



# Regular Meeting Agenda

Monday, May 21, 2018

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Published by Ann Arbor District Library

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## May 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
20	<b>21 AADL Board Mtg</b>	22	<b>23 AADL Board Retreat</b>	24	25	26
27	<b>28 Closed Holiday</b>	29	30	31		

## June 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	<b>18 AADL Board Mtg</b>	19	20	21	22	23
24	25	26	27	28	29	30

## July 2018

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, May 21, 2018 at 6:00 p.m.  
 Ann Arbor District Library, Conference Room A, 6:00 p.m.  
 Ann Arbor District Library, Lower Level Multipurpose Room, 7:30 p.m.  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 18-071 I. CALL TO ORDER
- 18-072 II. ATTENDANCE
- 18-073 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE, LABOR NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 18-074 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2018-2019 AT 7:30PM
- 18-075 V. CALL FOR PUBLIC COMMENT ON THE 2018-2019 BUDGET
- 18-076 VI. RECONVENE TO REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2018-2019 BUDGET
- 18-077 VII. APPROVAL OF AGENDA (pp. 1-3)  
(Item of action)
- 18-078 VIII. CONSENT AGENDA  
(Item of action)
- CA-1 Approval of Minutes of April 26, 2018 (pp. 4-14)
- CA-2 Approval of April 2018 Disbursements (pp. 15-17)
- 18-079 IX. CITIZENS' COMMENTS
- 18-080 X. FINANCIAL REPORTS (pp. 18-22)  
Bill Cooper, Finance Manager
- 18-081 XI. COMMITTEE REPORTS

- 18-082            A. BUDGET & FINANCE COMMITTEE  
(10 minutes)
- 18-083            B. EXECUTIVE COMMITTEE  
(10 minutes)
- 18-084            XII. DIRECTOR'S REPORT (pp. 23-25)  
Josie B. Parker, Director
- 18-085            XIII. NEW BUSINESS
- 18-086            A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR  
THE FISCAL YEAR 2018-2019 (pp. 26-28)  
(Item of action)
- 18-087            B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE  
LEVIED BY TAXING AUTHORITIES (pp. 29-30)  
(Item of action)
- 18-088            C. RESOLUTION TO ADOPT THE 2018-2019 BUDGET AS A  
LINE ITEM BUDGET AND COMPLIANCE OF  
DISBURSEMENTS (pp. 31-32)  
(Item of action)
- 18-089            D. RESOLUTION RECOGNIZING THE 65<sup>TH</sup> ANNIVERSARY  
OF THE FRIENDS OF THE ANN ARBOR DISTRICT  
LIBRARY (p. 33)  
(Item of action)
- 18-090            E. RESOLUTION TO ACKNOWLEDGE CRISTHIAN  
ESPINOSA-PINO AND THE PALMA ORGANIZATION  
(p. 34)  
(Item of action)
- 18-091            F. DIRECTOR'S EVALUATION LETTER FROM AADL  
BOARD
- 18-092            G. VOTE FOR CLOSED SESSION FOR AT THE JUNE 18,  
2018 REGULAR BOARD MEETING FOR DISCUSSION OF  
REAL ESTATE AND LABOR NEGOTIATIONS  
(Item of action)  
Roll call vote
- 18-093            XIV. CITIZENS' COMMENTS
- 18-094            XV. 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, APRIL 16, 2018

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, APRIL 16, 2018**

- 18-054 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 6:05 p.m.
- 18-055 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman (arr. 6:34 p.m.), Linh Song, Ed Surovell, Jamie Vander Broek  
 Board Absent: None  
 Staff: Josie Parker, Eli Neiburger, Bill Cooper, Rich Retyi, Karen Wilson (recorder)  
 Others Present: William Stapleton, Hooper Hathaway
- 18-056 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 18-057 IV. RECONVENE REGULAR MEETING AT 7:00PM
- President Vander Broek reconvened the meeting at 7:05 p.m.
- Trustee Leija arrived at 7:09 p.m.
- 18-058 V. APPROVAL OF AGENDA  
 (Item of action)
- Trustee Sherman, supported by Trustee Green, moved to approve the agenda.
- AYES: Green, Barney Newman, Sherman, Song, Surovell, Vander Broek  
 NAYS: None
- Motion passed 6-0.
- 18-059 VI. CONSENT AGENDA  
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 16, 2018

CA-1 Approval of Minutes of March 19, 2018

CA-2 Approval of March 2018 Disbursements

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

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

NAYS: None

Motion passed 6-0.

18-060 VII. CITIZENS' COMMENTS

Paavani Tewari

Hi, my name is Paavani and I made a presentation for the Michigan Statistics Poster Competition and I would like to share what I found out. My first question was what are the most used materials. I wanted to know if people used the library summer game as reading program or a watch movies program. I found out that books is 49% and DVDs is 26%, so books is definitely more. Because books are more I wanted to know what are the most popular books over all the years. Most of them were Harry Potter, I wasn't surprised by that, but when this new book, The Hunger Games came up, I was like what in the world is that book! So when most of them were Harry Potter, I wanted to know what were the most popular series. The most popular series were Hunger Games trilogy, Harry Potter, Divergent trilogy, Heroes of Olympus and Percy Jackson and the Olympians. Because most of the books that we found were above my level, I wanted to know what most popular books were at my level 750 to 850. From this list I've already read Wonder and Charlie and the Chocolate Factory. They were really good. [Trustee Jim Leija arrived at 7:09 p.m.] I would like to take this time to say thank you to Eli for taking the time to list and for giving us the idea for using the summer game data. He also sent us the data and helped us fix some of the problems we had. And last but not least inviting me to this Board meeting. Thank you.

Chanbani Wiersba



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 16, 2018

My name is Chanbani Wiersba and I am currently a senior at the University of Michigan studying public policy and graduating in just a couple weeks. I previously came to speak to you in the fall because I'm interning at CivCity, which is a local non-partisan non-profit that focuses on increasing awareness of how local government works in getting residents in Ann Arbor engaged in civic life at CivCity. I recently published a report that looks at the level diversity in local government and thinking about what the community and what the public bodies in Ann Arbor can take away. And I will be emailing all the link very shortly. Many of you contributed to this report by filing out the survey I sent to gather demographic data and allowed me to interview you for the project. So thank you so much to the six of you who were able to respond to the survey and the two of you who took the time to be interviewed it was greatly appreciated it. I wanted to share a couple takeaways with you tonight. One takeaway I have is that across the bodies I looked at, City Council, Board of Education, Library Board and the County Commissioners, a lot of people care about engaging with the community, they care about diversity, they care about making better more efficient decisions for the community, but there's not very much collaboration between these bodies or proactive collaboration with the community. So one idea I have is actually what Ann Bannister and Jason Morgan felt, City Council and County Board, they got together and had a coffee hour, a joint coffee hour, which allowed them to engage with each other and think about how boards can work with each other and also engage the community and bridge that gap. I would love for there to be more innovative ways to engage with the community because obviously not too many people come to your regular meetings which are open and so it would be great to find a way to ask residents how they can better engage in ways that are acceptable to the community. And another takeaway I have is that there still is lots to do in terms of diversity not just of representation but also of ideas and diversity doesn't just mean having the elected officials who look like the people they represent, but that's definitely a start. And looking at the population of Ann Arbor as a whole there's many communities that aren't currently represented. For example, right now we only have one person of color on City Council and in particular very few young people in office. We have people of color and what I would love is for the more active recruitment of these younger folks and more women to run for office and because you are in that unique position of being able to actively recruit

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 16, 2018

people. People see you as trustworthy and obviously you have the experience that would be really great for candidates to be recruited into this especially people who otherwise might not run. And a final thing to consider is that many elected officials that I spoke with in my interview, I interviewed twelve people, they presented ideas for increasing financial stipends that you get to incentivizes people to run because obviously it's a big time commitment. But it would be beneficial also to look at ways to decrease the cost of running for office in the first place. That more people are encouraged to run and, you know, a broader array of people with all their different experiences will come and run in the first place. So I really hope that this report will encourage public discussion and discussion within the body and across bodies of the importance of diversity and the importance of community engagement and collaboration and just kind of the general awareness of what is happening in Ann Arbor government. And I encourage you to read the report and you can find it on medium.com. It's published by Mary Morgan who is the executive director of CivCity. I'll send you all the report and feel free to email me back with anything particularly striking. Thank you for your time.

18-061 VIII. FINANCIAL REPORTS  
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the March 2018 financials in the Board Packet. He noted that \$15,297,148 in property taxes, 98.1% of the budgeted amount, has been received year-to-date. Currently year-to-date expenditures are under budget by \$1,468,400.

18-062 IX. COMMITTEE REPORTS

18-063 A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the committee met and discussed the 2018-2019 draft budget which is proposed for review later on the agenda. The committee is recommending maintaining the maximum millage rate allowable under Headlee.

18-064 X. DIRECTOR'S REPORT  
 Josie B. Parker, Director

Director Parker submitted her written report in the packet and



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MONDAY, APRIL 16, 2018

highlighted the following:

A recent Community Action Network Newsletter recognized AADL for welcoming several local teen programs into the Secret Lab.

Tunde Wey will be presenting a program at AADL on his use of food as a way to promote difficult conversations about race, privilege and the disparity. This event is in partnership with the Penny Stamps School of Art and Design.

AADL participated in recent FoolMoon and Festifools festivities.

University of Michigan Depression Center's Bright Nights program study paper was recently accepted for publication in *Academic Psychiatry*. AADL has hosted numerous Bright Night programs.

On May 16<sup>th</sup> join us for the bi-annual VISIONS Conference being held here. The Director of the Michigan Bureau of Services for Blind Persons, William Robinson, III, is scheduled as the keynote speaker.

A listing of educational groups provided with meeting spaces at AADL as coordinated through our Outreach and Neighborhood Services Department was reviewed.

The public computers on the second floor have been relocated. Laptop bars have been installed along the wall where some of the computer stations were previously located. The public services staff desk has been moved back near the new security office.

Public and staff comments were viewed.

Library Camp, an unconference open to library staff and board members across the area was held here last week Friday. Susan Kornfield, a copyright and intellectual property lawyer from Bodman Law was the morning's guest speaker. Staff who prepared and ran this event were thanked.

The Downtown Library experienced a boiler failure last Friday. One of the boiler pipes leaked requiring the system to be shut down. Temporary repairs have been done and replacement parts are being sought. This repair could be quite expensive as outlined in

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the building assessment report prepared by O'Neal.

18-065 XI. OLD BUSINESS

18-049 A. RESOLUTION TO REALLOCATE BALANCE OF APPROVED FUNDS FROM THE TRAVERWOOD MSE PROJECT TO USE TOWARDS PUBLIC MEETING SPACE IN AADL BRANCHES

Len Lemorie, Facilities Manager  
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves that \$378,000 of Capital Project Funds is reallocated from the Traverwood Branch Library MSE wall project for the construction of public meeting rooms in Malletts Creek, Pittsfield and Traverwood Branch libraries; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Manager Lemorie reviewed the amount of bookable meeting spaces being created at the three branch locations.

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

NAYS: None

Motion passed 7-0.

18-050 B. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY  
 (Item of action)

Treasurer Leija, supported by Vice President Song, moved the Board resolves that the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that draft copies were distributed to the

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Board of the Friends and no request for changes have been received.

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

NAYS: None

Motion passed 7-0.

18-066 XII. NEW BUSINESS

18-067 A. DISCUSSION OF PROPOSED 2018-2019 BUDGET  
 (Item of discussion)

Finance Manager Cooper presented the draft 2018-2019 budget. A 2% increase in tax collections is anticipated. With a millage rate of 1.8913, total revenue is anticipated at \$16,679,610. This includes \$100,000 pledged from the Friends of the Ann Arbor District Library.

Expenses show an increase of 7.8% in Salaries and Wages which includes a 3% merit pool and staffing increases in facilities and security. Employee Benefits decreased by .63%. Increases are seen in Employment Taxes, Materials, Building Rental, Library Programming and Operating Supplies. Grants and Memorials reflect an expenditure of \$100,000 for the Summer Game. Hold notices are no longer being mailed reflecting in a decrease of 42.86% in Postage. Other Operating Expenditures which includes various memberships and fees shows a decrease.

The Capital Project Fund shows a proposed budget of \$1,008,825 reflecting \$500,000 carried over from the 2017-2018 fiscal year.

The Board discussed the designation of monies received from the Friends, expansion of philanthropic support and soliciting corporate sponsorships. The topic was referred to the Budget and Finance Committee to research further.

The Board gave no further direction to administration to revise the proposed budget prior to the May public hearing of the budget.



ANN ARBOR DISTRICT LIBRARY BOARD  
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- 18-068                    B. VOTE FOR CLOSED SESSION FOR AT THE MAY 21, 2018  
REGULAR BOARD MEETING FOR DISCUSSION OF  
REAL ESTATE, LABOR NEGOTIATIONS AND  
DIRECTOR'S EVALUATION  
(Item of action)  
Roll call vote

Treasurer Leija, supported by Trustee Barney Newman, moved for a closed session for discussion of real estate, labor negotiations and director's evaluation at the May 21, 2018 Board meeting.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

- 18-069                    XIII. CITIZENS' COMMENTS

David Diephuis

The conversation about what to do with the Friends money or how to handle it kind of resonated with me one way. And that is that one of your strategic goals is to explore alternative sources of funding. To me when you start talking about what you're going to do with the Friends money that should be part of a larger discussion of, you know, are we going to do some alternative funding, what's it going to look like, have a foundation, a different foundation, look for corporate partnerships, et cetera, et cetera. So I hope that you move forward in this next year, you might need to budget a little money so you can spend some time looking at what needs to be done in that area. Because certainly if you go to the voters and ask for a special millage at some point, whatever it is, no doubt one of the questions is going to be what are you doing to raise money beyond asking us the taxpayers? That's my comment for the evening. Thank you.

- 18-070                    XIV. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:23 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 16, 2018

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 April 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.

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Edward Surovell, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-049**

**RESOLUTION TO REALLOCATE BALANCE OF APPROVED FUNDS FROM  
THE TRAVERWOOD MSE PROJECT TO USE TOWARDS PUBLIC MEETING  
SPACE IN AADL BRANCHES**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16<sup>th</sup> day of April 2018 at 6:00 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That \$378,000 of Capital Project funds is reallocated from the Traverwood Branch Library MSE wall project for the construction of public meeting rooms in Malletts Creek, Pittsfield and Traverwood Branch libraries.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

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

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Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-050**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS  
OF THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 16<sup>th</sup> day of April 2018 at 6:00 p.m.

PRESENT: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Edward Surovell, Jamie Vander Broek  
ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Edward Surovell, Jamie Vander Broek  
NAYS: None

RESOLUTION DECLARED ADOPTED.

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

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Edward Surovell, Board Secretary



Ranaes:	From:	To:	Check Date	From:	To:
Check Number	First	Last	Checkbook ID	4/1/2018	4/30/2018
Vendor ID	First	Last		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
057994	DTEENE1	DTE ENERGY	4/2/2018	CHECK	PMCHK00002138	\$9,721.15
057995	3PLAYMED	3PLAY MEDIA	4/5/2018	CHECK	PMCHK00002141	\$119.89
057996	AMBFAI	AMBER ADAMS-FALL	4/5/2018	CHECK	PMCHK00002141	\$100.00
057997	ANDMOR	ANDREA CLAIRE MORNINGSTAR	4/5/2018	CHECK	PMCHK00002141	\$100.00
057998	ANNARB	ANN ARBOR OBSERVER	4/5/2018	CHECK	PMCHK00002141	\$2,487.10
057999	APPIMA	APPLIED IMAGING	4/5/2018	CHECK	PMCHK00002141	\$4,569.00
058000	BAKTAY	BAKER & TAYLOR	4/5/2018	CHECK	PMCHK00002141	\$18,220.29
058001	BELLEIRE	BELLE TIRE	4/5/2018	CHECK	PMCHK00002141	\$23.98
058002	BETBEC	BETSY JANE BECKERMAN	4/5/2018	CHECK	PMCHK00002141	\$1,110.00
058003	BETMAN	BETH MANUEL	4/5/2018	CHECK	PMCHK00002141	\$17.06
058004	BLAAUD	BLACKSTONE PUBLISHING	4/5/2018	CHECK	PMCHK00002141	\$1,123.82
058005	CFRA	CFRA	4/5/2018	CHECK	PMCHK00002141	\$4,940.00
058006	CIESTR	CIERRA STRAWDER	4/5/2018	CHECK	PMCHK00002141	\$39.53
058007	CITINFOTECH	CITY OF ANN ARBOR	4/5/2018	CHECK	PMCHK00002141	\$114,065.79
058008	DANNIDAVIS	DANIELLE DAVIS	4/5/2018	CHECK	PMCHK00002141	\$100.00
058009	DKAGEN	D.K. AGENCIES (P) LTD.	4/5/2018	CHECK	PMCHK00002141	\$600.00
058010	EASLAN	EAST LANSING PUBLIC LIBRARY	4/5/2018	CHECK	PMCHK00002141	\$13.01
058011	EBS PUB	EBSCO PUBLISHING	4/5/2018	CHECK	PMCHK00002141	\$2,375.00
058012	ELIPEA	ELIZABETH PEARCE	4/5/2018	CHECK	PMCHK00002141	\$196.14
058013	FORFRA	FORMAT FRAMING	4/5/2018	CHECK	PMCHK00002141	\$5,172.61
058014	GRADUATE	GRADUATE ANN ARBOR	4/5/2018	CHECK	PMCHK00002141	\$751.80
058015	HUGGAL	HUGH GALLAGHER	4/5/2018	CHECK	PMCHK00002141	\$100.00
058016	HUTPLU	HUTZEL	4/5/2018	CHECK	PMCHK00002141	\$1,746.00
058017	JACHAN	JACQUELINE HANSON	4/5/2018	CHECK	PMCHK00002141	\$100.00
058018	JAMGLE	JAMES GLENN	4/5/2018	CHECK	PMCHK00002141	\$100.00
058019	JASRIV	JASMINE RIVERA	4/5/2018	CHECK	PMCHK00002141	\$100.00
058020	JENMCK	JENNIFER MCKEE	4/5/2018	CHECK	PMCHK00002141	\$100.00
058021	JENPRO	JENNIFER PROCTOR	4/5/2018	CHECK	PMCHK00002141	\$200.00
058022	KATMON	KATIE MONKIEWICZ	4/5/2018	CHECK	PMCHK00002141	\$12.37
058023	KAYPEN	KAYLA COUGHLIN	4/5/2018	CHECK	PMCHK00002141	\$35.07
058024	KEEROD	KEEGAN RODGERS	4/5/2018	CHECK	PMCHK00002141	\$250.00
058025	KELULL	KELSEY ULLENBRUCH	4/5/2018	CHECK	PMCHK00002141	\$61.40
058026	LARWIL	LARON WILLIAMS	4/5/2018	CHECK	PMCHK00002141	\$495.00
058027	LEECOR	LEELA CORMAN	4/5/2018	CHECK	PMCHK00002141	\$200.00
058028	LEID	LEID	4/5/2018	CHECK	PMCHK00002141	\$7,188.00
058029	MCNMCK	MCNAUGHTON-MCKAY	4/5/2018	CHECK	PMCHK00002141	\$37.12
058030	METEDG	HOLLINGER METAL EDGE, INC.	4/5/2018	CHECK	PMCHK00002141	\$264.03
058031	MIDTAP	MIDWEST TAPE	4/5/2018	CHECK	PMCHK00002141	\$6,919.81
058032	MOLRAY	MOLLY RAYNOR	4/5/2018	CHECK	PMCHK00002141	\$150.00
058033	MONCOU	MONROE COUNTY LIBRARY SYSTEM	4/5/2018	CHECK	PMCHK00002141	\$16.95
058034	NICWILL	NICOLE WILLIAMS	4/5/2018	CHECK	PMCHK00002141	\$77.90
058035	OFFDEP	OFFICE DEPOT, INC.	4/5/2018	CHECK	PMCHK00002141	\$109.17
058036	PACMEC	SHAMBAUGH	4/5/2018	CHECK	PMCHK00002141	\$10,899.00
058037	PAUVOR	PAUL VORNHAGEN	4/5/2018	CHECK	PMCHK00002141	\$600.00
058038	PLAWIS	PLANTWISE	4/5/2018	CHECK	PMCHK00002141	\$1,100.00
058039	PRITEC	PRINT TECH INC.	4/5/2018	CHECK	PMCHK00002141	\$1,533.73
058040	RANHOU	PENGUIN RANDOM HOUSE, LLC	4/5/2018	CHECK	PMCHK00002141	\$52.50
058041	RECBOO	RECORDED BOOKS, INC.	4/5/2018	CHECK	PMCHK00002141	\$125.97
058042	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/5/2018	CHECK	PMCHK00002141	\$43.60
058043	ROBNEE	ROBERT W NEEDHAM	4/5/2018	CHECK	PMCHK00002141	\$200.00
058044	ROYLIM	ROYAL LIMOUSINE	4/5/2018	CHECK	PMCHK00002141	\$182.90
058045	SARKEL	SARA MELTON KELLER	4/5/2018	CHECK	PMCHK00002141	\$300.00
058046	SCHSOU	SCHEDULE SOURCE, INC	4/5/2018	CHECK	PMCHK00002141	\$949.50
058047	SHEWIL	SHERWIN- WILLIAMS	4/5/2018	CHECK	PMCHK00002141	\$90.14
058048	SOULAH	SORAYA LAHAM	4/5/2018	CHECK	PMCHK00002141	\$23.25
058049	THOGAL	GALE/CENGAGE LEARNING, INC	4/5/2018	CHECK	PMCHK00002141	\$59.98
058050	ULINE	ULINE, INC.	4/5/2018	CHECK	PMCHK00002141	\$131.12
058051	WILTEC	WILTEC TECHNOLOGIES	4/5/2018	CHECK	PMCHK00002141	\$1,393.00
058052	YUACHE	YUAN CHENG	4/5/2018	CHECK	PMCHK00002141	\$200.00
058053	KMPLTD	K.M.P. LTD	4/5/2018	CHECK	PMCHK00002141	\$1,150.00
058054	ORLANDI	ORLANDI	4/5/2018	CHECK	PMCHK00002141	\$2,089.45
058055	FRTOF	FRIENDS OF THE AADI	4/5/2018	CHECK	PMCHK00002142	\$4,183.70
058056	ADASTE	ADAM STREET PUBLISHING CO	4/12/2018	CHECK	PMCHK00002145	\$75.00
058057	AFTDEL	AFTERNOON DELIGHT	4/12/2018	CHECK	PMCHK00002145	\$170.40
058058	AGRSER	A GROWING SERVICE LLC	4/12/2018	CHECK	PMCHK00002145	\$340.00
058059	ALLEN	ALLIANCE ENTERTAINMENT	4/12/2018	CHECK	PMCHK00002145	\$4,038.23
058060	AMELIB1	AMERICAN LIBRARY ASSOCIATION	4/12/2018	CHECK	PMCHK00002145	\$1,300.00
058061	ANNCABINETS	ANN ARBOR CABINET & COUNTER	4/12/2018	CHECK	PMCHK00002145	\$800.00
058062	ARMCLE	ARMEN CLEANERS	4/12/2018	CHECK	PMCHK00002145	\$42.85
058063	BAKTAY	BAKER & TAYLOR	4/12/2018	CHECK	PMCHK00002145	\$9,328.08
058064	BANMED	BANG MEDIA	4/12/2018	CHECK	PMCHK00002145	\$350.00
058065	BANOFAACC	BANK OF ANN ARBOR	4/12/2018	CHECK	PMCHK00002145	\$7,248.84
058066	BATPLU	BATTERIES PLUS	4/12/2018	CHECK	PMCHK00002145	\$103.60
058067	BETBEC	BETSY JANE BECKERMAN	4/12/2018	CHECK	PMCHK00002145	\$400.00
058068	BREWER	BREWER'S	4/12/2018	CHECK	PMCHK00002145	\$534.86
058069	BUSVAL	BUSCH'S, INC.	4/12/2018	CHECK	PMCHK00002145	\$349.80
058070	CHRDAR	CHRISTINE DARRAGH	4/12/2018	CHECK	PMCHK00002145	\$100.00
058071	COMALLW	COMPUTER ALLEY	4/12/2018	CHECK	PMCHK00002145	\$179.12
058072	CONTI	CONTI	4/12/2018	CHECK	PMCHK00002145	\$23,380.00
058073	DAVBAR	DAVE BARABAS	4/12/2018	CHECK	PMCHK00002145	\$13,885.00
058074	DAVMCM	DAVID MCMILLIAN	4/12/2018	CHECK	PMCHK00002145	\$80.00
058075	DICBLI	BLICK ART MATERIALS	4/12/2018	CHECK	PMCHK00002145	\$207.07
058076	DKAGEN	D.K. AGENCIES (P) LTD.	4/12/2018	CHECK	PMCHK00002145	\$667.90
058077	DREAMGATE	DREAMGATE VR LLC	4/12/2018	CHECK	PMCHK00002145	\$100.00
058078	DYKGOS	DYKEMA GOSSETT PLLC	4/12/2018	CHECK	PMCHK00002145	\$1,802.56



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
058079	ELLIV	ELLEN LIVINGSTON	4/12/2018	CHECK	PMCHK00002145	\$125.00
058080	EMISLO	EMILY ROSE SLOMOVITS	4/12/2018	CHECK	PMCHK00002145	\$100.00
058081	ERGD	ERGO DESKTOP	4/12/2018	CHECK	PMCHK00002145	\$1,320.90
058082	FINLUM	FINGERLE LUMBER COMPANY	4/12/2018	CHECK	PMCHK00002145	\$73.80
058083	HOPFUN	HOPPING FUN CREATIONS	4/12/2018	CHECK	PMCHK00002145	\$100.00
058084	JENMCK	JENNIFER MCKEE	4/12/2018	CHECK	PMCHK00002145	\$100.00
058085	JEWISHNE	JEWISH NEWS	4/12/2018	CHECK	PMCHK00002145	\$263.00
058086	JINELKHA	JINAN EL KHATIB	4/12/2018	CHECK	PMCHK00002145	\$300.00
058087	LEID	LEID	4/12/2018	CHECK	PMCHK00002145	\$1,120.00
058088	LORFIT	LORI E. FITHIAN	4/12/2018	CHECK	PMCHK00002145	\$400.00
058089	LOWE'S	LOWES BUSINESS ACCOUNT	4/12/2018	CHECK	PMCHK00002145	\$1,154.85
058090	MARBAN	MARTIN BANDYKE	4/12/2018	CHECK	PMCHK00002145	\$400.00
058091	MARWIC	MARCUS WICKER	4/12/2018	CHECK	PMCHK00002145	\$800.00
058092	MEDCO	MEDCO SUPPLY COMPANY	4/12/2018	CHECK	PMCHK00002145	\$57.30
058093	MICMUN1	MML WORKERS' COMP FUND	4/12/2018	CHECK	PMCHK00002145	\$37,455.00
058094	MIDTAP	MIDWEST TAPE	4/12/2018	CHECK	PMCHK00002145	\$1,339.28
058095	NEOPOS	MAILFINANCE	4/12/2018	CHECK	PMCHK00002145	\$619.98
058096	OFFDEP	OFFICE DEPOT. INC.	4/12/2018	CHECK	PMCHK00002145	\$1,488.44
058097	PACMEC	SHAMBAUGH	4/12/2018	CHECK	PMCHK00002145	\$24,090.00
058098	PRITEC	PRINT TECH INC.	4/12/2018	CHECK	PMCHK00002145	\$525.24
058099	RECB00	RECORDED BOOKS. INC.	4/12/2018	CHECK	PMCHK00002145	\$31.80
058100	ROBROB	ROBIN ROBINSON	4/12/2018	CHECK	PMCHK00002145	\$100.00
058101	SCHSEC	SCHILKE SECURITY	4/12/2018	CHECK	PMCHK00002145	\$295.00
058102	SCOBRO	SCOTT BRODIE	4/12/2018	CHECK	PMCHK00002145	\$100.00
058103	SHEWIL	SHERWIN- WILLIAMS	4/12/2018	CHECK	PMCHK00002145	\$127.98
058104	SHOHUR	Shoshana Hurand	4/12/2018	CHECK	PMCHK00002145	\$110.31
058105	STAHAR	STADIUM HARDWARE	4/12/2018	CHECK	PMCHK00002145	\$516.40
058106	TAICHI	TAI CHI LOVE	4/12/2018	CHECK	PMCHK00002145	\$100.00
058107	THOGAL	GALE/CENGAGE LEARNING. INC	4/12/2018	CHECK	PMCHK00002145	\$271.80
058108	ULINE	ULINE. INC.	4/12/2018	CHECK	PMCHK00002145	\$320.20
058109	4IMPRINT	4IMPRINT. INC	4/12/2018	CHECK	PMCHK00002145	\$608.48
058110	7CYLSTU	7 CYLINDERS STUDIO	4/19/2018	CHECK	PMCHK00002147	\$1,500.00
058111	ADEHEL	ADELE HELMICK-MOOREHEAD	4/19/2018	CHECK	PMCHK00002147	\$312.50
058112	AFTDEL	AFTERNOON DELIGHT	4/19/2018	CHECK	PMCHK00002147	\$661.50
058113	ALLENT	ALLIANCE ENTERTAINMENT	4/19/2018	CHECK	PMCHK00002147	\$596.96
058114	ANNDRO	ANNE DROZD	4/19/2018	CHECK	PMCHK00002147	\$48.00
058115	APPPLA	APPLE PLAYSCHOOLS	4/19/2018	CHECK	PMCHK00002147	\$200.00
058116	BAKTAY	BAKER & TAYLOR	4/19/2018	CHECK	PMCHK00002147	\$11,271.39
058117	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	4/19/2018	CHECK	PMCHK00002147	\$540.00
058118	BETHNEA	BETHANY NEAL	4/19/2018	CHECK	PMCHK00002147	\$450.00
058119	CARBRO	CARPENTER BROS.	4/19/2018	CHECK	PMCHK00002147	\$32.00
058120	CITWASTE	CITY OF ANN ARBOR TREASURER	4/19/2018	CHECK	PMCHK00002147	\$2,400.00
058121	DEMCO	DEMCO	4/19/2018	CHECK	PMCHK00002147	\$6,802.48
058122	DICBLI	BLICK ART MATERIALS	4/19/2018	CHECK	PMCHK00002147	\$157.80
058123	DISSCH	DISCOUNT SCHOOL SUPPLY	4/19/2018	CHECK	PMCHK00002147	\$47.98
058124	ELILAW	ELITE LAWN & LANDSCAPE. INC.	4/19/2018	CHECK	PMCHK00002147	\$7,525.00
058125	ERGD	ERGO DESKTOP	4/19/2018	CHECK	PMCHK00002147	\$1,050.60
058126	HOOHAT	HOOPER HATHAWAY. P.C.	4/19/2018	CHECK	PMCHK00002147	\$500.50
058127	JOEREI	JOE REILLY	4/19/2018	CHECK	PMCHK00002147	\$800.00
058128	KARTUT	KARIN TUTHILL	4/19/2018	CHECK	PMCHK00002147	\$174.04
058129	MARKOU	MARGARET ALEX KOURVO	4/19/2018	CHECK	PMCHK00002147	\$450.00
058130	METCOM	METCOM	4/19/2018	CHECK	PMCHK00002147	\$3,446.60
058131	MICKRE	MICHELLE KRELL KYDD	4/19/2018	CHECK	PMCHK00002147	\$600.00
058132	MIDTAP	MIDWEST TAPE	4/19/2018	CHECK	PMCHK00002147	\$2,530.76
058133	PACMEC	SHAMBAUGH	4/19/2018	CHECK	PMCHK00002147	\$1,348.46
058134	PIVCHI	PIVOTAL CHIROPRACTIC	4/19/2018	CHECK	PMCHK00002147	\$100.00
058135	RAEHOE	RAE HOEKSTRA	4/19/2018	CHECK	PMCHK00002147	\$100.00
058136	RAILAG	RAINA LAGRAN	4/19/2018	CHECK	PMCHK00002147	\$100.00
058137	RECB00	RECORDED BOOKS. INC.	4/19/2018	CHECK	PMCHK00002147	\$4,738.79
058138	RECMAN	RECON MANAGEMENT SYSTEMS. INC.	4/19/2018	CHECK	PMCHK00002147	\$43.60
058139	SARJAB	SARMED JABRA	4/19/2018	CHECK	PMCHK00002147	\$250.00
058140	SPUN	SPUN	4/19/2018	CHECK	PMCHK00002147	\$240.00
058141	THOGAL	GALE/CENGAGE LEARNING. INC	4/19/2018	CHECK	PMCHK00002147	\$327.62
058142	ULINE	ULINE. INC.	4/19/2018	CHECK	PMCHK00002147	\$98.02
058143	UNUMPRO	UNUM LIFE INSURANCE	4/19/2018	CHECK	PMCHK00002147	\$3,596.22
058144	UNUMPRO1	UNUM LIFE INSURANCE	4/19/2018	CHECK	PMCHK00002147	\$2,923.35
058145	WALEVE	WALTER T. EVERETT	4/19/2018	CHECK	PMCHK00002147	\$200.00
058146	ZACGOR	ZACHARY J. GORMAN	4/19/2018	CHECK	PMCHK00002147	\$1,600.00
058147	SWETEA	SWEETWATERS COFFEE & TEA	4/19/2018	CHECK	PMCHK00002147	\$90.00
058148	A.M. SERV	A.M. SERVICES INC.	4/26/2018	CHECK	PMCHK00002149	\$3,040.00
058149	A1RENTAL	A-1 RENTAL. INC.	4/26/2018	CHECK	PMCHK00002149	\$315.00
058150	AFSMITH	A.F. SMITH ELECTRIC. INC.	4/26/2018	CHECK	PMCHK00002149	\$356.00
058151	AMACORP	AMAZON	4/26/2018	CHECK	PMCHK00002149	\$4,190.40
058152	AMYTAR	AMY TARRANT	4/26/2018	CHECK	PMCHK00002149	\$150.00
058153	B&H	B&H PHOTO-VIDEO	4/26/2018	CHECK	PMCHK00002149	\$3,946.32
058154	BAKTAY	BAKER & TAYLOR	4/26/2018	CHECK	PMCHK00002149	\$255.03
058155	BARNOB1	BARNES & NOBLE INC.	4/26/2018	CHECK	PMCHK00002149	\$337.83
058156	BATPLU	BATTERIES PLUS	4/26/2018	CHECK	PMCHK00002149	\$545.00
058157	CARCHR	CAROLYN CHRISTOPHER	4/26/2018	CHECK	PMCHK00002149	\$100.00
058158	CHADES	CHALOU DESIGNS	4/26/2018	CHECK	PMCHK00002149	\$870.00
058159	CLAPER	CLAUDIA CRISTINA PEREIRA	4/26/2018	CHECK	PMCHK00002149	\$500.00
058160	DENOWE	DENISE EUREY-OWENS	4/26/2018	CHECK	PMCHK00002149	\$100.00
058161	GRADUATE	GRADUATE ANN ARBOR	4/26/2018	CHECK	PMCHK00002149	\$933.25
058162	GRAINGER	GRAINGER	4/26/2018	CHECK	PMCHK00002149	\$163.44
058163	HEABRU	HEATHER BRUEGL	4/26/2018	CHECK	PMCHK00002149	\$100.00
058164	HURELE	HURON VALLEY ELECTRIC	4/26/2018	CHECK	PMCHK00002149	\$3,711.00
058165	IMBILINGUAL	I'M BILINGUAL!	4/26/2018	CHECK	PMCHK00002149	\$39.96
058166	JAMWHI	JAMES WHITE LIBRARY	4/26/2018	CHECK	PMCHK00002149	\$20.00
058167	JEFKAS	JEFFREY KASS	4/26/2018	CHECK	PMCHK00002149	\$142.89
058168	JENMCK	JENNIFER MCKEE	4/26/2018	CHECK	PMCHK00002149	\$300.00
058169	KEEROD	KEEGAN RODGERS	4/26/2018	CHECK	PMCHK00002149	\$375.00
058170	MARWICKS	MARIS WICKS	4/26/2018	CHECK	PMCHK00002149	\$300.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
058171	METLIFE	METLIFE - GROUP BENEFITS	4/26/2018	CHECK	PMCHK00002149	\$7,453.22
058172	MISCICEN	MICHIGAN SCIENCE CENTER	4/26/2018	CHECK	PMCHK00002149	\$300.00
058173	OFFDEP	OFFICE DEPOT. INC.	4/26/2018	CHECK	PMCHK00002149	\$414.85
058174	PATDUN	PATRICK DUNN	4/26/2018	CHECK	PMCHK00002149	\$100.00
058175	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/26/2018	CHECK	PMCHK00002149	\$150.93
058176	PITTSFIELD	PITTSFIELD CHARTER TOWNSHIP	4/26/2018	CHECK	PMCHK00002149	\$80.96
058177	PRITEC	PRINT TECH INC.	4/26/2018	CHECK	PMCHK00002149	\$3,155.40
058178	RECBOO	RECORDED BOOKS. INC.	4/26/2018	CHECK	PMCHK00002149	\$2,017.68
058179	ROLNAS	ROLA NASHEF	4/26/2018	CHECK	PMCHK00002149	\$500.00
058180	SEAGAS	SEAN GASKELL	4/26/2018	CHECK	PMCHK00002149	\$375.00
058181	SHEWIL	SHERWIN- WILLIAMS	4/26/2018	CHECK	PMCHK00002149	\$83.96
058182	SHREDI	SHRED-IT USA	4/26/2018	CHECK	PMCHK00002149	\$1,400.00
058183	TIMGRI	TIM GRIMES	4/26/2018	CHECK	PMCHK00002149	\$14.98
058184	UMSTAMPS	UNIVERSITY OF MICHIGAN	4/26/2018	CHECK	PMCHK00002149	\$1,000.00
058185	WESENT	WESTGATE ENTERPRISES. LLC	4/26/2018	CHECK	PMCHK00002149	\$35,170.83
058186	WHILOT	WHITE LOTUS FARMS. INC.	4/26/2018	CHECK	PMCHK00002149	\$150.00
058187	4IMPRINT	4IMPRINT. INC	4/26/2018	CHECK	PMCHK00002149	\$2,144.96
058188	AACLESUP	A2 CLEANING SUPPLY COMPANY	4/26/2018	CHECK	PMCHK00002149	\$595.38
058189	BARBAG	BARRY BAGELS	4/26/2018	CHECK	PMCHK00002149	\$52.50
EFT00088	CITWATER	CITY OF AA WATER UTILITIES	4/2/2018	CHECK	PMCHK00002139	\$1,228.84
EFT00089	DTEENE	DTE ENERGY	4/2/2018	CHECK	PMCHK00002139	\$16,352.39
EFT00090	OXFPRO	2725-2805 ASSOCIATES. LLC	4/2/2018	CHECK	PMCHK00002139	\$10,076.65
EFT00091	VERWIRC	VERIZON WIRELESS	4/2/2018	CHECK	PMCHK00002139	\$1,902.91
EFT00092	CITALARM	CITY OF ANN ARBOR	4/4/2018	CHECK	PMCHK00002140	\$164.00
EFT00093	COMCAS	COMCAST	4/4/2018	CHECK	PMCHK00002140	\$34.02
EFT00094	UNIPAR	UNITED PARCEL SERVICE	4/4/2018	CHECK	PMCHK00002140	\$100.30
EFT00095	CINTAS	CINTAS CORPORATION	4/5/2018	CHECK	PMCHK00002143	\$476.10
EFT00096	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/5/2018	CHECK	PMCHK00002143	\$271.34
EFT00097	CINTAS	CINTAS CORPORATION	4/9/2018	CHECK	PMCHK00002144	\$210.51
EFT00098	CINTAS	CINTAS CORPORATION	4/13/2018	CHECK	PMCHK00002146	\$296.91
EFT00099	CITWATER	CITY OF AA WATER UTILITIES	4/13/2018	CHECK	PMCHK00002146	\$1,436.29
EFT00100	VERWIRC	VERIZON WIRELESS	4/13/2018	CHECK	PMCHK00002146	\$860.83
EFT00101	ATTMOB	AT&T MOBILITY	4/20/2018	CHECK	PMCHK00002148	\$422.76
EFT00102	CINTAS	CINTAS CORPORATION	4/20/2018	CHECK	PMCHK00002148	\$470.67
EFT00103	TDSMET	TDS	4/20/2018	CHECK	PMCHK00002148	\$8,230.45
EFT00104	UNIPAR	UNITED PARCEL SERVICE	4/20/2018	CHECK	PMCHK00002148	\$66.06
EFT00105	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/26/2018	CHECK	PMCHK00002150	\$71,392.25
EFT00106	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/26/2018	CHECK	PMCHK00002150	\$4,773.14
EFT00107	CINTAS	CINTAS CORPORATION	4/26/2018	CHECK	PMCHK00002150	\$383.79
EFT00108	DTEENE	DTE ENERGY	4/26/2018	CHECK	PMCHK00002150	\$21,247.11
EFT00109	UNIPAR	UNITED PARCEL SERVICE	4/26/2018	CHECK	PMCHK00002150	\$100.73
EFT00110	VERWIRC	VERIZON WIRELESS	4/26/2018	CHECK	PMCHK00002150	\$1,917.03
EFT00111	CITALARM	CITY OF ANN ARBOR	4/26/2018	CHECK	PMCHK00002150	\$250.00

Total Checks: 220

Total Amount of Checks: \$626,414.48  
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## Ann Arbor District Library Financial Summary for April 2018

### Cash

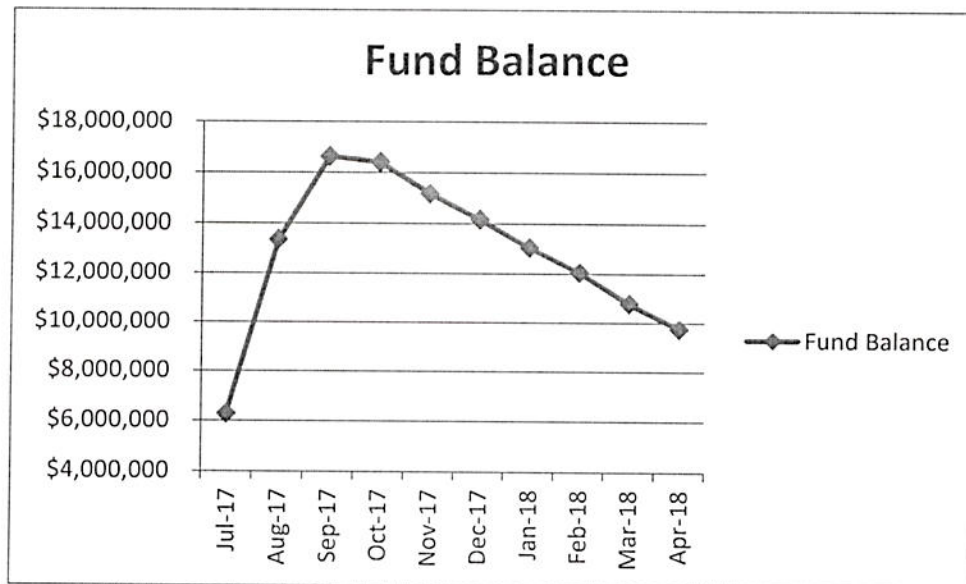
The unrestricted cash balance as of April 30, 2018 is \$9,788,018 down from \$11,002,778 as of the end of March 2018.

### Tax Receipts

The Library has received \$15,460,356 or 99.1% of the annual budgeted tax receipts of \$15,598,058 as of April 30, 2018.

### Fund Balance Activity

The Library has a positive fund balance of \$9,739,735 as of April 30, 2018 down from \$10,767,387 as of the end of March 2018.



## Ann Arbor District Library Financial Summary for April 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
Professional Services:	Due to survey of the Library Downtown location
Communications:	Due to fee for use of City Fiber Network
Software Licenses/Maint:	Due to the launch of the new website
Building Rental:	Due to prorated share of Westgate property tax not budgeted
Grant & Memorial:	Due to the expenses for the summer games
Capital Outlay/Maint:	Due to fiber network install at MCB, TRV, DTN & WGT

Total Expenditures are under budget year-to-date by \$1,410,357.

## 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 April 30, 2018

	April			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>REVENUES:</b>						
Property taxes, net	\$ 163,208	\$ 1,299,838	\$ (1,136,630)	\$ 15,460,356	\$ 12,998,382	\$ 2,461,975
State aid	7,500	7,500	-	75,000	75,000	-
State penal fines	18,750	18,750	-	187,500	187,500	-
Interest income	(6,511)	2,083	(8,594)	3,361	20,833	(17,472)
Copier revenue	3,231	2,083	1,148	29,805	20,833	8,972
Grants and memorials	-	4,167	(4,167)	100,000	41,667	58,333
Library fines, fees and other	12,642	20,833	(8,191)	176,749	208,333	(31,584)
Non-resident fees	1,238	1,250	(13)	15,600	12,500	3,100
Rental revenue	2,593	2,593	-	28,518	25,925.00	2,593
<b>TOTAL REVENUES:</b>	<b>\$ 202,651</b>	<b>\$ 1,359,097</b>	<b>\$ (1,156,446)</b>	<b>\$ 16,076,889</b>	<b>\$ 13,590,973</b>	<b>\$ 2,485,915</b>
<b>EXPENDITURES:</b>						
<b>Current:</b>						
<b>Personnel:</b>						
Salaries and wages	\$ 597,546	\$ 563,196	\$ 34,350	\$ 5,449,469	\$ 5,631,957.50	\$ (182,489)
Employee benefits	151,808	144,342	7,466	1,464,967	1,443,419	21,547
Employment taxes	44,562	43,085	1,477	403,771	430,845	(27,074)
<b>Purchased services:</b>						
Custodial services	20,740	21,833	(1,093)	207,925	218,333	(10,408)
Accounting/Audit	1,292	1,292	-	12,917	12,917	-
Legal	2,303	8,333	(6,030)	25,090	83,333	(58,243)
Professional services	12,776	17,318	(4,542)	180,154	173,183	6,970
Utilities	50,137	40,750	9,387	340,321	407,500	(67,179)
Property Insurance	8,752	8,517	235	74,741	85,167	(10,425)
Communications	19,837	15,000	4,837	168,021	150,000	18,021
Materials	139,307	150,183	(10,876)	1,266,470	1,501,833	(235,363)
Software Licenses/Maint	10,576	14,583	(4,008)	151,988	145,833	6,155
Building Rental	55,324	53,171	2,153	544,627	531,710	12,917
Seminars, conferences and travel	1,713	2,388	(674)	13,519	23,875	(10,356)
Copier Expense	849	3,750	(2,901)	24,484	37,500	(13,016)
Library Programming	50,392	50,683	(292)	310,768	506,833	(196,065)
Grant and Memorial Expenditures	180	4,167	(3,987)	67,875	41,667	26,208
Operating Supplies	25,600	24,008	1,592	171,719	240,083	(68,364)
Repairs & Maintenance	51,199	43,427	7,771	408,109	434,271	(26,162)
Postage	986	2,917	(1,930)	12,020	29,167	(17,146)
Other Operating Expenditures	3,798	3,435	363	16,979	34,346	(17,367)
Capital Outlay/Maintenance Expense	167,396	68,750	98,646	746,613	687,500	59,113
Capital Project Fund Expense	-	73,970	(73,970)	118,068	739,700	(621,632)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,417,071</b>	<b>\$ 1,359,097</b>	<b>\$ 57,973</b>	<b>\$ 12,180,616</b>	<b>\$ 13,590,973</b>	<b>\$ (1,410,357)</b>
Revenue over (under) expenditures	\$ (1,214,420)	\$ -	\$ (1,214,420)	\$ 3,896,272	\$ -	\$ 3,896,272
<b>Other financing sources (uses)</b>						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net change in fund balances</b>	<b>\$ (1,214,420)</b>	<b>\$ -</b>	<b>\$ (1,214,420)</b>	<b>\$ 3,896,272</b>	<b>\$ -</b>	<b>\$ 3,896,272</b>
<b>Fund balance, beginning of year</b>	<b>\$ 4,886,853</b>	<b>\$ 4,886,853</b>	<b>\$ -</b>	<b>\$ 4,886,853</b>	<b>\$ 4,886,853</b>	<b>\$ -</b>
<b>Fund balance, end of year</b>	<b>\$ 3,672,433</b>	<b>\$ 4,886,853</b>	<b>\$ (1,214,420)</b>	<b>\$ 8,783,125</b>	<b>\$ 4,886,853</b>	<b>\$ 3,896,272</b>



## ANN ARBOR DISTRICT LIBRARY

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

Governmental Funds

For the Period July 1, 2017 through April 30, 2018

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 15,460,356	\$ -	\$ -	\$ 15,460,356
State aid	75,000	-	-	75,000
State penal fines	187,500	-	-	187,500
Interest income	3,361	-	753	4,114
Copier revenue	29,805	-	-	29,805
Grants and memorials	100,000	-	77,191	177,191
Library fines, fees and other	176,749	-	-	176,749
Non-resident fees	15,600	-	-	15,600
Rental revenue	28,518	-	-	28,518
<b>TOTAL REVENUES:</b>	<b>\$ 16,076,889</b>	<b>\$ -</b>	<b>\$ 77,944</b>	<b>\$ 16,154,833</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 5,449,469	\$ -	\$ -	\$ 5,449,469
Employee benefits	1,464,967	-	-	1,464,967
Employment taxes	403,771	-	-	403,771
<b>Purchased services:</b>				
Custodial services	207,925	-	-	207,925
Accounting/Audit	12,917	-	-	12,917
Legal	25,090	-	-	25,090
Professional services	180,154	-	-	180,154
<b>Utilities</b>	<b>340,321</b>	<b>-</b>	<b>-</b>	<b>340,321</b>
Property insurance	74,741	-	-	74,741
Communications	168,021	-	-	168,021
Materials	1,266,470	-	-	1,266,470
Software Licenses/Maint	151,988	-	-	151,988
Building Rental	544,627	-	-	544,627
Seminars, conferences and travel	13,519	-	-	13,519
Copier Expense	24,484	-	-	24,484
Library Programming	310,768	-	-	310,768
Grant and Memorial Expenditures	67,875	-	-	67,875
Operating Supplies	171,719	-	-	171,719
Repairs and Maintenance	408,109	-	-	408,109
Postage	12,020	-	-	12,020
Other Operating Expenditures	16,979	-	-	16,979
Capital Outlay/Maintenance Expense	746,613	-	8,300	754,913
Capital Fund Expense	-	118,068	-	118,068
<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,062,548</b>	<b>\$ 118,068</b>	<b>\$ 8,300</b>	<b>\$ 12,188,916</b>
Revenue over (under) expenditures	\$ 4,014,340	\$ (118,068)	\$ 69,644	\$ 3,965,917
<b>Other financing sources (uses)</b>				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in fund balance</b>	<b>\$ 4,014,340</b>	<b>\$ (118,068)</b>	<b>\$ 69,644</b>	<b>\$ 3,965,917</b>
Fund balance, beginning of year	\$ 4,886,853	\$ 1,004,892	\$ -	\$ 5,891,745
<b>Fund balance, end of year</b>	<b>\$ 8,901,193</b>	<b>\$ 886,825</b>	<b>\$ 69,644</b>	<b>\$ 9,857,662</b>

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**

Governmental Funds

April 30, 2018

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 4,302,869	\$ 886,825	\$ 507,535	\$ 5,697,228
Investments	4,550,041	-	-	4,550,041
Due from other governmental units	262,500	-	-	262,500
Prepaid items	291,160	-	-	291,160
<b>Total assets</b>	<b>\$ 9,406,570</b>	<b>\$ 886,825</b>	<b>\$ 507,535</b>	<b>\$ 10,800,930</b>
<b>Liabilities</b>				
Accounts payable	210,430	-	-	210,430
Accrued payroll and benefits	182,412	-	-	182,412
<b>Total liabilities</b>	<b>\$ 392,843</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 392,843</b>
<b>Deferred Outflows</b>				
Unavailable Property Tax Revenue	\$ 2,461,975	\$ -	\$ -	\$ 2,461,975
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 291,160	\$ -	\$ -	\$ 291,160
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	157,535	157,535
Committed for capital projects	-	886,825	-	886,825
Encumbered	450,761	-	-	450,761
Unassigned	5,809,832	-	-	5,809,832
<b>Total fund balances</b>	<b>\$ 6,551,753</b>	<b>\$ 886,825</b>	<b>\$ 507,535</b>	<b>\$ 7,946,113</b>
<b>Total liabilities and fund balances</b>	<b>\$ 9,406,570</b>	<b>\$ 886,825</b>	<b>\$ 507,535</b>	<b>\$ 10,800,930</b>

Director's Report  
May 2018

**Upcoming Events, and Issues of Interest**

1. The AADL is celebrating the 65<sup>th</sup> anniversary of the Friends of the AADL on Friday evening, May 18<sup>th</sup>, with a reception, and an exhibit of memorabilia covering these six decades of support for the Library. Former member of the AADL Advisory Board and the Board of the FAADL, Fred Mayer, will talk about the history of the FAADL and how it has expanded over the years to continue to support the services and programs of the Library.
2. The Friends of the Ann Arbor District Library donated \$100,000 to the AADL at their May meeting. The Friends expressed their pride in the programming, events and accomplishments of the AADL, and their wish that the gift would be used to provide important special services to our community.
3. Irene Butter appeared at the Downtown Library "lobbytorium" on Tuesday, May 8<sup>th</sup> and spoke to a crowd of approximately 375 people about her book, Shores Beyond Shores. In this book she chronicles her story of the Holocaust from the perspective of a young girl, a sister, a friend and daughter. The Library appreciates the work of Literati Bookstore who provided on site sales of the book.
4. The AADL Board will host a **Candidate Information Session** for anyone interested in placing their name on the ballot for any of the three seats for Library Board that will appear on the November ballot. Please join us on Tuesday, June 26<sup>th</sup>, at 6:30 p.m. in the 4<sup>th</sup> floor meeting room in the Downtown Library.
5. Festival Season at AADL is in full swing, with Record Store Day, Author Week, Gardening & DIY Fest, VISIONS, and AACME behind us, and A2CAF, Kids Rock at Top of the Park, Summer Game Spectacular at Vet's Park, and the new end of summer printing festival Wayzgoose yet to come. AADL will also be hosting a major Japanese Calligraphy exhibit from sister state Shiga Prefecture starting in August; more details to come later in the summer.
6. Outreach and Neighborhood Services Manager Terry Soave worked with the team from ONS and others across many departments to bring the VISIONS 2018 conference to the Downtown Library on Wednesday, May 16<sup>th</sup> from 11:00 a.m. – 4:00 p.m. The keynote speaker, William Robinson III, Director of the MI Bureau of Services for Blind Persons, began the day with the moving and hope-filled recounting of the accident that blinded him and what led him to the position he now holds for the State of Michigan.



## Director's Report May 2018

Over two-dozen vendors provided hands on opportunities for attendees to experience new technologies that aid those with low vision or blindness. Other vendors provided information on Leader Dogs, outdoor assisted sports clubs including cross country skiing, braille services for all ages, braille materials for children and young adults, and parent advocacy group information. This was the only day that you might find "Dog Water Stations" placed throughout the Downtown Library.

VISIONS began in the Downtown Library over 25 years ago and we are pleased that bringing it back Downtown resulted in a great attendance, and community participation that was unprecedented. This year two businesses, Duo Security and Kapnick Insurance and one non-profit, UM Lions Club, provided volunteers for the entire event. The volunteers participated prior to the date in special training for assisting the blind. They did a fine job, and were essential to the success of the day. We thank them for their time, and we thank all of those who volunteered for their positive and caring contribution to the day.

### **AADL Projects and Initiatives Underway**

1. 2.2 Finance Manager Bill Cooper is presenting a Budget for 2018/19 to the Board for approval at the May Board meeting.
2. 5.1 The AADL is currently participating in the collective bargaining process with the two MEA represented groups at the Library.
3. 3.1 The hold shelves in the Downtown library are being relocated to wall shelving near the circulation desk, and the self-check machines will be housed on smaller rolling carts. This will allow us to keep high demand items on the first floor when we are moving items to make space for "lobbytorium" seating for major events.

### **Projects and Initiatives Under Consideration**

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

Both of these areas of the Strategic Plan will be discussed by the Board, Staff and any members of the public attending the AADL Board Retreat at the

Director's Report  
May 2018

Westgate Branch on Wednesday, May 23<sup>rd</sup>, beginning at 4:30. The retreat will be held in the Westside Room.

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

**Email to AADL:** Thank you so much for extending by one day the deadline for picking up an item on hold. In the past when an item went on the hold shelf on a Tues, I had until closing the following Mon to pick it up. I usually go to the library early in the day on Tuesdays. It seemed to happen fairly often that I would get the "hold" notice AFTER I had been there earlier that day. This was a real nuisance when I was working because I would have to make a second trip in the same week. This changed in the last couple of months, I think with the new system. Now a book that goes on the hold shelf on a Tues, is available for pick up until closing on the following Tues. I'm retired now and it's easier to make more trips, but I still appreciate SO MUCH that I don't have to. I complained about this maybe 2 years ago so I now owe you my thanks for making the change. Thanks again!

Mary Clemence

**Library response:** *Hello, and thank you very much for writing to let us know that you are pleased. Your story is exactly why we made this change! We were able to take care of this during the transition to a new system and a new website, and we are glad to hear that it is working just fine.*

\*\*\*\*\*

Ann Arbor District Library  
Tax Revenue Calculation  
Fiscal Year 2018 - 2019

Tax Base:

The tax base for fiscal year 2018 - 2019 is \$8,673,041,532 which is a 5.16% increase from the tax base for fiscal year 2017 - 2018.

Millage:

The tax millage for fiscal year 2018 - 2019 is 1.8663 which is a 1.32% decrease from the 1.8913 millage for fiscal year 2017 - 2018.

Tax Captures:

The tax captures are as follows:

- AA City DDA                      \$453,826
- AA City Brownfield              \$56,951
- Scio Township DDA              \$333,117 (½ retained by Scio, ½ returned to AADL)
- Pittsfield State Street          \$26,114 (½ retained by Pittsfield, ½ returned to AADL)

Tax Collections:

The calculated tax collected for fiscal year 2018 - 2019 is \$16,186,497 which is \$276,497 greater than the proposed budget amount of \$15,910,000. This overage will be added to the Capital Outlay budget line per the Budget/Finance Committee.



**ANN ARBOR DISTRICT LIBRARY**  
**Statement of Revenues & Expenditures**  
**Operating Budget**

	Proposed 2018-2019 Budget	Projected 2017 - 2018 Estimated	Variance (Dollars)	Variance (Percent)
<b>Revenue:</b>				
Tax Collections - Operating (1.8663 Millage)	\$ 16,186,497	\$ 15,598,058	\$ 588,439	3.77%
Penal Fines	225,000	225,000	-	0.00%
State Aid	90,000	90,000	-	0.00%
Interest	20,000	4,033	15,967	395.91%
Copier Revenue	35,000	35,766	(766)	-2.14%
Grants/Memorials	100,000	100,000	-	0.00%
Library Fines, Fees and Other	250,000	226,559	23,441	10.35%
Non-Resident Fees	18,500	18,720	(220)	-1.18%
Sweetwater's Rent	31,110	31,110	-	0.00%
	<u>16,956,107</u>	<u>16,329,246</u>	<u>626,861</u>	
<b>Total Revenue:</b>	<b>\$ 16,956,107</b>	<b>\$ 16,329,246</b>	<b>\$ 626,861</b>	<b>3.84%</b>
<b>Expenditures:</b>				
Salaries & Wages	\$ 7,287,594	\$ 6,639,362	\$ 648,232	9.76%
Employee Benefits	1,721,107	1,757,960	(36,853)	-2.10%
Employment Taxes	557,500	507,905	49,595	9.76%
	<u>9,566,201</u>	<u>8,905,227</u>	<u>660,974</u>	
<b>Total Personnel Cost:</b>	<b>\$ 9,566,201</b>	<b>\$ 8,905,227</b>	<b>\$ 660,974</b>	<b>7.42%</b>
Custodial Services	\$ 287,000	\$ 259,510	\$ 27,490	10.59%
Accounting/Audit	25,000	15,500	9,500	61.29%
Legal Expense	100,000	30,108	69,892	232.14%
Purchased Services	236,500	216,185	20,315	9.40%
Utilities	485,000	478,385	6,615	1.38%
Property Insurance	105,000	92,245	12,755	13.83%
Communications	200,000	201,625	(1,625)	-0.81%
Materials	1,850,000	1,802,200	47,800	2.65%
Software Licenses/Maintenance	175,000	182,386	(7,386)	-4.05%
Building Rental	690,000	653,552	36,448	5.58%
Seminars/Conferences/Training/Travel	33,400	27,313	6,087	22.29%
Copier Expense	45,000	38,466	6,534	16.99%
Library Programming	708,200	605,231	102,969	17.01%
Grants /Memorials	100,000	81,450	18,550	22.77%
Operating Supplies	475,850	286,063	189,787	66.34%
Repairs and Maintenance	606,800	518,000	88,800	17.14%
Postage	20,000	17,998	2,002	11.12%
Other Operating Expenditures	37,250	37,224	26	0.07%
	<u>6,180,000</u>	<u>5,543,441</u>	<u>636,559</u>	
<b>Total Operating Expense:</b>	<b>\$ 6,180,000</b>	<b>\$ 5,543,441</b>	<b>\$ 636,559</b>	<b>11.48%</b>
Operating Capital Outlays	\$ 1,209,906	\$ 937,175	\$ 272,731	29.10%
	<u>16,956,107</u>	<u>15,385,843</u>	<u>1,570,265</u>	
<b>Total Expenditures:</b>	<b>16,956,107</b>	<b>15,385,843</b>	<b>1,570,265</b>	<b>10.21%</b>
<b>Net:</b>	<b>\$ -</b>	<b>\$ 943,404</b>	<b>\$ (943,404)</b>	<b>-100.00%</b>

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-086**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR  
2018-2019 OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of May 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 21, 2018, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2019, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-087**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY  
TAXING AUTHORITIES**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of May 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2018-2019 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2018-2019 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8663 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2018, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.



- 5.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-088**

**RESOLUTION TO ADOPT THE 2018-2019 BUDGET AS A LINE ITEM BUDGET  
AND COMPLIANCE OF DISBURSEMENTS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of May 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2018-2019 the total amount of \$16,956,107 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Finance Manager of the Library or Senior Human Resources Specialist of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$33,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$33,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Edward Surovell, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-089**

**RESOLUTION RECOGNIZING THE 65TH ANNIVERSARY OF THE  
FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of May 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to recognize the Friends of the Ann Arbor District Library on the 65<sup>th</sup> anniversary of their organization.
- 2.) For their continued support to the Ann Arbor District Library for programming, collections and special events for the community.
- 3.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-090**

**RESOLUTION TO ACKNOWLEDGE CRISTHIAN ESPINOSA-PINO AND THE  
PALMA ORGANIZATION**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21<sup>st</sup> day of May 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That it would like to officially acknowledge Cristhian Espinosa-Piño for his leadership, and congratulate the PALMA organization as whole, for their 15 years of service providing English tutorials to the local Latino/a community.

January 2018 marked the 11<sup>th</sup> year the Downtown Ann Arbor District Library has served as the regular meeting site for the bi-weekly one-on-one PALMA tutorial sessions.

- 2.) All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Edward Surovell, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

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