



Regular Meeting Agenda

Monday, November 18, 2019

Published by Ann Arbor District Library

November 2019

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

December 2019

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

January 2020

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

MEMORANDUM

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

REGULAR MEETING AGENDA

- 19-166 I. CALL TO ORDER
- 19-167 II. ATTENDANCE
- 19-168 III. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 19-169 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of October 21, 2019 (pp. 4-7)
- CA-2 Approval of October 2019 Disbursements (pp. 8-12)
- 19-170 V. CITIZENS'S COMMENTS
- 19-171 VI. FINANCIAL REPORTS (pp. 13-17)
 Josie B. Parker, Director
- 19-172 VII. COMMITTEE REPORTS
- 19-173 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 19-174 B. BUDGET & FINANCE COMMITTEE
 (10 minutes)
- 19-175 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 19-176 IX. OLD BUSINESS
- 18-049 A. UPDATE ON CONSTRUCTION PROJECTS
 Len Lemorie, Facilities Manager
 (10 minutes)

- 19-177 X. NEW BUSINESS
- 19-178 A. AUDITOR'S REPORT
David Youngstrom, Yeo & Yeo, CPAs
(30 minutes)
- 19-179 B. RESOLUTION TO ACCEPT THE 2018-2019 FINANCIAL AUDIT (p.18)
(Item of action)
- 19-180 C. BONNER ADVISORY GROUP REPORT
Luke Bonner, Bonner Advisory Group
(60 minutes)
- 19-181 D. RESOLUTION APPROVING THE PROJECT BUDGET FOR THE 4TH FLOOR RENOVATION PROJECT (p. 19)
Len Lemorie, Facilities Manager
(10 minutes)
(Item of action)
- 19-182 E. RESOLUTION TO TRANSFER FROM FUND BALANCE TO CAPITAL PROJECTS FUND (p. 20)
(Item of action)
- 19-183 F. RESOLUTION OF THANKS TO LAURA PERSHIN RAYNOR UPON HER RETIREMENT (p. 21)
(Item of action)
- 19-184 G. VOTE FOR CLOSED SESSION AT THE DECEMBER 16, 2019 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND OPINION OF COUNSEL
(Item of action)
Roll call vote
- 19-185 XI. CITIZENS' COMMENTS
- 19-186 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.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 21, 2019

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 21, 2019

- 19-151 I. CALL TO ORDER
- President Song called the meeting to order at 5:34 p.m.
- 19-152 II. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 19-153 III. RECONVENE TO REGULAR MEETING AT 7:30 P.M.
- President Song reconvened to the regular meeting at 7:35 p.m.
- 19-154 IV. ATTENDANCE
- Board Present: Victoria Green, Jim Leija (arr. 7:37 p.m.), S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek
 Board Absent: Dharma Akmon
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
- 19-155 V. APPROVAL OF AGENDA
 (Item of action)
- Secretary Moore, supported by Trustee Vander Broek, moved to approve the agenda as presented.
- AYES: Green, Moore, Sherman, Song, Vander Broek
 NAYS: None
- Motion passed 5-0.
- 19-156 VI. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of September 16, 2019
- CA-2 Approval of August and September 2019 Disbursements
- Secretary Moore, supported by Trustee Vander Broek, moved to approve the consent agenda.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 21, 2019

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

Motion passed 5-0.

19-157 VII. CITIZENSØ COMMENTS

There were no citizensØ comments.

Vice President Leija arrived at 7:37 p.m.

19-158 VIII. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker reported the packet contains July through September 2019 financial reports. The financial documents reflect the standard governmental accrual accounting format with an additional year-to-date percentage column.

Vice President Leija expressed interest in seeing additional information in the financial reports. Administration will work with Maner Costerisan to determine additional reporting methods.

19-159 IX. COMMITTEE REPORTS

19-160 A. EXECUTIVE COMMITTEE

President Song reported the committee met earlier this evening to review the agenda. She also reported that she and Administration met with the CityØ consultant, The Smith Group gathering feedback on the Y-Lot.

19-161 B. STRATEGIC PLANNING COMMITTEE

Trustee Vander Broek reported that the committee met with Bridgeport and reviewed and revised a draft values statement. Director Parker noted that Bridgeport will be meeting next with managers.

19-162 X. DIRECTORØS REPORT
 Josie B. Parker, Director

Director Parker presented her written report and highlighted the following:

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 21, 2019

The Pittsfield Branch Library remodeling is on schedule and a reopening date will be announced soon. The Bernoulli machine in Pittsfield has been moved to the youth area. Closing of the Traverwood Branch will be announced when Pittsfield's opening date is known.

The City of Ann Arbor Traverwood Drive street project is nearing completion.

A new drop box has been installed on the front porch of the Downtown Library. The William Street drop boxes will be closed next week.

Joyce Hunter, CEO of the African American Cultural History Museum recently complimented AADL on our oral history partnership during a Comcast Newsmakers podcast.

The recent Wayzgoose & printing festival saw 2,600 attendees at the Downtown Library. AADL is discussing hosting the Amalgamated Printers' Association National Wayzgoose in June 2020.

Dia de la Familia Latina was held in the Downtown Library in early October and had around 275 attendees.

The Downtown Library will be hosting seven temporary art installations by the Stamps School of Art and Design for a social spaces community project.

169 volunteers provided 1,264 hours of service during this past summer. They served in 164 programs and helped package over 3,000 summer game orders.

An RFP seeking a vendor for a coffee café for the Downtown Library is currently being reviewed by legal counsel. It is anticipated that once the RFP is issued, responses should be received by early winter 2020.

A summary of public and staff comments was reviewed.

Director Parker clarified a recent patron inquiry regarding other libraries no longer charging fines. She stated that AADL does waive fines on a case by case basis. Fines are a reminder that materials being borrowed need to be returned for other patrons waiting for them. All fines were waived when we switched our circulation system. In some systems where fines are not charged materials

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 21, 2019

overdue after a short period are considered lost and the patron is charged for the materials. AADL considers materials lost after forty-five days. She noted that all desk staff has the ability to waive fines. She also stated that minor library cards with lost or overdue material are not sent collection letters.

19-163 XI. OLD BUSINESS

18-049 A. UPDATE ON CONSTRUCTION PROJECTS
Josie B. Parker, Director

Director Parker reported that the labeling of Pittsfield Branch materials is on schedule. Electrical work will be completed within the next two weeks. It is anticipated that Pittsfield will reopen on schedule. Traverwood Branch closing will be announced as soon as Pittsfield's opening is confirmed.

The final drawings for the Downtown Library fourth floor meeting room project have been completed and have gone out for bid.

The backup generator project is waiting on budget numbers from O'Neil.

Trustee Green inquired about the status of the Downtown Library sewage issue. Director Parker stated the work for the repair has been done, however a long-term solution will have to be brought to the Board.

19-164 XII. CITIZENS' COMMENTS

There were no citizens' comments.

19-165 XIII. ADJOURNMENT

President Song adjourned the meeting at 8:27 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 October 21, 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

System: 11/5/2019 2:40:15 PM
 User Date: 11/5/2019

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: richmond

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	10/1/2019
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
061838	AIRENTAL	A-1 RENTAL, INC.	10/3/2019	CHECK	PMCHK00002352	\$115.00
061839	ADASTR	ADAMS STREET PUBLISHING CO.	10/3/2019	CHECK	PMCHK00002352	\$2,272.00
061840	AFSMITH	A.F. SMITH ELECTRIC, INC.	10/3/2019	CHECK	PMCHK00002352	\$666.75
061841	AFTDEL	AFTERNOON DELIGHT	10/3/2019	CHECK	PMCHK00002352	\$444.85
061842	ALLENT	ALLIANCE ENTERTAINMENT	10/3/2019	CHECK	PMCHK00002352	\$1,172.37
061843	AMASCH	AMANDA SCHOTT	10/3/2019	CHECK	PMCHK00002352	\$13.75
061844	AMYSUM	AMY LYNN SUMERTON	10/3/2019	CHECK	PMCHK00002352	\$805.00
061845	AMYTAR	AMY C. TARRANT	10/3/2019	CHECK	PMCHK00002352	\$150.00
061846	APPIMA	APPLIED IMAGING	10/3/2019	CHECK	PMCHK00002352	\$9,305.78
061847	APPLE	APPLE, INC.	10/3/2019	CHECK	PMCHK00002352	\$39,153.50
061848	ASHHUG	ASHLEY HUGHES	10/3/2019	CHECK	PMCHK00002352	\$50.00
061849	B&H	B&H PHOTO-VIDEO	10/3/2019	CHECK	PMCHK00002352	\$159.03
061850	BAKTAY	BAKER & TAYLOR	10/3/2019	CHECK	PMCHK00002352	\$16,639.16
061851	BLAAUD	BLACKSTONE PUBLISHING	10/3/2019	CHECK	PMCHK00002352	\$325.98
061852	BLOMEA	BLOM MEADWORKS	10/3/2019	CHECK	PMCHK00002352	\$200.00
061853	BRIOBR	BRIDGET O'BRIEN	10/3/2019	CHECK	PMCHK00002352	\$150.00
061854	CARCOE	CAROL COELIUS	10/3/2019	CHECK	PMCHK00002352	\$300.00
061855	CDW-G	CDW GOVERNMENT	10/3/2019	CHECK	PMCHK00002352	\$567.70
061856	CHADES	CHALOU DESIGNS	10/3/2019	CHECK	PMCHK00002352	\$1,689.00
061857	CHRBEC	CHRISTOPHER BECKER	10/3/2019	CHECK	PMCHK00002352	\$80.00
061858	CLAMAL	CLARE MALONE	10/3/2019	CHECK	PMCHK00002352	\$2,500.00
061859	DICBLI	BLICK ART MATERIALS	10/3/2019	CHECK	PMCHK00002352	\$75.00
061860	ELYGAM	ELYSE GAMBINO	10/3/2019	CHECK	PMCHK00002352	\$155.00
061861	EUNCHE	EUNJAE CHEON	10/3/2019	CHECK	PMCHK00002352	\$200.00
061862	EVEHOL	EVELYN HOLLENSHEAD	10/3/2019	CHECK	PMCHK00002352	\$55.74
061863	FASTSI	FASTSIGNS	10/3/2019	CHECK	PMCHK00002352	\$162.00
061864	FEAFIN	FEATHER & FIN PRODUCTIONS	10/3/2019	CHECK	PMCHK00002352	\$10.00
061865	FREBEL	FRED BELDIN	10/3/2019	CHECK	PMCHK00002352	\$100.00
061866	GRAPHX	GRAPH-X	10/3/2019	CHECK	PMCHK00002352	\$2,275.00
061867	HADLAN	HADDAD LANDSCAPING	10/3/2019	CHECK	PMCHK00002352	\$3,400.00
061868	HEBABD	HEBATALLAH ABDELAAL	10/3/2019	CHECK	PMCHK00002352	\$100.00
061869	HUGGAL	HUGH GALLAGHER	10/3/2019	CHECK	PMCHK00002352	\$200.00
061870	HUTPLU	HUTZEL	10/3/2019	CHECK	PMCHK00002352	\$319.50
061871	JENMCK	JENNIFER ANN MCKEE	10/3/2019	CHECK	PMCHK00002352	\$100.00
061872	JEWISHNE	JCMWC, LLC	10/3/2019	CHECK	PMCHK00002352	\$278.00
061873	JOHBARR	JOHN BARRIE	10/3/2019	CHECK	PMCHK00002352	\$100.00
061874	KATCAT	KATHERINE'S CATERING	10/3/2019	CHECK	PMCHK00002352	\$1,716.40
061875	KATLET	KATHLEEN LETTS	10/3/2019	CHECK	PMCHK00002352	\$200.00
061876	LUCSCH	LUCY SCHRAMM	10/3/2019	CHECK	PMCHK00002352	\$31.44
061877	MANCOS	MANER COSTERISAN	10/3/2019	CHECK	PMCHK00002352	\$11,000.00
061878	MARBAN	MARTIN BANDYKE	10/3/2019	CHECK	PMCHK00002352	\$500.00
061879	MARSTU	MARTHA RUTH STUIT	10/3/2019	CHECK	PMCHK00002352	\$100.00
061880	MIDTAP	MIDWEST TAPE	10/3/2019	CHECK	PMCHK00002352	\$315.49
061881	PATCOS	PATRICIA COST	10/3/2019	CHECK	PMCHK00002352	\$250.00
061882	PATFSMI	PATRICIA FITZPATRICK SMITH	10/3/2019	CHECK	PMCHK00002352	\$300.00
061883	PAUBOW	PAUL BOWLING	10/3/2019	CHECK	PMCHK00002352	\$250.00
061884	PAYCOO	PAYTON COOK	10/3/2019	CHECK	PMCHK00002352	\$1,000.00
061885	PILCAF	PILAR'S CAFE	10/3/2019	CHECK	PMCHK00002352	\$935.00
061886	PORDIS	PORTAGE DISTRICT LIBRARY	10/3/2019	CHECK	PMCHK00002352	\$21.35
061887	PREPET	PREUSS PETS	10/3/2019	CHECK	PMCHK00002352	\$1,347.16
061888	PRITEC	PRINT TECH INC.	10/3/2019	CHECK	PMCHK00002352	\$1,071.17
061889	PROINF	PROQUEST - LLC	10/3/2019	CHECK	PMCHK00002352	\$5,998.72
061890	RACSTE	RACHEL STEPHENSON	10/3/2019	CHECK	PMCHK00002352	\$50.00
061891	RECBOO	RECORDED BOOKS, INC.	10/3/2019	CHECK	PMCHK00002352	\$532.66
061892	RICRET	RICHARD RETYI	10/3/2019	CHECK	PMCHK00002352	\$98.94
061893	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	10/3/2019	CHECK	PMCHK00002352	\$23,686.66

Ann Arbor District Library
VENDOR CHECK REGISTER REPORT
Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
061894	ROOSRO	ROOSROAST	10/3/2019	CHECK	PMCHK00002352	\$858.00
061895	SCHSOU	SCHEDULE SOURCE, INC	10/3/2019	CHECK	PMCHK00002352	\$1,026.00
061896	SELAUTO	SELECT AUTO SERVICE	10/3/2019	CHECK	PMCHK00002352	\$135.08
061897	SHEDUQ	SHERRY DUQUET	10/3/2019	CHECK	PMCHK00002352	\$65.97
061898	SHEWIL	SHERWIN- WILLIAMS	10/3/2019	CHECK	PMCHK00002352	\$78.07
061899	STAHAR	STADIUM HARDWARE	10/3/2019	CHECK	PMCHK00002352	\$155.41
061900	STAPLES	STAPLES ADVANTAGE	10/3/2019	CHECK	PMCHK00002352	\$106.20
061901	SWESOU	SWEETWATER SOUND INC.	10/3/2019	CHECK	PMCHK00002352	\$1,995.64
061902	TRADIS	TADL	10/3/2019	CHECK	PMCHK00002352	\$34.90
061903	TSAFON	TSAI FONG BOOKS, INC.	10/3/2019	CHECK	PMCHK00002352	\$908.09
061904	UNDGRO	UNDERGROUND PRINTING	10/3/2019	CHECK	PMCHK00002352	\$1,012.84
061905	YBP	YBP	10/3/2019	CHECK	PMCHK00002352	\$130.00
061906	CADWEX	CADILLACWEXFORD PUBLIC LIBRARY	10/3/2019	CHECK	PMCHK00002352	\$16.95
061907	KELCOM	KELLOGG COMMUNITY COLLEGE	10/3/2019	CHECK	PMCHK00002352	\$55.95
061908	AMABOOK	SYNCB/AMAZON	10/3/2019	CHECK	PMCHK00002352	\$3,901.58
061909	HEASWE	HEAT & SWEEP FIREPLACE & BBQ	10/7/2019	CHECK	PMCHK00002354	\$839.50
061910	4IMPRINT	4IMPRINT, INC	10/10/2019	CHECK	PMCHK00002355	\$2,144.78
061911	AEPEX	AEPEX CONTEMP PERFORMANCE	10/10/2019	CHECK	PMCHK00002355	\$200.00
061912	ALLENT	ALLIANCE ENTERTAINMENT	10/10/2019	CHECK	PMCHK00002355	\$1,354.42
061913	ALRMET	ALRO METALS OUTLET	10/10/2019	CHECK	PMCHK00002355	\$240.00
061914	ANNCABINETS	ANN ARBOR CABINET & COUNTER	10/10/2019	CHECK	PMCHK00002355	\$9,800.00
061915	APPLE	APPLE, INC.	10/10/2019	CHECK	PMCHK00002355	\$1,406.00
061916	B&H	B&H PHOTO-VIDEO	10/10/2019	CHECK	PMCHK00002355	\$234.51
061917	BAKTAY	BAKER & TAYLOR	10/10/2019	CHECK	PMCHK00002355	\$11,473.55
061918	BALPRO	BALLOUT PROJECTS	10/10/2019	CHECK	PMCHK00002355	\$250.00
061919	BLAAUD	BLACKSTONE PUBLISHING	10/10/2019	CHECK	PMCHK00002355	\$529.99
061920	BREWER	BREWER'S	10/10/2019	CHECK	PMCHK00002355	\$686.18
061921	BRICON	BRIDGEPORT CONSULTING	10/10/2019	CHECK	PMCHK00002355	\$1,881.25
061922	BUSVAL	BUSCH'S, INC.	10/10/2019	CHECK	PMCHK00002355	\$342.33
061923	CARBRO	CARPENTER BROS.	10/10/2019	CHECK	PMCHK00002355	\$5.29
061924	CDW-G	CDW GOVERNMENT	10/10/2019	CHECK	PMCHK00002355	\$1,863.68
061925	CHATAY	CHARLES TAYLOR	10/10/2019	CHECK	PMCHK00002355	\$109.89
061926	DAYHAR	DAYTON HARE	10/10/2019	CHECK	PMCHK00002355	\$100.00
061927	DIADUD	DIANNE LYNN DUDLEY	10/10/2019	CHECK	PMCHK00002355	\$100.00
061928	EDGDES	EDGE DESIGN ASSOCIATES, INC	10/10/2019	CHECK	PMCHK00002355	\$27,890.00
061929	FASTSI	FASTSIGNS	10/10/2019	CHECK	PMCHK00002355	\$206.08
061930	JEFKAS	JEFFREY KASS	10/10/2019	CHECK	PMCHK00002355	\$51.00
061931	JENMCK	JENNIFER ANN MCKEE	10/10/2019	CHECK	PMCHK00002355	\$200.00
061932	KENSHOTEL	THE KENSINGTON HOTEL	10/10/2019	CHECK	PMCHK00002355	\$36.00
061933	LAUCRA	LAUREN CRAWFORD	10/10/2019	CHECK	PMCHK00002355	\$575.00
061934	MARDIG	MARIA CONSUELO DIGON ARROBA	10/10/2019	CHECK	PMCHK00002355	\$100.00
061935	MARSTU	MARTHA RUTH STUIT	10/10/2019	CHECK	PMCHK00002355	\$100.00
061936	METCOM	METCOM	10/10/2019	CHECK	PMCHK00002355	\$3,882.26
061937	MICKRE	MICHELLE KRELL KYDD	10/10/2019	CHECK	PMCHK00002355	\$1,200.00
061938	MIDTAP	MIDWEST TAPE	10/10/2019	CHECK	PMCHK00002355	\$11,014.49
061939	MOMFIF	MOMOKO FIFE	10/10/2019	CHECK	PMCHK00002355	\$100.00
061940	NEOINK	NEOPOST USA INC	10/10/2019	CHECK	PMCHK00002355	\$356.00
061941	NICCHR	NICHOLE CHRISTIAN	10/10/2019	CHECK	PMCHK00002355	\$1,600.00
061942	PATFSMI	PATRICIA FITZPATRICK SMITH	10/10/2019	CHECK	PMCHK00002355	\$100.00
061943	PLAWIS	PLANTWISE	10/10/2019	CHECK	PMCHK00002355	\$3,150.00
061944	PRITEC	PRINT TECH INC.	10/10/2019	CHECK	PMCHK00002355	\$3,465.26
061945	RAEHOE	RACHEL HOEKSTRA	10/10/2019	CHECK	PMCHK00002355	\$100.00
061946	RECBOO	RECORDED BOOKS, INC.	10/10/2019	CHECK	PMCHK00002355	\$120.58
061947	ROCTHE	ROCK THE BOOTH LLC	10/10/2019	CHECK	PMCHK00002355	\$495.00
061948	RODARR	RODNEY ARROYO	10/10/2019	CHECK	PMCHK00002355	\$100.00
061949	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/10/2019	CHECK	PMCHK00002355	\$7,285.80
061950	SHASON	SHAMBAUGH	10/10/2019	CHECK	PMCHK00002355	\$2,680.00
061951	STAPLES	STAPLES ADVANTAGE	10/10/2019	CHECK	PMCHK00002355	\$72.66
061952	SWESOU	SWEETWATER SOUND INC.	10/10/2019	CHECK	PMCHK00002355	\$5,848.86
061953	TEACOM	THE TEACHING COMPANY SALES	10/10/2019	CHECK	PMCHK00002355	\$974.40
061954	THOGAL	GALE	10/10/2019	CHECK	PMCHK00002355	\$235.41
061955	3PLAYMED	3PLAY MEDIA	10/18/2019	CHECK	PMCHK00002357	\$131.67
061956	A.M. SERV	A.M. SERVICES, INC	10/18/2019	CHECK	PMCHK00002357	\$280.35

System: 11/5/2019 2:40:15 PM
 User Date: 11/5/2019

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: richmond

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
061957	ALDGIR	ALDO P. GIRARD	10/18/2019	CHECK	PMCHK00002357	\$50.00
061958	ANDCHU	ANDREW CHURCHMAN	10/18/2019	CHECK	PMCHK00002357	\$1,300.00
061959	ANDYUN	ANDREA SOOYOUNG YUN	10/18/2019	CHECK	PMCHK00002357	\$200.00
061960	ANNARB	ANN ARBOR OBSERVER	10/18/2019	CHECK	PMCHK00002357	\$4,333.80
061961	APPLE	APPLE, INC.	10/18/2019	CHECK	PMCHK00002357	\$2,508.00
061962	ARMCLE	ARMEN CLEANERS	10/18/2019	CHECK	PMCHK00002357	\$78.10
061963	BAKTAY	BAKER & TAYLOR	10/18/2019	CHECK	PMCHK00002357	\$15,985.85
061964	BETBEC	BETSY JANE BECKERMAN	10/18/2019	CHECK	PMCHK00002357	\$600.00
061965	BETMAN	BETH MANUEL	10/18/2019	CHECK	PMCHK00002357	\$12.70
061966	CARCOE	CAROL COELIUS	10/18/2019	CHECK	PMCHK00002357	\$150.00
061967	CDW-G	CDW GOVERNMENT	10/18/2019	CHECK	PMCHK00002357	\$27.47
061968	DEWCOR	DEW-EL CORPORATION	10/18/2019	CHECK	PMCHK00002357	\$2,618.00
061969	DICBLI	BLICK ART MATERIALS	10/18/2019	CHECK	PMCHK00002357	\$219.03
061970	DOUBOS	DOUGLAS BOSLEY	10/18/2019	CHECK	PMCHK00002357	\$1,200.00
061971	FASTSI	FASTSIGNS	10/18/2019	CHECK	PMCHK00002357	\$1,792.83
061972	FORFRA	FORMAT FRAMING	10/18/2019	CHECK	PMCHK00002357	\$917.28
061973	FULLAZ	FULGENCIO LAZO	10/18/2019	CHECK	PMCHK00002357	\$35.00
061974	GLASCO	GLASCO CORPORATION	10/18/2019	CHECK	PMCHK00002357	\$915.00
061975	GRADUATE	GRADUATE ANN ARBOR	10/18/2019	CHECK	PMCHK00002357	\$177.45
061976	HURVAL	HURON VALLEY FIRE PROTECTON	10/18/2019	CHECK	PMCHK00002357	\$846.80
061977	JACRED	JACOB REDMON	10/18/2019	CHECK	PMCHK00002357	\$50.00
061978	KARTUT	KARIN TUTHILL	10/18/2019	CHECK	PMCHK00002357	\$1,059.76
061979	LAVAGE	THE LAVIN AGENCY, INC	10/18/2019	CHECK	PMCHK00002357	\$10,125.00
061980	LOWE'S	LOWES BUSINESS ACCOUNT	10/18/2019	CHECK	PMCHK00002357	\$310.16
061981	LUIGON	LUISA GONZALEZ-ESQUIVEL	10/18/2019	CHECK	PMCHK00002357	\$100.00
061982	MICOFF	MICHIGAN OFFICE SOLUTIONS	10/18/2019	CHECK	PMCHK00002357	\$489.37
061983	MICPOW	MICHIGAN POWER RODDING	10/18/2019	CHECK	PMCHK00002357	\$311.00
061984	MIDTAP	MIDWEST TAPE	10/18/2019	CHECK	PMCHK00002357	\$4,043.62
061985	MLIVE	MLIVE MEDIA GROUP	10/18/2019	CHECK	PMCHK00002357	\$844.00
061986	PATFSMI	PATRICIA FITZPATRICK SMITH	10/18/2019	CHECK	PMCHK00002357	\$150.00
061987	PINFAB	PINK CASTLE FABRICS	10/18/2019	CHECK	PMCHK00002357	\$50.00
061988	POPLOC	POP A LOCK OF ANN ARBOR	10/18/2019	CHECK	PMCHK00002357	\$277.00
061989	PRITEC	PRINT TECH INC.	10/18/2019	CHECK	PMCHK00002357	\$3,220.01
061990	RECANN	RECYCLE ANN ARBOR	10/18/2019	CHECK	PMCHK00002357	\$642.50
061991	RICRET	RICHARD RETYI	10/18/2019	CHECK	PMCHK00002357	\$99.95
061992	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	10/18/2019	CHECK	PMCHK00002357	\$29.95
061993	SAIHUS	SAIRAH HUSAIN	10/18/2019	CHECK	PMCHK00002357	\$15.31
061994	SARJAB	SARMED JABRA	10/18/2019	CHECK	PMCHK00002357	\$495.00
061995	SARKEL	SARA MELTON KELLER	10/18/2019	CHECK	PMCHK00002357	\$90.00
061996	SCHSEC	SCHILKE SECURITY	10/18/2019	CHECK	PMCHK00002357	\$2,175.00
061997	SHEWIL	SHERWIN- WILLIAMS	10/18/2019	CHECK	PMCHK00002357	\$33.08
061998	STAPLES	STAPLES ADVANTAGE	10/18/2019	CHECK	PMCHK00002357	\$74.72
061999	SUSMON	SUSAN MONTGOMERY	10/18/2019	CHECK	PMCHK00002357	\$100.00
062000	SWESOU	SWEETWATER SOUND INC.	10/18/2019	CHECK	PMCHK00002357	\$434.91
062001	UNDGRO	UNDERGROUND PRINTING	10/18/2019	CHECK	PMCHK00002357	\$663.00
062002	UNUMPRO	UNUM LIFE INSURANCE	10/18/2019	CHECK	PMCHK00002357	\$4,179.21
062003	UNUMPRO1	UNUM LIFE INSURANCE	10/18/2019	CHECK	PMCHK00002357	\$3,639.24
062004	YEOYEO	YEO & YEO	10/18/2019	CHECK	PMCHK00002357	\$4,000.00
062005	FRIOF	FRIENDS OF THE AADL	10/18/2019	CHECK	PMCHK00002357	\$4,098.25
062006	ALAFIS	ALAN FISK	10/24/2019	CHECK	PMCHK00002360	\$2,250.00
062007	ALLENT	ALLIANCE ENTERTAINMENT	10/24/2019	CHECK	PMCHK00002360	\$4,031.38
062008	ALRMET	ALRO METALS	10/24/2019	CHECK	PMCHK00002360	\$68.75
062009	AMBFAL	AMBER ADAMS-FALL	10/24/2019	CHECK	PMCHK00002360	\$100.00
062010	APPLE	APPLE, INC.	10/24/2019	CHECK	PMCHK00002360	\$3,162.00
062011	BAKTAY	BAKER & TAYLOR	10/24/2019	CHECK	PMCHK00002360	\$14,957.95
062012	BETBAT	ELIZABETH BATTEY	10/24/2019	CHECK	PMCHK00002360	\$540.00
062013	BETNEA	BETHANY NEAL	10/24/2019	CHECK	PMCHK00002360	\$450.00
062014	BLAAUD	BLACKSTONE PUBLISHING	10/24/2019	CHECK	PMCHK00002360	\$152.00
062015	BONADV	BONNER ADVISORY GROUP	10/24/2019	CHECK	PMCHK00002360	\$3,300.00
062016	BRICOR	BRILLIANCE PUBLISHING	10/24/2019	CHECK	PMCHK00002360	\$467.82
062017	DICBLI	BLICK ART MATERIALS	10/24/2019	CHECK	PMCHK00002360	\$801.47
062018	DIGKEY	DIGI-KEY ELECTRONICS	10/24/2019	CHECK	PMCHK00002360	\$199.94
062019	GRADUATE	GRADUATE ANN ARBOR	10/24/2019	CHECK	PMCHK00002360	\$553.35

System: 11/5/2019 2:40:15 PM
 User Date: 11/5/2019

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 4
 User ID: richmondc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
062020	GREKNO	GREG KNOLLMEYER	10/24/2019	CHECK	PMCHK00002360	\$100.00
062021	HECTRU	HECTOR TRUJILLO	10/24/2019	CHECK	PMCHK00002360	\$800.00
062022	HUGGAL	HUGH GALLAGHER	10/24/2019	CHECK	PMCHK00002360	\$500.00
062023	JERKLU	JEREMY D KLUMPP	10/24/2019	CHECK	PMCHK00002360	\$100.00
062024	KAPEAR	KAPLAN EARLY LEARNING CO.	10/24/2019	CHECK	PMCHK00002360	\$617.31
062025	KATULE	KATHRYN E. ULEMAN	10/24/2019	CHECK	PMCHK00002360	\$768.75
062026	KEEROD	KEEGAN RODGERS	10/24/2019	CHECK	PMCHK00002360	\$600.00
062027	MARKOU	MARGARET ALEX KOURVO	10/24/2019	CHECK	PMCHK00002360	\$450.00
062028	MIDTAP	MIDWEST TAPE	10/24/2019	CHECK	PMCHK00002360	\$6,503.23
062029	MONHIG	MONICA LYNNE HIGMAN	10/24/2019	CHECK	PMCHK00002360	\$100.00
062030	MOOSQU	MOOSE & SQUIRREL HORTICULTURAL	10/24/2019	CHECK	PMCHK00002360	\$1,100.00
062031	PAIWOR	PAINTED WORDS, INC	10/24/2019	CHECK	PMCHK00002360	\$6,000.00
062032	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/24/2019	CHECK	PMCHK00002360	\$1,329.74
062033	RECBOO	RECORDED BOOKS, INC.	10/24/2019	CHECK	PMCHK00002360	\$215.85
062034	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	10/24/2019	CHECK	PMCHK00002360	\$45.60
062035	SHASON	SHAMBAUGH	10/24/2019	CHECK	PMCHK00002360	\$25,305.00
062036	STRPRO	STRONG PRODUCTIONS	10/24/2019	CHECK	PMCHK00002360	\$1,000.00
062037	THOGAL	GALE	10/24/2019	CHECK	PMCHK00002360	\$171.68
062038	VOSLIG	VOSS LIGHTING	10/24/2019	CHECK	PMCHK00002360	\$2,921.60
062039	WESENT	WESTGATE ENTERPRISES, LLC	10/24/2019	CHECK	PMCHK00002360	\$35,627.37
062040	DYKGO	DYKEMA GOSSETT PLLC	10/24/2019	CHECK	PMCHK00002360	\$365.93
062041	HOOHAT	HOOPER HATHAWAY, P.C.	10/24/2019	CHECK	PMCHK00002360	\$154.00
062042	FRADIS	FRANKENMUTH WICKSON LIBRARY	10/24/2019	CHECK	PMCHK00002360	\$9.99
062043	MANCOS	MANER COSTERISAN	10/24/2019	CHECK	PMCHK00002361	\$20,877.13
062044	AARRT&HA	AARRT&HA	10/31/2019	CHECK	PMCHK00002363	\$27.00
062045	AFSMITH	A.F. SMITH ELECTRIC, INC.	10/31/2019	CHECK	PMCHK00002363	\$730.02
062046	AFTDEL	AFTERNOON DELIGHT	10/31/2019	CHECK	PMCHK00002363	\$1,200.25
062047	ALEPIE	ALEX PIERZCHALA	10/31/2019	CHECK	PMCHK00002363	\$120.00
062048	ALLENT	ALLIANCE ENTERTAINMENT	10/31/2019	CHECK	PMCHK00002363	\$147.64
062049	ALLJON	ALLISON JONES	10/31/2019	CHECK	PMCHK00002363	\$56.43
062050	AMASCH	AMANDA SCHOTT	10/31/2019	CHECK	PMCHK00002363	\$31.95
062051	AMYSUM	AMY LYNN SUMERTON	10/31/2019	CHECK	PMCHK00002363	\$525.00
062052	BAKTAY	BAKER & TAYLOR	10/31/2019	CHECK	PMCHK00002363	\$18,805.70
062053	BARBAG	BARRY BAGELS	10/31/2019	CHECK	PMCHK00002363	\$135.86
062054	BARNOB1	BARNES & NOBLE INC.	10/31/2019	CHECK	PMCHK00002363	\$207.91
062055	BLAAUD	BLACKSTONE PUBLISHING	10/31/2019	CHECK	PMCHK00002363	\$451.98
062056	CARBRO	CARPENTER BROS.	10/31/2019	CHECK	PMCHK00002363	\$2.78
062057	CHADES	CHALOU DESIGNS	10/31/2019	CHECK	PMCHK00002363	\$4,095.25
062058	CHITRI	CHICAGO TRIBUNE	10/31/2019	CHECK	PMCHK00002363	\$433.16
062059	DAVMCM	DAVID MCMILLAN	10/31/2019	CHECK	PMCHK00002363	\$80.00
062060	DAYHAR	DAYTON HARE	10/31/2019	CHECK	PMCHK00002363	\$100.00
062061	ELYGAM	ELYSE GAMBINO	10/31/2019	CHECK	PMCHK00002363	\$255.00
062062	EMIHOW	EMILY HOWARD	10/31/2019	CHECK	PMCHK00002363	\$52.80
062063	FASTSI	FASTSIGNS	10/31/2019	CHECK	PMCHK00002363	\$1,035.00
062064	FERENT	FERGUSON ENTERPRISES	10/31/2019	CHECK	PMCHK00002363	\$290.18
062065	GRADUATE	GRADUATE ANN ARBOR	10/31/2019	CHECK	PMCHK00002363	\$887.25
062066	GRAINGER	GRAINGER	10/31/2019	CHECK	PMCHK00002363	\$9.40
062067	HEBABD	HEBATALLAH ABDELAAL	10/31/2019	CHECK	PMCHK00002363	\$100.00
062068	JAMLUD	JAMIE LUDOVISE	10/31/2019	CHECK	PMCHK00002363	\$750.00
062069	JILGRU	JILL GRUNENWALD	10/31/2019	CHECK	PMCHK00002363	\$300.00
062070	KARRIS	KARIN RISKO	10/31/2019	CHECK	PMCHK00002363	\$100.00
062071	LARZIE	LARA ZIELIN	10/31/2019	CHECK	PMCHK00002363	\$38.97
062072	MARHEN	MARY HENDERSON	10/31/2019	CHECK	PMCHK00002363	\$100.00
062073	MIDTAP	MIDWEST TAPE	10/31/2019	CHECK	PMCHK00002363	\$5,320.06
062074	MINCEN	MINDCENTRIC	10/31/2019	CHECK	PMCHK00002363	\$1,763.00
062075	NATMOR	NATHANIEL POCSI-MORRISON	10/31/2019	CHECK	PMCHK00002363	\$1,000.00
062076	OCLINS	OCLC, INC.	10/31/2019	CHECK	PMCHK00002363	\$4,405.47
062077	PAYCOO	PAYTON COOK	10/31/2019	CHECK	PMCHK00002363	\$780.00
062078	PREPET	PREUSS PETS	10/31/2019	CHECK	PMCHK00002363	\$976.54
062079	PRITEC	PRINT TECH INC.	10/31/2019	CHECK	PMCHK00002363	\$2,876.05
062080	PUBWEE	PUBLISHERS WEEKLY	10/31/2019	CHECK	PMCHK00002363	\$579.98
062081	QDOBA	QDOBA MEXICAN GRILL	10/31/2019	CHECK	PMCHK00002363	\$1,000.50
062082	RECANN	RECYCLE ANN ARBOR	10/31/2019	CHECK	PMCHK00002363	\$642.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
062083	RECBOO	RECORDED BOOKS, INC.	10/31/2019	CHECK	PMCHK00002363	\$325.25
062084	ROLTUS	ROLLIE TUSSING	10/31/2019	CHECK	PMCHK00002363	\$150.00
062085	ROYLIM	ROYAL LIMOUSINE	10/31/2019	CHECK	PMCHK00002363	\$1,570.88
062086	RYAHIB	RYAN HIBBS	10/31/2019	CHECK	PMCHK00002363	\$200.00
062087	SHASEV	SHAWN SEVERANCE	10/31/2019	CHECK	PMCHK00002363	\$200.00
062088	SIEBRO	SIERRA BROWN	10/31/2019	CHECK	PMCHK00002363	\$500.00
062089	SWESOU	SWEETWATER SOUND INC.	10/31/2019	CHECK	PMCHK00002363	\$236.97
062090	SWETEAW	SWEETWATERS COFFEE & TEA	10/31/2019	CHECK	PMCHK00002363	\$195.04
062091	TWASOL	TWA SOLUTIONS	10/31/2019	CHECK	PMCHK00002363	\$537.00
062092	UNIQMA	UNIQUE MANAGEMENT SERVICES	10/31/2019	CHECK	PMCHK00002363	\$269.01
062093	VOSLIG	VOSS LIGHTING	10/31/2019	CHECK	PMCHK00002363	\$228.00
062094	AANEWS	THE ANN ARBOR NEWS	10/31/2019	CHECK	PMCHK00002363	\$257.60
062095	COMGRA	COMMUNITY GRASSROOTS MEDIA	10/31/2019	CHECK	PMCHK00002363	\$500.00
062096	JERUGAR	JERUSALEM GARDEN	10/31/2019	CHECK	PMCHK00002363	\$252.75
EFT00618	OXFPRO	2725-2805 ASSOCIATES, LLC	10/2/2019	CHECK	PMCHK00002351	\$10,619.61
EFT00619	CINTAS	CINTAS CORPORATION	10/3/2019	CHECK	PMCHK00002353	\$361.04
EFT00620	OFFDEP	OFFICE DEPOT, INC.	10/3/2019	CHECK	PMCHK00002353	\$825.15
EFT00621	TRISOL	TRIONFO SOLUTIONS	10/3/2019	CHECK	PMCHK00002353	\$775.00
EFT00622	ULINE	ULINE, INC.	10/3/2019	CHECK	PMCHK00002353	\$2,453.20
EFT00623	UNIPAR	UNITED PARCEL SERVICE	10/3/2019	CHECK	PMCHK00002353	\$41.03
EFT00624	CINTAS	CINTAS CORPORATION	10/10/2019	CHECK	PMCHK00002356	\$700.00
EFT00625	CITWASTE	CITY OF ANN ARBOR TREASURER	10/10/2019	CHECK	PMCHK00002356	\$2,481.00
EFT00626	CITWASTE	CITY OF AA WATER UTILITIES	10/10/2019	CHECK	PMCHK00002356	\$1,793.25
EFT00627	COMCAS	COMCAST	10/10/2019	CHECK	PMCHK00002356	\$34.62
EFT00628	OFFDEP	OFFICE DEPOT, INC.	10/10/2019	CHECK	PMCHK00002356	\$62.13
EFT00629	UNIPAR	UNITED PARCEL SERVICE	10/10/2019	CHECK	PMCHK00002356	\$41.85
EFT00630	WASMAN	WASTE MANAGEMENT OF MICHIGAN	10/10/2019	CHECK	PMCHK00002356	\$289.92
EFT00631	AIRTABLE	AIRTABLE	10/18/2019	CHECK	PMCHK00002358	\$96.00
EFT00632	BACBLA	BACKBLAZE	10/18/2019	CHECK	PMCHK00002358	\$1,703.02
EFT00633	BUSCAR	BUSINESS CARD	10/18/2019	CHECK	PMCHK00002358	\$159.37
EFT00634	FACEBOOK	FACEBOOK ADS	10/18/2019	CHECK	PMCHK00002358	\$703.13
EFT00635	GITHUB	GITHUB	10/18/2019	CHECK	PMCHK00002358	\$58.72
EFT00636	IRCCLOUD	IRCCLOUD	10/18/2019	CHECK	PMCHK00002358	\$123.60
EFT00637	PUBSTO	PUBLIC STORAGE	10/18/2019	CHECK	PMCHK00002358	\$524.00
EFT00638	TRELLO	TRELLO.COM	10/18/2019	CHECK	PMCHK00002358	\$100.00
EFT00639	TWILIO	TWILIO	10/18/2019	CHECK	PMCHK00002358	\$191.15
EFT00640	TWITTER	TWITTER	10/18/2019	CHECK	PMCHK00002358	\$190.71
EFT00641	AMACORP	AMAZON	10/18/2019	CHECK	PMCHK00002359	\$3,796.47
EFT00642	ATTMOB	AT&T MOBILITY	10/18/2019	CHECK	PMCHK00002359	\$441.96
EFT00643	CINTAS	CINTAS CORPORATION	10/18/2019	CHECK	PMCHK00002359	\$530.52
EFT00644	DTEENE	DTE ENERGY	10/18/2019	CHECK	PMCHK00002359	\$5,106.48
EFT00645	NEOPOS	MAILFINANCE	10/18/2019	CHECK	PMCHK00002359	\$711.36
EFT00646	OFFDEP	OFFICE DEPOT, INC.	10/18/2019	CHECK	PMCHK00002359	\$584.69
EFT00647	VERWIRC	VERIZON WIRELESS	10/18/2019	CHECK	PMCHK00002359	\$935.99
EFT00648	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	10/24/2019	CHECK	PMCHK00002362	\$78,345.42
EFT00649	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/24/2019	CHECK	PMCHK00002362	\$4,685.67
EFT00650	CINTAS	CINTAS CORPORATION	10/24/2019	CHECK	PMCHK00002362	\$629.29
EFT00651	DTEENE	DTE ENERGY	10/24/2019	CHECK	PMCHK00002362	\$18,351.28
EFT00652	METLIFE	METLIFE - GROUP BENEFITS	10/24/2019	CHECK	PMCHK00002362	\$8,884.64
EFT00653	OFFDEP	OFFICE DEPOT, INC.	10/24/2019	CHECK	PMCHK00002362	\$195.01
EFT00654	TDSMET	TDS	10/24/2019	CHECK	PMCHK00002362	\$8,873.46
EFT00655	ULINE	ULINE, INC.	10/24/2019	CHECK	PMCHK00002362	\$1,824.86
EFT00656	UNIPAR	UNITED PARCEL SERVICE	10/24/2019	CHECK	PMCHK00002362	\$68.35
EFT00657	NEOPOST	NEOFUNDS	10/24/2019	CHECK	PMCHK00002362	\$1,500.00

Total Checks: 299

Total Amount of Checks: \$678,182.24

Ended Ann Arbor District Library Financial Summary for the Four Months Ended October 2019

Cash

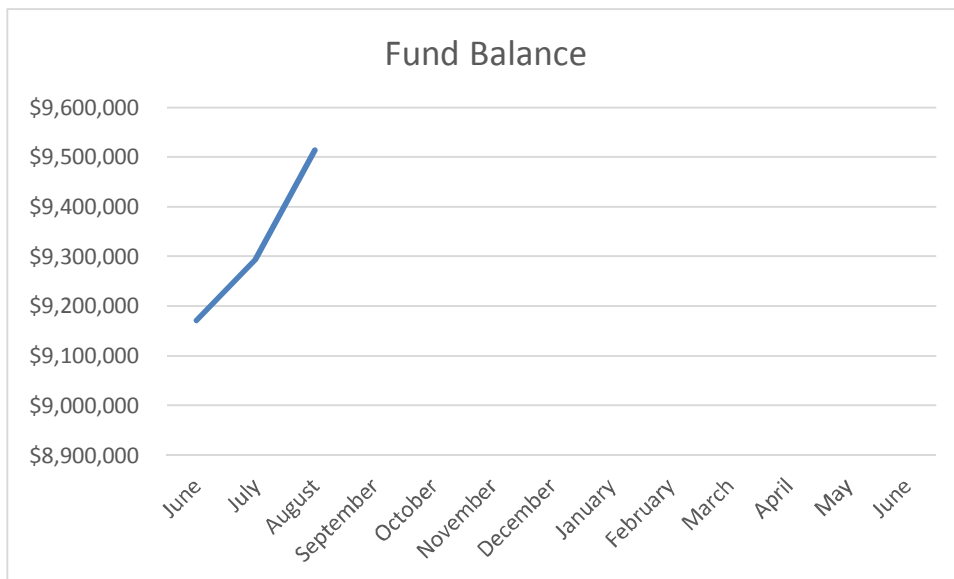
Cash, including investments, increased \$159,330 from \$20,119,928 on September 30, 2019 to \$20,279,318 as of October 31, 2019.

Tax Receipts

As of October 31, 2019, the Library has received \$16,114,939 which is 95.4% of the annual budgeted tax receipts of \$16,902,626.

Fund Balance Activity

As of October 31, 2019, the Library has a positive general fund balance of \$8,418,164 October 31, 2019. The Capital Fund decreased \$26,970 from \$1,122,763 on September 30, 2019 to \$1,095,793 as of October 31, 2019 as meeting room renovations continue.



Ended Ann Arbor District Library Financial Summary for the Four Months Ended October 2019

Revenue:

Year-to-date revenues equal \$5,910,600 of which \$105,000 is due from other governmental units for penal fines and state aid. Tax receipts of \$10,471,063 have been deferred and will be recognized over the remainder of the fiscal year. Total cash receipts through October 31, 2019 equal \$16,549,921.

Negative revenue for the month of October in Library fines, fees and other is a result of the reclassification of a refund of expenses incorrectly classified as Other Income in a preceding month.

Expenditures

Year-to-date expenditures totaled \$5,428,550 from the general fund and \$123,671 from the capital fund as of October 31, 2019 of which \$35,316 had not been paid. As of October 31, 2019, \$429,645 has been prepaid for expenses not yet incurred. Total cash expended through October 31, 2019 equals \$5,976,034.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$482,050. After four months or 33% of activity, current revenue is 33.45% of the approved budget and current expenses are 30.72% of the approved budget.

Actual cash receipts are at 93.6% of budget and actual cash expended is 33.8% of budget.

Grants & Memorials:

Two grants are being carried forward from fiscal year 18-19:

- Friends of the AADL began the year with a balance of \$65,970. During the first three months of the fiscal year the Friends contributed \$25,000 and had expenditures totaling \$50,202 leaving a balance of \$40,768.
- The archives grant began the year with a balance of \$47,942. Archives received a donation of \$75 and had expenditures totaling \$625 leaving a balance of \$47,392.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes

in Fund Balances - Budget and Actual

General Fund

For the Period July 2019 through October 2019

	October 2019	FY 2020			
	October Actual	Year-to-Date Actual	FY 2020 Budget	Budget Remaining	YTD %
REVENUES:					
Property taxes, net	1,408,553	\$ 5,634,209	\$ 16,902,626	\$ 11,268,417	33.33%
State aid	7,500	30,000	90,000	60,000	33.33%
State penal fines	18,750	75,000	225,000	150,000	33.33%
Interest income	12,000	60,273	20,000	(40,273)	301.37%
Copier revenue	2,989	12,836	35,000	22,164	36.67%
Grants and memorials	337	26,324	100,000	73,676	26.32%
Library fines, fees and other	(24,880)	52,729	250,000	197,271	21.09%
Non-resident fees	1,725	7,538	18,500	10,962	40.75%
Rental revenue	2,923	11,691	31,110	19,419	37.58%
TOTAL REVENUES:	\$ 1,429,897	\$ 5,910,600	\$ 17,672,236	\$ 11,761,636	33.45%
EXPENDITURES:					
Current:					
Personnel:					
Salaries and wages	\$ 676,458	\$ 2,642,033	\$ 8,502,255	\$ (5,860,222)	31.07%
Employee benefits	124,182	573,308	1,832,836	(1,259,528)	31.28%
Employment taxes	50,157	198,498	638,000	(439,502)	31.11%
Purchased services:					
Custodial services	23,687	94,747	287,000	(192,253)	33.01%
Accounting/Audit	6,260	31,095	25,000	6,095	124.38%
Legal	520	1,155	50,000	(48,845)	2.31%
Professional services	13,918	109,260	261,000	(151,740)	41.86%
Utilities	31,113	131,042	462,000	(330,958)	28.36%
Property Insurance	9,338	37,353	105,000	(67,647)	35.57%
Communications	15,215	95,052	200,000	(104,948)	47.53%
Materials	139,508	539,294	1,876,000	(1,336,706)	28.75%
Software Licenses/Maint	7,969	43,216	150,000	(106,784)	28.81%
Building Rental	56,867	247,364	680,000	(432,636)	36.38%
Seminars, conferences and travel	2,550	6,839	28,700	(21,861)	23.83%
Copier Expense	3,389	18,679	35,000	(16,321)	53.37%
Library Programming	61,848	211,766	790,000	(578,234)	26.81%
Grant and Memorial Expenditures	1,148	50,202	100,000	(49,798)	50.20%
Operating Supplies	25,143	88,334	314,595	(226,261)	28.08%
Repairs & Maintenance	45,091	139,896	570,500	(430,604)	24.52%
Postage	2,376	6,137	30,000	(23,863)	20.46%
Other Operating Expenditures	1,516	7,504	34,350	(26,846)	21.85%
Capital Outlay/Maintenance Expense	22,174	155,776	700,000	(544,224)	22.25%
TOTAL EXPENDITURES:	\$ 1,320,427	\$ 5,428,550	\$ 17,672,236	\$ (12,243,686)	30.72%
Revenue over (under) expenditures	\$ 109,470	\$ 482,050	\$ -		
Fund balance, beginning of year		\$ 7,936,116	\$ 7,936,116		
Fund balance, end of year		\$ 8,418,166	\$ 7,936,116		

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Period of July 2019 through October 2019

	General Fund	Capital Fund	Endowed Grants	Non-Endowed Grants	Total Governmental Funds
REVENUES:					
Property taxes, net	\$ 5,634,209	\$ -	\$ -	\$ -	\$ 5,634,209
State aid	30,000	-	-	-	30,000
State penal fines	75,000	-	-	-	75,000
Interest income	60,273	-	425	118	60,816
Copier revenue	12,836	-	-	-	12,836
Grants and memorials	26,324	-	400	100	26,824
Library fines, fees and other	52,729	-	-	-	52,729
Non-resident fees	7,538	-	-	-	7,538
Rental revenue	11,691	-	-	-	11,691
TOTAL REVENUES:	\$ 5,910,600	\$ -	\$ 825	\$ 218	\$ 5,911,643
EXPENDITURES:					
Current:					
Personnel:					
Salaries and wages	\$ 2,642,033	\$ -	\$ -	\$ -	\$ 2,642,033
Employee benefits	573,308	-	-	-	573,308
Employment taxes	198,498	-	-	-	198,498
Purchased services:					
Custodial services	94,747	-	-	-	94,747
Accounting/Audit	31,095	-	-	-	31,095
Legal	1,155	-	-	-	1,155
Professional services	109,260	-	-	-	109,260
Utilities	131,044	-	-	-	131,044
Property insurance	37,353	-	-	-	37,353
Communications	95,052	-	-	-	95,052
Materials	539,294	-	-	4,822	544,116
Software Licenses/Maint	43,216	-	-	-	43,216
Building Rental	247,364	-	-	-	247,364
Seminars, conferences and travel	6,839	-	-	-	6,839
Copier Expense	18,679	-	-	-	18,679
Library Programming	211,766	-	-	-	211,766
Grant and Memorial Expenditures	50,202	-	-	-	50,202
Operating Supplies	88,334	-	-	700	89,034
Repairs and Maintenance	139,896	-	-	-	139,896
Postage	6,137	-	-	-	6,137
Other Operating Expenditures	7,504	-	-	-	7,504
Capital Outlay/Maintenance Expense	155,776	-	-	-	155,776
Capital Fund Expense	-	123,671	-	-	123,671
TOTAL EXPENDITURES:	\$ 5,428,552	\$ 123,671	\$ -	\$ 5,522	\$ 5,557,745
Revenue over (under) expenditures	\$ 482,048	\$ (123,671)	\$ 825	\$ (5,304)	\$ 353,898
Fund balance, beginning of year	\$ 7,936,116	\$ 1,219,464	\$ 360,799	\$ 138,050	\$ 9,654,429
Fund balance, end of year	\$ 8,418,164	\$ 1,095,793	\$ 361,624	\$ 132,746	\$ 10,008,327

ANN ARBOR DISTRICT LIBRARY

Balance Sheet

Governmental Funds

October 2019

	General Fund	Capital Fund	Endowed Grants	Non-Endowed Grants	Total Governmental Funds
Assets					
Cash and cash equivalents	\$ 13,875,718	\$ 1,095,793	\$ 361,224	\$ 138,168	\$ 15,470,903
Investments	4,808,415	-	-	-	4,808,415
Due from other governmental units	105,000	-	-	-	105,000
Prepaid items	429,645	-	-	-	429,645
Total assets	\$ 19,218,778	\$ 1,095,793	\$ 361,224	\$ 138,168	\$ 20,813,963
Liabilities					
Accounts payable	35,316	-	-	-	35,316
Accrued payroll and benefits	296,334	-	-	-	296,334
Total liabilities	\$ 331,650	\$ -	\$ -	\$ -	\$ 331,650
Deferred outflows					
Unavailable property tax revenue	10,471,063	-	-	-	10,471,063
Deferred rental revenue	2,923	-	-	-	2,923
Total deferred outflows	\$ 10,473,986	\$ -	\$ -	\$ -	\$ 10,473,986
Fund balances					
Nonspendable:					
Prepaid items	\$ 429,645	\$ -	\$ -	\$ -	\$ 429,645
Permanent corpus	-	-	350,000	-	350,000
Restricted for endowments	-	-	11,224	138,168	149,392
Committed for capital projects	-	1,095,793	-	-	1,095,793
Unassigned	7,983,497	-	-	-	7,983,497
Transfers in / out	5,022	-	400	(5,422)	-
Total fund balances	\$ 8,418,164	\$ 1,095,793	\$ 361,624	\$ 132,746	\$ 10,008,327
Total liabilities and fund balances	\$ 19,223,800	\$ 1,095,793	\$ 361,624	\$ 132,746	\$ 20,813,963

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-179**

RESOLUTION TO ACCEPT THE 2018-2019 FINANCIAL AUDIT

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

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To accept the 2018-2019 financial audit prepared by Yeo & Yeo, CPAs.
- 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.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 18, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-181**

**RESOLUTION APPROVING PROJECT BUDGET FOR THE 4TH FLOOR
RENOVATION PROJECT**

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

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To approve a project budget of \$_____ for the Downtown Library 4th Floor Renovation project to be paid out of the Capital Projects Fund.
- 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.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 18, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-182**

**RESOLUTION TO TRANSFER \$1,500,000 DOLLARS FROM THE FUND
BALANCE TO THE CAPITAL PROJECTS FUND**

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

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To transfer \$1,500,000 from the undesignated Fund Balance to the Capital Projects Fund.
- 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.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 18, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-183**

**RESOLUTION OF THANKS TO LAURA PERSHIN RAYNOR UPON HER
RETIREMENT**

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 November, 2019 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Laura Pershin Raynor for her service as an employee from May 9, 1990 to November 15, 2019 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 18, 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

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