



Regular Meeting Agenda

Monday, June 28, 2021

Published by Ann Arbor District Library

June 2021

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20	21	22	23	24	25	26
27	28 AADL Board Mtg	29	30			

July 2021

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4 Closed Holiday	5	6	7	8	9	10
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25	26 AADL Board Mtg	27	28	29	30	31

August 2021

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22	23 AADL Board Mtg	24	25	26	27	28
29	30	31				

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, June 28, 2021 at 6:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104 -- aadl.org

REGULAR MEETING AGENDA

- 21-094 I. CALL TO ORDER
 Jim Leija, President
- 21-095 II. ATTENDANCE
- 21-096 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND DIRECTOR'S EVALUATION
- 21-097 IV. RECONVENE TO REGULAR MEETING AT 7:00PM
- 21-098 V. ATTENDANCE
- 21-099 VI. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
 Roll call vote
- 21-100 VII. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of May 24, 2021 (pp. 3-20)
- CA-2 Approval of May 2021 Disbursements (pp. 21-23)
- 21-101 VIII. CITIZENS' COMMENTS
- 21-102 IX. FINANCIAL REPORTS (pp. 24-28)
 Josie B. Parker, Director
- 21-103 X. COMMITTEE REPORTS
- 21-104 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair
 (10 minutes)
- 21-105 XI. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 21-106 XII. OLD BUSINESS

- 21-090 A. RESOLUTION TO ADOPT CHANGES TO GIFT ACCEPTANCE POLICY 7.6 (pp. 29-35)
(Item of action)
Roll call vote
- 21-107 XIII. NEW BUSINESS
- 21-108 A. RESOLUTION TO AMEND THE 2020-2021 APPROVED BUDGET (p. 36)
(Item of action)
Roll call vote
- 21-109 B. DIRECTOR’S EVALUATION LETTER FROM AADL BOARD
Jim Leija, President
- 21-110 C. VOTE FOR CLOSED SESSION AT THE JULY 26, 2021 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 21-111 XIV. CITIZENS’ COMMENTS
- 21-112 XV. 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, MAY 24, 2021

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

- 21-070 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 6:01 p.m.
- 21-071 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman (arr. 6:04 p.m.), Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Len Lemorie, Rich Retyi, Karen Wilson (recorder)
 Other Present: William Stapleton, Hooper Hathaway
- 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
- President Leija reconvened to the Public Hearing on the FY2021-2022 budget at 7:02 p.m.
- 21-074 V. CALL FOR PUBLIC COMMENT ON THE 2021-2022 BUDGET
- President Leija called for public comment on the budget. Deputy Director Neiburger verified and reported no public comment was received. President Leija closed the Public Hearing on the 2021-2022 Budget.
- 21-075 VI. RECONVENE TO REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING ON THE 2021-2022 BUDGET
- President Leija reconvened to the regular meeting at 7:04 p.m.
- 21-076 VII. ATTENDANCE

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

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

21-077 VIII. APPROVAL OF AGENDA

(Item of action)

Roll call vote

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

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

21-078 IX. CONSENT AGENDA

(Item of action)

Roll call vote

CA-1 Approval of Minutes of April 26, 2021

CA-2 Approval of April 2021 Disbursements

Treasurer Akmon, supported by Vice President Moore, 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.

21-079 X. CITIZENS' COMMENTS

Ginger Darrow

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

Dear Director Parker and members of the Board, thank you for everything you and the AADL staff have done over the last year to provide materials and online programming to the residents of Ann Arbor. I applaud your creativity and dedication. I now urge you to reconsider current library operations and begin offering in-person services including browsing and library computer use and outdoor and in-person summer programming for the members of the Ann Arbor community starting in June. With very high rates of vaccinations in the county coupled with the new guidance on masking released by the CDC on May 13th the library's slow approach to initiating reopening needs to be reconsidered and revised. The physical buildings are crucial third spaces in our community and Director Parker you have the ability to bring them back to life. Sincerely, Ginger Darrow, MLIS

Tara Shankar

Hi, I wanted to first thank the library for all the wonderful services they've continued throughout this difficult year. I was wondering whether the Board is planning to revisit this proposed phased reopening plan which was created before the wide-spread availability of vaccinations or the new masking measures proposed by the CDC and MDHHS. I'm so hopeful we can return to browsing soon. Thank you.

21-080 XI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker reviewed the ten month financial summary as presented in the Board packet. Tax receipts are at 100.8% of the budgeted amount with expenditures at 71.26% of the budgeted amount. Administration anticipates budget adjustments in June that reflect moving monies to the Capital Fund and adjustments in only a few line items.

21-081 XII. COMMITTEE REPORTS

21-082 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair

President Leija reported the Executive Committee did not meet.

21-083 B. BUDGET & FINANCE COMMITTEE
 Dharma Akmon, Chair

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

Treasurer Akmon reported the Committee met on May 11th and discussed the 2021-2022 budget. The Committee also reviewed revised Policy 7.6 on Gifts which is being presented to the Board for review later on the agenda.

21-084 XIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker gave the following updates:

- The Black Lives Matter mural was installed on the Library Lane side of the Downtown Library this past Friday. A dedication will be held after the Library opens to the public. Avery Williamson, Artistic Coordinator, was commended for the amazing work in overseeing the mural creation.
- AADL is celebrating Pride Month with 30 Days of Pride crafts, quotes, history, poems and more.
- The Summer Game is back beginning on Friday, June 11th through August 29th. A shout out was given to Justine Allenette Ross for her Summer Game artwork.
- AADL's re-opening phasing plan has been revised based on the new guidelines from the State of Michigan.

Deputy Director Neiburger reviewed the previous process used in determining how the Library would reopen post Covid-19 based on the MI Safe Start Plan. With vaccines currently available, a continued drop in positive case rates, and new guidelines issued by the State of Michigan, AADL has revised its reopening plans as follows:

- Target reopening date of Monday, July 12th.
- All public seating will be available at all locations.
- Bathrooms will be open and available.
- All collections will be available for browsing.
- All meeting and study rooms available on a first-come, first-served basis.
- Hold shelves and self-checkout stations return.
- Public computing, printing and copying return.
- Some outdoor events this summer, in partnership with the Ann Arbor Summer Festival and others.
- Room bookings, rentals, exhibits, and indoor events resume in September.

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- Shelf Service, Printout Pickup Service, and Locker pickup appointments will continue.
- Current MDHHS guidelines require “good faith” effort to let non-exempt patrons know that masks are required. Signage to that effect will be posted in all branches.
- In order to transition from vestibule pick-ups, all AADL locations will be closed from July 9th through July 11th.
- Initial opening hours will remain from noon to 8:00 p.m., seven days a week. If no issues arise, regular normal hours should return by September.
- There will be no in-building Summer Game codes this year. Codes will be posted and visible from the outside.
- The AADL Volunteer program will resume in August.
- Virtual programming, including storytimes, will continue through the summer on AADL/TV.

Board members concurred with the reopening timeline and plans.

Also viewed were recent renovations of the Downtown Library Youth Department restroom and the installation of the large digital program/event screen installed in the lobby area.

21-085 XIV. OLD BUSINESS

21-064 A. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 (Item of action)
 Roll call vote

Vice President Moore, supported by Treasurer Akmon, moved 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 was taken.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

21-086 XV. NEW BUSINESS

21-087 A. RESOLUTION TO APPROVE ANNUAL BUDGET FOR
THE FISCAL YEAR 2021-2022
 (Item of action)
 Roll call vote

Vice President Moore, supported by Trustee Kleinman, moved 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 was taken.

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

21-088

B. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES

(Item of action)

Roll call vote

Vice President Moore, supported by Trustee Kleinman, moved 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 1.8333 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 was taken.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
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AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau,
 Vander Broek

NAYS: None

Motion passed 7-0.

21-089

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

(Item of action)

Roll call vote

Vice President Moore, supported by Treasurer Akmon, moved:

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

- 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.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

21-090

D. PROPOSED CHANGES TO POLICY 7.6 GIFTS, GRANTS
 & BEQUESTS
 (Item of discussion)

Treasurer Akmon noted the draft policy was greatly expanded from the current policy and was reviewed by the Budget & Finance Committee.

Director Parker noted that the policy was drafted by Dykema. It allows for acceptance of our usual donations, but provides a vehicle via policy and procedure for acceptance of larger donations which could require Board involvement.

No changes to the draft policy were proposed and it will be brought to the Board next month for a vote.

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

Trustee Vander Broek, supported by Vice President Moore, moved for a closed session at the June 28, 2021 Board meeting for discussion of real estate and the director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

21-092

XVI. CITIZENS' COMMENTS

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, MAY 24, 2021

There were no additional citizens' comments.

21-093 XVII. ADJOURNMENT

President Leija adjourned the meeting at 8:01 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 May 24, 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 21-064**

**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 6:01 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 Treasurer Akmon:

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: 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 May 24, 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 21-087**

**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 6:01 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 Kleinman:

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: 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 May 24, 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 21-088**

**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 6:01 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 Kleinman:

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 1.8333 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: 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 May 24, 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 21-089**

**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 6:01 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 Treasurer Akmon:

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: 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 May 24, 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: 6/15/2021 2:09:17 PM
 User Date: 6/15/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: richmond

Ranges: From: To: From: To:
 Check Number First Last Check Date 5/1/2021 5/31/2021
 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
064405	ALLENT	ALLIANCE ENTERTAINMENT	5/4/2021	CHECK	PMCHK00002557	\$116.84
064406	AMASIG	AMANDA SIGNORI	5/4/2021	CHECK	PMCHK00002557	\$100.00
064407	AVEWIL	EVERY WILLIAMSON, LLC	5/4/2021	CHECK	PMCHK00002557	\$500.00
064408	B&H	B&H PHOTO-VIDEO	5/4/2021	CHECK	PMCHK00002557	\$293.25
064409	BAKTAY	BAKER & TAYLOR	5/4/2021	CHECK	PMCHK00002557	\$9,810.56
064410	BETIMP	BETTER IMPACT USA, INC	5/4/2021	CHECK	PMCHK00002557	\$540.00
064411	CDW-G	CDW GOVERNMENT	5/4/2021	CHECK	PMCHK00002557	\$857.61
064412	CURWAL	CURTIS WALLACE	5/4/2021	CHECK	PMCHK00002557	\$500.00
064413	DEMDOT	DEMARIO DOTSON	5/4/2021	CHECK	PMCHK00002557	\$500.00
064414	DYKGOS	DYKEMA GOSSETT PLLC	5/4/2021	CHECK	PMCHK00002557	\$170.85
064415	JALTUR	JALEESA TURNER	5/4/2021	CHECK	PMCHK00002557	\$500.00
064416	JEWISHNE	JCMWC, LLC	5/4/2021	CHECK	PMCHK00002557	\$278.00
064417	JOEBUC	JOSEPH WINFIELD	5/4/2021	CHECK	PMCHK00002557	\$500.00
064418	JOHROD	JOHN RODRIGUEZ	5/4/2021	CHECK	PMCHK00002557	\$500.00
064419	MIDTAP	MIDWEST TAPE	5/4/2021	CHECK	PMCHK00002557	\$4,788.39
064420	NOVPUB	NOVI PUBLIC LIBRARY	5/4/2021	CHECK	PMCHK00002557	\$15.95
064421	SCHSOU	SCHEDULE SOURCE, INC	5/4/2021	CHECK	PMCHK00002557	\$948.00
064422	STAHAR	STADIUM HARDWARE	5/4/2021	CHECK	PMCHK00002557	\$31.94
064423	TONCLE	T'ONNA CLEMONS	5/4/2021	CHECK	PMCHK00002557	\$500.00
064424	ANNARB	ANN ARBOR OBSERVER	5/11/2021	CHECK	PMCHK00002559	\$882.40
064425	APPLE	APPLE, INC.	5/11/2021	CHECK	PMCHK00002559	\$1,512.00
064426	B&H	B&H PHOTO-VIDEO	5/11/2021	CHECK	PMCHK00002559	\$1,009.72
064427	BAKTAY	BAKER & TAYLOR	5/11/2021	CHECK	PMCHK00002559	\$13,215.81
064428	BLAAUD	BLACKSTONE PUBLISHING	5/11/2021	CHECK	PMCHK00002559	\$421.95
064429	BREWER	BREWER'S	5/11/2021	CHECK	PMCHK00002559	\$489.29
064430	BRIAUD	BRILLIANCE PUBLISHING, INC.	5/11/2021	CHECK	PMCHK00002559	\$44.97
064431	CORNELL	CORNELL LAB OF ORNITHOLOGY	5/11/2021	CHECK	PMCHK00002559	\$550.00
064432	CURBCO	CURBCO INC	5/11/2021	CHECK	PMCHK00002559	\$780.00
064433	DOMKSI	D & Z HOUSE OF BOOKS	5/11/2021	CHECK	PMCHK00002559	\$244.12
064434	ELM USA	ELM USA	5/11/2021	CHECK	PMCHK00002559	\$355.37
064435	INFBAS	INFOBASE	5/11/2021	CHECK	PMCHK00002559	\$31,308.74
064436	JENMCK	JENNIFER ANN MCKEE	5/11/2021	CHECK	PMCHK00002559	\$300.00
064437	MARSTU	MARTHA RUTH STUIT	5/11/2021	CHECK	PMCHK00002559	\$1,050.00
064438	MCOMCOL	MACOMB COMMUNITY COLLEGE	5/11/2021	CHECK	PMCHK00002559	\$26.66
064439	METCOM	METCOM	5/11/2021	CHECK	PMCHK00002559	\$4,791.24
064440	MIDTAP	MIDWEST TAPE	5/11/2021	CHECK	PMCHK00002559	\$3,470.30
064441	OCLINS	OCLC, INC.	5/11/2021	CHECK	PMCHK00002559	\$4,222.22
064442	PLAWIS	PLANTWISE	5/11/2021	CHECK	PMCHK00002559	\$9,350.00
064443	PRITEC	PRINT TECH INC.	5/11/2021	CHECK	PMCHK00002559	\$256.42
064444	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	5/11/2021	CHECK	PMCHK00002559	\$22,001.00
064445	RUSPUB	RUSSIAN PUBLISHING HOUSE LTD.	5/11/2021	CHECK	PMCHK00002559	\$1,003.73
064446	SHASON	SHAMBAUGH	5/11/2021	CHECK	PMCHK00002559	\$2,168.08
064447	STAPLES	STAPLES	5/11/2021	CHECK	PMCHK00002559	\$51.99
064448	SWESOU	SWEETWATER SOUND INC.	5/11/2021	CHECK	PMCHK00002559	\$2,980.00
064449	THOGAL	CENGAGE LEARNING INC/GALE	5/11/2021	CHECK	PMCHK00002559	\$208.42
064450	AFSMITH	A.F. SMITH ELECTRIC, INC.	5/18/2021	CHECK	PMCHR00002561	\$300.00
064451	AMASIG	AMANDA SIGNORI	5/18/2021	CHECK	PMCHR00002561	\$100.00
064452	AUDHUG	AUDREY HUGGETT	5/18/2021	CHECK	PMCHR00002561	\$7.99
064453	BAKTAY	BAKER & TAYLOR	5/18/2021	CHECK	PMCHR00002561	\$13,947.54
064454	BATPLU	BATTERIES PLUS BULBS	5/18/2021	CHECK	PMCHR00002561	\$250.70
064455	CDW-G	CDW GOVERNMENT	5/18/2021	CHECK	PMCHR00002561	\$133.98
064456	DEAPUB	CITY OF DEARBORN	5/18/2021	CHECK	PMCHR00002561	\$19.99
064457	DYKGOS	DYKEMA GOSSETT PLLC	5/18/2021	CHECK	PMCHR00002561	\$1,833.03
064458	GHOSTLY	GHOSTLY INTERNATIONAL	5/18/2021	CHECK	PMCHR00002561	\$11,000.00
064459	GLASCO	GLASCO CORPORATION	5/18/2021	CHECK	PMCHR00002561	\$2,742.00
064460	GRAINGER	GRAINGER	5/18/2021	CHECK	PMCHR00002561	\$123.45

System: 6/15/2021 2:09:17 PM
 User Date: 6/15/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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 User ID: richmondc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064461	HOOHAT	HOOPER HATHAWAY, P.C.	5/18/2021	CHECK	PMCHK00002561	\$984.00
064462	LAUKIR	LURIE KIRCHMEIER	5/18/2021	CHECK	PMCHK00002561	\$245.00
064463	LUCSCH	LUCY SCHRAMM	5/18/2021	CHECK	PMCHK00002561	\$15.94
064464	MARBAN	MARTIN BANDYKE	5/18/2021	CHECK	PMCHK00002561	\$400.00
064465	MATDUB	MATT DUBAY	5/18/2021	CHECK	PMCHK00002561	\$130.03
064466	MCIGRO	MCINTOSH GROUNDS MAINT, INC	5/18/2021	CHECK	PMCHK00002561	\$5,979.17
064467	MIDTAP	MIDWEST TAPE	5/18/2021	CHECK	PMCHK00002561	\$4,376.83
064468	MINCEN	MINDCENTRIC	5/18/2021	CHECK	PMCHK00002561	\$1,649.00
064469	NORDIS	NORTHVILLE DISTRICT LIBRARY	5/18/2021	CHECK	PMCHK00002561	\$12.00
064470	ONEACON	O'NEAL CONSTRUCTION	5/18/2021	CHECK	PMCHK00002561	\$60,770.79
064471	PITCHA	PITTSFIELD CHARTER TOWNSHIP	5/18/2021	CHECK	PMCHK00002561	\$50.46
064472	PREPET	PREUSS PETS	5/18/2021	CHECK	PMCHK00002561	\$1,189.05
064473	QUACUR	QUADRE CURRY	5/18/2021	CHECK	PMCHK00002561	\$500.00
064474	SCHSEC	SCHILKE SECURITY	5/18/2021	CHECK	PMCHK00002561	\$440.00
064475	SHEWIL	SHERWIN- WILLIAMS	5/18/2021	CHECK	PMCHK00002561	\$36.78
064476	STAPLES	STAPLES	5/18/2021	CHECK	PMCHK00002561	\$1,128.32
064477	THOGAL	CENGAGE LEARNING INC/GALE	5/18/2021	CHECK	PMCHK00002561	\$119.20
064478	TYEPAI	TYE PAINTING, LLC	5/18/2021	CHECK	PMCHK00002561	\$1,092.59
064479	TYRJOH	TYRA JOHNSTON	5/18/2021	CHECK	PMCHK00002561	\$100.00
064480	UNDGRO	UNDERGROUND PRINTING	5/18/2021	CHECK	PMCHK00002561	\$185.00
064481	UNUMPRO	UNUM LIFE INSURANCE	5/18/2021	CHECK	PMCHK00002561	\$4,426.90
064482	UNUMPRO1	UNUM LIFE INSURANCE	5/18/2021	CHECK	PMCHK00002561	\$3,732.98
064483	VALLINP	VALUE LINE PUBLISHING LLC.	5/18/2021	CHECK	PMCHK00002561	\$2,145.00
064484	ZEIWOZ	ZEIMET WOZNIAK & ASSOCIATES	5/18/2021	CHECK	PMCHK00002561	\$328.00
064485	BRIBRA	BRIDGETTE BRADOS	5/18/2021	CHECK	PMCHK00002561	\$150.00
064486	OXFPRO	2725-2805 ASSOCIATES, LLC	5/18/2021	CHECK	PMCHK00002561	\$615.98
064487	APPIMA	APPLIED IMAGING	5/25/2021	CHECK	PMCHK00002564	\$3,688.89
064488	APPLE	APPLE, INC.	5/25/2021	CHECK	PMCHK00002564	\$1,898.00
064489	BAKTAY	BAKER & TAYLOR	5/25/2021	CHECK	PMCHK00002564	\$1,123.89
064490	BLAUD	BLACKSTONE PUBLISHING	5/25/2021	CHECK	PMCHK00002564	\$662.74
064491	CARBRO	CARPENTER BROS.	5/25/2021	CHECK	PMCHK00002564	\$22.99
064492	COMALLW	COMPUTER ALLEY	5/25/2021	CHECK	PMCHK00002564	\$732.94
064493	FATHAQ	FATEMA HAQUE	5/25/2021	CHECK	PMCHK00002564	\$150.00
064494	JOHCON	JOHNSON CONTROLS SECURITY SOL	5/25/2021	CHECK	PMCHK00002564	\$821.56
064495	MANCOS	MANER COSTERISAN	5/25/2021	CHECK	PMCHK00002564	\$11,500.00
064496	MIDTAP	MIDWEST TAPE	5/25/2021	CHECK	PMCHK00002564	\$2,336.43
064497	NICRAY	NICOLE S. RAY	5/25/2021	CHECK	PMCHK00002564	\$6,000.00
064498	PRITEC	PRINT TECH INC.	5/25/2021	CHECK	PMCHK00002564	\$679.74
064499	SHELAL	SHEELA LAL	5/25/2021	CHECK	PMCHK00002564	\$150.00
064500	WESENT	WESTGATE ENTERPRISES, LLC	5/25/2021	CHECK	PMCHK00002564	\$45,108.86
EFT01600	1000MUS	1000 MUSEUMS	5/4/2021	CHECK	PMCHK00002556	\$1,907.00
EFT01601	ACMPLA	ACME PLASTICS, INC	5/4/2021	CHECK	PMCHK00002556	\$1,942.07
EFT01602	AUDUBON	AUDUBON	5/4/2021	CHECK	PMCHK00002556	\$50.00
EFT01603	CHAHIS	CHARLEVOIX HIST SOCIETY	5/4/2021	CHECK	PMCHK00002556	\$37.95
EFT01604	COMSIG	COMPLIANCE SIGNS	5/4/2021	CHECK	PMCHK00002556	\$171.08
EFT01605	DETART	DETROIT INSTITUTE OF ARTS	5/4/2021	CHECK	PMCHK00002556	\$150.00
EFT01606	HEAPLU	HEADSETPLUS.COM	5/4/2021	CHECK	PMCHK00002556	\$199.13
EFT01607	HEARST	HEARST	5/4/2021	CHECK	PMCHK00002556	\$40.00
EFT01608	MEETUP	MEETUP.COM	5/4/2021	CHECK	PMCHK00002556	\$98.94
EFT01609	PAYPAL	PAYPAL, INC.	5/4/2021	CHECK	PMCHK00002556	\$210.41
EFT01610	TARGET	TARGET	5/4/2021	CHECK	PMCHK00002556	\$150.00
EFT01611	AMACORP	AMAZON	5/4/2021	CHECK	PMCHK00002558	\$1,605.83
EFT01612	CINTAS	CINTAS CORPORATION	5/4/2021	CHECK	PMCHK00002558	\$290.55
EFT01613	OFFDEP	OFFICE DEPOT, INC.	5/4/2021	CHECK	PMCHK00002558	\$641.04
EFT01614	TRISOL	TRIONFO SOLUTIONS	5/4/2021	CHECK	PMCHK00002558	\$682.50
EFT01615	VERWIRC	VERIZON WIRELESS	5/4/2021	CHECK	PMCHK00002558	\$1,836.21
EFT01616	AMABOOK	SYNCB/AMAZON	5/11/2021	CHECK	PMCHK00002560	\$63.80
EFT01617	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	5/11/2021	CHECK	PMCHK00002560	\$88,647.39
EFT01618	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	5/11/2021	CHECK	PMCHK00002560	\$3,950.37
EFT01619	CINTAS	CINTAS CORPORATION	5/11/2021	CHECK	PMCHK00002560	\$267.95
EFT01620	CITALARM	CITY OF ANN ARBOR	5/11/2021	CHECK	PMCHK00002560	\$500.00
EFT01621	CITWATER	CITY OF ANN ARBOR TREASURER	5/11/2021	CHECK	PMCHK00002560	\$1,462.85
EFT01622	ULINE	ULINE, INC.	5/11/2021	CHECK	PMCHK00002560	\$123.33

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT01623	VERWIRC	VERIZON WIRELESS	5/11/2021	CHECK	PMCHK00002560	\$1,128.35
EFT01624	WASMAN	WASTE MANAGEMENT OF MICHIGAN	5/11/2021	CHECK	PMCHK00002560	\$312.17
EFT01625	AWS	AMAZON WEB SERVICES	5/18/2021	CHECK	PMCHK00002562	\$112.58
EFT01626	BACBLA	BACKBLAZE	5/18/2021	CHECK	PMCHK00002562	\$3,312.16
EFT01627	DRUPALIZE	DRUPALIZE ME OSIO LABS	5/18/2021	CHECK	PMCHK00002562	\$35.00
EFT01628	FACEBOOK	FACEBOOK ADS	5/18/2021	CHECK	PMCHK00002562	\$1,072.52
EFT01629	GITHUB	GITHUB	5/18/2021	CHECK	PMCHK00002562	\$576.00
EFT01630	IRCCLOUD	IRCCLOUD	5/18/2021	CHECK	PMCHK00002562	\$206.00
EFT01631	PUBSTO	PUBLIC STORAGE	5/18/2021	CHECK	PMCHK00002562	\$574.00
EFT01632	TRELLO	TRELLO.COM	5/18/2021	CHECK	PMCHK00002562	\$75.00
EFT01633	TWILIO	TWILIO	5/18/2021	CHECK	PMCHK00002562	\$300.44
EFT01634	TWITTER	TWITTER	5/18/2021	CHECK	PMCHK00002562	\$600.24
EFT01635	ZOOM	ZOOM VIDEO	5/18/2021	CHECK	PMCHK00002562	\$222.58
EFT01636	ATTMOB	AT&T MOBILITY	5/19/2021	CHECK	PMCHK00002563	\$567.23
EFT01637	CINTAS	CINTAS CORPORATION	5/19/2021	CHECK	PMCHK00002563	\$630.09
EFT01638	CITALARM	CITY OF ANN ARBOR	5/19/2021	CHECK	PMCHK00002563	\$500.00
EFT01639	DTEENE	DTE ENERGY	5/19/2021	CHECK	PMCHK00002563	\$6,701.41
EFT01640	LOWE'S	LOWES BUSINESS ACCOUNT	5/19/2021	CHECK	PMCHK00002563	\$88.26
EFT01641	OFFDEP	OFFICE DEPOT, INC.	5/19/2021	CHECK	PMCHK00002563	\$245.93
EFT01642	CORNELL	CORNELL LAB OF ORNITHOLOGY	5/25/2021	CHECK	PMCHK00002565	\$44.00
EFT01643	DETART	DETROIT INSTITUTE OF ARTS	5/25/2021	CHECK	PMCHK00002565	\$150.00
EFT01644	DPGMED	DPG MEDIA MAGAZINES	5/25/2021	CHECK	PMCHK00002565	\$129.91
EFT01645	GLONAT	GLOVE NATION	5/25/2021	CHECK	PMCHK00002565	\$3,578.00
EFT01646	OHSOCO	OH-SO.COM	5/25/2021	CHECK	PMCHK00002565	\$35.50
EFT01647	PAYPAL	PAYPAL, INC.	5/25/2021	CHECK	PMCHK00002565	\$387.50
EFT01648	STIMUL	STICKER MULE.COM	5/25/2021	CHECK	PMCHK00002565	\$392.00
EFT01649	SUBPRE	SUBTERRANEAN PRESS	5/25/2021	CHECK	PMCHK00002565	\$61.00
EFT01650	WALMART	WALMART	5/25/2021	CHECK	PMCHK00002565	\$246.72
EFT01651	CINTAS	CINTAS CORPORATION	5/25/2021	CHECK	PMCHK00002566	\$107.49
EFT01652	DTEENE	DTE ENERGY	5/25/2021	CHECK	PMCHK00002566	\$18,206.68
EFT01653	OFFDEP	OFFICE DEPOT, INC.	5/25/2021	CHECK	PMCHK00002566	\$204.76
EFT01654	OXFPRO	2725-2805 ASSOCIATES, LLC	5/25/2021	CHECK	PMCHK00002566	\$11,049.95
EFT01655	TDSMET	TDS	5/25/2021	CHECK	PMCHK00002566	\$9,276.88
EFT01656	UNIPAR	UNITED PARCEL SERVICE	5/25/2021	CHECK	PMCHK00002566	\$160.86
Total Checks: 153						Total Amount of Checks: \$486,603.17

Ann Arbor District Library

Financial Summary for the Eleven Months Ended May 31, 2021

Cash

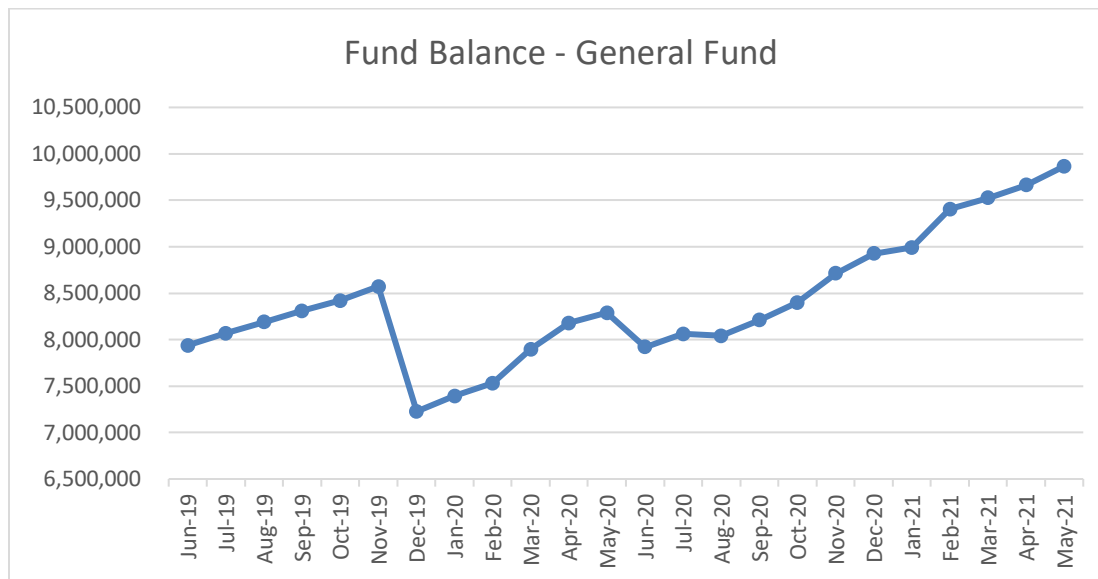
Cash, not including investments, decreased \$1,430,467 from \$9,300,207 on April 30, 2021 to \$7,869,740 as of May 31, 2021.

Tax Receipts

As of May 31st, the Library had received \$17,375,649 which is 100.9% of the annual budgeted tax receipts of \$17,214,700.

Fund Balance Activity

The Library general fund balance increased from \$9,663,720 as of April 30, 2021 to \$9,866,848 as of May 31, 2021.



Revenue:

Year-to-date revenues equal \$16,217,765 of which \$246,214 is due from other governmental units for penal fines and state aid. \$1,595,507 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through May 31, 2021 equal \$18,037,867.

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 Eleven Months Ended May 31, 2021

Expenditures

Year-to-date expenditures totaled \$13,950,939 of which \$521,980 has not been paid. As of May 31, 2021, \$450,848 has been prepaid for expenses not yet incurred. Total cash expended through May 31, 2021 equals \$14,251,159.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$2,266,826. Current revenues are 90.95% of the approved budget and current expenses are 78.24% of the approved budget after eleven months or 91.67% of the fiscal year. Actual cash receipts are 101.2% of budget and actual cash expended is 79.9% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$67,516. The balance as of May 31, 2021 is \$28,104.

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 \$449,164.

Balances for all other restricted funds are as follows:

Holtrey	\$ 336,996	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,658	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,118	
Price	\$ 33,716	
Schafer	\$ 10,584	
Westerman	\$ 30,625	
WLBPD	\$ 51,916	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Eleven Months Ending 5/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$6,345,191	\$985,017	\$539,532	\$7,869,740
Investments	4,945,005	-	-	4,945,005
Due from other governmental units	246,214	-	-	246,214
Other accounts receivable	-	-	-	-
Prepaid items	450,848	-	-	450,848
Total Assets	<u>\$11,987,258</u>	<u>\$985,017</u>	<u>\$539,532</u>	<u>\$13,511,807</u>
Liabilities				
Accounts payable	\$521,980	-	-	\$521,980
Accrued payroll and benefits	-	-	-	-
Total Liabilities	<u>521,980</u>	<u>-</u>	<u>-</u>	<u>521,980</u>
Deferred Outflows				
Unavailable property tax revenue	1,595,507	-	-	1,595,507
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>1,598,430</u>	<u>-</u>	<u>-</u>	<u>1,598,430</u>
Fund Balances				
Nonspendable:				
Prepaid items	450,848	-	-	450,848
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	214,532	214,532
Committed for capital projects	-	985,017	-	985,017
Unassigned	9,416,000	-	-	9,416,000
Total fund balance - general fund	<u>9,866,848</u>	<u>985,017</u>	<u>539,532</u>	<u>11,391,397</u>
Total liabilities and fund balances	<u>\$11,987,258</u>	<u>\$985,017</u>	<u>\$539,532</u>	<u>\$13,511,807</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Eleven Months Ending 5/31/2021

	May ACTUAL	YTD ACTUAL	FY 2021 BUDGET	BUDGET REMAINING	YTD %
REVENUES:					
Property taxes, net	\$1,434,558	\$15,780,142	\$17,214,700	\$1,434,558	91.67%
State penal fines	16,750	184,400	225,000	40,600	81.96%
State aid	7,500	82,500	90,000	7,500	91.67%
Interest income	14,965	38,452	20,000	(18,452)	192.26%
Copier revenue			30,000	30,000	0.00%
Grants and memorials	1,140	4,563	50,000	45,437	9.13%
Library fines, fees and other	6,935	23,617	150,000	126,383	15.74%
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	\$1,481,848	\$16,217,765	\$17,831,200	\$1,613,435	90.95%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$646,771	\$7,123,509	\$8,673,000	\$1,549,491	82.13%
Employee benefits	138,033	1,768,235	1,800,000	31,765	98.24%
Employment taxes	36,544	512,330	656,000	143,670	78.10%
MPSERS pass-through		91,350		(91,350)	0.00%
Purchased services:					
Custodial services	21,000	254,696	360,000	105,304	70.75%
Accounting and auditing	11,500	142,750	150,000	7,250	95.17%
Legal	2,817	10,676	50,000	39,324	21.35%
Professional services	10,600	139,946	233,500	93,554	59.93%
Utilities	28,720	339,362	462,000	122,638	73.46%
Property insurance	10,924	122,793	140,000	17,207	87.71%
Communications	19,710	216,114	250,000	33,886	86.45%
Materials	148,233	1,218,700	1,876,000	657,300	64.96%
Software licenses / materials	12,808	123,600	150,000	26,400	82.40%
Building rental	56,159	607,638	700,000	92,362	86.81%
Seminars, conferences and travel	375	1,195	29,500	28,305	4.05%
Copier expense	3,689	36,196	50,000	13,804	72.39%
Library programming	12,225	165,320	790,000	624,680	20.93%
Grant and memorial expenses	185	39,412	50,000	10,588	78.82%
Operating supplies	22,993	161,735	337,750	176,015	47.89%
Repairs and maintenance	31,787	441,361	572,500	131,139	77.09%
Postage	1,754	20,624	30,000	9,376	68.75%
Other operating expenses	762	11,526	20,950	9,424	55.02%
Capital outlay	12,806	401,868	450,000	48,132	89.30%
TOTAL EXPENDITURES	\$1,230,394	\$13,950,939	\$17,831,200	\$3,880,261	78.24%
REVENUE OVER (UNDER) EXPENDITURES	\$251,454	\$2,266,826		(\$2,266,826)	0.00%
Interfund Transfer	(49,164)	(49,164)		49,164	0.00%
Fund balance, beginning of year		\$7,649,187		(\$7,649,187)	0.00%
Fund balance, end of year	\$202,290	\$9,866,848		(\$9,866,848)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Eleven Months Ending 5/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$15,780,142	-	-	\$15,780,142
State penal fines	184,400	-	-	184,400
State aid	82,500	-	-	82,500
Interest income	38,452	-	263	38,716
Copier revenue	-	-	-	-
Grants and memorials	4,563	-	49,975	54,538
Library fines, fees and other	23,617	-	-	23,617
Non-resident fees	1,050	-	-	1,050
Rental revenue	11,691	-	-	11,691
MPSERS pass-through	91,350	-	-	91,350
TOTAL REVENUES	\$16,217,765	-	\$50,238	\$16,268,004
EXPENDITURES:				
Personnel:				
Salaries and wages	\$7,123,509	-	-	\$7,123,509
Employee benefits	1,768,235	-	-	1,768,235
Employment taxes	512,330	-	-	512,330
MPSERS pass-through	91,350	-	-	91,350
Purchased services:				
Custodial services	254,696	-	-	254,696
Accounting and auditing	142,750	-	-	142,750
Legal	10,676	-	-	10,676
Professional services	139,946	-	-	139,946
Utilities	339,362	-	-	339,362
Property insurance	122,793	-	-	122,793
Communications	216,114	-	-	216,114
Materials	1,218,700	-	-	1,218,700
Software licenses / materials	123,600	-	-	123,600
Building rental	607,638	-	-	607,638
Seminars, conferences and travel	1,195	-	-	1,195
Copier expense	36,196	-	-	36,196
Library programming	165,320	-	2,060	167,380
Grant and memorial expenses	39,412	-	-	39,412
Operating supplies	161,735	-	-	161,735
Repairs and maintenance	441,361	-	-	441,361
Postage	20,624	-	-	20,624
Other operating expenses	11,526	-	-	11,526
Capital outlay	401,868	948,420	450,595	1,800,883
TOTAL EXPENDITURES	\$13,950,939	\$948,420	\$452,655	\$15,352,014
REVENUE OVER (UNDER) EXPENDITURES	\$2,266,826	(\$948,420)	(\$402,416)	\$915,989
Interfund Transfer	(49,164)	-	49,164	-
Fund balance, beginning of year	\$7,649,187	\$1,933,437	\$892,785	\$10,475,408
Fund balance, end of year	<u>\$9,866,848</u>	<u>\$985,017</u>	<u>\$539,532</u>	<u>\$11,391,397</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-090**

RESOLUTION TO ADOPT REVISIONS TO GIFT ACCEPTANCE POLICY

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 28th day of June, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That Gift Acceptance Policy 7.6 is revised as proposed.
- 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

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 June 28, 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 28th day of June, 2021.

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**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-108**

RESOLUTION TO AMEND THE 2020-2021 APPROVED BUDGET

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 28th day of June, 2021 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To transfer \$150,000 from Salaries & Wages to Employee Benefits.
- 2.) To transfer \$91,350 from Salaries & Wages to MPSERS Pass-Through.
- 3.) To transfer \$5,000 from Library Programming to Accounting and Audit.
- 4.) To transfer \$10,000 from Library Programming to Property Insurance.
- 5.) To transfer \$15,000 from Library Programming to Software Licenses/Materials.
- 6.) To transfer \$10,000 from Library Programming to Communications.
- 7.) 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 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