



Regular Meeting Agenda

Monday, May 24, 2021

Published by Ann Arbor District Library

May 2021

S	M	T	W	T	F	S
						1
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 <hr style="width: 50%; margin: 2px 0;"/> 31 Closed Holiday	25	26	27	28	29
30						

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
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			

July 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	31

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, May 24, 2021 at 6:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104 -- aadl.org

REGULAR MEETING AGENDA

- 21-070 I. CALL TO ORDER
 Jim Leija, President
- 21-071 II. ATTENDANCE
- 21-072 III. RECESS TO CLOSED SESSION FOR DIRECTOR'S
 EVALUATION AND DISCUSSION OF REAL ESTATE
- 21-073 IV. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2021-2022 AT 7:00PM
- 21-074 V. CALL FOR PUBLIC COMMENT ON THE 2021-2022 BUDGET
- 21-075 VI. RECONVENE TO REGULAR MEETING IMMEDIATELY
 FOLLOWING PUBLIC HEARING ON THE 2021-2022
 BUDGET
- 21-076 VII. ATTENDANCE
- 21-077 VIII. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
 Roll call vote
- 21-078 IX. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of April 26, 2021 (pp. 4-9)
- CA-2 Approval of April 2021 Disbursements (pp. 10-12)
- 21-079 X. CITIZENS' COMMENTS
- 21-080 XI. FINANCIAL REPORTS (pp. 13-17)
 Josie B. Parker, Director
- 21-081 XII. COMMITTEE REPORTS

- 21-082 A. EXECUTIVE COMMITTEE
Jim Leija, Chair
(10 minutes)
- 21-083 B. BUDGET & FINANCE COMMITTEE
Dharma Akmon, Chair
(10 minutes)
- 21-084 XIII. DIRECTOR'S REPORT
Josie B. Parker, Director
- 21-085 XIV. OLD BUSINESS
- 21-064 A. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 18-26)
(Item of action)
Roll call vote
- 21-086 XV. NEW BUSINESS
- 21-087 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2021-2022 (pp. 27-30)
(Item of action)
Roll call vote
- 21-088 B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp. 31-32)
(Item of action)
Roll call vote
- 21-089 C. RESOLUTION TO ADOPT THE 2021-2022 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp. 33-34)
(Item of action)
Roll call vote
- 21-090 D. PROPOSED CHANGES TO POLICY 7.6 GIFTS, GRANTS & BEQUESTS (pp. 35-40)
(Item of discussion)
- 21-091 E. VOTE FOR CLOSED SESSION AT THE JUNE 28, 2021 REGULAR BOARD MEETING FOR DIRECTOR'S EVALUATION AND DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote

21-092 XVI. CITIZENS' COMMENTS

21-093 XVII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may submit comments via email to ask@aadl.org, by voicemail to 734.327.4245, or via live chat on YouTube during the meeting at <https://aadl.org/aboutus/boardvideos>
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

- 21-051 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 7:02 p.m.
- 21-052 II. ATTENDANCE
- Board Present: Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: Dharma Akmon
 Staff: Josie Parker, Eli Neiburger, Len Lemorie, Sherlonya Turner
- 21-053 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote
- Vice President Moore, supported by Trustee Kleinman, moved to approve the agenda.
- A roll call vote was taken.
- AYES: Kleinman, Leija, Moore, Solomon, Trudeau, Vander Broek
 NAYS: None
- Motion passed 6-0.
- 21-054 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of March 22, 2021
- CA-2 Approval of March 2021 Disbursements
- Vice President Moore, supported by Trustee Trudeau, moved to approve the consent agenda.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

21-055 V. CITIZENS' COMMENTS

There were no citizens' comments.

21-056 VI. COMMITTEE REPORTS

21-057 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair

President Leija reported that he and Vice President Moore met prior to tonight's meeting and touched on the Director's evaluation timeline; reviewed the draft 2021-2022 budget and tonight's agenda.

21-058 B. BUDGET & FINANCE COMMITTEE
 Dharma Akmon, Chair

In the absence of Treasurer Akmon, Trustee Trudeau reported that the full committee met on April 12th, reviewed and discussed the draft 2021-2022 budget. The decrease in the Programming line item was clarified. Penal Fines history was also reviewed. The committee will be reviewing the Gifts and Bequests Policy next month.

21-059 VII. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker noted that the Financial Summary is for nine months. As of March 31st \$17,351,818 has been received in tax receipts that stand at 100.8% of the budgeted amount. The Fund Balance has increased to \$9,526,614.

Year-to-date revenues equal \$13,267,216 with \$221,289 due from other governmental units for penal fines and state aid. Total cash receipts through March equal \$17,957,529.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

Year-to-date revenue over expenditures is \$1,877,428. Actual cash receipts are at 100.7% of the budget with actual cash expended at 66.57% of the budget. At the end of the current budget year Administration will be requesting to move unspent monies into the Capital Fund for building repairs and maintenance.

21-060 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker began her report with updates:

- As part of our Call for Stories Initiative a call for stories on local Asian American and Pacific Islander histories has begun.
- The mural on Library Lane is in the final preparation stages and is being overseen by Artistic Coordinator Avery Williamson. It is anticipated to be displayed in May with a public dedication this summer.
- Instant access to the *Wall Street Journal* is now available online for AADL card holders.
- Access to 50,000 streaming movies and videos will be coming soon. Content for all ages will be available.
- Online access to thousands of magazines via the MCLS Consortium through the Libby app is also in the works.
- AADL storytimes are now a regular part of the Detroit Public Television's Michigan Learning Channel.
- A joint Culinary Historians of Ann Arbor and AADL event on the book *Black Smoke* by food writer Adrian Miller was recognized in a *New York Times* article.
- UMSI Celebrated Women's History Month with a replay of Director Parker's 2018 StoryCorp interview with Emily Puckett Rodgers.

Director Parker noted that attempts have been made to provide subscriber only story content from *MLive*, but have not been successful.

21-061 IX. OLD BUSINESS

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

20-113

A. BLACK LIVES MATTER DISCUSSION SERIES

Sherlonya, Turner, Associate Director

Associate Director Turner reviewed the process used to support the Black Lives Matter Discussion Series from June 2020 to today. Staff communications for this series were also shared. The intention of this anti-Black racism discussion series is to allow for community members to engage in materials that inform their thinking and learning on the topic and to provide an opportunity for them to engage in this work.

Format for events varied from books, albums, movies and the 1619 Project. Thirty-four titles have been shared so far. Online attendance ranged from one person up to two hundred with an average of ten participants. All public discussions had a staff discussion counterpart. Staff that purchased discussion materials were reimbursed.

Going forward the series will concentrate on fiction material and move through the 1860's to present. Future programming will be developed on what has been learned so far.

Board members were impressed with the information provided on the process and the amount of staff participation for this series.

21-062

X. NEW BUSINESS

21-063

A. DISCUSSION OF PROPOSED 2021-2022 BUDGET

Josie B. Parker, Director
 (Item of discussion)

Director Parker reviewed the draft 2021-2022 budget. She noted that final figures from the County anticipate a 3% increase in revenue. The draft budget includes four new positions along with a 3% merit pool. The draft budget may be adjusted with one additional position. Increases will be added to the Programming, IT and Maintenance lines. Changes to the draft budget will be brought to the Budget & Finance Committee in May for review and then to the Board for approval. The millage levy will drop a small amount due to Headlee. A budget narrative will be provided with the proposed budget next month.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

- 21-064 B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 Josie B. Parker, Director
 (Item of discussion)

Director Parker noted that Administration is not requesting any changes to the Space Use Agreement. The agreement provides use of space in the basement of the Downtown Library as well as a room on the first floor for their book shop. Sale spaces are provided at all branch locations. AADL has the ability to change location of space used if needed. We are not involved in FAADL business decisions. The Friend's ability to sell their materials has been impacted due to Covid, so no monetary donations to the Library are anticipated for the remainder of this fiscal year or into next fiscal year. They are in compliance with their auditing requirements as outlined in the agreement.

- 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

Vice President Moore, supported by Trustee Kleinman, moved for a closed session at the end of tonight's Board meeting for discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

- 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

Vice President Moore, supported by Trustee Kleinman, moved to

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 26, 2021

have a closed session at the May 24, 2021 Board meeting for director's evaluation and discussion of real estate.

President Leija noted that the closed session will begin at 6:00 p.m.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

21-067 XI. CITIZENS' COMMENTS

There were no citizens' comments.

21-068 XII. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE

President Leija recessed the meeting to Closed Session at 7:59 p.m.

21-069 XIII. ADJOURNMENT

President Leija adjourned the meeting at 8:30 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 April 26, 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

System: 5/11/2021 1:38:19 PM
 User Date: 5/11/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: ivesk

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	4/1/2021
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064294	ALBSJO	ALBERT SJOERDSMA	4/6/2021	CHECK	PMCHK00002546	\$123.61
064295	ALLENT	ALLIANCE ENTERTAINMENT	4/6/2021	CHECK	PMCHK00002546	\$123.30
064296	AMASIG	AMANDA SIGNORI	4/6/2021	CHECK	PMCHK00002546	\$100.00
064297	AMYCAN	AMY CANTU	4/6/2021	CHECK	PMCHK00002546	\$482.23
064298	ANNARB	ANN ARBOR OBSERVER	4/6/2021	CHECK	PMCHK00002546	\$1,210.00
064299	APPLE	APPLE, INC.	4/6/2021	CHECK	PMCHK00002546	\$107.00
064300	BAKTAY	BAKER & TAYLOR	4/6/2021	CHECK	PMCHK00002546	\$6,420.87
064301	BATPLU	BATTERIES PLUS BULBS	4/6/2021	CHECK	PMCHK00002546	\$57.90
064302	BETBEC	BETSY JANE BECKERMAN	4/6/2021	CHECK	PMCHK00002546	\$120.00
064303	BLAAUD	BLACKSTONE PUBLISHING	4/6/2021	CHECK	PMCHK00002546	\$413.98
064304	CANPUB	CANTON PUBLIC LIBRARY	4/6/2021	CHECK	PMCHK00002546	\$17.00
064305	CYNCHE	CYNTHIA CHELIUS	4/6/2021	CHECK	PMCHK00002546	\$31.13
064306	DEMCO	DEMCO	4/6/2021	CHECK	PMCHK00002546	\$326.76
064307	EUNCHE	EUNJAE CHEON	4/6/2021	CHECK	PMCHK00002546	\$100.00
064308	GLEMOD	GLEN MODELL	4/6/2021	CHECK	PMCHK00002546	\$524.65
064309	GRAINGER	GRAINGER	4/6/2021	CHECK	PMCHK00002546	\$66.08
064310	GSI	GSI	4/6/2021	CHECK	PMCHK00002546	\$8,946.00
064311	INTCOM	INTERCULTURAL COMPETENCE EDGE	4/6/2021	CHECK	PMCHK00002546	\$600.00
064312	JEWISHNE	JCMWC, LLC	4/6/2021	CHECK	PMCHK00002546	\$278.00
064313	JIMGAL	JAMES GALOW	4/6/2021	CHECK	PMCHK00002546	\$327.69
064314	LAURAY	Laura Pershin Raynor	4/6/2021	CHECK	PMCHK00002546	\$304.83
064315	LORKAN	LORI KANE	4/6/2021	CHECK	PMCHK00002546	\$361.41
064316	MARHEN	MARY HENDERSON	4/6/2021	CHECK	PMCHK00002546	\$75.00
064317	MCNMCK	MCNAUGHTON-MCKAY	4/6/2021	CHECK	PMCHK00002546	\$173.92
064318	METCOM	METCOM	4/6/2021	CHECK	PMCHK00002546	\$5,908.56
064319	MIDTAP	MIDWEST TAPE	4/6/2021	CHECK	PMCHK00002546	\$6,253.82
064320	NATTIM	NATIONAL TIME & SIGNAL	4/6/2021	CHECK	PMCHK00002546	\$170.00
064321	ONEACON	O'NEAL CONSTRUCTION	4/6/2021	CHECK	PMCHK00002546	\$54,784.56
064322	PITTSFIELD	PITTSFIELD CHARTER TOWNSHIP	4/6/2021	CHECK	PMCHK00002546	\$18.06
064323	PRITEC	PRINT TECH INC.	4/6/2021	CHECK	PMCHK00002546	\$347.90
064324	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	4/6/2021	CHECK	PMCHK00002546	\$22,001.00
064325	ROBMAD	ROBIN MADIGAN	4/6/2021	CHECK	PMCHK00002546	\$263.98
064326	SCHSOU	SCHEDULE SOURCE, INC	4/6/2021	CHECK	PMCHK00002546	\$948.50
064327	SHEWIL	SHERWIN- WILLIAMS	4/6/2021	CHECK	PMCHK00002546	\$33.88
064328	SOULAH	SORAYA LAHAM	4/6/2021	CHECK	PMCHK00002546	\$437.84
064329	STAHAR	STADIUM HARDWARE	4/6/2021	CHECK	PMCHK00002546	\$87.83
064330	TARMIC	DATARA MICHENER	4/6/2021	CHECK	PMCHK00002546	\$200.00
064331	TIMGRI	TIM GRIMES	4/6/2021	CHECK	PMCHK00002546	\$704.60
064332	UNDGRO	UNDERGROUND PRINTING	4/6/2021	CHECK	PMCHK00002546	\$4,634.75
064333	VALDAV	VALERIE DAVENPORT	4/6/2021	CHECK	PMCHK00002546	\$264.49
EFT01562	AMABOOK	SYNCB/AMAZON	4/6/2021	CHECK	PMCHK00002547	\$1,758.40
EFT01563	AMACORP	AMAZON	4/6/2021	CHECK	PMCHK00002547	\$2,154.76
EFT01564	CINTAS	CINTAS CORPORATION	4/6/2021	CHECK	PMCHK00002547	\$1,027.25
EFT01565	OXFPRO	2725-2805 ASSOCIATES, LLC	4/6/2021	CHECK	PMCHK00002547	\$7,230.43
EFT01566	QUADIENT	QUADIENT	4/6/2021	CHECK	PMCHK00002547	\$797.80
EFT01567	TRISOL	TRIONFO SOLUTIONS	4/6/2021	CHECK	PMCHK00002547	\$682.50
EFT01568	ULINE	ULINE, INC.	4/6/2021	CHECK	PMCHK00002547	\$156.25
EFT01569	UNIPAR	UNITED PARCEL SERVICE	4/6/2021	CHECK	PMCHK00002547	\$132.00
EFT01570	VERWIRC	VERIZON WIRELESS	4/6/2021	CHECK	PMCHK00002547	\$2,553.24
EFT01571	WASMAN	WASTE MANAGEMENT OF MICHIGAN	4/6/2021	CHECK	PMCHK00002547	\$312.17
EFT01572	OFFDEP	OFFICE DEPOT, INC.	4/6/2021	CHECK	PMCHK00002547	\$284.20
064334	AANEWS	THE ANN ARBOR NEWS	4/13/2021	CHECK	PMCHK00002548	\$292.79
064335	APPLE	APPLE, INC.	4/13/2021	CHECK	PMCHK00002548	\$1,591.00
064336	AVEWIL	AVERY WILLIAMSON, LLC	4/13/2021	CHECK	PMCHK00002548	\$725.00
064337	BAKTAY	BAKER & TAYLOR	4/13/2021	CHECK	PMCHK00002548	\$5,993.00
064338	BATPLU	BATTERIES PLUS BULBS	4/13/2021	CHECK	PMCHK00002548	\$179.70

System: 5/11/2021 1:38:19 PM
 User Date: 5/11/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: ivesk

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064339	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	4/13/2021	CHECK	PMCHK00002548	\$20.00
064340	CARBRO	CARPENTER BROS.	4/13/2021	CHECK	PMCHK00002548	\$9.98
064341	DUGELE	DUGGAN'S CONSTRUCTION SERVICES	4/13/2021	CHECK	PMCHK00002548	\$33,920.00
064342	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	4/13/2021	CHECK	PMCHK00002548	\$39,238.00
064343	MICMUN1	MML WORKERS' COMP FUND	4/13/2021	CHECK	PMCHK00002548	\$31,405.00
064344	MIDTAP	MIDWEST TAPE	4/13/2021	CHECK	PMCHK00002548	\$1,231.97
064345	MINCEN	MINDCENTRIC	4/13/2021	CHECK	PMCHK00002548	\$1,637.00
064346	OCLINS	OCLC, INC.	4/13/2021	CHECK	PMCHK00002548	\$4,222.22
064347	PLAWIS	PLANTWISE	4/13/2021	CHECK	PMCHK00002548	\$2,275.00
064348	PRISOU	PRIDE SOURCE MEDIA GROUP	4/13/2021	CHECK	PMCHK00002548	\$1,140.00
064349	UNDGRO	UNDERGROUND PRINTING	4/13/2021	CHECK	PMCHK00002548	\$65.68
EFT01573	AWS	AMAZON WEB SERVICES	4/13/2021	CHECK	PMCHK00002549	\$99.99
EFT01574	BACBLA	BACKBLAZE	4/13/2021	CHECK	PMCHK00002549	\$2,817.17
EFT01575	DRUPALIZE	DRUPALIZE ME OSIO LABS	4/13/2021	CHECK	PMCHK00002549	\$35.00
EFT01576	FACEBOOK	FACEBOOK ADS	4/13/2021	CHECK	PMCHK00002549	\$865.55
EFT01577	IRCCLOUD	IRCCLOUD	4/13/2021	CHECK	PMCHK00002549	\$206.00
EFT01578	PUBSTO	PUBLIC STORAGE	4/13/2021	CHECK	PMCHK00002549	\$574.00
EFT01579	TRELLO	TRELLO.COM	4/13/2021	CHECK	PMCHK00002549	\$75.00
EFT01580	TWILIO	TWILIO	4/13/2021	CHECK	PMCHK00002549	\$400.19
EFT01581	TWITTER	TWITTER	4/13/2021	CHECK	PMCHK00002549	\$168.06
EFT01582	ZOOM	ZOOM VIDEO	4/13/2021	CHECK	PMCHK00002549	\$47.14
EFT01583	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	4/13/2021	CHECK	PMCHK00002550	\$86,132.13
EFT01584	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	4/13/2021	CHECK	PMCHK00002550	\$3,950.37
EFT01585	CITWATER	CITY OF ANN ARBOR TREASURER	4/13/2021	CHECK	PMCHK00002550	\$318.62
EFT01586	OFFDEP	OFFICE DEPOT, INC.	4/14/2021	CHECK	PMCHK00002551	\$424.79
064351	ALLENT	ALLIANCE ENTERTAINMENT	4/20/2021	CHECK	PMCHK00002552	\$2,034.38
064352	APPLE	APPLE, INC.	4/20/2021	CHECK	PMCHK00002552	\$979.00
064353	BAKTAY	BAKER & TAYLOR	4/20/2021	CHECK	PMCHK00002552	\$7,651.34
064354	BATPLU	BATTERIES PLUS BULBS	4/20/2021	CHECK	PMCHK00002552	\$89.85
064355	BLAAUD	BLACKSTONE PUBLISHING	4/20/2021	CHECK	PMCHK00002552	\$190.00
064356	EBSCO	EBSCO INFORMATION SERVICES	4/20/2021	CHECK	PMCHK00002552	\$1,155.00
064357	IDENT	ID ENTERPRISES	4/20/2021	CHECK	PMCHK00002552	\$875.00
064358	MANCAR	MANOELA MARTINS CARNEIRO	4/20/2021	CHECK	PMCHK00002552	\$1,867.50
064359	MARBAN	MARTIN BANDYKE	4/20/2021	CHECK	PMCHK00002552	\$400.00
064360	METCOM	METCOM	4/20/2021	CHECK	PMCHK00002552	\$4,225.46
064361	MIDTAP	MIDWEST TAPE	4/20/2021	CHECK	PMCHK00002552	\$1,788.56
064362	ONEACON	O'NEAL CONSTRUCTION	4/20/2021	CHECK	PMCHK00002552	\$15,853.18
064363	POLROS	POLLY ROSENWAIKE	4/20/2021	CHECK	PMCHK00002552	\$150.00
064364	SHEWIL	SHERWIN- WILLIAMS	4/20/2021	CHECK	PMCHK00002552	\$51.46
064365	THOGAL	CENGAGE LEARNING INC/GALE	4/20/2021	CHECK	PMCHK00002552	\$349.36
064366	BREWER	BREWER'S	4/20/2021	CHECK	PMCHK00002552	\$490.37
064367	JEFKAS	JEFFREY KASS	4/20/2021	CHECK	PMCHK00002552	\$200.00
064368	UNUMPRO	UNUM LIFE INSURANCE	4/20/2021	CHECK	PMCHK00002552	\$4,411.62
064369	UNUMPRO1	UNUM LIFE INSURANCE	4/20/2021	CHECK	PMCHK00002552	\$3,736.19
064370	306X	306X, LLC	4/20/2021	CHECK	PMCHK00002552	\$225.00
EFT01587	ATMOB	AT&T MOBILITY	4/20/2021	CHECK	PMCHK00002553	\$480.04
EFT01588	CINTAS	CINTAS CORPORATION	4/20/2021	CHECK	PMCHK00002553	\$337.14
EFT01589	CITWASTE	CITY OF ANN ARBOR TREASURER	4/20/2021	CHECK	PMCHK00002553	\$2,364.00
EFT01590	DTEENE	DTE ENERGY	4/20/2021	CHECK	PMCHK00002553	\$3,044.92
EFT01591	QUADIENT	QUADIENT	4/20/2021	CHECK	PMCHK00002553	\$2,000.00
EFT01592	TDSMET	TDS	4/20/2021	CHECK	PMCHK00002553	\$9,294.39
EFT01593	VERWIRC	VERIZON WIRELESS	4/20/2021	CHECK	PMCHK00002553	\$1,127.87
064371	ALLENT	ALLIANCE ENTERTAINMENT	4/27/2021	CHECK	PMCHK00002554	\$451.05
064372	APPIMA	APPLIED IMAGING	4/27/2021	CHECK	PMCHK00002554	\$3,219.00
064373	APPLE	APPLE, INC.	4/27/2021	CHECK	PMCHK00002554	\$146.00
064374	BAKTAY	BAKER & TAYLOR	4/27/2021	CHECK	PMCHK00002554	\$5,125.32
064375	BLAAUD	BLACKSTONE PUBLISHING	4/27/2021	CHECK	PMCHK00002554	\$2,212.71
064376	CINTAS	CINTAS CORPORATION	4/27/2021	CHECK	PMCHK00002554	\$717.50
064377	CRADOO	CRAWFORD DOOR SALES	4/27/2021	CHECK	PMCHK00002554	\$582.00
064378	ELM USA	ELM USA	4/27/2021	CHECK	PMCHK00002554	\$46.18
064379	ERICHA	ERICA CHAPMAN	4/27/2021	CHECK	PMCHK00002554	\$150.00
064380	FORFRA	FORMAT FRAMING	4/27/2021	CHECK	PMCHK00002554	\$8,268.25
064381	GRALIB	GRAND RAPIDS PUBLIC LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$14.00

System: 5/11/2021 1:38:19 PM
 User Date: 5/11/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: ivesk

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064382	JAMWHI	JAMES WHITE LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$939.72
064383	JENGAL	JENNIFER GALVAO	4/27/2021	CHECK	PMCHK00002554	\$150.00
064384	JIMOTT	JIM OTTAVIANI	4/27/2021	CHECK	PMCHK00002554	\$150.00
064385	KENDIS	KENT DISTRICT LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$27.99
064386	KRILEN	KRISTIN LENZ	4/27/2021	CHECK	PMCHK00002554	\$150.00
064387	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	4/27/2021	CHECK	PMCHK00002554	\$57,735.00
064388	MANCOS	MANER COSTERISAN	4/27/2021	CHECK	PMCHK00002554	\$15,000.00
064389	MARCHE	MARIAH CHEREM	4/27/2021	CHECK	PMCHK00002554	\$60.00
064390	MIDTAP	MIDWEST TAPE	4/27/2021	CHECK	PMCHK00002554	\$461.78
064391	PAYCOO	PAYTON COOK	4/27/2021	CHECK	PMCHK00002554	\$600.00
064392	PITCHA	PITTSFIELD CHARTER TOWNSHIP	4/27/2021	CHECK	PMCHK00002554	\$50.46
064393	PORLAK	PORTAGE LAKE DISTRICT LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$16.95
064394	PREPET	PREUSS PETS	4/27/2021	CHECK	PMCHK00002554	\$1,157.62
064395	PRITEC	PRINT TECH INC.	4/27/2021	CHECK	PMCHK00002554	\$222.82
064396	ROMDIS	ROMEO DISTRICT LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$11.36
064397	SAULIB	SAUGATUCK-DOUGLAS DIST. LIB.	4/27/2021	CHECK	PMCHK00002554	\$29.98
064398	SCHSEC	SCHILKE SECURITY	4/27/2021	CHECK	PMCHK00002554	\$115.00
064399	SHASON	SHAMBAUGH	4/27/2021	CHECK	PMCHK00002554	\$24,690.00
064400	SOUPUB	SOUTHFIELD PUBLIC LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$22.00
064401	STAPLES	STAPLES	4/27/2021	CHECK	PMCHK00002554	\$277.66
064402	STCLAI	ST. CLAIR COUNTY LIBRARY	4/27/2021	CHECK	PMCHK00002554	\$36.94
064403	THOGAL	CENGAGE LEARNING INC/GALE	4/27/2021	CHECK	PMCHK00002554	\$146.19
064404	WESENT	WESTGATE ENTERPRISES, LLC	4/27/2021	CHECK	PMCHK00002554	\$45,108.86
EFT01594	DTEENE	DTE ENERGY	4/27/2021	CHECK	PMCHK00002555	\$24,159.41
EFT01595	LOWE'S	LOWES BUSINESS ACCOUNT	4/27/2021	CHECK	PMCHK00002555	\$2,006.61
EFT01596	METLIFE	METLIFE - GROUP BENEFITS	4/27/2021	CHECK	PMCHK00002555	\$9,404.12
EFT01597	OXFPRO	2725-2805 ASSOCIATES, LLC	4/27/2021	CHECK	PMCHK00002555	\$11,049.95
EFT01598	ULINE	ULINE, INC.	4/27/2021	CHECK	PMCHK00002555	\$485.75
EFT01599	UNIPAR	UNITED PARCEL SERVICE	4/27/2021	CHECK	PMCHK00002555	\$201.59

Total Checks: 148

Total Amount of Checks: \$636,271.88
 =====

Ann Arbor District Library

Financial Summary for the Ten Months Ended April 30, 2021

Cash

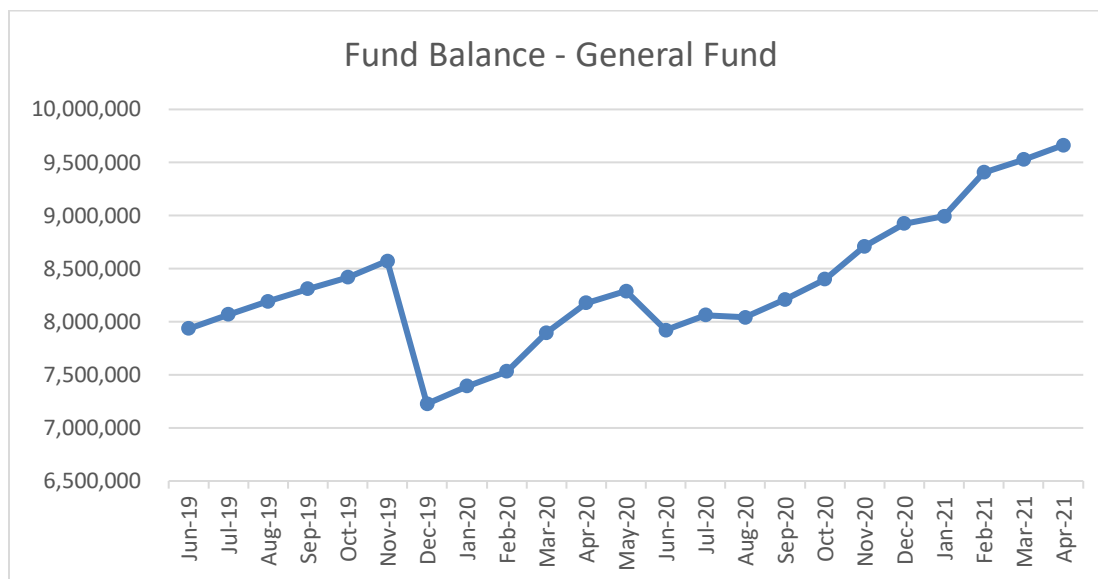
Cash, not including investments, decreased \$1,294,254 from \$10,594,461 on March 31, 2021 to \$9,300,207 as of April 30, 2021.

Tax Receipts

As of April 30th, the Library had received \$17,361,458 which is 100.8% of the annual budgeted tax receipts of \$17,214,700.

Fund Balance Activity

The Library general fund balance increased from \$9,526,614 as of March 31, 2021 to \$9,663,720 as of April 30, 2021.



Revenue:

Year-to-date revenues equal \$14,721,740 of which \$221,964 is due from other governmental units for penal fines and state aid. \$3,015,875 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through April 30, 2021 equal \$17,986,460.

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 Ten Months Ended April 30, 2021

Expenditures

Year-to-date expenditures totaled \$12,707,207 of which \$372,536 has not been paid. As of April 30, 2021, \$475,049 has been prepaid for expenses not yet incurred. Total cash expended through April 30, 2021 equals \$13,181,072.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$2,014,533. Current revenue is 82.56% of the approved budget and current expenses are 71.26% of the approved budget after ten months or 83.33% of the fiscal year. Actual cash receipts are 100.8% of budget and actual cash expended is 73.92% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$67,516. The balance as of April 30, 2021 is \$28,299.

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	\$ 336,983	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,657	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,118	
Price	\$ 33,715	
Schafer	\$ 10,583	
Westerman	\$ 30,624	
WLBPD	\$ 51,914	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Ten Months Ending 4/30/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$7,441,858	\$1,318,833	\$539,516	\$9,300,207
Investments	4,916,183	-	-	4,916,183
Due from other governmental units	221,964	-	-	221,964
Other accounts receivable	-	-	-	-
Prepaid items	475,049	-	-	475,049
Total Assets	<u>\$13,055,054</u>	<u>\$1,318,833</u>	<u>\$539,516</u>	<u>\$14,913,403</u>
Liabilities				
Accounts payable	\$110,728	-	-	\$110,728
Accrued payroll and benefits	261,808	-	-	261,808
Total Liabilities	<u>372,536</u>	<u>-</u>	<u>-</u>	<u>372,536</u>
Deferred Outflows				
Unavailable property tax revenue	3,015,875	-	-	3,015,875
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>3,018,798</u>	<u>-</u>	<u>-</u>	<u>3,018,798</u>
Fund Balances				
Nonspendable:				
Prepaid items	475,049	-	-	475,049
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	214,516	214,516
Committed for capital projects	-	1,318,833	-	1,318,833
Unassigned	9,188,671	-	-	9,188,671
Total fund balance - general fund	<u>9,663,720</u>	<u>1,318,833</u>	<u>539,516</u>	<u>11,522,069</u>
Total liabilities and fund balances	<u>\$13,055,054</u>	<u>\$1,318,833</u>	<u>\$539,516</u>	<u>\$14,913,403</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Ten Months Ending 4/30/2021

	<u>April ACTUAL</u>	<u>YTD ACTUAL</u>	<u>FY 2021 BUDGET</u>	<u>BUDGET REMAINING</u>	<u>YTD %</u>
REVENUES:					
Property taxes, net	\$1,430,465	\$14,345,583	\$17,214,700	\$2,869,117	83.33%
State penal fines	16,750	167,650	225,000	57,350	74.51%
State aid	7,500	75,000	90,000	15,000	83.33%
Interest income	(2,739)	9,310	20,000	10,690	46.55%
Copier revenue			30,000	30,000	0.00%
Grants and memorials	935	3,423	50,000	46,577	6.85%
Library fines, fees and other	1,613	16,682	150,000	133,318	11.12%
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	\$1,454,524	\$14,721,740	\$17,831,200	\$3,109,460	82.56%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$635,434	\$6,476,739	\$8,673,000	\$2,196,261	74.68%
Employee benefits	156,919	1,627,787	1,800,000	172,213	90.43%
Employment taxes	44,953	475,787	656,000	180,213	72.53%
MPSERS pass-through		91,350		(91,350)	0.00%
Purchased services:					
Custodial services	22,001	243,376	360,000	116,624	67.60%
Accounting and auditing	11,500	131,250	150,000	18,750	87.50%
Legal	171	7,859	50,000	42,141	15.72%
Professional services	12,917	129,346	233,500	104,154	55.39%
Utilities	29,036	310,642	462,000	151,358	67.24%
Property insurance	10,924	100,946	140,000	39,054	72.10%
Communications	18,382	196,405	250,000	53,595	78.56%
Materials	99,799	1,070,468	1,876,000	805,532	57.06%
Software licenses / materials	10,920	110,792	150,000	39,208	73.86%
Building rental	56,159	551,479	700,000	148,521	78.78%
Seminars, conferences and travel	60	820	29,500	28,680	2.78%
Copier expense	3,219	32,508	50,000	17,492	65.02%
Library programming	13,761	153,096	790,000	636,904	19.38%
Grant and memorial expenses	66	39,227	50,000	10,773	78.45%
Operating supplies	12,925	129,062	337,750	208,688	38.21%
Repairs and maintenance	38,998	409,574	572,500	162,926	71.54%
Postage	2,202	18,871	30,000	11,129	62.90%
Other operating expenses	1,797	10,764	20,950	10,186	51.38%
Capital outlay	135,276	389,062	450,000	60,938	86.46%
TOTAL EXPENDITURES	\$1,317,419	\$12,707,207	\$17,831,200	\$5,123,993	71.26%
REVENUE OVER (UNDER) EXPENDITURES	\$137,105	\$2,014,533		(\$2,014,533)	0.00%
Interfund Transfer					
Fund balance, beginning of year		\$7,649,187		(\$7,649,187)	0.00%
Fund balance, end of year	<u>\$137,105</u>	<u>\$9,663,720</u>		<u>(\$9,663,720)</u>	<u>0.00%</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Ten Months Ending 4/30/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$14,345,583	-	-	\$14,345,583
State penal fines	167,650	-	-	167,650
State aid	75,000	-	-	75,000
Interest income	9,310	-	247	9,557
Copier revenue	-	-	-	-
Grants and memorials	3,423	-	49,975	53,398
Library fines, fees and other	16,682	-	-	16,682
Non-resident fees	1,050	-	-	1,050
Rental revenue	11,691	-	-	11,691
MPSERS pass-through	91,350	-	-	91,350
TOTAL REVENUES	\$14,721,740	-	\$50,222	\$14,771,962
EXPENDITURES:				
Personnel:				
Salaries and wages	\$6,476,739	-	-	\$6,476,739
Employee benefits	1,627,787	-	-	1,627,787
Employment taxes	475,787	-	-	475,787
MPSERS pass-through	91,350	-	-	91,350
Purchased services:				
Custodial services	243,376	-	-	243,376
Accounting and auditing	131,250	-	-	131,250
Legal	7,859	-	-	7,859
Professional services	129,346	-	-	129,346
Utilities	310,642	-	-	310,642
Property insurance	100,946	-	-	100,946
Communications	196,405	-	-	196,405
Materials	1,070,468	-	-	1,070,468
Software licenses / materials	110,792	-	-	110,792
Building rental	551,479	-	-	551,479
Seminars, conferences and travel	820	-	-	820
Copier expense	32,508	-	-	32,508
Library programming	153,096	-	2,060	155,156
Grant and memorial expenses	39,227	-	-	39,227
Operating supplies	129,062	-	-	129,062
Repairs and maintenance	409,574	-	-	409,574
Postage	18,871	-	-	18,871
Other operating expenses	10,764	-	-	10,764
Capital outlay	389,062	614,603	401,431	1,405,097
TOTAL EXPENDITURES	\$12,707,207	\$614,603	\$403,491	\$13,725,301
REVENUE OVER (UNDER) EXPENDITURES	\$2,014,533	(\$614,603)	(\$353,269)	\$1,046,661
Interfund Transfer	-	-	-	-
Fund balance, beginning of year	\$7,649,187	\$1,933,437	\$892,785	\$10,475,408
Fund balance, end of year	<u>\$9,663,720</u>	<u>\$1,318,833</u>	<u>\$539,516</u>	<u>\$11,522,069</u>

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 24th day of May, 2021, between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (“Library”) and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation (“FAADL”).

RECITALS

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

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

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

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

AGREEMENT

I. DESIGNATION AND USE OF PREMISES

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

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

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

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

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

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

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

2. OTHER OBLIGATIONS OF FAADL.

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

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

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

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

3. OBLIGATIONS OF AADL.

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

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

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

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

4. TERM AND TERMINATION.

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

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

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

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

5. GENERAL PROVISIONS.

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

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

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

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

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

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

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

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

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

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

By: _____

Print Name: Jim Leija

Title: AADL Board President

Date: _____

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

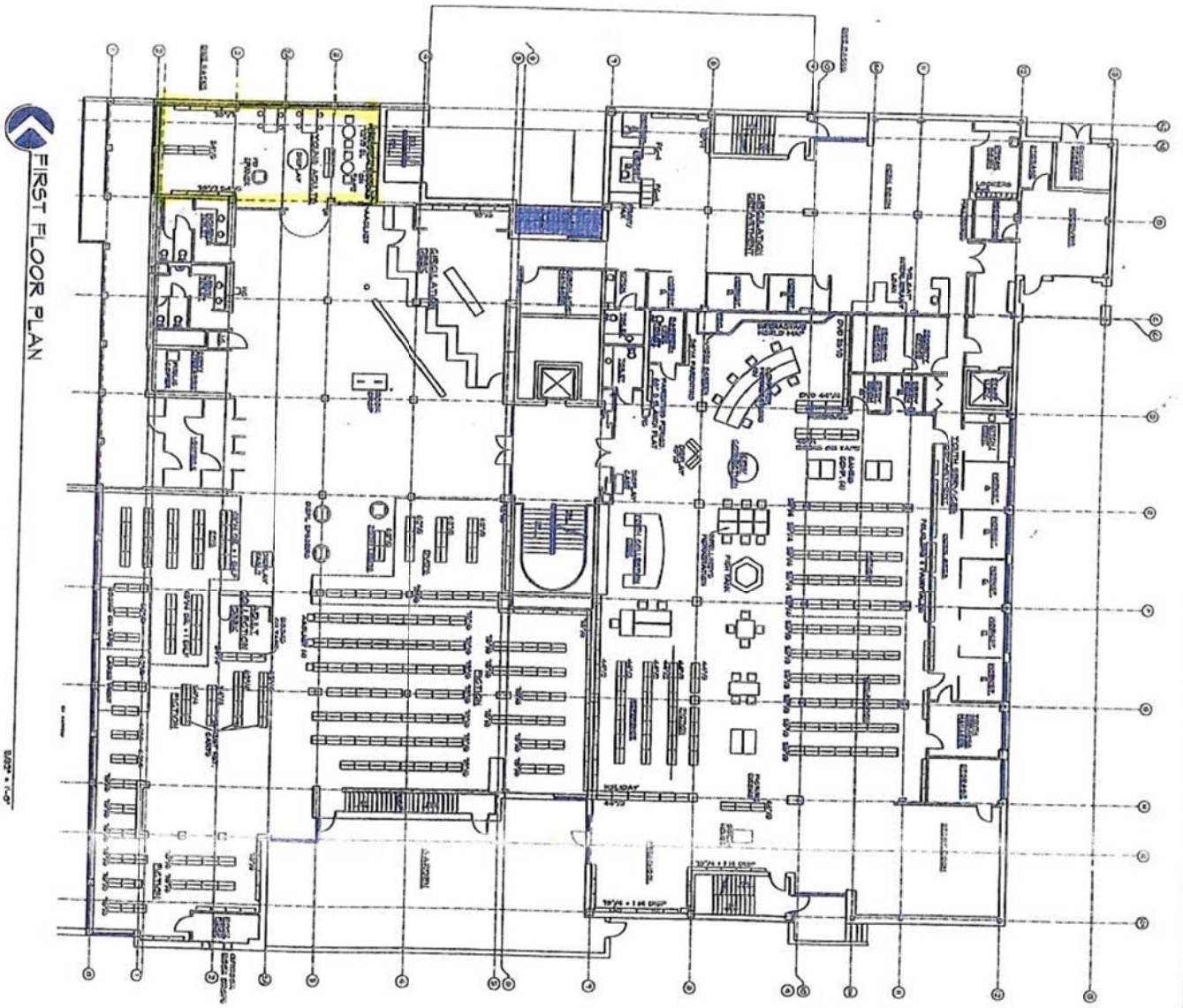
By: _____

Print Name: Pat McDonald

Title: FAADL Board President

Date: _____

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



FIRST FLOOR PLAN

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

**Comerstone
Design
Inc**

300 N. ZEEB ROAD
ANN ARBOR, MICHIGAN 48106
TEL: 734.769.7222
WWW.COMERSTONEDESIGN.COM

Comerstone

**Ann Arbor
District
Library**

300 N. ZEEB ROAD
ANN ARBOR, MI 48106
Project

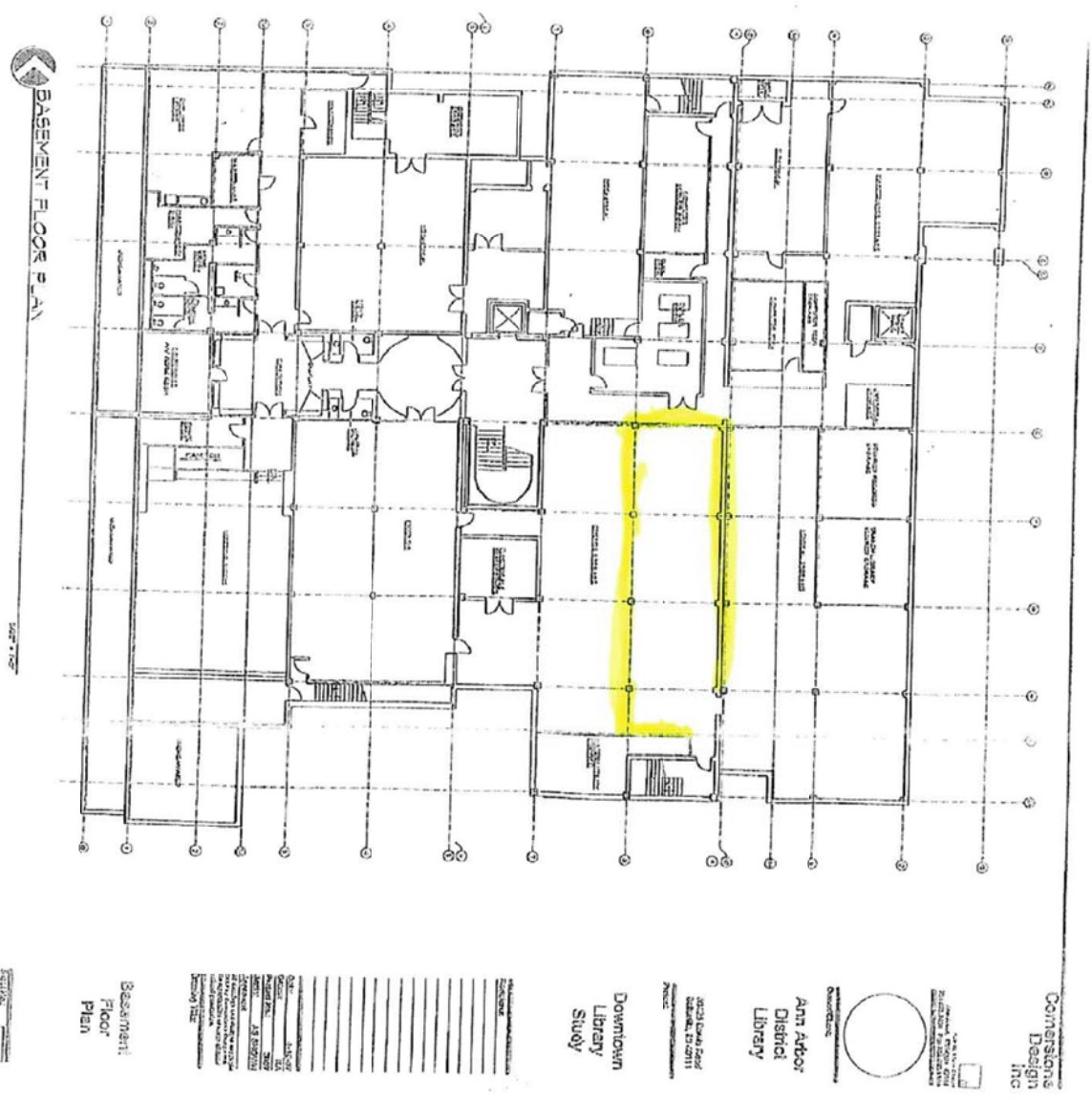
**Downtown
Library
Study**

DATE:	4-18-12
DESIGNER:	UA
PROJECT NO.:	2007
ARCHITECT:	AS 830795
PROJECT NAME:	ANN ARBOR DISTRICT LIBRARY
PROJECT ADDRESS:	300 N. ZEEB ROAD, ANN ARBOR, MI 48106
PROJECT TYPE:	LIBRARY

**First
Floor
Plan**

Comerstone Design Inc.

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



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

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th day of May, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the President of the Board of the Friends of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

Ann Arbor District Library Proposed Budget Fiscal Year 2021 - 2022

Revenues

Tax Revenue – The tax revenue shown is the projected revenue at 1.8334 mills. This should yield the library slightly more than the additional \$382K budgeted when compared to current year projections. The proposed budget is 98% of the total anticipated tax revenue.

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

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

All Other Revenue – Projections for all other revenues either remain unchanged from the FY20-21 budget or, have been slightly modified to align with actual results in the prior two years.

Expenses

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

Employee Benefits – This number includes:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status and a 5.18% increase in the Library's contribution to health insurance premiums.
- MPERS employer contribution percentage of 28.1%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment costs.

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

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations. The increase approved for FY20-21 included the cost of deep cleaning that will no longer be necessary.

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

Legal – No change in budget from prior years.

Purchased Services – Includes \$60,000 for network cataloging services, \$65,000 for the payroll and unemployment services, \$80,000 for consultants and \$25,000 for the potential implementation of new accounting software.

Utilities – This includes costs for utilities at all locations.

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

Communications – This includes phone and internet charges.

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

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

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

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

Copier Expense – Includes maintenance costs for the copiers, and any consumable supplies related to copier and printer usage.

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

Supplies – This includes departmental, IT supplies (\$50,000), supplies for all facilities (\$135,000), library cards, book bags, and labeling supplies (\$71,500).

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

Postage – This includes outgoing postage and freight.

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

Capital Outlays – This includes anticipated costs for furniture, computers, and other equipment, as well as costs for improvements and upgrades over and above normal repairs and maintenance to all facilities

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

OPERATING BUDGET	(1.8365 MILLAGE)			(1.8334 Millage)		Increase (Decrease) from Prior Year Approved Budget	Increase (Decrease) from Projected 2020 - 2021
	Audited 2018 - 2019	Audited 2019-2020	Approved 2020 - 2021	2020-2021	Proposed 2021-2022		
	Actual	Actual	Budget	Projected	Budget		
Revenue:							
Tax Collections - Operating (net of abatements)	\$ 16,140,545	\$ 16,842,676	\$ 17,214,700	\$ 17,501,817	\$ 17,884,000	\$ 669,300	\$ 382,183
Penal Fines	219,624	166,555	225,000	150,000	125,000	(100,000)	(25,000)
State Aid	136,282	127,779	90,000	90,000	90,000	-	-
Interest	240,228	177,770	20,000	16,067	25,000	5,000	8,933
Copier Revenue	33,076	24,969	30,000	-	10,000	(20,000)	10,000
Grants/Memorials	136,476	458,685	50,000	3,317	2,500	(47,500)	(817)
Library Fines, Fees and Other	152,547	102,597	150,000	20,092	18,000	(132,000)	(2,092)
Non-Resident Fees	19,350	15,225	19,000	1,575	7,500	(11,500)	5,925
Sweetwater's Rent	45,072	35,852	32,500	11,691	32,500	-	20,809
MPSERS Pass-through	118,719	87,640	-	91,350	100,000	100,000	8,650
Other Income	6,572	2,665	-	-	-	-	-
Total Revenue:	17,248,491	18,042,413	17,831,200	17,885,909	18,294,500	463,300	408,591
Expenditures:							
Salaries & Wages	7,013,660	7,971,783	8,673,000	8,246,548	8,997,200	324,200	750,652
Employee Benefits	1,763,768	1,831,452	1,800,000	1,961,157	2,086,500	286,500	125,343
Employment Taxes	526,629	598,502	656,000	574,445	668,000	12,000	93,555
MPSERS Pass-through	118,719	87,640	-	91,350	100,000	100,000	8,650
Total Personnel Cost:	9,422,776	10,489,377	11,129,000	10,873,501	11,851,700	722,700	978,199
Custodial Services	284,240	289,490	360,000	295,167	265,000	(95,000)	(30,167)
Accounting/Audit	45,192	138,452	150,000	153,500	165,000	15,000	11,500
Legal Expense	19,853	18,363	50,000	10,251	50,000	-	39,749
Professional Services	204,607	175,933	233,500	155,237	267,500	34,000	112,263
Utilities	407,575	375,403	462,000	397,561	472,000	10,000	74,439
Property Insurance	97,273	110,969	140,000	120,029	125,000	(15,000)	4,971
Communications	205,555	220,755	250,000	237,839	250,000	-	12,161
Materials	1,729,939	1,532,236	1,876,000	1,294,225	1,876,000	-	581,775
Software Licenses/Maintenance	82,708	124,758	150,000	133,163	150,000	-	16,837
Building Rental	697,391	712,533	700,000	710,428	713,000	13,000	2,572
Seminars/Conferences/Training/Travel	29,234	25,626	29,500	1,013	29,300	(200)	28,287
Copier Expense	35,740	46,173	50,000	39,052	60,000	10,000	20,948
Library Programming	696,914	661,600	790,000	185,779	640,000	(150,000)	454,221
Grants /Memorials	103,059	83,797	50,000	49,161	-	(50,000)	(49,161)
Operating Supplies	380,798	320,711	337,750	154,849	326,250	(11,500)	171,401
Repairs and Maintenance	568,937	613,834	572,500	494,101	540,500	(32,000)	46,399
Postage	17,074	12,411	30,000	22,225	25,000	(5,000)	2,775
Other Operating Expenditures	24,518	16,696	20,950	11,956	38,250	17,300	26,294
Total Operating Expense:	5,630,607	5,479,740	6,252,200	4,465,537	5,992,800	(259,400)	1,527,263
Operating Capital Outlays	681,142	571,830	450,000	338,381	450,000	-	111,619
Total Expenditures:	15,734,525	16,540,947	17,831,200	15,677,419	18,294,500	463,300	1,638,882
Net Surplus (Deficit)	\$ 1,513,966	\$ 1,466	\$ -	\$ 2,208,490	\$ -	\$ -	\$ (1,230,291)

CAPITAL PROJECTS FUND BUDGET

	Audited 2018 - 2019	Audited 2019-2020	2020-2021
	Actual	Actual	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

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-087**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR 2021-2022
OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th day of May, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended (“Act 43”), and Act No. 267 of the Public Acts of Michigan 1976, as amended. Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 24, 2021, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2022, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-088**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th day of May, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2021-2022 fiscal year.

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2021-2022 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8334 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2021, except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-089**

**RESOLUTION TO ADOPT THE 2021-2022 BUDGET AS A LINE ITEM BUDGET AND
COMPLIANCE OF DISBURSEMENTS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th day of May, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION ESTABLISHING POLICY FOR DISBURSEMENTS

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2021-2022 the total amount of \$18,294,500 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Deputy Director of the Library or Senior Human Resources Specialist of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury,

each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

GIFT ACCEPTANCE POLICY
OF THE ANN ARBOR DISTRICT LIBRARY

The Board of Trustees (the “Board”) of the **Ann Arbor District Library** (the “Library”), a district library established under the District Library Establishment Act (the “Act”), adopted this Gift Acceptance Policy (this “Policy”) on _____, 2021.

I. PURPOSE

The Library and its staff and the Board solicit current and deferred gifts from individuals, corporations and organizations to secure the future growth and mission of the Library. This Policy governs the acceptance of gifts by the Library and provides guidance to the Library and to prospective donors and their advisors when making gifts to the Library. The provisions of these policies shall apply to all gifts received by the Library for any of its programs or services.

II. CONFLICT OF INTEREST

The Library will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

III. TYPES OF GIFTS ACCEPTED

A. The following gifts may be acceptable:

1. Cash;
2. Tangible Personal Property;
3. Securities;
4. Real Estate;
5. Retirement Plan Beneficiary Designations;
6. Bequests; and
7. Life Insurance Beneficiary Designations.

B. The following criteria govern the acceptance of each gift form:

1. **Cash:** Cash is acceptable in any form. Checks shall be made payable to the Library and shall be delivered to the Library’s administrative offices or through another format designated by the Library’s executive director.
2. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined in light of the following criteria:

- a) Does the property further the mission of the Library?
- b) Is the property marketable?
- c) Are there any undue restrictions on the use, display, or sale of the property?
- d) Are there any carrying costs for the property?
- e) Is the title of the property clear?

The final determination on the acceptance of other tangible personal property gifts shall be made by the Board or a designated committee.

3. **Securities:** The Library can accept publicly traded securities. Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Board or a designated committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of the restricted securities shall be made by the Board or a designated committee.

4. **Real Estate:**

- a) Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the Library shall require an initial environmental review of the property to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, the Library shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.
- b) When appropriate, a title policy or a title binder, as applicable, shall be obtained by the Library prior to the acceptance of the real property gift. The cost of this title policy or title binder and review of same, as applicable, shall generally be an expense of the donor.
- c) Prior to acceptance of the real property, the gift shall be approved by the Board or a designated committee and by the Library's legal counsel. Criteria for acceptance of the property shall include:
 - (1) Is the property useful for the purposes of the Library?
 - (2) Is the property marketable?

(3) What ownership interest does the donor have in the property?

(4) Are there any restrictions, reservations, easements, or other limitations associated with the property?

(5) Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc. associated with the property?

(6) Does the environmental audit reflect that the property is not damaged?

5. **Retirement Plan Beneficiary Designations:** Donors and supporters of the Library will be encouraged to name the Library as beneficiary of their retirement plans. Such designations will not be recorded as gifts to the Library until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

6. **Bequests:** Donors and supporters of the Library will be encouraged to make bequests to the Library under their wills and trusts. Such bequests will not be recorded as gifts to the Library until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

7. **Life Insurance Beneficiary Designations:** Donors and supporters of the Library will be encouraged to name the Library as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to the Library until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

IV. **PLEDGES AND GIFT AGREEMENTS**

1. **All Pledges shall be Documented in Writing.** A Pledge is a commitment to give a specific dollar amount according to a fixed time schedule. All pledges are required to be in writing.

2. **Pledge Agreement.** A Pledge Agreement is appropriate where the Library is taking on financial or other obligations in reliance on the anticipated gift (e.g. to start capital construction; to initiate a named program; to solicit additional donors, etc.). In such cases, the Board must approve any Pledge Agreement, which may be prepared on a form similar to the one attached to these policies.

3. **Pledge Payments.**

- a) Pledges should be fulfilled through payments of cash or publicly traded securities.
- b) If real estate or other non-marketable assets are used as payment, that must be approved by the Board in advance of payment.
- c) If publicly traded securities are used as payment, the value of such securities shall be determined based upon the value at the mean of the high and low prices on the date of receipt.
- d) Expected matching gift amounts (such as from employers) cannot be used to reduce pledge balances. Matching gifts cannot be obligated by the donor and cannot satisfy pledges.

4. **Minimum Information.** The following minimum information must exist to substantiate a pledge:

- a) The amount of the pledge must be clearly specified;
- b) There must be a clearly defined payment schedule;
- c) The donor may not proscribe contingencies or conditions;
- d) The donor must be considered to be financially capable of making the gift.
- e) The pledge must be legally binding.

5. **Donor Recognition.** The Library places great value on recognizing and showing appreciation to donors for their generosity. Therefore, donors may be recognized in various ways, including without limitation events and media announcements, corresponding with the type, amount, and purpose of the gift. Any new or novel methods of donor recognition must be approved by the Board.

6. **Gift Refunds.** The Library does not refund contributions.

V. **RESTRICTIONS ON GIFTS**

The Library will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The Library will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that

- 1. Violate the terms of the Library's Bylaws or the Act;
- 2. Are too difficult or expensive to administer;
- 3. Are for purposes outside the mission of the Library;

4. Would result in the Library losing its status as an Internal Revenue Code § 501(c)(3) organization; or
5. Would result in any unacceptable consequences for the Library. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board or a designated committee.

Generally, gifts that are restricted to supporting the circulating collection or specific items or categories of items in the circulating collection are acceptable, including without limitation gifts in memory of or in honor of one or more individuals. Notwithstanding the foregoing, however, any restricted gifts in excess of \$25,000 must be reviewed by the Board prior to acceptance.

VI. LEGAL COUNSEL

The Library shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Gifts of securities that are subject to restrictions or buy-sell agreements;
2. Documents naming the Library as trustee or requiring the Library to act in any fiduciary capacity;
3. Gifts involving contracts, such as bargain sales or other gifts requiring the Library to assume an obligation;
4. Transactions with potential conflicts of interest;
5. Gifts of property which may be subject to environmental or other regulatory restrictions;
6. Gifts of closely held securities; and
7. Other instances in which use of counsel is deemed appropriate by a designated committee of the Library.

VII. MISCELLANEOUS

1. **Securing appraisals and legal fees for gifts to the Library.** It will be the responsibility of the donor to secure an independent appraisal (where required) and independent legal counsel for all gifts made to the Library.
2. **Valuation of gifts for development purposes.** The Library will record a gift received by the Library at its fair market value as determined by independent valuation (where required) for gift purposes on the date of gift.
3. **Acknowledgment.** Acknowledgment of all gifts made to the Library and compliance with the current IRS requirements in acknowledgment of such gifts

shall be the responsibility of the Board. IRS Publication 561 *Determining the Value of Donated Property* and IRS Publication 526 *Charitable Contributions* are applicable to this Policy as guidance.

4. **Anonymous Gifts.** Anonymous gifts may be accepted by the Library. The Library will respect the name of any donor who requests anonymity as confidential, provided that the Library reserves the right to disclose the donor's name to the Board and to any governmental authority or agency, or a court of competent jurisdiction to which the donor's name is required to be disclosed by applicable law, rule, regulation, act or order. The Library reserves the right to report the amount of any anonymous gift and any other terms or restrictions imposed by such gift. Further, the Library reserves the right to disclose or acknowledge the name of an anonymous donor if such information is or becomes public knowledge through no fault or omission of the Library.

VIII. AMENDMENT OF POLICY

This Policy and the guidelines in this Policy have been reviewed and accepted by the Board. The Board of the Library must approve any changes to or deviations from this Policy and the guidelines in this Policy.

APPROVED on the _____ day of _____, 20____.

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