



Regular Meeting Agenda

Monday, April 20, 2020

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MEMORANDUM

To: District Library Board
From: Josie Parker, Director
Subject: Regular Meeting, Monday, May 18, 2020 at 6:00 p.m.
Ann Arbor District Library
343 S. Fifth Avenue, Ann Arbor, MI 48104
Aadl.org

REGULAR MEETING AGENDA

- 20-080 I. CALL TO ORDER
- 20-081 II. ATTENDANCE
- 20-082 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION
- 20-083 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2020-2021 AT 7:00PM
- 20-084 V. CALL FOR PUBLIC COMMENT ON THE 2020-2021 BUDGET
- 20-085 VI. RECONVENE TO REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2020-2021 BUDGET
- 20-086 VII. ATTENDANCE
- 20-087 VIII. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
Roll call vote
- 20-088 IX. CONSENT AGENDA
(Item of action)
Roll call vote
CA-1 Approval of Minutes of April 20, 2020 (pp. 3-8)
CA-2 Approval of April 2020 Disbursements (pp. 9-11)
- 20-089 X. CITIZENS' COMMENTS
- 20-090 XI. FINANCIAL REPORTS (pp. 12-16)
Josie B. Parker, Director
- 20-091 XII. COMMITTEE REPORTS
A. EXECUTIVE COMMITTEE
(10 minutes)

- 20-092 XIII. DIRECTOR’S REPORT
Josie B. Parker, Director
- 20-093 XIV. OLD BUSINESS
- 20-076 A. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH
THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
(pp. 17-25)
(Item of action)
Roll call vote
- 20-094 XV. NEW BUSINESS
- 20-095 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE
FISCAL YEAR 2020-2021 (pp. 26-29)
(Item of action)
Roll call vote
- 20-096 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED
BY TAXING AUTHORITIES (pp. 30-31)
(Item of action)
Roll call vote
- 20-097 C. RESOLUTION TO ADOPT THE 2020-2021 BUDGET AS A LINE
ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS
(pp. 32-33)
(Item of action)
Roll call vote
- 20-098 D. DIRECTOR’S EVALUATION LETTER FROM AADL BOARD
Linh Song, President
- 20-099 XVI. CITIZENS’ COMMENTS
- 20-100 XVII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may submit comments via email to ask@aadl.org, by voicemail to 734.327.4245, or via live chat on YouTube during the meeting at <https://aadl.org/aboutus/boardvideos>
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
343 S. FIFTH AVENUE, ANN ARBOR, MI
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20-061 I. CALL TO ORDER

President Song called the meeting to order at 6:01 p.m.

20-062 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Molly Kleinman,
Jim Leija, S. Kerene Moore, Linh Song, Jamie Vander Broek
Board Absent: None
Staff: Josie Parker

20-063 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S EVALUATION

20-064 IV. RECONVENE TO REGULAR MEETING AT 7:00 P.M.

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

20-065 V. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Molly Kleinman,
Jim Leija (arr. 7:02), S. Kerene Moore, Linh Song, Jamie Vander
Broek
Board Absent: None
Staff: Josie Parker and Eli Neiburger

President Song welcomed Trustee Molly Kleinman to the AADL
Board.

20-066 VI. APPROVAL OF AGENDA

(Item of action)
Roll call vote

Trustee Kleinman, supported by Vice President Moore, moved to
approve the agenda as presented.

A roll call vote was taken.

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

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Motion passed 6-0.

Secretary Leija joined the meeting at 7:02 p.m.

20-067 VII. CONSENT AGENDA
(Item of action)
Roll call vote

CA-1 Approval of Minutes of March 27, 2020

CA-2 Approval of March 2020 Disbursements

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

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

20-068 VIII. CITIZENS' COMMENTS

There were no citizens' comments.

20-069 IX. FINANCIAL REPORTS
Josie Parker, Director

Director Parker reviewed the Financial Reports presented in the Board Packet. She noted the fund balance is up from March 31st and that revenue is anticipated to exceed expenses for 2020. Those funds will transfer into the fund balance. Expenditures currently are at 71.6% of the budgeted amount. She reported that the Friends did send a \$25,000 check which was not received in March, but will be received in April. It is unknown if any further funds will be received from the Friends for the remainder of this fiscal year. As previously noted the Accounting/Auditing line is the only one over budget and it is anticipated. All other funds look good.

Trustee Green inquired about only 50% of Library Programming being spent. Director Parker noted that all June events are now being cancelled and programming vendors will all be paid for all cancelled events which will bring that budget line up.

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Trustee Green inquired regarding the progress of the meeting space projects. Director Parker noted that the fourth floor meeting space is nearly complete. The podcast and control room still need to be completed. HVAC work is being done at the Downtown Library; heavy cleaning is being done throughout the system. The branch meeting rooms are waiting on the baffling for sound control. No impact is anticipated on the budget for these activities.

Director Parker also reported that additional costs for re-opening the system such as Plexiglas shields, sanitizer and masks will fall within the current budget.

20-070 X. COMMITTEE REPORTS

20-071 A. EXECUTIVE COMMITTEE

President Song reported the committee met by phone earlier today to discuss the process for the Director's evaluation.

20-072 B. BUDGET & FINANCE COMMITTEE

Treasurer Akmon reported the Budget & Finance Committee met on April 6th and discussed the proposed budget.

20-073 XI. DIRECTOR'S REPORT

Josie B. Parker, Director

Director Parker presented her report and highlighted the following:

AADL TV began on March 17th with storytimes, crafts and programming. These activities are archived on YouTube.

The Bummer Game first badge drop was March 16th. The game currently has 2,517 players earning to date 8,731,763 points and 36,693 badges. This game will be ending at the end of April. Staff will be using May to prepare for Summer Game. Points earned with the Bummer Game will be available for use in the Summer Game.

Minecraft Ann Arbor has been relaunched. Kids are exploring and playing hide and seek online in Downtown Ann Arbor.

Patrons are helping AADL improve its series data in the catalog by using the Points-O-Matic Super Serializer which staff launched on

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April 13th. There were over 5,000 actions by players in the past week.

Operation Face Shield was launched on April 13th also. Three staff members are using Library 3-D printers to fabricate pieces and parts of face shields being constructed in the county.

So far 200 library cards have been issued remotely.

The call center which is operating remotely has received over 500 calls in twenty-three service days. It operates from 12:00 p.m. to 6:00 p.m. during the week. This service has noticed a drop in calls recently.

A summary of public and staff comments was viewed.

Director Parker noted that Administration is having discussion on needed steps to be taken before reopening. Due dates are now being extended from April 30th to May 30th.

President Song inquired about the Minecraft project. Director Parker noted the project was brought back and anyone can add to it.

Director Parker noted that Zoom backgrounds now available are being pulled from the Archive. President Song inquired if previous Summer Game artwork could be used also. Deputy Director Neiburger responded that would be possible.

Director Parker noted that staff proposes online programming ideas to “pitch-a-plan” managers who review and authorize programming.

20-074 XII. NEW BUSINESS

20-075 A. DISCUSSION OF PROPOSED 2020-2021 BUDGET
(Item of discussion)

Director Parker introduced Cindy Richmond from Maner Costerisan who reviewed the proposed budget narrative with the Board.

Tax revenue is projected to increase by an additional \$312,000 under 1.8375 mills. A 3% merit pool is being proposed for staff. Health insurance costs are up 2.76%. Accounting/Auditing increase

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reflects contracted services with Maner Costerisan for financial services. Custodial Services is up reflecting deep cleaning of all locations. Overall expenses are anticipated to increase by \$253,000 from this fiscal year.

Director Parker noted that the Library will pick up the increase in health insurance costs, that the 10% 403(b) is still included in the budget and the proposed 3% merit pool is a standard amount. The proposed millage rate will be finalized once figures from the County are received next week. If no major adjustments are needed this proposed budget will be brought to the Board in May for approval.

20-076

B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
(Item of discussion)

Director Parker noted that no changes have been made to the Space Use Agreement.

Director Parker will be in contact with FAADL for any additional input and will bring the agreement back to the Board for approval in May.

20-077

C. VOTE FOR CLOSED SESSION AT THE MAY 18, 2020 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION
(Item of action)
Roll call vote

Secretary Leija, supported by Trustee Vander Broek, moved for a closed session for Director's Evaluation at the May 18, 2020 regular Board meeting.

Secretary Leija called for discussion. There was no discussion.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

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20-078 XIII. CITIZENS' COMMENTS

No citizens' comments were received.

20-079 XIV. ADJOURNMENT

President Song adjourned the meeting at 7:57 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 20, 2020 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.

Jim Leija, Board Secretary

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	4/1/2020
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
063007	4THTHE	4th WALL THEATRE CO.	4/28/2020	CHECK	PMCHK00002423	\$2,952.00
063008	A.M. SERV	A.M. SERVICES, INC	4/28/2020	CHECK	PMCHK00002423	\$2,512.80
063009	AMBFAL	AMBER ADAMS-FALL	4/28/2020	CHECK	PMCHK00002423	\$100.00
063010	AMYSUM	AMY CANTU	4/28/2020	CHECK	PMCHK00002423	\$30.62
063011	AMYSUM	AMY LYNN SUMERTON	4/28/2020	CHECK	PMCHK00002423	\$455.00
063012	AMYTAR	AMY C. TARRANT	4/28/2020	CHECK	PMCHK00002423	\$150.00
063013	AMYWAL	AMY ELIZABETH WALSH	4/28/2020	CHECK	PMCHK00002423	\$100.00
063014	AMYWIL	AMY WILKINS	4/28/2020	CHECK	PMCHK00002423	\$175.00
063015	AMYWRI	AMY ALICE WRIGHT	4/28/2020	CHECK	PMCHK00002423	\$175.00
063016	ANDHIL	ANDREW HILL	4/28/2020	CHECK	PMCHK00002423	\$270.00
063017	ANDRAU	JOHN ANDREW RAU	4/28/2020	CHECK	PMCHK00002423	\$150.00
063018	ANDYUN	ANDREA SOOYOUNG YUN	4/28/2020	CHECK	PMCHK00002423	\$200.00
063019	ANEDEC	ANELLE ECCLESTON	4/28/2020	CHECK	PMCHK00002423	\$100.00
063020	ANNARB	ANN ARBOR OBSERVER	4/28/2020	CHECK	PMCHK00002423	\$2,569.00
063021	ANTCOLL	ANTHONY COLLINGS	4/28/2020	CHECK	PMCHK00002423	\$100.00
063022	APPIMA	APPLIED IMAGING	4/28/2020	CHECK	PMCHK00002423	\$2,900.00
063023	APPLE	APPLE, INC.	4/28/2020	CHECK	PMCHK00002423	\$4,956.00
063024	B&H	B&H PHOTO-VIDEO	4/28/2020	CHECK	PMCHK00002423	\$218.21
063025	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	4/28/2020	CHECK	PMCHK00002423	\$540.00
063026	BETBEC	BETSY JANE BECKERMAN	4/28/2020	CHECK	PMCHK00002423	\$1,630.00
063027	BETIMP	BETTER IMPACT USA, INC	4/28/2020	CHECK	PMCHK00002423	\$1,176.00
063028	BGREEN	BGREEN TODAY	4/28/2020	CHECK	PMCHK00002423	\$73.95
063029	CAMCAN	CAMILLA-ISABELLA CANTU	4/28/2020	CHECK	PMCHK00002423	\$400.00
063030	CARBRO	CARPENTER BROS.	4/28/2020	CHECK	PMCHK00002423	\$11.49
063031	CARCAN	CARTA CANFIELD	4/28/2020	CHECK	PMCHK00002423	\$300.00
063032	CARCOE	CAROL COELIUS	4/28/2020	CHECK	PMCHK00002423	\$300.00
063033	CHRALL	CHRISTINE ALLEN-RILEY	4/28/2020	CHECK	PMCHK00002423	\$200.00
063034	CHRSALZ	CHRISTOPHER R SALZMAN	4/28/2020	CHECK	PMCHK00002423	\$150.00
063035	CRADOO	CRAWFORD DOOR SALES	4/28/2020	CHECK	PMCHK00002423	\$265.00
063036	CRECON	THE CREATURE CONSERVANCY	4/28/2020	CHECK	PMCHK00002423	\$600.00
063037	DIADUD	DIANNE LYNN DUDLEY	4/28/2020	CHECK	PMCHK00002423	\$100.00
063038	DONSTR	DONALD STROUD	4/28/2020	CHECK	PMCHK00002423	\$150.00
063039	DYKGOS	DYKEMA GOSSETT PLLC	4/28/2020	CHECK	PMCHK00002423	\$217.60
063040	ELINEI	ELI NEIBURGER	4/28/2020	CHECK	PMCHK00002423	\$158.89
063041	ELYGAM	ELYSE GAMBINO	4/28/2020	CHECK	PMCHK00002423	\$200.00
063042	ERICHA	ERICA CHAPMAN	4/28/2020	CHECK	PMCHK00002423	\$100.00
063043	EUNCHE	EUNJAE CHEON	4/28/2020	CHECK	PMCHK00002423	\$200.00
063044	FATTOY	FAT BRAIN TOYS	4/28/2020	CHECK	PMCHK00002423	\$896.70
063045	FLYACE	FLYING ACES PRO FRISBEE TEAM	4/28/2020	CHECK	PMCHK00002423	\$460.00
063046	FOOFORSOU	FOOD FOR THE SOUL TRAIN	4/28/2020	CHECK	PMCHK00002423	\$250.00
063047	GORGAR	GORDON GARWOOD	4/28/2020	CHECK	PMCHK00002423	\$150.00
063048	GOYETTTE	GOYETTE MECHANICAL	4/28/2020	CHECK	PMCHK00002423	\$39,610.40
063049	GRAINGER	GRAINGER	4/28/2020	CHECK	PMCHK00002423	\$1,870.77
063050	HEAMEL	HEATHER SMITH MELOCHE	4/28/2020	CHECK	PMCHK00002423	\$100.00
063051	HEBABD	HEBATALLAH MOHMOUD ABDELAAL	4/28/2020	CHECK	PMCHK00002423	\$200.00
063052	INTSYS	INTELLIGENT CONTROL SYSTEMS	4/28/2020	CHECK	PMCHK00002423	\$300.00
063053	JAKPIL	JAKOBIE PILLAR	4/28/2020	CHECK	PMCHK00002423	\$100.00
063054	JAMPOZ	JAMES POZENEL, JR	4/28/2020	CHECK	PMCHK00002423	\$150.00
063055	JEWISHNE	JCMWC, LLC	4/28/2020	CHECK	PMCHK00002423	\$278.00
063056	JOHCOR	JOHN COREY	4/28/2020	CHECK	PMCHK00002423	\$150.00
063057	KEEROD	KEEGAN RODGERS	4/28/2020	CHECK	PMCHK00002423	\$600.00
063058	KENKRA	KENNETH KRAEGEL	4/28/2020	CHECK	PMCHK00002423	\$350.00
063059	KMPLTD	K.M.P. LTD	4/28/2020	CHECK	PMCHK00002423	\$1,150.00
063060	KRILEN	KRISTIN LENZ	4/28/2020	CHECK	PMCHK00002423	\$100.00
063061	LORFIT	LORI E. FITHIAN	4/28/2020	CHECK	PMCHK00002423	\$400.00
063062	MANCOS	MANER COSTERISAN	4/28/2020	CHECK	PMCHK00002423	\$11,602.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063063	MARBAN	MARTIN BANDYKE	4/28/2020	CHECK	PMCHK00002423	\$400.00
063064	MARDIG	MARIA CONSUELO DIGON ARROBA	4/28/2020	CHECK	PMCHK00002423	\$300.00
063065	MARKOU	MARGARET ALEX KOURVO	4/28/2020	CHECK	PMCHK00002423	\$650.00
063066	MEGPISKIE	MEGAN K PISKIE	4/28/2020	CHECK	PMCHK00002423	\$200.00
063067	METEDG	HOLLINGER METAL EDGE, INC.	4/28/2020	CHECK	PMCHK00002423	\$232.50
063068	MICKRE	MICHELLE KRELL KYDD	4/28/2020	CHECK	PMCHK00002423	\$1,400.00
063069	MICMUN1	MML WORKERS' COMP FUND	4/28/2020	CHECK	PMCHK00002423	\$27,480.00
063070	MINCEN	MINDCENTRIC	4/28/2020	CHECK	PMCHK00002423	\$1,869.00
063071	MOMFIF	MOMOKO FIFE	4/28/2020	CHECK	PMCHK00002423	\$100.00
063072	MONHIG	MONICA LYNNE HIGMAN	4/28/2020	CHECK	PMCHK00002423	\$100.00
063073	NATBUS	NATIONAL BUSINESS FURNITURE	4/28/2020	CHECK	PMCHK00002423	\$1,128.30
063074	NIHDUK	NIHAD DUKHAN	4/28/2020	CHECK	PMCHK00002423	\$750.00
063075	OCLINS	OCLC, INC.	4/28/2020	CHECK	PMCHK00002423	\$8,444.44
063076	ONEACON	O'NEAL CONSTRUCTION	4/28/2020	CHECK	PMCHK00002423	\$149,223.22
063077	PATFSMI	PATRICIA FITZPATRICK SMITH	4/28/2020	CHECK	PMCHK00002423	\$150.00
063078	PATSCO	PATRICK SCOTT	4/28/2020	CHECK	PMCHK00002423	\$100.00
063079	PAUBOW	PAUL BOWLING	4/28/2020	CHECK	PMCHK00002423	\$300.00
063080	PAYCOO	PAYTON COOK	4/28/2020	CHECK	PMCHK00002423	\$1,120.00
063081	PHICAM	PHILLIP JOHN CAMERON	4/28/2020	CHECK	PMCHK00002423	\$150.00
063082	PHISYS	PHILLIPS PRO SYSTEMS LLC	4/28/2020	CHECK	PMCHK00002423	\$3,152.28
063083	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/28/2020	CHECK	PMCHK00002423	\$99.36
063084	POLROS	POLLY ROSENWAIKE	4/28/2020	CHECK	PMCHK00002423	\$100.00
063085	PREPET	PREUSS PETS	4/28/2020	CHECK	PMCHK00002423	\$1,839.83
063086	RAEHOE	RACHEL HOEKSTRA	4/28/2020	CHECK	PMCHK00002423	\$200.00
063087	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	4/28/2020	CHECK	PMCHK00002423	\$156.40
063088	RENCYM	RENÉE CYMRY	4/28/2020	CHECK	PMCHK00002423	\$150.00
063089	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/28/2020	CHECK	PMCHK00002423	\$23,686.66
063090	ROBROB	ROBIN ROBINSON	4/28/2020	CHECK	PMCHK00002423	\$100.00
063091	ROSRIC	ROSS RICHARDSON	4/28/2020	CHECK	PMCHK00002423	\$390.00
063092	RYAHIB	RYAN HIBBS	4/28/2020	CHECK	PMCHK00002423	\$100.00
063093	SARJAB	SARMED JABRA	4/28/2020	CHECK	PMCHK00002423	\$250.00
063094	SARKEL	SARA MELTON KELLER	4/28/2020	CHECK	PMCHK00002423	\$180.00
063095	SCHSOU	SCHEDULE SOURCE, INC	4/28/2020	CHECK	PMCHK00002423	\$1,043.50
063096	SIEBRO	SIERRA BROWN	4/28/2020	CHECK	PMCHK00002423	\$900.00
063097	STAHAR	STADIUM HARDWARE	4/28/2020	CHECK	PMCHK00002423	\$118.48
063098	SWESOU	SWETWATER SOUND INC.	4/28/2020	CHECK	PMCHK00002423	\$3,581.26
063099	TELSYS	TELSYSTEMS	4/28/2020	CHECK	PMCHK00002423	\$1,193.00
063100	TRIHAM	PATRICIA HAMPO	4/28/2020	CHECK	PMCHK00002423	\$150.00
063101	TWOKIND	TWO OF A KIND	4/28/2020	CHECK	PMCHK00002423	\$600.00
063102	UNUMPRO	UNUM LIFE INSURANCE	4/28/2020	CHECK	PMCHK00002423	\$4,091.10
063103	UNUMPRO1	UNUM LIFE INSURANCE	4/28/2020	CHECK	PMCHK00002423	\$3,554.48
063104	VIDARA	VIDHYA ARAVIND	4/28/2020	CHECK	PMCHK00002423	\$150.00
063105	VOSLIG	VOSS LIGHTING	4/28/2020	CHECK	PMCHK00002423	\$1,884.00
063106	WESENT	WESTGATE ENTERPRISES, LLC	4/28/2020	CHECK	PMCHK00002423	\$35,627.37
063107	ZEIWOZ	ZEIMET WOZNIAK & ASSOCIATES	4/28/2020	CHECK	PMCHK00002423	\$5,400.00
063108	KELROT	KELLY ROTHE	4/28/2020	CHECK	PMCHK00002423	\$100.00
EFT01004	OXFPRO	2725-2805 ASSOCIATES, LLC	4/1/2020	CHECK	PMCHK00002421	\$10,231.95
EFT01005	ATTMOB	AT&T MOBILITY	4/28/2020	CHECK	PMCHK00002424	\$652.55
EFT01006	CINTAS	CINTAS CORPORATION	4/28/2020	CHECK	PMCHK00002424	\$360.55
EFT01007	CITWASTE	CITY OF ANN ARBOR TREASURER	4/28/2020	CHECK	PMCHK00002424	\$2,577.00
EFT01008	CITWATER	CITY OF AA WATER UTILITIES	4/28/2020	CHECK	PMCHK00002424	\$1,659.93
EFT01009	DTEENE	DTE ENERGY	4/28/2020	CHECK	PMCHK00002424	\$22,970.75
EFT01010	METLIFE	METLIFE - GROUP BENEFITS	4/28/2020	CHECK	PMCHK00002424	\$8,596.76
EFT01011	TDSMET	TDS	4/28/2020	CHECK	PMCHK00002424	\$8,905.20
EFT01012	ULINE	ULINE, INC.	4/28/2020	CHECK	PMCHK00002424	\$5,424.50
EFT01013	UNIPAR	UNITED PARCEL SERVICE	4/28/2020	CHECK	PMCHK00002424	\$124.00
EFT01014	VERWIRC	VERIZON WIRELESS	4/28/2020	CHECK	PMCHK00002424	\$936.07
EFT01015	OXFPRO	2725-2805 ASSOCIATES, LLC	4/28/2020	CHECK	PMCHK00002424	\$235.95
EFT01016	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/28/2020	CHECK	PMCHK00002424	\$303.48
EFT01019	AMACORP	AMAZON	4/30/2020	CHECK	PMCHK00002426	\$5,833.02
EFT01020	AMACORP	AMAZON	4/2/2020	CHECK	PMCHK00002427	\$5,288.54
EFT01021	AIAPP	A1 APPLIANCE	4/15/2020	CHECK	PMCHK00002428	\$1,001.99
EFT01022	AIRTABLE	AIRTABLE	4/15/2020	CHECK	PMCHK00002428	\$96.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT01023	BACBLA	BACKBLAZE	4/15/2020	CHECK	PMCHK00002428	\$1,866.65
EFT01024	FACEBOOK	FACEBOOK ADS	4/15/2020	CHECK	PMCHK00002428	\$2,304.17
EFT01025	IRCCLOUD	IRCCLOUD	4/15/2020	CHECK	PMCHK00002428	\$123.60
EFT01026	ORITRA	ORIENTAL TRADING.COM	4/15/2020	CHECK	PMCHK00002428	\$145.51
EFT01027	PUBSTO	PUBLIC STORAGE	4/15/2020	CHECK	PMCHK00002428	\$524.00
EFT01028	TRELLO	TRELLO.COM	4/15/2020	CHECK	PMCHK00002428	\$75.00
EFT01029	TWILIO	TWILIO	4/15/2020	CHECK	PMCHK00002428	\$31.70
EFT01030	TWITTER	TWITTER	4/15/2020	CHECK	PMCHK00002428	\$343.85
EFT01031	AWS	AMAZON WEB SERVICES	4/23/2020	CHECK	PMCHK00002429	\$101.50
EFT01032	BOERSMA	BOERSMA TRAVEL	4/23/2020	CHECK	PMCHK00002429	\$123.00
EFT01033	DELTA	DELTA	4/23/2020	CHECK	PMCHK00002429	\$548.80
EFT01034	DRUPALIZE	DRUPALIZE ME OSIO LABS	4/23/2020	CHECK	PMCHK00002429	\$35.00
EFT01035	HOMDEP	HOME DEPOT.COM	4/23/2020	CHECK	PMCHK00002429	\$25.96
EFT01036	JOISSU	JOISSU	4/23/2020	CHECK	PMCHK00002429	\$16.20
EFT01037	MAISHO	MAIL SHOPPE, INC.	4/23/2020	CHECK	PMCHK00002429	\$192.40
EFT01038	MYWHIBOA	MYWHITEBOARDS.COM	4/23/2020	CHECK	PMCHK00002429	\$855.12
EFT01039	ORITRA	ORIENTAL TRADING.COM	4/23/2020	CHECK	PMCHK00002429	\$254.67
EFT01040	PAYPAL	PAYPAL, INC.	4/23/2020	CHECK	PMCHK00002429	\$191.56
EFT01041	POLYMAKER	POLYMAKER	4/23/2020	CHECK	PMCHK00002429	\$249.90
EFT01042	UNIAIR	UNITED AIR	4/23/2020	CHECK	PMCHK00002429	\$710.20
EFT01043	WEBSTAUANT	WEBSTAUANT STORE	4/23/2020	CHECK	PMCHK00002429	\$171.87
EFT01044	AMEAIR	AMERICAN AIRLINES	4/1/2020	CHECK	PMCHK00002430	\$355.60
EFT01045	AWS	AMAZON WEB SERVICES	4/1/2020	CHECK	PMCHK00002430	\$118.52
EFT01046	BANOFAACC	BANK OF ANN ARBOR	4/1/2020	CHECK	PMCHK00002430	\$256.50
EFT01047	BICGRA	BIC GRAPHIC	4/1/2020	CHECK	PMCHK00002430	\$37.89
EFT01048	BIGGEO	BIG GEORGE'S	4/1/2020	CHECK	PMCHK00002430	\$764.10
EFT01049	BOERSMA	BOERSMA TRAVEL	4/1/2020	CHECK	PMCHK00002430	\$82.00
EFT01050	BRAIRO	BRANDING IRONS UNLIMITED	4/1/2020	CHECK	PMCHK00002430	\$369.07
EFT01051	BRISUT	BRIAN SUTHERLAND	4/1/2020	CHECK	PMCHK00002430	\$104.00
EFT01052	CABTIE	CABLE TIES AND MORE	4/1/2020	CHECK	PMCHK00002430	\$1,067.24
EFT01053	CONSTO	THE CONTAINER STORE	4/1/2020	CHECK	PMCHK00002430	\$26.44
EFT01054	DELTA	DELTA	4/1/2020	CHECK	PMCHK00002430	\$323.80
EFT01055	DRUPALIZE	DRUPALIZE ME OSIO LABS	4/1/2020	CHECK	PMCHK00002430	\$35.00
EFT01056	EBAY	EBAY	4/1/2020	CHECK	PMCHK00002430	\$310.54
EFT01057	ETSY	ETSY	4/1/2020	CHECK	PMCHK00002430	\$166.89
EFT01058	FUNANDFUN	FUN AND FUNCTION	4/1/2020	CHECK	PMCHK00002430	\$94.93
EFT01059	HAPHEN	HAPPY HEN TOYS	4/1/2020	CHECK	PMCHK00002430	\$48.72
EFT01060	HOMDEP	HOME DEPOT.COM	4/1/2020	CHECK	PMCHK00002430	\$272.53
EFT01061	JERUGAR	JERUSALEM GARDEN	4/1/2020	CHECK	PMCHK00002430	\$159.75
EFT01062	MICART	MICHAEL'S	4/1/2020	CHECK	PMCHK00002430	\$24.23
EFT01063	MICROSOFT	MICROSOFT	4/1/2020	CHECK	PMCHK00002430	\$975.10
EFT01064	NATSPA	NATIONAL SPACE GRANT FOUNDATIO	4/1/2020	CHECK	PMCHK00002430	\$157.61
EFT01065	NEWEGG.COM	NEWEGG.COM	4/1/2020	CHECK	PMCHK00002430	\$46.92
EFT01066	ONLHAN	ONLY HANGERS	4/1/2020	CHECK	PMCHK00002430	\$350.00
EFT01067	ORITRA	ORIENTAL TRADING.COM	4/1/2020	CHECK	PMCHK00002430	\$231.24
EFT01068	PBS	PBS	4/1/2020	CHECK	PMCHK00002430	\$55.94
EFT01069	QUADSTICK	QUADSTICK	4/1/2020	CHECK	PMCHK00002430	\$977.98
EFT01070	RENUPH	RENDEL'S UPHOLSTERING & INTERI	4/1/2020	CHECK	PMCHK00002430	\$2,881.90
EFT01071	ROCKLER	ROCKLER.COM	4/1/2020	CHECK	PMCHK00002430	\$436.05
EFT01072	SEAHER	SEALASKA HERITAGE STORE	4/1/2020	CHECK	PMCHK00002430	\$385.56
EFT01073	SMIMAK	SMILEMAKERS	4/1/2020	CHECK	PMCHK00002430	\$27.48
EFT01074	SPAFUN	SPARKFUN.COM	4/1/2020	CHECK	PMCHK00002430	\$89.95
EFT01075	TARGET	TARGET	4/1/2020	CHECK	PMCHK00002430	\$79.94
EFT01076	WALMART	WALMART	4/1/2020	CHECK	PMCHK00002430	\$413.33
EFT01077	WAYFAI	WAYFAIR	4/1/2020	CHECK	PMCHK00002430	\$216.04
EFT01078	WEBSTAUANT	WEBSTAUANT STORE	4/1/2020	CHECK	PMCHK00002430	\$263.60
EFT01079	WOOWOR	WOOD WORKS LTD	4/1/2020	CHECK	PMCHK00002430	\$200.00
REMIT0000000000000020	MICROSOFT	MICROSOFT	4/23/2020		PMCHK00002429	\$0.00

Total Checks: 177

Total Amount of Checks: \$462,995.42

Ann Arbor District Library

Financial Summary for the Ten Months Ended April 30, 2020

Cash

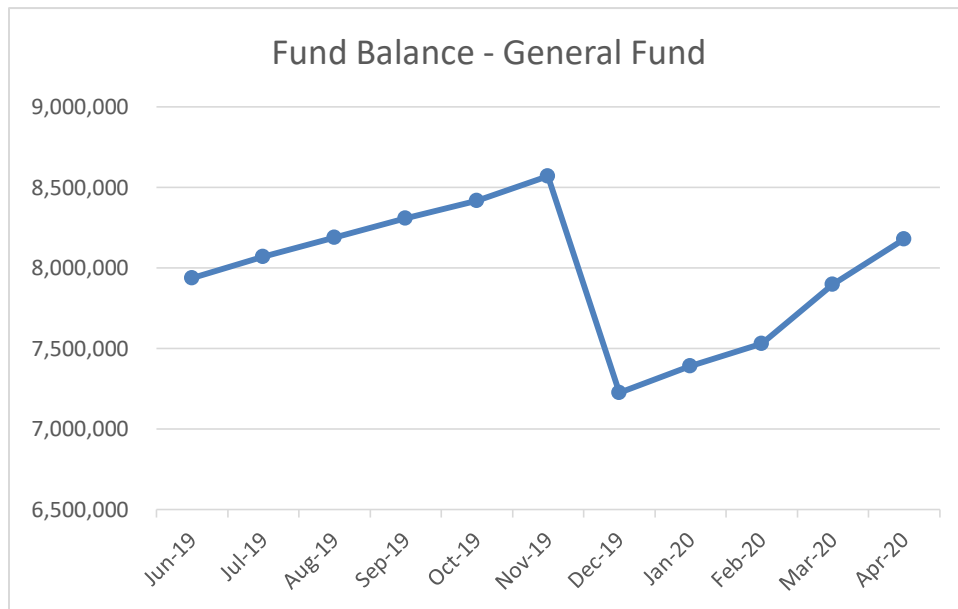
Cash, including investments, decreased \$1,009,255 from \$14,005,406 on March 31, 2020 to \$12,996,151 as of April 30, 2020.

Tax Receipts

As of April 30, 2020, the Library has received \$16,523,747 which is 97.7% of the annual budgeted tax receipts of \$16,902,626. There is \$378,879 remaining to collect in the last two months of the fiscal year.

Fund Balance Activity

The Library general fund balance increased from \$7,896,219 as of April 30, 2020 to \$8,178,032 as of April 30, 2020. The sharp drop in the depiction below in the month of December was due to a transfer of \$1,500,000 to the Capital Fund.



Ann Arbor District Library

Financial Summary for the Ten Months Ended April 30, 2020

Revenue:

Year-to-date revenues equal \$14,746,659 of which \$241,964 is due from other governmental units for penal fines and state aid. Tax receipts of \$2,438,225 have been deferred and will be recognized over the remainder of the fiscal year. Total cash receipts through April 30, 2020 equal \$17,700,106.

Expenditures

Year-to-date expenditures totaled \$12,972,508 from the general fund and \$604,774 from the capital fund as of April 30, 2020 of which \$274,390 has not been paid. As of April 30, 2020, \$448,469 has been prepaid for expenses not yet incurred. Total cash expended through April 30, 2020 equals \$14,684,143.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$1,774,151. After ten months or 83.33% of activity, current revenue is 83.45% of the approved budget and current expenses are 73.41% of the approved budget.

Actual cash receipts are at 100.01% of budget and actual cash expended is 83.09% of budget.

Grants & Memorials:

Friends of the AADL began the year with a balance of \$65,970. During the first nine months of the fiscal year the Friends contributed \$75,000 of which \$51,496 was spent leaving a balance of \$89,474.

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.

The Library received a gift of \$50,000 in January for a new digital screen. There have not been any expenses for this project year-to-date.

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures

General Fund

For the Ten Months Ending 4/30/2020

	<u>April</u> <u>ACTUAL</u>	<u>YTD</u> <u>ACTUAL</u>	<u>FY 2020</u> <u>BUDGET</u>	<u>BUDGET</u> <u>REMAINING</u>	<u>YTD</u> <u>%</u>
REVENUES:					
Property taxes, net	\$1,408,552	\$14,085,522	\$16,902,626	\$2,817,104	83.33%
State aid	7,500	75,000	90,000	15,000	83.33%
State penal fines	18,750	187,500	225,000	37,500	83.33%
Interest income	10,923	148,192	20,000	(128,192)	740.96%
Copier revenue		24,969	35,000	10,031	71.34%
Grants and memorials	25,200	79,402	100,000	20,598	79.40%
Library fines, fees and other	820	107,468	250,000	142,532	42.99%
Non-resident fees		15,225	18,500	3,275	82.30%
Rental revenue		23,382	31,110	7,728	75.16%
TOTAL REVENUES	\$1,471,745	\$14,746,659	\$17,672,236	\$2,925,577	83.45%
EXPENDITURES:					
Personnel:					
Salaries and wages	607,446	6,351,566	8,502,255	2,150,689	74.70%
Employee benefits	65,182	1,405,907	1,832,836	426,929	76.71%
Employment taxes	45,803	476,141	638,000	161,859	74.63%
Purchased services:					
Custodial services	23,687	236,867	287,000	50,133	82.53%
Accounting and auditing	11,603	115,452	25,000	(90,452)	461.81%
Legal	218	10,742	50,000	39,258	21.48%
Professional servies	20,061	146,278	261,000	114,722	56.05%
Utilities	31,050	330,751	462,000	131,249	71.59%
Propery insurance	10,985	88,998	105,000	16,002	84.76%
Communications	19,147	188,815	200,000	11,185	94.41%
Materials	33,672	1,258,867	1,876,000	617,133	67.10%
Software licenses / materials	7,806	104,552	150,000	45,448	69.70%
Building rental	10,232	537,591	680,000	142,409	79.06%
Seminars, conferences and travel	1,207	18,399	28,700	10,301	64.11%
Copier expense	2,900	39,586	35,000	(4,586)	113.10%
Library programming	42,349	453,127	790,000	336,873	57.36%
Grant and memorial expenses	275	51,497	100,000	48,503	51.50%
Operating supplies	16,591	188,673	314,595	125,922	59.97%
Repairs and maintenance	76,996	458,923	570,500	111,577	80.44%
Postage	304	10,964	30,000	19,036	36.55%
Other operating expenses	823	15,199	34,350	19,151	44.25%
Capital outlay	161,598	483,613	700,000	216,387	69.09%
TOTAL EXPENDITURES	1,189,932	12,972,508	17,672,236	4,699,728	73.41%
REVENUE OVER (UNDER) EXPENDITURES	281,813	1,774,151		(1,774,151)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Ten Months Ending 4/30/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$14,085,522	-	-	\$14,085,522
State aid	75,000	-	-	75,000
State penal fines	187,500	-	-	187,500
Interest income	148,192	-	839	149,031
Copier revenue	24,969	-	-	24,969
Grants and memorials	79,402	-	83,825	163,227
Library fines, fees and other	107,468	-	-	107,468
Non-resident fees	15,225	-	-	15,225
Rental revenue	23,382	-	-	23,382
TOTAL REVENUES	\$14,746,659	-	\$84,664	\$14,831,323
EXPENDITURES:				
Personnel:				
Salaries and wages	\$6,351,566	-	-	\$6,351,566
Employee benefits	1,405,907	-	-	1,405,907
Employment taxes	476,141	-	-	476,141
Purchased services:				
Custodial services	236,867	-	-	236,867
Accounting and auditing	115,452	-	-	115,452
Legal	10,742	-	-	10,742
Professional servies	146,278	-	-	146,278
Utilities	330,751	-	-	330,751
Properly insurance	88,998	-	-	88,998
Communications	188,815	-	-	188,815
Materials	1,258,867	-	29,257	1,288,125
Software licenses / materials	104,552	-	-	104,552
Building rental	537,591	-	-	537,591
Seminars, conferences and travel	18,399	-	-	18,399
Copier expense	39,586	-	-	39,586
Library programming	453,127	-	1,208	454,335
Grant and memorial expenses	51,497	-	-	51,497
Operating supplies	188,673	-	-	188,673
Repairs and maintenance	458,923	-	-	458,923
Postage	10,964	-	-	10,964
Other operating expenses	15,199	-	-	15,199
Capital outlay	483,613	604,774	3,664	1,092,052
TOTAL EXPENDITURES	\$12,972,508	\$604,774	\$34,129	\$13,611,412
REVENUE OVER (UNDER) EXPENDITURES	\$1,774,151	(\$604,774)	\$50,534	\$1,219,911
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>\$8,178,032</u>	<u>\$2,114,689</u>	<u>\$597,326</u>	<u>\$10,890,047</u>

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
For the Ten Months Ending 4/30/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$5,316,977	\$2,114,689	\$597,326	\$8,028,992
Investments	4,886,159	-	-	4,886,159
Due from other governmental units	241,964	-	-	241,964
Other accounts receivable	-	-	-	-
Prepaid items	448,469	-	-	448,469
Total Assets	<u>\$10,893,570</u>	<u>\$2,114,689</u>	<u>\$597,326</u>	<u>\$13,605,584</u>
Liabilities				
Accounts payable	\$274,390	-	-	\$274,390
Accrued payroll and benefits	-	-	-	-
Total Liabilities	<u>274,390</u>	<u>-</u>	<u>-</u>	<u>274,390</u>
Deferred Outflows				
Unavailable property tax revenue	2,438,225	-	-	2,438,225
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>2,441,148</u>	<u>-</u>	<u>-</u>	<u>2,441,148</u>
Fund Balances				
Nonspendable:				
Prepaid items	448,469	-	-	448,469
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	272,326	272,326
Committed for capital projects	-	2,114,689	-	2,114,689
Unassigned	7,729,563	-	-	7,729,563
Total fund balance - general fund	<u>8,178,032</u>	<u>2,114,689</u>	<u>597,326</u>	<u>10,890,047</u>
Total liabilities and fund balances	<u>\$10,893,570</u>	<u>\$2,114,689</u>	<u>\$597,326</u>	<u>\$13,605,584</u>

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 18 day of May, 2020, between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (“Library”) and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation (“FAADL”).

RECITALS

A. The Library is organized as a district library pursuant to the Michigan District Library Establishment Act, MCL 397.171 *et seq.*, and operates the Main Library located at 343 S. Fifth Street, Ann Arbor, Michigan (“Main Library”) in addition to multiple branch Library locations within its library district.

B. The FAADL was organized as a Michigan nonprofit corporation effective May 22, 1953, and is recognized by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FAADL is not owned, operated, or legally related to the Library.

C. Pursuant to its corporate charter, the FAADL engages in sales of books for fundraising purposes and for the benefit of the Library. Book sales are conducted in space designated by the Library within the Main Library and branch Library locations consistent with the terms and conditions of an Interim Use Agreement dated November 24, 2006, between the Library and the FAADL.

D. By execution of this Agreement, the Library and FAADL intend to terminate the Interim Use Agreement and provide for use of space by the FAADL for the purposes stated above under the terms and conditions provided in this Agreement.

AGREEMENT

I. DESIGNATION AND USE OF PREMISES

1.1 Premises. The Library will make available to FAADL throughout the term of this Agreement space located in the basement of the Main Library building as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and space in the branch Library locations as determined by the Library to be available and appropriate to FAADL book sales (the “Premises”). The Library may designate alternative space for FAADL book sales in the Main Library and branch Library locations upon reasonable notice. The FAADL may access the Premises only during hours that the Main Library and branch Library locations are open to the public and will comply with Library policies as to entry procedures and security. The Library retains all property rights and interests in and to the Premises. The Premises will not include access to any telephone or internet lines of the Library. The FAADL will maintain at its own expense a telephone line, telephone number, internet line and internet website for its operations that are separate from those of the Library.

1.2 Permitted Uses. The FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. The FAADL will bear full legal responsibility for any and all of its operations on the Premises.

1.3 Obligation to Maintain Premises Free from Hazards. The FAADL will keep the Premises in a neat, orderly condition and free from hazards at all times. In particular, entrances to and passageways through the Premises will be maintained free of obstacles or debris that could impede emergency access to, and egress from, the area.

1.4 No Alterations or Signage. The FAADL may not alter the Premises or place signs on or in the Premises unless approved by the Library.

1.5 Compliance; Security; Nondiscrimination. In the use of the Premises, FAADL will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, state and federal requirements under the Americans With Disabilities Act and other laws that address nondiscrimination and access to public facilities, and compliance with all applicable policies and procedures of the Library with respect to use of the Premises. Specifically, FAADL employees, volunteers and agents (“FAADL Agents”) will comply with all Library policies and procedures for security and safety, including compliance with fire drills and emergency evacuation procedures. FAADL Agents will not bring items, materials or substances onto Library premises that are prohibited under Library policies. The Library will provide FAADL with copies of pertinent policies and procedures relevant to this Agreement. In the use of the Premises, the FAADL will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

1.6 Name Badges. FAADL Agents will wear name badges on the Premises that include the name of the individual and the FAADL. FAADL Agents will not hold themselves out as agents or employees of the Library.

1.7 Library Right of Access. Library will have the right to enter the Premises at any time for any purpose, including to inspect the Premises or for the purpose of making repairs, additions, or alterations. If the Library determines that repairs or maintenance activities are reasonably likely to disrupt FAADL’s use of the Premises, Library will provide three (3) days advance notice of such repairs or maintenance. Advance notice to FAADL will not be required for an emergency repairs or maintenance determined by Library to be necessary for safe use of the Premises or the Library building as a whole. If Library observes, in its reasonable judgment, any unsafe practices or operations by FAADL or noncompliance with applicable laws or Library policies, Library will notify FAADL within twenty-four (24) hours. FAADL will investigate the practices or operations identified in the notice within twenty-four (24) hours and will either (i) notify Library that all practices and operations are in compliance, including the reasons for such conclusions; or (ii) notify Library of any corrective action to be taken by FAADL and the timeframe for completing the correction.

2. OTHER OBLIGATIONS OF FAADL.

2.1 Operational Issues. The FAADL agrees that, as of the date of execution of this Agreement and for the entire term this Agreement remains in effect, it will:

- (a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;
- (b) Hold a current Michigan Charitable Solicitations License;
- (c) Have in effect policies and procedures for handling cash and other donations;
- (d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;
- (e) Commencing with the 2017-18 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of the FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;
- (f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and
- (g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, the FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

2.3 Insurance. During the term of this Agreement, the FAADL will maintain in effect a comprehensive general liability insurance policy that names the Library as an additional insured.

3. OBLIGATIONS OF AADL.

3.1 Maintenance; Repair; Janitorial Services. Library will maintain the Premises in good condition and repair. Library will be responsible for routine cleaning and janitorial services for the Premises, including basic trash disposal. Library is not responsible for disposal of unwanted books or other materials of the FAADL. The Library will arrange for, and incur the cost of, recycling services for books or other materials designated for recycling by the FAADL, unless such costs increase by more than 25% of the recycling costs being paid by the Library as of the Effective Date. If the Library incurs or will incur recycling costs related to FAADL materials in excess of the foregoing amounts, the FAADL will either reimburse the Library for such costs or, at the Library's request, make its own arrangements for recycling services. Library will not be responsible for loss of items or property of FAADL or FAADL Agents that are deposited in or near trash containers, stored on floors without proper labeling or that could, in the reasonable judgment of Library, be mistaken as refuse.

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water. Utilities will not include telephone or internet lines or access, which will be the responsibility of FAADL as provided in Section 1.1.

3.3 Insurance. During the term of this Agreement, the Library will maintain in effect a comprehensive general liability insurance policy that names the FAADL as an additional insured.

3.4 Library Point of Sale Service. The Library will provide point of sale service, using Library personnel and at Library's cost, at all locations for sales of FAADL material available on bookcarts for purchase by the public. The Library will provide monthly reconciliation and reimbursement to FAADL for sales from bookcarts at the Main Library and branch Library locations.

4. TERM AND TERMINATION.

4.1 Term. This Agreement will become effective on the date shown on page one (the "Effective Date") and will remain in effect for a one (1) year term. The parties may renew this Agreement for successive one (1) year terms upon mutual written consent.

4.2 Termination. This Agreement may be terminated without cause by either party upon seven (7) days written notice of termination to the other party.

4.3 Additional Remedies for Material Breach. Upon a material breach of this Agreement by the FAADL, as determined in the sole discretion of the Library, the Library may suspend book sales by the FAADL on the Premises until such time that the breach is cured to the reasonable satisfaction of the Library or this Agreement is terminated. The Library's right to suspend book sales under this Section will be in addition any other rights or remedies the Library has under this Agreement, including termination. A material breach of this Agreement will include, without limitation, a material failure by the FAADL to comply with all operational requirements applicable to it under Section 2.1 of this Agreement.

4.4 FAADL Obligations on Termination. In the event this Agreement is terminated by either party, the FAADL will remove all books and other property from the Premises within thirty (30) days after the effective date of termination. Should the FAADL fail to do so, the Library may remove FAADL books and property and FAADL will reimburse the Library its reasonable and necessary costs.

5. GENERAL PROVISIONS.

5.1 Independent Contractors. The parties acknowledge that FAADL is an independent contractor of Library. In no event will FAADL or any FAADL Agents be deemed a joint venture party, partner, employee, or agent of Library by virtue of this Agreement. Library will exercise no control over the manner or method by which FAADL conducts its operations on the Premises provided that FAADL's operations are in compliance with this Agreement.

5.2 Entire Agreement. This Agreement supersedes any and all other agreements related to use of the Premises, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to its subject matter.

5.3 Amendments. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties specifically referencing this Agreement.

5.4 Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Michigan.

5.5 Books, Documents, and Records Availability. FAADL will make its books and records available for inspection by Library if review of such books and records may be required, in the reasonable judgment of Library, to determine compliance with any terms or conditions herein. FAADL will make the requested books and records available for inspection by Library within ten (10) days of receipt of a request for access.

5.6 Successors/Assigns. This Agreement may not be assigned by a party hereto without the express written consent of the other party.

5.7 No Third Party Beneficiaries. There are no intended third party beneficiaries of this Agreement.

5.8 Waiver or Rights. The failure of a party to exercise its rights in the event of a breach of this Agreement will not constitute a waiver of any rights with respect to that or any subsequent breach.

In WITNESS WHEREOF, the parties hereto, or their duly authorized officers or agents, have executed, sealed, and delivered this Agreement intending to be legally bound.

ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate

By: _____

Print Name: Linh Song

Title: AADL Board President

Date: _____

FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation

By: _____

Print Name: Pat McDonald

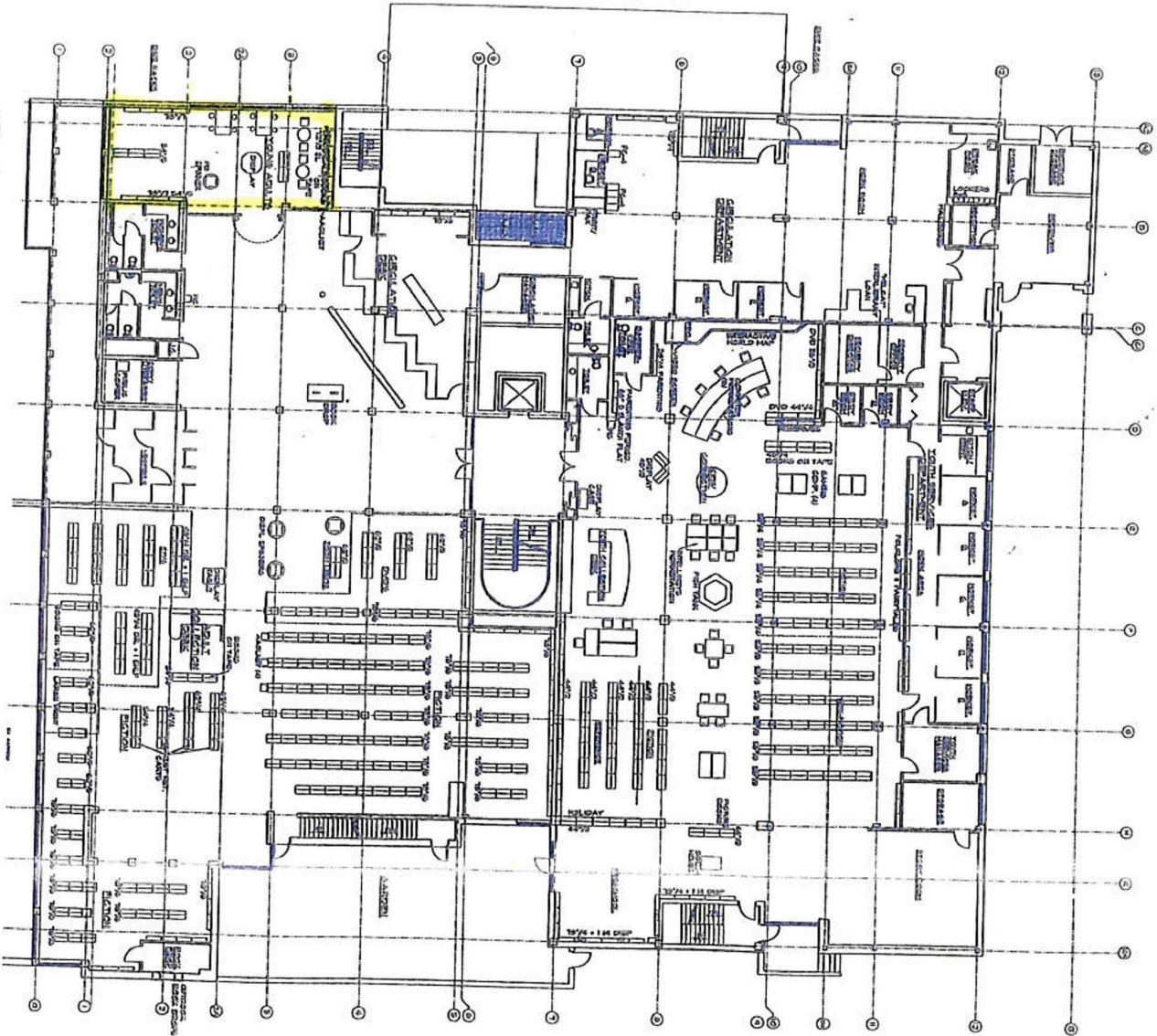
Title: FAADL Board President

Date: _____

Space Use Agreement – Exhibit A
 Ann Arbor District Library
 First Floor plan

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"



**Cornerstone
 Design
 Inc.**

3450 E. HURON
 ANN ARBOR, MICHIGAN 48106
 TEL: 734.769.7669
 FAX: 734.769.7670

OWNER:

**Ann Arbor
 District
 Library**

50125 E. HURON ROAD
 ANN ARBOR, MI 48106
 PROJECT:

**Downtown
 Library
 Study**

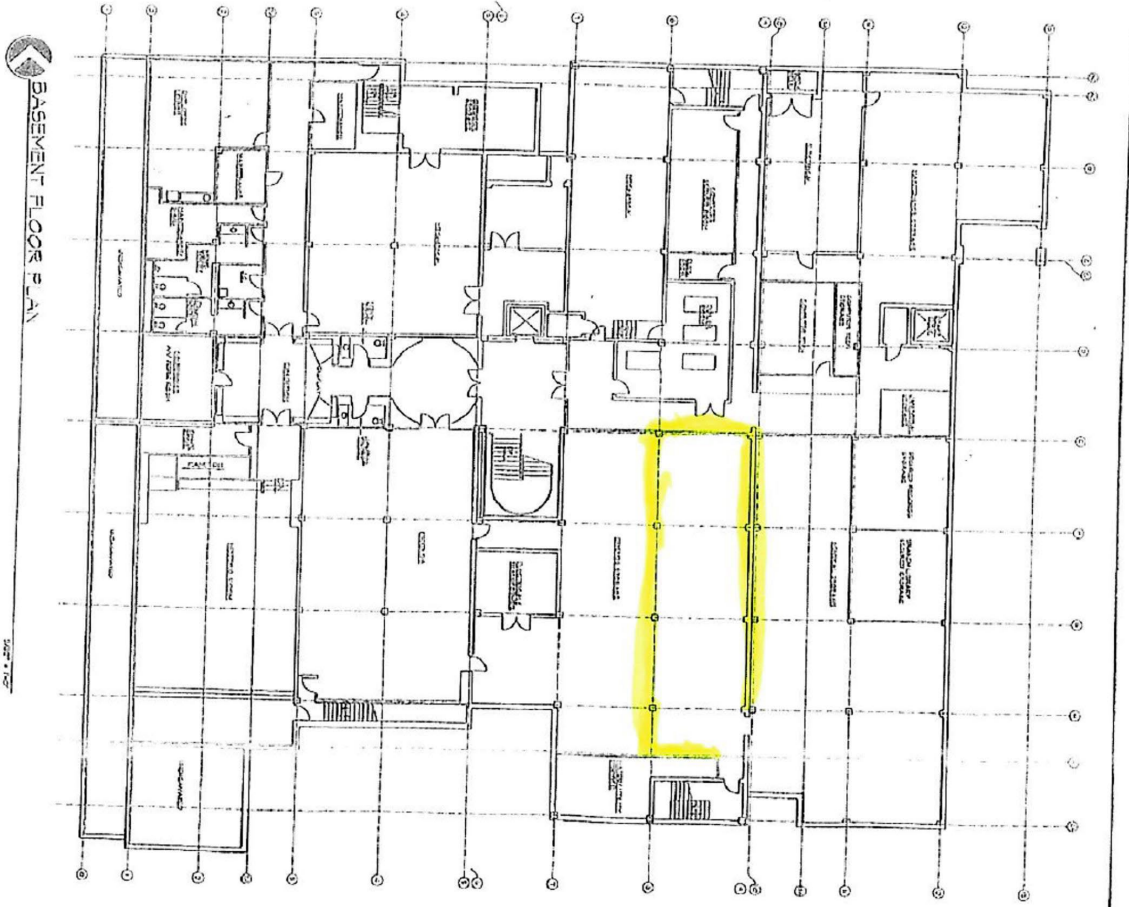
Revisions:

No.	Date	Description
1	4-11-07	ISSUED FOR PERMITS
2	7-10-07	REVISED PER PERMIT COMMENTS
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DESIGNED BY: [Signature]
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 APPROVED BY: [Signature]

**First
 Floor
 Plan**

Space Use Agreement – Exhibit A
 Ann Arbor District Library
 Basement Floor plan



BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"

DATE: 10/1/02

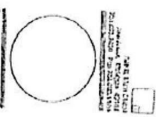
Basement
 Floor
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NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	10/1/02
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50	ISSUED FOR PERMITS	10/1/02

Downtown
 Library
 Study

1012 1/2 South Zeeb
 Ann Arbor, MI 48106
 Phone: 734-769-2000

Ann Arbor
 District
 Library



Cornersone
 Design
 Inc

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-076**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF
THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 May, 2020 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends 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 roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

Ann Arbor District Library Proposed Budget Fiscal Year 2020 - 2021

Revenues:

Tax Revenue – The tax revenue shown is the projected revenue at 1.8365 mills. This should yield the library more than the additional \$312K budgeted. However, due to the likelihood of increased abatements at the end of the fiscal year, management determined that conservative revenue projections were prudent.

Library Fines, Fees & Other – This revenue item has been decreased to align with prior year actuals.

Sweetwater's Rent – Revenue based on lease agreement. This does not include Sweetwater's share of common area maintenance charges.

All Other Revenue – Projections for all other revenues either remain unchanged from the FY19-20 budget or, have been slightly modified to align with actual results in the prior two years.

Expenses:

Salaries and Wages – This reflects current salaries plus a 3 percent merit pool.

Employee Benefits – This number includes:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status and a 2.76% increase in the Library's contribution to health insurance premiums.
- MPSERS employer contribution percentage of 27.5%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment costs.

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations. The increase for FY20-21 includes the cost of deep cleaning that had already been planned but will now be necessary.

Accounting/Audit – The cost of the audit and outsourced accounting services

Legal – No change in budget from prior years.

Purchased Services – Includes \$60,000 for network cataloging services, \$21,000 for Unique Management, \$65,000 for the payroll and unemployment services, \$80,000 for consultants and \$6,500 for the potential implementation of a new payroll system.

Utilities – This includes costs for utilities at all locations.

Property Insurance – This is the expense for all coverage at all locations.

Communications – This includes phone and internet charges.

Materials – This includes print and non-print material along with the necessary supplies needed to process the material.

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing software in the Library and any new packages that will be purchased in the upcoming year.

Building Rental – Includes costs for the Westgate branch and Archive locations.

Seminars/Conferences/Training/Travel – Includes costs for conferences, system wide training, departmental training and mileage reimbursement for local travel.

Copier Expense – Includes lease costs for the copiers and any paper charges related to copier usage.

Library Programming – Includes costs for all public programs as well as printing, advertising and public relations.

Supplies – This includes departmental, IT supplies (\$100,000), supplies for all facilities (\$130,000), library cards, book bags, and labeling supplies (\$66,500).

Repairs and Maintenance – This includes expected expenses for computers and facilities repairs.

Postage – This includes outgoing postage and freight.

Other Operating Expenditures – This includes costs for membership dues, food, etc.

Capital Outlays – This includes anticipated costs for computer and other equipment replacements as well as anticipated costs over and above normal repairs and maintenance to all facilities.

**ANN ARBOR DISTRICT LIBRARY
Budget Proposal 2020 - 2021**

OPERATING BUDGET	x	(1.8519 MILLAGE)		(1.8365 MILLAGE)		Proposed Vs. Projected Variance	Proposed Vs. Approved Variance
	Audited	Projected	Approved	Proposed			
	2018 - 2019 Actual	2019-2020 Estimate	2019-2020 Budget	2020 - 2021 Budget			
Revenue:							
Tax Collections - Operating (net of abatements)	\$ 16,140,545	\$ 16,902,626	\$ 16,902,626	\$ 17,214,700	\$ 312,074	\$ 312,074	
Penal Fines	219,624	225,000	225,000	225,000	-	-	
State Aid	255,001	90,000	90,000	90,000	-	-	
Interest	240,228	-	20,000	20,000	20,000	-	
Copier Revenue	33,076	29,963	35,000	30,000	37	(5,000)	
Grants/Memorials	136,476	100,000	100,000	50,000	(50,000)	(50,000)	
Library Fines, Fees and Other	152,547	127,978	250,000	150,000	22,022	(100,000)	
Non-Resident Fees	19,350	18,270	18,500	19,000	730	500	
Sweetwater's Rent	45,072	31,176	31,110	32,500	1,324	1,390	
Other Income	6,572	-	-	-	-	-	
Total Revenue:	17,248,491	17,525,012	17,672,236	17,831,200	306,188	158,964	
Expenditures:							
Salaries & Wages	7,013,660	8,099,290	8,502,255	8,673,000	573,710	170,745	
Employee Benefits	1,882,487	1,749,510	1,832,836	1,800,000	50,490	(32,836)	
Employment Taxes	526,629	588,884	638,000	656,000	67,116	18,000	
Total Personnel Cost:	9,422,776	10,437,684	10,973,091	11,129,000	691,316	155,909	
Custodial Services	284,240	284,240	287,000	360,000	75,760	73,000	
Accounting/Audit	45,192	139,941	25,000	150,000	10,059	125,000	
Legal Expense	19,853	14,032	50,000	50,000	35,968	-	
Purchased Services	204,607	162,256	261,000	233,500	71,244	(27,500)	
Utilities	407,575	399,695	462,000	462,000	62,305	-	
Property Insurance	97,273	100,542	105,000	140,000	39,458	35,000	
Communications	205,555	222,724	200,000	250,000	27,276	50,000	
Materials	1,729,939	1,611,472	1,876,000	1,876,000	264,528	-	
Software Licenses/Maintenance	82,708	128,112	150,000	150,000	21,888	-	
Building Rental	697,391	682,298	680,000	700,000	17,702	20,000	
Seminars/Conferences/Training/Travel	29,234	23,050	28,700	29,500	6,450	800	
Copier Expense	35,740	48,915	35,000	50,000	1,085	15,000	
Library Programming	696,914	549,688	790,000	790,000	240,312	-	
Grants /Memorials	103,059	68,296	100,000	50,000	(18,296)	(50,000)	
Operating Supplies	380,798	229,816	314,595	337,750	107,934	23,155	
Repairs and Maintenance	568,937	508,428	570,500	577,500	69,072	7,000	
Postage	17,074	13,265	30,000	25,000	11,735	(5,000)	
Other Operating Expenditures	24,518	18,157	34,350	20,950	2,793	(13,400)	
Total Operating Expense:	5,630,607	5,204,927	5,999,145	6,252,200	1,047,273	253,055	
Operating Capital Outlays	681,142	497,889	700,000	450,000	(47,889)	(250,000)	
Total Expenditures:	15,734,525	16,140,500	17,672,236	17,831,200	1,690,700	158,964	
Net Surplus (Defecit)	\$ 1,513,966	\$ 1,384,512	\$ -	\$ -	\$ (1,384,512)	\$ -	

CAPITAL PROJECT FUND BUDGET	Audited 2018 - 2019 Actual	Projected 2019-2020 Estimate	Proposed 2020-2021 Budget
Beginning Balance	1,386,825	1,219,464	1,702,705
Approved Transfer from General Fund	-	1,500,000	-
Available Funds	1,386,825	2,719,464	1,702,705
Capital Project Fund Expenses	167,361	1,016,759	-
Ending Balance	\$ 1,219,464	\$ 1,702,705	\$ 1,702,705

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-095**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR 2020-2021
OF THE ANN ARBOR DISTRICT LIBRARY**

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 May, 2020 at 6:00 p.m.

PRESENT:

ABSENT:

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

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended (“Act 43”), and Act No. 267 of the Public Acts of Michigan 1976, as amended.

Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 18, 2020, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2021, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-096**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY TAXING
AUTHORITIES**

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 May, 2020 at 6:00 p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2020-2021 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2020-2021 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8365 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2020, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.

5.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-097**

**RESOLUTION TO ADOPT THE 2020-2021 BUDGET AS A LINE ITEM BUDGET AND
COMPLIANCE OF DISBURSEMENTS**

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 May, 2020 at 6:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2020-2021 the total amount of \$17,831,200 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Deputy Director of the Library or Senior Human Resources Specialist of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$33,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$33,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded with the exception of Resolution 20-056.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Dharma Akmon
Victoria Green
Molly Kleinman
Jim Leija
S. Kerene Moore
Linh Song
Jamie Vander Broek

2020 OFFICERS

President Linh Song
Vice President S. Kerene Moore
Treasurer Dharma Akmon
Secretary Jim Leija

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