



Regular Meeting Agenda

Monday, May 23, 2016

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May 2016

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July 2016

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3	4 Closed Holiday	5	6	7	8	9
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MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, May 23, 2016 at 6:00 p.m.
 Ann Arbor District Library, Fourth Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI

REGULAR MEETING AGENDA

- 16-112 I. CALL TO ORDER
- 16-113 II. ATTENDANCE
- 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
- 16-116 V. CALL FOR PUBLIC COMMENT ON THE 2016-2017 BUDGET
- 16-117 VI. RECONVENE REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2016-2017 BUDGET
- 16-118 VII. APPROVAL OF AGENDA (pp. 1-3)
(Item of action)
- 16-119 VIII. APPROVAL OF MINUTES OF APRIL 18, 2016 (pp. 4-12)
(Item of action)
- 16-120 IX. CITIZENS' COMMENTS
- 16-121 X. FINANCIAL REPORT (pp. 13-16)
- 16-122 XI. APPROVAL OF DISBURSEMENTS (pp. 17-20)
(Item of action)
- 16-123 XII. COMMITTEE REPORTS
- 16-124 A. STRATEGIC PLANNING COMMITTEE
- 16-125 XIII. DIRECTOR'S REPORT (pp. 21-23)

- 16-126 XIV. MONTHLY STATISTICS
- 16-127 XV. OLD BUSINESS
- 16-075 A. STRATEGIC PLANNING
 (30 minutes)
 Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC
- 16-128 XVI. NEW BUSINESS
- 16-129 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR
 THE FISCAL YEAR 2016-2017 (p. 24-29)
 (Item of action)
- 16-130 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE
 LEVIED BY TAXING AUTHORITIES (pp. 30-31)
 (Item of action)
- 16-131 C. RESOLUTION TO ADOPT THE 2016-2017 BUDGET AS A
 LINE ITEM BUDGET AND COMPLIANCE OF
 DISBURSEMENTS (pp. 32-33)
 (Item of action)
- 16-132 D. RESOLUTION TO EXTEND SPACE USE AGREEMENT
 WITH THE FRIENDS OF THE ANN ARBOR DISTRICT
 LIBRARY (pp. 34-42)
 (Item of action)
- 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
- 16-134 XVII. CITIZENS' COMMENTS
- 16-135 XVIII. 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 18, 2016

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 18, 2016

- 16-087 I. CALL TO ORDER
- President Barney Newman called the meeting to order 5:58 p.m.
- 16-088 II. ATTENDANCE
- Board Present: Nancy Kaplan, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell, Jamie Vander Broek
Board Absent: Jim Leija
Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson
(recorder)
- Others Present: Dan Schairbaum, Dykema
- 16-089 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE, OPINION OF COUNSEL AND DIRECTOR'S EVALUATION
- 16-090 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Barney Newman reconvened the meeting at 7:03 p.m.
- 16-091 V. APPROVAL OF AGENDA
(Item of action)
- Secretary Leary moved to approve the agenda. Treasurer Rosenthal, supported by Trustee Kaplan, moved to amend the agenda by adding under New Business the Director's Evaluation Letter from the Board and a Resolution to Award Contract for Landscaping Services at Malletts Creek Branch Library. The amended agenda was voted on.
- AYES: Kaplan, Leary, Barney Newman, Rosenthal, Surovell, Vander Broek
NAYS: None
- Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 18, 2016

- 16-092 VI. APPROVAL OF MINUTES OF MARCH 21, 2016, MARCH 24, 2016 AND APRIL 2, 2016
 (Item of action)

Vice President Surovell, supported by Secretary Leary, moved to approve the minutes of March 21, 2016.

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

NAYS: None

Motion passed 6-0.

Treasurer Rosenthal, supported by Vice President Surovell, moved to approve the minutes of April 2, 2016.

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

NAYS: None

Motion passed 6-0.

Treasurer Rosenthal, supported by Trustee Vander Broek, moved to approve the minutes of March 24, 2016.

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

NAYS: None

Motion passed 6-0.

- 16-093 VII. CITIZENS' COMMENTS

There were no citizens' comments.

- 16-094 VIII. FINANCIAL REPORT

CFO Hadler reported March showed an unrestricted cash balance just over \$11.78 million. Tax receipts over \$12.6 million, reflecting 98.5% of the budgeted amount, have been received through the end of March. The fund balance stands just above \$8.8 million. Six line items are currently over budget on a year to date basis.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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16-095 IX. APPROVAL OF DISBURSEMENTS
 (Item of action)

Secretary Leary, supported by Vice President Surovell, moved to approve the March 2016 disbursements.

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

NAYS: None

Motion passed 6-0.

16-096 X. COMMITTEE REPORTS

16-097 A. BUDGET AND FINANCE COMMITTEE

Chairperson Surovell reported the committee had met and reviewed the draft 2016-2017 budget which is being presented further in the agenda.

16-098 B. COMMUNICATIONS COMMITTEE

Secretary Leary reported the committee had met and received a report about website revisions and reviewed a proof of the newsletter. The committee also discussed the format and distribution of future newsletters.

Vice President Surovell inquired whether a recommendation is forthcoming from the committee regarding the newsletter. Secretary Leary responded that the committee is accumulating information and has no recommendation nor is prepared for in-depth Board discussion at this point.

16-099 C. DIRECTOR'S EVALUATION COMMITTEE

Chairperson Rosenthal reported the committee consisting of herself, Trustee Kaplan and Vice President Surovell had polled the Board, compiled and reviewed the Director's evaluation letter with the Board.

16-100 D. STRATEGIC PLANNING COMMITTEE

Chairperson Vander Broek reported the committee had met and

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 18, 2016

reviewed the highlights from the Board Retreat. She also met with Bridgeport staff to prepare the documents being presented later in the agenda.

16-101 XI. DIRECTOR'S REPORT

In addition to her written report Director Parker noted upcoming May events included VISIONS and author visit with Lesley Stahl. She attended the April FAADL Board meeting and was informed they will be making a \$100,000 donation to AADL in May. Melanie Baldwin, the new FAADL Bookshop Director, attended the Friends of Michigan Libraries workshop where Director Parker recently presented. Deputy Director Neiburger had a successful guest speaking trip to Belgium and Denmark. Outreach and Neighborhood Services Manager, Terry Soave, recently attended a National Library Services for the Blind Conference and secured Ann Arbor as the site for their 2017 conference.

16-102 XII. MONTHLY STATISTICS

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

16-103 XIII. OLD BUSINESS

16-075 A. STRATEGIC PLANNING
 (30 minutes)

Kerry Sheldon, Griffin Reames, Bridgeport Consulting, LLC

Ms. Sheldon and Ms. Reames reviewed with the Board discussion highlights from the March 24th Board Retreat. Staff has been surveyed and this information will be compiled and shared with the Board at the next meeting.

16-104 XIV. NEW BUSINESS

16-105 A. INFORMATION ARCHITECTURE AND USER
EXPERIENCE STRATEGY PRESENTATION
 (60 minutes)

Peter Morville, Semantic Studios

Deputy Director Neiburger introduced Mr. Morville. Mr. Morville presented his credentials to the Board and reviewed the scope of

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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this project along with the process being used. Mr. Morville presented a number of draft wireframes which show the structure and improvements in accessing various pages of the website.

President Barney Newman left the meeting at 8:14 p.m. Vice President Surovell chaired the remainder of the meeting.

Mr. Morville stated that designing the website for accessibility is a priority.

16-106

B. DISCUSSION OF PROPOSED 2016-2017 BUDGET
 (30 minutes)

CFO Hadler presented the narrative for the proposed 2016-2017 budget which reflects an increase in the millage rate levied to 1.9 mils being proposed.

He reviewed a number of expenditures and stated that a 3% merit pool increase for full-time employees was included this year. Capital Outlays includes a transfer to the capital fund of \$853,500; expenses for landscaping at Traverwood, carpeting Downtown and at Pittsfield; renovation of first floor restrooms Downtown; roof repair Downtown and at Malletts Creek; concrete repair at Traverwood and furniture and shelving throughout the system.

Board members asked for clarification of several line items. The Board gave no further direction to administration to revise the proposed budget prior to the May 23rd public hearing of the budget.

16-107

C. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

Director's Evaluation Committee Chairperson Rosenthal read the following letter:

Dear Josie

The board unanimously agrees that in the last year you have accomplished a great deal in every category of your evaluation. The recent Epic MRA survey shows an increased appreciation of the services the Library provides to its active users and the community at large.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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Your accomplishments are many: streamlined operations, responsible financial management as well as increased library locations and offerings. You have developed a strong team of managers.

You have successfully negotiated to significantly improve the Westgate branch and are managing its development. You have accepted new approaches to marketing and communication to the entire district. And it is remarkable that, once again, we are a Five Star Library!

AADL newsletters that began last year have continued to inform the public and the postcards that announce key events have garnered very positive feedback.

The library continues to operate with a balanced budget year after year while developing new services and increasing the use of the library's services.

The Board believes Financial Management, Operations, Services, Community relations, Professional service and Administration continue to function extremely well. We suggest that the name of the section State and Federal Relations change the name to Community, State and Federal Relations.

As you suggest in your self-evaluation there is a need for a change in the way communication with the board is handled. The Trustees look forward to working with you to create a more interactive, informative structure.

In closing –

You continue to be the engine which drives creativity, strategy, and future planning at AADL. We are in an excellent position financially, and you continue to be forward thinking about ways to improve the AADL system. You are recognized in the profession of library directors as a creative innovator nationally and internationally.

Director Parker thanked the Board and recognized staff that supports her direction of the Library.

16-108

D. RESOLUTION TO AWARD CONTRACT FOR
LANDSCAPING SERVICES AT MALLETTS CREEK

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 18, 2016

BRANCH LIBRARY
(Item of action)

Secretary Leary, supported by Trustee Kaplan, moved that the Board resolves as follows: that the Director be authorized to sign the contract with Plantwise for landscaping rehabilitation services at Malletts Creek Branch Library for the amount of \$39,886.86; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Kaplan, Leary, Rosenthal, Surovell, Vander Broek
NAYS: None

Motion passed 5-0.

16-109

E. VOTE FOR CLOSED SESSION AT THE MAY 23, 2016
REGULAR BOARD MEETING FOR DISCUSSION OF
REAL ESTATE AND OPINION OF LEGAL COUNSEL
(Item of action)
Roll call vote

Treasurer Rosenthal, supported by Secretary Leary, moved to hold a closed session at the May 23, 2016 regular meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

AYES: Kaplan, Leary, Rosenthal, Surovell, Vander Broek
NAYS: None

Motion passed 5-0.

16-110 XV. CITIZENS' COMMENTS

There were no additional citizens' comments.

16-111 XVI. ADJOURNMENT

Vice President Surovell adjourned the meeting at 8:59 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 18, 2016 and that said meeting was conducted and public

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 18, 2016

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 16-108**

**RESOLUTION TO AWARD CONTRACT FOR LANDSCAPING SERVICES AT
MALLETT'S CREEK BRANCH 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 18th day of April, 2016 at 6:00 p.m.

PRESENT: Nancy Kaplan, Margaret Leary, Jan Barney Newman (left at 8:14 p.m.),
Prue Rosenthal, Ed Surovell, Jamie Vander Broek

ABSENT: Jim Leija

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Director be authorized to sign the contract with Plantwise for landscaping rehabilitation services at the Malletts Creek Branch Library for the amount of \$39,886.86.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Nancy Kaplan, Margaret Leary, 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 April 18, 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 April 2016

Cash:

The unrestricted cash balance as of April 30, 2016 was \$10,807,403 down from \$11,783,191 in March.

Tax Receipts:

The Library has received tax receipts totaling \$12,655,895, 98.8% of the budgeted amount, as of April 30.

Budget vs. Actual:

The Library has a positive fund balance of \$8,808,542 as of April 30, down from \$8,884,511 at the end of March.

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 April.

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 Ten Months Ending Saturday, April 30, 2016

	April			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Tax Collections - Operating	\$1,063,250	\$1,063,250		\$10,632,501	\$10,632,500	\$1
State Aid	3,750	3,750		37,500	37,500	
Penal Fines	18,750	18,750		187,500	187,500	
Interest	8,435	8,333	102	115,865	83,333	32,532
Copiers	2,442	2,500	(58)	23,671	25,000	(1,329)
Grants/Memorials	250	7,500	(7,250)	67,629	75,000	(7,371)
Library Fines & Fees	24,394	27,500	(3,106)	262,306	275,000	(12,694)
Non-Resident Fees	825	1,250	(425)	14,651	12,500	2,151
Total Revenue	\$1,122,096	\$1,132,833	(\$10,737)	\$11,341,623	\$11,328,333	\$13,290
Expenditures						
Salaries & Wages	470,728	505,917	(35,189)	4,829,564	5,059,170	(229,606)
Employee Benefits	107,832	130,512	(22,680)	1,192,516	1,305,123	(112,607)
Employment Taxes	35,238	38,703	(3,465)	358,516	387,030	(28,514)
Total Employment Cost	\$613,798	\$675,132	(\$61,334)	\$6,380,596	\$6,751,323	(\$370,727)
Custodial and Electrical	\$12,523	\$15,000	(\$2,477)	\$134,530	\$150,000	(\$15,470)
Accounting/Audit	1,000	1,000		10,000	10,000	
Legal	7,312	8,330	(1,018)	38,758	83,297	(44,539)
Purchased Services	7,764	12,402	(4,638)	218,437	124,020	94,417
Utilities	27,705	37,500	(9,795)	303,604	375,000	(71,396)
Property Insurance	(3,327)	7,500	(10,827)	63,768	75,000	(11,232)
Communications	12,198	15,000	(2,802)	155,233	150,000	5,233
Materials	157,740	148,666	9,074	1,589,033	1,486,660	102,373
Software Licenses/Maint	2,189	12,500	(10,311)	139,121	125,000	14,121
Building Rental	7,346	12,917	(5,571)	112,374	129,170	(16,796)
Seminars/Conferences/Travel	2,762	2,143	619	7,714	21,430	(13,716)
Copier Expense	4,833	3,750	1,083	29,961	37,503	(7,542)
Library Programming	24,242	30,833	(6,591)	258,913	308,330	(49,417)
Grants/Memorials	484	7,500	(7,016)	63,953	75,000	(11,047)
Supplies	32,233	16,643	15,590	286,992	166,430	120,562
Repairs and Maintenance	38,550	28,083	10,467	321,653	280,830	40,823
Postage	156	2,917	(2,761)	13,283	29,170	(15,887)
Lcards/Circ Cards	73	5,717	(5,644)	23,806	57,170	(33,364)
Other Operating Expenditures	1,789	2,217	(428)	17,308	22,170	(4,862)
Total Operating Expense	\$337,572	\$370,618	(\$33,046)	\$3,788,441	\$3,706,180	\$82,261
Capital Outlays	\$2,411	\$87,083	(\$84,672)	\$562,532	\$870,830	(\$308,298)
Total Expenditures	\$953,781	\$1,132,833	(\$179,052)	\$10,731,569	\$11,328,333	(\$596,764)
Net	\$168,315		\$168,315	\$610,054		\$610,054

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Saturday, April 30, 2016

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

Cash - Commercial Checking	\$25,622.47
Cash - Payroll	17,900.03
Holtrey Fund	333,159.97
Cash - Savings	3,229,408.12
Keniston Fund	30,431.26
Shafer Fund	10,498.77
Westerman Fund	29,509.69
Petty Cash	2,000.00
WLBDP Account	38,315.06
Price Fund	21,367.99
Ladies Library Association	14,004.68
ICS Money Market	<u>2,007,200.62</u>
Total Cash	5,759,418.66

Investments

Bank of Ann Arbor Investment	3,518,055.72
Old National Trust Company	<u>2,007,215.96</u>
Total Investments	5,525,271.68

Accounts Receivable

Accounts Receivable	<u>204,463.00</u>
Total Accounts Receivable	204,463.00

Prepaid Expenses

Prepaid Insurance	80,648.90
Prepaid Expenses	6,888.50
Prepaid Rent	
Total Prepaid Expenses	<u>87,537.40</u>
Total Current Assets	11,576,690.74

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 **44,136,444.54**

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Saturday, April 30, 2016

LIABILITIES AND FUND EQUITY**Current Liabilities**

Accounts Payable	(1,852.72)
Accrued Accounts Payable	9,850.00
Security Deposit	4,000.00
Accrued Payroll	131,591.99
EE 403(b) deduction / EE Miors Pmt	77,300.79
ER 403(b) Contribution	
Accrued Liability - Vacation S/T	42,644.71

Total Current Liabilities	<u>263,534.77</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	513,121.27
Deferred Revenue - Property Taxes	1,991,491.00
Fund Balance - Undesignated	8,198,488.42
Excess Revenue (Spending)	610,055.28

Total Fund Balance	<u>11,313,155.97</u>
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Total Fund Equity	<u>43,578,261.76</u>
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TOTAL LIABILITIES AND FUND EQUITY	<u><u>44,136,444.54</u></u>
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Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	4/1/2016
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052579	4IMPRINT	4IMPRINT, INC	4/8/2016	CHECK	PMCHK00001901	\$1,311.95
052619	AGRSER	A GROWING SERVICE LLC	4/14/2016	CHECK	PMCHK00001904	\$340.00
052532	AFSMITH	A.F. SMITH ELECTRIC, INC.	4/5/2016	CHECK	PMCHK00001900	\$434.08
052580	AFSMITH	A.F. SMITH ELECTRIC, INC.	4/8/2016	CHECK	PMCHK00001901	\$1,179.97
052648	A.M. SERV	A.M. SERVICES, INC	4/19/2016	CHECK	PMCHK00001905	\$1,539.00
052618	AASCH	AAPS/WISD TRANSPORTATION	4/14/2016	CHECK	PMCHK00001904	\$384.00
052655	GENBIN	ACCO BRANDS USA LLC	4/19/2016	CHECK	PMCHK00001905	\$91.68
052506	AFTDEL	AFTERNOON DELIGHT	4/1/2016	CHECK	PMCHK00001898	\$491.50
052674	AFTDEL	AFTERNOON DELIGHT	4/22/2016	CHECK	PMCHK00001906	\$124.50
052533	ALLENT	ALLIANCE ENTERTAINMENT	4/5/2016	CHECK	PMCHK00001900	\$4,269.56
052581	ALLENT	ALLIANCE ENTERTAINMENT	4/8/2016	CHECK	PMCHK00001901	\$3,396.40
052586	ALLENT	ALLIANCE ENTERTAINMENT	4/12/2016	CHECK	PMCHK00001902	\$2,901.17
052620	ALLENT	ALLIANCE ENTERTAINMENT	4/14/2016	CHECK	PMCHK00001904	\$77.40
052706	ALLENT	ALLIANCE ENTERTAINMENT	4/29/2016	CHECK	PMCHK00001910	\$218.15
052587	AMASCH	AMANDA SCHOTT	4/12/2016	CHECK	PMCHK00001902	\$17.39
052675	AMACORP	AMAZON	4/22/2016	CHECK	PMCHK00001906	\$4,053.53
052698	AMACOM	AMAZON.COM CREDIT PLAN	4/26/2016	CHECK	PMCHK00001909	\$8,503.47
052588	AMEX	AMERICAN EXPRESS	4/12/2016	CHECK	PMCHK00001902	\$56,607.91
052650	AMELIB1	AMERICAN LIBRARY ASSOCIATION	4/19/2016	CHECK	PMCHK00001905	\$1,300.00
052707	ANDBAC	ANDREA CATHERINE BACHMAN	4/29/2016	CHECK	PMCHK00001910	\$125.00
052507	ANNARB	ANN ARBOR OBSERVER	4/1/2016	CHECK	PMCHK00001898	\$2,356.60
052708	ANNARB	ANN ARBOR OBSERVER	4/29/2016	CHECK	PMCHK00001910	\$2,356.60
052649	AATRAN	ANN ARBOR TRANSPORTATION AUTH.	4/19/2016	CHECK	PMCHK00001905	\$206.24
052589	APPIMA	APPLIED IMAGING	4/12/2016	CHECK	PMCHK00001902	\$807.02
052508	ATT	AT&T ADVERTISING SOLUTIONS	4/1/2016	CHECK	PMCHK00001898	\$13.25
052590	ATTMOB	AT&T MOBILITY	4/12/2016	CHECK	PMCHK00001902	\$579.19
052582	B&H	B&H PHOTO-VIDEO	4/8/2016	CHECK	PMCHK00001901	\$3,110.48
052676	B&H	B&H PHOTO-VIDEO	4/22/2016	CHECK	PMCHK00001906	\$846.17
052699	B&H	B&H PHOTO-VIDEO	4/26/2016	CHECK	PMCHK00001909	\$7,606.04
052709	B&H	B&H PHOTO-VIDEO	4/29/2016	CHECK	PMCHK00001910	\$948.00
052621	BANMED	BANG MEDIA	4/14/2016	CHECK	PMCHK00001904	\$350.00
052534	BARNOB1	BARNES & NOBLE INC.	4/5/2016	CHECK	PMCHK00001900	\$318.33
052710	BARNOB1	BARNES & NOBLE INC.	4/29/2016	CHECK	PMCHK00001910	\$325.29
052622	BARBAG	BARRY BAGELS	4/14/2016	CHECK	PMCHK00001904	\$80.93
052623	BENMIL	BENJAMIN MILLER	4/14/2016	CHECK	PMCHK00001904	\$100.00
052583	BETBAT	BETH BATTEY	4/8/2016	CHECK	PMCHK00001901	\$180.00
052625	BETJOHN	BETH JOHNSON	4/14/2016	CHECK	PMCHK00001904	\$100.00
052591	BETNEA	BETHANY NEAL	4/12/2016	CHECK	PMCHK00001902	\$250.00
052624	BETBEC	BETSY BECKERMAN	4/14/2016	CHECK	PMCHK00001904	\$1,025.00
052592	BLAAUD	BLACKSTONE AUDIO BOOKS	4/12/2016	CHECK	PMCHK00001902	\$917.91
052512	DICBLI	BLICK ART MATERIALS	4/1/2016	CHECK	PMCHK00001898	\$162.95
052684	DICBLI	BLICK ART MATERIALS	4/22/2016	CHECK	PMCHK00001906	\$861.04
052677	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/22/2016	CHECK	PMCHK00001906	\$61,608.61
052678	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/22/2016	CHECK	PMCHK00001906	\$5,864.17
052593	BOBDOW	BOB DOWNES	4/12/2016	CHECK	PMCHK00001902	\$100.00
052594	BOOPAG	BOOKPAGE	4/12/2016	CHECK	PMCHK00001902	\$180.00
052626	BP	BP	4/14/2016	CHECK	PMCHK00001904	\$321.00
052535	BRASSL	BRASSLANDS	4/5/2016	CHECK	PMCHK00001900	\$500.00
052584	BREWER	BREWER'S	4/8/2016	CHECK	PMCHK00001901	\$295.27
052585	BRICON	BRIDGEPORT CONSULTING	4/8/2016	CHECK	PMCHK00001901	\$4,736.88
052536	BRIAUD	BRILLIANCE PUBLISHING, INC.	4/5/2016	CHECK	PMCHK00001900	\$39.99
052711	BRIAUD	BRILLIANCE PUBLISHING, INC.	4/29/2016	CHECK	PMCHK00001910	\$639.29
052679	BRODCO	BRODART CO.	4/22/2016	CHECK	PMCHK00001906	\$514.62
052712	BRODCO	BRODART CO.	4/29/2016	CHECK	PMCHK00001910	\$36.24
052680	BRUCON	BRUCE CONFORTH	4/22/2016	CHECK	PMCHK00001906	\$100.00
052560	BUSCAR	BUSINESS CARD	4/8/2016	CHECK	PMCHK00001901	\$8,314.87

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052509	CARPAL	CAROL PALMS	4/1/2016	CHECK	PMCHK00001898	\$600.00
052561	CARBRO	CARPENTER BROS.	4/8/2016	CHECK	PMCHK00001901	\$32.50
052651	CDW-G	CDW GOVERNMENT, INC.	4/19/2016	CHECK	PMCHK00001905	\$1,632.77
052627	CHAMUS	CHAMBER MUSIC MICHIGAN	4/14/2016	CHECK	PMCHK00001904	\$400.00
052628	CINCOR	CINTAS CORPORATION	4/14/2016	CHECK	PMCHK00001904	\$1,659.72
052595	CITOF1	CITY OF ANN ARBOR TREASURER	4/12/2016	CHECK	PMCHK00001902	\$2,046.00
052629	CITOF1	CITY OF ANN ARBOR TREASURER	4/14/2016	CHECK	PMCHK00001904	\$257.08
052541	LIVPUB	CITY OF LIVONIA	4/5/2016	CHECK	PMCHK00001900	\$7.99
052562	COLULIB	COLUMBIA PUBLIC LIBRARY	4/8/2016	CHECK	PMCHK00001901	\$12.00
052511	COMCAS	COMCAST	4/1/2016	CHECK	PMCHK00001898	\$124.90
052596	COMCAS	COMCAST	4/12/2016	CHECK	PMCHK00001902	\$38.47
052510	COMALLW	COMPUTER ALLEY WEST	4/1/2016	CHECK	PMCHK00001898	\$267.84
052537	COMALLW	COMPUTER ALLEY WEST	4/5/2016	CHECK	PMCHK00001900	\$458.83
052681	CRIESP	CRISTHIAN ESPINOZA-PINO	4/22/2016	CHECK	PMCHK00001906	\$200.00
052538	DAVHAU	DAVID HAUGHEY	4/5/2016	CHECK	PMCHK00001900	\$500.00
052682	DAVMCM	DAVID MCMILLIAN	4/22/2016	CHECK	PMCHK00001906	\$75.00
052683	DEMCO	DEMCO	4/22/2016	CHECK	PMCHK00001906	\$73.47
052563	DENOWE	DENISE OWENS	4/8/2016	CHECK	PMCHK00001901	\$100.00
052713	DIAMGLA	DIAMOND GLASS	4/29/2016	CHECK	PMCHK00001910	\$250.00
052597	DIADUD	DIANE DUDLEY	4/12/2016	CHECK	PMCHK00001902	\$100.00
052714	DIEASC	DIEGO ASCANI	4/29/2016	CHECK	PMCHK00001910	\$67.10
052652	DTEENE	DTE ENERGY	4/19/2016	CHECK	PMCHK00001905	\$13,711.36
052653	DYKGOS	DYKEMA GOSSETT	4/19/2016	CHECK	PMCHK00001905	\$4,828.05
052513	ELINEI	ELI NEIBURGER	4/1/2016	CHECK	PMCHK00001898	\$125.00
052514	ELLLIV	ELLEN LIVINGSTON	4/1/2016	CHECK	PMCHK00001898	\$60.00
052598	ELLLIV	ELLEN LIVINGSTON	4/12/2016	CHECK	PMCHK00001902	\$125.00
052599	ELYAUR	ELYSE AURBACH	4/12/2016	CHECK	PMCHK00001902	\$300.00
052630	FASTSI	FASTSIGNS	4/14/2016	CHECK	PMCHK00001904	\$195.00
052564	FRIOF	FRIENDS OF THE ANN ARBOR	4/8/2016	CHECK	PMCHK00001901	\$1,309.75
052654	GALGAL	GALE GALLIGAN	4/19/2016	CHECK	PMCHK00001905	\$200.00
052575	THOGAL	GALE/CENGAGE LEARNING, INC	4/8/2016	CHECK	PMCHK00001901	\$84.72
052614	THOGAL	GALE/CENGAGE LEARNING, INC	4/12/2016	CHECK	PMCHK00001902	\$407.99
052693	THOGAL	GALE/CENGAGE LEARNING, INC	4/22/2016	CHECK	PMCHK00001906	\$111.16
052731	THOGAL	GALE/CENGAGE LEARNING, INC	4/29/2016	CHECK	PMCHK00001910	\$77.57
052565	GAMESTART	GAMESTART	4/8/2016	CHECK	PMCHK00001901	\$600.00
052515	GARISTE	GARI STEIN	4/1/2016	CHECK	PMCHK00001898	\$100.00
052715	GARISTE	GARI STEIN	4/29/2016	CHECK	PMCHK00001910	\$100.00
052716	GETDOWN	GET DOWNTOWN PROGRAM	4/29/2016	CHECK	PMCHK00001910	\$300.00
052516	GOVSOL	GOVERNOR BUSINESS SOLUTIONS	4/1/2016	CHECK	PMCHK00001898	\$60.08
052539	GOVSOL	GOVERNOR BUSINESS SOLUTIONS	4/5/2016	CHECK	PMCHK00001900	\$23.04
052685	FIRMAR	GREEN ROAD ASSOCIATES, LLC	4/22/2016	CHECK	PMCHK00001906	\$3,646.00
052718	HOBBLA	HOBBS & BLACK ASSOCIATES, INC.	4/29/2016	CHECK	PMCHK00001910	\$770.10
052719	HOOHAT	HOOPER, HATHAWAY, P.C.	4/29/2016	CHECK	PMCHK00001910	\$2,484.00
052540	HOULAK	HOUGHTON LAKE PUBLIC LIBRARY	4/5/2016	CHECK	PMCHK00001900	\$30.00
052631	HUGGAL	HUGH GALLAGHER	4/14/2016	CHECK	PMCHK00001904	\$200.00
052517	HUTPLU	HUTZEL PLUMBING AND HEATING	4/1/2016	CHECK	PMCHK00001898	\$534.75
052656	INTERFIRE	INTERSTATE FIRE PROTECTION, IN	4/19/2016	CHECK	PMCHK00001905	\$1,000.00
052720	INTERFIRE	INTERSTATE FIRE PROTECTION, IN	4/29/2016	CHECK	PMCHK00001910	\$1,800.00
052600	JACPET	JACQUELYN PETERSON	4/12/2016	CHECK	PMCHK00001902	\$23.98
052519	JIMLEO	JAMES LEONARD	4/1/2016	CHECK	PMCHK00001898	\$150.00
052701	JEFFLE	JEFF FLETCHER	4/26/2016	CHECK	PMCHK00001909	\$300.00
052686	JEFKAS	JEFFREY KASS	4/22/2016	CHECK	PMCHK00001906	\$500.00
052518	JESTAC	JESSE TACK	4/1/2016	CHECK	PMCHK00001898	\$150.00
052632	JEWISHNE	JEWISH NEWS	4/14/2016	CHECK	PMCHK00001904	\$245.00
052721	JOEROB	JOEL ROBBINS	4/29/2016	CHECK	PMCHK00001910	\$125.00
052520	JOHNEV	JOHN NEVILLE ANDREWS	4/1/2016	CHECK	PMCHK00001898	\$100.00
052531	JOURET	JOUR RETIREMENT PLAN SVCS, LLC	4/1/2016	CHECK	PMCHK00001899	\$231.25
052601	KARLEP	KAREN LEPAGE	4/12/2016	CHECK	PMCHK00001902	\$150.00
052723	KMODES	KAREN MOELLER DESIGN	4/29/2016	CHECK	PMCHK00001910	\$1,750.00
052633	KARTUT	KARIN TUTHILL	4/14/2016	CHECK	PMCHK00001904	\$68.44
052521	KATGOOD	KATHLEEN A. GOODMAN	4/1/2016	CHECK	PMCHK00001898	\$250.00
052687	KAYPEN	KAYLA COUGHLIN	4/22/2016	CHECK	PMCHK00001906	\$37.25
052657	KELULL	KELSEY ULLENBRUCH	4/19/2016	CHECK	PMCHK00001905	\$60.48

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052658	KEVEDU	KEVA PLANKS EDUCATION	4/19/2016	CHECK	PMCHK00001905	\$1,249.90
052659	KIPDEG	KIP DEGRAAF	4/19/2016	CHECK	PMCHK00001905	\$320.00
052602	LAURAY	LAURA RAYNOR	4/12/2016	CHECK	PMCHK00001902	\$23.33
052660	LEACEN	LEARNING CENTER	4/19/2016	CHECK	PMCHK00001905	\$1,438.00
052603	LIRZHE	LIRONG ZHENG	4/12/2016	CHECK	PMCHK00001902	\$250.88
052604	LUCROE	LUCY ROEHRIG	4/12/2016	CHECK	PMCHK00001902	\$19.28
052546	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	4/5/2016	CHECK	PMCHK00001900	\$619.98
052567	MARLIN	MARDI JO LINK	4/8/2016	CHECK	PMCHK00001901	\$500.00
052605	MARYAN	MARGARET YANG	4/12/2016	CHECK	PMCHK00001902	\$250.00
052635	MARSZP	MARISA SZPYTMAN	4/14/2016	CHECK	PMCHK00001904	\$50.00
052634	MARBAN	MARTIN BANDYKE	4/14/2016	CHECK	PMCHK00001904	\$500.00
052522	MATRIX	MATRIX TRUST CO AttnTPA000320	4/1/2016	CHECK	PMCHK00001898	\$22,240.07
052661	MATRIX	MATRIX TRUST CO AttnTPA000320	4/19/2016	CHECK	PMCHK00001905	\$22,163.33
052725	MATRIX	MATRIX TRUST CO AttnTPA000320	4/29/2016	CHECK	PMCHK00001910	\$18,688.75
052543	MATFEA	MATT FEAZELL	4/5/2016	CHECK	PMCHK00001900	\$100.00
052606	MATSIE	MATT SIEGFRIED	4/12/2016	CHECK	PMCHK00001902	\$150.00
052724	LEXMAT	MATTHEW BENDER & CO., INC.	4/29/2016	CHECK	PMCHK00001910	\$1,586.07
052542	MASCOM	MEDCO SUPPLY COMPANY	4/5/2016	CHECK	PMCHK00001900	\$176.95
052662	MERCON	MERCES CONSULTING	4/19/2016	CHECK	PMCHK00001905	\$2,650.00
052663	METCOM	METCOM	4/19/2016	CHECK	PMCHK00001905	\$125.68
052688	METLIFE	METLIFE SBC	4/22/2016	CHECK	PMCHK00001906	\$6,706.74
052607	MICKRE	MICHELLE KRELL KYDD	4/12/2016	CHECK	PMCHK00001902	\$450.00
052636	MICDAI	MICHIGAN DAILY/THE//	4/14/2016	CHECK	PMCHK00001904	\$418.00
052608	MICOFF	MICHIGAN OFFICE SOLUTIONS	4/12/2016	CHECK	PMCHK00001902	\$2,177.90
052544	MICPOW	MICHIGAN POWER RODDING	4/5/2016	CHECK	PMCHK00001900	\$298.00
052568	MICPOW	MICHIGAN POWER RODDING	4/8/2016	CHECK	PMCHK00001901	\$60.00
052637	MICTHE	MICHIGAN THEATER	4/14/2016	CHECK	PMCHK00001904	\$1,800.00
052664	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	4/19/2016	CHECK	PMCHK00001905	\$6,273.69
052545	MIDTAP	MIDWEST TAPE	4/5/2016	CHECK	PMCHK00001900	\$37.47
052569	MIDTAP	MIDWEST TAPE	4/8/2016	CHECK	PMCHK00001901	\$4,798.97
052609	MIDTAP	MIDWEST TAPE	4/12/2016	CHECK	PMCHK00001902	\$7,428.60
052638	MIDTAP	MIDWEST TAPE	4/14/2016	CHECK	PMCHK00001904	\$348.17
052689	MIDTAP	MIDWEST TAPE	4/22/2016	CHECK	PMCHK00001906	\$11,455.52
052726	MIDTAP	MIDWEST TAPE	4/29/2016	CHECK	PMCHK00001910	\$6,905.54
052665	NEOPOST	NEOFUNDS BY NEOPOST	4/19/2016	CHECK	PMCHK00001905	\$162.00
052666	NETTIS	NETTIE TISO	4/19/2016	CHECK	PMCHK00001905	\$300.00
052727	NICRAY	NICOLE RAY	4/29/2016	CHECK	PMCHK00001910	\$1,050.00
052639	NUWAVE	NUWAVE AQUARIUMS	4/14/2016	CHECK	PMCHK00001904	\$132.90
052667	NUWAVE	NUWAVE AQUARIUMS	4/19/2016	CHECK	PMCHK00001905	\$149.95
052640	OCLINS	OCLC, INC.	4/14/2016	CHECK	PMCHK00001904	\$3,861.36
052523	OFFDEP	OFFICE DEPOT, INC.	4/1/2016	CHECK	PMCHK00001898	\$16.36
052547	OFFDEP	OFFICE DEPOT, INC.	4/5/2016	CHECK	PMCHK00001900	\$663.87
052668	OFFDEP	OFFICE DEPOT, INC.	4/19/2016	CHECK	PMCHK00001905	\$108.98
052702	OFFDEP	OFFICE DEPOT, INC.	4/26/2016	CHECK	PMCHK00001909	\$233.41
052690	OMEBUS	OMEGA BUSINESS CENTER, LLC	4/22/2016	CHECK	PMCHK00001906	\$3,700.00
052524	ORNAMAT	ORNAMATIC, LLC	4/1/2016	CHECK	PMCHK00001898	\$500.00
052525	PATSUT	PATRICIA SUTTON	4/1/2016	CHECK	PMCHK00001898	\$30.24
052669	PATDUN	PATRICK DUNN	4/19/2016	CHECK	PMCHK00001905	\$106.50
052571	RANHOU	PENGUIN RANDOM HOUSE, LLC	4/8/2016	CHECK	PMCHK00001901	\$210.00
052611	RANHOU	PENGUIN RANDOM HOUSE, LLC	4/12/2016	CHECK	PMCHK00001902	\$67.50
052526	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/1/2016	CHECK	PMCHK00001898	\$577.84
052641	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/14/2016	CHECK	PMCHK00001904	\$242.66
052642	PLAWIS	PLANT WISE	4/14/2016	CHECK	PMCHK00001904	\$1,100.00
052691	PREPLA	PREHISTORIC PLANET LLC	4/22/2016	CHECK	PMCHK00001906	\$7,767.65
052548	PRITEC	PRINT TECH INC.	4/5/2016	CHECK	PMCHK00001900	\$833.68
052570	PRITEC	PRINT TECH INC.	4/8/2016	CHECK	PMCHK00001901	\$2,597.52
052527	PROINF	PROQUEST - LLC	4/1/2016	CHECK	PMCHK00001898	\$3,530.00
052551	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/5/2016	CHECK	PMCHK00001900	\$12,523.00
052610	RACYAN	RACHEL YANIKOGLU	4/12/2016	CHECK	PMCHK00001902	\$20.57
052728	RACYAN	RACHEL YANIKOGLU	4/29/2016	CHECK	PMCHK00001910	\$34.94
052550	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/5/2016	CHECK	PMCHK00001900	\$19.00
052549	RECBOO	RECORDED BOOKS, INC.	4/5/2016	CHECK	PMCHK00001900	\$2,513.28
052612	RECBOO	RECORDED BOOKS, INC.	4/12/2016	CHECK	PMCHK00001902	\$1,969.89

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
052643	RECBOO	RECORDED BOOKS, INC.	4/14/2016	CHECK	PMCHK00001904	\$571.89
052729	RECBOO	RECORDED BOOKS, INC.	4/29/2016	CHECK	PMCHK00001910	\$3,039.24
052692	REGBOO	REGENT BOOK CO., INC.	4/22/2016	CHECK	PMCHK00001906	\$16.06
052613	RICBUS	RICOH AMERICAS CORP	4/12/2016	CHECK	PMCHK00001902	\$518.46
052644	ROOSRO	ROOSROAST	4/14/2016	CHECK	PMCHK00001904	\$103.77
052552	RUTBAR	RUTH MCNALLY BARSHAW	4/5/2016	CHECK	PMCHK00001900	\$213.00
052556	STAPOO	S&P CAPITAL IQ LLC	4/5/2016	CHECK	PMCHK00001900	\$4,718.92
052645	SARKEL	SARA MELTON KELLER	4/14/2016	CHECK	PMCHK00001904	\$225.00
052553	SCHSOU	SCHEDULE SOURCE, INC	4/5/2016	CHECK	PMCHK00001900	\$906.50
052572	SCHSEC	SCHILKE SECURITY	4/8/2016	CHECK	PMCHK00001901	\$175.00
052528	SHAKUC	SHANNON KUCHERA	4/1/2016	CHECK	PMCHK00001898	\$700.00
052670	SHAMAS	SHARI MASER	4/19/2016	CHECK	PMCHK00001905	\$187.50
052646	SHETUR	SHERLONYA TURNER	4/14/2016	CHECK	PMCHK00001904	\$45.31
052703	SHUCRU	SHUTTA CRUM	4/26/2016	CHECK	PMCHK00001909	\$150.00
052557	STCLAI	ST. CLAIR COUNTY LIBRARY	4/5/2016	CHECK	PMCHK00001900	\$40.98
052554	STAHAR	STADIUM HARDWARE	4/5/2016	CHECK	PMCHK00001900	\$67.98
052555	STAMIC4	STATE OF MICHIGAN	4/5/2016	CHECK	PMCHK00001900	\$180.00
052671	SWESOU	SWEETWATER SOUND INC.	4/19/2016	CHECK	PMCHK00001905	\$34.98
052704	TDSMET	TDS METROCOM	4/26/2016	CHECK	PMCHK00001909	\$7,112.83
052574	THEANN	THE ANN MAGAZINE	4/8/2016	CHECK	PMCHK00001901	\$500.00
052617	THECRE	THE CREATURE CONSERVANCY	4/13/2016	CHECK	PMCHK00001903	\$540.00
052647	THECRE	THE CREATURE CONSERVANCY	4/14/2016	CHECK	PMCHK00001904	\$342.00
052705	THELIB	THE LIBRARY STORE	4/26/2016	CHECK	PMCHK00001909	\$173.55
052573	TEACOM	THE TEACHING COMPANY SALES, LL	4/8/2016	CHECK	PMCHK00001901	\$1,109.20
052730	TEACOM	THE TEACHING COMPANY SALES, LL	4/29/2016	CHECK	PMCHK00001910	\$1,005.75
052732	TIMMIC	TIMOTHY MICHLING	4/29/2016	CHECK	PMCHK00001910	\$100.00
052673	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	4/19/2016	CHECK	PMCHK00001905	\$1,020.30
052672	UNIPAR	UNITED PARCEL SERVICE	4/19/2016	CHECK	PMCHK00001905	\$95.97
052733	UNIPAR	UNITED PARCEL SERVICE	4/29/2016	CHECK	PMCHK00001910	\$59.62
052694	UNUMPRO	UNUM LIFE INSURANCE	4/22/2016	CHECK	PMCHK00001906	\$1,982.51
052696	UNUMPRO	UNUM LIFE INSURANCE	4/22/2016	CHECK	PMCHK00001907	\$1,727.11
052697	UNUMPRO	UNUM LIFE INSURANCE	4/22/2016	CHECK	PMCHK00001908	\$826.28
052734	USPURI	US AIR PURIFIERS LLC	4/29/2016	CHECK	PMCHK00001910	\$2,759.98
052576	VALLINP	VALUE LINE PUBLISHING LLC.	4/8/2016	CHECK	PMCHK00001901	\$1,450.00
052558	VARFOR	VARSITY FORD	4/5/2016	CHECK	PMCHK00001900	\$2,177.31
052615	VERWIRC	VERIZON WIRELESS	4/12/2016	CHECK	PMCHK00001902	\$1,738.61
052695	VERWIRC	VERIZON WIRELESS	4/22/2016	CHECK	PMCHK00001906	\$779.82
052577	VOSLIG	VOSS LIGHTING	4/8/2016	CHECK	PMCHK00001901	\$295.40
052717	GRACUT	W&G FOYLE LTD	4/29/2016	CHECK	PMCHK00001910	\$3,794.54
052735	WAAWHI	WAAM RADIO	4/29/2016	CHECK	PMCHK00001910	\$960.00
052559	WASHNE	WASHTENAW NEWS COMPANY, INC.	4/5/2016	CHECK	PMCHK00001900	\$4,517.20
052529	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/1/2016	CHECK	PMCHK00001898	\$230.24
052578	WRIWOR	WRITE WORD LLC	4/8/2016	CHECK	PMCHK00001901	\$150.00
052530	XEROX	XEROX CORPORATION	4/1/2016	CHECK	PMCHK00001898	\$21.98
052616	XEROX	XEROX CORPORATION	4/12/2016	CHECK	PMCHK00001902	\$709.71

Total Checks: 227 Total Amount of Checks: \$455,705.70

Director's Report
May 16, 2016

Facilities

The expansion of the Westgate Branch of AADL is on schedule. We expect to complete the construction portion in mid to late June and to have the building furnished and ready to open in late August. The intention is to have a soft opening, with a celebration event following the Labor Day holiday.

We are introducing BISAC (Book Industry Standards/Communications) Subject Codes into the Westgate project. This subject code list will see materials arranged and shelved at Westgate in much the same way books and other materials are arranged in retail bookstores. While we expect this arrangement to be more intuitive and result in higher circulation rates, it will also be disruptive to those who know the Dewey Decimal System and browse the public library shelves accordingly. BISAC is used successfully in smaller library systems including the Delta Township Library in Michigan, and is a project that AADL staff has been considering for several years. BISAC will be introduced at Westgate as a pilot.

Finances

The Headlee limitation on millage levies has lowered to 1.907 and property tax valuations in Washtenaw County are projected as a 2% increase. The proposed levy in the AADL budget is less than the Headlee limitation, and the increase in the budget will aid in our planning for capital improvements out to 2020.

The Friends of the AADL made their final contribution to the AADL in this budget year in the amount of \$100,000. The support of the FAADL is key to the success of our summer online game play.aadl.org. Thousands of people including adults, teens and children play the

summer game and benefit directly from the hard work of our Friends, and we thank them.

Community Relations

The Spring 2016 AADL newsletter celebrating the 20th Anniversary of the Ann Arbor District Library is being delivered this month, and already we have received direct positive feedback about the contents and the focus.

The Ladies Library Association is celebrating its 150th Anniversary this year and is working with the AADL to plan major events and a celebration reception in the Downtown Library in early October.

Peter Morville, Semantic Studios, has completed the Information Architecture and User Experience Strategy development project for the new aadl.org. Our next step now is a huge one and we will begin working on the visual design phase as well as the migration of data with the target of a launch in early 2017.

Planning and Governance

Bridgeport Consulting is on schedule in its work with the Board of AADL to develop the next strategic plan for the AADL. Their work to gather feedback from the entire staff has been professional and to be commended. In addition to an online survey for staff, they met twice with staff at open invitation meetings with over 65 persons to discuss the potential strategic goals of the AADL.

Services

Hundreds of consumers attended the 2016 VISIONS Fair held at the Morris Lawrence Building on the WCC campus on May 11th. Karen Kenninger, Director of the National Library Service at the Library of Congress and Lylas Mogk, MD, Chairperson of Governor Snyder's Commission for the Blind were keynote speakers. Also in attendance was Gary Gaynor a Commissioner on the Commission for the Blind, and

Ed Rodgers, Director of Michigan's Bureau for Blind Persons within LARA.

VISIONS is a biannual event organized and staffed by the AADL and draws consumers from southeast MI, Canada and Ohio. Staff from any department of the AADL system can volunteer to attend VISIONS and act as personal guides for those attending. This event is a consumer fair to showcase the many services, products and technologies developed for the blind. Consumers attending ranged in age from 7 years to over 80.

I commend the all of the staff involved for this very successful effort, but in particular the staff members in the Outreach and Neighborhood Services Department and the Community Relations Department.

Professional Service

Josie Parker was the invited speaker for the Friends of Michigan Trustee Alliance Division at the Small + Rural Libraries Conference held on Mackinac Island on May 4, 5, and 6. Josie gave three presentations with over 130 in attendance on Public Library Board Governance, Keeping Libraries in the Collective Consciousness of a Community, and Facilities Management. This conference is sponsored by the Library of Michigan and funded by the Library and Services Technology Act funds from the federal government. Continued funding is dependent on attendance (overall attendance at the conference was 500 persons), and positive evaluations. It was very gratifying that the attendance and evaluations for this track at the conference were very positive. It was a pleasure to be there and to learn so much about the challenges and achievements of the smallest libraries in Michigan.

Ann Arbor District Library Proposed Budget Fiscal Year 2016-2017

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at **1.90 mills** with a 2% increase in the tax base.

Sweetwater's Rent – Revenue based on lease agreement.

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

Expenses:

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

Positions Added: Volunteer Coordinator, Librarian, Library Techs (2), Building Supervisor.

Positions Eliminated: None.

Employee Benefits – This number includes the following:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status and a 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 comp. insurance and state unemployment insurance.

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

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

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

Legal – The estimated costs for next year.

Purchased Services – Includes \$80,000 for network cataloging services, \$22,975 for Unique Management, \$36,000 for the payroll service and \$66,000 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.

Computer Hardware – The cost of computer hardware to be purchased during the year.

Building Rental – Includes costs for the 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 and public relations.

Grant and Memorial Expenses – This projected expense matches the projected revenue.

Supplies – This includes departmental, IT supplies (\$200,000), supplies for all facilities (\$80,000), Lcards, book bags, circ cards and labeling supplies (\$68,600).

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.

Capital Outlays – This includes a transfer to the capital fund (\$1,203,500), and expenses for landscaping at Traverwood, carpeting Downtown and at Pittsfield, renovation of first floor restrooms Downtown, roof repair Downtown and at Mallett's, concrete repair at Traverwood and an allotment for furniture and shelving throughout the system.

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
Operating Budget

	Proposed 2016-17	Projected 2015-16		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	
Revenue				
Tax Collections - Operating (1.9000 mill Levy)	\$14,850,000	\$12,622,698	\$2,227,302	17.6%
State Aid	90,000	89,235	765	0.9%
Penal Fines	225,000	225,000	-	0.0%
Interest	100,000	100,000	-	0.0%
Copier Revenue	30,000	28,755	1,245	4.3%
Grants/Memorials	50,000	50,000	-	0.0%
Library Fines, Fees and Other	280,000	313,029	(33,029)	-10.6%
Non-Resident Fees	15,000	17,839	(2,839)	-15.9%
Sweetwater's Rent	31,110	-	31,110	N/A
Total Revenue	<u>\$15,671,110</u>	<u>\$13,446,556</u>	<u>\$2,224,554</u>	16.5%
Expenditures				
Salaries & Wages	\$6,569,985	\$5,800,057	\$769,928	13.3%
Employee Benefits	1,639,896	1,455,774	184,122	12.6%
Employment Taxes	502,604	430,947	71,657	16.6%
Total Employment Cost	<u>\$8,712,485</u>	<u>\$7,686,778</u>	<u>\$1,025,707</u>	13.3%
Custodial and Electrical	\$195,000	\$159,576	\$35,424	22.2%
Accounting/Audit	14,500	13,500	1,000	7.4%
Legal Expense	100,000	88,041	11,959	13.6%
Purchased Services	204,975	272,672	(67,697)	-24.8%
Utilities	425,000	355,626	69,374	19.5%
Property Insurance	93,000	90,126	2,874	3.2%
Communications	180,000	177,960	2,040	1.1%
Materials	1,784,000	1,939,869	(155,869)	-8.0%
Software Licenses/Maintenance	200,000	150,579	49,421	32.8%
Computer Hardware	150,000	-	150,000	N/A
Building Rental	561,850	127,066	434,784	342.2%
Seminars/Conferences/Training/Travel	23,100	11,309	11,791	104.3%
Copier Expense	45,000	35,479	9,521	26.8%
Library Programming	440,000	348,614	91,386	26.2%
Grants /Memorials	50,000	68,469	(18,469)	-27.0%
Supplies	382,100	327,918	54,182	16.5%
Repairs and Maintenance	337,000	374,761	(37,761)	-10.1%
Postage	35,000	18,968	16,032	84.5%
Circulation Supplies	-	45,033	(45,033)	N/A
Other Operating Expenditures	34,600	19,214	15,386	80.1%
Total Operating Expense	<u>\$5,255,125</u>	<u>\$4,624,780</u>	<u>\$630,345</u>	13.6%
Capital Outlays	1,703,500	1,045,000	658,500	63.0%
Total Expenditures	<u>\$15,671,110</u>	<u>\$13,356,558</u>	<u>\$2,314,552</u>	17.3%
Net	<u>-</u>	<u>\$89,998</u>	<u>(\$89,998)</u>	-100.0%

Ann Arbor District Library
2016-2017 Budget

	<u>Salaries</u>	<u>Wages</u>	<u>Benefits/</u>	<u>fica</u>	<u>Custodial and Electrical</u>	<u>Audit</u>	<u>Legal</u>	<u>Purchased Services</u>	<u>Utilities</u>	<u>Property Insurance</u>	<u>Communi- cations</u>	<u>Materials</u>	<u>Software Maint.</u>
Traverwood	-	-	-	-	-	-	-	-	71,000	-	-	-	-
Mallett's Creek	-	-	-	-	-	-	-	-	57,000	-	-	-	-
Pittsfield	-	-	-	-	-	-	-	-	73,000	-	-	-	-
Westgate	-	-	-	-	-	-	-	-	30,000	-	-	-	-
O & NS	258,805	-	-	-	-	-	-	-	-	-	-	-	-
YASC	1,194,916	689,620	-	-	-	-	-	-	-	-	-	-	-
Community Relations	395,678	15,000	-	-	-	-	-	-	-	-	-	-	-
Information Access	1,574,034	38,160	-	-	-	-	80,000	-	-	-	180,000	1,784,000	200,000
Finance & HR	472,755	-	1,639,896	502,604	-	14,500	42,000	-	93,000	-	-	-	-
Facilities/Security/Circulation	970,847	757,973	-	-	195,000	-	22,975	184,000	-	-	-	-	-
Circulation	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration	202,197	-	-	-	-	-	100,000	60,000	10,000	-	-	-	-
Board	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	5,069,232	1,500,753	1,639,896	502,604	195,000	14,500	100,000	204,975	425,000	93,000	180,000	1,784,000	200,000
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

**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:

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 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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:

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 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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:

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 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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Margaret Leary, Secretary

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 23rd day of May, 2016, 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: _____

Date: _____

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

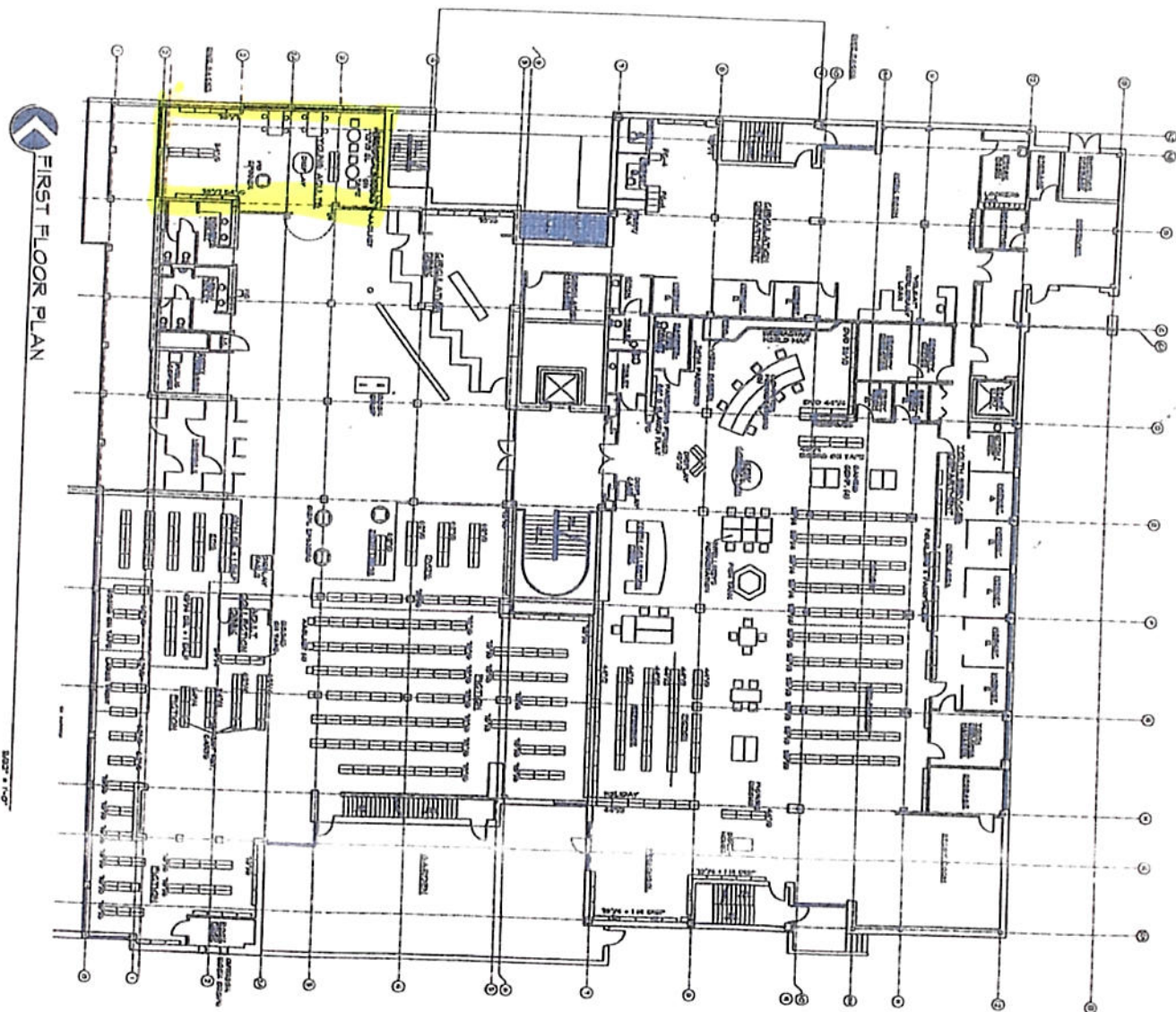
By: _____

Print Name: _____

Title: _____

Date: _____

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



FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

DATE: 10/11/11

First Floor Plan

DATE:	10/11/11
DESIGNER:	SKL/SL
PROJECT NO.:	2007
CLIENT:	AA DISTRICT LIBRARY
PROJECT TYPE:	LIBRARY
PROJECT LOCATION:	100 N. ZEEB ROAD, ANN ARBOR, MI 48106
PROJECT DESCRIPTION:	LIBRARY
PROJECT STATUS:	LIBRARY
PROJECT TYPE:	LIBRARY

Downtown Library Study

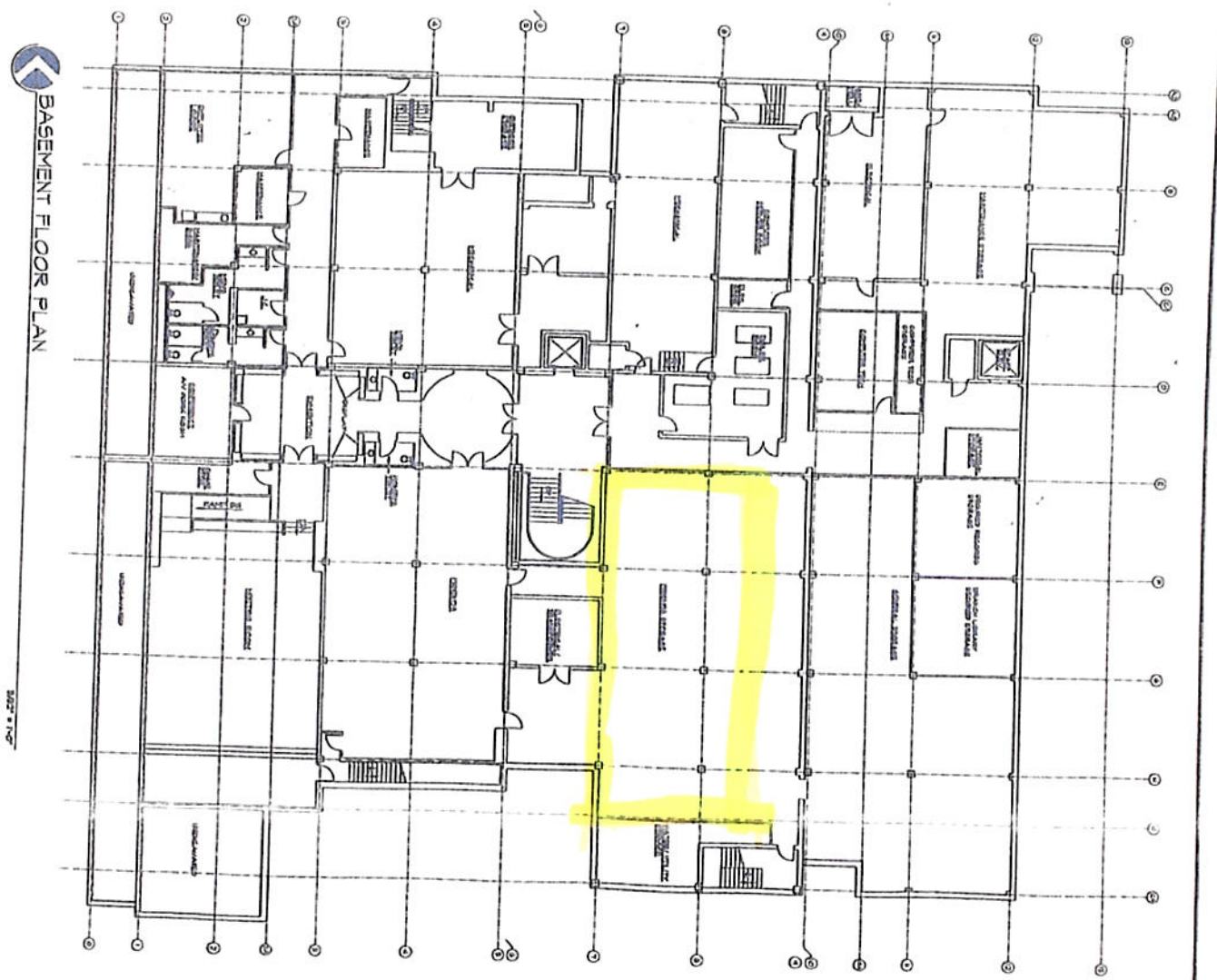
100 N. ZEEB ROAD
ANN ARBOR, MI 48106

Ann Arbor District Library



Camerstone Design Inc.
 3481 LEE ROAD
 ANN ARBOR, MICHIGAN 48106
 TEL: 734.769.1111
 WWW.CAMERSTONEDESIGN.COM

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



BASEMENT FLOOR PLAN

1/4" = 1'-0"

Basement Floor Plan

DATE: 4-16-22
 PROJECT: Ann Arbor District Library
 ARCHITECT: Cornerstone Design Inc.
 ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION FROM CORNERSTONE DESIGN INC.

Downtown Library Study

30129 Dowd Road
 Ann Arbor, MI 48111
 Project

Ann Arbor District Library



Cornerstone Design Inc.
 30129 Dowd Road
 Ann Arbor, MI 48111
 734.769.1100
 www.cornerstone-design.com

**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:

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.

Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2016 OFFICERS

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

ADMINISTRATION

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

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

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