



Annual Meeting Agenda

Tuesday, January 21, 2020

Published by Ann Arbor District Library

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	

February 2020

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

March 2020

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Tuesday, January 21, 2020 at 7:00 p.m.
 Lower Level Multipurpose Room
 Ann Arbor District Library, 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 20-001 I. CALL TO ORDER
- 20-002 II. ATTENDANCE
- 20-003 III. PRESIDENT'S REMARKS
- 20-004 IV. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
 2. VICE PRESIDENT
 (Item of action)
 Roll call vote
 3. TREASURER
 (Item of action)
 Roll call vote
 4. SECRETARY
 (Item of action)
 Roll call vote
- 20-005 V. INSTALLATION OF OFFICERS
- “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL
 ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF
 MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 20-006 VI. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 20-007 VII. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 20-008 VIII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of November 18, 2019 and December 16, 2019 (pp. 4-18)

CA-2 Approval of November and December 2019 Disbursements (pp. 19-26)

- | | | |
|--------------------|-------|--|
| 20-009 | IX. | <u>CITIZENS' COMMENTS</u> |
| 20-010 | X. | <u>FINANCIAL REPORTS</u> (pp. 27-36)
Josie Parker, Director |
| 20-011 | XI. | <u>COMMITTEE REPORTS</u> |
| 20-012 | A. | <u>EXECUTIVE COMMITTEE</u>
(10 minutes) |
| 20-013 | B. | <u>STRATEGIC PLANNING COMMITTEE</u>
(10 minutes) |
| 20-014 | XII. | <u>DIRECTOR'S REPORT</u> (pp. 37-39)
Josie B. Parker, Director |
| 20-015 | XIII. | <u>OLD BUSINESS</u> |
| 19-032 | A. | <u>PRESENTATION OF DRAFT 2020 STRATEGIC PLAN</u>
Kerry Sheldon, Anica Madeo, Bridgeport Consulting, LLC
(30 minutes) |
| 18-049 &
19-181 | B. | <u>UPDATE ON CONSTRUCTION PROJECTS</u>
Len Lemorie, Facilities Manager
(10 minutes) |
| 20-016 | XIV. | <u>NEW BUSINESS</u> |
| 20-017 | A. | <u>ROLE OF THE BOARD, BOARD BYLAWS, ROLE OF DIRECTOR</u>
James Greene, Dykema |
| 20-018 | B. | <u>APPROVAL OF BOARD MEETING DATES FOR 2020</u>
(pp. 40-41)
(Item of discussion & action) |
| 20-019 | C. | <u>APPROVAL OF BOARD BUDGET & FINANCE COMMITTEE APPOINTMENTS</u>
(Item of discussion & action) |

- 20-020 D. RESOLUTION ADOPTING 2020 STRATEGIC PLAN (p. 42)
(Item of discussion & action)
- 20-021 D. RESOLUTION AUTHORIZING HVAC REPLACEMENT
FOR THE DOWNTOWN LIBRARY BUILDING (p. 43)
(Item of action)
- 20-022 E. VOTE FOR CLOSED SESSION AT THE FEBRUARY 2020
REGULAR BOARD MEETING FOR DISCUSSION OF
REAL ESTATE & OPINION OF COUNSEL
(Item of action)
Roll call vote
- 20-023 XV. CITIZENS' COMMENTS
- 20-024 XVI. 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, NOVEMBER 18, 2019

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

19-166 I. CALL TO ORDER

President Song called the meeting to order at 7:00 p.m.

19-167 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green (arr. 7:02 p.m.), S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

Board Absent: Jim Leija

Staff: Josie Parker, Eli Neiburger, Len Lemorie, Karen Wilson (recorder)

19-168 III. APPROVAL OF AGENDA
 (Item of action)

Secretary Moore, supported by Trustee Vander Broek, moved to approve the agenda as presented.

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

NAYS: None

Motion passed 5-0.

19-169 IV. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of October 21, 2019

CA-2 Approval of October 2019 Disbursements

Treasurer Sherman, supported by Trustee Akmon, moved to approve the consent agenda.

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

NAYS: None

Motion passed 5-0.

19-170 V. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

There were no citizens' comments.

Trustee Green arrived at 7:02 p.m.

19-171 VI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker reported that as of October 31st the Library received \$16,114,939.00 in tax receipts which is 95.4% of the budgeted amount. The general fund balance is currently at \$8,418,164.00. Later on the agenda is an item to transfer from the General Fund to the Capital Projects Fund. Year to date revenue over expenditures is \$482,050.00. Actual cash expended is at 33.8% of the budget. Grant monies carried forward from last year show the Friends of the AADL at \$40,768.00 and the Archives Grant at \$47,392.00.

Treasurer Sherman inquired of the narrative reporting Library fines and fees showing negative revenue for October. Director Parker responded that as noted in the summary, a correction was made to funds incorrectly classified.

19-172 VII. COMMITTEE REPORTS

19-173 A. EXECUTIVE COMMITTEE

President Song reported that prior to tonight's meeting Secretary Moore and herself met with Administration, reviewed staff day and had a brief discussion regarding the feasibility study and strategic planning.

19-174 B. BUDGET & FINANCE COMMITTEE

Treasurer Sherman reported the committee met on Halloween with David Youngstrom of Yeo & Yeo and reviewed the 2018-2019 Audit. The committee was also informed of a generous gift from the Ladies Library Association.

Director Parker noted that the Ladies Library Association was in the process of donating to the Library funds to purchase a large digital screen for the Downtown Library lobby allowing for seventy-two hours a week of digital art exhibitions and use during programs and large events. Overall they will be donating \$250,000.00 towards this screen. An anonymous donor has also come forward and is interested in providing the balance of the funds for this project.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

19-175 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker presented her written report and highlighted the following:

Pittsfield Branch Library opened on November 12th and Traverwood Branch Library will close on December 16th for ten weeks. A bookable meeting room will be created at Traverwood, the floors will be refinished and the large doors to the program room will be replaced. Glass needs to be installed yet in Pittsfield's meeting room; the Bernoulli has been moved to the children's area and surrounded by iPads.

On November 9th AADL hosted the Ann Arbor Synth Expo which saw over 500 attendees. This event also used the newly created Secret Lab Annex.

On November 10th AADL Fifth Avenue Press launched nine new titles. This event was attended by over 200.

A summary of public and staff comments was viewed.

19-176 IX. OLD BUSINESS

18-049 A. UPDATE ON CONSTRUCTION PROJECTS
 Len Lemorie, Facilities Manager

Facilities Manager Lemorie reported on Pittsfield's Branch re-opening and the upcoming closure of Traverwood Branch for remodeling and maintenance work.

Facilities Manager Lemorie is looking into HVAC replacement costs for the Downtown Library.

The Board was updated on the needs of the branch libraries for installation of back-up generators for use during power outages. Life spans of generators are roughly 20 to 25 years and their maintenance costs would be added to our HVAC service contracts.

Consensus of the Board was to proceed with seeking bids for generators at the branches. Facilities Manager Lemorie hopes to have more information for the Board in January.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

19-177 X. NEW BUSINESS

19-178 A. AUDITOR'S REPORT

David Youngstrom, Yeo & Yeo, CPAs

Director Parker introduced Mr. Youngstrom of Yeo & Yeo. Mr. Youngstrom thanked Director Parker and the entire staff for their support during the audit process.

Mr. Youngstrom reviewed a summary of 2018-2019 audit report with the Board including revenue and expenditures. He noted that an unmodified opinion of the financial statements was given and that they were free of misstatements. He also noted that no material weaknesses, significant deficiencies or compliance issues were found. There were no issues with management or staff and no additional journal entries were needed.

Director Parker inquired as to the accrual accounting presentation.

Mr. Youngstrom noted that the Michigan Department of Treasury requires this type of financial reporting.

19-179 B. RESOLUTION TO ACCEPT THE 2018-2019 FINANCIAL AUDIT

(Item of action)

Trustee Green, supported by Trustee Akmon, moved that the Board resolves to accept the 2018-2019 financial audit prepared by Yeo & Yeo, CPAs; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

NAYS: None

Motion passed 6-0.

19-180 C. BONNER ADVISORY GROUP REPORT

Luke Bonner, Bonner Advisory Group

President Song introduced Luke Bonner of Bonner Advisory Group.

Mr. Bonner introduced members of his team, Travis Maezes from Bonner Advisory Group; John Myefski of Myefski Architects; Scott Collins of BDC Consulting.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

Mr. Bonner presented and reviewed the Feasibility Study/Mixed-Use Library Report his group was engaged to provide. This study provided an analysis of the Downtown Library building site and various development scenarios available for Board consideration.

He noted that any project would take several years and would need feedback and input from the community.

Board members asked a number of questions regarding the report and the various options available. Mr. Bonner noted that the report is not a document for bonding or financing purposes. It reflects several options available to the Library depending on what the Board sees as a feasible future plan for the Library.

19-181

D. RESOLUTION APPROVING THE PROJECT BUDGET FOR
THE 4TH FLOOR RENOVATION PROJECT

Len Lemorie, Facilities Manager
 (Item of action)

Facilities Manager Lemorie reviewed with the Board the renovation plans for the 4th floor meeting room and adjacent area. Seating will increase from 120 to 180, the podcast room will be moved, and a check-in area and a green room will be created. An audio-visual package similar to the one in the Multi-Purpose Room will be installed. This space will become one of the main programming rooms.

Trustee Vander Broek, supported by Secretary Moore, moved the Board resolves to approve a project budget of \$550,000 for the Downtown Library 4th Floor Renovation project to be paid out of the Capital Projects Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

The Board discussed the cost of the project versus the needs of a new library. Director Parker noted that any new library project would take years to accomplish and this project will help address some of the Library's current programming needs.

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

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

19-182 E. RESOLUTION TO TRANSFER FROM FUND BALANCE TO
CAPITAL PROJECTS FUND
 (Item of action)

Treasurer Sherman, supported by Secretary Moore, moved the Board resolves to transfer \$1,500,000.00 from the undesignated Fund Balance to the Capital Projects Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

Motion passed 6-0.

19-183 F. RESOLUTION OF THANKS TO LAURA PERSHIN
RAYNOR UPON HER RETIREMENT
 (Item of action)

Trustee Vander Broek, supported by Secretary Moore, moved the Board resolves 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; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Vander Broek along with Director Parker expressed their appreciation of Laura's exceptional service through the years.

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

Motion passed 6-0.

19-184 G. VOTE FOR CLOSED SESSION ON DECEMBER 16, 2019
FOR DISCUSSION OF REAL ESTATE AND OPINION OF
COUNSEL
 (Item of action)
 Roll call vote

Treasurer Sherman, supported by Secretary Moore, moved for a closed session for discussion of real estate and opinion of counsel on December 16, 2019.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

19-185 XI. CITIZENS' COMMENTS

Scott Trudeau

I don't have a ton to say, but I was really excited to come and hear about the feasibility study for dealing with this piece of land. I wanted to thank you all for recognizing how much value was here and looking for a way to unlock that not just to make a library's job easier to reinvent this space but to look to address other really critical needs especially for the housing. And that I'm super excited about the potential here. I think shooting for what the zoning would be if this were a private parcel and really going for that maximum scale makes sense to really try and unlock all that value and give it back to the community. There's a lot said about how unusual Ann Arbor is and doing something like this is unusual there really isn't a city that's done this before. There's other housing a library branch has been discussed. I think that in a lot of ways Ann Arbor isn't as unique as it thinks it is but I think that in this case it could really take a step forward and really lead the way. I think the library in particular has done an excellent job of really being a leader and I'm certainly looking forward to seeing you all take this on. I had one question which I think was answered, my last was that zoning, I guess, I assuming that the City zoning laws actually applied to the library even though it's a separate entity from the city. Given that, that came up in the discussion, I know that other public entities do not have to actually follow the city's zoning.

Director Parker responded that we are public land so that if we chose to do something ourselves as a library only, we are not bound by some of the process that others are. If we were to do something like this then we would be.

Scott Trudeau continued,

Right, so any public/private sort of arrangement you're not going to build housing on your own. So that answers that question. I appreciate that. So yeah I'm excited to see that this go forward and kind of where it leads. Hopefully the uptake here in the city is and

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

the people here will join along making this happen. It's really exciting. The one other thing I'll comment on is it makes me a little sad that we're actually investing in a bunch of fossil fuel infrastructure for our branches. I could think of a lot of things that if they were different, it would be easier to argue against buying generators and fueling them with fossil fuels, but batteries are expensive, micro grids aren't really allowed, community solar isn't there yet. It would be cool if there were new suitability, kinda be creative in leading the way to help us figure out how these public institutions can be more sustainable with renewable energy and not a fossil fuel infrastructure, but I also understand the realities of where the library's coming with twenty years of a fossil fuel system. So thank you.

Dave

Hi, so just as a side, Josie I missed your Director's report, that's really one of my favorite parts of the meeting. So I'm sad for that. Normally it doesn't happen so early in the meeting. But aside from that this meeting was like, my reflection on it was, this was a really good meeting. I appreciate everything that Scott said. But now I'll just move to the original comment. So I noticed that the library programs said extended weekend hours at Westgate, but it's kind of an aside in italics and I was talking with somebody that didn't even know that it was a little bit longer and on the program it doesn't say how long it's open. I don't know if that's intentional or not but since the programs are coming out monthly now it would probably make sense to say hey Westgate's open to eight on the weekends. Aside from that I'm just going to plug the board meeting should also be in the printed program, a thing that I plug a bit.

Director Parker responded a thing for you to know, the library hours at Westgate match Sweetwater's if that helps you.

Jessica Letaw

Hi, my name is Jess Letaw. I'm a renter on Ann Arbor's Westside. I wear a lot of hats in the community but I don't have any of them on tonight. I'm just here as a fan of buildings. The way they look and how they act for us. All of the things I have to say are about the prospective new downtown branch. First of all I had the opportunity to visit with the architectural team a couple of weeks ago who designed the library/housing project that you guys reviewed tonight. It was really fun to talk to the team but even more than that they talked about where it is going. That was a prototype project they

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

really kinda designed it as a experiment and the city wanted to see how it went. The city was so happy with the results that there are six more in the pipeline either being designed or developed right now. So this may be new but that doesn't mean that there's not a lot of energy behind it. I also wanted to say that I hope for an outreach process that is as thoughtful, as diverse and as inclusive as the library itself. Community engagement is a really hard thing to do and there is no really right way to do it but I'm just excited to see the library leading the way in community education and asking in a way that's challenging to do. So I'm excited for that. I also wanted to say when it comes to this being a unique project in Michigan and even nationally Ann Arbor and Washtenaw County are already leaders. We're 80th out of 83 in terms of income inequality in Michigan. We're the eighth most economically segregated community in the county and we're the most expensive rental market in Michigan. We're already leaders. I'm delighted to see the library is helping us be a leader out of these issues. And helping us address our community issues as well as our community opportunities going forward. The last thing I wanted to say is that I'm delighted to see that the inspirational is one of the new branch's goals and that I hope that, that applies to the eventual design as well as its function as well to have an amazing building as well as a building that functions amazingly for the people who live here. Thank you.

19-186 XII. ADJOURNMENT

President Song adjourned the meeting at 8:52 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 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 19-179**

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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Trustee Green, supported by Trustee Akmon:

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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on 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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Trustee Vander Broek, supported by Secretary Moore:

THE BOARD RESOLVES:

- 1.) To approve a project budget of \$550,000 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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on 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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Treasurer Sherman, supported by Secretary Moore:

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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on 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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Trustee Vander Broek, supported by Secretary Moore:

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: Dharma Akmon, Victoria Green, S. Kerene Moore, Colleen Sherman, Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on 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
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 16, 2019

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 16, 2019

19-187 I. CALL TO ORDER

President Song called the meeting to order at 6:02 p.m.

19-188 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green (arr. 6:04 p.m.),
 Jim Leija (arr. 6:06 p.m.), S. Kerene Moore, Colleen Sherman, Linh
 Song, Jamie Vander Broek

Board Absent: None

Staff: Josie Parker, Eli Neiburger, Bill Cooper, Len Lemorie, Rich
 Retyi, Karen Wilson (recorder)

Others Present: Bill Stapleton, Hooper Hathaway

19-189 III. CITIZENS' COMMENTS

There were no citizens' comments.

19-190 IV. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL
 ESTATE AND OPINION OF COUNSEL

Trustee Akmon, supported by Secretary Moore, moved to recess to
 closed session for discussion of real estate and opinion of counsel.

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

NAYS: None

Motion passed 5-0.

19-191 V. ADJOURNMENT

President Song adjourned the meeting at 7:19 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 16, 2019

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 December 16, 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: 1/17/2020 1:43:22 PM
 User Date: 1/17/2020

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	11/1/2019
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
062097	KATCAT	KATHERINE'S CATERING	11/6/2019	CHECK	PMCHK00002366	\$3,794.60
062098	ALLEN	ALLIANCE ENTERTAINMENT	11/7/2019	CHECK	PMCHK00002367	\$3,180.41
062099	AMBFAL	AMBER ADAMS-FALL	11/7/2019	CHECK	PMCHK00002367	\$100.00
062100	ANDCHU	ANDREW CHURCHMAN	11/7/2019	CHECK	PMCHK00002367	\$110.00
062101	ANNARB	ANN ARBOR OBSERVER	11/7/2019	CHECK	PMCHK00002367	\$2,569.00
062102	ASHDEM	ASHLEY DEMANUEL	11/7/2019	CHECK	PMCHK00002367	\$22.27
062103	B&H	B&H PHOTO-VIDEO	11/7/2019	CHECK	PMCHK00002367	\$2,095.38
062104	BELTOW	BELL TOWER HOTEL	11/7/2019	CHECK	PMCHK00002367	\$661.50
062105	BETBEC	BETSY JANE BECKERMAN	11/7/2019	CHECK	PMCHK00002367	\$1,290.00
062106	BRIAUD	BRILLIANCE PUBLISHING, INC.	11/7/2019	CHECK	PMCHK00002367	\$443.82
062107	DEBWIL	DEBRA WILSON	11/7/2019	CHECK	PMCHK00002367	\$800.00
062108	DICBLI	BLICK ART MATERIALS	11/7/2019	CHECK	PMCHK00002367	\$677.92
062109	EMIHOW	EMILY HOWARD	11/7/2019	CHECK	PMCHK00002367	\$107.00
062110	GRAINGER	GRAINGER	11/7/2019	CHECK	PMCHK00002367	\$362.00
062111	HEABRU	HEATHER BRUEGL	11/7/2019	CHECK	PMCHK00002367	\$100.00
062112	JAMF	JAMF SOFTWARE, LLC	11/7/2019	CHECK	PMCHK00002367	\$7,940.00
062113	JENMCK	JENNIFER ANN MCKEE	11/7/2019	CHECK	PMCHK00002367	\$100.00
062114	JEWISHNE	JCMWC, LLC	11/7/2019	CHECK	PMCHK00002367	\$278.00
062115	LUCSCH	LUCY SCHRAMM	11/7/2019	CHECK	PMCHK00002367	\$31.90
062116	MARSTU	MARTHA RUTH STUIT	11/7/2019	CHECK	PMCHK00002367	\$100.00
062117	MIDTAP	MIDWEST TAPE	11/7/2019	CHECK	PMCHK00002367	\$6,867.07
062118	MOMFIF	MOMOKO FIFE	11/7/2019	CHECK	PMCHK00002367	\$100.00
062119	MONHIG	MONICA LYNNE HIGMAN	11/7/2019	CHECK	PMCHK00002367	\$100.00
062120	MSULIBRARIES	MICHIGAN STATE UNIVERSITY	11/7/2019	CHECK	PMCHK00002367	\$100.00
062121	NEWSBAN	NEWSBANK	11/7/2019	CHECK	PMCHK00002367	\$6,711.00
062122	NYPIZZA	NEW YORK PIZZA DEPOT	11/7/2019	CHECK	PMCHK00002367	\$890.09
062123	PLAWIS	PLANTWISE	11/7/2019	CHECK	PMCHK00002367	\$3,150.00
062124	PRITEC	PRINT TECH INC.	11/7/2019	CHECK	PMCHK00002367	\$2,329.27
062125	QUANTA	QUANTA, INC.	11/7/2019	CHECK	PMCHK00002367	\$763.54
062126	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	11/7/2019	CHECK	PMCHK00002367	\$23,686.66
062127	ROYLIM	ROYAL LIMOUSINE	11/7/2019	CHECK	PMCHK00002367	\$209.50
062128	SCHSOU	SCHEDULE SOURCE, INC	11/7/2019	CHECK	PMCHK00002367	\$1,058.50
062129	SPRSOC	SPROUT SOCIAL, INC	11/7/2019	CHECK	PMCHK00002367	\$2,503.20
062130	STAHAR	STADIUM HARDWARE	11/7/2019	CHECK	PMCHK00002367	\$230.90
062131	STELUX	STEVEN LUXENBERG	11/7/2019	CHECK	PMCHK00002367	\$500.00
062132	SUGCUB	SUGAR CUBE PRODUCTIONS	11/7/2019	CHECK	PMCHK00002367	\$2,500.00
062133	FRIOF	FRIENDS OF THE AADL	11/13/2019	CHECK	PMCHK00002369	\$3,944.60
062134	3PLAYMED	3PLAY MEDIA	11/14/2019	CHECK	PMCHK00002370	\$258.22
062135	A.M. SERV	A.M. SERVICES, INC	11/14/2019	CHECK	PMCHK00002370	\$9,620.35
062136	AANEWS	THE ANN ARBOR NEWS	11/14/2019	CHECK	PMCHK00002370	\$964.80
062137	ALEPIE	ALEX PIERZCHALA	11/14/2019	CHECK	PMCHK00002370	\$128.69
062138	ALETAA	ALEX TAAM	11/14/2019	CHECK	PMCHK00002370	\$250.00
062139	ALLEN	ALLIANCE ENTERTAINMENT	11/14/2019	CHECK	PMCHK00002370	\$527.60
062140	AMABOOK	SYNCB/AMAZON	11/14/2019	CHECK	PMCHK00002370	\$1,038.42
062141	ANDHIL	ANDREW HILL	11/14/2019	CHECK	PMCHK00002370	\$180.00
062142	ANDYUN	ANDREA SOOYOUNG YUN	11/14/2019	CHECK	PMCHK00002370	\$200.00
062143	ANNCABINETS	ANN ARBOR CABINET & COUNTER	11/14/2019	CHECK	PMCHK00002370	\$8,900.00
062144	APPLE	APPLE, INC.	11/14/2019	CHECK	PMCHK00002370	\$777.00
062145	BAKTAY	BAKER & TAYLOR	11/14/2019	CHECK	PMCHK00002370	\$44,895.87
062146	BARNOB1	BARNES & NOBLE INC.	11/14/2019	CHECK	PMCHK00002370	\$409.96
062147	BETMAN	BETH MANUEL	11/14/2019	CHECK	PMCHK00002370	\$19.37
062148	BOOKLIST	BOOKLIST / ALA	11/14/2019	CHECK	PMCHK00002370	\$339.00
062149	BRICON	BRIDGEPORT CONSULTING	11/14/2019	CHECK	PMCHK00002370	\$875.00
062150	BUSVAL	BUSCH'S, INC.	11/14/2019	CHECK	PMCHK00002370	\$887.31
062151	CARBRO	CARPENTER BROS.	11/14/2019	CHECK	PMCHK00002370	\$12.98
062152	CDW-G	CDW GOVERNMENT	11/14/2019	CHECK	PMCHK00002370	\$6,300.57
062153	DAVINNN	DAVID MINNIX	11/14/2019	CHECK	PMCHK00002370	\$150.00

System: 1/17/2020 1:43:22 PM
 User Date: 1/17/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: richmondcc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
062154	DAYHAR	DAYTON HARE	11/14/2019	CHECK	PMCHK00002370	\$100.00
062156	DYKGOS	DYKEMA GOSSETT PLLC	11/14/2019	CHECK	PMCHK00002370	\$156.83
062157	EMICHE	EMILY CHEESEMAN	11/14/2019	CHECK	PMCHK00002370	\$250.00
062158	GRAPHX	GRAPH-X	11/14/2019	CHECK	PMCHK00002370	\$2,275.00
062159	JENMCK	JENNIFER ANN MCKEE	11/14/2019	CHECK	PMCHK00002370	\$100.00
062160	JOEREI	JOSEPH REILLY	11/14/2019	CHECK	PMCHK00002370	\$1,500.00
062161	LINSOL	LINDA SOLOMON PHOTOGRAPHY	11/14/2019	CHECK	PMCHK00002370	\$100.00
062162	MARBAN	MARTIN BANDYKE	11/14/2019	CHECK	PMCHK00002370	\$900.00
062163	MATRIE	MATTHEW RIEMER	11/14/2019	CHECK	PMCHK00002370	\$300.00
062164	MICDAI	THE UNIVERSITY OF MICHIGAN	11/14/2019	CHECK	PMCHK00002370	\$350.00
062165	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	11/14/2019	CHECK	PMCHK00002370	\$500.00
062166	MICLIBC	MCLS	11/14/2019	CHECK	PMCHK00002370	\$11,473.63
062167	MIDTAP	MIDWEST TAPE	11/14/2019	CHECK	PMCHK00002370	\$6,252.17
062168	MINCEN	MINDCENTRIC	11/14/2019	CHECK	PMCHK00002370	\$1,815.00
062169	NBS	NBS	11/14/2019	CHECK	PMCHK00002370	\$593.64
062170	PINSKY	PINK SKY	11/14/2019	CHECK	PMCHK00002370	\$300.00
062172	SHASON	SHAMBAUGH	11/14/2019	CHECK	PMCHK00002370	\$2,520.79
062173	SHOHUR	SHOSHANA HURAND	11/14/2019	CHECK	PMCHK00002370	\$40.00
062174	SWESOU	SWEETWATER SOUND INC.	11/14/2019	CHECK	PMCHK00002370	\$599.40
062175	THOGAL	GALE	11/14/2019	CHECK	PMCHK00002370	\$241.86
062176	TRIGON	TRIGONIX	11/14/2019	CHECK	PMCHK00002370	\$3,424.88
062177	TSAFON	TSAI FONG BOOKS, INC.	11/14/2019	CHECK	PMCHK00002370	\$200.05
062178	UMREGENT	REGENTS OF THE UNIV. OF MICH.	11/14/2019	CHECK	PMCHK00002370	\$4,257.14
062179	UNDGRO	UNDERGROUND PRINTING	11/14/2019	CHECK	PMCHK00002370	\$2,510.00
062180	VALSOB	VALERIE SOBCZAK	11/14/2019	CHECK	PMCHK00002370	\$337.98
062181	VOSLIG	VOSS LIGHTING	11/14/2019	CHECK	PMCHK00002370	\$75.00
062182	DISPLA	DISPLAYS2GO	11/14/2019	CHECK	PMCHK00002370	\$1,182.39
062183	AASCH	ANN ARBOR PUBLIC SCHOOLS	11/21/2019	CHECK	PMCHK00002372	\$1,374.07
062184	AAYMCA	ANN ARBOR YMCA	11/21/2019	CHECK	PMCHK00002372	\$100.00
062185	APPIMA	APPLIED IMAGING	11/21/2019	CHECK	PMCHK00002372	\$4,066.79
062186	APPLE	APPLE, INC.	11/21/2019	CHECK	PMCHK00002372	\$1,348.00
062187	ASHHUG	ASHLEY HUGHES	11/21/2019	CHECK	PMCHK00002372	\$50.00
062188	BATPLU	BATTERIES PLUS BULBS	11/21/2019	CHECK	PMCHK00002372	\$5.04
062189	BETGRZ	BETHANY GRZESIAK	11/21/2019	CHECK	PMCHK00002372	\$435.00
062190	BETNEA	BETHANY NEAL	11/21/2019	CHECK	PMCHK00002372	\$450.00
062191	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	11/21/2019	CHECK	PMCHK00002372	\$24.00
062192	BRAPET	BRADLEY PETERSON ILLUSTRATION	11/21/2019	CHECK	PMCHK00002372	\$1,000.00
062193	BREWER	BREWER'S	11/21/2019	CHECK	PMCHK00002372	\$797.19
062194	CARTAY	CAROLYN TAYLOR	11/21/2019	CHECK	PMCHK00002372	\$4.99
062195	CDW-G	CDW GOVERNMENT	11/21/2019	CHECK	PMCHK00002372	\$3,752.40
062196	CONTI	CONTI	11/21/2019	CHECK	PMCHK00002372	\$425.00
062197	CREWIN	CREATIVE WINDOWS	11/21/2019	CHECK	PMCHK00002372	\$460.00
062198	DAYWAL	DAYNA WALTON	11/21/2019	CHECK	PMCHK00002372	\$500.00
062199	DEBTAY	DEBBIE TAYLOR	11/21/2019	CHECK	PMCHK00002372	\$495.00
062200	DICBLI	BLICK ART MATERIALS	11/21/2019	CHECK	PMCHK00002372	\$27.75
062201	DOOGATRON	STEVEN TOMLINSON	11/21/2019	CHECK	PMCHK00002372	\$250.00
062202	ELINEI	ELI NEIBURGER	11/21/2019	CHECK	PMCHK00002372	\$349.92
062203	ELISMI	ELIZABETH SMITH	11/21/2019	CHECK	PMCHK00002372	\$20.01
062204	GLOEQU	GLOBAL EQUIPMENT CO.	11/21/2019	CHECK	PMCHK00002372	\$734.59
062205	GRADUATE	GRADUATE ANN ARBOR	11/21/2019	CHECK	PMCHK00002372	\$187.95
062206	HANBUR	HANNAH BURR	11/21/2019	CHECK	PMCHK00002372	\$287.00
062207	HEBABD	HEBATALLAH ABDELAAL	11/21/2019	CHECK	PMCHK00002372	\$100.00
062208	HEIPRA	HEIDI PRATT	11/21/2019	CHECK	PMCHK00002372	\$5.80
062209	HOOHAT	HOOPER HATHAWAY, P.C.	11/21/2019	CHECK	PMCHK00002372	\$2,002.00
062210	JACRIL	JACOB RILEY	11/21/2019	CHECK	PMCHK00002372	\$300.00
062211	JAMBAR	JAMES BARBATANO	11/21/2019	CHECK	PMCHK00002372	\$230.00
062212	JAMLUD	JAMIE LUDOVISE	11/21/2019	CHECK	PMCHK00002372	\$840.00
062213	JENMCK	JENNIFER ANN MCKEE	11/21/2019	CHECK	PMCHK00002372	\$200.00
062214	JONTHO	JOHNNY THOMPSON	11/21/2019	CHECK	PMCHK00002372	\$264.00
062215	JUDWEN	JUDY WENZEL	11/21/2019	CHECK	PMCHK00002372	\$260.00
062216	KARTUT	KARIN TUTHILL	11/21/2019	CHECK	PMCHK00002372	\$221.76
062217	KEEROD	KEEGAN RODGERS	11/21/2019	CHECK	PMCHK00002372	\$600.00
062218	LAKBAK	LAKEHOUSE BAKERY	11/21/2019	CHECK	PMCHK00002372	\$200.00
062219	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	11/21/2019	CHECK	PMCHK00002372	\$3,574.00

System: 1/17/2020 1:43:22 PM
User Date: 1/17/2020

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
062220	LOWE'S	LOWES BUSINESS ACCOUNT	11/21/2019	CHECK	PMCHK00002372	\$1,473.74
062221	MANCOS	MANER COSTERISAN	11/21/2019	CHECK	PMCHK00002372	\$16,303.44
062222	MARKOU	MARGARET ALEX KOURVO	11/21/2019	CHECK	PMCHK00002372	\$450.00
062223	MARSTU	MARTHA RUTH STUIT	11/21/2019	CHECK	PMCHK00002372	\$200.00
062224	MCNMCK	MCNAUGHTON-MCKAY	11/21/2019	CHECK	PMCHK00002372	\$1,472.89
062225	METCOM	METCOM	11/21/2019	CHECK	PMCHK00002372	\$3,882.26
062226	MICBAK	MICHAEL BAKER	11/21/2019	CHECK	PMCHK00002372	\$50.00
062227	MICKRE	MICHELLE KRELL KYDD	11/21/2019	CHECK	PMCHK00002372	\$600.00
062228	MICLIBC	MCLS	11/21/2019	CHECK	PMCHK00002372	\$6,245.40
062229	MIDTAP	MIDWEST TAPE	11/21/2019	CHECK	PMCHK00002372	\$17,450.83
062230	MINCEN	MINDCENTRIC	11/21/2019	CHECK	PMCHK00002372	\$1,815.00
062231	OCLINS	OCLC, INC.	11/21/2019	CHECK	PMCHK00002372	\$4,614.72
062232	ONEACON	O'NEAL CONSTRUCTION	11/21/2019	CHECK	PMCHK00002372	\$33,891.74
062233	PITCHA	PITTSFIELD CHARTER TOWNSHIP	11/21/2019	CHECK	PMCHK00002372	\$38.31
062234	PLAWIS	PLANTWISE	11/21/2019	CHECK	PMCHK00002372	\$6,300.00
062235	PRITEC	PRINT TECH INC.	11/21/2019	CHECK	PMCHK00002372	\$727.19
062236	RAEHOE	RACHEL HOEKSTRA	11/21/2019	CHECK	PMCHK00002372	\$100.00
062237	ROBROB	ROBIN ROBINSON	11/21/2019	CHECK	PMCHK00002372	\$100.00
062238	ROYLIM	ROYAL LIMOUSINE	11/21/2019	CHECK	PMCHK00002372	\$401.98
062239	SARJAB	SARMED JABRA	11/21/2019	CHECK	PMCHK00002372	\$250.00
062240	SCHSEC	SCHILKE SECURITY	11/21/2019	CHECK	PMCHK00002372	\$275.00
062241	SCOWET	SCOTT WETTLAUER	11/21/2019	CHECK	PMCHK00002372	\$150.00
062242	SHABOL	SHANELLE BOLUYT	11/21/2019	CHECK	PMCHK00002372	\$580.00
062243	SHATRE	SHANDA TRENT	11/21/2019	CHECK	PMCHK00002372	\$440.00
062244	THOGAL	GALE	11/21/2019	CHECK	PMCHK00002372	\$288.34
062245	TOBZUR	TOBY ZURENKO	11/21/2019	CHECK	PMCHK00002372	\$30.00
062246	UMUNIPRO	UNIVERSITY OF MICHIGAN	11/21/2019	CHECK	PMCHK00002372	\$500.00
062247	UNDGRO	UNDERGROUND PRINTING	11/21/2019	CHECK	PMCHK00002372	\$3,391.92
062248	UNUMPRO	UNUM LIFE INSURANCE	11/21/2019	CHECK	PMCHK00002372	\$4,295.57
062249	UNUMPRO1	UNUM LIFE INSURANCE	11/21/2019	CHECK	PMCHK00002372	\$3,749.47
062250	VAUMID	VAULT OF MIDNIGHT	11/21/2019	CHECK	PMCHK00002372	\$1,202.65
062251	VIRWOO	VIRGIN WOOD TYPE	11/21/2019	CHECK	PMCHK00002372	\$800.65
062252	WASHTR	WASHTENAW COUNTY TREASURER	11/21/2019	CHECK	PMCHK00002372	\$5,533.05
062253	WESENT	WESTGATE ENTERPRISES, LLC	11/21/2019	CHECK	PMCHK00002372	\$35,627.37
062254	YEOYEO	YEO & YEO	11/21/2019	CHECK	PMCHK00002372	\$5,000.00
062255	MICDAI	THE MICHIGAN DAILY	11/21/2019	CHECK	PMCHK00002372	\$950.00
EFT00658	CINTAS	CINTAS CORPORATION	11/1/2019	CHECK	PMCHK00002364	\$552.62
EFT00659	OFFDEP	OFFICE DEPOT, INC.	11/1/2019	CHECK	PMCHK00002364	\$379.51
EFT00660	VERWIRC	VERIZON WIRELESS	11/1/2019	CHECK	PMCHK00002364	\$2,303.93
EFT00661	OXFPRO	2725-2805 ASSOCIATES, LLC	11/1/2019	CHECK	PMCHK00002364	\$10,658.91
EFT00662	DTEENE	DTE ENERGY	11/1/2019	CHECK	PMCHK00002364	\$3,405.37
EFT00696	CINTAS	CINTAS CORPORATION	11/7/2019	CHECK	PMCHK00002368	\$552.62
EFT00697	CITWATER	CITY OF AA WATER UTILITIES	11/7/2019	CHECK	PMCHK00002368	\$2,920.35
EFT00698	COMCAS	COMCAST	11/7/2019	CHECK	PMCHK00002368	\$34.62
EFT00699	OFFDEP	OFFICE DEPOT, INC.	11/7/2019	CHECK	PMCHK00002368	\$1,207.97
EFT00700	TRISOL	TRIONFO SOLUTIONS	11/7/2019	CHECK	PMCHK00002368	\$775.00
EFT00701	ULINE	ULINE, INC.	11/7/2019	CHECK	PMCHK00002368	\$287.97
EFT00702	UNIPAR	UNITED PARCEL SERVICE	11/7/2019	CHECK	PMCHK00002368	\$96.27
EFT00703	WASMAN	WASTE MANAGEMENT OF MICHIGAN	11/7/2019	CHECK	PMCHK00002368	\$293.67
EFT00704	ATTMOB	AT&T MOBILITY	11/14/2019	CHECK	PMCHK00002371	\$463.33
EFT00705	CINTAS	CINTAS CORPORATION	11/14/2019	CHECK	PMCHK00002371	\$552.62
EFT00706	OFFDEP	OFFICE DEPOT, INC.	11/14/2019	CHECK	PMCHK00002371	\$160.00
EFT00707	ULINE	ULINE, INC.	11/14/2019	CHECK	PMCHK00002371	\$463.31
EFT00708	VERWIRC	VERIZON WIRELESS	11/14/2019	CHECK	PMCHK00002371	\$935.97
EFT00709	AMACORP	AMAZON	11/21/2019	CHECK	PMCHK00002373	\$3,974.66
EFT00710	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	11/21/2019	CHECK	PMCHK00002373	\$83,024.69
EFT00711	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	11/21/2019	CHECK	PMCHK00002373	\$3,787.28
EFT00712	CINTAS	CINTAS CORPORATION	11/21/2019	CHECK	PMCHK00002373	\$498.10
EFT00713	CITWATER	CITY OF AA WATER UTILITIES	11/21/2019	CHECK	PMCHK00002373	\$130.35
EFT00714	DTEENE	DTE ENERGY	11/21/2019	CHECK	PMCHK00002373	\$26,126.28
EFT00715	METLIFE	METLIFE - GROUP BENEFITS	11/21/2019	CHECK	PMCHK00002373	\$8,859.12
EFT00716	OFFDEP	OFFICE DEPOT, INC.	11/21/2019	CHECK	PMCHK00002373	\$29.99
EFT00717	TDSMET	TDS	11/21/2019	CHECK	PMCHK00002373	\$8,862.95
EFT00718	ULINE	ULINE, INC.	11/21/2019	CHECK	PMCHK00002373	\$899.80

System: 1/17/2020 1:43:22 PM
 User Date: 1/17/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 4
 User ID: richmondcc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT00719	CINTAS	CINTAS CORPORATION	11/29/2019	CHECK	PMCHK00002374	\$717.50
EFT00720	ULINE	ULINE, INC.	11/29/2019	CHECK	PMCHK00002374	\$159.43
EFT00721	UNIPAR	UNITED PARCEL SERVICE	11/29/2019	CHECK	PMCHK00002374	\$123.71
EFT00722	VERWIRC	VERIZON WIRELESS	11/29/2019	CHECK	PMCHK00002374	\$2,176.50
EFT00723	TRISOL	TRIONFO SOLUTIONS	11/29/2019	CHECK	PMCHK00002374	\$775.00
EFT00724	OXFPRO	2725-2805 ASSOCIATES, LLC	11/29/2019	CHECK	PMCHK00002374	\$10,878.61
EFT00725	OFFDEP	OFFICE DEPOT, INC.	11/29/2019	CHECK	PMCHK00002374	\$172.86
EFT00726	1PASS	1PASSWORD	11/18/2019	CHECK	PMCHK00002375	\$32.07
EFT00727	AIRTABLE	AIRTABLE	11/18/2019	CHECK	PMCHK00002375	\$96.00
EFT00728	BACBLA	BACKBLAZE	11/18/2019	CHECK	PMCHK00002375	\$1,718.58
EFT00729	FACEBOOK	FACEBOOK ADS	11/18/2019	CHECK	PMCHK00002375	\$2,183.71
EFT00730	GITHUB	GITHUB	11/18/2019	CHECK	PMCHK00002375	\$46.62
EFT00731	IRCCLOUD	IRCCLOUD	11/18/2019	CHECK	PMCHK00002375	\$123.60
EFT00732	POPPOP	POP POP BOATS	11/18/2019	CHECK	PMCHK00002375	\$20.43
EFT00733	PUBSTO	PUBLIC STORAGE	11/18/2019	CHECK	PMCHK00002375	\$524.00
EFT00734	SQUARE	SQUARE	11/18/2019	CHECK	PMCHK00002375	\$10.00
EFT00735	TRELLO	TRELLO.COM	11/18/2019	CHECK	PMCHK00002375	\$100.00
EFT00736	TWILIO	TWILIO	11/18/2019	CHECK	PMCHK00002375	\$30.07
EFT00737	TWITTER	TWITTER	11/18/2019	CHECK	PMCHK00002375	\$250.00
EFT00738	AWS	AMAZON WEB SERVICES	11/22/2019	CHECK	PMCHK00002376	\$135.06
EFT00739	BANOFACC	BANK OF ANN ARBOR	11/22/2019	CHECK	PMCHK00002376	\$977.00
EFT00740	BUYWOR	BUY WORKCHAIRS	11/22/2019	CHECK	PMCHK00002376	\$602.99
EFT00741	CABTIE	CABLE TIES AND MORE	11/22/2019	CHECK	PMCHK00002376	\$1,255.94
EFT00742	CARBRO	CARPENTER BROS.	11/22/2019	CHECK	PMCHK00002376	\$454.71
EFT00743	TARGET	TARGET.COM	11/22/2019	CHECK	PMCHK00002376	\$100.00
EFT00744	DELTA	DELTA	11/22/2019	CHECK	PMCHK00002376	\$723.60
EFT00745	DERO	DERO	11/22/2019	CHECK	PMCHK00002376	\$1,494.00
EFT00746	DOCUMENTED	DOCUMENTED	11/22/2019	CHECK	PMCHK00002376	\$358.50
EFT00747	DRUPALIZE	DRUPALIZE ME OSIO LABS	11/22/2019	CHECK	PMCHK00002376	\$35.00
EFT00748	FACDIRCRA	FACTORY DIRECT CRAFT SUPPLY	11/22/2019	CHECK	PMCHK00002376	\$155.70
EFT00749	FREPAP	FRENCH PAPER CO	11/22/2019	CHECK	PMCHK00002376	\$137.64
EFT00750	GEETEC	GEEK TECH BRANDING	11/22/2019	CHECK	PMCHK00002376	\$1,473.74
EFT00751	HOLLANDERS	HOLLANDERS	11/22/2019	CHECK	PMCHK00002376	\$56.00
EFT00752	HOMDEP	HOME DEPOT.COM	11/22/2019	CHECK	PMCHK00002376	\$1,549.46
EFT00753	INTCOD	INTERNATIONAL CODE COUNCIL.	11/22/2019	CHECK	PMCHK00002376	\$67.00
EFT00754	JERUGAR	JERUSALEM GARDEN	11/22/2019	CHECK	PMCHK00002376	\$147.70
EFT00755	JOANNS	JOANN'S.COM	11/22/2019	CHECK	PMCHK00002376	\$82.25
EFT00756	LETINK	LETTERPRESS INKS	11/22/2019	CHECK	PMCHK00002376	\$233.00
EFT00757	LIVWEL	LIVES WELL LIVED	11/22/2019	CHECK	PMCHK00002376	\$222.45
EFT00758	MAIVEN	MAIN STREET VENTURES	11/22/2019	CHECK	PMCHK00002376	\$50.00
EFT00759	MENARDS	MENARDS	11/22/2019	CHECK	PMCHK00002376	\$508.00
EFT00760	ORITRA	ORIENTAL TRADING.COM	11/22/2019	CHECK	PMCHK00002376	\$119.02
EFT00761	PEGAUT	PEGASUS AUTO RACING SUPPLIES	11/22/2019	CHECK	PMCHK00002376	\$574.00
EFT00762	ROCKLER	ROCKLER.COM	11/22/2019	CHECK	PMCHK00002376	\$1,082.74
EFT00763	ROSBRA	ROSE BRAND	11/22/2019	CHECK	PMCHK00002376	\$159.09
EFT00764	STIMUL	STICKER MULE.COM	11/22/2019	CHECK	PMCHK00002376	\$256.00
EFT00765	TABPLU	TABLE PLUS	11/22/2019	CHECK	PMCHK00002376	\$59.59
EFT00766	TARGET	TARGET	11/22/2019	CHECK	PMCHK00002376	\$120.00
EFT00767	WALMART	WALMART	11/22/2019	CHECK	PMCHK00002376	\$69.48
EFT00768	WHOFLO	WHOLESALE FLOWERS & SUPPLIES	11/22/2019	CHECK	PMCHK00002376	\$147.83
EFT00769	PBS	PBS	11/22/2019	CHECK	PMCHK00002376	\$55.94
EFT00770	BOERSMA	BOERSMA TRAVEL	11/22/2019	CHECK	PMCHK00002376	\$82.00
EFT00771	ZAZZLE	ZAZZLE	11/22/2019	CHECK	PMCHK00002376	\$70.73
EFT00772	SETON	SETON	11/22/2019	CHECK	PMCHK00002376	\$166.55

Total Checks: 239

Total Amount of Checks: \$580,781.47

System: 1/17/2020 1:44:08 PM
 User Date: 1/17/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: richmondrc

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	12/1/2019
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
062256	AAFILM	ANN ARBOR FILM FESTIVAL	12/5/2019	CHECK	PMCHK00002377	\$450.00
062257	ABBSUG	ABBY SUGAR	12/5/2019	CHECK	PMCHK00002377	\$250.00
062258	ALLENT	ALLIANCE ENTERTAINMENT	12/5/2019	CHECK	PMCHK00002377	\$543.19
062259	AMBFAL	AMBER ADAMS-FALL	12/5/2019	CHECK	PMCHK00002377	\$100.00
062260	AMYTAR	AMY C. TARRANT	12/5/2019	CHECK	PMCHK00002377	\$150.00
062261	ANNKRU	ANNA KRUSHELNITSKAYA	12/5/2019	CHECK	PMCHK00002377	\$100.00
062262	APPIMA	APPLIED IMAGING	12/5/2019	CHECK	PMCHK00002377	\$2,900.00
062263	BAKTAY	BAKER & TAYLOR	12/5/2019	CHECK	PMCHK00002377	\$49,412.40
062264	BETBAT	ELIZABETH BATTEY	12/5/2019	CHECK	PMCHK00002377	\$180.00
062265	CARCOE	CAROL COELIUS	12/5/2019	CHECK	PMCHK00002377	\$300.00
062266	CDW-G	CDW GOVERNMENT	12/5/2019	CHECK	PMCHK00002377	\$18,468.12
062267	CORMOV	CORRIGAN CUBE	12/5/2019	CHECK	PMCHK00002377	\$2,740.00
062268	DAWHEN	DAWN L. HENRY	12/5/2019	CHECK	PMCHK00002377	\$900.00
062269	DELTATWP	DELTA TWP DISTRICT LIBRARY	12/5/2019	CHECK	PMCHK00002377	\$12.95
062270	DEMCO	DEMCO	12/5/2019	CHECK	PMCHK00002377	\$3,431.89
062271	DICBLI	BLICK ART MATERIALS	12/5/2019	CHECK	PMCHK00002377	\$49.93
062272	DUPPHE	DUFF & PHELPS	12/5/2019	CHECK	PMCHK00002377	\$1,275.00
062273	EBSCO	EBSCO INFORMATION SERVICES	12/5/2019	CHECK	PMCHK00002377	\$48,338.64
062274	ELIPEA	ELIZABETH PEARCE	12/5/2019	CHECK	PMCHK00002377	\$61.42
062275	ELYGAM	ELYSE GAMBINO	12/5/2019	CHECK	PMCHK00002377	\$310.00
062276	FRIOF	FRIENDS OF THE AADL	12/5/2019	CHECK	PMCHK00002377	\$4,533.30
062277	GRAINGER	GRAINGER	12/5/2019	CHECK	PMCHK00002377	\$114.01
062278	HEASWE	HEAT & SWEEP FIREPLACE & BBQ	12/5/2019	CHECK	PMCHK00002377	\$839.50
062279	HOWLIB	HOWELL CARNEGIE DIST. LIB.	12/5/2019	CHECK	PMCHK00002377	\$15.00
062280	ICRA	ICRA	12/5/2019	CHECK	PMCHK00002377	\$200.00
062281	KENDIS	KENT DISTRICT LIBRARY	12/5/2019	CHECK	PMCHK00002377	\$7.59
062282	LUCSCH	LUCY SCHRAMM	12/5/2019	CHECK	PMCHK00002377	\$26.45
062283	MARDIG	MARIA CONSUELO DIGON ARROBA	12/5/2019	CHECK	PMCHK00002377	\$100.00
062284	METCOM	METCOM	12/5/2019	CHECK	PMCHK00002377	\$2,331.85
062285	MIDTAP	MIDWEST TAPE	12/5/2019	CHECK	PMCHK00002377	\$9,525.69
062286	MINCEN	MINDCENTRIC	12/5/2019	CHECK	PMCHK00002377	\$1,685.00
062287	NEONRATED	NEON RATED LLC	12/5/2019	CHECK	PMCHK00002377	\$515.00
062288	PAYCOO	PAYTON COOK	12/5/2019	CHECK	PMCHK00002377	\$900.00
062289	PINSKY	PINK SKY	12/5/2019	CHECK	PMCHK00002377	\$50.00
062290	POPLOC	POP A LOCK OF ANN ARBOR	12/5/2019	CHECK	PMCHK00002377	\$125.00
062291	PREPET	PREUSS PETS	12/5/2019	CHECK	PMCHK00002377	\$806.19
062292	PRITEC	PRINT TECH INC.	12/5/2019	CHECK	PMCHK00002377	\$4,006.51
062293	RANHOV	PENGUIN RANDOM HOUSE, LLC	12/5/2019	CHECK	PMCHK00002377	\$90.00
062294	RECBOO	RECORDED BOOKS, INC.	12/5/2019	CHECK	PMCHK00002377	\$71.98
062295	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/5/2019	CHECK	PMCHK00002377	\$23,686.66
062296	RYAHIB	RYAN HIBBS	12/5/2019	CHECK	PMCHK00002377	\$200.00
062297	SCHSOU	SCHEDULE SOURCE, INC	12/5/2019	CHECK	PMCHK00002377	\$1,060.00
062298	SHASON	SHAMBAUGH	12/5/2019	CHECK	PMCHK00002377	\$4,581.74
062299	SIEBRO	SIERRA BROWN	12/5/2019	CHECK	PMCHK00002377	\$600.00
062300	STAHAR	STADIUM HARDWARE	12/5/2019	CHECK	PMCHK00002377	\$244.12
062301	STAPLES	STAPLES ADVANTAGE	12/5/2019	CHECK	PMCHK00002377	\$812.35
062302	SWESOU	SWEETWATER SOUND INC.	12/5/2019	CHECK	PMCHK00002377	\$839.92
062303	TEACOM	THE TEACHING COMPANY SALES	12/5/2019	CHECK	PMCHK00002377	\$2,104.20
062304	THOGAL	GALE	12/5/2019	CHECK	PMCHK00002377	\$155.14
062305	UNIOMA	UNIQUE MANAGEMENT SERVICES	12/5/2019	CHECK	PMCHK00002377	\$3,316.26
062306	BRIDIS	BRIGHTON DISTRICT LIBRARY	12/5/2019	CHECK	PMCHK00002377	\$10.00
062307	B&H	B&H PHOTO-VIDEO	12/5/2019	CHECK	PMCHK00002377	\$1,799.55
062308	EQUUSOF	EQUINOX OPEN LIB INIT, INC	12/5/2019	CHECK	PMCHK00002377	\$2,250.00
062309	A.M. SERV	A.M. SERVICES, INC	12/12/2019	CHECK	PMCHK00002379	\$9,479.60
062310	AASCH	ANN ARBOR PUBLIC SCHOOLS	12/12/2019	CHECK	PMCHK00002379	\$2,555.34
062311	ABOTHE	ABOVE THE TREELINE	12/12/2019	CHECK	PMCHK00002379	\$1,900.00
062312	ADASTR	ADAMS STREET PUBLISHING CO.	12/12/2019	CHECK	PMCHK00002379	\$4,490.00

System: 1/17/2020 1:44:08 PM
 User Date: 1/17/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: richmond

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
062313	ALLEN	ALLIANCE ENTERTAINMENT	12/12/2019	CHECK	PMCHK00002379	\$2,374.46
062314	AMABOOK	SYNCB/AMAZON	12/12/2019	CHECK	PMCHK00002379	\$1,834.37
062315	AMYSUM	AMY LYNN SUMERTON	12/12/2019	CHECK	PMCHK00002379	\$647.50
062316	ANDMAR	ANDYMARK	12/12/2019	CHECK	PMCHK00002379	\$500.00
062317	ANNARB	ANN ARBOR OBSERVER	12/12/2019	CHECK	PMCHK00002379	\$2,569.00
062318	BAKTAY	BAKER & TAYLOR	12/12/2019	CHECK	PMCHK00002379	\$13,609.32
062319	BARNOB1	BARNES & NOBLE INC.	12/12/2019	CHECK	PMCHK00002379	\$268.69
062320	BETBEC	BETSY JANE BECKERMAN	12/12/2019	CHECK	PMCHK00002379	\$930.00
062321	BETMAN	BETH MANUEL	12/12/2019	CHECK	PMCHK00002379	\$24.13
062322	BREWER	BREWER'S	12/12/2019	CHECK	PMCHK00002379	\$650.46
062323	BRICON	BRIDGEPORT CONSULTING	12/12/2019	CHECK	PMCHK00002379	\$962.50
062324	BRIWAL	BRIAN WALLINE	12/12/2019	CHECK	PMCHK00002379	\$659.84
062325	CARBRO	CARPENTER BROS.	12/12/2019	CHECK	PMCHK00002379	\$9.99
062326	CDW-G	CDW GOVERNMENT	12/12/2019	CHECK	PMCHK00002379	\$21,555.22
062327	CLABEL	CLASSICAL BELLS	12/12/2019	CHECK	PMCHK00002379	\$800.00
062328	DAWHEN	DAWN L. HENRY	12/12/2019	CHECK	PMCHK00002379	\$450.00
062329	DEMCO	DEMCO	12/12/2019	CHECK	PMCHK00002379	\$266.87
062330	EBSCO	EBSCO INFORMATION SERVICES	12/12/2019	CHECK	PMCHK00002379	\$6,696.65
062331	EQUOSOF	EQUINOX OPEN LIB INIT, INC	12/12/2019	CHECK	PMCHK00002379	\$1,543.75
062332	EVEHOL	EVELYN HOLLENSHEAD	12/12/2019	CHECK	PMCHK00002379	\$58.93
062333	FRAALL	FRAME ALL CONSTRUCTION, INC	12/12/2019	CHECK	PMCHK00002379	\$14,350.00
062334	GALCHA	GALESBURG-CHARLES. MEM DIST LI	12/12/2019	CHECK	PMCHK00002379	\$20.95
062335	GRAVAL	GRAND VALLEY STATE UNIV LIB	12/12/2019	CHECK	PMCHK00002379	\$26.61
062336	HFGROUP	HF GROUP LLC	12/12/2019	CHECK	PMCHK00002379	\$154.21
062337	HUGGAL	HUGH GALLAGHER	12/12/2019	CHECK	PMCHK00002379	\$200.00
062338	JERKLU	JEREMY KLUMPP	12/12/2019	CHECK	PMCHK00002379	\$100.00
062339	JERUGAR	JERUSALEM GARDEN	12/12/2019	CHECK	PMCHK00002379	\$1,010.25
062340	JEWISHNE	JCMWC, LLC	12/12/2019	CHECK	PMCHK00002379	\$278.00
062341	JOHCON	JOHNSON CONTROLS SECURITY SOL	12/12/2019	CHECK	PMCHK00002379	\$470.44
062342	JOURET	JOURNEY RETIREMENT PLAN LLC	12/12/2019	CHECK	PMCHK00002379	\$231.25
062343	KATULE	KATHRYN E. ULEMAN	12/12/2019	CHECK	PMCHK00002379	\$250.00
062344	LATHEATRE	LA THEATRE WORKS	12/12/2019	CHECK	PMCHK00002379	\$5,000.00
062345	LEXMAT	MATTHEW BENDER & CO., INC.	12/12/2019	CHECK	PMCHK00002379	\$205.10
062346	LILLI	LILLIAN LI	12/12/2019	CHECK	PMCHK00002379	\$300.00
062347	LOWE'S	LOWES BUSINESS ACCOUNT	12/12/2019	CHECK	PMCHK00002379	\$777.78
062348	MARBAN	MARTIN BANDYKE	12/12/2019	CHECK	PMCHK00002379	\$400.00
062349	MARSTU	MARTHA RUTH SUIIT	12/12/2019	CHECK	PMCHK00002379	\$200.00
062350	MICPOW	MICHIGAN POWER RODDING	12/12/2019	CHECK	PMCHK00002379	\$532.00
062351	MIDTAP	MIDWEST TAPE	12/12/2019	CHECK	PMCHK00002379	\$2,640.86
062352	MINCEN	MINDCENTRIC	12/12/2019	CHECK	PMCHK00002379	\$1,823.00
062353	MOMFIF	MOMOKO FIFE	12/12/2019	CHECK	PMCHK00002379	\$100.00
062354	OAKUNI	OAKLAND UNIVERSITY	12/12/2019	CHECK	PMCHK00002379	\$90.00
062355	PINSKY	PINK SKY	12/12/2019	CHECK	PMCHK00002379	\$40.00
062356	PITTSFIELD	PITTSFIELD CHARTER TOWNSHIP	12/12/2019	CHECK	PMCHK00002379	\$333.90
062357	POPLOC	POP A LOCK OF ANN ARBOR	12/12/2019	CHECK	PMCHK00002379	\$182.00
062358	PRITEC	PRINT TECH INC.	12/12/2019	CHECK	PMCHK00002379	\$2,395.00
062359	RECANN	RECYCLE ANN ARBOR	12/12/2019	CHECK	PMCHK00002379	\$59.00
062360	ROBNEE	ROBERT W NEEDHAM	12/12/2019	CHECK	PMCHK00002379	\$300.00
062361	SARKEL	SARA MELTON KELLER	12/12/2019	CHECK	PMCHK00002379	\$60.00
062362	SIEBRO	SIERRA BROWN	12/12/2019	CHECK	PMCHK00002379	\$200.00
062363	SWESOU	SWEETWATER SOUND INC.	12/12/2019	CHECK	PMCHK00002379	\$3,021.85
062364	THOGAL	GALE	12/12/2019	CHECK	PMCHK00002379	\$244.40
062365	TSAFON	TSAI FONG BOOKS, INC.	12/12/2019	CHECK	PMCHK00002379	\$160.57
062366	UMMUSNATHIS	UNIVERSITY OF MICHIGAN	12/12/2019	CHECK	PMCHK00002379	\$500.00
062367	VARFOR	VARSITY FORD	12/12/2019	CHECK	PMCHK00002379	\$243.71
062368	WASHPOST	WASHINGTON POST	12/12/2019	CHECK	PMCHK00002379	\$1,872.00
062369	YEOYEO	YEO & YEO	12/12/2019	CHECK	PMCHK00002379	\$1,500.00
062370	HILEDU	MICHAEL A MOSSEY LIBRARY	12/12/2019	CHECK	PMCHK00002379	\$48.00
062371	3PLAYMED	3PLAY MEDIA	12/19/2019	CHECK	PMCHK00002381	\$1,964.60
062372	A.M. SERV	A.M. SERVICES, INC	12/19/2019	CHECK	PMCHK00002381	\$55.00
062373	AAART	ANN ARBOR ART CENTER	12/19/2019	CHECK	PMCHK00002381	\$194.84
062374	AANEWS	THE ANN ARBOR NEWS	12/19/2019	CHECK	PMCHK00002381	\$509.20
062375	ALLEN	ALLIANCE ENTERTAINMENT	12/19/2019	CHECK	PMCHK00002381	\$791.30
062376	AMBFAL	AMBER ADAMS-FALL	12/19/2019	CHECK	PMCHK00002381	\$200.00

System: 1/17/2020 1:44:08 PM
User Date: 1/17/2020

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
062377	ANDPAI	ANDERSON PAINT COMPANY	12/19/2019	CHECK	PMCHK00002381	\$105.62
062378	ANDYUN	ANDREA SOOYOUNG YUN	12/19/2019	CHECK	PMCHK00002381	\$100.00
062379	ARMCLE	ARMEN CLEANERS	12/19/2019	CHECK	PMCHK00002381	\$45.50
062380	B&H	B&H PHOTO-VIDEO	12/19/2019	CHECK	PMCHK00002381	\$462.79
062381	BAKTAY	BAKER & TAYLOR	12/19/2019	CHECK	PMCHK00002381	\$3,447.91
062382	BETBAT	ELIZABETH BATTEY	12/19/2019	CHECK	PMCHK00002381	\$180.00
062383	BUSVAL	BUSCH'S, INC.	12/19/2019	CHECK	PMCHK00002381	\$420.99
062384	CARBRO	CARPENTER BROS.	12/19/2019	CHECK	PMCHK00002381	\$135.81
062385	CARCOE	CAROL COELIUS	12/19/2019	CHECK	PMCHK00002381	\$300.00
062386	CDW-G	CDW GOVERNMENT	12/19/2019	CHECK	PMCHK00002381	\$4,095.50
062387	CFRA	CFRA	12/19/2019	CHECK	PMCHK00002381	\$1,720.00
062388	DEMCO	DEMCO	12/19/2019	CHECK	PMCHK00002381	\$484.50
062389	DIADUD	DIANNE LYNN DUDLEY	12/19/2019	CHECK	PMCHK00002381	\$100.00
062390	DICBLI	BLICK ART MATERIALS	12/19/2019	CHECK	PMCHK00002381	\$890.24
062391	ELINEI	ELI NEIBURGER	12/19/2019	CHECK	PMCHK00002381	\$428.37
062392	ELLMOO	ELLIE MOODY	12/19/2019	CHECK	PMCHK00002381	\$100.00
062393	ELYGAM	ELYSE GAMBINO	12/19/2019	CHECK	PMCHK00002381	\$495.00
062394	EUNCHE	EUNJAE CHEON	12/19/2019	CHECK	PMCHK00002381	\$100.00
062395	FORFRA	FORMAT FRAMING	12/19/2019	CHECK	PMCHK00002381	\$917.28
062396	GRETAL	GREATER TALENT NETWORK, INC.	12/19/2019	CHECK	PMCHK00002381	\$5,750.00
062397	HEBABD	HEBATALLAH ABDELAAL	12/19/2019	CHECK	PMCHK00002381	\$100.00
062398	HUTPLU	HUTZEL	12/19/2019	CHECK	PMCHK00002381	\$314.45
062399	JACBES	JACOB BEST	12/19/2019	CHECK	PMCHK00002381	\$100.00
062400	JASBUC	JASON BUCHANAN	12/19/2019	CHECK	PMCHK00002381	\$200.00
062401	JAZDEV	JAZZ DEVELOPMENT WORKSHOP INC	12/19/2019	CHECK	PMCHK00002381	\$2,100.00
062402	JENMCK	JENNIFER ANN MCKEE	12/19/2019	CHECK	PMCHK00002381	\$100.00
062403	JOHCON	JOHNSON CONTROLS SECURITY SOL	12/19/2019	CHECK	PMCHK00002381	\$1,745.81
062404	KARTUT	KARIN TUTHILL	12/19/2019	CHECK	PMCHK00002381	\$150.76
062405	KEEROD	KEEGAN RODGERS	12/19/2019	CHECK	PMCHK00002381	\$600.00
062406	LEACEN	LEARNING CENTER	12/19/2019	CHECK	PMCHK00002381	\$178.00
062407	LISSTE	LISA STEINKOPF	12/19/2019	CHECK	PMCHK00002381	\$300.00
062408	LUCROE	LUCY ROEHRIG	12/19/2019	CHECK	PMCHK00002381	\$20.76
062409	MAINASSOC	MAIN STREET AREA ASSOCIATION	12/19/2019	CHECK	PMCHK00002381	\$170.00
062410	MARDIG	MARIA CONSUELO DIGON ARROBA	12/19/2019	CHECK	PMCHK00002381	\$100.00
062411	MARRED	MARISA REDDING	12/19/2019	CHECK	PMCHK00002381	\$17.99
062412	METCOM	METCOM	12/19/2019	CHECK	PMCHK00002381	\$3,881.91
062413	MICKRE	MICHELLE KRELL KYDD	12/19/2019	CHECK	PMCHK00002381	\$600.00
062414	MIDTAP	MIDWEST TAPE	12/19/2019	CHECK	PMCHK00002381	\$3,853.48
062415	MONHIG	MONICA LYNN HIGMAN	12/19/2019	CHECK	PMCHK00002381	\$100.00
062416	ONEACON	O'NEAL CONSTRUCTION	12/19/2019	CHECK	PMCHK00002381	\$20,024.47
062417	OUTLOUD	OUT LOUD CHORUS	12/19/2019	CHECK	PMCHK00002381	\$315.00
062418	PAUFRA	PAULA FRANK	12/19/2019	CHECK	PMCHK00002381	\$50.00
062419	PAYCOO	PAYTON COOK	12/19/2019	CHECK	PMCHK00002381	\$340.00
062420	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/19/2019	CHECK	PMCHK00002381	\$86.86
062421	PRITEC	PRINT TECH INC.	12/19/2019	CHECK	PMCHK00002381	\$989.69
062422	RECANN	RECYCLE ANN ARBOR	12/19/2019	CHECK	PMCHK00002381	\$227.00
062423	RECBOO	RECORDED BOOKS, INC.	12/19/2019	CHECK	PMCHK00002381	\$473.53
062424	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	12/19/2019	CHECK	PMCHK00002381	\$47.20
062425	ROMDIS	ROMEO DISTRICT LIBRARY	12/19/2019	CHECK	PMCHK00002381	\$28.75
062426	SARJAB	SARMED JABRA	12/19/2019	CHECK	PMCHK00002381	\$375.00
062427	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/19/2019	CHECK	PMCHK00002381	\$2,911.00
062428	SCHSEC	SCHILKE SECURITY	12/19/2019	CHECK	PMCHK00002381	\$1,035.00
062429	SCOWET	SCOTT WETTLAUFRER	12/19/2019	CHECK	PMCHK00002381	\$150.00
062430	SHASON	SHAMBAUGH	12/19/2019	CHECK	PMCHK00002381	\$3,239.24
062431	SHOHUR	SHOSHANA HURAND	12/19/2019	CHECK	PMCHK00002381	\$10.00
062432	SWESOU	SWEETWATER SOUND INC.	12/19/2019	CHECK	PMCHK00002381	\$164.99
062433	UNUMPRO	UNUM LIFE INSURANCE	12/19/2019	CHECK	PMCHK00002381	\$6,496.15
062434	UNUMPRO1	UNUM LIFE INSURANCE	12/19/2019	CHECK	PMCHK00002381	\$1,374.87
062435	VALLINP	VALUE LINE PUBLISHING LLC.	12/19/2019	CHECK	PMCHK00002381	\$9,470.00
062436	VANDIS	VAN BUREN DISTRICT LIBRARY	12/19/2019	CHECK	PMCHK00002381	\$21.99
062437	VARFOR	VARSITY FORD	12/19/2019	CHECK	PMCHK00002381	\$419.00
062438	WESENT	WESTGATE ENTERPRISES, LLC	12/19/2019	CHECK	PMCHK00002381	\$35,627.37
062439	WMU	WESTERN MICHIGAN UNIVERSITY	12/19/2019	CHECK	PMCHK00002381	\$75.00
062440	CORMOV	CORRIGAN MOVING SYSTEMS	12/19/2019	CHECK	PMCHK00002381	\$1,507.50

System: 1/17/2020 1:44:08 PM
 User Date: 1/17/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 4
 User ID: richmond

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
062441	RAILAG	RAINA LAGRAN	12/20/2019	CHECK	PMCHK00002382	\$150.00
EFT00773	CINTAS	CINTAS CORPORATION	12/5/2019	CHECK	PMCHK00002378	\$444.25
EFT00774	OFFDEP	OFFICE DEPOT, INC.	12/5/2019	CHECK	PMCHK00002378	\$163.78
EFT00775	ULINE	ULINE, INC.	12/5/2019	CHECK	PMCHK00002378	\$558.07
EFT00776	UNIPAR	UNITED PARCEL SERVICE	12/5/2019	CHECK	PMCHK00002378	\$38.28
EFT00777	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/5/2019	CHECK	PMCHK00002378	\$293.67
EFT00778	CINTAS	CINTAS CORPORATION	12/12/2019	CHECK	PMCHK00002380	\$554.61
EFT00779	COMCAS	COMCAST	12/12/2019	CHECK	PMCHK00002380	\$34.62
EFT00780	UNIPAR	UNITED PARCEL SERVICE	12/12/2019	CHECK	PMCHK00002380	\$39.89
EFT00781	VERWIRC	VERIZON WIRELESS	12/12/2019	CHECK	PMCHK00002380	\$938.03
EFT00782	ATTMOB	AT&T MOBILITY	12/20/2019	CHECK	PMCHK00002383	\$599.23
EFT00783	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/20/2019	CHECK	PMCHK00002383	\$80,278.79
EFT00784	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/20/2019	CHECK	PMCHK00002383	\$3,787.28
EFT00785	CINTAS	CINTAS CORPORATION	12/20/2019	CHECK	PMCHK00002383	\$552.62
EFT00786	CITOF2	CITY OF ANN ARBOR	12/20/2019	CHECK	PMCHK00002383	\$148.00
EFT00787	CITWATER	CITY OF AA WATER UTILITIES	12/20/2019	CHECK	PMCHK00002383	\$7,640.91
EFT00788	DTEENE	DTE ENERGY	12/20/2019	CHECK	PMCHK00002383	\$30,419.12
EFT00789	OFFDEP	OFFICE DEPOT, INC.	12/20/2019	CHECK	PMCHK00002383	\$1,046.90
EFT00790	TDSMET	TDS	12/20/2019	CHECK	PMCHK00002383	\$8,928.13
EFT00806	1000MUS	1000 MUSEUMS	12/23/2019	CHECK	PMCHK00002388	\$1,456.00
EFT00807	ARTCOM	ART.COM	12/23/2019	CHECK	PMCHK00002388	\$269.86
EFT00808	AWS	AMAZON WEB SERVICES	12/23/2019	CHECK	PMCHK00002388	\$149.57
EFT00809	BANOFACC	BANK OF ANN ARBOR	12/23/2019	CHECK	PMCHK00002388	\$49.99
EFT00810	BARBAL	BARGAIN BALLOONS	12/23/2019	CHECK	PMCHK00002388	\$63.64
EFT00811	CANWAR	CANDYWAREHOUSE	12/23/2019	CHECK	PMCHK00002388	\$325.10
EFT00812	CHESSEX	CHESSEX	12/23/2019	CHECK	PMCHK00002388	\$225.00
EFT00813	DRUPALIZE	DRUPALIZE ME OSIO LABS	12/23/2019	CHECK	PMCHK00002388	\$35.00
EFT00814	FREPAP	FRENCH PAPER CO	12/23/2019	CHECK	PMCHK00002388	\$47.74
EFT00815	GAASHRM	GREATER ANN ARBOR SHRM	12/23/2019	CHECK	PMCHK00002388	\$80.00
EFT00816	IKEA	IKEA	12/23/2019	CHECK	PMCHK00002388	\$53.45
EFT00817	ISTOCK	iSTOCK PHOTO	12/23/2019	CHECK	PMCHK00002388	\$33.00
EFT00818	MARKJET	MARKJET INC	12/23/2019	CHECK	PMCHK00002388	\$2,082.00
EFT00819	NIROMA	NIROMA STUDIO	12/23/2019	CHECK	PMCHK00002388	\$199.96
EFT00820	ORITRA	ORIENTAL TRADING.COM	12/23/2019	CHECK	PMCHK00002388	\$21.77
EFT00821	QUAKERBOOKS	QUAKERBOOKS	12/23/2019	CHECK	PMCHK00002388	\$31.87
EFT00822	ROCO	ROCO FILMS EDUCATIONAL STORE	12/23/2019	CHECK	PMCHK00002388	\$305.00
EFT00823	STRAPWORKS	STRAPWORKS	12/23/2019	CHECK	PMCHK00002388	\$26.63
EFT00824	TARGET	TARGET	12/23/2019	CHECK	PMCHK00002388	\$861.68
EFT00825	TOMBIHN	TOM BIHN	12/23/2019	CHECK	PMCHK00002388	\$203.00
EFT00826	UMSSC	REGENTS OF THE UNIV OF MICH.	12/23/2019	CHECK	PMCHK00002388	\$417.60
EFT00827	VOLGIS	VOLGISTICS INC.	12/23/2019	CHECK	PMCHK00002388	\$330.00
EFT00828	WALMART	WALMART	12/23/2019	CHECK	PMCHK00002388	\$114.96
EFT00829	WEBSTAUANT	WEBSTAUANT STORE	12/23/2019	CHECK	PMCHK00002388	\$65.33
EFT00830	WRISTU	WRIGHTSTUFF.BIZ	12/23/2019	CHECK	PMCHK00002388	\$42.90
EFT00831	IFIXIT	IFIXIT	12/23/2019	CHECK	PMCHK00002388	\$85.98
EFT00832	MICCHA	MICHIGAN CHAMBER SERVICES, INC	12/23/2019	CHECK	PMCHK00002388	\$37.50
EFT00833	MOVLIC	MOVIE LICENSING USA	12/23/2019	CHECK	PMCHK00002388	\$200.00

Total Checks: 232

Total Amount of Checks: \$581,251.98

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Ended Ann Arbor District Library Financial Summary for the Five Months Ended November 2019

Cash

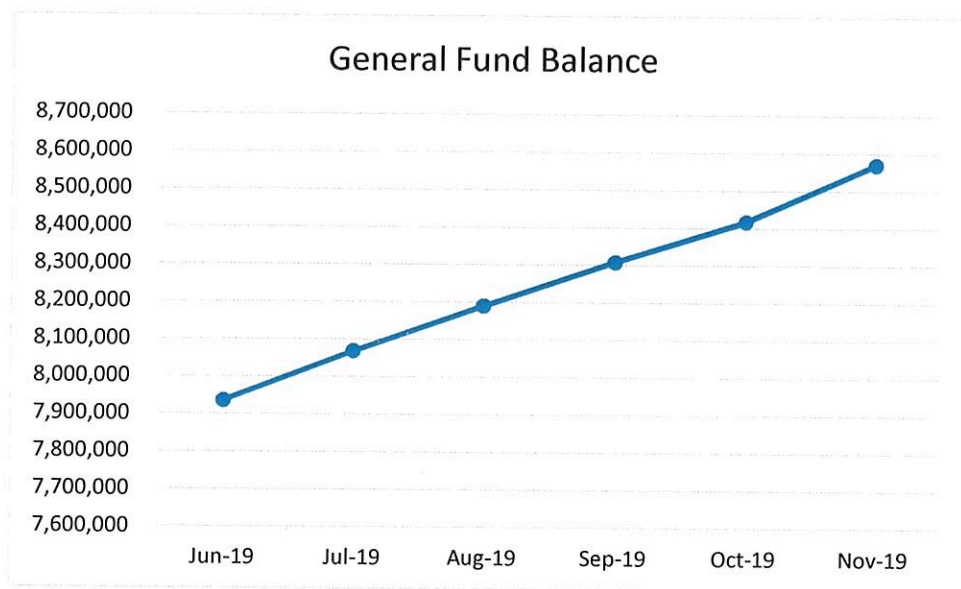
Cash, including investments, decreased \$908,215 from \$20,279,318 on October 31, 2019 to \$19,371,103 as of November 30, 2019.

Tax Receipts

As of November 30, 2019, the Library has received \$16,304,139 which is 96.5% of the annual budgeted tax receipts of \$16,902,626.

Fund Balance Activity

As of November 30, 2019, the Library has a positive general fund balance of \$8,570,925. The Capital Fund decreased \$36,486 from \$1,095,793 on October 31, 2019 to \$1,059,307 as of November 30, 2019 as meeting room renovations continue.



Ended Ann Arbor District Library Financial Summary for the Five Months Ended November 2019

Revenue:

Year-to-date revenues equal \$7,369,077 of which \$131,250 is due from other governmental units for penal fines and state aid. Tax receipts of \$9,261,378 have been deferred and will be recognized over the remainder of the fiscal year. Total cash receipts through November 30, 2019 equal \$17,034,963.

Expenditures

Year-to-date expenditures totaled \$6,702,032 from the general fund and \$160,157 from the capital fund as of November 30, 2019 of which \$541,079 had not been paid. As of November 30, 2019, \$500,275 has been prepaid for expenses not yet incurred. Total cash expended through November 30, 2019 equals \$6,716,333.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$667,045. After five months or 41.67% of activity, current revenue is 41.7% of the approved budget and current expenses are 37.92% of the approved budget.

Actual cash receipts are at 96.4% of budget and actual cash expended is 38% of budget.

Grants & Memorials:

The Friends of the AADL account began the year with a balance of \$65,970. During the first five months of the fiscal year the Friends contributed \$25,000 and the AADL expended a total of \$50,322 leaving a balance of \$40,648.

The archives grant began the year with a balance of \$47,942. Archives received a donation of \$75 and had expenditures totaling \$1,582 leaving a balance of \$46,435.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Five Months Ending 11/30/2019

	November <u>ACTUAL</u>	YTD <u>ACTUAL</u>	FY 2020 <u>BUDGET</u>	BUDGET <u>REMAINING</u>	YTD <u>%</u>
REVENUES:					
Property taxes, net	\$1,408,552	\$7,042,761	\$16,902,626	\$9,859,865	41.67%
State aid	7,500	37,500	90,000	52,500	41.67%
State penal fines	18,750	93,750	225,000	131,250	41.67%
Interest income	9,060	69,333	20,000	(49,333)	346.67%
Copier revenue	2,595	15,431	35,000	19,569	44.09%
Grants and memorials	403	26,652	100,000	73,348	26.65%
Library fines, fees and other	6,714	63,372	250,000	186,628	25.35%
Non-resident fees	1,050	8,588	18,500	9,913	46.42%
Rental revenue		11,691	31,110	19,419	37.58%
TOTAL REVENUES	\$1,454,624	\$7,369,077	\$17,672,236	\$10,303,159	41.70%
EXPENDITURES:					
Personnel:					
Salaries and wages	656,780	3,298,813	8,502,255	5,203,442	38.80%
Employee benefits	43,644	616,951	1,832,836	1,215,885	33.66%
Employment taxes	48,137	246,635	638,000	391,365	38.66%
Purchased services:					
Custodial services	47,373	142,120	287,000	144,880	49.52%
Accounting and auditing	5,000	36,095	25,000	(11,095)	144.38%
Legal	2,159	3,314	50,000	46,686	6.63%
Professional services	31,868	141,129	261,000	119,871	54.07%
Utilities	26,295	160,281	462,000	301,719	34.69%
Property insurance	9,338	46,691	105,000	58,309	44.47%
Communications	15,098	110,150	200,000	89,850	55.08%
Materials	186,095	728,425	1,876,000	1,147,575	38.83%
Software licenses / materials	11,937	58,575	150,000	91,425	39.05%
Building rental	10,878	258,242	680,000	421,758	37.98%
Seminars, conferences and travel	529	7,368	28,700	21,332	25.67%
Copier expense	6,967	25,646	35,000	9,354	73.27%
Library programming	53,903	265,669	790,000	524,331	33.63%
Grant and memorial expenses	120	50,322	100,000	49,678	50.32%
Operating supplies	24,802	115,858	314,595	198,737	36.83%
Repairs and maintenance	35,226	175,122	570,500	395,378	30.70%
Postage	1,364	6,260	30,000	23,740	20.87%
Other operating expenses	1,765	9,270	34,350	25,080	26.99%
Capital outlay	43,946	199,097	700,000	500,903	28.44%
TOTAL EXPENDITURES	1,263,225	6,702,032	17,672,236	10,970,204	37.92%
REVENUE OVER (UNDER) EXPENDITURES	191,398	667,045		(667,045)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Five Months Ending 11/30/2019

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$7,042,761	-	-	\$7,042,761
State aid	37,500	-	-	37,500
State penal fines	93,750	-	-	93,750
Interest income	69,333	-	595	69,929
Copier revenue	15,431	-	-	15,431
Grants and memorials	26,652	-	30,575	57,227
Library fines, fees and other	63,372	-	-	63,372
Non-resident fees	8,588	-	-	8,588
Rental revenue	11,691	-	-	11,691
TOTAL REVENUES	<u>\$7,369,077</u>	<u>-</u>	<u>\$31,170</u>	<u>\$7,400,247</u>
EXPENDITURES:				
Personnel:				
Salaries and wages	\$3,298,813	-	-	\$3,298,813
Employee benefits	616,951	-	-	616,951
Employment taxes	246,635	-	-	246,635
Purchased services:				
Custodial services	142,120	-	-	142,120
Accounting and auditing	36,095	-	-	36,095
Legal	3,314	-	-	3,314
Professional services	141,129	-	-	141,129
Utilities	160,281	-	-	160,281
Property insurance	46,691	-	-	46,691
Communications	110,150	-	-	110,150
Materials	728,425	-	8,664	737,089
Software licenses / materials	58,575	-	-	58,575
Building rental	258,242	-	-	258,242
Seminars, conferences and travel	7,368	-	-	7,368
Copier expense	25,646	-	-	25,646
Library programming	265,669	-	700	266,369
Grant and memorial expenses	50,322	-	-	50,322
Operating supplies	115,858	-	-	115,858
Repairs and maintenance	175,122	-	-	175,122
Postage	6,260	-	-	6,260
Other operating expenses	9,270	-	-	9,270
Capital outlay	199,097	160,157	1,582	360,837
TOTAL EXPENDITURES	<u>\$6,702,032</u>	<u>\$160,157</u>	<u>\$10,946</u>	<u>\$6,873,135</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>\$667,045</u>	<u>(\$160,157)</u>	<u>\$20,224</u>	<u>\$527,112</u>
Interfund Transfer	-	-	-	-
Fund balance, beginning of year	\$7,903,881	\$1,219,464	\$546,791	\$9,670,136
Fund balance, end of year	<u>\$8,570,925</u>	<u>\$1,059,307</u>	<u>\$567,015</u>	<u>\$10,197,248</u>

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
For the Five Months Ending 11/30/2019

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$12,924,263	\$1,059,307	\$572,364	\$14,555,935
Investments	4,815,168	-	-	4,815,168
Due from other governmental units	131,250	-	-	131,250
Other accounts receivable	5,349	-	-	5,349
Prepaid items	500,275	-	-	500,275
Total Assets	\$18,376,305	\$1,059,307	\$572,364	\$20,007,976
Liabilities				
Accounts payable	\$201,792	-	\$5,349	\$207,141
Accrued payroll and benefits	339,287	-	-	339,287
Total Liabilities	541,079	-	5,349	546,428
Deferred Outflows				
Unavailable property tax revenue	9,261,378	-	-	9,261,378
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	9,264,301	-	-	9,264,301
Fund Balances				
Nonspendable:				
Prepaid items	500,275	-	-	500,275
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	242,015	242,015
Committed for capital projects	-	1,059,307	-	1,059,307
Unassigned	8,070,651	-	-	8,070,651
Total fund balance - general fund	8,570,925	1,059,307	567,015	10,197,248
Total liabilities and fund balances	\$18,376,305	\$1,059,307	\$572,364	\$20,007,976

Ended Ann Arbor District Library Financial Summary for the Six Months Ended December 2019

Cash

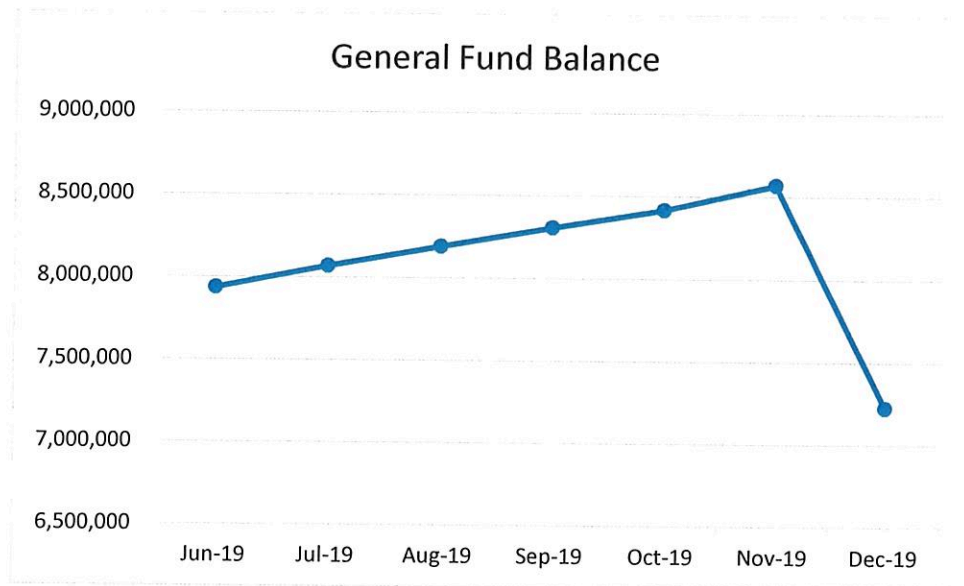
Cash, including investments, decreased \$1,261,737 from \$19,371,103 on November 30, 2019 to \$18,109,366 as of December 31, 2019.

Tax Receipts

As of December 31, 2019, the Library has received \$16,638,694 which is 96.9% of the annual budgeted tax receipts of \$16,902,626.

Fund Balance Activity

As of December 31, 2019, the Library has a positive general fund balance of \$7,226,964. The Capital Fund increased \$1,425,035 from \$1,095,793 on November 30, 2019 to \$2,520,828 as of December 31, 2019. The transfer of \$1,500,000 approved by the Board of Directors was recorded in December.



Ended Ann Arbor District Library
Financial Summary for the Six Months Ended December 2019

Revenue:

Year-to-date revenues equal \$8,858,519 of which \$157,500 is due from other governmental units for penal fines and state aid. Tax receipts of \$7,932,381 have been deferred and will be recognized over the remainder of the fiscal year. Total cash receipts through December 31, 2019 equal \$17,221,658.

Expenditures

Year-to-date expenditures totaled \$8,035,435 from the general fund and \$198,636 from the capital fund as of December 31, 2019 of which \$494,243 has not been paid. As of December 31, 2019, \$474,810 has been prepaid for expenses not yet incurred. Total cash expended through December 31, 2019 equals \$8,400,004.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$823,084. After six months or 50% of activity, current revenue is 50.13% of the approved budget and current expenses are 45.47% of the approved budget.

Actual cash receipts are at 97.45% of budget and actual cash expended is 47.53% of budget.

Grants & Memorials:

The Friends of the AADL account began the year with a balance of \$65,970. During the first six months of the fiscal year the Friends contributed \$50,000 and the AADL expended a total of \$50,382 leaving a balance of \$65,588.

The archives grant began the year with a balance of \$47,942. Archives received donations totaling \$1,075 and had expenditures totaling \$3,665 leaving a balance of \$45,352.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Six Months Ending 12/31/2019

	December ACTUAL	YTD ACTUAL	FY 2020 BUDGET	BUDGET REMAINING	YTD %
REVENUES:					
Property taxes, net	\$1,408,552	\$8,451,313	\$16,902,626	\$8,451,313	50.00%
State aid	7,500	45,000	90,000	45,000	50.00%
State penal fines	18,750	112,500	225,000	112,500	50.00%
Interest income	2,930	72,264	20,000	(52,264)	361.32%
Copier revenue	2,427	17,857	35,000	17,143	51.02%
Grants and memorials	26,363	53,014	100,000	46,986	53.01%
Library fines, fees and other	18,010	81,382	250,000	168,618	32.55%
Non-resident fees	1,988	10,575	18,500	7,925	57.16%
Rental revenue	2,923	14,614	31,110	16,496	46.97%
TOTAL REVENUES	\$1,489,442	\$8,858,519	\$17,672,236	\$8,813,717	50.13%
EXPENDITURES:					
Personnel:					
Salaries and wages	666,966	3,965,779	8,502,255	4,536,476	46.64%
Employee benefits	238,673	855,624	1,832,836	977,212	46.68%
Employment taxes	49,522	296,157	638,000	341,843	46.42%
Purchased services:					
Custodial services		142,120	287,000	144,880	49.52%
Accounting and auditing	40,861	76,956	25,000	(51,956)	307.82%
Legal		3,314	50,000	46,686	6.63%
Professional services	(38,721)	102,408	261,000	158,592	39.24%
Utilities	38,147	198,428	462,000	263,572	42.95%
Property insurance	9,338	56,029	105,000	48,971	53.36%
Communications	13,125	123,275	200,000	76,725	61.64%
Materials	114,135	842,560	1,876,000	1,033,440	44.91%
Software licenses / materials	18,990	77,564	150,000	72,436	51.71%
Building rental	35,627	293,869	680,000	386,131	43.22%
Seminars, conferences and travel	7,531	14,899	28,700	13,801	51.91%
Copier expense		25,646	35,000	9,354	73.27%
Library programming	45,451	311,120	790,000	478,880	39.38%
Grant and memorial expenses	60	50,382	100,000	49,618	50.38%
Operating supplies	15,478	131,336	314,595	183,259	41.75%
Repairs and maintenance	44,921	220,043	570,500	350,457	38.57%
Postage	112	6,373	30,000	23,627	21.24%
Other operating expenses	1,849	11,119	34,350	23,231	32.37%
Capital outlay	31,336	230,434	700,000	469,566	32.92%
TOTAL EXPENDITURES	1,333,403	8,035,435	17,672,236	9,636,801	45.47%
REVENUE OVER (UNDER) EXPENDITURES	156,039	823,084		(823,084)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Six Months Ending 12/31/2019

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$8,451,313	-	-	\$8,451,313
State aid	45,000	-	-	45,000
State penal fines	112,500	-	-	112,500
Interest income	72,264	-	656	72,920
Copier revenue	17,857	-	-	17,857
Grants and memorials	53,014	-	32,975	85,989
Library fines, fees and other	81,382	-	-	81,382
Non-resident fees	10,575	-	-	10,575
Rental revenue	14,614	-	-	14,614
TOTAL REVENUES	<u>\$8,858,519</u>	<u>-</u>	<u>\$33,631</u>	<u>\$8,892,150</u>
EXPENDITURES:				
Personnel:				
Salaries and wages	\$3,965,779	-	-	\$3,965,779
Employee benefits	855,624	-	-	855,624
Employment taxes	296,157	-	-	296,157
Purchased services:				
Custodial services	142,120	-	-	142,120
Accounting and auditing	76,956	-	-	76,956
Legal	3,314	-	-	3,314
Professional services	102,408	-	-	102,408
Utilities	198,428	-	-	198,428
Property insurance	56,029	-	-	56,029
Communications	123,275	-	-	123,275
Materials	842,560	-	11,721	854,281
Software licenses / materials	77,564	-	-	77,564
Building rental	293,869	-	-	293,869
Seminars, conferences and travel	14,899	-	-	14,899
Copier expense	25,646	-	-	25,646
Library programming	311,120	-	700	311,820
Grant and memorial expenses	50,382	-	-	50,382
Operating supplies	131,336	-	-	131,336
Repairs and maintenance	220,043	-	-	220,043
Postage	6,373	-	-	6,373
Other operating expenses	11,119	-	-	11,119
Capital outlay	230,434	198,636	3,664	432,734
TOTAL EXPENDITURES	<u>\$8,035,435</u>	<u>\$198,636</u>	<u>\$16,086</u>	<u>\$8,250,157</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>\$823,084</u>	<u>(\$198,636)</u>	<u>\$17,545</u>	<u>\$641,993</u>
Interfund Transfer	(1,500,000)	1,500,000	-	-
Fund balance, beginning of year	\$7,903,881	\$1,219,464	\$546,791	\$9,670,136
Fund balance, end of year	<u>\$7,226,964</u>	<u>\$2,520,828</u>	<u>\$564,337</u>	<u>\$10,312,129</u>

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
For the Six Months Ending 12/31/2019

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$10,208,481	\$2,520,828	\$564,337	\$13,293,645
Investments	4,815,721	-	-	4,815,721
Due from other governmental units	157,500	-	-	157,500
Other accounts receivable	-	-	-	-
Prepaid items	474,810	-	-	474,810
Total Assets	\$15,656,511	\$2,520,828	\$564,337	\$18,741,675
Liabilities				
Accounts payable	\$100,441	-	-	\$100,441
Accrued payroll and benefits	393,802	-	-	393,802
Total Liabilities	494,243	-	-	494,243
Deferred Outflows				
Unavailable property tax revenue	7,932,381	-	-	7,932,381
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	7,935,304	-	-	7,935,304
Fund Balances				
Nonspendable:				
Prepaid items	474,810	-	-	474,810
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	239,337	239,337
Committed for capital projects	-	2,520,828	-	2,520,828
Unassigned	6,752,155	-	-	6,752,155
Total fund balance - general fund	7,226,964	2,520,828	564,337	10,312,129
Total liabilities and fund balances	\$15,656,511	\$2,520,828	\$564,337	\$18,741,675

Director's Report
January 2020

Upcoming Events, and Issues of Interest

1. **Traverwood Branch closed on December 16th for 10 weeks.** The work in Traverwood will include new carpeting, refinishing the wood floors, technology upgrades, the addition of one bookable meeting room, and changes to the large set of doors leading to the program room. We will also be introducing the Category system for the materials collection during this closure.
2. Kind words from **U-M grad student Matt Bernhard, who conducted the voting machine research events** at the AADL in 2019: <https://twitter.com/umbernard/status/1215752467155054592>

Some of the specific AADL compliments in his tweet thread:

"I'd also like to thank the Ann Arbor District Library. Henry and I walked in expecting to be told that they didn't want their patrons bothered by a bunch of annoying CS researchers, and instead we were welcomed with open arms."

"Seriously, Eli, Jackie Fleischer-Best, and everyone else at the AADL went to bat for this study, using library resources to help us get recruiting. I can't express how freakin;' awesome that is. Talk to your libraries, y'all!"

And the study!

<https://mbernard.com/papers/bmd-verifiability-sp20.pdf>

3. The AADL will be one of fewer than 100 satellite locations in the world (and so far the only in Michigan) for the 2020 Iowa Caucuses, which meet on February 3rd.

AADL Projects and Initiatives Underway

1. The renovation of the Downtown Fourth Floor meeting room is underway with an expected completion date by March 1, 2020.
2. The RFP for a coffee bar vendor service for the Downtown Library was issued on January 13, 2020, with a deadline for response by February 14, 2020.

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

Director's Report
January 2020

EMAIL TO AADL: Why did we close the Pittsfield branch and other just to reorganize the contents? It's now much, much harder to find things. There wasn't a problem and now you've created one. It will likely cost even more to put things back to how libraries are supposed to be set up. Really STUPID decision.

name: AK

Library Response: I regret that you are not happy with the changes to the collection organization in the branches. The closures are accomplishing planned upgrades and maintenance in all of the branches. Please do know that we are always willing and able to assist you in locating any item in our collection. We do apologize for any inconvenience that you experience due to a closure, and we hope that you will consider visiting another location of AADL if your favorite or most convenient location is closed.

EMAIL TO AADL: Dear Ms. Parker,

The message below was sent to the DDA. Subsequently I had a friendly chat with the lady at DDA who handles parking matters. She tells me the change in the parking arrangements in front of the Downtown Library were at the request of the Library. So I am copying my message on to you.

One space for people using the drop box would not be unreasonable now there is not any convenient parking on William St. But devoting all the spaces in front of the Library for that purpose is a bit extreme and makes use of the Library much less convenient. I am disappointed, as brief (but not just 5 minute) visits to drop off borrowings, buy a book in the shop and spend a few minutes choosing new items has been a considerable pleasure. But driving in and up a parking structure and paying for at least an hour of parking adds up to a considerable deterrent to spontaneous use of the Library.

Sincerely

CD

Library Response: Mr. D,

Thanks for sharing your concerns about the parking changes at the Downtown Library, and for relaying your conversation with DDA staff. While I appreciate that you prefer to not park in a structure, the good news is that metered parking is still

Director's Report
January 2020

available on William Street near the Library, as well as on Library Lane. There are also metered spaces on Division and Liberty. I'm glad that you find visiting the Downtown Library a pleasure, and I hope that you are still able to do so.

Service Alert: Location: Downtown Library

Suggested by: Patron

Description: Patron was very happy with the 5 minute parking in front of the downtown library and wanted me to pass along his appreciation.

Service Alert: Location: Downtown Library

Suggested by: patron

Description: Patron was very pleased with the new, free short-term parking spaces in front of the building. He finds them very convenient for picking up holds and dropping off returns.

DISCUSSION OF BOARD MEETING DATES FOR 2020 CALENDAR YEAR

I. Statement:

Per AADL Board By-Laws and in accordance with the Michigan Open Meetings Act, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. The annual meeting is held in January.

II. Background:

During the 2019 calendar year the Board made the following date changes:

Board meetings cancelled: August 19, 2019

Board meeting dates changed: None

Special meetings called: May 14, 2019-Board Retreat

III. Options:

2020

The Board can decide to continue to meet on the third Monday of each month or change their regular meeting date to another day of the week. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet on the third Monday.

Board Retreats

Generally the Board holds one retreat within the first quarter of a new calendar year.

The Board can choose to have a Regular Meeting or a Retreat and/or both.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.

IV. Recommendations:

Meeting dates for calendar year 2020 are recommended by Administration for the third Monday of the month with the exception of January. Meetings are generally scheduled to begin at 7:00 p.m.

Administration recommends adopting the following calendar:

Monday, **February 17, 2020**
 Monday, **March 16, 2020**
 Monday, **April 20, 2020**
 Monday, **May 18, 2020**
 Monday, **June 15, 2020**
 Monday, **July 20, 2020**
 Monday, **August 17, 2020**
 Monday, **September 21, 2020**
 Monday, **October 19, 2020**
 Monday, **November 16, 2020**
 Monday, **December 14, 2020**
 Tuesday, **January 19, 2021**

V. General Information:

2020 Library related conferences:

January 24-28, 2020—American Library Association Midwinter Meeting, Philadelphia, PA
 February 25-29, 2020—Public Library Association Conference, Nashville, TN
 April 22, 2020—Michigan Library Association Advocacy Day, Lansing, MI
 May 4-5, 2020—National Library Legislative Day, Georgetown Conference Center, Washington, DC
 June 25-30, 2020—American Library Association Annual Conference, Chicago, IL
 October 27-30, 2020—Michigan Library Association Annual Conference, Kalamazoo, MI
 January 22-26, 2021—American Library Association Midwinter Meeting, Indianapolis, IN

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-020**

RESOLUTION TO ADOPT PROPOSED AADL STRATEGIC PLAN 2020

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21st day of January, 2020 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To adopt the proposed Ann Arbor District Library Strategic Plan 2020.
- 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.

Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-021**

**RESOLUTION AUTHORIZING HVAC REPLACEMENT FOR THE
DOWNTOWN LIBRARY BUILDING**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 21st day of January, 2020 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To award Goyette Mechanical with HVAC repairs/replacement in the Downtown Library building in the amount of \$99,026.00.
- 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.

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 Director
Eli Neiburger Deputy Director

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

Ann Arbor District Library
Board of Trustees
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
734.327.8311