



Regular Meeting Agenda

Monday, February 19, 2018

Published by Ann Arbor District Library

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

April 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					

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, February 19, 2018 at 7:00 p.m.
 Ann Arbor District Library, Multipurpose Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 18-023 I. CALL TO ORDER
- 18-024 II. ATTENDANCE
- 18-025 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 18-026 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of January 16, 2018 (pp. 3-10)
- CA-2 Approval of January 2018 Disbursements (pp. 11-13)
- 18-027 V. CITIZENS' COMMENTS
- 18-028 VI. FINANCIAL REPORTS (pp. 14-18)
 Bill Cooper, Finance Manager
- 18-029 VII. COMMITTEE REPORTS
- 18-030 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 18-031 B. BUDGET & FINANCE COMMITTEE
 (10 minutes)
- 18-032 VIII. DIRECTOR'S REPORT (pp. 19-21)
 Josie B. Parker, Director
- 18-033 IX. OLD BUSINESS
- 16-154 A. AADL STRATEGIC PLAN GOAL 3.3: REIMAGINE THE
 ANN ARBOR DISTRICT LIBRARY'S DOWNTOWN
 PRESENCE

Len Lemorie, Facilities Manager
(20 minutes)

- 16-154 B. AADL STRATEGIC PLAN GOAL 4.3: IMPLEMENT THE
NEW WEB PRESENCE - UPDATE
Eli Neiburger, Deputy Director
(20 minutes)
- 18-034 X. NEW BUSINESS
- 18-035 A. APPROVAL OF BOARD RETREAT DATE OF MAY 23,
2018
(Item of action)
- 18-036 XI. CITIZENS' COMMENTS
- 18-037 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 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 ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

- 18-001 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 6:16 p.m.
- 18-002 II. ATTENDANCE
- Board Present: Victoria Green, Jan Barney Newman, Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek
 Board Absent: Jim Leija
 Staff: Josie Parker, Eli Neiburger, Bill Cooper, Karen Wilson
 (recorder)
- Others Present: William Stapleton, Hooper, Hathaway
- 18-003 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 18-004 IV. RECONVENE ANNUAL MEETING AT 7:00PM
- President Vander Broek reconvened the annual meeting to order at 7:07 p.m.
- 18-005 V. PRESIDENT'S REMARKS
- President Vander Broek briefly remarked on her tenure as president and thanked her Board colleagues for their support.
- 18-006 VI. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
- Trustee Sherman, supported by Trustee Song, nominated Jamie Vander Broek for Board President. No other nominations were made.
- A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

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

NAYS: None

Motion passed 6-0.

2. VICE PRESIDENT

(Item of action)

Roll call vote

Trustee Vander Broek, supported by Trustee Green, nominated Linh Song for Board Vice President. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

3. TREASURER

(Item of action)

Roll call vote

Trustee Sherman, supported by Trustee Song, nominated Jim Leija for Board Treasurer. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

4. SECRETARY

(Item of action)

Roll call vote

Trustee Barney Newman, supported by Trustee Sherman,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

nominated Ed Surovell for Board Secretary. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

18-007 VII. INSTALLATION OF OFFICERS

Trustee Vander Broek administered the oath installing Board officers for 2018: Trustee Vander Broek as President, Trustee Song as Vice President, Trustee Leija as Treasurer and Trustee Surovell as Secretary.

“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

Officers for 2018 remained the same as 2017.

18-009 IX. APPROVAL OF AGENDA
 (Item of action)

Secretary Surovell, supported by Trustee Sherman, moved to approve the agenda.

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

NAYS: None

Motion passed 6-0.

18-010 X. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of December 18, 2017

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

CA-2 Approval of December 2017 Disbursements

Trustee Barney Newman, supported by Secretary Surovell, moved to approve the consent agenda.

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

NAYS: None

Motion passed 6-0.

18-011 XI. CITIZENS' COMMENTS

There we no citizens' comments.

18-012 XII. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the December 2017 financials in the Board Packet. He noted that \$15,115,223 in property taxes, 96.9% of the budgeted amount, has been received year to date. Currently year to date expenditures are under budget by \$886,238.

18-013 XIII. COMMITTEE REPORTS

18-014 A. EXECUTIVE COMMITTEE

President Vander Broek reported the Executive Committee met and discussed the draft EPIC-MRA survey.

18-015 XIV. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker congratulated Lance Warner, Director of the Kent District Library on being chosen as the 2018 Librarian of the Year by *Library Journal*.

Director Parker thanked staff who worked nonstop during the website/catalog upgrade including Eli, Kip, Eric, Ryan, Glen and Troy. She also thanked the remainder of the IT department staff and staff on the public desks who worked with the public on

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

making the transition as smooth as possible. She expressed her appreciation to all.

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)

President Vander Broek informed the Board that she has spoken with John Cavanagh regarding Board questions and concerns on the EPIC-MRA survey. She noted that Mr. Cavanagh watched the previous Board meeting obtaining Board member comments and adjusted the survey. A final draft has been presented to the Board for additional comment.

Trustee Green asked that the last sentence in questions 15 and 16 be more consistent.

Vice President Song inquired when the survey will take place. Director Parker stated it will be scheduled for mid-February with reporting back to the Board scheduled for the March Board meeting. She also reported that a survey response from 400 to 500 is the goal, contacting both cell phones and landline phones.

President Vander Broek will contact Mr. Cavanagh with tonight's feedback.

16-154 B. AADL STRATEGIC PLAN GOAL 4.3: IMPLEMENT THE NEW WEB PRESENCE - UPDATE

Eli Neiburger, Deputy Director

Deputy Director Neiburger updated the Board on the transition to the new website. Currently staff is focusing on core services and slowly adding other services to the website.

Patrons can text messages to 4200 for a faster response. These messages go to all public staff desks. A summary of patron comments were reviewed.

He reviewed with the Board upcoming updates to the website that

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

will address concerns being expressed by patrons.

Trustee Green inquired about the Summer Game. Deputy Director Neiburger stated that staff will begin the rebuilding process of that website in March.

AADL's fiber infrastructure has recently transferred from Comcast to the City of Ann Arbor.

Deputy Director Neiburger thanked all of the IT team for their great work on the new website and handling the equipment changes needed. Circulation and YASC supervisors were also commended on their handling of public inquires.

18-017 XVI. NEW BUSINESS

18-018 A. APPROVAL OF BOARD MEETING DATES FOR 2018
 (Item of discussion & action)

Trustee Sherman, supported by Trustee Barney Newman, moved to approve the 2018 Board meeting dates as presented.

The Board discussed having a retreat in April. Administration will check for availability.

Trustee Green inquired about remote attendance for Board meetings. Director Parker noted that the Bylaws do not address this; however, they do establish the number of board members being physically present at a meeting to establish a quorum. The Board had a brief discussion on topic.

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

NAYS: None

Motion passed 6-0.

18-019 B. APPROVAL OF BOARD BUDGET & FINANCE
 COMMITTEE APPOINTMENTS
 (Item of discussion & action)

President Vander Broek presented Treasurer Leija, Trustees'

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

Green and Sherman as appointments to the Budget and Finance Committee.

Trustee Sherman, supported by Trustee Barney Newman, moved to approve the Budget and Finance Committee appointments.

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

NAYS: None

Motion passed 6-0.

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

Trustee Sherman, supported by Trustee Barney Newman, moved for a closed session at the February 19, 2018 board meeting for discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

18-021

XVII. CITIZENS' COMMENTS

Dave

Hi, I'm Dave and I live on the west side of Ann Arbor. I am active in the tech privacy scene and care especially about it in relation to intellectual freedom. After the last board meeting I read a link to some announcement for a new collaborative program between Library Freedom Project and New York University. It's known as the Library Freedom Institute. I quote from the Library Freedom Projects website "The Library Freedom Institute (LFI) is a privacy-focused six-month program for librarians to teach them

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 16, 2018

the skills necessary to thrive as privacy advocates; from installing privacy software to influencing public policy.” The program is new this year with its inaugural course beginning in June. It is now accepting applications for the first cohort of librarians. I want to suggest to the Board that the AADL circulate the application and encourage library staff to apply and ideally have somebody join the cohort. The application deadline is soon, February 1st for the Library Freedom Initiative, so action would need to be taken before the next board meeting. I’ve printed out a few copies of the application and the announcement that I read which both have additional info about the program. But briefly there is no cost, it is an expected load of five hours a week for six months with a cohort of forty privacy advocates geographically dispersed across the U.S. In addition the Library Freedom Project is available for contact if you have any questions about it. I can also circulate and provide specific references if you have any requests. I understand that there is no dialogue at these comments so I would like to request that the Board provide a public response in writing on the website. But again I hope you circulate the application. I encourage, I hope you encourage staff to apply. I believe that we have an awesome library. I think participating in the program would make it even awesomer, I know that’s not a word. Thanks for your consideration.

18-022 XVIII. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:17 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 the annual meeting held on January 16, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

Ranaes:	From:	To:	Check Date	From:	To:
Check Number	First	Last	Checkbook ID	1/1/2018	1/31/2018
Vendor ID	First	Last			
Vendor Name	First	Last			

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057406	ANNARB	ANN ARBOR OBSERVER	1/4/2018	CHECK	PMCHK00002102	\$2,429.50
057407	APPIMA	APPLIED IMAGING	1/4/2018	CHECK	PMCHK00002102	\$2,975.00
057408	APPLE	APPLE, INC.	1/4/2018	CHECK	PMCHK00002102	\$1,828.00
057409	BETMAN	BETH MANUEL	1/4/2018	CHECK	PMCHK00002102	\$14.31
057410	BUSCAR	BUSINESS CARD	1/4/2018	CHECK	PMCHK00002102	\$12,976.46
057411	DEMCO	DEMCO	1/4/2018	CHECK	PMCHK00002102	\$4,000.99
057412	FRIOF	FRIENDS OF THE AADL	1/4/2018	CHECK	PMCHK00002102	\$5,461.60
057413	HURELE	HURON VALLEY ELECTRIC	1/4/2018	CHECK	PMCHK00002102	\$1,370.00
057414	KATMON	KATIE MONKIEWICZ	1/4/2018	CHECK	PMCHK00002102	\$8.86
057415	KELULL	KELSEY ULLENBRUCH	1/4/2018	CHECK	PMCHK00002102	\$46.98
057416	LAKLEA	LAKESHORE LEARNING MATERIALS	1/4/2018	CHECK	PMCHK00002102	\$39.08
057417	MAINASSOC	MAIN STREET AREA ASSOCIATION	1/4/2018	CHECK	PMCHK00002102	\$170.00
057418	NEOINK	NEOPOST USA INC	1/4/2018	CHECK	PMCHK00002102	\$181.50
057419	OCLINS	OCLC, INC.	1/4/2018	CHECK	PMCHK00002102	\$4,250.76
057420	OFFDEP	OFFICE DEPOT, INC.	1/4/2018	CHECK	PMCHK00002102	\$138.67
057421	POPLOC	POP A LOCK OF ANN ARBOR	1/4/2018	CHECK	PMCHK00002102	\$10,090.00
057422	SARJAB	SARMED JABRA	1/4/2018	CHECK	PMCHK00002102	\$20.00
057423	SCHSOU	SCHEDULE SOURCE, INC	1/4/2018	CHECK	PMCHK00002102	\$922.00
057424	SHEWIL	SHERWIN- WILLIAMS	1/4/2018	CHECK	PMCHK00002102	\$206.49
057425	TYCO	TYCO INTEGRATED SECURITY	1/4/2018	CHECK	PMCHK00002102	\$1,227.45
057426	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/4/2018	CHECK	PMCHK00002102	\$576.22
057427	WOLFUR	WOLVERINE COMMERCIAL FURNISHIN	1/4/2018	CHECK	PMCHK00002102	\$338.00
057428	GRAINGER	GRAINGER	1/4/2018	CHECK	PMCHK00002102	\$12.30
057429	CINTAS	CINTAS CORPORATION	1/4/2018	CHECK	PMCHK00002102	\$602.70
057430	AFTDEL	AFTERNOON DELIGHT	1/10/2018	CHECK	PMCHK00002104	\$165.40
057431	AMASCH	AMANDA SCHOTT	1/10/2018	CHECK	PMCHK00002104	\$28.98
057432	AMBFAL	AMBER ADAMS-FALL	1/10/2018	CHECK	PMCHK00002104	\$250.00
057433	AMYTAR	AMY TARRANT	1/10/2018	CHECK	PMCHK00002104	\$300.00
057434	ANDPAI	ANDERSON PAINT COMPANY	1/10/2018	CHECK	PMCHK00002104	\$155.53
057435	ANNOHAG	ANN O'HAGAN	1/10/2018	CHECK	PMCHK00002104	\$100.00
057436	APPIMA	APPLIED IMAGING	1/10/2018	CHECK	PMCHK00002104	\$2,103.45
057437	B&H	B&H PHOTO-VIDEO	1/10/2018	CHECK	PMCHK00002104	\$8,292.68
057438	BETBEC	BETSY J. BECKERMAN	1/10/2018	CHECK	PMCHK00002104	\$1,080.00
057439	BETNEA	BETHANY NEAL	1/10/2018	CHECK	PMCHK00002104	\$450.00
057440	BRICON	BRIDGEPORT CONSULTING	1/10/2018	CHECK	PMCHK00002104	\$3,893.75
057441	BRITRU	BRIAN M. TRUSKOWSKI	1/10/2018	CHECK	PMCHK00002104	\$250.00
057442	CARKOE	CAROLYN KOEBEL	1/10/2018	CHECK	PMCHK00002104	\$800.00
057443	CINTAS	CINTAS CORPORATION	1/10/2018	CHECK	PMCHK00002104	\$497.99
057444	DAVBAR	DAVE BARABAS	1/10/2018	CHECK	PMCHK00002104	\$1,101.63
057445	DAVMCM	DAVID MCMILLIAN	1/10/2018	CHECK	PMCHK00002104	\$80.00
057446	DEBJAC	DEBRA JACKSON	1/10/2018	CHECK	PMCHK00002104	\$125.00
057447	DIADUD	DIANE LYNN DUDLEY	1/10/2018	CHECK	PMCHK00002104	\$100.00
057448	ELLIV	ELLEN LIVINGSTON	1/10/2018	CHECK	PMCHK00002104	\$125.00
057449	GARISTE	GARI STEIN	1/10/2018	CHECK	PMCHK00002104	\$100.00
057450	GRAKOT	GRACE HELMS KOTRE	1/10/2018	CHECK	PMCHK00002104	\$100.00
057451	HANBUT	HANNAH BUTLER	1/10/2018	CHECK	PMCHK00002104	\$150.00
057452	JAPANBUS	JAPAN BUSINESS SOCIETY OF DETR	1/10/2018	CHECK	PMCHK00002104	\$200.00
057453	JOSBUR	JOSHUA BURDICK	1/10/2018	CHECK	PMCHK00002104	\$125.00
057454	KATGOO	KATHRYN GOODSON	1/10/2018	CHECK	PMCHK00002104	\$100.00
057455	KEEROD	KEEGAN RODGERS	1/10/2018	CHECK	PMCHK00002104	\$250.00
057456	KINLOR	KINO LORBER	1/10/2018	CHECK	PMCHK00002104	\$150.00
057457	LARWIL	LARON WILLIAMS	1/10/2018	CHECK	PMCHK00002104	\$495.00
057458	LEACEN	LEARNING CENTER	1/10/2018	CHECK	PMCHK00002104	\$1,438.95
057459	LOWE'S	LOWES BUSINESS ACCOUNT	1/10/2018	CHECK	PMCHK00002104	\$968.44
057460	MARBAN	MARTIN BANDYKE	1/10/2018	CHECK	PMCHK00002104	\$400.00
057461	MARCHE	MARIAH CHEREM	1/10/2018	CHECK	PMCHK00002104	\$89.94
057462	MARKOU	MARGARET ALEX KOURVO	1/10/2018	CHECK	PMCHK00002104	\$450.00
057463	MICKRE	MICHELLE KRELL KYDD	1/10/2018	CHECK	PMCHK00002104	\$600.00
057464	OFFDEP	OFFICE DEPOT, INC.	1/10/2018	CHECK	PMCHK00002104	\$244.78
057465	OUILL	OUILL CORPORATION	1/10/2018	CHECK	PMCHK00002104	\$47.94
057466	REHROB	REHMANN ROBSON	1/10/2018	CHECK	PMCHK00002104	\$900.00
057467	RICBUS1M	RICOH USA, INC.	1/10/2018	CHECK	PMCHK00002104	\$186.49
057468	SANSLO	SANDOR SLOMOVITS	1/10/2018	CHECK	PMCHK00002104	\$900.00
057469	SARKEL	SARA MELTON KELLER	1/10/2018	CHECK	PMCHK00002104	\$300.00
057470	SHASON	SHAMBAUGH & SON	1/10/2018	CHECK	PMCHK00002104	\$2,157.19
057471	STAHR	STADIUM HARDWARE	1/10/2018	CHECK	PMCHK00002104	\$105.98
057472	STAMICBOILER	STATE OF MICHIGAN	1/10/2018	CHECK	PMCHK00002104	\$60.00
057473	SWESOU	SWEETWATER SOUND INC.	1/10/2018	CHECK	PMCHK00002104	\$1,649.47
057474	ULINE	ULINE, INC.	1/10/2018	CHECK	PMCHK00002104	\$141.55
057475	WESENT	WESTGATE ENTERPRISES, LLC	1/10/2018	CHECK	PMCHK00002104	\$12,346.48
057476	WHILAB	WHITLAM LABEL COMPANY, INC.	1/10/2018	CHECK	PMCHK00002104	\$3,499.65
057477	WILTEC	WILTEC TECHNOLOGIES	1/10/2018	CHECK	PMCHK00002104	\$515.00
057478	ADEHEL	ADELE HELMICK-MOOREHEAD	1/10/2018	CHECK	PMCHK00002104	\$250.00
057479	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	1/10/2018	CHECK	PMCHK00002104	\$360.00
057480	BETJOHN	BETH JOHNSON	1/10/2018	CHECK	PMCHK00002104	\$100.00
057481	ALLEN	ALLIANCE ENTERTAINMENT	1/18/2018	CHECK	PMCHK00002105	\$988.86
057482	AMACORP	AMAZON	1/18/2018	CHECK	PMCHK00002105	\$3,381.45
057483	AMBFAL	AMBER ADAMS-FALL	1/18/2018	CHECK	PMCHK00002105	\$100.00
057484	APPIMA	APPLIED IMAGING	1/18/2018	CHECK	PMCHK00002105	\$2,103.45
057485	BAKTAY	BAKER & TAYLOR	1/18/2018	CHECK	PMCHK00002105	\$5,580.65
057486	BARNOB1	BARNES & NOBLE INC.	1/18/2018	CHECK	PMCHK00002105	\$480.91
057487	BERCOM	BERESFORD COMPANY	1/18/2018	CHECK	PMCHK00002105	\$92.00
057488	BOOPAG	BOOKPAGE	1/18/2018	CHECK	PMCHK00002105	\$1,800.00
057489	BREWER	BREWER'S	1/18/2018	CHECK	PMCHK00002105	\$620.46
057490	BUSCHS	BUSCH'S, INC.	1/18/2018	CHECK	PMCHK00002105	\$237.78

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057493	CARBRO	CARPENTER BROS.	1/18/2018	CHECK	PMCHK00002105	\$49.99
057494	CARKOE	CAROLYN KOEBEL	1/18/2018	CHECK	PMCHK00002105	\$200.00
057495	CFRA	CFRA	1/18/2018	CHECK	PMCHK00002105	\$840.00
057496	CITWASTE	CITY OF ANN ARBOR TREASURER	1/18/2018	CHECK	PMCHK00002105	\$2,400.00
057497	CITWATER	CITY OF AA WATER UTILITIES	1/18/2018	CHECK	PMCHK00002105	\$156.36
057498	DYKGOS	DYKEMA GOSSETT PLLC	1/18/2018	CHECK	PMCHK00002105	\$3,813.62
057499	EBSCO	EBSCO INFORMATION SERVICES	1/18/2018	CHECK	PMCHK00002105	\$1,218.00
057500	ELILAW	ELITE LAWN & LANDSCAPE. INC.	1/18/2018	CHECK	PMCHK00002105	\$7,525.00
057501	EPICMRA	EPIC - MRA	1/18/2018	CHECK	PMCHK00002105	\$11,500.00
057502	EOUSOF	EOUINOX SOFTWARE. INC.	1/18/2018	CHECK	PMCHK00002105	\$2,500.00
057503	FISWIN	FISH WINDOW CLEANING	1/18/2018	CHECK	PMCHK00002105	\$100.00
057504	GRACUT	W&G FOYLE LTD	1/18/2018	CHECK	PMCHK00002105	\$2,355.12
057505	HOOHAT	HOOPER HATHAWAY. P.C.	1/18/2018	CHECK	PMCHK00002105	\$2,299.50
057506	INTSYS	INTELLIGENT CONTROL SYSTEMS	1/18/2018	CHECK	PMCHK00002105	\$12,500.00
057507	JENMCK	JENNIFER MCKEE	1/18/2018	CHECK	PMCHK00002105	\$100.00
057508	JOHGUT	JOHN GUTOSKEY	1/18/2018	CHECK	PMCHK00002105	\$2,000.00
057509	KOLAMI	KOL AMI	1/18/2018	CHECK	PMCHK00002105	\$57.35
057510	METCOM	METCOM	1/18/2018	CHECK	PMCHK00002105	\$3,445.90
057511	MICMUN	MICHIGAN MUNICIPAL LEAGUE WORK	1/18/2018	CHECK	PMCHK00002105	\$105,019.00
057512	MIDTAP	MIDWEST TAPE	1/18/2018	CHECK	PMCHK00002105	\$5,846.38
057513	NEOPOS	MAILFINANCE	1/18/2018	CHECK	PMCHK00002105	\$619.98
057514	OFFDEP	OFFICE DEPOT. INC.	1/18/2018	CHECK	PMCHK00002105	\$271.18
057515	PATFSMI	PATRICIA F. SMITH	1/18/2018	CHECK	PMCHK00002105	\$200.00
057516	PAYCOO	PAYTON COOK	1/18/2018	CHECK	PMCHK00002105	\$600.00
057517	RANHOU	PENGUIN RANDOM HOUSE. LLC	1/18/2018	CHECK	PMCHK00002105	\$131.25
057518	RECBOO	RECORDED BOOKS. INC.	1/18/2018	CHECK	PMCHK00002105	\$153.00
057519	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	1/18/2018	CHECK	PMCHK00002105	\$16,655.00
057520	ROBROB	ROBIN ROBINSON	1/18/2018	CHECK	PMCHK00002105	\$100.00
057521	SCHSEC	SCHILKE SECURITY	1/18/2018	CHECK	PMCHK00002105	\$1,970.00
057522	SWAPRE	SWAMP PRESS	1/18/2018	CHECK	PMCHK00002105	\$10.00
057523	TEACOM	THE TEACHING COMPANY SALES. LL	1/18/2018	CHECK	PMCHK00002105	\$2,582.60
057524	ULINE	ULINE. INC.	1/18/2018	CHECK	PMCHK00002105	\$63.82
057525	UNIOMA	UNIOUE MANAGEMENT SERVICES. IN	1/18/2018	CHECK	PMCHK00002105	\$751.80
057526	UNUMPRO	UNUM LIFE INSURANCE	1/18/2018	CHECK	PMCHK00002105	\$4,545.22
057527	UNUMPRO1	UNUM LIFE INSURANCE	1/18/2018	CHECK	PMCHK00002105	\$2,929.01
057528	VOSLIG	VOSS LIGHTING	1/18/2018	CHECK	PMCHK00002105	\$468.00
057529	WASHNE	WASHTENAW NEWS COMPANY. INC.	1/18/2018	CHECK	PMCHK00002105	\$7,361.80
057530	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/18/2018	CHECK	PMCHK00002105	\$741.99
057531	GRAINGER	GRAINGER	1/18/2018	CHECK	PMCHK00002105	\$38.40
057532	CINTAS	CINTAS CORPORATION	1/18/2018	CHECK	PMCHK00002105	\$716.09
057533	4THTHE	4th WALL THEATRE CO.	1/25/2018	CHECK	PMCHK00002108	\$2,700.00
057534	A.M. SERV	A.M. SERVICES. INC	1/25/2018	CHECK	PMCHK00002108	\$450.00
057535	ALBSJO	ALBERT SJOERDSMA	1/25/2018	CHECK	PMCHK00002108	\$697.53
057536	ALLJON	ALLISON JONES	1/25/2018	CHECK	PMCHK00002108	\$43.04
057537	AMASCH	AMANDA SCHOTT	1/25/2018	CHECK	PMCHK00002108	\$18.20
057538	AMYCAN	AMY CANTU	1/25/2018	CHECK	PMCHK00002108	\$3,532.05
057539	ANNBAI	Ann Loise Baird	1/25/2018	CHECK	PMCHK00002108	\$10.00
057540	APPIMA	APPLIED IMAGING	1/25/2018	CHECK	PMCHK00002108	\$2,975.00
057541	BETAND	BETH ANDERSEN	1/25/2018	CHECK	PMCHK00002108	\$4,028.59
057542	BETBEC	BETSY JANE BECKERMAN	1/25/2018	CHECK	PMCHK00002108	\$400.00
057543	BETMAN	BETH MANUEL	1/25/2018	CHECK	PMCHK00002108	\$4.19
057544	COLSIM	COLIN SIMPSON	1/25/2018	CHECK	PMCHK00002108	\$16.85
057545	COMALLW	COMPUTER ALLEY	1/25/2018	CHECK	PMCHK00002108	\$139.98
057546	CONSHA	CONNOR SHAUGHNESSY	1/25/2018	CHECK	PMCHK00002108	\$600.00
057547	CREWIN	CREATIVE WINDOWS	1/25/2018	CHECK	PMCHK00002108	\$475.00
057548	CUMMIMSSALES	Cummins Sales & Services	1/25/2018	CHECK	PMCHK00002108	\$13,561.00
057549	CYNCHE	CYNTHIA CHELIUS	1/25/2018	CHECK	PMCHK00002108	\$560.27
057550	DTEENE1	DTE ENERGY	1/25/2018	CHECK	PMCHK00002108	\$9,913.36
057551	DUKERO	DUKE ROOFING	1/25/2018	CHECK	PMCHK00002108	\$408.50
057552	ELIBAI	ELIZABETH BAIER	1/25/2018	CHECK	PMCHK00002108	\$4,010.79
057553	EOUSOF	EOUINOX OPEN LIBRARY INITIATIV	1/25/2018	CHECK	PMCHK00002108	\$2,500.00
057554	EVEHOL	EVELYN HOLLENSHEAD	1/25/2018	CHECK	PMCHK00002108	\$41.27
057555	GLEMOD	GLEN MODELL	1/25/2018	CHECK	PMCHK00002108	\$3,965.98
057556	GRAPHX	GRAPH-X SIGNS.DISPLAYS & EXHIB	1/25/2018	CHECK	PMCHK00002108	\$2,632.00
057557	IEVBAT	IEVA BATES	1/25/2018	CHECK	PMCHK00002108	\$4,020.47
057558	JACSAS	JACQUELINE SASAKI	1/25/2018	CHECK	PMCHK00002108	\$4,028.59
057559	JANASMITH	JANET A. SMITH	1/25/2018	CHECK	PMCHK00002108	\$200.69
057560	JANSMI	JANET P. SMITH	1/25/2018	CHECK	PMCHK00002108	\$577.63
057561	JILMOR	JILLIAN MORENO	1/25/2018	CHECK	PMCHK00002108	\$250.00
057562	JIMGAL	JAMES GALOW	1/25/2018	CHECK	PMCHK00002108	\$2,631.16
057563	LATHEATRE	LA THEATRE WORKS	1/25/2018	CHECK	PMCHK00002108	\$5,000.00
057564	LAURAY	LAURA RAYNOR	1/25/2018	CHECK	PMCHK00002108	\$4,035.41
057565	LORKAN	LORI KANE	1/25/2018	CHECK	PMCHK00002108	\$3,199.46
057566	MANCOS	MANER COSTERISAN	1/25/2018	CHECK	PMCHK00002108	\$1,085.00
057567	METLIFE	METLIFE - GROUP BENEFITS	1/25/2018	CHECK	PMCHK00002108	\$7,486.69
057568	MIRFRE	Miriam Freedman	1/25/2018	CHECK	PMCHK00002108	\$48.97
057569	MONHIG	MONICA HIGMAN	1/25/2018	CHECK	PMCHK00002108	\$100.00
057570	NETTIS	JEANNETTE TISO	1/25/2018	CHECK	PMCHK00002108	\$100.00
057571	OCLINS	OCLC. INC.	1/25/2018	CHECK	PMCHK00002108	\$4,355.01
057572	OFFDEP	OFFICE DEPOT. INC.	1/25/2018	CHECK	PMCHK00002108	\$28.78
057573	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/25/2018	CHECK	PMCHK00002108	\$122.58
057574	PREPET	PREUSS PETS	1/25/2018	CHECK	PMCHK00002108	\$2,908.52
057575	RACYAN	RACHEL YANIKOGLU	1/25/2018	CHECK	PMCHK00002108	\$4,017.40
057576	RAEHOE	RAE HOEKSTRA	1/25/2018	CHECK	PMCHK00002108	\$100.00
057577	RANKAP	RANDY KAPLAN	1/25/2018	CHECK	PMCHK00002108	\$600.00
057578	RECANN	RECYCLE ANN ARBOR	1/25/2018	CHECK	PMCHK00002108	\$679.50
057579	ROBMA	ROBIN MADIGAN	1/25/2018	CHECK	PMCHK00002108	\$2,240.18
057580	RUBSTA	RUBBER STAMPS UNLIMITED	1/25/2018	CHECK	PMCHK00002108	\$37.45
057581	SHELAN	SHEILA LANDIS	1/25/2018	CHECK	PMCHK00002108	\$600.00
057582	SHETUR	SHERLONYA TURNER	1/25/2018	CHECK	PMCHK00002108	\$26.00
057583	SHICOL	SHIRLEY COLEMAN	1/25/2018	CHECK	PMCHK00002108	\$2,656.60
057584	SOULAH	SORAYA LAHAM	1/25/2018	CHECK	PMCHK00002108	\$3,403.17

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
057585	SWESOU	SWEETWATER SOUND INC.	1/25/2018	CHECK	PMCHK00002108	\$3,580.42
057586	TIMGRI	TIM GRIMES	1/25/2018	CHECK	PMCHK00002108	\$6,163.70
057587	TYCO	TYCO INTEGRATED SECURITY	1/25/2018	CHECK	PMCHK00002108	\$3,861.53
057588	ULINE	ULINE, INC.	1/25/2018	CHECK	PMCHK00002108	\$277.12
057589	UMMUSNATHIS	UM MUSEUM OF NATURAL HISTORY	1/25/2018	CHECK	PMCHK00002108	\$500.00
057590	UMSTAMPS	UNIVERSITY OF MICHIGAN	1/25/2018	CHECK	PMCHK00002108	\$300.00
057591	VALDAV	VALERIE DAVENPORT	1/25/2018	CHECK	PMCHK00002108	\$2,247.14
057592	VICBRO	VICKI BROWNE	1/25/2018	CHECK	PMCHK00002108	\$4,029.55
057593	WESENT	WESTGATE ENTERPRISES, LLC	1/25/2018	CHECK	PMCHK00002108	\$35,170.83
057594	CINTAS	CINTAS CORPORATION	1/25/2018	CHECK	PMCHK00002108	\$145.88
EFT00036	DTEENE	DTE ENERGY	1/3/2018	CHECK	PMCHK00002100	\$3,586.51
EFT00037	OXFPRO	2725-2805 ASSOCIATES, LLC	1/3/2018	CHECK	PMCHK00002100	\$10,074.70
EFT00038	UNIPAR	UNITED PARCEL SERVICE	1/3/2018	CHECK	PMCHK00002100	\$37.52
EFT00039	OXFPRO	2725-2805 ASSOCIATES, LLC	1/3/2018	CHECK	PMCHK00002101	\$1.95
EFT00040	COMCAS	COMCAST	1/9/2018	CHECK	PMCHK00002103	\$34.02
EFT00041	UNIPAR	UNITED PARCEL SERVICE	1/9/2018	CHECK	PMCHK00002103	\$62.87
EFT00042	ATTMOB	AT&T MOBILITY	1/18/2018	CHECK	PMCHK00002106	\$419.32
EFT00043	UNIPAR	UNITED PARCEL SERVICE	1/18/2018	CHECK	PMCHK00002106	\$56.72
EFT00044	VERWIRC	VERIZON WIRELESS	1/18/2018	CHECK	PMCHK00002106	\$860.83
EFT00045	DTEENE	DTE ENERGY	1/24/2018	CHECK	PMCHK00002107	\$26,203.99
EFT00046	TDSMET	TDS	1/24/2018	CHECK	PMCHK00002107	\$8,245.20
EFT00047	UNIPAR	UNITED PARCEL SERVICE	1/24/2018	CHECK	PMCHK00002107	\$70.13
EFT00048	VERWIRC	VERIZON WIRELESS	1/24/2018	CHECK	PMCHK00002107	\$1,916.74
EFT00049	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/30/2018	CHECK	PMCHK00002109	\$74,978.63
EFT00050	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/30/2018	CHECK	PMCHK00002109	\$7,629.15
EFT00051	UNIPAR	UNITED PARCEL SERVICE	1/30/2018	CHECK	PMCHK00002110	\$103.42
EFT00052	VERWIRC	VERIZON WIRELESS	1/30/2018	CHECK	PMCHK00002110	\$1,925.09

Total Checks: 204

Total Amount of Checks: \$620,094.88

Ann Arbor District Library Financial Summary for January 2018

Cash

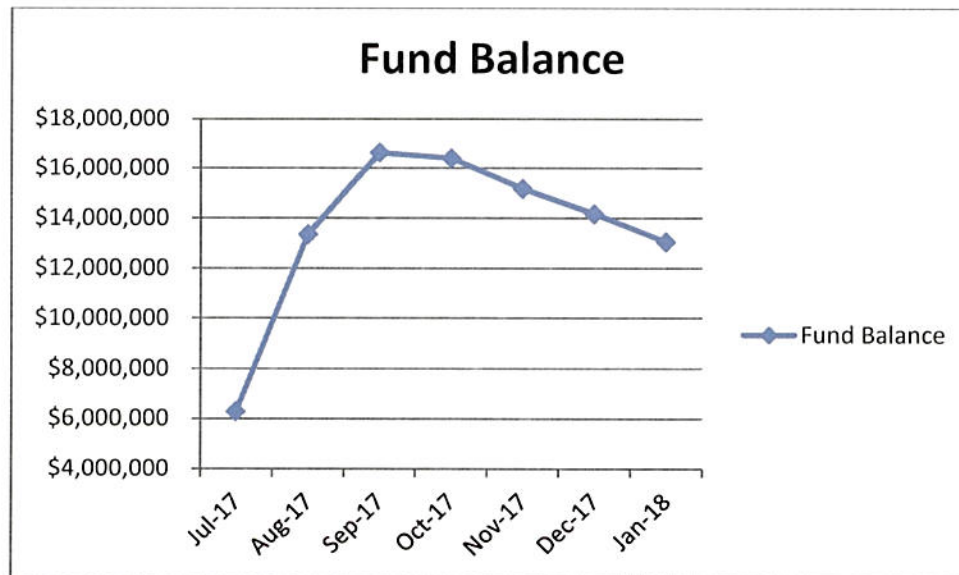
The unrestricted cash balance as of January 31, 2018 is \$12,943,746 down from \$13,939,850 as of the end of December 2017.

Tax Receipts

The Library has received \$15,164,993 or 97.2% of the annual budgeted tax receipts of \$15,598,058 as of January 31, 2018.

Fund Balance Activity

The Library has a positive fund balance of \$13,039,289 as of January 31, 2018 down from \$14,150,825 as of the end of December 2017.



Ann Arbor District Library Financial Summary for January 2018

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

Software Licenses/Maint: Due to the launch of the new website

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 \$1,180,893.

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 January 31, 2018

	January			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 49,769	\$ 1,299,838	\$ (1,250,069)	\$ 15,164,993	\$ 9,098,867	\$ 6,066,126
State aid	7,500	7,500	-	52,500	52,500	-
State penal fines	18,750	18,750	-	131,250	131,250	-
Interest income	(20,818)	2,083	(22,901)	1,214	14,583	(13,369)
Copier revenue	2,907	2,083	824	20,372	14,583	5,788
Grants and memorials	-	4,167	(4,167)	100,000	29,167	70,833
Library fines, fees and other	6,062	20,833	(14,771)	134,665	145,833	(11,169)
Non-resident fees	1,575	1,250	325	11,363	8,750	2,613
Rental revenue	2,593	2,593	-	20,740	18,147.50	2,593
TOTAL REVENUES:	\$ 68,338	\$ 1,359,097	\$ (1,290,759)	\$ 15,637,096	\$ 9,513,681	\$ 6,123,414
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 489,378	\$ 563,196	\$ (73,818)	\$ 3,669,221	\$ 3,942,370.25	\$ (273,149)
Employee benefits	147,957	144,342	3,615	1,037,032	1,010,393	26,639
Employment taxes	36,515	43,085	(6,569)	270,987	301,592	(30,604)
Purchased services:						
Custodial services	-	21,833	(21,833)	145,705	152,833	(7,128)
Accounting/Audit	1,292	1,292	-	9,042	9,042	-
Legal	6,113	8,333	(2,220)	16,409	58,333	(41,925)
Professional services	27,108	17,318	9,790	100,535	121,228	(20,693)
Utilities	39,983	40,750	(767)	242,294	285,250	(42,956)
Property Insurance	8,432	8,517	(85)	59,025	59,617	(592)
Communications	16,370	15,000	1,370	100,216	105,000	(4,784)
Materials	88,333	150,183	(61,850)	855,300	1,051,283	(195,983)
Software Licenses/Maint	20,394	14,583	5,811	106,687	102,083	4,604
Building Rental	45,247	53,171	(7,924)	352,071	372,197	(20,126)
Seminars, conferences and travel	299	2,388	(2,088)	9,465	16,713	(7,248)
Copier Expense	4,207	3,750	457	20,124	26,250	(6,126)
Library Programming	28,824	50,683	(21,859)	209,493	354,783	(145,290)
Grant and Memorial Expenditures	459	4,167	(3,708)	67,567	29,167	38,400
Operating Supplies	8,391	24,008	(15,617)	120,229	168,058	(47,830)
Repairs & Maintenance	53,342	43,427	9,915	291,518	303,990	(12,471)
Postage	1,050	2,917	(1,867)	3,435	20,417	(16,981)
Other Operating Expenditures	1,219	3,435	(2,215)	10,432	24,042	(13,611)
Capital Outlay/Maintenance Expense	39,529	68,750	(29,221)	517,935	481,250	36,685
Capital Project Fund Expense	-	73,970	(73,970)	118,068	517,790	(399,722)
TOTAL EXPENDITURES:	\$ 1,064,443	\$ 1,359,097	\$ (294,654)	\$ 8,332,789	\$ 9,513,681	\$ (1,180,893)
Revenue over (under) expenditures	\$ (996,105)	\$ -	\$ (996,105)	\$ 7,304,307	\$ -	\$ 7,304,307
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (996,105)	\$ -	\$ (996,105)	\$ 7,304,307	\$ -	\$ 7,304,307
Fund balance, beginning of year	\$ 4,886,853	\$ 4,886,853	\$ -	\$ 4,886,853	\$ 4,886,853	\$ -
Fund balance, end of year	\$ 3,890,748	\$ 4,886,853	\$ (996,105)	\$ 12,191,160	\$ 4,886,853	\$ 7,304,307

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through January 31, 2018

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,164,993	\$ -	\$ -	\$ 15,164,993
State aid	52,500	-	-	52,500
State penal fines	131,250	-	-	131,250
Interest income	1,214	-	429	1,643
Copier revenue	20,372	-	-	20,372
Grants and memorials	100,000	-	74,141	174,141
Library fines, fees and other	134,665	-	-	134,665
Non-resident fees	11,363	-	-	11,363
Rental revenue	20,740	-	-	20,740
TOTAL REVENUES:	\$ 15,637,096	\$ -	\$ 74,571	\$ 15,711,666
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 3,669,221	\$ -	\$ -	\$ 3,669,221
Employee benefits	1,037,032	-	-	1,037,032
Employment taxes	270,987	-	-	270,987
Purchased services:				
Custodial services	145,705	-	-	145,705
Accounting/Audit	9,042	-	-	9,042
Legal	16,409	-	-	16,409
Professional services	100,535	-	-	100,535
Utilities	242,294	-	-	242,294
Property insurance	59,025	-	-	59,025
Communications	100,216	-	-	100,216
Materials	855,300	-	-	855,300
Software Licenses/Maint	106,687	-	-	106,687
Building Rental	352,071	-	-	352,071
Seminars, conferences and travel	9,465	-	-	9,465
Copier Expense	20,124	-	-	20,124
Library Programming	209,493	-	-	209,493
Grant and Memorial Expenditures	67,567	-	-	67,567
Operating Supplies	120,229	-	-	120,229
Repairs and Maintenance	291,518	-	-	291,518
Postage	3,435	-	-	3,435
Other Operating Expenditures	10,432	-	-	10,432
Capital Outlay/Maintenance Expense	517,935	-	8,300	526,235
Capital Fund Expense	-	118,068	-	118,068
TOTAL EXPENDITURES:	\$ 8,214,721	\$ 118,068	\$ 8,300	\$ 8,341,089
Revenue over (under) expenditures	\$ 7,422,375	\$ (118,068)	\$ 66,271	\$ 7,370,578
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 7,422,375	\$ (118,068)	\$ 66,271	\$ 7,370,578
Fund balance, beginning of year	\$ 4,886,853	\$ 752,585	\$ -	\$ 5,639,438
Fund balance, end of year	\$ 12,309,228	\$ 634,518	\$ 66,271	\$ 13,010,016

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

January 31, 2018

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 7,608,015	\$ 886,825	\$ 512,162	\$ 9,007,001
Investments	4,544,449	-	-	4,544,449
Due from other governmental units	183,750	-	-	183,750
Prepaid items	349,423	-	-	349,423
Total assets	<u>\$ 12,685,637</u>	<u>\$ 886,825</u>	<u>\$ 512,162</u>	<u>\$ 14,084,623</u>
Liabilities				
Accounts payable	184,283	-	-	184,283
Accrued payroll and benefits	113,634	-	-	113,634
Total liabilities	<u>\$ 297,917</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 297,917</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 6,066,126</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,066,126</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 349,423	\$ -	\$ -	\$ 349,423
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	162,162	162,162
Committed for capital projects	-	886,825	-	886,825
Encumbered	452,147	-	-	452,147
Unassigned	5,520,024	-	-	5,520,024
Total fund balances	<u>\$ 6,321,594</u>	<u>\$ 886,825</u>	<u>\$ 512,162</u>	<u>\$ 7,720,580</u>
Total liabilities and fund balances	<u>\$ 12,685,637</u>	<u>\$ 886,825</u>	<u>\$ 512,162</u>	<u>\$ 14,084,623</u>

Director's Report February 2018

Upcoming Events, and Issues of Interest

1. The AADL is very pleased that the Westgate branch project was recently featured in the February 2018 of *CAM Magazine*, which is considered "The Voice of the Construction Industry".

Article link: <http://viewer.zmags.com/publication/79164223#/79164223/28>

2. The new AADL.org launched on January 2, 2018 bringing a new interface and a migration to a new ILS (catalog) system. The transition to the new aadl.org and the use of Evergreen as our ILS system continues, and has been relatively smooth.

3. On January 26th, Peter Morville and Josie Parker were invited guests of Karen McGrane and Ethan Marcotte for their Responsive Web Design Podcast. Ethan was the first to define responsive web design and Karen is a well-known content strategist. They both saw the new <https://aadl.org/>, and we wanted to invite the team behind it to be on their podcast. <http://responsivewebdesign.com/podcast/>

The episode will be released on March 5th.

AADL Projects and Initiatives Underway

1. The website launch remains a consuming project for many of our staff. All of the content from the old site is being loaded to the new aadl.org and we are offering new and better services each week. This transition will continue for several more months.
2. The AADL's Blind Date with a Book program kicked off on February 1st. AADL staff wrap books and movies and write brief descriptions on the covers so patrons can semi-blindly choose something they may not have otherwise and discover something new. *The Ann Arbor News* wrote about the program a few days before it launched, featuring AADL library technician Elizabeth Pearce.

Ann Arbor News article: http://www.mlive.com/news/ann-arbor/index.ssf/2018/01/blind_date_with_a_book_returns.html

Projects and Initiatives Under Consideration

The AADL Board identified areas of the Strategic Plan at its June 2017 retreat which are to be priorities for the near and long term. The administration and management has begun to organize work around those priorities. Those priorities are objectives 3.3 to Reimagine the Ann Arbor District Library's downtown

Director's Report
February 2018

presence and 4.1 to Refresh AADL's branding, integrated with a comprehensive communications strategy.

3.3 Facilities Manager, Len Lemorie, is presenting a report on maintenance and refurbishing work currently in progress or planned in the Downtown Library building at this evening's meeting.

4.1 EPIC-MRA conducted a survey via phone, cell and landline, in early February 2018.

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

Email to AADL: hi dearest friends... this one, interestingly enough, happens to be an early valentine's message just to let you know how much i LOVE you... i left my books and music overseas and i have only been able to feel at home in a2 because of the wealth of books and music i have access to through the library.

my job search has been made way easier by all the resources you offer your patrons, and the events you treat us with are just superb!... last night i was at the -packed- macaroon class, and i am excited to try my hand at those. how cool is it that we can borrow prints (furthermore, prints of local artists!) the art, smell and tell, cooking, health and wellbeing and travel series are my personal favorites, and the tiny fair in december is a dont miss one for me.

so kudos, xoxos, smooches and all my sincerest and heartfelt appreciation for how the library enriches our life in a2!

Thank you letter to staff members of Outreach and Neighborhood Services and Communications and Marketing after the Chinese New Year Celebration at the Downtown Library drew 400 participants:

Dear Beth, Kelsey and Matt,

On behalf of Annhua Chinese School, I would like to congratulate you for making Saturday's Chinese New Year celebration a huge success! We had a happy crowd of over 300 people who kept our program running until 4:15, almost one hour past our scheduled ending time.

I never had thought this event would grow into a big community event when I sat with Beth to pencil down the details of our first Chinese New Year celebration four years ago.

Director's Report
February 2018

Thank you to Beth and Kelsey to meet with me several times to draft the plan, fine tune the details of each activity, examine the sample crafts we made in the previous year, and review all required materials, purchases and personnel arrangement together.

My special thanks to Matt Dubay who worked tirelessly to made the sound, videos, presentation and live video projection go together seamlessly. I was amazed how you could work on my song list that was labeled in Chinese of variety of formats correctly! With your collective expertise in organizing community events, our joint effort resulted in a large satisfied crowd on Saturday 2/3/18.

People verbally told us how much they valued this fun family event! I especially appreciate that all of you worked for this event on your typical off duty day !

It has been a pleasure working with all of you, I look forward to collaborating with you again in the future! We are lucky to have a wonderful library that has many talented and dedicated people like you!

Xie Xie !

- Wei

Wei Cao

Parent Volunteer

Annhua Chinese School (an all volunteer supported NGO)

Email to AADL: This is from a hearing-impaired woman who was able to attend her first book discussion last night because AADL provided CART services.

Staff reported that everyone appreciated the transcription service (which was projected on a screen) because other people in the discussion were soft spoken and difficult to hear.

“Thank you! It went very well last night. Adele was an expert captioner and I was able to keep up and even contribute to the discussion! “

ANN ARBOR DISTRICT LIBRARY BOARD

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

2018 OFFICERS

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

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director

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

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