



# Annual Meeting Agenda

Tuesday, January 16, 2018

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### January 2018

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

### February 2018

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	19 Tentative AADL Board Mtg	20	21	22	23	24
25	26	27	28			

### March 2018

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	19 Tentative AADL Board Mtg	20	21	22	23	24
25	26	27	28	29	30	31

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Annual Meeting, Tuesday, January 16, 2018 at 6:00 p.m.  
 Ann Arbor District Library, Conference Room A (Closed Session)  
 Ann Arbor District Library, Multipurpose Room (Annual Meeting)  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## ANNUAL MEETING AGENDA

- 18-001 I. CALL TO ORDER
- 18-002 II. ATTENDANCE
- 18-003 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 18-004 IV. RECONVENE ANNUAL MEETING AT 7:00PM
- 18-005 V. PRESIDENT'S REMARKS
- 18-006 VI. ELECT LIBRARY BOARD OFFICERS
  - 1. PRESIDENT  
(Item of action)  
Roll call vote
  - 2. VICE PRESIDENT  
(Item of action)  
Roll call vote
  - 3. TREASURER  
(Item of action)  
Roll call vote
  - 4. SECRETARY  
(Item of action)  
Roll call vote
- 18-007 VII. INSTALLATION OF OFFICERS

"I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY."

- 18-008 VIII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 18-009 IX. APPROVAL OF AGENDA (pp. 1-3)  
(Item of action)
- 18-010 X. CONSENT AGENDA  
(Item of action)
- CA-1 Approval of Minutes of December 18, 2017 (pp. 4-13)
- CA-2 Approval of December 2017 Disbursements (pp. 14-16)
- 18-011 XI. CITIZENS' COMMENTS
- 18-012 XII. FINANCIAL REPORTS (pp. 17-21)  
Bill Cooper, Finance Manager
- 18-013 XIII. COMMITTEE REPORTS
- 18-014 A. EXECUTIVE COMMITTEE  
(15 minutes)
- 18-015 XIV. DIRECTOR'S REPORT  
Josie B. Parker, Director
- 18-016 XV. OLD BUSINESS
- 16-154 A. AADL STRATEGIC PLAN GOAL 3.3: REIMAGINE THE ANN ARBOR DISTRICT LIBRARY'S DOWNTOWN PRESENCE  
(Item of discussion)  
(15 minutes)
- 16-154 B. AADL STRATEGIC PLAN GOAL 4.3: IMPLEMENT THE NEW WEB PRESENCE - UPDATE  
Eli Neiburger, Deputy Director  
(30 minutes)
- 18-017 XVI. NEW BUSINESS
- 18-018 A. APPROVAL OF BOARD MEETING DATES FOR 2018  
(pp. 22-24)  
(Item of discussion & action)
- 18-019 B. APPROVAL OF BOARD BUDGET & FINANCE COMMITTEE APPOINTMENTS

(Item of discussion & action)

- 18-020                      C. VOTE FOR CLOSED SESSION AT THE FEBRUARY 19, 2018 BOARD MEETING FOR DISCUSSION OF REAL ESTATE  
                                       (Item of action)  
                                       Roll call vote
- 18-021                      XVII. CITIZENS' COMMENTS
- 18-022                      XVIII. ADJOURNMENT

### **CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 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, DECEMBER 18, 2017

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

17-184 I. CALL TO ORDER

President Vander Broek called the meeting to order at 6:05 p.m.

17-185 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, Bill Cooper, Rich Retyi, Karen  
 Wilson (recorder)

Others Present: William Stapleton, Hooper, Hathaway

17-186 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE

(Item of action)

Roll call vote

Trustee Barney Newman, supported by Treasurer Leija, moved for a  
 closed session for discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

17-187 IV. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE

17-188 V. RECONVENE REGULAR MEETING AT 7:00PM

President Vander Broek reconvened the regular meeting to order at  
 7:09 p.m.

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

17-189

ATTENDANCE

Board Present: Victoria Green, Jim Leija, Jan Barney Newman (arr. 7:11 p.m.), Colleen Sherman, Linh Song, Ed Surovell (arr. 7:11 p.m.), Jamie Vander Broek  
 Board Absent: None  
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)

17-190

VI.

APPROVAL OF AGENDA  
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved to amend the agenda adding under New Business a Vote for Closed Session at the January 16, 2018 Board Meeting for Discussion of Real Estate.

AYES: Green, Leija, Sherman, Song, Vander Broek  
 NAYS: None

Motion passed 5-0.

Treasurer Leija, supported by Trustee Sherman, moved to amend the agenda adding under New Business Discussion of 2018 Board Meeting Calendar.

AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek  
 NAYS: None

Motion passed 7-0.

Trustee Barney Newman, supported by Treasurer Leija, moved to approve the agenda as amended.

AYES: Green, Leija, Barney Newman, Sherman, Song, Surovell, Vander Broek  
 NAYS: None

Motion passed 7-0.

17-191

VII.

CONSENT AGENDA  
 (Item of action)

CA-1 Approval of Minutes of November 13, 2017

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

CA-2 Approval of November 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.

17-192 VIII. CITIZENS' COMMENTS

There we no citizens' comments.

17-193 IX. FINANCIAL REPORTS  
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the November 2017 financials in the Board Packet. He noted that \$15,054,972 million in property taxes, 96.5% of the budgeted amount, has been received year to date. Currently year to date expenditures are under budget by \$962,542.

17-194 X. COMMITTEE REPORTS

17-195 A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the Budget and Finance Committee met with the auditor and reviewed audit findings. A clean opinion was given and the audit report is being presented later on the agenda. The committee also reviewed the financial model for the 5<sup>th</sup> Avenue Press. AADL receives no financial compensation nor holds any copyrights to 5<sup>th</sup> Avenue products. More research is being done on the licensing agreements.

17-196 B. EXECUTIVE COMMITTEE

President Vander Broek reported the Executive Committee met with John Cavanagh and discussed survey questions. The Committee also met to discuss and review the proposed director's evaluation process. Both are being presented later on in the agenda.



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

17-197      XI.      DIRECTOR'S REPORT  
 Josie B. Parker, Director

Director Parker submitted her written report in the packet and highlighted the following:

A reception was held earlier today in recognition of AADL's tenth year as a *Library Journal* 5 Star library. Current and former Board members were recognized along with the Friends of the AADL and the Ladies' Library Association for their support. Only thirteen U.S. libraries have achieved this ten year status.

She also noted that Richland Community Library and West Bloomfield Township Public Library received four stars, and Genesee District Library received three stars this year.

The new aadl.org website is set to launch January 2<sup>nd</sup>. Fact sheets are being provided to the public regarding the roll out. The Library will be closing December 30<sup>th</sup> through January 1<sup>st</sup>.

The 4<sup>th</sup> floor meeting room remodel was shown and is almost complete.

A summary of public comments and library programs were viewed.

17-198      XII.      OLD BUSINESS

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

Ms. Whinston reviewed with the Board the document created by Bridgeport updating the Library Director's performance evaluation process. The document also provided an updated job description which does not require an MLS.

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

The Board reviewed draft survey questions. Concerns were expressed regarding questions 20, 20a and 20b. The Board also raised questions and discussed gender options on the survey. President Vander Broek and Director Parker will share these questions and concerns with EPIC-MRA.

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

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

Deputy Director Neiburger updated the Board on the progress of the new website. A beta launch of the new website can be found at new.aadl.org for the general public to view, but content is not loaded. In preparation for the January 2<sup>nd</sup> launch, holds are no longer being filled though they can be placed through the 29<sup>th</sup>. As of the 26<sup>th</sup> no new library cards will be created until the new website is up and running. A special newsletter will notify patrons of the upgrade along with social media posts.

- 17-199 XIII. NEW BUSINESS

- 17-200 A. AUDITOR'S REPORT  
 Tracey Kasperek, Rehmann

Director Parker introduced Tracey Kasperek from Rehmann.

Ms. Kasperek reviewed the 2016-2017 audit report with the Board. She reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/17. No material audit adjustments were needed. It was noted that GASB 75 takes effect in 2018 and will require notation of retiree health care benefits be added as a liability. An unmodified opinion of the financial statements was given.

- 17-201 B. RESOLUTION TO ACCEPT THE 2016-2017 FINANCIAL  
AUDIT  
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves to accept the 2016-2017 financial audit prepared by Rehmann; 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.

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

17-202                    C. DISCUSSION OF 2018 AADL BOARD MEETING  
CALENDAR

Treasurer Leija proposed moving February through April meeting dates from Monday's to Tuesday's. Trustee Surovell expressed his opinion that they remain on Monday's. Trustee Sherman inquired about Thursday's. Director Parker noted that room availability would have to be taken into consideration on moving the dates and Administration would need to check the calendar.

17-203                    D. RESOLUTION OF THANKS TO DEBBIE GALLAGHER  
UPON HER RETIREMENT  
 (Item of action)

Trustee Green, supported by Treasurer Leija, moved the Board resolves that it would like to officially thank Debbie Gallagher for her service as an employee from December 2, 1996 to December 15, 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.

17-204                    E. RESOLUTION OF THANKS TO RACHEL YANIKOGLU  
UPON HER RETIREMENT  
 (Item of action)

President Vander Broek, supported by Treasurer Leija, moved the Board resolves that it would like to officially thank Rachel Yanikoglu for her service as an employee from April 7, 1986 to December 15, 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.



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

- 17-205                      F. VOTE FOR CLOSED SESSION AT THE JANUARY 16, 2018  
ANNUAL BOARD MEETING FOR DISCUSSION OF REAL  
ESTATE  
(Item of action)  
Roll call vote

Treasurer Leija, supported by Trustee Sherman, moved for a closed session at the January 16, 2018 annual board meeting for discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

- 17-206                      XIV. CITIZENS' COMMENTS

There were no additional citizens' comments.

- 17-207                      XV. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:55 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 December 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.

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Edward Surovell, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 17-201**

**RESOLUTION TO ACCEPT THE 2016-2017 FINANCIAL AUDIT**

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 18<sup>th</sup> day of December, 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) To accept the 2016-2017 financial audit prepared by Rehmann.
- 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 December 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 17-203**

**RESOLUTION OF THANKS TO DEBBIE GALLAGHER UPON HER  
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 18<sup>th</sup> day of December, 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Debbie Gallagher for her service as an employee from December 2, 1996 to December 15, 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 December 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.

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Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 17-204**

**RESOLUTION OF THANKS TO RACHEL YANIKOGLU UPON HER  
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 18<sup>th</sup> day of December, 2017 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Rachel Yanikoglu for her service as an employee from April 7, 1986 to December 15, 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 December 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.

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Edward Surovell, Board Secretary



Ranaes: From: To:  
 Check Number First Last  
 Vendor ID First Last  
 Vendor Name First Last  
 Check Date From: To:  
 Checkbook ID 12/1/2017 12/31/2017  
 First Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057212	ALLNT	ALLIANCE ENTERTAINMENT	12/7/2017	CHECK	PMCHK00002092	\$350.67
057213	AMACORP	AMAZON	12/7/2017	CHECK	PMCHK00002092	\$4,481.28
057214	AMEHIS	AMELIA HISSONG	12/7/2017	CHECK	PMCHK00002092	\$240.00
057215	ANNARB	ANN ARBOR OBSERVER	12/7/2017	CHECK	PMCHK00002092	\$2,429.50
057216	ANNCABINETS	ANN ARBOR CABINET & COUNTER	12/7/2017	CHECK	PMCHK00002092	\$1,000.00
057217	B&H	B&H PHOTO-VIDEO	12/7/2017	CHECK	PMCHK00002092	\$983.40
057218	BAKTAY	BAKER & TAYLOR	12/7/2017	CHECK	PMCHK00002092	\$458.05
057219	BARNOB1	BARNES & NOBLE INC.	12/7/2017	CHECK	PMCHK00002092	\$431.39
057220	BETBAT	BETH BATTEY	12/7/2017	CHECK	PMCHK00002092	\$360.00
057221	BETJOHN	BETH JOHNSON	12/7/2017	CHECK	PMCHK00002092	\$100.00
057222	BOOKLIST	BOOKLIST / ALA	12/7/2017	CHECK	PMCHK00002092	\$331.00
057223	CARBRO	CARPENTER BROS.	12/7/2017	CHECK	PMCHK00002092	\$11.99
057224	CDW-G	CDW GOVERNMENT, INC.	12/7/2017	CHECK	PMCHK00002092	\$2,943.28
057225	CONSHA	CONNOR SHAUGHNESSY	12/7/2017	CHECK	PMCHK00002092	\$600.00
057226	CRADOO	CRAWFORD DOOR SALES	12/7/2017	CHECK	PMCHK00002092	\$177.00
057227	DICBLI	BLICK ART MATERIALS	12/7/2017	CHECK	PMCHK00002092	\$159.21
057228	ELM USA	ELM USA	12/7/2017	CHECK	PMCHK00002092	\$561.95
057229	FRIOF	FRIENDS OF THE AADL	12/7/2017	CHECK	PMCHK00002092	\$3,166.10
057230	HUGGAL	HUGH GALLAGHER	12/7/2017	CHECK	PMCHK00002092	\$400.00
057231	JERUGAR	JERUSALEM GARDEN	12/7/2017	CHECK	PMCHK00002092	\$1,140.25
057232	JEWISHNE	JEWISH NEWS	12/7/2017	CHECK	PMCHK00002092	\$263.00
057233	KARTUT	KARIN TUTHILL	12/7/2017	CHECK	PMCHK00002092	\$58.86
057234	LAKLEA	LAKESHORE LEARNING MATERIALS	12/7/2017	CHECK	PMCHK00002092	\$734.83
057235	MCNMCK	MCNAUGHTON-MCKAY	12/7/2017	CHECK	PMCHK00002092	\$259.31
057236	MICKRE	MICHELLE KRELL KYDD	12/7/2017	CHECK	PMCHK00002092	\$500.00
057237	NATPOW	NATHAN POWELL	12/7/2017	CHECK	PMCHK00002092	\$500.00
057238	OFFDEP	OFFICE DEPOT, INC.	12/7/2017	CHECK	PMCHK00002092	\$343.38
057239	PAYCOO	PAYTON COOK	12/7/2017	CHECK	PMCHK00002092	\$600.00
057240	PITTSFIELD	Pittsfield Charter Township	12/7/2017	CHECK	PMCHK00002092	\$368.84
057241	PRITEC	PRINT TECH INC.	12/7/2017	CHECK	PMCHK00002092	\$3,987.52
057242	PUBWEE	PUBLISHERS WEEKLY	12/7/2017	CHECK	PMCHK00002092	\$499.98
057243	RECBOO	RECORDED BOOKS, INC.	12/7/2017	CHECK	PMCHK00002092	\$1,328.01
057244	REGUMICH	REGENTS OF THE UNIV OF MICHIGA	12/7/2017	CHECK	PMCHK00002092	\$130.00
057245	ROBNEE	Robert W. Needham	12/7/2017	CHECK	PMCHK00002092	\$300.00
057246	ROYLIM	ROYAL LIMOUSINE	12/7/2017	CHECK	PMCHK00002092	\$236.74
057247	SARJAB	SARMED JABRA	12/7/2017	CHECK	PMCHK00002092	\$100.00
057248	SCHLE	SCHINDLER ELEVATOR CORPORATION	12/7/2017	CHECK	PMCHK00002092	\$462.95
057249	SCHSEC	SCHILKE SECURITY	12/7/2017	CHECK	PMCHK00002092	\$1,310.00
057250	SHEWIL	SHERWIN- WILLIAMS	12/7/2017	CHECK	PMCHK00002092	\$501.46
057251	STAHAR	STADIUM HARDWARE	12/7/2017	CHECK	PMCHK00002092	\$401.40
057252	SWESOU	SWEETWATER SOUND INC.	12/7/2017	CHECK	PMCHK00002092	\$159.99
057253	THECROWLEY	THE CROWLEY COMPANY	12/7/2017	CHECK	PMCHK00002092	\$4,226.65
057254	ULINE	ULINE, INC.	12/7/2017	CHECK	PMCHK00002092	\$1,660.66
057255	VALLINP	VALUE LINE PUBLISHING LLC.	12/7/2017	CHECK	PMCHK00002092	\$7,750.00
057256	VISENT	VISIONALIST ENTERTAINMENT PROD	12/7/2017	CHECK	PMCHK00002092	\$46.00
057257	VOGLOC	VOGEL'S LOCK & SAFE REPAIRS	12/7/2017	CHECK	PMCHK00002092	\$320.00
057258	VOSLIG	VOSS LIGHTING	12/7/2017	CHECK	PMCHK00002092	\$164.36
057259	WWGRAI	GRAINGER	12/7/2017	CHECK	PMCHK00002092	\$199.60
057260	CINCOR	CINTAS CORPORATION	12/7/2017	CHECK	PMCHK00002092	\$431.04
057261	JAMF	JAMF SOFTWARE, LLC	12/7/2017	CHECK	PMCHK00002092	\$2,254.00
057262	MUDTOY	MUDPUDDLES TOYS	12/7/2017	CHECK	PMCHK00002092	\$513.00
057263	SWETEA	SWEETWATERS COFFE & TEA	12/7/2017	CHECK	PMCHK00002092	\$180.00
057264	BRITRU	BRIAN M. TRUSKOWSKI	12/8/2017	CHECK	PMCHK00002093	\$125.00
057265	A.M. SERV	A.M. SERVICES, INC	12/14/2017	CHECK	PMCHK00002094	\$645.00
057266	AIRENTAL	A-1 RENTAL, INC.	12/14/2017	CHECK	PMCHK00002094	\$1,087.50
057267	ALLNT	ALLIANCE ENTERTAINMENT	12/14/2017	CHECK	PMCHK00002094	\$8,630.77
057268	BAKTAY	BAKER & TAYLOR	12/14/2017	CHECK	PMCHK00002094	\$22,764.39
057269	BATPLU	BATTERIES PLUS	12/14/2017	CHECK	PMCHK00002094	\$14.36
057270	BETBEC	BETSY BECKERMAN	12/14/2017	CHECK	PMCHK00002094	\$1,320.00
057271	BREWER	BREWER'S	12/14/2017	CHECK	PMCHK00002094	\$698.28
057272	BRODART	BRODART SUPPLY DIVISION	12/14/2017	CHECK	PMCHK00002094	\$1,074.00
057273	BUSCAR	BUSINESS CARD	12/14/2017	CHECK	PMCHK00002094	\$17,220.86
057274	BUSVAL	BUSCH'S, INC.	12/14/2017	CHECK	PMCHK00002094	\$365.76
057275	CDW-G	CDW GOVERNMENT, INC.	12/14/2017	CHECK	PMCHK00002094	\$17,970.48
057276	CFRA	CFRA	12/14/2017	CHECK	PMCHK00002094	\$840.00
057277	CINCOR	CINTAS CORPORATION	12/14/2017	CHECK	PMCHK00002094	\$672.72
057278	CITOF2	CITY OF ANN ARBOR	12/14/2017	CHECK	PMCHK00002094	\$148.00
057279	DKAGEN	D.K. AGENCIES (P) LTD.	12/14/2017	CHECK	PMCHK00002094	\$738.70
057280	DYKGOS	DYKEMA GOSSETT PLLC	12/14/2017	CHECK	PMCHK00002094	\$1,311.90
057281	EMISIW	EMILY SIWEK	12/14/2017	CHECK	PMCHK00002094	\$970.00
057282	FEDEXP	FEDERAL EXPRESS	12/14/2017	CHECK	PMCHK00002094	\$32.00
057283	JEFKAS	JEFFREY KASS	12/14/2017	CHECK	PMCHK00002094	\$273.00
057284	JUDWEN	JUDY WENZEL	12/14/2017	CHECK	PMCHK00002094	\$860.00
057285	KAPNICK	KAPNICK INSURANCE GROUP	12/14/2017	CHECK	PMCHK00002094	\$4,882.00
057286	KATCUR	KATHERINE'S CATERING	12/14/2017	CHECK	PMCHK00002094	\$1,635.20
057287	KOLAMI	KOL AMI	12/14/2017	CHECK	PMCHK00002094	\$505.76
057288	MELGOW	MELODY E GOWER	12/14/2017	CHECK	PMCHK00002094	\$297.00
057289	MICSTATELIB	MICHIGAN STATE UNIVERSITY	12/14/2017	CHECK	PMCHK00002094	\$250.00
057290	MIDTAP	MIDWEST TAPE	12/14/2017	CHECK	PMCHK00002094	\$4,898.51
057291	MONHIG	MONICA HIGMAN	12/14/2017	CHECK	PMCHK00002094	\$100.00
057292	NICPAN	NICHOLAS A. PANDOLFI	12/14/2017	CHECK	PMCHK00002094	\$100.00
057293	OFFDEP	OFFICE DEPOT, INC.	12/14/2017	CHECK	PMCHK00002094	\$243.62
057294	SHASON	SHAMBAUGH & SON, L.P	12/14/2017	CHECK	PMCHK00002094	\$415.00
057295	RACAN	RACHEL YANIKOGLU	12/14/2017	CHECK	PMCHK00002094	\$15.00
057296	RANHOU	PENGUIN RANDOM HOUSE, LLC	12/14/2017	CHECK	PMCHK00002094	\$388.50



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057297	REBBIB	REBECCA BIBER	12/14/2017	CHECK	PMCHK00002094	\$276.00
057298	RECBOO	RECORDED BOOKS. INC.	12/14/2017	CHECK	PMCHK00002094	\$2,176.92
057299	RICRET	RICHARD RETYI	12/14/2017	CHECK	PMCHK00002094	\$360.00
057300	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	12/14/2017	CHECK	PMCHK00002094	\$2,650.00
057301	ROBFOX	ROBERT JAMES FOX	12/14/2017	CHECK	PMCHK00002094	\$90.00
057302	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	12/14/2017	CHECK	PMCHK00002094	\$1,103.80
057303	SARKEL	SARA MELTON KELLER	12/14/2017	CHECK	PMCHK00002094	\$150.00
057304	SCHCOM	SCHOOLS IN	12/14/2017	CHECK	PMCHK00002094	\$761.47
057305	SCHSOU	SCHEDULE SOURCE. INC	12/14/2017	CHECK	PMCHK00002094	\$939.00
057306	SHEWIL	SHERWIN- WILLIAMS	12/14/2017	CHECK	PMCHK00002094	\$74.38
057307	SKYFOU	SKYLINE TYPE FOUNDRY.LLC	12/14/2017	CHECK	PMCHK00002094	\$210.00
057308	THOGAL	GALE/CENGAGE LEARNING. INC	12/14/2017	CHECK	PMCHK00002094	\$319.49
057309	THRPUT	THROAT PUNCH MEDIA	12/14/2017	CHECK	PMCHK00002094	\$257.05
057310	TIMGRI	TIM GRIMES	12/14/2017	CHECK	PMCHK00002094	\$120.00
057311	TSAFON	TSAI FONG BOOKS. INC.	12/14/2017	CHECK	PMCHK00002094	\$436.10
057312	ULINE	ULINE. INC.	12/14/2017	CHECK	PMCHK00002094	\$78.34
057313	VALSOB	VALERIE SOBCZAK	12/14/2017	CHECK	PMCHK00002094	\$84.71
057314	VIRFOR	VIRGINIA M. FORD	12/14/2017	CHECK	PMCHK00002094	\$560.00
057315	VOSLIG	VOSS LIGHTING	12/14/2017	CHECK	PMCHK00002094	\$129.14
057316	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/14/2017	CHECK	PMCHK00002094	\$414.38
057317	AANEWS	THE ANN ARBOR NEWS	12/21/2017	CHECK	PMCHK00002097	\$385.80
057318	AFSMITH	A.F. SMITH ELECTRIC. INC.	12/21/2017	CHECK	PMCHK00002097	\$300.00
057319	AFTDEL	AFTERNOON DELIGHT	12/21/2017	CHECK	PMCHK00002097	\$208.75
057320	AGRSE	A GROWING SERVICE LLC	12/21/2017	CHECK	PMCHK00002097	\$340.00
057321	AMACORP	AMAZON	12/21/2017	CHECK	PMCHK00002097	\$2,581.01
057322	AMASCH	AMANDA SCHOTT	12/21/2017	CHECK	PMCHK00002097	\$15.82
057323	APPIMA	APPLIED IMAGING	12/21/2017	CHECK	PMCHK00002097	\$2,103.45
057324	APPLE	APPLE. INC.	12/21/2017	CHECK	PMCHK00002097	\$4,165.51
057325	B&H	B&H PHOTO-VIDEO	12/21/2017	CHECK	PMCHK00002097	\$3,413.58
057326	BAKTAY	BAKER & TAYLOR	12/21/2017	CHECK	PMCHK00002097	\$10,397.21
057327	BANMED	BANG MEDIA	12/21/2017	CHECK	PMCHK00002097	\$350.00
057328	BETMAN	BETH MANUEL	12/21/2017	CHECK	PMCHK00002097	\$38.45
057329	CARBRO	CARPENTER BROS.	12/21/2017	CHECK	PMCHK00002097	\$6.16
057330	CDW-G	CDW GOVERNMENT. INC.	12/21/2017	CHECK	PMCHK00002097	\$3,213.36
057331	CITWATER	CITY OF AA WATER UTILITIES	12/21/2017	CHECK	PMCHK00002097	\$6,665.12
057332	CURBCO	CURBCO INC	12/21/2017	CHECK	PMCHK00002097	\$3,437.30
057333	DKAGEN	D.K. AGENCIES (P) LTD.	12/21/2017	CHECK	PMCHK00002097	\$600.00
057334	DTEENE1	DTE ENERGY	12/21/2017	CHECK	PMCHK00002097	\$10,512.14
057335	DUKERO	DUKE ROOFING	12/21/2017	CHECK	PMCHK00002097	\$551.20
057336	ELIPEA	ELIZABETH PEARCE	12/21/2017	CHECK	PMCHK00002097	\$73.12
057337	FERSTA	FERRIS STATE UNIVERSITY LIBRAR	12/21/2017	CHECK	PMCHK00002097	\$22.00
057338	HANCON	HANDYMAN CONNECTION OF ANN ARB	12/21/2017	CHECK	PMCHK00002097	\$616.00
057339	INGLIB	INGRAM LIBRARY SERVICES INC.	12/21/2017	CHECK	PMCHK00002097	\$300.00
057340	JASSCH	JASON SCHNEIDER	12/21/2017	CHECK	PMCHK00002097	\$40.00
057341	JOURET	JOUR RETIREMENT PLAN SVCS. LLC	12/21/2017	CHECK	PMCHK00002097	\$231.25
057342	KARTUT	KARIN TUTHILL	12/21/2017	CHECK	PMCHK00002097	\$18.99
057343	KATCUR	KATHERINE'S CATERING	12/21/2017	CHECK	PMCHK00002097	\$5.25
057344	KATMON	KATIE MONKIEWICZ	12/21/2017	CHECK	PMCHK00002097	\$27.86
057345	KELCAU	KELSEY ULLENBRUCH	12/21/2017	CHECK	PMCHK00002097	\$66.37
057346	KIPDEG	KIP DEGRAAF	12/21/2017	CHECK	PMCHK00002097	\$79.00
057347	KIRKUS	KIRKUS MEDIA LLC	12/21/2017	CHECK	PMCHK00002097	\$398.00
057348	LOVCON	LOVELL CONTRACTORS. INC	12/21/2017	CHECK	PMCHK00002097	\$1,049.18
057349	LOWE'S	LOWES BUSINESS ACCOUNT	12/21/2017	CHECK	PMCHK00002097	\$273.78
057350	MASCOM	MEDCO SUPPLY COMPANY	12/21/2017	CHECK	PMCHK00002097	\$147.10
057351	METLIFE	METLIFE SBC	12/21/2017	CHECK	PMCHK00002097	\$7,743.61
057352	MIDTAP	MIDWEST TAPE	12/21/2017	CHECK	PMCHK00002097	\$6,049.23
057353	MOVE	MOVE	12/21/2017	CHECK	PMCHK00002097	\$100.00
057354	OCLINS	OCLC. INC.	12/21/2017	CHECK	PMCHK00002097	\$4,284.51
057355	OFFDEP	OFFICE DEPOT. INC.	12/21/2017	CHECK	PMCHK00002097	\$1,155.53
057356	PREPET	PREUSS PETS	12/21/2017	CHECK	PMCHK00002097	\$1,104.94
057357	RECMAN	RECON MANAGEMENT SYSTEMS. INC.	12/21/2017	CHECK	PMCHK00002097	\$52.10
057358	REHROB	REHMANN ROBSON	12/21/2017	CHECK	PMCHK00002097	\$3,500.00
057359	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	12/21/2017	CHECK	PMCHK00002097	\$20,740.00
057360	SHEWIL	SHERWIN- WILLIAMS	12/21/2017	CHECK	PMCHK00002097	\$120.84
057361	SWESOU	SWEETWATER SOUND INC.	12/21/2017	CHECK	PMCHK00002097	\$329.00
057362	ULINE	ULINE. INC.	12/21/2017	CHECK	PMCHK00002097	\$289.03
057363	UNIOMA	UNIQUE MANAGEMENT SERVICES. IN	12/21/2017	CHECK	PMCHK00002097	\$1,279.85
057364	UNUMPRO	UNUM LIFE INSURANCE	12/21/2017	CHECK	PMCHK00002097	\$2,526.01
057365	UNUMPRO1	UNUM LIFE INSURANCE	12/21/2017	CHECK	PMCHK00002097	\$2,912.49
057366	VIENST	VISIONALIST ENTERTAINMENT PROD	12/21/2017	CHECK	PMCHK00002097	\$350.00
057367	WESENT	WESTGATE ENTERPRISES. LLC	12/21/2017	CHECK	PMCHK00002097	\$35,170.83
057368	WILTEC	WILTEC TECHNOLOGIES	12/21/2017	CHECK	PMCHK00002097	\$15,607.40
057369	ZACHNIC	ZACHARY NICOLAZZO	12/21/2017	CHECK	PMCHK00002097	\$500.00
057370	AMBFAL	Woollv Mammoth Desian/Amber Ad	12/21/2017	CHECK	PMCHK00002097	\$100.00
057371	ARSHAN	ARSENAL HANDICRAFT	12/21/2017	CHECK	PMCHK00002097	\$335.00
057372	CINCOR	CINTAS CORPORATION	12/21/2017	CHECK	PMCHK00002097	\$518.18
057373	GRAKOT	GRACEHELMS KOTRE	12/21/2017	CHECK	PMCHK00002097	\$100.00
057374	HANBUT	HANNAH BUTLER	12/21/2017	CHECK	PMCHK00002097	\$150.00
057375	JAMGLE	JAMES GLENN	12/21/2017	CHECK	PMCHK00002097	\$100.00
057376	LARWIL	LARON WILLIAMS	12/21/2017	CHECK	PMCHK00002097	\$495.00
057377	ROBROB	ROBIN ROBINSON	12/21/2017	CHECK	PMCHK00002097	\$100.00
057378	AMACOM	AMAZON.COM CREDIT PLAN	12/21/2017	CHECK	PMCHK00002097	\$1,690.23
057379	SKYLINE	SKYLINE Hiah School	12/21/2017	CHECK	PMCHK00002097	\$90.00
057380	3PLAYMED	3PLAY MEDIA	12/28/2017	CHECK	PMCHK00002099	\$290.42
057381	ALLENT	ALLIANCE ENTERTAINMENT	12/28/2017	CHECK	PMCHK00002099	\$1,125.36
057382	AMYVAL	Amv Valade	12/28/2017	CHECK	PMCHK00002099	\$70.20
057383	B&H	B&H PHOTO-VIDEO	12/28/2017	CHECK	PMCHK00002099	\$525.35
057384	BAKTAY	BAKER & TAYLOR	12/28/2017	CHECK	PMCHK00002099	\$5,295.92
057385	BANMED	BANG MEDIA	12/28/2017	CHECK	PMCHK00002099	\$200.00
057386	BILCOO	Willman R. Cooper II	12/28/2017	CHECK	PMCHK00002099	\$50.58
057387	CHADES	CHALOU DESIGNS	12/28/2017	CHECK	PMCHK00002099	\$714.00
057388	COMALLW	COMPUTER ALLEY WEST	12/28/2017	CHECK	PMCHK00002099	\$704.98



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057390	ELILAW	ELITE LAWN & LANDSCAPE. INC.	12/28/2017	CHECK	PMCHK00002099	\$7,525.00
057391	HURELE	HURON VALLEY ELECTRIC	12/28/2017	CHECK	PMCHK00002099	\$22,400.00
057392	KIPDEG	KIP DEGRAAF	12/28/2017	CHECK	PMCHK00002099	\$149.00
057393	MIDTAP	MIDWEST TAPE	12/28/2017	CHECK	PMCHK00002099	\$1,771.97
057394	NATTIM	NATIONAL TIME & SIGNAL CORPORA	12/28/2017	CHECK	PMCHK00002099	\$275.77
057395	OFFDEP	OFFICE DEPOT. INC.	12/28/2017	CHECK	PMCHK00002099	\$201.06
057396	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/28/2017	CHECK	PMCHK00002099	\$148.93
057397	PRITEC	PRINT TECH INC.	12/28/2017	CHECK	PMCHK00002099	\$6,444.52
057398	PTDPRO	PTD PRODUCTIONS	12/28/2017	CHECK	PMCHK00002099	\$420.00
057399	QUANTA	QUANTA. INC.	12/28/2017	CHECK	PMCHK00002099	\$100.98
057400	OUIILL	OUIILL CORPORATION	12/28/2017	CHECK	PMCHK00002099	\$37.95
057401	RECBOO	RECORDED BOOKS. INC.	12/28/2017	CHECK	PMCHK00002099	\$392.38
057402	ALLSUP	ALLIED-EAGLE SUPPLY. INC.	12/28/2017	CHECK	PMCHK00002099	\$1,031.94
057403	ULINE	ULINE. INC.	12/28/2017	CHECK	PMCHK00002099	\$172.77
057404	WWGRAI	GRAINGER	12/28/2017	CHECK	PMCHK00002099	\$1,899.80
057405	CINCOR	CINTAS CORPORATION	12/28/2017	CHECK	PMCHK00002099	\$321.88
EFT00020	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/1/2017	CHECK	PMCHK00002090	\$72,999.25
EFT00021	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/1/2017	CHECK	PMCHK00002090	\$3,236.81
EFT00022	OXFPRO	2725-2805 ASSOCIATES. LLC	12/1/2017	CHECK	PMCHK00002090	\$10,491.11
EFT00023	TDSMET	TDS	12/1/2017	CHECK	PMCHK00002090	\$8,209.17
EFT00024	COMCAS	COMCAST	12/6/2017	CHECK	PMCHK00002091	\$40.13
EFT00025	UNIPAR	UNITED PARCEL SERVICE	12/6/2017	CHECK	PMCHK00002091	\$129.03
EFT00026	VERWIRC	VERIZON WIRELESS	12/6/2017	CHECK	PMCHK00002091	\$1,822.10
EFT00027	UNIPAR	UNITED PARCEL SERVICE	12/15/2017	CHECK	PMCHK00002095	\$59.54
EFT00028	ATTMOB	AT&T MOBILITY	12/20/2017	CHECK	PMCHK00002096	\$418.82
EFT00029	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/20/2017	CHECK	PMCHK00002096	\$73,389.97
EFT00030	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/20/2017	CHECK	PMCHK00002096	\$3,236.81
EFT00031	DTEENE	DTE ENERGY	12/20/2017	CHECK	PMCHK00002096	\$17,239.37
EFT00032	TDSMET	TDS	12/20/2017	CHECK	PMCHK00002096	\$8,216.33
EFT00033	UNIPAR	UNITED PARCEL SERVICE	12/20/2017	CHECK	PMCHK00002096	\$128.69
EFT00034	UNIPAR	UNITED PARCEL SERVICE	12/27/2017	CHECK	PMCHK00002098	\$128.28
EFT00035	VERWIRC	VERIZON WIRELESS	12/27/2017	CHECK	PMCHK00002098	\$925.13

Total Checks: 209

Total Amount of Checks: \$566,868.58

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## Ann Arbor District Library Financial Summary for December 2017

### Cash

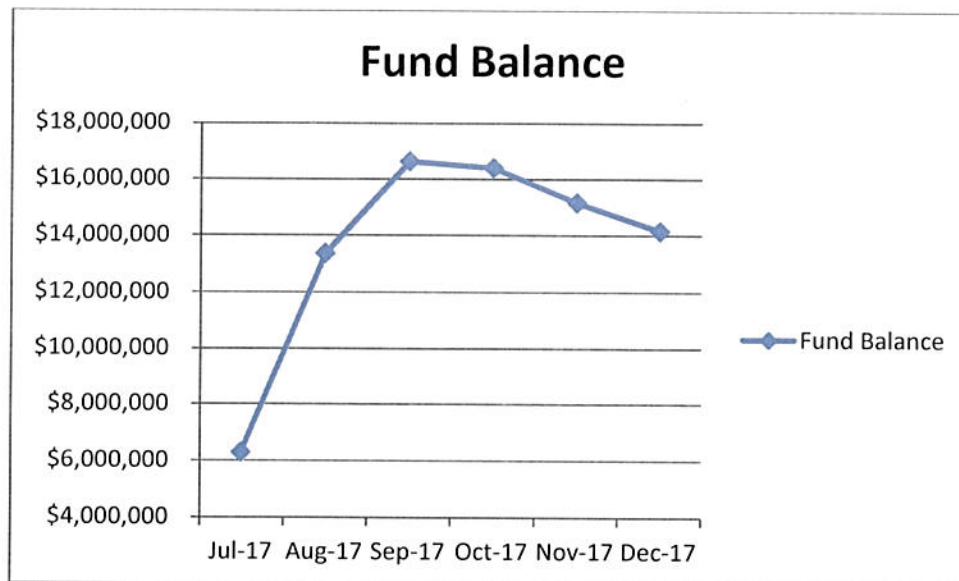
The unrestricted cash balance as of December 31, 2017 is \$13,939,850 down from \$15,263,194 as of the end of November 2017.

### Tax Receipts

The Library has received \$15,115,223 or 96.9% of the annual budgeted tax receipts of \$15,598,058 as of December 31, 2017.

### Fund Balance Activity

The Library has a positive fund balance of \$14,150,825 as of December 31, 2017 down from \$15,156,129 as of the end of November 2017.



Ann Arbor District Library  
Financial Summary for December 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.

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

The following operating expense line items are over budget:

Employee Benefits:	Due to pay out of vacation balances for retiring employees
Custodial Services:	Due to payout of contract with All Inclusive & payment to RNA
Grant & Memorial:	Due to the expenses for the summer games
Capital Outlay/Maintenance:	Due to installation of new cameras & card access system

Total Expenditures are under budget year-to-date by \$886,238.



## 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 December 31, 2017

	December			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>REVENUES:</b>						
Property taxes, net	\$ 60,252	\$ 1,299,838	\$ (1,239,586)	\$ 15,115,223	\$ 7,799,029	\$ 7,316,194
State aid	7,500	7,500	-	45,000	45,000	-
State penal fines	18,750	18,750	-	112,500	112,500	-
Interest income	1,284	2,083	(799)	22,032	12,500	9,532
Copier revenue	2,389	2,083	305	17,465	12,500	4,965
Grants and memorials	-	4,167	(4,167)	100,000	25,000	75,000
Library fines, fees and other	15,122	20,833	(5,711)	128,602	125,000	3,602
Non-resident fees	1,575	1,250	325	9,788	7,500	2,288
Rental revenue	5,185	2,593	2,593	18,148	15,555	2,593
<b>TOTAL REVENUES:</b>	<b>\$ 112,057</b>	<b>\$ 1,359,097</b>	<b>\$ (1,247,041)</b>	<b>\$ 15,568,757</b>	<b>\$ 8,154,584</b>	<b>\$ 7,414,173</b>
<b>EXPENDITURES:</b>						
<b>Current:</b>						
<b>Personnel:</b>						
Salaries and wages	\$ 521,862	\$ 563,196	\$ (41,334)	\$ 3,179,843	\$ 3,379,174.50	\$ (199,332)
Employee benefits	303,183	144,342	158,841	889,075	866,052	23,024
Employment taxes	37,973	43,085	(5,112)	234,472	258,507	(24,035)
<b>Purchased services:</b>						
Custodial services	20,740	21,833	(1,093)	145,705	131,000	14,705
Accounting/Audit	1,292	1,292	-	7,750	7,750	-
Legal	1,312	8,333	(7,021)	10,296	50,000	(39,704)
Professional services	14,358	17,318	(2,960)	73,427	103,910	(30,483)
Utilities	34,566	40,750	(6,184)	202,311	244,500	(42,189)
Property Insurance	8,432	8,517	(85)	50,593	51,100	(507)
Communications	22,600	15,000	7,600	83,846	90,000	(6,154)
Materials	93,736	150,183	(56,447)	766,967	901,100	(134,133)
Software Licenses/Maint	16,623	14,583	2,040	86,293	87,500	(1,207)
Building Rental	45,662	53,171	(7,509)	306,823	319,026	(12,203)
Seminars, conferences and travel	678	2,388	(1,709)	9,165	14,325	(5,160)
Copier Expense	2,553	3,750	(1,197)	15,917	22,500	(6,583)
Library Programming	46,770	50,683	(3,914)	180,669	304,100	(123,431)
Grant and Memorial Expenditures	-	4,167	(4,167)	67,108	25,000	42,108
Operating Supplies	28,598	24,008	4,589	111,837	144,050	(32,213)
Repairs & Maintenance	46,806	43,427	3,379	238,177	260,562	(22,386)
Postage	577	2,917	(2,340)	2,386	17,500	(15,114)
Other Operating Expenditures	1,847	3,435	(1,588)	9,212	20,607	(11,395)
Capital Outlay/Maintenance Expense	65,783	68,750	(2,967)	478,406	412,500	65,906
Capital Project Fund Expense	-	73,970	(73,970)	118,068	443,820	(325,752)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,315,950</b>	<b>\$ 1,359,097</b>	<b>\$ (43,147)</b>	<b>\$ 7,268,346</b>	<b>\$ 8,154,584</b>	<b>\$ (886,238)</b>
Revenue over (under) expenditures	\$ (1,203,893)	\$ -	\$ (1,203,893)	\$ 8,300,411	\$ -	\$ 8,300,411
<b>Other financing sources (uses)</b>						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net change in fund balances</b>	<b>\$ (1,203,893)</b>	<b>\$ -</b>	<b>\$ (1,203,893)</b>	<b>\$ 8,300,411</b>	<b>\$ -</b>	<b>\$ 8,300,411</b>
<b>Fund balance, beginning of year</b>	<b>\$ 4,886,853</b>	<b>\$ 4,886,853</b>	<b>\$ -</b>	<b>\$ 4,886,853</b>	<b>\$ 4,886,853</b>	<b>\$ -</b>
<b>Fund balance, end of year</b>	<b>\$ 3,682,960</b>	<b>\$ 4,886,853</b>	<b>\$ (1,203,893)</b>	<b>\$ 13,187,264</b>	<b>\$ 4,886,853</b>	<b>\$ 8,300,411</b>

## ANN ARBOR DISTRICT LIBRARY

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

## Governmental Funds

For the Period July 1, 2017 through December 31, 2017

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 15,115,223	\$ -	\$ -	\$ 15,115,223
State aid	45,000	-	-	45,000
State penal fines	112,500	-	-	112,500
Interest income	22,032	-	445	22,476
Copier revenue	17,465	-	-	17,465
Grants and memorials	100,000	-	74,141	174,141
Library fines, fees and other	128,602	-	-	128,602
Non-resident fees	9,788	-	-	9,788
Rental revenue	18,148	-	-	18,148
<b>TOTAL REVENUES:</b>	<b>\$ 15,568,757</b>	<b>\$ -</b>	<b>\$ 74,586</b>	<b>\$ 15,643,343</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 3,179,843	\$ -	\$ -	\$ 3,179,843
Employee benefits	889,075	-	-	889,075
Employment taxes	234,472	-	-	234,472
<b>Purchased services:</b>				
Custodial services	145,705	-	-	145,705
Accounting/Audit	7,750	-	-	7,750
Legal	10,296	-	-	10,296
Professional services	73,427	-	-	73,427
Utilities	202,311	-	-	202,311
Property insurance	50,593	-	-	50,593
Communications	83,846	-	-	83,846
Materials	766,967	-	-	766,967
Software Licenses/Maint	86,293	-	-	86,293
Building Rental	306,823	-	-	306,823
Seminars, conferences and travel	9,165	-	-	9,165
Copier Expense	15,917	-	-	15,917
Library Programming	180,669	-	-	180,669
Grant and Memorial Expenditures	67,108	-	-	67,108
Operating Supplies	111,837	-	-	111,837
Repairs and Maintenance	238,177	-	-	238,177
Postage	2,386	-	-	2,386
Other Operating Expenditures	9,212	-	-	9,212
Capital Outlay/Maintenance Expense	478,406	-	8,300	486,706
Capital Fund Expense	-	118,068	-	118,068
<b>TOTAL EXPENDITURES:</b>	<b>\$ 7,150,278</b>	<b>\$ 118,068</b>	<b>\$ 8,300</b>	<b>\$ 7,276,646</b>
Revenue over (under) expenditures	\$ 8,418,479	\$ (118,068)	\$ 66,286	\$ 8,366,698
<b>Other financing sources (uses)</b>				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in fund balance</b>	<b>\$ 8,418,479</b>	<b>\$ (118,068)</b>	<b>\$ 66,286</b>	<b>\$ 8,366,698</b>
Fund balance, beginning of year	\$ 4,886,853	\$ 752,585	\$ -	\$ 5,639,438
<b>Fund balance, end of year</b>	<b>\$ 13,305,332</b>	<b>\$ 634,518</b>	<b>\$ 66,286</b>	<b>\$ 14,006,136</b>

# ANN ARBOR DISTRICT LIBRARY

## Balance Sheet

Governmental Funds

December 31, 2017

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 8,697,073	\$ 886,825	\$ 511,737	\$ 10,095,635
Investments	4,566,927	-	-	4,566,927
Due from other governmental units	157,500	-	-	157,500
Prepaid items	276,208	-	-	276,208
<b>Total assets</b>	<b>\$ 13,697,709</b>	<b>\$ 886,825</b>	<b>\$ 511,737</b>	<b>\$ 15,096,271</b>
<b>Liabilities</b>				
Accounts payable	173,746	-	-	173,746
Accrued payroll and benefits	137,005	-	-	137,005
<b>Total liabilities</b>	<b>\$ 310,752</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,752</b>
<b>Deferred Outflows</b>				
Unavailable Property Tax Revenue	\$ 7,316,194	\$ -	\$ -	\$ 7,316,194
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 276,208	\$ -	\$ -	\$ 276,208
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	161,737	161,737
Committed for capital projects	-	886,825	-	886,825
Encumbered	452,147	-	-	452,147
Unassigned	5,342,408	-	-	5,342,408
<b>Total fund balances</b>	<b>\$ 6,070,763</b>	<b>\$ 886,825</b>	<b>\$ 511,737</b>	<b>\$ 7,469,324</b>
<b>Total liabilities and fund balances</b>	<b>\$ 13,697,709</b>	<b>\$ 886,825</b>	<b>\$ 511,737</b>	<b>\$ 15,096,271</b>



## DISCUSSION OF BOARD MEETING DATES FOR 2018 CALENDAR YEAR

### **I. Statement:**

Per AADL Board By-Laws and in accordance with the Michigan Open Meetings Act, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. The annual meeting is held in January.

### **II. Background:**

During the 2017 calendar year the Board made the following date changes:

Board meetings cancelled: August 21, 2017

Board meeting dates changed: May 15, 2017 changed to May 22, 2017

Special meetings called: June 12, 2017-Board Retreat

### **III. Options:**

#### 2018

The Board can decide to continue to meet on the third Monday of each month or change their regular meeting date to another day of the week. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet on the third Monday.

#### Board Retreats

Generally the Board holds one retreat within the first quarter of a new calendar year.

The Board can choose to have a Regular Meeting or a Retreat and/or both.

**The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.**

### **IV. Recommendations:**

Meeting dates for calendar year 2018 are recommended by Administration for the third Monday of the month with the exception of November. Meetings are generally scheduled to begin at 7:00 p.m.



Administration recommends adopting the following calendar:

Monday, **February 19, 2018**  
 Monday, **March 19, 2018**  
 Monday, **April 16, 2018**  
 Monday, **May 21, 2018**  
 Monday, **June 18, 2018**  
 Monday, **July 16, 2018**  
 Monday, **August 20, 2018**  
 Monday, **September 17, 2018**  
 Monday, **October 15, 2018**  
 Monday, **November 12, 2018**  
 Monday, **December 17, 2018**  
 Tuesday, **January 22, 2019**

#### **V. General Information:**

2018 Library related conferences:

February 9-13, 2018—ALA Midwinter Meeting, Denver, CO  
 March 20-24, 2018—PLA Conference, Philadelphia, PA  
 April 30-May 2, 2018—Loleta Fyan Small & Rural Libraries Conference, Acme, MI  
 June 21-26, 2018—ALA Annual Conference, New Orleans, LA  
 October 17-19, 2018—Michigan Library Association Annual Conference, Novi, MI  
 January 25-29, 2019—ALA Midwinter Meeting, Seattle, WA



## **ANN ARBOR DISTRICT LIBRARY BOARD PROPOSED 2018 MEETING SCHEDULE**

**TUESDAY, JANUARY 16, 2018**  
**MONDAY, FEBRUARY 19, 2018**  
**MONDAY, MARCH 19, 2018**  
**MONDAY, APRIL 16, 2018**  
**MONDAY, MAY 21, 2018**  
**MONDAY, JUNE 18, 2018**  
**MONDAY, JULY 16, 2018**  
**MONDAY, AUGUST 20, 2018**  
**MONDAY, SEPTEMBER 17, 2018**  
**MONDAY, OCTOBER 15, 2018**  
**MONDAY, NOVEMBER 12, 2018**  
**MONDAY, DECEMBER 17, 2018**  
**TUESDAY, JANUARY 22, 2019**

All Regular Meetings occur in the Lower Level Multipurpose Room of the Downtown Library, 343 South Fifth Avenue, Ann Arbor unless otherwise noted. Meetings generally begin at 7:00 p.m. Please verify meeting date and time by calling 734.327.8311 or visiting our website at [www.aadl.org/aboutus/board](http://www.aadl.org/aboutus/board).

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act. Such changes and additions will be posted at the Ann Arbor District Library, 343 South Fifth Avenue, our branch locations, our website [www.aadl.org/aboutus/board](http://www.aadl.org/aboutus/board), and other locations as appropriate.

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 and services should write the Ann Arbor District Library Board at Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, MI 48104, email [wilsonk@aadl.org](mailto:wilsonk@aadl.org) or call 734.327.8311.

## 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

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