



Regular Meeting Agenda

Monday, March 19, 2018

Published by Ann Arbor District Library

March 2018

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| 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

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|---------------------|----------------------|----|----|----|----|----|
| 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 |
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May 2018

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 AADL Board Mtg | 22 | 23 AADL Board Retreat | 24 | 25 | 26 |
| 27 | 28 Closed Holiday | 29 | 30 | 31 | | |

MEMORANDUM

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

REGULAR MEETING AGENDA

- 18-038 I. CALL TO ORDER
- 18-039 II. ATTENDANCE
- 18-040 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 18-041 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of February 19, 2018 (pp. 3-8)
- CA-2 Approval of February 2018 Disbursements (pp. 9-11)
- 18-042 V. CITIZENS' COMMENTS
- 18-043 VI. FINANCIAL REPORTS (pp. 12-16)
 Bill Cooper, Finance Manager
- 18-044 VII. COMMITTEE REPORTS
- 18-045 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 18-046 VIII. DIRECTOR'S REPORT (pp. 17-19)
 Josie B. Parker, Director
- 18-047 IX. OLD BUSINESS
- 17-165 A. AADL STRATEGIC PLAN GOAL 3.3: 2018 EPIC-MRA
 SURVEY PRESENTATION
 John Cavanagh, EPIC-MRA
 (30 minutes)

- 16-154 B. AADL STRATEGIC PLAN GOAL 4.3: IMPLEMENT THE NEW WEB PRESENCE - UPDATE
Eli Neiburger, Deputy Director
(10 minutes)
- 18-048 X. NEW BUSINESS
- 18-049 A. DISCUSSION TO REALLOCATE BALANCE OF APPROVED FUNDS FROM THE TRAVERWOOD MSE PROJECT TO USE TOWARDS PUBLIC MEETING SPACE IN AADL BRANCHES
Len Lemorie, Facilities Manager
(15 minutes)
- 18-050 B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 20-27)
(Item of discussion)
- 18-051 C. VOTE FOR CLOSED SESSION FOR AT THE APRIL 16, 2018 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE, LABOR NEGOTIATIONS AND DIRECTOR'S EVALUATION
(Item of action)
- 18-052 XI. CITIZENS' COMMENTS
- 18-053 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 REGULAR MEETING
MONDAY, FEBRUARY 19, 2018

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 19, 2018

18-023 I. CALL TO ORDER

Vice President Song called the meeting to order at 7:13 p.m.

18-024 II. ATTENDANCE

Board Present: Victoria Green, Colleen Sherman, Linh Song, Ed Surovell

Board Absent: Jim Leija, Jan Barney Newman, Jamie Vander Broek

Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)

18-025 III. APPROVAL OF AGENDA
 (Item of action)

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

AYES: Green, Sherman, Song, Surovell

NAYS: None

Motion passed 4-0.

18-026 IV. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of January 16, 2018

CA-2 Approval of January 2018 Disbursements

Trustee Green, supported by Trustee Sherman, moved to approve the consent agenda.

It was noted that revised minutes were distributed this evening which included Trustee Barney Newman's nomination statement.

AYES: Green, Sherman, Song, Surovell

NAYS: None

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Motion passed 4-0.

18-027 V. CITIZENS' COMMENTS

There were no citizens' comments.

18-028 VI. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the January 2018 financials in the Board Packet. He noted that \$15,164,993 in property taxes, 97.2% of the budgeted amount, has been received year-to-date. Currently year-to-date expenditures are under budget by \$1,180,893. Over budget line items include Employee Benefits, Software Licenses/Maintenance, Grants/Memorials and Capital Outlay/Maintenance.

Secretary Surovell requested clarification on budget expenditures of over versus under spending and why tax receipts have been underestimated.

Director Parker responded that the budgeted tax receipts are based on figures provided by the County.

Trustee Green addressed the question on reporting. She stated that the Budget & Finance Committee had the discussion regarding financial reporting at their last meeting. Beginning with the next budget cycle reporting will show where we are in the moment of time for reporting versus the 1/12th basis of reporting that is currently being used.

18-029 VII. COMMITTEE REPORTS

18-030 A. EXECUTIVE COMMITTEE

Vice President Song reported the Executive Committee met with Fran Alexander of Bridgeport in preparation for the May 23rd Board retreat. Board members were asked to consider and voice their expectations for the retreat.

18-031 B. BUDGET & FINANCE COMMITTEE

Trustee Green reported that in addition to the budget process

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outlined in the Financial Report, the committee discussed the financial model of Fifth Avenue Press. Trustee Green asked Director Parker to elaborate on her discussion with legal counsel.

Director Parker reported on her discussion with Dykema attorney Mark Malvern. He is responsible for creating the digital license that we use. She reported that Mr. Malvern stated that our use of the license is aligned with our mission. AADL is not a publisher and that in-kind services are provided for a digital license to a final product. AADL does not have the resources to enter into the publishing field.

Secretary Surovell stated his dissatisfaction with Director Parker's report as a second hand presentation and requested that the attorney present directly to the Board. Vice President Song stated a presentation could be arranged for the next Board meeting. Secretary Surovell stated that he would not be at the March Board meeting and requested a presentation at another date.

18-032 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

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

Westgate Branch Library was featured in the February 2018 *CAM Magazine*.

Website page views have spiked with the new website and are holding above previous page views.

Director Parker and Peter Morville participated in a *Responsive Web Design* podcast that featured the AADL website. The podcast will be released on March 5th.

February 1st saw the launch of our annual *Blind Date With a Book* program. Materials for youth followed the same format and are known as *Surprise Books*. The program was featured in an *Ann Arbor News* article.

EPIC-MRA has completed the survey field work and will present at the March Board meeting.

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The Ann Arbor News is collaborating with our archive staff in the creation of a series of Ann Arbor stories. Previewed was an article on the story of Ann Arbor marbles legend Marcellus Scott and the 1936 *Ann Arbor Daily News Marbles Tournament*.

Patron photos and a summary of public and staff comments were viewed.

On March 8th, AADL will be hosting *Civic Life in Ann Arbor* part of the *City of Ann Arbor's 2018 Sustainable Ann Arbor Forum Series*. Vice President Song will be a panel member participating in this discussion.

Secretary Surovell inquired whether a marbles contest was still held in Ann Arbor and stated the Library should have one.

Director Parker noted that the Library does not host a marble tournament, but does sponsor home schoolers for geography. Also going on right now are the *It's All Write* and *Write On* writing contests.

Earlier this month over 800 people attended the *Washtenaw Reads* author event held at Rackham Auditorium.

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

Facilities Manager Lemorie reviewed with the Board recent work done at the Downtown Branch Library:

- The fourth floor meeting room was remodeled with new carpeting, lighting fixtures, electrical and data feeds. The fixed furniture was removed to allow for more flexible event and programming arrangements.
- The fourth floor atrium area is being worked on now and will be painted and re-carpeted.
- The lower level was re-carpeted and new audio-visual components were installed.

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- Security offices have been moved to the second floor and the computers in that area will be reconfigured soon.
- Roof flashing has been replaced between the second and third floors.
- Work has been done on the boilers.
- The electronic door locks have been replaced.
- A new 30 kilowatt generator has been installed to operate the network, server cooling room and emergency lights in the event of a power failure.

Trustee Sherman inquired whether issues with the bathroom upgrade have been resolved.

Facilities Manager Lemorie stated the biggest issue is with the sewer line and piping issues have been looked at. The main issue is with capacity load and problems can still arise with large events.

Power issues at the branch libraries are also being addressed.

16-154

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

Deputy Director Neiburger stated work continues on the website. Robotic phone calls started last week replacing postal notices. Work also continues on calendar feeds and site search capabilities. The process has begun to get MeLCat services back online.

18-034

X.

NEW BUSINESS

18-035

A. APPROVAL OF BOARD RETREAT DATE OF MAY 23, 2018
 (Item of action)

Trustee Sherman, supported by Trustee Green, moved that the Board hold a retreat on May 23, 2018.

AYES: Green, Sherman, Song, Surovell

NAYS: None

Motion passed 4-0.

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Trustee Green inquired about the lack of door count statistics. Deputy Director Neiburger stated that due to the high volume of traffic the previous door counter was unable to accurately count activity. The product purchased to replace it was totally inadequate for what we needed. We have now purchased a library industry product which requires cabling and are in the process of installation.

18-036 XI. CITIZENS' COMMENTS

There were no additional citizens' comments.

18-037 XII. ADJOURNMENT

Vice President Song adjourned the meeting at 8:06 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 February 19, 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

Ranges: From: To:
Check Number First Last
Vendor ID First Last
Vendor Name First Last

Check Date From: To:
Checkbook ID First Last

Sorted By: Check Number

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 057595 | 3PLAYMED | 3PLAY MEDIA | 2/1/2018 | CHECK | PMCHK00002111 | \$547.23 |
| 057596 | ADASTR | ADAMS STREET PUBLISHING CO. | 2/1/2018 | CHECK | PMCHK00002111 | \$2,030.00 |
| 057597 | AFSMITH | A.F. SMITH ELECTRIC, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$132.00 |
| 057598 | ALLEN | ALLIANCE ENTERTAINMENT | 2/1/2018 | CHECK | PMCHK00002111 | \$2,529.21 |
| 057599 | ANNARB | ANN ARBOR OBSERVER | 2/1/2018 | CHECK | PMCHK00002111 | \$3,433.00 |
| 057600 | ARBGLA | ARBOR GLASS & MIRROR | 2/1/2018 | CHECK | PMCHK00002111 | \$5,500.00 |
| 057601 | B&H | B&H PHOTO-VIDEO | 2/1/2018 | CHECK | PMCHK00002111 | \$79.90 |
| 057602 | BAKTAY | BAKER & TAYLOR | 2/1/2018 | CHECK | PMCHK00002111 | \$23,923.99 |
| 057603 | BLAAUD | BLACKSTONE PUBLISHING | 2/1/2018 | CHECK | PMCHK00002111 | \$1,313.26 |
| 057604 | BRIAUD | BRILLIANCE PUBLISHING, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$717.79 |
| 057605 | BURPAR | BURNS PARK PLAYERS | 2/1/2018 | CHECK | PMCHK00002111 | \$225.00 |
| 057606 | CARBRO | CARPENTER BROS. | 2/1/2018 | CHECK | PMCHK00002111 | \$11.48 |
| 057607 | CDW-G | CDW GOVERNMENT, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$1,901.87 |
| 057608 | CINTAS | CINTAS CORPORATION | 2/1/2018 | CHECK | PMCHK00002111 | \$343.79 |
| 057609 | DICBLI | BLICK ART MATERIALS | 2/1/2018 | CHECK | PMCHK00002111 | \$273.07 |
| 057610 | GRAINGER | GRAINGER | 2/1/2018 | CHECK | PMCHK00002111 | \$9.00 |
| 057611 | HUTPLU | HUTZEL PLUMBING AND HEATING | 2/1/2018 | CHECK | PMCHK00002111 | \$575.83 |
| 057612 | MARBAN | MARTIN BANDYKE | 2/1/2018 | CHECK | PMCHK00002111 | \$400.00 |
| 057613 | MEDCO | MEDCO SUPPLY COMPANY | 2/1/2018 | CHECK | PMCHK00002111 | \$234.95 |
| 057614 | MIDTAP | MIDWEST TAPE | 2/1/2018 | CHECK | PMCHK00002111 | \$232.38 |
| 057615 | OFFDEP | OFFICE DEPOT, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$831.81 |
| 057616 | PATDUN | PATRICK DUNN | 2/1/2018 | CHECK | PMCHK00002111 | \$100.00 |
| 057617 | PLAWIS | PLANTWISE | 2/1/2018 | CHECK | PMCHK00002111 | \$2,468.74 |
| 057618 | PREPET | PREUSS PETS | 2/1/2018 | CHECK | PMCHK00002111 | \$1,448.90 |
| 057619 | PRITEC | PRINT TECH INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$1,695.15 |
| 057620 | QUANTA | QUANTA, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$139.33 |
| 057621 | RANHOU | PENGUIN RANDOM HOUSE, LLC | 2/1/2018 | CHECK | PMCHK00002111 | \$258.75 |
| 057622 | RECBOO | RECORDED BOOKS, INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$5,441.69 |
| 057623 | REGBOO | REGENT BOOK CO., INC. | 2/1/2018 | CHECK | PMCHK00002111 | \$43.88 |
| 057624 | REHROB | REHMANN ROBSON | 2/1/2018 | CHECK | PMCHK00002111 | \$3,100.00 |
| 057625 | THOGAL | GALE/CENGAGE LEARNING, INC | 2/1/2018 | CHECK | PMCHK00002111 | \$297.63 |
| 057626 | TOMSMI | TOM SMITH | 2/1/2018 | CHECK | PMCHK00002111 | \$99.19 |
| 057627 | VARFOR | VARSITY FORD | 2/1/2018 | CHECK | PMCHK00002111 | \$68.00 |
| 057628 | WOLFUR | WOLVERINE COMMERCIAL FURNISHIN | 2/1/2018 | CHECK | PMCHK00002111 | \$507.00 |
| 057629 | ELIPEA | ELIZABETH PEARCE | 2/1/2018 | CHECK | PMCHK00002112 | \$83.97 |
| 057630 | 3PLAYMED | 3PLAY MEDIA | 2/8/2018 | CHECK | PMCHK00002115 | \$157.88 |
| 057631 | ADASTR | ADAMS STREET PUBLISHING CO. | 2/8/2018 | CHECK | PMCHK00002115 | \$1,000.00 |
| 057632 | AMASCH | AMANDA SCHOTT | 2/8/2018 | CHECK | PMCHK00002115 | \$23.98 |
| 057633 | AMEHIS | AMELIA HISSONG | 2/8/2018 | CHECK | PMCHK00002115 | \$160.00 |
| 057634 | BAKTAY | BAKER & TAYLOR | 2/8/2018 | CHECK | PMCHK00002115 | \$14,141.74 |
| 057635 | BETBEC | BETSY JANE BECKERMAN | 2/8/2018 | CHECK | PMCHK00002115 | \$1,230.00 |
| 057636 | BETMAN | BETH MANUEL | 2/8/2018 | CHECK | PMCHK00002115 | \$56.54 |
| 057637 | BREWER | BREWER'S | 2/8/2018 | CHECK | PMCHK00002115 | \$636.24 |
| 057638 | BUSCAR | BUSINESS CARD | 2/8/2018 | CHECK | PMCHK00002115 | \$11,716.07 |
| 057639 | CIESTR | CIERRA STRAWDER | 2/8/2018 | CHECK | PMCHK00002115 | \$18.41 |
| 057640 | CINTAS | CINTAS CORPORATION | 2/8/2018 | CHECK | PMCHK00002115 | \$979.34 |
| 057641 | CITWATER | CITY OF AA WATER UTILITIES | 2/8/2018 | CHECK | PMCHK00002115 | \$3,053.48 |
| 057642 | COMALLW | COMPUTER ALLEY | 2/8/2018 | CHECK | PMCHK00002115 | \$107.88 |
| 057643 | DEMCO | DEMCO | 2/8/2018 | CHECK | PMCHK00002115 | \$4,797.00 |
| 057644 | DEXCOM | DEXTER COMMUNITY PLAYERS | 2/8/2018 | CHECK | PMCHK00002115 | \$250.00 |
| 057645 | DICBLI | BLICK ART MATERIALS | 2/8/2018 | CHECK | PMCHK00002115 | \$77.19 |
| 057646 | DKAGEN | D.K. AGENCIES (P) LTD. | 2/8/2018 | CHECK | PMCHK00002115 | \$561.20 |
| 057647 | ELILAW | ELITE LAWN & LANDSCAPE, INC. | 2/8/2018 | CHECK | PMCHK00002115 | \$7,525.00 |
| 057648 | GRADUATE | GRADUATE ANN ARBOR | 2/8/2018 | CHECK | PMCHK00002115 | \$1,918.08 |
| 057649 | GRAINGER | GRAINGER | 2/8/2018 | CHECK | PMCHK00002115 | \$134.00 |
| 057650 | KATMON | KATIE MONKIEWICZ | 2/8/2018 | CHECK | PMCHK00002115 | \$19.06 |
| 057651 | METEDG | HOLLINGER METAL EDGE, INC. | 2/8/2018 | CHECK | PMCHK00002115 | \$750.56 |
| 057652 | MIDTAP | MIDWEST TAPE | 2/8/2018 | CHECK | PMCHK00002115 | \$11,225.57 |
| 057653 | PRITEC | PRINT TECH INC. | 2/8/2018 | CHECK | PMCHK00002115 | \$111.98 |
| 057654 | RNAOFAA | R.N.A. OF ANN ARBOR, INC. | 2/8/2018 | CHECK | PMCHK00002115 | \$20,740.00 |
| 057655 | ROBNEE | ROBERT W NEEDHAM | 2/8/2018 | CHECK | PMCHK00002115 | \$300.00 |
| 057656 | SARKEL | SARA MELTON KELLER | 2/8/2018 | CHECK | PMCHK00002115 | \$300.00 |
| 057657 | SCHLIB | SCHOLASTIC INC. | 2/8/2018 | CHECK | PMCHK00002115 | \$450.30 |
| 057658 | SCHSEC | SCHILKE SECURITY | 2/8/2018 | CHECK | PMCHK00002115 | \$420.00 |
| 057659 | SCHSOU | SCHEDULE SOURCE, INC | 2/8/2018 | CHECK | PMCHK00002115 | \$909.50 |
| 057660 | SHASON | SHAMBAUGH & SON | 2/8/2018 | CHECK | PMCHK00002115 | \$24,090.00 |
| 057661 | SHEWIL | SHERWIN- WILLIAMS | 2/8/2018 | CHECK | PMCHK00002115 | \$316.34 |
| 057662 | THOGAL | GALE/CENGAGE LEARNING, INC | 2/8/2018 | CHECK | PMCHK00002115 | \$162.24 |
| 057663 | TRAFSY | TRAF-SYS, INC | 2/8/2018 | CHECK | PMCHK00002115 | \$12,750.00 |
| 057664 | UNISTA | UNITED STATES POSTAL SERVICES | 2/8/2018 | CHECK | PMCHK00002115 | \$5,000.00 |
| 057665 | VELOSIO | VELOSIO | 2/8/2018 | CHECK | PMCHK00002115 | \$4,200.00 |
| 057666 | XEROX | XEROX CORPORATION | 2/8/2018 | CHECK | PMCHK00002115 | \$1,128.02 |
| 057667 | SWAPRE | SWAMP PRESS | 2/8/2018 | CHECK | PMCHK00002115 | \$45.00 |
| 057668 | ADEHEL | ADELE HELMICK-MOOREHEAD | 2/15/2018 | CHECK | PMCHK00002117 | \$250.00 |
| 057669 | ALLEN | ALLIANCE ENTERTAINMENT | 2/15/2018 | CHECK | PMCHK00002117 | \$258.26 |
| 057670 | AURLEE | AURORA LEE | 2/15/2018 | CHECK | PMCHK00002117 | \$42.85 |
| 057671 | BAKTAY | BAKER & TAYLOR | 2/15/2018 | CHECK | PMCHK00002117 | \$4,986.01 |
| 057672 | BARNOB1 | BARNES & NOBLE INC. | 2/15/2018 | CHECK | PMCHK00002117 | \$259.48 |
| 057673 | BARRON | BARRON'S | 2/15/2018 | CHECK | PMCHK00002117 | \$239.88 |
| 057674 | BRAPET | BRADLEY PETERSON ILLUSTRATION. | 2/15/2018 | CHECK | PMCHK00002117 | \$1,000.00 |
| 057675 | CARBRO | CARPENTER BROS. | 2/15/2018 | CHECK | PMCHK00002117 | \$29.41 |
| 057676 | CITWATER | CITY OF AA WATER UTILITIES | 2/15/2018 | CHECK | PMCHK00002117 | \$1,248.26 |
| 057677 | DEMCO | DEMCO | 2/15/2018 | CHECK | PMCHK00002117 | \$59.39 |
| 057678 | DICBLI | BLICK ART MATERIALS | 2/15/2018 | CHECK | PMCHK00002117 | \$214.74 |
| 057679 | DISSCH | DISCOUNT SCHOOL SUPPLY | 2/15/2018 | CHECK | PMCHK00002117 | \$42.64 |

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 057680 | DYKGOS | DYKEMA GOSSETT PLLC | 2/15/2018 | CHECK | PMCHK00002117 | \$350.15 |
| 057681 | EMISLO | EMILY ROSE SLOMOVITS | 2/15/2018 | CHECK | PMCHK00002117 | \$200.00 |
| 057682 | FRIOF | FRIENDS OF THE AADL | 2/15/2018 | CHECK | PMCHK00002117 | \$4,240.62 |
| 057683 | FUSSHA | FUSCO SHAFFER & PAPPAS, INC | 2/15/2018 | CHECK | PMCHK00002117 | \$16,552.00 |
| 057684 | GRAINGER | GRAINGER | 2/15/2018 | CHECK | PMCHK00002117 | \$572.00 |
| 057685 | HOOHAT | HOOPER HATHAWAY, P.C. | 2/15/2018 | CHECK | PMCHK00002117 | \$1,771.00 |
| 057686 | HURELE | HURON VALLEY ELECTRIC | 2/15/2018 | CHECK | PMCHK00002117 | \$12,370.00 |
| 057687 | JOSHAL | JOSEPH HALLISY | 2/15/2018 | CHECK | PMCHK00002117 | \$87.50 |
| 057688 | KELCAU | KELSEY ULLENBRUCH | 2/15/2018 | CHECK | PMCHK00002117 | \$37.69 |
| 057689 | LAURAY | LAURA RAYNOR | 2/15/2018 | CHECK | PMCHK00002117 | \$88.25 |
| 057690 | LIBJOU | LIBRARY JOURNAL, LLC | 2/15/2018 | CHECK | PMCHK00002117 | \$359.98 |
| 057691 | LOWE'S | LOWES BUSINESS ACCOUNT | 2/15/2018 | CHECK | PMCHK00002117 | \$472.61 |
| 057692 | LUCROE | LUCY ROEHRIG | 2/15/2018 | CHECK | PMCHK00002117 | \$15.34 |
| 057693 | MIDTAP | MIDWEST TAPE | 2/15/2018 | CHECK | PMCHK00002117 | \$9,303.47 |
| 057694 | MORNIN | MORNINGSTAR, INC. | 2/15/2018 | CHECK | PMCHK00002117 | \$185.00 |
| 057695 | NEOPOST | NEOFUNDS BY NEOPOST | 2/15/2018 | CHECK | PMCHK00002117 | \$2,000.00 |
| 057696 | OFFDEP | OFFICE DEPOT, INC. | 2/15/2018 | CHECK | PMCHK00002117 | \$921.95 |
| 057697 | PATFSMI | PATRICIA F. SMITH | 2/15/2018 | CHECK | PMCHK00002117 | \$200.00 |
| 057698 | PINFAB | PINK CASTLE FABRICS | 2/15/2018 | CHECK | PMCHK00002117 | \$275.00 |
| 057699 | RANHOV | PENGUIN RANDOM HOUSE, LLC | 2/15/2018 | CHECK | PMCHK00002117 | \$52.50 |
| 057700 | RECBOO | RECORDED BOOKS, INC. | 2/15/2018 | CHECK | PMCHK00002117 | \$1,219.47 |
| 057701 | SEAPAT | SEAN CURTIS PATRICK | 2/15/2018 | CHECK | PMCHK00002117 | \$150.00 |
| 057702 | SHETUR | SHERLONYA TURNER | 2/15/2018 | CHECK | PMCHK00002117 | \$115.37 |
| 057703 | SHEWIL | SHERWIN- WILLIAMS | 2/15/2018 | CHECK | PMCHK00002117 | \$32.08 |
| 057704 | SWESOU | SWEETWATER SOUND INC. | 2/15/2018 | CHECK | PMCHK00002117 | \$10,272.18 |
| 057705 | THOGAL | GALE/CENGAGE LEARNING, INC | 2/15/2018 | CHECK | PMCHK00002117 | \$410.69 |
| 057706 | VOSLIG | VOSS LIGHTING | 2/15/2018 | CHECK | PMCHK00002117 | \$173.40 |
| 057707 | WASHTR | WASHTENAW COUNTY TREASURER | 2/15/2018 | CHECK | PMCHK00002117 | \$14.53 |
| 057708 | WASLEG | WASHTENAW COUNTY LEGAL NEWS | 2/15/2018 | CHECK | PMCHK00002117 | \$80.00 |
| 057709 | WESENT | WESTGATE ENTERPRISES, LLC | 2/15/2018 | CHECK | PMCHK00002117 | \$46,736.56 |
| 057710 | VERSTA | VERONICA DITTMAN STANICH | 2/15/2018 | CHECK | PMCHK00002117 | \$100.00 |
| 057711 | AMYTAR | AMY TARRANT | 2/16/2018 | CHECK | PMCHK00002119 | \$300.00 |
| 057712 | GRASTE | GRATITUDE STEEL BAND | 2/16/2018 | CHECK | PMCHK00002119 | \$600.00 |
| 057713 | AGRSEK | A GROWING SERVICE LLC | 2/22/2018 | CHECK | PMCHK00002121 | \$340.00 |
| 057714 | ALLSUP | ALLIED-EAGLE SUPPLY CO | 2/22/2018 | CHECK | PMCHK00002121 | \$525.77 |
| 057715 | AMACORP | AMAZON | 2/22/2018 | CHECK | PMCHK00002121 | \$2,268.54 |
| 057716 | APPIMA | APPLIED IMAGING | 2/22/2018 | CHECK | PMCHK00002121 | \$2,392.56 |
| 057717 | B&H | B&H PHOTO-VIDEO | 2/22/2018 | CHECK | PMCHK00002121 | \$964.91 |
| 057718 | BAKTAY | BAKER & TAYLOR | 2/22/2018 | CHECK | PMCHK00002121 | \$20,660.92 |
| 057719 | BETBAT | ELIZABETH SNOVER-TAIT BATTEY | 2/22/2018 | CHECK | PMCHK00002121 | \$540.00 |
| 057720 | BETNEA | BETHANY NEAL | 2/22/2018 | CHECK | PMCHK00002121 | \$450.00 |
| 057721 | CDW-G | CDW GOVERNMENT | 2/22/2018 | CHECK | PMCHK00002121 | \$219.98 |
| 057722 | COMALLW | COMPUTER ALLEY | 2/22/2018 | CHECK | PMCHK00002121 | \$71.92 |
| 057723 | DENOWE | DENISE EUREY-OWENS | 2/22/2018 | CHECK | PMCHK00002121 | \$100.00 |
| 057724 | DICBLI | BLICK ART MATERIALS | 2/22/2018 | CHECK | PMCHK00002121 | \$133.80 |
| 057725 | DTEENE1 | DTE ENERGY | 2/22/2018 | CHECK | PMCHK00002121 | \$9,934.32 |
| 057726 | ELICLA | ELIZABETH CLAIRE, INC | 2/22/2018 | CHECK | PMCHK00002121 | \$75.00 |
| 057727 | ELISHA | ELISE SHANHOLTZ | 2/22/2018 | CHECK | PMCHK00002121 | \$99.31 |
| 057728 | EPICMRA | EPIC - MRA | 2/22/2018 | CHECK | PMCHK00002121 | \$11,500.00 |
| 057729 | ERIFRE | ERIN FREEMAN | 2/22/2018 | CHECK | PMCHK00002121 | \$35.75 |
| 057730 | EVEHOL | EVELYN HOLLENSHEAD | 2/22/2018 | CHECK | PMCHK00002121 | \$35.00 |
| 057731 | HUTPLU | HUTZEL | 2/22/2018 | CHECK | PMCHK00002121 | \$600.00 |
| 057732 | INTSYS | INTELLIGENT CONTROL SYSTEMS | 2/22/2018 | CHECK | PMCHK00002121 | \$12,500.00 |
| 057733 | JEWISHNE | JEWISH NEWS | 2/22/2018 | CHECK | PMCHK00002121 | \$263.00 |
| 057734 | KENSHOTEL | THE KENSINGTON HOTEL | 2/22/2018 | CHECK | PMCHK00002121 | \$250.00 |
| 057735 | LEXMAT | MATTHEW BENDER & CO., INC. | 2/22/2018 | CHECK | PMCHK00002121 | \$304.53 |
| 057736 | MAKTHI | MAKE THIS WORLD FOUNDATION | 2/22/2018 | CHECK | PMCHK00002121 | \$100.00 |
| 057737 | MANCOS | MANER COSTERISAN | 2/22/2018 | CHECK | PMCHK00002121 | \$1,630.00 |
| 057738 | MARKOU | MARGARET ALEX KOURVO | 2/22/2018 | CHECK | PMCHK00002121 | \$450.00 |
| 057739 | METCOM | METCOM | 2/22/2018 | CHECK | PMCHK00002121 | \$5,118.81 |
| 057740 | METLIFE | METLIFE - GROUP BENEFITS | 2/22/2018 | CHECK | PMCHK00002121 | \$7,486.69 |
| 057741 | MICKRE | MICHELLE KRELL KYDD | 2/22/2018 | CHECK | PMCHK00002121 | \$600.00 |
| 057742 | MIDTAP | MIDWEST TAPE | 2/22/2018 | CHECK | PMCHK00002121 | \$13,209.65 |
| 057743 | NEOPOST | NEOFUNDS | 2/22/2018 | CHECK | PMCHK00002121 | \$66.62 |
| 057744 | OFFDEP | OFFICE DEPOT, INC. | 2/22/2018 | CHECK | PMCHK00002121 | \$217.95 |
| 057745 | PITCHA | PITTSFIELD CHARTER TOWNSHIP | 2/22/2018 | CHECK | PMCHK00002121 | \$141.48 |
| 057746 | PREPET | PREUSS PETS | 2/22/2018 | CHECK | PMCHK00002121 | \$899.49 |
| 057747 | RACPOL | RACHEL POLK | 2/22/2018 | CHECK | PMCHK00002121 | \$300.00 |
| 057748 | RECMAN | RECON MANAGEMENT SYSTEMS, INC. | 2/22/2018 | CHECK | PMCHK00002121 | \$37.00 |
| 057749 | SARWED | SARA WEDELL | 2/22/2018 | CHECK | PMCHK00002121 | \$38.30 |
| 057750 | SCOWET | SCOTT WETTLAUER | 2/22/2018 | CHECK | PMCHK00002121 | \$150.00 |
| 057751 | SWESOU | SWEETWATER SOUND INC. | 2/22/2018 | CHECK | PMCHK00002121 | \$4,594.91 |
| 057752 | THOGAL | GALE/CENGAGE LEARNING, INC | 2/22/2018 | CHECK | PMCHK00002121 | \$146.35 |
| 057753 | ULINE | ULINE, INC. | 2/22/2018 | CHECK | PMCHK00002121 | \$309.01 |
| 057754 | UNIOMA | UNIQUE MANAGEMENT SERVICES, IN | 2/22/2018 | CHECK | PMCHK00002121 | \$331.15 |
| 057755 | UNUMPRO | UNUM LIFE INSURANCE | 2/22/2018 | CHECK | PMCHK00002121 | \$3,474.78 |
| 057756 | UNUMPRO1 | UNUM LIFE INSURANCE | 2/22/2018 | CHECK | PMCHK00002121 | \$2,920.28 |
| 057757 | VELOSIO | VELOSIO, LLC | 2/22/2018 | CHECK | PMCHK00002121 | \$360.00 |
| 057758 | VICSHI | VICTORIA SHIELDS | 2/22/2018 | CHECK | PMCHK00002121 | \$100.00 |
| 057759 | VOSLIG | VOSS LIGHTING | 2/22/2018 | CHECK | PMCHK00002121 | \$19.20 |
| 057760 | WESENT | WESTGATE ENTERPRISES, LLC | 2/22/2018 | CHECK | PMCHK00002121 | \$35,170.83 |
| 057761 | ARMCLE | ARMEN CLEANERS | 2/22/2018 | CHECK | PMCHK00002121 | \$12.95 |
| EFT00053 | OXFPRO | 2725-2805 ASSOCIATES, LLC | 2/1/2018 | CHECK | PMCHK00002113 | \$10,076.65 |
| EFT00054 | COMCAS | COMCAST | 2/7/2018 | CHECK | PMCHK00002114 | \$34.02 |
| EFT00055 | UNIPAR | UNITED PARCEL SERVICE | 2/7/2018 | CHECK | PMCHK00002114 | \$53.21 |
| EFT00056 | CITWATER | CITY OF AA WATER UTILITIES | 2/15/2018 | CHECK | PMCHK00002116 | \$780.96 |
| EFT00057 | UNIPAR | UNITED PARCEL SERVICE | 2/15/2018 | CHECK | PMCHK00002116 | \$39.84 |
| EFT00058 | CINTAS | CINTAS CORPORATION | 2/15/2018 | CHECK | PMCHK00002118 | \$491.02 |
| EFT00059 | WASMAN | WASTE MANAGEMENT OF MICHIGAN | 2/15/2018 | CHECK | PMCHK00002118 | \$271.34 |
| EFT00060 | ATTMOB | AT&T MOBILITY | 2/21/2018 | CHECK | PMCHK00002120 | \$419.32 |
| EFT00061 | BLUCAR | BLUE CARE NETWORK OF SE MICHIG | 2/21/2018 | CHECK | PMCHK00002120 | \$72,088.28 |
| EFT00062 | BLUCRO | BLUE CROSS BLUE SHIELD OF MICH | 2/21/2018 | CHECK | PMCHK00002120 | \$6,249.18 |

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|-------------------|-----------|-----------------------|-------------------------|--------------|------------------|--------------|
| EFT00063 | TDSMET | TDS | 2/21/2018 | CHECK | PMCHK00002120 | \$8,233.16 |
| EFT00064 | UNIPAR | UNITED PARCEL SERVICE | 2/21/2018 | CHECK | PMCHK00002120 | \$37.36 |
| EFT00065 | VERWIRC | VERIZON WIRELESS | 2/21/2018 | CHECK | PMCHK00002120 | \$860.83 |
| EFT00066 | CINTAS | CINTAS CORPORATION | 2/22/2018 | CHECK | PMCHK00002122 | \$491.02 |
| Total Checks: 181 | | | Total Amount of Checks: | | | \$553,633.60 |

Ann Arbor District Library Financial Summary for February 2018

Cash

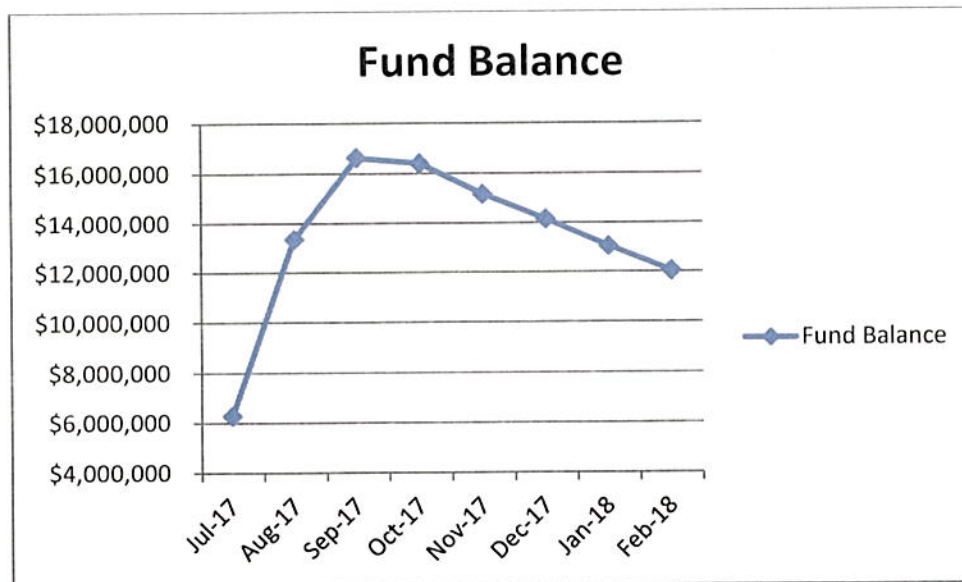
The unrestricted cash balance as of February 28, 2018 is \$12,286,699 down from \$12,943,746 as of the end of January 2018.

Tax Receipts

The Library has received \$15,253,884 or 97.8% of the annual budgeted tax receipts of \$15,598,058 as of February 28, 2018.

Fund Balance Activity

The Library has a positive fund balance of \$12,035,205 as of February 28, 2018 down from \$13,039,289 as of the end of January 2018.



Ann Arbor District Library Financial Summary for February 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 |
| Building Rental: | Due to prorated share of Westgate property tax not budgeted |
| 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 \$1,498,511. | |

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 February 28, 2018

| | February | | | Year To Date | | |
|---|---------------------|---------------------|-----------------------|----------------------|----------------------|-----------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| REVENUES: | | | | | | |
| Property taxes, net | \$ 88,841 | \$ 1,299,838 | \$ (1,210,997) | \$ 15,253,884 | \$ 10,398,705 | \$ 4,855,178 |
| State aid | 7,500 | 7,500 | - | 60,000 | 60,000 | - |
| State penal fines | 18,750 | 18,750 | - | 150,000 | 150,000 | - |
| Interest income | (3,121) | 2,083 | (5,204) | (1,907) | 16,667 | (18,574) |
| Copier revenue | 2,944 | 2,083 | 861 | 23,316 | 16,667 | 6,649 |
| Grants and memorials | - | 4,167 | (4,167) | 100,000 | 33,333 | 66,667 |
| Library fines, fees and other | 16,375 | 20,833 | (4,459) | 151,039 | 166,667 | (15,627) |
| Non-resident fees | 788 | 1,250 | (463) | 12,150 | 10,000 | 2,150 |
| Rental revenue | - | 2,593 | (2,593) | 20,740 | 20,740.00 | - |
| TOTAL REVENUES: | \$ 132,076 | \$ 1,359,097 | \$ (1,227,021) | \$ 15,769,221 | \$ 10,872,779 | \$ 4,896,443 |
| EXPENDITURES: | | | | | | |
| Current: | | | | | | |
| Personnel: | | | | | | |
| Salaries and wages | \$ 408,336 | \$ 563,196 | \$ (154,859) | \$ 4,077,557 | \$ 4,505,566.00 | \$ (428,009) |
| Employee benefits | 132,633 | 144,342 | (11,709) | 1,169,665 | 1,154,735 | 14,929 |
| Employment taxes | 30,465 | 43,085 | (12,619) | 301,452 | 344,676 | (43,224) |
| Purchased services: | | | | | | |
| Custodial services | 20,740 | 21,833 | (1,093) | 166,445 | 174,667 | (8,221) |
| Accounting/Audit | 1,292 | 1,292 | - | 10,333 | 10,333 | - |
| Legal | 2,121 | 8,333 | (6,212) | 18,530 | 66,667 | (48,137) |
| Professional services | 37,269 | 17,318 | 19,951 | 137,804 | 138,547 | (742) |
| Utilities | 15,175 | 40,750 | (25,575) | 257,469 | 326,000 | (68,531) |
| Property Insurance | (1,787) | 8,517 | (10,304) | 57,238 | 68,133 | (10,895) |
| Communications | 12,516 | 15,000 | (2,484) | 112,732 | 120,000 | (7,268) |
| Materials | 133,281 | 150,183 | (16,902) | 988,581 | 1,201,467 | (212,885) |
| Software Licenses/Maint | 19,374 | 14,583 | 4,790 | 126,061 | 116,667 | 9,394 |
| Building Rental | 91,984 | 53,171 | 38,813 | 444,055 | 425,368 | 18,687 |
| Seminars, conferences and travel | 2,157 | 2,388 | (230) | 11,542 | 19,100 | (7,558) |
| Copier Expense | 3,521 | 3,750 | (229) | 23,644 | 30,000 | (6,356) |
| Library Programming | 19,518 | 50,683 | (31,165) | 229,011 | 405,467 | (176,456) |
| Grant and Memorial Expenditures | 128 | 4,167 | (4,039) | 67,695 | 33,333 | 34,362 |
| Operating Supplies | 13,556 | 24,008 | (10,453) | 133,784 | 192,067 | (58,283) |
| Repairs & Maintenance | 51,994 | 43,427 | 8,567 | 343,512 | 347,417 | (3,905) |
| Postage | 7,230 | 2,917 | 4,313 | 10,665 | 23,333 | (12,668) |
| Other Operating Expenditures | 1,032 | 3,435 | (2,402) | 11,464 | 27,477 | (16,013) |
| Capital Outlay/Maintenance Expense | 39,024 | 68,750 | (29,726) | 556,959 | 550,000 | 6,959 |
| Capital Project Fund Expense | - | 73,970 | (73,970) | 118,068 | 591,760 | (473,692) |
| TOTAL EXPENDITURES: | \$ 1,041,558 | \$ 1,359,097 | \$ (317,539) | \$ 9,374,268 | \$ 10,872,779 | \$ (1,498,511) |
| Revenue over (under) expenditures | \$ (909,483) | \$ - | \$ (909,483) | \$ 6,394,954 | \$ - | \$ 6,394,954 |
| Other financing sources (uses) | | | | | | |
| Transfers in | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfers out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total other financing sources (uses) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net change in fund balances | \$ (909,483) | \$ - | \$ (909,483) | \$ 6,394,954 | \$ - | \$ 6,394,954 |
| Fund balance, beginning of year | \$ 4,886,853 | \$ 4,886,853 | \$ - | \$ 4,886,853 | \$ 4,886,853 | \$ - |
| Fund balance, end of year | \$ 3,977,371 | \$ 4,886,853 | \$ (909,483) | \$ 11,281,807 | \$ 4,886,853 | \$ 6,394,954 |

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through February 28, 2018

| | General Fund | Capital Fund | All Endowment | Total Governmental Funds |
|---|----------------------|---------------------|------------------|--------------------------|
| REVENUES: | | | | |
| Property taxes, net | \$ 15,253,884 | \$ - | \$ - | \$ 15,253,884 |
| State aid | 60,000 | - | - | 60,000 |
| State penal fines | 150,000 | - | - | 150,000 |
| Interest income | (1,907) | - | 501 | (1,406) |
| Copier revenue | 23,316 | - | - | 23,316 |
| Grants and memorials | 100,000 | - | 74,141 | 174,141 |
| Library fines, fees and other | 151,039 | - | - | 151,039 |
| Non-resident fees | 12,150 | - | - | 12,150 |
| Rental revenue | 20,740 | - | - | 20,740 |
| TOTAL REVENUES: | \$ 15,769,221 | \$ - | \$ 74,643 | \$ 15,843,864 |
| EXPENDITURES: | | | | |
| Current: | | | | |
| Personnel: | | | | |
| Salaries and wages | \$ 4,077,557 | \$ - | \$ - | \$ 4,077,557 |
| Employee benefits | 1,169,665 | - | - | 1,169,665 |
| Employment taxes | 301,452 | - | - | 301,452 |
| Purchased services: | | | | |
| Custodial services | 166,445 | - | - | 166,445 |
| Accounting/Audit | 10,333 | - | - | 10,333 |
| Legal | 18,530 | - | - | 18,530 |
| Professional services | 137,804 | - | - | 137,804 |
| Utilities | 257,469 | - | - | 257,469 |
| Property insurance | 57,238 | - | - | 57,238 |
| Communications | 112,732 | - | - | 112,732 |
| Materials | 988,581 | - | - | 988,581 |
| Software Licenses/Maint | 126,061 | - | - | 126,061 |
| Building Rental | 444,055 | - | - | 444,055 |
| Seminars, conferences and travel | 11,542 | - | - | 11,542 |
| Copier Expense | 23,644 | - | - | 23,644 |
| Library Programming | 229,011 | - | - | 229,011 |
| Grant and Memorial Expenditures | 67,695 | - | - | 67,695 |
| Operating Supplies | 133,784 | - | - | 133,784 |
| Repairs and Maintenance | 343,512 | - | - | 343,512 |
| Postage | 10,665 | - | - | 10,665 |
| Other Operating Expenditures | 11,464 | - | - | 11,464 |
| Capital Outlay/Maintenance Expense | 556,959 | - | 8,300 | 565,259 |
| Capital Fund Expense | - | 118,068 | - | 118,068 |
| TOTAL EXPENDITURES: | \$ 9,256,200 | \$ 118,068 | \$ 8,300 | \$ 9,382,568 |
| Revenue over (under) expenditures | \$ 6,513,021 | \$ (118,068) | \$ 66,343 | \$ 6,461,297 |
| Other financing sources (uses) | | | | |
| Transfers in | \$ - | \$ - | \$ - | \$ - |
| Transfers out | \$ - | \$ - | \$ - | \$ - |
| Total other financing sources (uses) | \$ - | \$ - | \$ - | \$ - |
| Change in fund balance | \$ 6,513,021 | \$ (118,068) | \$ 66,343 | \$ 6,461,297 |
| Fund balance, beginning of year | \$ 4,886,853 | \$ 1,004,892 | \$ - | \$ 5,891,745 |
| Fund balance, end of year | \$ 11,399,874 | \$ 886,825 | \$ 66,343 | \$ 12,353,042 |

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

February 28, 2018

| | General Fund | Capital Fund | All Endowments | Total Governmental Funds |
|--|----------------------|-------------------|-------------------|--------------------------------|
| Assets | | | | |
| Cash and cash equivalents | \$ 6,608,292 | \$ 886,825 | \$ 522,224 | \$ 8,017,340 |
| Investments | 4,540,088 | - | - | 4,540,088 |
| Due from other governmental units | 210,000 | - | - | 210,000 |
| Prepaid items | 311,943 | - | - | 311,943 |
| Total assets | \$ 11,670,323 | \$ 886,825 | \$ 522,224 | \$ 13,079,371 |
| Liabilities | | | | |
| Accounts payable | 169,960 | - | - | 169,960 |
| Accrued payroll and benefits | 14,159 | - | - | 14,159 |
| Total liabilities | \$ 184,119 | \$ - | \$ - | \$ 184,119 |
| Deferred Outflows | | | | |
| Unavailable Property Tax Revenue | \$ 4,855,128 | \$ - | \$ - | \$ 4,855,128 |
| Fund balances | | | | |
| Nonspendable: | | | | |
| Prepaid items | \$ 311,943 | \$ - | \$ - | \$ 311,943 |
| Permanent corpus | - | - | 350,000 | 350,000 |
| Restricted for endowments | - | - | 172,224 | 172,224 |
| Committed for capital projects | - | 886,825 | - | 886,825 |
| Encumbered | 450,761 | - | - | 450,761 |
| Unassigned | 5,868,372 | - | - | 5,868,372 |
| Total fund balances | \$ 6,631,075 | \$ 886,825 | \$ 522,224 | \$ 8,040,124 |
| Total liabilities and fund balances | \$ 11,670,323 | \$ 886,825 | \$ 522,224 | \$ 13,079,371 |

Director's Report March 2018

Upcoming Events, and Issues of Interest

1. The AADL was included in a Women's History Month NPR story that aired on WEMU on March 13, 2018. The role of women, particularly members of Ladies' Library Association, in creating and funding public libraries in Ypsilanti and Ann Arbor in the late 1860's was celebrated. It is a great story, and one we are proud to share with our neighbors in Ypsilanti. The story can be heard at: <http://wemu.org/post/womens-history-month-establishing-libraries-ypsilanti-and-washtenaw-county>
2. We are nearing the end of the first quarter of our new AADL.org. To say that this website launch and migration to Evergreen have gone well and without catastrophic issues is a tribute to the hard work of many staff members. I would like to take this opportunity to thank them all. Great job, everyone!
3. Last month we hosted an official Raspberry Pi Jam for Raspberry Pi enthusiasts as part of the Raspberry Jam Big Birthday Weekend, with 100 events in 35 countries on 6 continents. The event featured demos, meeting other pi users, and the opportunity to try some coding projects.
4. AADL is collaborating with U-M Library and the U-M Computer & Video Game Archive on an Art & Gaming Symposium on April 7th. AADL is assembling a practitioner's panel of local game developers to add perspective to the event, and the closing keynote will be here in the Multipurpose Room, featuring Drew Davidson, Director of Carnegie Mellon's Entertainment Technology Center.
5. On April 13th, AADL will again host Library Camp, a free unconference intended for Library staff and enthusiasts. Board and staff are welcome to attend this open-format event. The day begins with a keynote about Libraries and Intellectual Property, presented by Susan Kornfield of Bodman.

AADL Projects and Initiatives Underway

1. 2.2 Finance Manager Bill Cooper is working with the staff and the Budget and Finance Committee to prepare a Draft Budget for 2018/19 to the Board for review at the April Board meeting.
2. 4.1 EPIC-MRA conducted a survey via phone, cell and landline, in early February 2018 and John Cavanaugh will be presenting the results of this survey at this evening's Board meeting.

Director's Report
March 2018

Projects and Initiatives Under Consideration

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

3.1 Facilities Manager Len Lemorie is bringing a resolution to the Board in March for consideration, and for a vote in April, to use funds in the Capital Improvement Fund to build out bookable meeting room spaces in Malletts Creek, Pittsfield and Traverwood branches.

4.1 Communications Manager, Rich Retyi, is preparing a report on our efforts in developing a comprehensive communications strategy. He will make his report at the May 23rd Board Retreat to be held in the Westside Room at the Westgate Branch.

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

Email to AADL:

Below are two messages about the same space that have come in within weeks of each other. They give an accurate picture of the range of needs and attitudes that the AADL works to acknowledge and respect every single day. We strive to do this work with generosity and grace. The last email message is a tribute to this effort, and we were so very pleased to receive it.

Hi there,
I'm just wondering if you have any plans to bring back the missing ipads in the kids' section of West branch? We miss them! Also, since the ipads are so popular there, is there any chance of getting ipads or updated kids' computer games at the other branches? Thanks a lot for being a super library!
-Amy Thomas

Having a children's playroom in the same area as adults using the library is just plain f****ing stupid you vapid morons!
--Sam S.

Director's Report
March 2018

Dear Josie and all who belong to the AADL team,

I would like to share with you how much I appreciate all that is done for the citizens of Ann Arbor through the services of the library - your services. The library is a place where people of all walks of life experience the difference orderliness, cleanliness, modern amenities, and, most of all, safety make in one's environment. A role model is at everyone's access. It is in the library where many people find connection to others and you support that, enhance it, with the grace and caring imparted by your staff and the weekly wide range of events offered. This underlines the life one can choose for their home, work environment, and community. It is much more than books and other media that you and your team are offering Ann Arbor!

It is in the library walls I found shelter, friends, and comfort through many difficult times in my life. It is here that I also found joy, answers, cheerful faces, and challenges to help me in my maturation toward ever-growing wisdom. I have made use of the free books to educate myself and, as a tutor, to help educate others. I have also seen the poorest of citizens implementing this opportunity in a similar way. When I felt like being poor was good enough, for I was tired of struggling in the system, I saw and smelled the devastation of others who were long embedded in that condition and the understanding they demanded of the librarians. I observed and knew if these librarians could be so understanding, why, I could be understanding enough with myself to move myself into a better situation. I would wish for more than just getting by!

I believe that every person who enters a library of Ann Arbor takes a similar gift with them when they leave. And although that may often remain unseen, I believe in the maturation process leading to wisdom. Whether your security guards are disciplining a citizen, protecting someone, or just providing a sense of safety, whether your librarians are joyfully helping someone find a book, holding space for someone who is angry with themselves and projecting that, or keeping order, whether a staff member is cleaning the bathroom, repairing a vandalized wall, or cleaning the doors and surfaces, people are experiencing what it means to take responsibility, to care, and the joy of service. They will long to put the opportunities you offer and their talents to use...until the day they find what it takes to do so!

My great gratitude to you and all of your staff for everything they give to the citizens of Ann Arbor!

Janée Marie Messer

SPACE USE AGREEMENT

This Space Use Agreement ("Agreement") is entered into this day of April, 2018, between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate ("Library") and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation ("FAADL").

RECITALS

A. The Library is organized as a district library pursuant to the Michigan District Library Establishment Act, MCL 397.171 *et seq.*, and operates the Main Library located at 343 S. Fifth Street, Ann Arbor, Michigan ("Main Library") in addition to multiple branch Library locations within its library district.

B. The FAADL was organized as a Michigan nonprofit corporation effective May 22, 1953, and is recognized by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FAADL is not owned, operated, or legally related to the Library.

C. Pursuant to its corporate charter, the FAADL engages in sales of books for fundraising purposes and for the benefit of the Library. Book sales are conducted in space designated by the Library within the Main Library and branch Library locations consistent with the terms and conditions of an Interim Use Agreement dated November 24, 2006, between the Library and the FAADL.

D. By execution of this Agreement, the Library and FAADL intend to terminate the Interim Use Agreement and provide for use of space by the FAADL for the purposes stated above under the terms and conditions provided in this Agreement.

AGREEMENT

I. DESIGNATION AND USE OF PREMISES.

1.1 Premises. The Library will make available to FAADL throughout the term of this Agreement space located in the basement of the Main Library building as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and space in the branch Library locations as determined by the Library to be available and appropriate to FAADL book sales (the "Premises"). The Library may designate alternative space for FAADL book sales in the Main Library and branch Library locations upon reasonable notice. The FAADL may access the Premises only during hours that the Main Library and branch Library locations are open to the public and will comply with Library policies as to entry procedures and security. The Library retains all property rights and interests in and to the Premises. The Premises will not include access to any telephone or internet lines of the Library. The FAADL will maintain at its own expense a telephone line, telephone number, internet line and internet website for its operations that are separate from those of the Library.

1.2 Permitted Uses. The FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. The FAADL will bear full legal responsibility for any and all of its operations on the Premises.

1.3 Obligation to Maintain Premises Free from Hazards. The FAADL will keep the Premises in a neat, orderly condition and free from hazards at all times. In particular, entrances to and passageways through the Premises will be maintained free of obstacles or debris that could impede emergency access to, and egress from, the area.

1.4 No Alterations or Signage. The FAADL may not alter the Premises or place signs on or in the Premises unless approved by the Library.

1.5 Compliance; Security; Nondiscrimination. In the use of the Premises, FAADL will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, state and federal requirements under the Americans With Disabilities Act and other laws that address nondiscrimination and access to public facilities, and compliance with all applicable policies and procedures of the Library with respect to use of the Premises. Specifically, FAADL employees, volunteers and agents ("FAADL Agents") will comply with all Library policies and procedures for security and safety, including compliance with fire drills and emergency evacuation procedures. FAADL Agents will not bring items, materials or substances onto Library premises that are prohibited under Library policies. The Library will provide FAADL with copies of pertinent policies and procedures relevant to this Agreement. In the use of the Premises, the FAADL will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

1.6 Name Badges. FAADL Agents will wear name badges on the Premises that include the name of the individual and the FAADL. FAADL Agents will not hold themselves out as agents or employees of the Library.

1.7 Library Right of Access. Library will have the right to enter the Premises at any time for any purpose, including to inspect the Premises or for the purpose of making repairs, additions, or alterations. If the Library determines that repairs or maintenance activities are reasonably likely to disrupt FAADL's use of the Premises, Library will provide three (3) days advance notice of such repairs or maintenance. Advance notice to FAADL will not be required for an emergency repairs or maintenance determined by Library to be necessary for safe use of the Premises or the Library building as a whole. If Library observes, in its reasonable judgment, any unsafe practices or operations by FAADL or noncompliance with applicable laws or Library policies, Library will notify FAADL within twenty-four (24) hours. FAADL will investigate the practices or operations identified in the notice within twenty-four (24) hours and will either (i) notify Library that all practices and operations are in compliance, including the reasons for such conclusions; or (ii) notify Library of any corrective action to be taken by FAADL and the timeframe for completing the correction.

2. OTHER OBLIGATIONS OF FAADL.

2.1 Operational Issues. The FAADL agrees that, as of the date of execution of this Agreement and for the entire term this Agreement remains in effect, it will:

- (a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;
- (b) Hold a current Michigan Charitable Solicitations License;
- (c) Have in effect policies and procedures for handling cash and other donations;
- (d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;
- (e) Commencing with the 2017-18 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of the FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;
- (f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and
- (g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, the FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

2.3 Insurance. During the term of this Agreement, the FAADL will maintain in effect a comprehensive general liability insurance policy that names the Library as an additional insured.

3. OBLIGATIONS OF AADL.

3.1 Maintenance; Repair; Janitorial Services. Library will maintain the Premises in good condition and repair. Library will be responsible for routine cleaning and janitorial services for the Premises, including basic trash disposal. Library is not responsible for disposal of unwanted books or other materials of the FAADL. The Library will arrange for, and incur the cost of, recycling services for books or other materials designated for recycling by the FAADL, unless such costs increase by more than 25% of the recycling costs being paid by the Library as of the Effective Date. If the Library incurs or will incur recycling costs related to FAADL materials in excess of the foregoing amounts, the FAADL will either reimburse the Library for such costs or, at the Library's request, make its own arrangements for recycling services. Library will not be responsible for loss of items or property of FAADL or FAADL Agents that are deposited in or near trash containers, stored on floors without proper labeling or that could, in the reasonable judgment of Library, be mistaken as refuse.

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water. Utilities will not include telephone or internet lines or access, which will be the responsibility of FAADL as provided in Section 1.1.

3.3 Insurance. During the term of this Agreement, the Library will maintain in effect a comprehensive general liability insurance policy that names the FAADL as an additional insured.

3.4 Library Point of Sale Service. The Library will provide point of sale service, using Library personnel and at Library's cost, at all locations for sales of FAADL material available on bookcarts for purchase by the public. The Library will provide monthly reconciliation and reimbursement to FAADL for sales from bookcarts at the Main Library and branch Library locations.

4. TERM AND TERMINATION.

4.1 Term. This Agreement will become effective on the date shown on page one (the "Effective Date") and will remain in effect for a one (1) year term. The parties may renew this Agreement for successive one (1) year terms upon mutual written consent.

4.2 Termination. This Agreement may be terminated without cause by either party upon seven (7) days written notice of termination to the other party.

4.3 Additional Remedies for Material Breach. Upon a material breach of this Agreement by the FAADL, as determined in the sole discretion of the Library, the Library may suspend book sales by the FAADL on the Premises until such time that the breach is cured to the reasonable satisfaction of the Library or this Agreement is terminated. The Library's right to suspend book sales under this Section will be in addition any other rights or remedies the Library has under this Agreement, including termination. A material breach of this Agreement

will include, without limitation, a material failure by the FAADL to comply with all operational requirements applicable to it under Section 2.1 of this Agreement.

4.4 FAADL Obligations on Termination. In the event this Agreement is terminated by either party, the FAADL will remove all books and other property from the Premises within thirty (30) days after the effective date of termination. Should the FAADL fail to do so, the Library may remove FAADL books and property and FAADL will reimburse the Library its reasonable and necessary costs.

5. GENERAL PROVISIONS.

5.1 Independent Contractors. The parties acknowledge that FAADL is an independent contractor of Library. In no event will FAADL or any FAADL Agents be deemed a joint venture party, partner, employee, or agent of Library by virtue of this Agreement. Library will exercise no control over the manner or method by which FAADL conducts its operations on the Premises provided that FAADL's operations are in compliance with this Agreement.

5.2 Entire Agreement. This Agreement supersedes any and all other agreements related to use of the Premises, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to its subject matter.

5.3 Amendments. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties specifically referencing this Agreement.

5.4 Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Michigan.

5.5 Books, Documents, and Records Availability. FAADL will make its books and records available for inspection by Library if review of such books and records may be required, in the reasonable judgment of Library, to determine compliance with any terms or conditions herein. FAADL will make the requested books and records available for inspection by Library within ten (10) days of receipt of a request for access.

5.6 Successors/Assigns. This Agreement may not be assigned by a party hereto without the express written consent of the other party.

5.7 No Third Party Beneficiaries. There are no intended third party beneficiaries of this Agreement.

5.8 Waiver or Rights. The failure of a party to exercise its rights in the event of a breach of this Agreement will not constitute a waiver of any rights with respect to that or any subsequent breach.

In WITNESS WHEREOF, the parties hereto, or their duly authorized officers or agents, have executed, sealed, and delivered this Agreement intending to be legally bound.

ANN ARBOR DISTRICT LIBRARY, a Michigan district
library and public body corporate

By: _____

Print Name: _____

Title: AADL Board President

Date: _____

FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a
Michigan nonprofit corporation

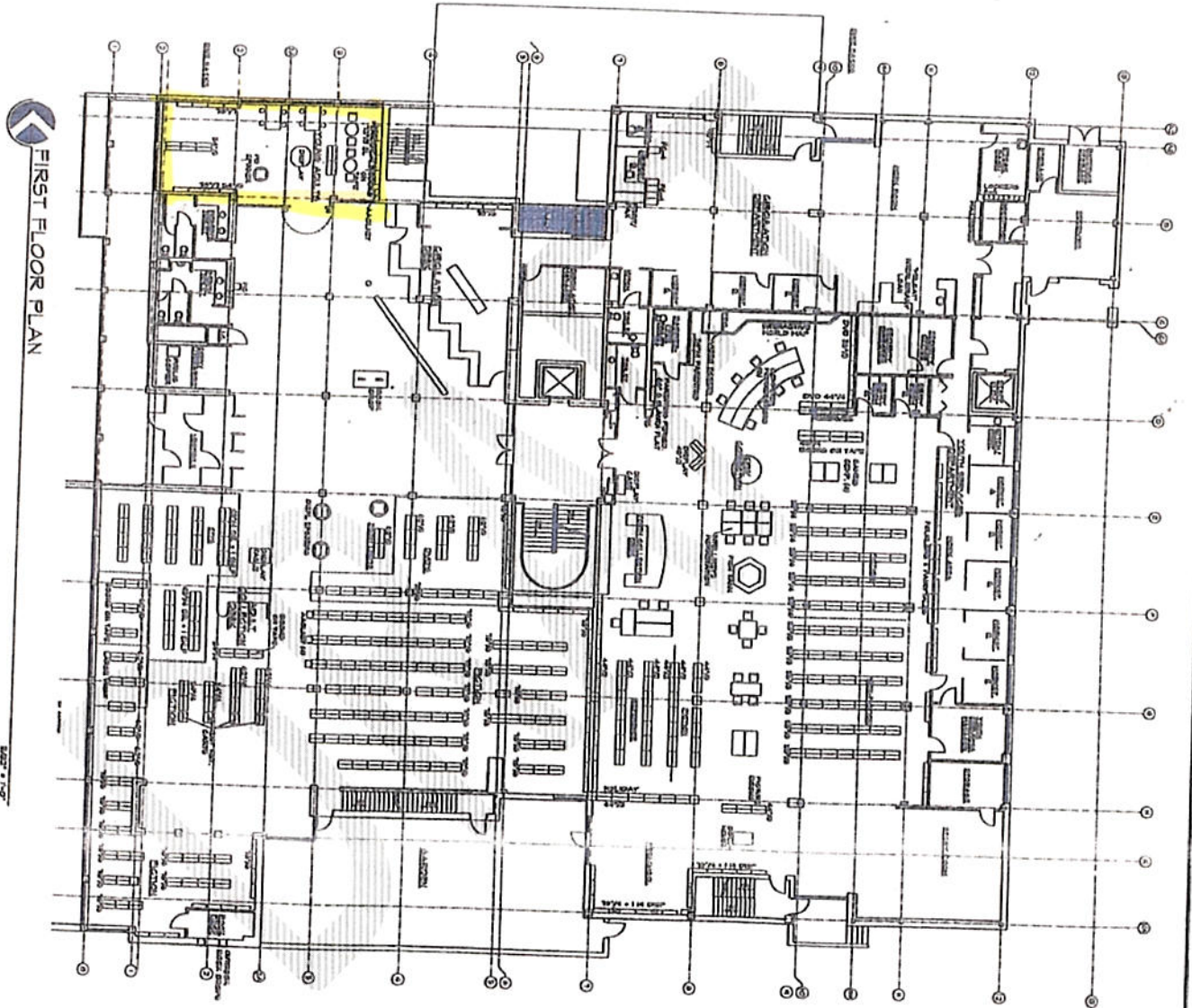
By: _____

Print Name: _____

Title: FAADL Board President

Date: _____

Space Use Agreement – Exhibit A
Ann Arbor District Library
First Floor plan



FIRST FLOOR PLAN

Scale: 1/8" = 1'-0"

Project Title: _____

First Floor Plan

| | |
|----------------------|----------------------------|
| Revised: | |
| Date: | 4/18/07 |
| Drawn by: | DA |
| Checked by: | DA |
| Project No.: | 00000000 |
| Project Name: | Ann Arbor District Library |
| Project Location: | Ann Arbor, MI |
| Project Description: | Ann Arbor District Library |
| Project Status: | Completed |
| Project Manager: | DA |
| Project Engineer: | DA |
| Project Architect: | DA |
| Project Designer: | DA |
| Project Draftsman: | DA |
| Project Checker: | DA |
| Project Approver: | DA |
| Project Date: | 4/18/07 |

Downtown Library Study

30000 Eastern Road
Ann Arbor, MI 48106-1511
Project

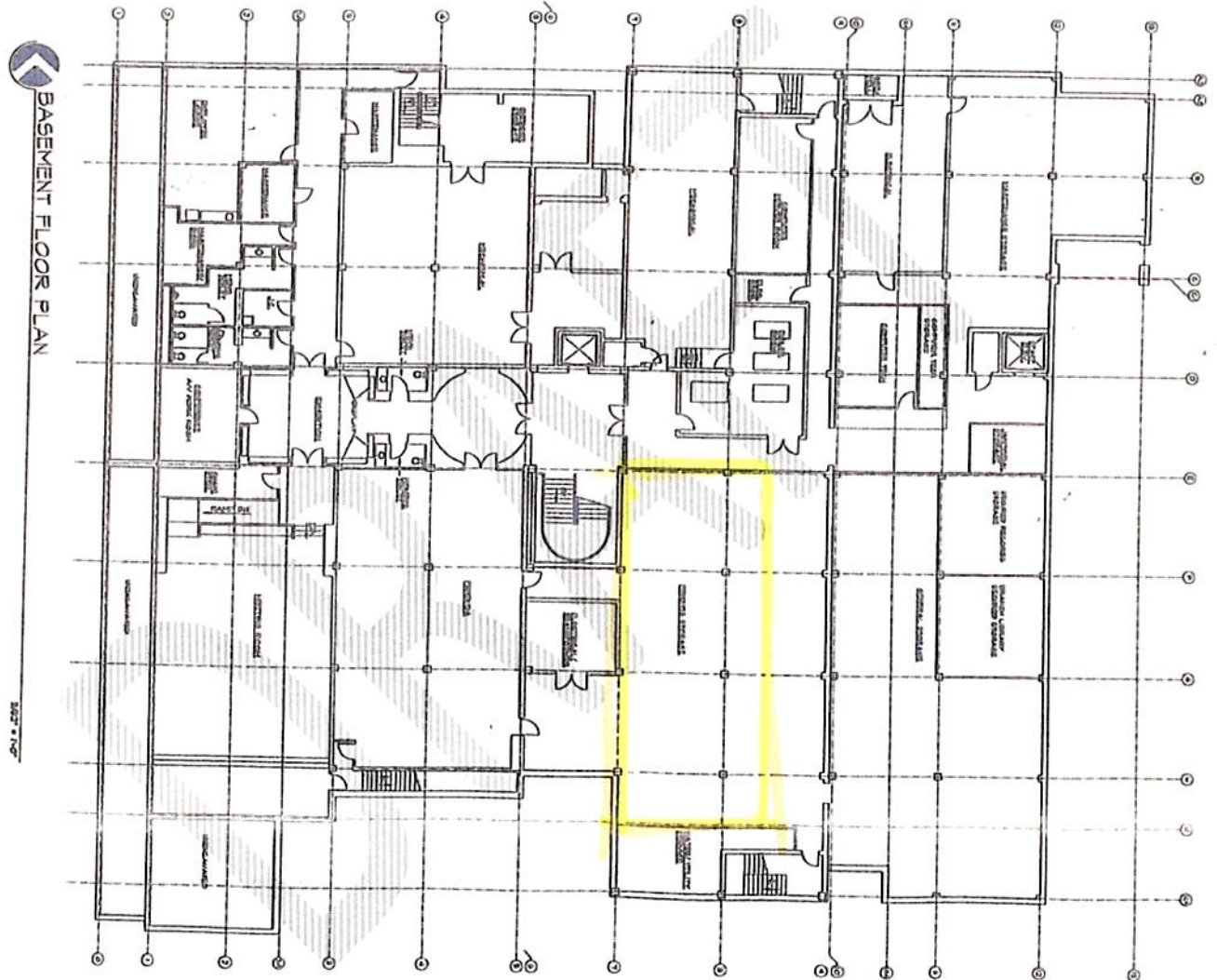
Ann Arbor District Library



Comerstone Design Inc.

Ann Arbor District Library
30000 Eastern Road
Ann Arbor, MI 48106-1511
Project

Space Use Agreement – Exhibit A
Ann Arbor District Library
Basement Floor plan



**Conversions
Design
Inc**

1000 N. 10th Street
 Allen Park, California 92009
 714/393-1000 Fax 714/393-1100
 E-mail: info@allenspark.com

Ann Arbor
District
Library

30325 Daniels Road
Duluth, GA 30111

Download
Library
Study[illegible]

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