



# Regular Meeting Agenda

Monday, November 22, 2021

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Published by Ann Arbor District Library

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### November 2021

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

### 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	<b>24 Closed Holiday</b>	<b>25 Closed Holiday</b>
26	<b>27 AADL Board Mtg TBD</b>	28	29	30	<b>31 Library closes at 6 pm</b>	

### January 2022

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

## MEMORANDUM

To: District Library Board  
 From: Josie Parker, Director  
 Subject: Regular Meeting, Monday, November 22, 2021 at 7:00 p.m.  
 Ann Arbor District Library  
 343 S. Fifth Avenue, Ann Arbor, MI 48104 -- aadl.org

## REGULAR MEETING AGENDA

- 21-192 I. CALL TO ORDER  
 Jim Leija, President
- 21-193 II. ATTENDANCE
- 21-194 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)  
 Roll call vote
- 21-195 IV. CONSENT AGENDA  
 (Item of action)  
 Roll call vote
- CA-1 Approval of Minutes of October 25, 2021 and November 1, 2021 (pp. 3-18)
- CA-2 Approval of October 2021 Disbursements (pp. 19-21)
- 21-196 V. CITIZENS' COMMENTS
- 21-197 VI. FINANCIAL REPORTS (pp. 22-26)  
 Josie B. Parker, Director
- 21-198 VII. COMMITTEE REPORTS
- 21-199 A. LIBRARY DIRECTOR SEARCH COMMITTEE  
 Jim Leija, Chair  
 (10 minutes)
- 21-200 VIII. DIRECTOR'S REPORT  
 Josie B. Parker, Director
- 21-201 IX. OLD BUSINESS

- 21-162                    A. DISCUSSION OF LIBRARY DIRECTOR SEARCH  
Jim Leija, Chair  
(Item of discussion)
- 21-202                X.     NEW BUSINESS
- 21-203                    A. RESOLUTION ADOPTING POLICY 8.24 COVID-19  
VACCINATION AND TESTING (pp. 27-30)  
(Item of discussion and action)  
Roll call vote
- 21-204                    B. RESOLUTION OF THANKS TO LORELEI SHERWOOD  
UPON HER RETIREMENT (p. 31)  
(Item of action)  
Roll call vote
- 21-205                    C. VOTE FOR REGULAR DECEMBER 2021 AADL BOARD  
MEETING  
(Item of action)  
Roll call vote
- 21-206                XI.     CITIZENS' COMMENTS
- 21-207                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, OCTOBER 25, 2021

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, OCTOBER 25, 2021**

- 21-165 I. CALL TO ORDER  
 S. Kerene Moore, Vice President
- Vice President Moore called the meeting to order at 7:02 p.m.
- 21-166 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek  
 Board Absent: Jim Leija  
 Staff: Josie Parker, Eli Neiburger, Len Lemorie, Karen Wilson (recorder)  
 Others Present: Daniel Beard, Yeo & Yeo, CPA's
- 21-167 III. APPROVAL OF AGENDA  
 (Item of action)  
 Roll call vote
- Treasurer Akmon, supported by Trustee Solomon, moved to approve the agenda as presented.
- A roll call vote was taken.
- AYES: Akmon, Kleinman, Moore, Solomon, Trudeau, Vander Broek  
 NAYS: None
- Motion passed 6-0.
- 21-168 IV. CONSENT AGENDA  
 (Item of action)  
 Roll call vote
- CA-1 Approval of Minutes of September 27, 2021 and October 11, 2021
- CA-2 Approval of September 2021 Disbursements

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

Trustee Solomon, supported by Trustee Trudeau, moved to approve the consent agenda.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

21-169 V. CITIZENS' COMMENTS

There were no citizens' comments.

21-170 VI. FINANCIAL REPORTS  
 Josie B. Parker, Director

Director Parker reported that tax receipts received to date are at \$14.6 million which is 81.6% of the annual budget. The Fund Balance sits at \$10.5 million which will decrease with a resolution this evening to move monies to the Capital Fund.

Year-to-date revenues exceed expenses by \$420,368. Actual cash receipts are at 81.43% of the budget and actual cash expended is at 24.83% of the budget. Donations have had little movement. There is a resolution later in the agenda moving funds into the Memorial Expense line to account for FAADL monies being spent.

21-171 VII. COMMITTEE REPORTS

21-172 A. LIBRARY DIRECTOR SEARCH COMMITTEE  
 S. Kerene Moore

Vice President Moore reported the committee met on October 27<sup>th</sup> with Bradbury Miller to discuss a tentative timeline for the Director search process. This information will be provided to the full Board for deliberation at the tentative November 1<sup>st</sup> Special Board meeting.

21-173 B. BUDGET & FINANCE COMMITTEE  
 Dharma Akmon, Chair

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

Treasurer Akmon reported the committee met with Yeo & Yeo on October 21<sup>st</sup> and reviewed the FY2020-2021 Audit being presented tonight.

21-174      VIII.    DIRECTOR'S REPORT  
 Josie B. Parker, Director

Director Parker reported that calls for Black Lives Matter artists have gone out to display images and videos of works on the Downtown Library Lobby Gallery screen.

Congratulations were offered to 5<sup>th</sup> Avenue Press author Linda Cotton Jeffries on her third book which is now available from Sunbury Press.

Several patron social media comments were viewed. It was noted that 1,800 AADL t-shirts were order during the Summer Game.

21-175      IX.      OLD BUSINESS

21-137      A.    RESOLUTION TO AUTHORIZE BUDGETED  
EXPENDITURES FOR PARKLAND PLAZA PURCHASE  
 (Item of action)  
 Roll call vote

Trustee Kleinman, supported by Trustee Solomon, moved 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: the Board now authorizes the transfer of \$3,720,874 of General Funds to the Capital Fund; 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, Moore, Solomon, Trudeau, Vander Broek

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

21-176 X. NEW BUSINESS

21-177 A. AUDITOR'S REPORT

Daniel A. Beard, Yeo & Yeo, CPAs

Mr. Beard from Yeo & Yeo was introduced. He gave an overview of what an audit entails.

Mr. Beard noted that an unmodified opinion of the financial statements was given and that they were free of misstatements. He then reviewed a summary of the 2020-2021 audit report with the Board including revenue and expenditures with comparisons to the previous fiscal year. He also noted that drops in expenditures in several line items could be attributed to Covid closures.

Graphs presented showed Fund Balance and General Fund Balance activities.

He noted that no material weaknesses, significant deficiencies or compliance issues were found. There were no issues with management or staff and no additional journal entries were required.

Mr. Beard apprised the Board of upcoming changes in GASB regulations and that Administration is aware of them. He noted that the Michigan Department of Treasury has made changes to the Chart of Accounts requiring the Library to make adjustments. Administration reported that implementation of the new Chart of Accounts is under discussion.

Mr. Beard thanked Administration and the Finance staff for their great work.

21-178 B. RESOLUTION TO ACCEPT THE 2020-2021 FINANCIAL AUDIT

(Item of action)

Roll call vote

Trustee Solomon, supported by Treasurer Akmon, moved the Board resolves as follows: to accept the 2020-2021 financial audit prepared by Yeo & Yeo, CPAs; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.



ANN ARBOR DISTRICT LIBRARY BOARD  
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A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

21-179

C. RESOLUTION TO APPROVE VANARCHITECTS, PLLC FOR DESIGN SERVICES AT THE PARKLAND PLAZA FACILITY

(Item of action)

Roll call vote

Treasurer Akmon, supported by Trustee Kleinman, moved the Board resolves as follows: to approve VanArchitects, PLLC to provide design services for the Parkland Plaza facility not to exceed \$68,000; that the expenditure be authorized from the Capital Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie noted the Library has worked with this architectural firm in the past and has had great results.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

21-180

D. RESOLUTION TO AMEND THE 2021-2022 BUDGET

(Item of action)

Roll call vote

Trustee Kleinman, supported by Trustee Solomon, moved 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: to transfer \$25,689 from Library Programming to Grants and Memorial

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

Expense; 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, Moore, Solomon, Trudeau, Vander Broek

NAYS: None

Motion passed 6-0.

21-181

E. RESOLUTION TO REALLOCATE THE BALANCE OF FUNDS FROM 2020-2021 YEAR END TO THE CAPITAL FUND

(Item of action)

Roll call vote

Trustee Trudeau, supported by Treasurer Akmon, moved 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: 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; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie noted that no authorization has been given by the Board to proceed with the Parkland Plaza project other than hiring the architects. He anticipates the construction build-out will cost between \$1 million to \$1.2 million. Once architectural drawings have been received he will bring estimated construction costs to the Board for approval.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

21-182

F. DECARBONIZING LIBRARY OPERATIONS

Eli Neiburger, Deputy Director & Len Lemorie, Associate Director

(Item of discussion)

Associate Director Lemorie led off the discussion inquiring on the Board's interest in receiving green alternatives for upcoming proposed purchases and construction at the Parkland Plaza location. He noted that possible future purchases include a new delivery truck, a forklift and a lawn mower all of which have electric counterparts available. He is also interested in the possibility of geothermal installation at Parkland Plaza.

After discussion, consensus of the Board was to prioritize environmental friendly and sustainable options as much as possible while remaining fiscally responsible.

Deputy Director Neiburger and Associate Director Lemorie both discussed the possibility of bringing lawn maintenance in-house beginning with Parkland Plaza property. The current lawn maintenance contract does not expire for two years.

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

Treasurer Akmon, supported by Trustee Trudeau, moved to hold a special Board meeting on November 1, 2021 at 7:00 p.m. for discussion of the Library Director search.

Director Parker noted that the Library is closed on November 1<sup>st</sup> for Staff Day and that all Board members were invited to attend.

A roll call vote was taken.

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

NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 25, 2021

21-184      XI.      CITIZENS' COMMENTS

There were no citizens' comments.

21-185      XII.      ADJOURNMENT

Vice President Moore adjourned the meeting at 8:03 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 October 25, 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.

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Onna Solomon, Board Secretary

**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 25<sup>th</sup> day of October, 2021 at 7:02 p.m.

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

ABSENT: Jim Leija

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

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: Dharma Akmon, 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 regular Board meeting held on October 25, 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.

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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 25<sup>th</sup> day of October, 2021 at 7:02 p.m.

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

ABSENT: Jim Leija

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

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

AYES: Dharma Akmon, 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 regular Board meeting held on October 25, 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.

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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 25<sup>th</sup> day of October, 2021 at 7:02 p.m.

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

ABSENT: Jim Leija

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

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

AYES: Dharma Akmon, 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 regular Board meeting held on October 25, 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.

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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 25<sup>th</sup> day of October, 2021 at 7:02 p.m.

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

ABSENT: Jim Leija

The following resolution was offered by Trustee Kleinman, supported by Trustee Solomon:

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: Dharma Akmon, 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 regular Board meeting held on October 25, 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.

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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 25<sup>th</sup> day of October, 2021 at 7:02 p.m.

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

ABSENT: Jim Leija

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

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: Dharma Akmon, 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 regular Board meeting held on October 25, 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.

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Onna Solomon, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
MONDAY, NOVEMBER 1, 2021

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE SPECIAL MEETING**  
**MONDAY, NOVEMBER 1, 2021**

- 21-186 I. CALL TO ORDER  
 Jim Leija, President
- President Leija called the meeting to order at 7:03 p.m.
- 21-187 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, Onna Solomon, Scott Trudeau, Jamie Vander Broek  
 Board Absent: S. Kerene Moore  
 Staff: Josie Parker, Eli Neiburger, Karen Wilson (recorder)  
 Others Present: Karen Miller and Brian Hare, Bradbury Miller Associates
- 21-188 III. APPROVAL OF AGENDA  
 (Item of action)  
 Roll call vote
- Trustee Kleinman, supported by Trustee Trudeau, moved to approve the agenda as presented.
- A roll call vote was taken.
- AYES: Akmon, Kleinman, Leija, Solomon, Trudeau, Vander Broek  
 NAYS: None
- Motion passed 6-0.
- 21-189 IV. OLD BUSINESS
- 21-162 A. DISCUSSION OF LIBRARY DIRECTOR SEARCH  
 Karen Miller and Brian Hare, Bradbury Miller Associates  
 (Item of discussion)
- Ms. Miller began the discussion reviewing the tentative search schedule timeline. Focus groups and staff surveys will be initiated. Upon Board approval advertisement for the Library Director position will be posted by December 6<sup>th</sup>. Recruitment timeline is anticipated to be from December 6<sup>th</sup> through January 23<sup>rd</sup>.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
MONDAY, NOVEMBER 1, 2021

Recruitment will initially focus on Michigan along with additional postings in fifty-five sites in the United States. A cover letter and resume will be requested along with the application.

Additional tentative meeting dates include:

- February 7<sup>th</sup> - meeting with the Search Committee to evaluate applications received.
- February 21<sup>st</sup> and February 22<sup>nd</sup> - interviews with Search Committee and semi-finalists.
- March dates for Board final interviews need to be verified with the Board this evening. Tentative final interview dates of March 17<sup>th</sup> and March 18<sup>th</sup> were proposed.

Ms. Miller noted that opportunities will be given to staff and stakeholders to interact with finalist candidates. Ms. Miller recommended adding a presentation component for finalists with a topic determined in advance. This proposed process was discussed.

The Board discussed possible March dates and their availability.

President Leija noted that legal counsel will need to verify whether the Library Director Search Committee has the ability within in the Open Meetings Act to review and recommend finalist candidates to the Board.

President Leija noted that the job description will be discussed at the November 22<sup>nd</sup> regular Board meeting.

Administrative staff was directed to ascertain the availability of Board members for final interview meeting dates in March and April.

Ms. Miller will work with Director Parker in gathering feedback from community stakeholders. Feedback will also be gathered from staff and the Board.

Ms. Miller noted that they have developed a web-based community survey to be used. AADL staff will distribute the survey via social media and in several AADL newsletters. Responses will go directly to Bradbury Miller.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
MONDAY, NOVEMBER 1, 2021

21-190      V.      CITIZENS' COMMENTS

There were no citizens' comments.

21-191      VI.      ADJOURNMENT

President Leija adjourned the meeting at 8:03 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 November 1, 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.

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Onna Solomon, Board Secretary

System: 11/2/2021 10:54:01 AM  
 User Date: 11/2/2021

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	10/1/2021
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
064967	ALLENT	ALLIANCE ENTERTAINMENT	10/5/2021	CHECK	PMCHK00002611	\$672.71
064968	ALLSUP	ALLIED-EAGLE SUPPLY CO	10/5/2021	CHECK	PMCHK00002611	\$1,425.00
064969	APPLE	APPLE, INC.	10/5/2021	CHECK	PMCHK00002611	\$107.00
064970	B&H	B&H PHOTO-VIDEO	10/5/2021	CHECK	PMCHK00002611	\$1,677.15
064971	BAKTAY	BAKER & TAYLOR	10/5/2021	CHECK	PMCHK00002611	\$18,069.33
064972	BETBEC	BETSY JANE BECKERMAN	10/5/2021	CHECK	PMCHK00002611	\$150.00
064973	BETMAN	BETH MANUEL	10/5/2021	CHECK	PMCHK00002611	\$16.00
064974	CALCOL	CALVIN UNIV. HECKMAN LIBRARY	10/5/2021	CHECK	PMCHK00002611	\$50.00
064975	CARBRO	CARPENTER BROS.	10/5/2021	CHECK	PMCHK00002611	\$159.71
064976	CDW-G	CDW GOVERNMENT	10/5/2021	CHECK	PMCHK00002611	\$10,225.40
064977	FRIOF	FRIENDS OF THE AADL	10/5/2021	CHECK	PMCHK00002611	\$2,080.27
064978	GRAINGER	GRAINGER	10/5/2021	CHECK	PMCHK00002611	\$1,067.76
064979	GRAPHX	GRAPH-X	10/5/2021	CHECK	PMCHK00002611	\$415.00
064980	HIGTOW	HIGHLAND TOWNSHIP LIBRARY	10/5/2021	CHECK	PMCHK00002611	\$15.95
064981	KOLOSS	KOLOSSOS	10/5/2021	CHECK	PMCHK00002611	\$216.00
064982	MICTAI	MITAI	10/5/2021	CHECK	PMCHK00002611	\$1,100.00
064983	MIDTAP	MIDWEST TAPE	10/5/2021	CHECK	PMCHK00002611	\$1,947.42
064984	PAYCOO	PAYTON COOK	10/5/2021	CHECK	PMCHK00002611	\$600.00
064985	PRITEC	PRINT TECH INC.	10/5/2021	CHECK	PMCHK00002611	\$831.62
064986	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	10/5/2021	CHECK	PMCHK00002611	\$1,380.00
064987	SCHSEC	SCHILKE SECURITY	10/5/2021	CHECK	PMCHK00002611	\$1,067.50
064988	SCHSOU	SCHEDULE SOURCE, INC	10/5/2021	CHECK	PMCHK00002611	\$1,014.00
064989	SHEWIL	SHERWIN- WILLIAMS	10/5/2021	CHECK	PMCHK00002611	\$39.38
064990	STABUI	STAFFORD BUILDING PRODUCTS, IN	10/5/2021	CHECK	PMCHK00002611	\$942.00
064991	STAHAR	STADIUM HARDWARE	10/5/2021	CHECK	PMCHK00002611	\$118.11
064992	THOGAL	CENGAGE LEARNING INC/GALE	10/5/2021	CHECK	PMCHK00002611	\$146.19
064993	UNDGRO	UNDERGROUND PRINTING	10/5/2021	CHECK	PMCHK00002611	\$23,080.72
064994	AIRTABLE	FORMAGRID INC DBA AIRTABLE	10/12/2021	CHECK	PMCHK00002613	\$1,619.94
064995	ALLENT	ALLIANCE ENTERTAINMENT	10/12/2021	CHECK	PMCHK00002613	\$125.71
064996	APPIMA	APPLIED IMAGING	10/12/2021	CHECK	PMCHK00002613	\$3,573.09
064997	APPLE	APPLE, INC.	10/12/2021	CHECK	PMCHK00002613	\$198.00
064998	BAKTAY	BAKER & TAYLOR	10/12/2021	CHECK	PMCHK00002613	\$6,568.11
064999	BATPLU	BATTERIES PLUS BULBS	10/12/2021	CHECK	PMCHK00002613	\$29.95
065000	BREWER	BREWER'S	10/12/2021	CHECK	PMCHK00002613	\$657.66
065001	BUSVAL	BUSCH'S, INC.	10/12/2021	CHECK	PMCHK00002613	\$18.66
065002	CDW-G	CDW GOVERNMENT	10/12/2021	CHECK	PMCHK00002613	\$7,671.01
065003	GETDOWN	GET DOWNTOWN PROGRAM	10/12/2021	CHECK	PMCHK00002613	\$3,100.00
065004	GRAINGER	GRAINGER	10/12/2021	CHECK	PMCHK00002613	\$174.90
065005	GREMAN	GREENE MANUFACTURING, INC	10/12/2021	CHECK	PMCHK00002613	\$9,565.00
065006	HOOHAT	HOOPER HATHAWAY, P.C.	10/12/2021	CHECK	PMCHK00002613	\$3,526.00
065007	HUGGAL	HUBERT GALLAGHER	10/12/2021	CHECK	PMCHK00002613	\$100.00
065008	JENMCK	JENNIFER ANN MCKEE	10/12/2021	CHECK	PMCHK00002613	\$100.00
065009	JOURET	JOURNEY RETIREMENT PLAN LLC	10/12/2021	CHECK	PMCHK00002613	\$231.25
065010	KOLOSS	KOLOSSOS	10/12/2021	CHECK	PMCHK00002613	\$204.00
065011	LAURAY	LAURA PERSHIN RAYNOR	10/12/2021	CHECK	PMCHK00002613	\$200.00
065012	MAISHO	MAIL SHOPPE, INC.	10/12/2021	CHECK	PMCHK00002613	\$2,197.40
065013	MARSTU	MARTHA RUTH STUIT	10/12/2021	CHECK	PMCHK00002613	\$450.00
065014	MCIGRO	MCINTOSH GROUNDS MAINT, INC	10/12/2021	CHECK	PMCHK00002613	\$10,224.92
065015	MIDTAP	MIDWEST TAPE	10/12/2021	CHECK	PMCHK00002613	\$6,362.17
065016	MYPARK	SMARTSIGN	10/12/2021	CHECK	PMCHK00002613	\$251.80
065017	OCLINS	OCLC, INC.	10/12/2021	CHECK	PMCHK00002613	\$4,306.66
065018	ONEACON	O'NEAL CONSTRUCTION	10/12/2021	CHECK	PMCHK00002613	\$32,571.41
065019	PAWPAW	PAW PAW DISTRICT LIBRARY	10/12/2021	CHECK	PMCHK00002613	\$18.00
065020	PLAWIS	PLANTWISE	10/12/2021	CHECK	PMCHK00002613	\$3,925.00
065021	PREPET	PREUSS PETS	10/12/2021	CHECK	PMCHK00002613	\$941.82
065022	PROINF	PROQUEST LLC	10/12/2021	CHECK	PMCHK00002613	\$6,238.67

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
065023	RACTHO	RACHEL E. THOMAS	10/12/2021	CHECK	PMCHK00002613	\$147.70
065024	RNOFAA	R.N.A. OF ANN ARBOR, INC.	10/12/2021	CHECK	PMCHK00002613	\$22,001.00
065025	ROYLIM	ROYAL LIMOUSINE	10/12/2021	CHECK	PMCHK00002613	\$757.80
065026	STAPLES	STAPLES	10/12/2021	CHECK	PMCHK00002613	\$547.61
065027	THODOL	THOMAS DOLAN	10/12/2021	CHECK	PMCHK00002613	\$27.00
065028	UTIPUB	UTICA PUBLIC LIBRARY	10/12/2021	CHECK	PMCHK00002613	\$21.95
065029	VOSLIG	VOSS LIGHTING	10/12/2021	CHECK	PMCHK00002613	\$927.30
065030	YEOYEO	YEO & YEO	10/12/2021	CHECK	PMCHK00002613	\$3,000.00
065031	ALLENT	ALLIANCE ENTERTAINMENT	10/19/2021	CHECK	PMCHK00002616	\$1,312.35
065032	APPLE	APPLE, INC.	10/19/2021	CHECK	PMCHK00002616	\$3,458.00
065033	AUDHUG	AUDREY HUGGETT	10/19/2021	CHECK	PMCHK00002616	\$14.00
065034	B&H	B&H PHOTO-VIDEO	10/19/2021	CHECK	PMCHK00002616	\$1,316.25
065035	BAKTAY	BAKER & TAYLOR	10/19/2021	CHECK	PMCHK00002616	\$23,170.50
065036	BLAAUD	BLACKSTONE PUBLISHING	10/19/2021	CHECK	PMCHK00002616	\$375.00
065037	CARBRO	CARPENTER BROS.	10/19/2021	CHECK	PMCHK00002616	\$15.99
065038	CASGAM	CASEY GAMBLE	10/19/2021	CHECK	PMCHK00002616	\$1,027.25
065039	DEMCO	DEMCO	10/19/2021	CHECK	PMCHK00002616	\$883.00
065040	EBSCO	EBSCO INFORMATION SERVICES	10/19/2021	CHECK	PMCHK00002616	\$44,279.15
065041	ELM USA	ELM USA	10/19/2021	CHECK	PMCHK00002616	\$201.25
065042	GRAINGER	GRAINGER	10/19/2021	CHECK	PMCHK00002616	\$560.75
065043	JESTRO	JESSICA TROTTER	10/19/2021	CHECK	PMCHK00002616	\$150.00
065044	JUAJHO	JUAN JHONG CHUNG	10/19/2021	CHECK	PMCHK00002616	\$150.00
065045	KAPNICK	KAPNICK INSURANCE GROUP	10/19/2021	CHECK	PMCHK00002616	\$500.00
065046	KATDUD	KATIE DUDEK	10/19/2021	CHECK	PMCHK00002616	\$9.96
065047	LINSMI	LINDSEY SMITH	10/19/2021	CHECK	PMCHK00002616	\$100.00
065048	MIDTAP	MIDWEST TAPE	10/19/2021	CHECK	PMCHK00002616	\$4,730.62
065049	ONEACON	O'NEAL CONSTRUCTION	10/19/2021	CHECK	PMCHK00002616	\$12,119.45
065050	PAYCOO	PAYTON COOK	10/19/2021	CHECK	PMCHK00002616	\$600.00
065051	PITCHA	PITTSFIELD CHARTER TOWNSHIP	10/19/2021	CHECK	PMCHK00002616	\$91.74
065052	PRITEC	PRINT TECH INC.	10/19/2021	CHECK	PMCHK00002616	\$2,622.41
065053	SCHELE	SCHINDLER ELEVATOR CORPORATION	10/19/2021	CHECK	PMCHK00002616	\$10,176.65
065054	SHASON	SHAMBAUGH	10/19/2021	CHECK	PMCHK00002616	\$25,920.00
065055	THOGAL	CENGAGE LEARNING INC/GALE	10/19/2021	CHECK	PMCHK00002616	\$175.43
065056	TLSPRO	TLS PRODUCTIONS, INC	10/19/2021	CHECK	PMCHK00002616	\$95.00
065057	TYRJOH	TYRA JOHNSTON	10/19/2021	CHECK	PMCHK00002616	\$175.00
065058	UNUMPRO	UNUM LIFE INSURANCE	10/19/2021	CHECK	PMCHK00002616	\$8,971.47
065059	UNUMPRO1	UNUM LIFE INSURANCE	10/19/2021	CHECK	PMCHK00002616	\$8,253.83
065060	VERWIL	VERONICA C WILLIAMSON	10/19/2021	CHECK	PMCHK00002616	\$100.00
065061	GFWILB	GF WILBUR INC.	10/19/2021	CHECK	PMCHK00002616	\$6,600.00
065062	AFSMITH	A.F. SMITH ELECTRIC, INC.	10/27/2021	CHECK	PMCHK00002618	\$258.75
065063	ANNARB	ANN ARBOR OBSERVER	10/27/2021	CHECK	PMCHK00002618	\$1,467.40
065064	APPLE	APPLE, INC.	10/27/2021	CHECK	PMCHK00002618	\$3,458.00
065065	B&H	B&H PHOTO-VIDEO	10/27/2021	CHECK	PMCHK00002618	\$1,416.81
065066	BAKTAY	BAKER & TAYLOR	10/27/2021	CHECK	PMCHK00002618	\$27,320.79
065067	BRAMIL	BRADBURY MILLER ASSOCIATES	10/27/2021	CHECK	PMCHK00002618	\$6,000.00
065068	CDW-G	CDW GOVERNMENT	10/27/2021	CHECK	PMCHK00002618	\$2,470.50
065069	CENMIC	CENTRAL MICHIGAN UNIVERSITY	10/27/2021	CHECK	PMCHK00002618	\$158.93
065070	CRADOO	CRAWFORD DOOR SALES	10/27/2021	CHECK	PMCHK00002618	\$55.00
065071	DICBLI	BLICK ART MATERIALS	10/27/2021	CHECK	PMCHK00002618	\$125.91
065072	DUFPHE	DUFF & PHELPS	10/27/2021	CHECK	PMCHK00002618	\$1,325.00
065073	FATHAQ	FATEMA HAQUE	10/27/2021	CHECK	PMCHK00002618	\$150.00
065074	HURHIG	THE HURON EMERY	10/27/2021	CHECK	PMCHK00002618	\$225.00
065075	JEWISHNE	JCMWC, LLC	10/27/2021	CHECK	PMCHK00002618	\$278.00
065076	JOSGAS	JOSEPH GASCHO	10/27/2021	CHECK	PMCHK00002618	\$150.00
065077	KARTUT	KARIN TUTHILL	10/27/2021	CHECK	PMCHK00002618	\$1,146.67
065078	MANCOS	MANER COSTERISAN	10/27/2021	CHECK	PMCHK00002618	\$11,950.00
065079	MARBAN	MARTIN BANDYKE	10/27/2021	CHECK	PMCHK00002618	\$400.00
065080	MCNMCK	MCNAUGHTON-MCKAY	10/27/2021	CHECK	PMCHK00002618	\$125.41
065081	MIDTAP	MIDWEST TAPE	10/27/2021	CHECK	PMCHK00002618	\$6,006.94
065082	NORDIS	NORTHVILLE DISTRICT LIBRARY	10/27/2021	CHECK	PMCHK00002618	\$20.00
065083	ONEACON	O'NEAL CONSTRUCTION	10/27/2021	CHECK	PMCHK00002618	\$49,784.75
065084	PARCHLIB	PARCHMENT COMMUNITY LIBRARY	10/27/2021	CHECK	PMCHK00002618	\$16.99
065085	PIOHSO	PIONEER OMEGA	10/27/2021	CHECK	PMCHK00002618	\$300.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
065086	SCHSEC	SCHILKE SECURITY	10/27/2021	CHECK	PMCHK00002618	\$165.00
065087	SHELAL	SHEELA LAL	10/27/2021	CHECK	PMCHK00002618	\$150.00
065088	THOGAL	CENGAGE LEARNING INC/GALE	10/27/2021	CHECK	PMCHK00002618	\$265.40
065089	UNDGRO	UNDERGROUND PRINTING	10/27/2021	CHECK	PMCHK00002618	\$3,990.71
065090	VARFOR	VARSITY FORD	10/27/2021	CHECK	PMCHK00002618	\$2.80
065091	WESENT	WESTGATE ENTERPRISES, LLC	10/27/2021	CHECK	PMCHK00002618	\$45,583.85
065092	AIRENTAL	A-1 RENTAL	10/27/2021	CHECK	PMCHK00002618	\$611.00
EFT01861	AMACORP	AMAZON	10/5/2021	CHECK	PMCHK00002612	\$630.50
EFT01862	CINTAS	CINTAS CORPORATION	10/5/2021	CHECK	PMCHK00002612	\$348.63
EFT01863	DTEENE	DTE ENERGY	10/5/2021	CHECK	PMCHK00002612	\$2,772.67
EFT01864	QUADIENT	QUADIENT	10/5/2021	CHECK	PMCHK00002612	\$1,500.00
EFT01865	TRISOL	TRIONFO SOLUTIONS	10/5/2021	CHECK	PMCHK00002612	\$637.00
EFT01866	AWS	AMAZON WEB SERVICES	10/12/2021	CHECK	PMCHK00002614	\$122.22
EFT01867	BACBLA	BACKBLAZE	10/12/2021	CHECK	PMCHK00002614	\$4,104.10
EFT01868	DRUPALIZE	DRUPALIZE ME OSIO LABS	10/12/2021	CHECK	PMCHK00002614	\$35.00
EFT01869	FACEBOOK	FACEBOOK ADS	10/12/2021	CHECK	PMCHK00002614	\$1,808.10
EFT01870	IRCCLOUD	IRCCLOUD	10/12/2021	CHECK	PMCHK00002614	\$211.15
EFT01871	PUBSTO	PUBLIC STORAGE	10/12/2021	CHECK	PMCHK00002614	\$669.00
EFT01872	TRELLO	TRELLO.COM	10/12/2021	CHECK	PMCHK00002614	\$75.00
EFT01873	TWILIO	TWILIO	10/12/2021	CHECK	PMCHK00002614	\$300.10
EFT01874	TWITTER	TWITTER	10/12/2021	CHECK	PMCHK00002614	\$516.41
EFT01875	YOUTUB	GOOGLE-YOUTUBE	10/12/2021	CHECK	PMCHK00002614	\$131.36
EFT01876	ZOOM	ZOOM VIDEO	10/12/2021	CHECK	PMCHK00002614	\$7,392.30
EFT01877	ATTMOB	AT&T MOBILITY	10/12/2021	CHECK	PMCHK00002615	\$436.33
EFT01878	CINTAS	CINTAS CORPORATION	10/12/2021	CHECK	PMCHK00002615	\$348.63
EFT01879	CITWATER	CITY OF ANN ARBOR TREASURER	10/12/2021	CHECK	PMCHK00002615	\$693.89
EFT01880	LOWE'S	LOWES BUSINESS ACCOUNT	10/12/2021	CHECK	PMCHK00002615	\$1,544.74
EFT01881	OFFDEP	OFFICE DEPOT, INC.	10/12/2021	CHECK	PMCHK00002615	\$209.87
EFT01882	QUADIENT	QUADIENT	10/12/2021	CHECK	PMCHK00002615	\$711.36
EFT01883	ULINE	ULINE, INC.	10/12/2021	CHECK	PMCHK00002615	\$174.18
EFT01884	VERWIRC	VERIZON WIRELESS	10/12/2021	CHECK	PMCHK00002615	\$4,437.28
EFT01885	WASMAN	WASTE MANAGEMENT OF MICHIGAN	10/12/2021	CHECK	PMCHK00002615	\$312.17
EFT01886	ATTMOB	AT&T MOBILITY	10/19/2021	CHECK	PMCHK00002617	\$479.33
EFT01887	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	10/19/2021	CHECK	PMCHK00002617	\$93,641.43
EFT01888	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/19/2021	CHECK	PMCHK00002617	\$3,731.85
EFT01889	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	10/19/2021	CHECK	PMCHK00002617	\$333.08
EFT01890	CINTAS	CINTAS CORPORATION	10/19/2021	CHECK	PMCHK00002617	\$286.82
EFT01891	CITWASTE	CITY OF ANN ARBOR TREASURER	10/19/2021	CHECK	PMCHK00002617	\$2,453.83
EFT01892	DTEENE	DTE ENERGY	10/19/2021	CHECK	PMCHK00002617	\$5,040.96
EFT01893	TDSMET	TDS	10/19/2021	CHECK	PMCHK00002617	\$9,222.86
EFT01894	CINTAS	CINTAS CORPORATION	10/28/2021	CHECK	PMCHK00002619	\$410.44
EFT01895	DTEENE	DTE ENERGY	10/28/2021	CHECK	PMCHK00002619	\$22,742.87
EFT01896	OXFPRO	2725-2805 ASSOCIATES, LLC	10/28/2021	CHECK	PMCHK00002619	\$11,049.95
EFT01897	AMACORP	AMAZON	10/28/2021	CHECK	PMCHK00002619	\$6,192.87
EFT01898	AMABOOK	SYNCE/AMAZON	10/28/2021	CHECK	PMCHK00002619	\$2,185.28

Total Checks: 164

Total Amount of Checks: \$712,623.93  
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## Ann Arbor District Library

### Financial Summary for the Four Months Ended October 31, 2021

#### Cash

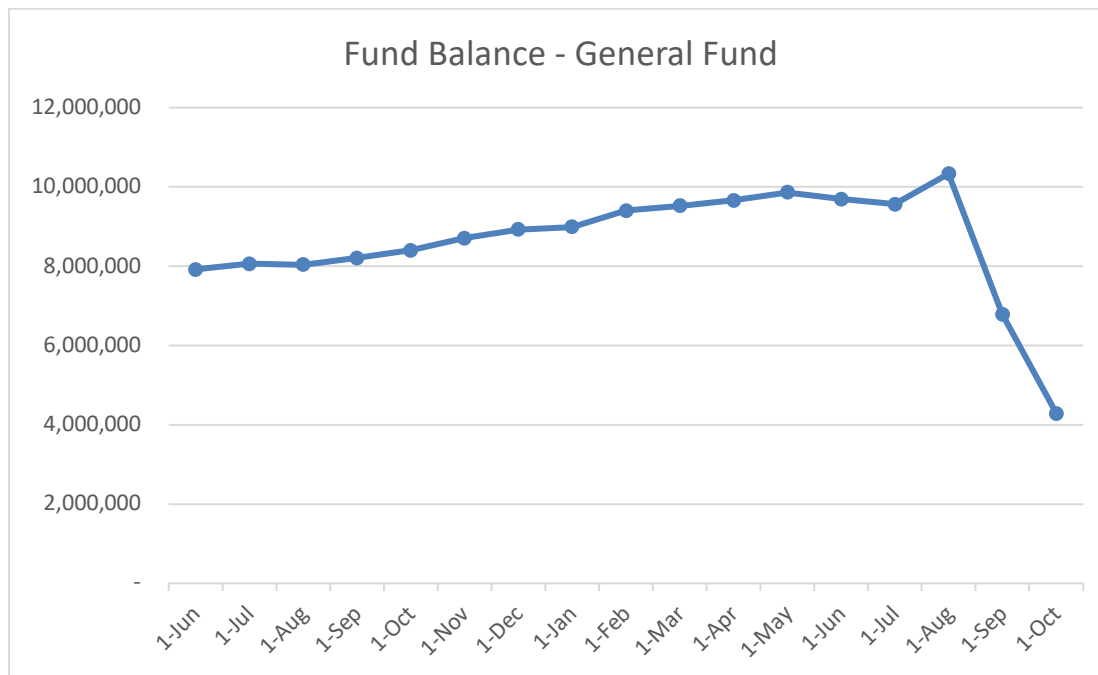
Cash, not including investments, increased \$1,654,563 from \$12,867,984 on September 30, 2021 to \$14,522,547 as of October 31, 2021.

#### Tax Receipts

As of October 31<sup>st</sup>, the Library had received \$17,638,683 which is 98.6% of the annual budgeted tax receipts of \$17,884,000.

#### Fund Balance Activity

The Library general fund balance decreased from \$6,786,016 as of September 30, 2021 to \$4,287,926 as of October 31, 2021. The decrease is a result of the transfer of the increase in Net Assets for fiscal year 2020 – 2021 to the Capital Fund.





## Ann Arbor District Library

### Financial Summary for the Four Months Ended October 31, 2021

#### Revenue:

Year-to-date revenues equal \$6,047,022 of which \$114,012 is due from other governmental units for penal fines and state aid. \$11,690,683 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through October 31, 2021 equal \$17,910,846.

#### Expenditures

Year-to-date expenditures total \$5,465,575 of which \$473,385 has not been paid. As of October 31 2021, \$575,744 has been prepaid for expenses not yet incurred. Total cash expended through October 31, 2021 equals \$5,913,097.

#### Revenue Over/(Under) Expenditures:

Year-to-date revenues exceed expenses by \$581,447. Current revenues are 33.05% of the approved budget and current expenses are 29.88% of the approved budget after four months or 33% of the fiscal year. Actual cash receipts are 97.90% of budget and actual cash expended is 32.32% 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	\$ 337,067	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,661	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,118	
Price	\$ 33,720	
Schafer	\$ 10,585	
Westerman	\$ 30,629	
WLBPD	\$ 51,922	

## ANN ARBOR DISTRICT LIBRARY

Balance Sheet  
Governmental Funds  
For the Four Months Ending 10/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
<b>Assets</b>				
Cash and cash equivalents	\$11,425,506	\$2,557,418	\$539,623	\$14,522,547
Investments	4,912,476	-	-	4,912,476
Due from other governmental units	114,012	-	-	114,012
Other accounts receivable	-	-	250	250
Prepaid items	575,744	-	-	575,744
<b>Total Assets</b>	<b><u>\$17,027,738</u></b>	<b><u>\$2,557,418</u></b>	<b><u>\$539,873</u></b>	<b><u>\$20,125,029</u></b>
<b>Liabilities</b>				
Accounts payable	\$140,831	-	-	\$140,831
Accrued payroll and benefits	332,555	-	-	332,555
<b>Total Liabilities</b>	<b><u>473,385</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>473,385</u></b>
<b>Deferred Outflows</b>				
Unavailable property tax revenue	11,690,683	-	-	11,690,683
Deferred rental revenue	-	-	-	-
<b>Total deferred outflows</b>	<b><u>11,690,683</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>11,690,683</u></b>
<b>Fund Balances</b>				
<b>Nonspendable:</b>				
Prepaid items	575,744	-	-	575,744
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	214,873	214,873
Committed for capital projects	-	2,557,418	-	2,557,418
Unassigned	4,287,926	-	-	4,287,926
<b>Total fund balance - general fund</b>	<b><u>4,863,670</u></b>	<b><u>2,557,418</u></b>	<b><u>539,873</u></b>	<b><u>7,960,961</u></b>
<b>Total liabilities and fund balances</b>	<b><u>\$17,027,738</u></b>	<b><u>\$2,557,418</u></b>	<b><u>\$539,873</u></b>	<b><u>\$20,125,029</u></b>

## ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures  
General Fund  
For the Four Months Ending 10/31/2021

	October ACTUAL	YTD ACTUAL	FY 2022 BUDGET	BUDGET REMAINING	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$1,491,845	\$5,948,000	\$17,884,000	\$11,936,000	33.26%
State penal fines	16,750	67,000	125,000	58,000	53.60%
State aid	7,500	30,000	90,000	60,000	33.33%
Interest income	(34,292)	(21,240)	25,000	46,240	(84.96%)
Copier revenue	194	807	10,000	9,193	8.07%
Grants and memorials	100	644	2,500	1,856	25.74%
Library fines, fees and other	1,112	7,981	18,000	10,019	44.34%
Non-resident fees	1,538	5,063	7,500	2,438	67.50%
Rental revenue	2,923	8,768	32,500	23,732	26.98%
MPSERS pass-through			100,000	100,000	0.00%
<b>TOTAL REVENUES</b>	<b>\$1,487,670</b>	<b>\$6,047,022</b>	<b>\$18,294,500</b>	<b>\$12,247,478</b>	<b>33.05%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$671,039	\$2,697,432	\$8,997,200	\$6,299,768	29.98%
Employee benefits	150,266	653,529	2,086,500	1,432,971	31.32%
Employment taxes	49,335	198,641	668,000	469,359	29.74%
MPSERS pass-through			100,000	100,000	0.00%
<b>Purchased services:</b>					
Custodial services	22,001	88,004	265,000	176,996	33.21%
Accounting and auditing	11,950	50,350	165,000	114,650	30.52%
Legal	4,190	19,310	50,000	30,690	38.62%
Professional services	11,960	42,137	267,500	225,363	15.75%
Utilities	31,181	128,244	472,000	343,756	27.17%
Property insurance	11,052	43,951	125,000	81,049	35.16%
Communications	17,674	71,309	250,000	178,691	28.52%
Materials	123,769	522,310	1,876,000	1,353,690	27.84%
Software licenses / materials	4,443	51,527	150,000	98,473	34.35%
Building rental	56,634	227,010	713,000	485,990	31.84%
Seminars, conferences and travel	1,947	2,422	29,300	26,878	8.27%
Copier expense	3,573	14,770	60,000	45,230	24.62%
Library programming	17,828	153,023	614,311	461,288	24.91%
Grant and memorial expenses	3,991	11,535	25,689	14,154	44.90%
Operating supplies	21,539	65,392	326,250	260,858	20.04%
Repairs and maintenance	66,762	237,444	540,500	303,056	43.93%
Postage	240	5,090	25,000	19,910	20.36%
Other operating expenses	780	4,964	38,250	33,286	12.98%
Capital outlay	44,440	177,181	450,000	272,819	39.37%
<b>TOTAL EXPENDITURES</b>	<b>\$1,326,591</b>	<b>\$5,465,575</b>	<b>\$18,294,500</b>	<b>\$12,828,925</b>	<b>29.88%</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$161,079</b>	<b>\$581,447</b>		<b>(\$581,447)</b>	<b>0.00%</b>
Interfund Transfer	(5,804,299)	(5,804,299)		5,804,299	0.00%
Fund balance, beginning of year		\$10,086,521		(\$10,086,521)	0.00%
Fund balance, end of year	<u>(\$5,643,220)</u>	<u>\$4,863,670</u>		<u>(\$4,863,670)</u>	<u>0.00%</u>

## ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures  
Governmental Funds  
For the Four Months Ending 10/31/2021

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
<b>REVENUES:</b>				
Property taxes, net	\$5,948,000	-	-	\$5,948,000
State penal fines	67,000	-	-	67,000
State aid	30,000	-	-	30,000
Interest income	(21,240)	-	71	(21,169)
Copier revenue	807	-	-	807
Grants and memorials	644	-	250	894
Library fines, fees and other	7,981	-	-	7,981
Non-resident fees	5,063	-	-	5,063
Rental revenue	8,768	-	-	8,768
MPSERS pass-through	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$6,047,022</b>	<b>-</b>	<b>\$321</b>	<b>\$6,047,344</b>
<b>EXPENDITURES:</b>				
<b>Personnel:</b>				
Salaries and wages	\$2,697,432	-	-	\$2,697,432
Employee benefits	653,529	-	-	653,529
Employment taxes	198,641	-	-	198,641
MPSERS pass-through	-	-	-	-
<b>Purchased services:</b>				
Custodial services	88,004	-	-	88,004
Accounting and auditing	50,350	-	-	50,350
Legal	19,310	-	-	19,310
Professional services	42,137	-	-	42,137
Utilities	128,244	-	-	128,244
Property insurance	43,951	-	-	43,951
Communications	71,309	-	-	71,309
Materials	522,310	-	-	522,310
Software licenses / materials	51,527	-	-	51,527
Building rental	227,010	-	-	227,010
Seminars, conferences and travel	2,422	-	-	2,422
Copier expense	14,770	-	-	14,770
Library programming	153,023	-	-	153,023
Grant and memorial expenses	11,535	-	-	11,535
Operating supplies	65,392	-	-	65,392
Repairs and maintenance	237,444	-	-	237,444
Postage	5,090	-	-	5,090
Other operating expenses	4,964	-	-	4,964
Capital outlay	177,181	4,211,866	-	4,389,047
<b>TOTAL EXPENDITURES</b>	<b>\$5,465,575</b>	<b>\$4,211,866</b>	<b>-</b>	<b>\$9,677,441</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$581,447</b>	<b>(\$4,211,866)</b>	<b>\$321</b>	<b>(\$3,630,097)</b>
Interfund Transfer	(5,804,299)	5,804,299	-	-
Fund balance, beginning of year	\$10,086,521	\$964,984	\$539,552	\$11,591,058
Fund balance, end of year	<u>\$4,863,670</u>	<u>\$2,557,418</u>	<u>\$539,873</u>	<u>\$7,960,961</u>

Ann Arbor District Library  
COVID-19 Vaccination and Testing Policy

On November 5, 2021 the Federal Occupational Safety and Health Administration (OSHA) issued an Emergency Temporary Standard (ETS) that requires all employers with at least 100 employees to establish, implement, and enforce a written policy mandating that each employee either be fully vaccinated against COVID-19 or submit to weekly COVID-19 testing and wear face coverings indoors. OSHA clarifies that the ETS is meant to strongly encourage employers to stipulate that its employees must be fully vaccinated against COVID-19. If the OSHA and/or MIOSHA ruling becomes effective and legally binding upon the AADL, this policy will be the directive of the AADL.

A. All AADL employees must either:

1. Provide proof that they are fully vaccinated against COVID-19 as defined by the Centers for Disease Control and Prevention (CDC), with the proof to be retained by Human Resources, or
2. Agree to comply with weekly testing regardless of exemptions status as specified in the ETS.

B. Acceptable proof of vaccination includes:

1. A record of immunization form from a health care provider or pharmacy,
2. A copy of the COVID-19 vaccination record card,
3. A copy of medical records documenting the vaccination,
4. A copy of immunization records from a public health, state or tribal immunization information system, or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

C. Alternatively, if an employee is unable to obtain any of the above forms of vaccination status, the employee can provide an affidavit or declaration attesting to their vaccination status, that they have lost and cannot otherwise obtain proof of vaccination, and, to the best of their knowledge, the type of vaccine administered, date(s) of administration, and the name of the health care professional or clinic site that administered it.

D. The applicable exclusions from the vaccination requirement under the ETS include employees for whom:

1. A vaccine is medically contraindicated,
2. A medical necessity requires a delay in vaccination, or
3. The employee is legally entitled to a reasonable accommodation under the federal civil rights laws because they have a disability or sincerely held religious beliefs, practices, or observances that conflict with the vaccination requirement.

Ann Arbor District Library  
COVID-19 Vaccination and Testing Policy

- E. If the Library already has the necessary documentation on file, you will receive an email from Human Resources, confirming that we have what we need from you in order to be in compliance with the ETS on December 1, 2021.
- F. If you do not receive the confirmation email on December 1, 2021, please provide this information to Human Resources by December 5, 2021. This allows us the time to verify that the AADL will be in compliance with the ETS by the mandated date: January 6, 2022. The Library prefers that you email this documentation to [hr@aadl.org](mailto:hr@aadl.org), but the Library will accept this documentation through inter-office mail.
- G. If your proof of vaccination or notification that you will not be vaccinated is not on file with Human Resources by December 5, 2021, the Library will attempt to collect the necessary documentation from you. Staff who have not provided proof of full vaccination will be required to begin weekly testing no later than January 6, 2022.
- H. If you do not comply, the Library cannot allow you to come to work, and you may be subject to disciplinary action up to and including termination.
- I. If you are a full time employee who is now seeking vaccination, you may use sick time in order to be paid for the time it takes you to receive a vaccination and recover from any side effects. If you are a part time staff member, who is becoming vaccinated, we will add four (4) hours to your timesheet on the day(s) that your proof of vaccination states that you were vaccinated. If you experience side effects due to vaccination that cause you to miss work, you will be paid for “reasonable time” as defined by OSHA. OSHA “presumes” that is up to two (2) days' sick leave per dose would meet this requirement.
- J. For unvaccinated employees, or employees who have not provided proof of full vaccination, the testing procedure is as follows:
  - 1. Employees who report to work at least weekly must be tested for COVID-19 by a laboratory at least once every seven (7) days, and provide documentation of the most recent COVID-19 test result to the employer no later than the seventh day from the last test result.
  - 2. Self-administered home test results cannot be accepted.
  - 3. Results should be sent via email to [hr@aadl.org](mailto:hr@aadl.org).
  - 4. After an employee receives a positive COVID-19 test or diagnosis, that employee is not required to be tested again for COVID-19 for ninety (90) days.
- K. All staff members continue to be required to wear masks at work at all times, except when eating or drinking. Fully vaccinated staff may remove masks when alone in an enclosed space with the door closed.

Ann Arbor District Library  
COVID-19 Vaccination and Testing Policy

- L. In the case of a positive COVID-19 test result or diagnosis by a licensed health care provider, staff members are required to promptly notify AADL (hr@aadl.org), regardless of vaccination status.
- M. AADL is required to immediately remove staff members from the workplace if an employee receives a positive COVID-19 test or diagnosis. Details for returning to work and handling staff quarantine and exposure are covered in AADL's Staff Exposure and Quarantine Procedure, found in the HR section of the Staff Intranet.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 21-203**

**RESOLUTION TO ADOPT COVID-19 VACCINATION AND TESTING 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 22<sup>nd</sup> day of November, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and supported by \_\_\_\_\_:

WHEREAS, effective November 5, 2021, the Federal Occupational Safety and Health Administration (OSHA) has issued an emergency temporary standard requiring private employers with 100 or more employees to require COVID-19 vaccination or weekly testing and masking for their unvaccinated employees by December 5, 2021 and;

WHEREAS, the State of Michigan has adopted a unique state plan like 21 other states, the Department of Labor and Economic Opportunity's Michigan Occupational Safety and Health Administration (MIOSHA) has 30 days from the effective date to implement the standard and;

WHEREAS, MIOSHA is required to be at least as stringent as the Federal OSHA standard, it is anticipated they will adopt the identical rules and requirements contained within the federal OSHA ETS and it will include government employers;

NOW, THEREFORE, BE IT RESOLVED:

- 1.) That if the OSHA and/or MIOSHA ruling becomes effective and legally binding upon the AADL, this policy will be the directive of the AADL.
- 2.) That the Board adopts the proposed Policy 8.24 COVID-19 Vaccination and Testing.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Onna Solomon, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 21-204**

**RESOLUTION OF THANKS TO LORELEI SHERWOOD UPON HER  
RETIREMENT**

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 22<sup>nd</sup> day of November, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, supported by \_\_\_\_\_:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially thank Lorelei Sherwood upon her retirement for her service as an employee from July 28, 2000 to October 29, 2021 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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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