



Regular Meeting Agenda

Monday, June 18, 2018

Published by Ann Arbor District Library

June 2018

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17	18 AADL Board Mtg	19	20	21	22	23
24	25	26 AADL Board Candi- date Info Night 6:30-7:30 p.m.	27	28	29	30

July 2018

S	M	T	W	T	F	S
1	2	3	4 Closed Holiday	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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August 2018

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 18, 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, 7:00 p.m.
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 18-095 I. CALL TO ORDER
- 18-096 II. ATTENDANCE
- 18-097 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND LABOR NEGOTIATIONS
- 18-098 IV. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 18-099 V. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 18-100 VI. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of May 21, 2018 (pp. 3-19)
- CA-2 Approval of Minutes of May 23, 2018 (pp. 20-23)
- CA-2 Approval of May 2018 Disbursements (pp. 24-27)
- 18-101 VII. CITIZENS' COMMENTS
- 18-102 VIII. FINANCIAL REPORTS (pp. 28-32)
 Bill Cooper, Finance Manager
- 18-103 IX. COMMITTEE REPORTS
- 18-104 A. EXECUTIVE COMMITTEE
 (5 minutes)
- 18-105 X. DIRECTOR'S REPORT (pp. 33-36)
 Josie B. Parker, Director

- 18-106 XI. OLD BUSINESS
- 18-091 A. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD
(15 minutes)
- 18-107 XII. NEW BUSINESS
- 18-108 A. RESOLUTION TO AMEND THE 2017-2018 BUDGET (p. 37)
(Item of action)
Bill Cooper, Finance Manager
- 18-109 B. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE ANN ARBOR DISTRICT LIBRARY LIBRARIANS ASSOCIATION (p. 38)
(Item of action)
- 18-110 C. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE ANN ARBOR DISTRICT LIBRARY STAFF ASSOCIATES (p. 39)
(Item of action)
- 18-111 B. VOTE FOR CLOSED SESSION FOR AT THE JULY 16, 2018 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 18-112 XIII. CITIZENS' COMMENTS
- 18-113 XIV. 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, MAY 21, 2018

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

- 18-071 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 6:00 p.m.
- 18-072 II. ATTENDANCE
- Board Present: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Bill Cooper, Rich Retyi, Karen Wilson (recorder)
 Others Present: William Stapleton, Hooper Hathaway; Jim Greene, Dykema (arr. 6:29 p.m.)
- 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
- President Vander Broek reconvened to the Public Hearing on the 2018-2019 Budget at 7:37 p.m.
- Secretary Surovell was absent for the remainder of the meeting.
- 18-075 V. CALL FOR PUBLIC COMMENT ON THE 2018-2019 BUDGET
- President Vander Broek called for public comment on the budget. There was no public comment. President Vander Broek closed the Public Hearing on the 2018-2019 Budget.
- 18-076 VI. RECONVENE TO REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2018-2019 BUDGET
- President Vander Broek reconvened to the regular meeting at 7:38 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

- 18-077 VII. APPROVAL OF AGENDA
(Item of action)
- Treasurer Leija, supported by Trustee Sherman, moved to approve the agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Vander Broek
NAYS: None
- Motion passed 6-0.
- 18-078 VIII. CONSENT AGENDA
(Item of action)
- CA-1 Approval of Minutes of April 26, 2018
- CA-2 Approval of April 2018 Disbursements
- Treasurer Leija, supported by Trustee Sherman, moved to approve the consent agenda.
- AYES: Green, Leija, Barney Newman, Sherman, Song, Vander Broek
NAYS: None
- Motion passed 6-0.
- 18-079 IX. CITIZENS' COMMENTS
- There were no citizens' comments.
- 18-080 X. FINANCIAL REPORTS
Bill Cooper, Finance Manager
- Finance Manager Cooper presented the April 2018 financials in the Board Packet. He noted that \$15,460,356 in property taxes, 99.1% of the budgeted amount, has been received year-to-date. Currently year-to-date expenditures are under budget by \$1,410,357.
- 18-081 XI. COMMITTEE REPORTS

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

18-082

A. BUDGET & FINANCE COMMITTEE

Treasurer Leija reported the committee met and again discussed the 2018-2019 budget which is proposed for adoption later on the agenda. The committee is recommending maintaining the maximum millage rate allowable under Headlee. No consideration has been given to proposing a Headlee override.

18-083

B. EXECUTIVE COMMITTEE

President Vander Broek reported that she and Vice-President Song met with Fran Alexander of Bridgeport to fine tune the agenda for the Board Retreat. Director Parker reminded the Board the Retreat is scheduled for this Wednesday at Westgate from 4:30 p.m. to 8:45 p.m.

18-084

XII. DIRECTOR'S REPORT

Josie B. Parker, Director

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

She read three thank you notes received from first graders at Ann Arbor Steam for the use of telescopes AADL provided to their classroom.

Director Parker was interviewed by the *Toldeo Blade* for an article on the tools collection. The article can be found in their May 19th edition.

FAADL's 65th anniversary event held on the second floor of the Library saw an attendance of eighty people on May 18th.

An AADL Board Candidate Information Session will be held on Tuesday, June 26th in the 4th floor meeting room for those interested in running for the Library Board.

May, a busy month, saw large attendance at author events for Irene Butter and John U. Bacon, the Gardening and DIY Fest, Visions 2018 and at yesterday's AACME (Ann Arbor Creativity and Making Expo). All events were held in the "lobbitorium" created on the first floor.

Public comments were viewed.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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Director Parker recognized Trustee Jan Barney Newman for being named a Woman of the Year by Washtenaw Community College Foundation's Women's Council.

Treasurer Leija expressed his appreciation to Trustee Barney Newman for her service on the AADL Board and also to the Friends for their recent \$100,000 donation to the Library.

President Vander Broek also expressed her appreciation to Trustee Barney Newman for going above and beyond in giving to the community and the Library.

18-085 XIII. NEW BUSINESS

18-086 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2018-2019
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board approves and adopts the budget for the fiscal year ending June 30, 2019, as presented; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

18-087 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves as follows: 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; 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; That the

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

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; That a certified copy of this Resolution may be issued as though the original with the certification provided; All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

18-088

C. RESOLUTION TO ADOPT THE 2018-2019 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves as follows: 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; 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; 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; 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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

such disbursements are within the budgeted amounts set forth in the Approved Budget; 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; 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; 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; All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

NAYS: None

Motion passed 6-0.

18-089

D. RESOLUTION RECOGNIZING THE 65TH ANNIVERSARY OF THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)

Trustee Green, supported by Treasurer Leija, moved that the Ann Arbor District Library Board would like to recognize the Friends of the Ann Arbor District Library on the 65th anniversary of their organization; For their continued support to the Ann Arbor District Library for programming, collections and special events for the community; All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

18-090

E. RESOLUTION TO ACKNOWLEDGE CRISTHIAN ESPINOSA-PINO AND THE PALMA ORGANIZATION
 (Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

President Vander Broek, supported by Trustee Barney Newman, moved the Board resolves 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 11th year the Downtown Ann Arbor District Library has served as the regular meeting site for the bi-weekly one-on-one PALMA tutorial sessions; All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

18-091

F. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

Treasurer Leija, supported by Trustee Sherman, moved to table the Director's evaluation to the June Board meeting.

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

NAYS: None

Motion passed 6-0.

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

Trustee Sherman, supported by Treasurer Leija, moved for a closed session for discussion of real estate and labor negotiations at the June 18, 2018 Board meeting.

A roll call vote was taken.

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

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 21, 2018

Motion passed 6-0.

18-093 XIV. CITIZENS' COMMENTS

There were no citizens' comments.

18-094 XV. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:21 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 May 21, 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

**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 21st day of May 2018 at 6:00 p.m.

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

ABSENT: Edward Surovell

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

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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 May 21, 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

**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 21st day of May 2018 at 6:00 p.m.

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

ABSENT: Edward Surovell

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

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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 May 21, 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

**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 21st day of May 2018 at 6:00 p.m.

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

ABSENT: Edward Surovell

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

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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 May 21, 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

**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 21st day of May 2018 at 6:00 p.m.

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

ABSENT: Edward Surovell

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

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 65th 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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 May 21, 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

**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 21st day of May 2018 at 6:00 p.m.

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

ABSENT: Edward Surovell

The following resolution was offered by President Vander Broek and supported by Trustee Barney Newman:

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 11th 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: Victoria Green, Jim Leija, Jan Barney Newman, Colleen Sherman, Linh Song, 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 May 21, 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

ANN ARBOR DISTRICT LIBRARY BOARD
WESTGATE BRANCH LIBRARY, WEST SIDE MEETING ROOM
2503 JACKSON AVENUE, ANN ARBOR, MI
MINUTES OF THE BOARD RETREAT
WEDNESDAY, MAY 23, 2018

I. CALL TO ORDER

President Vander Broek called the meeting to order 4:41 p.m.

II. ATTENDANCE

Board Present: Victoria Green, Jim Leija, Jan Barney Newman (arr. 4:48 p.m.), Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek

Absent: None

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

Others: Francine Alexander, Anica Madeo, Mary Eldridge, Bridgeport Consulting, LLC

III. WELCOME AND BACKGROUND

Jamie Vander Broek, Board President

President Vander Broek welcomed all those attending the Board Retreat. This discussion will be on the future of the Downtown Library using the goals of the Strategic Plan and also a discussion on future programming and what that might look like.

IV. OVERVIEW OF THE DAY

Francine Alexander, Bridgeport Consulting

Francine Alexander, moderator, gave an overview of the goals of the Board Retreat. She introduced her staff, Anica Madeo and Mary Eldridge.

V. INTRODUCTIONS, CONNECTIONS: PAST TO FUTURE

Library Board Members

Introductions of Board members and the audience were made.

All were asked to share among those setting at each table an

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experience of going to the library when they were a child.

These discussions were then shared around the room by a table spokesperson.

VI. STRATEGIC PLAN

- 2017 Actions & Outcomes, 2018-19 Proposed – Administration

Deputy Director Neiburger along with Community and Marketing Manager Retyi presented an update of strategic plan goals accomplished for the second year of the Strategic Plan.

- Clarification, Likes, Concerns, Suggestions – Public Discussion

Comments were made by public, staff and Board members regarding some of the activities the Library provides, including those to outside entities.

Ed Surovell and Linh Song left the meeting between 6:00-6:10 p.m.

VII. EPIC-MRA SURVEY HIGHLIGHTS

Josie Parker, Director

Director Parker reviewed highlights from the EPIC-MRI most recent survey. She stated the Library has sought bi-annual surveys since 2012 and provided comparisons.

VIII. DINNER BREAK – 6:00 P.M.

The Board recessed for a dinner break at 6:20 p.m.

Jan Barney Newman left the meeting at 6:35 p.m.

The meeting resumed at 6:45 p.m.

IX. DOWNTOWN LIBRARY: THEN AND NOW

Josie Parker, Director; Eli Neiburger, Deputy Director

Director Parker and Deputy Director Neiburger presented a photo montage reflecting the changes the Downtown Library building has experienced from 1957 to date.

Jan Barney Newman and Ed Surovell returned to the meeting at 7:10 p.m.

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X. DOWNTOWN LIBRARY SERVICE VISION
Public Discussion

Two groups were created from Board members, staff and public where all were asked to share a service, program, or experience at a favorite AADL Branch or other library that is seen as an important element of a service vision for the Downtown Library.

These thoughts and themes were captured at each table and presented around the room.

XI. BOARD ROUNDTABLE: DOWNTOWN LIBRARY'S PRESENCE
Library Board Members

Board members were asked prior to the Retreat to prepare an example of a library with a compelling, positive downtown presence and describe what is known of its impact on the community.

Board members expressed impressions and opinions of several public libraries including New York City-NY, Centerville-OH, Austin-TX, Salt Lake City-UT, Seattle-WA and the Philadelphia-PA.

XII. COMMUNITY THOUGHTS
Public Discussion

Participants discussed among themselves and reflected on what resonated with them during the previous discussions.

XIII. BOARD REFLECTION
Library Board Members

Board members expressed appreciation for discussion in this forum and for public and staff input.

XIV. NEXT STEPS, CLOSING, THANKS
Jamie Vander Broek, Board President

Evaluations were distributed. Bridgeport will capture and present comments/ideas to the Board and Administration.

President Vander Broek thanked all present for participating. She noted that this is just the beginning of the discussion and the Board will maintain this momentum in future board meetings.

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XV. ADJOURNMENT

President Vander Broek adjourned the meeting at 8:40 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 board retreat held on May 23, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Edward Surovell, Board Secretary

Ranaes:	From:	To:	Check Date	From:	To:
Check Number	First	Last	Checkbook ID	5/1/2018	5/31/2018
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
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058191	ADASTR	ADAMS STREET PUBLISHING CO.	5/3/2018	CHECK	PMCHK00002152	\$1,000.00
058192	AFTDEL	AFTERNOON DELIGHT	5/3/2018	CHECK	PMCHK00002152	\$394.75
058193	ALLJON	ALLISON JONES	5/3/2018	CHECK	PMCHK00002152	\$71.06
058194	AMASCH	AMANDA SCHOTT	5/3/2018	CHECK	PMCHK00002152	\$66.36
058195	AMBFAL	AMBER ADAMS-FALL	5/3/2018	CHECK	PMCHK00002152	\$100.00
058196	AMEHIS	AMELIA HISSONG	5/3/2018	CHECK	PMCHK00002152	\$240.00
058197	ANDPAI	ANDERSON PAINT COMPANY	5/3/2018	CHECK	PMCHK00002152	\$76.92
058198	ANTZIC	ANTHONY J. ZICK	5/3/2018	CHECK	PMCHK00002152	\$800.00
058199	B&H	B&H PHOTO-VIDEO	5/3/2018	CHECK	PMCHK00002152	\$2,588.25
058200	BAKTAY	BAKER & TAYLOR	5/3/2018	CHECK	PMCHK00002152	\$16,594.97
058201	BETBEC	BETSY JANE BECKERMAN	5/3/2018	CHECK	PMCHK00002152	\$1,080.00
058202	BETMAN	BETH MANUEL	5/3/2018	CHECK	PMCHK00002152	\$50.74
058203	BUSCAR	BUSINESS CARD	5/3/2018	CHECK	PMCHK00002152	\$3,038.38
058204	CIESTR	CIERRA STRAWDER	5/3/2018	CHECK	PMCHK00002152	\$94.12
058205	DETDEL	DETROIT DELTA, LLC	5/3/2018	CHECK	PMCHK00002152	\$800.00
058206	DICBLI	BLICK ART MATERIALS	5/3/2018	CHECK	PMCHK00002152	\$137.89
058207	ELIPEA	ELIZABETH PEARCE	5/3/2018	CHECK	PMCHK00002152	\$62.15
058208	EVEHOL	EVELYN HOLLENSHEAD	5/3/2018	CHECK	PMCHK00002152	\$68.63
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058211	GAICAI	GAIL CAIRD	5/3/2018	CHECK	PMCHK00002152	\$150.00
058212	INSDER	INSITE DESIGN STUDIO	5/3/2018	CHECK	PMCHK00002152	\$125.00
058213	JESFEY	CALLIE FEYEN	5/3/2018	CHECK	PMCHK00002152	\$53.80
058214	KATMON	KATIE MONKIEWICZ	5/3/2018	CHECK	PMCHK00002152	\$15.82
058215	KAYPEN	KAYLA COUGHLIN	5/3/2018	CHECK	PMCHK00002152	\$92.72
058216	KELULL	KELSEY ULLENBRUCH	5/3/2018	CHECK	PMCHK00002152	\$25.00
058217	MARBAN	MARTIN BANDYKE	5/3/2018	CHECK	PMCHK00002152	\$400.00
058218	MICDAI	UNIVERSITY OF MICHIGAN	5/3/2018	CHECK	PMCHK00002152	\$450.00
058219	MICFER	MICHAEL A. FERRO	5/3/2018	CHECK	PMCHK00002152	\$45.90
058220	MIDTAP	MIDWEST TAPE	5/3/2018	CHECK	PMCHK00002152	\$10,353.17
058221	OCLINS	OCLC, INC.	5/3/2018	CHECK	PMCHK00002152	\$8,737.61
058222	OFFDEP	OFFICE DEPOT, INC.	5/3/2018	CHECK	PMCHK00002152	\$141.42
058223	PAYCOO	PAYTON COOK	5/3/2018	CHECK	PMCHK00002152	\$800.00
058224	PROINF	PROQUEST - LLC	5/3/2018	CHECK	PMCHK00002152	\$1,870.00
058225	RNOAFAA	R.N.A. OF ANN ARBOR, INC.	5/3/2018	CHECK	PMCHK00002152	\$23,149.00
058226	ROYLIM	ROYAL LIMOUSINE	5/3/2018	CHECK	PMCHK00002152	\$181.57
058227	SARDAN	SARAH D'ANGELO	5/3/2018	CHECK	PMCHK00002152	\$700.00
058228	SARESK	SARA ESKANDARI	5/3/2018	CHECK	PMCHK00002152	\$100.00
058229	SARKEL	SARA MELTON KELLER	5/3/2018	CHECK	PMCHK00002152	\$390.00
058230	SCHSOU	SCHEDULE SOURCE, INC	5/3/2018	CHECK	PMCHK00002152	\$946.50
058231	SHEWIL	SHERWIN- WILLIAMS	5/3/2018	CHECK	PMCHK00002152	\$30.58
058232	STAHAR	STADIUM HARDWARE	5/3/2018	CHECK	PMCHK00002152	\$236.52
058233	SWESOU	SWEETWATER SOUND INC.	5/3/2018	CHECK	PMCHK00002152	\$1,541.62
058234	THOGAL	GALE/CENGAGE LEARNING, INC	5/3/2018	CHECK	PMCHK00002152	\$53.58
058235	WOLFUR	WOLVERINE COMMERCIAL FURNISHIN	5/3/2018	CHECK	PMCHK00002152	\$338.00
058236	XEROX	XEROX CORPORATON	5/3/2018	CHECK	PMCHK00002152	\$849.14
058237	CONSHA	CONNOR SHAUGHNESSY	5/3/2018	CHECK	PMCHK00002152	\$800.00
058238	TOTVEN	TOTAL VENDING	5/3/2018	CHECK	PMCHK00002152	\$289.50
058239	3PLAYMED	3PLAY MEDIA	5/9/2018	CHECK	PMCHK00002154	\$247.02
058240	ALLEN	ALLIANCE ENTERTAINMENT	5/9/2018	CHECK	PMCHK00002154	\$177.27
058241	ANNARB	ANN ARBOR OBSERVER	5/9/2018	CHECK	PMCHK00002154	\$2,487.10
058242	ARMCLE	ARMEN CLEANERS	5/9/2018	CHECK	PMCHK00002154	\$12.95
058243	AUDHUG	AUDREY HUGGETT	5/9/2018	CHECK	PMCHK00002154	\$110.00
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058245	BAKTAY	BAKER & TAYLOR	5/9/2018	CHECK	PMCHK00002154	\$11,894.97
058246	BREWER	BREWER'S	5/9/2018	CHECK	PMCHK00002154	\$633.98
058247	BUSVAL	BUSCH'S, INC.	5/9/2018	CHECK	PMCHK00002154	\$405.37
058248	CARBRO	CARPENTER BROS.	5/9/2018	CHECK	PMCHK00002154	\$78.95
058249	CHASIP	CHARLES SIPPERLEY	5/9/2018	CHECK	PMCHK00002154	\$200.00
058250	CHEPAI	CHERRIPAINTS, LLC	5/9/2018	CHECK	PMCHK00002154	\$90.00
058251	CREWIN	CREATIVE WINDOWS	5/9/2018	CHECK	PMCHK00002154	\$500.00
058252	CUMANN	CUMULUS ANN ARBOR	5/9/2018	CHECK	PMCHK00002154	\$660.00
058253	DRELAT	DREW LATHIN	5/9/2018	CHECK	PMCHK00002154	\$150.00
058254	GERNIC	GERALD NICKS	5/9/2018	CHECK	PMCHK00002154	\$49.98
058255	GOICE	GO ICE CREAM LLC	5/9/2018	CHECK	PMCHK00002154	\$350.00
058256	GRAINGER	GRAINGER	5/9/2018	CHECK	PMCHK00002154	\$2,977.30
058257	HUGGAL	HUGH GALLAGHER	5/9/2018	CHECK	PMCHK00002154	\$300.00
058258	JAE OH	JAE OH	5/9/2018	CHECK	PMCHK00002154	\$100.00
058259	JAYAJAMES	Java James	5/9/2018	CHECK	PMCHK00002154	\$30.00
058260	JENMCK	JENNIFER MCKEE	5/9/2018	CHECK	PMCHK00002154	\$100.00
058261	KATCAT	KATHERINE'S CATERING	5/9/2018	CHECK	PMCHK00002154	\$2,043.35
058262	KELULL	KELSEY ULLENBRUCH	5/9/2018	CHECK	PMCHK00002154	\$69.12
058263	LARZIE	LARA ZIELIN	5/9/2018	CHECK	PMCHK00002154	\$100.00
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058265	METCOM	METCOM	5/9/2018	CHECK	PMCHK00002154	\$1,051.35
058266	MIDTAP	MIDWEST TAPE	5/9/2018	CHECK	PMCHK00002154	\$3,437.75
058267	MOLRAY	MOLLY RAYNOR	5/9/2018	CHECK	PMCHK00002154	\$800.00
058268	MONHIG	MONICA HIGMAN	5/9/2018	CHECK	PMCHK00002154	\$100.00
058269	NATBUS	NATIONAL BUSINESS FURNITURE	5/9/2018	CHECK	PMCHK00002154	\$3,458.10
058270	OFFDEP	OFFICE DEPOT, INC.	5/9/2018	CHECK	PMCHK00002154	\$270.20
058271	SHASON	SHAMBAUGH	5/9/2018	CHECK	PMCHK00002154	\$9,350.00
058272	PATDUN	PATRICK DUNN	5/9/2018	CHECK	PMCHK00002154	\$200.00
058273	PRITEC	PRINT TECH INC.	5/9/2018	CHECK	PMCHK00002154	\$4,573.62
058274	RANHOU	PENGUIN RANDOM HOUSE, LLC	5/9/2018	CHECK	PMCHK00002154	\$382.50

* Voided Checks

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058277	SAMFRE	SAMUEL FRENCH. INC.	5/9/2018	CHECK	PMCHK00002154	\$75.00
058278	SHRM	SHRM	5/9/2018	CHECK	PMCHK00002154	\$209.00
058279	SWEsou	SWEETWATER SOUND INC.	5/9/2018	CHECK	PMCHK00002154	\$1,759.92
058280	ZACGOR	ZACHARY J. GORMAN	5/9/2018	CHECK	PMCHK00002154	\$100.00
058281	PATFSMI	PATRICIA F. SMITH	5/9/2018	CHECK	PMCHK00002154	\$100.00
058282	AIRENTAL	A-1 RENTAL. INC.	5/17/2018	CHECK	PMCHK00002157	\$605.00
058283	ALLENT	ALLIANCE ENTERTAINMENT	5/17/2018	CHECK	PMCHK00002157	\$7,594.37
058284	AMBFAL	AMBER ADAMS-FALL	5/17/2018	CHECK	PMCHK00002157	\$100.00
058285	AMYVAL	AMY VALADE	5/17/2018	CHECK	PMCHK00002157	\$75.60
058286	ANNDR0	ANNE DROZD	5/17/2018	CHECK	PMCHK00002157	\$142.45
058287	APPIMA	APPLIED IMAGING	5/17/2018	CHECK	PMCHK00002157	\$4,360.50
058288	B&H	B&H PHOTO-VIDEO	5/17/2018	CHECK	PMCHK00002157	\$10,913.20
058289	BAKTAY	BAKER & TAYLOR	5/17/2018	CHECK	PMCHK00002157	\$6,617.85
058290	BANMED	BANG MEDIA	5/17/2018	CHECK	PMCHK00002157	\$350.00
058291	BENNIC	BENZ MICROSCOPE OPTICS CENTER	5/17/2018	CHECK	PMCHK00002157	\$2,551.20
058292	BRIOBR	BRIDGET O'BRIEN	5/17/2018	CHECK	PMCHK00002157	\$150.00
058293	CAMCHI	CAMILA CHRIBOGA	5/17/2018	CHECK	PMCHK00002157	\$400.00
058294	CARBRO	CARPENTER BROS.	5/17/2018	CHECK	PMCHK00002157	\$16.47
058295	CATFIS	CATHERINE D FISCHER	5/17/2018	CHECK	PMCHK00002157	\$250.00
058296	CDW-G	CDW GOVERNMENT	5/17/2018	CHECK	PMCHK00002157	\$2,312.58
058297	DEBGAB	DEBORAH GABRION	5/17/2018	CHECK	PMCHK00002157	\$275.00
058298	DYKGOS	DYKEMA GOSSETT PLLC	5/17/2018	CHECK	PMCHK00002157	\$5,322.14
058299	ELINEI	ELI NEIBURGER	5/17/2018	CHECK	PMCHK00002157	\$880.00
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058302	FORFRA	FORMAT FRAMING	5/17/2018	CHECK	PMCHK00002157	\$1,830.60
058303	GARISTE	GARI STEIN	5/17/2018	CHECK	PMCHK00002157	\$100.00
058304	GLEMOD	GLEN MODELL	5/17/2018	CHECK	PMCHK00002157	\$1,418.11
058305	GLOEOU	GLOBAL EQUIPMENT CO.	5/17/2018	CHECK	PMCHK00002157	\$773.69
058306	GRADUATE	GRADUATE ANN ARBOR	5/17/2018	CHECK	PMCHK00002157	\$751.80
058307	HOOHAT	HOOPER HATHAWAY. P.C.	5/17/2018	CHECK	PMCHK00002157	\$1,347.50
058308	INTSYS	INTELLIGENT CONTROL SYSTEMS	5/17/2018	CHECK	PMCHK00002157	\$14,900.00
058309	JASMED	JASON MEDDAUGH	5/17/2018	CHECK	PMCHK00002157	\$200.00
058310	KAMBOL	KAMI BOLYARD - AADL	5/17/2018	CHECK	PMCHK00002157	\$69.55
058311	KATGOO	KATHRYN GOODSON	5/17/2018	CHECK	PMCHK00002157	\$100.00
058312	LEACEN	LEARNING CENTER	5/17/2018	CHECK	PMCHK00002157	\$1,286.00
058313	MICKRE	MICHELLE KRELL KYDD	5/17/2018	CHECK	PMCHK00002157	\$1,200.00
058314	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	5/17/2018	CHECK	PMCHK00002157	\$5,251.46
058315	MICRAD	MICHIGAN RADIO	5/17/2018	CHECK	PMCHK00002157	\$2,540.00
058316	MIDTAP	MIDWEST TAPE	5/17/2018	CHECK	PMCHK00002157	\$8,054.00
058317	NICRAY	NICOLE RAY	5/17/2018	CHECK	PMCHK00002157	\$350.00
058318	OFFDEP	OFFICE DEPOT. INC.	5/17/2018	CHECK	PMCHK00002157	\$152.75
058319	PATFSMI	PATRICIA F. SMITH	5/17/2018	CHECK	PMCHK00002157	\$100.00
058320	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/17/2018	CHECK	PMCHK00002157	\$160.38
058321	PREPET	PREUSS PETS	5/17/2018	CHECK	PMCHK00002157	\$1,388.53
058322	PRICON	PRIME ACCESS CONSULTING. INC	5/17/2018	CHECK	PMCHK00002157	\$1,000.00
058323	PRITEC	PRINT TECH INC.	5/17/2018	CHECK	PMCHK00002157	\$3,732.88
058324	RECB00	RECORDED BOOKS. INC.	5/17/2018	CHECK	PMCHK00002157	\$192.42
058325	RECMAN	RECON MANAGEMENT SYSTEMS. INC.	5/17/2018	CHECK	PMCHK00002157	\$80.60
058326	RNAOFAA	R.N.A. OF ANN ARBOR. INC.	5/17/2018	CHECK	PMCHK00002157	\$20,740.00
058327	ROYLIM	ROYAL LIMOUSINE	5/17/2018	CHECK	PMCHK00002157	\$193.54
058328	SARJAB	SARMED JABRA	5/17/2018	CHECK	PMCHK00002157	\$450.00
058329	SARKUG	SARAH KUGEL	5/17/2018	CHECK	PMCHK00002157	\$150.00
058330	SCHSEC	SCHILKE SECURITY	5/17/2018	CHECK	PMCHK00002157	\$410.00
058331	SHASON	SHAMBAUGH	5/17/2018	CHECK	PMCHK00002157	\$2,609.71
058332	SILSOC	SILVER STRINGS DULCIMER SOC.	5/17/2018	CHECK	PMCHK00002157	\$150.00
058333	STUBAG	STUART BAGGALEY	5/17/2018	CHECK	PMCHK00002157	\$100.00
058334	TEACOM	THE TEACHING COMPANY SALES. LL	5/17/2018	CHECK	PMCHK00002157	\$1,444.10
058335	THOGAL	GALE/CENGAGE LEARNING	5/17/2018	CHECK	PMCHK00002157	\$359.11
058336	ULINE	ULINE. INC.	5/17/2018	CHECK	PMCHK00002157	\$356.42
058337	UNUMPRO	UNUM LIFE INSURANCE	5/17/2018	CHECK	PMCHK00002157	\$3,572.77
058338	UNUMPRO1	UNUM LIFE INSURANCE	5/17/2018	CHECK	PMCHK00002157	\$2,954.50
058339	VALSOB	VALERIE SOB CZAK	5/17/2018	CHECK	PMCHK00002157	\$229.97
058340	VOLGIS	VOLGISTICS INC.	5/17/2018	CHECK	PMCHK00002157	\$330.00
058341	VOSLIG	VOSS LIGHTING	5/17/2018	CHECK	PMCHK00002157	\$1,097.40
058342	AFTDEL	AFTERNOON DELIGHT	5/17/2018	CHECK	PMCHK00002157	\$203.38
058343	JOHCAN	JOHN CARLOS CANTU	5/17/2018	CHECK	PMCHK00002157	\$700.00
058344	METCOM	METCOM	5/17/2018	CHECK	PMCHK00002157	\$3,446.76
058345	MOOSOU	MOOSE & SOUIRREL HORTICULTURAL	5/17/2018	CHECK	PMCHK00002157	\$608.00
058346	REBSCH	REBECCA SCHUMACHER	5/17/2018	CHECK	PMCHK00002157	\$150.00
058347	AFTDEL	AFTERNOON DELIGHT	5/17/2018	CHECK	PMCHK00002158	\$630.09
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058349	AFTDEL	AFTERNOON DELIGHT	5/24/2018	CHECK	PMCHK00002161	\$484.50
058350	ALLJON	ALLISON JONES	5/24/2018	CHECK	PMCHK00002161	\$47.74
058351	AMACOM	AMAZON.COM CREDIT PLAN	5/24/2018	CHECK	PMCHK00002161	\$4,125.64
058352	AMBFAL	AMBER ADAMS-FALL	5/24/2018	CHECK	PMCHK00002161	\$250.00
058353	ANNOWE	ANNA OWEN INTERIORS	5/24/2018	CHECK	PMCHK00002161	\$1,031.25
058354	B&H	B&H PHOTO-VIDEO	5/24/2018	CHECK	PMCHK00002161	\$13,063.19
058355	BAKTAY	BAKER & TAYLOR	5/24/2018	CHECK	PMCHK00002161	\$40,390.02
058356	BETNEA	BETHANY NEAL	5/24/2018	CHECK	PMCHK00002161	\$450.00
058357	BILCOO	Willman R. Cooper II	5/24/2018	CHECK	PMCHK00002161	\$56.83
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058359	CDW-G	CDW GOVERNMENT	5/24/2018	CHECK	PMCHK00002161	\$1,606.58
058360	CORSTR	COREY STRONG	5/24/2018	CHECK	PMCHK00002161	\$900.00
058361	CUMANN	CUMULUS ANN ARBOR	5/24/2018	CHECK	PMCHK00002161	\$1,203.44
058362	DAWHEN	DAWN L. HENRY	5/24/2018	CHECK	PMCHK00002161	\$900.00
058363	DTEENE1	DTE ENERGY	5/24/2018	CHECK	PMCHK00002161	\$20,584.31
058364	EVEHOL	EVELYN HOLLENSHEAD	5/24/2018	CHECK	PMCHK00002161	\$42.24
058365	GRADUATE	GRADUATE ANN ARBOR	5/24/2018	CHECK	PMCHK00002161	\$908.25
058366	GRAINGER	GRAINGER	5/24/2018	CHECK	PMCHK00002161	\$69.81

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
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058368	JASDRI	JASON DRISCOLL	5/24/2018	CHECK	PMCHK00002161	\$1,600.00
058369	KARWIL	KAREN WILSON	5/24/2018	CHECK	PMCHK00002161	\$42.51
058370	LEXMAT	MATTHEW BENDER & CO., INC.	5/24/2018	CHECK	PMCHK00002161	\$866.44
058371	MARCHE	MARIAH CHEREM	5/24/2018	CHECK	PMCHK00002161	\$62.54
058372	MARKOU	MARGARET ALEX KOURVO	5/24/2018	CHECK	PMCHK00002161	\$450.00
058373	METLIFE	METLIFE - GROUP BENEFITS	5/24/2018	CHECK	PMCHK00002161	\$7,628.42
058374	MICPOW	MICHIGAN POWER RODDING	5/24/2018	CHECK	PMCHK00002161	\$583.00
058375	MIDTAP	MIDWEST TAPE	5/24/2018	CHECK	PMCHK00002161	\$9,045.23
058376	OCLINS	OCLC, INC.	5/24/2018	CHECK	PMCHK00002161	\$4,127.01
058377	OXFUNI	OXFORD UNIVERSITY PRESS USA	5/24/2018	CHECK	PMCHK00002161	\$143.15
058378	PREPET	PREUSS PETS	5/24/2018	CHECK	PMCHK00002161	\$800.19
058379	RECBOO	RECORDED BOOKS, INC.	5/24/2018	CHECK	PMCHK00002161	\$245.23
058380	REGBOO	REGENT BOOK CO., INC.	5/24/2018	CHECK	PMCHK00002161	\$18.00
058381	ROBROB	ROBIN ROBINSON	5/24/2018	CHECK	PMCHK00002161	\$100.00
058382	ROYLIM	ROYAL LIMOUSINE	5/24/2018	CHECK	PMCHK00002161	\$387.08
058383	SEACOP	SEAN COPELAND	5/24/2018	CHECK	PMCHK00002161	\$10.60
058384	STAPLE	STAPLES ADVANTAGE	5/24/2018	CHECK	PMCHK00002161	\$35.27
058385	TOMTHO	TOM THOMPSON FLOWERS	5/24/2018	CHECK	PMCHK00002161	\$265.00
058386	ULINE	ULINE, INC.	5/24/2018	CHECK	PMCHK00002161	\$147.74
058387	VARFOR	VARSITY FORD	5/24/2018	CHECK	PMCHK00002161	\$75.00
058388	WESENT	WESTGATE ENTERPRISES, LLC	5/24/2018	CHECK	PMCHK00002161	\$35,170.83
058389	4IMPRINT	4IMPRINT, INC	5/24/2018	CHECK	PMCHK00002161	\$2,142.57
058390	EOUSOF	EQUINOX OPEN LIB INIT, INC	5/24/2018	CHECK	PMCHK00002161	\$200.00
058391	LORBOO	LORITA BOOKS	5/24/2018	CHECK	PMCHK00002161	\$178.00
058392	MOLDIC	MOLLY DICKINSON	5/24/2018	CHECK	PMCHK00002161	\$100.00
058393	VALLINP	VALUE LINE PUBLISHING LLC.	5/24/2018	CHECK	PMCHK00002161	\$1,675.00
058394	BANOFACC	BANK OF ANN ARBOR	5/25/2018	CHECK	PMCHK00002163	\$19,980.73
058395	A.M. SERV	A.M. SERVICES, INC	5/31/2018	CHECK	PMCHK00002164	\$1,834.25
058396	A1RENTAL	A-1 RENTAL, INC.	5/31/2018	CHECK	PMCHK00002164	\$857.50
058397	AANEWS	THE ANN ARBOR NEWS	5/31/2018	CHECK	PMCHK00002164	\$230.80
058398	ABRPLA	MICHIGAN STATE UNIVERSITY	5/31/2018	CHECK	PMCHK00002164	\$12.00
058399	ADAMILLER	ADAM MILLER	5/31/2018	CHECK	PMCHK00002164	\$400.00
058400	AGRSER	A GROWING SERVICE LLC	5/31/2018	CHECK	PMCHK00002164	\$250.00
058401	AIDPAR	AIDS PARTNERSHIP MICHIGAN INC	5/31/2018	CHECK	PMCHK00002164	\$275.00
058402	AMEHIS	AMELIA HISSONG	5/31/2018	CHECK	PMCHK00002164	\$300.00
058403	AMYTAR	AMY TARRANT	5/31/2018	CHECK	PMCHK00002164	\$450.00
058404	APPLE	APPLE, INC.	5/31/2018	CHECK	PMCHK00002164	\$295.00
058405	B&H	B&H PHOTO-VIDEO	5/31/2018	CHECK	PMCHK00002164	\$1,951.13
058406	BAKTAY	BAKER & TAYLOR	5/31/2018	CHECK	PMCHK00002164	\$5,035.66
058407	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	5/31/2018	CHECK	PMCHK00002164	\$180.00
058408	BETNEA	BETHANY NEAL	5/31/2018	CHECK	PMCHK00002164	\$150.00
058409	CDW-G	CDW GOVERNMENT	5/31/2018	CHECK	PMCHK00002164	\$2,603.97
058410	CONSHA	CONNOR SHAUGHNESSY	5/31/2018	CHECK	PMCHK00002164	\$600.00
058411	CONTI	CONTI	5/31/2018	CHECK	PMCHK00002164	\$680.00
058412	DABI	DABI	5/31/2018	CHECK	PMCHK00002164	\$175.00
058413	DANMAN	DANIEL MANCINA	5/31/2018	CHECK	PMCHK00002164	\$500.00
058414	DEMCO	DEMCO	5/31/2018	CHECK	PMCHK00002164	\$710.10
058415	DICBLI	BLICK ART MATERIALS	5/31/2018	CHECK	PMCHK00002164	\$812.65
058416	ERICHA	ERICA CHAPMAN	5/31/2018	CHECK	PMCHK00002164	\$150.00
058417	ERISMI	ERIC SMITH	5/31/2018	CHECK	PMCHK00002164	\$150.00
058418	HEAMEL	HEATHER SMITH MELOCHE	5/31/2018	CHECK	PMCHK00002164	\$150.00
058419	JENBEL	JENNIFER BELAIR	5/31/2018	CHECK	PMCHK00002164	\$200.00
058420	JERDIC	JERMAINE DICKERSON	5/31/2018	CHECK	PMCHK00002164	\$2,500.00
058421	KAYPEN	KAYLA COUGHLIN	5/31/2018	CHECK	PMCHK00002164	\$13.98
058422	MAKERWO	MAKERWORX LLC-DBA MAKER WORKS	5/31/2018	CHECK	PMCHK00002164	\$1,000.00
058423	MARSTU	MARTHA RUTH STUIT	5/31/2018	CHECK	PMCHK00002164	\$100.00
058424	MCNMCK	MCNAUGHTON-MCKAY	5/31/2018	CHECK	PMCHK00002164	\$34.50
058425	METCOM	METCOM	5/31/2018	CHECK	PMCHK00002164	\$2,916.86
058426	MIDTAP	MIDWEST TAPE	5/31/2018	CHECK	PMCHK00002164	\$8,670.01
058427	MINMCG	MINDY MCGINNIS	5/31/2018	CHECK	PMCHK00002164	\$150.00
058428	OFFDEP	OFFICE DEPOT, INC.	5/31/2018	CHECK	PMCHK00002164	\$2,773.39
058429	PATFMSI	PATRICIA F. SMITH	5/31/2018	CHECK	PMCHK00002164	\$100.00
058430	PAUGHO	PAULA GHOSH	5/31/2018	CHECK	PMCHK00002164	\$26.83
058431	PAYCOO	PAYTON COOK	5/31/2018	CHECK	PMCHK00002164	\$800.00
058432	PLAWIS	PLANTWISE	5/31/2018	CHECK	PMCHK00002164	\$5,000.00
058433	POTSAN	POTBELLY SANDWICH SHOP	5/31/2018	CHECK	PMCHK00002164	\$80.00
058434	QUANTA	QUANTA, INC.	5/31/2018	CHECK	PMCHK00002164	\$269.93
058435	RAILAG	RAINA LAGRAN	5/31/2018	CHECK	PMCHK00002164	\$100.00
058436	RHYCHI	THE RHYTHM CHILD NETWORK	5/31/2018	CHECK	PMCHK00002164	\$4,000.00
058437	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/31/2018	CHECK	PMCHK00002164	\$20,740.00
058438	RUBSTA	RUBBER STAMPS UNLIMITED	5/31/2018	CHECK	PMCHK00002164	\$69.65
058439	SANCLA	CITY OF SANTA CLARA	5/31/2018	CHECK	PMCHK00002164	\$29.99
058440	SCHELE	SCHINDLER ELEVATOR CORPORATION	5/31/2018	CHECK	PMCHK00002164	\$1,177.30
058441	LAKSUP	LAKE SUPERIOR ST UNIV LIB ILL	5/31/2018	CHECK	PMCHK00002164	\$41.03
058442	SWESOU	SWEETWATER SOUND INC.	5/31/2018	CHECK	PMCHK00002164	\$2,099.97
058443	THOGAL	GALE/CENGAGE LEARNING	5/31/2018	CHECK	PMCHK00002164	\$223.12
058444	TYCO	TYCO INTEGRATED SECURITY	5/31/2018	CHECK	PMCHK00002164	\$300.00
058445	VOSLIG	VOSS LIGHTING	5/31/2018	CHECK	PMCHK00002164	\$704.00
058446	WILTEC	WILTEC TECHNOLOGIES	5/31/2018	CHECK	PMCHK00002164	\$481.26
058447	ANDHIL	ANDREW HILL	5/31/2018	CHECK	PMCHK00002164	\$150.00
058448	COMHSM	COMMUNITY HIGH YEARBOOK	5/31/2018	CHECK	PMCHK00002164	\$90.00
058449	KEEROD	KEEGAN RODGERS	5/31/2018	CHECK	PMCHK00002164	\$250.00
EFT00112	OXFPRO	2725-2805 ASSOCIATES, LLC	5/1/2018	CHECK	PMCHK00002151	\$10,076.65
EFT00113	CINTAS	CINTAS CORPORATION	5/3/2018	CHECK	PMCHK00002153	\$341.66
EFT00114	CITALARM	CITY OF ANN ARBOR	5/3/2018	CHECK	PMCHK00002153	\$250.00
EFT00115	UNIPAR	UNITED PARCEL SERVICE	5/3/2018	CHECK	PMCHK00002153	\$41.67
EFT00116	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/3/2018	CHECK	PMCHK00002153	\$271.34
EFT00117	CINTAS	CINTAS CORPORATION	5/9/2018	CHECK	PMCHK00002155	\$425.92
EFT00118	COMCAS	COMCAST	5/9/2018	CHECK	PMCHK00002155	\$34.02
EFT00119	UNIPAR	UNITED PARCEL SERVICE	5/9/2018	CHECK	PMCHK00002155	\$110.45
EFT00120	ATTMOB	AT&T MOBILITY	5/16/2018	CHECK	PMCHK00002156	\$427.71

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT00121	CITWATER	CITY OF AA WATER UTILITIES	5/16/2018	CHECK	PMCHK00002156	\$2,849.61
EFT00122	UNIPAR	UNITED PARCEL SERVICE	5/16/2018	CHECK	PMCHK00002156	\$99.49
EFT00123	VERWIRC	VERIZON WIRELESS	5/16/2018	CHECK	PMCHK00002156	\$860.83
EFT00124	CINTAS	CINTAS CORPORATION	5/17/2018	CHECK	PMCHK00002160	\$199.45
EFT00125	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/24/2018	CHECK	PMCHK00002162	\$72,391.11
EFT00126	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/24/2018	CHECK	PMCHK00002162	\$4,773.14
EFT00127	DTEENE	DTE ENERGY	5/24/2018	CHECK	PMCHK00002162	\$15,209.22
EFT00128	TDSMET	TDS	5/24/2018	CHECK	PMCHK00002162	\$8,309.04
EFT00129	UNIPAR	UNITED PARCEL SERVICE	5/24/2018	CHECK	PMCHK00002162	\$71.21
EFT00130	CINTAS	CINTAS CORPORATION	5/24/2018	CHECK	PMCHK00002162	\$526.00
EFT00131	CINTAS	CINTAS CORPORATION	5/31/2018	CHECK	PMCHK00002165	\$470.67
EFT00132	UNIPAR	UNITED PARCEL SERVICE	5/31/2018	CHECK	PMCHK00002165	\$55.51
EFT00133	VERWIRC	VERIZON WIRELESS	5/31/2018	CHECK	PMCHK00002165	\$2,390.89
Total Checks: 282						Total Amount of Checks: \$642,857.02

Ann Arbor District Library Financial Summary for May 2018

Cash

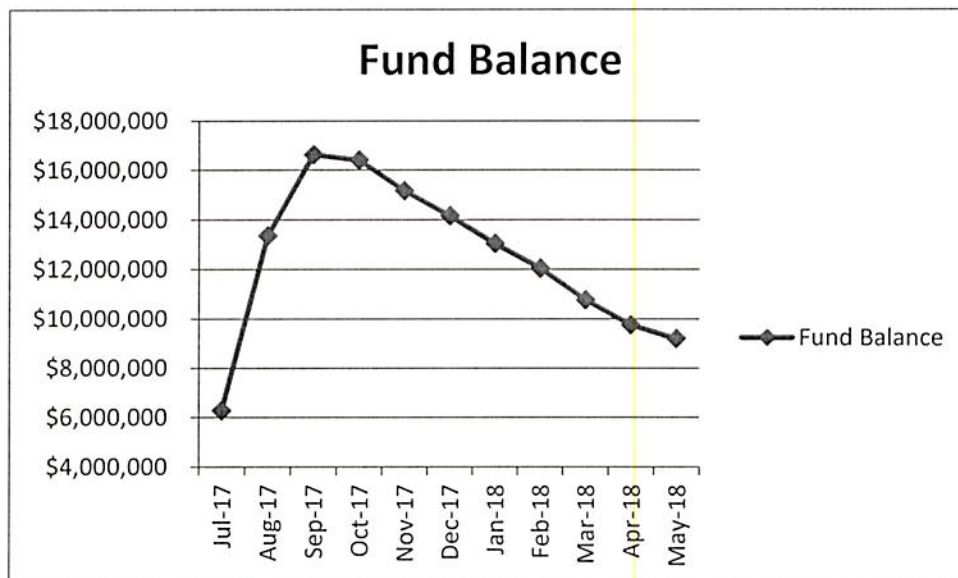
The unrestricted cash balance as of May 31, 2018 is \$8,793,934 down from \$9,788,018 as of the end of April 2018.

Tax Receipts

The Library has received \$15,486,283 or 99.3% of the annual budgeted tax receipts of \$15,598,058 as of May 31, 2018.

Fund Balance Activity

The Library has a positive fund balance of \$9,184,746 as of May 31, 2018 down from \$9,739,735 as of the end of April 2018.



Ann Arbor District Library Financial Summary for May 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
Custodial Services:	Due to switch from 53 rd Group to RNA
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
Capital Outlay/Maint:	Due to fiber network install at MCB, TRV, DTN & WGT

Total Expenditures are under budget year-to-date by \$1,568,577.

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 May 31, 2018

	May			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 25,927	\$ 1,299,838	\$ (1,273,911)	\$ 15,486,283	\$ 14,298,220	\$ 1,188,063
State aid	7,500	7,500	-	82,500	82,500	-
State penal fines	18,750	18,750	-	206,250	206,250	-
Interest income	35,959	2,083	33,876	39,320	22,917	16,403
Copier revenue	3,273	2,083	1,190	33,078	22,917	10,161
Grants and memorials	100,000	4,167	95,833	200,000	45,833	154,167
Library fines, fees and other	11,467	20,833	(9,366)	188,265	229,167	(40,902)
Non-resident fees	1,275	1,250	25	16,875	13,750	3,125
Rental revenue	2,593	2,593	-	31,110	28,518	2,593
TOTAL REVENUES:	\$ 206,743	\$ 1,359,097	\$ (1,152,354)	\$ 16,283,681	\$ 14,950,071	\$ 1,333,610
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 556,691	\$ 563,196	\$ (6,505)	\$ 6,006,150	\$ 6,195,153	\$ (189,003)
Employee benefits	131,949	144,342	(12,393)	1,596,916	1,587,761	9,155
Employment taxes	41,525	43,085	(1,560)	445,296	473,930	(28,634)
Purchased services:						
Custodial services	41,480	21,833	19,647	249,405	240,167	9,239
Accounting/Audit	1,292	1,292	-	14,208	14,208	-
Legal	6,670	8,333	(1,664)	31,760	91,667	(59,907)
Professional services	8,291	17,318	(9,027)	188,465	190,502	(2,037)
Utilities	34,785	40,750	(5,965)	375,107	448,250	(73,143)
Property Insurance	8,752	8,517	235	83,493	93,683	(10,190)
Communications	18,491	15,000	3,491	186,512	165,000	21,512
Materials	168,995	150,183	18,811	1,435,456	1,652,017	(216,561)
Software Licenses/Maint	9,709	14,583	(4,874)	161,697	160,417	1,281
Building Rental	35,171	53,171	(18,000)	579,797	584,881	(5,084)
Seminars, conferences and travel	2,417	2,388	29	15,936	26,263	(10,326)
Copier Expense	4,361	3,750	611	28,854	41,250	(12,396)
Library Programming	48,495	50,683	(2,188)	359,264	557,517	(198,253)
Grant and Memorial Expenditures	2,111	4,167	(2,056)	69,986	45,833	24,152
Operating Supplies	23,155	24,008	(853)	194,874	264,092	(69,218)
Repairs & Maintenance	20,855	43,427	(22,572)	428,964	477,698	(48,734)
Postage	478	2,917	(2,439)	12,498	32,083	(19,586)
Other Operating Expenditures	2,242	3,435	(1,193)	19,221	37,780	(18,559)
Capital Outlay/Maintenance Expense	32,953	68,750	(35,797)	779,566	756,250	23,316
Capital Project Fund Expense	-	73,970	(73,970)	118,068	813,670	(695,602)
TOTAL EXPENDITURES:	\$ 1,200,866	\$ 1,359,097	\$ (158,231)	\$ 13,381,493	\$ 14,950,071	\$ (1,568,577)
Revenue over (under) expenditures	\$ (994,123)	\$ -	\$ (1,310,585)	\$ 2,902,188	\$ -	\$ 2,902,188
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (994,123)	\$ -	\$ (1,310,585)	\$ 2,902,188	\$ -	\$ 2,902,188
Fund balance, beginning of year	\$ 4,886,853	\$ 4,886,853	\$ -	\$ 4,886,853	\$ 4,886,853	\$ -
Fund balance, end of year	\$ 3,892,730	\$ 4,886,853	\$ (1,310,585)	\$ 7,789,041	\$ 4,886,853	\$ 2,902,188

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

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

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,486,283	\$ -	\$ -	\$ 15,486,283
State aid	82,500	-	-	82,500
State penal fines	206,250	-	-	206,250
Interest income	39,320	-	889	40,209
Copier revenue	33,078	-	-	33,078
Grants and memorials	200,000	-	77,191	277,191
Library fines, fees and other	188,265	-	-	188,265
Non-resident fees	16,875	-	-	16,875
Rental revenue	31,110	-	-	31,110
TOTAL REVENUES:	\$ 16,283,681	\$ -	\$ 78,080	\$ 16,361,761
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 6,006,150	\$ -	\$ -	\$ 6,006,150
Employee benefits	1,596,916	-	-	1,596,916
Employment taxes	445,296	-	-	445,296
Purchased services:				
Custodial services	249,405	-	-	249,405
Accounting/Audit	14,208	-	-	14,208
Legal	31,760	-	-	31,760
Professional services	188,465	-	-	188,465
Utilities				
Property insurance	83,493	-	-	83,493
Communications	186,512	-	-	186,512
Materials	1,435,456	-	-	1,435,456
Software Licenses/Maint	161,697	-	-	161,697
Building Rental	579,797	-	-	579,797
Seminars, conferences and travel	15,936	-	-	15,936
Copier Expense	28,854	-	-	28,854
Library Programming	359,264	-	-	359,264
Grant and Memorial Expenditures	69,986	-	-	69,986
Operating Supplies	194,874	-	-	194,874
Repairs and Maintenance	428,964	-	-	428,964
Postage	12,498	-	-	12,498
Other Operating Expenditures	19,221	-	-	19,221
Capital Outlay/Maintenance Expense	779,566	-	26,153	805,720
Capital Fund Expense	-	118,068	-	118,068
TOTAL EXPENDITURES:	\$ 13,263,425	\$ 118,068	\$ 26,153	\$ 13,407,646
Revenue over (under) expenditures	\$ 3,020,256	\$ (118,068)	\$ 51,927	\$ 2,954,115
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 3,020,256	\$ (118,068)	\$ 51,927	\$ 2,954,115
Fund balance, beginning of year	\$ 4,886,853	\$ 1,004,892	\$ -	\$ 5,891,745
Fund balance, end of year	\$ 7,907,109	\$ 886,825	\$ 51,927	\$ 8,845,860

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

May 31, 2018

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 3,722,039	\$ 886,825	\$ 507,671	\$ 5,116,534
Investments	4,575,882	-	-	4,575,882
Due from other governmental units	288,750	-	-	288,750
Prepaid items	250,985	-	-	250,985
Total assets	\$ 8,837,656	\$ 886,825	\$ 507,671	\$ 10,232,152
Liabilities				
Accounts payable	64,356	-	-	64,356
Accrued payroll and benefits	240,475	-	-	240,475
Total liabilities	\$ 304,831	\$ -	\$ -	\$ 304,831
Deferred Outflows				
Unavailable Property Tax Revenue	\$ 1,188,063	\$ -	\$ -	\$ 1,188,063
Fund balances				
Nonspendable:				
Prepaid items	\$ 250,985	\$ -	\$ -	\$ 250,985
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	157,671	157,671
Committed for capital projects	-	886,825	-	886,825
Encumbered	450,761	-	-	450,761
Unassigned	6,643,016	-	-	6,643,016
Total fund balances	\$ 7,344,762	\$ 886,825	\$ 507,671	\$ 8,739,257
Total liabilities and fund balances	\$ 8,837,656	\$ 886,825	\$ 507,671	\$ 10,232,152

Upcoming Events, and Issues of Interest

1. 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 26th at 6:30 PM in the 4th floor meeting room in the Downtown Library.
2. Festival Season at AADL is in full swing, with Record Store Day, Author Week, Gardening & DIY Fest, VISIONS, AACME, and A2CAF behind us, with 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.
3. AADL will be hosting a major Japanese Calligraphy exhibit from sister state **Shiga Prefecture** starting in August; more details to come later in the summer.
4. This year we had a record number of submissions to the **It's All Write Teen Writing Contest—over 700 participants from all over the country and world**. The Teen Writing Festival itself, which culminated in the contest awards ceremony, took place on Sunday, June 10th. It was really moving to see teens that clearly feel so passionate about writing and becoming authors attending the festival, talking with published authors, participating in writing workshops and eagerly waiting to find out if they had won an award. One family even traveled from Idaho to attend the event! The Festival was collaboration between AADL, 826Michigan, the Neutral Zone and EMU, and Bookbound sold books at the event, too.
5. Popular Michigan sports website **MGoBlog** led their weekly round-up blog post by featuring an article from **Pulp**, written by librarian **Elizabeth Pearce**. The humorous round-up of Washtenaw County's best dive bars celebrated all that's great about these dark, character-filled holes in the wall, and prompted one diehard MGoBlog reader to comment: "The dive bars article was hilarious, but my favorite thing about it was that it was on the library's website written by a librarian": <https://mgoblog.com/content/unverified-voracity-thinks-indoor-voice>
6. **Concentrate** wrote about three of their favorite local podcasts, including two AADL productions in their story—Martin Bandyke Under Covers and the SuperSkull podcast from Vault of Midnight. Just last week, **All About Ann Arbor** wrote a similar article about their three favorite local podcasts,

Director's Report June 2018

including two different AADL productions among them—Ann Arbor Stories and Behind the Marquee—the Michigan Theater podcast.

<http://www.secondwavemedia.com/concentrate/features/podcasts0458.aspx>
<https://www.clickondetroit.com/all-about-ann-arbor/three-ann-arbor-podcasts-worth-your-time>

7. Library Director Josie Parker was invited to speak about the AADL at the annual meeting of the **Orchard Hills/MapleWood Neighborhood Association** on June 6th. (*A comment from an attendee is included in this packet.*) There were approximately 40 people in attendance and the questions were reflective of contemporary issues within the Downtown and the impacts on public library services. There were also questions pondering the future of library service in general, but in Ann Arbor specifically. It was a pleasure to be at this meeting.
8. Library Director Josie Parker has accepted an invitation to participate as a member of the **City of Ann Arbor Economic Leadership Group** convened by City Administrator Howard Lazarus, and chaired by Sally Hart Petersen, Executive Policy Advisor for Economic Development for the City of Ann Arbor.

AADL Projects and Initiatives Underway

1. 5.1 The AADL is currently participating in the collective bargaining process with the two MEA represented groups at the Library.
2. 3.1 The generator project to provide backup power to the server room Downtown has been completed, and passed inspection on June 11, 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 have begun 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 were discussed by the Board, Staff and members of the public attending the AADL Board Retreat at the Westgate Branch Wednesday, May 23rd. The retreat was held in the Westside Room. The Board will review a summary of this retreat at the June meeting.

Director's Report
June 2018

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

Email to AADL: Since I retired in 2011, the AADL has been my haven. I've always been a reader of books and a viewer of videos . . . but the AADL makes it all sooo easy for we senior citizens. Thank you for all you do.
S. Taylor

Library response: *Thank you very much for your kind note. We are so glad that you are finding the library to be a haven.*

Email to AADL: Director;

>
> Thank You, For Support To Online Services,
> At The: AADL; Ann Arbor District Library;
> (2008) - (2018); (KMC); Of, "The L Card";
> And The Online Account; (KMC);
>
> I Also Appreciate The Pedestrian Support
> And AATA Support, Of (2018); (KMC);
>
> Thank You, for "The League of Women
> Voter" Election Support, for the Fall Of,
> (2018); KMC);
>
> Thank You!;
> Sincerely;
> Ms. Kristen M. Carlson;
> Employee; & "Early Retiree";
> Of, "Pure MI"; (2018);

Library response: *Thank you for your kind note, and you are very welcome!*

Email to AADL: Hi! I was among the audience from the Orchard Hills/ Maplewood Homeowners' Assn. last night.
I appreciated you speaking with us.
May I offer two bits of feedback -- both positive?
1. I appreciated your comments regarding some of the controversial issues involving homeless/others in the library, particularly downtown. Your perspective

Director's Report
June 2018

was on target. This is a significant social problem. The library didn't create it, nor is the library exclusively responsible for coping with it. As a public official you need to carefully navigate this situation and do your best to balance the needs of all. I have some exposure to this situation as well (as a church volunteer). It's not simple. I thought your handling of the topic was balanced and careful.

2. With regard to the renovation vs. replacement of the downtown library building... I can appreciate that as Director you were optimistic, and hoping, for the millage a few years ago to rebuild. Consequently I am sure you were disappointed with the results. Respectfully, let me say that I'm one on the other side of this decision. Irrespective of the merits, I felt that the way you presented the matter showed that you respected the decision of the voters. It's OK to express the personal view of some disappointment-- I understand that! But the voters spoke, and for now it's time to respect that and move on.

I'll contrast this with several other (respectfully left anonymous) public officials who are *still* complaining about the Headlee amendment. The voters spoke on this point... "loudly" enough to amend the state constitution. And, people, that was 1978!!!! Public officials need to respect the voters' direction, and figure out how to do what the voters want. Similarly, the advocates for Regional Transit spent a few days wincing over their loss at the ballot box then set to work on how to improve their advocacy for the next time... rather than listening to the voters and figuring out how to do the job with the funding they had.

So, once again, thanks for coming out and discussing the AADL programs with us.
--- B Pritts

Library response: *Thanks very much for attending the meeting/talk. I appreciated being invited and given the opportunity to talk about the AADL. Thank you also for your feedback. I am glad that you found my comments interesting and I appreciate your honesty about the library millage.*

Please feel free to contact me at anytime with concerns or questions about AADL operations or practices.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-108**

RESOLUTION TO AMEND THE 2017-2018 APPROVED BUDGET

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 18th day of June, 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To transfer \$10,000.00 from Salaries and Wages to Employee Benefits.
- 2). To transfer \$10,000.00 from Salaries and Wages to Custodial Services.
- 3). To transfer \$25,000.00 from Salaries and Wages to Communications.
- 4). To transfer \$2,500.00 from Salaries and Wages to Software License/Maintenance.
- 5). To transfer \$25,000.00 from Salaries and Wages to Capital Outlay/Maintenance.
- 6). 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 18-109**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE
ANN ARBOR DISTRICT LIBRARY LIBRARIANS ASSOCIATION**

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 18th day of June, 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To approve and ratify the Agreement effective July 1, 2018 through June 30, 2023 between the Ann Arbor District Library Librarians Association and Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Edward Surovell, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-110**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE
ANN ARBOR DISTRICT LIBRARY STAFF ASSOCIATES**

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 18th day of June, 2018 at 6:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To approve and ratify the Agreement effective July 1, 2018 through June 30, 2023 between the Ann Arbor District Library Staff Associates and Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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:

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Board of Trustees
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