



Regular Meeting Agenda

Monday, October 16, 2017

Published by Ann Arbor District Library

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 Closed Staff Day	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				

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						

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, October 16, 2017 at 7:00 p.m.
 Ann Arbor District Library, Multipurpose Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 17-151 I. CALL TO ORDER
- 17-152 II. ATTENDANCE
- 17-153 III. APPROVAL OF AGENDA (pp. 1- 3)
 (Item of action)
- 17-154 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of September 18, 2017 (pp. 4-11)
- CA-2 Approval of September 2017 Disbursements (pp. 12-14)
- 17-155 V. CITIZENS' COMMENTS
- 17-156 VI. FINANCIAL REPORTS (pp. 15-19)
 Bill Cooper, Finance Manager
- 17-157 VII. COMMITTEE REPORTS
- 17-158 A. BUDGET & FINANCE COMMITTEE
 (15 minutes)
- 17-159 B. EXECUTIVE COMMITTEE
 (15 minutes)
- 17-160 VIII. DIRECTOR'S REPORT (pp. 20-23)
 Josie B. Parker, Director
- 17-161 IX. OLD BUSINESS
- 16-154 A. AADL STRATEGIC PLAN GOAL 4.4: IDENTIFY
 OPPORTUNITIES TO INCREASE CROSS-CHANNEL
 INTERACTON-UPDATE

Eli Neiburger, Deputy Director
(30 minutes)

- 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 (pp.
24-29)
Cathy Savoie & Chris Prisby, Bank of Ann Arbor
(Item of discussion)
(15 minutes)
- 17-164 B. PROPOSED 3.1P CIRCULATION FINES POLICY REVISION
Eli Neiburger, Deputy Director
(Item of discussion)
(15 minutes)
- 17-165 C. AADL STRATEGIC PLAN GOAL 3.3: 2016 EPIC-MRA
SURVEY PRESENTATION
John Cavanagh, EPIC-MRA
(30 minutes)
- 17-166 D. AADL STRATEGIC PLAN GOAL 3.3: DOWNTOWN
LIBRARY BUILDING PRESENTATION
O’Neal Construction, Inc.
(30 minutes)
- 17-167 E. RESOLUTION RECOGNIZING OCTOBER 15-21, 2017 AS
NATIONAL FRIENDS OF LIBRARIES WEEK (pp. 30-31)
(Item of action)
- 17-168 F. RESOLUTION OF THANKS TO IRA LAX UPON HIS
RETIREMENT (p. 32)
(Item of action)
- 17-169 XI. CITIZENS’ COMMENTS
- 17-170 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.

3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

- 17-136 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 7:00 p.m.
- 17-137 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 17-138 III. APPROVAL OF AGENDA
 (Item of action)
- Trustee Sherman, supported by Treasurer Leija, moved to approve the agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek
 NAYS: None
- Motion passed 7-0.
- 17-139 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of July 17, 2017
- CA-2 Approval of July and August 2017 Disbursements
- Treasurer Leija, supported by Trustee Sherman, moved to approve the consent agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek
 NAYS: None
- Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

17-140 V. CITIZENS' COMMENTS

There were no citizens' comments.

17-141 VI. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the July & August 2017 financials in the Board Packet. He noted July total expenses were \$371,493 under budget. July line items over budget included Building Rental and Grant and Memorial Expenses. August total expenses were \$249,584 under budget. August line items over budget included Salaries and Wages, Employee Benefits, Employment Taxes, Custodial Services, Software Licenses/Maintenance, Building Rental and Grant and Memorial Expenses.

17-142 VII. DIRECTOR'S REPORT
 Josie B. Parker, Director

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

MeLCat services interruption begins on October 2nd; holds for materials via the system will not be accepted from that date forward. Traditional inter-library loan options will be available to patrons.

Summer game participation increased in the following areas: online activity - 16.8%; total badges earned - 10.2%; Josie's Walker badge - 45%; Super Summer Reader badge - 20%; and a 153% increase in the Track the Ride badge.

Actions taken in regards to Strategic Plan Goal 3.3 included contracting with O'Neal Construction for a physical assessment of the Downtown Library building; arranging for Paul Stauder of PFM Financial Advisors to present this evening. Goal 4.1 is proceeding with engaging EPIC-MRA for a February 2018 survey.

The Huron Valley chapter of the American Institute of Architects has recognized Hobbs+Black Architects of Ann Arbor for their work on Westgate Branch with the 2018 Honor Award for Interior Architecture.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

Public comments and tweets were viewed.

At the Downtown Library 400 pairs of glasses were distributed to the public for viewing the recent solar eclipse. The summer game finale party had attendance of 600.

17-143 VIII. OLD BUSINESS

16-154 A. AADL STRATEGIC PLAN GOAL 3.3: REIMAGINE THE ANN ARBOR DISTRICT LIBRARY'S DOWNTOWN PRESENCE
 (Item of discussion)

President Vander Broek noted that the Executive Committee had met two times discussing the process for the EPIC-MRA survey. The committee will draft questions for the survey and bring them to the Board for review. Treasurer Leija noted that the questions will focus on the downtown library. The Board requested a walk through at their next meeting of the 2016 EPIC-MRA survey.

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

Facilities Manger Lemorie reported the Traverwood project is complete. Hardy vegetation has be planted that will require minimal care.

16-154 C. AADL STRATEGIC PLAN GOAL 4.3: IMPLEMENT THE NEW WEB PRESENCE - UPDATE
 Eli Neiburger, Deputy Director

Deputy Director Neiburger presented the timeline for the new website.

- 10/2/17 - new MeLCat patron requests will be frozen; requests received from other libraries will also be frozen.
- 12/1/17 - acquisitions input will stop. New titles will be added to the new system only.
- 12/15/17 - request fulfilment freeze is instituted (hold requests will not be filled).
- 12/29/17 - requests for AADL materials will no longer be accepted.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

- 12/30/17 through 1/1/18 - scheduled for closure and cutover to the new system/website.
- 1/2/18 - the new system will be opened for requests.
- 1/8/18 - begin filling requests and resuming acquisitions input. Due dates are resumed. From 12/15/17 to 1/8/18 due dates are frozen.
- Spring 2018 – MeLCat activity resumes.
- Testing of interface, public usability and hardware performance will be done from October through the end of December 2017.

New features of the system will allow patrons to freeze their requests and customize their alerts and notices; a seven day hold for pickup of requests; more bookable rooms and tools for specific dates; improvement of events listings and reviews; new music archive; search integration. A draft fines policy addressing overdue fines for the tool collection will be brought to the Board in October for review.

17-144 IX. NEW BUSINESS

17-145 A. PFM FINANCIAL ADVISORS LLC PRESENTATION
Paul Stauder

Director Parker introduced Paul Stauder of PFM Financial Advisors.

Mr. Stauder reviewed a variety of financing options available to the Board should they decide to proceed with a downtown library project.

17-146 B. BRIDGEPORT CONSULTING, LLC
Sarah Raful Whinston

President Vander Broek introduced Sarah Whinston from Bridgeport Consulting.

Ms. Whinston reviewed her credentials. She reviewed the desired outcomes of this project including discerning the Director's role and responsibilities, creating a meaningful platform for communication with the Library Board and creation of a job description. She is currently working on benchmarking and will bring back to the Board a design process for further discussion.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

17-147

C. RESOLUTION TO AWARD CONTRACT FOR JANITORIAL SERVICE FOR THREE YEARS
 (Item of action)

Treasurer Leija, supported by Vice President Song, moved the Board resolves that the contract for janitorial services be awarded to RNA for the next three years, 2017-2020, for the bid amount of \$684,034.99; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Manager Lemorie reported that the recently hired janitorial service has been terminated for failure to perform in accordance with their contract. Attempts were made to rectify the situation but were unsuccessful.

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

NAYS: None

Motion passed 7-0.

17-148

D. RESOLUTION OF THANKS TO KEN RAYNOR UPON HIS RETIREMENT
 (Item of action)

President Vander Broek, supported by Treasurer Leija, moved the Board resolves that it would like to officially thank Ken Raynor for his service as an employee from August 26, 2003 to September 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, Surovell,
 Vander Broek

NAYS: None

Motion passed 7-0.

17-149

X. CITIZENS' COMMENTS

There were no additional citizens' comments.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

17-150 XI. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:49 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on September 18, 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 17-147**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of September, 2017 at 7:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the contract for janitorial services be awarded to RNA for the next three years, 2017-2020, for the bid amount of \$684,034.99.
- 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, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on September 18, 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 17-148**

RESOLUTION OF THANKS TO KEN RAYNOR 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 18th day of September, 2017 at 7:00 p.m.

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

ABSENT: None

The following resolution was offered by President Vander Broek, and supported by Treasurer Leija:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Ken Raynor for his service as an employee from August 26, 2003 to September 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, Ed Surovell, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on September 18, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

Ranaes:	From:	To:	From:	To:
Check Number	First	Last	9/1/2017	9/30/2017
Vendor ID	First	Last	Checkbook ID	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
056518	ABRPLA	ABRAMS PLANETARIUM-MSU	9/7/2017	CHECK	PMCHK00002064	\$176.00
056519	BAKTAY	BAKER & TAYLOR	9/7/2017	CHECK	PMCHK00002064	\$20,124.70
056520	BARNOB1	BARNES & NOBLE INC.	9/7/2017	CHECK	PMCHK00002064	\$309.42
056521	BARRON	BARRON'S	9/7/2017	CHECK	PMCHK00002064	\$669.00
056522	CFRA	CFRA	9/7/2017	CHECK	PMCHK00002064	\$408.00
056523	COMCAS	COMCAST	9/7/2017	CHECK	PMCHK00002064	\$40.14
056524	JOURET	JOUR RETIREMENT PLAN SVCS. LLC	9/7/2017	CHECK	PMCHK00002064	\$231.25
056525	MIDTAP	MIDWEST TAPE	9/7/2017	CHECK	PMCHK00002064	\$19,840.94
056526	NEWSBAN	NEWSBANK	9/7/2017	CHECK	PMCHK00002064	\$3,411.20
056527	SCHSOU	SCHEDULE SOURCE. INC	9/7/2017	CHECK	PMCHK00002064	\$976.00
056529	UNIPAR	UNITED PARCEL SERVICE	9/7/2017	CHECK	PMCHK00002064	\$63.58
056530	WASHNE	WASHTENAW NEWS COMPANY. INC.	9/7/2017	CHECK	PMCHK00002064	\$6,789.20
056531	WASMAN	WASTE MANAGEMENT OF MICHIGAN	9/7/2017	CHECK	PMCHK00002064	\$16.41
056532	TYCO	TYCO INTEGRATED SECURITY	9/7/2017	CHECK	PMCHK00002064	\$876.00
056533	AKSHARA	AKSHARA	9/7/2017	CHECK	PMCHK00002064	\$600.00
056534	ANDPAI	ANDERSON PAINT COMPANY	9/7/2017	CHECK	PMCHK00002064	\$156.81
056535	ANNARB	ANN ARBOR OBSERVER	9/7/2017	CHECK	PMCHK00002064	\$2,429.50
056536	ANNPRU	ANNA PRUSHINSKAYA	9/7/2017	CHECK	PMCHK00002064	\$300.00
056537	APPLE	APPLE. INC.	9/7/2017	CHECK	PMCHK00002064	\$2,214.00
056538	ARMCLE	ARMEN CLEANERS	9/7/2017	CHECK	PMCHK00002064	\$182.00
056539	BANMED	BANG MEDIA	9/7/2017	CHECK	PMCHK00002064	\$300.00
056540	BETBEC	BETSY BECKERMAN	9/7/2017	CHECK	PMCHK00002064	\$1,320.00
056541	BRITRU	BRIAN M. TRUSKOWSKI	9/7/2017	CHECK	PMCHK00002064	\$125.00
056542	BRODCO	BROADART CO.	9/7/2017	CHECK	PMCHK00002064	\$2,062.40
056543	BUSCAR	BUSINESS CARD	9/7/2017	CHECK	PMCHK00002064	\$15,130.54
056544	CENLIB	CENTER CAMPUS LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$50.00
056545	CINCOR	CINTAS CORPORATION	9/7/2017	CHECK	PMCHK00002064	\$176.11
056546	DANROM	DANIEL M. ROMANCHIK	9/7/2017	CHECK	PMCHK00002064	\$100.00
056547	DICBLI	BLICK ART MATERIALS	9/7/2017	CHECK	PMCHK00002064	\$283.83
056548	ELLIV	ELLEN LIVINGSTON	9/7/2017	CHECK	PMCHK00002064	\$125.00
056549	EMISLO	Emilv Rose Slomovits	9/7/2017	CHECK	PMCHK00002064	\$100.00
056550	FRIOF	FRIENDS OF THE ANN ARBOR	9/7/2017	CHECK	PMCHK00002064	\$3,182.30
056551	HERDIS	HERRICK DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$17.95
056552	HOLTOW	HOLLY TOWNSHIP LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$18.00
056553	HOMERL	HOMER PUBLIC LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$12.99
056554	HOWLIB	HOWELL CARNEGIE DISTRICT LIBRA	9/7/2017	CHECK	PMCHK00002064	\$16.00
056555	IOSCOLIB	IOSCO-ARENAC DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$73.20
056556	LAKLEA	LAKESHORE LEARNING MATERIALS	9/7/2017	CHECK	PMCHK00002064	\$218.28
056557	LENLIB	LENAAWEE DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$29.00
056558	MANCOS	MANER COSTERISAN	9/7/2017	CHECK	PMCHK00002064	\$3,605.00
056559	MARBAN	MARTIN BANDYKE	9/7/2017	CHECK	PMCHK00002064	\$400.00
056560	MASCOM	Performance Health Supplv dba	9/7/2017	CHECK	PMCHK00002064	\$41.70
056561	MCMCK	MCHAUGHTON-MCKAY	9/7/2017	CHECK	PMCHK00002064	\$366.61
056562	MICALE	MICHAEL ALEX MOSSEY LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$28.00
056563	MICSTATELIB	MICHIGAN STATE UNIVERSITY	9/7/2017	CHECK	PMCHK00002064	\$100.00
056564	MILARB	MILLINGTON ARBELA DISTRICT LIB	9/7/2017	CHECK	PMCHK00002064	\$17.00
056565	MOLRAY	Mollv Ravnor	9/7/2017	CHECK	PMCHK00002064	\$150.00
056566	MONCOU	MONROE COUNTY LIBRARY SYSTEM	9/7/2017	CHECK	PMCHK00002064	\$10.00
056567	NILDIS	NILES DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$23.95
056568	OAKUNI	OAKLAND UNIVERSITY LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$90.00
056569	ONEACON	O'NEAL CONSTRUCTION	9/7/2017	CHECK	PMCHK00002064	\$19,193.08
056570	OXFPRO	2725-2805 ASSOCIATES. LLC	9/7/2017	CHECK	PMCHK00002064	\$67.40
056571	PACMEC	SHAMBAUGH & SON. L.P	9/7/2017	CHECK	PMCHK00002064	\$24,090.00
056572	PATRSMI	PATRICIA F. SMITH	9/7/2017	CHECK	PMCHK00002064	\$200.00
056573	PETERLIB	PETER WHITE PUBLIC LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$20.00
056574	PRITEC	PRINT TECH INC.	9/7/2017	CHECK	PMCHK00002064	\$4,356.38
056575	REHROB	REHMANN ROBSON	9/7/2017	CHECK	PMCHK00002064	\$7,500.00
056576	ROBNEE	Robert W. Needham	9/7/2017	CHECK	PMCHK00002064	\$700.00
056577	RUBSTA	RUBBER STAMPS UNLIMITED	9/7/2017	CHECK	PMCHK00002064	\$45.75
056578	SARKEL	SARA MELTON KELLER	9/7/2017	CHECK	PMCHK00002064	\$300.00
056579	SFSTRO	ALLIED-EAGLE SUPPLY. INC.	9/7/2017	CHECK	PMCHK00002064	\$22.10
056580	SHEWIL	SHERWIN- WILLIAMS	9/7/2017	CHECK	PMCHK00002064	\$222.83
056581	SHIDIS	SHAWASSEE DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$28.00
056582	SHOHUR	Shoshana Hurand	9/7/2017	CHECK	PMCHK00002064	\$153.37
056583	SME	SME	9/7/2017	CHECK	PMCHK00002064	\$132.50
056584	STERPUB	STERLING HEIGHTS PUBLIC LIBRAR	9/7/2017	CHECK	PMCHK00002064	\$59.99
056585	SWESOU	SWEETWATER SOUND INC.	9/7/2017	CHECK	PMCHK00002064	\$98.97
056586	THE53RD	THE 53rd GROUP LLC	9/7/2017	CHECK	PMCHK00002064	\$18,954.90
056587	TOMLAWLIB	THOMAS . COOLEY LAW SCHOOL	9/7/2017	CHECK	PMCHK00002064	\$33.35
056588	TRADIS	TRAVERSE AREA DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$16.99
056589	ULINE	ULINE. INC.	9/7/2017	CHECK	PMCHK00002064	\$47.86
056590	UOMDEARBORNLIB	UNIVERSITY OF MICHIGAN-DEARBOR	9/7/2017	CHECK	PMCHK00002064	\$90.00
056591	VANDIS	VAN BUREN DISTRICT LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$33.95
056592	VOSLIG	VOSS LIGHTING	9/7/2017	CHECK	PMCHK00002064	\$273.20
056593	WASHCC	WASHTENAW COMMUNITY COLLEGE	9/7/2017	CHECK	PMCHK00002064	\$111.67
056594	WESBRA	WEST BRANCH PUBLIC LIBRARY	9/7/2017	CHECK	PMCHK00002064	\$28.00
056595	WVGRAI	GRAINGER	9/7/2017	CHECK	PMCHK00002064	\$225.00
056596	3PLAYMED	3PLAY MEDIA	9/14/2017	CHECK	PMCHK00002065	\$237.24
056597	4THTHE	4th WALL THEATRE CO.	9/14/2017	CHECK	PMCHK00002065	\$1,200.00
056598	A.M. SERV	A.M. SERVICES. INC	9/14/2017	CHECK	PMCHK00002065	\$2,563.00
056599	AACONV	ANN ARBOR CONVENTION AND VISIT	9/14/2017	CHECK	PMCHK00002065	\$100.00
056600	AGRSER	A GROWING SERVICE LLC	9/14/2017	CHECK	PMCHK00002065	\$340.00
056601	AKSHARA	AKSHARA	9/14/2017	CHECK	PMCHK00002065	\$100.00
056602	ANNCABINETS	ANN ARBOR CABINET & COUNTER	9/14/2017	CHECK	PMCHK00002065	\$800.00
056603	ANNDR0	ANNE DROZD	9/14/2017	CHECK	PMCHK00002065	\$104.96

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
056604	APPIMA	APPLIED IMAGING	9/14/2017	CHECK	PMCHK00002065	\$2,591.14
056605	ATTMOB	AT&T MOBILITY	9/14/2017	CHECK	PMCHK00002065	\$418.01
056606	BAKTAY	BAKER & TAYLOR	9/14/2017	CHECK	PMCHK00002065	\$1,638.87
056607	BATPLU	BATTERIES PLUS	9/14/2017	CHECK	PMCHK00002065	\$37.98
056608	BETNEA	BETHANY NEAL	9/14/2017	CHECK	PMCHK00002065	\$250.00
056609	BLAAUD	BLACKSTONE AUDIO BOOKS	9/14/2017	CHECK	PMCHK00002065	\$375.35
056610	BREWER	BREWER'S	9/14/2017	CHECK	PMCHK00002065	\$657.78
056611	BUSVAL	BUSCH'S, INC.	9/14/2017	CHECK	PMCHK00002065	\$977.81
056612	CARBRO	CARPENTER BROS.	9/14/2017	CHECK	PMCHK00002065	\$62.73
056613	CHRBEK	Christopher Becker	9/14/2017	CHECK	PMCHK00002065	\$100.00
056614	CINCOR	CINTAS CORPORATION	9/14/2017	CHECK	PMCHK00002065	\$709.55
056615	CITOF1	CITY OF ANN ARBOR WATER UTILIT	9/14/2017	CHECK	PMCHK00002065	\$5,444.64
056616	CONTI	CONTI	9/14/2017	CHECK	PMCHK00002065	\$212.50
056617	DEMCO	DEMCO	9/14/2017	CHECK	PMCHK00002065	\$14,470.72
056618	DYKGOS	DYKEMA GOSSETT PLLC	9/14/2017	CHECK	PMCHK00002065	\$401.20
056619	ERIFRE	ERIN FREEMAN	9/14/2017	CHECK	PMCHK00002065	\$15.50
056620	GARISTE	GARI STEIN	9/14/2017	CHECK	PMCHK00002065	\$100.00
056621	GENSOC	THE GENEALOGICAL SOCIETY OF WA	9/14/2017	CHECK	PMCHK00002065	\$10.00
056622	IMADAT	IMAGE DATA CONVERSION, LLC	9/14/2017	CHECK	PMCHK00002065	\$9,915.21
056623	INSDS	INSITE DESIGN STUDIO	9/14/2017	CHECK	PMCHK00002065	\$400.00
056624	JENMCK	JENN MCKEE	9/14/2017	CHECK	PMCHK00002065	\$100.00
056625	JODHAR	JODY HARNISH	9/14/2017	CHECK	PMCHK00002065	\$33.56
056626	JOSCAR	JOSEPH CARR	9/14/2017	CHECK	PMCHK00002065	\$150.00
056627	KATGOO	KATHRYN GOODSON	9/14/2017	CHECK	PMCHK00002065	\$100.00
056628	KEEROD	KEEGAN ROGERS	9/14/2017	CHECK	PMCHK00002065	\$125.00
056629	MARKOU	MARGARET KOURVO	9/14/2017	CHECK	PMCHK00002065	\$250.00
056630	MAUDRA	Maurice Drauahh	9/14/2017	CHECK	PMCHK00002065	\$100.00
056631	METCOM	METCOM	9/14/2017	CHECK	PMCHK00002065	\$1,033.73
056632	MIDTAP	MIDWEST TAPE	9/14/2017	CHECK	PMCHK00002065	\$7,679.39
056633	MONHIG	MONICA HIGMAN	9/14/2017	CHECK	PMCHK00002065	\$100.00
056635	OCLINS	OCLC, INC.	9/14/2017	CHECK	PMCHK00002065	\$4,075.26
056636	OFFDEP	OFFICE DEPOT, INC.	9/14/2017	CHECK	PMCHK00002065	\$741.69
056637	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/14/2017	CHECK	PMCHK00002065	\$84.38
056638	PRITEC	PRINT TECH INC.	9/14/2017	CHECK	PMCHK00002065	\$5,578.32
056639	RACYAN	RACHEL YANIKOGLU	9/14/2017	CHECK	PMCHK00002065	\$33.64
056640	RECBOO	RECORDED BOOKS, INC.	9/14/2017	CHECK	PMCHK00002065	\$1,375.98
056641	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	9/14/2017	CHECK	PMCHK00002065	\$61.00
056642	ROBROB	ROBIN ROBINSON	9/14/2017	CHECK	PMCHK00002065	\$100.00
056643	SANSLO	SANDOR SLOMOVITS	9/14/2017	CHECK	PMCHK00002065	\$100.00
056644	SCHLIB	SCHOLASTIC INC.	9/14/2017	CHECK	PMCHK00002065	\$456.30
056645	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	9/14/2017	CHECK	PMCHK00002065	\$22.10
056646	STAHAR	STADIUM HARDWARE	9/14/2017	CHECK	PMCHK00002065	\$216.10
056648	THECRE	THE CREATURE CONSERVANCY	9/14/2017	CHECK	PMCHK00002065	\$801.00
056649	THELIB	THE LIBRARY STORE	9/14/2017	CHECK	PMCHK00002065	\$208.51
056649	THOGAL	GALE/CENGAGE LEARNING, INC	9/14/2017	CHECK	PMCHK00002065	\$265.40
056650	TOMSMI	TOM SMITH	9/14/2017	CHECK	PMCHK00002065	\$97.14
056651	ULINE	ULINE, INC.	9/14/2017	CHECK	PMCHK00002065	\$213.49
056652	UNIPAR	UNITED PARCEL SERVICE	9/14/2017	CHECK	PMCHK00002065	\$35.71
056653	UNIOMA	UNIQUE MANAGEMENT SERVICES, IN	9/14/2017	CHECK	PMCHK00002065	\$1,029.25
056654	UNUMPRO	UNUM LIFE INSURANCE	9/14/2017	CHECK	PMCHK00002065	\$3,739.82
056655	UNUMPRO1	UNUM LIFE INSURANCE	9/14/2017	CHECK	PMCHK00002065	\$2,918.74
056656	WHILAB	WHITLAM LABEL COMPANY, INC.	9/14/2017	CHECK	PMCHK00002065	\$947.11
056657	AARRT&HA	AARRT&HA	9/21/2017	CHECK	PMCHK00002066	\$25.00
056658	ALLENT	ALLIANCE ENTERTAINMENT	9/21/2017	CHECK	PMCHK00002066	\$142.55
056659	AMACOM	AMAZON.COM CREDIT PLAN	9/21/2017	CHECK	PMCHK00002066	\$113.38
056660	AMACORP	AMAZON	9/21/2017	CHECK	PMCHK00002066	\$3,950.28
056661	BAKTAY	BAKER & TAYLOR	9/21/2017	CHECK	PMCHK00002066	\$42,350.85
056662	BARNOB1	BARNES & NOBLE INC.	9/21/2017	CHECK	PMCHK00002066	\$376.24
056663	BEABES	BEAN'S BEST LLC	9/21/2017	CHECK	PMCHK00002066	\$500.00
056664	BETJOHN	BETH JOHNSON	9/21/2017	CHECK	PMCHK00002066	\$100.00
056665	BOBDOW	BOB DOWNES	9/21/2017	CHECK	PMCHK00002066	\$100.00
056666	BOOPAG	BOOKPAGE	9/21/2017	CHECK	PMCHK00002066	\$72.00
056667	BRAMON	BRAIN MONKEYS LLC	9/21/2017	CHECK	PMCHK00002066	\$400.00
056668	CINCOR	CINTAS CORPORATION	9/21/2017	CHECK	PMCHK00002066	\$746.83
056669	CRETEE	CREATE MY TEE	9/21/2017	CHECK	PMCHK00002066	\$6,428.50
056670	CULHIS	CULINARY HISTORIANS OF ANN ARB	9/21/2017	CHECK	PMCHK00002066	\$20.00
056671	CURBCO	CURBCO INC	9/21/2017	CHECK	PMCHK00002066	\$1,332.50
056672	DAYHAR	Davton Hare	9/21/2017	CHECK	PMCHK00002066	\$100.00
056673	DEMCO	DEMCO	9/21/2017	CHECK	PMCHK00002066	\$425.59
056674	DICB1	BLICK ART MATERIALS	9/21/2017	CHECK	PMCHK00002066	\$479.80
056675	EASENG	EASY ENGLISH NEWS	9/21/2017	CHECK	PMCHK00002066	\$180.00
056676	EDIWOW	EDIBLE WOW	9/21/2017	CHECK	PMCHK00002066	\$112.00
056677	EPICMRA	EPIC - MRA	9/21/2017	CHECK	PMCHK00002066	\$3,500.00
056678	GAMESTAR	GAMESTAR	9/21/2017	CHECK	PMCHK00002066	\$800.00
056679	GLOEOU	GLOBAL EQUIPMENT CO.	9/21/2017	CHECK	PMCHK00002066	\$1,212.75
056680	HURELE	HURON VALLEY ELECTRIC	9/21/2017	CHECK	PMCHK00002066	\$1,097.00
056681	JENMCK	JENN MCKEE	9/21/2017	CHECK	PMCHK00002066	\$200.00
056682	JEWISHNE	JEWISH NEWS	9/21/2017	CHECK	PMCHK00002066	\$526.00
056683	JOYKOE	JOYCE KOEHN	9/21/2017	CHECK	PMCHK00002066	\$61.99
056684	MASCOM	Performance Health Supply dba	9/21/2017	CHECK	PMCHK00002066	\$24.50
056685	METCOM	METCOM	9/21/2017	CHECK	PMCHK00002066	\$3,445.86
056686	MIDTAP	MIDWEST TAPE	9/21/2017	CHECK	PMCHK00002066	\$8,190.61
056687	OFFDEP	OFFICE DEPOT, INC.	9/21/2017	CHECK	PMCHK00002066	\$191.51
056688	PREPET	PREUSS PETS	9/21/2017	CHECK	PMCHK00002066	\$1,143.54
056689	PRITEC	PRINT TECH INC.	9/21/2017	CHECK	PMCHK00002066	\$545.84
056690	RACYAN	RACHEL YANIKOGLU	9/21/2017	CHECK	PMCHK00002066	\$43.46
056691	RECBOO	RECORDED BOOKS, INC.	9/21/2017	CHECK	PMCHK00002066	\$673.74
056692	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	9/21/2017	CHECK	PMCHK00002066	\$850.00
056693	SCHSEC	SCHILKE SECURITY	9/21/2017	CHECK	PMCHK00002066	\$1,290.00
056694	THOGAL	GALE/CENGAGE LEARNING, INC	9/21/2017	CHECK	PMCHK00002066	\$631.25
056695	TIMKEE	TIMOTHY KEENAN	9/21/2017	CHECK	PMCHK00002066	\$300.00
056696	TSAFON	TSAI FONG BOOKS, INC.	9/21/2017	CHECK	PMCHK00002066	\$2,855.43

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
056697	BAKTAY	BAKER & TAYLOR	9/21/2017	CHECK	PMCHK00002066	\$700.14
056698	CITOF1	CITY OF ANN ARBOR WATER UTILIT	9/21/2017	CHECK	PMCHK00002066	\$4,797.92
056699	DTEENE	DTE ENERGY	9/21/2017	CHECK	PMCHK00002066	\$10,456.69
056700	DTEENE1	DTE ENERGY	9/21/2017	CHECK	PMCHK00002066	\$12,545.01
056701	METLIFE	METLIFE SBC	9/21/2017	CHECK	PMCHK00002066	\$10,093.91
056702	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/21/2017	CHECK	PMCHK00002066	\$1,892.02
056703	TDSMET	TDS	9/21/2017	CHECK	PMCHK00002066	\$8,005.76
056704	VERWIRC	VERIZON WIRELESS	9/21/2017	CHECK	PMCHK00002066	\$841.39
056705	AMEHIS	AMELIA HISSONG	9/21/2017	CHECK	PMCHK00002066	\$240.00
056706	PAYCOO	PAYTON COOK	9/21/2017	CHECK	PMCHK00002066	\$400.00
056707	7CYLSTU	7 CYLINDERS STUDIO	9/28/2017	CHECK	PMCHK00002067	\$100.00
056708	AMACOM	AMAZON.COM CREDIT PLAN	9/28/2017	CHECK	PMCHK00002067	\$1,488.45
056709	ANNCABINETS	ANN ARBOR CABINET & COUNTER	9/28/2017	CHECK	PMCHK00002067	\$980.00
056710	APPIMA	APPLIED IMAGING	9/28/2017	CHECK	PMCHK00002067	\$3,590.95
056711	BAKTAY	BAKER & TAYLOR	9/28/2017	CHECK	PMCHK00002067	\$16,504.20
056712	BETBEC	BETSY BECKERMAN	9/28/2017	CHECK	PMCHK00002067	\$200.00
056713	CARBRO	CARPENTER BROS.	9/28/2017	CHECK	PMCHK00002067	\$7.99
056714	CDW-G	CDW GOVERNMENT, INC.	9/28/2017	CHECK	PMCHK00002067	\$33,051.48
056715	CINCOR	CINTAS CORPORATION	9/28/2017	CHECK	PMCHK00002067	\$505.04
056716	COMALLW	COMPUTER ALLEY WEST	9/28/2017	CHECK	PMCHK00002067	\$53.74
056717	DEMCO	DEMCO	9/28/2017	CHECK	PMCHK00002067	\$1,585.00
056718	ELLIV	ELLEN LIVINGSTON	9/28/2017	CHECK	PMCHK00002067	\$125.00
056719	EMISLO	Emilv Rose Slomovits	9/28/2017	CHECK	PMCHK00002067	\$100.00
056720	FUNSPA	FUN WITH SPARKLES	9/28/2017	CHECK	PMCHK00002067	\$400.00
056721	GLOEOU	GLOBAL EQUIPMENT CO.	9/28/2017	CHECK	PMCHK00002067	\$560.40
056722	HUGGAL	HUGH GALLAGHER	9/28/2017	CHECK	PMCHK00002067	\$100.00
056723	HURELE	HURON VALLEY ELECTRIC	9/28/2017	CHECK	PMCHK00002067	\$6,700.00
056724	KATLET	KATHLEEN LETTS	9/28/2017	CHECK	PMCHK00002067	\$100.00
056725	KAYPEN	KAYLA COUGHLIN	9/28/2017	CHECK	PMCHK00002067	\$20.21
056726	KEEROD	KEEGAN ROGERS	9/28/2017	CHECK	PMCHK00002067	\$250.00
056727	LAURAY	LAURA RAYNOR	9/28/2017	CHECK	PMCHK00002067	\$10.00
056728	MAKERWO	MAKERWORX LLC-DBA MAKER WORKS	9/28/2017	CHECK	PMCHK00002067	\$337.50
056729	MELHUD	MELISSA HUDSON	9/28/2017	CHECK	PMCHK00002067	\$100.00
056730	METEDG	HOLLINGER METAL EDGE, INC.	9/28/2017	CHECK	PMCHK00002067	\$188.75
056731	OXFPRO	2725-2805 ASSOCIATES, LLC	9/28/2017	CHECK	PMCHK00002067	\$10,246.24
056732	PRITEC	PRINT TECH INC.	9/28/2017	CHECK	PMCHK00002067	\$1,259.60
056733	OUANTA	OUANTA, INC.	9/28/2017	CHECK	PMCHK00002067	\$1,619.55
056734	RAEHOE	RAE HOEKSTRA	9/28/2017	CHECK	PMCHK00002067	\$100.00
056735	RICBUS1M	RICOH USA, INC.	9/28/2017	CHECK	PMCHK00002067	\$354.38
056736	RUBSTA	RUBBER STAMPS UNLIMITED	9/28/2017	CHECK	PMCHK00002067	\$27.70
056737	SANSLO	SANDOR SLOMOVITS	9/28/2017	CHECK	PMCHK00002067	\$100.00
056738	SARKEL	SARA MELTON KELLER	9/28/2017	CHECK	PMCHK00002067	\$200.00
056739	SCHSPE	SCHOOL SPECIALTY	9/28/2017	CHECK	PMCHK00002067	\$194.61
056740	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	9/28/2017	CHECK	PMCHK00002067	\$145.50
056741	SHEWIL	SHERWIN- WILLIAMS	9/28/2017	CHECK	PMCHK00002067	\$92.94
056742	STESON	STEVEN SONORAS	9/28/2017	CHECK	PMCHK00002067	\$100.00
056743	THECROWLEY	THE CROWLEY COMPANY	9/28/2017	CHECK	PMCHK00002067	\$8,300.00
056744	THRPUN	Throat Punch Media	9/28/2017	CHECK	PMCHK00002067	\$500.00
056745	ULINE	ULINE, INC.	9/28/2017	CHECK	PMCHK00002067	\$223.89
056746	UNIPAR	UNITED PARCEL SERVICE	9/28/2017	CHECK	PMCHK00002067	\$121.93
056747	VIRHAG	Virainia Loh-Haaan	9/28/2017	CHECK	PMCHK00002067	\$500.00
056748	VOSSLIG	VOSS LIGHTING	9/28/2017	CHECK	PMCHK00002067	\$3,181.25
056749	WESENT	WESTGATE ENTERPRISES, LLC	9/28/2017	CHECK	PMCHK00002067	\$35,170.83
056750	OFFDEP	OFFICE DEPOT, INC.	9/28/2017	CHECK	PMCHK00002067	\$555.89
056751	RUMMED	RUMBLE PACK MEDIA	9/28/2017	CHECK	PMCHK00002067	\$600.00

Total Checks: 232

Total Amount of Checks: \$508,163.97

Ann Arbor District Library Financial Summary for September 2017

Cash

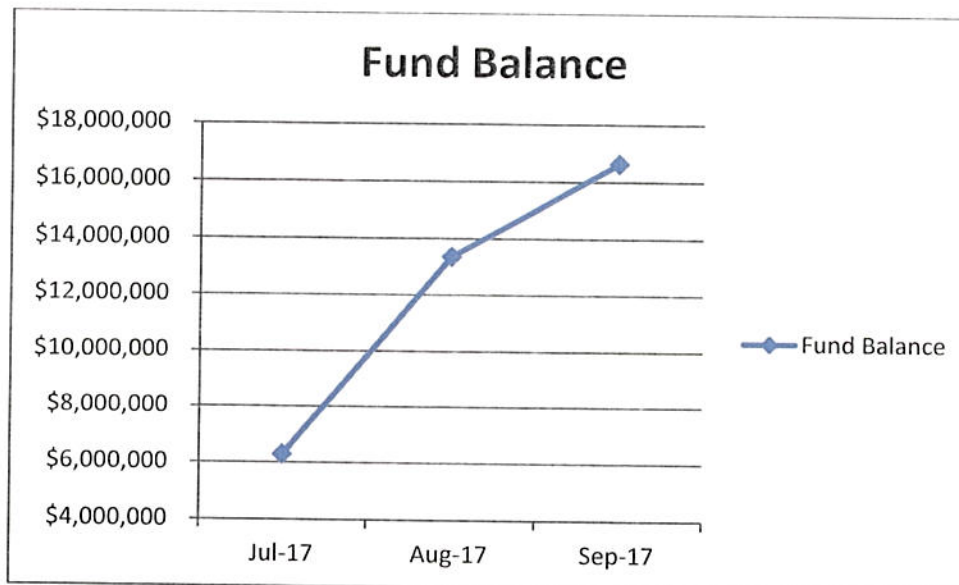
The unrestricted cash balance as of September 30, 2017 of \$16,456,966 up from \$13,938,772 as of the end of August 2017.

Tax Receipts

The Library has received \$13,965,793 or 89.5% of the annual budgeted tax receipts of \$15,598,058 as of September 30, 2017.

Fund Balance Activity

The Library has a positive fund balance of \$16,619,470 as of September 30, 2017 up from \$13,346,652 as of the end of August 2017.



Ann Arbor District Library
Financial Summary for September 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 – Is over due to pay out of vacation balances for retiring employees

Building Rental – Is over due to pre-payment of the next month's rent

Grant & Memorial Expenses – Is over due to the expenses for the summer games

Total Expenditures are under budget year-to-date by \$627,244.

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 September 30, 2017

	September			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 3,671,013	\$ 1,299,838	\$ 2,371,175	\$ 13,965,793	\$ 3,899,515	\$ 10,066,279
State aid	7,500	7,500	-	22,500	22,500	-
State penal fines	18,750	18,750	-	56,250	56,250	-
Interest income	(1,797)	2,083	(3,881)	22,479	6,250	16,229
Copier revenue	3,174	2,083	1,091	9,269	6,250	3,019
Grants and memorials	-	4,167	(4,167)	100,000	12,500	87,500
Library fines, fees and other	20,588	20,833	(245)	70,226	62,500	7,726
Non-resident fees	2,663	1,250	1,413	5,963	3,750	2,213
Rental revenue	2,593	2,593	-	7,778	7,778	-
TOTAL REVENUES:	\$ 3,724,483	\$ 1,359,097	\$ 2,365,386	\$ 14,260,258	\$ 4,077,292	\$ 10,182,966
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 421,387	\$ 563,196	\$ (141,809)	\$ 1,593,248	\$ 1,689,587	\$ (96,339)
Employee benefits	144,753	144,342	411	493,922	433,026	60,896
Employment taxes	31,015	43,085	(12,069)	118,637	129,254	(10,616)
Purchased services:						
Custodial services	18,955	21,833	(2,878)	64,940	65,500	(560)
Accounting/Audit	1,292	1,292	-	3,875	3,875	-
Legal	401	8,333	(7,932)	4,737	25,000	(20,263)
Professional services	9,167	17,318	(8,151)	29,744	51,955	(22,211)
Utilities	44,061	40,750	3,311	110,953	122,250	(11,297)
Property Insurance	8,432	8,517	(85)	25,296	25,550	(254)
Communications	12,274	15,000	(2,726)	40,574	45,000	(4,426)
Materials	81,169	150,183	(69,015)	322,848	450,550	(127,702)
Software Licenses/Maint	8,427	14,583	(6,157)	38,341	43,750	(5,409)
Building Rental	45,417	53,171	(7,754)	180,574	159,513	21,061
Seminars, conferences and travel	141	2,388	(2,247)	2,426	7,163	(4,737)
Copier Expense	7,399	3,750	3,649	7,399	11,250	(3,851)
Library Programming	16,953	50,683	(33,730)	79,711	152,050	(72,339)
Grant and Memorial Expenditures	6,453	4,167	2,286	57,832	12,500	45,332
Operating Supplies	14,497	24,008	(9,511)	55,347	72,025	(16,678)
Repairs & Maintenance	14,159	43,427	(29,268)	80,117	130,281	(50,164)
Postage	320	2,917	(2,596)	666	8,750	(8,084)
Other Operating Expenditures	1,498	13,495	(11,997)	4,736	40,486	(35,750)
Capital Outlay/Maintenance Expense	51,882	56,250	(4,368)	87,121	168,750	(81,629)
Capital Project Fund Expense	400	73,970	(73,570)	39,686	221,910	(182,224)
TOTAL EXPENDITURES:	\$ 940,452	\$ 1,356,658	\$ (416,207)	\$ 3,442,730	\$ 4,069,974	\$ (627,244)
Revenue over (under) expenditures	\$ 2,784,032	\$ 2,439	\$ 2,781,593	\$ 10,817,528	\$ 7,318	\$ 10,810,210
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ 2,784,032	\$ 2,439	\$ 2,781,593	\$ 10,817,528	\$ 7,318	\$ 10,810,210
Fund balance, beginning of year	\$ 4,886,853	\$ 4,886,853	\$ -	\$ 4,886,853	\$ 4,886,853	\$ -
Fund balance, end of year	\$ 7,670,885	\$ 4,889,292	\$ 2,781,593	\$ 15,704,381	\$ 4,894,171	\$ 10,810,210

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

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

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 13,965,793	\$ -	\$ -	\$ 13,965,793
State aid	22,500	-	-	22,500
State penal fines	56,250	-	-	56,250
Interest income	22,479	-	56	22,536
Copier revenue	9,269	-	-	9,269
Grants and memorials	100,000	-	74,106	174,106
Library fines, fees and other	70,226	-	-	70,226
Non-resident fees	5,963	-	-	5,963
Rental revenue	7,778	-	-	7,778
TOTAL REVENUES:	\$ 14,260,258	\$ -	\$ 74,163	\$ 14,334,421
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 1,593,248	\$ -	\$ -	\$ 1,593,248
Employee benefits	493,922	-	-	493,922
Employment taxes	118,637	-	-	118,637
Purchased services:				
Custodial services	64,940	-	-	64,940
Accounting/Audit	3,875	-	-	3,875
Legal	4,737	-	-	4,737
Professional services	29,744	-	-	29,744
Utilities	110,953	-	-	110,953
Property insurance	25,296	-	-	25,296
Communications	40,574	-	-	40,574
Materials	322,848	-	-	322,848
Software Licenses/Maint	38,341	-	-	38,341
Building Rental	180,574	-	-	180,574
Seminars, conferences and travel	2,426	-	-	2,426
Copier Expense	7,399	-	-	7,399
Library Programming	79,711	-	-	79,711
Grant and Memorial Expenditures	57,832	-	-	57,832
Operating Supplies	55,347	-	-	55,347
Repairs and Maintenance	80,117	-	-	80,117
Postage	666	-	-	666
Other Operating Expenditures	4,736	-	-	4,736
Capital Outlay/Maintenance Expense	87,121	-	-	87,121
Capital Fund Expense	-	39,686	-	39,686
TOTAL EXPENDITURES:	\$ 3,403,044	\$ 39,686	\$ -	\$ 3,442,730
Revenue over (under) expenditures	\$ 10,857,213	\$ (39,686)	\$ 74,163	\$ 10,891,691
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 10,857,213	\$ (39,686)	\$ 74,163	\$ 10,891,691
Fund balance, beginning of year	\$ 4,886,853	\$ 752,585	\$ -	\$ 5,639,438
Fund balance, end of year	\$ 15,744,066	\$ 712,900	\$ 74,163	\$ 16,531,129

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

September 30, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 11,082,352	\$ 965,207	\$ 495,317	\$ 12,542,875
Investments	4,571,911	-	-	4,571,911
Due from other governmental units	78,750	-	-	78,750
Prepaid items	287,731	-	-	287,731
Total assets	<u>\$ 16,020,743</u>	<u>\$ 965,207</u>	<u>\$ 495,317</u>	<u>\$ 17,481,266</u>
Liabilities				
Accounts payable	152,993	-	-	152,993
Accrued payroll and benefits	74,071	-	-	74,071
Total liabilities	<u>\$ 227,064</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 227,064</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 9,823,733</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,823,733</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 287,731	\$ -	\$ -	\$ 287,731
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	145,317	145,317
Committed for capital projects	-	965,207	-	965,207
Encumbered	452,147	-	-	452,147
Unassigned	5,230,069	-	-	5,230,069
Total fund balances	<u>\$ 5,969,947</u>	<u>\$ 965,207</u>	<u>\$ 495,317</u>	<u>\$ 7,430,470</u>
Total liabilities and fund balances	<u>\$ 16,020,743</u>	<u>\$ 965,207</u>	<u>\$ 495,317</u>	<u>\$ 17,481,266</u>

Upcoming Events, and Issues of Interest

1. The suspension of MelCAT requests from October 2nd into the spring of 2018 was announced on September 4, 2017. This is a very popular service, and we are providing traditional ILL as an alternative while the statewide service is unavailable to us. The suspension is necessary for the AADL to migrate to a different ILS system with the new website launch. The timetable is imposed on AADL, but it is similar to that which other libraries who have gone through this process have experienced.
2. Matt Finch is a visiting scholar at the AADL and is currently working for the University of Queensland and serving as the Creative/Researcher for British Library Labs to develop community engagement projects. He was the keynote at the AADL Staff In-Service day and has engaged with the local community through AADL, and at the UM at the Shapiro Library and the School of Information while in Ann Arbor. He came to AADL to help us create and produce the very unusual library event, "Wondrous Strange" planned for October 15th.

AADL Projects and Initiatives Underway

1. The website overhaul and redo is ongoing and we expect to launch a new aadl.org in the winter of 2018. The involuntary, several months long hiatus of MelCAT has begun. The suspension of MelCAT was announced September 4, via our e-newsletter and in a posting in the Director's Blog that is still open at AADL.org.
2. Staff Day 2017 saw a record attendance of 135 persons. In addition to a keynote and two breakout sessions led by Matt Finch, Detective Spickard from the AAPD led the staff in "active shooter" training and refreshed our understanding of gun laws in Michigan. Licensed concealed carry, and open carry of holstered pistols and long guns are legal in public libraries in Michigan.
3. We have two UM student teams working with AADL staff this term. A team of graduate students from U-M School of Information's 501 class, Contextual Inquiry and Consulting Foundations, is studying how the contact us system handles inbound patron requests and outbound responses. Also, a team of undergrads from the School of Business's APEX consulting club is studying request fulfillment data. Both teams will present recommendations to library staff in December.

Director's Report
October 2017

Projects and Initiatives Under Consideration

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

3.3: O'Neal Construction has been contracted and began a Physical Assessment of the Downtown Library building in August. A report is expected for the October Board meeting.

4.1 The Library has scheduled a survey with EPIC-MRA that will be conducted via phone, cell and landline, in February 2018. John Cavanaugh will make a presentation to the Board at the October meeting about the 2016 survey results.

The AADL is pleased to announce the appointment of Rich Retyi to the Communications and Marketing Manager position. He began with AADL on October 2nd. Please join me in welcoming Rich to AADL.

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

Email to AADL:

Hi Josie. For the first time we visited the Westgate branch of the AADL. What a delight! The children's space is really great. Marlene said the place wants you to come there. You have done great things for this city and I hope you and the board know that. Thank you for all your hard work to enhance the pleasure of reading for this community. Victor and Marlene

***Library Response:** Thank you both so much. You made my day with your lovely note about Westgate. I am so glad that you are pleased, and that you are using the Library at Westgate. I do hope that all is well with you both. All best, Josie*

Email to AADL: I really enjoy the new call numbers at the Westgate branch. They make browsing so much more rewarding because it's easier to find books I really want to read when they are shelved in smaller categories. It must have been time consuming to change all the call numbers and I want those who

Director's Report
October 2017

spent all the time and effort to know how much I appreciate it! I don't normally go to Westgate but I find myself going there every other week or so to browse. It's great! And it goes so well with the coffee shop--find a book (easily!) and get a coffee to drink while you read! Thanks so much!!!
name: Mary C.

Library Response: *Thank you so much for letting us know how well the new organizational structure works for you at Westgate. I have made sure that the staff that did all of that work has seen your message. It was kind of you to make a point of letting them know how you feel and how much you are enjoying the Library. Josie*

Email to AADL: We're really missing the shared magazine rack! I always brought mine in, and rejoiced in the fact that folks who cannot afford the exorbitant price of new magazines would get a read in, and also that folks may be exposed to new ideas through the sharing of journals. What gives? Colleen R.

Library Response: *Thank you for your comment. I appreciate that you found value in the exchange rack, but it was not working. Far more discarded material was left there than was taken, and the Library routinely recycled the excess. The space is now being used for brochures, booklets, and newspapers that are also free, and focus on community events and organizations.*

As for your concern about people having access to magazines, the AADL does subscribe to over 500 magazine/journal titles and they are very well used. If people don't want a library card, they can, and do, sit and read at the Library.

Email to Library: I noticed on my most recent visit to the downtown library that the magazine exchange had bitten the dust. When did this happen, and why?

Library Response: *Thank you for taking the time to inquire about the magazine exchange rack. The idea of the exchange was a good one, but it was no longer working. Far more discarded material was left there than was taken, and the Library routinely recycled the excess. The space is now being used for brochures; newspapers and booklets that are also free, and focus on community events and organizations. We had recently remodeled the lobby of the Downtown restrooms to achieve ADA compliance, and lost a lot of space formerly used for*

Director's Report
October 2017

displays and the copier machine. The exchange rack was not going to be kept when new bulletin boards, and display furniture arrives. The sewage backup in that area damaged the rack and what items were there, so it was discarded.

Email to Library: As a regular patron of the swap rack at the downtown library, I resent its arbitrary elimination. Some library patrons appreciate the democratic aspect of periodical swaps. They provide us an opportunity to exchange literature that has not passed through the library administration's filter. The swap table is the essence of recycling: ideas and materials. People who cannot afford subscriptions can take periodicals home and clip what they like to keep. Magazines not on the library subscription list have been available there. Democracy has not served us very well in recent decades, but arbitrary authority is not necessarily the alternative of choice.

Library Response: *I am very sorry that the elimination of the magazine exchange rack is a disappointment to you. The idea of the exchange, as you describe it, is a good and noble one, but it was not working. The exchange rack was in a highly trafficked and very visible location in the lobby, but the Library had to routinely clear the floor of discarded magazines and recycle them. In comparison, the free book cart, located only feet away, is in continuous use and stocked daily.*

I regret that you feel that the decision is undemocratic and arbitrary. The space will be used to highlight community news and information, as well as, that of the Library.

Thank you for taking the time to let us know how you feel.

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 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 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~~ **five (5) or ten (10) years** from date of purchase
- b) Investment in commercial paper is restricted to those having a maturity of 180 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.

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 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. Investments 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~~ **five (5) or 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~~ **five (5) or 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.

**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:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

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:

ABSENT:

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

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:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2017 OFFICERS

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

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director

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

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