



Regular Meeting Agenda

Monday, May 22, 2017

Published by Ann Arbor District Library

May 2017

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21	22 AADL Board Mtg	23	24	25	26	27
28	29 Closed Holiday	30	31			

June 2017

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4	5	6	7	8	9	10
11	12 AADL Board Retreat	13	14	15	16	17
18	19 AADL Board Mtg	20	21	22	23	24
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July 2017

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2	3	4 Closed Holiday	5	6	7	8
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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, May 22, 2017 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-079 I. CALL TO ORDER
- 17-080 II. ATTENDANCE
- 17-081 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 17-082 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2017-2018 AT 7:00PM
- 17-083 V. CALL FOR PUBLIC COMMENT ON THE 2017-2018 BUDGET
- 17-084 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2017-2018 BUDGET
- 17-085 VII. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 17-086 VIII. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of April 17, 2017 (pp. 4-11)
- CA-2 Approval of April 2017 Disbursements (pp. 12-14)
- 17-087 IX. CITIZENS' COMMENTS
- 17-088 X. FINANCIAL REPORTS (pp. 15-21)
- 17-089 XI. COMMITTEE REPORTS
- 17-090 A. BUDGET AND FINANCE COMMITTEE
- 17-091 B. DIRECTOR'S EVALUATION COMMITTEE

- 17-092 XII. DIRECTOR'S REPORT (pp. 22-24)
Josie B. Parker, Director
- 17-093 XIII. OLD BUSINESS
- 16-201 A. UPDATE ON TRAVERWOOD BRANCH LIBRARY
CAPITAL PROJECT
Len Lemorie, Facilities Manager
- 17-019 B. UPDATE ON DOWNTOWN LIBRARY RESTROOM
REHABILITATION CONSTRUCTION PROJECT
Len Lemorie, Facilities Manager
- 17-075 C. RESOLUTION TO PROVIDE A LIVE INTERNET VIDEO
STREAM OF AADL BOARD MEETINGS (pp. 25-26)
(Tabled Item of action)
- 17-094 XIV. NEW BUSINESS
- 17-095 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE
FISCAL YEAR 2017-2018 (pp. 27-30)
(Item of action)
- 17-096 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE
LEVIED BY TAXING AUTHORITIES (pp. 31-32)
(Item of action)
- 17-097 C. RESOLUTION TO ADOPT THE 2017-2018 BUDGET AS A
LINE ITEM BUDGET AND COMPLIANCE OF
DISBURSEMENTS (pp. 33-34)
(Item of action)
- 17-098 D. RESOLUTION TO EXTEND SPACE USE AGREEMENT
WITH THE FRIENDS OF THE ANN ARBOR DISTRICT
LIBRARY (pp. 35-43)
(Item of action)
- 17-099 E. RESOLUTION TO AWARD CONTRACT FOR HVAC
EQUIPMENT MAINTENANCE AND REPAIR FOR THREE
YEARS (p. 44)
(Item of action)
Len Lemorie, Facilities Manager
- 17-100 F. DIRECTOR'S EVALUATION LETTER FROM AADL
BOARD

17-101 XV. CITIZENS' COMMENTS

17-102 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, APRIL 17, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 17, 2017

- 17-058 I. CALL TO ORDER
- President Vander Broek called the meeting to order 6:07 p.m.
- 17-059 II. ATTENDANCE
- Board Present: Victoria Green (arr. 6:15 p.m.), Jim Leija, Colleen Sherman, Linh Song, Jamie Vander Broek
 Board Absent: Jan Barney Newman, Ed Surovell
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 17-060 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 17-061 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Vander Broek reconvened the meeting at 7:06 p.m.
- 17-062 V. ATTENDANCE
- Board Present: Victoria Green, Jim Leija (arr. 7:08 p.m.), Jan Barney Newman (arr. 7:09 p.m.), Colleen Sherman, Linh Song, Ed Surovell (arr. 7:09 p.m.), Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 17-063 VI. APPROVAL OF AGENDA
 (Item of action)
- Trustee Green, supported by Vice President Song, moved to approve the agenda.
- AYES: Green, Sherman, Song, Vander Broek
 NAYS: None
- Motion passed 4-0.

ANN ARBOR DISTRICT LIBRARY BOARD
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17-064 VII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of March 20, 2017

CA-2 Approval of March 2017 Disbursements

Trustee Sherman, supported by Vice President Song, moved to approve the consent agenda.

AYES: Green, Sherman, Song, Vander Broek

NAYS: None

Motion passed 4-0.

17-065 VIII. CITIZENS' COMMENTS

Dan Bilich

I'm Dan Bilich, I live at 2719 Cranbrook in Ann Arbor. I wrote up some remarks which I'm going to gloss over to a certain extent. The bottom line is that in light of the great and now pressing debate about the Library Lot, I'm basically asking the Library Board to make a public declaration of what it believes to be the Library's responsibilities and intentions downtown. Because I believe the public has to know the Library's intentions in order to make the right decision about any other development. So to the beginning remarks here, first of all please accept my sincere thanks for your service. I apologize in advance if I somehow mischaracterize any of your work here. I really appreciate what you guys do. I've lived in Ann Arbor for twenty-two of the last thirty-eight years first coming here in 1969. I like it here. I've driven buses for AATA the last sixteen years. I've spent a lot of time down here on this block. I'm also a composer and playwright. I'm a resident artist at the Purple Rose Theater Company in Chelsea. I work with Kickshaw Theater in Ann Arbor. I was the first bass player for George Bedard and the Kingpins. I have a lot of deep roots here in Ann Arbor. AADL's mission statement in part "assures public ownership of print collections, digital resources, and gathering spaces for the citizens of the library district." I'm concerned with the Library's commitment to assuring the ownership and indeed the simple existence of adequate gathering spaces for the citizens of the library

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district. I would expect that you would agree with me that the role of the public library is in great flux at this point in digital history. Personally I would argue that a public library has an emerging duty to embody the civic commons both in virtual and in real spaces. City Council is voting tonight on whether to sell development rights to the Library Lot next door to a developer who wants to build a 17 story tower there. A few questions, if the City goes ahead with this project proposed development. How does the Library Board plan to “assure gathering spaces for the citizens of the library district.” Will the Library Lot for the inclusion for specific components of our civic commons such as for instance, a theater and rehearsal facility as part of the proposed site plan on the Library Lot. And such questions beg the big question which is what are the Library’s plans for the library district and for its own facilities in the library district. What does the Library consider the scope of its duties? I believe it’s time to speak up now. When can we expect a public statement of what are the Library’s intentions? Ann Arbor needs to know the Library’s intentions downtown before we can make an informed decision on other proposals such as the current Library Lot proposal. Otherwise we’ll get the cart in front of the horse and find ourselves with a compromised civic commons. Lastly I will note that I believe the Library could now in the light of recent developments win approval for a millage to put the new physical library either on the Library Lot or on one of the two other possible sites in this neighborhood if its vision was sufficiently forward thinking, and bold and clearly articulated. Thank you again for listening to me. I’m going to jump out on you early because there is a meeting at City Council but I wanted this to be heard because I think this is really important. My address and email are on the sheet that I gave you if anybody feels inclined to respond.

17-066 IX. FINANCIAL REPORTS

Cindy Richmond presented the March 2017 financials in the Board Packet. The fund balance shows an increase and expenses are well under control.

17-067 X. COMMITTEE REPORTS

17-068 A. BUDGET AND FINANCE COMMITTEE

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Treasurer Leija reported that the Budget and Finance Committee met and reviewed the draft 2017-2018 budget along with the FAADL space use agreement.

17-069

B. DIRECTOR'S EVALUATION COMMITTEE

President Vander Broek reported the Board met in closed session this evening to continue with the evaluation process and will finish at the May Board meeting.

She reported the committee is still discussing the creation of an evaluation document for next year and is discussing engaging a consultant to help craft and design a tool for this process.

17-070

XI. DIRECTOR'S REPORT

Josie B. Parker, Director

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

The impact of Federal budget cuts being proposed to the Institute of Museum and Library Services would be the immediate elimination of MeLCat and databases provided through the Library of Michigan.

AADL will be one site for the National Endowment for the Humanities *City Lore: Becoming American Series*. A six-part public program of documentary film screenings and scholar-led discussions about the history and impact of immigration in the United States.

This Saturday, April 22nd is Record Store Day at the Downtown Library. A pop-up record fair will be held in the lobby. Banners promoting the event are out on street posts.

On April 27th AADL will be participating with Ypsilanti District Library celebrating *El Dia de Los Ninos y Libros* at the Whittaker Road Branch Library.

On March 30th, Director Parker spoke at the U of M Osher Lifelong Learning Institute on the legacy of Andrew Carnegie.

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Director Parker introduced Melanie Baldwin, Friends Book Shop Manager, to the Board.

Deputy Director Neiburger is leaving for the Benjamin Franklin Library at the US Embassy in Mexico City as a guest of the State Department and the Goethe Institute to present on gamification in public libraries. He will then travel to New York City to present at a workshop for the Book Industry Study Group on BISAC.

Library Camp is scheduled at the Downtown Library on May 5th. This unconference is open to information professionals and graduate students with an interest in libraries.

Several thank you notes and tweets about AADL were viewed.

Director Parker announced AADL's new Finance Manager, Bill Cooper, begins work on Wednesday, April 19th.

17-071 XII. OLD BUSINESS

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

Facilities Manger Lemorie reported that work at Traverwood began today. Soil is being stockpiled for a rain garden. Up to 15 parking spaces may be impacted with equipment and trucks during the project.

17-019 B. UPDATE ON DOWNTOWN LIBRARY RESTROOM REHABILITATION CONSTRUCTION PROJECT
 Len Lemorie, Facilities Manager

Facilities Manger Lemorie reported that the City of Ann Arbor has approved the rough plumbing and electrical and the project should be completed in several weeks.

17-072 XIII. NEW BUSINESS

17-073 A. DISCUSSION OF PROPOSED 2017-2018 BUDGET
 (Item of discussion)

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Cindy Richmond presented the proposed 2017-2018 budget.

Assumptions included an estimated 1.5% increase in the tax base; a 1.90 millage rate; reduction in fines during the website launch; a marketing and communications manager position; a merit increase pool of 3%; increased expenses related to marketing; increased expenses related to expanded programming at Westgate Branch; and an increase in general capital outlays covering building improvements and deferred maintenance expenses.

The Board discussed the marketing/communications manager position; the 3% merit pool and other staff benefits.

The Board gave no further direction to administration to revise the proposed budget prior to the May public hearing of the budget.

Treasurer Leija reported the Budget and Finance Committee will meet again before the public hearing on the budget to address any necessary budget adjustments once figures are received from the County.

17-074

B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of discussion)

Director Parker noted that no changes are being sought to the space use agreement with the Friends.

Treasurer Leija noted the Budget and Finance Committee reviewed the agreement and found the Friends in compliance.

17-075

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

Treasurer Leija, supported by Vice President Song, moved that the Board resolves that the Ann Arbor District Library will produce a live Internet video stream of each monthly public meeting of the Ann Arbor District Library Board; that archived recordings of each live stream will be available for on-demand viewing on aadl.org; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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The Board discussed the purpose and effectiveness of this practice along with costs involved. The Board requested staff to provide more information regarding captioning and CART services costs and costs related to CTN recording/viewing.

It was the consensus of the Board to amend the motion to revisit the topic in one year.

Trustee Sherman, supported by Trustee Green, moved to table the issue until next month with edits based on this discussion and revision to the proposal.

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

NAYS: None

Motion passed 7-0.

17-076

D. VOTE FOR CLOSED SESSION AT THE MAY 15, 2017
REGULAR BOARD MEETING FOR DIRECTOR'S
EVALUATION

(Item of action)

Roll call vote

President Vander Broek informed the Board that the May 15, 2017 Board meeting date needed to be changed to May 22nd. It was the consensus of the Board to move the May 15th Board meeting date to May 22nd.

Treasurer Leija, supported by Trustee Sherman, moved to hold a closed session at the May 22, 2017 regular Board meeting for the Director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

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17-077 XIV. CITIZENS' COMMENTS

Dave Diephuis

I'm Dave Diephuis of the west South State Street of Ann Arbor. I just wanted to quickly say that I wasn't sure I would be able to attend tonight. Thank you for moving the online screening of the meetings forward. I do agree, I am glad that it's not going to cost a lot of money because as Mr. Surovell said not sure initially you're going to get tons of people watching this meeting. I would point out that that one meeting that was videoed was on YouTube not on the library website. So it's a little different crowd with no public engagement of this is available. I'm sure when you do hire your marketing communication person they'll be making a point of saying hey, you know, you want to watch the meetings, it's available and here's where it is. Final thought, civic engagement is kind of at an all-time low in some circles. Not sure that you can't say that this is going to bring a ton of people in but it's going to do something. It's at a low cost and that's a very valuable thing. Thank you.

17-078 XV. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:42 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 April 17, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

Ranges:	From:	To:	Check Date	From:	To:
Check Number	First	Last	4/1/2017	4/1/2017	4/30/2017
Vendor ID	First	Last	Checkbook ID	First	Last
Vendor Name	First	Last			

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055321	A.M. SERV	A.M. SERVICES. INC	4/6/2017	CHECK	PMCHK00002033	\$1,539.00
055322	ALLEN	ALLIANCE ENTERTAINMENT	4/6/2017	CHECK	PMCHK00002033	\$126.92
055323	AMELIB1	AMERICAN LIBRARY ASSOCIATION	4/6/2017	CHECK	PMCHK00002033	\$1,300.00
055324	ANDPAI	ANDERSON PAINT COMPANY	4/6/2017	CHECK	PMCHK00002033	\$223.96
055325	AUDHUG	AUDREY HUGGETT	4/6/2017	CHECK	PMCHK00002033	\$29.99
055326	B&H	B&H PHOTO-VIDEO	4/6/2017	CHECK	PMCHK00002033	\$2,559.01
055327	BAKTAY	BAKER & TAYLOR	4/6/2017	CHECK	PMCHK00002033	\$20,429.41
055328	BARNOB1	BARNES & NOBLE INC.	4/6/2017	CHECK	PMCHK00002033	\$1,169.43
055329	BLAAUD	BLACKSTONE AUDIO BOOKS	4/6/2017	CHECK	PMCHK00002033	\$37.00
055330	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	4/6/2017	CHECK	PMCHK00002033	\$27,604.10
055331	BTAMEX	AMERICAN EXPRESS	4/6/2017	CHECK	PMCHK00002033	\$8,556.44
055332	BUSCAR	BUSINESS CARD	4/6/2017	CHECK	PMCHK00002033	\$100.00
055333	CASDIX	CASEY DIXON	4/6/2017	CHECK	PMCHK00002033	\$4,845.00
055334	CFRA	CFRA	4/6/2017	CHECK	PMCHK00002033	\$400.00
055335	CHAMUS	CHAMBER MUSIC MICHIGAN	4/6/2017	CHECK	PMCHK00002033	\$400.00
055336	CINCOR	CINTAS CORPORATION	4/6/2017	CHECK	PMCHK00002033	\$458.71
055337	CRADOO	CRAWFORD DOOR SALES	4/6/2017	CHECK	PMCHK00002033	\$250.00
055338	EBSO	EBSO INFORMATION SERVICES	4/6/2017	CHECK	PMCHK00002033	\$2,375.00
055339	ELLIV	ELLEN LIVINGSTON	4/6/2017	CHECK	PMCHK00002033	\$125.00
055340	FRIOF	FRIENDS OF THE ANN ARBOR	4/6/2017	CHECK	PMCHK00002033	\$1,656.30
055341	GENDIS	GENESEE DISTRICT LIBRARY	4/6/2017	CHECK	PMCHK00002033	\$74.00
055342	GOPHER	GOPHER	4/6/2017	CHECK	PMCHK00002033	\$1,108.98
055343	JERKLU	JEREMY D KLUMPP	4/6/2017	CHECK	PMCHK00002033	\$100.00
055344	JOURET	JOUR RETIREMENT PLAN SVCS. LLC	4/6/2017	CHECK	PMCHK00002033	\$231.25
055345	KOLAMI	KOL AMI	4/6/2017	CHECK	PMCHK00002033	\$48.69
055346	METCOM	METCOM	4/6/2017	CHECK	PMCHK00002033	\$5,774.75
055347	MONHIG	MONICA HIGMAN	4/6/2017	CHECK	PMCHK00002033	\$100.00
055348	NUWAVE	NUWAVE AQUARIUMS	4/6/2017	CHECK	PMCHK00002033	\$188.00
055349	OFFDEP	OFFICE DEPOT. INC.	4/6/2017	CHECK	PMCHK00002033	\$20.99
055350	PACMEC	SHAMBAUGH & SON. L.P	4/6/2017	CHECK	PMCHK00002033	\$437.00
055351	PAUKEL	PKO RECORDS	4/6/2017	CHECK	PMCHK00002033	\$1,300.00
055352	RECBOO	RECORDED BOOKS. INC.	4/6/2017	CHECK	PMCHK00002033	\$6,273.33
055353	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	4/6/2017	CHECK	PMCHK00002033	\$18,343.00
055354	ROYLIM	ROYAL LIMOUSINE	4/6/2017	CHECK	PMCHK00002033	\$96.45
055355	SCHSOU	SCHEDULE SOURCE. INC	4/6/2017	CHECK	PMCHK00002033	\$1,019.50
055356	SELAUTO	SELECT AUTO SERVICE	4/6/2017	CHECK	PMCHK00002033	\$300.41
055357	SHEWIL	SHERMAN- WILLIAMS	4/6/2017	CHECK	PMCHK00002033	\$30.98
055358	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	4/6/2017	CHECK	PMCHK00002033	\$28.00
055359	STAHAR	STADIUM HARDWARE	4/6/2017	CHECK	PMCHK00002033	\$73.81
055360	THEECK	THEA AUGUSTINA ECK	4/6/2017	CHECK	PMCHK00002033	\$230.00
055361	THOGAL	GALE/CENGAGE LEARNING. INC	4/6/2017	CHECK	PMCHK00002033	\$173.59
055362	VALSOB	VALERIE SOBCZAK	4/6/2017	CHECK	PMCHK00002033	\$203.84
055363	WASHNE	WASHTENAW NEWS COMPANY. INC.	4/6/2017	CHECK	PMCHK00002033	\$4,896.70
055364	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/6/2017	CHECK	PMCHK00002033	\$250.19
055365	WILCLA	WILLY CLAFLIN	4/6/2017	CHECK	PMCHK00002033	\$230.00
055366	MIDTAP	MIDWEST TAPE	4/6/2017	CHECK	PMCHK00002033	\$5,903.63
055367	3PLAYMED	3PLAY MEDIA	4/13/2017	CHECK	PMCHK00002034	\$386.79
055368	ADASTR	ADAMS STREET PUBLISHING CO.	4/13/2017	CHECK	PMCHK00002034	\$480.00
055369	ADTSEC	TYCO INTEGRATED SECURITY	4/13/2017	CHECK	PMCHK00002034	\$525.29
055370	AGRSER	A GROWING SERVICE LLC	4/13/2017	CHECK	PMCHK00002034	\$340.00
055371	ALEANE	ALEX ANEST	4/13/2017	CHECK	PMCHK00002034	\$300.00
055372	AMYTAR	AMY TARRANT	4/13/2017	CHECK	PMCHK00002034	\$150.00
055373	ANNPRU	ANNA PRUSHINSKAYA	4/13/2017	CHECK	PMCHK00002034	\$100.00
055374	APPLE	APPLE. INC.	4/13/2017	CHECK	PMCHK00002034	\$1,002.00
055375	ATTMOB	AT&T MOBILITY	4/13/2017	CHECK	PMCHK00002034	\$480.58
055376	B&H	B&H PHOTO-VIDEO	4/13/2017	CHECK	PMCHK00002034	\$4,179.88
055377	BANMED	BANG MEDIA	4/13/2017	CHECK	PMCHK00002034	\$350.00
055378	BETBAT	BETH BATTEY	4/13/2017	CHECK	PMCHK00002034	\$360.00
055379	BETNEA	BETHANY NEAL	4/13/2017	CHECK	PMCHK00002034	\$250.00
055380	BLAAUD	BLACKSTONE AUDIO BOOKS	4/13/2017	CHECK	PMCHK00002034	\$32.99
055381	BREWER	BREWER'S	4/13/2017	CHECK	PMCHK00002034	\$646.63
055382	BRIOBR	BRIDGET O'BRIEN	4/13/2017	CHECK	PMCHK00002034	\$125.00
055383	BUSVAL	BUSCH'S. INC.	4/13/2017	CHECK	PMCHK00002034	\$265.27
055384	CARPAL	CAROL PALMS	4/13/2017	CHECK	PMCHK00002034	\$600.00
055385	CARTOP	CARROT-TOP INDUSTRIES. INC.	4/13/2017	CHECK	PMCHK00002034	\$986.10
055386	CDW-G	CDW GOVERNMENT. INC.	4/13/2017	CHECK	PMCHK00002034	\$275.80
055387	CINCOR	CINTAS CORPORATION	4/13/2017	CHECK	PMCHK00002034	\$638.87
055388	CITOF1	CITY OF ANN ARBOR TREASURER	4/13/2017	CHECK	PMCHK00002034	\$5,136.95
055389	COMCAS	COMCAST	4/13/2017	CHECK	PMCHK00002034	\$337.64
055390	CONTI	CONTI	4/13/2017	CHECK	PMCHK00002034	\$170.00
055391	CUBSOL	CUBE SOLUTIONS. LLC	4/13/2017	CHECK	PMCHK00002034	\$9,943.42
055392	DAVADL	David R. Adler	4/13/2017	CHECK	PMCHK00002034	\$100.00
055393	DIADUD	DIANE DUDLEY	4/13/2017	CHECK	PMCHK00002034	\$100.00
055394	DICBLI	BLICK ART MATERIALS	4/13/2017	CHECK	PMCHK00002034	\$40.68
055395	ERIGAL	ERIC GALLIPPO	4/13/2017	CHECK	PMCHK00002034	\$100.00
055396	EVEHOL	EVELYN HOLLENSHEAD	4/13/2017	CHECK	PMCHK00002034	\$35.73
055397	FASTSI	FASTSIGNS	4/13/2017	CHECK	PMCHK00002034	\$2,435.00
055398	GAMESTART	GAMESTART	4/13/2017	CHECK	PMCHK00002034	\$1,600.00
055399	GRACUT	W&G FOYLE LTD	4/13/2017	CHECK	PMCHK00002034	\$2,058.08
055400	HUGGAL	HUGH GALLAGHER	4/13/2017	CHECK	PMCHK00002034	\$300.00
055401	INSDS	INSITE DESIGN STUDIO	4/13/2017	CHECK	PMCHK00002034	\$647.50
055402	JENMCK	JENN MCKEE	4/13/2017	CHECK	PMCHK00002034	\$300.00
055403	JERDIC	JERMAINE DICKERSON	4/13/2017	CHECK	PMCHK00002034	\$400.00
055404	JEWISHNE	JEWISH NEWS	4/13/2017	CHECK	PMCHK00002034	\$263.00
055405	KARLEP	KAREN LEPAGE	4/13/2017	CHECK	PMCHK00002034	\$100.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055406	KATMON	KATIE MONKIEWICZ	4/13/2017	CHECK	PMCHK00002034	\$127.49
055407	KAYPEN	KAYLA COUGHLIN	4/13/2017	CHECK	PMCHK00002034	\$45.97
055408	KELULL	KELSEY ULLENBRUCH	4/13/2017	CHECK	PMCHK00002034	\$56.81
055409	LAURAY	LAURA RAYNOR	4/13/2017	CHECK	PMCHK00002034	\$55.56
055410	LOWE'S	LOWES BUSINESS ACCOUNT	4/13/2017	CHECK	PMCHK00002034	\$22.76
055411	MAINASSOC	MAIN STREET AREA ASSOCIATION	4/13/2017	CHECK	PMCHK00002034	\$50.00
055412	MARBAN	MARTIN BANDYKE	4/13/2017	CHECK	PMCHK00002034	\$900.00
055413	MARKOU	MARGARET KOURVO	4/13/2017	CHECK	PMCHK00002034	\$250.00
055414	MASCOM	MEDCO SUPPLY COMPANY	4/13/2017	CHECK	PMCHK00002034	\$127.35
055415	MCNMCK	MCNAUGHTON-MCKAY	4/13/2017	CHECK	PMCHK00002034	\$172.65
055416	MICKRE	MICHELLE KRELL KYDD	4/13/2017	CHECK	PMCHK00002034	\$500.00
055417	NATTIM	NATIONAL TIME & SIGNAL CORPORA	4/13/2017	CHECK	PMCHK00002034	\$545.00
055418	OFFDEP	OFFICE DEPOT. INC.	4/13/2017	CHECK	PMCHK00002034	\$411.89
055419	PACMEC	SHAMBAUGH & SON. L.P	4/13/2017	CHECK	PMCHK00002034	\$7,730.00
055420	PATRSMI	PATRICIA F. SMITH	4/13/2017	CHECK	PMCHK00002034	\$200.00
055421	PRITEC	PRINT TECH INC.	4/13/2017	CHECK	PMCHK00002034	\$2,857.23
055422	RECBOO	RECORDED BOOKS. INC.	4/13/2017	CHECK	PMCHK00002034	\$948.38
055423	RUMMED	RUMBLE PACK MEDIA	4/13/2017	CHECK	PMCHK00002034	\$600.00
055424	SCHOUT	SCHOOL OUTFITTERS	4/13/2017	CHECK	PMCHK00002034	\$3,546.74
055425	SHOHUR	Shoshana Hurand	4/13/2017	CHECK	PMCHK00002034	\$21.07
055426	SME	SME	4/13/2017	CHECK	PMCHK00002034	\$1,072.85
055427	STAHAR	STADIUM HARDWARE	4/13/2017	CHECK	PMCHK00002034	\$43.44
055428	TEACOM	THE TEACHING COMPANY SALES. LL	4/13/2017	CHECK	PMCHK00002034	\$1,683.75
055429	THOGAL	GALE/CENGAGE LEARNING. INC	4/13/2017	CHECK	PMCHK00002034	\$146.94
055430	ULINE	ULINE. INC.	4/13/2017	CHECK	PMCHK00002034	\$216.75
055431	UNIPAR	UNITED PARCEL SERVICE	4/13/2017	CHECK	PMCHK00002034	\$172.64
055432	UNOMA	UNIQUE MANAGEMENT SERVICES. IN	4/13/2017	CHECK	PMCHK00002034	\$1,047.15
055433	VANFIRE	VANGUARD FIRE & SECURITY SYSTE	4/13/2017	CHECK	PMCHK00002034	\$451.25
055434	VERWIRC	VERIZON WIRELESS	4/13/2017	CHECK	PMCHK00002034	\$765.31
055435	VOSLIG	VOSS LIGHTING	4/13/2017	CHECK	PMCHK00002034	\$860.70
055436	WALEVE	WALTER T. EVERETT	4/13/2017	CHECK	PMCHK00002034	\$200.00
055437	WILCLA	WILLY CLAFLIN	4/13/2017	CHECK	PMCHK00002034	\$94.75
055438	XEROX	XEROX CORPORATION	4/13/2017	CHECK	PMCHK00002034	\$19.73
055439	MIDTAP	MIDWEST TAPE	4/13/2017	CHECK	PMCHK00002034	\$6,764.70
055440	BAKTAY	BAKER & TAYLOR	4/13/2017	CHECK	PMCHK00002034	\$10,230.50
055441	BTAMEX	AMERICAN EXPRESS	4/13/2017	CHECK	PMCHK00002034	\$2,749.53
055442	A.M. SERV	A.M. SERVICES. INC	4/20/2017	CHECK	PMCHK00002035	\$1,539.00
055443	ABSBFA	BILL SCHULERT	4/20/2017	CHECK	PMCHK00002035	\$475.00
055444	AFTDEL	AFTERNOON DELIGHT	4/20/2017	CHECK	PMCHK00002035	\$123.40
055445	AMAKOO	AMANDA RYBIN KOOB	4/20/2017	CHECK	PMCHK00002035	\$100.00
055446	AMEHIS	AMELIA HISSONG	4/20/2017	CHECK	PMCHK00002035	\$320.00
055447	APPLE	APPLE. INC.	4/20/2017	CHECK	PMCHK00002035	\$4,397.00
055448	B&H	B&H PHOTO-VIDEO	4/20/2017	CHECK	PMCHK00002035	\$39.76
055449	BATPLU	BATTERIES PLUS	4/20/2017	CHECK	PMCHK00002035	\$72.34
055450	BELLEIRE	BELLE TIRE	4/20/2017	CHECK	PMCHK00002035	\$1,263.00
055451	BETBEC	BETSY BECKERMAN	4/20/2017	CHECK	PMCHK00002035	\$1,125.00
055452	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/20/2017	CHECK	PMCHK00002035	\$67,522.86
055453	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/20/2017	CHECK	PMCHK00002035	\$3,949.44
055454	DAWHEN	DAWN HENRY	4/20/2017	CHECK	PMCHK00002035	\$900.00
055455	DYKGOS	DYKEMA GOSSETT	4/20/2017	CHECK	PMCHK00002035	\$2,598.45
055456	ELIBOG	ELISE BOGDAN	4/20/2017	CHECK	PMCHK00002035	\$24.62
055457	ELIPEA	ELIZABETH PEARCE	4/20/2017	CHECK	PMCHK00002035	\$101.57
055458	ELM USA	ELM USA	4/20/2017	CHECK	PMCHK00002035	\$1,014.95
055459	EVEHOL	EVELYN HOLLENSHEAD	4/20/2017	CHECK	PMCHK00002035	\$39.39
055460	FRIOF	FRIENDS OF THE ANN ARBOR	4/20/2017	CHECK	PMCHK00002035	\$2,127.48
055461	INGRAC	INGRID RACINE	4/20/2017	CHECK	PMCHK00002035	\$800.00
055462	JEFKAS	JEFFREY KASS	4/20/2017	CHECK	PMCHK00002035	\$500.00
055463	JENMCK	JENN MCKEE	4/20/2017	CHECK	PMCHK00002035	\$100.00
055464	JESKRC	JESSICA KRUMARIK	4/20/2017	CHECK	PMCHK00002035	\$100.00
055465	KAYPEN	KAYLA COUGHLIN	4/20/2017	CHECK	PMCHK00002035	\$8.97
055466	KEEROG	KEEGAN ROGERS	4/20/2017	CHECK	PMCHK00002035	\$250.00
055467	LCAESPZ	LITTLE CAESARS PIZZA	4/20/2017	CHECK	PMCHK00002035	\$209.41
055468	MCM	MCM	4/20/2017	CHECK	PMCHK00002035	\$220.00
055469	MCNMCK	MCNAUGHTON-MCKAY	4/20/2017	CHECK	PMCHK00002035	\$172.65
055470	MERNET	MERIT NETWORK. INC.	4/20/2017	CHECK	PMCHK00002035	\$55.00
055471	MIDTAP	MIDWEST TAPE	4/20/2017	CHECK	PMCHK00002035	\$5,814.54
055472	OFFDEP	OFFICE DEPOT. INC.	4/20/2017	CHECK	PMCHK00002035	\$510.48
055473	OXFPRO	2725-2805 ASSOCIATES. LLC	4/20/2017	CHECK	PMCHK00002035	\$6,937.00
055474	PAYCOO	PAYTON COOK	4/20/2017	CHECK	PMCHK00002035	\$800.00
055475	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/20/2017	CHECK	PMCHK00002035	\$146.28
055476	PRITEC	PRINT TECH INC.	4/20/2017	CHECK	PMCHK00002035	\$1,476.36
055477	RACYAN	RACHEL YANIKOGLU	4/20/2017	CHECK	PMCHK00002035	\$62.75
055478	RECMAN	RECON MANAGEMENT SYSTEMS. INC.	4/20/2017	CHECK	PMCHK00002035	\$54.60
055479	REGBOO	REGENT BOOK CO.. INC.	4/20/2017	CHECK	PMCHK00002035	\$16.93
055480	SARKEL	SARA MELTON KELLER	4/20/2017	CHECK	PMCHK00002035	\$225.00
055481	SFSTRO	ALLIED-EAGLE SUPPLY. INC.	4/20/2017	CHECK	PMCHK00002035	\$65.94
055482	SHEOIL	SHELL OIL PRODUCTS US	4/20/2017	CHECK	PMCHK00002035	\$33.01
055483	SWESOU	SWEETWATER SOUND INC.	4/20/2017	CHECK	PMCHK00002035	\$2,119.28
055484	THOGAL	GALE/CENGAGE LEARNING. INC	4/20/2017	CHECK	PMCHK00002035	\$336.58
055485	TMGROU	THE TM GROUP INC	4/20/2017	CHECK	PMCHK00002035	\$2,280.00
055486	UNIPAR	UNITED PARCEL SERVICE	4/20/2017	CHECK	PMCHK00002035	\$68.86
055487	UNUMPRO	UNUM LIFE INSURANCE	4/20/2017	CHECK	PMCHK00002035	\$4,993.82
055488	VARFOR	VARSITY FORD	4/20/2017	CHECK	PMCHK00002035	\$192.63
055489	WALTOW	WALL STREET TOWING. INC.	4/20/2017	CHECK	PMCHK00002035	\$83.00
055490	WESENT	WESTGATE ENTERPRISES. LLC	4/20/2017	CHECK	PMCHK00002035	\$35,170.83
055491	BAKTAY	BAKER & TAYLOR	4/20/2017	CHECK	PMCHK00002035	\$11,297.59
055492	BTAMEX	AMERICAN EXPRESS	4/20/2017	CHECK	PMCHK00002035	\$5,388.95
055493	ALLJON	ALLISON JONES	4/27/2017	CHECK	PMCHK00002036	\$72.68
055494	AMACOM	AMAZON.COM CREDIT PLAN	4/27/2017	CHECK	PMCHK00002036	\$6,318.11
055495	AMAKOO	AMANDA RYBIN KOOB	4/27/2017	CHECK	PMCHK00002036	\$100.00
055496	ANNPRU	ANNA PRUSHINSKAYA	4/27/2017	CHECK	PMCHK00002036	\$100.00
055497	ARBSPR	ARBOR SPRING WATER CO.	4/27/2017	CHECK	PMCHK00002036	\$72.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
055498	BARNOB1	BARNES & NOBLE INC.	4/27/2017	CHECK	PMCHK00002036	\$137.94
055499	CINCOR	CINTAS CORPORATION	4/27/2017	CHECK	PMCHK00002036	\$1,295.23
055500	CONTI	CONTI	4/27/2017	CHECK	PMCHK00002036	\$170.00
055501	CYNHOD	CYNTHIA HODGES	4/27/2017	CHECK	PMCHK00002036	\$300.00
055502	DANROM	DANIEL M. ROMANCHIK	4/27/2017	CHECK	PMCHK00002036	\$100.00
055503	DRELAT	DREW LATHIN	4/27/2017	CHECK	PMCHK00002036	\$150.00
055504	DTEENE	DTE ENERGY	4/27/2017	CHECK	PMCHK00002036	\$24,141.69
055505	DTEENE1	DTE ENERGY	4/27/2017	CHECK	PMCHK00002036	\$11,206.26
055506	EBSCO	EBSCO INFORMATION SERVICES	4/27/2017	CHECK	PMCHK00002036	\$709.99
055507	ELIPEA	ELIZABETH PEARCE	4/27/2017	CHECK	PMCHK00002036	\$16.25
055508	ELLIV	ELLEN LIVINGSTON	4/27/2017	CHECK	PMCHK00002036	\$125.00
055509	ERIGAL	ERIC GALLIPPO	4/27/2017	CHECK	PMCHK00002036	\$100.00
055510	HENGRE	HENRY GREENSPAN	4/27/2017	CHECK	PMCHK00002036	\$250.00
055511	JESRAU	JESSE RAUDENBUSH	4/27/2017	CHECK	PMCHK00002036	\$150.00
055512	JOHBOS	JOHN BOSHoven	4/27/2017	CHECK	PMCHK00002036	\$100.00
055513	KARLEP	KAREN LEPAGE	4/27/2017	CHECK	PMCHK00002036	\$300.00
055514	KAYPEN	KAYLA COUGHLIN	4/27/2017	CHECK	PMCHK00002036	\$5.99
055515	LAURAY	LAURA RAYNOR	4/27/2017	CHECK	PMCHK00002036	\$49.95
055516	METLIFE	METLIFE SBC	4/27/2017	CHECK	PMCHK00002036	\$6,847.15
055517	MIDTAP	MIDWEST TAPE	4/27/2017	CHECK	PMCHK00002036	\$1,055.52
055518	MOLDIC	MOLLY DICKINSON	4/27/2017	CHECK	PMCHK00002036	\$100.00
055519	NETTIS	Jeanette Tiso	4/27/2017	CHECK	PMCHK00002036	\$100.00
055520	NUWAVE	NUWAVE AQUARIUMS	4/27/2017	CHECK	PMCHK00002036	\$209.00
055521	OCLINS	OCLC, INC.	4/27/2017	CHECK	PMCHK00002036	\$3,995.87
055522	OXFPRO	2725-2805 ASSOCIATES, LLC	4/27/2017	CHECK	PMCHK00002036	\$9,204.26
055523	RANHOV	PENGUIN RANDOM HOUSE, LLC	4/27/2017	CHECK	PMCHK00002036	\$226.50
055524	RECBOO	RECORDED BOOKS, INC.	4/27/2017	CHECK	PMCHK00002036	\$233.70
055525	SWESOU	SWEETWATER SOUND INC.	4/27/2017	CHECK	PMCHK00002036	\$729.20
055526	TDSMET	TDS METROCOM	4/27/2017	CHECK	PMCHK00002036	\$10,006.97
055527	THOGAL	GALE/CENGAGE LEARNING, INC	4/27/2017	CHECK	PMCHK00002036	\$128.75
055528	VERWIRC	VERIZON WIRELESS	4/27/2017	CHECK	PMCHK00002036	\$1,799.74
055529	WHILOT	WHITE LOTUS FARMS, INC.	4/27/2017	CHECK	PMCHK00002036	\$150.00
055530	XEROX	XEROX CORPORATION	4/27/2017	CHECK	PMCHK00002036	\$942.95
055531	BAKTAY	BAKER & TAYLOR	4/27/2017	CHECK	PMCHK00002036	\$4,651.41
055532	BTAMEX	AMERICAN EXPRESS	4/27/2017	CHECK	PMCHK00002036	\$6,294.02

Total Checks: 212

Total Amount of Checks: \$464,611.69

Ann Arbor District Library Financial Summary for April 2017

Cash

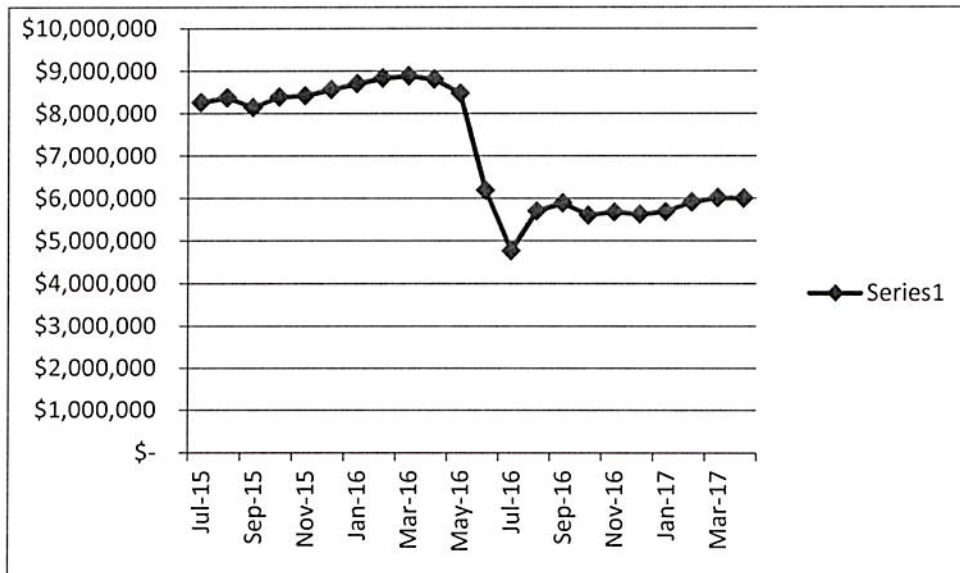
The unrestricted cash balance as of April 30, 2017 of \$8,665,871 was down from \$9,383,260 in March 31, 2017.

Tax Receipts

The Library has received \$118,249 in excess of the annual budgeted tax receipts of \$14,850,000 as of April 30, 2017.

Fund Balance Activity

The Library has a positive fund balance of \$5,999,281 as of April 30, 2017, down from \$6,010,178 at the end of March.



Ann Arbor District Library Financial Summary for April 2017

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

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

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

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

The following operating expense line items are over budget:

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

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

Communications – Is over budget 2.31% year-to-date. Management will closely monitor spending over the remaining two months of the fiscal year.

Materials – Is over budget 1.96% year-to-date. Management will closely monitor spending over the remaining two months of the fiscal year.

Software Licenses/Maintenance – Is over budget 4.41% year-to-date. Management will closely monitor spending over the remaining two months of the fiscal year.

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

Total Expenditures are under budget year-to-date by \$746,558.

ANN ARBOR DISTRICT LIBRARY

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

For the Period July 1, 2016 through April 30, 2017

	April			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenues						
Property taxes, net	\$ 1,237,500	\$ 1,237,500	\$ -	\$ 12,368,610	\$ 12,375,000	\$ (6,390)
State aid	7,500	7,500	-	75,000	75,000	-
State penal fines	18,750	18,750	-	187,500	187,500	-
Interest income	17,793	8,333	9,460	(96,153)	83,333	(179,486)
Copier revenue	2,919	2,500	419	22,633	25,000	(2,367)
Grants and memorials	1,046	4,167	(3,121)	11,128	41,667	(30,539)
Library fines, fees and other	20,370	23,333	(2,963)	242,316	233,333	8,983
Non-resident fees	975	1,250	(275)	13,492	12,500	992
Rental revenue	2,593	2,593	1	20,308	25,925	(5,617)
Total revenues	1,309,446	1,305,926	3,520	12,844,834	13,059,258	(214,424)
Expenditures						
Current:						
Personnel:						
Salaries and wages	628,365	547,499	80,866	5,210,915	5,474,988	(264,073)
Employee benefits	55,168	136,658	(81,490)	1,280,430	1,366,580	(86,150)
Employment taxes	47,060	41,884	5,176	387,894	418,837	(30,943)
Purchased services:						
Custodial services	18,343	16,250	2,093	182,741	162,500	20,241
Accounting/Audit	1,208	1,208	(0)	20,698	12,083	8,615
Legal	2,598	8,333	(5,735)	29,325	83,332	(54,007)
Professional services	36,351	17,081	19,270	142,692	170,813	(28,121)
Utilities	42,068	35,417	6,651	344,005	354,167	(10,162)
Property insurance	(1,622)	7,750	(9,372)	68,226	77,500	(9,274)
Communications	16,880	15,000	1,880	153,460	150,000	3,460
Materials	109,813	148,667	(38,854)	1,515,949	1,486,667	29,282
Software Licenses/Maint	23,030	16,667	6,363	174,012	166,667	7,345
Computer hardware	31,433	12,500	18,933	118,024	125,000	(6,976)
Building rental	51,312	46,821	4,491	463,421	468,208	(4,787)
Seminars, conferences and travel	865	1,925	(1,060)	15,293	19,250	(3,957)
Copier Expense	963	3,750	(2,787)	11,621	37,500	(25,879)
Library programming	42,459	36,667	5,792	281,121	366,667	(85,546)
Grant and memorial expenditures	56	4,167	(4,111)	32,515	41,667	(9,152)
Operating supplies	29,585	31,842	(2,257)	495,986	318,417	177,569
Repairs and maintenance	36,116	28,083	8,033	266,321	280,833	(14,512)
Postage	346	2,917	(2,571)	20,219	29,167	(8,948)
Other Operating Expenditures	1,502	2,883	(1,381)	22,069	28,833	(6,764)
Capital outlay/maintenance expense	42,305	141,958	(99,653)	1,075,732	1,419,583	(343,851)
Total expenditures	1,216,204	1,305,926	(89,722)	12,312,669	13,059,257	(746,588)
Revenue over (under) expenditures	93,242	(0)	93,242	532,165	1	532,164
Other financing sources (uses)						
Transfers in	-	-	-	-	-	-
Transfers out	-	-	-	(861,280)	-	(861,280)
Total other financing sources (uses)	-	-	-	(861,280)	-	(861,280)
Net change in fund balances	93,242	(0)	93,242	(329,115)	1	(329,116)
Fund balance, beginning of year	4,862,551	4,862,551	-	4,862,551	4,862,551	-
Fund balance, end of year	\$ 4,955,793	\$ 4,862,551	\$ 93,242	\$ 4,533,436	\$ 4,862,552	\$ (329,116)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2016 through April 30, 2017

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
Revenues				
Property taxes, net	\$ 12,368,610	\$ -	\$ -	\$ 12,368,610
State aid	75,000	-	-	75,000
State penal fines	187,500	-	-	187,500
Interest income	(96,153)	1	535	(95,617)
Copier revenue	22,633	-	-	22,633
Grants and memorials	11,128	-	142,694	153,822
Library fines, fees and other	242,316	-	-	242,316
Non-resident fees	13,492	-	-	13,492
Rental revenue	20,308	-	-	20,308
Total revenues	12,844,834	1	143,229	12,988,064
Expenditures				
Current:				
Personnel:				
Salaries and wages	5,210,915	-	-	5,210,915
Employee benefits	1,280,430	-	-	1,280,430
Employment taxes	387,894	-	-	387,894
Purchased services:				
Custodial services	182,741	-	-	182,741
Accounting/Audit	20,698	-	-	20,698
Legal	29,325	-	-	29,325
Professional services	142,692	-	7,875	150,567
Utilities	344,005	-	-	344,005
Property insurance	68,226	-	-	68,226
Communications	153,460	-	-	153,460
Materials	1,515,949	-	6,965	1,522,914
Software Licenses/Maint	174,012	-	-	174,012
Computer hardware	118,024	-	-	118,024
Building rental	463,421	-	-	463,421
Seminars, conferences and travel	15,293	-	-	15,293
Copier Expense	11,621	-	-	11,621
Library programming	281,121	-	-	281,121
Grant and memorial expenditures	32,515	-	-	32,515
Operating supplies	495,986	-	5,167	501,153
Repairs and maintenance	266,321	-	-	266,321
Postage	20,219	-	-	20,219
Other Operating Expenditures	22,069	-	-	22,069
Capital outlay/maintenance expense	1,075,732	148,021	-	1,223,753
Total expenditures	12,312,669	148,021	20,007	12,480,697
Revenue over (under) expenditures	532,165	(148,020)	123,222	507,367
Other financing sources (uses)				
Transfers in	-	861,280	-	861,280
Transfers out	(861,280)	-	-	(861,280)
Total other financing sources (uses)	(861,280)	861,280	-	-
Change in fund balance	(329,115)	713,260	123,222	507,367
Fund balance, beginning of year	4,862,551	752,585	477,407	6,092,543
Fund balance, end of year	\$ 4,533,436	\$ 1,465,845	\$ 600,629	\$ 6,599,910

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

April 30, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 2,659,215	\$ 1,465,845	\$ 600,629	\$ 4,725,689
Investments	4,540,811	-	-	4,540,811
Due from other governmental units	277,966	-	-	277,966
Prepaid items	164,657	-	-	164,657
Total assets	7,642,649	1,465,845	600,629	9,709,123
Liabilities				
Accounts payable	306,558	-	-	306,558
Accrued payroll and benefits	209,406	-	-	209,406
Total liabilities	515,964	-	-	515,964
Deferred Outflows				
Unavailable Property Tax Revenue	2,593,249	-	-	2,593,249
Fund balances				
Nonspendable:				
Prepaid items	164,657	-	-	164,657
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	250,629	250,629
Committed for capital projects	-	1,465,845	-	1,465,845
Encumbered	452,147	-	-	452,147
Unassigned	3,916,632	-	-	3,916,632
Total fund balances	4,533,436	1,465,845	600,629	6,599,910
Total liabilities and fund balances	\$ 7,642,649	\$ 1,465,845	\$ 600,629	\$ 9,709,123

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 For the Period July 1, 2016 through April 30, 2017

	Holtrey Endowment	Keniston Endowment	Shafer Endowment	Westerman Endowment	Price Endowment	WLBPD Endowment	LLA Endowment	Friends Endowment	Digitization Endowment	Total Endowment Funds
Revenues										
Property taxes, net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State penal fines	-	-	-	-	-	-	-	-	-	-
State aid	-	-	-	-	-	-	-	-	-	-
Interest income	414	26	8	25	18	32	12	-	-	535
Copier revenue	-	-	-	-	-	-	-	-	-	-
Grants and memorials	-	500	-	5,951	2,000	1,100	23,143	-	110,000	142,694
Library fines, fees and other	-	-	-	-	-	-	-	-	-	-
Non-resident fees	-	-	-	-	-	-	-	-	-	-
Rental revenue	-	-	-	-	-	-	-	-	-	-
Total revenues	414	526	8	5,976	2,018	1,132	23,155	-	110,000	143,229
Expenditures										
Current:										
Purchased services:										
Professional services	-	-	-	-	-	-	-	-	7,875	7,875
Operating supplies and expenditu	-	-	-	-	-	-	5,167	-	-	5,167
Total expenditures	-	-	-	-	-	-	5,167	6,965	7,875	20,007
Revenue over (under) expenditures	414	526	8	5,976	2,018	1,132	17,988	(6,965)	102,125	123,222
Other financing sources (uses)										
Transfers in	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-	-
Change in fund balance	414	526	8	5,976	2,018	1,132	17,988	(6,965)	102,125	123,222
Fund balance, beginning of year	333,245	30,436	10,501	29,525	21,375	38,318	14,007	-	-	477,407
Fund balance, end of year	\$ 333,659	\$ 30,962	\$ 10,509	\$ 35,501	\$ 23,393	\$ 39,450	\$ 31,995	\$ (6,965)	\$ 102,125	\$ 600,629

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 April 30, 2017

	Holtrey Fund	Keniston Fund	Shafer Fund	Westerman Fund	Price Fund	WLBDP Fund	LLA Fund	Friends Fund	Digitization Fund	Total Endowment Funds
Assets										
Cash and cash equivalents	\$ 333,659	\$ 30,962	\$ 10,509	\$ 35,501	\$ 23,393	\$ 39,450	\$ 31,995	\$ (6,965)	\$ 102,125	\$ 600,629
Investments	-	-	-	-	-	-	-	-	-	-
Due from other governmental units	-	-	-	-	-	-	-	-	-	-
Prepaid items	-	-	-	-	-	-	-	-	-	-
Total assets	\$ 333,659	\$ 30,962	\$ 10,509	\$ 35,501	\$ 23,393	\$ 39,450	\$ 31,995	\$ (6,965)	\$ 102,125	\$ 600,629
Liabilities										
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued payroll and benefits	-	-	-	-	-	-	-	-	-	-
Total liabilities	-	-	-	-	-	-	-	-	-	-
Deferred Outflows										
Unavailable Property Tax Revenue	-	-	-	-	-	-	-	-	-	-
Fund balances										
Nonspendable:										
Prepaid items	-	-	-	-	-	-	-	-	-	-
Permanent corpus	325,000	25,000	-	-	-	-	-	-	-	350,000
Restricted for endowments	8,659	5,962	10,509	35,501	23,393	39,450	31,995	(6,965)	102,125	250,629
Committed for capital projects	-	-	-	-	-	-	-	-	-	-
Assigned -										
Subsequent year appropriations	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total fund balances	333,659	30,962	10,509	35,501	23,393	39,450	31,995	(6,965)	102,125	600,629
Total liabilities and fund balances	\$ 333,659	\$ 30,962	\$ 10,509	\$ 35,501	\$ 23,393	\$ 39,450	\$ 31,995	\$ (6,965)	\$ 102,125	\$ 600,629

Director's Report
May 2017

Upcoming Events, and Issues of Interest

1. The Michigan Library Association Executive Summit will be held at the Downtown Library on Friday, June 2nd. The keynote speakers will be Michigan's State Demographer, Eric Guthrie, and real estate professional Scott Griffith. The speakers will focus on the changing Michigan demographics and determine what our rural and urban communities might look like in 2020 and beyond.
2. The 2017 Midlands/Northern Conference of Libraries for the Blind and Physically Disabled will be held at the Downtown Library on June 5th, 6th, 7th and 8th. Michael Furlough, Executive Director of the HathiTrust will be the keynote speaker on Tuesday, June 6th at 10:00 a.m.

Karen Keninger, Director of the National Library Service of the Blind and Physically Handicapped at the Library of Congress, will speak that day at 10:45 a.m.
3. Ann Arbor Mini Maker Faire returns Downtown on Saturday, June 3rd 10:00 a.m. – 4:00 p.m. and presents demonstrations and hands-on activities by makers of all types including robotics, crafters, and artists working with technology.
4. play.aadl.org 2017 launches June 16th!

AADL Projects and Initiatives Underway

1. Downtown library restroom rehabilitation is progressing on schedule. The project will be completed in approximately 2 weeks. This is a very disruptive project because there are so few public restrooms in this building for its size and use. Signs directing visitors to other restrooms on the 2nd and 4th floors are placed throughout the building. The only accessible restroom is in the Youth Department. The contractor is O'Neal Construction and Cornerstone Design is the architectural firm for the project.
2. Planned reconstruction of the retaining wall on the driveway at Traverwood is in progress and on schedule.
3. Pittsfield Branch will reopen on May 22nd after the installation of new carpeting.

Director's Report May 2017

4. The assistive technology lab relocation is underway and will be available during the 2017 Northlands/Midlands Libraries for the Blind Conference June 5th through 8th. This relocation to another location on the 2nd Floor Downtown will expand the accessibility to computing for those who are blind and/or disabled.

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

5. The website overhaul and redo is ongoing and we expect to launch a new aadl.org in the winter of 2018.

Projects and Initiatives Under Consideration

This time of year sees all staff involved in heavy programming for school breaks, May school visits, and summer game.

1. All managers and administrators are involved with the Budget and Finance committee working with the Interim CFO on the preparation of the AADL budget for 2017-18.
2. All staff are involved in year-end events for local schools and planning for play.aadl.org 2017.

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

Email to AADL: Hi my name is Alex Perez, I will like to congratulate your team for putting together such a fantastic event for Dia del niño. We really enjoyed the activities, my son was engaged in all the them. We had no idea what we were about to witness and we just went to the other room with the rest of the families. We were impress and fascinated. We love how traditional and beautiful everything was. This was a tremendous experience for my kids, especially me being from Mexico. I had a sentimental moment during one of the dances. It reminded me of some of my family traditions. Thank you for this beautiful experience.

Director's Report
May 2017

Email to AADL: This is to compliment the downtown library for the excellent periodical section on floor two. The periodicals are arranged for easy viewing and retrieval both for current issues as well as back issues. There is an outstanding selection. Some of my favorites are "BBC Music", "The Gramophone", "New England Journal of Medicine", "Journal of the American Medical Association" and "Barron's weekly" just to name a few. Keep up the good work!
john w simpson

Email to AADL: Hi there !

My name is David Moehring. My late wife Ginger Moehring, was Quenn Hippolyta in Midsummers Night Dream, on June 22,1983. She was asked to stand in when the original cast member had to drop out. The role is not a large one so she learned the script quickly and was a most beautiful Queen. I remember a little murmer went through the audience at the Mendelsuhn as she regall decsended a spiral stair case.
I wonder if their are some pictures of the cast ?
I would love to see her !

Thank You,

H David Moehring MD

Library Response: Dr. Moehring,

I have asked the librarians to search for a photo of your wife in this production. I am hoping that there is one to send to you. It sounds like your wife was beautiful, and a lovely person, too.

Thank you for inquiring, and all best to you.

Sincerely,

Josie Parker

Written note to AADL: Hello Ms. Parker, Enclosed you will find a check to twenty dollars. I very much appreciate the help of your staff, Darla Welshons. She helps in finding information that I needed for my family tree. She was able to find three articles that I needed. For a researcher, it's great to find libraries that have digital records and very helpful librarians. Again, thank you very much!
Roger Hinkley

**Ann Arbor District Library
Streaming of Board of Trustees Meetings
Resolution 17-075**

May 22, 2017

Project Description

The Ann Arbor District Library Board of Trustees has requested pricing and options to produce a live internet stream of regular Board of Trustee meetings, including an accessible online archive of past streams. AADL Production staff has investigated the available options to produce and archive the stream while ensuring accessibility to a broad audience.

Proposed Solutions

Production

A: Outsourced Production: Local Producers of government meetings do not have a rate structure for providing regular meeting coverage for boards outside their organization, but they estimated costs would be approximately \$150 for a 3-hour meeting.

B: AADL Production: Approximately 8 staff hour's production and 4 hours post-production per meeting, at roughly \$20 per hour, for \$240 per meeting.

Delivery

A: Cable Broadcast: Reaches Comcast and Uverse subscribers. Requires approximately \$5,000 in one-time costs to update fiber transmission hardware. Requires use of Fiber Pair currently providing networking to AADL Archives.

B: Internet Stream: No direct costs, needed equipment already on hand. Includes options of YouTube / UStream, Twitch, or Direct Livestream from aadl.org after new website launches.

Archiving

A: External Hosting: Utilize partner's vended solution to include AADL Board Recordings alongside other City Meeting archives. Cost not explored.

B: Internal Hosting: Post archived streams on aadl.org. No incremental cost beyond nominal disk space. Ability to integrate with aadl.org content and other services.

Captioning

A: Live Captioning: Insert Closed Captions into Cable Stream entered in real-time through vended captioning solution. Cost estimates in progress.

B: Post-Captioning: Use AADL's existing transcription partner as part of post-production, and include clickable transcript and optional captions in archived video. Cost: \$2.25 per minute.

Recommendation

AADL Production of an Internet Stream, archived on aadl.org with post-captioning transcripts and optional live interpreter on request offers the best balance of cost and value for this project. In either case, updating of Meeting Room including new A/V equipment will be needed, utilizing the planned Capital Projects fund.

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of April, 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

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

Trustee Sherman, supported by Trustee Green, moved to table the issue until next month with edits based on discussion and revision to the proposal.

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

NAYS: None

The resolution was tabled to the May 22, 2017 Board meeting.

Ann Arbor District Library
Proposed Budget Fiscal Year 2017-2018

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at **1.8913 mills** with a 3.43% increase in the tax base.

Sweetwater's Rent – Revenue based on lease agreement.

All Other Revenue – Projections are based on the current years actual for each of these categories.

Expenses:

Salaries and Wages – This reflects current salaries plus a merit pool increase of 3% for full-time employees.

Positions Added: Marketing and Communications Manger

Positions Eliminated: None

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on employee's current family status and a 5.3% increase in the Library's contribution to health insurance premiums.
- MPSERS employer contribution percentage of 25.78%.
- 403(b) employer contribution percentage of 10%.
- Costs for worker's compensation insurance and state unemployment insurance.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial Services – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

Accounting/Audit – The cost of the audit for next year.

Legal Expense – The estimated costs for the next year.

Purchased Services – Includes \$50,000 for network catalog services; \$22,820 for Unique Management; \$40,000 for payroll service and \$95,000 for consultants.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes the cost for Westgate Branch and archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs as well as printing, advertising, public relations and marketing.

Grants/Memorials – This projected expense matches the projected revenue.

Operating Supplies – This includes departmental expenses: \$100,000 for IT supplies; \$119,500 for supplies for all facilities; Lcards, book bags, circ cards and labeling supplies at \$86,600.

Repairs and Maintenance – This includes expected expenses for computers and facilities.

Postage – This includes postage and freight.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Operating Capital Outlays – This includes carpeting at Malletts Creek Branch; repair of lighted bollards and concrete at Malletts Creek Branch; seal coating and striping at all parking lots; AADL fiber switch from Comcast to City of Ann Arbor; camera upgrades at all branches except Westgate; renovation of 4th floor meeting room Downtown; renovation of 3rd floor Tools area Downtown and relocation of security to 2nd floor Downtown.

Capital Project Fund Expenses – This includes projects that span multiple fiscal years, such as the Traverwood wall project.

ANN ARBOR DISTRICT LIBRARY
Budget Proposal 2017-2018

	Proposed 2017-2018	Approved 16-17 Budget	Proposed vs. Approved	Projected 2016-2017	Audited 2015-2016
	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Actual</u>
Revenue					
Tax Collections - Operating (1.8913 mill Levy)	\$ 15,598,058	\$ 14,850,000	\$ 748,058	\$ 15,027,811	\$ 12,752,891
Penal Fines	225,000	225,000	-	225,000	277,769
State Aid	90,000	90,000	-	90,000	94,560
Interest	25,000	100,000	(75,000)	17,139	154,270
Copier Revenue	25,000	30,000	(5,000)	23,025	27,843
Grants/Memorials	50,000	50,000	-	201,296	167,789
Library Fines, Fees and Other	250,000	280,000	(30,000)	278,361	318,810
Non-Resident Fees	15,000	15,000	-	14,082	17,004
Sweetwater's Rent	31,110	31,110	-	25,491	-
Draw from Operating Fund Balance	-	861,280	(861,280)	861,280	2,576,572
Total Revenue	<u>16,309,168</u>	<u>16,532,390</u>	<u>(223,222)</u>	<u>16,763,485</u>	<u>16,387,508</u>
Expenditures					
Salaries & Wages	6,758,349	6,569,985	188,364	6,180,093	5,756,440
Employee Benefits	1,732,103	1,639,896	92,207	1,607,183	1,431,682
Employment Taxes	517,014	502,604	14,410	407,619	431,063
Total Personnel Cost	<u>9,007,466</u>	<u>8,712,485</u>	<u>294,981</u>	<u>8,194,895</u>	<u>7,619,185</u>
Custodial Services	262,000	195,000	67,000	207,842	159,576
Accounting/Audit	15,500	14,500	1,000	23,282	12,000
Legal Expense	100,000	100,000	-	56,471	61,191
Purchased Services	207,820	204,975	2,845	278,893	285,580
Utilities	489,000	425,000	64,000	386,153	360,114
Property Insurance	102,200	93,000	9,200	95,143	79,121
Communications	180,000	180,000	-	172,304	182,249
Materials	1,802,200	1,784,000	18,200	1,733,242	1,845,253
Software Licenses/Maintenance	175,000	200,000	(25,000)	153,171	146,128
Building Rental	638,052	561,850	76,202	479,701	127,066
Seminars/Conferences/Training/Travel	28,650	23,100	5,550	21,270	11,794
Copier Expense	45,000	45,000	-	21,569	36,039
Library Programming	608,200	440,000	168,200	406,386	386,640
Grants /Memorials	50,000	50,000	-	96,487	136,612
Operating Supplies	288,100	382,100	(94,000)	490,239	390,324
Repairs and Maintenance	521,125	337,000	184,125	339,501	359,349
Postage	35,000	35,000	-	20,331	13,585
Other Operating Expenditures	41,215	34,600	6,615	40,396	20,036
Total Operating Expense	<u>5,589,062</u>	<u>5,105,125</u>	<u>483,937</u>	<u>5,022,381</u>	<u>4,612,657</u>
Operating Capital Outlays	825,000	1,853,500	(1,028,500)	1,719,267	4,155,666
Capital Project Fund Expenses	887,640	861,280	26,360	863,000	-
Total Expenditures	<u>16,309,168</u>	<u>16,532,390</u>	<u>(223,222)</u>	<u>15,799,543</u>	<u>16,387,508</u>
Net	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 963,942</u>	<u>\$ -</u>

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22nd day of May 2017 at 6:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____:

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

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

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

THE BOARD RESOLVES AS FOLLOWS:

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22nd day of May 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

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

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

THE BOARD RESOLVES AS FOLLOWS:

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

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22nd day of May 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 22nd day of May, 2017, between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (“Library”) and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation (“FAADL”).

RECITALS

A. The Library is organized as a district library pursuant to the Michigan District Library Establishment Act, MCL 397.171 *et seq.*, and operates the Main Library located at 343 S. Fifth Street, Ann Arbor, Michigan (“Main Library”) in addition to multiple branch Library locations within its library district.

B. The FAADL was organized as a Michigan nonprofit corporation effective May 22, 1953, and is recognized by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FAADL is not owned, operated, or legally related to the Library.

C. Pursuant to its corporate charter, the FAADL engages in sales of books for fundraising purposes and for the benefit of the Library. Book sales are conducted in space designated by the Library within the Main Library and branch Library locations consistent with the terms and conditions of an Interim Use Agreement dated November 24, 2006, between the Library and the FAADL.

D. By execution of this Agreement, the Library and FAADL intend to terminate the Interim Use Agreement and provide for use of space by the FAADL for the purposes stated above under the terms and conditions provided in this Agreement.

AGREEMENT

I. DESIGNATION AND USE OF PREMISES.

1.1 Premises. The Library will make available to FAADL throughout the term of this Agreement space located in the basement of the Main Library building as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and space in the branch Library locations as determined by the Library to be available and appropriate to FAADL book sales (the “Premises”). The Library may designate alternative space for FAADL book sales in the Main Library and branch Library locations upon reasonable notice. The FAADL may access the Premises only during hours that the Main Library and branch Library locations are open to the public and will comply with Library policies as to entry procedures and security. The Library retains all property rights and interests in and to the Premises. The Premises will not include access to any telephone or internet lines of the Library. The FAADL will maintain at its own expense a telephone line, telephone number, internet line and internet website for its operations that are separate from those of the Library.

1.2 Permitted Uses. The FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. The FAADL will bear full legal responsibility for any and all of its operations on the Premises.

1.3 Obligation to Maintain Premises Free from Hazards. The FAADL will keep the Premises in a neat, orderly condition and free from hazards at all times. In particular, entrances to and passageways through the Premises will be maintained free of obstacles or debris that could impede emergency access to, and egress from, the area.

1.4 No Alterations or Signage. The FAADL may not alter the Premises or place signs on or in the Premises unless approved by the Library.

1.5 Compliance; Security; Nondiscrimination. In the use of the Premises, FAADL will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, state and federal requirements under the Americans With Disabilities Act and other laws that address nondiscrimination and access to public facilities, and compliance with all applicable policies and procedures of the Library with respect to use of the Premises. Specifically, FAADL employees, volunteers and agents ("FAADL Agents") will comply with all Library policies and procedures for security and safety, including compliance with fire drills and emergency evacuation procedures. FAADL Agents will not bring items, materials or substances onto Library premises that are prohibited under Library policies. The Library will provide FAADL with copies of pertinent policies and procedures relevant to this Agreement. In the use of the Premises, the FAADL will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

1.6 Name Badges. FAADL Agents will wear name badges on the Premises that include the name of the individual and the FAADL. FAADL Agents will not hold themselves out as agents or employees of the Library.

1.7 Library Right of Access. Library will have the right to enter the Premises at any time for any purpose, including to inspect the Premises or for the purpose of making repairs, additions, or alterations. If the Library determines that repairs or maintenance activities are reasonably likely to disrupt FAADL's use of the Premises, Library will provide three (3) days advance notice of such repairs or maintenance. Advance notice to FAADL will not be required for an emergency repairs or maintenance determined by Library to be necessary for safe use of the Premises or the Library building as a whole. If Library observes, in its reasonable judgment, any unsafe practices or operations by FAADL or noncompliance with applicable laws or Library policies, Library will notify FAADL within twenty-four (24) hours. FAADL will investigate the practices or operations identified in the notice within twenty-four (24) hours and will either (i) notify Library that all practices and operations are in compliance, including the reasons for such conclusions; or (ii) notify Library of any corrective action to be taken by FAADL and the timeframe for completing the correction.

2. OTHER OBLIGATIONS OF FAADL.

2.1 Operational Issues. The FAADL agrees that, as of the date of execution of this Agreement and for the entire term this Agreement remains in effect, it will:

(a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;

(b) Hold a current Michigan Charitable Solicitations License;

(c) Have in effect policies and procedures for handling cash and other donations;

(d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;

(e) Commencing with the 2017-18 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of the FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;

(f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and

(g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, the FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

2.3 Insurance. During the term of this Agreement, the FAADL will maintain in effect a comprehensive general liability insurance policy that names the Library as an additional insured.

3. OBLIGATIONS OF AADL.

3.1 Maintenance; Repair; Janitorial Services. Library will maintain the Premises in good condition and repair. Library will be responsible for routine cleaning and janitorial services for the Premises, including basic trash disposal. Library is not responsible for disposal of unwanted books or other materials of the FAADL. The Library will arrange for, and incur the cost of, recycling services for books or other materials designated for recycling by the FAADL, unless such costs increase by more than 25% of the recycling costs being paid by the Library as of the Effective Date. If the Library incurs or will incur recycling costs related to FAADL materials in excess of the foregoing amounts, the FAADL will either reimburse the Library for such costs or, at the Library's request, make its own arrangements for recycling services. Library will not be responsible for loss of items or property of FAADL or FAADL Agents that are deposited in or near trash containers, stored on floors without proper labeling or that could, in the reasonable judgment of Library, be mistaken as refuse.

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water. Utilities will not include telephone or internet lines or access, which will be the responsibility of FAADL as provided in Section 1.1.

3.3 Insurance. During the term of this Agreement, the Library will maintain in effect a comprehensive general liability insurance policy that names the FAADL as an additional insured.

3.4 Library Point of Sale Service. The Library will provide point of sale service, using Library personnel and at Library's cost, at all locations for sales of FAADL material available on bookcarts for purchase by the public. The Library will provide monthly reconciliation and reimbursement to FAADL for sales from bookcarts at the Main Library and branch Library locations.

4. TERM AND TERMINATION.

4.1 Term. This Agreement will become effective on the date shown on page one (the "Effective Date") and will remain in effect for a one (1) year term. The parties may renew this Agreement for successive one (1) year terms upon mutual written consent.

4.2 Termination. This Agreement may be terminated without cause by either party upon seven (7) days written notice of termination to the other party.

4.3 Additional Remedies for Material Breach. Upon a material breach of this Agreement by the FAADL, as determined in the sole discretion of the Library, the Library may suspend book sales by the FAADL on the Premises until such time that the breach is cured to the reasonable satisfaction of the Library or this Agreement is terminated. The Library's right to suspend book sales under this Section will be in addition any other rights or remedies the Library has under this Agreement, including termination. A material breach of this Agreement

will include, without limitation, a material failure by the FAADL to comply with all operational requirements applicable to it under Section 2.1 of this Agreement.

4.4 FAADL Obligations on Termination. In the event this Agreement is terminated by either party, the FAADL will remove all books and other property from the Premises within thirty (30) days after the effective date of termination. Should the FAADL fail to do so, the Library may remove FAADL books and property and FAADL will reimburse the Library its reasonable and necessary costs.

5. GENERAL PROVISIONS.

5.1 Independent Contractors. The parties acknowledge that FAADL is an independent contractor of Library. In no event will FAADL or any FAADL Agents be deemed a joint venture party, partner, employee, or agent of Library by virtue of this Agreement. Library will exercise no control over the manner or method by which FAADL conducts its operations on the Premises provided that FAADL's operations are in compliance with this Agreement.

5.2 Entire Agreement. This Agreement supersedes any and all other agreements related to use of the Premises, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to its subject matter.

5.3 Amendments. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties specifically referencing this Agreement.

5.4 Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Michigan.

5.5 Books, Documents, and Records Availability. FAADL will make its books and records available for inspection by Library if review of such books and records may be required, in the reasonable judgment of Library, to determine compliance with any terms or conditions herein. FAADL will make the requested books and records available for inspection by Library within ten (10) days of receipt of a request for access.

5.6 Successors/Assigns. This Agreement may not be assigned by a party hereto without the express written consent of the other party.

5.7 No Third Party Beneficiaries. There are no intended third party beneficiaries of this Agreement.

5.8 Waiver or Rights. The failure of a party to exercise its rights in the event of a breach of this Agreement will not constitute a waiver of any rights with respect to that or any subsequent breach.

In WITNESS WHEREOF, the parties hereto, or their duly authorized officers or agents, have executed, sealed, and delivered this Agreement intending to be legally bound.

ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate

By: _____

Print Name: _____

Title: AADL Board President

Date: _____

FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation

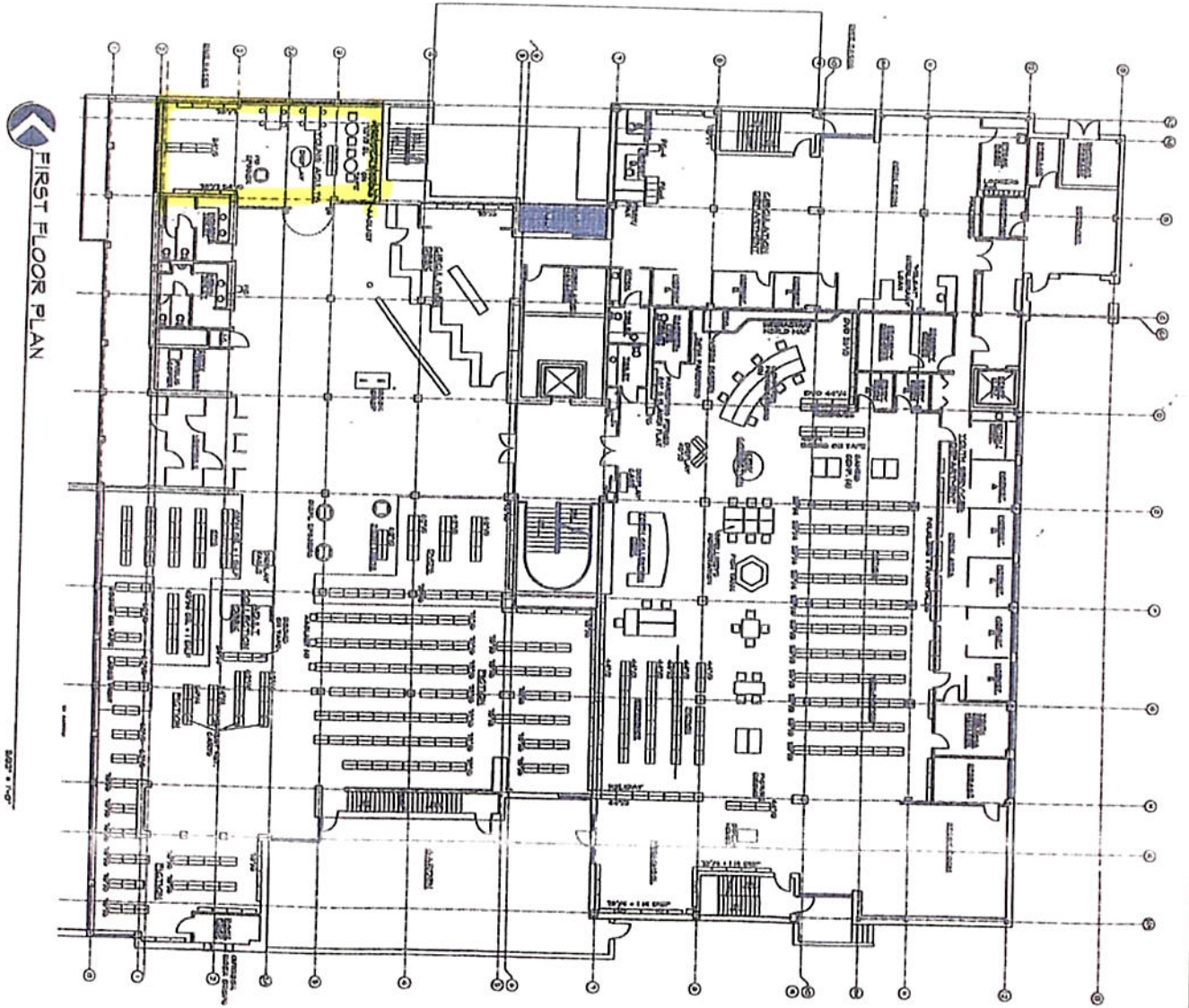
By: _____

Print Name: _____

Title: FAADL Board President

Date: _____

Space Use Agreement – Exhibit A
Ann Arbor District Library
First Floor plan



FIRST FLOOR PLAN

1/8" = 1'-0"

DATE: 4-13-27
DRAWN BY: J.A.
PROJECT NO.: 2027
SHEET NO.: AS 02/27AS
ANN ARBOR DISTRICT LIBRARY
1000 EAST LIBRARY AVENUE
ANN ARBOR, MI 48106
ANN ARBOR DISTRICT LIBRARY
ANN ARBOR, MI 48106
ANN ARBOR DISTRICT LIBRARY
ANN ARBOR, MI 48106

First Floor Plan

DATE:	4-13-27
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ANN ARBOR DISTRICT LIBRARY	
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ANN ARBOR, MI 48106	
ANN ARBOR DISTRICT LIBRARY	
ANN ARBOR, MI 48106	
ANN ARBOR DISTRICT LIBRARY	
ANN ARBOR, MI 48106	

Downtown Library Study

1000 East Library Avenue
Ann Arbor, MI 48106

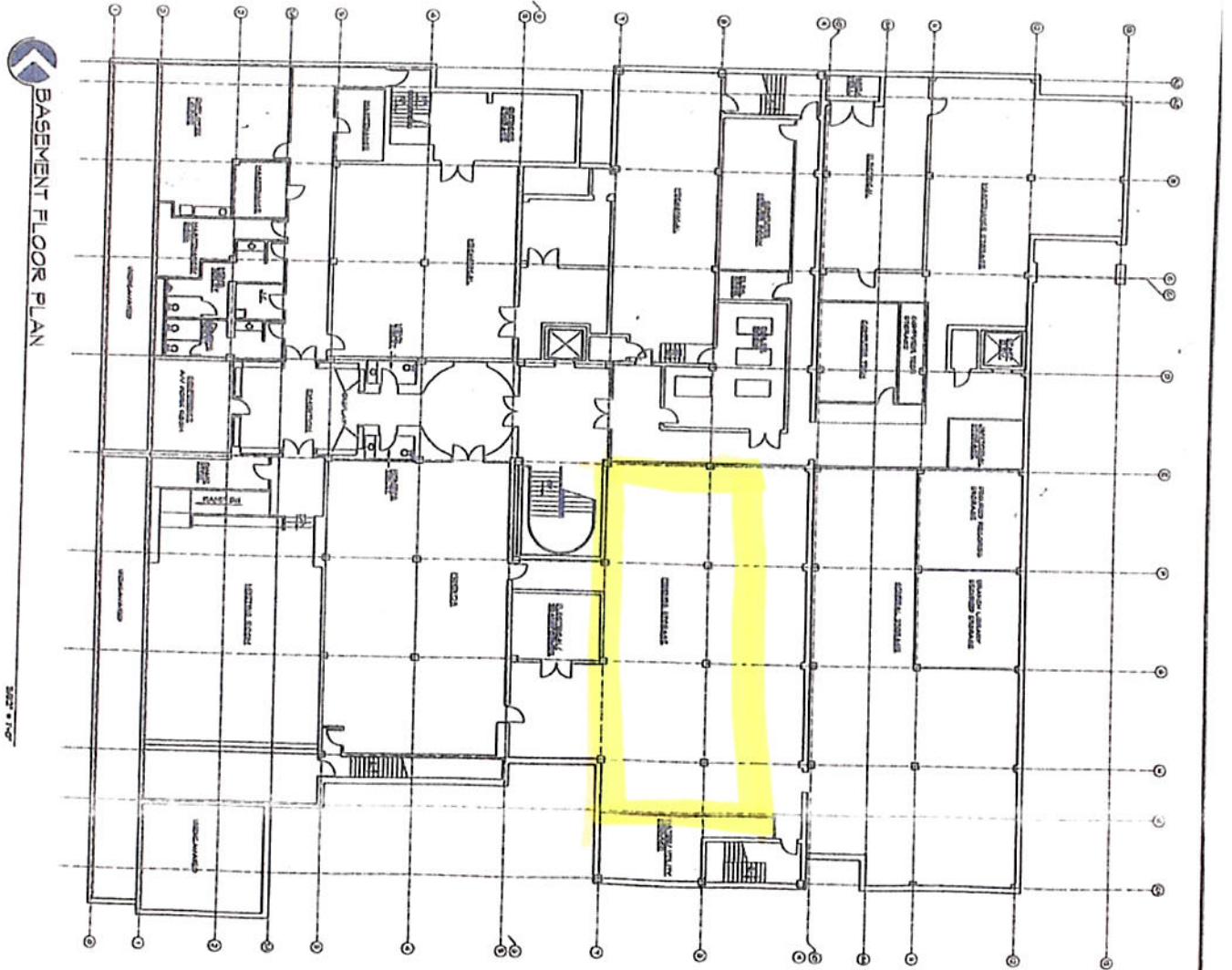
Ann Arbor District Library



CORNERSTONE DESIGN INC.
3000 EAST LIBRARY AVENUE
ANN ARBOR, MI 48106

Cornerstone Design Inc

Space Use Agreement – Exhibit A
 Ann Arbor District Library
 Basement Floor plan



Comrise Design Inc
 2200 W. Main Street
 Ann Arbor, MI 48106-1500
 734.769.2200
 www.comrise.com

Ann Arbor District Library
 4029 Daniel Road
 Detroit, MI 48211
 Project

Downtown Library Study

DATE	4-16-07
DESIGNER	DA
PROJECT NO.	2007
PROJECT NAME	AS 000000
PROJECT LOCATION	AS 000000
PROJECT TYPE	AS 000000

Basement Floor Plan

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22nd day of May 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22nd day of May 2017 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2017 OFFICERS

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

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director

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

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