



# Regular Meeting Agenda

Monday, July 16, 2018

---

Published by Ann Arbor District Library

---

### 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				

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

### September 2018

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, July 16, 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

- 18-114 I. CALL TO ORDER
- 18-115 II. ATTENDANCE
- 18-116 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 18-117 IV. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 18-118 V. APPROVAL OF AGENDA (pp. 1-2)  
(Item of action)
- 18-119 VI. CONSENT AGENDA  
(Item of action)
- CA-1 Approval of Minutes of June 18, 2018 (pp. 3-14)
- CA-2 Approval of June 2018 Disbursements (pp. 15-17)
- 18-120 VII. CITIZENS' COMMENTS
- 18-121 VIII. FINANCIAL REPORTS (pp. 18-22)  
Bill Cooper, Finance Manager
- 18-122 IX. DIRECTOR'S REPORT (pp. 23-27)  
Josie B. Parker, Director
- 18-123 X. OLD BUSINESS
- 16-154 A. AADL STRATEGIC PLAN GOAL 3.3: REIMAGINE THE ANN ARBOR DISTRICT LIBRARY'S DOWNTOWN PRESENCE  
(20 minutes)

Discussion of May 23, 2018 AADL Board Retreat

- 18-124 XI. NEW BUSINESS
- 18-125 A. RESOLUTION TO AMEND THE 2017-2018 BUDGET (p. 28)  
(Item of action)  
Bill Cooper, Finance Manager
- 18-126 XII. CITIZENS' COMMENTS
- 18-127 XIII. 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, JUNE 18, 2018

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, JUNE 18, 2018**

- 18-095 I. CALL TO ORDER
- President Vander Broek called the meeting to order at 6:04 p.m.
- 18-096 II. ATTENDANCE
- Board Present: Jim Leija (arr. 6:08 p.m.), Jan Barney Newman,  
 Colleen Sherman, Linh Song, Ed Surovell, Jamie Vander Broek  
 Board Absent: Victoria Green  
 Staff: Josie Parker, Eli Neiburger, Bill Cooper, Karen Wilson  
 (recorder)
- Others Present: William Stapleton, Hooper Hathaway
- 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.
- President Vander Broek reconvened to the regular meeting at 7:09 p.m.
- 18-099 V. APPROVAL OF AGENDA  
 (Item of action)
- Trustee Sherman, supported by Treasurer Leija, moved to approve the agenda.
- AYES: Leija, Barney Newman, Sherman, Song, Surovell,  
 Vander Broek  
 NAYS: None
- Motion passed 6-0.
- 18-100 VI. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of May 21, 2018
- CA-2 Approval of Minutes of May 23, 2018

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

CA-3 Approval of May 2018 Disbursements

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

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

NAYS: None

Motion passed 6-0.

18-101 VII. CITIZENS' COMMENTS

David Diephuis

Thank you. One of the things I really appreciated this past year is having your meetings on tape, so to speak, where I can view it if I'm not able to come, if I want to check if something is available. I would like to make one other suggestion that revolves around your consultant reports. Over the past six months you've had a number of consultant reports, redefine on how to do the executive director evaluation, facility evaluation, audit report, survey of citizens and to hear about tonight review of the retreat. I would like to see that these written consultant reports that have been provided to you, are somewhere available on the AADL site. For example, when you go About Us I would expect to see not just the annual reports, but the audit report where I could click on it and review it at my leisure. Somewhere, one central way these written reports should be available.

Quynh Song

Hi, my name is Quynh. My favorite library is the Downtown Library. I like the Downtown Library because there are so many books to look at. Another reason why I love the Downtown Library is because I like all the fish in the kids section. I love going to the library because it's always quiet and so many different books. My favorite library series is Nancy Drew but I also like different libraries like school libraries, public libraries and all sorts of libraries. Most of all I like the summer games at AADL. There always so fun and getting points for next year. Again my name is Quynh Song, oh and always, always read.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

Jaegun Song

I just wanted to commend AADL for being such a prominent part of Ann Arbor's cultural infrastructure and I just wanted to say that I really enjoy the summer game. Mostly because of the great puns but also because they carry some humor with them as well. Thanks.

Ronen Bailey

I love that there's big chess at the library and a lot of books at the kids section and computers and I want more sports books. Top ten list of everything - books. Thank you.

18-102 VIII. FINANCIAL REPORTS  
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the May 2018 financials in the Board Packet. He noted that \$15,486,283 in property taxes, 99.3% of the budgeted amount, has been received year-to-date. Currently year-to-date expenditures are under budget by \$1,568,577. It is anticipated that revenue will exceed expenditures by \$900,000 this fiscal year.

18-103 IX. COMMITTEE REPORTS

18-104 A. EXECUTIVE COMMITTEE

President Vander Broek reported that the Executive Committee met last week and discussed the final draft of the Director's evaluation and the Board retreat. The Board retreat report from Bridgeport was not received in time to present to the Board this evening.

18-105 X. DIRECTOR'S REPORT  
 Josie B. Parker, Director

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

An AADL Board candidate information session will be held on Tuesday, June 26<sup>th</sup> at 6:30 p.m. in the 4<sup>th</sup> floor meeting room.

The It's All Write Teen Writing Contest received over 700 entries, a record number. One winner and their family came from Idaho. There were a total of twelve winners.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

*MGoBlog* recently blogged about a *Pulp* article about Washtenaw County dive bars written by AADL librarian Elizabeth Pearce. *Concentrate* featured two of AADL podcasts, Martin Bandyke's Under Covers and Vault of Midnight's SuperSkull.

Director Parker recently spoke at an Orchard Hills/MapleWood Neighborhood Association meeting which had an attendance of about forty people.

A backup generator has been installed for the Downtown Library server room.

Public comments were viewed including ones regarding the recent A2 Comic Arts Festival event.

Vice President Song remarked her family attended both days of the A2CAF and that it was a well-run event. Director Parker noted that attendance was around 5,000 over the two days and publicly thanked Anne Drozd for overseeing the event. She also thanked all staff who participated in and supported the event.

18-106 XI. OLD BUSINESS

18-091 A. DIRECTOR'S EVALUATION LETTER FROM AADL BOARD

President Vander Broek read the following:

AADL is great because remarkable and kind people are hired and allowed to think, work, and innovate. The management team is impressive and the outcomes are remarkable. To build a dynamic organization requires dynamic thinking. And bravery. I have the impression that Director Parker possesses both things and brings them to work each day. -- from Colleen Sherman's evaluation for Josie Parker, May 20, 2018

Dear Josie,

The Executive Committee would like to congratulate you on another successful year, one highlighted by the launch of a new website and integrated library system, and the prestigious distinction of having been awarded a five-Star Library designation ten years in a row. These two stories in particular illustrate your ability to successfully direct a complex and progressive organization that is highly



ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

responsive to the community in which it operates, while setting an example for libraries and public service organizations around the world to follow. To quote from your self-assessment draft, “there is no cap on idea generation here.” We find that evident in the performance of the Library over the past year.

The new website includes carefully thought-out features that represent both the best of what the population asked for as well as great ideas suggested by the staff. The implementation plan was well-crafted and was communicated well to the Board and to the users of the Ann Arbor District Library’s website. Your continued five-Star recognition demonstrates that while you have taken the Library in a direction that consistently pushes the boundaries of what a public library can and should be, you’ve maintained an extremely high level of service to the community. This shows not only visionary leadership, but also solid fiscal management of available resources.

This year you also led a team that set records on participation for the Library’s wildly popular Summer Game, and launched a venture into a new arena for AADL, the Fifth Avenue Press. In an environment in which libraries are being asked to pay increasingly exorbitant prices for content, we applaud your forward-thinking approach with this entry into content creation.

You made several important hires in the past year, most notably filling positions to manage the Library’s finances and direct communications. We agree that you’ve assembled a strong leadership team. This is evidenced by the coming transition to a new budgeting model that will more closely reflect the flow of spending throughout the year in the Library, and by demonstrated dramatic increases in social media engagement.

We applaud your management of the external projects conducted this year to advance the Strategic Plan Goal 3.3 with collaborators at O’Neal Construction and Epic MRA. These projects are extremely important for the Board’s continued investigation of the future of the flagship downtown library services and space. Your keen sense of timing and direction for this project continues to be a major asset to the Library and to the Board.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

Your commitment to external service is excellent. We congratulate you on being asked to co-teach a massive open online course (MOOC) on public library management with partners at the University of Michigan. To us, this shows that you are considered an expert in what you do, and that you also have the ability to share your knowledge with others in an academic setting--something that does not come automatically to all skilled practitioners. We also see that you are consistently engaged with the community on key issues relating to the Library. This visibility and impact on conversations on important social and infrastructural topics serves the Library well. We also commend you for your involvement at the state level, further demonstrating your recognition as an important voice with expertise to share within the field and with partners in government.

Looking forward, we are glad to see your shift from a discussion of physical plant shortcomings to considering the issues of capacity facing the Library going forward. We think this framing will help us toward a more progressive outcome when addressing the future of the flagship downtown library. We also agree that a focus on fostering a safe and welcoming environment for all users of the Library is an important and effective use of your skills and resources.

There are two areas in which we have suggestions for continued growth. One is in addressing issues of diversity within the Library. We would like to see AADL take on the issue of organizational diversity in a big way. We hope you will consider professional development at all levels of the organization, implicit bias training, and a commitment to reexamining the hiring process to strive towards more diverse candidate pools.

A second area is in providing opportunities for professional development and engagement with the Board of Trustees. We would like to suggest a tailored approach. The Board is composed of members with a variety of strengths and interests, and we think a strategy that's personalized for each trustee would serve well, and could help the Library harness the skills and experience of the current trustees.

Congratulations on another incredibly successful, big year. We couldn't be more grateful to work with you as the Director of the AADL. You are an asset to the Library and to the community, and we are really looking forward to what the next year will bring.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

Jamie Vander Broek on behalf of the Ann Arbor District Library Board of Trustees Executive Committee

Director Parker responded with her appreciation of the Board for their support and understanding of the vision of the Library. Director Parker credited the staff and expressed her heartfelt thanks to them in helping accomplish all that AADL does.

18-107 XII. NEW BUSINESS

18-108 A. RESOLUTION TO AMEND THE 2017-2018 BUDGET  
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves as follows: to transfer \$10,000 from Salaries and Wages to Employee Benefits; to transfer \$10,000 from Salaries and Wages to Custodial Services; to transfer \$25,000 from Salaries and Wages to Communications; to transfer \$2,500 from Salaries and Wages to Software License/Maintenance; to transfer \$25,000 from Salaries and Wages to Capital Outlay/Maintenance; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

18-109 B. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE ANN ARBOR DISTRICT LIBRARY LIBRARIANS ASSOCIATION  
 (Item of action)

Treasurer Leija, supported by Trustee Barney Newman, moved the Board resolves as follows: 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; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

NAYS: None

Motion passed 6-0.

18-110

C. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE ANN ARBOR DISTRICT LIBRARY STAFF ASSOCIATES  
 (Item of action)

Treasurer Leija, supported by Trustee Sherman, moved the Board resolves as follows: 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; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

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

Treasurer Leija, supported by Trustee Barney Newman, moved for a closed session for discussion of real estate at the July 16, 2018 Board meeting.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

18-112 XIII. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 18, 2018

There were no additional citizens' comments.

18-113      XIV.    ADJOURNMENT

President Vander Broek adjourned the meeting at 7:50 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 June 18, 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 18-108**

**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 18<sup>th</sup> day of June, 2018 at 6:00 p.m.

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

ABSENT: Victoria Green

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

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: 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 June 18, 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 18-109**

**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 18<sup>th</sup> day of June, 2018 at 6:00 p.m.

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

ABSENT: Victoria Green

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

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: 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 June 18, 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 18-110**

**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 18<sup>th</sup> day of June, 2018 at 6:00 p.m.

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

ABSENT: Victoria Green

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

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: 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 June 18, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Edward Surovell, Board Secretary



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

To:  
 Last  
 Last  
 Last

Check Date From:  
 Checkbook ID First

To:  
 6/30/2018  
 Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
058450	A1RENTAL	A-1 RENTAL, INC.	6/7/2018	CHECK	PMCHK00002167	\$395.00
058451	ADASTR	ADAMS STREET PUBLISHING CO.	6/7/2018	CHECK	PMCHK00002167	\$3,580.00
058452	ALLENB	ALLIANCE ENTERTAINMENT	6/7/2018	CHECK	PMCHK00002167	\$479.70
058453	ANNARB	ANN ARBOR OBSERVER	6/7/2018	CHECK	PMCHK00002167	\$3,910.40
058454	ANNDR0	ANNE DROZD	6/7/2018	CHECK	PMCHK00002167	\$74.50
058455	APPLE	APPLE, INC.	6/7/2018	CHECK	PMCHK00002167	\$17,984.00
058456	ARNAND	ARNOLD ANDREASEN	6/7/2018	CHECK	PMCHK00002167	\$100.00
058457	B&H	B&H PHOTO-VIDEO	6/7/2018	CHECK	PMCHK00002167	\$1,291.62
058458	BAKTAY	BAKER & TAYLOR	6/7/2018	CHECK	PMCHK00002167	\$17,664.59
058459	BARNOB1	BARNES & NOBLE INC.	6/7/2018	CHECK	PMCHK00002167	\$288.04
058460	BETMAN	BETH MANUEL	6/7/2018	CHECK	PMCHK00002167	\$41.85
058461	BLAAUD	BLACKSTONE PUBLISHING	6/7/2018	CHECK	PMCHK00002167	\$2,417.87
058462	BRIAUD	BRILLIANCE PUBLISHING, INC.	6/7/2018	CHECK	PMCHK00002167	\$504.81
058463	BUSCAR	BUSINESS CARD	6/7/2018	CHECK	PMCHK00002167	\$749.98
058464	CARBRO	CARPENTER BROS.	6/7/2018	CHECK	PMCHK00002167	\$20.78
058465	CDW-G	CDW GOVERNMENT	6/7/2018	CHECK	PMCHK00002167	\$6,947.22
058466	CIESTR	CIERRA STRAWDER	6/7/2018	CHECK	PMCHK00002167	\$19.55
058468	CUMANN	CUMULUS ANN ARBOR	6/7/2018	CHECK	PMCHK00002167	\$759.99
058469	CURBCO	CURBCO INC	6/7/2018	CHECK	PMCHK00002167	\$600.00
058470	DAYHAR	DAYTON HARE	6/7/2018	CHECK	PMCHK00002167	\$100.00
058471	DICBLI	BLICK ART MATERIALS	6/7/2018	CHECK	PMCHK00002167	\$557.50
058472	EMISLO	EMILY ROSE SLOMOVITS	6/7/2018	CHECK	PMCHK00002167	\$100.00
058473	EOUSOF	EOUINOX OPEN LIB INIT, INC	6/7/2018	CHECK	PMCHK00002167	\$1,658.35
058474	ERIMAN	ERIN MANN	6/7/2018	CHECK	PMCHK00002167	\$200.00
058475	FINLUM	FINGERLE LUMBER COMPANY	6/7/2018	CHECK	PMCHK00002167	\$35.01
058476	FRIOP	FRIENDS OF THE AADL	6/7/2018	CHECK	PMCHK00002167	\$35.80
058477	GOPHER	GOPHER	6/7/2018	CHECK	PMCHK00002167	\$847.67
058478	GRADUATE	GRADUATE ANN ARBOR	6/7/2018	CHECK	PMCHK00002167	\$177.45
058479	GRAINGER	GRAINGER	6/7/2018	CHECK	PMCHK00002167	\$1,548.02
058480	HENGLA	HENDERSON GLASS	6/7/2018	CHECK	PMCHK00002167	\$468.89
058481	HERDES	HERO DESIGN, LLC	6/7/2018	CHECK	PMCHK00002167	\$14,500.00
058482	JERUGAR	JERUSALEM GARDEN	6/7/2018	CHECK	PMCHK00002167	\$1,205.00
058483	JEWISHNE	JEWISH NEWS	6/7/2018	CHECK	PMCHK00002167	\$263.00
058484	KATCAT	KATHERINE'S CATERING	6/7/2018	CHECK	PMCHK00002167	\$2,572.45
058485	KATLET	KATHLEEN LETTS	6/7/2018	CHECK	PMCHK00002167	\$100.00
058486	KATMON	KATIE MONKIEWICZ	6/7/2018	CHECK	PMCHK00002167	\$37.37
058487	KATULE	KATHRYN ULEMAN	6/7/2018	CHECK	PMCHK00002167	\$481.25
058488	KELULL	KELSEY ULLENBRUCH	6/7/2018	CHECK	PMCHK00002167	\$41.58
058489	LIRZHE	LIRONG ZHENG	6/7/2018	CHECK	PMCHK00002167	\$341.55
058490	LOWE'S	LOWES BUSINESS ACCOUNT	6/7/2018	CHECK	PMCHK00002167	\$1,185.12
058491	MANCOS	MANER COSTERISAN	6/7/2018	CHECK	PMCHK00002167	\$240.00
058492	MARBAN	MARTIN BANDYKE	6/7/2018	CHECK	PMCHK00002167	\$400.00
058493	MICKRE	MICHELLE KRELL KYDD	6/7/2018	CHECK	PMCHK00002167	\$1,200.00
058494	MIDTAP	MIDWEST TAPE	6/7/2018	CHECK	PMCHK00002167	\$1,461.18
058495	NATBUS	NATIONAL BUSINESS FURNITURE	6/7/2018	CHECK	PMCHK00002167	\$262.00
058496	NVREN	NV RENTALS	6/7/2018	CHECK	PMCHK00002167	\$385.00
058497	OFFDEP	OFFICE DEPOT, INC.	6/7/2018	CHECK	PMCHK00002167	\$645.82
058498	PRITEC	PRINT TECH INC.	6/7/2018	CHECK	PMCHK00002167	\$10,012.58
058499	RAEHOE	RAE HOEKSTRA	6/7/2018	CHECK	PMCHK00002167	\$100.00
058500	RANHOU	PENGUIN RANDOM HOUSE, LLC	6/7/2018	CHECK	PMCHK00002167	\$453.75
058501	RECBOO	RECORDED BOOKS, INC.	6/7/2018	CHECK	PMCHK00002167	\$2,434.36
058502	ROBNEE	ROBERT W NEEDHAM	6/7/2018	CHECK	PMCHK00002167	\$300.00
058503	ROLNAS	ROLA NASHEF	6/7/2018	CHECK	PMCHK00002167	\$500.00
058504	SCACRE	SCARLET CRANE CREATIONS	6/7/2018	CHECK	PMCHK00002167	\$200.00
058505	SCHSOU	SCHEDULE SOURCE, INC	6/7/2018	CHECK	PMCHK00002167	\$947.50
058506	STAHAR	STADIUM HARDWARE	6/7/2018	CHECK	PMCHK00002167	\$523.46
058507	SWESOU	SWEETWATER SOUND INC.	6/7/2018	CHECK	PMCHK00002167	\$199.80
058508	THOGAL	GALE/CENGAGE LEARNING	6/7/2018	CHECK	PMCHK00002167	\$28.79
058509	UNDGRO	UNDERGROUND PRINTING	6/7/2018	CHECK	PMCHK00002167	\$4,410.00
058510	WDIV	WDIV	6/7/2018	CHECK	PMCHK00002167	\$2,000.00
058511	7CYLSTU	7 CYLINDERS STUDIO	6/14/2018	CHECK	PMCHK00002169	\$1,500.00
058512	A.M. SERV	A.M. SERVICES, INC	6/14/2018	CHECK	PMCHK00002169	\$9,141.75
058513	AASCH	AAPS/WISD TRANSPORTATION	6/14/2018	CHECK	PMCHK00002169	\$5,945.91
058514	AGRSER	A GROWING SERVICE LLC	6/14/2018	CHECK	PMCHK00002169	\$340.00
058515	ALLENB	ALLIANCE ENTERTAINMENT	6/14/2018	CHECK	PMCHK00002169	\$278.03
058516	ALLJON	ALLISON JONES	6/14/2018	CHECK	PMCHK00002169	\$35.80
058517	AMACORP	AMAZON	6/14/2018	CHECK	PMCHK00002169	\$4,145.82
058518	AMASCH	AMANDA SCHOTT	6/14/2018	CHECK	PMCHK00002169	\$34.72
058519	AMYTAR	AMY TARRANT	6/14/2018	CHECK	PMCHK00002169	\$150.00
058520	ANNHAM	ANNILEE HAMPTON	6/14/2018	CHECK	PMCHK00002169	\$150.00
058521	AUBPIE	AUBREY PIERSON	6/14/2018	CHECK	PMCHK00002169	\$100.00
058522	BAKTAY	BAKER & TAYLOR	6/14/2018	CHECK	PMCHK00002169	\$28,776.40
058523	BETBEC	BETSY JANE BECKERMAN	6/14/2018	CHECK	PMCHK00002169	\$1,320.00
058524	BREWER	BREWER'S	6/14/2018	CHECK	PMCHK00002169	\$705.65
058525	BUSVAL	BUSCH'S, INC.	6/14/2018	CHECK	PMCHK00002169	\$106.88
058526	CDW-G	CDW GOVERNMENT	6/14/2018	CHECK	PMCHK00002169	\$194.30
058527	CHASOV	CHARLOTTE SOVKA	6/14/2018	CHECK	PMCHK00002169	\$250.00
058528	CLAROB	CLAIRE ROBINSON	6/14/2018	CHECK	PMCHK00002169	\$75.00
058529	CUMULUS	CUMULUS BROADCASTING, INC.	6/14/2018	CHECK	PMCHK00002169	\$1,210.11
058530	DEECHA	DEEYA CHATURVEDI	6/14/2018	CHECK	PMCHK00002169	\$75.00
058531	DIGKEY	DIGI-KEY ELECTRONICS	6/14/2018	CHECK	PMCHK00002169	\$111.95
058532	ELLVH	ELLEN LIVINGSTON	6/14/2018	CHECK	PMCHK00002169	\$125.00
058533	ELYTHO	ELYSE THOMAS	6/14/2018	CHECK	PMCHK00002169	\$125.00
058534	EVEHOL	EVELYN HOLLENSHEAD	6/14/2018	CHECK	PMCHK00002169	\$56.49
058535	FELROS	FELICITY ROSA-DAVIES	6/14/2018	CHECK	PMCHK00002169	\$50.00



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
058629	STEHAM	STEVE HAMAKER	6/21/2018	CHECK	PMCHK00002173	\$1,125.00
058630	THOGAL	GALE/CENGAGE LEARNING	6/21/2018	CHECK	PMCHK00002173	\$390.60
058631	ULINE	ULINE, INC.	6/21/2018	CHECK	PMCHK00002173	\$151.24
058632	UNDGRO	UNDERGROUND PRINTING	6/21/2018	CHECK	PMCHK00002173	\$43,675.50
058633	UNUMPRO	UNUM LIFE INSURANCE	6/21/2018	CHECK	PMCHK00002173	\$3,356.96
058634	UNUMPRO1	UNUM LIFE INSURANCE	6/21/2018	CHECK	PMCHK00002173	\$2,958.39
058635	AAFILM	ANN ARBOR FILM FESTIVAL	6/21/2018	CHECK	PMCHK00002173	\$1,023.00
058636	CRADDO	CRAWFORD DOOR SALES	6/21/2018	CHECK	PMCHK00002173	\$480.00
058637	PLATEC	PLASTIC TECH M&R, LLC	6/21/2018	CHECK	PMCHK00002173	\$1,961.00
058638	UNDGRO	UNDERGROUND PRINTING	6/25/2018	CHECK	PMCHK00002175	\$3,311.00
058639	AANEWS	THE ANN ARBOR NEWS	6/28/2018	CHECK	PMCHK00002176	\$322.40
058640	AFSMITH	A.F. SMITH ELECTRIC, INC.	6/28/2018	CHECK	PMCHK00002176	\$1,936.61
058641	AMEHIS	AMELIA HISSONG	6/28/2018	CHECK	PMCHK00002176	\$320.00
058642	ANNCABINETS	ANN ARBOR CABINET & COUNTER	6/28/2018	CHECK	PMCHK00002176	\$1,360.00
058643	ANNHRA	MOCHIMOCHI LAND	6/28/2018	CHECK	PMCHK00002176	\$2,800.00
058644	APPIMA	APPLIED IMAGING	6/28/2018	CHECK	PMCHK00002176	\$2,966.62
058645	B&H	B&H PHOTO-VIDEO	6/28/2018	CHECK	PMCHK00002176	\$1,063.96
058646	BETBAT	BETH BATTEY	6/28/2018	CHECK	PMCHK00002176	\$360.00
058647	CRADDO	CRAWFORD DOOR SALES	6/28/2018	CHECK	PMCHK00002176	\$798.00
058648	DAWHEN	DAWN L. HENRY	6/28/2018	CHECK	PMCHK00002176	\$450.00
058649	DEMCO	DEMCO	6/28/2018	CHECK	PMCHK00002176	\$2,849.28
058650	DIADUD	DIANNE LYNN DUDLEY	6/28/2018	CHECK	PMCHK00002176	\$100.00
058651	DTEENE1	DTE ENERGY	6/28/2018	CHECK	PMCHK00002176	\$7,439.17
058652	ELINEI	ELI NEIBURGER	6/28/2018	CHECK	PMCHK00002176	\$195.00
058653	GOPHER	GOPHER	6/28/2018	CHECK	PMCHK00002176	\$420.67
058654	GRADUATE	GRADUATE ANN ARBOR	6/28/2018	CHECK	PMCHK00002176	\$751.80
058655	HURELE	HURON VALLEY ELECTRIC	6/28/2018	CHECK	PMCHK00002176	\$1,237.00
058656	JANWAY	JANWAY COMPANY USA, INC	6/28/2018	CHECK	PMCHK00002176	\$7,990.34
058657	JENDOT	JENNICA DOTSON	6/28/2018	CHECK	PMCHK00002176	\$25.54
058658	JOURET	JOURNEY RETIREMENT PLAN LLC	6/28/2018	CHECK	PMCHK00002176	\$231.25
058659	KATULE	KATHRYN ULEMAN	6/28/2018	CHECK	PMCHK00002176	\$537.50
058660	MANCOS	MANER COSTERISAN	6/28/2018	CHECK	PMCHK00002176	\$4,279.30
058661	NEOPOST	NEOFUNDS	6/28/2018	CHECK	PMCHK00002176	\$1,000.00
058662	OFFDEP	OFFICE DEPOT, INC.	6/28/2018	CHECK	PMCHK00002176	\$295.31
058663	PAYCOO	PAYTON COOK	6/28/2018	CHECK	PMCHK00002176	\$800.00
058664	PLAWIS	PLANTWISE	6/28/2018	CHECK	PMCHK00002176	\$2,500.00
058665	PREPET	PREUSS PETS	6/28/2018	CHECK	PMCHK00002176	\$1,402.14
058666	RICRET	RICHARD RETYI	6/28/2018	CHECK	PMCHK00002176	\$99.60
058667	STAPLE	STAPLES ADVANTAGE	6/28/2018	CHECK	PMCHK00002176	\$314.99
058668	TELSYS	TELSYSTEMS	6/28/2018	CHECK	PMCHK00002176	\$387.00
058669	ULINE	ULINE, INC.	6/28/2018	CHECK	PMCHK00002176	\$1,736.27
058670	UNISTA	UNITED STATES POSTAL SERVICES	6/28/2018	CHECK	PMCHK00002176	\$5,000.00
058671	BRIENG	BRICKENGRAVER, LLC	6/28/2018	CHECK	PMCHK00002176	\$202.50
EFT00134	OXFPRO	2725-2805 ASSOCIATES, LLC	6/1/2018	CHECK	PMCHK00002166	\$11,152.70
EFT00135	CINTAS	CINTAS CORPORATION	6/7/2018	CHECK	PMCHK00002168	\$438.83
EFT00136	COMCAS	COMCAST	6/7/2018	CHECK	PMCHK00002168	\$34.02
EFT00137	CITALARM	CITY OF ANN ARBOR	6/15/2018	CHECK	PMCHK00002171	\$164.00
EFT00138	CITWATER	CITY OF AA WATER UTILITIES	6/15/2018	CHECK	PMCHK00002171	\$3,258.12
EFT00139	UNIPAR	UNITED PARCEL SERVICE	6/15/2018	CHECK	PMCHK00002171	\$83.18
EFT00140	WASMAN	WASTE MANAGEMENT OF MICHIGAN	6/15/2018	CHECK	PMCHK00002171	\$271.34
EFT00141	CINTAS	CINTAS CORPORATION	6/15/2018	CHECK	PMCHK00002171	\$365.00
EFT00142	ATTMOB	AT&T MOBILITY	6/21/2018	CHECK	PMCHK00002174	\$427.71
EFT00143	CINTAS	CINTAS CORPORATION	6/21/2018	CHECK	PMCHK00002174	\$277.36
EFT00144	VERWIRC	VERIZON WIRELESS	6/21/2018	CHECK	PMCHK00002174	\$957.24
EFT00145	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	6/28/2018	CHECK	PMCHK00002177	\$70,718.03
EFT00146	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	6/28/2018	CHECK	PMCHK00002177	\$5,531.57
EFT00147	CINTAS	CINTAS CORPORATION	6/28/2018	CHECK	PMCHK00002177	\$434.46
EFT00148	CITWATER	CITY OF AA WATER UTILITIES	6/28/2018	CHECK	PMCHK00002177	\$1,002.31
EFT00149	DTEENE	DTE ENERGY	6/28/2018	CHECK	PMCHK00002177	\$17,285.48
EFT00150	TDSMET	TDS	6/28/2018	CHECK	PMCHK00002177	\$8,341.86
EFT00151	VERWIRC	VERIZON WIRELESS	6/28/2018	CHECK	PMCHK00002177	\$1,902.04

Total Checks: 238

Total Amount of Checks: \$549,183.97

## Ann Arbor District Library Financial Summary for June 2018

### Cash

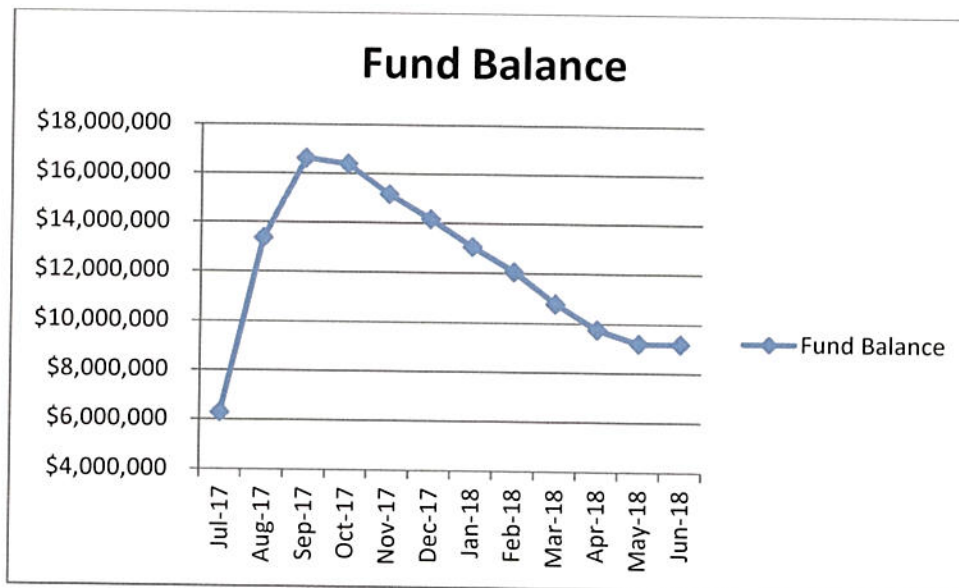
The unrestricted cash balance as of June 30, 2018 is \$7,590,483 down from \$9,793,934 as of the end of May 2018.

### Tax Receipts

The Library has received \$15,634,833 which is \$36,775 more than the annual budgeted tax receipts of \$15,598,058 as of June 30, 2018.

### Fund Balance Activity

The Library has a positive fund balance of \$9,174,802 as of June 30, 2018 down from \$9,184,746 as of the end of May 2018.



## Ann Arbor District Library Financial Summary for June 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:

Professional Services:	Due to consulting services regarding Dynamics GP/ReQlogic
Building Rental:	Due to prorated share of Westgate property tax not budgeted
Grant Expenses:	Due to Summer Game expenses
Capital Outlay/Maint:	Due to fiber network install at MCB, TRV, DTN & WGT

Total Expenditures are under budget year-to-date by \$1,529,022.

## 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 June 30, 2018

	June			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>REVENUES:</b>						
Property taxes, net	\$ 148,550	\$ 1,299,838	\$ (1,151,288)	\$ 15,634,833	\$ 15,598,058	\$ 36,775
State aid	7,500	7,500	-	90,000	90,000	-
State penal fines	18,750	18,750	-	225,000	225,000	-
Interest income	(337)	2,083	(2,420)	38,983	25,000	13,983
Copier revenue	3,113	2,083	1,029	36,190	25,000	11,190
Grants and memorials	-	4,167	(4,167)	200,000	50,000	150,000
Library fines, fees and other	16,538	20,833	(4,295)	204,803	250,000	(45,197)
Non-resident fees	1,088	1,250	(163)	17,963	15,000	2,963
Rental revenue	-	2,593	(2,593)	31,110	31,110	-
<b>TOTAL REVENUES:</b>	<b>\$ 195,202</b>	<b>\$ 1,359,097</b>	<b>\$ (1,163,895)</b>	<b>\$ 16,478,883</b>	<b>\$ 16,309,168</b>	<b>\$ 169,715</b>
<b>EXPENDITURES:</b>						
<b>Current:</b>						
<b>Personnel:</b>						
Salaries and wages	\$ 542,908	\$ 557,154	\$ (14,246)	\$ 6,549,058	\$ 6,685,849	\$ (136,791)
Employee benefits	64,854	145,175	(80,321)	1,661,770	1,742,103	(80,333)
Employment taxes	40,563	43,085	(2,522)	485,859	517,014	(31,155)
<b>Purchased services:</b>						
Custodial services	20,740	22,667	(1,927)	270,145	272,000	(1,855)
Accounting/Audit	1,292	1,292	-	14,208	15,500	(1,292)
Legal	5,267	8,333	(3,066)	37,027	100,000	(62,973)
Professional services	22,901	17,318	5,582	211,366	207,820	3,546
<b>Utilities</b>	35,182	40,750	(5,568)	410,289	489,000	(78,711)
<b>Property Insurance</b>	8,752	8,517	235	92,245	102,200	(9,955)
<b>Communications</b>	18,132	17,083	1,048	204,644	205,000	(356)
<b>Materials</b>	190,164	150,183	39,981	1,625,620	1,802,200	(176,580)
<b>Software Licenses/Maint</b>	13,836	14,792	(956)	175,533	177,500	(1,967)
<b>Building Rental</b>	11,153	53,171	(42,018)	650,142	638,052	12,090
<b>Seminars, conferences and travel</b>	6,741	2,388	4,354	22,677	28,650	(5,973)
<b>Copier Expense</b>	2,967	3,750	(783)	31,821	45,000	(13,179)
<b>Library Programming</b>	120,971	50,683	70,288	480,235	608,200	(127,965)
<b>Grant and Memorial Expenditures</b>	62,285	4,167	58,118	132,270	50,000	82,270
<b>Operating Supplies</b>	31,350	24,008	7,342	226,224	288,100	(61,875)
<b>Repairs &amp; Maintenance</b>	61,098	43,427	17,671	490,062	521,125	(31,063)
<b>Postage</b>	6,917	2,917	4,001	19,415	35,000	(15,585)
<b>Other Operating Expenditures</b>	1,367	3,435	(2,067)	20,597	41,215	(20,618)
<b>Capital Outlay/Maintenance Expense</b>	71,305	70,833	471	850,871	850,000	871
<b>Capital Project Fund Expense</b>	-	73,970	(73,970)	118,068	887,640	(769,572)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,340,743</b>	<b>\$ 1,359,097</b>	<b>\$ (18,354)</b>	<b>\$ 14,780,146</b>	<b>\$ 16,309,168</b>	<b>\$ (1,529,022)</b>
Revenue over (under) expenditures	\$ (1,145,542)	\$ -	\$ (1,182,249)	\$ 1,698,737	\$ -	\$ 1,698,737
<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>\$ (1,145,542)</b>	<b>\$ -</b>	<b>\$ (1,182,249)</b>	<b>\$ 1,698,737</b>	<b>\$ -</b>	<b>\$ 1,698,737</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>\$ 3,741,312</b>	<b>\$ 4,886,853</b>	<b>\$ (1,182,249)</b>	<b>\$ 6,585,590</b>	<b>\$ 4,886,853</b>	<b>\$ 1,698,737</b>

## ANN ARBOR DISTRICT LIBRARY

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

Governmental Funds

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

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 15,634,833	\$ -	\$ -	\$ 15,634,833
State aid	90,000	-	-	90,000
State penal fines	225,000	-	-	225,000
Interest income	38,983	-	1,051	40,035
Copier revenue	36,190	-	-	36,190
Grants and memorials	200,000	-	77,191	277,191
Library fines, fees and other	204,803	-	-	204,803
Non-resident fees	17,963	-	-	17,963
Rental revenue	31,110	-	-	31,110
<b>TOTAL REVENUES:</b>	<b>\$ 16,478,883</b>	<b>\$ -</b>	<b>\$ 78,243</b>	<b>\$ 16,557,126</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 6,549,058	\$ -	\$ -	\$ 6,549,058
Employee benefits	1,661,770	-	-	1,661,770
Employment taxes	485,859	-	-	485,859
<b>Purchased services:</b>				
Custodial services	270,145	-	-	270,145
Accounting/Audit	14,208	-	-	14,208
Legal	37,027	-	-	37,027
Professional services	211,366	-	-	211,366
<b>Utilities</b>				
Property insurance	410,289	-	-	410,289
Communications	92,245	-	-	92,245
Materials	204,644	-	-	204,644
Software Licenses/Maint	1,625,620	-	-	1,625,620
Building Rental	175,533	-	-	175,533
Seminars, conferences and travel	650,142	-	-	650,142
Copier Expense	22,677	-	-	22,677
Library Programming	31,821	-	-	31,821
Grant and Memorial Expenditures	480,235	-	-	480,235
Operating Supplies	132,270	-	-	132,270
Repairs and Maintenance	226,224	-	-	226,224
Postage	490,062	-	-	490,062
Other Operating Expenditures	19,415	-	-	19,415
Capital Outlay/Maintenance Expense	20,597	-	-	20,597
Capital Fund Expense	850,871	-	30,574	881,445
	-	118,068	-	118,068
<b>TOTAL EXPENDITURES:</b>	<b>\$ 14,662,078</b>	<b>\$ 118,068</b>	<b>\$ 30,574</b>	<b>\$ 14,810,720</b>
Revenue over (under) expenditures	\$ 1,816,805	\$ (118,068)	\$ 47,669	\$ 1,746,406
<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>\$ 1,816,805</b>	<b>\$ (118,068)</b>	<b>\$ 47,669</b>	<b>\$ 1,746,406</b>
Fund balance, beginning of year	\$ 4,886,853	\$ 1,004,892	\$ -	\$ 5,891,745
<b>Fund balance, end of year</b>	<b>\$ 6,703,658</b>	<b>\$ 886,825</b>	<b>\$ 47,669</b>	<b>\$ 7,638,151</b>

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**

Governmental Funds

June 30, 2018

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 3,713,924	\$ 886,825	\$ 507,884	\$ 5,108,632
Investments	4,574,053	-	-	4,574,053
Due from other governmental units	315,000	-	-	315,000
Prepaid items	290,264	-	-	290,264
<b>Total assets</b>	<b>\$ 8,893,241</b>	<b>\$ 886,825</b>	<b>\$ 507,884</b>	<b>\$ 10,287,949</b>
<b>Liabilities</b>				
Accounts payable	257,812	-	-	257,812
Accrued payroll and benefits	280,584	-	-	280,584
<b>Total liabilities</b>	<b>\$ 538,396</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 538,396</b>
<b>Deferred Outflows</b>				
Unavailable Property Tax Revenue	\$ 36,775	\$ -	\$ -	\$ 36,775
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 290,264	\$ -	\$ -	\$ 290,264
Permanent corpus	-	-	350,000	350,000
Restricted for endowments	-	-	157,884	157,884
Committed for capital projects	-	886,825	-	886,825
Encumbered	450,761	-	-	450,761
Unassigned	7,577,045	-	-	7,577,045
<b>Total fund balances</b>	<b>\$ 8,318,070</b>	<b>\$ 886,825</b>	<b>\$ 507,884</b>	<b>\$ 9,712,778</b>
<b>Total liabilities and fund balances</b>	<b>\$ 8,893,241</b>	<b>\$ 886,825</b>	<b>\$ 507,884</b>	<b>\$ 10,287,949</b>



### Upcoming Events, and Issues of Interest

1. AADL will be hosting a major **Japanese Calligraphy Exhibit** from sister state **Shiga Prefecture** starting in August. A public reception with a demonstration marking the opening of the exhibit will be held Downtown on Sunday, August 19<sup>th</sup>, from 3:00 to 5:00 p.m.
2. Coming up in August are three more big events. First, on August 9<sup>th</sup> at the Kensington Court Hotel at Briarwood is AADL's **13th Annual Lego Contest** for All Ages. Public viewing of entries begins at 6:00 p.m. with the awards ceremony at 8:00 p.m. This event remains too big for even the lobbitorium! Then, on Saturday, August 25<sup>th</sup> from 11:00 a.m. to 5:00 p.m. is the debut of the **Ann Arbor Wayzgoose & Printing Festival**, a modern take on a 500 year-old printer's holiday, featuring vendors, demos, exhibits, and a Downtown Walking Tour. And third, **Summer Game** comes to a close with the **Game Over Gala** on Friday, August 31<sup>st</sup> from 6:00 to 8:00 p.m.
3. The Outreach and Neighborhood services staff worked with **Ann Arbor Public Schools** staff to organize half-day visits for rising 6<sup>th</sup>-9<sup>th</sup> graders in the **English Language Learning Summer program**. Their theme this summer is "reading". We welcomed 50 students Downtown on Tuesday, July 10<sup>th</sup> for tours of the building and collections, crafts in the Secret Lab and games in the MPR. We issued cards and waived fees/fines to reactivate cards so that every student had the opportunity to borrow material that day. We are looking forward to hosting a second group of students later this summer.
4. An MLive Photo Gallery [https://www.mlive.com/expo/news/erry-2018/07/807406bf4d1485/ann\\_arbor\\_district\\_library\\_too.html](https://www.mlive.com/expo/news/erry-2018/07/807406bf4d1485/ann_arbor_district_library_too.html) featuring our unique collection was picked up by the Translation and Documentation Library at the University of Salamanca in Spain (and on social) and they created their own blog post for their blog, focusing on the AADL music tools. night: <https://universoabierto.org/2018/07/10/la-biblioteca-del-distrito-de-ann-arbor-presta-todo-tipo-de-objetos-desde-telescopios-a-instrumentos-musicales/?platform=hootsuite>
5. Two members of the staff attended the **American Library Association** meeting in New Orleans in June. Below is a report from Events Manager Tim Grimes on highlights from the meeting.

In addition to my committee work on the ALA Awards Committee and powerful presentations by Michelle Obama, Viola Davis and Sally Field (all who have books coming out this fall) here are a few of the ALA sessions that I attended in New Orleans. Thanks again for the opportunity:

***Servant Leaders in the Library: Overcoming Adversity to Diversity***

A portion of a university library is currently residing in a shared building with several other university organizations. Each of the units sharing this space are traditional university organizations similar to any other college or university with their individual missions. After two decades of also sharing an administrative structure, the organizations were abruptly divided by the university administration with no prior planning. Unexpectedly, this led to a lack of communication and precipitated a temporary decline in collegiality throughout the ranks. During this period, Critical Race Theory (CRT) and Servant Leadership became the devices used to identify the problem and heal the organization.

Scholars have defined CRT as the study of the intersection of race, law and power. In other words, racism is systemically linked to the legal system. To retain white supremacy, the laws and policies of those in power are derived and maintained to ensure the subjugation of people of color in society. CRT scholars further incorporate the theory that law can be transformed to ultimately achieve equality. While there are many examples of organizations dominated by whites, a higher education institution situated in the southern region is one organism that reflects the racial hegemony of its Appalachian surroundings.

***Addressing Conflict Through Difficult and Uncomfortable Dialogues...Why This Is Important***

We live in a changing world and everywhere we turn these days we seem to be encountering interpersonal conflict within our libraries, our professional associations, and our personal environment. For a wide range of reasons, most individuals are not comfortable engaging in and trying to manage it. This discomfort can lead us to avoid situations involving conflict or overreact and try to manage it from a position of authority, both of which may not be ideal in addressing the conflict. Attendees will gain an understanding of recognizing elements

contributing to conflict, passive-aggressive behaviors, and get tips on engagement to address or move past difficult conflict-based situations.

***Breaking Below the Surface of Racism, Whiteness, and Implicit Bias***

As we work in our libraries providing services to our campus communities, we often find that our institutions exist as microcosms of our larger society. One way in which this is particularly true is in the presence of racism, whiteness, and implicit bias. In light of our core professional value of diversity and social responsibility, this interactive session will give us an opportunity to tackle what can often be very uncomfortable issues that arise in our library work. The goal for the session is for all of us to reach a shared understanding of the ways in which whiteness and racial bias operate in our institutions and services and the role we can and should play in helping to dismantle it.

***Lessons Learned from the 2017 Eclipse: What Participation in Charismatic Events Can Do For YOUR Library***

This session will help public libraries catalyze the momentum from the 2017 Solar Eclipse to make plans to participate in other charismatic STEM events in the coming year, partner with local and national STEM organizations (like NASA!), and find innovative ways to help their community see them in a new light. Presenters will discuss future STEM events, transformative stories from Eclipse participant libraries, and guide participants in their own future planning. Representatives from the National Center for Interactive Learning at the Space Science Institute (the STAR\_Net Program), NASA, and public libraries will comprise the session panel.

***The National Impact of Library Public Programs Assessment***

The IMLS-funded National Impact of Library Public Programs Assessment (NILPPA) was developed to understand the impact of library public programs nationwide. At the time of the conference in June 2018, the research initiative will be well underway. The research team will use this opportunity to share results with the field and invite practitioners to join the research process. (I had previously served on one of the advisory panels for this assessment in its early stages).

Director's Report  
July 2018

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

1. 3.1 The final planning for the bookable meeting rooms in the Malletts Creek, Pittsfield and Traverwood branches is near completion. Bidding for the projects will occur late summer/early fall this year.
2. 5.2 Library Administration is contracting with consultant Cook Ross to provide a half-day of training for Managers and Supervisors on identifying and eliminating unconscious bias in the hiring process. The training will occur in late September or early October.

### **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 23<sup>rd</sup>. The retreat was held in the West Side Room. The Board will review a summary of this retreat at their July meeting.

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

**Email to AADL:** To whom it may concern,

Thank you so much for getting the Dallas Series Dvd's and the Hallmark Series Dvd's! and the novels The Missing President, the Zookeepers Wife, Mary Higgins Clark, Damielle Steel, Nancy Thayer, John Grisham etc. and so many more excellent novels and DVDs etc.....

We appreciate all of you at the Ann Arbor District Library so much for everything you do!!!!!!

We the residents in Ann Arbor are very fortunate to have an outstanding library and staff!!!!!!

Director's Report  
July 2018

Wishing all of you a Happy 4<sup>th</sup> of July!!!!

Thank you and have a wonderful holiday!!!

P. Freer

***Library Response:*** Dear Ms. Freer,

*Thank you so much for your generous and kind note. I will make sure that everyone on staff sees it.*

*We hope that you, too, enjoy a fun 4th of July.*

\*\*\*\*\*

**Email to AADL:**

Josie,

Great talking with you just now.

Thank you very much for the outstanding event, Paint-Along with Bob Ross, last Saturday at the Downtown Library.

It was fantastic, I really appreciate you and your team putting it on.

Also, the young lady from AADL running the event (I didn't get her name, but she was the person speaking to the attendees) was absolutely great. She accommodated the overflow crowd, was simultaneously very professional and pleasant, and made the event totally fun and smooth running.

By the way, I regularly attend events that AADL holds every month, thank you for having such an active events program.

Thanks,  
Michael Conlin

*The AADL staff person referred to in this email is Valerie Sobczak. Many thanks to Valerie for a job well done.*

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 18-125**

**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 16<sup>th</sup> day of July, 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 \$3,545.80 from Salaries and Wages to Purchased Services.
- 2). To transfer \$12,090.05 from Salaries and Wages to Building Rental.
- 3). To transfer \$870.87 from Salaries and Wages to Capital Outlay/Maintenance.
- 4). To Amend Grants and Memorials to reflect the \$200,000.00 actually received.
- 5). To move \$500,000.00 of the \$1,698,737.00 revenue over expenditures to the Capital Project Fund and the remaining balance to the General Fund.
- 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

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