



Regular Meeting Agenda

Monday, September 21, 2020

Published by Ann Arbor District Library

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, September 21, 2020 at 7:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104
 Aadl.org

REGULAR MEETING AGENDA

- 20-153 I. CALL TO ORDER
- 20-154 II. ATTENDANCE
- 20-155 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
 Roll call vote
- 20-156 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of August 17, 2020 (pp. 3-14)
- CA-2 Approval of August 2020 Disbursements (pp. 15- 17)
- 20-157 V. CITIZENS' COMMENTS
- 20-158 VI. FINANCIAL REPORTS (pp. 18-22)
 Josie B. Parker, Director
- 20-159 VII. COMMITTEE REPORTS
- 20-160 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 20-161 B. BUDGET & FINANCE COMMITTEE
 (10 minutes)
- 20-162 C. POLICY COMMITTEE
 (10 minutes)
- 20-163 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

- 20-164 IX. OLD BUSINESS
- 18-049 & 19-181 A. UPDATE ON CONSTRUCTION PROJECTS
Len Lemorie, Associate Director
(10 minutes)
- 18-049 (6/19) B. UPDATE ON GENERATOR PROJECT
Len Lemorie, Associate Director
(Item of discussion)
(10 minutes)
- 20-113 C. BLACK LIVES MATTER
(Item of discussion)
- 20-165 X. NEW BUSINESS
- 20-166 A. AADL COLLECTION DEVELOPMENT - UPDATE
Sara Wedell, Collections Manager
(10 minutes)
- 20-167 B. RESOLUTION OF THANKS TO GLEN MODELL ON HIS RETIREMENT (p. 23)
(Item of action)
Roll call vote
- 20-168 XI. CITIZENS' COMMENTS
- 20-169 XII. 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
PROPOSED MINUTES OF THE REGULAR MEETING
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ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, AUGUST 17, 2020

- 20-138 I. CALL TO ORDER
- President Song called the meeting to order at 7:01 p.m.
- 20-139 II. ATTENDANCE
- Board Present: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, Linh Song, Jamie Vander Broek (arr. 7:05 p.m.)
 Board Absent: Jim Leija
 Staff: Josie Parker, Eli Neiburger, Len Lemorie
- 20-140 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote
- Vice President Moore, supported by Trustee Kleinman, moved to approve the agenda as presented.
- A roll call vote was taken.
- AYES: Akmon, Green, Kleinman, Moore, Song
 NAYS: None
- Motion passed 5-0.
- 20-141 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of July 20, 2020
- CA-2 Approval of July 2020 Disbursements
- Treasurer Akmon, supported by Vice President Moore, moved to approve the consent agenda.
- A roll call vote was taken.
- AYES: Akmon, Green, Kleinman, Moore, Song
 NAYS: None

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Motion passed 5-0.

20-142 V. CITIZENS' COMMENTS

Lisa Nichols

Hello, Trustees, and thank you for your service to the library and the community! I'm a fan of the Summer Game, but I wanted to comment today that I know a handful of people using the library's wi-fi from the parking lot, and I wanted to comment that any boosting of the signal you might be able to accomplish would be quite helpful. In the parking lot at the Mallet's Creek branch, for instance, my phone doesn't pick up the wi-fi at all, and a fellow I know who works there on his laptop routinely has told me he has to park in certain strategic places and then only sometimes has a reliable signal. Is it crazy to suggest the library make the areas outside the branches more effective "hot spots"? You tell me. Thanks again.

Molly B.

Hi, Thank you all so much for everything you do. I'm sure running a library is difficult enough in normal times--I can't imagine what difficult decisions would need to be made in times such as these. However, I do have a question for the library--I've noticed that the library has some downloadable knitting pattern books. Are there plans to expand downloads like these to sewing patterns, or other downloadable maker-type plans? Thank you again.

Taina Price

To the AADL board: I appreciate the effort that's gone into making the Summer Game interesting and enjoyable amidst this year's challenges. Thanks for doing the Bummer Game, the AADL TV programming, the contactless pickup of library materials, and especially the fine forgiveness! The best part of the Game for me this year has been the badges that highlight the Community Collections.

One thing I miss about normal library-going is perusing the New Book shelves. I know it's possible to view new books, videos, music, and more via catalog search links lower down on the homepage, but could you come up with a better way to highlight new books as they become available?

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Trustee Vander Broek arrived at 7:05 p.m.

Rachel Newman

Hello,

If the original goal of the summer game was to get people familiar with and using the library catalog more, then I am a success story. I had never used the online catalog before playing the summer game. But because of it I have read books I never would have otherwise discovered, my family and I request things ALL THE TIME, and I rediscovered my love of reading that I thought I didn't have time for after having kids.

I'm not a big fan of summer, but the game gives me something to look forward to and enjoy to help me through the season. I get challenged, learn new things, groan or even laugh at clues and badge descriptions. There were years I joked that my kids were doing camp public library because of all the programs we attended. Library swag fills our house. The "Bummer Game" made me smile at a time when little else did.

So thank you. Thank you the board of directors. Thank you to the entire staff of the AADL - an incredible creative and dedicated group of people. Thank you to the Friends of the AADL for providing all their support. I'm always bragging to out of town friends and relatives about the amazing library system we have in Ann Arbor.

Thor Ham

Hi, My name is Thor and I am 11 years old. I have a few ideas on how the summer game could be more intriguing to more people and increase the number of people that play and read over the summer. My first idea would help the school system and is not related to the summer game but could easily be. It is that schools could request multiple books at a time so that reading groups could happen and could go for more the than normal check out and return time. Usually reading groups go for about half of a trimester; at least at my school and grade. Next, maybe some books that are checked out could have codes in them to encourage reading and give extra points. Speaking of codes, The home codes map is very helpful for finding the home codes but maybe the parks that have codes could

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be put on the map to help plan walks or bike rides and even drives that are meant to find more codes. Thank you for the summer game.

20-143 VI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker reviewed the Financial Reports presented in the Board Packet. Cash has decreased by \$106,255 at the end of July and sits at \$10,331,302. Tax receipts are at 9.23% of the budgeted amount. She noted the fund balance increased from \$7.9 million in June to just over \$8 million in July. Current revenue is at 8.27% of the budget and expenses are at 6.87% of the budgeted amount. Actual cash receipts are at 10.46% of the budget and actual cash expended is at 11.08% of the budget.

Auditors are scheduled to be in next week to begin the 2019-2020 fiscal year audit. They hope to have the audit completed for presentation at the October Board meeting.

Trustee Green inquired about the salary line item being at less than one half of one twelfth of the budgeted amount. Director Parker noted that the cost of financial services is not reflected in that line and that several positions are currently unfilled. Every effort is being made to operate in a lean fashion anticipating the uncertainty regarding future tax revenue.

President Song inquired if other libraries have sought Headlee overrides. Director Parker noted that district libraries have not done so, but have had successful millage renewals.

20-144 VII. COMMITTEE REPORTS

20-145 A. EXECUTIVE COMMITTEE

President Song reported that the Executive Committee did not meet.

20-146 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker once again reviewed the AADL Service Plan for Stages 4, 5 and 6. AADL currently remains in Stage 4. Building access is limited to hold pickups only.

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Hold pickups continue to increase. Since June just under ten thousand patrons have picked up over 126,817 items. Items checked back in since June 15th has reached 165,834. MeL delivery service has resumed but we will not begin participation until our patron hold requests have been caught up internally.

AADL.TV has seen 1.7 million video impressions since launch with 140,000 video views. Over half of the video views are storytimes and The Saturday Show.

As of 5:00 p.m. today 26 artists' statements have been received for the Black Lives Matter call for artists. These statements will be reviewed by Omari Rush, Marianetta Porter, Rochelle Riley and Jamall Bufford.

Black Lives Matter book, movie and podcast discussions are continuing on a weekly basis. Prerecorded book discussions are in production for posting on AADL.TV. Director Parker thanked Associate Director Sherlonya Turner for organizing and participating in these discussions.

“Welcome to Commie High” online archive with historical photos and newspaper articles is now available on the AADL website.

The Summer Game to date has 6,134 active players; 150,900 badges earned; 91,585,649 points earned and 481 home codes created by players.

Now available on the website is a podcast “The Gayest Generation” hosted and developed by AADL Outreach Tech Jacob Gorski.

The 15th Annual Lego Contest has over 200 virtual entries so far. All ages are being accepted. Submissions close this evening at midnight. The awards ceremony will be held live on AADL.TV this Sunday, August 23rd at 4:00 p.m.

The UM Library and the AADL are partnering on a community-wide project asking everyone for postcards to their future selves. These postcards will reflect the times we are living through now.

A summary of public and staff comments was viewed.

President Song inquired about August elections being held in the library.

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Director Parker reported that the Downtown and Pittsfield libraries were used as polling places for August elections.

Trustee Vander Broek inquired if a different strategy would be used if other staff were to test positive for Covid. Director Parker reported that administration has discussed this and is working on team schedules allowing that if one team is exposed to Covid a second team can be assigned in order to keep a location open for hold pickups.

20-147 IX. OLD BUSINESS

18-049 A. UPDATE ON CONSTRUCTION PROJECTS

Len Lemorie, Associate Director

Associate Director Lemorie reported that the original scope of the construction projects for the branch meeting rooms and 4th floor program room is complete. The program room doors at the Travewood Branch are currently being worked on. Materials for completing the storage room at Traverwood have been ordered. Audio-visual equipment, cable and wiring for the 4th floor podcast room are being installed. Bids for generators are out and are due next week.

20-113 B. BLACK LIVES MATTER
 (Item of discussion)

Director Parker reported that she has contacted and received a proposal for an IDI assessment. Board members, managers and supervisors will be contacted individually to participate in this assessment. Confidentiality is assured. Coaching and support would be provided on an individual basis as needed.

Vice President Moore inquired if this process could be provided to incoming Board members in January. Director Parker responded that it could be arranged.

Trustee Kleinman inquired about collection development of eBooks. Director Parker will have Sara Wedell, Collections Manager, address the Board at the September meeting.

President Song inquired whether the archives are being brought into this discussion. Director Parker noted that it has been and the

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archives continues to work with the African American Cultural & Historical Museum.

20-134

C. RESOLUTION TO ESTABLISH BOARD POLICY COMMITTEE AND CHARGE

(Item of action)

Vice President Moore, supported by Trustee Kleinman, moved the Board resolves as follows: that the Special Policy Committee consists of S. Kerene Moore, Chairperson; Dharma Akmon and Jamie Vander Broek; that the charge to the Policy Committee is to review AADL building use policies for biases with an eye towards equity and public use that can be remedied with policy recommendations to the Board for review and approval no later than December 2020; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Vice President Moore expressed her concern that the December timeline may not be realistic and that the committee may need to come back to the Board for an extension.

Director Parker reported that she is scheduling meetings with the Ann Arbor Human Rights Commission and the Police Oversight Committee.

Trustee Vander Broek inquired whether the discussion could include online behaviors as well as behaviors in buildings. Director Parker noted that could be part of the conversation.

A roll call vote was taken.

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

Motion passed 6-0.

20-148

X.

NEW BUSINESS

20-149

A. RESOLUTION FOR FUNDS FOR DOWNTOWN LIBRARY YOUTH RESTROOMS RENOVATIONS

(Item of action)

Trustee Vander Broek, supported by Treasurer Akmon, moved the Board resolves as follows: to authorize \$203,615.00 for building

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improvements from the Capital Fund for renovations of the Downtown Library youth restrooms; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie reviewed the floor plans for the renovation. He noted that the restrooms will be barrier free, ADA compliant and gender free. The shelving on the outside wall of the restroom area will be expanded and the wall map will be removed.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

20-150

B. RESOLUTION FOR FUNDS TO INSTALL MATERIAL PICKUP LOCKERS AT THE TRAVERWOOD AND WESTGATE BRANCH LOCATIONS

(Item of action)

Treasurer Akmon, supported by Vice President Moore, moved the Board resolves as follows: to authorize \$135,915.00 for building improvements from the Capital Fund to install material pickup lockers at the Traverwood and Westgate Branch Library locations; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie reviewed the layout of the proposed pickup lockers at both locations. He anticipates installation sixty days after ordering the equipment. Installation at Traverwood is anticipated to go smoothly. Westgate installation will require additional construction work.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

20-151

XI. CITIZENS' COMMENTS

There were no additional citizens' comments.

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20-152 XII. ADJOURNMENT

President Song adjourned the meeting at 8:45 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 August 17, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-134**

**RESOLUTION ESTABLISHING A SPECIAL POLICY COMMITTEE AND
CHARGE**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 17th day of August at 7:00 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Vice President Moore, supported by Trustee Kleinman:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Special Policy Committee consists of S. Kerene Moore, Chairperson; Dharma Akmon and Jamie Vander Broek.
- 2.) That the charge to the Policy Committee is to review AADL building use policies for biases with an eye towards equity and public use that can be remedied with policy recommendations to the Board for review and approval no later than December 2020.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, 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 August 17, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-149**

**RESOLUTION FOR FUNDS FOR DOWNTOWN LIBRARY YOUTH
RESTROOMS RENOVATIONS**

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 17th day of August at 7:00 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Trustee Vander Broek, supported by Treasurer Akmon:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To authorize \$203,615.00 for building improvements from the Capital Fund for renovations of the Downtown Library youth restrooms.
- 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: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, 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 August 17, 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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-150**

**RESOLUTION FOR FUNDS TO INSTALL MATERIAL PICKUP LOCKERS AT
THE TRAVERWOOD AND WESTGATE BRANCH LOCATIONS**

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 17th day of August at 7:00 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, Linh Song, Jamie Vander Broek

ABSENT: Jim Leija

The following resolution was offered by Treasurer Akmon, supported by Vice President Moore:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To authorize \$135,915.00 for building improvements from the Capital Fund to install material pickup lockers at the Traverwood and Westgate Branch Library locations.
- 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: Dharma Akmon, Victoria Green, Molly Kleinman, S. Kerene Moore, 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 August 17, 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 8/1/2020 8/31/2020
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063439	AMYSUM	AMY LYNN SUMERTON	8/4/2020	CHECK	PMCHK00002459	\$840.00
063440	ANDPAI	ANDERSON PAINT COMPANY	8/4/2020	CHECK	PMCHK00002459	\$113.68
063441	APPLE	APPLE, INC.	8/4/2020	CHECK	PMCHK00002459	\$1,729.00
063442	BAKTAY	BAKER & TAYLOR	8/4/2020	CHECK	PMCHK00002459	\$270.36
063443	GRAINGER	GRAINGER	8/4/2020	CHECK	PMCHK00002459	\$5,443.42
063444	JODHAR	JODY HARNISH	8/4/2020	CHECK	PMCHK00002459	\$50.00
063445	JOHCAN	JOHN CARLOS CANTÚ	8/4/2020	CHECK	PMCHK00002459	\$700.00
063446	JOHCON	JOHNSON CONTROLS SECURITY SOL	8/4/2020	CHECK	PMCHK00002459	\$1,161.54
063447	LARZIE	LARA ZIELIN	8/4/2020	CHECK	PMCHK00002459	\$1,650.00
063448	LAUTAT	LAUREN TATARSKY	8/4/2020	CHECK	PMCHK00002459	\$250.00
063449	LIRZHE	LIRONG ZHENG	8/4/2020	CHECK	PMCHK00002459	\$342.15
063450	MARROB	MARNA CLOWNEY ROBINSON	8/4/2020	CHECK	PMCHK00002459	\$250.00
063451	MARSTU	MARTHA RUTH STUIT	8/4/2020	CHECK	PMCHK00002459	\$100.00
063452	METCOM	METCOM	8/4/2020	CHECK	PMCHK00002459	\$4,185.53
063453	MICSAN	MYRA SANIYAH	8/4/2020	CHECK	PMCHK00002459	\$250.00
063454	NEWSBAN	NEWSBANK	8/4/2020	CHECK	PMCHK00002459	\$6,913.00
063455	OCLINS	OCLC, INC.	8/4/2020	CHECK	PMCHK00002459	\$4,222.22
063456	PATFSMI	PATRICIA FITZPATRICK SMITH	8/4/2020	CHECK	PMCHK00002459	\$200.00
063457	RAILAG	RAINA LAGRAN	8/4/2020	CHECK	PMCHK00002459	\$250.00
063458	SCHSOU	SCHEDULE SOURCE, INC	8/4/2020	CHECK	PMCHK00002459	\$996.00
063459	SONVANN	SONYA VANN DELOACH	8/4/2020	CHECK	PMCHK00002459	\$1,200.00
063460	STAHAR	STADIUM HARDWARE	8/4/2020	CHECK	PMCHK00002459	\$162.56
063461	TOWOFS	TOWNSHIP OF SCIO	8/4/2020	CHECK	PMCHK00002459	\$53.38
063462	VELOSIO	VELOSIO	8/4/2020	CHECK	PMCHK00002459	\$3,158.80
063463	A.M. SERV	A.M. SERVICES, INC	8/11/2020	CHECK	PMCHK00002461	\$4,124.20
063464	ALEPIE	ALEX PIERZCHALA	8/11/2020	CHECK	PMCHK00002461	\$85.70
063465	AMASCH	AMANDA SCHOTT	8/11/2020	CHECK	PMCHK00002461	\$50.00
063466	ANNARB	ANN ARBOR OBSERVER	8/11/2020	CHECK	PMCHK00002461	\$2,398.00
063467	BAKTAY	BAKER & TAYLOR	8/11/2020	CHECK	PMCHK00002461	\$9,197.99
063468	CDW-G	CDW GOVERNMENT	8/11/2020	CHECK	PMCHK00002461	\$503.36
063469	FASTSI	FASTSIGNS	8/11/2020	CHECK	PMCHK00002461	\$240.00
063470	FERENT	FERGUSON ENTERPRISES	8/11/2020	CHECK	PMCHK00002461	\$7.57
063471	GRAINGER	GRAINGER	8/11/2020	CHECK	PMCHK00002461	\$215.21
063472	JACGOR	JACOB GORSKI	8/11/2020	CHECK	PMCHK00002461	\$21.74
063473	JAMBUF	JAMALL BUFFORD	8/11/2020	CHECK	PMCHK00002461	\$200.00
063474	JEWISHNE	JCMWC, LLC	8/11/2020	CHECK	PMCHK00002461	\$278.00
063475	KARRIC	KAREN RICHARDS	8/11/2020	CHECK	PMCHK00002461	\$12.99
063476	LAVHAN	LAVINIA HANACHIUC	8/11/2020	CHECK	PMCHK00002461	\$75.00
063477	LOWE'S	LOWES BUSINESS ACCOUNT	8/11/2020	CHECK	PMCHK00002461	\$456.47
063478	MARBAN	MARTIN BANDYKE	8/11/2020	CHECK	PMCHK00002461	\$400.00
063479	MCNMCK	MCNAUGHTON-MCKAY	8/11/2020	CHECK	PMCHK00002461	\$72.00
063480	MEEC	MEEC	8/11/2020	CHECK	PMCHK00002461	\$23,546.25
063481	MIDTAP	MIDWEST TAPE	8/11/2020	CHECK	PMCHK00002461	\$2,973.16
063482	PLAWIS	PLANTWISE	8/11/2020	CHECK	PMCHK00002461	\$3,375.00
063483	PRITEC	PRINT TECH INC.	8/11/2020	CHECK	PMCHK00002461	\$800.30
063484	RECBOO	RECORDED BOOKS, INC.	8/11/2020	CHECK	PMCHK00002461	\$107.98
063485	SHASON	SHAMBAUGH	8/11/2020	CHECK	PMCHK00002461	\$3,589.00
063486	VARFOR	VARSITY FORD	8/11/2020	CHECK	PMCHK00002461	\$2,066.20
063487	WMEENT	WME ENTERTAINMENT, LLC	8/11/2020	CHECK	PMCHK00002461	\$2,600.00
063488	ALLENT	ALLIANCE ENTERTAINMENT	8/18/2020	CHECK	PMCHK00002463	\$2,734.71
063489	BAKTAY	BAKER & TAYLOR	8/18/2020	CHECK	PMCHK00002463	\$5,758.25
063490	BREWER	BREWER'S	8/18/2020	CHECK	PMCHK00002463	\$378.26
063491	DEDHUM	DEDRIA HUMPHRIES	8/18/2020	CHECK	PMCHK00002463	\$100.00
063492	EUNCHE	EUNJAE CHEON	8/18/2020	CHECK	PMCHK00002463	\$100.00
063493	KITMCK	KITO MCKINNEY	8/18/2020	CHECK	PMCHK00002463	\$200.00
063494	LEXMAT	MATTHEW BENDER & CO., INC.	8/18/2020	CHECK	PMCHK00002463	\$909.51
063495	MICPOW	MICHIGAN POWER RODDING	8/18/2020	CHECK	PMCHK00002463	\$90.00

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063496	MIDTAP	MIDWEST TAPE	8/18/2020	CHECK	PMCHK00002463	\$4,918.47
063497	MINCEN	MINDCENTRIC	8/18/2020	CHECK	PMCHK00002463	\$1,873.00
063498	ONEACON	O'NEAL CONSTRUCTION	8/18/2020	CHECK	PMCHK00002463	\$7,643.75
063499	PREINT	PRECISION INTERIORS, LLC	8/18/2020	CHECK	PMCHK00002463	\$1,015.55
063500	PREPET	PREUSS PETS	8/18/2020	CHECK	PMCHK00002463	\$1,165.14
063501	PROINF	PROQUEST - LLC	8/18/2020	CHECK	PMCHK00002463	\$27,440.34
063502	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	8/18/2020	CHECK	PMCHK00002463	\$12,000.00
063503	SAMROO	SAMANTHA ROOT	8/18/2020	CHECK	PMCHK00002463	\$12.99
063504	SCHSEC	SCHILKE SECURITY	8/18/2020	CHECK	PMCHK00002463	\$1,515.00
063505	THOGAL	CENGAGE LEARNING INC/GALE	8/18/2020	CHECK	PMCHK00002463	\$382.35
063506	UNUMPRO	UNUM LIFE INSURANCE	8/18/2020	CHECK	PMCHK00002463	\$4,253.51
063507	UNUMPRO1	UNUM LIFE INSURANCE	8/18/2020	CHECK	PMCHK00002463	\$3,947.51
063508	USPOST	U.S. POSTAL SERVICE	8/18/2020	CHECK	PMCHK00002463	\$1,240.00
063509	VARFOR	VARSITY FORD	8/18/2020	CHECK	PMCHK00002463	\$732.19
063510	ANDPAI	ANDERSON PAINT COMPANY	8/25/2020	CHECK	PMCHK00002466	\$120.44
063511	BAKTAY	BAKER & TAYLOR	8/25/2020	CHECK	PMCHK00002466	\$7,474.13
063512	BLAAUD	BLACKSTONE PUBLISHING	8/25/2020	CHECK	PMCHK00002466	\$3,031.95
063513	DUPPHE	DUFF & PHELPS	8/25/2020	CHECK	PMCHK00002466	\$1,300.00
063514	DYKGOS	DYKEMA GOSSETT PLLC	8/25/2020	CHECK	PMCHK00002466	\$3,041.31
063515	ELISMI	ELIZABETH SMITH	8/25/2020	CHECK	PMCHK00002466	\$24.98
063516	GSI	GSI	8/25/2020	CHECK	PMCHK00002466	\$27,694.95
063517	JARPRO	JARVIS PROPERTY RESTORATION	8/25/2020	CHECK	PMCHK00002466	\$30,635.00
063518	JOHCON	JOHNSON CONTROLS SECURITY SOL	8/25/2020	CHECK	PMCHK00002466	\$710.93
063519	LETPRE	LETHE PRESS	8/25/2020	CHECK	PMCHK00002466	\$1,200.00
063520	MANCOS	MANER COSTERISAN	8/25/2020	CHECK	PMCHK00002466	\$11,500.00
063521	NADRAK	NADA RAKIC	8/25/2020	CHECK	PMCHK00002466	\$60.00
063522	PITCHA	PITTSFIELD CHARTER TOWNSHIP	8/25/2020	CHECK	PMCHK00002466	\$1,121.40
063523	SAMROO	SAMANTHA ROOT	8/25/2020	CHECK	PMCHK00002466	\$23.98
063524	WESENT	WESTGATE ENTERPRISES, LLC	8/25/2020	CHECK	PMCHK00002466	\$36,093.04
063525	WHILAB	WHITLAM GROUP	8/25/2020	CHECK	PMCHK00002466	\$2,912.50
063526	MAISHO	MAIL SHOPPE, INC.	8/25/2020	CHECK	PMCHK00002468	\$1,377.12
EFT01195	METLIFE	METLIFE - GROUP BENEFITS	8/4/2020	CHECK	PMCHK00002460	\$9,397.14
EFT01196	TRISOL	TRIONFO SOLUTIONS	8/4/2020	CHECK	PMCHK00002460	\$728.00
EFT01197	ULINE	ULINE, INC.	8/4/2020	CHECK	PMCHK00002460	\$99.80
EFT01198	VERWIRC	VERIZON WIRELESS	8/4/2020	CHECK	PMCHK00002460	\$2,672.11
EFT01199	CITWATER	CITY OF AA WATER UTILITIES	8/11/2020	CHECK	PMCHK00002462	\$1,160.96
EFT01200	OFFDEP	OFFICE DEPOT, INC.	8/11/2020	CHECK	PMCHK00002462	\$635.46
EFT01201	VERWIRC	VERIZON WIRELESS	8/11/2020	CHECK	PMCHK00002462	\$938.07
EFT01202	WASMAN	WASTE MANAGEMENT OF MICHIGAN	8/11/2020	CHECK	PMCHK00002462	\$303.48
EFT01203	BACBLA	BACKBLAZE	8/18/2020	CHECK	PMCHK00002464	\$2,050.65
EFT01204	CLEBRI	CLEVERBRIDGE	8/18/2020	CHECK	PMCHK00002464	\$588.00
EFT01205	FACEBOOK	FACEBOOK ADS	8/18/2020	CHECK	PMCHK00002464	\$599.53
EFT01206	IRCCLOUD	IRCCLOUD	8/18/2020	CHECK	PMCHK00002464	\$133.90
EFT01207	PUBSTO	PUBLIC STORAGE	8/18/2020	CHECK	PMCHK00002464	\$524.00
EFT01208	TRELLO	TRELLO.COM	8/18/2020	CHECK	PMCHK00002464	\$75.00
EFT01209	TWILIO	TWILIO	8/18/2020	CHECK	PMCHK00002464	\$581.83
EFT01210	TWITTER	TWITTER	8/18/2020	CHECK	PMCHK00002464	\$84.99
EFT01211	ATTMOB	AT&T MOBILITY	8/18/2020	CHECK	PMCHK00002465	\$656.11
EFT01212	DTEENE	DTE ENERGY	8/18/2020	CHECK	PMCHK00002465	\$789.43
EFT01213	OFFDEP	OFFICE DEPOT, INC.	8/18/2020	CHECK	PMCHK00002465	\$370.49
EFT01214	ULINE	ULINE, INC.	8/18/2020	CHECK	PMCHK00002465	\$227.57
EFT01215	LETINK	LETTERPRESS INKS	8/25/2020	CHECK	PMCHK00002467	\$43.00
EFT01216	CITRENTAL	CITY OF ANN ARBOR	8/25/2020	CHECK	PMCHK00002467	\$35.00
EFT01217	AWS	AMAZON WEB SERVICES	8/25/2020	CHECK	PMCHK00002467	\$101.13
EFT01218	DRUPALIZE	DRUPALIZE ME OSIO LABS	8/25/2020	CHECK	PMCHK00002467	\$35.00
EFT01219	ORITRA	ORIENTAL TRADING.COM	8/25/2020	CHECK	PMCHK00002467	\$39.77
EFT01220	LITERATI	LITERATI	8/25/2020	CHECK	PMCHK00002467	\$400.00
EFT01221	GLONAT	GLOVE NATION	8/25/2020	CHECK	PMCHK00002467	\$1,878.87
EFT01222	TARGET	TARGET	8/25/2020	CHECK	PMCHK00002467	\$25.00
EFT01223	BICGRA	BIC GRAPHIC	8/25/2020	CHECK	PMCHK00002467	\$1,318.91
EFT01224	JOANNS	JOANN'S.COM	8/25/2020	CHECK	PMCHK00002467	\$14.46
EFT01225	BESBUY	BEST BUY	8/25/2020	CHECK	PMCHK00002467	\$50.99
EFT01226	ZOOM	ZOOM VIDEO	8/25/2020	CHECK	PMCHK00002467	\$565.91
EFT01227	WIDREM	WILDLIFE REMOVAL	8/25/2020	CHECK	PMCHK00002467	\$149.00

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT01228	HOMDEP	HOME DEPOT.COM	8/25/2020	CHECK	PMCHK00002467	\$69.95
EFT01229	BANOFAACC	BANK OF ANN ARBOR	8/25/2020	CHECK	PMCHK00002467	\$59.99
EFT01230	JIMTOY	JIM TOY COMM CENTER	8/25/2020	CHECK	PMCHK00002467	\$150.00
EFT01231	CLEMAS	CLEAR MASK	8/25/2020	CHECK	PMCHK00002467	\$67.00
EFT01232	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	8/25/2020	CHECK	PMCHK00002469	\$85,063.85
EFT01233	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	8/25/2020	CHECK	PMCHK00002469	\$6,726.63
EFT01234	DTEENE	DTE ENERGY	8/25/2020	CHECK	PMCHK00002469	\$26,935.47
EFT01235	METLIFE	METLIFE - GROUP BENEFITS	8/25/2020	CHECK	PMCHK00002469	\$9,691.46
EFT01236	OFFDEP	OFFICE DEPOT, INC.	8/25/2020	CHECK	PMCHK00002469	\$11.74
EFT01237	TDSMET	TDS	8/25/2020	CHECK	PMCHK00002469	\$9,356.14
EFT01238	UNIPAR	UNITED PARCEL SERVICE	8/25/2020	CHECK	PMCHK00002469	\$135.12

Total Checks:	132				Total Amount of Checks:	\$464,160.93
						=====

Ann Arbor District Library

Financial Summary for the Two Months Ended August 31, 2020

Cash

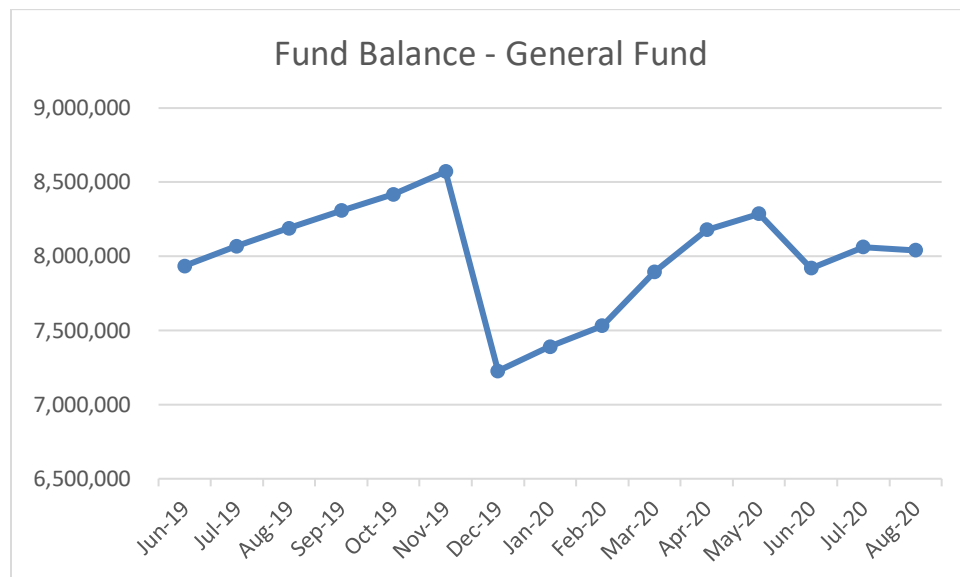
Cash, including investments, increased \$7,738,989 from \$10,331,302 on July 31, 2020 to \$18,070,291 as of August 31, 2020.

Tax Receipts

As of August 31, 2020, the Library has received \$10,344,345 which is 60.09% of the annual budgeted tax receipts of \$17,214,700.

Fund Balance Activity

The Library general fund balance decreased from \$8,061,951 as of July 31, 2020 to \$8,042,122 as of August 31, 2020. The sharp drop in the depiction below in the month of December 2019 was due to a transfer of \$1,500,000 to the Capital Fund.



Ann Arbor District Library

Financial Summary for the Two Months Ended August 31, 2020

Revenue:

Year-to-date revenues equal \$2,940,881 of which \$48,500 is due from other governmental units for penal fines and state aid. \$7,475,228 of property taxes received have been deferred and will be recognized as revenue as its earned. Total cash receipts through August 31, 2020 equal \$10,838,418.

Expenditures

Year-to-date expenditures totaled \$2,547,945 of which \$416,494 has not been paid. As of August 31, 2020, \$406,824 has been prepaid for expenses not yet incurred. Total cash expended through August 31, 2020 equals \$2,909,627.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$392,936. Current revenue is 16.49% of the approved budget and current expenses are 14.29% of the approved budget after two months or 16.67% of the fiscal year.

Actual cash receipts are 60.78% of budget and actual cash expended is 16.31% of budget.

Grants & Memorials:

Friends of the AADL began the year with a balance of \$67,516. The balance as of August 31, 2020 is \$53,476.

Donations and pledges for the purchase of a digital screen include \$250,000 from the LLA and anonymous donations and pledges of \$50,000 and \$100,000, respectively.

Balances for all other restricted funds are as follows:

Holtrey	\$ 336,871	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,150	\$25,000 is permanently restricted by the donor
Archives	\$ 45,353	
Digital Screen	\$ 400,000	
LLA	\$ 5,071	
Price	\$ 33,707	
Schafer	\$ 10,581	
Westerman	\$ 27,142	
WLBPD	\$ 8,969	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Two Months Ending 8/31/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$10,553,165	\$1,797,004	\$792,844	\$13,143,013
Investments	4,927,278	-	-	4,927,278
Due from other governmental units	48,500	-	-	48,500
Other accounts receivable	-	-	101,000	101,000
Prepaid items	406,824	-	-	406,824
Total Assets	<u>\$15,935,767</u>	<u>\$1,797,004</u>	<u>\$893,844</u>	<u>\$18,626,615</u>
Liabilities				
Accounts payable	\$194,798	-	-	\$194,798
Accrued payroll and benefits	220,696	-	-	220,696
Total Liabilities	<u>415,494</u>	<u>-</u>	<u>-</u>	<u>415,494</u>
Deferred Outflows				
Unavailable property tax revenue	7,475,228	-	-	7,475,228
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>7,478,151</u>	<u>-</u>	<u>-</u>	<u>7,478,151</u>
Fund Balances				
Nonspendable:				
Prepaid items	406,824	-	-	406,824
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	568,844	568,844
Committed for capital projects	-	1,797,004	-	1,797,004
Unassigned	7,635,298	-	-	7,635,298
Total fund balance - general fund	<u>8,042,122</u>	<u>1,797,004</u>	<u>893,844</u>	<u>10,732,970</u>
Total liabilities and fund balances	<u>\$15,935,767</u>	<u>\$1,797,004</u>	<u>\$893,844</u>	<u>\$18,626,615</u>

ANN ARBOR DISTRICT LIBRARY
Statement of Revenues and Expenditures
General Fund
For the Two Months Ending 8/31/2020

	<u>August ACTUAL</u>	<u>YTD ACTUAL</u>	<u>FY 2021 BUDGET</u>	<u>BUDGET REMAINING</u>	<u>YTD %</u>
REVENUES:					
Property taxes, net	\$1,434,612	\$2,869,117	\$17,214,700	\$14,345,583	16.67%
State penal fines	14,750	33,500	225,000	191,500	14.89%
State aid	7,500	15,000	90,000	75,000	16.67%
Interest income	4,217	14,262	20,000	5,738	71.31%
Copier revenue			30,000	30,000	0.00%
Grants and memorials	530	613	50,000	49,387	1.23%
Library fines, fees and other	1,716	2,544	150,000	147,456	1.70%
Non-resident fees			19,000	19,000	0.00%
Rental revenue	<u>2,923</u>	<u>5,845</u>	<u>32,500</u>	<u>26,655</u>	<u>17.99%</u>
TOTAL REVENUES	<u>\$1,466,247</u>	<u>\$2,940,881</u>	<u>\$17,831,200</u>	<u>\$14,890,319</u>	<u>16.49%</u>
EXPENDITURES:					
Personnel:					
Salaries and wages	\$817,177	\$1,372,387	\$8,673,000	\$7,300,613	15.82%
Employee benefits	103,046	348,877	1,800,000	1,451,123	19.38%
Employment taxes	60,843	101,718	656,000	554,282	15.51%
Purchased services:					
Custodial services	34,001	57,688	360,000	302,312	16.02%
Accounting and auditing	11,500	23,000	150,000	127,000	15.33%
Legal	3,041	3,123	50,000	46,877	6.25%
Professional servies	10,139	23,655	233,500	209,845	10.13%
Utilities	34,210	64,687	462,000	397,313	14.00%
Property insurance	10,985	21,970	140,000	118,030	15.69%
Communications	15,959	31,300	250,000	218,700	12.52%
Materials	86,709	199,566	1,876,000	1,676,434	10.64%
Software licenses / materials	13,967	27,319	150,000	122,681	18.21%
Building rental	46,325	92,650	700,000	607,350	13.24%
Seminars, conferences and travel	50	100	29,500	29,400	0.34%
Copier expense	3,219	6,438	50,000	43,562	12.88%
Library programming	12,494	22,976	790,000	767,024	2.91%
Grant and memorial expenses	1,410	14,040	50,000	35,960	28.08%
Operating supplies	8,940	27,291	337,750	310,459	8.08%
Repairs and maintenance	39,867	64,695	572,500	507,805	11.30%
Postage	2,875	3,904	30,000	26,096	13.01%
Other operating expenses	741	1,891	20,950	19,059	9.03%
Capital outlay	<u>88</u>	<u>38,669</u>	<u>450,000</u>	<u>411,331</u>	<u>8.59%</u>
TOTAL EXPENDITURES	<u>\$1,317,587</u>	<u>\$2,547,945</u>	<u>\$17,831,200</u>	<u>\$15,283,255</u>	<u>14.29%</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>\$148,660</u>	<u>\$392,936</u>	<u></u>	<u>(\$392,936)</u>	<u>0.00%</u>
Interfund Transfer					
Fund balance, beginning of year		\$7,649,187		(\$7,649,187)	0.00%
Fund balance, end of year	<u>\$148,660</u>	<u>\$8,042,122</u>	<u></u>	<u>(\$8,042,122)</u>	<u>0.00%</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Two Months Ending 8/31/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$2,869,117	-	-	\$2,869,117
State penal fines	33,500	-	-	33,500
State aid	15,000	-	-	15,000
Interest income	14,262	-	59	14,320
Copier revenue	-	-	-	-
Grants and memorials	613	-	1,000	1,613
Library fines, fees and other	2,544	-	-	2,544
Non-resident fees	-	-	-	-
Rental revenue	5,845	-	-	5,845
TOTAL REVENUES	\$2,940,881	-	\$1,059	\$2,941,940
EXPENDITURES:				
Personnel:				
Salaries and wages	\$1,372,387	-	-	\$1,372,387
Employee benefits	348,877	-	-	348,877
Employment taxes	101,718	-	-	101,718
Purchased services:				
Custodial services	57,688	-	-	57,688
Accounting and auditing	23,000	-	-	23,000
Legal	3,123	-	-	3,123
Professional servies	23,655	-	-	23,655
Utilities	64,687	-	-	64,687
Property insurance	21,970	-	-	21,970
Communications	31,300	-	-	31,300
Materials	199,566	-	-	199,566
Software licenses / materials	27,319	-	-	27,319
Building rental	92,650	-	-	92,650
Seminars, conferences and travel	100	-	-	100
Copier expense	6,438	-	-	6,438
Library programming	22,976	-	-	22,976
Grant and memorial expenses	14,040	-	-	14,040
Operating supplies	27,291	-	-	27,291
Repairs and maintenance	64,695	-	-	64,695
Postage	3,904	-	-	3,904
Other operating expenses	1,891	-	-	1,891
Capital outlay	38,669	136,432	-	175,102
TOTAL EXPENDITURES	\$2,547,945	\$136,432	-	\$2,684,377
REVENUE OVER (UNDER) EXPENDITURES	\$392,936	(\$136,432)	\$1,059	\$257,562
Interfund Transfer	-	-	-	-
Fund balance, beginning of year	\$7,649,187	\$1,933,437	\$892,785	\$10,475,408
Fund balance, end of year	<u>\$8,042,122</u>	<u>\$1,797,004</u>	<u>\$893,844</u>	<u>\$10,732,970</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-167**

RESOLUTION OF THANKS TO GLEN MODELL UPON HIS 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 21st day of September at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially thank Glen Modell upon his retirement for his service as an employee from September 4, 1975 to September 30, 2020 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 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