



Regular Meeting Agenda

Monday, April 26, 2021

Published by Ann Arbor District Library

April 2021

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

May 2021

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

June 2021

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, April 26, 2021 at 7:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104 -- aadl.org

REGULAR MEETING AGENDA

- 21-051 I. CALL TO ORDER
 Jim Leija, President
- 21-052 II. ATTENDANCE
- 21-053 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
 Roll call vote
- 21-054 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of March 22, 2021 (pp. 3-16)
- CA-2 Approval of March 2021 Disbursements (pp. 17-19)
- 21-055 V. CITIZENS' COMMENTS
- 21-056 VI. FINANCIAL REPORTS (pp. 20-24)
 Josie B. Parker, Director
- 21-057 VII. COMMITTEE REPORTS
- 21-058 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair
 (10 minutes)
- 21-059 B. BUDGET & FINANCE COMMITTEE
 Dharma Akmon, Chair
 (10 minutes)
- 21-060 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 21-061 IX. OLD BUSINESS
- 20-113 A. BLACK LIVES MATTER DISCUSSION SERIES
 Sherlonya, Turner, Associate Director
 (10 minutes)

- 21-062 X. NEW BUSINESS
- 21-063 A. DISCUSSION OF PROPOSED 2021-2022 BUDGET (p. 25)
Josie B. Parker, Director
(Item of discussion)
- 21-064 B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
Josie B. Parker, Director
(Item of discussion)
- 21-065 C. VOTE FOR CLOSED SESSION AT THE END OF TONIGHT'S BOARD MEETING FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 21-066 D. VOTE FOR CLOSED SESSION AT THE MAY 24, 2021 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION AND DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 21-067 XI. CITIZENS' COMMENTS
- 21-068 XII. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 21-069 XIII. 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
MONDAY, MARCH 22, 2021

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

21-031 I. CALL TO ORDER
 Jim Leija, President

President Leija called the meeting to order at 7:05 p.m.

President Leija stated that on behalf of the Ann Arbor District Library Board of Trustees they stand in solidarity with the Asian-American Community in light of recent events.

21-032 II. ATTENDANCE

Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek

Board Absent: None

Staff: Josie Parker, Eli Neiburger, Len Lemorie

21-033 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote

Vice President Moore, supported by Treasurer Akmon, moved to amend the agenda by adding Remote Board Meetings under New Business.

A roll call vote was taken.

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

Vice President Moore, supported by Treasurer Akmon, moved to approve the agenda as amended.

A roll call vote was taken.

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

NAYS: None

Motion passed 7-0.

21-034 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote

CA-1 Approval of Minutes of February 22, 2021

CA-2 Approval of February 2021 Disbursements

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

A roll call vote was taken.

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

21-035 V. CITIZENS' COMMENTS

There were no citizens' comments.

21-036 VI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker noted that at the end of February cash was at 11,875,979. As of February 28th \$17,399,704 has been received in tax receipts that is 101.1% of the budgeted amount. The Fund Balance has increased to \$9,406,485.

Year-to-date revenue over expenditures is \$1,757,299. Actual cash receipts are at 100.9% of the budget with actual cash expended at 60.32% of the budget. Grants and Memorials are static with no additional funds anticipated from the Friends of the Ann Arbor District Library this fiscal year.

The Statement of Revenues and Expenditures now reflect Non-resident fees that have been received. Library fines and fees have been adjusted accordingly. At the end of the fiscal year funds not expended are being considered for transfer into the Capital Fund.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

21-037 VII. COMMITTEE REPORTS

21-038 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair

President Leija reported that the committee met prior to tonight's meeting and discussed the following:

- The Committee reviewed tonight's agenda.
- Discussed a preliminary re-opening timeline.
- Touched on the 2021-2022 budget planning process and the current fund balance surplus due to the pandemic.
- Reviewed the extraordinary amount of work done on facilities while closed.
- The Director's evaluation process has begun. The Committee has received the Director's self-evaluation document and provided additional feedback. Board members will receive evaluation documents that will be summarized by the Committee and distributed to the Board. The Board will provide the Director with an assessment letter.

21-039 B. BUDGET & FINANCE COMMITTEE
 Dharma Akmon, Chair

Treasurer Akmon reported that the committee met on March 10th and discussed the progress of 2021-2022 budget. It was reported that Department Heads are working on their budgets, and that no major increases are being anticipated. It was also reported that there will be no major increase in health insurance costs. The Committee reviewed data presented by Deputy Director Neiburger regarding overdues. The Committee also reviewed the renewal of the lease with Oxford.

21-040 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker began her report with updates:

- *Good Housekeeping* gave a shout out to Sacramento Public Library and the Ann Arbor District Library for our tool lending collections.
- The UM School of Information highlighted Director Parker during Women's History Month.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

- The Black Lives Matter mural project banner work was previewed. The install date is anticipated for March 27th – 29th, weather permitting. A dedication event is to be determined.
- A number of social media comments were viewed.

21-041 IX. OLD BUSINESS

20-113 A. IDI ASSESSMENTS
 (Item of discussion)

Director Parker reported that Trustees Solomon and Trudeau have been contacted by Intercultural Competence Edge to schedule IDI assessments.

Intercultural Competence Edge would like to present to the Board once the two new Board members have completed their assessments. It was the consensus of the Board to arrange for this presentation.

The Board discussed at length possible ideas to expand on this topic and what goals would look like. It was noted that further discussion could also be incorporated into a Board retreat.

21-042 X. NEW BUSINESS

21-043 A. REOPENING TIMELINE AND CONSIDERATIONS
 Josie B. Parker, Director
 (Item of discussion)

A review of AADL's Service Phasing Plan which is based on the MI Safe Start Plan was presented. We are currently in Level D which is vestibule service only. At this time it may be possible to transition to browsing service by early summer. Once a lower level of Covid transmission is reached branches would close for two to three days to transition vestibules back to normal to allow for browsing access. When browsing services are instituted:

- Computers will be made available at reduced sessions.
- Bathrooms will be opened.
- Staff will be masked.
- Public will be asked to wear masks, but will not be challenged.
- Furniture will be reduced.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

- Social distancing queues will be placed on flooring.
- Sanitizer will be provided.
- Study and meeting rooms will not be available.
- No games/toys/IPads, etc. will be available for use in-house.
- Plexiglas will shield desk staff.

Vaccine access for staff was inquired about and it was noted that while Administration is encouraging staff to take opportunities to secure vaccines, AADL cannot require them. If staff is scheduled for a vaccine when we open to the public, but have not yet had one, they will not be placed on a public desk.

There was concern regarding not enforcing masks be worn by the public. Director Parker stated that staff will not be required to enforce mask wearing. Those in the public who do not or will not wear masks are sometimes looking for engagement. Staff will have the ability to refuse service if a patron is not respectful or will not socially distance.

It was inquired whether HVAC systems have been evaluated. It was reported that upgrades have been made where possible. Unfortunately the basement area of the Downtown Library where the Friends have space is not an area that can be upgraded. Standalone air cleaners are the only available recourse in that location.

Reopening will be based on infection rates. Events scheduling will begin based on vaccination rates. AADL hopes to have full opening by January 2022.

21-044

B. FIRST DISCUSSION AND DATA REPORT ON OVERDUE FINES

Josie B. Parker, Director
 (Item of discussion)

Deputy Director Neiburger presented a comparison of transactions and rate of returns from July 2019 through February 2020 and July 2020 through February 2021.

July 2019-February 2020 saw over 8 million overall transactions and July 2020-February 2021 saw over 5 million overall transactions. Of these transactions 97% came back within two weeks of the due date and 0.8% of items were more than six weeks

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

overdue in 2019-2020. In 2020-2021 91% came back within two weeks of the due date and 2.6% of items were more than six weeks overdue.

Administration is looking for direction on proceeding with removing fines on media materials. Revenue from fines is approximately \$150,000 in a \$17 million budget. Fine revenue is not used to pay for the material collection.

It was the consensus of the Board to suspend the policy around fines on media materials and to review the action in one year for impact before a policy change is made.

21-045

C. RESOLUTION TO AWARD CONTRACT FOR LAWN MAINTENANCE AND SNOW REMOVAL SERVICES FOR THREE YEARS

Len Lemorie, Associate Director
 (Item of discussion and action)
 Roll call vote

Director Parker noted to the Board that normally a contract is brought before the Board one month for review and voted on at the next month's meeting, but due to Covid this process is being interrupted.

Vice President Moore, supported by Trustee Vander Broek, moved that the Board resolves that the contract for lawn maintenance and snow removal services be awarded to McIntosh Grounds Maintenance, Inc. from April 15, 2021 and ending April 15, 2024 for the annual bid amount of \$71,750; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie reported that this contract is standard and our last contract for this service was three years ago. Local contractors were solicited and the RFP was placed on the AADL website. We received only three responses and were happy with all three. The tiered billing response in snow removal from one of the contractors is tiered on the amount of snow received within a year. In his discussion with McIntosh Grounds Maintenance he was impressed with the level of service provided and approach for snow removal.

A roll call vote was taken.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

21-046

D. RESOLUTION TO AMEND AND EXTEND THE ARCHIVE
 LEASE WITH OXFORD COMPANIES FOR FIVE YEARS

Len Lemorie, Associate Director

(Item of discussion and action)

Roll call vote

Trustee Trudeau, supported by Vice President Moore, moved that the Board resolves to amend and extend the lease with Oxford Companies for five (5) years commencing December 1, 2021 through November 30, 2026 for the Archive location on South Industrial Avenue, Ann Arbor, Michigan; the annual base rent will be as follows: 2021-2022, \$98,822.52; 2022-2023, \$102,281.40; 2023-2024, \$105,861.24; 2024-2025, \$109,566.36; 2025-2026, \$113,401.20; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie noted that the current lease is up at the end of November. The space currently works well for the archive and archive staff. It is located on a bus route and close to food outlets. The long-term goal is to have the archive in an AADL location.

It was noted that the Finance Committee has had discussion regarding this lease. The lease does contain an exit clause allowing for cancellation of the lease if the AADL purchases a property that could house the Archive.

A roll call vote was taken.

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

21-047

E. DISCUSSION ON HVAC SYSTEMS

Len Lemorie, Associate Director

(Item of discussion)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

Associate Director Lemorie informed the Board that upon researching UV lights being added to commercial HVAC's the series of lights that it would take within an air handler to kill viruses is extremely costly and its actual effectiveness has not been determined.

Our mechanical contractor introduced a new process of bi-polar ionization that attaches to particulates. This process seems to be more effective. Grants are currently available to install this process and AADL is researching them. The possibility of grants and additional costs for this process will be brought to the Board within a month or two.

At the beginning of the Covid outbreak AADL began making air purges at the end of the day in our locations. This was decreased during the winter months because of the cold, but is ongoing. Filter changes have also been increased.

21-048

F. RESOLUTION TO AUTHORIZE REMOTE BOARD PARTICIPATION OF AADL BOARD MEETINGS

(Item of discussion and action)

Roll call vote

President Leija informed the Board that Director Parker learned that the Washtenaw County Board of Commissioners has passed an emergency act allowing us to choose to meet remotely as a public body.

Director Parker noted this action allows public bodies within Washtenaw County to make the decision to meet remotely. If AADL chooses not to, in April we will need to revert to public meetings within our buildings, wearing masks, socially distancing and would have to accommodate all public who wish to attend. It was also require the public to attend physically if they wish to make a public comment to the Board.

Treasurer Akmon, supported by Vice President Moore, moved that:

Whereas, pursuant to the Open Meetings Act, public bodies may meet entirely remotely after March 31, 2021 and up to December 31, 2021 if a local state of emergency has been declared; and

Whereas, pursuant to Act 390 of 1976, the Emergency

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

Management Act, as amended, the Chair of the Washtenaw County Board of Commissioners, Sue Shink, declared a local state of emergency exists in Washtenaw County as of March 17, 2021 due to the sustained presence of COVID-19 within Washtenaw County; and

Whereas, by declaring a local state of emergency, public bodies within Washtenaw County will be able to conduct remote meetings while the emergency is in effect as permitted in the Open Meetings Act; and

Whereas, the local state of emergency shall continue to be in effect until December 31, 2021 unless a change in circumstances justifies cessation by the Washtenaw County Board of Commissioners by resolution at an earlier date,

NOW THEREFORE BE IT RESOLVED:

- 1.) That the AADL Board Trustees going forward through December 31, 2021, or until the Washtenaw County Board of Commissioners rescinds the local state of emergency, may participate remotely in AADL Board meetings. All actions taken at AADL Board meetings will require roll call votes.
- 2.) That every effort will be taken to allow for public participation in any public meeting held by the Ann Arbor District Library Board of Trustees.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A roll call vote was taken.

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, Vander Broek

NAYS: None

Motion passed 7-0.

21-049 XI. CITIZENS' COMMENTS

There were no citizens' comments.

21-050 XII. ADJOURNMENT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 22, 2021

President Leija adjourned the meeting at 8:49 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on March 22, 2021 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.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-045**

**RESOLUTION TO AWARD CONTRACT FOR LAWN MAINTENANCE AND
SNOW REMOVAL SERVICES FOR THREE YEARS**

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 22nd day of March, 2021 at 7:00 p.m.

PRESENT: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Vice President Moore, and supported by Trustee Vander Broek:

THE BOARD RESOLVES:

- 1.) That the contract for lawn maintenance and snow removal services be awarded to McIntosh Grounds Maintenance, Inc. from April 15, 2021 and ending April 15, 2024 for the annual bid amount of \$71,750.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, 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 March 22, 2021 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.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-046**

**RESOLUTION TO EXTEND AND AMEND THE TERM OF LEASE WITH
OXFORD COMPANIES FOR FIVE YEARS**

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 22nd day of March, 2021 at 7:00 p.m.

PRESENT: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) To amend and extend the lease with Oxford Companies for five (5) years commencing December 1, 2021 through November 30, 2026 for the Archive location on South Industrial Avenue, Ann Arbor, Michigan.
- 2.) The annual base rent will be as follows: 2021-2022, \$98,822.52; 2022-2023, \$102,281.40; 2023-2024, \$105,861.24; 2024-2025, \$109,566.36; 2025-2026, \$113,401.20.
- 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, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, 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 March 22, 2021 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.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-048**

**RESOLUTION TO AUTHORIZE REMOTE BOARD PARTICIPATION OF
AADL BOARD MEETINGS**

Minutes of 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 22nd day of March, 2021 at 7:00 p.m.

PRESENT: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek

ABSENT: None

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

Whereas, pursuant to the Open Meetings Act, public bodies may meet entirely remotely after March 31, 2021 and up to December 31, 2021 if a local state of emergency has been declared; and

Whereas, pursuant to Act 390 of 1976, the Emergency Management Act, as amended, the Chair of the Washtenaw County Board of Commissioners, Sue Shink, declared a local state of emergency exists in Washtenaw County as of March 17, 2021 due to the sustained presence of COVID-19 within Washtenaw County; and

Whereas, by declaring a local state of emergency, public bodies within Washtenaw County will be able to conduct remote meetings while the emergency is in effect as permitted in the Open Meetings Act; and

Whereas, the local state of emergency shall continue to be in effect until December 31, 2021 unless a change in circumstances justifies cessation by the Washtenaw County Board of Commissioners by resolution at an earlier date,

NOW THEREFORE BE IT RESOLVED:

- 1.) That the AADL Board Trustees going forward through December 31, 2021, or until the Washtenaw County Board of Commissioners rescinds the local state of emergency, may participate remotely in AADL Board meetings. All actions taken at AADL Board meetings will require roll call votes.
- 2.) That every effort will be taken to allow for public participation in any public meeting held by the Ann Arbor District Library Board of Trustees.

3.) 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, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon,
Scott Trudeau, 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 March 22, 2021 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.

Onna Solomon, Board Secretary

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2021 3/31/2021
 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
064164	ALLENT	ALLIANCE ENTERTAINMENT	3/2/2021	CHECK	PMCHK00002533	\$280.32
064165	AMASIG	AMANDA SIGNORI	3/2/2021	CHECK	PMCHK00002533	\$200.00
064166	ANDPAI	ANDERSON PAINT COMPANY	3/2/2021	CHECK	PMCHK00002533	\$244.96
064167	ANNARB	ANN ARBOR OBSERVER	3/2/2021	CHECK	PMCHK00002533	\$882.40
064168	ANNCABINETS	ANN ARBOR CABINET & COUNTER	3/2/2021	CHECK	PMCHK00002533	\$8,600.00
064169	APPIMA	APPLIED IMAGING	3/2/2021	CHECK	PMCHK00002533	\$3,536.51
064170	APPLE	APPLE, INC.	3/2/2021	CHECK	PMCHK00002533	\$3,740.99
064171	BAKTAY	BAKER & TAYLOR	3/2/2021	CHECK	PMCHK00002533	\$22,627.50
064172	BARNOB1	BARNES & NOBLE INC.	3/2/2021	CHECK	PMCHK00002533	\$308.75
064173	BLAAUD	BLACKSTONE PUBLISHING	3/2/2021	CHECK	PMCHK00002533	\$114.00
064174	CARBRO	CARPENTER BROS.	3/2/2021	CHECK	PMCHK00002533	\$14.49
064175	DYKGOS	DYKEMA GOSSETT PLLC	3/2/2021	CHECK	PMCHK00002533	\$1,941.84
064176	GLASCO	GLASCO CORPORATION	3/2/2021	CHECK	PMCHK00002533	\$668.00
064177	GRAINGER	GRAINGER	3/2/2021	CHECK	PMCHK00002533	\$369.60
064178	HURVAL	HURON VALLEY FIRE PROTECTON	3/2/2021	CHECK	PMCHK00002533	\$211.00
064179	INTSYS	INTELLIGENT CONTROL SYSTEMS	3/2/2021	CHECK	PMCHK00002533	\$1,480.25
064180	JENMCK	JENNIFER ANN MCKEE	3/2/2021	CHECK	PMCHK00002533	\$100.00
064181	JEWISHNE	JCMWC, LLC	3/2/2021	CHECK	PMCHK00002533	\$278.00
064182	KATLET	KATHLEEN LETTS	3/2/2021	CHECK	PMCHK00002533	\$100.00
064183	MANCOS	MANER COSTERISAN	3/2/2021	CHECK	PMCHK00002533	\$360.00
064184	MARSTU	MARTHA RUTH STUIT	3/2/2021	CHECK	PMCHK00002533	\$300.00
064185	MIDTAP	MIDWEST TAPE	3/2/2021	CHECK	PMCHK00002533	\$9,550.85
064186	PRITEC	PRINT TECH INC.	3/2/2021	CHECK	PMCHK00002533	\$398.54
064187	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	3/2/2021	CHECK	PMCHK00002533	\$22,001.00
064188	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/2/2021	CHECK	PMCHK00002533	\$801.72
064189	SCHSOU	SCHEDULE SOURCE, INC	3/2/2021	CHECK	PMCHK00002533	\$928.00
064190	SOUND	SOUNDOPOLIS, LLC	3/2/2021	CHECK	PMCHK00002533	\$1,500.00
064191	7CYLSTU	7 CYLINDERS STUDIO	3/9/2021	CHECK	PMCHK00002536	\$7,500.00
064192	ALLENT	ALLIANCE ENTERTAINMENT	3/9/2021	CHECK	PMCHK00002536	\$537.61
064193	AMASCH	AMANDA SCHOTT	3/9/2021	CHECK	PMCHK00002536	\$34.99
064194	APPLE	APPLE, INC.	3/9/2021	CHECK	PMCHK00002536	\$2,284.80
064195	BAKTAY	BAKER & TAYLOR	3/9/2021	CHECK	PMCHK00002536	\$16,223.20
064196	BLAAUD	BLACKSTONE PUBLISHING	3/9/2021	CHECK	PMCHK00002536	\$153.99
064197	BRIDIS	BRIGHTON DISTRICT LIBRARY	3/9/2021	CHECK	PMCHK00002536	\$17.95
064198	CALCOL	CALVIN UNIV. HECKMAN LIBR	3/9/2021	CHECK	PMCHK00002536	\$50.00
064199	CARBRO	CARPENTER BROS.	3/9/2021	CHECK	PMCHK00002536	\$29.86
064200	FORFRA	FORMAT FRAMING	3/9/2021	CHECK	PMCHK00002536	\$4,276.61
064201	GRAVAL	GRAND VALLEY STATE UNIV LIB	3/9/2021	CHECK	PMCHK00002536	\$25.00
064202	INTSYS	INTELLIGENT CONTROL SYSTEMS	3/9/2021	CHECK	PMCHK00002536	\$890.73
064203	JOHGRI	JOHN GRIFFIN	3/9/2021	CHECK	PMCHK00002536	\$100.00
064204	LAWTEC	LAWRENCE TECH UNIV LIBRARY	3/9/2021	CHECK	PMCHK00002536	\$60.00
064205	MCOMCOL	MACOMB COMMUNITY COLLEGE	3/9/2021	CHECK	PMCHK00002536	\$26.66
064206	MIDTAP	MIDWEST TAPE	3/9/2021	CHECK	PMCHK00002536	\$7,939.36
064207	MITECH	VAN PELT AND OPIE LIBRARY	3/9/2021	CHECK	PMCHK00002536	\$94.48
064208	MONCOU	MONROE COUNTY LIBRARY SYSTEM	3/9/2021	CHECK	PMCHK00002536	\$19.95
064209	NICRAY	NICOLE S. RAY	3/9/2021	CHECK	PMCHK00002536	\$16,000.00
064210	OCLINS	OCLC, INC.	3/9/2021	CHECK	PMCHK00002536	\$4,830.27
064211	PLYDIS	PLYMOUTH DISTRICT LIBRARY	3/9/2021	CHECK	PMCHK00002536	\$19.50
064212	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	3/9/2021	CHECK	PMCHK00002536	\$39.00
064213	SHASON	SHAMBAUGH	3/9/2021	CHECK	PMCHK00002536	\$3,754.00
064214	SHETOW	SHELBY TOWNSHIP LIBRARY	3/9/2021	CHECK	PMCHK00002536	\$27.95
064215	STAHAR	STADIUM HARDWARE	3/9/2021	CHECK	PMCHK00002536	\$180.25
064216	STAPLES	STAPLES	3/9/2021	CHECK	PMCHK00002536	\$82.42
064217	THOGAL	CENGAGE LEARNING INC/GALE	3/9/2021	CHECK	PMCHK00002536	\$74.97
064218	WASHTR	WASHTENAW COUNTY TREASURER	3/9/2021	CHECK	PMCHK00002536	\$628.85
064219	AAFILM	ANN ARBOR FILM FESTIVAL	3/9/2021	CHECK	PMCHK00002539	\$350.00
064220	ALLSUP	ALLIED-EAGLE SUPPLY CO	3/9/2021	CHECK	PMCHK00002539	\$512.54

System: 4/12/2021 10:16:16 AM
 User Date: 4/12/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: richmondc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064221	AMYTAR	AMY C. TARRANT	3/9/2021	CHECK	PMCHK00002539	\$300.00
064222	APPLE	APPLE, INC.	3/9/2021	CHECK	PMCHK00002539	\$2,458.00
064223	ARBTEAS	ARBOR TEAS	3/9/2021	CHECK	PMCHK00002539	\$37.50
064224	BAKTAY	BAKER & TAYLOR	3/9/2021	CHECK	PMCHK00002539	\$11,847.05
064225	BARRON	BARRON'S	3/9/2021	CHECK	PMCHK00002539	\$239.88
064226	BETBEC	BETSY JANE BECKERMAN	3/9/2021	CHECK	PMCHK00002539	\$270.00
064227	BREWER	BREWER'S	3/9/2021	CHECK	PMCHK00002539	\$486.15
064228	CDW-G	CDW GOVERNMENT	3/9/2021	CHECK	PMCHK00002539	\$1,501.10
064229	COMALLW	COMPUTER ALLEY	3/9/2021	CHECK	PMCHK00002539	\$483.73
064230	CRADOO	CRAWFORD DOOR SALES	3/9/2021	CHECK	PMCHK00002539	\$3,845.50
064231	DOUJON	DOUGLAS JONES	3/9/2021	CHECK	PMCHK00002539	\$800.00
064232	DUKERO	DUKE ROOFING	3/9/2021	CHECK	PMCHK00002539	\$329.00
064233	ELISMI	ELIZABETH SMITH	3/9/2021	CHECK	PMCHK00002539	\$70.92
064234	GOCREA	GOCREATIVE PROGRAMS, LLC	3/9/2021	CHECK	PMCHK00002539	\$100.00
064235	GRAINGER	GRAINGER	3/9/2021	CHECK	PMCHK00002539	\$85.94
064236	HILWAT	HILLARY WATSON	3/9/2021	CHECK	PMCHK00002539	\$150.00
064237	JALTUR	JALESA TURNER	3/9/2021	CHECK	PMCHK00002539	\$500.00
064238	JANGRY	JANETTE C GRYNIEWICZ	3/9/2021	CHECK	PMCHK00002539	\$200.00
064239	JOHCON	JOHNSON CONTROLS SECURITY SOL	3/9/2021	CHECK	PMCHK00002539	\$1,659.90
064240	JUSROS	JUSTINE ALLENETTE ROSS	3/9/2021	CHECK	PMCHK00002539	\$1,500.00
064241	MANCOS	MANER COSTERISAN	3/9/2021	CHECK	PMCHK00002539	\$11,500.00
064242	MARBAN	MARTIN BANDYKE	3/9/2021	CHECK	PMCHK00002539	\$400.00
064243	MARHEN	MARY HENDERSON	3/9/2021	CHECK	PMCHK00002539	\$75.00
064244	METCOM	METCOM	3/9/2021	CHECK	PMCHK00002539	\$6,531.87
064245	MIDTAP	MIDWEST TAPE	3/9/2021	CHECK	PMCHK00002539	\$1,337.64
064246	MINCEN	MINDCENTRIC	3/9/2021	CHECK	PMCHK00002539	\$1,629.00
064247	MORNIN	MORNINGSTAR	3/9/2021	CHECK	PMCHK00002539	\$205.00
064248	MYCLA	MY CLASS MAG, LLC	3/9/2021	CHECK	PMCHK00002539	\$150.00
064249	ONEACON	O'NEAL CONSTRUCTION	3/9/2021	CHECK	PMCHK00002539	\$38,174.46
064250	PAYCOO	PAYTON COOK	3/9/2021	CHECK	PMCHK00002539	\$600.00
064251	PREPET	PREUSS PETS	3/9/2021	CHECK	PMCHK00002539	\$821.27
064252	ROOSRO	ROOSROAST	3/9/2021	CHECK	PMCHK00002539	\$682.50
064253	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/9/2021	CHECK	PMCHK00002539	\$801.72
064254	SCHSEC	SCHILKE SECURITY	3/9/2021	CHECK	PMCHK00002539	\$395.00
064255	SHASON	SHAMBAUGH	3/9/2021	CHECK	PMCHK00002539	\$919.09
064256	SHEWIL	SHERWIN- WILLIAMS	3/9/2021	CHECK	PMCHK00002539	\$217.68
064257	TEACOM	THE TEACHING COMPANY SALES	3/9/2021	CHECK	PMCHK00002539	\$1,663.75
064258	TRIHAM	PATRICIA HAMPO	3/9/2021	CHECK	PMCHK00002539	\$100.00
064259	TYRJOH	TYRA JOHNSTON	3/9/2021	CHECK	PMCHK00002539	\$100.00
064260	UNUMPRO	UNUM LIFE INSURANCE	3/9/2021	CHECK	PMCHK00002539	\$4,341.67
064261	UNUMPRO1	UNUM LIFE INSURANCE	3/9/2021	CHECK	PMCHK00002539	\$3,693.71
064262	WILSWA	WILD SWAN THEATER	3/9/2021	CHECK	PMCHK00002539	\$600.00
064263	AMASIG	AMANDA SIGNORI	3/23/2021	CHECK	PMCHK00002542	\$100.00
064264	APPIMA	APPLIED IMAGING	3/23/2021	CHECK	PMCHK00002542	\$3,219.00
064265	APPLE	APPLE, INC.	3/23/2021	CHECK	PMCHK00002542	\$4,925.00
064266	BAKTAY	BAKER & TAYLOR	3/23/2021	CHECK	PMCHK00002542	\$19,852.10
064267	BLAAUD	BLACKSTONE PUBLISHING	3/23/2021	CHECK	PMCHK00002542	\$294.00
064268	MIDTAP	MIDWEST TAPE	3/23/2021	CHECK	PMCHK00002542	\$5,136.89
064269	PITCHA	PITTSFIELD CHARTER TOWNSHIP	3/23/2021	CHECK	PMCHK00002542	\$40.14
064270	SUPTOW	SUPERIOR TOWNSHIP TREASURER	3/23/2021	CHECK	PMCHK00002542	\$165,755.88
064271	THOGAL	CENGAGE LEARNING INC/GALE	3/23/2021	CHECK	PMCHK00002542	\$27.74
064272	WESENT	WESTGATE ENTERPRISES, LLC	3/23/2021	CHECK	PMCHK00002542	\$27,047.46
064273	WILJON	WILLIAM F. JONES III	3/23/2021	CHECK	PMCHK00002542	\$150.00
064274	ALLENT	ALLIANCE ENTERTAINMENT	3/30/2021	CHECK	PMCHK00002544	\$1,065.97
064275	AMASCH	AMANDA SCHOTT	3/30/2021	CHECK	PMCHK00002544	\$16.95
064276	AMASIG	AMANDA SIGNORI	3/30/2021	CHECK	PMCHK00002544	\$100.00
064277	BAKTAY	BAKER & TAYLOR	3/30/2021	CHECK	PMCHK00002544	\$15,563.05
064278	CARBRO	CARPENTER BROS.	3/30/2021	CHECK	PMCHK00002544	\$35.72
064279	EMIHOW	EMILY HOWARD	3/30/2021	CHECK	PMCHK00002544	\$69.83
064280	EUNCHE	EUNJAE CHEON	3/30/2021	CHECK	PMCHK00002544	\$100.00
064281	JOURET	JOURNEY RETIREMENT PLAN LLC	3/30/2021	CHECK	PMCHK00002544	\$231.25
064282	MAISHO	MAIL SHOPPE, INC.	3/30/2021	CHECK	PMCHK00002544	\$1,678.64
064283	MEEC	MEEC	3/30/2021	CHECK	PMCHK00002544	\$1,916.25
064284	MICIMA	MICHIGAN IMAGING	3/30/2021	CHECK	PMCHK00002544	\$315.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064285	MIDTAP	MIDWEST TAPE	3/30/2021	CHECK	PMCHK00002544	\$796.64
064286	ONEACON	O'NEAL CONSTRUCTION	3/30/2021	CHECK	PMCHK00002544	\$26,576.53
064287	PAYCOO	PAYTON COOK	3/30/2021	CHECK	PMCHK00002544	\$600.00
064288	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	3/30/2021	CHECK	PMCHK00002544	\$35.00
064289	SHASON	SHAMBAUGH	3/30/2021	CHECK	PMCHK00002544	\$2,057.50
064290	SYNDES	SYNECDOCHE DESIGN STUDIO	3/30/2021	CHECK	PMCHK00002544	\$350.00
064291	VANKER	VANESSA KERFOOT	3/30/2021	CHECK	PMCHK00002544	\$23.98
064292	VARFOR	VARSITY FORD	3/30/2021	CHECK	PMCHK00002544	\$22.72
064293	WASLEG	WASHTENAW COUNTY LEGAL NEWS	3/30/2021	CHECK	PMCHK00002544	\$80.00
EFT01512	AWS	AMAZON WEB SERVICES	3/2/2021	CHECK	PMCHK00002534	\$101.20
EFT01513	DRUPALIZE	DRUPALIZE ME OSIO LABS	3/2/2021	CHECK	PMCHK00002534	\$35.00
EFT01514	GRAPRE	GRAPHICS PRESS	3/2/2021	CHECK	PMCHK00002534	\$88.39
EFT01515	STIMUL	STICKER MULE.COM	3/2/2021	CHECK	PMCHK00002534	\$1,276.00
EFT01516	ZOOM	ZOOM VIDEO	3/2/2021	CHECK	PMCHK00002534	\$120.49
EFT01517	AMABOOK	SYNCB/AMAZON	3/2/2021	CHECK	PMCHK00002535	\$1,141.37
EFT01518	AMACORP	AMAZON	3/2/2021	CHECK	PMCHK00002535	\$6,087.78
EFT01519	CINTAS	CINTAS CORPORATION	3/2/2021	CHECK	PMCHK00002535	\$359.04
EFT01520	TRISOL	TRIONFO SOLUTIONS	3/2/2021	CHECK	PMCHK00002535	\$659.75
EFT01521	UNIPAR	UNITED PARCEL SERVICE	3/2/2021	CHECK	PMCHK00002535	\$95.37
EFT01522	VERWIRC	VERIZON WIRELESS	3/2/2021	CHECK	PMCHK00002535	\$3,033.47
EFT01523	CINTAS	CINTAS CORPORATION	3/9/2021	CHECK	PMCHK00002537	\$353.06
EFT01524	CITALARM	CITY OF ANN ARBOR	3/9/2021	CHECK	PMCHK00002537	\$500.00
EFT01525	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/9/2021	CHECK	PMCHK00002537	\$312.17
EFT01526	OFFDEP	OFFICE DEPOT, INC.	3/9/2021	CHECK	PMCHK00002537	\$217.43
EFT01527	GRACUT	FOYLES	3/9/2021	CHECK	PMCHK00002538	\$1,931.58
EFT01528	AWS	AMAZON WEB SERVICES	3/16/2021	CHECK	PMCHK00002540	\$127.32
EFT01529	BACBLA	BACKBLAZE	3/16/2021	CHECK	PMCHK00002540	\$2,928.85
EFT01530	BOOKLIST	BOOKLIST / ALA	3/16/2021	CHECK	PMCHK00002540	\$339.00
EFT01531	BUSCAR	BUSINESS CARD	3/16/2021	CHECK	PMCHK00002540	\$528.93
EFT01532	DRUPALIZE	DRUPALIZE ME OSIO LABS	3/16/2021	CHECK	PMCHK00002540	\$35.00
EFT01533	FACEBOOK	FACEBOOK ADS	3/16/2021	CHECK	PMCHK00002540	\$1,992.10
EFT01534	GLONAT	GLOVE NATION	3/16/2021	CHECK	PMCHK00002540	\$2,959.84
EFT01535	IRCCLOUD	IRCCLOUD	3/16/2021	CHECK	PMCHK00002540	\$133.90
EFT01536	NSI	NORTHERN SAFETY & INDUSTRIAL	3/16/2021	CHECK	PMCHK00002540	\$720.96
EFT01537	PAYPAL	PAYPAL, INC.	3/16/2021	CHECK	PMCHK00002540	\$34.50
EFT01538	PUBSTO	PUBLIC STORAGE	3/16/2021	CHECK	PMCHK00002540	\$574.00
EFT01539	TRELLO	TRELLO.COM	3/16/2021	CHECK	PMCHK00002540	\$75.00
EFT01540	TWILIO	TWILIO	3/16/2021	CHECK	PMCHK00002540	\$400.43
EFT01541	TWITTER	TWITTER	3/16/2021	CHECK	PMCHK00002540	\$727.41
EFT01542	ATTMOB	AT&T MOBILITY	3/16/2021	CHECK	PMCHK00002541	\$673.67
EFT01543	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/16/2021	CHECK	PMCHK00002541	\$85,587.06
EFT01544	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/16/2021	CHECK	PMCHK00002541	\$3,950.37
EFT01545	CINTAS	CINTAS CORPORATION	3/16/2021	CHECK	PMCHK00002541	\$474.87
EFT01546	CITWATER	CITY OF ANN ARBOR TREASURER	3/16/2021	CHECK	PMCHK00002541	\$2,615.78
EFT01547	DTEENE	DTE ENERGY	3/16/2021	CHECK	PMCHK00002541	\$3,400.70
EFT01548	LOWE'S	LOWES BUSINESS ACCOUNT	3/16/2021	CHECK	PMCHK00002541	\$20.86
EFT01549	QUADIENT	QUADIENT	3/16/2021	CHECK	PMCHK00002541	\$3,000.00
EFT01550	VERWIRC	VERIZON WIRELESS	3/16/2021	CHECK	PMCHK00002541	\$1,129.47
EFT01551	CINTAS	CINTAS CORPORATION	3/23/2021	CHECK	PMCHK00002543	\$386.57
EFT01552	CITWATER	CITY OF ANN ARBOR TREASURER	3/23/2021	CHECK	PMCHK00002543	\$809.50
EFT01553	DTEENE	DTE ENERGY	3/23/2021	CHECK	PMCHK00002543	\$27,976.44
EFT01554	METLIFE	METLIFE - GROUP BENEFITS	3/23/2021	CHECK	PMCHK00002543	\$9,337.30
EFT01555	OXFPRO	2725-2805 ASSOCIATES, LLC	3/23/2021	CHECK	PMCHK00002543	\$11,049.95
EFT01556	TDSMET	TDS	3/23/2021	CHECK	PMCHK00002543	\$9,275.23
EFT01557	DOCDAL	DOCTOR DALE AGENCY	3/30/2021	CHECK	PMCHK00002545	\$299.00
EFT01558	PAYPAL	PAYPAL, INC.	3/30/2021	CHECK	PMCHK00002545	\$117.83
EFT01559	SCRBOX	THE SCRAP BOX	3/30/2021	CHECK	PMCHK00002545	\$600.00
EFT01560	TARGET	TARGET	3/30/2021	CHECK	PMCHK00002545	\$129.99
EFT01561	U-HAUL	U-HAUL-CARPENTER BROS	3/30/2021	CHECK	PMCHK00002545	\$383.96

Total Checks: 180

Total Amount of Checks: \$717,398.82

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Ann Arbor District Library Financial Summary for the Nine Months Ended March 31, 2021

Cash

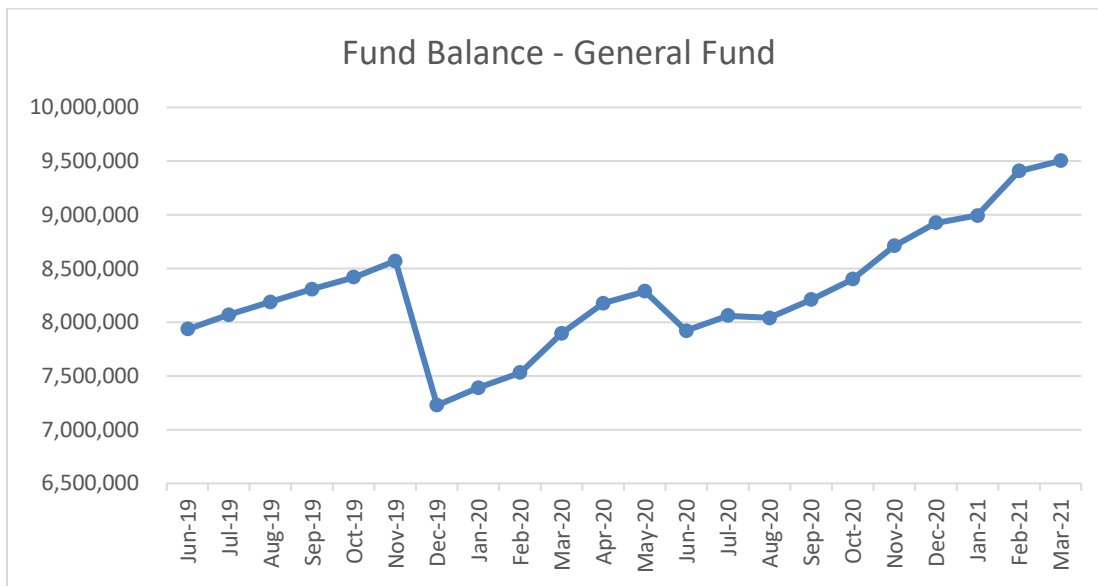
Cash, not including investments, decreased \$1,281,336 from \$11,875,797 on February 28, 2021 to \$10,594,461 as of March 31, 2021.

Tax Receipts

As of March 31st, the Library had received \$17,351,818 which is 100.8% of the annual budgeted tax receipts of \$17,214,700.

Fund Balance Activity

The Library general fund balance increased from \$9,406,485 as of February 28, 2021 to \$9,526,614 as of March 31, 2021.



Revenue:

Year-to-date revenues equal \$13,267,216 which \$221,289 is due from other governmental units for penal fines and state aid. \$4,440,793 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through March 31, 2021 equal \$17,957,529.

MPSERS pass-through income and expense have been netted in the past. Generally accepted accounting procedures (GAAP) requires that we report and budget for the income and expense separately.

Ann Arbor District Library
Financial Summary for the Nine Months Ended March 31, 2021

Expenditures

Year-to-date expenditures totaled \$11,389,788 of which \$347,014 has not been paid. As of March 31, 2021, \$455,762 has been prepaid for expenses not yet incurred. Total cash expended through March 31, 2021 equals \$11,869,888.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$1,877,428. Current revenue is 74.40% of the approved budget and current expenses are 63.88% of the approved budget after nine months or 75% of the fiscal year. Actual cash receipts are 100.7% of budget and actual cash expended is 66.57% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$67,516. The balance as of March 31, 2021 is \$28,355.

Donations and pledges for the purchase of a digital screen include \$250,000 from the Ladies Library Association (LLA) and anonymous donations of \$150,000. Expenses to date equal \$412,416.

Balances for all other restricted funds are as follows:

Holtrey	\$ 336,969	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,656	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,118	
Price	\$ 33,714	
Schafer	\$ 10,583	
Westerman	\$ 30,623	
WLBPD	\$ 51,913	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Nine Months Ending 3/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$8,720,976	\$1,334,686	\$538,798	\$10,594,461
Investments	4,919,317	-	-	4,919,317
Due from other governmental units	221,289	-	-	221,289
Other accounts receivable	-	-	700	700
Prepaid items	455,762	-	-	455,762
Total Assets	<u>\$14,317,344</u>	<u>\$1,334,686</u>	<u>\$539,498</u>	<u>\$16,191,529</u>
Liabilities				
Accounts payable	\$133,970	-	-	\$133,970
Accrued payroll and benefits	213,045	-	-	213,045
Total Liabilities	<u>347,014</u>	<u>-</u>	<u>-</u>	<u>347,014</u>
Deferred Outflows				
Unavailable property tax revenue	4,440,793	-	-	4,440,793
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>4,443,715</u>	<u>-</u>	<u>-</u>	<u>4,443,715</u>
Fund Balances				
Nonspendable:				
Prepaid items	455,762	-	-	455,762
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	214,498	214,498
Committed for capital projects	-	1,334,686	-	1,334,686
Unassigned	9,070,852	-	-	9,070,852
Total fund balance - general fund	<u>9,526,614</u>	<u>1,334,686</u>	<u>539,498</u>	<u>11,400,799</u>
Total liabilities and fund balances	<u>\$14,317,344</u>	<u>\$1,334,686</u>	<u>\$539,498</u>	<u>\$16,191,529</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Nine Months Ending 3/31/2021

	<u>March ACTUAL</u>	<u>YTD ACTUAL</u>	<u>FY 2021 BUDGET</u>	<u>BUDGET REMAINING</u>	<u>YTD %</u>
REVENUES:					
Property taxes, net	\$1,438,651	\$12,915,118	\$17,214,700	\$4,299,582	75.02%
State penal fines	16,900	150,900	225,000	74,100	67.07%
State aid	7,500	67,500	90,000	22,500	75.00%
Interest income	(6,700)	12,050	20,000	7,950	60.25%
Copier revenue			30,000	30,000	0.00%
Grants and memorials	320	2,488	50,000	47,512	4.98%
Library fines, fees and other	681	15,069	150,000	134,931	10.05%
Non-resident fees		1,050	19,000	17,950	5.53%
Rental revenue		11,691	32,500	20,809	35.97%
MPSERS pass-through		91,350		(91,350)	0.00%
TOTAL REVENUES	\$1,457,353	\$13,267,216	\$17,831,200	\$4,563,984	74.40%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$637,757	\$5,841,305	\$8,673,000	\$2,831,695	67.35%
Employee benefits	163,158	1,470,868	1,800,000	329,132	81.71%
Employment taxes	52,699	430,834	656,000	225,166	65.68%
MPSERS pass-through		91,350		(91,350)	0.00%
Purchased services:					
Custodial services	22,001	221,375	360,000	138,625	61.49%
Accounting and auditing	11,500	119,750	150,000	30,250	79.83%
Legal		7,688	50,000	42,312	15.38%
Professional services	13,754	116,428	233,500	117,072	49.86%
Utilities	34,843	281,606	462,000	180,394	60.95%
Property insurance	10,924	90,022	140,000	49,978	64.30%
Communications	19,275	178,023	250,000	71,977	71.21%
Materials	141,568	970,669	1,876,000	905,331	51.74%
Software licenses / materials	6,892	99,872	150,000	50,128	66.58%
Building rental	45,328	495,321	700,000	204,679	70.76%
Seminars, conferences and travel		760	29,500	28,740	2.58%
Copier expense	3,219	29,289	50,000	20,711	58.58%
Library programming	15,607	139,334	790,000	650,666	17.64%
Grant and memorial expenses	1,155	39,161	50,000	10,839	78.32%
Operating supplies	16,311	116,137	337,750	221,613	34.39%
Repairs and maintenance	20,658	370,576	572,500	201,924	64.73%
Postage	3,930	16,669	30,000	13,331	55.56%
Other operating expenses	1,137	8,967	20,950	11,983	42.80%
Capital outlay	17,309	253,786	450,000	196,214	56.40%
TOTAL EXPENDITURES	\$1,239,024	\$11,389,788	\$17,831,200	\$6,441,412	63.88%
REVENUE OVER (UNDER) EXPENDITURES	\$218,329	\$1,877,428		(\$1,877,428)	0.00%
Interfund Transfer					
Fund balance, beginning of year		\$7,649,187		(\$7,649,187)	0.00%
Fund balance, end of year	<u>\$218,329</u>	<u>\$9,526,614</u>		<u>(\$9,526,614)</u>	<u>0.00%</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Nine Months Ending 3/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$12,915,118	-	-	\$12,915,118
State penal fines	150,900	-	-	150,900
State aid	67,500	-	-	67,500
Interest income	12,050	-	45,229	57,279
Copier revenue	-	-	-	-
Grants and memorials	2,488	-	4,975	7,463
Library fines, fees and other	15,069	-	-	15,069
Non-resident fees	1,050	-	-	1,050
Rental revenue	11,691	-	-	11,691
MPSERS pass-through	91,350	-	-	91,350
TOTAL REVENUES	\$13,267,216	-	\$50,204	\$13,317,420
EXPENDITURES:				
Personnel:				
Salaries and wages	\$5,841,305	-	-	\$5,841,305
Employee benefits	1,470,868	-	-	1,470,868
Employment taxes	430,834	-	-	430,834
MPSERS pass-through	91,350	-	-	91,350
Purchased services:				
Custodial services	221,375	-	-	221,375
Accounting and auditing	119,750	-	-	119,750
Legal	7,688	-	-	7,688
Professional services	116,428	-	-	116,428
Utilities	281,606	-	-	281,606
Property insurance	90,022	-	-	90,022
Communications	178,023	-	-	178,023
Materials	970,669	-	-	970,669
Software licenses / materials	99,872	-	-	99,872
Building rental	495,321	-	-	495,321
Seminars, conferences and travel	760	-	-	760
Copier expense	29,289	-	-	29,289
Library programming	139,334	-	2,060	141,394
Grant and memorial expenses	39,161	-	-	39,161
Operating supplies	116,137	-	-	116,137
Repairs and maintenance	370,576	-	-	370,576
Postage	16,669	-	-	16,669
Other operating expenses	8,967	-	-	8,967
Capital outlay	253,786	598,750	401,431	1,253,967
TOTAL EXPENDITURES	\$11,389,788	\$598,750	\$403,491	\$12,392,029
REVENUE OVER (UNDER) EXPENDITURES	\$1,877,428	(\$598,750)	(\$353,287)	\$925,391
Interfund Transfer	-	-	-	-
Fund balance, beginning of year	\$7,649,187	\$1,933,437	\$892,785	\$10,475,408
Fund balance, end of year	<u>\$9,526,614</u>	<u>\$1,334,686</u>	<u>\$539,498</u>	<u>\$11,400,799</u>

**ANN ARBOR DISTRICT LIBRARY
Budget Proposal 2021 - 2022**

OPERATING BUDGET	(1.8365 MILLAGE)			(1.xxxx Millage)		Proposed Vs. Approved Variance
	Audited 2018 - 2019 Actual	Audited 2019-2020 Actual	Approved 2020 - 2021 Budget	2020-2021 Projected	Proposed 2021-2022 Budget	
Revenue:						
Tax Collections - Operating (net of abatements)	\$ 16,140,545	\$ 16,842,676	\$ 17,214,700	\$ 17,246,141	\$ 17,505,000	\$ 290,300
Penal Fines	219,624	166,555	225,000	150,000	125,000	(100,000)
State Aid	136,282	127,779	90,000	90,000	90,000	-
Interest	240,228	177,770	20,000	28,125	25,000	5,000
Copier Revenue	33,076	24,969	30,000	-	10,000	(20,000)
Grants/Memorials	136,476	458,685	50,000	3,252	2,500	(47,500)
Library Fines, Fees and Other	152,547	102,597	150,000	21,581	18,000	(132,000)
Non-Resident Fees	19,350	15,225	19,000	1,575	7,500	(11,500)
Sweetwater's Rent	45,072	35,852	32,500	11,691	32,500	-
MPERS Pass-through	118,719	87,640	-	91,350	100,000	100,000
Other Income	6,572	2,665	-	-	-	-
Total Revenue:	17,248,491	18,042,413	17,831,200	17,643,715	17,915,500	84,300
Expenditures:						
Salaries & Wages	7,013,660	7,971,783	8,673,000	8,210,936	8,904,000	231,000
Employee Benefits	1,763,768	1,831,452	1,800,000	1,864,267	2,086,500	286,500
Employment Taxes	526,629	598,502	656,000	572,203	668,000	12,000
MPERS Pass-through	118,719	87,640	-	91,350	100,000	100,000
Total Personnel Cost:	9,422,776	10,489,377	11,129,000	10,738,755	11,758,500	629,500
Custodial Services	284,240	289,490	360,000	295,167	265,000	(95,000)
Accounting/Audit	45,192	138,452	150,000	153,500	165,000	15,000
Legal Expense	19,853	18,363	50,000	10,251	50,000	-
Purchased Services	204,607	175,933	233,500	161,715	267,500	34,000
Utilities	407,575	375,403	462,000	397,561	472,000	10,000
Property Insurance	97,273	110,969	140,000	118,647	125,000	(15,000)
Communications	205,555	220,755	250,000	237,839	250,000	-
Materials	1,729,939	1,532,236	1,876,000	1,344,896	1,876,000	-
Software Licenses/Maintenance	82,708	124,758	150,000	140,129	150,000	-
Building Rental	697,391	712,533	700,000	684,613	713,000	13,000
Seminars/Conferences/Training/Travel	29,234	25,626	29,500	1,013	29,300	(200)
Copier Expense	35,740	46,173	50,000	43,934	60,000	10,000
Library Programming	696,914	661,600	790,000	209,001	404,200	(385,800)
Grants /Memorials	103,059	83,797	50,000	49,161	-	(50,000)
Operating Supplies	380,798	320,711	337,750	164,085	326,250	(11,500)
Repairs and Maintenance	568,937	613,834	572,500	493,121	540,500	(32,000)
Postage	17,074	12,411	30,000	22,225	25,000	(5,000)
Other Operating Expenditures	24,518	16,696	20,950	27,933	38,250	17,300
Total Operating Expense:	5,630,607	5,479,740	6,252,200	4,554,792	5,757,000	(495,200)
Operating Capital Outlays	681,142	571,830	450,000	338,381	400,000	(50,000)
Total Expenditures:	15,734,525	16,540,947	17,831,200	15,631,929	17,915,500	84,300
Net Surplus (Defecit)	\$ 1,513,966	\$ 1,466	\$ -	\$ 2,011,786	\$ -	\$ -

CAPITAL PROJECTS FUND BUDGET

	Audited 2018 - 2019 Actual	Audited 2019-2020 Actual	2020-2021 Projected
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	700,000
Ending Balance	\$ 1,219,464	\$ 1,702,705	\$ 1,002,705

ANN ARBOR DISTRICT LIBRARY BOARD

Dharma Akmon
Molly Kleinman
Jim Leija
S. Kerene Moore
Onna Solomon
Scott Trudeau
Jamie Vander Broek

2021 OFFICERS

President Jim Leija
Vice President S. Kerene Moore
Treasurer Dharma Akmon
Secretary Onna Solomon

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director
Len Lemorie Associate Director
Sherlonya Turner Associate 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