CHECK	PMCHK00001913	\$2,217.68
052841	PRITEC	PRINT TECH INC.	5/16/2016	CHECK	PMCHK00001914	\$365.18
052886	PRITEC	PRINT TECH INC.	5/24/2016	CHECK	PMCHK00001917	\$13,306.41
052918	PRITEC	PRINT TECH INC.	5/31/2016	CHECK	PMCHK00001921	\$3,556.30
052755	QUANTA	QUANTA, INC.	5/3/2016	CHECK	PMCHK00001912	\$251.93
052793	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/10/2016	CHECK	PMCHK00001913	\$12,523.00
052756	RAFROS	RAFAEL ROSADO	5/3/2016	CHECK	PMCHK00001912	\$200.00
052842	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	5/16/2016	CHECK	PMCHK00001914	\$67.10
052792	RECBOO	RECORDED BOOKS, INC.	5/10/2016	CHECK	PMCHK00001913	\$637.75
052887	RECBOO	RECORDED BOOKS, INC.	5/24/2016	CHECK	PMCHK00001917	\$69.50
052757	RECANN	RECYCLE ANN ARBOR	5/3/2016	CHECK	PMCHK00001912	\$668.00
052758	REHROB	REHMANN ROBSON	5/3/2016	CHECK	PMCHK00001912	\$300.00
052759	RICBUS1M	RICOH USA, INC.	5/3/2016	CHECK	PMCHK00001912	\$794.90
052843	ROBROB	ROBIN ROBINSON	5/16/2016	CHECK	PMCHK00001914	\$100.00
052888	RUMMED	RUMBLE PACK MEDIA	5/24/2016	CHECK	PMCHK00001917	\$525.00
052760	RUTBAR	RUTH MCNALLY BARSHAW	5/3/2016	CHECK	PMCHK00001912	\$200.00
052761	SAMCHE	SAMANTHA K. CHEROLIS	5/3/2016	CHECK	PMCHK00001912	\$200.00
052889	SARKEL	SARA MELTON KELLER	5/24/2016	CHECK	PMCHK00001917	\$275.00
052763	SCHSOU	SCHEDULE SOURCE, INC	5/3/2016	CHECK	PMCHK00001912	\$894.50
052794	SCHSEC	SCHILKE SECURITY	5/10/2016	CHECK	PMCHK00001913	\$135.00
052844	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/16/2016	CHECK	PMCHK00001914	\$1,146.41
052845	SCIOTOW	SCIO TOWNSHIP UTILITY DEPT.	5/16/2016	CHECK	PMCHK00001914	\$88.25
052795	SEMSTU	SEMANTIC STUDIOS, LLC	5/10/2016	CHECK	PMCHK00001913	\$25,200.00
052752	PACMEC	SHAMBAUGH & SON, L.P	5/3/2016	CHECK	PMCHK00001912	\$21,972.00
052797	SHRM	SHRM	5/10/2016	CHECK	PMCHK00001913	\$190.00
052890	SHUCRU	SHUTTA CRUM	5/24/2016	CHECK	PMCHK00001917	\$100.00
052798	STAHAR	STADIUM HARDWARE	5/10/2016	CHECK	PMCHK00001913	\$43.55
052891	STAPLE	STAPLES ADVANTAGE	5/24/2016	CHECK	PMCHK00001917	\$18.60
052846	SWESOU	SWEETWATER SOUND INC.	5/16/2016	CHECK	PMCHK00001914	\$29.79
052764	TERSOA	TERRY SOAVE	5/3/2016	CHECK	PMCHK00001912	\$1,944.28
052848	TMGROU	THE TM GROUP INC	5/16/2016	CHECK	PMCHK00001914	\$170.00
052921	UMICH	THE UNIVERSITY OF MICHIGAN	5/31/2016	CHECK	PMCHK00001921	\$680.00
052849	TNTEXP	TNT EXPRESS	5/16/2016	CHECK	PMCHK00001914	\$40.00
052892	TOMSMI	TOM SMITH	5/24/2016	CHECK	PMCHK00001917	\$101.39
052801	ADTSEC	TYCO INTEGRATED SECURITY	5/16/2016	CHECK	PMCHK00001914	\$328.00
052765	ULINE	ULINE, INC.	5/3/2016	CHECK	PMCHK00001912	\$98.10
052920	ULINE	ULINE, INC.	5/31/2016	CHECK	PMCHK00001921	\$171.51
052851	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	5/16/2016	CHECK	PMCHK00001914	\$545.95
052799	UNIPAR	UNITED PARCEL SERVICE	5/10/2016	CHECK	PMCHK00001913	\$89.75
052850	UNIPAR	UNITED PARCEL SERVICE	5/16/2016	CHECK	PMCHK00001914	\$58.13
052893	UNIPAR	UNITED PARCEL SERVICE	5/24/2016	CHECK	PMCHK00001917	\$46.27
052854	UNUMPRO	UNUM LIFE INSURANCE	5/24/2016	CHECK	PMCHK00001915	\$852.74
052855	UNUMPRO	UNUM LIFE INSURANCE	5/24/2016	CHECK	PMCHK00001916	\$1,704.16
052894	UNUMPRO	UNUM LIFE INSURANCE	5/24/2016	CHECK	PMCHK00001917	\$1,991.54
052766	VERWIRC	VERIZON WIRELESS	5/3/2016	CHECK	PMCHK00001912	\$1,744.03
052895	VERWIRC	VERIZON WIRELESS	5/24/2016	CHECK	PMCHK00001917	\$779.80
052767	VOSLIG	VOSS LIGHTING	5/3/2016	CHECK	PMCHK00001912	\$560.80
052852	WARNAT	VWR INTERNATIONAL LLC	5/16/2016	CHECK	PMCHK00001914	\$635.32
052896	WASHCC	WASHTENAW COMMUNITY COLLEGE	5/24/2016	CHECK	PMCHK00001917	\$1,275.06
052800	WASHTR	WASHTENAW COUNTY TREASURER	5/10/2016	CHECK	PMCHK00001913	\$5,982.19
052853	WASHTR	WASHTENAW COUNTY TREASURER	5/16/2016	CHECK	PMCHK00001914	\$5,982.19
052768	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/3/2016	CHECK	PMCHK00001912	\$231.45
052897	WILTEC	WILTEC TECHNOLOGIES	5/24/2016	CHECK	PMCHK00001917	\$48,231.00
052770	ZACGIA	ZACK GIALLONGO	5/3/2016	CHECK	PMCHK00001912	\$400.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	179				Total Amount of Checks:	\$636,692.31
						=====

Director's Report
June 2016

Policy

The HR benefits for the staff of AADL are determined during bargaining with the two MEA units. The Librarians' Association has 13 members and the Staff Associates unit has 23 members. There are a total of 212 persons employed at AADL and 99 are full time employees receiving benefits. The current labor agreement is in effect until June 30, 2018. Right to Work legislation has been applied by members of the units to opt out of paying dues.

The AADL bargains for contracts that act as blueprints for the entire staff. While there have been contracts over the past twenty years that resulted in different benefits for represented staff, currently there are no differences.

The current benefit package differs only in the vacation accrual for the management grades that include grades 17, 16, 15, 14, and 13. Grades 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, and 1 have the same package.

It is unusual for Sick Leave accrual and Vacation accrual to be offered at the same time, but this is the case at AADL and is an advantage for those who need a longer leave and can use both accruals.

Management Grades Vacation:

0-5 years 7.69 hours per pay period (25 days per year)
6+ years 9.23 hours per pay period (30 days per year)

Non-Management Grades Vacation:

0-5 years 5.23 hours per pay period (17 days per year)
6-10 years 6.46 hours per pay period (21 days per year)
11+ years 7.69 hours per pay period (25 days per year)

Sick Leave:

4.16 hours per pay period (13.5 days per year)

Maximum carryover- 720 hours (90 days) This is pro-rated for less than 1.0 FTE

Paid Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Section 125: Staff may designate an amount from paychecks on a pre-tax basis into a Section 125 account for medical, dental, optical or dependent care expenses.

Health Insurance:

Blue Care Network HMO- Available to all regular employees and eligible dependents with a co payment.

Blue Cross/Blue Shield PPO- Available with an employee contribution for all full time regular employees and eligible dependents.

Employees able to provide proof of health insurance coverage from another source may be eligible to receive \$100.00 a month in lieu of health insurance coverage for a full-time regular employee.

Dental and Vision:

MetLife Dental is available at no cost to full-time regular employees and dependents.

Blue Cross/Blue Shield VSP Vision is available at no cost to full-time regular employees

Life Insurance

Two (2) times annual salary rounded to the nearest thousand provided at no cost to the employee.

Long Term Disability Insurance

90 day elimination period with benefits beginning the day after the elimination period is completed. 66.6667% of monthly salary to a maximum benefit of \$8,500.00 per month. Provided at no cost to the employee.

Tax Sheltered Annuity

The AADL contributes 10% of gross income into a tax-sheltered annuity with one of three providers for each regular employee. Employees may voluntarily contribute on a pre-tax basis within the limits set by the IRS.

Optional Benefits

Available with a co-payment for all regular employees:

Short Term Disability Insurance
Supplemental Term Life
Dependent Term Life

Services and Products:

Pulp:

Pulp's audience is growing steadily and receives and solicits pitches from local arts writers and community arts groups. Well-known journalists such as Patrick Dunn, Jenn McKee, Doug Coombe, John Cantú, and Michael Nastos from WEMU are regularly contributing, in addition to frequent contributions from staff and previews from arts organizations. Traffic doubled between February and April, going from around 2,000 pageviews per month to just short of 4,000. This coincided with the Pulp Bus advertising. Coverage is in production for Summer Fest, Art Fair, and other Summer events.

Fifth Avenue Press:

The press is starting to receive pitches from local authors of all types. We are currently talking with local authors of 3 poetry books, a personal memoir, a SciFi novel, a local history book, a picture book, and a serialized graphic novel about a teen wizard in exile in Ann Arbor. The first "class" of works will emerge this fall, but the first thing to bear the Fifth Avenue Press imprint was a comic anthology AADL produced for Free Comic Book Day in May, to promote A2CAF and featuring original work by several leading kids' comics artists, many of whom will be appearing at A2CAF, including a cover by multiple NYT bestselling cartoonist Raina Telgemeier and a poster for A2CAF by Newbery Honor winner Cece Bell.

Licensing:

Recent direct download acquisitions include Brasslands, a documentary about the rise of Balkan Brass Bands, renewals with Cherry Lake Kids nonfiction ebooks, Ghostly Records, and the addition of local record label Quite Scientific records, who has several artists appearing at Sonic Lunch this summer. New stitching / knitting patterns were added in spring, and we are in talks with several publishers of pen & paper role-playing games to add their PDFs to the download collection.

Old News:

Digitization continues at the Archives, and the recent Old News feature on Memorial Day was presented at the top of the Mlive Ann Arbor front page on Memorial Day Weekend. Other recent features include a pictorial history of the Ann Arbor Kiwanis Club at 95 that will be presented at their August meetings, a gallery of photos from the University of Michigan Zoo that closed in 1962, and a collection of photos of Gordie Howe's appearances in Ann Arbor over the years.

Tools:

Usage of the Tools Collection continues to grow, with checkouts increasing approximately 50% over 2015 to approximately 10,000 checkouts of 637 items. Recently a team of undergrads from the UM

Ross School of Business BOND Consulting Club studied use of the collection, and their findings will be presented in this evening's Monthly Statistics.

Events:

Maker Faire:

The 8th Annual Ann Arbor Mini Maker Faire happened for the first time at AADL on [June 4](#). Featuring exhibits by Maker Works, the Hands-on Museum, All Hands Active makerspace, Several High School Robotics Teams, and many individual presenters, this festival of creativity and technology brought 3,817 to the downtown library, the 8th highest daily doorcount we have ever recorded. Like many other large events, Maker Faire is an independent organization to which AADL provides a venue, promotion, and logistical support. The event was a huge success, bringing many people into the Downtown Library for the first time, and we hope to repeat next summer.

A2CAF:

A2CAF, the Ann Arbor Comic Arts Festival, formerly known as Kids Read Comics, happened this past weekend at the downtown library, bringing 40+ cartoonists of all ages and prominence levels together, from local kids selling their comics for the first time to NYT bestselling artists and Newbery Honor winners. The Kids Comics Revolution Awards, now in their 4th year, were given out in a [Sunday](#) ceremony, based on votes from Kids all across the US. These increasingly prominent awards were created by the Kids Read Comics team (an external nonprofit) and nominated by teachers, librarians, and artists. This year, a team of staff from TCAF (the Toronto Comics Arts Festival, hosted by the Toronto Public Library) visited A2CAF to see how it's done at AADL.

Summer Game:

Summer Game starts this week and is already shaping up to be the biggest yet. Featuring new partnerships with AAATA & Skyline High School, along with the continuation of our partnerships with the Ann Arbor Art Center and the Ann Arbor Summer Festival, bring new opportunities for players from kids to adults. Art exhibits around town by Japanese Felt Artist Hine Mazushima will appear in July, each featuring a game code for players. New items in the Summer Game Shop along with new Book prizes for Teen and Kid reading game finishers continue to be funded by the Friends of AADL.

Facilities

Secret Lab:

Over 80 public events are scheduled for the Secret Lab this summer, including the very popular [Tuesday Night Sewing Labs](#) and upcoming Letterpress and Electronics labs, along with many all-ages craft events. UMSI has provided \$10,000 in equipment per their usage agreement with AADL and plans to hold another graduate class in the Secret Lab in Winter 2017.

Westgate Reorganization:

Staff are writing new Spine Labels for the Westgate collection using the BISAC-inspired organization scheme developed at AADL, with 23,000 spine labels written and about 7,000 yet to go. A test of the relabeling process begins at the "Zoo" this week, with full-scale relabeling beginning in July. Westgate signage is being developed in conjunction with this new organization scheme by Chaloud designs in Ann Arbor.

AADL EVENTS WITH 1,000 OR MORE ATTENDEES

2008 – to June 8 2016

6-4-2016: 3,519 – Maker Faire 2016– Downtown Library

12-12-15: **3,400** – Tiny Expo Craft Fair 2015 – Downtown Library

12-13-2014: **2,600** – Tiny Expo Craft Fair 2014– Downtown Library

6-20-2015: **2,200** – Kids Comics Convention 2015 (Saturday) – Downtown Library

6-21-2014: **2,000** – Kids Comics Convention 2014 (Saturday) – Downtown Library

6-21-2015: **1,500** – Kids Rock@ Top - MC Frontalot Concert - Top of the Park

6-22-2014: **1,500** - Kids Comics Convention 2014 (Sunday) – Downtown Library

6-27-2009: **1,500** – Videogame Night Concert with MC Frontalot & One Ups - Top of the Park

6-15-2014: **1,400** - Kids Rock@ Top – Dirty Sock Funtime Band Concert - Top of the Park

6-22-2014: **1,400** - Kids Rock@ Top – The O>Matics Concert - Top of the Park

7-3-2011: **1,200** - Kids Rock@ Top – Recess Monkey Concert - Top of the Park

6-21-2015: **1,100**- Kids Comics Convention 2015 (Sunday) – Downtown Library

7-8-2012: **1,100** - Kids Rock@ Top – Big Bang Boom Concert - Top of the Park

11-24-2009: **1,100** – An Evening With Helen Thomas – Michigan Theater

6-30-2013: **1,050** - Kids Rock@ Top – The Not-Its Concert - Top of the Park

3-22-2014: **1,045** – Malletts Creek Anniversary Celebration – Malletts Creek

6-29-2014: **1,000** - Kids Rock@ Top – Aaron Nigel Smith Concert - Top of the Park

5-21-2012: **1,000** – An Evening With Dan Rather – Michigan Theater

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-152**

RESOLUTION TO ADOPT REVISED BOARD BY-LAWS

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

PRESENT:

ABSENT:

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

A revised form of Bylaws has been presented to the Board and it is attached to this Resolution 16-152 .

THE BOARD RESOLVES AS FOLLOWS:

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary

**ANN ARBOR DISTRICT LIBRARY
BOARD OF TRUSTEES**

BYLAWS

ARTICLE I
NAME AND LOCATION

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

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

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

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

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

ARTICLE II
POWERS AND DUTIES; FISCAL MATTERS

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

- (a) Establish, maintain, and operate a public library for the District;

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

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

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

ARTICLE III
BOARD MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV **OFFICERS**

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

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

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

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

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

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

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

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

ARTICLE V
MEETINGS

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

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

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

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

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Communications from Trustees**
- Financial report
- Committee reports
- Old Business
- New Business
- Adjournment

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

5.6 Voting. Each member present at a Board meeting shall vote yes or no unless the member has declared a conflict of interest that precludes voting per Section 3.5. Each member

of the Board of Trustees shall have one (1) vote and the act of a majority of the Board at any meeting at which a quorum is present shall be the act of the Board of Trustees except as otherwise provided by these Bylaws or as required by Michigan law. All votes of members of the Board of Trustees shall be recorded and shall become matters of public record. In case of emergency, if Board action is needed and a Board meeting cannot be convened on an emergency basis, with the concurrence of the President, members of the Board of Trustees may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members prior to initiating the emergency polling procedure. Any action taken on an emergency basis pursuant to this procedure shall be ratified by the Board of Trustees at the next Board meeting.

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

ARTICLE VI **COMMITTEES**

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

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

6.3 Committee Members; Chairpersons. Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and special committees from a list of proposed committee members prepared in consultation with the Library Director. All appointments to standing committees shall be consistent with membership requirements described in Section 6.6 of these Bylaws. Committees may, but need not, be composed solely of members of the Board of Trustees. Any committee member appointed by the Board of Trustees and any committee chairperson may be removed by a majority vote of the Board of Trustees with or without cause at any time. Individuals appointed by the Board of Trustees to serve on standing and special committees shall make every effort to attend scheduled committee meetings. Upon invitation by the committee chairperson, individuals other than appointed committee members may attend committee meetings.

CURRENT AADL Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001, November 19, 2007 and May 17, 2010

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

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

6.6 Charge and Responsibilities of Standing Committees.

6.6.1 Budget and Finance Committee. The Budget and Finance Committee shall consist of three (3) Trustees, the Library Director, the chief financial officer of the Library and such other persons, including members of the Library staff and members of the public having expertise in matters within the scope of the committee's duties, as the Board may deem appropriate. The Budget and Finance Committee shall (i) make recommendations to the Board on the adoption of the annual budget; (ii) review long-term plans for capital expenditures and make recommendations to the Library Director and the Board; (iii) review and advise the Board on financial policies and financial matters, such as insurance requirements, banking relationships, accounting practices, investment policies, internal controls, borrowings, millage and election issues and other similar matters; (iv) develop the basis for the operating millage proposal to be submitted to the electors of the Ann Arbor Library District; and (v) provide the necessary data to enable the Board to select financing for new buildings and properties, the amount and form of such financing, and procedures for approval of proposed financing by electors, if required.

~~6.6.2 ***Director's Evaluation Committee.*** The Committee shall consist of three (3) Trustees, and such other persons, as the Board may deem appropriate. The Director's Evaluation Committee shall serve to advise the Board of Trustees with respect the Library Director's performance appraisal by collecting relevant information from the Director and Board, organizing the evaluation materials and communicating the draft evaluation document to the Board for its consideration and approval.~~

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

6.6.4 *Executive Committee.* The Executive Committee shall consist of the President, and any two Elected Officers. The Executive Committee shall assist in the preparation of the agenda for annual, regular, and special meetings, and shall perform such other tasks as the President or the Board of Trustees shall from time to time determine.

6.7 *Special Committees.* The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Special committees shall review matters within the scope of their assigned work and advise the Board of Trustees and the Library Director thereon. All special committees shall abide by the general committee procedures described in Sections 6.2 through 6.5 of these Bylaws. All special committees shall disband when they have completed the work for which they were appointed.

ARTICLE VII **LIBRARY DIRECTOR**

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

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

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

ARTICLE VIII **MISCELLANEOUS**

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

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

8.3 Indemnification.

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

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

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

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

Approved by the Ann Arbor District Library Board of Trustees

Secretary

*Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001, November 19, 2007, May 17, 2010 and **June 20, 2017.***

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CURRENT AADL Bylaws adopted December 12, 1995 and amended effective September 14, 1998, October 19, 1998, April 16, 2001, November 19, 2007 and May 17, 2010

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 16-153**

RESOLUTION TO AMEND THE 2015-2016 APPROVED BUDGET

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

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

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

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary

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

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

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

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary



Ann Arbor District Library

Strategic Plan 2016-2019

Draft for review by the Board of Trustees June 20, 2016

Prepared by Bridgeport Consulting, LLC
Ann Arbor, Michigan



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Ann Arbor District Library: Background

In 1996, voters approved a dedicated, perpetual millage to fund the establishment and operation of an independent district library, newly separate from the Ann Arbor public school system. Over the next twenty years, led by an elected Board of Trustees and supported by a talented staff of nearly 200 professionals, the Ann Arbor District Library (AADL) has become a treasured community resource.

The library operates out of five physical locations: the flagship building in downtown Ann Arbor, the Traverwood branch to the north, Westgate to the west, Malletts Creek to the southeast, and Pittsfield to the southwest. Through this deliberately placed constellation of facilities, patrons enjoy convenient access to all that the library offers.

A full compendium of these offerings would require space well beyond the bounds of this document. All the same, some notable highlights include:

- Traditional circulation materials such as books, DVDs, and other media – as well as unusual collections available for check-out including, but not limited to, musical instruments, art prints, home tools, and games;
- A diverse array of recurring programs and one-time events, often delivered in partnership with other public or private non-profit organizations;
- Spaces ranging from quiet study rooms for individuals and small groups, to community gatherings of up to 130 people, all available at low- or no-cost;
- Access to public computers and high-speed internet access;
- A rich suite of online resources such as the searchable Old News archive and Pulp, a compilation of information about arts experiences happening in and around Ann Arbor; and
- The Washtenaw Library for the Blind and Physically Disabled, which provides free access to alternative-format materials for those experiencing temporary or permanent visual/physical limitations, as well as other related support.

AADL is deservedly proud of its commitment to ongoing innovation. One of AADL's defining characteristics is the nimbleness with which the organization anticipates and



responds to evolving community needs and interests. From strategic early adoption of emerging technologies, to partnering with community organizations, and continuous evaluation of its service portfolio with an eye toward potential refinements, the library is committed to remaining relevant long into the future – all while staying faithful to the foundational reference and circulation services traditionally sought by patrons.

The library's resulting excellence has fostered appreciation at the local level: an EPIC-MRA survey conducted in February 2016 revealed that 94% of respondents hold a favorable opinion of the library. AADL has also received national recognition as well, as the only library in the state of Michigan to be awarded the Library Journal's "5-Star Library" status.

The following plan seeks to build on this foundation of excellence: aligning with the Ann Arbor District Library's vision, mission, and values; harmonizing innovation with tradition; and, ultimately, amplifying the library's impact in a way that is both ambitious and achievable.

Process Undertaken

As the existing strategic plan's term neared closure in 2015, the AADL Board of Trustees issued a competitive Request for Proposals that resulted in the engagement of Bridgeport Consulting beginning in December 2015. Over the following six months, Bridgeport consultants Kerry Sheldon and Griffin Reames:

1. Conducted **individual interviews** with each trustee to learn his/her particular interests and aspirations for the strategic plan;
2. Facilitated a **half-day retreat** with the Board of Trustees to develop a shared understanding of high-value topics to be explored;
3. Developed, deployed, and synthesized results from an **online survey distributed to all AADL staff** in the interest of broadening the field of suggestions and ideas that could inform the strategic plan's contents;
4. Synthesized **internal data** in order better to understand the demographics of AADL's existing cardholder population;

5. Compared cardholder demographics with **community-level demographic data** as published by the U.S. Census and Southeast Michigan Council of Governments (SEMCOG); and
6. Engaged a broad range of **stakeholders**, including current and prospective community partners, to brainstorm specific strategies and tactics for consideration by AADL Board of Trustees and staff in populating this plan.

Outcomes from the above activities provided a platform for discussion at the March, April, and May meetings of the Board of Trustees. Associated documentation has been compiled for reference purposes in the Appendices (published separately).

Ann Arbor District Library: Vision, Mission, and Values

The Ann Arbor District Library's (AADL's) vision, mission, and core values remain intact from the previous strategic plan, as follows:

Vision

The Ann Arbor District Library provides collections, programs, and leadership to promote the development of literate and informed citizens through open and equal access to cultural, intellectual, recreational, and information resources.

Mission

The existence of the Ann Arbor District Library assures public ownership of print collections, digital resources, and gathering spaces for the citizens of the library district. We are committed to sustaining the value of public library services for the greater Ann Arbor community through the use of traditional and innovative technologies.

Values

- Excellence in customer service
- Providing, supporting, and advocating access for all
- Acting with initiative, creativity, and flexibility
- Working together, with enthusiasm and optimism, to reach goals
- Responsible stewardship of resources

Strategic Initiatives and Goals

Initiative 1: Products and Services

1.1 Adjust offerings in order to better serve the senior population.

Persons over the age of 65 are currently well represented among AADL's cardholders (approximately 14% of active cardholders are age 65+). SEMCOG projects continued growth in this demographic through 2040; the library is cognizant of the need to adapt offerings on an iterative basis such that this population continues to be well served into the future.

1.2 Adjust offerings to augment our support of teen patrons.

Unaccompanied teens frequent the library when school is not in session. AADL welcomes these patrons, and plans to partner with existing local youth-serving agencies to further differentiate collections and programming that would appeal to this population.

1.3 Deepen, expand the portfolio of offerings tailored toward non-dominant ethnicities.

AADL places high value on serving everyone in the community. Programming designed to complement broader cultural events such as Black History Month, or interactive exhibits highlighting a culturally specific art form, such as Taiwanese Glove Puppet Theater, have been well received. AADL's initial focus will be to consider program refinements reflective of traditions and interests of the Latino and Asian communities (both of which could certainly be segmented further), in response to the growth of these populations in Washtenaw County projected by SEMCOG.

1.4 Cultivate a more systemic partnership with Ann Arbor Public Schools.

While this goal is certainly not intended to preclude a strategy of deepening/expanding relationships with area charter and/or private schools, AADL seeks to develop an intentional approach to institutional partnership with the Ann Arbor Public School district, given the institutions' shared commitment to literacy development and lifelong learning.

1.5 Explore the guiding principles for AADL's approach to unusual collections.

The expansion of AADL's non-traditional collections has occurred rapidly over time. Given the enthusiastic patron response, AADL proposes to clarify and build a shared understanding of the organization's approach to this domain. Some principles that resonated with the Board of Trustees in their discussion include usability, community appetite, and finding the right balance between being responsive to expressed interests as well as anticipating emerging trends.

Initiative 2: Finances

2.1 Explore alternative revenue generation options.

Many libraries have established a companion foundation or endowment that is able to solicit charitable contributions that can support specific initiatives and/or overall operations. AADL has by no means determined to pursue this strategy; however, the Board of Trustees is interested in becoming educated about the possibilities, constraints, and potential benefits of doing so.

2.2 Continue to operate the library in a fiscally responsible manner.

One of the most important functions of the Board of Trustees is to ensure responsible stewardship of the public funds that provide for the library's operation. The library takes this responsibility seriously, and considers this goal a steadfast and necessary element of any strategic plan.

Initiative 3: Facilities

3.1 Prioritize and implement the long-term facilities maintenance plan.

The library has prepared a forecast of the capital outlay required to maintain each facility in the AADL system. Given finite resources, these expenditures must be carefully prioritized in the context of AADL's other strategic initiatives and operational demands.

3.2 Conduct a long-term study to evaluate the placement and attributes of current and future AADL facilities.

As a result of the Facilities Need Analysis completed in 1997, the physical presence of the Ann Arbor District Library system expanded significantly in the last decade. The Malletts Creek location opened in 2004; Pittsfield followed in 2006, and Traverwood in 2008. The Westgate location is presently being renovated and expanded, and will reopen in late summer 2016. Now, nearly

twenty years after the last Facilities Need Analysis, it is time once again to consider the physical presence of all AADL facilities in a holistic way that acknowledges their interconnectedness and ensures responsiveness to future development and demographic trends.

3.3 Reimagine the Ann Arbor District Library's downtown presence.

AADL's plans to replace the aging and inadequate downtown location with a new building halted when the bond issuance that would have funded the project was rejected by voters in 2012. Though undeniably part of the overall physical AADL system discussed in Goal 3.2, the downtown location deserves distinct treatment given the facility's storied history, sheer physical size, and unique placement within the bustling commercial, residential, and recreational ecosystem of downtown Ann Arbor. The driving question behind this goal is: What role should the Ann Arbor District Library play in this ecosystem? What could AADL offer downtown that would be of optimal service to the community?

Initiative 4: Communications and Technology

4.1 Refresh AADL's branding, integrated with a comprehensive communications strategy.

The Board of Trustees has expressed interest in revisiting AADL's current branding in order to refresh the institution's visual identity and increase awareness of the library in the community. This process is also intended to result in more substantive and systematized usage of various communication tools, especially electronic options, to connect with patrons.

4.2 Articulate a vision for technology investments that confirms AADL's position as an early adopter, and ensures relevance and vibrancy over the long-term.

AADL has long been known for its pioneering approach to technology, having set an early goal to "be on the Internet before our patrons". Given the rapid rate of change inherent to this domain, AADL seeks to define the organization's philosophy with regard to keep pace with technology innovation in order to remain maximally relevant and useful to patrons.

4.3 Implement the new web presence.

The library recently engaged one of the worlds' foremost experts, Peter Morville, to redesign the information architecture that drives internal library systems and

supports the public-facing website. This next step in this massive project is to implement the redesign, resulting in a completely updated, powerful, new website.

4.4 Identify opportunities to increase cross-channel interaction.

Increasingly, library patrons access information about AADL offerings through multiple platforms (i.e., print media, website, in-person) and devices (i.e., tablets, laptops, desktops, smartphones). Creating a rich and seamlessly interactive patron experience across these platforms is of fundamental importance.

Initiative 5: Organizational Development

5.1 Assess employee benefits structure for competitiveness.

SEMCOG projects that attracting and retaining talent in Southeast Michigan will be of key importance as the overall population ages and the growth of knowledge sector jobs. AADL undertakes a market study to assess employee compensation every three years, the most recent of which resulted in adjustments that will take effect this July. Employee benefits, especially with regard to the feasibility of expanding paid leave options, will be assessed next.

5.2 Provide meaningful opportunities for staff to implement the strategic plan.

The talent, creativity, and commitment of AADL staff are what power the day-to-day operations of the library. Staff's ability to shape and execute the strategies described within this plan will define the library's future success; providing meaningful avenues to leverage their work toward these shared goals is crucial.

5.3 Refine Board of Trustees' committee structure to enable a more open and inclusive communication.

There is consensus among AADL trustees that the existing committee structure unintentionally results in fragmented or incomplete information sharing, and limits the ability of the full Board to engage in open dialogue around important issues. Various methodologies – including the potential use of a consent agenda so as to enable the majority of the Board's meeting times to be devoted to discussion – will be explored in the interest of improving this dynamic.



5.4 Enhance professional development and learning opportunities for members of the Board of Trustees.

In the interest of Board cohesion and capacity-building, the AADL Board of Trustees would like to pursue opportunities to learn about library leading practices and emerging trends through conference/workshop attendance and/or exposure to the work of peer and aspirational libraries.

ANN ARBOR DISTRICT LIBRARY BOARD

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

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

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