



Regular Meeting Agenda

Monday, February 28, 2022

Published by Ann Arbor District Library

February 2022

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

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 AADL Board Mtg/Di- rector Search	15 AADL Director Search/Stake holders/Staff	16 AADL Board Mtg/Di- rector Search	17	18	19
20	21	22 AADL Board Mtg	23	24	25	26
27	28	29	30	31		

April 2022

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

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, February 28, 2022 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 22-025 I. CALL TO ORDER
 Jim Leija, President
- 22-026 II. ATTENDANCE
- 22-027 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF
 LABOR NEGOTIATIONS AND DIRECTOR'S EVALUATION
- 22-028 IV. RECONVENE TO REGULAR MEETING AT 7:00PM
- 22-029 V. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 22-030 VI. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of January 24, 2022 (pp. 3-22)
- CA-2 Approval of January 2022 Disbursements (pp. 23-25)
- 22-031 VII. CITIZENS' COMMENTS
- 22-032 VIII. FINANCIAL REPORTS (pp. 26-30)
 Eli Neiburger, Deputy Director
- 22-033 IX. LIBRARY REPORT
 Sherlonya Turner, Associate Director
- 22-034 X. OLD BUSINESS
- 21-162 A. DISCUSSION OF LIBRARY DIRECTOR SEARCH
 Jim Leija, Chair
 (Item of discussion)
- 22-035 XI. NEW BUSINESS

- 22-036 A. RESOLUTION AUTHORIZING O'NEAL CONSTRUCTION INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR PARKLAND PLAZA FACILITY (p. 31)
Len Lemorie, Associate Director
(Item of discussion & action)
- 22-037 B. RESOLUTION OF APPRECIATION TO DIRECTOR JOSIE PARKER ON HER RETIREMENT
(Item of action)
- 22-038 C. VOTE FOR CLOSED SESSION AT THE END OF TONIGHT'S BOARD MEETING FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- 22-039 D. VOTE FOR CLOSED SESSION AT THE MARCH 22, 2022 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND LABOR NEGOTIATIONS
(Item of action)
Roll call vote
- 22-040 XII. CITIZENS' COMMENTS
- 22-041 XIII. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
- 22-042 XIV. RECONVENE TO REGULAR MEETING
- 22-043 XV. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 by 5:00 PM of the weekday preceding the meeting or submit comments via email to ask@aadl.org, by voicemail to 734.327.4245. Persons who have not reserved time in advance may speak after those who have reserved time.
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 ANNUAL MEETING
MONDAY, JANUARY 24, 2022

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE ANNUAL MEETING
TUESDAY, JANUARY 24, 2022

- 22-001 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 7:10 p.m.
- 22-002 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, Karen Wilson (recorder)
- 22-003 III. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
- Trustee Solomon, supported by Trustee Akmon, nominated Jim Leija for Board President. No other nominations were made.
- A roll call vote was taken.
- AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, Vander Broek
 NAYS: None
- Motion passed 7-0.
2. VICE PRESIDENT
 (Item of action)
 Roll call vote
- Trustee Moore, supported by Trustee Leija, nominated Dharma Akmon for Board Vice President. No other nominations were made.

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

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

NAYS: None

Motion passed 7-0.

3. TREASURER
 (Item of action)
 Roll call vote

Trustee Akmon, supported by Trustee Leija, nominated Scott Trudeau for Board Treasurer. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

4. SECRETARY
 (Item of action)
 Roll call vote

Trustee Leija, supported by Trustee Akmon, nominated Kerene Moore for Board Secretary. No other nominations were made.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

22-004 IV. INSTALLATION OF OFFICERS

The oath installing Board officers for 2022 was administered as follows: Trustee Leija as President, Trustee Akmon as Vice President, Trustee Trudeau as Treasurer and Trustee Moore as Secretary.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
MONDAY, JANUARY 24, 2022

“I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”

22-005 V. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS

President Leija presided over the remainder of the meeting. The new officers were acknowledged.

22-006 VI. APPROVAL OF AGENDA
(Item of action)

Trustee Kleinman, supported by Treasurer Trudeau, moved to approve the agenda.

Trustee Solomon, supported by Secretary Moore, moved to amend the agenda removing agenda item B. from Old Business and adding under agenda item G. New Business: Director’s Evaluation to the closed session vote.

A vote was taken on the amendment.

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

NAYS: None

Motion passed 7-0.

A vote was taken on the amended agenda.

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

NAYS: None

Motion passed 7-0.

22-007 VII. CONSENT AGENDA
(Item of action)

CA-1 Approval of Minutes of November 22, 2021

CA-2 Approval of November and December 2021 Disbursements

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
MONDAY, JANUARY 24, 2022

Trustee Kleinman, supported by Secretary Moore, moved to approve the consent agenda.

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

NAYS: None

Motion passed 7-0.

22-008 VIII. CITIZENS' COMMENTS

There were no citizens' comments.

22-009 IX. FINANCIAL REPORTS

Josie B. Parker, Director

Director Parker reported November and December financial reports were in the board packet. She concentrated reporting on the December financials.

Total cash receipts through December equaled \$18,123,444 with expenditures of \$8,830,126. Year-to-date revenues exceeded expenses by \$936,441. Actual cash receipts are at 99.06% of the budget and actual cash expended is at 48.27% of the budget.

Grants and memorials show little change. Several expenditure line items on the Statement of Revenues and Expenditures are well below the six month projected expense due to Covid. The Fund Balance is healthy at over \$5 million.

Director Parker noted that Deputy Director Neiburger will be presenting the financials in February and Associate Director Turner will be seated at the table with the Board.

22-010 X. COMMITTEE REPORTS

22-011 A. EXECUTIVE COMMITTEE

President Leija reported that the Executive Committee met on January 10th to discuss a transition proposal presented by Director Parker. She presented the senior leadership team of Eli Neiburger, Sherlonya Turner and Len Lemorie as co-leaders.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
MONDAY, JANUARY 24, 2022

President Leija will meet weekly with the leadership team and the team will also meet with the Executive Committee.

Director Parker outlined the additional responsibilities of the leadership team.

22-012

B. LIBRARY DIRECTOR SEARCH COMMITTEE
 Jim Leija, Chair

President Leija reported that the Library Director Search Committee did not meet. Bradbury Miller has reported that 28 applications were received by the deadline. They will be reviewing candidate applications before forwarding them to the committee on February 7th. The first round of phone interviews will be held on February 21st and February 22nd. It is anticipated that finalists will be known by the February 28th Board meeting. Presentations and interviews with the Board will be scheduled March 14th through March 16th.

22-013

XI. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker reported that the AADL has been named a 5 Star library for the 14th year in a row. West Bloomfield Township Public Library and Kent District Library were both named 3 Star libraries.

Associate Director Sherlonya Turner compiled eleven videos of hand-drawn quotes from various points in Martin Luther King Jr.'s life which were shown throughout MLK Day on the lobbytorium screen in the Downtown Library.

Author Judith Heumann will appear on February 17th via Zoom along with Kristen Joiner as the Washtenaw Reads featured event. This county-wide cooperative library event will be recorded.

It is the 30th anniversary of our teen writing contest It's All Write! Grades 3-5 can participate in the Write On! contest.

Nearly 50 proposals have been received for the call for artists for work to be displayed on the lobbytorium screen.

AADL will be producing four public domain books as prizes for the Summer Game. A call for artists to create the front covers of these books has gone out.

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Social Media comments were viewed.

22-014 XII. OLD BUSINESS

21-162 A. DISCUSSION OF LIBRARY DIRECTOR SEARCH
 Jim Leija, Chair
 (Item of discussion)

President Leija noted there was no additional information to share beyond the previous committee report.

22-015 XIII. NEW BUSINESS

22-016 A. APPROVAL OF BOARD MEETING DATES FOR 2022
 (Item of discussion & action)

The Board reviewed the proposed Board meeting dates for 2022. The fourth Monday of the month adopted last year was acceptable again for this year. Times for the special meeting dates of March 14th and March 16th have not yet been determined. It was noted that March 28th is the first day of spring break for Ann Arbor Public Schools. That meeting date was moved to Tuesday, March 22nd.

Secretary Moore, supported by Trustee Solomon, moved to approve the proposed Board meeting date calendar as amended.

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

NAYS: None

Motion passed 7-0.

22-017 B. BOARD BUDGET & FINANCE COMMITTEE
APPOINTMENTS
 (Item of discussion & action)

President Leija appointed Treasurer Trudeau, Trustee Kleinman and Trustee Solomon to the Budget & Finance Committee with the consensus of the Board.

22-018 C. RESOLUTION AUTHORIZING BANKING AGREEMENTS
WITH AUTHORIZED FINANCIAL INSTITUTIONS
 (Item of discussion & action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
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Secretary Moore, supported by Vice President Akmon, moved the Board resolves:

- 1.) That the Bank of Ann Arbor and Old National Bank are designated as depositories for the funds of the Ann Arbor District Library and to provide other financial accommodations indicated in this resolution.
- 2.) That this resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by either Financial Institution. Any and all prior resolutions adopted by the Ann Arbor District Library and certified by either Financial Institution as governing the operation of the Library's account(s), are in full force and effect, until either Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- 3.) That the signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Ann Arbor District Library. Any Agent, so long as they act in a representative capacity as an Agent of the Ann Arbor District Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers, from time to time with either Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- 4.) All transactions, if any, with respect to any deposits, transfers, withdrawals, rediscounts and borrowings by or on behalf of the Ann Arbor District Library with either Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- 5.) The Ann Arbor District Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Ann Arbor District Library authorizes either Financial Institution, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on either Financial Institution, so long as they contain the required number of signatures for this purpose.

ANN ARBOR DISTRICT LIBRARY BOARD
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- 6.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- 7.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent(s) named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each Agent to have custody of the Library’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- 8.) That the Board hereby designates the following individuals as duly authorized Agents for the Ann Arbor District Library and gives these individuals the authority to direct Bank of Ann Arbor or Old National Bank via emails, telephone conversations, in writing and/or any other form necessary regarding deposits, transfers and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust) or Old National Bank, and to conduct any other business as deemed necessary and, further grants Bank of Ann Arbor or Old National Bank, Agent, the authority to follow without question the direction of the following named individuals: Eli Neiburger, Deputy Director and Scott Trudeau, Ann Arbor District Library Board Treasurer.
- 9.) That the elected Ann Arbor District Library Board Secretary has the authority to certify this resolution.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
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- 10.) 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.

22-019

D. RESOLUTION AUTHORIZING DOWNTOWN LIBRARY
 ROOF REPLACEMENT

Len Lemorie, Associate Director
 (Item of discussion & action)

Associate Director Lemorie reported bid requests were posted and very few responses were received. He recommends Duke Roofing of Ypsilanti, Michigan for re-roofing the Downtown Library. A 15 year warranty will be provided.

Trustee Kleinman, supported by Secretary Moore, moved the Board resolves:

- 1.) To award Duke Roofing, Ypsilanti, Michigan the contract for replacement of the Downtown Library building roof in the amount of \$140,000.
- 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.

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

NAYS: None

Motion passed 7-0.

22-020

E. RESOLUTION TO RATIFY AADL BOARD
 RESOLUTIONS FROM NOVEMBER 2020 THROUGH
 NOVEMBER 2021

(Item of discussion & action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
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Vice President Akmon, supported by Secretary Moore, moved whereas, Enrolled Senate Bill No. 1108, An Act to amend 1976 PA 267, entitled “An act to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts,” by amending section 3 (MCL 15.263), as amended by 2018 PA 485, and by adding section 3a was signed by Governor Whitmer on October 16, 2020;

Whereas, Enrolled Senate Bill No. 1246, An Act to revise provisions added to the act by 2020 PA228 (SB 1108) allow for remote attendance at meetings of a public body through March 31, 2021 and was signed by Governor Whitmer on December 22, 2020;

Whereas, under this Act allowing for temporary authorization of remote participation in public meetings as a means to conduct government business during the COVID-19 pandemic and;

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

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

Whereas, the Ann Arbor District Library Board of Trustees conducted official business during the months of November 2020 through November 2021 remotely via Zoom and allowed for remote public participation through various means of communication and with a quorum of Trustees present,

Now, therefore, be it resolved that:

- 1.) The Ann Arbor District Library Board of Trustees ratifies the following adopted resolutions:

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
MONDAY, JANUARY 24, 2022

1. 20-186—Resolution to Adopt Policy Revisions
2. 20-187—Resolution to Repeal Library Policy 5.3
3. 20-202—Resolution of Appreciation to Victoria Green
4. 20-203—Resolution of Appreciation to Linh Song
5. 21-045—Resolution to Award Contract for Lawn Maintenance & Snow Removal Services for Three Years
6. 21-046—Resolution To Extend and Amend the Term of Lease With Oxford Companies for Five Years
7. 21-048—Resolution to Authorize Remote Board Participation of AADL Board Meetings
8. 21-064—Resolution to Extend Space Use Agreement with the Friends of the Ann Arbor District Library
9. 21-087—Resolution Approving Annual Budget for the Fiscal Year 2021-2022 of the Ann Arbor District Library
10. 21-088—Resolution Authorizing Millage Rate to be Levied by Taxing Authorities
11. 21-089—Resolution to Adopt the 2021-2022 Budget as a Line Item Budget and Compliance of Disbursements
12. 21-090—Resolution to Adopt Changes to Gift Acceptance Policy 7.6
13. 21-108—Resolution to Amend the 2020-2021 Approved Budget
14. 21-125—Resolution Approving Fire Panel Replacement at the Downtown Library
15. 21-137—Resolution for Purchase of Real Property (Parkland Plaza)
16. 21-158—Resolution Establishing a Special Board Search Committee for Library Director
17. 21-162—Resolution to Engage Bradbury Miller Associates in the Search for a Library Director
18. 21-137—Resolution to Authorize Budgeted Expenditures for Parkland Plaza Purchase
19. 21-178—Resolution to Accept the 2020-2021 Financial Audit
20. 21-179—Resolution to Approve VanArchitects, PLLC for Design Services for the Parkland Plaza Facility
21. 21-180—Resolution to Amend the 2021-2022 Approved Budget
22. 21-181—Resolution to Reallocate Balance of Funds from 2020-2021 Year End to the Capital Fund
23. 21-203—Resolution Adopting Policy 8.24 COVID-19 Vaccination and Testing

ANN ARBOR DISTRICT LIBRARY BOARD
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24. 21-204—Resolution of Thanks to Lorelei Sherwood
 Upon Her Retirement

2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

22-021

F. PITTSFIELD PARK PLACE ASSOCIATION
 (Item of discussion)

Director Parker reported that the Pittsfield Library property purchased in 1995 from the original owner was developed to be sold as condominiums. Additional property in the area was developed and the original property owner created an HOA as a non-profit overseeing the above ground storm drainage system which also incorporates AADL property. Over the years sales and development of the original property required the HOA to reorganize its non-profit status. Property owners including AADL were unaware of this situation. Bylaws for this non-profit include an assessment for all properties which lay within this HOA. After discussion with our attorney it is being recommended that Associate Director Len Lemorie represent the AADL in dealings with this HOA. AADL cannot opt out of this and dissolution of this HOA is not possible.

It was the consensus of the Board that Associate Director Lemorie be the contact person for any dealings in regards to this association and that he be nominated to serve on the HOA Board in a non-officer position.

22-022

G. VOTE FOR CLOSED SESSION AT THE FEBRUARY 28, 2022 REGULAR BOARD MEETING FOR LABOR NEGOTIATIONS AND DIRECTOR'S EVALUATION
 (Item of action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE ANNUAL MEETING
MONDAY, JANUARY 24, 2022

Treasurer Trudeau, supported by Secretary Moore, moved to hold a closed session at the February 28th Board meeting for labor negotiations and the director's evaluation.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

22-023 XIV. CITIZENS' COMMENTS

There were no citizens' comments.

22-024 XV. ADJOURNMENT

President Leija adjourned the meeting at 8:35 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 annual meeting held on January 24, 2022 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.

S. Kerene Moore, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 22-018**

**RESOLUTION RATIFYING BANKING AGREEMENTS WITH AUTHORIZED
FINANCIAL INSTITUTIONS**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th of January, 2022 at 7:10 p.m.

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

ABSENT: None

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

THE BOARD RESOLVES:

- 1.) That the Bank of Ann Arbor and Old National Bank are designated as depositories for the funds of the Ann Arbor District Library and to provide other financial accommodations indicated in this resolution.
- 2.) That this resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by either Financial Institution. Any and all prior resolutions adopted by the Ann Arbor District Library and certified by either Financial Institution as governing the operation of the Library's account(s), are in full force and effect, until either Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- 3.) That the signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Ann Arbor District Library. Any Agent, so long as they act in a representative capacity as an Agent of the Ann Arbor District Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers, from time to time with either Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- 4.) All transactions, if any, with respect to any deposits, transfers, withdrawals, rediscounts and borrowings by or on behalf of the Ann Arbor District Library with

either Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- 5.) The Ann Arbor District Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Ann Arbor District Library authorizes either Financial Institution, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on either Financial Institution, so long as they contain the required number of signatures for this purpose.
- 6.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- 7.) The Ann Arbor District Library acknowledges and agrees that either Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent(s) named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each Agent to have custody of the Library’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- 8.) That the Board hereby designates the following individuals as duly authorized Agents for the Ann Arbor District Library and gives these individuals the authority to direct Bank of Ann Arbor or Old National Bank via emails, telephone conversations, in writing and/or any other form necessary regarding deposits, transfers and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust) or Old National Bank, and to conduct any other business as deemed necessary and, further grants Bank of Ann Arbor or Old National Bank, Agent, the authority to follow without question the direction of the following named individuals: Eli Neiburger, Deputy Director and Scott Trudeau, Ann Arbor District Library Board Treasurer.
- 9.) That the elected Ann Arbor District Library Board Secretary has the authority to certify this resolution.

- 10.) 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: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, 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 the Annual Board meeting held on January 24, 2022 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.



S. Kerene Moore, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 22-019**

**RESOLUTION AUTHORIZING ROOF REPLACEMENT FOR THE
DOWNTOWN LIBRARY BUILDING**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th of January, 2022 at 7:10 p.m.

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

ABSENT: None

The following resolution was offered by Trustee Kleinman, supported by Secretary Moore:

THE BOARD RESOLVES:

- 1.) To award Duke Roofing, Ypsilanti, Michigan the contract for replacement of the Downtown Library building roof in the amount of \$140,000.
- 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: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, 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 the Annual Board meeting held on January 24, 2022 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.

S. Kerene Moore, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 22-020**

**RESOLUTION RATIFYING AADL BOARD RESOLUTIONS FROM
NOVEMBER 2020 THROUGH NOVEMBER 2021**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 24th of January, 2022 at 7:10 p.m.

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

ABSENT: None

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

WHEREAS, ENROLLED SENATE BILL No. 1108, An Act to amend 1976 PA 267, entitled “An act to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts,” by amending section 3 (MCL 15.263), as amended by 2018 PA 485, and by adding section3a was signed by Governor Whitmer on October 16, 2020;

WHEREAS, ENROLLED SENATE BILL No. 1246, An Act to revise provisions added to the act by 2020 PA228 (SB 1108) allow for remote attendance at meetings of a public body through March 31, 2021 and was signed by Governor Whitmer on December 22, 2020;

WHEREAS under this Act allowing for temporary authorization of remote participation in public meetings as a means to conduct government business during the COVID-19 pandemic and;

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

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

WHEREAS the Ann Arbor District Library Board of Trustees conducted official business during the months of November 2020 through November 2021 remotely via Zoom and

allowed for remote public participation through various means of communication and with a quorum of Trustees present,

NOW, THEREFORE, BE IT RESOLVED THAT:

1.) The Ann Arbor District Library Board of Trustees ratifies the following adopted resolutions:

- 1) 20-186—Resolution to Adopt Policy Revisions
- 2) 20-187—Resolution to Repeal Library Policy 5.3
- 3) 20-202—Resolution of Appreciation to Victoria Green
- 4) 20-203—Resolution of Appreciation to Linh Song
- 5) 21-045—Resolution to Award Contract for Lawn Maintenance & Snow Removal Services for Three Years
- 6) 21-046—Resolution To Extend and Amend the Term of Lease With Oxford Companies for Five Years
- 7) 21-048—Resolution to Authorize Remote Board Participation of AADL Board Meetings
- 8) 21-064—Resolution to Extend Space Use Agreement with the Friends of the Ann Arbor District Library
- 9) 21-087—Resolution Approving Annual Budget for the Fiscal Year 2021-2022 of the Ann Arbor District Library
- 10) 21-088—Resolution Authorizing Millage Rate to be Levied by Taxing Authorities
- 11) 21-089—Resolution to Adopt the 2021-2022 Budget as a Line Item Budget and Compliance of Disbursements
- 12) 21-090—Resolution to Adopt Changes to Gift Acceptance Policy 7.6
- 13) 21-108—Resolution to Amend the 2020-2021 Approved Budget
- 14) 21-125—Resolution Approving Fire Panel Replacement at the Downtown Library
- 15) 21-137—Resolution for Purchase of Real Property (Parkland Plaza)
- 16) 21-158—Resolution Establishing a Special Board Search Committee for Library Director
- 17) 21-162—Resolution to Engage Bradbury Miller Associates in the Search for a Library Director
- 18) 21-137—Resolution to Authorize Budgeted Expenditures for Parkland Plaza Purchase
- 19) 21-178—Resolution to Accept the 2020-2021 Financial Audit
- 20) 21-179—Resolution to Approve VanArchitects, PLLC for Design Services for the Parkland Plaza Facility
- 21) 21-180—Resolution to Amend the 2021-2022 Approved Budget
- 22) 21-181—Resolution to Reallocate Balance of Funds from 2020-2021 Year End to the Capital Fund
- 23) 21-203—Resolution Adopting Policy 8.24 COVID-19 Vaccination and Testing
- 24) 21-204—Resolution of Thanks to Lorelei Sherwood Upon Her Retirement

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:

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

AYES: Akmon, Kleinman, Leija, Moore, Solomon, Trudeau, 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 the Annual Board meeting held on January 24, 2022 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.

S. Kerene Moore Board Secretary

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	1/1/2022
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
065330	AACLESUP	A2 CLEANING SUPPLY COMPANY	1/4/2022	CHECK	PMCHK00002641	\$13.05
065331	ALABOOK	CHICAGO DISTRIBUTION CENTER	1/4/2022	CHECK	PMCHK00002641	\$60.73
065332	ALLENT	ALLIANCE ENTERTAINMENT	1/4/2022	CHECK	PMCHK00002641	\$266.56
065333	ALLSUP	ALLIED-EAGLE SUPPLY CO	1/4/2022	CHECK	PMCHK00002641	\$1,995.00
065334	AMYVAL	AMY VALADE	1/4/2022	CHECK	PMCHK00002641	\$229.00
065335	BAKTAY	BAKER & TAYLOR	1/4/2022	CHECK	PMCHK00002641	\$11,911.55
065336	BREOUT	BREWERY OUTFITTERS	1/4/2022	CHECK	PMCHK00002641	\$1,173.00
065337	CDW-G	CDW GOVERNMENT	1/4/2022	CHECK	PMCHK00002641	\$6,818.33
065338	ELISMI	ELIZABETH SMITH	1/4/2022	CHECK	PMCHK00002641	\$7.84
065339	FERENT	FERGUSON ENTERPRISES	1/4/2022	CHECK	PMCHK00002641	\$1.52
065340	FRIOF	FRIENDS OF THE AADL	1/4/2022	CHECK	PMCHK00002641	\$4,734.75
065341	GREASHRM	GREATER ANN ARBOR SHRM	1/4/2022	CHECK	PMCHK00002641	\$70.00
065342	HURVAL	HURON VALLEY FIRE PROTECTON	1/4/2022	CHECK	PMCHK00002641	\$1,690.60
065343	JOHCON	JOHNSON CONTROLS SECURITY SOL	1/4/2022	CHECK	PMCHK00002641	\$1,639.22
065344	LAREIL	LARRY T EILER	1/4/2022	CHECK	PMCHK00002641	\$25.00
065345	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	1/4/2022	CHECK	PMCHK00002641	\$4,122.00
065346	MAINASSOC	MAIN STREET AREA ASSOCIATION	1/4/2022	CHECK	PMCHK00002641	\$170.00
065347	MIDTAP	MIDWEST TAPE	1/4/2022	CHECK	PMCHK00002641	\$1,088.64
065348	POPLOC	POP A LOCK ANN ARBOR	1/4/2022	CHECK	PMCHK00002641	\$222.10
065349	STAHAR	STADIUM HARDWARE	1/4/2022	CHECK	PMCHK00002641	\$153.99
065350	STAPLES	STAPLES	1/4/2022	CHECK	PMCHK00002641	\$802.81
065351	AFSMITH	A.F. SMITH ELECTRIC, INC.	1/11/2022	CHECK	PMCHK00002644	\$195.50
065352	ANNARB	ANN ARBOR OBSERVER	1/11/2022	CHECK	PMCHK00002644	\$2,349.80
065353	BAKTAY	BAKER & TAYLOR	1/11/2022	CHECK	PMCHK00002644	\$14,227.77
065354	BARNOB1	BARNES & NOBLE INC.	1/11/2022	CHECK	PMCHK00002644	\$242.32
065355	CDW-G	CDW GOVERNMENT	1/11/2022	CHECK	PMCHK00002644	\$1,259.01
065356	CRADOO	CRAWFORD DOOR SALES	1/11/2022	CHECK	PMCHK00002644	\$297.50
065357	DEMCO	DEMCO	1/11/2022	CHECK	PMCHK00002644	\$8,957.06
065358	DUGELE	DUGGAN'S CONSTRUCTION SERVICES	1/11/2022	CHECK	PMCHK00002644	\$4,341.00
065359	DUKERO	DUKE ROOFING	1/11/2022	CHECK	PMCHK00002644	\$565.50
065360	DYKGOS	DYKEMA GOSSETT PLLC	1/11/2022	CHECK	PMCHK00002644	\$2,274.18
065361	GRAINGER	GRAINGER	1/11/2022	CHECK	PMCHK00002644	\$184.18
065362	INTSYS	INTELLIGENT CONTROL SYSTEMS	1/11/2022	CHECK	PMCHK00002644	\$6,900.00
065363	JAMROC	JAMES ROCKER	1/11/2022	CHECK	PMCHK00002644	\$400.00
065364	JEWISHNE	JCMWC, LLC	1/11/2022	CHECK	PMCHK00002644	\$278.00
065365	LIBJOU	LIBRARY JOURNAL, LLC	1/11/2022	CHECK	PMCHK00002644	\$179.99
065366	MARBAN	MARTIN BANDYKE	1/11/2022	CHECK	PMCHK00002644	\$400.00
065367	MIDTAP	MIDWEST TAPE	1/11/2022	CHECK	PMCHK00002644	\$4,883.55
065368	ONEACON	O'NEAL CONSTRUCTION	1/11/2022	CHECK	PMCHK00002644	\$20,464.65
065369	POPLOC	POP A LOCK ANN ARBOR	1/11/2022	CHECK	PMCHK00002644	\$2,474.00
065370	PRITEC	PRINT TECH INC.	1/11/2022	CHECK	PMCHK00002644	\$896.93
065371	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/11/2022	CHECK	PMCHK00002644	\$22,001.00
065372	SCHELE	SCHINDLER ELEVATOR CORPORATION	1/11/2022	CHECK	PMCHK00002644	\$892.38
065373	SCHSEC	SCHILKE SECURITY	1/11/2022	CHECK	PMCHK00002644	\$803.75
065374	ALLENT	ALLIANCE ENTERTAINMENT	1/25/2022	CHECK	PMCHK00002645	\$297.87
065375	ALLSUP	ALLIED-EAGLE SUPPLY CO	1/25/2022	CHECK	PMCHK00002645	\$854.31
065376	AMASCH	AMANDA SCHOTT	1/25/2022	CHECK	PMCHK00002645	\$85.00
065377	APPIMA	APPLIED IMAGING	1/25/2022	CHECK	PMCHK00002645	\$4,552.64
065378	BAKTAY	BAKER & TAYLOR	1/25/2022	CHECK	PMCHK00002645	\$9,423.40
065379	BLAAUD	BLACKSTONE PUBLISHING	1/25/2022	CHECK	PMCHK00002645	\$4,155.82
065380	BREWER	BREWER'S	1/25/2022	CHECK	PMCHK00002645	\$738.86
065381	BUSVAL	BUSCH'S, INC.	1/25/2022	CHECK	PMCHK00002645	\$9.99
065382	CARBRO	CARPENTER BROS.	1/25/2022	CHECK	PMCHK00002645	\$6.71
065383	CECROC	CECILE ROCK	1/25/2022	CHECK	PMCHK00002645	\$14.98
065384	CHRBEC	CHRISTOPHER BECKER	1/25/2022	CHECK	PMCHK00002645	\$35.81
065385	COLOOP	CO-LOOP	1/25/2022	CHECK	PMCHK00002645	\$3,000.00
065386	DEMCO	DEMCO	1/25/2022	CHECK	PMCHK00002645	\$2,494.85

System: 2/21/2022 9:31:22 AM
 User Date: 2/21/2022

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: richmond

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
065387	EDGDES	EDGE DESIGN ASSOCIATES, INC	1/25/2022	CHECK	PMCHK00002645	\$20,695.00
065388	EVEHEA	EVERWELL HEALTH & COUNSELING	1/25/2022	CHECK	PMCHK00002645	\$400.00
065389	FASTSI	FASTSIGNS	1/25/2022	CHECK	PMCHK00002645	\$875.00
065390	FATHAQ	FATEMA HAQUE	1/25/2022	CHECK	PMCHK00002645	\$150.00
065391	GRAINGER	GRAINGER	1/25/2022	CHECK	PMCHK00002645	\$285.41
065392	JOURET	JOURNEY RETIREMENT PLAN LLC	1/25/2022	CHECK	PMCHK00002645	\$231.25
065393	LEXMAT	MATTHEW BENDER & CO., INC.	1/25/2022	CHECK	PMCHK00002645	\$178.10
065394	LIBJOU2	Library Journals, LLC	1/25/2022	CHECK	PMCHK00002645	\$1,260.00
065395	MANCOS	MANER COSTERISAN	1/25/2022	CHECK	PMCHK00002645	\$11,950.00
065396	MARKCHA	MARK CHAMBERLIN	1/25/2022	CHECK	PMCHK00002645	\$200.00
065397	MCIGRO	MCINTOSH GROUNDS MAINT, INC	1/25/2022	CHECK	PMCHK00002645	\$5,979.13
065398	METCOM	METCOM	1/25/2022	CHECK	PMCHK00002645	\$6,578.14
065399	MICMUN	MI MUN LEAGUE LIAB &PROP POOL	1/25/2022	CHECK	PMCHK00002645	\$136,938.00
065400	MIDTAP	MIDWEST TAPE	1/25/2022	CHECK	PMCHK00002645	\$6,950.90
065401	MINCEN	MINDCENTRIC	1/25/2022	CHECK	PMCHK00002645	\$1,777.00
065402	NEWYOR	THE NEW YORK TIMES	1/25/2022	CHECK	PMCHK00002645	\$3,250.00
065403	ONEACON	O'NEAL CONSTRUCTION	1/25/2022	CHECK	PMCHK00002645	\$26,461.37
065404	OVEDRI	OVERDRIVE	1/25/2022	CHECK	PMCHK00002645	\$225.00
065405	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/25/2022	CHECK	PMCHK00002645	\$81.42
065406	PREPET	PREUSS PETS	1/25/2022	CHECK	PMCHK00002645	\$955.59
065407	PRITEC	PRINT TECH INC.	1/25/2022	CHECK	PMCHK00002645	\$415.63
065408	RECMAN	RECON MANAGEMENT SYSTEMS, INC.	1/25/2022	CHECK	PMCHK00002645	\$24.00
065409	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/25/2022	CHECK	PMCHK00002645	\$22,001.00
065410	SHASON	SHAMBAUGH	1/25/2022	CHECK	PMCHK00002645	\$25,305.00
065411	SHELAL	SHEELA LAL	1/25/2022	CHECK	PMCHK00002645	\$150.00
065412	SONVANN	SONYA VANN DELOACH	1/25/2022	CHECK	PMCHK00002645	\$30.00
065413	STAMICBOILER	STATE OF MICHIGAN	1/25/2022	CHECK	PMCHK00002645	\$60.00
065414	SWESOU	SWEETWATER SOUND INC.	1/25/2022	CHECK	PMCHK00002645	\$29.95
065415	UNUMPRO	UNUM LIFE INSURANCE	1/25/2022	CHECK	PMCHK00002645	\$4,659.06
065416	UNUMPRO1	UNUM LIFE INSURANCE	1/25/2022	CHECK	PMCHK00002645	\$4,176.15
065417	VANARCH	VANARCHITECTS, PLLC	1/25/2022	CHECK	PMCHK00002645	\$1,707.25
065418	WESENT	WESTGATE ENTERPRISES, LLC	1/25/2022	CHECK	PMCHK00002645	\$46,013.85
EFT02040	AWS	AMAZON WEB SERVICES	1/4/2022	CHECK	PMCHK00002642	\$100.95
EFT02041	BACBLA	BACKBLAZE	1/4/2022	CHECK	PMCHK00002642	\$4,368.85
EFT02042	DRUPALIZE	DRUPALIZE ME OSIO LABS	1/4/2022	CHECK	PMCHK00002642	\$35.00
EFT02043	IRCCLOUD	IRCCLOUD	1/4/2022	CHECK	PMCHK00002642	\$211.15
EFT02044	PUBSTO	PUBLIC STORAGE	1/4/2022	CHECK	PMCHK00002642	\$669.00
EFT02045	TRELLO	TRELLO.COM	1/4/2022	CHECK	PMCHK00002642	\$75.00
EFT02046	TWILIO	TWILIO	1/4/2022	CHECK	PMCHK00002642	\$300.17
EFT02047	ZOOM	ZOOM VIDEO	1/4/2022	CHECK	PMCHK00002642	\$260.00
EFT02048	CINTAS	CINTAS CORPORATION	1/4/2022	CHECK	PMCHK00002643	\$938.39
EFT02049	OFFDEP	OFFICE DEPOT, INC.	1/4/2022	CHECK	PMCHK00002643	\$286.93
EFT02050	QUADIENT	QUADIENT	1/4/2022	CHECK	PMCHK00002643	\$2,500.00
EFT02051	TRISOL	TRIONFO SOLUTIONS	1/4/2022	CHECK	PMCHK00002643	\$637.00
EFT02052	ULINE	ULINE, INC.	1/4/2022	CHECK	PMCHK00002643	\$159.44
EFT02053	UNIPAR	UNITED PARCEL SERVICE	1/4/2022	CHECK	PMCHK00002643	\$59.05
EFT02054	AMACORP	AMAZON	1/4/2022	CHECK	PMCHK00002643	\$1,729.24
EFT02055	AMABOOK	SYNCB/AMAZON	1/4/2022	CHECK	PMCHK00002643	\$1,995.75
EFT02056	BIGTIM	BIG TIME CLOCKS	1/25/2022	CHECK	PMCHK00002646	\$202.50
EFT02057	DRAPUB	DRAMATIC PUBLISHING	1/25/2022	CHECK	PMCHK00002646	\$179.63
EFT02058	ETSY	ETSY	1/25/2022	CHECK	PMCHK00002646	\$108.19
EFT02059	HOMDEP	HOME DEPOT.COM	1/25/2022	CHECK	PMCHK00002646	\$149.99
EFT02060	LANPRE	LANTERN PRESS	1/25/2022	CHECK	PMCHK00002646	\$134.96
EFT02061	LEMPUR	LEMONADE PURSUITS	1/25/2022	CHECK	PMCHK00002646	\$87.45
EFT02062	LIREKA	LIREKA	1/25/2022	CHECK	PMCHK00002646	\$862.25
EFT02063	LOOGUI	LOOG GUITARS	1/25/2022	CHECK	PMCHK00002646	\$231.08
EFT02064	MONDO	MONDO	1/25/2022	CHECK	PMCHK00002646	\$94.95
EFT02065	MUDPUP	MUDPUPPY	1/25/2022	CHECK	PMCHK00002646	\$939.39
EFT02066	NYPUZZ	NEW YORK PUZZLE COMPANY	1/25/2022	CHECK	PMCHK00002646	\$540.00
EFT02067	PAYPAL	PAYPAL, INC.	1/25/2022	CHECK	PMCHK00002646	\$674.51
EFT02068	POMEGR	POMEGRANATE	1/25/2022	CHECK	PMCHK00002646	\$822.75
EFT02069	TARGET	TARGET	1/25/2022	CHECK	PMCHK00002646	\$135.00
EFT02070	VENMILL	VENMILL INDUSTRIES	1/25/2022	CHECK	PMCHK00002646	\$2,039.29
EFT02071	WALMART	WALMART	1/25/2022	CHECK	PMCHK00002646	\$17.72

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT02072	WASHPOST	THE WASHINGTON POST	1/25/2022	CHECK	PMCHK00002646	\$144.00
EFT02073	WEBSTAIRANT	WEBSTAIRANT STORE	1/25/2022	CHECK	PMCHK00002646	\$84.11
EFT02074	1000MUS	1000 MUSEUMS	1/25/2022	CHECK	PMCHK00002646	\$2,386.90
EFT02075	ATTMOB	AT&T MOBILITY	1/26/2022	CHECK	PMCHK00002647	\$431.09
EFT02076	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/26/2022	CHECK	PMCHK00002647	\$87,547.96
EFT02077	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/26/2022	CHECK	PMCHK00002647	\$2,985.48
EFT02078	CINTAS	CINTAS CORPORATION	1/26/2022	CHECK	PMCHK00002647	\$699.21
EFT02079	LOWE'S	LOWES BUSINESS ACCOUNT	1/26/2022	CHECK	PMCHK00002647	\$191.57
EFT02080	METLIFE	METLIFE - GROUP BENEFITS	1/26/2022	CHECK	PMCHK00002647	\$8,524.64
EFT02081	OFFDEP	OFFICE DEPOT, INC.	1/26/2022	CHECK	PMCHK00002647	\$467.05
EFT02082	OXFPRO	2725-2805 ASSOCIATES, LLC	1/26/2022	CHECK	PMCHK00002647	\$11,374.21
EFT02083	QUADIENT	QUADIENT	1/26/2022	CHECK	PMCHK00002647	\$711.36
EFT02084	TDSMET	TDS	1/26/2022	CHECK	PMCHK00002647	\$9,147.51
EFT02085	ULINE	ULINE, INC.	1/26/2022	CHECK	PMCHK00002647	\$592.94
EFT02086	UNIPAR	UNITED PARCEL SERVICE	1/26/2022	CHECK	PMCHK00002647	\$347.75
EFT02087	VERWIRC	VERIZON WIRELESS	1/26/2022	CHECK	PMCHK00002647	\$1,116.26
EFT02088	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/26/2022	CHECK	PMCHK00002647	\$329.20
EFT02089	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/26/2022	CHECK	PMCHK00002648	\$256.65
EFT02090	CITWASTE	CITY OF ANN ARBOR TREASURER	1/26/2022	CHECK	PMCHK00002648	\$312.00
EFT02091	CITWASTE	CITY OF ANN ARBOR TREASURER	1/26/2022	CHECK	PMCHK00002648	\$312.00
EFT02092	CITWASTE	CITY OF ANN ARBOR TREASURER	1/26/2022	CHECK	PMCHK00002648	\$1,449.00
EFT02093	CITWASTE	CITY OF ANN ARBOR TREASURER	1/26/2022	CHECK	PMCHK00002648	\$312.00
EFT02094	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$3,243.37
EFT02095	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$991.29
EFT02096	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$6,286.50
EFT02097	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$5,641.16
EFT02098	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$2,531.21
EFT02099	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$200.22
EFT02100	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$44.81
EFT02101	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$704.39
EFT02102	DTEENE	DTE ENERGY	1/26/2022	CHECK	PMCHK00002648	\$3,323.36
EFT02103	OXFPRO	2725-2805 ASSOCIATES, LLC	1/26/2022	CHECK	PMCHK00002648	\$0.95
EFT02104	CINTAS	CINTAS CORPORATION	1/27/2022	CHECK	PMCHK00002649	\$185.43
EFT02105	CINTAS	CINTAS CORPORATION	1/27/2022	CHECK	PMCHK00002650	\$180.81

Total Checks: 155

Total Amount of Checks: \$662,929.17

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Ann Arbor District Library

Financial Summary for the Seven Months Ended January 31, 2022

Cash

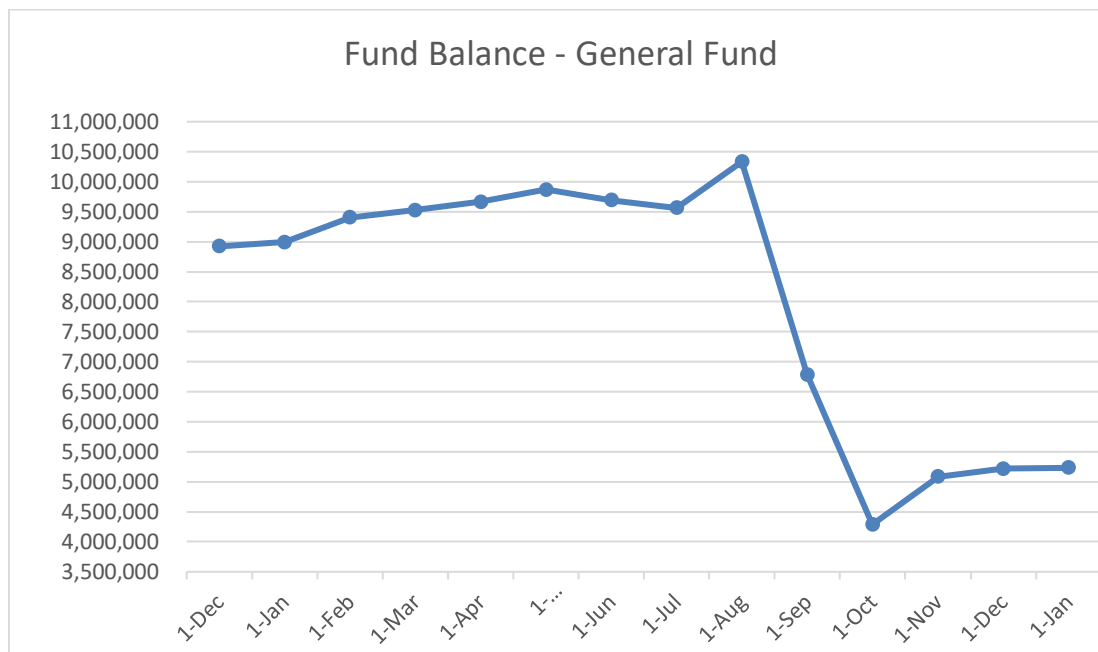
Cash, not including investments, decreased \$1,263,556 from \$11,724,646 on December 31, 2021 to \$10,461,090 as of January 31, 2022.

Tax Receipts

As of January 31st, the Library had received \$17,854,210 which is 99.8% of the annual budgeted tax receipts of \$17,884,000.

Fund Balance Activity

The Library general fund balance increased from \$5,218,664 as of December 31, 2021 to \$5,236,982 as of January 31, 2022.



Ann Arbor District Library

Financial Summary for the Seven Months Ended January 31, 2022

Revenue:

Year-to-date revenues equal \$10,629,380 of which \$180,169 is due from other governmental units for penal fines and state aid. \$7,445,210 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through January 31, 2022 equal \$18,181,574.

Expenditures

Year-to-date expenditures total \$9,674,620 of which \$456,893 has not been paid. As of January 31, 2022, \$593,358 has been prepaid for expenses not yet incurred. Total cash expended through January 31, 20212 equals \$10,156,248.

Revenue Over/(Under) Expenditures:

Year-to-date revenues exceed expenses by \$954,760. Current revenues are 58.10% of the approved budget and current expenses are 52.88% of the approved budget after seven months or 58.33% of the fiscal year. Actual cash receipts are 99.38% of budget and actual cash expended is 55.52% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$25,689. The balance as of January 31, 2022 is \$10,681.

Balances for all other restricted funds are as follows:

Holtrey	\$ 337,110	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,663	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 5,119	
Price	\$ 33,723	
Schafer	\$ 10,586	
Westerman	\$ 31,409	
WLBPD	\$ 51,926	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
For the Seven Months Ending 1/31/2022

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$7,510,450	\$2,410,182	\$540,457	\$10,461,090
Investments	4,855,107	-	-	4,855,107
Due from other governmental units	180,169	-	-	180,169
Other accounts receivable	-	-	-	-
Prepaid items	593,358	-	-	593,358
Total Assets	<u>\$13,139,085</u>	<u>\$2,410,182</u>	<u>\$540,457</u>	<u>\$16,089,725</u>
Liabilities				
Accounts payable	\$206,224	-	-	\$206,224
Accrued payroll and benefits	250,670	-	-	250,670
Total Liabilities	<u>456,893</u>	<u>-</u>	<u>-</u>	<u>456,893</u>
Deferred Outflows				
Unavailable property tax revenue	7,445,210	-	-	7,445,210
Deferred rental revenue	-	-	-	-
Total deferred outflows	<u>7,445,210</u>	<u>-</u>	<u>-</u>	<u>7,445,210</u>
Fund Balances				
Nonspendable:				
Prepaid items	593,358	-	-	593,358
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	215,457	215,457
Committed for capital projects	-	2,410,182	-	2,410,182
Unassigned	4,643,623	-	-	4,643,623
Total fund balance - general fund	<u>5,236,982</u>	<u>2,410,182</u>	<u>540,457</u>	<u>8,187,622</u>
Total liabilities and fund balances	<u>\$13,139,085</u>	<u>\$2,410,182</u>	<u>\$540,457</u>	<u>\$16,089,725</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Seven Months Ending 1/31/2022

	January ACTUAL	YTD ACTUAL	FY 2022 BUDGET	BUDGET REMAINING	YTD %
REVENUES:					
Property taxes, net	\$1,481,697	\$10,408,927	\$17,884,000	\$7,475,073	58.20%
State penal fines	16,750	118,350	125,000	6,650	94.68%
State aid	7,500	52,500	90,000	37,500	58.33%
Interest income	(56,655)	(77,029)	25,000	102,029	(308.12%)
Copier revenue	442	1,652	10,000	8,348	16.52%
Grants and memorials	322	3,005	2,500	(505)	120.20%
Library fines, fees and other	7,350	18,512	18,000	(512)	102.85%
Non-resident fees	413	8,213	7,500	(713)	109.50%
Rental revenue	2,923	20,347	32,500	12,153	62.61%
MPSERS pass-through		74,903	100,000	25,097	74.90%
TOTAL REVENUES	\$1,460,740	\$10,629,380	\$18,294,500	\$7,665,120	58.10%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$738,003	\$4,781,818	\$8,997,200	\$4,215,382	53.15%
Employee benefits	163,653	1,172,518	2,086,500	913,982	56.20%
Employment taxes	56,118	353,885	668,000	314,115	52.98%
MPSERS pass-through		74,903	100,000	25,097	74.90%
Purchased services:					
Custodial services	22,001	154,007	265,000	110,993	58.12%
Accounting and auditing	11,950	98,250	165,000	66,750	59.55%
Legal	3,132	32,336	50,000	17,664	64.67%
Professional services	15,402	75,124	267,500	192,376	28.08%
Utilities	37,780	230,238	472,000	241,762	48.78%
Property insurance	11,052	77,106	125,000	47,894	61.69%
Communications	18,828	127,561	250,000	122,439	51.02%
Materials	138,975	929,842	1,876,000	946,158	49.57%
Software licenses / materials	29,000	118,572	150,000	31,428	79.05%
Building rental	57,389	404,194	713,000	308,806	56.69%
Seminars, conferences and travel	85	14,649	29,300	14,651	50.00%
Copier expense	5,674	27,801	60,000	32,199	46.33%
Library programming	22,162	195,914	614,311	418,397	31.89%
Grant and memorial expenses		15,008	25,689	10,681	58.42%
Operating supplies	20,659	115,926	326,250	210,324	35.53%
Repairs and maintenance	65,210	353,066	540,500	187,434	65.32%
Postage	3,676	13,113	25,000	11,887	52.45%
Other operating expenses	1,208	9,530	38,250	28,720	24.92%
Capital outlay	20,465	299,258	450,000	150,742	66.50%
TOTAL EXPENDITURES	\$1,442,422	\$9,674,620	\$18,294,500	\$8,619,880	52.88%
REVENUE OVER (UNDER) EXPENDITURES	\$18,318	\$954,760		(\$954,760)	0.00%
Interfund Transfer		(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	\$18,318	\$5,236,982		(\$5,236,982)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Seven Months Ending 1/31/2022

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$10,408,927	-	-	\$10,408,927
State penal fines	118,350	-	-	118,350
State aid	52,500	-	-	52,500
Interest income	(77,029)	-	127	(76,902)
Copier revenue	1,652	-	-	1,652
Grants and memorials	3,005	-	778	3,783
Library fines, fees and other	18,512	-	-	18,512
Non-resident fees	8,213	-	-	8,213
Rental revenue	20,347	-	-	20,347
MPSERS pass-through	74,903	-	-	74,903
TOTAL REVENUES	\$10,629,380	-	\$905	\$10,630,285
EXPENDITURES:				
Personnel:				
Salaries and wages	\$4,781,818	-	-	\$4,781,818
Employee benefits	1,172,518	-	-	1,172,518
Employment taxes	353,885	-	-	353,885
MPSERS pass-through	74,903	-	-	74,903
Purchased services:				
Custodial services	154,007	-	-	154,007
Accounting and auditing	98,250	-	-	98,250
Legal	32,336	-	-	32,336
Professional services	75,124	-	-	75,124
Utilities	230,238	-	-	230,238
Property insurance	77,106	-	-	77,106
Communications	127,561	-	-	127,561
Materials	929,842	-	-	929,842
Software licenses / materials	118,572	-	-	118,572
Building rental	404,194	-	-	404,194
Seminars, conferences and travel	14,649	-	-	14,649
Copier expense	27,801	-	-	27,801
Library programming	195,914	-	-	195,914
Grant and memorial expenses	15,008	-	-	15,008
Operating supplies	115,926	-	-	115,926
Repairs and maintenance	353,066	-	-	353,066
Postage	13,113	-	-	13,113
Other operating expenses	9,530	-	-	9,530
Capital outlay	299,258	4,359,101	-	4,658,359
TOTAL EXPENDITURES	\$9,674,620	\$4,359,101	-	\$14,033,721
REVENUE OVER (UNDER) EXPENDITURES	\$954,760	(\$4,359,101)	\$905	(\$3,403,436)
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>\$5,236,982</u>	<u>\$2,410,182</u>	<u>\$540,457</u>	<u>\$8,187,622</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 22-036**

**RESOLUTION AUTHORIZING O'NEAL CONSTRUCTION INC. FOR
CONSTRUCTION MANAGEMENT SERVICES FOR 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 28th of February, 2022 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize O'Neal Construction Inc. for pre-construction services and as Construction Manager for the Parkland Plaza facility buildout with funds from the Board approved budget.
- 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.

S. Kerene Moore, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

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

2022 OFFICERS

President Jim Leija
Vice President Dharma Akmon
Treasurer Scott Trudeau
Secretary S. Kerene Moore

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