



Regular Meeting Agenda

Monday, October 25, 2021

Published by Ann Arbor District Library

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11 Special AADL Board Mtg	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25 AADL Board Mtg	26	27	28	29	30

November 2021

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

December 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 Closed Holiday	25 Closed Holiday
26	27 AADL Board Mtg TBD	28	29	30	31 Library closes at 6 pm	

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, October 25, 2021 at 7:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104 -- aadl.org

REGULAR MEETING AGENDA

- 21-165 I. CALL TO ORDER
 S. Kerene Moore, Vice President
- 21-166 II. ATTENDANCE
- 21-167 III. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
 Roll call vote
- 21-168 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of September 27, 2021 and October 11, 2021 (pp.4-23)
- CA-2 Approval of September 2021 Disbursements (pp. 24-26)
- 21-169 V. CITIZENS' COMMENTS
- 21-170 VI. FINANCIAL REPORTS (pp. 27-31)
 Josie B. Parker, Director
- 21-171 VII. COMMITTEE REPORTS
- 21-172 A. LIBRARY DIRECTOR SEARCH COMMITTEE
 S. Kerene Moore
 (10 minutes)
- 21-173 B. BUDGET & FINANCE COMMITTEE
 Dharma Akmon, Chair
 (10 minutes)
- 21-174 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 21-175 IX. OLD BUSINESS

- 21-137 A. RESOLUTION TO AUTHORIZE BUDGETED EXPENDITURES FOR PARKLAND PLAZA PURCHASE
(p. 32)
(Item of action)
Roll call vote
- 21-176 X. NEW BUSINESS
- 21-177 A. AUDITOR’S REPORT
Daniel A. Beard, Yeo & Yeo, CPAs
(30 minutes)
- 21-178 B. RESOLUTION TO ACCEPT THE 2020-2021 FINANCIAL AUDIT (p. 33)
(Item of action)
Roll call vote
- 21-179 C. RESOLUTION TO APPROVE VANARCHITECTS, PLLC FOR DESIGN SERVICES AT THE PARKLAND PLAZA FACILITY (p. 34)
Len Lemorie, Associate Director
(Item of action)
Roll call vote
- 21-180 D. RESOLUTION TO AMEND THE 2021-2022 BUDGET (p.35)
(Item of action)
Roll call vote
- 21-181 E. REALLOCATE THE BALANCE OF FUNDS FROM 2020-2021 YEAR END TO THE CAPITAL FUND (p. 36)
Len Lemorie, Associate Director
(Item of discussion)
- 21-182 F. DECARBONIZING LIBRARY OPERATIONS
Eli Neiburger, Deputy Director & Len Lemorie, Associate Director
(Item of discussion)
- 21-183 G. VOTE FOR A SPECIAL AADL BOARD MEETING ON MONDAY, NOVEMBER 1, 2021 AT 7:00 P.M. FOR DISCUSSION OF THE LIBRARY DIRECTOR SEARCH
(Item of action)
Roll call vote
- 21-184 XI. CITIZENS’ COMMENTS
- 21-185 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

- 21-140 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 7:02 p.m.
- 21-141 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Len Lemorie
 Other Present: Scott Dietzel, David Rhodes, Shambaugh; Jim Greene, Courtney Kissel, Dykema
- 21-142 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote
- Vice President Moore, supported by Treasurer Akmon, moved to approve the agenda as presented.
- A roll call vote was taken.
- AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, Vander Broek
 NAYS: None
- Motion passed 7-0.
- 21-143 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of July 26, 2021 and September 13, 2021
- CA-2 Approval of July and August 2021 Disbursements

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

Vice President Moore, supported by Trustee Trudeau, 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.

21-144 V. CITIZENS' COMMENTS

There were no citizens' comments.

21-145 VI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker noted that both July and August financial reports are presented in the Board packet. Concentrating on the August report she noted that cash receipts increased to \$9 million from \$6.4 million as of the end of August. Tax receipts are at 69.7% of the budgeted amount. The General Fund Balance has increased to \$10,332,468.

Total cash receipts received through August are at \$12,753,962. Actual cash receipts are at 69.71% of the budget with actual cash expenditures are at 19.34% of the budget.

The Grants and Memorials budget line shows a deficit of \$7,544. This reflects monies spent from funds previously received from the Friends of the Library. That fund had a balance of \$18,145 which the Library anticipates spending. The Grants and Memorials line item will need a budget adjustment before the end of this fiscal year. Currently no additional funds are anticipated from the Friends this fiscal year.

21-146 VII. COMMITTEE REPORTS

21-147 VIII. A. EXECUTIVE COMMITTEE
 Jim Leija, Chair

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

President Leija reported that the Executive Committee met on Monday, September 20th with legal counsel on the process of conducting the Library Director search.

Three proposals received from search firms will be reviewed later in this agenda. President Leija noted the process would be open.

He noted that the Board was very sorry about losing Director Parker to retirement and stated appreciation of Director Parker's leadership and contributions to the community.

21-148 IX. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker presented several interior views of the new AADL property located on Parkland Plaza. This new operations space will house the archives, acquisitions, purchasing and deliveries. Movement of these functions will allow for the opening of more public space at the Downtown Library.

Director Parker noted the following:

- On October 18th Library services hours will be from 10:00 a.m. to 8:00 p.m.
- Access to Westgate during Sweetwaters hours will resume.
- Express Shelf has returned.
- 10,000 streaming videos have been added to the collection.
- 5th Avenue Studios for audio creations has been developed.
- On October 1st traditional interlibrary loan services return.
- Final Summer Game orders arrive next week.
- Also on October 1st overdue fees resume on MeLCat and interlibrary loan overdue items. This is a requirement of lending agencies.
- Billing on items 45 days overdue begins in October. Accounts with items overdue by 45 days and having a balance of \$25 will be referred to collections. Youth patrons are not sent to collections.
- Summer game statistics were shared: 7,858 players participated; 141,708,438 points were earned; 610 home codes were created; 266,374 codes were earned; home code redemptions were at 804,046; 786 overall badges for the Bummer/Summer/Winter games have been created.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

- Nikole Hannah-Jones appeared at the Rackham Auditorium discussing the impact of the 1619 Project. The event was an AADL program and had 175 attendees present along with an additional 881 attendees who live-streamed the event.
- Washtenaw Reads has selected *Being Heumann* by Judith Heumann. Over 506 public votes were recorded for the various books proposed.
- Several patron social media comments were viewed.

Director Parker responded to several Board inquiries regarding the overdue collections process. She noted that notification of overdue material is sent prior to the collection process and that the Library is willing to work with patrons on their accounts. Overdue fees are not charged, patrons are billed only for the cost of the unreturned material.

President Leija commented that the purchase of the property on Parkland Plaza is a great asset for the system. He also noted that it was nice to see the Library coming back to life.

21-149 X. OLD BUSINESS

21-126 A. NPBI AIR PURIFICATION SYSTEMS
 Len Lemorie, Associate Director
 (Item of discussion)

Associate Director Lemorie introduced Scott Dietzel and David Rhodes from Shambaugh. They were invited to this meeting to review the pros and cons of ultra violet light versus needlepoint bipolar ionization systems.

Mr. Dietzel discussed his involvement with the Doresy Institute in 2020 studying the GPS needlepoint system. Evidence collected showed the system was highly effective. UV front costs appear to be 40-50% higher.

Mr. Rhodes reported that the needlepoint bipolar system releases hundreds of millions ion charged particles into the air via the existing HVAC system. Particles then cluster and are easier to filter out. Studies have been done by ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers), John Hopkins University and the University of Michigan.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

Trustee Trudeau requested more independent studies and expressed concern whether the needlepoint system generates ozone. He noted that ultraviolet light does not.

Several Board members expressed concerns that the value of the product was inconclusive. It was also noted that this is a good opportunity to look at the air health of our buildings.

Shambaugh staff stated they will look into locating more third party research. They left the meeting at 7:43 p.m.

Associate Director Lemorie recommended looking at data as it becomes available in the upcoming year before determining if investment in this technology is sound. He noted that if the data supports the technology, it would be a good fit for the Library system.

18-049 &
20-149

B. UPDATE ON CONSTRUCTION PROJECTS

Len Lemorie, Associate Director

Associate Director Lemorie reported the generator project is 95% complete. Generators at Malletts Creek and Traverwood both have engaged during recent power outages. This project has come in under budget.

He reported the youth restroom remodel at the Downtown Library is complete. This project came in \$46,000 under budget.

21-150

XI.

NEW BUSINESS

21-151

A. DISCUSSION OF DIRECTOR SEARCH PROCESS

Jim Greene & Courtney Kissel, Dykema
(Item of discussion)

Legal Counsel informed the Board on how to conduct the search within the requirements of the Open Meetings Act.

Ms. Kissel noted that under the Open Meetings Act decisions including deliberations are to be done in public. If a candidate requests that their application be private, a closed session may be held to review the application. She noted the following:

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

- A search firm may be used with the Board's criteria for a candidate.
- A sub-committee of the Board may be established to assist in the search.
- The whole Board is the decision making body.
- All interviews are to be held in public with the full Board.

Mr. Greene noted that Dykema would work closely with the search firm engaged. He also noted:

- A search firm would do the initial screening of resumes narrowing the field down to 15-20 candidates.
- The Executive Committee could narrow the candidates further down to 8-10 candidates. The full Board should have access to the resumes received.
- The Board should look at all candidates if so desired.
- The Executive Committee would not be making the final decision.

Ms. Kissel noted that an applicant may request anonymity to keep their resume confidential in the initial review of their application. All interviews however are to be done in the public.

Mr. Greene noted that it would not be unusual for a large amount of candidates to seek confidentiality. Once semi-final and final interviews are established the candidate would be revealed at that point when public interviews are scheduled.

Dykema staff left the meeting at 8:21 p.m.

President Leija suggested the Board invite two of the search firms for thirty minute interviews. He recommended holding a special Board meeting on Monday, October 11th. During the interviews he would be looking for a sense of their process and the amount of their engagement with staff, community and the AADL Board.

Trustee Akmon was assigned to complete client reference checks before the next meeting.

Further Board deliberation determined:

- Narrowing down the three search firms to two. Interviewing them at a special Board meeting.
- Determining the search firm's commitment to diversity,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 27, 2021

equity and inclusion of potential candidates.

- Determining their ability to draw qualified candidates.
- Accessing the amount of engagement with staff, Board and community members.
- Their interest in learning the “quirks” of the community and organization.

After additional discussion and input it was the consensus of the Board to request interviews of Bradbury Miller and June Garcia.

Trustee Kleinman, supported by Vice President Moore, moved to bring Bradbury Miller and June Garcia in for interviews.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

Trustee Vander Broek, supported by Trustee Kleinman, moved to hold a special Board meeting on Monday, October 11, 2021 at 7:00 p.m. for the purpose of considering the two possible search firms to use for the Director search.

President Leija would like the first fifteen minutes of that meeting to establish interview protocols followed by the first interview from 7:15 p.m. to 7:45 p.m. and the second interview from 7:50 p.m. to 8:20 p.m. after which the Board will deliberate before voting.

Trustee Vander Broek was also assigned to assist in client reference checks.

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, SEPTEMBER 27, 2021

Library staff will inform both search firms and setup the interviews.

21-152 XII. CITIZENS’ COMMENTS

There were no additional citizens’ comments.

21-153 XIII. ADJOURNMENT

President Leija adjourned the meeting at 9:06 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 September 27, 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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

- 21-154 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 7:02 p.m.
- 21-155 II. ATTENDANCE
- Board Present: Dharma Akmon, Jim Leija, Molly Kleinman, S. Kerene Moore, Onna Solomon, Scott Trudeau , Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)
 Other Present: Karen Miller, Brian Hare, Bradbury Miller Associates; June Garcia
- 21-156 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote
- Vice President Moore, supported by Treasurer Akmon, moved to approve the agenda as presented.
- A roll call vote was taken.
- AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, Vander Broek
 NAYS: None
- Motion passed 7-0.
- 21-157 IV. NEW BUSINESS
- 21-158 A. RESOLUTION ESTABLISHING A SPECIAL BOARD SEARCH COMMITTEE FOR LIBRARY DIRECTOR
 (Item of action)
 Roll call vote
- Vice President Moore, supported by Trustee Vander Broek, moved the Board resolves as follows: that the Library Director Search

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

Special Committee consists of Jim Leija, Chairperson; Dharma Akmon and S. Kerene Moore; that the charge to the Library Director Search Special Committee is to act as a steering group for the process of hiring a Library Director; that the Committee completes any preliminary work with a search firm as engaged by the Board of Trustees; that the Committee remains in effect to June 30, 2022 or as such date prior that a candidate has been formally engaged; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

In an effort to maintain continuity, President Leija recommended the establishment of a Library Director Search Committee in lieu of the Executive Committee as Board officers may change in 2022.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

21-159

B. INTERVIEW PROTOCOL
 (Item of discussion)

The Board discussed the content of questions to ask both search firms during the interview process. They decided on the following five questions to ask and that each candidate will be asked the same questions.

- How does diversity, equity and inclusion and anti-racism inform your search process? How do you ensure that we see a diverse group of excellent candidates?
- How do you engage with staff in the process? What are other stakeholders you think are important to engage?
- What do you expect from us as a Board in this process?
- What do you perceive about AADL, our strengths, weaknesses and challenges? What might be looking for?
- What do we need to know that we don't know? How do you educate us about the process?

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

21-160

C. INTERVIEW #1 – BRADBURY MILLER ASSOCIATES
Karen Miller and Brian Hare

Board members introduced themselves to Ms. Miller and Mr. Hare.

Ms. Miller and Mr. Hare provided background information on their experience within their company.

Trustee Trudeau began the interview process asking how does diversity, equity and inclusion and anti-racism inform your search process? How do you ensure that we see a diverse group of excellent candidates?

Ms. Miller responded their organization explores every aspect of the search process. She noted that the Library profession consists of 80% white women and that the Director field is 80% dominated by men. They work hard to locate diverse candidates. If the Board is flexible on a candidate's qualifications and degrees required this opens the position to a more diverse pool. Mr. Hare noted that one area for posting the position will be the ALA Black Caucus job site.

Trustee Kleinman asked how do you engage with staff in the process? What are other stakeholders you think are important to engage?

Ms. Miller responded they are as flexible as possible as Boards tend to prioritize feedback. At the beginning of the process stakeholders consisting of Friends groups, community members, online surveys and focus groups that reflect the community are generally heard from. At the end of the process with finalists, staff is invited into the process. Virtual public presentations can be used.

Trustee Solomon asked what do you expect from us as a Board in this process?

Ms. Miller responded they will work with what the Board needs in this process in determining candidates. They will inform the Board on who they feel are the strongest candidates, however, the Board will have all the candidates' information.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

Vice President Moore inquired what do you perceive about AADL, our strengths, weaknesses and challenges? What might be looking for?

Mr. Hare noted that the AADL is a well-known entity. The Library has had successful branch building campaigns, except at the Downtown Library. Ann Arbor is a highly engaged community. The organization's strengths include an engaged Board, a healthy budget and a great community. One weakness is the Downtown Library building.

Ms. Miller noted that the Library has a wonderful national representation.

Trustee Vander Broek inquired what do we need to know that we don't know? How do you educate us about the process?

Ms. Miller responded that her organization will inundate the Board with information. Timelines for the process will be set, with regular follow-up. Reminders will be constant. They will ask for feedback on every step of the process. If needed, timelines can be adjusted for the Board.

President Leija inquired whether Bradbury Miller had an exclusivity clause.

Ms. Miller responded that it was not ethical to place someone then actively seek them to consider applying for another position.

President Leija next inquired how would you differentiate yourself from other search firms?

Ms. Miller responded their firm is flexible and committed to doing an excellent job. They do not ram candidates through. They are committed to finding candidates of quality. They also provide their time based on the needs of the Board.

Ms. Miller asked follow-up questions of the Board on their perceived needs of a search firm and what they see as upcoming issues to be addressed by a new Library Director.

Ms. Miller and Mr. Hare left the meeting at 7:55 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

21-161

D. INTERVIEW #2 – JUNE GARCIA LLC

June Garcia

Board members introduced themselves to Ms. Garcia.

Ms. Garcia introduced herself to the Board and gave background information on her career.

Trustee Trudeau began the interview process asking how does diversity, equity and inclusion and anti-racism inform your search process? How do you ensure that we see a diverse group of excellent candidates?

Ms. Garcia responded that the Library profession is not as diverse as the general population. She would engage the ALA Black Caucus job site along with reaching out to leaders in the field and asking them to share any potential leads. As AADL is well known for their commitment to diversity, equity and inclusion that will help in engaging candidates.

Trustee Kleinman asked how do you engage with staff in the process? What are other stakeholders you think are important to engage?

Ms. Garcia noted that pre-Covid she would go onsite and meet with the organization's leadership and staff. She would engage with groups depending on what the client wants. Meetings would be established via Zoom, teams and online surveys. Community input does not occur in the front end of the process. Candidate meet and greets would be held towards the end of the process. During the final interview process, conversations would be had with selected entities.

Trustee Solomon asked what do you expect from us as a Board in this process?

Ms. Garcia responded honesty from the Board and timely attention to detail. She will need to know from the Board what features they are looking for and what skill sets are needed. That the Board is responsive to the timeline, and first and foremost, is upfront and honest.

Vice President Moore inquired what do you perceive about AADL, our strengths, weaknesses and challenges? What might be looking for?

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

Ms. Garcia noted that being a continuous LJ 5 Star Library and consistently on the cutting edge is a great strength. You have good buildings, service programs and are responsive to your community. Commitment to EDI is a plus along with a District Library status. Candidates will need to understand your governance structure.

Trustee Vander Broek inquired what do we need to know that we don't know? How do you educate us about the process?

Ms. Garcia responded that the process is never straight forward and will take more time than you think. She will educate the Board about the process. The Board will have choices to make throughout. The Board will be identifying the questions to give to the candidates.

President Leija inquired whether Ms. Garcia had an exclusivity clause.

Her response was no.

President Leija next inquired how would you differentiate yourself from other search firms?

Ms. Garcia responded that she gets the job done. That she knows the profession and what is happening in the profession. She also noted that she provides additional consulting services. She has completed up to seventy searches. You get her when you hire her and she has a reputation for being politely honest.

Ms. Garcia left the meeting at 8:23 p.m.

Board members briefly discussed responses received from the references provided by both search firms.

Treasurer Akmon, supported by Vice President Moore, moved to recess for ten minutes.

A roll call vote was taken.

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

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

Motion passed 7-0.

The Board recessed at 8:35 p.m.

The Board returned from recess at 8:45 p.m.

21-162

E. RESOLUTION TO ENGAGE LIBRARY DIRECTOR
SEARCH FIRM

(Item of discussion and action)

Roll call vote

The Board continued discussion regarding the capabilities of both search firms.

Trustee Kleinman, supported by Vice President Moore, moved the Board resolves to engage the firm of Bradbury Miller Associates, 3513 E. Harvard Blvd., Canton, OH to coordinate and assist the Ann Arbor District Library Board of Trustees in the search for a Library Director as outlined in their proposal of September 8, 2021; that a retainer of \$6,000 be paid in advance, with balance of the \$24,000 flat fee paid within 30 days of a selected candidate's acceptance of the Library's offer of employment; to authorize Jim Leija, AADL Board President to approve the contract with Bradbury Miller Associates; 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.

President Leija thanked both Trustee Akmon and Trustee Vander Broek for their work in contacting the references provided by each search firm.

21-163

V. CITIZENS' COMMENTS

Lisa Nichols

Hello. I have two comments.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

First, congratulations to Josie, and thanks for her years of inspiring leadership.

Second, regarding COVID policy, I know you are in a challenging situation, but there is a problem with the current mask policy: it states that masks are required, but that policy is not enforced. I'm told it's the policy *not* to enforce it, nor even to ask patrons to comply--- making it more of a "suggestion", as one library worker told me. Clearly, people are catching on that they can ignore the requirement, as more & more are unmasked as time goes on (but the spread rate does not go down). Last time I visited my branch, hoping to sit and write/read, I couldn't find an open table or desk that wasn't within 8 feet of someone unmasked.

If masks are only suggested, and not required, the policy should say that they are suggested, not that they are required. Folks who want the current ostensible policy to be enforced should know up front that it won't be---that, in fact, it isn't really the policy at all, and that the signs indicating it are thus providing incorrect information to the public. Thank you.

Director Parker clarified that it is incorrect to state that the signs say one thing and the internal policy is different. If it was said that way to that patron, we apologize. We have asked the staff in writing and in Zoom meetings to do their best to enforce the mask required policy without engaging in confrontational behavior with anyone. When a person is in the Library without a mask and is too close to others, that patron is asked to complete their business and move along. We also ask the public to not engage other people who are not wearing a mask.

President Leija complemented the staff on doing this hard work. He stated that we are doing our best to keep our community safe and also our workers safe. One thing that Covid has taught us is that being a front-line worker who does customer service work with the public is undervalued, it's dangerous and it's hard. We have to thank our staff for doing their very best.

Jacques Bettencourt

Here me out, here me out.... librarians in space! (mind blown emoji)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, OCTOBER 11, 2021

21-164 VI. ADJOURNMENT

President Leija adjourned the meeting at 9:38 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a special meeting held on October 11, 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 21-158**

**RESOLUTION ESTABLISHING A SPECIAL BOARD SEARCH COMMITTEE
FOR LIBRARY DIRECTOR**

Minutes of a special 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 11th day of October, 2021 at 7:02 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Library Director Search Special Committee consists of Jim Leija, Chairperson; Dharma Akmon and S. Kerene Moore.
- 2.) That the charge to the Library Director Search Special Committee is to act as a steering group for the process of hiring a Library Director; that the Committee completes any preliminary work with a search firm as engaged by the Board of Trustees; that the Committee remains in effect to June 30, 2022 or as such date prior that a candidate has been formally engaged.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Jim Leija, Molly Kleinman, 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 special Board meeting held on October 11, 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 21-162**

**RESOLUTION TO ENGAGE BRADBURY MILLER ASSOCIATES IN THE
SEARCH FOR A LIBRARY DIRECTOR**

Minutes of a special 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 11th day of October, 2021 at 7:02 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1) To engage the firm of Bradbury Miller Associates, 3513 E. Harvard Blvd., Canton, OH to coordinate and assist the Ann Arbor District Library Board of Trustees in the search for a Library Director as outlined in their proposal of September 8, 2021.
- 2) That a retainer of \$6,000 be paid in advance, with balance of the \$24,000 flat fee paid within 30 days of a selected candidate's acceptance of the Library's offer of employment.
- 3) To authorize Jim Leija, AADL Board President to approve the contract with Bradbury Miller Associates.
- 4) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Jim Leija, Molly Kleinman, 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 special Board meeting held on October 11, 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: 10/12/2021 2:07:58 PM
User Date: 10/12/2021

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	9/1/2021
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064866	ALLJON	ALLISON JONES	9/7/2021	CHECK	PMCHK00002600	\$73.50
064867	AMASIG	AMANDA SIGNORI	9/7/2021	CHECK	PMCHK00002600	\$100.00
064868	APPLE	APPLE, INC.	9/7/2021	CHECK	PMCHK00002600	\$709.90
064869	BAKTAY	BAKER & TAYLOR	9/7/2021	CHECK	PMCHK00002600	\$3,169.42
064870	BLAAUD	BLACKSTONE PUBLISHING	9/7/2021	CHECK	PMCHK00002600	\$477.98
064871	DESANN	DESTINATION ANN ARBOR	9/7/2021	CHECK	PMCHK00002600	\$100.00
064872	ELM USA	ELM USA	9/7/2021	CHECK	PMCHK00002600	\$1,051.05
064873	FRIOF	FRIENDS OF THE AADL	9/7/2021	CHECK	PMCHK00002600	\$2,040.80
064874	INTSYS	INTELLIGENT CONTROL SYSTEMS	9/7/2021	CHECK	PMCHK00002600	\$300.00
064875	LAVAGE	THE LAVIN AGENCY, INC	9/7/2021	CHECK	PMCHK00002600	\$716.80
064876	LUCSCH	LUCY SCHRAMM	9/7/2021	CHECK	PMCHK00002600	\$12.67
064877	MARBAN	MARTIN BANDYKE	9/7/2021	CHECK	PMCHK00002600	\$400.00
064878	MARHUS	MARISA HUSTON	9/7/2021	CHECK	PMCHK00002600	\$22.16
064879	ONEACON	O'NEAL CONSTRUCTION	9/7/2021	CHECK	PMCHK00002600	\$3,255.86
064880	PAUBOW	PAUL BOWLING	9/7/2021	CHECK	PMCHK00002600	\$200.00
064881	PAYCOO	PAYTON COOK	9/7/2021	CHECK	PMCHK00002600	\$800.00
064882	SALDIS	SALINE DISTRICT LIBRARY	9/7/2021	CHECK	PMCHK00002600	\$17.95
064883	SCHSOU	SCHEDULE SOURCE, INC	9/7/2021	CHECK	PMCHK00002600	\$1,013.50
064884	STAHAR	STADIUM HARDWARE	9/7/2021	CHECK	PMCHK00002600	\$344.66
064885	WASHTR	WASHTENAW COUNTY TREASURER	9/7/2021	CHECK	PMCHK00002600	\$4,845.39
064886	HANCON	HANDYMAN CONNECTION OF AA	9/7/2021	CHECK	PMCHK00002600	\$638.13
064891	ALLENT	ALLIANCE ENTERTAINMENT	9/14/2021	CHECK	PMCHK00002602	\$122.42
064892	ALLSUP	ALLIED-EAGLE SUPPLY CO	9/14/2021	CHECK	PMCHK00002602	\$570.00
064893	APPLE	APPLE, INC.	9/14/2021	CHECK	PMCHK00002602	\$8,237.00
064894	BAKTAY	BAKER & TAYLOR	9/14/2021	CHECK	PMCHK00002602	\$20,094.89
064895	BERCOM	BERESFORD COMPANY	9/14/2021	CHECK	PMCHK00002602	\$729.57
064896	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	9/14/2021	CHECK	PMCHK00002602	\$1,122.12
064897	BUSVAL	BUSCH'S, INC.	9/14/2021	CHECK	PMCHK00002602	\$43.31
064898	CDW-G	CDW GOVERNMENT	9/14/2021	CHECK	PMCHK00002602	\$10,738.01
064899	CRADOO	CRAWFORD DOOR SALES	9/14/2021	CHECK	PMCHK00002602	\$4,975.00
064900	DEMCO	DEMCO	9/14/2021	CHECK	PMCHK00002602	\$2,751.59
064901	EMIHOW	EMILY HOWARD	9/14/2021	CHECK	PMCHK00002602	\$16.00
064902	FASTSI	FASTSIGNS	9/14/2021	CHECK	PMCHK00002602	\$153.70
064903	HOOHAT	HOOPER HATHAWAY, P.C.	9/14/2021	CHECK	PMCHK00002602	\$3,526.00
064904	MIDTAP	MIDWEST TAPE	9/14/2021	CHECK	PMCHK00002602	\$6,058.18
064905	OCLINS	OCLC, INC.	9/14/2021	CHECK	PMCHK00002602	\$4,306.66
064906	PREPET	PREUSS PETS	9/14/2021	CHECK	PMCHK00002602	\$902.84
064907	QUAENV	QUANTUM ENVIRONMENTAL, INC	9/14/2021	CHECK	PMCHK00002602	\$3,500.00
064908	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	9/14/2021	CHECK	PMCHK00002602	\$22,001.00
064909	SIEBRO	SIERRA BROWN	9/14/2021	CHECK	PMCHK00002602	\$200.00
064910	STAPLES	STAPLES	9/14/2021	CHECK	PMCHK00002602	\$751.54
064911	TIMGEN	TIMOTHY GENYK	9/14/2021	CHECK	PMCHK00002602	\$25.99
064912	AACLESUP	A2 CLEANING SUPPLY COMPANY	9/21/2021	CHECK	PMCHK00002604	\$500.25
064913	ALLENT	ALLIANCE ENTERTAINMENT	9/21/2021	CHECK	PMCHK00002604	\$79.30
064914	APPIMA	APPLIED IMAGING	9/21/2021	CHECK	PMCHK00002604	\$3,573.09
064915	BAKTAY	BAKER & TAYLOR	9/21/2021	CHECK	PMCHK00002604	\$655.12
064916	BLAAUD	BLACKSTONE PUBLISHING	9/21/2021	CHECK	PMCHK00002604	\$884.00
064917	BREWER	BREWER'S	9/21/2021	CHECK	PMCHK00002604	\$876.09
064918	CARBRO	CARPENTER BROS.	9/21/2021	CHECK	PMCHK00002604	\$37.80
064919	CDW-G	CDW GOVERNMENT	9/21/2021	CHECK	PMCHK00002604	\$1,329.98
064920	DAWHEN	DAWN L. HENRY	9/21/2021	CHECK	PMCHK00002604	\$1,500.00
064921	DEMCO	DEMCO	9/21/2021	CHECK	PMCHK00002604	\$882.75
064922	ELISMI	ELIZABETH SMITH	9/21/2021	CHECK	PMCHK00002604	\$12.38
064924	FORPAR	FORKLIFT PARTS AND REPAIR	9/21/2021	CHECK	PMCHK00002604	\$150.00
064925	JEWISHNE	JCMWC, LLC	9/21/2021	CHECK	PMCHK00002604	\$278.00
064926	JOHCON	JOHNSON CONTROLS SECURITY SOL	9/21/2021	CHECK	PMCHK00002604	\$955.85

System: 10/12/2021 2:07:58 PM
 User Date: 10/12/2021

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: richmondc

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
064927	MICPOW	MICHIGAN POWER RODDING	9/21/2021	CHECK	PMCHK00002604	\$325.00
064928	MIDTAP	MIDWEST TAPE	9/21/2021	CHECK	PMCHK00002604	\$3,703.59
064929	MINCEN	MINDCENTRIC	9/21/2021	CHECK	PMCHK00002604	\$1,739.00
064930	ONEACON	O'NEAL CONSTRUCTION	9/21/2021	CHECK	PMCHK00002604	\$1,227.75
064931	PITCHA	PITTSFIELD CHARTER TOWNSHIP	9/21/2021	CHECK	PMCHK00002604	\$81.42
064932	PRITEC	PRINT TECH INC.	9/21/2021	CHECK	PMCHK00002604	\$486.04
064933	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	9/21/2021	CHECK	PMCHK00002604	\$24.00
064934	SCHELE	SCHINDLER ELEVATOR CORPORATION	9/21/2021	CHECK	PMCHK00002604	\$705.35
064935	SHELAL	SHEELA LAL	9/21/2021	CHECK	PMCHK00002604	\$150.00
064936	STAMAL	STACEY MALASKY	9/21/2021	CHECK	PMCHK00002604	\$750.00
064937	SWAPRE	SWAMP PRESS	9/21/2021	CHECK	PMCHR00002604	\$2,895.34
064938	SWESOU	SWEETWATER SOUND INC.	9/21/2021	CHECK	PMCHK00002604	\$1,778.87
064940	BAKTAY	BAKER & TAYLOR	9/28/2021	CHECK	PMCHK00002607	\$23,249.89
064941	BARNOB1	BARNES & NOBLE INC.	9/28/2021	CHECK	PMCHK00002607	\$112.35
064942	BARRON	BARRON'S	9/28/2021	CHECK	PMCHK00002607	\$719.64
064943	BLAAUD	BLACKSTONE PUBLISHING	9/28/2021	CHECK	PMCHK00002607	\$523.96
064944	BRAINFUSE	BRAINFUSE	9/28/2021	CHECK	PMCHK00002607	\$13,640.00
064945	CARBRO	CARPENTER BROS.	9/28/2021	CHECK	PMCHK00002607	\$26.48
064946	CDW-G	CDW GOVERNMENT	9/28/2021	CHECK	PMCHK00002607	\$964.05
064947	DOUCOO	DOUG COOMBE	9/28/2021	CHECK	PMCHK00002607	\$150.00
064948	DUGELE	DUGGAN'S CONSTRUCTION SERVICES	9/28/2021	CHECK	PMCHK00002607	\$10,917.50
064949	DYKGOS	DYKEMA GOSSETT PLLC	9/28/2021	CHECK	PMCHK00002607	\$1,537.65
064950	KOLAMI	KOL AMI	9/28/2021	CHECK	PMCHK00002607	\$487.35
064951	MANCOS	MANER COSTERISAN	9/28/2021	CHECK	PMCHK00002607	\$11,950.00
064952	MARSTU	MARTHA RUTH STUIT	9/28/2021	CHECK	PMCHK00002607	\$150.00
064953	METCOM	METCOM	9/28/2021	CHECK	PMCHK00002607	\$4,117.78
064954	MICLIBC	MCLS	9/28/2021	CHECK	PMCHK00002607	\$8,455.91
064955	MICMUN	MI MUN LEAGUE LIAB &PROP POOL	9/28/2021	CHECK	PMCHK00002607	\$1,537.00
064956	MIDTAP	MIDWEST TAPE	9/28/2021	CHECK	PMCHK00002607	\$929.67
064957	MONCOU	MONROE COUNTY LIBRARY SYSTEM	9/28/2021	CHECK	PMCHK00002607	\$25.00
064958	ONEACON	O'NEAL CONSTRUCTION	9/28/2021	CHECK	PMCHK00002607	\$4,578.86
064959	ROCHIL	ROCHESTER HILLS PUBLIC LIBRARY	9/28/2021	CHECK	PMCHK00002607	\$14.99
064960	THOGAL	CENGAGE LEARNING INC/GALE	9/28/2021	CHECK	PMCHK00002607	\$152.94
064961	TOWCOM	TOWER COMPUTER SERVICES	9/28/2021	CHECK	PMCHK00002607	\$210.00
064962	TSAFON	TSAI FONG BOOKS, INC.	9/28/2021	CHECK	PMCHK00002607	\$5,498.64
064963	WASHTR	WASHTENAW COUNTY TREASURER	9/28/2021	CHECK	PMCHK00002607	\$15,195.38
064964	WESENT	WESTGATE ENTERPRISES, LLC	9/28/2021	CHECK	PMCHK00002607	\$45,583.85
064965	PRITEC	PRINT TECH INC.	9/28/2021	CHECK	PMCHR00002607	\$1,629.53
064966	OXFPRO	2725-2805 ASSOCIATES, LLC	9/28/2021	CHECK	PMCHK00002609	\$242.80
EFT01810	AMABOOK	SYNCB/AMAZON	9/7/2021	CHECK	PMCHK00002601	\$33.90
EFT01811	CINTAS	CINTAS CORPORATION	9/7/2021	CHECK	PMCHK00002601	\$325.43
EFT01812	TRISOL	TRIONFO SOLUTIONS	9/7/2021	CHECK	PMCHK00002601	\$659.75
EFT01813	ULINE	ULINE, INC.	9/7/2021	CHECK	PMCHK00002601	\$935.14
EFT01814	VERWIRC	VERIZON WIRELESS	9/7/2021	CHECK	PMCHK00002601	\$2,287.47
EFT01815	WASMAN	WASTE MANAGEMENT OF MICHIGAN	9/7/2021	CHECK	PMCHK00002601	\$319.97
EFT01816	CINTAS	CINTAS CORPORATION	9/14/2021	CHECK	PMCHK00002603	\$378.17
EFT01817	CITALARM	CITY OF ANN ARBOR	9/14/2021	CHECK	PMCHK00002603	\$82.00
EFT01818	CITWATER	CITY OF ANN ARBOR TREASURER	9/14/2021	CHECK	PMCHK00002603	\$4,273.00
EFT01819	DTEENE	DTE ENERGY	9/14/2021	CHECK	PMCHK00002603	\$95.79
EFT01820	OFFDEP	OFFICE DEPOT, INC.	9/14/2021	CHECK	PMCHK00002603	\$284.99
EFT01821	UNIPAR	UNITED PARCEL SERVICE	9/14/2021	CHECK	PMCHK00002603	\$118.49
EFT01822	ARMODILO	ARMODILO	9/21/2021	CHECK	PMCHK00002605	\$1,452.54
EFT01823	AWS	AMAZON WEB SERVICES	9/21/2021	CHECK	PMCHK00002605	\$141.62
EFT01824	BACBLA	BACKBLAZE	9/21/2021	CHECK	PMCHK00002605	\$3,930.24
EFT01825	DRUPALIZE	DRUPALIZE ME OSIO LABS	9/21/2021	CHECK	PMCHK00002605	\$35.00
EFT01826	FACEBOOK	FACEBOOK ADS	9/21/2021	CHECK	PMCHK00002605	\$554.94
EFT01827	IRCCLOUD	IRCCLOUD	9/21/2021	CHECK	PMCHK00002605	\$211.15
EFT01828	MATOMO	MATOMO	9/21/2021	CHECK	PMCHK00002605	\$615.94
EFT01829	PUBSTO	PUBLIC STORAGE	9/21/2021	CHECK	PMCHK00002605	\$669.00
EFT01830	TRELLO	TRELLO.COM	9/21/2021	CHECK	PMCHK00002605	\$75.00
EFT01831	TWILIO	TWILIO	9/21/2021	CHECK	PMCHK00002605	\$500.55
EFT01832	TWITTER	TWITTER	9/21/2021	CHECK	PMCHK00002605	\$409.53
EFT01833	WAVVE	WAVVE	9/21/2021	CHECK	PMCHK00002605	\$156.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT01834	YOUTUB	GOOGLE-YOUTUBE	9/21/2021	CHECK	PMCHK00002605	\$135.02
EFT01835	CINTAS	CINTAS CORPORATION	9/21/2021	CHECK	PMCHK00002606	\$653.54
EFT01836	CITINFOTECH	CITY OF ANN ARBOR	9/21/2021	CHECK	PMCHK00002606	\$33,314.40
EFT01837	CITWATER	CITY OF ANN ARBOR TREASURER	9/21/2021	CHECK	PMCHK00002606	\$1,095.59
EFT01838	DTEENE	DTE ENERGY	9/21/2021	CHECK	PMCHK00002606	\$8,132.78
EFT01839	TDSMET	TDS	9/21/2021	CHECK	PMCHK00002606	\$9,256.04
EFT01840	UNIPAR	UNITED PARCEL SERVICE	9/21/2021	CHECK	PMCHK00002606	\$66.67
EFT01841	ADAFRU	ADAFRUIT.COM	9/28/2021	CHECK	PMCHK00002608	\$700.40
EFT01842	ARAPOP	ARABIC POP ART	9/28/2021	CHECK	PMCHK00002608	\$207.42
EFT01843	BOOMWHACK	BOOMWHACKERS	9/28/2021	CHECK	PMCHK00002608	\$575.00
EFT01844	CITRENTAL	CITY OF ANN ARBOR	9/28/2021	CHECK	PMCHK00002608	\$68.00
EFT01845	ETSY	ETSY	9/28/2021	CHECK	PMCHK00002608	\$14.34
EFT01846	MONOPRICE	MONOPRICE.COM	9/28/2021	CHECK	PMCHK00002608	\$186.19
EFT01847	PAYPAL	PAYPAL, INC.	9/28/2021	CHECK	PMCHK00002608	\$2,869.09
EFT01848	SQUARE	SQUARE	9/28/2021	CHECK	PMCHK00002608	\$3,387.76
EFT01849	TOPCLASS	TOPCLASS	9/28/2021	CHECK	PMCHK00002608	\$325.00
EFT01850	WALMART	WALMART	9/28/2021	CHECK	PMCHK00002608	\$55.52
EFT01851	WASHPOST	THE WASHINGTON POST	9/28/2021	CHECK	PMCHK00002608	\$144.00
EFT01852	AMABOOK	SYNCB/AMAZON	9/28/2021	CHECK	PMCHK00002610	\$3,037.87
EFT01853	CINTAS	CINTAS CORPORATION	9/28/2021	CHECK	PMCHK00002610	\$348.63
EFT01854	DTEENE	DTE ENERGY	9/28/2021	CHECK	PMCHK00002610	\$25,520.78
EFT01855	LOWE'S	LOWES BUSINESS ACCOUNT	9/28/2021	CHECK	PMCHK00002610	\$97.72
EFT01856	OFFDEP	OFFICE DEPOT, INC.	9/28/2021	CHECK	PMCHK00002610	\$160.24
EFT01857	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	9/28/2021	CHECK	PMCHK00002610	\$88,096.94
EFT01858	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	9/28/2021	CHECK	PMCHK00002610	\$4,012.38
EFT01859	METLIFE	METLIFE - GROUP BENEFITS	9/28/2021	CHECK	PMCHK00002610	\$9,220.94
EFT01860	OXFPRO	2725-2805 ASSOCIATES, LLC	9/28/2021	CHECK	PMCHK00002610	\$11,049.95
Total Checks: 146						
Total Amount of Checks:						\$510,575.60

Ann Arbor District Library Financial Summary for the Three Months Ended September 30, 2021

Cash

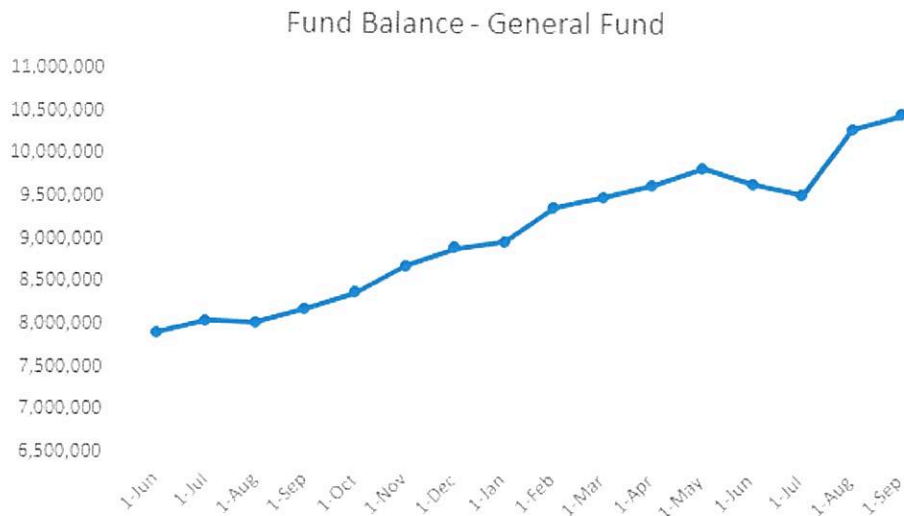
Cash, not including investments, decreased \$2,675,044 from \$15,543,028 on August 31, 2021 to \$12,867,984 as of September 30, 2021. The decrease in cash is a result of the purchase of 265 Parkland Plaza as approved by the Board of Directors on September 13, 2021.

Tax Receipts

As of September 30th, the Library had received \$14,601,989 which is 81.6% of the annual budgeted tax receipts of \$17,884,000.

Fund Balance Activity

The Library general fund balance increased from \$10,322,468 as of August 31, 2021 to \$10,506,890 as of September 30, 2021.



Ann Arbor District Library
Financial Summary for the Three Months Ended September 30, 2021

Revenue:

Year-to-date revenues equal \$4,559,352 of which \$89,762 is due from other governmental units for penal fines and state aid. \$10,140,989 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through September 30, 2021 equal \$14,897,732.

Expenditures

Year-to-date expenditures total \$4,138,984 of which \$468,736 has not been paid. As of September 30, 2021, \$527,891 has been prepaid for expenses not yet incurred. Total cash expended through September 30, 2021 equals \$4,543,302..

Revenue Over/(Under) Expenditures:

Year-to-date revenues exceed expenses by \$420,368. Current revenues are 24.92% of the approved budget and current expenses are 22.62% of the approved budget after three months or 25% of the fiscal year. Actual cash receipts are 81.43% of budget and actual cash expended is 24.83% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$25,689. The balance as of September 30, 2021 is \$18,145.

Balances for all other restricted funds are as follows:

Holtrey	\$ 337,053	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,660	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,118	
Price	\$ 33,719	
Schafer	\$ 10,585	
Westerman	\$ 30,878	
WLBPD	\$ 51,921	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
For the Three Months Ending 9/30/2021

	<u>GENERAL FUND</u>	<u>CAPITAL FUND</u>	<u>RESTRICTED GRANTS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
Assets				
Cash and cash equivalents	\$8,059,595	\$4,268,782	\$539,606	\$12,867,984
Investments	4,947,336	-	-	4,947,336
Due from other governmental units	89,762	-	-	89,762
Other accounts receivable	-	-	250	250
Prepaid items	578,173	-	-	578,173
Total Assets	<u>\$13,674,866</u>	<u>\$4,268,782</u>	<u>\$539,856</u>	<u>\$18,483,505</u>
Liabilities				
Accounts payable	\$187,589	-	-	\$187,589
Accrued payroll and benefits	281,147	-	-	281,147
Total Liabilities	<u>468,736</u>	<u>-</u>	<u>-</u>	<u>468,736</u>
Deferred Outflows				
Unavailable property tax revenue	10,140,989	-	-	10,140,989
Deferred rental revenue	-	-	-	-
Total deferred outflows	<u>10,140,989</u>	<u>-</u>	<u>-</u>	<u>10,140,989</u>
Fund Balances				
Nonspendable:				
Prepaid items	578,173	-	-	578,173
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	214,856	214,856
Committed for capital projects	-	4,268,782	-	4,268,782
Unassigned	9,928,717	-	-	9,928,717
Total fund balance - general fund	<u>10,506,890</u>	<u>4,268,782</u>	<u>539,856</u>	<u>15,315,528</u>
Total liabilities and fund balances	<u>\$21,116,614</u>	<u>\$4,268,782</u>	<u>\$539,856</u>	<u>\$25,925,253</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Three Months Ending 9/30/2021

	September ACTUAL	YTD ACTUAL	FY 2022 BUDGET	BUDGET REMAINING	YTD %
REVENUES:					
Property taxes, net	\$1,475,144	\$4,456,155	\$17,884,000	\$13,427,845	24.92%
State penal fines	16,750	50,250	125,000	74,750	40.20%
State aid	7,500	22,500	90,000	67,500	25.00%
Interest income	7,809	13,051	25,000	11,949	52.21%
Copier revenue	209	613	10,000	9,387	6.13%
Grants and memorials	37	543	2,500	1,957	21.74%
Library fines, fees and other	1,472	6,870	18,000	11,130	38.16%
Non-resident fees	1,388	3,525	7,500	3,975	47.00%
Rental revenue	5,845	5,845	32,500	26,655	17.99%
MPSERS pass-through			100,000	100,000	0.00%
TOTAL REVENUES	\$1,516,153	\$4,559,352	\$18,294,500	\$13,735,148	24.92%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$655,430	\$2,026,393	\$8,997,200	\$6,970,807	22.52%
Employee benefits	152,092	503,263	2,086,500	1,583,237	24.12%
Employment taxes	44,919	149,305	668,000	518,695	22.35%
MPSERS pass-through			100,000	100,000	0.00%
Purchased services:					
Custodial services	22,001	66,003	265,000	198,997	24.91%
Accounting and auditing	14,950	38,400	165,000	126,600	23.27%
Legal	8,590	15,120	50,000	34,880	30.24%
Professional services	8,727	30,177	267,500	237,323	11.28%
Utilities	38,297	97,063	472,000	374,937	20.56%
Property insurance	11,052	32,899	125,000	92,101	26.32%
Communications	19,773	53,636	250,000	196,364	21.45%
Materials	137,083	398,541	1,876,000	1,477,459	21.24%
Software licenses / materials	21,287	47,084	150,000	102,916	31.39%
Building rental	56,634	170,376	713,000	542,624	23.90%
Seminars, conferences and travel	337	475	29,300	28,825	1.62%
Copier expense	3,573	11,197	60,000	48,803	18.66%
Library programming	40,869	135,195	640,000	504,805	21.12%
Grant and memorial expenses		7,544		(7,544)	0.00%
Operating supplies	15,325	43,853	326,250	282,397	13.44%
Repairs and maintenance	38,173	170,682	540,500	369,818	31.58%
Postage	2,397	4,850	25,000	20,150	19.40%
Other operating expenses	986	4,184	38,250	34,066	10.94%
Capital outlay	49,236	132,741	450,000	317,259	29.50%
TOTAL EXPENDITURES	\$1,341,732	\$4,138,984	\$18,294,500	\$14,155,516	22.62%
REVENUE OVER (UNDER) EXPENDITURES	\$174,422	\$420,368		(\$420,368)	0.00%
Interfund Transfer					
Fund balance, beginning of year		\$10,086,521		(\$10,086,521)	0.00%
Fund balance, end of year	\$174,422	\$10,506,890		(\$10,506,890)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Three Months Ending 9/30/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$4,456,155	-	-	\$4,456,155
State penal fines	50,250	-	-	50,250
State aid	22,500	-	-	22,500
Interest income	13,051	-	54	13,106
Copier revenue	613	-	-	613
Grants and memorials	543	-	250	793
Library fines, fees and other	6,870	-	-	6,870
Non-resident fees	3,525	-	-	3,525
Rental revenue	5,845	-	-	5,845
MPSERS pass-through	-	-	-	-
TOTAL REVENUES	\$4,559,352	-	\$304	\$4,559,656
EXPENDITURES:				
Personnel:				
Salaries and wages	\$2,026,393	-	-	\$2,026,393
Employee benefits	503,263	-	-	503,263
Employment taxes	149,305	-	-	149,305
MPSERS pass-through	-	-	-	-
Purchased services:				
Custodial services	66,003	-	-	66,003
Accounting and auditing	38,400	-	-	38,400
Legal	15,120	-	-	15,120
Professional services	30,177	-	-	30,177
Utilities	97,063	-	-	97,063
Property insurance	32,899	-	-	32,899
Communications	53,636	-	-	53,636
Materials	398,541	-	-	398,541
Software licenses / materials	47,084	-	-	47,084
Building rental	170,376	-	-	170,376
Seminars, conferences and travel	475	-	-	475
Copier expense	11,197	-	-	11,197
Library programming	135,195	-	-	135,195
Grant and memorial expenses	7,544	-	-	7,544
Operating supplies	43,853	-	-	43,853
Repairs and maintenance	170,682	-	-	170,682
Postage	4,850	-	-	4,850
Other operating expenses	4,184	-	-	4,184
Capital outlay	132,741	4,137,950	-	4,270,692
TOTAL EXPENDITURES	\$4,138,984	\$4,137,950	-	\$8,276,934
REVENUE OVER (UNDER) EXPENDITURES	\$420,368	(\$4,137,950)	\$304	(\$3,717,278)
Interfund Transfer	-	-	-	-
Fund balance, beginning of year	\$10,086,521	\$964,984	\$539,552	\$11,591,058
Fund balance, end of year	<u>\$10,506,890</u>	<u>(\$3,172,966)</u>	<u>\$539,856</u>	<u>\$7,873,780</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-137**

**RESOLUTION TO AUTHORIZE BUDGETED EXPENDITURES FOR
PARKLAND PLAZA PURCHASE**

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 25th day of October, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, The Board approved the purchase of the building and property located at 265 Parkland Plaza in Scio Township, MI at a Special Meeting of the Board on September 13, 2021 and;

WHEREAS, The Director of the Library executed the purchase of the building on September 23, 2021,

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) The Board now authorizes the transfer of \$3,720,874 of General Funds to the Capital Fund.
- 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 21-178**

RESOLUTION TO ACCEPT THE 2020-2021 FINANCIAL AUDIT

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 25th day of October, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To accept the 2020-2021 financial audit prepared by Yeo & Yeo, CPAs.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-179**

**RESOLUTION TO APPROVE VANARCHITECTS, PLLC FOR DESIGN
SERVICES FOR THE PARKLAND PLAZA FACILITY**

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 25th day of October, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To approve VanArchitects, PLLC to provide design services for the Parkland Plaza facility not to exceed \$68,000.
- 2.) That the expenditure be authorized from the Capital Fund.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Onna Solomon, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 21-180**

RESOLUTION TO AMEND THE 2021-2022 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 25th day of October, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, The Friends donation fund benefiting the AADL began the year with a balance of \$25,689;

WHEREAS, The Director of the Library has authorized the use of the remaining funds in the 2021-2022 fiscal year; the Board authorizes a budget adjustment to account for the use of remaining funds.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To transfer \$25,689 from Library Programming to Grants and Memorial Expense.
- 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 21-181**

**RESOLUTION TO REALLOCATE FISCAL-YEAR END 2021 NET INCREASE
IN GENERAL FUND BALANCE TO THE CAPITAL FUND**

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 _____ day of _____, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, AADL realized an increase in net assets in the General Fund of \$2,083,425 in the fiscal year 2020-2021 and;

WHEREAS, Capital Funds are needed to allow for the build-out and renovation of 265 Parkland Plaza,

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To authorize an amount equal to the increase in net assets in the General Fund for fiscal year 2020-2021 to be transferred to the Capital Fund from the General Fund.
- 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 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