



# Regular Meeting Agenda

Monday, September 19, 2016

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## September 2016

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

## October 2016

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

## November 2016

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, September 19, 2016 at 7:00 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI

## REGULAR MEETING AGENDA

- 16-193 I. CALL TO ORDER
- 16-194 II. ATTENDANCE
- 16-195 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 16-196 IV. CONSENT AGENDA
- CA-1 Approval of Minutes of August 15, 2016 (pp. 3-11)
- CA-2 Approval of Disbursements (pp. 12-16)
- 16-197 V. CITIZENS' COMMENTS
- 16-198 VI. FINANCIAL REPORT (pp. 17-20)
- 16-199 VII. DIRECTOR'S REPORT (pp. 21-25)
- 16-200 VIII. NEW BUSINESS
- 16-201 A. DISCUSSION OF TRAVERWOOD BRANCH MSE WALL  
 (Item of discussion)  
 Nicole Wallace, O'Neal Construction, Inc.; Len Lemoire
- 16-202 B. VOTE FOR CLOSED SESSION AT THE OCTOBER 17, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- 16-203 IX. CITIZENS' COMMENTS
- 16-204 X. 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, AUGUST 15, 2016

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, AUGUST 15, 2016**

- 16-179 I. CALL TO ORDER
- President Barney Newman called the meeting to order at 6:02 p.m.
- 16-180 II. ATTENDANCE
- Board Present: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, Jamie Vander Broek  
 Board Absent: Ed Surovell  
 Staff: Bruce Hadler, Eli Neiburger, Josie Parker, Karen Wilson  
 (recorder)
- 16-181 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 16-182 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Barney Newman reconvened to the regular meeting at 6:58 p.m.
- Trustee Leija left the meeting at 6:59 p.m.
- 16-183 V. APPROVAL OF AGENDA  
 (Item of action)
- Treasurer Rosenthal, supported by Trustee Vander Broek, moved to approve the agenda.
- AYES: Kaplan, Leary, Barney Newman, Rosenthal, Vander Broek  
 NAYS: None
- Motion passed 5-0.
- 16-184 VI. CONSENT AGENDA

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CA-1 Approval of Minutes of July 18, 2016

CA-2 Approval of Disbursements

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

Trustee Leija returned to the meeting at 7:02 p.m.

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

NAYS: None

Motion passed 6-0.

16-185 VII. CITIZENS' COMMENTS

Tammy Kutter

Hello. Well I just came because I wanted to make you smile, because it's all my friends fault, she is not here tonight she has left for two days and she's having withdrawals because she can't do summer game. So I wanted to thank you on behalf of both of us for the summer game. All the summer game creators and the board for introducing me to graphic novels at a2caf, which I never would have attended but because you changed the name, it used to be kids comic festival, now I come, smart move. Introducing me to trivia night at the movies at summer festival. Classes in jewelry making, who knew there was a National Ice Cream Sandwich Day, massage, amigurumi and teaching me how to say amigurumi, homemade mint sugar scrub, cork trivets, 8-bit videogame cross-stitch, drawing with David Zinn, origami tessellations, letterpress and those are just some of the ones I have attended. I'm obsessed, can't you tell? Fun evenings with mystery writers, animals from the Creature Conservancy, the Proving Innocence Project, the Lego Contest and Ashley Park on Broadway. Keeping me healthy through what I have now deemed stealthy exercise, that would be all the park badges. Yes, I've done like 14 miles now. And special thanks for the fabulous Hine Mizushima needle felted art. That was such a coup, I don't know how you got her art in town. Thank you.

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Lauren Bootzin

So I am here also for the summer game. I have participated in summer reading programs across three different library districts and this is by far the most engaging for all ages. The ones that I have done before have been mainly geared towards just kids and teens. So it was really fun for me to have something for adults. Having grown up in a library system and volunteering in a library system it's really nice to have a way to kind of continue. The other comment I was going to make was about the book sale which I think it is fantastic to have the Friends of the Library store and as well as the annual book sale. I was a teacher for two years and have a lot of friends that are teachers so I always like to troll through that sale and try to get as much as I can to get into classrooms for my friends and the students because I had librarian friends who did that for me when I was teaching. But I was a little bit disappointed that on Saturday there were a lot of books still hidden away and I know they wanted there to be the bag stuffers for Sunday, but I work on Sunday's and so I wasn't able to come back and see what all the extra was. But I think it was great, so thank you.

Cherie Burkheiser

My family is supposed to be here with me right now but they are stuck in whatever is the matter with the traffic out there. I was driving and I literally jumped out in the middle of the street with a cop behind me. So I really wanted my son to come because I wanted him to come up here and find the code. He loves finding the codes. I'm really here for that truth be told. But there were two things, and I have addressed you guys before and I think one of them I have brought up before I don't remember if I did or not. I want to mention that one is through my explorations of other libraries in the area it's come to my attention that there is a reciprocal program between libraries that Ann Arbor does not participate in and I guess my understanding is Ann Arbor doesn't feel like it's necessary to participate in. That between MeCat it is not necessary. But I disagree. I think the other libraries out there are just as fabulous as a resource as Ann Arbor is. I actually have started utilizing one on a regular basis because I work out of the city that the library is located in similar to Ann Arbor and if you live outside of the city but work in the city you can get a card. One

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of the reasons why I do that is because it can be notoriously difficult to get an item. So to give you an example, I was just looking at my account and this book right here that I am going to return today, I am number twelve out of twenty-two. I've been on the waitlist for this book from Ann Arbor for months and I'm at number twelve. This is a book about childhood and parenting and for me to wait for Ann Arbor to get the book to me my son will be graduating from college. So I tried to get it from the other library and they did have it unfortunately it was lost and they offered to get me an older edition and I say that's O.K. I'll get it through the MeLCat. This is actually a MeLCat and the reason, MeLCat is O.K., but what I find with MeLCat is even if it is coming from one of the library's that is local to us, a stone throw from some of our residences, it can take two weeks or more to get the book. So I think a reciprocal program would be nice where you could say, oh you know what this library that's in a different district but up the road from me has it and I can go up there and get it now. And I can go get this movie now, not wait months on end. And the similar point on that is, this library that I am using has digital downloads. I know we have those, but ours are more generic downloads that I am seeing and their digital downloads are actually from Amazon. But if you were to buy the book, so I literally, I have another one that I am on the waitlist for Ann Arbor, but I've gotten digital download from the other library as if I had purchased it from Amazon to download to my Kindle and you're only allowed to check out for two weeks and it automatically pulls the book back and when you, if you check it out again through digital it keeps all your notes, it keeps where you are. So these are two things that I really think you guys should consider implementing to make Ann Arbor even better. The reciprocal benefits and the Amazon digital downloads I think would just make a great library even better. Thank you, the summer game is a lot of fun and I am hoping my son can come. I don't know if he will actually say anything but thank you.

Moira Tannenbaum

Hello, I'm here to talk about pesticide and herbicide spraying at Malletts Creek Branch. That's my local branch and the days that the spraying is done I can't go to the library, I can't even go maybe within a quarter mile of the library. I feel that we as a community have decided that a certain amount of dandelions and



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so on are O.K. Witness that the public schools don't spray. So I am very curious that we allow the pesticide/herbicide use and I don't know which one it is that's why I am lumping it into one at Malletts Creek especially when we've designated it as a green library. There is a shared entrance to Malletts Creek with the pediatric and dental office building. And also with the residential complex further down the property and in the common area they may be initiating the spraying but as for walking Malletts Creek and seeing those green and white distinctive signs, we sprayed, I just don't get it. That's my comment and I looked everywhere to see if there was something online. I did call the library director possibly in about 2012 but I don't ever recall ever receiving an answer about that. I did speak with the maintenance person at Malletts Creek and he directed me to the head of maintenance for the library. But I thought probably that the head of maintenance doesn't set policy and that's why I am coming to talk to you all today. Any questions? Thank you very much and love the summer reading program too.

Tom Brown

Yeah, we brought our stuff because we really like the summer game. I was out doing some requests on Sunday and I needed my umbrella. We want to talk a long time, but we're not sure how long we're going to talk so we brought our time cube. Our polychromatic time cube and it changes colors. I was out Wednesday night early Thursday morning looking for meteors, the shooting stars and I used my blanket here and it's like the best picnic blanket ever for just laying on the ground watching shooting stars. One side is so soft and the other side is waterproof. I wanted to thank the Friends of the Library, Josie and all her staff, they've been really nice to us and we've seen parts of Ann Arbor that we would have never seen and we've read stuff and listened to stuff we never would have listened to.

Lat Brown

I go out and play a lot of Pokémon Go so I need my AADL bag of yielding so that cars don't hit me. I play a lot of Pokémon Go and am out late at night when it is very chilly and I need my Axis hat. I'll sometimes go out in the dark which is very dangerous but fortunately I have my AADL bag of yielding, it's bright yellow so

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cars or people don't hit me. I also get very thirsty so I have my water bottle. We're also very excited about Sweetwaters coming to the West Branch or next to the West Branch or very close. We also got our pomegranate tea. We're really enjoying the summer game. Thank you.

16-186 VIII. FINANCIAL REPORT

CFO Hadler reported July showed unrestricted cash balance of \$6,233,508. Tax receipts totaling \$1,575,658, reflecting 10.6% of the budgeted amount, have been received through the end of July. The fund balance stands at \$4,766,266. Three line items are currently over budget on a year to date basis.

16-187 IX. DIRECTOR'S REPORT

In addition to the written report in the Board packet, Director Parker noted that monthly statistics have now been incorporated into her verbal report.

Today at a Kiwanis Club meeting, Director Parker presented them with an Old News photo history on the Kiwanis created by staff celebrating the organizations 95<sup>th</sup> anniversary.

Concrete work is being done this week at Traverwood to address issues there.

Notification regarding Brownfield redevelopments within our district has been received. These redevelopments have some impact on our funding as taxes are diverted to them. We do not have the ability to opt out.

AADL welcomed Dijana Sabolović-Krajina, the Director of the Public Library Fran Galovic in Koprivnica, the first Croatian Library established in 1650. She was in the United States to receive a medal from the American Library Association and had asked to visit AADL.

On September 28<sup>th</sup> AADL is co-sponsoring a refugee event with the Interfaith Round Table of Washtenaw County and the Interfaith Council for Peace and Justice.

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The Ann Arbor/Ypsilanti Reads program is now Washtenaw Reads as libraries county-wide have joined the program.

The 11<sup>th</sup> annual Lego Contest saw 165 entries with 77 prizes awarded in seven age categories.

Tom Hayden has asked to return to AADL for a talk on September 26<sup>th</sup>.

The Westgate walk-through video was emailed to over 23,000 and received over 11,000 views. The Summer Game promotion with AAATA has had the following participation: 776 players have found exterior bus codes; 145 players have found the codes near branch library bus stop locations; 301 players have found interior bus codes and 448 players have found codes within The Ride's website.

Email distribution of the summer newsletter shows over 71,000 sent, 58,000 delivered and 17,590 opened.

16-188 X.

NEW BUSINESS

16-189

- A. RESOLUTION TO AUTHORIZE THE DIRECTOR TO NEGOTIATE AND EXECUTE LEASE WITH OXFORD COMPANIES  
 (Item of action)

Trustee Vander Broek, supported by Trustee Leija, moved the Board resolves to authorize the Director to negotiate and execute the lease with Oxford Companies for a term of five years for the space at 2805 South Industrial Highway, Ann Arbor, Michigan, 48108; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

16-190

- B. VOTE FOR CLOSED SESSION AT THE SEPTEMBER 19, 2016 REGULAR BOARD MEETING FOR DISCUSSION OF

ANN ARBOR DISTRICT LIBRARY BOARD  
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REAL ESTATE AND OPINION OF LEGAL COUNSEL

(Item of action)

Roll call vote

Trustee Leija, supported by Trustee Kaplan, moved to hold a closed session at the September 19, 2016 regular meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

16-191 XI. CITIZENS' COMMENTS

There were no additional citizens' comments.

16-192 XII. ADJOURNMENT

Treasurer Rosenthal, supported by Secretary Leary, moved to adjourn the meeting.

President Barney Newman adjourned the meeting at 7:34 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 August 15, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-189**

**RESOLUTION TO AUTHORIZE THE DIRECTOR TO NEGOTIATE AND  
EXECUTE LEASE WITH OXFORD COMPANIES**

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 15<sup>th</sup> day of August 2016 at 6:00 p.m.

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

ABSENT: Ed Surovell

The following resolution was offered by Trustee Vander Broek and supported by Trustee Leija:

THE BOARD RESOLVES:

- 1.) To authorize the Director to negotiate and execute the lease with Oxford Companies for a term of five years for the space at 2805 South Industrial Highway, Ann Arbor Michigan, 48108.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Nancy Kaplan, Margaret Leary, Jim Leija, Jan Barney Newman, Prue Rosenthal, 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 August 15, 2016 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Margaret Leary, Secretary

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	8/1/2016
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053554	4IMPRINT	4IMPRINT, INC	8/31/2016	CHECK	PMCHK00001957	\$3,873.89
053493	AGRSER	A GROWING SERVICE LLC	8/24/2016	CHECK	PMCHK00001952	\$340.00
053427	ARENTA	A-1 RENTAL, INC.	8/11/2016	CHECK	PMCHK00001949	\$440.00
053416	AFSMITH	A.F. SMITH ELECTRIC, INC.	8/3/2016	CHECK	PMCHK00001947	\$185.00
053395	A.M. SERV	A.M. SERVICES, INC	8/3/2016	CHECK	PMCHK00001947	\$1,547.55
053555	A.M. SERV	A.M. SERVICES, INC	8/31/2016	CHECK	PMCHK00001957	\$517.25
053367	ACCTEM	ACCOUNTEMPS	8/3/2016	CHECK	PMCHK00001947	\$377.48
053425	ACCTEM	ACCOUNTEMPS	8/11/2016	CHECK	PMCHK00001949	\$622.52
053460	ACCTEM	ACCOUNTEMPS	8/17/2016	CHECK	PMCHK00001950	\$428.61
053535	ACCTEM	ACCOUNTEMPS	8/24/2016	CHECK	PMCHK00001953	\$622.78
053556	ACCTEM	ACCOUNTEMPS	8/31/2016	CHECK	PMCHK00001957	\$609.53
053393	ADAMIL	ADAM MILLIGAN	8/3/2016	CHECK	PMCHK00001947	\$2,220.00
053394	ADASTR	ADAMS STREET PUBLISHING CO.	8/3/2016	CHECK	PMCHK00001947	\$480.00
053461	AFTDEL	AFTERNOON DELIGHT	8/17/2016	CHECK	PMCHK00001950	\$164.00
053492	AFUOSE	AFUA OSEI-BONSU	8/24/2016	CHECK	PMCHK00001952	\$40.00
053558	ALBIONC	ALBION COLLEGE LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$35.00
053557	ALBDIS	ALBION DISTRICT LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$13.00
053426	ALLPRI	ALLEGRA PRINTING	8/11/2016	CHECK	PMCHK00001949	\$315.98
053462	ALLENT	ALLIANCE ENTERTAINMENT	8/17/2016	CHECK	PMCHK00001950	\$3,682.10
053494	ALLENT	ALLIANCE ENTERTAINMENT	8/24/2016	CHECK	PMCHK00001952	\$263.02
053496	AMASCH	AMANDA SCHOTT	8/24/2016	CHECK	PMCHK00001952	\$9.72
053368	AMACORP	AMAZON	8/3/2016	CHECK	PMCHK00001947	\$1,848.41
053560	AMACORP	AMAZON	8/31/2016	CHECK	PMCHK00001957	\$12,827.94
053495	AMACOM	AMAZON.COM CREDIT PLAN	8/24/2016	CHECK	PMCHK00001952	\$136.02
053559	AMACOM	AMAZON.COM CREDIT PLAN	8/31/2016	CHECK	PMCHK00001957	\$6,736.19
053561	ANNARB	ANN ARBOR OBSERVER	8/31/2016	CHECK	PMCHK00001957	\$4,080.50
053366	AASYMP	ANN ARBOR SYMPHONY ORCHESTRA	8/3/2016	CHECK	PMCHK00001947	\$100.00
053489	APPLE	APPLE, INC.	8/17/2016	CHECK	PMCHK00001950	\$8,580.00
053497	APPLE	APPLE, INC.	8/24/2016	CHECK	PMCHK00001952	\$1,792.00
053536	APPLE	APPLE, INC.	8/24/2016	CHECK	PMCHK00001953	\$14,546.00
053563	APPLE	APPLE, INC.	8/31/2016	CHECK	PMCHK00001957	\$1,432.00
053562	APPIMA	APPLIED IMAGING	8/31/2016	CHECK	PMCHK00001957	\$20.00
053369	ATTMOB	AT&T MOBILITY	8/3/2016	CHECK	PMCHK00001947	\$479.39
053463	ATTMOB	AT&T MOBILITY	8/17/2016	CHECK	PMCHK00001950	\$484.39
053370	B&H	B&H PHOTO-VIDEO	8/3/2016	CHECK	PMCHK00001947	\$6,597.79
053428	B&H	B&H PHOTO-VIDEO	8/11/2016	CHECK	PMCHK00001949	\$5,939.72
053464	B&H	B&H PHOTO-VIDEO	8/17/2016	CHECK	PMCHK00001950	\$7,873.63
053498	B&H	B&H PHOTO-VIDEO	8/24/2016	CHECK	PMCHK00001952	\$3,937.00
053499	BAKTAY	BAKER & TAYLOR	8/24/2016	CHECK	PMCHK00001952	\$288.10
053500	BANMED	BANG MEDIA	8/24/2016	CHECK	PMCHK00001952	\$350.00
053371	BATPLU	BATTERIES PLUS	8/3/2016	CHECK	PMCHK00001947	\$57.20
053420	BATPLU	BATTERIES PLUS	8/3/2016	CHECK	PMCHK00001948	\$65.94
053564	BATPLU	BATTERIES PLUS	8/31/2016	CHECK	PMCHK00001957	\$28.60
053465	BEABES	BEAN'S BEST LLC	8/17/2016	CHECK	PMCHK00001950	\$510.00
053466	BENMIC	BENZ MICROSCOPE OPTICS CENTER	8/17/2016	CHECK	PMCHK00001950	\$1,299.00
053372	BETMAN	BETH MANUEL	8/3/2016	CHECK	PMCHK00001947	\$38.93
053429	BETBEC	BETSY BECKERMAN	8/11/2016	CHECK	PMCHK00001949	\$800.00
053501	BLAAUD	BLACKSTONE AUDIO BOOKS	8/24/2016	CHECK	PMCHK00001952	\$603.65
053566	BLAMEM	BLAIR MEMORIAL LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$24.99
053400	DICBLI	BLICK ART MATERIALS	8/3/2016	CHECK	PMCHK00001947	\$113.95
053435	DICBLI	BLICK ART MATERIALS	8/11/2016	CHECK	PMCHK00001949	\$404.47
053575	DICBLI	BLICK ART MATERIALS	8/31/2016	CHECK	PMCHK00001957	\$657.14
053502	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	8/24/2016	CHECK	PMCHK00001952	\$61,857.93
053503	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	8/24/2016	CHECK	PMCHK00001952	\$2,564.76
053537	BP	BP	8/24/2016	CHECK	PMCHK00001953	\$488.01
053567	BRAINFUSE	BRAINFUSE, INC.	8/31/2016	CHECK	PMCHK00001957	\$11,000.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053538	BREWER	BREWER'S	8/24/2016	CHECK	PMCHK00001953	\$323.26
053396	BRICON	BRIDGEPORT CONSULTING	8/3/2016	CHECK	PMCHK00001947	\$1,060.00
053504	BRIAUD	BRILLIANCE PUBLISHING, INC.	8/24/2016	CHECK	PMCHK00001952	\$248.92
053467	BRODSU	BRODART SUPPLY DIVISION	8/17/2016	CHECK	PMCHK00001950	\$2,065.35
053430	BUSVAL	BUSCH'S, INC.	8/11/2016	CHECK	PMCHK00001949	\$163.25
053415	BUSCAR	BUSINESS CARD	8/3/2016	CHECK	PMCHK00001947	\$7,703.62
053539	CARBRO	CARPENTER BROS.	8/24/2016	CHECK	PMCHK00001953	\$14.06
053431	CDW-G	CDW GOVERNMENT, INC.	8/11/2016	CHECK	PMCHK00001949	\$21,918.87
053468	CDW-G	CDW GOVERNMENT, INC.	8/17/2016	CHECK	PMCHK00001950	\$1,770.59
053506	CDW-G	CDW GOVERNMENT, INC.	8/24/2016	CHECK	PMCHK00001952	\$6,292.05
053540	CDW-G	CDW GOVERNMENT, INC.	8/24/2016	CHECK	PMCHK00001953	\$869.56
053569	CENMIC	CENTRAL MICHIGAN UNIVERSITY	8/31/2016	CHECK	PMCHK00001957	\$60.00
053357	ATOSOC	CHAD UNDERKOFFLER	8/1/2016	CHECK	PMCHK00001944	\$384.75
053553	CHADES	CHALOU DESIGNS	8/29/2016	CHECK	PMCHK00001956	\$6,073.50
053570	CHRIVLIB	CHIPPEWA RIVER DISTRICT LIBRAR	8/31/2016	CHECK	PMCHK00001957	\$17.95
053432	CINCOR	CINTAS CORPORATION	8/11/2016	CHECK	PMCHK00001949	\$849.54
053541	CINCOR	CINTAS CORPORATION	8/24/2016	CHECK	PMCHK00001953	\$867.99
053571	CINCOR	CINTAS CORPORATION	8/31/2016	CHECK	PMCHK00001957	\$2,544.75
053516	INFOGROUP	CITY DIRECTORIES-A SUBSIDIARY	8/24/2016	CHECK	PMCHK00001952	\$605.00
053433	CITOF1	CITY OF ANN ARBOR TREASURER	8/11/2016	CHECK	PMCHK00001949	\$2,620.76
053359	COMCAST	COMCAST	8/1/2016	CHECK	PMCHK00001944	\$1,410.60
053374	COMCAS	COMCAST	8/3/2016	CHECK	PMCHK00001947	\$172.91
053434	COMCAS	COMCAST	8/11/2016	CHECK	PMCHK00001949	\$49.10
053573	COMTOW	COMMERCE TOWNSHIP COMMUNITY LI	8/31/2016	CHECK	PMCHK00001957	\$21.00
053373	COMALLW	COMPUTER ALLEY WEST	8/3/2016	CHECK	PMCHK00001947	\$3,347.66
053469	COMALLW	COMPUTER ALLEY WEST	8/17/2016	CHECK	PMCHK00001950	\$300.98
053572	COMALLW	COMPUTER ALLEY WEST	8/31/2016	CHECK	PMCHK00001957	\$527.48
053574	CRADOO	CRAWFORD DOOR SALES	8/31/2016	CHECK	PMCHK00001957	\$150.00
053542	CUMULUS	CUMULUS BROADCASTING, INC.	8/24/2016	CHECK	PMCHK00001953	\$2,000.00
053470	CURBCO	CURBCO INC	8/17/2016	CHECK	PMCHK00001950	\$4,745.20
053617	VAUMID	CURTIS SULLIVAN	8/31/2016	CHECK	PMCHK00001957	\$173.83
053507	DEMCO	DEMCO	8/24/2016	CHECK	PMCHK00001952	\$466.36
053401	DTEENE	DTE ENERGY	8/3/2016	CHECK	PMCHK00001947	\$13,493.83
053508	DTEENE	DTE ENERGY	8/24/2016	CHECK	PMCHK00001952	\$18,774.19
053576	DTEENE	DTE ENERGY	8/31/2016	CHECK	PMCHK00001957	\$920.30
053471	DYKGO	DYKEMA GOSSETT	8/17/2016	CHECK	PMCHK00001950	\$1,852.46
053577	EASMIC	EASTERN MICHIGAN UNIVERSITY	8/31/2016	CHECK	PMCHK00001957	\$45.00
053360	EDWOO	EDWARD WOODS	8/1/2016	CHECK	PMCHK00001945	\$480.00
053362	EDWOO	EDWARD WOODS	8/1/2016	CHECK	PMCHK00001946	\$440.00
053509	EDWOO	EDWARD WOODS	8/24/2016	CHECK	PMCHK00001952	\$50.00
053510	ELIPEA	ELIZABETH PEARCE	8/24/2016	CHECK	PMCHK00001952	\$165.73
053511	ELLIV	ELLEN LIVINGSTON	8/24/2016	CHECK	PMCHK00001952	\$50.00
053402	FASTSI	FASTSIGNS	8/3/2016	CHECK	PMCHK00001947	\$1,892.50
053578	FOUCRE	FOUNDATIONS OF CREATIVE VISION	8/31/2016	CHECK	PMCHK00001957	\$1,540.00
053579	FRAPAH	FRANK PAHL	8/31/2016	CHECK	PMCHK00001957	\$400.00
053403	FRIOF	FRIENDS OF THE ANN ARBOR	8/3/2016	CHECK	PMCHK00001947	\$2,185.70
053513	FRIOF	FRIENDS OF THE ANN ARBOR	8/24/2016	CHECK	PMCHK00001952	\$2,147.00
053472	FRISWA	FRITZ SWANSON	8/17/2016	CHECK	PMCHK00001950	\$100.00
053514	GAMESTART	GAMESTART	8/24/2016	CHECK	PMCHK00001952	\$1,000.00
053580	GENDIS	GENESEE DISTRICT LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$15.00
053399	WWGRAI	GRAINGER	8/3/2016	CHECK	PMCHK00001947	\$931.19
053459	WWGRAI	GRAINGER	8/11/2016	CHECK	PMCHK00001949	\$130.48
053581	GRCC	GRAND RAPIDS COMMUNITY COLLEGE	8/31/2016	CHECK	PMCHK00001957	\$49.95
053512	FIRMAR	GREEN ROAD ASSOCIATES, LLC	8/24/2016	CHECK	PMCHK00001952	\$3,646.00
053515	HARBOR	HARBOR HOUSE PUBLISHERS	8/24/2016	CHECK	PMCHK00001952	\$345.00
053404	HIDMIZ	HIDEKO MIZUSHIMA	8/3/2016	CHECK	PMCHK00001947	\$70.00
053582	HOPCOL	HOPE COLLEGE-VAN WYLEN LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$130.00
053473	HUGGAL	HUGH GALLAGHER	8/17/2016	CHECK	PMCHK00001950	\$100.00
053474	HUTPLU	HUTZEL PLUMBING AND HEATING	8/17/2016	CHECK	PMCHK00001950	\$762.32
053405	INNINT	INNOVATIVE INTERFACES, INC.	8/3/2016	CHECK	PMCHK00001947	\$71,844.00
053406	INSDS	INSITE DESIGN STUDIO	8/3/2016	CHECK	PMCHK00001947	\$475.00
053583	JAMWHI	JAMES WHITE LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$360.00
053436	JANWAY	JANWAY COMPANY USA, INC	8/11/2016	CHECK	PMCHK00001949	\$1,125.10

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053437	JENMCK	JENN MCKEE	8/11/2016	CHECK	PMCHK00001949	\$200.00
053584	JENMCK	JENN MCKEE	8/31/2016	CHECK	PMCHK00001957	\$100.00
053407	JERDIC	JERMAINE DICKERSON	8/3/2016	CHECK	PMCHK00001947	\$500.00
053517	JERDIC	JERMAINE DICKERSON	8/24/2016	CHECK	PMCHK00001952	\$500.00
053408	JESSRIC	JESS RICHARD	8/3/2016	CHECK	PMCHK00001947	\$200.00
053490	JOEREI	JOE REILLY	8/19/2016	CHECK	PMCHK00001951	\$500.00
053409	JOURET	JOUR RETIREMENT PLAN SVCS, LLC	8/3/2016	CHECK	PMCHK00001947	\$231.25
053410	JULROT	JULIANA ROTH	8/3/2016	CHECK	PMCHK00001947	\$50.00
053585	KATCUR	KATHERINE'S CATERING	8/31/2016	CHECK	PMCHK00001957	\$1,392.50
053411	KATKAU	KATHRYN KAUL	8/3/2016	CHECK	PMCHK00001947	\$13.00
053412	KAYPEN	KAYLA COUGHLIN	8/3/2016	CHECK	PMCHK00001947	\$22.49
053586	KEVEDU	KEVA PLANKS EDUCATION	8/31/2016	CHECK	PMCHK00001957	\$1,375.00
053587	LAUPRE	LAUREL PREMO	8/31/2016	CHECK	PMCHK00001957	\$350.00
053413	LEACEN	LEARNING CENTER	8/3/2016	CHECK	PMCHK00001947	\$1,119.00
053438	LEACEN	LEARNING CENTER	8/11/2016	CHECK	PMCHK00001949	\$1,448.00
053588	LESCEN	LESLIE SCIENCE CENTER	8/31/2016	CHECK	PMCHK00001957	\$250.00
053375	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	8/3/2016	CHECK	PMCHK00001947	\$8,496.00
053421	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	8/3/2016	CHECK	PMCHK00001948	\$116,848.00
053417	LOVCON	LOVELL CONTRACTORS, INC	8/3/2016	CHECK	PMCHK00001947	\$140,065.36
053376	MANPOW	MANPOWER	8/3/2016	CHECK	PMCHK00001947	\$2,116.50
053439	MANPOW	MANPOWER	8/11/2016	CHECK	PMCHK00001949	\$1,196.03
053476	MANPOW	MANPOWER	8/17/2016	CHECK	PMCHK00001950	\$1,173.21
053519	MANPOW	MANPOWER	8/24/2016	CHECK	PMCHK00001952	\$757.79
053589	MANPOW	MANPOWER	8/31/2016	CHECK	PMCHK00001957	\$1,036.26
053543	MARMCC	MARC McCAY	8/24/2016	CHECK	PMCHK00001953	\$50.00
053440	MARBAN	MARTIN BANDYKE	8/11/2016	CHECK	PMCHK00001949	\$400.00
053441	MATRIX	MATRIX TRUST CO AttnTPA000320	8/11/2016	CHECK	PMCHK00001949	\$18,846.71
053477	MATRIX	MATRIX TRUST CO AttnTPA000320	8/17/2016	CHECK	PMCHK00001950	\$19,036.01
053518	LEXMAT	MATTHEW BENDER & CO., INC.	8/24/2016	CHECK	PMCHK00001952	\$547.41
053377	MCM I	MCM I	8/3/2016	CHECK	PMCHK00001947	\$4,333.20
053590	MCNMCK	MCNAUGHTON-MCKAY	8/31/2016	CHECK	PMCHK00001957	\$256.68
053378	MERNET	MERIT NETWORK, INC.	8/3/2016	CHECK	PMCHK00001947	\$191.20
053442	METCOM	METCOM	8/11/2016	CHECK	PMCHK00001949	\$3,453.16
053520	METLIFE	METLIFE SBC	8/24/2016	CHECK	PMCHK00001952	\$6,456.74
053443	MICNAS	MICHAEL G. NASTOS	8/11/2016	CHECK	PMCHK00001949	\$200.00
053478	MICNAS	MICHAEL G. NASTOS	8/17/2016	CHECK	PMCHK00001950	\$200.00
053593	MICSTA5	MICHIGAN STATE UNIVERSITY	8/31/2016	CHECK	PMCHK00001957	\$100.00
053592	MICSOU	MICRO SOURCE, INC.	8/31/2016	CHECK	PMCHK00001957	\$1,853.79
053591	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	8/31/2016	CHECK	PMCHK00001957	\$2,093.66
053521	MIDTAP	MIDWEST TAPE	8/24/2016	CHECK	PMCHK00001952	\$33,616.24
053365	AANEWS	MLIVE MEDIA GROUP	8/3/2016	CHECK	PMCHK00001947	\$1,368.00
053479	MONHIG	MONICA HIGMAN	8/17/2016	CHECK	PMCHK00001950	\$100.00
053594	MONCOU	MONROE COUNTY LIBRARY SYSTEM	8/31/2016	CHECK	PMCHK00001957	\$65.94
053444	NEOPOST	NEOFUNDS BY NEOPOST	8/11/2016	CHECK	PMCHK00001949	\$207.00
053595	NICRAY	NICOLE RAY	8/31/2016	CHECK	PMCHK00001957	\$770.00
053379	NUWAVE	NUWAVE AQUARIUMS	8/3/2016	CHECK	PMCHK00001947	\$14.99
053445	NUWAVE	NUWAVE AQUARIUMS	8/11/2016	CHECK	PMCHK00001949	\$234.95
053414	ONEACON	O'NEAL CONSTRUCTION	8/3/2016	CHECK	PMCHK00001947	\$1,023.39
053598	ONEACON	O'NEAL CONSTRUCTION	8/31/2016	CHECK	PMCHK00001957	\$307.42
053596	OCLINS	OCLC, INC.	8/31/2016	CHECK	PMCHK00001957	\$3,921.32
053380	OFFDEP	OFFICE DEPOT, INC.	8/3/2016	CHECK	PMCHK00001947	\$2.00
053422	OFFDEP	OFFICE DEPOT, INC.	8/3/2016	CHECK	PMCHK00001948	\$182.75
053480	OFFDEP	OFFICE DEPOT, INC.	8/17/2016	CHECK	PMCHK00001950	\$1,278.53
053544	OFFDEP	OFFICE DEPOT, INC.	8/24/2016	CHECK	PMCHK00001953	\$673.75
053597	OFFDEP	OFFICE DEPOT, INC.	8/31/2016	CHECK	PMCHK00001957	\$1,568.04
053446	OUTMED	OUTFRONT MEDIA	8/11/2016	CHECK	PMCHK00001949	\$2,375.00
053599	OUTMED	OUTFRONT MEDIA	8/31/2016	CHECK	PMCHK00001957	\$1,675.00
053534	OXFPRO	OXFORD PROPERTY MANAGEMENT	8/24/2016	CHECK	PMCHK00001952	\$14,897.00
053447	PATRSMI	PATRICIA F. SMITH	8/11/2016	CHECK	PMCHK00001949	\$100.00
053381	PATSMI	PATRICIA SMITH	8/3/2016	CHECK	PMCHK00001947	\$200.00
053448	PATSUT	PATRICIA SUTTON	8/11/2016	CHECK	PMCHK00001949	\$31.86
053361	PAYCOO	PAYTON COOK	8/1/2016	CHECK	PMCHK00001945	\$280.00
053363	PAYCOO	PAYTON COOK	8/1/2016	CHECK	PMCHK00001946	\$280.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053525	RANHO	PENGUIN RANDOM HOUSE, LLC	8/24/2016	CHECK	PMCHK00001952	\$2,084.88
053600	PETWHI	PETER WHITE PUBLIC LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$14.98
053382	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/3/2016	CHECK	PMCHK00001947	\$781.46
053423	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/3/2016	CHECK	PMCHK00001948	\$1,108.14
053522	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/24/2016	CHECK	PMCHK00001952	\$3,481.97
053545	PLATEC	PLASTIC TECH M&R, LLC	8/24/2016	CHECK	PMCHK00001953	\$270.56
053601	PORDIS	PORTAGE DISTRICT LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$21.72
053523	PRITEC	PRINT TECH INC.	8/24/2016	CHECK	PMCHK00001952	\$1,845.05
053603	PRITEC	PRINT TECH INC.	8/31/2016	CHECK	PMCHK00001957	\$342.97
053602	PRIPAL	PRINTLINK PALMER	8/31/2016	CHECK	PMCHK00001957	\$289.96
053481	QUANTA	QUANTA, INC.	8/17/2016	CHECK	PMCHK00001950	\$96.00
053386	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/3/2016	CHECK	PMCHK00001947	\$12,523.00
053451	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/11/2016	CHECK	PMCHK00001949	\$8,200.00
053449	RACYAN	RACHEL YANIKOGLU	8/11/2016	CHECK	PMCHK00001949	\$88.36
053524	RACYAN	RACHEL YANIKOGLU	8/24/2016	CHECK	PMCHK00001952	\$32.40
053546	RACYAN	RACHEL YANIKOGLU	8/24/2016	CHECK	PMCHK00001953	\$76.94
053450	RAEHOE	RAE HOEKSTRA	8/11/2016	CHECK	PMCHK00001949	\$100.00
053383	RAILAG	RAINA LAGRAN	8/3/2016	CHECK	PMCHK00001947	\$100.00
053384	RANKAP	RANDY KAPLAN	8/3/2016	CHECK	PMCHK00001947	\$600.00
053605	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	8/31/2016	CHECK	PMCHK00001957	\$40.60
053527	RECBOO	RECORDED BOOKS, INC.	8/24/2016	CHECK	PMCHK00001952	\$7,059.02
053604	RECBOO	RECORDED BOOKS, INC.	8/31/2016	CHECK	PMCHK00001957	\$1,433.55
053385	RECANN	RECYCLE ANN ARBOR	8/3/2016	CHECK	PMCHK00001947	\$156.00
053526	RECANN	RECYCLE ANN ARBOR	8/24/2016	CHECK	PMCHK00001952	\$282.00
053528	REGENT	REGENT BOOK CO. INC	8/24/2016	CHECK	PMCHK00001952	\$16.06
053452	ROCKTHE	ROCK THE BOOTH	8/11/2016	CHECK	PMCHK00001949	\$437.50
053606	SAGVAL	SAGINAW VALLEY STATE UNIVERSIT	8/31/2016	CHECK	PMCHK00001957	\$11.30
053453	SARKEL	SARA MELTON KELLER	8/11/2016	CHECK	PMCHK00001949	\$125.00
053607	SARKEL	SARA MELTON KELLER	8/31/2016	CHECK	PMCHK00001957	\$100.00
053608	SCHACHO	SCHAKOLAD CHOCOLATE FACTORY	8/31/2016	CHECK	PMCHK00001957	\$1,643.40
053397	SCHSOU	SCHEDULE SOURCE, INC	8/3/2016	CHECK	PMCHK00001947	\$912.50
053482	SCHSEC	SCHILKE SECURITY	8/17/2016	CHECK	PMCHK00001950	\$425.00
053483	SCIOTOW	SCIO TOWNSHIP UTILITY DEPT.	8/17/2016	CHECK	PMCHK00001950	\$97.08
053418	PACMEC	SHAMBAUGH & SON, L.P	8/3/2016	CHECK	PMCHK00001947	\$22,773.75
053419	SHEWIL	SHERMAN- WILLIAMS	8/3/2016	CHECK	PMCHK00001947	\$215.60
053609	SOUHAV	SOUTH HAVEN MEMORIAL LIBRARY	8/31/2016	CHECK	PMCHK00001957	\$17.99
053484	STAHAR	STADIUM HARDWARE	8/17/2016	CHECK	PMCHK00001950	\$72.63
053529	SWETEA	SWEETWATER COFFEE & TEA	8/24/2016	CHECK	PMCHK00001952	\$942.50
053610	SWETEA	SWEETWATER COFFEE & TEA	8/31/2016	CHECK	PMCHK00001957	\$1,980.50
053398	SWESOU	SWEETWATER SOUND INC.	8/3/2016	CHECK	PMCHK00001947	\$200.00
053454	SWESOU	SWEETWATER SOUND INC.	8/11/2016	CHECK	PMCHK00001949	\$3,970.00
053485	TERSOA	TERRY SOAVE	8/17/2016	CHECK	PMCHK00001950	\$986.75
053364	AANEW1	THE ANN ARBOR NEWS	8/3/2016	CHECK	PMCHK00001947	\$161.20
053530	TEACOM	THE TEACHING COMPANY SALES, LL	8/24/2016	CHECK	PMCHK00001952	\$2,008.35
053455	TMGROU	THE TM GROUP INC	8/11/2016	CHECK	PMCHK00001949	\$155.00
053547	TMGROU	THE TM GROUP INC	8/24/2016	CHECK	PMCHK00001953	\$340.00
053475	JOETAC	TIPTOP ENTERTAINMENT LLC	8/17/2016	CHECK	PMCHK00001950	\$425.00
053387	TOMSMI	TOM SMITH	8/3/2016	CHECK	PMCHK00001947	\$60.61
053612	TRAFSY	TRAF-SYS, INC	8/31/2016	CHECK	PMCHK00001957	\$1,672.00
053616	USPOST	U.S. POSTAL SERVICE	8/31/2016	CHECK	PMCHK00001957	\$1,174.00
053456	ULINE	ULINE, INC.	8/11/2016	CHECK	PMCHK00001949	\$684.01
053613	ULINE	ULINE, INC.	8/31/2016	CHECK	PMCHK00001957	\$4,546.00
053388	UMWLIF	UM WORK LIFE RESOURCE CENTER	8/3/2016	CHECK	PMCHK00001947	\$435.25
053486	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	8/17/2016	CHECK	PMCHK00001950	\$912.90
053358	UNIPAR	UNITED PARCEL SERVICE	8/1/2016	CHECK	PMCHK00001944	\$33.43
053392	UNIPAR	UNITED PARCEL SERVICE	8/3/2016	CHECK	PMCHK00001947	\$143.59
053457	UNIPAR	UNITED PARCEL SERVICE	8/11/2016	CHECK	PMCHK00001949	\$34.87
053548	UNIPAR	UNITED PARCEL SERVICE	8/24/2016	CHECK	PMCHK00001953	\$465.75
053614	UNIPAR	UNITED PARCEL SERVICE	8/31/2016	CHECK	PMCHK00001957	\$43.15
053615	UNISIG	UNIVERSAL SIGN SYSTEMS	8/31/2016	CHECK	PMCHK00001957	\$1,350.00
053533	UNUMPRO	UNUM LIFE INSURANCE	8/24/2016	CHECK	PMCHK00001952	\$1,983.33
053549	UNUMPRO	UNUM LIFE INSURANCE	8/24/2016	CHECK	PMCHK00001953	\$936.95
053551	UNUMPRO	UNUM LIFE INSURANCE	8/24/2016	CHECK	PMCHK00001954	\$3,355.95

Ann Arbor District Library  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
053389	VERWIRC	VERIZON WIRELESS	8/3/2016	CHECK	PMCHK00001947	\$818.55
053424	VERWIRC	VERIZON WIRELESS	8/3/2016	CHECK	PMCHK00001948	\$2,712.17
053487	VERWIRC	VERIZON WIRELESS	8/17/2016	CHECK	PMCHK00001950	\$819.60
053458	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	8/11/2016	CHECK	PMCHK00001949	\$668.00
053565	BERCOM	W. T. BERESFORD COMPANY	8/31/2016	CHECK	PMCHK00001957	\$570.29
053488	WASHTR	WASHTENAW COUNTY TREASURER	8/17/2016	CHECK	PMCHK00001950	\$6,011.92
053390	WASMAN	WASTE MANAGEMENT OF MICHIGAN	8/3/2016	CHECK	PMCHK00001947	\$234.09
053618	WMU	WESTERN MICHIGAN UNIVERSITY	8/31/2016	CHECK	PMCHK00001957	\$24.99
053532	WESENT	WESTGATE ENTERPRISES, LLC	8/24/2016	CHECK	PMCHK00001952	\$35,170.83
053550	WESENT	WESTGATE ENTERPRISES, LLC	8/24/2016	CHECK	PMCHK00001953	\$21,393.23
053391	XEROX	XEROX CORPORATION	8/3/2016	CHECK	PMCHK00001947	\$880.43
Total Checks: 256						Total Amount of Checks: \$940,005.41

## Ann Arbor District Library Financial Summary for August 2016

### **Cash:**

The unrestricted cash balance as of August 31, 2016 was \$13,507,772 up from \$6,233,508 in July.

### **Tax Receipts:**

The Library has received tax receipts totaling \$9,985,815, 67.2% of the budgeted amount, as of August 31.

### **Budget vs. Actual:**

The Library has a positive fund balance of \$5,697,884 as of August 31, up from \$4,766,265 at the end of July.

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

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

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

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

Custodial Services – Carpet cleaning throughout the library system put this item slightly over budget for August.

Communications – The annual payment for internet connectivity was paid in August.

Software Licenses – Annual renewal payment for cataloging software was paid in July.

Grants and Memorial – Summer game prizes were purchased in August.

Operating Supplies – The purchase of AV equipment and fall programming supplies put this item over budget.

Other Operating Expenditures – ILL charges were paid in August.

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes**in Fund Balances - Budget and Actual  
General Fund

For the Period July 1, 2016 through August 31, 2016

	August			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenues</b>						
Property taxes, net	\$ 1,237,499	\$ 1,237,500	\$ (1)	\$ 2,475,000	\$ 2,475,000	\$ -
State aid	7,500	7,500	-	15,000	15,000	-
State penal fines	18,750	18,750	-	37,500	37,500	-
Interest income	(7,533)	8,333	(15,866)	(9,323)	16,667	(25,990)
Copier revenue	2,466	2,500	(34)	4,746	5,000	(254)
Grants and memorials	143	4,167	(4,024)	10,937	8,333	2,604
Library fines, fees and other	26,452	23,333	3,119	51,794	46,667	5,127
Non-resident fees	1,775	1,250	525	2,415	2,500	(85)
Rental revenue	-	2,593	(2,593)	-	5,185	(5,185)
<b>Total revenues</b>	<b>1,287,052</b>	<b>1,305,926</b>	<b>(18,874)</b>	<b>2,588,069</b>	<b>2,611,852</b>	<b>(23,783)</b>
<b>Expenditures</b>						
Current:						
Personnel:						
Salaries and wages	513,287	547,499	(34,212)	1,019,780	1,094,998	(75,218)
Employee benefits	127,312	136,658	(9,346)	253,878	273,316	(19,438)
Employment taxes	38,469	41,884	(3,415)	76,438	83,767	(7,329)
Purchased services:						
Custodial services	20,723	16,250	4,473	33,246	32,500	746
Accounting/Audit	1,208	1,208	(0)	2,417	2,417	0
Legal	1,852	8,333	(6,481)	1,852	16,666	(14,814)
Professional services	20,296	17,081	3,215	30,083	34,163	(4,080)
Utilities	34,464	35,417	(953)	60,752	70,833	(10,081)
Property insurance	7,677	7,750	(73)	15,354	15,500	(146)
Communications	57,730	15,000	42,730	67,729	30,000	37,729
Materials	168,242	148,667	19,575	222,393	297,333	(74,940)
Software Licenses/Maint	407	16,667	(16,260)	89,390	33,333	56,057
Computer hardware	1,432	12,500	(11,068)	1,432	25,000	(23,568)
Building rental	48,621	46,821	1,800	66,276	93,642	(27,366)
Seminars, conferences and travel	1,301	1,925	(624)	1,340	3,850	(2,510)
Copier Expense	33	3,750	(3,717)	1,948	7,500	(5,552)
Library programming	27,380	36,667	(9,287)	50,662	73,333	(22,671)
Grant and memorial expenditures	18,343	4,167	14,176	18,935	8,333	10,602
Operating supplies	65,508	31,842	33,666	96,793	63,683	33,110
Repairs and maintenance	11,847	28,083	(16,236)	49,267	56,167	(6,900)
Postage	1,718	2,917	(1,199)	1,895	5,833	(3,938)
Other Operating Expenditures	1,962	2,883	(921)	6,384	5,767	617
Capital outlay/maintenance expense	14,954	41,667	(26,713)	13,330	83,333	(70,003)
<b>Total expenditures</b>	<b>1,184,766</b>	<b>1,205,634</b>	<b>(20,868)</b>	<b>2,181,574</b>	<b>2,411,267</b>	<b>(229,693)</b>
<b>Revenue over (under) expenditures</b>	<b>102,286</b>	<b>100,292</b>	<b>1,994</b>	<b>406,495</b>	<b>200,584</b>	<b>205,911</b>
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	-	-	-
Transfers out	-	(100,292)	100,292	(1,203,500)	(200,583)	(1,002,917)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(100,292)</b>	<b>100,292</b>	<b>(1,203,500)</b>	<b>(200,583)</b>	<b>(1,002,917)</b>
<b>Net change in fund balances</b>	<b>102,286</b>	<b>(0)</b>	<b>102,286</b>	<b>(797,005)</b>	<b>1</b>	<b>(797,006)</b>
Fund balance, beginning of year	4,876,558	4,876,558	-	4,876,558	4,876,558	-
<b>Fund balance, end of year</b>	<b>\$ 4,978,844</b>	<b>\$ 4,876,558</b>	<b>\$ 102,286</b>	<b>\$ 4,079,553</b>	<b>\$ 4,876,559</b>	<b>\$ (797,006)</b>

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes in Fund Balances**

Governmental Funds

For the Period July 1, 2016 through August 31, 2016

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
<b>Revenues</b>				
Property taxes, net	\$ 2,475,000	\$ -	\$ -	\$ 2,475,000
State aid	15,000	-	-	15,000
State penal fines	37,500	-	-	37,500
Interest income	(9,323)	-	104	(9,219)
Copier revenue	4,746	-	-	4,746
Grants and memorials	10,937	-	553	11,490
Library fines, fees and other	51,794	-	-	51,794
Non-resident fees	2,415	-	-	2,415
Rental revenue	-	-	-	-
<b>Total revenues</b>	<b>2,588,069</b>	<b>-</b>	<b>657</b>	<b>2,588,726</b>
<b>Expenditures</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	1,019,780	-	-	1,019,780
Employee benefits	253,878	-	-	253,878
Employment taxes	76,438	-	-	76,438
<b>Purchased services:</b>				
Custodial services	33,246	-	-	33,246
Accounting/Audit	2,417	-	-	2,417
Legal	1,852	-	-	1,852
Professional services	30,083	-	-	30,083
Utilities	60,752	-	-	60,752
Property insurance	15,354	-	-	15,354
Communications	67,729	-	-	67,729
Materials	222,393	-	-	222,393
Software Licenses/Maint	89,390	-	-	89,390
Computer hardware	1,432	-	-	1,432
Building rental	66,276	-	-	66,276
Seminars, conferences and travel	1,340	-	-	1,340
Copier Expense	1,948	-	-	1,948
Library programming	50,662	-	-	50,662
Grant and memorial expenditures	18,935	-	-	18,935
Operating supplies	96,793	101,649	-	198,442
Repairs and maintenance	49,267	-	-	49,267
Postage	1,895	-	-	1,895
Other Operating Expenditures	6,384	-	-	6,384
Capital outlay/maintenance expense	13,330	248,016	-	261,346
<b>Total expenditures</b>	<b>2,181,574</b>	<b>349,665</b>	<b>-</b>	<b>2,531,239</b>
<b>Revenue over (under) expenditures</b>	<b>406,495</b>	<b>(349,665)</b>	<b>657</b>	<b>57,487</b>
<b>Other financing sources (uses)</b>				
Transfers in	-	1,203,500	-	1,203,500
Transfers out	(1,203,500)	-	-	(1,203,500)
<b>Total other financing sources (uses)</b>	<b>(1,203,500)</b>	<b>1,203,500</b>	<b>-</b>	<b>-</b>
<b>Change in fund balance</b>	<b>(797,005)</b>	<b>853,835</b>	<b>657</b>	<b>57,487</b>
Fund balance, beginning of year	4,876,558	752,585	463,400	6,092,543
<b>Fund balance, end of year</b>	<b>\$ 4,079,553</b>	<b>\$ 1,606,420</b>	<b>\$ 464,057</b>	<b>\$ 6,150,030</b>

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**

Governmental Funds

August 31, 2016

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 7,455,738	\$ 1,514,725	\$ 464,057	\$ 9,434,520
Investments	4,551,268	-	-	4,551,268
Due from other governmental units	76,845	-	-	76,845
Prepaid items	85,275	91,695	-	176,970
<b>Total assets</b>	<b>12,169,126</b>	<b>1,606,420</b>	<b>464,057</b>	<b>14,239,603</b>
<b>Liabilities</b>				
Accounts payable	212,027	-	-	212,027
Accrued payroll and benefits	373,851	-	-	373,851
<b>Total liabilities</b>	<b>585,878</b>	<b>-</b>	<b>-</b>	<b>585,878</b>
<b>Deferred Outflows</b>				
Unavailable Property Tax Revenue	7,503,695	-	-	7,503,695
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	85,275	-	-	85,275
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	114,057	114,057
Committed for capital projects	-	1,606,420	-	1,606,420
Encumbered	452,147	-	-	452,147
Unassigned	3,542,131	-	-	3,542,131
<b>Total fund balances</b>	<b>4,079,553</b>	<b>1,606,420</b>	<b>464,057</b>	<b>6,150,030</b>
<b>Total liabilities and fund balances</b>	<b>\$ 12,169,126</b>	<b>\$ 1,606,420</b>	<b>\$ 464,057</b>	<b>\$ 14,239,603</b>

### **Initiative 1: Products and Services**

1. The service changes due to the opening of Westgate are notably more access during hours that the library system is closed and the reorganization of materials on the shelf. Sweetwaters is gauging use and will determine their final hours over the next few weeks. In the meantime, AADL Westgate is accessible to persons coming in through Sweetwaters, but we are not full service. We, too, are gauging use and will make determinations and recommendations based on need, but we are also going to give the matter more time.

In addition, the shelving organization has been well received, and with only a few exceptions, has not proved to be a barrier for patrons experiencing it for the first time. Bookstore users are familiar with most of the structure, and it is primarily those who have the Dewey system memorized who have objected to the change.

2. The annual Ann Arbor/Ypsilanti Reads program has expanded to include the libraries of Chelsea, Dexter, Milan, Northfield Township and Saline. The program is now called Washtenaw Reads.

The Read will take place in January and February 2017. The two finalist titles being considered are "Orhan's Inheritance," a work of fiction by Aline Ohanesian, and "\$2.00 A Day: Living on Almost Nothing in America," a work of non-fiction by Kathryn J. Edin and H. Luke Shaefer. A panel of judges will choose one of these later this month to be the title for Washtenaw Reads.

The Reads website has been updated - it can now be found at [wread.org](http://wread.org).

### **Initiative 2: Finances**

1. The AADL Annual Audit will be presented at the November Board meeting. The Board Finance Committee will review the audited financials prior to the Board meeting.

### **Initiative 3: Facilities**

1. The Westgate Branch opened on Tuesday, September 6<sup>th</sup>, to a large and happy crowd. Statistics for the first two weeks of use will be presented during this evening's meeting. Comments regarding the branch can be

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reviewed at [aadl.org/westgate](http://aadl.org/westgate). Apart from a few minor changes in arrangement and placement of materials, signage, and furnishings, the punch list after opening is very short and nothing of major import.

AADL Administration wishes to express its appreciation to the owners and managers of Westgate Shopping Center for their support and consideration during this entire project, and to wish Sweetwaters Coffee and Tea all success in its new library location.

2. The Mechanically Stabilized Wall (MSE) at Traverwood will require major work or replacement in the near future. A Case Document regarding the project description, solutions, and possible recommendations is contained in this report and a discussion regarding the case is an agenda item for the September Board meeting.
3. The rehabilitation of the public restrooms on the first floor of the Downtown Library will commence in October and the project is expected to last approximately 12 weeks. O'Neal will act as Construction Manager and Cornerstone Design has done the necessary architectural work.
4. The use of wayfinding at Westgate is indicative of what is possible throughout AADL buildings. We are going to see what works and doesn't work with this signage and wayfinding method before moving forward with a plan for any other AADL building. We did receive revised proposals from both Corbin and Carpman and have communicated our decision to delay on a formal response at this time.
5. The Ann Arbor News documents and photographs and other archival materials will be relocated from the Green Road location to 2805 S. Industrial Avenue into a space managed by Oxford Companies in November 2016.

#### **Initiative 4: Communications and Technology**

1. The Westgate email alerts were well received and we sent the last one a few days ago reminding people that the building is open and inviting them to the celebration event on Sunday, September 18<sup>th</sup>. In addition to Twitter, Facebook, other social media, email alerts have been effective in reaching many people quickly.
2. We will now be focusing on the next major steps required to launch the new website in 2017.



3. Below is a listing of a major event that I know will be of interest:

**Saturday, October 1, 2016  
4:30 pm - 6:00 pm**

**Ladies' Library Association Sesquicentennial Lecture: Professor Francis X. Blouin Jr. Discusses Connecting the City: Libraries and Collections in Ann Arbor at Downtown Library: Multi-Purpose Room**

We talk a lot these days about "connectivity" that now means being plugged into the Internet and all the information it provides. But being connected certainly predates the arrival of the smartphone.

Ann Arbor in the 19th century, though a small town, also wanted to be connected to the wider world. They achieved this through an astonishing accumulation of what Henry Tappan called the "materials of learning."

For this special presentation in honor of the Ladies' Library Association Sesquicentennial, Professor Francis X. Blouin Jr. will discuss the accumulation of more than 40 million objects, including the holdings of the Ann Arbor District Library, which exist in our city and have connected us in different ways to the world. Professor Blouin will also discuss how and why these were accumulated and, most importantly, how librarians kept track of all of them.

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**AADL  
Traverwood Branch  
MSE Wall**

**September 19, 2016**

**Project Description**

The Traverwood Mechanically Stabilized Earth (MSE) project is to address and repair deficiencies found in distressed locations of the 225' wall. The first location is at the east end of the MSE, where the MSE ends at the concrete retaining wall. At this location, a significant amount of sand has washed away from behind the MSE, and the end of the MSE is sagging downward by at least several inches. Voids are apparent in the face of the MSE at the distressed areas and the metal wire on the gabion baskets has deteriorated and is half its original size in several areas.

The second location is near the west end of the MSE where the top of the MSE appears to be leaning inward by at least several inches. The leaning MSE appears to be due to a lack of sufficient lateral restraint within the MSE system.

The third concern is the overall condition of the geotextile inside the gabion baskets. The fabric has been exposed to UV rays and weather due to the lack of vegetation on the MSE. Most of the exposed geotextile shows signs of discoloration and stress; in other areas the fabric is stretched and splitting.

**Proposed Solutions**

**Concept 1**

Re-grade the rain garden to slope towards the catch basin. Install a vertical drainage pipe to control discharge of roof runoff. Construct 30' of new cast in place concrete wall. Rebuild 40' of MSE slope on the east end of the wall and 50' on the west end and re-establish vigorous vegetation on 225' of MSE slope face.

**Concept 2**

Re-grade the rain garden to slope towards the catch basin. Install a vertical drainage pipe to control discharge of roof runoff. Construct 75' of new cast in place concrete wall. Excavate and remove 170' of existing MSE, re-grade at a 2 on 1 slope and add vigorous vegetation to north facing slope.

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**Concept 3**

Re-grade the rain garden to slope towards the catch basin. Install a vertical drainage pipe to control discharge of roof runoff. Construct 35' of new cast in place concrete wall. Rebuild MSE at a flatter slope to help support vegetation growth and re-establish vigorous vegetation on MSE slope face.

**Recommendations**

**Concept 1**

This solution addresses less than 50% of the MSE and only repairs the two areas where failure has occurred but does not account for the condition of the geotextile. Since we have not had success establishing vegetation on the MSE slope we feel this is a short-term solution and would have to address other areas in the future.

Cost estimate: \$357,654

**Concept 2**

This is a very costly solution but does address all deficiencies. Completely removing the MSE and cutting the slope back we could establish the same native grasses that are currently thriving on-site with the possibility to plant trees along the slope. If this were the plan of action it would be beneficial to address all other exterior deficiencies during this project.

Cost estimate: MSE - \$615,968

**Concept 3**

This concept would address all deficiencies but in the end we would have a new MSE with the same challenges we face with the existing wall. The fact that the MSE is north facing, establishing vertical vegetation will still be difficult and would likely be the most expensive solution.

Cost estimate: we did not pursue this option.

ANN ARBOR DISTRICT LIBRARY BOARD

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

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