



Regular Meeting Agenda

Monday, November 13, 2017

Published by Ann Arbor District Library

November 2017

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

December 2017

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

January 2018

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, November 13, 2017 at 7:00 p.m.
 Ann Arbor District Library, Multipurpose Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-171 I. CALL TO ORDER
- 17-172 II. ATTENDANCE
- 17-173 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 17-174 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of October 16, 2017 (pp. 3-17)
- CA-2 Approval of October 2017 Disbursements (pp. 18-20)
- 17-175 V. CITIZENS' COMMENTS
- 17-176 VI. FINANCIAL REPORTS (pp. 21-25)
 Bill Cooper, Finance Manager
- 17-177 VII. COMMITTEE REPORTS
- 17-178 A. BUDGET & FINANCE COMMITTEE
 (15 minutes)
- 17-179 B. EXECUTIVE COMMITTEE
 (15 minutes)
- 17-180 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 17-181 IX. OLD BUSINESS
- 17-166 A. AADL STRATEGIC PLAN GOAL 3.3: DOWNTOWN
 LIBRARY BUILDING PRESENTATION
 Will Gordon, O'Neal Construction, Inc.

(30 minutes)

- 17-163 B. RESOLUTION ADOPTING REVISIONS TO BUSINESS AND FINANCE POLICIES (pp. 26-43)
(Item of action)
- 17-164 C. RESOLUTION ADOPTING REVISIONS TO CIRCULATION POLICY 3.1 (pp. 44-49)
(Item of action)
- 17-182 X. CITIZENS' COMMENTS
- 17-183 XI. 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, OCTOBER 16, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

- 17-151 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 7:03 p.m.
- 17-152 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Jamie Vander Broek
 Board Absent: Ed Surovell
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 17-153 III. APPROVAL OF AGENDA
 (Item of action)
- Trustee Barney Newman, supported by Treasurer Leija, moved to approve the agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Vander Broek
 NAYS: None
- Motion passed 6-0.
- 17-154 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of September 18, 2017
 CA-2 Approval of September 2017 Disbursements
- Treasurer Leija, supported by Vice President Song, moved to approve the consent agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Vander Broek
 NAYS: None
- Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

17-155 V. CITIZENS' COMMENTS

Matt Finch

Thank you. My name is Matt Finch and I would like to begin by acknowledging the traditional ones, to pay my respect to elders, past, present and future. That's just something we do before public comment in Australia where I come here from. I have been the guest of Ann Arbor District Library's work on behalf of the University of Southern Queensland. Ann Arbor District Library is internationally recognized as being a ridiculously awesome public library. I hope everybody in this room already knows that fact. To me, someone from Australia who's been invited to work with the staff all week, it was specular to come and see something that you know you read about things online, you see it through a screen on a laptop, to come to be able to see how much you work together to be involved in running the public library and see that it lives up to the hype in every regard. It was an incredibly heartening experience for me. During the time I have been here it's been my privilege to work with the various teams on exploring even more creative, playful and opened ended ways for the community to explore knowledge and culture on their own terms. To move from a sense of programming being structural and making it more like the idea that the library's a magic space where you explore things you want to explore, understand the things you want to understand and create new and amazing stories and ideas. That goes right back to the original idea of the library being, you took the book you wanted to, you read it the way you want to. We're not teachers, we're not preachers, we are a space of imagination and learning and connection. This was only possible to open these new avenues of play because of the caliber of the staff and quality of the service is so incredibly high. I could list names and not even just expected ones with programming or the leadership team. People like Darla in the archives, Hyman and Mark in the security team. Everyone stood out for me, like I say not the just the people who look after collections and community activities but also the facilities and security team that have been incredibly competent, warm and welcoming in every regard. The finance team who both participated in some of the wildest and most playful activities who followed up with me asking questions about historical memory and archives, like they had a super passionate connection to the business and mission of this organization. Finally I wanted to point out, you already know this, but you have an

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

incredible leadership team. The two things that make this clear, is that Eli is the deputy director responsible for inviting me here. Eli has an international profile as a speaker, he travels the world and we all recognize his name and his contribution. Sometimes, especially when guys do this, it's a bit like they're a walking commercial for themselves, like that dude is awesome, oh, he happens to work at this institution. Eli always makes it clear he's part of a broader team and community of incredible individuals and you never think of his singular accomplishments without also being aware he's part of an amazing institution. I also, having never met Josie, but knowing her only by reputation, I saw her guide the conversation after active shooter training on Monday, it was staff development day. It was incredibly difficult especially for the children's librarians who have to think about their responsibility, such a tough issue and it was done with such compassion, such a sensible authority, but also such a recognition of the realities of the situations we find ourselves in that as knowledge institutions we may face the most drastic circumstances. These things are not just about kind, beautiful words, but also about the most serious notion the community needs. I'm sure you'll hear more about the work we did together this week but essentially your staff are amazing, they're ready to soar to even newer heights. I'm so privileged to be even a small part of that process. So thank you to the leadership team and every single person that I've worked with today. I commend them to you wholeheartedly. Thank you for your time.

Chandani Wiersba

Hi, my name is Chandani. I'm currently a senior at the U of M. I'm studying public policy and I am here as an intern for CivCity. If you don't know of CivCity, it's a local non-profit started by Mary Morgan. She couldn't be here today, but she is the executive director and founder. And it focuses on increasing awareness of how local government works. Getting residents engaged in civic life using Ann Arbor as kind of a starting point. And so through CivCity, I have a big project I'm working on. It's a research paper looking at the level of diversity in local government and local elected officials. So I wanted to come and tell you all that I will be sending you a survey, you as well as members of the Ann Arbor City Council, the Washtenaw County Board of Commissioners and the Ann Arbor Board of Education. So this survey will be asking for your age range, your socio-economic status, gender, race and your

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

education status. And it will also ask you how you feel about diversity or lack of diversity in each identity within your specific board. And if you are uncomfortable filling out the survey online, I'm hoping to get 100%, so I can meet with you in person or we can talk about it over the phone and the end product will be a written report. Hopefully by the end of December of this year. We will be comparing both local levels and national levels of diversity in elected bodies. What I, as well as Mary hope, is that this report is going to encourage public discussion of the importance of diversity in representative government and more awareness of the current diversity or lack of diversity in Ann Arbor government. Thank you.

17-156 VI. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the September 2017 financials in the Board Packet. He noted that over \$13 million in property taxes have been received year to date. Currently year to date expenditures are under budget by \$627,244.

17-157 VII. COMMITTEE REPORTS

17-158 A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the Budget and Finance Committee met with the Bank of Ann Arbor to review investments. The committee also reviewed and discussed AADL investment policies which need to be updated to reflect the current practice for investments. AADL remains compliant with the current law. Policies for review by the Board are listed further on the agenda.

17-159 B. EXECUTIVE COMMITTEE

President Vander Broek reported the Executive Committee had met twice since the last Board meeting. Topics of discussion included the process for developing questions for the EPIC-MRA phone survey and Bridgeport reported their process and progress on a director's evaluation document.

17-160 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

In addition to her written report Director Parker noted since the 10/2/17 suspension of MeLCat, interlibrary loan requests have increased from 5-7 requests daily to up to 30 requests daily.

Dr. Matt Finch, a visiting scholar from the University of Southern Queensland, is in the Ann Arbor area and participated in AADL's Staff Day, provided programming at several departments at the University of Michigan and at other local nonprofits. A brief film interviewing Dr. Finch was shown from AADL's Wondrous Strange program held on October 15th which had over 250 attendees.

At Staff Day the new website staff interface was demonstrated; Detective Spickard from the Ann Arbor Police Department provided a program on active shooter situations; attendance at Staff Day topped a record 135 staff members. Director Parker thanked the Staff Day Committee for doing a fabulous job.

Two University of Michigan student teams are working with AADL staff this term. Graduate students from U-M School of Information's 501 class – Contextual Inquiry and Consulting Foundations and undergraduate students from the School of Business APEX Consulting Club. Both groups will present their findings to AADL staff in December.

Will Gordon from O'Neal Construction and John Cavanagh from EPIC-MRA are both presenting this evening.

A summary of staff and public comments was reviewed.

Vice President Song inquired about the computers located in the children's section at Westgate. Director Parker noted they are iPad's and are located in that section near the power pole. Several parents have requested they be moved from the children's section as they cause a distraction for their children, however, the Library must consider all our patrons and not all children have access to computers at home. We do respect parental concerns regarding safety, comfort and reasonable use.

17-161 IX. OLD BUSINESS

16-154 A. AADL STRATEGIC PLAN GOAL 4.4: IDENTIFY OPPORTUNITIES TO INCREASE CROSS-CHANNEL

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

INTERACTON-UPDATE

Eli Neiburger, Deputy Director

Deputy Director Neiburger provided an update on email marketing. Since August, ten issues of email newsletters have been distributed. Of the total 425,000 newsletters sent, 129,000 have been opened and there have been an additional 13,000 clicks for further information within the email. There are currently 42,997 email subscribers for 60,000 active card holders.

The highest numbers of follow through clicks were reviewed. Next in the process is A/B testing; design update; and refined click tracking.

Some Library events being highlighted in the weekly email newsletter are seeing additional attendance.

The SMS custom short code used (4AADL) costs \$16,000 annually and is not supported by Android devices, will drop to \$0 once we switch to voice/text (734-327-4200). There will also be new infrastructure for alerts/reminders/notices.

17-162 X.

NEW BUSINESS

17-163

- A. PROPOSED REVISED 7.4 INVESTMENT POLICY–
GENERAL OPERATING FUND & PROPOSED REVISED 7.5
INVESTMENT POLICY–STRATEGIC FUND EQUITY
 Cathy Savoie, Bank of Ann Arbor
 (Item of discussion)

Director Parker introduced Cathy Savoie from the Bank of Ann Arbor.

Ms. Savoie reviewed the Bank of Ann Arbor's policy regarding investments versus Ann Arbor District Library's policy. Both operate within the law, however, the Library's policy is very restrictive on length of time certain investments can be made for.

Board members discussed AADL's investment policies and changing the length of time restriction on investments. Changes to these will be brought forward for vote at the November Board meeting.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

- 17-164 B. PROPOSED 3.1P CIRCULATION FINES POLICY REVISION
 Eli Neiburger, Deputy Director
 (Item of discussion)

Deputy Director Neiburger reviewed the current fines policy. Fines are an effective method encouraging the return of materials with the exception of the tools collection. With the new website it will be possible to reserve tools for a specific date and adjustments to the fines policy are needed to encourage the prompt return of tools.

Deputy Director Neiburger presented several other issues for Board consideration including allowing employees that live outside of the district but work for local businesses within the district to apply for an AADL card; claims returned items needs review; the DVD fine policy is also onerous and needs revision. Changes to this policy will be brought forward for vote at the November Board meeting.

- 17-165 C. AADL STRATEGIC PLAN GOAL 3.3: 2016 EPIC-MRA
SURVEY PRESENTATION
 John Cavanagh, EPIC-MRA

Director Parker introduced John Cavanagh from EPIC-MRA.

Mr. Cavanagh stated that EPIC-MRA has provided AADL with bi-annual survey's since 2012. He noted the last two surveys focused on customer satisfaction. The 2016 survey was designed to track changes from the 2014 survey. He reviewed a comparison of 2014 survey responses to 2016 survey responses. He noted that 84% of those surveyed had visited an AADL facility. The Downtown facility remained the most visited. The overall customer satisfaction rating for the Library was 94% positive.

- 17-166 D. AADL STRATEGIC PLAN GOAL 3.3: DOWNTOWN
LIBRARY BUILDING PRESENTATION
 O'Neal Construction, Inc.

Director Parker introduced Will Gordon of O'Neal Construction.

Mr. Gordon informed the Board that O'Neal Construction is preparing four different cost estimates for the Downtown Library facility.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

1. A review of capital expenses anticipated for the existing building over 20 years including plumbing, masonry and roof repairs.
2. Costs for complete renovation of the building with no structural changes.
3. Costs for demolishing the building and building a new library on the existing footprint.
4. Costs for a new addition to the existing building.

Board members questioned Mr. Gordon regarding the current septic/sewage issue. He noted the issue was that of the Library's to resolve and not an issue for the City. Director Parker stated the building was not originally designed to accommodate the volume of public visits that it currently receives.

Mr. Gordon will present cost estimates at the November Board meeting.

17-167

E. RESOLUTION RECOGNIZING OCTOBER 15-21, 2017 AS
NATIONAL FRIENDS OF LIBRARIES WEEK
 (Item of action)

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

WHEREAS, The Friends of the Ann Arbor District Library, established by local citizens in 1953, recognizes the critical importance of a securely-established public library and has provided loyal and consistent support for the development of our highly-respected District Library system;

WHEREAS, The Friends has continuously raised funds and resources for the District Library, thereby providing support for programming, equipment, collections, special educational events and exhibits, and outreach to the community;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is a cornerstone of the community's access to education and enrichment and aims to encourage everyone, from small children to senior citizens, to engage in the joy of life-long learning through use of the library's resources;

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

WHEREAS, the Friends understand the critical importance of public awareness of the library's needs and resources and endeavors to sustain community support for the District Library and its collections and services;

WHEREAS, the Friends' gift of their time and commitment to the Ann Arbor District Library demonstrates the way that volunteerism leads to positive civic engagement and the betterment of our community;

NOW THEREFORE, BE IT RESOLVED THAT the Ann Arbor District Library Board of Trustees proclaims October 15-21, 2017 as Friends of Libraries week in Ann Arbor, County of Washtenaw, Michigan and urges everyone to join the Friends of the Ann Arbor District Library and thank them for all they do to make our library and community so much better;

RESOLVED FURTHER, that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

17-168

F. RESOLUTION OF THANKS TO IRA LAX UPON HIS RETIREMENT
 (Item of action)

Trustee Sherman, supported by Treasurer Leija, moved the Board resolves that it would like to officially thank Ira Lax for his service as an employee from March 22, 1999 to October 30, 2017 of the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

17-169 XI. CITIZENS' COMMENTS

Rami Al-Zoubi

I appreciate the time, guys. I know everybody's trying to get out of here. So I'll be brief. My name is Rami. I'm with All Inclusive. We are the previous custodial company. We stopped working a couple of days ago. After reviewing the video from the last meeting, even though I actually wasn't here, I felt that we wanted to come and talk. We felt we were misrepresented a little bit about what was said that ultimately led to us leaving, but again we just wanted to clear the air. I know I have only a few minutes. First I wanted to clear up that I am a co-owner, Andrew Parker right behind me, is actually a co-owner and he is not a supervisor. So every each time that Andrew did respond he was actually talking with the company and he could make changes at will. So I'm not sure what was about it that had him perceived that he was a supervisor rather than an owner. But I know that was one of the big things that ending up leading to us. So that's one thing that I wanted to clear up. Another thing that they talked about at the meeting that we felt that was wrong, misinformed was us not attending the Board meeting. We had actually a meeting prior to the Board meeting that Friday where we discussed kinda what was going on, some of the issues that we had. At that time it was basically clear that the decision was made so out of respect for the Board and the process we left it alone. We did reach out to see if there was a different way that we could address and it was the same thing. It was to meet with management so we again decided to kinda leave it alone having seeing that was the way it was going to go and we totally again having seen that and being misrepresented we felt that we would talk. So that's the second thing that we wanted to talk about. We think that, there was a comment from the Board that spoke about getting what you paid for and we strongly, strongly disagree with that. Previous vendors have changed quality of paper towels, toilet paper, midway through the contract in order to save money. Intentionally, sabotaging, you know trying to sabotage different vendors with fraudulent paperwork, things like that, nothing that we have done. So we felt that we represented ourselves and tried to give the best quality to the library that we can provide. From day one we increased the quality of the product plus the services that the library had. We're actually the only vendor in Ann Arbor that ordered the specific toilet paper, paper towel that we had stocked the libraries with. Changed out dispensers immediately,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

from day one of the contract. We tried to display the quality that we can offer to not only the members of the staff here but to the community, obviously, of course. The other thing we wanted to point out again is kinda back to some of the issues that we have had. We had three complaints in about a month and a half span. We addressed them, we actually got rid of the night crew that was at one of the branches, we replaced them and then we provided additional training rather than replacing some of the day staff, we provided additional training. So we worked with them, Andrew worked with them side by side two days in a row. Two full days on shift and again the same thing happened in the following week with the other day group. So rather than just terminating the daytime worker we tried to give them more training instead of just terminating. But we did make the necessary changes with the night time crew terminating. So we felt like we did what we were supposed to do and there just wasn't enough time given. There wasn't enough time given to let the changes effect and then of course we chose not to attend last board meeting, to kinda, respect everybody's decision making. So that's what we felt. Thank you.

Jessica Letaw

Hi, I'm Jessica Letaw, I run the Building Matters workshop conversation series through the Ann Arbor District Library. So thank you very much. And, in general, if you ask around I'm the lady who is super geeked out about buildings. I run the Ann Arbor Indie that's the Yes In My Back Yard page on Facebook. So I would like to ask you if it would be inappropriate or appropriate and acceptable for me to share the EPIC-MRA findings. I'm particularly interested in how acceptable people find the tax burden. That is really not the dominant narrative and I would really love to put that out there because I'm also a data nerd. So being a geek would that be acceptable, would that be alright? (Director Parker responded that the documents are available to the public online.) Very good. So I'll make sure to link it back. This is my first time attending an AADL Board meeting and I have to say this is really interesting.

17-170 XII. ADJOURNMENT

President Vander Broek adjourned the meeting at 9:06 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 16, 2017

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 October 16, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-167**

**RESOLUTION RECOGNIZING OCTOBER 15-21, 2017 AS NATIONAL
FRIENDS OF LIBRARIES WEEK**

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 16th day of October, 2017 at 7:00 p.m.

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

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

WHEREAS, The Friends of the Ann Arbor District Library, established by local citizens in 1953, recognizes the critical importance of a securely-established public library and has provided loyal and consistent support for the development of our highly-respected District Library system;

WHEREAS, The Friends has continuously raised funds and resources for the District Library, thereby providing support for programming, equipment, collections, special educational events and exhibits, and outreach to the community;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is a cornerstone of the community's access to education and enrichment and aims to encourage everyone, from small children to senior citizens, to engage in the joy of life-long learning through use of the library's resources;

WHEREAS, the Friends understand the critical importance of public awareness of the library's needs and resources and endeavors to sustain community support for the District Library and its collections and services;

WHEREAS, the Friends' gift of their time and commitment to the Ann Arbor District Library demonstrates the way that volunteerism leads to positive civic engagement and the betterment of our community;

NOW THEREFORE, BE IT RESOLVED THAT the Ann Arbor District Library Board of Trustees proclaims October 15-21, 2017 as Friends of Libraries week in Ann Arbor, County of Washtenaw, Michigan and urges everyone to join the Friends of the Ann Arbor District Library and thank them for all they do to make our library and community so much better;

RESOLVED FURTHER, that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: 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 October 16, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-168**

RESOLUTION OF THANKS TO IRA LAX UPON HIS RETIREMENT

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16th day of October, 2017 at 7:00 p.m.

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

ABSENT: Edward Surovell

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Ira Lax for his service as an employee from March 22, 1999 to October 30, 2017 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 October 16, 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

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: Check Date From: To:
 Check Number First Last 10/1/2017 10/31/2017
 Vendor 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
056752	ADVBAG	ADVANCE PACKAGING TECHNOLOGIES	10/5/2017	CHECK	PMCHK00002068	\$2,590.50
056753	AFTDEL	AFTERNOON DELIGHT	10/5/2017	CHECK	PMCHK00002068	\$208.75
056754	ALAFIS	ALAN FISK	10/5/2017	CHECK	PMCHK00002068	\$750.00
056755	ALELEN	ALEISTER LENHARDT	10/5/2017	CHECK	PMCHK00002068	\$40.00
056756	ALLEN	ALLIANCE ENTERTAINMENT	10/5/2017	CHECK	PMCHK00002068	\$3,392.99
056757	ANNARB	ANN ARBOR OBSERVER	10/5/2017	CHECK	PMCHK00002068	\$2,429.50
056758	APPLE	APPLE, INC.	10/5/2017	CHECK	PMCHK00002068	\$3,230.00
056759	BARBAG	BARRY BAGELS	10/5/2017	CHECK	PMCHK00002068	\$167.84
056760	BETNEA	BETHANY NEAL	10/5/2017	CHECK	PMCHK00002068	\$250.00
056761	CDW-G	CDW GOVERNMENT, INC.	10/5/2017	CHECK	PMCHK00002068	\$7,498.50
056762	CINCOR	CINTAS CORPORATION	10/5/2017	CHECK	PMCHK00002068	\$505.04
056763	CITOF	CITY OF ANN ARBOR TREASURER	10/5/2017	CHECK	PMCHK00002068	\$82.00
056764	CLABEL	CLASSICAL BELLS	10/5/2017	CHECK	PMCHK00002068	\$200.00
056765	COMCAS	COMCAST	10/5/2017	CHECK	PMCHK00002068	\$40.14
056766	ERIGAL	ERIC GALLIPPO	10/5/2017	CHECK	PMCHK00002068	\$100.00
056767	HUTPLU	HUTZEL PLUMBING AND HEATING	10/5/2017	CHECK	PMCHK00002068	\$693.85
056768	JENMCK	JENN MCKEE	10/5/2017	CHECK	PMCHK00002068	\$100.00
056769	KARTUT	KARIN TUTHILL	10/5/2017	CHECK	PMCHK00002068	\$140.66
056770	KEEROD	KEEGAN RODGERS	10/5/2017	CHECK	PMCHK00002068	\$375.00
056771	KERTHO	KERYN THOMPSON-KOLAR	10/5/2017	CHECK	PMCHK00002068	\$220.00
056772	MAIVEN	MAIN STREET VENTURES	10/5/2017	CHECK	PMCHK00002068	\$100.00
056773	MARBAN	MARTIN BANDYKE	10/5/2017	CHECK	PMCHK00002068	\$400.00
056774	MARKOU	MARGARET KOURVO	10/5/2017	CHECK	PMCHK00002068	\$250.00
056775	MIDTAP	MIDWEST TAPE	10/5/2017	CHECK	PMCHK00002068	\$135.65
056776	MOOSOU	MOOSE & SOUURREL HORTICULTURAL	10/5/2017	CHECK	PMCHK00002068	\$335.00
056777	OFFDEP	OFFICE DEPOT, INC.	10/5/2017	CHECK	PMCHK00002068	\$25.80
056778	PERSEI	PERRY A. SEIBERT	10/5/2017	CHECK	PMCHK00002068	\$100.00
056779	PLATEC	PLASTIC TECH M&R, LLC	10/5/2017	CHECK	PMCHK00002068	\$10.00
056780	RANHOU	PENGIN RANDOM HOUSE, LLC	10/5/2017	CHECK	PMCHK00002068	\$1,088.25
056781	RECBOO	RECORDED BOOKS, INC.	10/5/2017	CHECK	PMCHK00002068	\$756.08
056782	ROBNEE	Robert W. Needham	10/5/2017	CHECK	PMCHK00002068	\$500.00
056783	ROYLIM	ROYAL LIMOUSINE	10/5/2017	CHECK	PMCHK00002068	\$182.90
056784	SCHSOU	SCHEDULE SOURCE, INC	10/5/2017	CHECK	PMCHK00002068	\$971.00
056785	SWETEA	SWEETWATER COFFEE & TEA	10/5/2017	CHECK	PMCHK00002068	\$171.00
056786	TEACOM	THE TEACHING COMPANY SALES, LL	10/5/2017	CHECK	PMCHK00002068	\$1,141.15
056787	THE53RD	THE 53rd GROUP LLC	10/5/2017	CHECK	PMCHK00002068	\$18,954.90
056788	ULINE	ULINE, INC.	10/5/2017	CHECK	PMCHK00002068	\$259.10
056789	UNIPAR	UNITED PARCEL SERVICE	10/5/2017	CHECK	PMCHK00002068	\$37.93
056790	VERWIRC	VERIZON WIRELESS	10/5/2017	CHECK	PMCHK00002068	\$1,803.32
056791	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	10/5/2017	CHECK	PMCHK00002068	\$10.50
056792	WASHTR	WASHTENAW COUNTY TREASURER	10/5/2017	CHECK	PMCHK00002068	\$2,485.15
056793	AATRAN	ANN ARBOR TRANSPORTATION AUTH.	10/6/2017	CHECK	PMCHK00002069	\$150.00
056794	ALLMAD	ALLIE MADDEN	10/6/2017	CHECK	PMCHK00002069	\$15.50
056795	BARCOH	BARBARA COHN	10/6/2017	CHECK	PMCHK00002069	\$400.00
056796	BETJOHN	BETH JOHNSON	10/6/2017	CHECK	PMCHK00002069	\$100.00
056797	BETMAN	BETH MANUEL	10/6/2017	CHECK	PMCHK00002069	\$58.54
056798	CRETEE	CREATE MY TEE	10/6/2017	CHECK	PMCHK00002069	\$2,480.75
056799	FRIOF	FRIENDS OF THE AADL	10/6/2017	CHECK	PMCHK00002069	\$3,326.00
056800	KATMON	KATIE MONKIEWICZ	10/6/2017	CHECK	PMCHK00002069	\$34.99
056801	KELULL	KELSEY ULLENBRUCH	10/6/2017	CHECK	PMCHK00002069	\$66.36
056802	METCOM	METCOM	10/6/2017	CHECK	PMCHK00002069	\$5,296.25
056803	MICKRE	MICHELLE KRELL KYDD	10/6/2017	CHECK	PMCHK00002069	\$500.00
056804	MICPOW	MICHIGAN POWER RODDING	10/6/2017	CHECK	PMCHK00002069	\$603.00
056805	ONEACON	O'NEAL CONSTRUCTION	10/6/2017	CHECK	PMCHK00002069	\$18,728.34
056806	PRITEC	PRINT TECH INC.	10/6/2017	CHECK	PMCHK00002069	\$1,692.08
056807	RACYAN	RACHEL YANIKOGLU	10/6/2017	CHECK	PMCHK00002069	\$243.97
056808	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	10/6/2017	CHECK	PMCHK00002069	\$236.25
056809	STAHAR	STADIUM HARDWARE	10/6/2017	CHECK	PMCHK00002069	\$200.68
056810	MATFIN	MATTHEW FINCH	10/6/2017	CHECK	PMCHK00002070	\$500.00
056811	ODOBA	ODOBA MEXICAN GRILL	10/6/2017	CHECK	PMCHK00002070	\$1,720.00
056812	ODOBA	ODOBA MEXICAN GRILL	10/6/2017	CHECK	PMCHK00002071	\$258.00
056813	A.M. SERV	A.M. SERVICES, INC	10/12/2017	CHECK	PMCHK00002072	\$3,924.25
056814	AGRSER	A GROWING SERVICE LLC	10/12/2017	CHECK	PMCHK00002072	\$340.00
056815	AMASCH	AMANDA SCHOTT	10/12/2017	CHECK	PMCHK00002072	\$7.00
056816	AMBFAL	Woolly Mammoth Desian/Amber Ad	10/12/2017	CHECK	PMCHK00002072	\$100.00
056817	AMEHIS	AMELIA HISSONG	10/12/2017	CHECK	PMCHK00002072	\$640.00
056818	B&H	B&H PHOTO-VIDEO	10/12/2017	CHECK	PMCHK00002072	\$1,745.00
056819	BAKTAY	BAKER & TAYLOR	10/12/2017	CHECK	PMCHK00002072	\$33,500.54
056820	BIGFIL	BIG RED HEN FILMS	10/12/2017	CHECK	PMCHK00002072	\$100.00
056821	BRAMON	BRAIN MONKEYS LLC	10/12/2017	CHECK	PMCHK00002072	\$200.00
056822	BUSVAL	BUSCH'S, INC.	10/12/2017	CHECK	PMCHK00002072	\$30.83
056823	CINCOR	CINTAS CORPORATION	10/12/2017	CHECK	PMCHK00002072	\$323.93
056824	CURBCO	CURBCO INC	10/12/2017	CHECK	PMCHK00002072	\$1,040.00
056825	DEMCO	DEMCO	10/12/2017	CHECK	PMCHK00002072	\$7,154.15
056826	LOWE'S	LOWES BUSINESS ACCOUNT	10/12/2017	CHECK	PMCHK00002072	\$2,355.92
056827	MIDTAP	MIDWEST TAPE	10/12/2017	CHECK	PMCHK00002072	\$31,700.11
056828	MIRKRI	Mira Krishnan	10/12/2017	CHECK	PMCHK00002072	\$500.00
056829	OFFDEP	OFFICE DEPOT, INC.	10/12/2017	CHECK	PMCHK00002072	\$88.56
056830	PAYCOO	PAYTON COOK	10/12/2017	CHECK	PMCHK00002072	\$600.00
056831	PLAWIS	PLANT WISE	10/12/2017	CHECK	PMCHK00002072	\$4,937.48
056832	SCHSEC	SCHILKE SECURITY	10/12/2017	CHECK	PMCHK00002072	\$1,180.00
056833	THELIB	THE LIBRARY STORE	10/12/2017	CHECK	PMCHK00002072	\$2,701.58
056834	THOGAL	GALE/CENGAGE LEARNING, INC	10/12/2017	CHECK	PMCHK00002072	\$403.02
056835	ULINE	ULINE, INC.	10/12/2017	CHECK	PMCHK00002072	\$191.66
056836	BUSCAR	BUSINESS CARD	10/12/2017	CHECK	PMCHK00002072	\$18,229.69

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
056837	AFSMITH	A. F. SMITH ELECTRIC. INC.	10/13/2017	CHECK	PMCHK00002073	\$588.68
056838	ALACOV	ALAYNA COVERLY	10/13/2017	CHECK	PMCHK00002073	\$80.00
056839	AMASCH	AMANDA SCHOTT	10/13/2017	CHECK	PMCHK00002073	\$75.05
056840	APPIMA	APPLIED IMAGING	10/13/2017	CHECK	PMCHK00002073	\$2,103.45
056841	ARMCLE	ARMEN CLEANERS	10/13/2017	CHECK	PMCHK00002073	\$163.60
056842	BERCOM	W. T. BERESFORD COMPANY	10/13/2017	CHECK	PMCHK00002073	\$630.29
056843	BETBEC	BETSY BECKERMAN	10/13/2017	CHECK	PMCHK00002073	\$1,260.00
056844	CHELA'S	Chels's Restaurant & Taqueria	10/13/2017	CHECK	PMCHK00002073	\$500.00
056845	CITOF	CITY OF ANN ARBOR TREASURER	10/13/2017	CHECK	PMCHK00002073	\$250.00
056846	DANCAS	DANA CASADEI	10/13/2017	CHECK	PMCHK00002073	\$100.00
056847	ELIPEA	ELIZABETH PEARCE	10/13/2017	CHECK	PMCHK00002073	\$81.65
056848	GENDIS	GENESEE DISTRICT LIBRARY	10/13/2017	CHECK	PMCHK00002073	\$54.00
056849	HURVAL	HURON VALLEY FIRE PROTECTON.	10/13/2017	CHECK	PMCHK00002073	\$1,272.00
056850	JENMCK	JENN MCKEE	10/13/2017	CHECK	PMCHK00002073	\$400.00
056851	KARTUT	KARIN TUTHILL	10/13/2017	CHECK	PMCHK00002073	\$119.66
056852	KATLET	KATHLEEN LETTS	10/13/2017	CHECK	PMCHK00002073	\$100.00
056853	LUCROE	LUCY ROHRIG	10/13/2017	CHECK	PMCHK00002073	\$14.26
056854	MCNMCK	MCNAUGHTON-MCKAY	10/13/2017	CHECK	PMCHK00002073	\$28.61
056855	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	10/13/2017	CHECK	PMCHK00002073	\$500.00
056856	MICPOW	MICHIGAN POWER RODDING	10/13/2017	CHECK	PMCHK00002073	\$806.00
056857	PATDUN	PATRICK DUNN	10/13/2017	CHECK	PMCHK00002073	\$100.00
056858	RACYAN	RACHEL YANIKOGLU	10/13/2017	CHECK	PMCHK00002073	\$195.71
056859	ROCKTHE	ROCK THE BOOTH	10/13/2017	CHECK	PMCHK00002073	\$525.00
056860	SARKEL	SARA MELTON KELLER	10/13/2017	CHECK	PMCHK00002073	\$120.00
056861	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/13/2017	CHECK	PMCHK00002073	\$6,736.20
056862	THE53RD	THE 53rd GROUP LLC	10/13/2017	CHECK	PMCHK00002073	\$6,950.13
056863	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	10/13/2017	CHECK	PMCHK00002073	\$966.60
056864	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	10/13/2017	CHECK	PMCHK00002073	\$40.00
056865	WASMAN	WASTE MANAGEMENT OF MICHIGAN	10/13/2017	CHECK	PMCHK00002073	\$274.08
056866	XEROX	XEROX CORPORATION	10/13/2017	CHECK	PMCHK00002073	\$937.26
056867	MARKOU	MARGARET ALEX KOURVO	10/13/2017	CHECK	PMCHK00002073	\$3,000.00
056868	AANEWS	THE ANN ARBOR NEWS	10/19/2017	CHECK	PMCHK00002074	\$193.40
056869	ALLENT	ALLIANCE ENTERTAINMENT	10/19/2017	CHECK	PMCHK00002074	\$299.55
056870	AMACORP	AMAZON	10/19/2017	CHECK	PMCHK00002074	\$11,522.70
056871	BAKTAY	BAKER & TAYLOR	10/19/2017	CHECK	PMCHK00002074	\$17,715.44
056872	BREWER	BREWER'S	10/19/2017	CHECK	PMCHK00002074	\$579.52
056873	BRICON	BRIDGEPORT CONSULTING	10/19/2017	CHECK	PMCHK00002074	\$6,431.25
056874	BRIOBR	BRIDGET O'BRIEN	10/19/2017	CHECK	PMCHK00002074	\$125.00
056875	BRITRU	BRIAN M. TRUSKOWSKI	10/19/2017	CHECK	PMCHK00002074	\$125.00
056876	CARBRO	CARPENTER BROS.	10/19/2017	CHECK	PMCHK00002074	\$15.99
056877	CDW-G	CDW GOVERNMENT, INC.	10/19/2017	CHECK	PMCHK00002074	\$144.98
056878	CHITRI	CHICAGO TRIBUNE	10/19/2017	CHECK	PMCHK00002074	\$433.16
056879	CINCOR	CINTAS CORPORATION	10/19/2017	CHECK	PMCHK00002074	\$2,079.27
056880	CITOF1	CITY OF ANN ARBOR TREASURER	10/19/2017	CHECK	PMCHK00002074	\$2,423.00
056881	CITWATER	CITY OF ANN ARBOR WATER UTILIT	10/19/2017	CHECK	PMCHK00002074	\$1,033.05
056882	CONSHA	CONNOR SHAUGHNESSY	10/19/2017	CHECK	PMCHK00002074	\$800.00
056883	DIADUD	DIANE DUDLEY	10/19/2017	CHECK	PMCHK00002074	\$100.00
056884	DISSCH	DISCOUNT SCHOOL SUPPLY	10/19/2017	CHECK	PMCHK00002074	\$36.16
056885	DORLIB	DORR TOWNSHIP LIBRARY	10/19/2017	CHECK	PMCHK00002074	\$118.00
056886	DUFPHI	DUFF & PHELPS	10/19/2017	CHECK	PMCHK00002074	\$1,225.00
056887	DYKOS	DYKEMA GOSSETT PLLC	10/19/2017	CHECK	PMCHK00002074	\$512.56
056888	GLOEOU	GLOBAL EQUIPMENT CO.	10/19/2017	CHECK	PMCHK00002074	\$1,453.95
056889	HOOHAT	HOOPER, HATHAWAY, P.C.	10/19/2017	CHECK	PMCHK00002074	\$2,080.50
056890	JENMCK	JENN MCKEE	10/19/2017	CHECK	PMCHK00002074	\$105.00
056891	JEWISHNE	JEWISH NEWS	10/19/2017	CHECK	PMCHK00002074	\$263.00
056892	KARTUT	KARIN TUTHILL	10/19/2017	CHECK	PMCHK00002074	\$364.75
056893	MAIFIN	MAILFINANCE	10/19/2017	CHECK	PMCHK00002074	\$619.98
056894	MIDTAP	MIDWEST TAPE	10/19/2017	CHECK	PMCHK00002074	\$2,486.81
056895	MUSRET	MUSTARD'S RETREAT	10/19/2017	CHECK	PMCHK00002074	\$600.00
056896	OCLINS	OCLC, INC.	10/19/2017	CHECK	PMCHK00002074	\$4,095.51
056897	OFFDEP	OFFICE DEPOT, INC.	10/19/2017	CHECK	PMCHK00002074	\$26.97
056898	PACMEC	SHAMBAUGH & SON, L.P	10/19/2017	CHECK	PMCHK00002074	\$24,090.00
056899	PATRSMI	PATRICIA F. SMITH	10/19/2017	CHECK	PMCHK00002074	\$100.00
056900	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/19/2017	CHECK	PMCHK00002074	\$1,901.16
056901	RECBOO	RECORDED BOOKS, INC.	10/19/2017	CHECK	PMCHK00002074	\$89.98
056902	ROYLIM	ROYAL LIMOUSINE	10/19/2017	CHECK	PMCHK00002074	\$182.90
056903	SANSLO	SANDOR SLOMOVITS	10/19/2017	CHECK	PMCHK00002074	\$100.00
056904	SWESOU	SWEETWATER SOUND INC.	10/19/2017	CHECK	PMCHK00002074	\$1,463.99
056905	ULINE	ULINE, INC.	10/19/2017	CHECK	PMCHK00002074	\$379.53
056906	UMSTAMPS	UNIVERSITY OF MICHIGAN	10/19/2017	CHECK	PMCHK00002074	\$3,000.00
056907	UNUMPRO	UNUM LIFE INSURANCE	10/19/2017	CHECK	PMCHK00002074	\$3,631.44
056908	UNUMPRO1	UNUM LIFE INSURANCE	10/19/2017	CHECK	PMCHK00002074	\$2,929.36
056909	SPRSOC	SPROUT SOCIAL, INC	10/19/2017	CHECK	PMCHK00002076	\$1,251.60
056910	ADASTR	ADAMS STREET PUBLISHING CO.	10/19/2017	CHECK	PMCHK00002077	\$1,315.00
056911	PRITEC	PRINT TECH INC.	10/19/2017	CHECK	PMCHK00002077	\$67.80
056912	BANMED	BANG MEDIA	10/19/2017	CHECK	PMCHK00002077	\$350.00
056913	3PLAYMED	3PLAY MEDIA	10/26/2017	CHECK	PMCHK00002079	\$245.05
056914	AFSMITH	A. F. SMITH ELECTRIC, INC.	10/26/2017	CHECK	PMCHK00002079	\$278.48
056915	AMACOM	AMAZON.COM CREDIT PLAN	10/26/2017	CHECK	PMCHK00002079	\$798.20
056916	ARENTE	A-1 RENTAL, INC.	10/26/2017	CHECK	PMCHK00002079	\$644.90
056917	AURLEE	AURORA LEE	10/26/2017	CHECK	PMCHK00002079	\$7.11
056918	B&H	B&H PHOTO-VIDEO	10/26/2017	CHECK	PMCHK00002079	\$965.76
056919	BAKTAY	BAKER & TAYLOR	10/26/2017	CHECK	PMCHK00002079	\$25,171.41
056920	CARBRO	CARPENTER BROS.	10/26/2017	CHECK	PMCHK00002079	\$7.99
056921	CINCOR	CINTAS CORPORATION	10/26/2017	CHECK	PMCHK00002079	\$263.25
056922	DAVNAP	Davida S. Napoleon	10/26/2017	CHECK	PMCHK00002079	\$200.00
056923	DAWHEN	DAWN HENRY	10/26/2017	CHECK	PMCHK00002079	\$450.00
056924	DICBLI	BLICK ART MATERIALS	10/26/2017	CHECK	PMCHK00002079	\$312.85
056925	DTEENE1	DTE ENERGY	10/26/2017	CHECK	PMCHK00002079	\$11,896.29
056926	ELINEI	ELI NEIBURGER	10/26/2017	CHECK	PMCHK00002079	\$46.74
056927	ELIPEA	ELIZABETH PEARCE	10/26/2017	CHECK	PMCHK00002079	\$185.54
056928	EMISLO	Emily Rose Slomovits	10/26/2017	CHECK	PMCHK00002079	\$200.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
056929	ERIH	ERIN HELMRICH	10/26/2017	CHECK	PMCHK00002079	\$18.90
056930	JANWAY	JANWAY COMPANY USA. INC	10/26/2017	CHECK	PMCHK00002079	\$2,443.90
056931	JENHAR	JENNIFER HARLEY	10/26/2017	CHECK	PMCHK00002079	\$1,500.00
056932	JENMCK	JENN MCKEE	10/26/2017	CHECK	PMCHK00002079	\$202.40
056933	JESKRC	JESSICA KRCMARIK	10/26/2017	CHECK	PMCHK00002079	\$100.00
056934	KARTUT	KARIN TUTHILL	10/26/2017	CHECK	PMCHK00002079	\$13.60
056935	KAYPEN	KAYLA COUGHLIN	10/26/2017	CHECK	PMCHK00002079	\$491.92
056936	KICTHE	Kickshaw Theatre	10/26/2017	CHECK	PMCHK00002079	\$200.00
056937	LAKLEA	LAKESHORE LEARNING MATERIALS	10/26/2017	CHECK	PMCHK00002079	\$1,828.50
056938	MELHUD	MELISSA HUDSON	10/26/2017	CHECK	PMCHK00002079	\$100.00
056939	METLIFE	METLIFE SBC	10/26/2017	CHECK	PMCHK00002079	\$7,627.18
056940	MIDTAP	MIDWEST TAPE	10/26/2017	CHECK	PMCHK00002079	\$9,150.40
056941	MYLMED	MYLITA MARIE MEDIA. LLC	10/26/2017	CHECK	PMCHK00002079	\$125.00
056942	NETTIS	Jeanette Tiso	10/26/2017	CHECK	PMCHK00002079	\$100.00
056943	OFFDEP	OFFICE DEPOT. INC.	10/26/2017	CHECK	PMCHK00002079	\$879.39
056944	OUASYS	QUALITY AIRE SYSTEMS. INC	10/26/2017	CHECK	PMCHK00002079	\$257.32
056945	OUIILL	OUIILL CORPORATION	10/26/2017	CHECK	PMCHK00002079	\$95.41
056946	REGBOO	REGENT BOOK CO.. INC.	10/26/2017	CHECK	PMCHK00002079	\$43.88
056947	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	10/26/2017	CHECK	PMCHK00002079	\$60,303.15
056948	RYAMOL	RYAN MOLLOY	10/26/2017	CHECK	PMCHK00002079	\$100.00
056949	SARJAB	SARMED JABRA	10/26/2017	CHECK	PMCHK00002079	\$250.00
056950	SFSTRO	ALLIED-EAGLE SUPPLY. INC.	10/26/2017	CHECK	PMCHK00002079	\$737.03
056951	SHETUR	SHERLONYA TURNER	10/26/2017	CHECK	PMCHK00002079	\$76.40
056952	SKYFOU	SKYLINE TYPE FOUNDRY.LLC	10/26/2017	CHECK	PMCHK00002079	\$555.00
056953	SWESOU	SWEETWATER SOUND INC.	10/26/2017	CHECK	PMCHK00002079	\$7,185.83
056954	THOGAL	GALE/CENGAGE LEARNING. INC	10/26/2017	CHECK	PMCHK00002079	\$498.11
056955	TOMSMI	TOM SMITH	10/26/2017	CHECK	PMCHK00002079	\$9.00
056956	WESENT	WESTGATE ENTERPRISES. LLC	10/26/2017	CHECK	PMCHK00002079	\$35,170.83
056957	BETBAT	BETH BATTEY	10/26/2017	CHECK	PMCHK00002079	\$540.00
056958	CONSHA	CONNOR SHAUGHNESSY	10/26/2017	CHECK	PMCHK00002079	\$1,000.00
056959	DEMCO	DEMCO	10/26/2017	CHECK	PMCHK00002079	\$2,399.84
056960	KEEROD	KEEGAN RODGERS	10/26/2017	CHECK	PMCHK00002079	\$250.00
EFT00004	DTEENE	DTE ENERGY	10/19/2017	CHECK	PMCHK00002078	\$12,538.33
EFT00005	VERWIRC	VERIZON WIRELESS	10/19/2017	CHECK	PMCHK00002078	\$842.62
EFT00006	UNIPAR	UNITED PARCEL SERVICE	10/19/2017	CHECK	PMCHK00002078	\$80.95
EFT00007	ATTMOB	AT&T MOBILITY	10/19/2017	CHECK	PMCHK00002078	\$418.82
EFT00008	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	10/26/2017	CHECK	PMCHK00002080	\$75,783.37
EFT00009	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/26/2017	CHECK	PMCHK00002080	\$3,236.81
EFT00010	DTEENE	DTE ENERGY	10/26/2017	CHECK	PMCHK00002080	\$670.02
REMIT000000000000017	CARBRO	CARPENTER BROS.	10/5/2017	CHECK	PMCHK00002068	\$0.00

Total Checks: 217

Total Amount of Checks: \$598,568.90

Ann Arbor District Library Financial Summary for October 2017

Cash

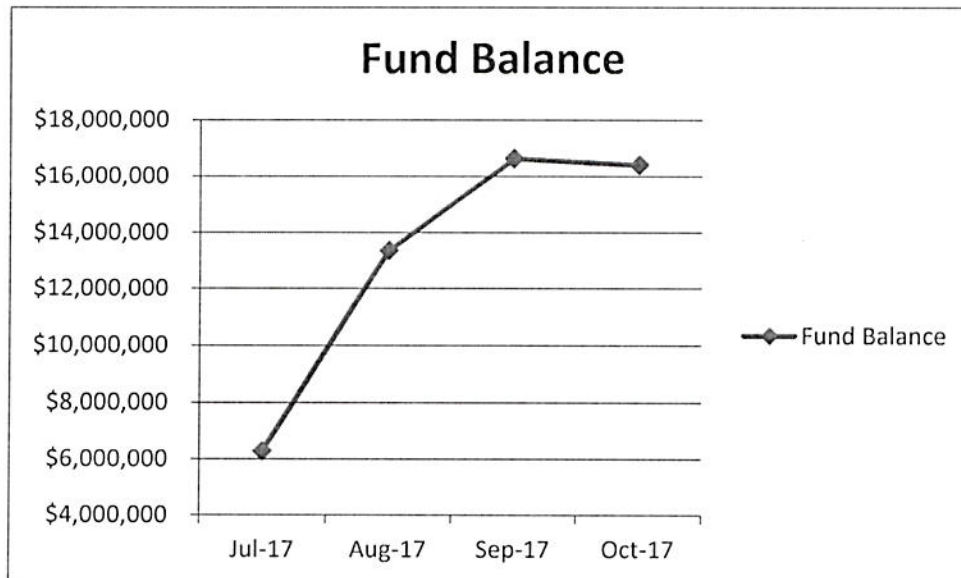
The unrestricted cash balance as of October 31, 2017 of \$16,197,703 down from \$16,456,966 as of the end of September 2017.

Tax Receipts

The Library has received \$14,882,712 or 95.4% of the annual budgeted tax receipts of \$15,598,058 as of October 31, 2017.

Fund Balance Activity

The Library has a positive fund balance of \$16,398,906 as of October 31, 2017 down from \$16,619,470 as of the end of September 2017.



Ann Arbor District Library Financial Summary for October 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:

Employee Benefits:	Due to pay out of vacation balances for retiring employees
Custodial Services:	Due to payout of contract with All Inclusive & payment to RNA
Building Rental:	Due to pre-payment of the next month's rent
Grant & Memorial:	Due to the expenses for the summer games
Operating Supplies:	Due to office supplies for new Marketing Manager

Total Expenditures are under budget year-to-date by \$769,417.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual

General Fund

For the Period July 1, 2017 through October 30, 2017

	October			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 919,403	\$ 1,299,838	\$ (380,435)	\$ 14,882,712	\$ 5,199,353	\$ 9,683,359
State aid	7,500	7,500	-	30,000	30,000	-
State penal fines	18,750	18,750	-	75,000	75,000	-
Interest income	(9,389)	2,083	(11,472)	13,091	8,333	4,758
Copier revenue	3,191	2,083	1,108	12,460	8,333	4,126
Grants and memorials	-	4,167	(4,167)	100,000	16,667	83,333
Library fines, fees and other	21,811	20,833	977	92,037	83,333	8,704
Non-resident fees	1,013	1,250	(238)	6,975	5,000	1,975
Rental revenue	5,185	2,593	2,593	12,963	10,370	2,593
TOTAL REVENUES:	\$ 967,464	\$ 1,359,097	\$ (391,634)	\$ 15,225,236	\$ 5,436,389	\$ 9,788,847
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 447,861	\$ 563,196	\$ (115,334)	\$ 2,041,110	\$ 2,252,783	\$ (211,673)
Employee benefits	109,280	144,342	(35,061)	603,202	577,368	25,835
Employment taxes	32,803	43,085	(10,281)	151,441	172,338	(20,897)
Purchased services:						
Custodial services	39,286	21,833	17,452	104,225	87,333	16,892
Accounting/Audit	1,292	1,292	-	5,167	5,167	-
Legal	2,593	8,333	(5,740)	7,331	33,333	(26,003)
Professional services	24,370	17,318	7,052	54,114	69,273	(15,159)
Utilities	28,039	40,750	(12,711)	138,992	163,000	(24,008)
Property Insurance	8,432	8,517	(85)	33,729	34,067	(338)
Communications	6,074	15,000	(8,926)	46,648	60,000	(13,352)
Materials	210,803	150,183	60,620	533,764	600,733	(66,969)
Software Licenses/Maint	15,765	14,583	1,182	54,106	58,333	(4,227)
Building Rental	35,171	53,171	(18,000)	215,745	212,684	3,061
Seminars, conferences and travel	4,906	2,388	2,519	7,492	9,550	(2,058)
Copier Expense	3,041	3,750	(709)	10,440	15,000	(4,560)
Library Programming	31,912	50,683	(18,771)	113,715	202,733	(89,018)
Grant and Memorial Expenditures	4,205	4,167	38	67,108	16,667	50,441
Operating Supplies	40,942	24,008	16,934	96,304	96,033	271
Repairs & Maintenance	60,826	43,427	17,399	141,782	173,708	(31,926)
Postage	852	2,917	(2,065)	1,517	11,667	(10,149)
Other Operating Expenditures	1,121	3,435	(2,313)	5,857	13,738	(7,881)
Capital Outlay/Maintenance Expense	87,649	68,750	18,899	174,770	275,000	(100,230)
Capital Project Fund Expense	18,728	73,970	(55,242)	58,414	295,880	(237,466)
TOTAL EXPENDITURES:	\$ 1,215,951	\$ 1,359,097	\$ (143,146)	\$ 4,666,973	\$ 5,436,389	\$ (769,417)
Revenue over (under) expenditures	\$ (248,488)	\$ -	\$ (248,488)	\$ 10,558,264	\$ -	\$ 10,558,264
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (248,488)	\$ -	\$ (248,488)	\$ 10,558,264	\$ -	\$ 10,558,264
Fund balance, beginning of year	\$ 4,886,853	\$ 4,886,853	\$ -	\$ 4,886,853	\$ 4,886,853	\$ -
Fund balance, end of year	\$ 4,638,365	\$ 4,886,853	\$ (248,488)	\$ 15,445,117	\$ 4,886,853	\$ 10,558,264

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through October 30, 2017

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 14,882,712	\$ -	\$ -	\$ 14,882,712
State aid	30,000	-	-	30,000
State penal fines	75,000	-	-	75,000
Interest income	13,091	-	323	13,414
Copier revenue	12,460	-	-	12,460
Grants and memorials	100,000	-	74,106	174,106
Library fines, fees and other	92,037	-	-	92,037
Non-resident fees	6,975	-	-	6,975
Rental revenue	12,963	-	-	12,963
TOTAL REVENUES:	\$ 15,225,236	\$ -	\$ 74,430	\$ 15,299,666
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 2,041,110	\$ -	\$ -	\$ 2,041,110
Employee benefits	603,202	-	-	603,202
Employment taxes	151,441	-	-	151,441
Purchased services:				
Custodial services	104,225	-	-	104,225
Accounting/Audit	5,167	-	-	5,167
Legal	7,331	-	-	7,331
Professional services	54,114	-	-	54,114
Utilities	138,992	-	-	138,992
Property insurance	33,729	-	-	33,729
Communications	46,648	-	-	46,648
Materials	533,764	-	-	533,764
Software Licenses/Maint	54,106	-	-	54,106
Building Rental	215,745	-	-	215,745
Seminars, conferences and travel	7,492	-	-	7,492
Copier Expense	10,440	-	-	10,440
Library Programming	113,715	-	-	113,715
Grant and Memorial Expenditures	67,108	-	-	67,108
Operating Supplies	96,304	-	-	96,304
Repairs and Maintenance	141,782	-	-	141,782
Postage	1,517	-	-	1,517
Other Operating Expenditures	5,857	-	-	5,857
Capital Outlay/Maintenance Expense	174,770	-	-	174,770
Capital Fund Expense	-	58,414	-	58,414
TOTAL EXPENDITURES:	\$ 4,608,559	\$ 58,414	\$ -	\$ 4,666,973
Revenue over (under) expenditures	\$ 10,616,678	\$ (58,414)	\$ 74,430	\$ 10,632,694
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 10,616,678	\$ (58,414)	\$ 74,430	\$ 10,632,694
Fund balance, beginning of year	\$ 4,886,853	\$ 752,585	\$ -	\$ 5,639,438
Fund balance, end of year	\$ 15,503,531	\$ 694,172	\$ 74,430	\$ 16,272,132

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

October 30, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 10,891,536	\$ 946,478	\$ 495,926	\$ 12,333,939
Investments	4,560,892	-	-	4,560,892
Due from other governmental units	105,000	-	-	105,000
Prepaid items	256,900	-	-	256,900
Total assets	<u>\$ 15,814,328</u>	<u>\$ 946,478</u>	<u>\$ 495,926</u>	<u>\$ 17,256,732</u>
Liabilities				
Accounts payable	153,608	-	-	153,608
Accrued payroll and benefits	104,029	-	-	104,029
Total liabilities	<u>\$ 257,637</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 257,637</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 9,683,359</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,683,359</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 256,900	\$ -	\$ -	\$ 256,900
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	145,926	145,926
Committed for capital projects	-	946,478	-	946,478
Encumbered	452,147	-	-	452,147
Unassigned	5,164,285	-	-	5,164,285
Total fund balances	<u>\$ 5,873,332</u>	<u>\$ 946,478</u>	<u>\$ 495,926</u>	<u>\$ 7,315,736</u>
Total liabilities and fund balances	<u>\$ 15,814,328</u>	<u>\$ 946,478</u>	<u>\$ 495,926</u>	<u>\$ 17,256,732</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-163**

**RESOLUTION TO ADOPT REVISIONS TO BUSINESS AND FINANCE
POLICIES**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 13th day of November, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the following Library Policies are revised as proposed: 7.4 Investment Policy – General Operating Fund; 7.5 Investment Policy – Strategic Fund Equity; 7.6 Gifts and Bequests Policy; 7.9 Purchasing Policy; 7.11 Identification and Disposition of Obsolete, Surplus, or Salvage Property; 7.16 Library Credit Card Policy; 7.17 Library Policy for Acceptance to Payments Via Financial Transaction Devices; 7.18 Library Policy for Payment of Library Funds Via Electronic Transactions.
- 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
Investment Policy – General Operating Fund

Scope

This Investment policy applies to all financial assets of the Ann Arbor District Library (AADL) including the *General Operating Fund*, except assets encompassed by the Strategic Fund Equity, unless specifically exempted by resolution of the Board. The General Operating Fund is defined as all annual recurring, unallocated revenues received by Ann Arbor District Library, including but not limited to tax receipts, penal fines, state aid, rental income, DDA, and interest from the Strategic Fund Equity.

Objectives

The primary objectives of the investment policies and practices of AADL assets must be to ensure the safety and relative liquidity of those assets consistent with social responsibility. Safety and liquidity involve more than those investment vehicles and financial institutions eligible under legal statute. Prudent consideration must be given to the objectives of those statutes; which are the security of public monies and the availability of those monies to complete the charter mission of AADL.

Secondary to safety and liquidity of AADL assets is the return on investment. Subject to the constraints of safety and relative liquidity, AADL will strive to maximize the return on eligible legal investment instruments.

Delegation of Authority

The responsibility for depositing AADL funds and conducting investment transactions shall reside with the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** in consultation with the Director, Ann Arbor District Library. This shall include the ability to move funds from one institution to another in order to gain a better return.

Authorized Institutions

The Board of Trustees of the Ann Arbor District Library, after the solicitation for bids from eligible institutions, shall select one or more institutions as its primary depository(ies). Eligible institutions shall be reexamined every three (3) years unless specifically exempted by Board resolution. To qualify, the eligible institutions must have a satisfactory rating as determined by the ~~Thompson Bond Watch~~ **Bauer Financial** rating service.

Authorized Investments

Ann Arbor District Library may invest in the following types of securities:

1. Bonds, bills, or notes of the United States in which the principal and interest is fully guaranteed by the United States, or obligations of the state.

Ann Arbor District Library
Investment Policy – General Operating Fund

2. Certificate of deposit by a state or national bank, savings accounts of a state or federal savings and loan association, or certificates of deposit or share certificates of a state or federal credit union organized and authorized to operate in this state.
3. Commercial paper rated prime at time of purchase and maturing no more than ~~180~~ 270 days after date of purchase.
4. Securities issued or guaranteed by agencies or instrumentalities of the United States government.
5. Bankers' acceptances issued by FDIC member banks.
6. Mutual funds composed of eligible investment vehicles.
7. United States government or federal agency obligation repurchase agreements.
8. Investments pools composed entirely of eligible instruments.

Investments are restricted to in any one single issue or obligation of \$1,000,000 or less except for the occasional accumulation of excess cash due to anticipated cash inflow or outflow requirements. The accumulation of excess cash in any one single issue or obligation in excess of \$1,000,000 may not exceed ten (10) business days. Ann Arbor District Library investments must meet the limitations on security issues and issuers as detailed below:

- a) To the extent possible, the Ann Arbor District Library will attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Ann Arbor District Library will not directly invest General Fund revenue in securities maturing more than ~~one (1) year~~ ten (10) years from date of purchase
- b) Investment in commercial paper is restricted to those having a maturity of ~~180~~ 270 days or less and, at a prime rating at time of purchase. No more than 33 percent of any fund may be invested in commercial paper at any time, including the relative weight of mutual fund commercial paper investments.
- c) No financial transaction shall be conducted on behalf of the Library with an institution or agent not previously approved by the Board.
- d) Money in the several funds of the Library shall not be commingled except that:
 1. The Board may establish and maintain one (1) common debt retirement fund for issues of bonds of similar character.

Ann Arbor District Library
Investment Policy – General Operating Fund

2. The Board, by resolution, may authorize the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** to combine money from more than one (1) fund for the purpose of investment in an investment pool.

Safekeeping and Custody

A list will be maintained by the investment officer of financial institutions authorized to provide investment services. An annual review of the financial condition and registration of qualified financial institutions will be conducted by the investment officer.

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the AADL are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Accordingly, the investment officer shall establish a process for an external auditor to assure compliance with policies and procedures.

All applicable trades will be executed by delivery vs. payment (DVP) to ensure that securities are deposited with an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian, as evidenced by trade information.

Reporting

Investment reports shall be made to the Board on a quarterly basis. Quarterly reports shall include the amount and location of investments made on behalf of AADL. Monthly summarized updates of investments shall be included in the regular monthly financial reports to the Board and amended by the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** for needed changes.

Legal Requirements

~~At the time of the original adoption of this investment policy, neither the District Library Establishment Act nor the District Library Finance Act provided guidelines to be followed by district libraries when making investment decisions.~~ This policy provides for investments within the parameters of the Michigan Surplus Funds Investment Act of 1982 and the amended School Code Act of 1986; **Surplus Funds in Treasury Act 105 of 1855; Surplus Funds Investment Pool Act, Act 367 of 1982; Investment of Surplus Funds of Political Subdivisions, Public Act 20 of 1943; The District Library Establishment Act, Act 24 of 1989.**

Ann Arbor District Library
Investment Policy – Strategic Fund Equity

Scope

This Investment policy applies to all financial assets of the Ann Arbor District Library (AADL) encompassed by the *Strategic Fund Equity*, unless specifically exempted by resolution of the Board. By definition, the Strategic Fund Equity are funds identified by the Board to be used for specific yet undefined programs which are outside the scope of the annual operating budget.

Objectives

The primary objective of the investment policies and practices of AADL assets must be to ensure the safety and relative liquidity of those assets consistent with social responsibility. Safety and liquidity involve more than those investment vehicles and financial institutions eligible under legal statute. Prudent consideration must be given to the objectives of those statutes; which is the security of public monies and the availability of those monies to complete the charter mission of AADL.

Secondary to safety and liquidity of AADL assets is the return on investment. Subject to the constraints of safety and relative liquidity, AADL will strive to maximize the return on eligible legal investment instruments.

Delegation of Authority

The responsibility for depositing AADL funds and conducting investment transactions shall reside with the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager**, in consultation with the Director, Ann Arbor District Library. This shall include the ability to move funds from one institution to another in order to gain a better return.

Authorized Institutions

The Board of Trustees of the Ann Arbor District Library, after the solicitation for bids from eligible institutions, shall select one or more institutions as its primary depository(ies). Eligible institutions shall be reexamined every three (3) years unless specifically exempted by Board resolution. To qualify, the eligible institutions must have a satisfactory rating as determined by the ~~Thompson Bond Watch~~ **Bauer Financial** rating service.

Authorized Investments

Ann Arbor District Library may invest in the following types of securities:

1. Bonds, bills, or notes of the United States in which the principal and interest is fully guaranteed by the United States, or obligations of the state.

Ann Arbor District Library
Investment Policy – Strategic Fund Equity

2. Certificate of deposit by a state or national bank, savings accounts of a state or federal savings and loan association, or certificates of deposit or share certificates of a state or federal credit union organized and authorized to operate in this state.
3. Commercial paper rated prime at time of purchase and maturing no more than 270 days after date of purchase.
4. Securities issued or guaranteed by agencies or instrumentalities of the United States government.
5. Bankers' acceptances issued by FDIC member banks.
6. Mutual funds composed of eligible investment vehicles.
7. United States government or federal agency obligation repurchase agreements.
8. Investment pools composed entirely of eligible instruments.

Investments are restricted to in any one single issue or obligation of \$1,000,000 or less. The accumulation of excess cash in any one single issue or obligation in excess of \$1,000,000 may not exceed ten (10) business days. Ann Arbor District Library investments must meet the limitations on security issues and issuers as detailed below:

- a) To the extent possible, the Ann Arbor District Library will attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the Ann Arbor District Library will not directly invest Strategic Fund Equity revenue in securities maturing more than ~~one (1) year~~ **ten (10) years** from date of purchase; with the exception of securities that are a part of an investment fund structured with maturities of 120 days or less for at least 75 percent of the fund portfolio. Repurchase agreements may be collateralized using longer-dated investments not to exceed two (2) years to maturity. No more than one third (1/3) of the library's total investment portfolio shall be placed in securities maturing in more than ~~one (1) year~~ **ten (10) years** and none over ~~two (2) years~~ **ten (10) years**.
- b) Investment in commercial paper is restricted to those having a maturity of 270 days or less and at a prime rating at time of purchase. No more than 33 percent of any fund may be invested in commercial paper at any time, including the relative weight of mutual fund commercial paper investments.
- c) No financial transaction shall be conducted on behalf of the Library with an institution or agent not previously approved by the Board.
- d) Money in the several funds of the Library shall not be commingled except that:

Ann Arbor District Library
Investment Policy – Strategic Fund Equity

1. The Board may establish and maintain one (1) common debt retirement fund for issues of bonds of similar character.
2. The Board, by resolution, may authorize the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** to combine money from more than one (1) fund for the purpose of investment in an investment pool.

Safekeeping and Custody

A list will be maintained by the investment officer of financial institutions authorized to provide investment services. An annual review of the financial condition and registration of qualified financial institutions will be conducted by the investment officer.

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the AADL are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Accordingly, the investment officer shall establish a process for an external auditor to assure compliance with policies and procedures.

All applicable trades will be executed by delivery vs. payment (DVP) to ensure that securities are deposited with an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian, as evidenced by trade information.

Reporting

Investment reports shall be made to the Board on a quarterly basis. Quarterly reports shall include the amount and location of investments made on behalf of AADL. Monthly summarized updates of investments shall be included in the regular monthly financial reports to the board and amended by the ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** for needed changes.

Legal Requirements

~~At the time of the original adoption of this investment policy, neither the District Library Establishment Act nor the District Library Finance Act provided guidelines to be followed by district libraries when making investment decisions.~~ This policy provides for investments within the parameters of the Michigan Surplus Funds Investment Act of 1982 and the amended School Code Act of 1986; **Surplus Funds in Treasury Act 105 of 1855; Surplus Funds Investment Pool Act, Act 367 of 1982; Investment of Surplus Funds of Political Subdivisions, Public Act 20 of 1943; The District Library Establishment Act, Act 24 of 1989.**

Ann Arbor District Library
Gifts and Bequests Policy

The Ann Arbor District Library Board will accept gifts or bequests recommended by the Director.

The Director and ~~Associate Director of Finance and Administrative Services~~ **Finance Manager** will review gift proposals.

If a gift is determined to be useful and appropriate and after the donor, Director and ~~Associate Director of Finance~~ **Finance Manager** have reached a gift agreement, the Director will recommend Board acceptance of the gift.

In the event of a bequest, after the gift is determined to be useful and appropriate, the Director will recommend Board acceptance of the gift.

Ann Arbor District Library
Purchasing Policy

To preserve the integrity of the purchasing process and maximize our spending power, good safeguards and controls must exist but must not be so restrictive as to stifle the professional judgment and personal initiative necessary for the purchasing official to function effectively in the public interest. Therefore, it is the policy of the Ann Arbor District Library to:

1. Conduct all purchasing activities according to the laws and regulations of the state and accepted professional principles and practices.
2. Conduct all purchasing activities in such a manner as to develop and maintain good public, vendor, and library relationships.
3. Establish a practical degree of standardization of supplies and equipment with due allowance for the varying requirements of the district.
4. Encourage by every legitimate means active and vigorous competition for library district business.
5. Obtain the most favorable prices possible through large scale buying and purchasing, whenever feasible, directly from the manufacturer or producer.
6. Extend honest, courteous and impartial treatment; assure fair and equal opportunity to all interested, qualified vendors.
7. Prohibit any employee of the library district from having financial interest or any other personal beneficial interest, either directly or indirectly, in the purchase of any commodities or contractual services for the library district.
8. Accept or reject any or all bids (or any part thereof) in the interest of the library district.
9. Determine uniform guidelines for solicitation of bids and quotations for goods and/or services as follows:
 - a. If the cost of required materials, equipment, goods, supplies, or services to be obtained does not exceed ~~twenty-seven~~ **thirty three** thousand dollars (\$~~27~~**33**,000) (to be increased each year by the C.P.I. using ~~2006~~**17** as the base year), the Business Services Office Purchasing Agent may make the acquisition on the open market in a manner consistent with sound purchasing procedure. In such cases, informal quotes should be used to determine competitiveness, quality, and availability. Bids within the price limitations need not be recommended to the District Library Board but must be approved by the ~~Associate Director for Finance and Administrative Services~~ **Finance Manager**. Purchase of materials, equipment, goods, supplies or services shall not be made without the execution of the proper requisition form, with the exception of petty cash funds.
 - b. If the cost of required materials, equipment, goods, supplies, or services can reasonably be expected to exceed a base of \$~~27~~**33**,000 (to be increased each year by the C.P.I. using

Ann Arbor District Library
Purchasing Policy

- 2006~~17~~ as the base year), specifications shall be prepared describing the kind, quantity, and quality of all materials, equipment, goods, supplies, or services which may be needed for any designated period. Notice of time and place of receiving bids shall be given by publication by two insertions in the local newspaper media appearing at intervals of ten (10) and five (5) days prior to the time for receiving bids.
- c. If AADL needs to hire outside services from professionals, including but **not** limited to lawyers, accountants, auditors, consultants, architects, construction managers, AADL may either use the procedures set forth in paragraph 9(b) above or a qualifications selection process. The qualifications selection process purpose is to determine the best service provider for expertise-based function(s). If the selection process is used, it shall be approved by the relevant committee of the Board, and discussed with the Board prior to soliciting proposals. Distribution of the finalists' qualifications shall be distributed to the entire Board for review prior to any vote to award a contract for professional services. Service providers' work shall be reviewed at least every two years in order to determine whether services have met expectations both in expertise and cost. Any service provider, no matter under which procedure selected, shall be subject to the non-discrimination requirements set forth in paragraph 10.
 - d. The District Library Board will review the recommendations for purchases, and awards of contracts shall be approved by the District Library Board and so indicated in the official minutes of the District Library Board.
 - e. All instances whereby real estate is purchased, rented or sold shall be submitted to the District Library Board for approval and shall be recorded in the official minutes of the District Library Board.
10. Require vendors, contractors, and subcontractors not to discriminate against any employee or applicant for employment to be employed in the performance of contracts with respect to hire, tenure, or terms, conditions or privileges of employment because of race, color, religion, national origin or ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law. Breach of this covenant may be regarded as a material breach of the contract or purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed thereunder.
11. Emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. This action, the purchase of goods and/or services, contravening the policy statements above must be approved by the Library Director and/or his/her designee. Detailed rationale must be submitted with the request to purchase. Notification of the District Library Board is to be made regarding all such emergencies in accordance with the above-mentioned guidelines.

Ann Arbor District Library
Purchasing Policy

12. Major library vendors that are supplying computer hardware and software, books, audio-visual materials, and periodical subscriptions vendors to the Ann Arbor District Library will be exempt from the above bid process.

Ann Arbor District Library
Identification and Disposition of Obsolete, Surplus, or Salvage Property

Policy:

Efficient administration of the Ann Arbor District Library (“Library”) requires the identification, recording and disposition of personal property no longer necessary or appropriate for Library programs and operations. Accordingly, the Library shall maintain an effective program for identification, recording, and disposition of obsolete, surplus or salvage property owned by the Library.

This policy applies to personal property of the Library, which is defined as all items of moveable or fixed equipment and supplies owned by the Library.

The identification, recording, and disposition of all obsolete, surplus or salvage property shall be consistent with this Policy.

The unauthorized removal, disposal, or expropriation of Library owned, loaned, or donated property, regardless of value, constitutes a serious breach of Library policy and may constitute grounds for termination of employment.

The procedures outlined below shall govern the process for:

- Determining whether Library property is obsolete, surplus or salvage property
- Recording of Library property that is obsolete, surplus or salvage property
- Disposition of Library property in a manner that is in the best interests of the Library and consistent with its status as a public body and tax-exempt organization
- Assuring that all funds collected from the sale of obsolete, surplus or salvage property are deposited in a Library account consistent with applicable financial and accounting policies

Procedure:

1. The Facilities Manager of the Library shall direct the periodic review of all Library property, implement a process for recording of obsolete, surplus or salvage property, and undertake disposition by sale, donation, trade, or discard of any property not required or appropriate for Library purposes.
2. Process for Identification of Obsolete, Surplus or Salvage Property. Each Department Manager shall be responsible for identifying Library property within his or her Department that is obsolete, surplus or salvage property. For all items, the Department Manager will complete an Idle Equipment Disposition Form and email the completed form to the Facilities Manager or his or her designee.
3. Surplus Property List and Internal Re-circulation. The Facilities Manager will review all Idle Equipment Disposition Forms and identify property that may have some use in other Library departments. All such items shall be recorded on a Surplus Property List and posted on the Facilities Department’s internet web page dedicated to Surplus Property. To encourage the

Ann Arbor District Library
Identification and Disposition of Obsolete, Surplus, or Salvage Property

internal re-circulation of surplus property within and among Library departments, items on the Surplus Property List will be available only for internal transfer (via requisition) among Library departments for an initial listing period of thirty (30) days. After the thirty (30) day period has elapsed, surplus items that are not appropriate for disposition will be stored for future use. All other items will be subject to disposition as provided in this procedure.

4. Criteria for Disposition. Property identified by the Facilities Manager as obsolete, surplus, or salvage will be inspected to determine the condition and usability of such items for Library programs and operations. The following criteria may assist in identifying whether property is no longer serviceable or usable: repair parts for the equipment are no longer readily available; repair records indicate that the equipment/item has no usable life remaining; the equipment/item no longer contributes to Library operations or programs; or the equipment/item poses a safety or environmental hazard.
5. Disposition of Obsolete, Surplus or Salvage Property.
 - a. Condition of Property. Property for disposition (other than for sale as scrap or discard as provided in subparagraphs B.(iv) and (v)) should be in reasonable condition given the age and type of property. Cabinets, desks and other equipment with drawers should be free of supplies and materials. Equipment for disposition should include all component parts and mechanical items should include applicable operation manuals or brochures, if possible.
 - b. Disposition Options. After property is determined to be appropriate for disposition, the Facilities Manager shall determine the best method for disposition. Depending on the nature and condition of the property, it may be disposed through trade-in, sold to the public as usable property, donated, sold as scrap or discarded.
 - i. Trade-in: If equipment/items are obsolete, appropriate for replacement, and cannot be used in their current condition by another Department, the Facilities Manager should explore the possibility of a trade-in. If the equipment vendor will accept trade-in of old equipment, the bid solicitation should require bid prices both with and without trade-in and indicate that an award may be made on either basis. The best trade-in offer can then be evaluated against the expected sale price for the obsolete item.
 - ii. Sale to the Public and Usable Property: If neither re-circulation of property within the Library nor trade-in is feasible, the Facilities Manager may arrange to sell obsolete or surplus items to the general public by posting the items on the Library's website. The established sale price should be consistent with fair market value as reasonably determined by the Facilities Manager based on the original cost and net book value of the equipment/property, the type, age and condition of the equipment/property, and any other relevant information. ~~The Chief Financial Officer~~ **Finance Manager** reserves the right to reject any bid that is not in the interest of the Library. For all sales the Library, shall include the following disclaimers:

Ann Arbor District Library

Identification and Disposition of Obsolete, Surplus, or Salvage Property

THE SALE OF THIS PROPERTY OF THE ANN ARBOR DISTRICT LIBRARY TO YOU IS EXPRESSLY CONDITIONED UPON AND SUBJECT TO THE FOLLOWING. THIS PROPERTY IS SOLD "AS IS" AND WITHOUT ANY EXPRESS WARRANTIES OR ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PURCHASER BEARS ALL RESPONSIBILITY FOR INSPECTION OF THE PROPERTY PRIOR TO PURCHASE AND PAYMENT OF THE PURCHASE PRICE SHALL BE DEEMED TO BE ACCEPTANCE OF THE PROPERTY. ALL SALES ARE FINAL. UPON SALE OF THE PURCHASED PROPERTY TO PURCHASER, THE ANN ARBOR DISTRICT LIBRARY SHALL HAVE NO LIABILITY WHATSOEVER AS TO THE USE OR FITNESS OF THE PURCHASED ITEMS.

All purchasers must pay the established purchase price prior to receipt of the property. Acceptable payment terms include: cash, money order, **credit card** or certified or cashier's check. No personal checks may be accepted. The purchaser shall be responsible for packing and transporting all purchased property.

- iii. Donation: If obsolete, surplus or salvage property is not sold as provided in this Policy within 2 months after posting on the Library website, the Facilities Manager, with the concurrence of the ~~Chief Financial Officer~~ **Finance Manager**, may elect to donate obsolete, surplus or salvage property to one or more governmental or private nonprofit organizations recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donation of property must be consistent with the best interests of the Library and are subject to the conflict of interest provisions of this Policy.
- iv. Sale as Scrap: Items of personal property that are subject to disposition but that are unsuitable for their original use and purpose may be sold as scrap or recycled when determined by the Facilities Manager to be appropriate and fiscally responsible. Library property sold as scrap shall be sold to the highest bidder.
- v. Discard of Property Unsuitable for Use or Salvage: Items of personal property that are subject to disposition but that are unsuitable for use or salvage or that may be pose a safety or environmental hazard shall be discarded and disposed of by the Library in a safe and responsible manner.
- c. Security. Property for disposition should not be left on loading docks and ramps, in hallways or building exits in an unsecured manner. Property awaiting disposition should remain in a secure area until such time it is collected by the purchaser, who assumes responsibility for the property upon payment.
- 6. Conflict of Interest. To address conflicts of interests and the appearance of impropriety in connection with the disposition of Library property, Library employees may not submit bids or purchase obsolete, surplus or salvage property if they participated in the process of identifying such property for disposition or the decision to dispose of it. Additionally, no

Ann Arbor District Library
Identification and Disposition of Obsolete, Surplus, or Salvage Property

donation (i.e., transfer of ownership without compensation) of Library property to Library employees or members of their immediate families will be permitted.

7. Records. The Facilities Manager shall maintain appropriate records of property identified as obsolete, surplus or salvage property, the method of disposition, and funds received from the sale or other disposition of the property. The ~~Chief Financial Officer~~ **Finance Manager** or his designee will be responsible for handling any funds received from the disposition of Library property. Records of sales, donation, or other disposition of Library property pursuant to this Policy shall be retained by the Facilities Manager for a period of not less than seven (7) years.

Ann Arbor District Library
Library Credit Card Policy

The ~~Associate Director for Finance and Administration~~ **Finance Manager** is responsible for credit card issuance, accounting, monitoring, and retrieval and responsible for overseeing compliance with this credit card policy.

Library credit cards may only be used by an authorized officer or employee of the Library for the purchase of goods and services for official business of the Library, in accordance with normal Library finance procedures.

Credit card purchases are subject to the current Library purchasing, receiving and payment procedures and internal controls. Such procedures and internal controls shall include (1) documentation as to the goods or services purchased, the cost of the goods or services, the date of purchase, and official business (such as the Library Department) for which the goods or services are purchased; and (2) procedures for approval of the credit card invoices before payment. The balance, including any interest due, shall be paid for within not more than 60 days of the initial statement date. Every effort will be made to pay the current balance to avoid finance charges.

Pursuant to MCL §129.242 *et seq.*, the total combined authorized credit limit of all credit cards issued by the Library shall not exceed 5% of the total budget of the Library for the current fiscal year.

Unauthorized use of the Library credit card will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.

Any Library employee or officer who is issued the credit card is responsible for its protection and custody and shall immediately notify the ~~Associate Director for Finance and Administration~~ **Finance Manager** and/or the Director if the credit card is lost or stolen.

Any Library employee or officer who is issued the credit card shall return the credit card upon termination of his or her employment or service.

Ann Arbor District Library
Library Policy for Acceptance of Payments Via Financial Transaction Devices

The Library is authorized by the Board of Trustees and adopts this policy pursuant to MCL §129.221 *et seq.* to accept payment of any and all fees and other funds due to the Library via an electronic funds transfer card, a credit card, or a debit card (collectively, “approved financial transaction devices”). The Treasurer of the Library is responsible for determining any additional types of financial transaction devices that may be accepted by the Library. The types of fees that may be paid to the Library via an approved financial transaction device include without limitation donations from and fees due to the Library from Library patrons.

The ~~Associate Director for Finance and Administration~~ **Finance Manager** is responsible for accounting, monitoring, and overseeing compliance with this policy. Payments to the Library via approved financial transaction devices shall be subject to the current Library payment procedures and internal controls.

Ann Arbor District Library
Library Policy for Payment of Library Funds via Electronic Transactions

The Library Board of Trustees adopts this policy pursuant to MCL §124.301 *et seq.* The ~~Associate Director for Finance and Administration~~ **Finance Manager** is designated by the Board of Trustees as the Electronic Transactions Officer (“ETO”) for the Library. As the ETO, the ~~Associate Director for Finance and Administration~~ **Finance Manager** is authorized to enter into automated clearing house (“ACH”) arrangements and ACH transactions. For purpose of this policy, a “ACH arrangement” means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an ACH. ACH transactions of the Library include without limitation automated direct deposits of payroll funds to Library employees who elect this method of payment.

The ETO is responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETO as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures.

ACH arrangements and ACH transactions are subject to the current Library purchasing, receiving and payment procedures and internal controls to monitor the use of ACH transactions made by the Library. Such procedures and internal controls shall include documentation as to the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by payment. Invoices subject to payment pursuant to an ACH arrangement or via ACH transaction shall be approved by the ETO prior to payment, or by his or her designee as authorized by other Library policies or procedures. ACH documentation required by this policy shall be contained in the electronic general ledger software system of the Library.

Unauthorized approval of ACH arrangements or ACH transactions will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 17-164**

RESOLUTION TO ADOPT REVISIONS TO CIRCULATION POLICY 3.1

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 13th day of November, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That Circulation Policy 3.1 is revised as proposed.
- 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
Circulation

3.1A Issuance of Library Cards

Application for a new library card may be made at any public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof are developed by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library card for no fee.

3.1Bd Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources

Ann Arbor District Library
Circulation

office, is eligible for a library card for no fee. ("Retiree" includes all former W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and Physically Disabled @ AADL Patrons and their Families

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and Physically Disabled @ AADL and their families. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for a temporary library card for no fee.

3.1C Library Cards for a fee

A person or business that does not qualify for a no fee library card under Section 3.1B of this policy is eligible for a non-resident library card. Procedures for library card application are developed by the Circulation Department and approved by the Director.

The fee for a non-resident library card is \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—

Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—

Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140;
2/17/14—Resolution 14-061

This document was printed on 11/07/17

Ann Arbor District Library
Circulation

Upon request, a portion of the fee (\$150.00) for an annual non-resident library card will be refunded prorated on a quarterly basis for any unexpired quarter.

3.1D MILibraryCard

The Ann Arbor District Library does not participate in the MILibraryCard program.

3.1E Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound is eligible to request Homebound Service.

3.1F Privacy of Patron Records

3.1Fa Michigan Library Privacy Act (MLPA)

The MLPA (MCL 397.601 *et seq.*) Section 3 provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1Fb Confidentiality of Library Record

Absent a court order, documents, records or other information retained by the Ann Arbor District Library that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library ("Library Record") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including fines or fees.

A patron's record is not to be used to determine residency for anyone else.

Ann Arbor District Library
Circulation

Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Patrons may opt in to a checkout history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1G Renewal of Library Card

A patron may renew his/her library card by appearing in person at any public service desk of the Ann Arbor District Library and complying with the renewal procedure.

3.1H Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1I Reference Materials

Reference materials do not circulate to staff members or patrons without permission from a department manager or supervisor.

3.1J Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1K Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. ~~A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared.~~ The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. ~~Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.~~

3.1L Refunds for "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned ~~within three (3) months~~ after being designated as "lost" or "billed" by the Library. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item ~~minus the maximum overdue fine.~~

3.1M Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed **online, or** at any public service desk.

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—

Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—

Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140;

2/17/14—Resolution 14-061

This document was printed on 11/07/17

Ann Arbor District Library
Circulation

3.1N Return of Materials

Library materials may be returned to any Ann Arbor District Library location.

3.1O Payment Policy

Borrowing privileges under an individual’s library card will be suspended once the amount owed on the card exceeds ~~\$40~~**25.00**. Partial payments will be accepted.

3.1P Fines

Library Administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
Tools-Reserved	\$50.00	Cost of Item
Tools	\$5.00	Cost of Item
All other materials	\$0.25	\$10.00

3.1 Q Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of ~~\$40.00~~**25.00** or more of fines, fees, and/or replacement charges.

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