



Regular Meeting Agenda

Monday, March 18, 2019

Published by Ann Arbor District Library

March 2019

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 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				

May 2019

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14 Tent. Board Retreat	15	16	17	18
19	20 AADL Board Mtg	21	22	23	24	25
26	27 Closed Holiday	28	29	30	31	

MEMORANDUM

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

- 19-036 I. CALL TO ORDER
- 19-037 II. ATTENDANCE
- 19-038 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 19-039 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of February 18, 2019 (pp. 3-8)
- CA-2 Approval of February 2019 Disbursements (pp. 9-12)
- 19-040 V. CITIZENS'S COMMENTS
- 19-041 VI. FINANCIAL REPORTS (pp. 13-17)
 Bill Cooper, Finance Manager
- 19-042 VII. COMMITTEE REPORTS
- 19-043 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 19-044 B. BUDGET & FINANCE COMMITTEE
 (10 minutes)
- 19-045 VIII. DIRECTOR'S REPORT (pp. 18-20)
 Josie B. Parker, Director
- 19-046 IX. OLD BUSINESS
- 18-049 A. UPDATE ON CONSTRUCTION PROJECTS
 (10 minutes)
 Len Lemorie, Facilities Manager

- 19-032 B. RESOLUTION ESTABLISHING STRATEGIC PLANNING COMMITTEE CHARGE (p. 21)
(Item of action)
- 19-033 C. APPROVAL OF BOARD RETREAT DATE OF MAY 14, 2019
(Item of action)
- 19-047 X. NEW BUSINESS
- 19-048 A. PROPOSED REVISED 4.1 MEETING ROOM USE POLICY
(pp. 22-23)
(Item of discussion)
- 19-049 B. PROPOSED REVISED 6.5 SMOKE-FREE POLICY (pp. 24-25)
(Item of discussion)
- 19-050 C. VOTE FOR CLOSED SESSION AT THE APRIL 15, 2019 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION
(Item of action)
Roll call vote
- 19-051 XI. CITIZENS' COMMENTS
- 19-052 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

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19-021 I. CALL TO ORDER

President Song called the meeting to order at 7:03 p.m.

19-022 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Jim Leija, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek (arr. 7:07 p.m.)

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

19-023 III. APPROVAL OF AGENDA
(Item of action)

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

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

NAYS: None

Motion passed 6-0.

19-024 IV. CONSENT AGENDA
(Item of action)

CA-1 Approval of Minutes of January 22, 2019

CA-2 Approval of January 2019 Disbursements

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

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

NAYS: None

Motion passed 6-0.

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19-025 V. CITIZENSØ COMMENTS

There were no citizensØ comments.

19-026 VI. FINANCIAL REPORTS
 Bill Cooper, Finance Manager

Finance Manager Cooper presented the January 2019 financials in the Board Packet. January tax receipts of \$15,686,663, 96.9% of the budgeted amount was received. Year-to-date revenue over expenditures was at \$7,458,750. No line items are over budget.

The City Lore Grant monies of \$600.00 have been expended on the Becoming American series.

19-027 VII. COMMITTEE REPORTS

19-028 A. EXECUTIVE COMMITTEE

President Song reported that the Executive Committee met prior to tonightØ Board meeting. The Committee reviewed several policies that will be brought to the Board at the March meeting for review and will be voted on at the April meeting. The Committee also discussed a Board Retreat.

(Trustee Vander Broek arrived at the meeting at 7:07 p.m.)

The Board discussed the structure of the Executive Committee. It was clarified that in accordance with the Bylaws the President calls the Executive Committee meetings and any two of the other three Board Officers are invited to attend.

19-029 VIII. DIRECTORØS REPORT
 Josie B. Parker, Director

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

- The photographic exhibit of the history of The Dunbar Center is now on display on the 2nd floor of the Downtown Library.
- Washtenaw County has created a new GIS map of the boundaries of all the district libraries within the County.

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- The Downtown Library will be closed from February 25th through March 8th for painting, installation of new carpeting and vinyl in the first floor lobby area.
- Over 200 attended the recent Delta Sigma Theta Sorority's Step Show performance in the Lobbyitorium.
- Malletts Creek will close April 8th for construction of bookable meeting rooms.
- Pittsfield and Traverwood will close in September and October for construction of bookable meeting rooms.
- New Ipads for the children's area will arrive at Westgate by March 30th.

A summary of public and staff comments were viewed.

Director Parker reported that community partners were notified in advance of the Downtown Library's closure. Notices are posted on the building and on the website for the general public. Holds will be available for pickup at the Westgate Library. The collection will be available to fill requests. The first floor lobby area is the only space impacted by the closure.

19-030 IX. OLD BUSINESS

18-049 A. UPDATE ON CONSTRUCTION PROJECTS

Eli Neiburger, Deputy Director

Deputy Director Neiburger gave an update on all planned projects.

The Downtown Library lobby will have new paint, carpeting and vinyl. Directional vinyl will be applied after the paint has cured. The entrance to the youth department will have a fresh look. The collections in the lobby area will be staged for installation of carpeting. Staff will be working in the building during this closure.

Malletts Creek Branch will be closing on April 8th for six weeks. New carpeting will be installed along with the creation of two bookable meeting rooms. New computers will be installed and the collection will be converted to BISAC.

The fourth floor staff area will be painted and carpeted. Staff work areas will be staged once furniture arrives.

The construction of new bookable meeting rooms at Pittsfield and Traverwood branches has been postponed to the fall.

Pittsfield will have two small meeting rooms and the computer room will be converted to a larger bookable meeting room. Ten computers will still be available for public use. Carpeting will also be replaced. Traverwood will have one bookable meeting room, carpeting will be replaced and youth non-fiction will be pulled from the adult collection.

19-031 X. NEW BUSINESS

19-032 A. STRATEGIC PLAN COMMITTEE
(Item of discussion and action)

Director Parker stated the current strategic plan expires at the end of June. She reviewed with the Board the different processes used in creating strategic plans in the past. She noted that plans have gone from 10 years to 5 years to 2 years in duration.

Vice President Leija stated that as the library is now a district for 20 plus years, he would like a vision exercise on what a 40 plus years district library would look like. He also would like to explore what different consultants are available for the strategic planning process.

Director Parker recommended allowing for staff input into the strategic plan as has been done in the past. Staff would provide the framework of the document which would then be forwarded to the Board for further discussion.

President Song noted that the strategic plan is not an operations document, but an aspirational plan and would be interested in seeing what staff ideas would be.

Trustee Green, supported by Treasurer Sherman, moved to form a Strategic Planning Committee for one year.

It was consensus of the Board to provide a charge to the committee at the March meeting. Trustee Vander Broek volunteered for the committee and it was noted that Director Parker will also serve on the committee. President Song requested that Board members interested in serving on the committee contact her.

The motion was voted on.

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

NAYS: None

Motion passed 7-0.

19-033

B. BOARD RETREAT DATE
(Item of discussion and action)

The Board discussed holding the retreat during a weekday during the day. Any meeting space used should be accessible by public transportation. Past retreats have been for four hours. April and May dates are to be considered.

Focus of the retreat is to be fine-tuned. In the past staff has reported out beyond their normal reports. The HBM architects report can be delved into further. Trustee Green requested to see a twenty year old strategic plan.

Staff was directed to poll the Board for a date that works for all.

19-034

XI. CITIZENS' COMMENTS

Jeff Kovac

The gentleman passing the booklets out to you, and I am sorry I didn't bring more, is our sales associate. I am one of the principals of a company called Expert Lighting Group. We are a very professional lighting company. Unique resume in that I have been a lighting manufacturer for forty-five or fifty year career. I would tell you fifty-five but it would make me sound way too old but it would be the truth. My partner is actually one of only four hundred certified lighting efficiency professionals in the state of Michigan. And he was hired by DTE to serve a residence at Ford for three and one half years. He actually wrote all of the specifications for Ford Motor for LED lighting in plants and office facilities. He left, he started his own business, I joined him as a collaborating partner and we do sophisticated retrofit LED lighting projects. Industrial, commercial, and otherwise. We have learned how to use tools that the State of Michigan provided for municipalities and school systems to make projects cash flow free from day one. We're good at it, frankly we have done it repeatedly. My sales associate, Mr. Oest sitting over there, called me this morning after he met with one of you and told me about the project at a glance and with the number of burn hours you have I am telling you that we can probably without question reduce the utility cost for lighting this library by

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seventy percent. And do it probably without costing a nickel of capital budget. I know that may sound too good to be true. It's actually relatively straight forward. We're professional enough to do it number one and number two is it's really utilizing the toolkit that the State of Michigan has put in place for exactly this purpose. Eli and I spoke for a brief second and I would be glad to stay around afterwards and explain further. But my favorite line, and I use it for you in closing, is if light was water everybody would be rushing to call a plumber. The bottom line is that you have no idea how much of the resources in this library you are wasting in the utility bill that pays your lights because unlike a leak in a sink or a toilet or whatever you can't see it touch it or feel it. But believe me it's there. So again, I would be glad to explain what we do. It sounds like you are in the right frame of mind and position given the other renovation work that is going on at this branch and the same by the way holds true and is applicable to the other branches. I will tell you that there are a number of seemingly cost sharing or cost saving methods to do projects. Most of them are blind and do not benefit the buyer of the system being put in place. Thank you.

19-035 XII. ADJOURNMENT

President Song adjourned the meeting at 8:06 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on February 19, 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 2/1/2019 2/28/2019
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060147	AIRENTAL	A-1 RENTAL, INC.	2/7/2019	CHECK	PMCHK00002257	\$395.50
060148	ABOTHE	ABOVE THE TREELINE	2/7/2019	CHECK	PMCHK00002257	\$1,900.00
060149	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/7/2019	CHECK	PMCHK00002257	\$295.00
060150	AFTDEL	AFTERNOON DELIGHT	2/7/2019	CHECK	PMCHK00002257	\$378.50
060151	AMACOM	AMAZON.COM CREDIT PLAN	2/7/2019	CHECK	PMCHK00002257	\$2,129.98
060152	AMASCH	AMANDA SCHOTT	2/7/2019	CHECK	PMCHK00002257	\$12.32
060153	ANDPAI	ANDERSON PAINT COMPANY	2/7/2019	CHECK	PMCHK00002257	\$251.41
060154	ARMCLE	ARMEN CLEANERS	2/7/2019	CHECK	PMCHK00002257	\$12.95
060155	BAKTAY	BAKER & TAYLOR	2/7/2019	CHECK	PMCHK00002257	\$28,380.43
060156	BENENT	BENFORD ENTERTAINMENT GROUP	2/7/2019	CHECK	PMCHK00002257	\$700.00
060157	BERCOM	BERESFORD COMPANY	2/7/2019	CHECK	PMCHK00002257	\$92.10
060158	BETBEC	BETSY JANE BECKERMAN	2/7/2019	CHECK	PMCHK00002257	\$1,080.00
060159	BREWER	BREWER'S	2/7/2019	CHECK	PMCHK00002257	\$534.64
060160	CARBRO	CARPENTER BROS.	2/7/2019	CHECK	PMCHK00002257	\$32.96
060161	CFRA	CFRA	2/7/2019	CHECK	PMCHK00002257	\$860.00
060162	CHRCAL	CHRIS CALL	2/7/2019	CHECK	PMCHK00002257	\$700.00
060163	CHUSTR	CHURCH STREET MEDIA	2/7/2019	CHECK	PMCHK00002257	\$250.00
060164	COMALLW	COMPUTER ALLEY	2/7/2019	CHECK	PMCHK00002257	\$120.00
060165	CONSHA	CONNOR SHAUGHNESSY	2/7/2019	CHECK	PMCHK00002257	\$600.00
060166	CRISP	CRISTHIAN ESPINOZA-PINO	2/7/2019	CHECK	PMCHK00002257	\$200.00
060167	DIADUD	DIANNE LYNN DUDLEY	2/7/2019	CHECK	PMCHK00002257	\$100.00
060168	DIGKEY	DIGI-KEY ELECTRONICS	2/7/2019	CHECK	PMCHK00002257	\$94.04
060169	ELISMI	ELIZABETH SMITH	2/7/2019	CHECK	PMCHK00002257	\$15.70
060170	FRIOF	FRIENDS OF THE AADL	2/7/2019	CHECK	PMCHK00002257	\$3,593.00
060171	GLOEQU	GLOBAL EQUIPMENT CO.	2/7/2019	CHECK	PMCHK00002257	\$1,209.72
060172	GOODOC	GOOD DOCS	2/7/2019	CHECK	PMCHK00002257	\$579.00
060173	HEABRU	HEATHER BRUEGL	2/7/2019	CHECK	PMCHK00002257	\$100.00
060174	HUTPLU	HUTZEL	2/7/2019	CHECK	PMCHK00002257	\$1,716.52
060175	JENMCK	JENNIFER ANN MCKEE	2/7/2019	CHECK	PMCHK00002257	\$200.00
060176	JEWISHNE	JCMWC, LLC	2/7/2019	CHECK	PMCHK00002257	\$263.00
060177	LUCSCH	LUCY SCHRAMM	2/7/2019	CHECK	PMCHK00002257	\$23.22
060178	LYZLUI	ELIZABETH LUIDENS	2/7/2019	CHECK	PMCHK00002257	\$100.00
060179	MARHUS	MARISA HUSTON	2/7/2019	CHECK	PMCHK00002257	\$17.05
060180	MAYPUB	MAYASEEN PUBLISHING LLC	2/7/2019	CHECK	PMCHK00002257	\$179.80
060181	MIDTAP	MIDWEST TAPE	2/7/2019	CHECK	PMCHK00002257	\$14,995.13
060182	NBS	NBS	2/7/2019	CHECK	PMCHK00002257	\$24,329.08
060183	PILCAF	PILAR'S CAFE	2/7/2019	CHECK	PMCHK00002257	\$250.00
060184	RAEHOE	RACHEL HOEKSTRA	2/7/2019	CHECK	PMCHK00002257	\$100.00
060185	RECBOO	RECORDED BOOKS, INC.	2/7/2019	CHECK	PMCHK00002257	\$1,223.50
060186	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	2/7/2019	CHECK	PMCHK00002257	\$28.60
060187	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	2/7/2019	CHECK	PMCHK00002257	\$23,686.66
060188	ROYLIM	ROYAL LIMOUSINE	2/7/2019	CHECK	PMCHK00002257	\$94.43
060189	SARKEL	SARA MELTON KELLER	2/7/2019	CHECK	PMCHK00002257	\$300.00
060190	SCHELE	SCHINDLER ELEVATOR CORPORATION	2/7/2019	CHECK	PMCHK00002257	\$508.64
060191	SCHSEC	SCHILKE SECURITY	2/7/2019	CHECK	PMCHK00002257	\$280.00
060192	SCHSOU	SCHEDULE SOURCE, INC	2/7/2019	CHECK	PMCHK00002257	\$1,013.00
060193	SELAUTO	SELECT AUTO SERVICE	2/7/2019	CHECK	PMCHK00002257	\$985.34
060194	SHASON	SHAMBAUGH	2/7/2019	CHECK	PMCHK00002257	\$1,031.09
060195	SHEWIL	SHERWIN- WILLIAMS	2/7/2019	CHECK	PMCHK00002257	\$444.76
060196	SIEBRO	SIERRA BROWN	2/7/2019	CHECK	PMCHK00002257	\$100.00
060197	STAHAR	STADIUM HARDWARE	2/7/2019	CHECK	PMCHK00002257	\$271.40
060198	UST	Unemployment Services Trust	2/7/2019	CHECK	PMCHK00002257	\$3,844.00
060199	LINOFF	LINCOLN OFFICE SOLUTIONS	2/7/2019	CHECK	PMCHK00002257	\$2,371.86
060200	4IMPRINT	4IMPRINT, INC	2/14/2019	CHECK	PMCHK00002259	\$673.78
060201	A.M. SERV	A.M. SERVICES, INC	2/14/2019	CHECK	PMCHK00002259	\$9,400.00
060202	AACLESUP	A2 CLEANING SUPPLY COMPANY	2/14/2019	CHECK	PMCHK00002259	\$632.96
060203	AFSMITH	A.F. SMITH ELECTRIC, INC.	2/14/2019	CHECK	PMCHK00002259	\$240.00
060204	AGRSER	A GROWING SERVICE LLC	2/14/2019	CHECK	PMCHK00002259	\$340.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060205	ALEANE	ALEX ANEST	2/14/2019	CHECK	PMCHK00002259	\$100.00
060206	ALLENT	ALLIANCE ENTERTAINMENT	2/14/2019	CHECK	PMCHK00002259	\$2,378.84
060207	BAKTAY	BAKER & TAYLOR	2/14/2019	CHECK	PMCHK00002259	\$27,157.81
060208	BANMED	BANG MEDIA	2/14/2019	CHECK	PMCHK00002259	\$350.00
060209	BANOFAACC	BANK OF ANN ARBOR	2/14/2019	CHECK	PMCHK00002259	\$10,252.85
060210	BARRON	BARRON'S	2/14/2019	CHECK	PMCHK00002259	\$239.88
060211	BUSVAL	BUSCH'S, INC.	2/14/2019	CHECK	PMCHK00002259	\$406.28
060212	CDW-G	CDW GOVERNMENT	2/14/2019	CHECK	PMCHK00002259	\$284.00
060213	CIATUC	CIATTA TUCKER	2/14/2019	CHECK	PMCHK00002259	\$50.00
060214	COMALLW	COMPUTER ALLEY	2/14/2019	CHECK	PMCHK00002259	\$93.90
060215	CRADOO	CRAWFORD DOOR SALES	2/14/2019	CHECK	PMCHK00002259	\$3,550.00
060216	DAWHEN	DAWN L. HENRY	2/14/2019	CHECK	PMCHK00002259	\$450.00
060217	DICBLI	BLICK ART MATERIALS	2/14/2019	CHECK	PMCHK00002259	\$121.46
060218	DISPLA	DISPLAYS2GO	2/14/2019	CHECK	PMCHK00002259	\$3,577.06
060219	EVEHOL	EVELYN HOLLENSHEAD	2/14/2019	CHECK	PMCHK00002259	\$62.76
060220	FORFRA	FORMAT FRAMING	2/14/2019	CHECK	PMCHK00002259	\$3,241.12
060221	KATLET	KATHLEEN LETTS	2/14/2019	CHECK	PMCHK00002259	\$100.00
060222	KENCAM	KENYATTA CAMPBELL	2/14/2019	CHECK	PMCHK00002259	\$50.00
060223	LAURAY	LAURA RAYNOR	2/14/2019	CHECK	PMCHK00002259	\$26.75
060224	LISWIL	LISSE WILLIAMS ART	2/14/2019	CHECK	PMCHK00002259	\$198.75
060225	LOWE'S	LOWES BUSINESS ACCOUNT	2/14/2019	CHECK	PMCHK00002259	\$1,021.89
060226	MALHEN	MALIK HENRY	2/14/2019	CHECK	PMCHK00002259	\$50.00
060227	MARBAN	MARTIN BANDYKE	2/14/2019	CHECK	PMCHK00002259	\$400.00
060228	MARMCG	MARLENE MCGRATH	2/14/2019	CHECK	PMCHK00002259	\$100.00
060229	MARSPI	MARY SPILLER	2/14/2019	CHECK	PMCHK00002259	\$50.00
060230	MARSTU	MARTHA RUTH STUIT	2/14/2019	CHECK	PMCHK00002259	\$100.00
060231	MAXTHO	MAXINE THOMPSON	2/14/2019	CHECK	PMCHK00002259	\$1,400.00
060232	METCOM	METCOM	2/14/2019	CHECK	PMCHK00002259	\$2,835.00
060233	MICDAI	THE UNIVERSITY OF MICHIGAN	2/14/2019	CHECK	PMCHK00002259	\$450.00
060234	MIDTAP	MIDWEST TAPE	2/14/2019	CHECK	PMCHK00002259	\$7,714.27
060235	MINCEN	MINDCENTRIC	2/14/2019	CHECK	PMCHK00002259	\$1,433.00
060236	RANHO	PENGUIN RANDOM HOUSE, LLC	2/14/2019	CHECK	PMCHK00002259	\$90.00
060237	RECBOO	RECORDED BOOKS, INC.	2/14/2019	CHECK	PMCHK00002259	\$58.45
060238	SAIHAR	SAIMA HARRISON	2/14/2019	CHECK	PMCHK00002259	\$50.00
060239	SALBJO	SALLY BJORK	2/14/2019	CHECK	PMCHK00002259	\$600.00
060240	SAMMAR	SAM MARTIN	2/14/2019	CHECK	PMCHK00002259	\$50.00
060241	SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	2/14/2019	CHECK	PMCHK00002259	\$456.30
060242	SHACOL	SHANE COLLINS	2/14/2019	CHECK	PMCHK00002259	\$50.00
060243	SHEWIL	SHERWIN- WILLIAMS	2/14/2019	CHECK	PMCHK00002259	\$139.85
060244	SHINDIG	SHINDIGS, LLC	2/14/2019	CHECK	PMCHK00002259	\$700.00
060245	SONVANN	SONYA VANN DELOACH	2/14/2019	CHECK	PMCHK00002259	\$600.00
060246	SWESOU	SWETWATER SOUND INC.	2/14/2019	CHECK	PMCHK00002259	\$1,899.88
060247	TEACOM	THE TEACHING COMPANY SALES	2/14/2019	CHECK	PMCHK00002259	\$1,308.04
060248	THOGAL	GALE/CENGAGE LEARNING	2/14/2019	CHECK	PMCHK00002259	\$589.20
060249	TRAGAL	TRACY GALLUP	2/14/2019	CHECK	PMCHK00002259	\$110.00
060250	TWASOL	TWA SOLUTIONS	2/14/2019	CHECK	PMCHK00002259	\$429.00
060251	UNUMPRO	UNUM LIFE INSURANCE	2/14/2019	CHECK	PMCHK00002259	\$3,721.26
060252	UNUMPRO1	UNUM LIFE INSURANCE	2/14/2019	CHECK	PMCHK00002259	\$3,239.79
060253	VELOSIO	VELOSIO	2/14/2019	CHECK	PMCHK00002259	\$360.00
060254	WASLEG	WASHTENAW COUNTY LEGAL NEWS	2/14/2019	CHECK	PMCHK00002259	\$80.00
060255	BRYWOR	BRYAN WORRA	2/14/2019	CHECK	PMCHK00002260	\$250.00
060256	CHIYUA	CHIEN-AN YUAN	2/14/2019	CHECK	PMCHK00002260	\$450.00
060257	HANBAW	HANI BAWARDI	2/14/2019	CHECK	PMCHK00002260	\$150.00
060259	SIEBRO	SIERRA BROWN	2/14/2019	CHECK	PMCHK00002260	\$100.00
060260	4IMPRINT	4IMPRINT, INC	2/21/2019	CHECK	PMCHK00002262	\$777.54
060261	ADASTR	ADAMS STREET PUBLISHING CO.	2/21/2019	CHECK	PMCHK00002262	\$2,272.00
060262	ALLENT	ALLIANCE ENTERTAINMENT	2/21/2019	CHECK	PMCHK00002262	\$3,487.19
060263	AMBFAL	AMBER ADAMS-FALL	2/21/2019	CHECK	PMCHK00002262	\$350.00
060264	ANNARB	ANN ARBOR OBSERVER	2/21/2019	CHECK	PMCHK00002262	\$2,569.00
060265	B&H	B&H PHOTO-VIDEO	2/21/2019	CHECK	PMCHK00002262	\$549.19
060266	BAKTAY	BAKER & TAYLOR	2/21/2019	CHECK	PMCHK00002262	\$17,294.44
060267	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	2/21/2019	CHECK	PMCHK00002262	\$180.00
060268	BETNEA	BETHANY NEAL	2/21/2019	CHECK	PMCHK00002262	\$450.00
060269	BRIAUD	BRILLIANCE PUBLISHING, INC.	2/21/2019	CHECK	PMCHK00002262	\$290.38
060270	CDW-G	CDW GOVERNMENT	2/21/2019	CHECK	PMCHK00002262	\$1,161.78

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060271	CONTI	CONTI	2/21/2019	CHECK	PMCHK00002262	\$977.50
060272	DAVMCM	DAVID MCMILLAN	2/21/2019	CHECK	PMCHK00002262	\$80.00
060273	DELSIG	DELTA SIGMA THETA SORORITY	2/21/2019	CHECK	PMCHK00002262	\$300.00
060274	DEMCO	DEMCO	2/21/2019	CHECK	PMCHK00002262	\$1,381.03
060275	DENOWE	DENISE EUREY-OWENS	2/21/2019	CHECK	PMCHK00002262	\$100.00
060276	DICBLI	BLICK ART MATERIALS	2/21/2019	CHECK	PMCHK00002262	\$161.38
060277	DIGKEY	DIGI-KEY ELECTRONICS	2/21/2019	CHECK	PMCHK00002262	\$361.81
060278	DYKGOS	DYKEMA GOSSETT PLLC	2/21/2019	CHECK	PMCHK00002262	\$1,413.14
060279	HEANEF	HEATHER NEFF	2/21/2019	CHECK	PMCHK00002262	\$100.00
060280	IDEFOU	IDEA FOUNDRY	2/21/2019	CHECK	PMCHK00002262	\$250.00
060281	JAMBUF	JAMALL BUFFORD	2/21/2019	CHECK	PMCHK00002262	\$100.00
060282	JAMGLE	JAMES GLENN	2/21/2019	CHECK	PMCHK00002262	\$100.00
060283	JESTHOM	JESSICA L THOMPSON	2/21/2019	CHECK	PMCHK00002262	\$100.00
060284	KEEROD	KEEGAN RODGERS	2/21/2019	CHECK	PMCHK00002262	\$400.00
060285	KITMCK	KITO MCKINNEY	2/21/2019	CHECK	PMCHK00002262	\$400.00
060286	MARKOU	MARGARET ALEX KOURVO	2/21/2019	CHECK	PMCHK00002262	\$450.00
060287	MICOFF	MICHIGAN OFFICE SOLUTIONS	2/21/2019	CHECK	PMCHK00002262	\$184.80
060288	MIDTAP	MIDWEST TAPE	2/21/2019	CHECK	PMCHK00002262	\$5,022.37
060289	PATFSMI	PATRICIA FITZPATRICK SMITH	2/21/2019	CHECK	PMCHK00002262	\$100.00
060290	PITCHA	PITTSFIELD CHARTER TOWNSHIP	2/21/2019	CHECK	PMCHK00002262	\$174.25
060291	PRITEC	PRINT TECH INC.	2/21/2019	CHECK	PMCHK00002262	\$3,638.63
060292	PROINF	PROQUEST - LLC	2/21/2019	CHECK	PMCHK00002262	\$7,146.00
060293	RANHOU	PENGUIN RANDOM HOUSE, LLC	2/21/2019	CHECK	PMCHK00002262	\$467.25
060294	RECBOO	RECORDED BOOKS, INC.	2/21/2019	CHECK	PMCHK00002262	\$548.68
060295	SCOWET	SCOTT WETTLAUFER	2/21/2019	CHECK	PMCHK00002262	\$400.00
060296	SKYBER	SKY BERGMAN	2/21/2019	CHECK	PMCHK00002262	\$525.00
060297	SWESOU	SWEETWATER SOUND INC.	2/21/2019	CHECK	PMCHK00002262	\$1,778.75
060298	UMSTAMPS	UNIVERSITY OF MICHIGAN	2/21/2019	CHECK	PMCHK00002262	\$5,000.00
060299	VAUMID	VAULT OF MIDNIGHT	2/21/2019	CHECK	PMCHK00002262	\$810.78
060300	WESENT	WESTGATE ENTERPRISES, LLC	2/21/2019	CHECK	PMCHK00002262	\$50,942.37
060302	WESENT	WESTGATE ENTERPRISES, LLC	2/21/2019	CHECK	PMCHK00002263	\$35,170.83
060303	AASCH	ANN ARBOR PUBLIC SCHOOLS	2/28/2019	CHECK	PMCHK00002265	\$6,026.03
060304	ALLJON	ALLISON JONES	2/28/2019	CHECK	PMCHK00002265	\$32.54
060305	ALLSUP	ALLIED-EAGLE SUPPLY CO	2/28/2019	CHECK	PMCHK00002265	\$537.04
060306	AMACOM	AMAZON.COM CREDIT PLAN	2/28/2019	CHECK	PMCHK00002265	\$1,541.18
060307	AMEHIS	AMELIA HISSONG	2/28/2019	CHECK	PMCHK00002265	\$320.00
060308	B&H	B&H PHOTO-VIDEO	2/28/2019	CHECK	PMCHK00002265	\$3,616.81
060309	BAKTAY	BAKER & TAYLOR	2/28/2019	CHECK	PMCHK00002265	\$24,361.30
060310	BARNOB1	BARNES & NOBLE INC.	2/28/2019	CHECK	PMCHK00002265	\$491.44
060311	BETMAN	BETH MANUEL	2/28/2019	CHECK	PMCHK00002265	\$17.11
060312	CARBRO	CARPENTER BROS.	2/28/2019	CHECK	PMCHK00002265	\$23.97
060313	CDW-G	CDW GOVERNMENT	2/28/2019	CHECK	PMCHK00002265	\$4,357.09
060314	CORNELL	CORNELL LAB OF ORNITHOLOGY	2/28/2019	CHECK	PMCHK00002265	\$49.00
060315	DICBLI	BLICK ART MATERIALS	2/28/2019	CHECK	PMCHK00002265	\$350.55
060316	FORFRA	FORMAT FRAMING	2/28/2019	CHECK	PMCHK00002265	\$1,212.23
060317	GRAINGER	GRAINGER	2/28/2019	CHECK	PMCHK00002265	\$3,283.05
060318	JOHCON	JOHNSON CONTROLS SECURITY SOL	2/28/2019	CHECK	PMCHK00002265	\$322.50
060319	KATMON	KATIE MONKIEWICZ	2/28/2019	CHECK	PMCHK00002265	\$18.56
060320	KOLAMI	KOL AMI	2/28/2019	CHECK	PMCHK00002265	\$716.58
060321	LEXMAT	MATTHEW BENDER & CO., INC.	2/28/2019	CHECK	PMCHK00002265	\$139.43
060322	MANCOS	MANER COSTERISAN	2/28/2019	CHECK	PMCHK00002265	\$100.00
060323	MARBAN	MARTIN BANDYKE	2/28/2019	CHECK	PMCHK00002265	\$500.00
060324	MERCON	MERCES CONSULTING	2/28/2019	CHECK	PMCHK00002265	\$500.00
060325	METLIFE	METLIFE - GROUP BENEFITS	2/28/2019	CHECK	PMCHK00002265	\$8,623.44
060326	MICKRE	MICHELLE KRELL KYDD	2/28/2019	CHECK	PMCHK00002265	\$600.00
060327	MIDTAP	MIDWEST TAPE	2/28/2019	CHECK	PMCHK00002265	\$2,825.06
060328	MILOKA	MILES OKAZAKI	2/28/2019	CHECK	PMCHK00002265	\$350.00
060329	NATMOR	NATHANIEL MORRISON	2/28/2019	CHECK	PMCHK00002265	\$250.00
060330	NICCHR	NICHOLE CHRISTIAN	2/28/2019	CHECK	PMCHK00002265	\$1,600.00
060331	NICPAN	NICHOLAS A. PANDOLFI	2/28/2019	CHECK	PMCHK00002265	\$900.00
060332	OCLINS	OCLC, INC.	2/28/2019	CHECK	PMCHK00002265	\$4,414.35
060333	PAYCOO	PAYTON COOK	2/28/2019	CHECK	PMCHK00002265	\$800.00
060334	PREPET	PREUSS PETS	2/28/2019	CHECK	PMCHK00002265	\$976.57
060335	RANHOU	PENGUIN RANDOM HOUSE, LLC	2/28/2019	CHECK	PMCHK00002265	\$90.00
060336	RUBSTA	RUBBER STAMPS UNLIMITED	2/28/2019	CHECK	PMCHK00002265	\$14.65

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
060337	RUSCOL	RUSS COLLINS	2/28/2019	CHECK	PMCHK00002265	\$200.00
060338	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	2/28/2019	CHECK	PMCHK00002265	\$584.65
060339	SCACRE	SCARLET CRANE CREATIONS	2/28/2019	CHECK	PMCHK00002265	\$300.00
060340	SCHSOU	SCHEDULE SOURCE, INC	2/28/2019	CHECK	PMCHK00002265	\$1,031.00
060341	STEHAW	STEPHANIE HAWKES	2/28/2019	CHECK	PMCHK00002265	\$100.00
060342	SWESOU	SWEETWATER SOUND INC.	2/28/2019	CHECK	PMCHK00002265	\$299.99
060343	THOGAL	GALE/CENGAGE LEARNING	2/28/2019	CHECK	PMCHK00002265	\$183.93
060344	WASYOU	WASENTHA YOUNG	2/28/2019	CHECK	PMCHK00002265	\$100.00
060345	HUGGAL	HUGH GALLAGHER	2/28/2019	CHECK	PMCHK00002265	\$200.00
060346	AMACORP	AMAZON	2/28/2019	CHECK	PMCHK00002266	\$6,276.33
EFT00320	OXFPRO	2725-2805 ASSOCIATES, LLC	2/1/2019	CHECK	PMCHK00002256	\$10,619.61
EFT00321	CINTAS	CINTAS CORPORATION	2/7/2019	CHECK	PMCHK00002258	\$1,187.15
EFT00322	CITWATER	CITY OF AA WATER UTILITIES	2/7/2019	CHECK	PMCHK00002258	\$2,664.82
EFT00323	COMCAS	COMCAST	2/7/2019	CHECK	PMCHK00002258	\$34.61
EFT00324	OFFDEP	OFFICE DEPOT, INC.	2/7/2019	CHECK	PMCHK00002258	\$647.54
EFT00325	ULINE	ULINE, INC.	2/7/2019	CHECK	PMCHK00002258	\$55.64
EFT00326	UNIPAR	UNITED PARCEL SERVICE	2/7/2019	CHECK	PMCHK00002258	\$41.03
EFT00327	WASMAN	WASTE MANAGEMENT OF MICHIGAN	2/7/2019	CHECK	PMCHK00002258	\$289.92
EFT00328	ATTMOB	AT&T MOBILITY	2/14/2019	CHECK	PMCHK00002261	\$422.84
EFT00329	CINTAS	CINTAS CORPORATION	2/14/2019	CHECK	PMCHK00002261	\$452.75
EFT00330	OFFDEP	OFFICE DEPOT, INC.	2/14/2019	CHECK	PMCHK00002261	\$34.96
EFT00331	UNIPAR	UNITED PARCEL SERVICE	2/14/2019	CHECK	PMCHK00002261	\$70.49
EFT00332	VERWIRC	VERIZON WIRELESS	2/14/2019	CHECK	PMCHK00002261	\$937.49
EFT00333	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	2/21/2019	CHECK	PMCHK00002264	\$3,805.04
EFT00334	CINTAS	CINTAS CORPORATION	2/21/2019	CHECK	PMCHK00002264	\$332.31
EFT00335	DTEENE	DTE ENERGY	2/21/2019	CHECK	PMCHK00002264	\$33,123.92
EFT00336	OFFDEP	OFFICE DEPOT, INC.	2/21/2019	CHECK	PMCHK00002264	\$661.21
EFT00337	TDSMET	TDS	2/21/2019	CHECK	PMCHK00002264	\$8,588.90
EFT00338	ULINE	ULINE, INC.	2/21/2019	CHECK	PMCHK00002264	\$190.79
EFT00339	UNIPAR	UNITED PARCEL SERVICE	2/21/2019	CHECK	PMCHK00002264	\$45.42
EFT00340	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	2/21/2019	CHECK	PMCHK00002264	\$84,560.82
EFT00341	CINTAS	CINTAS CORPORATION	2/28/2019	CHECK	PMCHK00002267	\$598.82
EFT00342	OFFDEP	OFFICE DEPOT, INC.	2/28/2019	CHECK	PMCHK00002267	\$175.27
EFT00343	ULINE	ULINE, INC.	2/28/2019	CHECK	PMCHK00002267	\$46.82
EFT00344	VERWIRC	VERIZON WIRELESS	2/28/2019	CHECK	PMCHK00002267	\$2,174.12

Total Checks: 223

Total Amount of Checks: \$596,953.22

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Ann Arbor District Library Financial Summary for February 2019

Cash

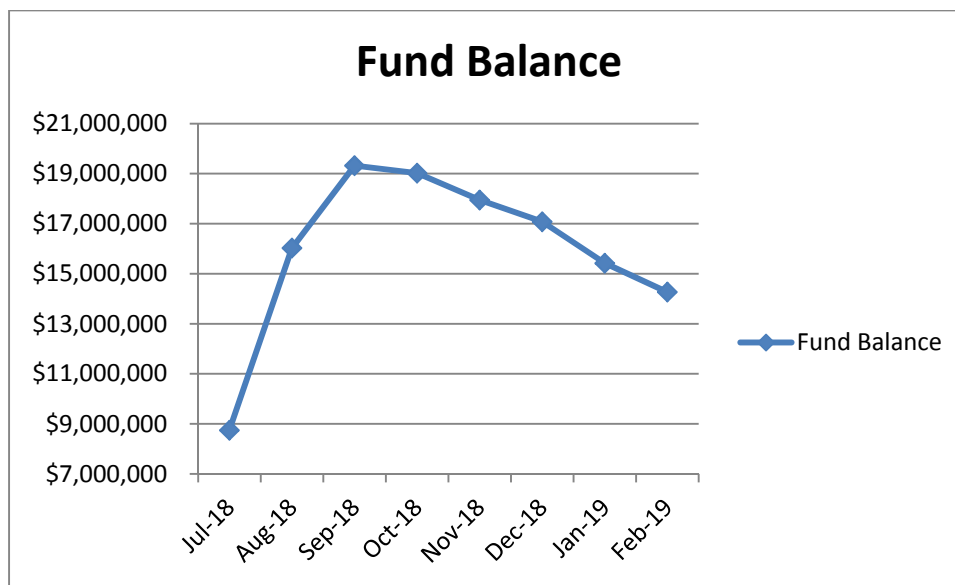
The unrestricted cash balance as of February 28, 2019 is \$13,714,016 down from \$14,848,521 at the end of January 2019.

Tax Receipts

The Library has received \$15,769,659 which is 97.4% of the annual budgeted tax receipts of \$16,186,497 as of February 28, 2019.

Fund Balance Activity

The Library has a positive fund balance of \$14,264,347 down from \$15,421,484 at the end of January 2019.



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

Actual cash receipts as of February 28, 2019 were \$16,062,246 which is \$42,360 more than projected. There were no receipts for State Aid or Penal Fines.

Ann Arbor District Library
Financial Summary for February 2019

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

There were no line items over budget.

Grants & Memorials (Balances):

Grant balances as of February 28, 2019:

- Friends of the AADL = \$27,825.83 February 2019 expenditures were \$1513.78
- Archives Grant = \$47,942.22 There were no expenditures for February 2019
- City Lore Grant = This grant has been fully expended

Capital Project Fund:

There were no capital project fund expenditures for February 2019.

Year-to-Date Revenue over Expenditures is \$6,301,613.

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 February 28, 2019

	February			Year To Date		
	Actual	Budget	Variance	Actual	Budget	Variance
REVENUES:						
Property taxes, net	\$ 82,996	\$ 83,000	\$ (4)	\$ 15,769,659	\$ 15,758,160	\$ 11,499
State aid	-	-	-	-	-	-
State penal fines	-	-	-	-	-	-
Interest income	4,634	4,600	34	121,668	90,680	30,988
Copier revenue	3,157	3,160	(4)	23,641	23,661	(20)
Grants and memorials	-	-	-	1,325	-	1,325
Library fines, fees and other	13,316	13,325	(9)	106,561	105,435	1,126
Non-resident fees	1,800	1,800	-	13,088	12,500	588
Rental revenue	2,923	2,925	(2)	26,305	29,450	(3,145)
TOTAL REVENUES:	\$ 108,826	\$ 108,810	\$ 16	\$ 16,062,246	\$ 16,019,886	\$ 42,360
EXPENDITURES:						
Current:						
Personnel:						
Salaries and wages	\$ 267,409	\$ 286,782	\$ (19,373)	\$ 4,633,249	\$ 4,701,058	\$ (67,809)
Employee benefits	152,064	152,084	(20)	1,174,198	1,197,514	(23,316)
Employment taxes	20,053	20,055	(2)	343,729	354,939	(11,209)
Purchased services:						
Custodial services	23,687	23,700	(13)	189,493	211,940	(22,447)
Accounting/Audit	-	-	-	15,933	15,933	-
Legal	1,413	1,415	(2)	11,208	11,550	(342)
Professional services	9,811	9,820	(9)	129,075	135,642	(6,567)
Utilities	35,963	35,980	(17)	269,757	279,022	(9,265)
Property Insurance	(1,341)	-	(1,341)	59,920	61,311	(1,391)
Communications	17,749	17,750	(1)	131,436	132,400	(964)
Materials	132,637	132,691	(54)	1,056,062	1,089,089	(33,027)
Software Licenses/Maint	7,805	7,805	(0)	51,275	63,291	(12,016)
Building Rental	96,733	96,740	(7)	475,619	497,705	(22,086)
Seminars, conferences and travel	436	445	(9)	15,950	19,727	(3,777)
Copier Expense	-	-	-	19,947	21,524	(1,577)
Library Programming	41,493	41,500	(7)	394,289	417,649	(23,360)
Grant and Memorial Expenditures	1,514	1,515	(1)	41,204	41,257	(54)
Operating Supplies	18,542	18,630	(88)	151,586	170,040	(18,454)
Repairs & Maintenance	25,544	25,550	(6)	334,666	353,050	(18,384)
Postage	262	265	(3)	9,607	12,140	(2,533)
Other Operating Expenditures	1,313	1,321	(8)	12,668	14,807	(2,139)
Capital Outlay/Maintenance Expense	7,169	7,170	(1)	239,762	245,695	(5,933)
TOTAL EXPENDITURES:	\$ 860,253	\$ 881,218	\$ (20,965)	\$ 9,760,633	\$ 10,047,282	\$ (286,650)
Revenue over (under) expenditures	\$ (751,427)	\$ (772,408)	\$ 20,981	\$ 6,301,613	\$ 5,972,604	\$ (244,290)
Other financing sources (uses)						
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ (751,427)	\$ (772,408)	\$ 20,981	\$ 6,301,613	\$ 5,972,604	\$ (244,290)
Fund balance, beginning of year	\$ 6,575,909	\$ 6,575,909	\$ -	\$ 6,575,909	\$ 6,575,909	\$ -
Fund balance, end of year	\$ 5,824,482	\$ 5,803,501	\$ 20,981	\$ 12,877,522	\$ 12,548,513	\$ (244,290)

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period July 1, 2017 through February 28, 2019

	General Fund	Capital Fund	All Endowment	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,769,659	\$ -	\$ -	\$ 15,769,659
State aid	-	-	-	-
State penal fines	-	-	-	-
Interest income	121,668	-	1,513	123,181
Copier revenue	23,641	-	-	23,641
Grants and memorials	1,325	-	-	1,325
Library fines, fees and other	106,561	-	-	106,561
Non-resident fees	13,088	-	-	13,088
Rental revenue	26,305	-	-	26,305
TOTAL REVENUES:	\$ 16,062,246	\$ -	\$ 1,513	\$ 16,063,759
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 4,633,249	\$ -	\$ -	\$ 4,633,249
Employee benefits	1,174,198	-	-	1,174,198
Employment taxes	343,729	-	-	343,729
Purchased services:				
Custodial services	189,493	-	-	189,493
Accounting/Audit	15,933	-	-	15,933
Legal	11,208	-	-	11,208
Professional services	129,075	-	-	129,075
Utilities	269,757	-	-	269,757
Property insurance	59,920	-	-	59,920
Communications	131,436	-	-	131,436
Materials	1,056,062	-	-	1,056,062
Software Licenses/Maint	51,275	-	-	51,275
Building Rental	475,619	-	-	475,619
Seminars, conferences and travel	15,950	-	-	15,950
Copier Expense	19,947	-	-	19,947
Library Programming	394,289	-	-	394,289
Grant and Memorial Expenditures	41,204	-	-	41,204
Operating Supplies	151,586	-	-	151,586
Repairs and Maintenance	334,666	-	-	334,666
Postage	9,607	-	-	9,607
Other Operating Expenditures	12,668	-	-	12,668
Capital Outlay/Maintenance Expense	239,762	-	-	239,762
Capital Fund Expense	-	-	-	-
TOTAL EXPENDITURES:	\$ 9,760,633	\$ -	\$ -	\$ 9,760,633
Revenue over (under) expenditures	\$ 6,301,613	\$ -	\$ 1,513	\$ 6,303,126
Other financing sources (uses)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Change in fund balance	\$ 6,301,613	\$ -	\$ 1,513	\$ 6,303,126
Fund balance, beginning of year	\$ 6,575,909	\$ 1,386,825	\$ -	\$ 7,962,734
Fund balance, end of year	\$ 12,877,522	\$ 1,386,825	\$ 1,513	\$ 14,265,860

Balance Sheet

Governmental Funds

February 28, 2019

	General Fund	Capital Fund	All Endowments	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 7,671,169	\$ 1,386,825	\$ 522,682	\$ 9,580,675
Investments	4,656,022	-	-	4,656,022
Due from other governmental units	210,000	-	-	210,000
Prepaid items	475,594	-	-	475,594
Total assets	<u>\$ 13,012,785</u>	<u>\$ 1,386,825</u>	<u>\$ 522,682</u>	<u>\$ 14,922,292</u>
Liabilities				
Accounts payable	15,224	-	-	15,224
Accrued payroll and benefits	107,463	-	-	107,463
Total liabilities	<u>\$ 122,687</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,687</u>
Deferred Outflows				
Unavailable Property Tax Revenue	<u>\$ 4,978,661</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,978,661</u>
Fund balances				
Nonspendable:				
Prepaid items	\$ 475,594	\$ -	\$ -	\$ 475,594
Permanent corpus	-	-	325,000	325,000
Restricted for endowments	-	-	197,682	197,682
Committed for capital projects	-	1,386,825	-	1,386,825
Encumbered	382,024	-	-	382,024
Unassigned	7,053,819	-	-	7,053,819
Total fund balances	<u>\$ 7,911,437</u>	<u>\$ 1,386,825</u>	<u>\$ 522,682</u>	<u>\$ 9,820,944</u>
Total liabilities and fund balances	<u>\$ 13,012,785</u>	<u>\$ 1,386,825</u>	<u>\$ 522,682</u>	<u>\$ 14,922,292</u>

Upcoming Events, and Issues of Interest

1. The Downtown Library was closed to the public for approximately 12 days for the re-carpeting, painting, and lighting upgrade of the first floor lobby area and FAADL shop space. The closure began on Monday, February 25th and concluded on March 8th. Signage indicating the Holds area, New Book shelves, Teen area, and Comics and Graphic Novel collections will be in place by Monday, March 11th.
2. The AADL is partnering with Mott Children's Hospital to launch its Book Babies initiative. The project provides board books to families with babies 0 to 12 months admitted to the congenital heart unit. The library funded the contribution of books with funds from our Marcy Westerman Fund. Marcy and Scott Westerman began the fund with a donation of \$15,000 in the early 2000's shortly before Marcys death. The library has used the funds to support its own programming and collection development, as well as, funding the Summer Game. Our partnership with Mott goes back many years, and includes storytimes with the children and families at the hospital, as well as, recorded storytimes from the library to hospitalized children. Scott Westerman passed away in 2018, and the legacy of he and Marcy continues at the public library.

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. Malletts Creek is the first of the three projects, and will begin on April 8th and the branch will be closed for 6 to 8 weeks. The work includes adding two bookable meeting spaces, re-carpeting, and re-doing the cork flooring. In addition, the collection is being re-catalogued into categories in the manner of Westgate and the collection will be rearranged to accommodate this change.
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.

Director's Report
March 2019

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

Currently, all projects are determined for this budget year and the beginning of the 2019-20 year. In addition, all of the major events of what we call Festival Season+are in planning. VISIONS will be held on Wednesday, May 15th, in the Downtown Library since last year was such a success. This day dedicated to Technology and Services for the Blind, Visually Impaired and Physically Disabled is part of the services of WLBDP@aadl.org.

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

EMAIL TO AADL: at Malletts Creek branch Lakisha did an outstanding job teaching me how to download an audiobook and navigate the library system online . She is very knowledgeable and a great resource . I am a difficult customer but she was so patient and gracious !! I am very grateful !!
> name: Judy g.

Library Response: *Thank you very much for taking the time to write to let us know how LaQuechia helped you, and I'm sure that you are not difficult at all!*

I will make sure that she knows of your thanks.

Email to AADL: Nancy at Westgate went above and beyond to find expired holds for me this morning. She did a great job of explaining

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options/timing to avoid the books coming off the shelf in the future. Thanks for the many, many great services!

Library Response: *Thank you very much for taking the time to write to us to let us know about the great service provided to you at Westgate by Nancy. We will make sure she knows of your message.*

Email to AADL: Good evening Sara,

Thank you for ordering the Novel Silent Night by Danielle Steel in the large print I appreciate that very much!

The Ann Arbor library is very lucky to have you , and so are the residents of Ann Arbor!

Thank you,
Patricia F.

Library Response: *Thank you very much! We appreciate your taking the time to let us know what you'd like to see added to the collection.*

Email to AADL: We absolutely love the Traverwood Library! We love this branch for it's ease for our family's geographic location, the natural beauty easily seen out every window, friendly helpful staff and the resources. Thank you for having such a peaceful, welcoming space to study, learn and grow.
Gratefully, Holly

Library Response: *Dear Holly, Thank you so much for taking the time to write to us and with such a lovely message. We especially appreciate the photo of your family enjoying the Traverwood Branch. I will make sure all of the staff at Traverwood see your message.*

Thanks again for being so generous with your praise.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-032**

**RESOLUTION ESTABLISHING A SPECIAL STRATEGIC PLANNING
COMMITTEE CHARGE**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 18th day of March, 2019 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Strategic Planning Committee consists of Linh Song, Chairperson; Victoria Green and Jamie Vander Broek.
- 2.) That the charge to the Strategic Planning Committee is to act as a steering group for the planning process that includes the entire Board of Trustees and the AADL staff; to engage at their discretion an external consultant to facilitate the process with the staff and Board; to plan at minimum three facilitated substantial conversations with a quorum of the Board at regularly scheduled public Board meetings that will determine the time period the Strategic Plan will cover and the components and structure of the plan and that one of the three meetings will be structured as a town hall style event that includes an invitation for the public to engage in conversation with the Board about the future of the Library and to provide a Strategic Plan document for Board review and approval no later than January 1, 2020.
- 3.) 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.

S. Kerene Moore, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-**

RESOLUTION TO ADOPT REVISIONS TO MEETING ROOM USE POLICY

Minutes of the 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 ____ day of _____, 2019 at _____ p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That Meeting Room Policy 4.1 is revised as proposed
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

S. Kerene Moore, Board Secretary

Ann Arbor District Library
Meeting Room Use Policy

Ann Arbor District Library meeting rooms are available for use by individuals and non-profit or for-profit groups subject to procedures and fees established by Library Administration.

The primary purpose of Library facilities is to implement regular Library programming. Library-sponsored and administered activities shall have priority in determining use of Library facilities. ~~Library meeting rooms are not available for religious services or social events.~~ Individuals and groups approved to use Library meeting rooms may not charge admission, use the Library rooms for fund-raising purposes, or engage in commercial activity inconsistent with the mission and purpose of the Library. Use of Library meeting rooms may not interfere with normal Library functions and operations.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, or religion with respect to access to Library space.

The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of its staff, employees and the patrons.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-**

RESOLUTION TO ADOPT REVISIONS TO SMOKE-FREE POLICY

Minutes of the 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 ____ day of _____, 2019 at _____ p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That Smoke-Free Policy 6.5 is revised as proposed
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

S. Kerene Moore, Board Secretary

Ann Arbor District Library
Smoke-Free Policy

In accordance with the Michigan Clean Indoor Air Act (Public Act 368 of 1978), and the Washtenaw County Regulation Eliminating Smoking in Public and Private Worksites and Public Spaces, Section 1005, the Ann Arbor District Library Board declares it to be the policy of the Ann Arbor District Library that all buildings, indoor facilities, and vehicles be smoke-free. This policy includes, but is not limited to, all employees and visitors.

Tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display of tobacco, other burnable products, electronic cigarettes, personal vaporizers or other electronic delivery systems.

The Ann Arbor District Library is dedicated to providing a healthy, comfortable, and productive environment for staff and visitors and members of the community. Smoking has been proven dangerous to both users and persons exposed to "second-hand smoke," -environmental tobacco smoke (ETS).

Copies of this policy shall be distributed to all employees and contractors. Prominent signs displaying the following statement will be posted at all entrances throughout the buildings, and indoor facilities, and in vehicles.

**SMOKING IS PROHIBITED IN THIS BUILDING/INDOOR FACILITY/VEHICLE
PURSUANT TO THE MICHIGAN CLEAN INDOOR AIR ACT.**

Rules and regulations for the enforcement of this policy shall include a procedure for complaints, investigations, and enforcement action to which violators are subject. The district will provide assistance to employees who wish to stop smoking.

ANN ARBOR DISTRICT LIBRARY BOARD

Dharma Akmon
Victoria Green
Jim Leija
S. Kerene Moore
Colleen Sherman
Linh Song
Jamie Vander Broek

2019 OFFICERS

President Linh Song
Vice President Jim Leija
Treasurer Colleen Sherman
Secretary S. Kerene Moore

ADMINISTRATION

Josie Parker í í í ..í .í í í í í í í í .í í í í í í í í ..í Director
Eli Neiburger í í .í í í í í í í í .í í í í í í í í . 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