



Regular Meeting Agenda

Monday, February 18, 2019

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February 2019

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10	11	12	13	14	15	16
17	18 AADL Board Mtg	19	20	21	22	23
24	25	26	27	28		

March 2019

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3	4	5	6	7	8	9
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17	18 AADL Board Mtg	19	20	21	22	23
24 31	25	26	27	28	29	30

April 2019

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15 AADL Board Mtg	16	17	18	19	20
21 Closed Easter	22	23	24	25	26	27
28	29	30				

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, February 18, 2019 at 7:00 p.m.
 Ann Arbor District Library, Lower Level Multipurpose Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 19-021 I. CALL TO ORDER
- 19-022 II. ATTENDANCE
- 19-023 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 19-024 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of January 22, 2019 (pp. 3-12)
- CA-2 Approval of January 2019 Disbursements (pp. 13-16)
- 19-025 V. CITIZENS'S COMMENTS
- 19-026 VI. FINANCIAL REPORTS (pp. 17-21)
 Bill Cooper, Finance Manager
- 19-027 VII. COMMITTEE REPORTS
- 19-028 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 19-029 VIII. DIRECTOR'S REPORT (pp. 22-26)
 Josie B. Parker, Director
- 19-030 IX. OLD BUSINESS
- 18-049 A. UPDATE ON CONSTRUCTION PROJECTS
 (30 minutes)
 Len Lemorie, Facilities Manager
- 19-031 X. NEW BUSINESS

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 22, 2019

19-001 I. CALL TO ORDER

President Vander Broek called the meeting to order at 7:01 p.m.

19-002 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Jim Leija, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek
Staff: Josie Parker, Eli Neiburger, Bill Cooper, Karen Wilson (recorder)

19-003 III. ADMINISTRATION OF OATH OF MEMBERS

Judge Elizabeth Hines, Presiding

Judge Hines administered the oath of office to the following trustees:
Dharma Akmon, Jim Leija and S. Kerene Moore

öI, (name stated), DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF MICHIGAN, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF MEMBER OF THE DISTRICT LIBRARY BOARD OF THE ANN ARBOR DISTRICT LIBRARY, WASHTENAW COUNTY, MICHIGAN ACCORDING TO THE BEST OF MY ABILITY.ö

Director Parker thanked Judge Hines on behalf of the Board and staff for attending this evening's meeting and administering the oath of office to newly elected/re-elected board members.

19-004 IV. PRESIDENT'S REMARKS

President Vander Broek remarked that during her term as president she has learned so much. She thanked Jan Barney Newman and Prue Rosenthal for encouraging her to be on the Board. She thanked Director Parker and Associate Director Neiburger as being a "dream team" to work with. President Vander Broek also thanked her Board colleagues for their support during her tenure.

Trustee Leija thanked President Vander Broek for her leadership and courageousness, for being kind and diligent. Several other Board members expressed their appreciation for her also. Director Parker presented President Vander Broek with a bouquet of flowers in appreciation and staff gave her a standing ovation.

19-005 V. ELECT LIBRARY BOARD OFFICERS

1. PRESIDENT
(Item of action)
Roll call vote

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

A roll call vote was taken.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
NAYS: None

Motion passed 7-0.

2. VICE PRESIDENT
(Item of action)
Roll call vote

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

A roll call vote was taken.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
NAYS: None

Motion passed 7-0.

3. TREASURER
(Item of action)
Roll call vote

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

A roll call vote was taken.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
NAYS: None

Motion passed 7-0.

4. SECRETARY
(Item of action)
Roll call vote

Trustee Song, supported by Trustee Leija, nominated S. Kerene Moore for Secretary.

A roll call vote was taken.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
NAYS: None

Motion passed 7-0.

19-006 VI. INSTALLATION OF OFFICERS

The oath installing Board officers for 2019 was administered as follows: Trustee Song as President, Trustee Leija as Vice President, Trustee Sherman as Treasurer and Trustee Moore as Secretary.

öI, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.ö

19-007 VII. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

President Vander Broek relinquished control to the new officers. President Song presided over the remainder of the meeting.

19-008 VIII. APPROVAL OF AGENDA
(Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 22, 2019

Vice President Leija, supported by Secretary Moore, moved to approve the agenda.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
 NAYS: None

Motion passed 7-0.

19-009 IX. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of November 12, 2018 and November 14, 2018.

CA-2 Approval of November and December 2018 Disbursements.

Vice President Leija, supported by Treasurer Sherman, moved to approve the consent agenda.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek
 NAYS: None

Motion passed 7-0.

19-010 X. CITIZENSØ COMMENTS

Alan Haber

Hello, Board. I am a little apprehensive. I know that I am not the one person you are most enthusiastic to hear about. I represent the Ann Arbor Committee for the Community Commons, which wasn't one of your favorite ideas. But the people did say yes on Proposal A. I was here first about nine years ago, 2009 to first present the proposal for an Ann Arbor community commons when the City first put up the Library Lot with a request for proposals. And that proposal was not approved then and we worked and worked and worked. The people did an election, as you all know, last November and decided that was preferable and in the best interests of Ann Arbor for the use of the Library Lot as a community commons, a central park, a civic center and as a neighbor of the Library. And you also are a community commons

and I am really saying how can we as neighbors develop this center of the city, which this block is now called, in the best way for everyone. I think we should be partners. I am eager to see what development you want to see in the library. Our view of the community commons is really three part. A sculpture and maybe you have seen the picture around a green roof over the surface of the parking lot, a terrace balcony over where the parking ramps go abutting onto the property of First Martin and connecting to the Liberty Plaza. And over Library Lane from Division Street up to the Library a several story community civic center building. Some of the functions that we see needed are also some of the functions that you see is more necessary, a municipal auditorium, a ceremonial room, classrooms. We are interested in having a visitor center so when someone comes to Ann Arbor like they would come to Yosemite Park they would come to the visitor center, see what is this place, are we located in the Huron River Valley Watershed, what does the town look like, what is its history and have ongoing classrooms about particularly sustainability and what people know and need to about relays of living and about what is the commons. And I hope you will see in your task at the library of collection, begin to develop increasingly the language and literature of the commons. Which is not like just any commercial place. We take Elinor Ostrom's Nobel Prize winning book on governance of the commons which is a community resource held in the tradition of community not by the government, not by the corporation, but by the people themselves, self-generating, self-creating and taking care of future responsibilities, mutual respect and mutual benefit. I know there are many questions about difficulties that you have, that society has and I read through in your survey the several pages of concerns people had about homeless and such who are around here and that is certainly a concern I have as a community organizer and I think these problems of the difficult conditions of our society and people in difficulty can well be addressed not as problems but as opportunities and I will see this place in the center of the city also as a helpful place, as a healing place. When I first spoke I said my vision and now its many visions coming together. We are in the process of a vision quest. Looking back seven generations and forward seven generations including all the people here. What really is the vision of a center of the city, it speaks to the future of sustainability, to the culture of peace and non-violence. I think that is what we need to create together. I am basically here to say let's find out how to do it with we on our side of the Library Lane lot and let's cooperative and see what we do with you. I hope you will see

also define, designate some liason from the Board or staff to work with an ongoing way with we, the Committee for the Community Commons and the Library Conservancy and the City Council task force that is being created about this is doing. We need a close cooperation with all the commons. It was a very important concept, when I spoke, I was interviewed by a student from Community High about the petition process and at the end of it I asked her so what do you know about the commons? Well they don't teach anything. That's a problem with curriculum. The commons is what people struggle for all over the world against the privatizers. For what is a public resource on which our survival really depends. Thank you.

19-011 XI. FINANCIAL REPORTS
Bill Cooper, Finance Manager

Finance Manager Cooper presented the November and December 2018 financials in the Board Packet. He reviewed the components of his report for new Board members.

December tax receipts of \$15,638,772, 96.6% of the budgeted amount was received. Year-to-date revenue over expenditures was at \$15,867,858. No line items are over budget.

In response to a Board question he noted that City Lore Grant monies are expended when film showings with a speaker are scheduled.

19-012 XII. COMMITTEE REPORTS

19-013 A. EXECUTIVE COMMITTEE

President Song reported that the Executive Committee met in December. The committee worked with HBM and reviewed the annual meeting calendar. Trustee Vander Broek reported the committee talked about a 2019 Board Retreat and discussed the process for the strategic plan.

19-014 XIII. DIRECTOR'S REPORT
Josie B. Parker, Director

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

The African American Cultural and Historical Museum of Washtenaw County presented AADL with their Community Service Award. The Downtown Library will be closed for 10 days for re-carpeting and painting of the first floor lobby area beginning on February 25th.

AADL hosted WAPUR robotic championships in the Lobbytorium on December 16th. Rudolph Steiner High School and Jonesville High School won the event. Joe Malcoun and Dug Song took on the winning teams in an exhibition match.

Preschool Expo will be hosted in the AADL Lobbytorium on January 27th.

The 16th annual Washtenaw Reads was held on January 16th at Rackham Auditorium. Author Michelle Kuo spoke about her book *Reading with Patrick*. She was an amazing speaker.

On January 20th, a first for AADL, as we sponsored UM Women's Basketball versus Ohio State. Over 6,000 attended and the first 1,000 through the door received UM/AADL scarves. A brief video narrated by AADL staff was shown during the event advertising AADL services.

Meeting Room bids have been received and accepted. Malletts Creek will be closed for six weeks for construction and the collection will be converted to BISAC. Pittsfield and Traverwood will close for four weeks each. These closures will take place one at a time.

Administrative and supervisory staff attended half-day training on identifying and eliminating unconscious bias in the hiring process in December. The entire staff will receive this training on staff day this year.

Before the end of the fiscal year the fourth floor staff area will be re-carpeted, painted and staffing areas re-arranged.

Relocation of the WLBDP has begun.

A summary of public and staff comments were viewed along with a video of the robotics championship.

19-016 A. APPROVAL OF BOARD MEETING DATES FOR 2019
 (Item of discussion & action)

Treasurer Sherman, supported by Secretary Moore, moved to approve the 2019 Board meeting calendar as outlined on page 44 of the Board Packet.

The Board discussed the calendar and no issues were noted.

In order to verify quorum, Director Parker asked Board members to notify Administration if they are unable to attend a meeting.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek

NAYS: None

Motion passed 7-0.

19-017 B. BOARD BUDGET & FINANCE COMMITTEE APPOINTMENTS
 (Item of discussion & action)

President Song appointed Treasurer Sherman, Trustee Akmon and Trustee Green to the Board Budget and Finance Committee.

Treasurer Sherman, supported by Secretary Moore, moved to approve the Budget and Finance Committee appointments.

AYES: Akmon, Green, Leija, Moore, Sherman, Song, Vander Broek

NAYS: None

Motion passed 7-0.

19-018 C. HBM ARCHITECTS, LLC PRESENTATION
 Peter Bolek and Renee Moldovansky

Director Parker introduced Peter Bolek of HBM Architects.

Mr. Bolek gave an overview of the Downtown Library Building Program report his firm prepared.

The following was reviewed in his presentation:

- An overview of the AADL and the role of the Downtown Library.
- The intent of the building program and the process used.
- A summary of short-term space needs.
- A summary of long-term space needs.
- Recommendations of needed spaces within the library.
- An overview of the existing conditions of the current library.
- Recommended adjacency diagrams on various levels of the library based on square footage and footprint of the library.
- Proposed square footage for interior spaces.
- Estimated cost comparisons with other peer library sites.

Board members discussed the presentation and asked several follow-up questions. It was noted that this program statement is the first step in the process.

Vice President Leija noted that the need to develop space leads to the need for an analysis of operational outlay for increased space and programming. Mr. Bolek noted that test fits would look at timelines for budget and increases in operating costs.

President Song asked Mr. Bolek for information on his firm.

Mr. Bolek stated that 95% of HBM's work is library related. His firm works all over the country and is based in Cleveland. The firm has a total of eighteen staff, all familiar with libraries. The firm was established in 1976 and has worked on over 400 library buildings. Of those one half were renovations and one half were new builds. He has been with the firm for twenty years.

19-019 XV. CITIZENS' COMMENTS

Jess Letaw

Hi, I Jess Letaw. I'm a renter in Ann Arbor. I moved here for school as many people did. In my encounter with the community was when Josie talked to our class, talking to us about the architecture of Traverwood Library. So my introduction to the community outside of campus was really through AADL. I am super excited about the buildings, I love

about talking about buildings and I love thinking about buildings. I feel the same way about the library and so thinking about a library building is a special treat. I was thinking a little bit earlier today about the Detroit activist Grace Lee Boggs who said "is a right and a í forum for a new dream." I am kinda excited for what the building and the place of a new library could be. I just kinda wanted to be a voice for excitement and whatever that is, whatever the process is. It is really fun for those of us who geek out on spreadsheets and sixty-three page reports. But the building is going to be what ends up serving us all. So I am just advocating for architecture with a capital on the end and I am delighted to see HBM, really thoughtful partners on board.

19-020 XVI. ADJOURNMENT

President Song adjourned the meeting at 9:07 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the annual meeting held on January 22, 2019 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.

S. Kerene Moore, Board Secretary

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	1/1/2019
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
059937	ADASTR	ADAMS STREET PUBLISHING CO.	1/3/2019	CHECK	PMCHK00002245	\$2,272.00
059938	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/3/2019	CHECK	PMCHK00002245	\$1,150.69
059939	ANNOWE	ANNA OWEN INTERIORS	1/3/2019	CHECK	PMCHK00002245	\$1,387.50
059940	APPLE	APPLE, INC.	1/3/2019	CHECK	PMCHK00002245	\$2,111.00
059941	B&H	B&H PHOTO-VIDEO	1/3/2019	CHECK	PMCHK00002245	\$1,660.95
059942	BAKTAY	BAKER & TAYLOR	1/3/2019	CHECK	PMCHK00002245	\$7,857.77
059943	BATPLU	BATTERIES PLUS BULBS	1/3/2019	CHECK	PMCHK00002245	\$26.95
059944	BRIMALL	BRIARWOOD LLC	1/3/2019	CHECK	PMCHK00002245	\$200.00
059945	CDW-G	CDW GOVERNMENT	1/3/2019	CHECK	PMCHK00002245	\$187.20
059946	CONTI	CONTI	1/3/2019	CHECK	PMCHK00002245	\$637.50
059947	DEMCO	DEMCO	1/3/2019	CHECK	PMCHK00002245	\$6,681.52
059948	DIGKEY	DIGI-KEY ELECTRONICS	1/3/2019	CHECK	PMCHK00002245	\$31.67
059949	ELIJAM	ELIZABETH JAMES	1/3/2019	CHECK	PMCHK00002245	\$100.00
059950	FRIOF	FRIENDS OF THE AADL	1/3/2019	CHECK	PMCHK00002245	\$5,811.00
059951	FUSSHA	FUSCO SHAFFER & PAPPAS, INC	1/3/2019	CHECK	PMCHK00002245	\$28,570.00
059952	GRAINGER	GRAINGER	1/3/2019	CHECK	PMCHK00002245	\$331.48
059953	HANBUR	HANNAH BURR	1/3/2019	CHECK	PMCHK00002245	\$150.00
059954	JAMGLE	JAMES GLENN	1/3/2019	CHECK	PMCHK00002245	\$100.00
059955	KARHOF	KAREN G. HOFFMAN	1/3/2019	CHECK	PMCHK00002245	\$40.00
059956	KRISHU	KRISTIN SHULTZ-BROWN	1/3/2019	CHECK	PMCHK00002245	\$75.00
059957	MCNMCK	MCNAUGHTON-MCKAY	1/3/2019	CHECK	PMCHK00002245	\$524.22
059958	METEDG	HOLLINGER METAL EDGE, INC.	1/3/2019	CHECK	PMCHK00002245	\$727.33
059959	MICKRE	MICHELLE KRELL KYDD	1/3/2019	CHECK	PMCHK00002245	\$600.00
059960	MICPOW	MICHIGAN POWER RODDING	1/3/2019	CHECK	PMCHK00002245	\$213.00
059961	MIDTAP	MIDWEST TAPE	1/3/2019	CHECK	PMCHK00002245	\$8,298.49
059962	PAYCOO	PAYTON COOK	1/3/2019	CHECK	PMCHK00002245	\$300.00
059963	PRITEC	PRINT TECH INC.	1/3/2019	CHECK	PMCHK00002245	\$5,197.97
059964	RECANN	RECYCLE ANN ARBOR	1/3/2019	CHECK	PMCHK00002245	\$578.00
059965	REHROB	REHMANN ROBSON	1/3/2019	CHECK	PMCHK00002245	\$1,800.00
059966	ROBDAR	Robert Darvas Associates, P.C.	1/3/2019	CHECK	PMCHK00002245	\$3,645.00
059967	VELOSIO	VELOSIO	1/3/2019	CHECK	PMCHK00002245	\$3,860.00
059968	VOSLIG	VOSS LIGHTING	1/3/2019	CHECK	PMCHK00002245	\$33.60
059969	AMACOM	AMAZON.COM CREDIT PLAN	1/3/2019	CHECK	PMCHK00002245	\$1,601.56
059970	AMACORP	AMAZON	1/10/2019	CHECK	PMCHK00002247	\$4,412.03
059971	BREWER	BREWER'S	1/10/2019	CHECK	PMCHK00002247	\$707.08
059972	BUSCAR	BUSINESS CARD	1/10/2019	CHECK	PMCHK00002247	\$419.93
059973	BUSVAL	BUSCH'S, INC.	1/10/2019	CHECK	PMCHK00002247	\$717.63
059974	LUCROE	LUCY ROEHRIG	1/10/2019	CHECK	PMCHK00002247	\$28.12
059975	SCHSOU	SCHEDULE SOURCE, INC	1/10/2019	CHECK	PMCHK00002247	\$1,032.50
059976	AACLESUP	A2 CLEANING SUPPLY COMPANY	1/10/2019	CHECK	PMCHK00002247	\$230.63
059977	AAFILM	ANN ARBOR FILM FESTIVAL	1/10/2019	CHECK	PMCHK00002247	\$450.00
059978	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/10/2019	CHECK	PMCHK00002247	\$1,162.01
059979	ALLENT	ALLIANCE ENTERTAINMENT	1/10/2019	CHECK	PMCHK00002247	\$308.19
059980	AMYSUM	AMY LYNN SUMERTON	1/10/2019	CHECK	PMCHK00002247	\$1,000.00
059981	ANDPAI	ANDERSON PAINT COMPANY	1/10/2019	CHECK	PMCHK00002247	\$162.00
059982	APPLE	APPLE, INC.	1/10/2019	CHECK	PMCHK00002247	\$1,049.00
059983	ASHHUG	ASHLEY HUGHES	1/10/2019	CHECK	PMCHK00002247	\$50.00
059984	BAKTAY	BAKER & TAYLOR	1/10/2019	CHECK	PMCHK00002247	\$9,259.69
059985	BALSY	BALLA SY	1/10/2019	CHECK	PMCHK00002247	\$1,650.00
059986	BLAAUD	BLACKSTONE PUBLISHING	1/10/2019	CHECK	PMCHK00002247	\$2,040.73
059987	BRIAUD	BRILLIANCE PUBLISHING, INC.	1/10/2019	CHECK	PMCHK00002247	\$332.38
059988	CHELIB	CHEBOYGAN AREA PUBLIC LIBRARY	1/10/2019	CHECK	PMCHK00002247	\$20.45
059989	CONTI	CONTI	1/10/2019	CHECK	PMCHK00002247	\$382.50
059990	COOROS	COOK ROSS, INC	1/10/2019	CHECK	PMCHK00002247	\$6,038.15
059991	CURBCO	CURBCO INC	1/10/2019	CHECK	PMCHK00002247	\$668.31
059992	DAWHEN	DAWN L. HENRY	1/10/2019	CHECK	PMCHK00002247	\$900.00
059993	DENBAL	DENNIS BALL	1/10/2019	CHECK	PMCHK00002247	\$669.00
059994	FASTSI	FASTSIGNS	1/10/2019	CHECK	PMCHK00002247	\$528.35

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
059995	FERENT	FERGUSON ENTERPRISES	1/10/2019	CHECK	PMCHK00002247	\$362.05
059996	GRAKOT	GRACE HELMS KOTRE	1/10/2019	CHECK	PMCHK00002247	\$100.00
059997	JENHAR	JENNIFER HARLEY	1/10/2019	CHECK	PMCHK00002247	\$120.00
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059999	KRIVIO	KRISTEN VIOLETTA	1/10/2019	CHECK	PMCHK00002247	\$100.00
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060002	LUCROB	LUC ROBINSON	1/10/2019	CHECK	PMCHK00002247	\$50.00
060003	MARBAN	MARTIN BANDYKE	1/10/2019	CHECK	PMCHK00002247	\$400.00
060004	MARHEN	MARY HENDERSON	1/10/2019	CHECK	PMCHK00002247	\$100.00
060005	MICMUN	MI MUN LEAGUE LIAB &PROP POOL	1/10/2019	CHECK	PMCHK00002247	\$112,059.00
060006	MONHIG	MONICA HIGMAN	1/10/2019	CHECK	PMCHK00002247	\$100.00
060007	OCLINS	OCLC, INC.	1/10/2019	CHECK	PMCHK00002247	\$4,169.60
060008	OFFDEP	OFFICE DEPOT, INC.	1/10/2019	CHECK	PMCHK00002247	\$103.35
060009	PREPET	PREUSS PETS	1/10/2019	CHECK	PMCHK00002247	\$802.26
060010	PRITEC	PRINT TECH INC.	1/10/2019	CHECK	PMCHK00002247	\$4,478.78
060011	RAEHOE	RAE HOEKSTRA	1/10/2019	CHECK	PMCHK00002247	\$100.00
060012	RANHOE	PENGUIN RANDOM HOUSE, LLC	1/10/2019	CHECK	PMCHK00002247	\$886.50
060013	REBFOR	REBECCA FORTES	1/10/2019	CHECK	PMCHK00002247	\$100.00
060014	ROBROB	ROBIN ROBINSON	1/10/2019	CHECK	PMCHK00002247	\$100.00
060015	SCHSEC	SCHILKE SECURITY	1/10/2019	CHECK	PMCHK00002247	\$1,170.00
060016	SHASON	SHAMBAUGH	1/10/2019	CHECK	PMCHK00002247	\$26,459.34
060017	SIEBRO	SIERRA BROWN	1/10/2019	CHECK	PMCHK00002247	\$100.00
060018	STAHAR	STADIUM HARDWARE	1/10/2019	CHECK	PMCHK00002247	\$231.46
060019	VALSOB	VALERIE SOBCZAK	1/10/2019	CHECK	PMCHK00002247	\$143.83
060020	YOUART	YOUTH ARTS ALLIANCE	1/10/2019	CHECK	PMCHK00002247	\$49.00
060021	3PLAYMED	3PLAY MEDIA	1/17/2019	CHECK	PMCHK00002249	\$444.36
060022	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/17/2019	CHECK	PMCHK00002249	\$1,237.52
060023	ALPCOU	ALPENA COUNTY LIBRARY	1/17/2019	CHECK	PMCHK00002249	\$15.00
060024	ANDHIL	ANDREW HILL	1/17/2019	CHECK	PMCHK00002249	\$150.00
060025	ANNARB	ANN ARBOR OBSERVER	1/17/2019	CHECK	PMCHK00002249	\$2,487.10
060026	APPIMA	APPLIED IMAGING	1/17/2019	CHECK	PMCHK00002249	\$2,420.08
060027	BAKTAY	BAKER & TAYLOR	1/17/2019	CHECK	PMCHK00002249	\$17,175.78
060028	BARNOB1	BARNES & NOBLE INC.	1/17/2019	CHECK	PMCHK00002249	\$319.13
060029	BETBEC	BETSY JANE BECKERMAN	1/17/2019	CHECK	PMCHK00002249	\$690.00
060030	BOOPAG	BOOKPAGE	1/17/2019	CHECK	PMCHK00002249	\$1,920.00
060031	BRANOR	KRISTIN NORTHROP	1/17/2019	CHECK	PMCHK00002249	\$165.00
060032	CARBRO	CARPENTER BROS.	1/17/2019	CHECK	PMCHK00002249	\$14.06
060033	DEMCO	DEMCO	1/17/2019	CHECK	PMCHK00002249	\$792.00
060034	DYKGOS	DYKEMA GOSSETT PLLC	1/17/2019	CHECK	PMCHK00002249	\$2,550.02
060035	FASTSI	FASTSIGNS	1/17/2019	CHECK	PMCHK00002249	\$257.90
060036	FERENT	FERGUSON ENTERPRISES	1/17/2019	CHECK	PMCHK00002249	\$64.26
060037	FRAWAN	FRANCES KAI-HWA WANG	1/17/2019	CHECK	PMCHK00002249	\$200.00
060038	IMRSYE	IMRAN SYED	1/17/2019	CHECK	PMCHK00002249	\$500.00
060039	JAZDEV	JAZZ DEVELOPMENT WORKSHOP, INC	1/17/2019	CHECK	PMCHK00002249	\$720.00
060040	KATULE	KATHRYN E. ULEMAN	1/17/2019	CHECK	PMCHK00002249	\$243.75
060041	KEEROD	KEEGAN RODGERS	1/17/2019	CHECK	PMCHK00002249	\$400.00
060042	KIRKUS	KIRKUS MEDIA LLC	1/17/2019	CHECK	PMCHK00002249	\$398.00
060043	LOWE'S	LOWES BUSINESS ACCOUNT	1/17/2019	CHECK	PMCHK00002249	\$169.69
060044	MAYBAR	MAYA BARAK	1/17/2019	CHECK	PMCHK00002249	\$200.00
060045	MCNMCK	MCNAUGHTON-MCKAY	1/17/2019	CHECK	PMCHK00002249	\$345.30
060046	MIDTAP	MIDWEST TAPE	1/17/2019	CHECK	PMCHK00002249	\$22,499.29
060047	MORNIN	MORNINGSTAR, INC.	1/17/2019	CHECK	PMCHK00002249	\$185.00
060048	PATFSMI	PATRICIA F. SMITH	1/17/2019	CHECK	PMCHK00002249	\$100.00
060049	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/17/2019	CHECK	PMCHK00002249	\$137.14
060050	REGBOO	REGENT BOOK CO., INC.	1/17/2019	CHECK	PMCHK00002249	\$31.47
060051	SAJVAD	SAJEEV VADAKOOTTU	1/17/2019	CHECK	PMCHK00002249	\$150.00
060052	SARKEL	SARA MELTON KELLER	1/17/2019	CHECK	PMCHK00002249	\$270.00
060053	SHETUR	SHERLONYA TURNER	1/17/2019	CHECK	PMCHK00002249	\$107.85
060054	SHUNIS	SHUNSUKE NISHIMURA	1/17/2019	CHECK	PMCHK00002249	\$60.00
060055	SIEBRO	SIERRA BROWN	1/17/2019	CHECK	PMCHK00002249	\$150.00
060056	SUAKHA	SU'AD KHABEER	1/17/2019	CHECK	PMCHK00002249	\$300.00
060057	SWESOU	SWEETWATER SOUND INC.	1/17/2019	CHECK	PMCHK00002249	\$139.99
060058	THOGAL	GALE/CENGAGE LEARNING	1/17/2019	CHECK	PMCHK00002249	\$353.11
060059	TOTVEN	TOTAL VENDING	1/17/2019	CHECK	PMCHK00002249	\$255.60

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060060	UNIEVA	UNIVERSITY OF EVANSVILLE LIB.	1/17/2019	CHECK	PMCHK00002249	\$74.95
060061	UNUMPRO	UNUM LIFE INSURANCE	1/17/2019	CHECK	PMCHK00002249	\$3,712.58
060062	UNUMPRO1	UNUM LIFE INSURANCE	1/17/2019	CHECK	PMCHK00002249	\$3,268.62
060063	WASHNE	WASHTENAW NEWS	1/17/2019	CHECK	PMCHK00002249	\$7,939.00
060064	WESENT	WESTGATE ENTERPRISES, LLC	1/17/2019	CHECK	PMCHK00002249	\$13,257.53
060065	YOUART	YOUTH ARTS ALLIANCE	1/17/2019	CHECK	PMCHK00002249	\$250.00
060066	ZACGOR	ZACHARY J. GORMAN	1/17/2019	CHECK	PMCHK00002249	\$100.00
060067	RICRET	RICHARD RETYI	1/17/2019	CHECK	PMCHK00002249	\$471.00
060068	JOSPAR	JOSIE PARKER	1/18/2019	CHECK	PMCHK00002251	\$53.50
060069	ADAUNS	ADAM UNSWORTH	1/23/2019	CHECK	PMCHK00002252	\$100.00
060070	ALLENT	ALLIANCE ENTERTAINMENT	1/23/2019	CHECK	PMCHK00002252	\$2,800.74
060071	AMBFAL	AMBER ADAMS-FALL	1/23/2019	CHECK	PMCHK00002252	\$350.00
060072	ANDPAI	ANDERSON PAINT COMPANY	1/23/2019	CHECK	PMCHK00002252	\$19.53
060073	ANNCABINETS	ANN ARBOR CABINET & COUNTER	1/23/2019	CHECK	PMCHK00002252	\$2,900.00
060074	APPIMA	APPLIED IMAGING	1/23/2019	CHECK	PMCHK00002252	\$2,695.44
060075	BAKTAY	BAKER & TAYLOR	1/23/2019	CHECK	PMCHK00002252	\$1,698.23
060076	BANOFAACC	BANK OF ANN ARBOR	1/23/2019	CHECK	PMCHK00002252	\$8,124.04
060077	CREWIN	CREATIVE WINDOWS	1/23/2019	CHECK	PMCHK00002252	\$346.50
060078	DAVMCM	DAVID MCMILLAN	1/23/2019	CHECK	PMCHK00002252	\$80.00
060079	DICBLI	BLICK ART MATERIALS	1/23/2019	CHECK	PMCHK00002252	\$197.50
060080	GARISTE	GARI STEIN	1/23/2019	CHECK	PMCHK00002252	\$100.00
060081	INTSYS	INTELLIGENT CONTROL SYSTEMS	1/23/2019	CHECK	PMCHK00002252	\$1,380.24
060082	JOHCON	JOHNSON CONTROLS SECURITY SOL	1/23/2019	CHECK	PMCHK00002252	\$4,151.14
060083	KATGOO	KATHRYN GOODSON	1/23/2019	CHECK	PMCHK00002252	\$100.00
060084	KITMCK	KITO MCKINNEY	1/23/2019	CHECK	PMCHK00002252	\$400.00
060085	LARZIE	LARA ZIELIN	1/23/2019	CHECK	PMCHK00002252	\$1,350.00
060086	MAKTHI	MAKE THIS WORLD FOUNDATION	1/23/2019	CHECK	PMCHK00002252	\$100.00
060087	MCNMCK	MCNAUGHTON-MCKAY	1/23/2019	CHECK	PMCHK00002252	\$251.25
060088	MERCON	MERCES CONSULTING	1/23/2019	CHECK	PMCHK00002252	\$3,250.00
060089	METCOM	METCOM	1/23/2019	CHECK	PMCHK00002252	\$3,647.24
060090	METLIFE	METLIFE - GROUP BENEFITS	1/23/2019	CHECK	PMCHK00002252	\$8,220.28
060091	MINCEN	MINDCENTRIC	1/23/2019	CHECK	PMCHK00002252	\$1,433.00
060092	MONHIG	MONICA LYNNE HIGMAN	1/23/2019	CHECK	PMCHK00002252	\$100.00
060093	PREPET	PREUSS PETS	1/23/2019	CHECK	PMCHK00002252	\$842.24
060094	RECBOO	RECORDED BOOKS, INC.	1/23/2019	CHECK	PMCHK00002252	\$838.67
060095	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/23/2019	CHECK	PMCHK00002252	\$23,686.66
060096	SANSLO	SANDOR SLOMOVITS	1/23/2019	CHECK	PMCHK00002252	\$900.00
060097	SHASON	SHAMBAUGH	1/23/2019	CHECK	PMCHK00002252	\$636.01
060098	SIEBRO	SIERRA BROWN	1/23/2019	CHECK	PMCHK00002252	\$100.00
060099	SOULAH	SORAYA LAHAM	1/23/2019	CHECK	PMCHK00002252	\$79.95
060100	WESENT	WESTGATE ENTERPRISES, LLC	1/23/2019	CHECK	PMCHK00002252	\$35,170.83
060101	AAFILM	ANN ARBOR FILM FESTIVAL	1/31/2019	CHECK	PMCHK00002254	\$50.00
060102	ALLENT	ALLIANCE ENTERTAINMENT	1/31/2019	CHECK	PMCHK00002254	\$133.82
060103	ALLJON	ALLISON JONES	1/31/2019	CHECK	PMCHK00002254	\$40.22
060104	ALLSUP	ALLIED-EAGLE SUPPLY CO	1/31/2019	CHECK	PMCHK00002254	\$537.04
060105	AMACORP	AMAZON	1/31/2019	CHECK	PMCHK00002254	\$4,149.43
060106	AMASCH	AMANDA SCHOTT	1/31/2019	CHECK	PMCHK00002254	\$13.63
060107	AMASZO	AMANDA V. SZOT	1/31/2019	CHECK	PMCHK00002254	\$159.98
060108	AMEHIS	AMELIA HISSONG	1/31/2019	CHECK	PMCHK00002254	\$240.00
060109	ASHPAR	A JINI INC	1/31/2019	CHECK	PMCHK00002254	\$500.00
060110	BAKTAY	BAKER & TAYLOR	1/31/2019	CHECK	PMCHK00002254	\$2,987.13
060111	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	1/31/2019	CHECK	PMCHK00002254	\$360.00
060112	BETBEC	BETSY JANE BECKERMAN	1/31/2019	CHECK	PMCHK00002254	\$600.00
060113	BETNEA	BETHANY NEAL	1/31/2019	CHECK	PMCHK00002254	\$225.00
060114	BICBIA	BICHINI BIA CONGO	1/31/2019	CHECK	PMCHK00002254	\$600.00
060115	BRITRU	BRIAN MATTHEW TRUSKOWSKI	1/31/2019	CHECK	PMCHK00002254	\$125.00
060116	CDW-G	CDW GOVERNMENT	1/31/2019	CHECK	PMCHK00002254	\$1,870.56
060117	DICBLI	BLICK ART MATERIALS	1/31/2019	CHECK	PMCHK00002254	\$111.32
060118	GRAINGER	GRAINGER	1/31/2019	CHECK	PMCHK00002254	\$1,047.55
060119	JOEGRI	JOSEPH GRIMM	1/31/2019	CHECK	PMCHK00002254	\$100.00
060120	LUCSCH	LUCY SCHRAMM	1/31/2019	CHECK	PMCHK00002254	\$21.58
060121	LYZLUI	ELIZABETH LUIDENS	1/31/2019	CHECK	PMCHK00002254	\$150.00
060122	MARBAN	MARTIN BANDYKE	1/31/2019	CHECK	PMCHK00002254	\$500.00
060123	MARHUS	MARISA HUSTON	1/31/2019	CHECK	PMCHK00002254	\$8.67
060124	MARKOU	MARGARET ALEX KOURVO	1/31/2019	CHECK	PMCHK00002254	\$225.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060125	MICKRE	MICHELLE KRELL KYDD	1/31/2019	CHECK	PMCHK00002254	\$600.00
060126	MINCEN	MINDCENTRIC	1/31/2019	CHECK	PMCHK00002254	\$1,433.00
060127	MOMFIF	MOMOKO FIFE	1/31/2019	CHECK	PMCHK00002254	\$100.00
060128	NICCHR	NICHOLE CHRISTIAN	1/31/2019	CHECK	PMCHK00002254	\$1,600.00
060129	PATFSMI	PATRICIA FITZPATRICK SMITH	1/31/2019	CHECK	PMCHK00002254	\$400.00
060130	PAYCOO	PAYTON COOK	1/31/2019	CHECK	PMCHK00002254	\$900.00
060131	PRITEC	PRINT TECH INC.	1/31/2019	CHECK	PMCHK00002254	\$1,137.72
060132	RANHO	PENGUIN RANDOM HOUSE, LLC	1/31/2019	CHECK	PMCHK00002254	\$344.25
060133	RECBOO	RECORDED BOOKS, INC.	1/31/2019	CHECK	PMCHK00002254	\$967.36
060134	SCRLIN	SCREENLINE	1/31/2019	CHECK	PMCHK00002254	\$275.00
060135	SHAMAN	SHAUN MANNING	1/31/2019	CHECK	PMCHK00002254	\$60.00
060136	SIEBRO	SIERRA BROWN	1/31/2019	CHECK	PMCHK00002254	\$100.00
060137	STUBAG	STUART BAGGALEY	1/31/2019	CHECK	PMCHK00002254	\$100.00
060138	SWESOU	SWEETWATER SOUND INC.	1/31/2019	CHECK	PMCHK00002254	\$7,604.69
060139	SYNIMP	SYNERGY IMPORTS, LLC	1/31/2019	CHECK	PMCHK00002254	\$1,750.00
060140	TAYLIZ	TAYLIZLOU INC	1/31/2019	CHECK	PMCHK00002254	\$500.00
060141	UMMUSNATHIS	UNIVERSITY OF MICHIGAN	1/31/2019	CHECK	PMCHK00002254	\$500.00
060142	WASHPOST	WASHINGTON POST	1/31/2019	CHECK	PMCHK00002254	\$936.00
060143	WAYSTAP	Wayne State University Press	1/31/2019	CHECK	PMCHK00002254	\$16,125.00
060144	CINTAS	CINTAS CORPORATION	1/31/2019	CHECK	PMCHK00002254	\$1,394.13
060145	AMEINT	AMERICAN INTERIORS	1/31/2019	CHECK	PMCHK00002254	\$3,017.49
060146	ERIHEN	VIENNALEO PRODUCTIONS, INC	1/31/2019	CHECK	PMCHK00002254	\$500.00
EFT00289	OXFPRO	2725-2805 ASSOCIATES, LLC	1/2/2019	CHECK	PMCHK00002244	\$10,619.61
EFT00290	CINTAS	CINTAS CORPORATION	1/4/2019	CHECK	PMCHK00002246	\$1,311.89
EFT00291	OFFDEP	OFFICE DEPOT, INC.	1/4/2019	CHECK	PMCHK00002246	\$31.12
EFT00292	ULINE	ULINE, INC.	1/4/2019	CHECK	PMCHK00002246	\$234.84
EFT00293	UNIPAR	UNITED PARCEL SERVICE	1/4/2019	CHECK	PMCHK00002246	\$89.41
EFT00294	CITWASTE	CITY OF ANN ARBOR TREASURER	1/10/2019	CHECK	PMCHK00002248	\$2,490.00
EFT00295	CITWATER	CITY OF AA WATER UTILITIES	1/10/2019	CHECK	PMCHK00002248	\$1,517.51
EFT00296	COMCAS	COMCAST	1/10/2019	CHECK	PMCHK00002248	\$34.61
EFT00297	NEOPOST	NEOFUNDS	1/10/2019	CHECK	PMCHK00002248	\$1,500.00
EFT00298	UNIPAR	UNITED PARCEL SERVICE	1/10/2019	CHECK	PMCHK00002248	\$101.32
EFT00299	CINTAS	CINTAS CORPORATION	1/10/2019	CHECK	PMCHK00002248	\$1,054.57
EFT00300	CITALARM	CITY OF ANN ARBOR	1/10/2019	CHECK	PMCHK00002248	\$250.00
EFT00301	NEOPOS	MAILFINANCE	1/10/2019	CHECK	PMCHK00002248	\$619.98
EFT00302	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/10/2019	CHECK	PMCHK00002248	\$289.92
EFT00303	VERWIRC	VERIZON WIRELESS	1/10/2019	CHECK	PMCHK00002248	\$2,146.88
EFT00304	ATTMOB	AT&T MOBILITY	1/17/2019	CHECK	PMCHK00002250	\$436.64
EFT00305	CINTAS	CINTAS CORPORATION	1/17/2019	CHECK	PMCHK00002250	\$383.75
EFT00306	DTEENE	DTE ENERGY	1/17/2019	CHECK	PMCHK00002250	\$10,926.26
EFT00307	OFFDEP	OFFICE DEPOT, INC.	1/17/2019	CHECK	PMCHK00002250	\$915.94
EFT00308	VERWIRC	VERIZON WIRELESS	1/17/2019	CHECK	PMCHK00002250	\$936.52
EFT00309	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/23/2019	CHECK	PMCHK00002253	\$78,736.98
EFT00310	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/23/2019	CHECK	PMCHK00002253	\$3,788.62
EFT00311	DTEENE	DTE ENERGY	1/23/2019	CHECK	PMCHK00002253	\$20,313.19
EFT00312	OFFDEP	OFFICE DEPOT, INC.	1/23/2019	CHECK	PMCHK00002253	\$139.06
EFT00313	TDSMET	TDS	1/23/2019	CHECK	PMCHK00002253	\$8,594.55
EFT00314	ULINE	ULINE, INC.	1/23/2019	CHECK	PMCHK00002253	\$272.28
EFT00315	NEOPOST	NEOFUNDS	1/31/2019	CHECK	PMCHK00002255	\$1,500.00
EFT00316	OFFDEP	OFFICE DEPOT, INC.	1/31/2019	CHECK	PMCHK00002255	\$338.89
EFT00317	ULINE	ULINE, INC.	1/31/2019	CHECK	PMCHK00002255	\$153.48
EFT00318	UNIPAR	UNITED PARCEL SERVICE	1/31/2019	CHECK	PMCHK00002255	\$113.09
EFT00319	VERWIRC	VERIZON WIRELESS	1/31/2019	CHECK	PMCHK00002255	\$2,077.30

Total Checks: 241

Total Amount of Checks: \$676,122.69

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Ann Arbor District Library Financial Summary for January 2019

Cash

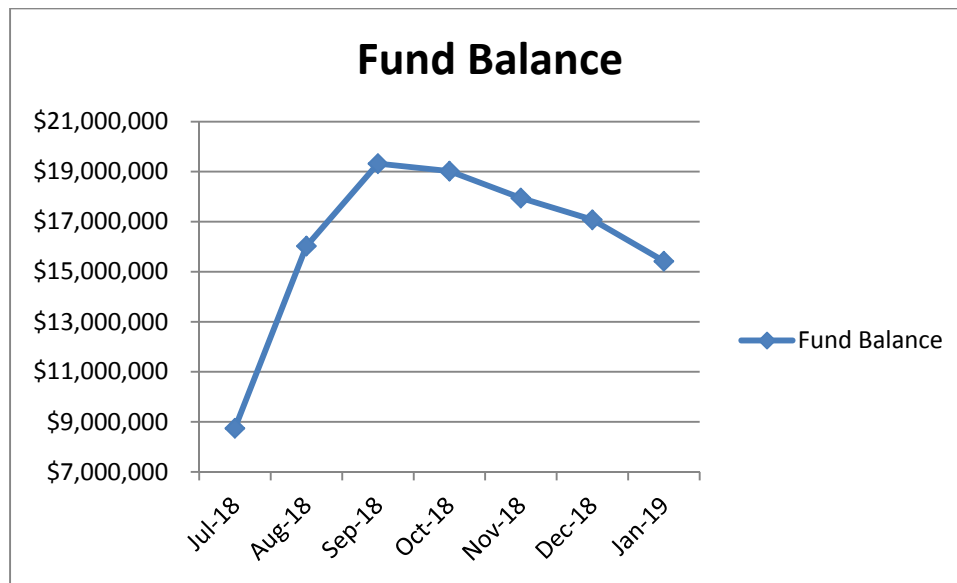
The unrestricted cash balance as of January 31, 2019 is \$14,848,521 down from \$16,335,713 at the end of December 2018.

Tax Receipts

The Library has received \$15,686,663 which is 96.9% of the annual budgeted tax receipts of \$16,186,497 as of January 31, 2019.

Fund Balance Activity

The Library has a positive fund balance of \$15,421,484 down from \$17,076,986 at the end of December 2018.



Year-to-Date Revenue (Budget vs. Actual):

Actual cash receipts as of January 31, 2019 were \$15,953,420 which is \$42,344 more than projected. In the Grants & Memorials category, donations totaling \$1,325 were received for the Archives digitization work. There were no receipts for State Aid or Penal Fines.

Ann Arbor District Library
Financial Summary for January 2019

Year-to-Date Expenditures (Budget vs. Actual):

There were no line items over budget.

Grants & Memorials (Balances):

Grant balances as of January 31, 2019:

- Friends of the AADL = \$29,339.61 January 2019 expenditures were \$30.00
- Archives grant = \$47,942.22 There were no expenditures for January 2019
- City Lore grant = \$0.00 January 2019 expenditures were \$600.00

Capital Project Fund:

There were no capital project fund expenditures for January 2019.

Year-to-Date Revenue over Expenditures is \$7,458,750.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual

General Fund

For the Period July 1, 2018 through January 31, 2019

	January			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 47,890	\$ 47,890	\$ 0	\$ 15,686,663	\$ 15,675,160	\$ 11,503
State aid	-	-	-	-	-	-
State penal fines	-	-	-	-	-	-
Interest income	18,279	18,275	4	117,034	86,080	30,954
Copier revenue	2,777	2,775	2	20,484	20,501	(17)
Grants and memorials	-	-	-	1,325	-	1,325
Library fines, fees and other	14,262	14,260	2	93,245	92,110	1,135
Non-resident fees	2,325	2,325	-	11,288	10,700	588
Rental revenue	5,845	5,850	(5)	23,382	26,525	(3,143)
TOTAL REVENUES:	\$ 91,378	\$ 91,375	\$ 3	\$ 15,953,420	\$ 15,911,076	\$ 42,344
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 494,735	\$ 514,370	\$ (19,635)	\$ 4,001,162	\$ 4,069,170	\$ (68,008)
Employee benefits	168,184	168,195	(11)	1,008,923	1,032,215	(23,292)
Employment taxes	37,073	37,075	(2)	296,457	307,666	(11,208)
Purchased services:						
Custodial services	23,687	23,700	(13)	165,807	188,240	(22,433)
Accounting/Audit	-	-	-	15,933	15,933	-
Legal	2,550	2,555	(5)	9,795	10,135	(340)
Professional services	12,899	12,915	(16)	119,265	125,822	(6,557)
Utilities	32,894	32,915	(21)	233,794	243,042	(9,248)
Property Insurance	8,752	8,752	(0)	61,261	61,311	(50)
Communications	19,817	19,820	(3)	113,688	114,650	(962)
Materials	145,883	145,960	(77)	923,426	956,398	(32,972)
Software Licenses/Maint	7,075	7,075	(0)	43,471	55,486	(12,015)
Building Rental	59,048	59,354	(306)	378,886	400,965	(22,079)
Seminars, conferences and travel	6,970	6,973	(3)	15,514	19,282	(3,768)
Copier Expense	5,116	5,116	(0)	19,947	21,524	(1,577)
Library Programming	40,966	40,985	(19)	352,796	376,149	(23,353)
Grant and Memorial Expenditures	30	30	-	39,090	39,142	(52)
Operating Supplies	10,935	10,960	(25)	133,044	151,410	(18,366)
Repairs & Maintenance	55,143	55,145	(2)	309,121	327,500	(18,379)
Postage	2,525	2,525	(0)	9,345	11,875	(2,530)
Other Operating Expenditures	1,570	1,577	(7)	11,355	13,486	(2,131)
Capital Outlay/Maintenance Expense	31,476	31,500	(24)	232,593	238,525	(5,932)
TOTAL EXPENDITURES:	\$ 1,167,327	\$ 1,187,497	\$ (20,170)	\$ 8,494,670	\$ 8,779,925	\$ (285,255)
Revenue over (under) expenditures	\$ (1,075,948)	\$ (1,096,122)	\$ 20,174	\$ 7,458,750	\$ 7,131,151	\$ (242,911)
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (1,075,948)	\$ (1,096,122)	\$ 20,174	\$ 7,458,750	\$ 7,131,151	\$ (242,911)
Fund balance, beginning of year	\$ 6,575,909	\$ 6,575,909	\$ -	\$ 6,575,909	\$ 6,575,909	\$ -
Fund balance, end of year	\$ 5,499,961	\$ 5,479,787	\$ 20,174	\$ 14,034,659	\$ 13,707,060	\$ (242,911)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through January 31, 2019

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,686,663	\$ -	\$ -	\$ 15,686,663
State aid	-	-	-	-
State penal fines	-	-	-	-
Interest income	117,034	-	1,334	118,368
Copier revenue	20,484	-	-	20,484
Grants and memorials	1,325	-	-	1,325
Library fines, fees and other	93,245	-	-	93,245
Non-resident fees	11,288	-	-	11,288
Rental revenue	23,382	-	-	23,382
TOTAL REVENUES:	\$ 15,953,420	\$ -	\$ 1,334	\$ 15,954,755
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 4,001,162	\$ -	\$ -	\$ 4,001,162
Employee benefits	1,008,923	-	-	1,008,923
Employment taxes	296,457	-	-	296,457
Purchased services:				
Custodial services	165,807	-	-	165,807
Accounting/Audit	15,933	-	-	15,933
Legal	9,795	-	-	9,795
Professional services	119,265	-	-	119,265
Utilities	233,794	-	-	233,794
Property insurance	61,261	-	-	61,261
Communications	113,688	-	-	113,688
Materials	923,426	-	-	923,426
Software Licenses/Maint	43,471	-	-	43,471
Building Rental	378,886	-	-	378,886
Seminars, conferences and travel	15,514	-	-	15,514
Copier Expense	19,947	-	-	19,947
Library Programming	352,796	-	-	352,796
Grant and Memorial Expenditures	39,090	-	-	39,090
Operating Supplies	133,044	-	-	133,044
Repairs and Maintenance	309,121	-	-	309,121
Postage	9,345	-	-	9,345
Other Operating Expenditures	11,355	-	-	11,355
Capital Outlay/Maintenance Expense	232,593	-	-	232,593
Capital Fund Expense	-	-	-	-
TOTAL EXPENDITURES:	\$ 8,494,670	\$ -	\$ -	\$ 8,494,670
Revenue over (under) expenditures	\$ 7,458,750	\$ -	\$ 1,334	\$ 7,460,084
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 7,458,750	\$ -	\$ 1,334	\$ 7,460,084
Fund balance, beginning of year	\$ 6,575,909	\$ 1,386,825	\$ -	\$ 7,962,734
Fund balance, end of year	\$ 14,034,659	\$ 1,386,825	\$ 1,334	\$ 15,422,818

Balance Sheet

Governmental Funds

January 31, 2019

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 8,806,110	\$ 1,386,825	\$ 522,503	\$ 10,715,438
Investments	4,655,586	-	-	4,655,586
Due from other governmental units	183,750	-	-	183,750
Prepaid items	517,012	-	-	517,012
Total assets	<u>\$ 14,162,458</u>	<u>\$ 1,386,825</u>	<u>\$ 522,503</u>	<u>\$ 16,071,785</u>
Liabilities				
Accounts payable	102,177	-	-	102,177
Accrued payroll and benefits	437,464	-	-	437,464
Total liabilities	<u>\$ 539,642</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 539,642</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 6,244,540</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,244,540</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 517,012	\$ -	\$ -	\$ 517,012
Permanent corpus	-	-	325,000	325,000
Restricted for endowments	-	-	197,503	197,503
Committed for capital projects	-	1,386,825	-	1,386,825
Encumbered	382,024	-	-	382,024
Unassigned	6,479,240	-	-	6,479,240
Total fund balances	<u>\$ 7,378,276</u>	<u>\$ 1,386,825</u>	<u>\$ 522,503</u>	<u>\$ 9,287,604</u>
Total liabilities and fund balances	<u>\$ 14,162,458</u>	<u>\$ 1,386,825</u>	<u>\$ 522,503</u>	<u>\$ 16,071,785</u>

Upcoming Events, and Issues of Interest

1. The AADL is pleased to present a photographic exhibit of the history of **The Dunbar Center** in the 2nd Floor exhibit space Downtown. The **Dunbar Civic Center**, named for black poet Paul Laurence Dunbar, was founded in February 1923 to assist black workmen and students in finding housing in a racially segregated Ann Arbor. The mission changed when the center relocated and it became one of the hubs of social life in Ann Arbor's black community. To learn more, visit aadl.org/dunbarcenter.
2. In response to work done at the AADL by staff member Alex Pierzchala, the staff at Washtenaw County decided to include a GIS map of the boundaries of all of the district libraries in the County at ewashtenaw.org. This aids not only the staff of each library when verifying residency for card holders, but this outstanding resource allows members of the public to do this for themselves! We extend our thanks to the County for pursuing this project.
<https://gisappsecure.ewashtenaw.org/public/Districts/>
3. The Downtown Library will be closed to the public for approximately 10 days for the re-carpeting and painting of the first floor lobby area and FAADL shop space. The closure will begin on Monday, February 25 and will conclude on March 8.
4. AADL is celebrating **Black History Month** with a number of programs and events. We've already welcomed to the Downtown lobby the **Bichini Bia Congo African Dance** group as well as the women of the **Delta Sigma Theta sorority and their amazing Step Show performance**. We hosted a local Black History event at Westgate where patrons could pick up maps to explore Ann Arbor's African American history, and we're looking forward to a Black History Month panel discussion where local experts including **former Detroit Free Press columnist Rochelle Riley and EMU McNair Scholars Program Director Heather Neff** will discuss the historical and social impact of Black History Month in the United States. For a full list of programs visit aadl.org/blackhistorymonth

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 completed. Bidding for the

Director's Report February 2019

projects has concluded. The work will be completed in this calendar year and will require closure at each branch location while the work is being completed. AADL will only close one branch at a time. Malletts Creek will be the first branch to close in late April through May. The Traverwood and Pittsfield branches will close after the summer game is completed.

2. 3.1 The planning for renovation of staff work areas on the 4th floor Downtown to accommodate staffing changes/additions in four departments sharing that space has been completed. This work will be completed this fiscal year and it has begun. This project includes relocating the staff lounge to the 4th Floor and the addition of a lactation room.
3. 4.2 The ipads in the children's area of the Westgate Branch are being upgraded to better support Minecraft and other software. The computers in this area are in very high demand, and the upgrade will include the addition of 4 ipads bringing the total to 12. We expect this project to be completed by the end of March.

AADL Projects and Initiatives Under Consideration

The AADL staff is closing out the Strategic Plan 2016-2019 and will work with the Board to determine a process for developing the next strategic plan.

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

EMAIL TO AADL: Dear AADL programming personnel,

With joy and gladness, I have been attending Creative Breaks on Fridays at noon. This past week I was told that the class has been cancelled. This class has been a breath of fresh air in lives full of overwork and stress. Creative Break is fun, sparks the imagination and creates a sense of community for people such as myself. At least two of us are differently-abled, and this group gives us a sense of normalcy and acceptance. I understand the size of the group seemed small, but there was nothing small about it. It certainly gave me something to look forward to and the relationships that were building were important to me.

You must also know that these classes were not publicized in the monthly library events booklet until last month, which hardly seems fair, since a larger group

would have easily developed given the chance. Working with Payton is such a treat and the fact that it was free opened the class to people who cannot afford to take such classes otherwise.

I appreciate that the library was committed to serving people with disabilities, low-income people and people who could not otherwise attend a class than at lunch hour. I also value the way it created a community of people which is so important and that I know the library stands for.

Please consider the importance of the class and reinstate it. It is very important to me and the others who miss it already. If there is anything else I can do to help bring it back, I'd be willing to volunteer or do something else advised by your team.

The library has become such a central place for lectures, classes, expos, etc. given the general switch from books to computers, kindles and especially phones. I believe programs are why the millage continues to pass. I tell everybody how wonderful our library system is. I hope it continues to serve all demographics. Creative Break is essential to many lives and I beg that you rethink its cancellation.

Library Response: Hello, thanks for contacting us. Here's the response we sent via facebook in case you didn't receive that message:

*Hi there, thanks for contacting us, and for taking the time to let us know how you feel. We're sorry to cancel Creative Break, but we've given it over a year, including two extensions, with it being in our brochures, online promotion, and the observer all along. We really wanted it to work, but the event just hasn't connected with enough of an audience to continue. However, Payton still teaches Kids and Adults drawing classes at AADL every **Sunday**, and those events are very well-attended. We're sorry that we can't continue to keep Creative Break going, but despite all our efforts, the scale of the attendance simply doesn't justify the continued expense. Thanks again for your feedback, and thanks for using your library!*

Let us know if you have any other questions, and thanks again for attending these events.

Secondary Response to AADL: I'm just wondering what number of people needed to be in attendance to justify Creative Break. I am sorry that the number is the only criteria by which you are cancelling the class. I don't believe my words were really read or considered and it is a shame. I know there were usually around 10 women. Don't those 10 women matter? This may be the only program they can attend.

I'm not giving up. Ann Arborites pay a lot of tax money to keep our library system vibrant. Yes, the robot championships and other predominantly male programs bring in the numbers. Let's not forget, however, that it is important to have programs for women, disabled people and poor people.

Email to AADL: I would greatly prefer it if computers/tablets were removed from the childrens areas at the libraries. There are so few spaces where a kid can actually just focus on a book, and not be bombarded by screens. It's sad to see little kids wander away from the bookshelves and become transfixed watching another kid play a game on a screen.

I know that the counter argument is that we need a place where all children (regardless of income) can have access to technology. I am all for public access, but not to something harmful like screen time for young children. Have you read what the American Academy of Pediatrics says about screen time? Do you really think that games on touch screens are an important way for kids to learn?

Library Response: *Thank you very much for letting us know what you would prefer at the AADL in regards to computing resources for children.*

Email to AADL: Is there a way to move the computers away from the middle of the children's section? I have to tell my daughter that she can't play there, that we will be reading books, not using screens. In a place of literacy, it would be great if screens were not the center of attention at Westgate.

Library Response: *I am sorry that you find the placement of the computers at Westgate to be a distraction for your family. They are not meant to be any more or less important than the print material that surrounds them.*

Thanks for letting us know about your concerns.

Email to AADL: Today, at Westgate I noticed the presence of a security officer and also several community members who regular the library missing. Is this related? Will security presence at the library be a regular occurrence? Looking forward to a response.

Library Response: *The door count for Westgate on the day in question was 1,502 persons, which is a normal day for that location. The presence of security is also normal for that location.*

Email to AADL: I just attended the excellent program Soft Block Printing held on [December 18th](#) in the Secret Lab and just LOVED it. I am so glad this program is offered. What an excellent opportunity to try your hand at block printing taught by an excellent instructor.

>

- > Thank you for offering this experience!
- > I look forward to attending this workshop in the future.

Library Response: *Thank you so much for writing to let us know of your experience at AADL. It is always gratifying to everyone here to hear praise, but to know that you plan to return to the class and found the instructor to be an excellent teacher is outstanding.*

Thank you, and see you soon in the Library!

ANN ARBOR DISTRICT LIBRARY BOARD

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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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