



Regular Meeting Agenda

Monday, April 25, 2022

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April 2022

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17 Closed Easter	18	19 AADL Board Mtg Closed Ses- sion	20	21	22	23
24	25 AADL Board Mtg	26	27	28	29	30

May 2022

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 AADL Board Mtg	24	25	26	27	28
29	30 Closed Holiday	31				

June 2022

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19	20	21	22	23	24	25
26	27 AADL Board Mtg	28	29	30		

MEMORANDUM

To: District Library Board
From: Eli Neiburger, Director
Subject: Regular Meeting, Monday, April 25, 2022 at 7:00 p.m.
Ann Arbor District Library, 4th Floor Meeting Room
343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 22-089 I. CALL TO ORDER
Dharma Akmon, Vice President
- 22-090 II. ATTENDANCE
- 22-091 III. APPROVAL OF AGENDA (pp. 1-2)
(Item of action)
- 22-092 IV. CONSENT AGENDA
(Item of action)
- CA-1 Approval of Minutes of March 14, 2022, March 16, 2022
and March 22, 2022 (pp. 3-20)
- CA-2 Approval of March 2022 Disbursements (pp. 21-24)
- 22-093 V. CITIZENS' COMMENTS
- 22-094 VI. FINANCIAL REPORTS (pp. 25-29)
Eli Neiburger, Director
- 22-095 VII. COMMITTEE REPORTS
- 22-096 A. EXECUTIVE COMMITTEE
Dharma Akmon & Kerene Moore
(10 minutes)
- 22-097 B. BUDGET & FINANCE COMMITTEE
Scott Trudeau, Chair
(10 minutes)
- 22-098 VIII. DIRECTOR'S REPORT
Eli Neiburger, Director
- 22-099 IX. OLD BUSINESS

- 22-080 A. PARKLAND PLAZA FACILITY UPGRADE UPDATE
 Len Lemorie, Associate Director
 (Item of discussion)
- 22-100 X. NEW BUSINESS
- 22-101 A. DISCUSSION OF PROPOSED 2022-2023 BUDGET (pp. 30-32)
 Eli Neiburger, Director
 (Item of discussion)
- 22-102 B. RESOLUTION AUTHORIZING ADDITIONAL AGENTS FOR ANN ARBOR DISTRICT LIBRARY AT THE BANK OF ANN ARBOR (p. 33)
 Eli Neiburger, Director
 (Item of discussion & action)
 Roll call vote
- 22-103 C. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 34-42)
 Eli Neiburger, Director
 (Item of discussion)
- 22-104 D. VOTE FOR CLOSED SESSION AT THE MAY 23, 2022 REGULAR BOARD MEETING FOR DISCUSSION OF REAL ESTATE AND LABOR NEGOTIATIONS
 (Item of action)
 Roll call vote
- 22-105 XI. CITIZENS' COMMENTS
- 22-106 XII. 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 SPECIAL MEETING
MONDAY, MARCH 14, 2022

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
MONDAY, MARCH 14, 2022

22-043 I. CALL TO ORDER
 Jim Leija, President

President Leija called the meeting to order at 6:11 p.m.

President Leija noted that the meeting was being live streamed and that YouTube comments were being monitored for inclusion. He then outlined the process being used for tonight's meeting.

22-044 II. ATTENDANCE

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

Board Absent: None

Staff: Len Lemorie, Rich Retyi, Sherlonya Turner, Karen Wilson (recorder)

Others Present: Brian Hare, Karen Miller, Briana Trudell, Bradbury Miller Associates

22-045 III. CITIZENS' COMMENTS

There were no citizens' comments

22-046 IV. INTRODUCTION FROM BRADBURY MILLER ASSOCIATES

President Leija introduced Karen Miller, Brian Hare, and Briana Trudell from Bradbury Miller Associates. He noted that Mr. Hare would be moderating tonight's presentations.

Mr. Hare noted questions for the candidates will be accepted from Board members, the audience present, and any received from the YouTube audience. Each candidate was asked to present an annual report from five years in the future of the AADL. Mr. Hare will then relate questions received to each candidate.

Bradbury Miller is also requesting feedback from the audience via a QR code provided at this meeting.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, MARCH 14, 2022

22-047 V. DIRECTOR CANDIDATE PRESENTATION-AARON MASON

Aaron Mason was introduced. Mr. Mason is currently the Director of Community Engagement at the Cleveland Public Library, Cleveland, Ohio.

Mr. Mason presented his 2027 annual report outlining how the library engaged the public and expanded the library's reach to disparate groups.

Mr. Hare asked several questions submitted by the Board and audience to which Mr. Mason responded.

Mr. Mason left the meeting and a ten minute break was taken at 6:45 p.m.

The meeting resumed at 6:55 p.m.

22-048 VI. DIRECTOR CANDIDATE PRESENTATION-KRISTIN SHELLEY

Kristin Shelley was introduced. Ms. Shelley is currently the Director of the East Lansing Public Library, East Lansing, Michigan.

Ms. Shelley presented her 2027 annual report outlining the steps towards diversity, equity and inclusion along with additional place making and collaboration with local governmental entities.

Mr. Hare asked several questions submitted by the Board and audience to which Ms. Shelley responded.

Ms. Shelley left the meeting and a ten minute break was taken at 7:31 p.m.

The meeting resumed at 7:41 p.m.

22-049 VII. DIRECTOR CANDIDATE PRESENTATION-ELI NEIBURGER

Eli Neiburger was introduced. Mr. Neiburger is currently the Deputy Director of the Ann Arbor District Library, Ann Arbor, Michigan.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, MARCH 14, 2022

Mr. Neiburger presented his 2027 annual report outlining a number of service updates and how the library and staff responded to several technological collapses world-wide.

Mr. Hare asked several questions submitted by the Board and audience to which Mr. Neiburger responded.

Mr. Neiburger left the meeting at 8:12 p.m.

In response to a patron inquiry President Leija noted that the Board's decision not to require an MLS for this position was based on an equity stance.

A short break was taken at 8:13 p.m. and the meeting resumed at 8:20 p.m.

22-050 VIII. DIRECTOR CANDIDATE PRESENTATION-SCOTT DUIMSTRA

Scott Duimstra was introduced. Mr. Duimstra is currently the Executive Director of the Capital Area District Libraries, Lansing, Michigan.

Mr. Duimstra presented his 2027 annual report outlining the increased physical accessibility to library branches for underserved populations and of a collection that reflects the diversity of the population.

Mr. Hare asked several questions submitted by the Board and audience to which Mr. Duimstra responded.

Mr. Duimstra left the meeting at 8:52 p.m.

22-051 IX. ADJOURNMENT

President Leija noted that AADL staff would be meeting with all candidates tomorrow. The Board will continue with interviews on Wednesday morning. Reference reports were provided to all Board members and President Leija asked that the Board review these documents prior to Wednesday. Survey data obtained via the QR codes will also be provided then. He also reminded the Board that all deliberations are to remain in the public meetings.

President Leija adjourned the meeting at 8:54 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, MARCH 14, 2022

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 March 14, 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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022

- 22-052 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 9:08 a.m.
- President Leija noted that the meeting today revolves around one of the most important and serious decisions that the Board makes.
- 22-053 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: None
 Staff: Rich Retyi, Sherlonya Turner, Karen Wilson (recorder)
 Others Present: Brian Hare, Karen Miller, Bradbury Miller Associates
- 22-054 III. CITIZENS' COMMENTS
- There were no citizens' comments
- 22-055 IV. BRADBURY MILLER ASSOCIATES
 Karen Miller, Brian Hare
- Karen Miller from Bradbury Miller Associates was introduced. Ms. Miller reviewed the process being used today. Board members will ask a series of nine questions of each candidate along with any additional questions that arise from their interviews.
- Candidates will also be asked if they have any questions for the Board.
- Each candidate will be asked the following:
- Take 2-3 minutes and share with us what attracted you to apply for the position of Ann Arbor District Library Director and how your career and professional development have prepared you to be our next leader.

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- Give an example of a time when you have challenged the status quo in your professional life. Why and how did you do it? What were the results?
- Please share an example of an operational change you made that resulted in financial savings for your library.
- It has been said that a challenge is an opportunity we did not ask for. Based on what you know today, what are the biggest challenges facing AADL and what opportunities do you see that may not have been previously explored.
- How has diversity, equity, and inclusion impacted your decision-making and how have you practiced DEI and anti-racist principles in your work?
- Describe for us a time in your career when you changed a long-held professional belief or assumption and the circumstances that lead to the change.
- What processes have you used to evaluate the effectiveness of programs and services provided by your library? What stays and what goes in order to accomplish the library's mission?
- What person taught you a valuable lesson about life and how has it become guiding principle?
- What have we not asked you that you wish to share with us?
- Do you have any questions for us?

Ms. Miller noted that reference reports have already been sent to the Board. A summary of feedback of Monday and Tuesday surveys will be available later today. These surveys close at 10:00 a.m. today. Bradbury Miller will conduct exit interviews with each candidate.

22-056 V. DIRECTOR CANDIDATE INTERVIEW-AARON MASON

Ms. Miller introduced Aaron Mason at 9:30 a.m.

Mr. Mason is currently the Director of Community Engagement at the Cleveland Public Library, Cleveland, Ohio and he provided additional background information to the Board.

Each Board member introduced themselves to Mr. Mason.

The Board proceeded with the outlined interview questions along with several follow up questions.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022

Mr. Mason asked several questions of the Board.

Mr. Mason thanked the Board and staff and left the meeting at 10:51 a.m.

The Board recessed until 11:05 a.m.

22-057 VI. DIRECTOR CANDIDATE INTERVIEW-ELI NEIBURGER

Mr. Neiburger introduced himself at 11:05 a.m. Mr. Neiburger is currently the Deputy Director of the Ann Arbor District Library, Ann Arbor, Michigan and he provided additional background information to the Board.

Each Board member introduced themselves to Mr. Neiburger.

The Board proceeded with the outlined interview questions along with several follow up questions.

Mr. Neiburger asked several questions of the Board.

Mr. Neiburger thanked the Board and left the meeting at 12:34 p.m.

22-058 VII. RECESS FOR LUNCH

The Board recessed for lunch at 12:35 p.m.

22-059 VIII. RECONVENE TO SPECIAL MEETING

The Board reconvened at 1:07 p.m.

22-060 IX. DIRECTOR CANDIDATE INTERVIEW-KRISTIN SHELLEY

Ms. Miller introduced Kristin Shelley at 1:07 p.m.

Ms. Shelley is currently the Director of the East Lansing Public Library, East Lansing, Michigan and she provided additional background information to the Board.

Each Board member introduced themselves to Ms. Shelley.

The Board proceeded with the outlined interview questions along with several follow up questions.

ANN ARBOR DISTRICT LIBRARY BOARD
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WEDNESDAY, MARCH 16, 2022

Ms. Shelley asked several questions of the Board.

Ms. Shelley thanked the Board and left the meeting at 2:16 p.m.

The Board recessed until 2:24 p.m.

22-061 X. DIRECTOR CANDIDATE INTERVIEW-SCOTT DUIMSTRA

Ms. Miller introduced Scott Duimstra at 2:24 p.m.

Mr. Duimstra is currently the Executive Director of the Capital Area District Libraries, Lansing, Michigan and he provided additional background information to the Board.

Each Board member introduced themselves to Mr. Duimstra.

The Board proceeded with the outlined interview questions along with several follow up questions.

Mr. Duimstra asked several questions of the Board.

Mr. Duimstra thanked the Board and left the meeting at 3:32 p.m.

The Board recessed until 3:45p.m.

22-062 XI. DISCUSSION OF CANDIDATES AND NEXT STEPS
 (Item of discussion and action)
 Roll call vote

Ms. Miller asked that each Board member list the finalists in order of preference. Bradbury Miller compiled the listing using a point system based on the order of preference. First choice was rated with four points, second was rated with three points, third choice was rated with two points and fourth choice was rated with one point.

Several Board members noted that all four candidates were excellent and talented.

The following ranking was provided by Ms. Miller:

- Eli Neiburger – 28 points
- Scott Duimstra – 19 points
- Aaron Mason – 13 points
- Kristin Shelley – 10 points

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022

All Board members expressed their positive opinions regarding Mr. Neiburger’s presentation and interview.

Mr. Hare shared the forty-one survey responses received from AADL staff and Friends. The survey asked for feedback on Interpersonal/Communication skills; Enthusiasm and energy; Relevant background and experience; Motivation/initiative; Leadership and vision; Organizational fit. Candidates were ranked on their overall impression within six categories by the following group responses:

	<u>Managers</u>	<u>Staff</u>	<u>Friends</u>	<u>Overall</u>
Scott Duimstra	3.70	4.08	3.29	3.69
Aaron Mason	2.40	2.79	2.00	2.40
Eli Neiburger	5.00	4.63	4.29	4.64
Kristin Shelley	2.40	3.63	3.57	3.20

Board members expressed their appreciation of all four candidates for their time, for their presentations and excellent interviews.

President Leija, supported by Trustee Kleinman, moved to authorize the Director’s Search Committee to offer the director position to Eli Neiburger.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

Bradbury Miller will meet with the Director Search Committee to review details. Bradbury Miller will also contact all candidates and inform them of the Board’s decision.

President Leija also requested that Bradbury Miller convey to the other finalists that they were all very impressive.

22-063 XII. ADJOURNMENT

President Leija adjourned the meeting at 4:27 p.m.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022

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 March 16, 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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

- 22-064 I. CALL TO ORDER
 Jim Leija, President
- President Leija called the meeting to order at 6:03 p.m.
- 22-065 II. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: None
 Staff: Eli Neiburger, Len Lemorie, Sherlonya Turner, Karen Wilson (recorder)
 Others Present: William Stapleton, Hooper Hathaway
- 22-066 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF LABOR NEGOTIATIONS AND REAL ESTATE
- 22-067 IV. RECONVENE TO REGULAR MEETING AT 7:00PM
- President Leija reconvened the meeting at 7:05 p.m.
- 22-068 V. ATTENDANCE
- Board Present: Dharma Akmon, Molly Kleinman, Jim Leija, S. Kerene Moore, Onna Solomon, Scott Trudeau, Jamie Vander Broek
 Board Absent: None
 Staff: Eli Neiburger, Len Lemorie, Rich Retyi, Sherlonya Turner, Karen Wilson (recorder)
- 22-069 VI. APPROVAL OF AGENDA
 (Item of action)
- Vice President Akmon, supported by Secretary Moore, moved to approve the agenda.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

Trustee Vander Broek, supported by Trustee Solomon, moved to amend the agenda adding a vote for closed session for discussion of real estate on April 19, 2022.

The amendment was voted on.

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

NAYS: None

Motion passed 7-0.

The amended agenda was voted on.

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

NAYS: None

Motion passed 7-0.

22-070 VII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of February 28, 2022

CA-2 Approval of February 2022 Disbursements

Secretary Moore, supported by Treasurer Trudeau, moved to approve the consent agenda.

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

NAYS: None

Motion passed 7-0.

22-071 VIII. CITIZENS' COMMENTS

There were no citizens' comments.

22-072 IX. FINANCIAL REPORTS
 Eli Neiburger, Deputy Director

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

Deputy Director Neiburger reviewed the financial report listed in the Board packet. He noted that the cash balance has decreased from \$10,461,090 to \$9,345,166 at the end of February.

The Fund Balance has increased from \$5,236,982 to \$5,572,877. Year to date revenue is at \$12,152,565 with expenditures of \$10,861,910. Actual cash receipts are 99.63% of the budget and actual cash expended is at 61.77% of the budget. There were no Grants & Memorial funds expended and the MPSERS monies were a onetime pass-through in December. Any needed budget adjustments will be brought to the Board in June.

22-073 X. COMMITTEE REPORTS

22-074 A. EXECUTIVE COMMITTEE
 Jim Leija, Chair

President Leija reported that the committee did not meet.

22-075 B. LIBRARY DIRECTOR SEARCH COMMITTEE
 Jim Leija, Chair

President Leija reported the Director search was successfully concluded and congratulated Eli Neiburger who officially accepted the position beginning on April 1st.

22-076 C. BUDGET & FINANCE COMMITTEE
 Scott Trudeau, Chair

Treasurer Trudeau reported new members to the committee received an orientation on the budget process. The committee will receive the draft 2022-2023 budget in April prior to presentation to the Board at the April Board meeting. He also noted that the Library was changing accounting software. Financial reporting to the Board will remain the same.

President Leija reported that he and Trustee Vander Broek met with members of the Friends of the Library Board and toured the Parkland Plaza location in anticipation of moving their activities there. Library Administration is in the process of reviewing and updating the Space Use Agreement reflecting a move of FAADL activities and the agreement will be brought before the Board in April for further discussion.

ANN ARBOR DISTRICT LIBRARY BOARD
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22-077 XI. LIBRARY REPORT
 Sherlonya Turner, Associate Director

Associate Director Turner gave an overview of the 2020-2021 Annual Report.

Associate Director Turner continued with the following:

- AADL will be employing an Events Library Technician who will be dedicated to providing more inclusive program offerings.
- FoolMoon & Festifools final workshop will be this Sunday.
- The Friends of the Ann Arbor District Library will again offer library clothing for sale. They sold eighty-three items at their last sale.
- Online room bookings are resuming. Patrons may now book online two hours of room usage up to twelve times per year per library card per room.
- Indoor storytimes have returned.
- A Name Change Clinic Event will be hosted by AADL in partnership with the Jim Toy Community Center, the Outlaws Student Group at Michigan Law and the Spectrum Center on March 30th.
- A special live author event will be held in the Downtown Lobbytorium on April 6th. AADL will host Angeline Boulley author of *Firekeeper's Daughter*.
- AADL will celebrate Arab American Heritage Month in April with online and in-person events. AADL will be hosting Performer Karim Nagi on April 13th in the Downtown Lobbytorium in partnership with the Arab American Museum.
- The AADL Seed Sampler is now open. AADL is partnering with local seed organizations to provide patrons with starter packs of seed and instructions. More information can be found at <https://aadl.org/seedsampler>.
- Social media comments were viewed.

22-078 XII. OLD BUSINESS

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

President Leija informed the Board that Communications and Marketing Manager Rich Retyi is working on an official press release announcing Director Neiburger's appointment.

22-079 XIII. NEW BUSINESS

22-080 A. RESOLUTION AUTHORIZING PARKLAND PLAZA FACILITY UPGRADES AND CONTRACTING WITH O'NEAL CONSTRUCTION FOR CONSTRUCTION MANAGEMENT OF THE PROJECT

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

Associate Director Lemorie reported the original scope of the project housing the Archives has expanded to include more staff workstations, programming space and inclusion of a geothermal option.

He presented two options to the Board for their consideration. Option A with square footage of 12,500 includes two bays with twenty-eight workstations and an increase of 180% for paper storage over the current existing archive space. Option B with square footage of 18,750 includes three bays with forty-seven workstations and an increase of 230% for paper storage over the current existing archive space. Option A geothermal option is \$414,000; Option B geothermal option is \$458,045. Total budget construction for Option A is \$3,036,383; Option B total budget construction is \$3,502,173.

Board members asked several questions regarding use of the space and the traditional HVAC versus the geothermal option.

Trustee Kleinman, supported by Secretary Moore, moved that the Board resolves to authorize construction of upgrades and new workspaces at the Parkland Plaza facility with a budget of \$3,502,173 to be paid from the Capital Fund; to authorize Associate Director Len Lemorie to enter into a contract with O'Neal Construction, Inc. to manage the construction work; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

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

NAYS: None

Motion passed 7-0.

22-081

B. VOTE FOR CLOSED SESSION ON APRIL 19, 2022 FOR
DISCUSSION OF REAL ESTATE

(Item of action)

Roll call vote

Vice President Akmon, supported by Trustee Solomon, moved to hold a closed session on April 19, 2022 for discussion of real estate.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

22-082

C. VOTE FOR CLOSED SESSION AT THE APRIL 25, 2022
REGULAR BOARD MEETING FOR DISCUSSION OF
REAL ESTATE AND LABOR NEGOTIATIONS

(Item of action)

Roll call vote

Trustee Kleinman, supported by Secretary Moore, moved to hold a closed session at the April 25, 2022 Board meeting for discussion of real estate and labor negotiations.

A roll call vote was taken.

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

NAYS: None

Motion passed 7-0.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
TUESDAY, MARCH 22, 2022

22-083 XIV. CITIZENS' COMMENTS

There were no citizens' comments.

22-084 XV. ADJOURNMENT

President Leija adjourned the meeting at 7:59 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 regular meeting held on March 22, 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 22-080**

**RESOLUTION AUTHORIZING PARKLAND PLAZA FACILITY UPGRADES
AND CONTRACTING WITH O'NEAL CONSTRUCTION FOR
CONSTRUCTION MANAGEMENT OF THE PROJECT**

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 22nd of March, 2022 at 6:03 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 authorize construction of upgrades and new workspaces at the Parkland Plaza facility with a budget of \$3,502,173 to be paid from the Capital Fund.
- 2.) To authorize Associate Director Len Lemorie to enter into a contract with O'Neal Construction, Inc. to manage the construction work.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on March 22, 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

System: 4/12/2022 11:14:06 AM
User Date: 4/12/2022

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	3/1/2022
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
065505	ALEPIE	ALEX PIERZCHALA	3/1/2022	CHECK	PMCHK00002663	\$30.34
065506	ALLENT	ALLIANCE ENTERTAINMENT	3/1/2022	CHECK	PMCHK00002663	\$3,843.68
065507	ALLSUP	ALLIED-EAGLE SUPPLY CO	3/1/2022	CHECK	PMCHK00002663	\$1,995.00
065508	ANNARB	ANN ARBOR OBSERVER	3/1/2022	CHECK	PMCHK00002663	\$3,956.70
065509	BAKTAY	BAKER & TAYLOR	3/1/2022	CHECK	PMCHK00002663	\$9,101.70
065510	BREWER	BREWER'S	3/1/2022	CHECK	PMCHK00002663	\$719.18
065511	CARBRO	CARPENTER BROS.	3/1/2022	CHECK	PMCHK00002663	\$21.96
065512	CDW-G	CDW GOVERNMENT	3/1/2022	CHECK	PMCHK00002663	\$1,145.00
065513	CROWLEY	THE CROWLEY COMPANY	3/1/2022	CHECK	PMCHK00002663	\$345.85
065514	DISPLA	DISPLAYS2GO	3/1/2022	CHECK	PMCHK00002663	\$1,350.07
065515	FATHAQ	FATEMA HAQUE	3/1/2022	CHECK	PMCHK00002663	\$150.00
065516	IDENT	ID ENTERPRISES	3/1/2022	CHECK	PMCHK00002663	\$1,800.00
065517	INTSYS	INTELLIGENT CONTROL SYSTEMS	3/1/2022	CHECK	PMCHK00002663	\$550.00
065518	JEWISHNE	JCMWC, LLC	3/1/2022	CHECK	PMCHK00002663	\$278.00
065519	JUDHEU	JUDITH HEUMANN	3/1/2022	CHECK	PMCHK00002663	\$2,500.00
065520	MIDTAP	MIDWEST TAPE	3/1/2022	CHECK	PMCHK00002663	\$4,362.34
065521	ONEACON	O'NEAL CONSTRUCTION	3/1/2022	CHECK	PMCHK00002663	\$3,429.19
065522	PAYCOO	PAYTON COOK	3/1/2022	CHECK	PMCHK00002663	\$600.00
065523	PREINT	PRECISION INTERIORS, LLC	3/1/2022	CHECK	PMCHK00002663	\$497.78
065524	RICSOL	RICHARD SOLOMON, MD	3/1/2022	CHECK	PMCHK00002663	\$164.45
065525	SCHSOU	SCHEDULE SOURCE, INC	3/1/2022	CHECK	PMCHK00002663	\$944.50
065526	SHASON	SHAMBAUGH	3/1/2022	CHECK	PMCHK00002663	\$480.00
065527	SHELAL	SHEELA LAL	3/1/2022	CHECK	PMCHK00002663	\$150.00
065528	STAPLES	STAPLES	3/1/2022	CHECK	PMCHK00002663	\$440.65
065529	THOGAL	CENGAGE LEARNING INC/GALE	3/1/2022	CHECK	PMCHK00002663	\$380.10
065530	WESENT	WESTGATE ENTERPRISES, LLC	3/1/2022	CHECK	PMCHK00002663	\$46,013.85
065531	AACLESUP	A2 CLEANING SUPPLY COMPANY	3/8/2022	CHECK	PMCHK00002667	\$337.71
065532	ALLSTAALA	ALLSTAR ALARM, LLC	3/8/2022	CHECK	PMCHK00002667	\$6,210.00
065533	AMASCH	AMANDA SCHOTT	3/8/2022	CHECK	PMCHK00002667	\$26.90
065534	APPLE	APPLE, INC.	3/8/2022	CHECK	PMCHK00002667	\$33,904.00
065535	BAKTAY	BAKER & TAYLOR	3/8/2022	CHECK	PMCHK00002667	\$6,476.26
065536	BARNOB1	BARNES & NOBLE INC.	3/8/2022	CHECK	PMCHK00002667	\$434.83
065537	BARRON	BARRON'S	3/8/2022	CHECK	PMCHK00002667	\$299.88
065538	BREWER	BREWER'S	3/8/2022	CHECK	PMCHK00002667	\$750.52
065539	CANPUB	CANTON PUBLIC LIBRARY	3/8/2022	CHECK	PMCHK00002667	\$22.94
065540	CARBRO	CARPENTER BROS.	3/8/2022	CHECK	PMCHK00002667	\$10.98
065541	COLSIM	COLIN SIMPSON	3/8/2022	CHECK	PMCHK00002667	\$96.55
065542	CONINT	CONTINENTAL INTERIORS, INC	3/8/2022	CHECK	PMCHK00002667	\$1,500.00
065543	DOUCOO	DOUG COOMBE	3/8/2022	CHECK	PMCHK00002667	\$150.00
065544	DUGELE	DUGGAN'S CONSTRUCTION SERVICES	3/8/2022	CHECK	PMCHK00002667	\$8,125.00
065545	DYKGOS	DYKEMA GOSSETT PLLC	3/8/2022	CHECK	PMCHK00002667	\$2,149.66
065546	FRIOF	FRIENDS OF THE AADL	3/8/2022	CHECK	PMCHK00002667	\$3,542.26
065547	INF'OD	INFORMATION TODAY, INC.	3/8/2022	CHECK	PMCHK00002667	\$474.03
065548	JEFKAS	JEFFREY KASS	3/8/2022	CHECK	PMCHK00002667	\$165.00
065549	JOHCON	JOHNSON CONTROLS SECURITY SOL	3/8/2022	CHECK	PMCHK00002667	\$883.18
065550	LARWIL	LA'RON WILLIAMS	3/8/2022	CHECK	PMCHK00002667	\$600.00
065551	LOSTAND	LOST AND UNFOUNDED, LLC	3/8/2022	CHECK	PMCHK00002667	\$1,225.00
065552	MCIGRO	MCINTOSH GROUNDS MAINT, INC	3/8/2022	CHECK	PMCHK00002667	\$692.50
065553	MCNMCK	MCNAUGHTON-MCKAY	3/8/2022	CHECK	PMCHK00002667	\$122.80
065554	MIDTAP	MIDWEST TAPE	3/8/2022	CHECK	PMCHK00002667	\$3,161.82
065555	OCLINS	OCLC, INC.	3/8/2022	CHECK	PMCHK00002667	\$5,029.79
065556	PRITEC	PRINT TECH INC.	3/8/2022	CHECK	PMCHK00002667	\$3,231.27
065557	RECANN	RECYCLE ANN ARBOR	3/8/2022	CHECK	PMCHK00002667	\$355.00
065558	RNAOFFAA	R.N.A. OF ANN ARBOR, INC.	3/8/2022	CHECK	PMCHK00002667	\$22,001.00
065559	SCHELE	SCHINDLER ELEVATOR CORPORATION	3/8/2022	CHECK	PMCHK00002667	\$529.07
065560	SHEWIL	SHERWIN- WILLIAMS	3/8/2022	CHECK	PMCHK00002667	\$35.88

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 User Date: 4/12/2022

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
065561	SHOHUR	SHOSHANA HURAND	3/8/2022	CHECK	PMCHK00002667	\$66.97
065562	STAHAR	STADIUM HARDWARE	3/8/2022	CHECK	PMCHK00002667	\$186.46
065563	THOGAL	CENGAGE LEARNING INC/GALE	3/8/2022	CHECK	PMCHK00002667	\$28.49
065564	TYLTEC	TYLER TECHNOLOGIES	3/8/2022	CHECK	PMCHK00002667	\$130.00
065565	UNDGRO	UNDERGROUND PRINTING	3/8/2022	CHECK	PMCHK00002667	\$2,550.00
065566	VANFIRE	VANGUARD FIRE&SECURITY SYSTEMS	3/8/2022	CHECK	PMCHK00002667	\$19,580.00
065567	WASLEG	WASHTENAW COUNTY LEGAL NEWS	3/8/2022	CHECK	PMCHK00002667	\$80.00
065568	CITTAXES	CITY OF ANN ARBOR TREASURER	3/8/2022	CHECK	PMCHK00002668	\$619.32
065569	ALIMAT	ALIYAH MITCHELL	3/15/2022	CHECK	PMCHK00002671	\$100.00
065570	ALLENT	ALLIANCE ENTERTAINMENT	3/15/2022	CHECK	PMCHK00002671	\$2,001.53
065571	ALMCOL	ALMA COLLEGE LIBRARY	3/15/2022	CHECK	PMCHK00002671	\$29.00
065572	ANNARB	ANN ARBOR OBSERVER	3/15/2022	CHECK	PMCHK00002671	\$2,349.80
065573	APPIMA	APPLIED IMAGING	3/15/2022	CHECK	PMCHK00002671	\$4,098.39
065574	APPLE	APPLE, INC.	3/15/2022	CHECK	PMCHK00002671	\$88.00
065575	BAKTAY	BAKER & TAYLOR	3/15/2022	CHECK	PMCHK00002671	\$19,127.35
065576	BLAMEM	BLAIR MEMORIAL LIBRARY	3/15/2022	CHECK	PMCHK00002671	\$14.95
065577	CARBRO	CARPENTER BROS.	3/15/2022	CHECK	PMCHK00002671	\$9.69
065578	CHATAY	CHARLES TAYLOR	3/15/2022	CHECK	PMCHK00002671	\$132.81
065579	DICBLI	BLICK ART MATERIALS	3/15/2022	CHECK	PMCHK00002671	\$1,221.76
065580	FORFRA	FORMAT FRAMING	3/15/2022	CHECK	PMCHK00002671	\$2,957.09
065581	GSI	GSI	3/15/2022	CHECK	PMCHK00002671	\$7,454.00
065582	HOHAT	HOOPER HATHAWAY, P.C.	3/15/2022	CHECK	PMCHK00002671	\$984.00
065583	JAMWHI	JAMES WHITE LIBRARY	3/15/2022	CHECK	PMCHK00002671	\$111.00
065584	MCIGRO	MCINTOSH GROUNDS MAINT, INC	3/15/2022	CHECK	PMCHK00002671	\$7,623.17
065585	MIDTAP	MIDWEST TAPE	3/15/2022	CHECK	PMCHK00002671	\$2,319.13
065586	MINCEN	MINDCENTRIC	3/15/2022	CHECK	PMCHK00002671	\$1,779.00
065587	MORNIN	MORNINGSTAR	3/15/2022	CHECK	PMCHK00002671	\$165.00
065588	NIHDKU	NIHAD DUKHAN	3/15/2022	CHECK	PMCHK00002671	\$1,288.73
065590	ONEACON	O'NEAL CONSTRUCTION	3/15/2022	CHECK	PMCHK00002671	\$7,596.11
065591	PREPET	PREUSS PETS	3/15/2022	CHECK	PMCHK00002671	\$1,163.60
065592	PRITEC	PRINT TECH INC.	3/15/2022	CHECK	PMCHK00002671	\$179.80
065593	QUANTA	QUANTA, INC.	3/15/2022	CHECK	PMCHK00002671	\$206.48
065594	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	3/15/2022	CHECK	PMCHK00002671	\$22,001.00
065595	ROYOAK	ROYAL OAK PUBLIC LIBRARY	3/15/2022	CHECK	PMCHK00002671	\$15.99
065596	RYDALL	RYDEN ALLEN	3/15/2022	CHECK	PMCHK00002671	\$110.00
065597	STAPLES	STAPLES	3/15/2022	CHECK	PMCHK00002671	\$814.15
065598	VANARCH	VANARCHITECTS, PLLC	3/15/2022	CHECK	PMCHK00002671	\$6,080.00
065599	VERMONT	VERMONTVILLE TOWNSHIP LIBRARY	3/15/2022	CHECK	PMCHK00002671	\$16.95
065600	WPLLIB	W.P. FAUST LIBRARY OF WESTLAND	3/15/2022	CHECK	PMCHK00002671	\$20.00
065601	ALLENT	ALLIANCE ENTERTAINMENT	3/22/2022	CHECK	PMCHK00002675	\$665.13
065602	APPLE	APPLE, INC.	3/22/2022	CHECK	PMCHK00002675	\$2,072.00
065603	BAKTAY	BAKER & TAYLOR	3/22/2022	CHECK	PMCHK00002675	\$11,869.30
065604	BRAMIL	BRADBURY MILLER ASSOCIATES	3/22/2022	CHECK	PMCHK00002675	\$18,000.00
065605	DICBLI	BLICK ART MATERIALS	3/22/2022	CHECK	PMCHK00002675	\$132.00
065606	DYKGOS	DYKEMA GOSSETT PLLC	3/22/2022	CHECK	PMCHK00002675	\$3,105.49
065607	FATHAQ	FATEMA HAQUE	3/22/2022	CHECK	PMCHK00002675	\$150.00
065608	MANCOS	MANER COSTERISAN	3/22/2022	CHECK	PMCHK00002675	\$11,950.00
065609	METCOM	METCOM	3/22/2022	CHECK	PMCHK00002675	\$4,519.84
065610	MIDTAP	MIDWEST TAPE	3/22/2022	CHECK	PMCHK00002675	\$8,152.01
065612	OXFUNI	OXFORD UNIVERSITY PRESS USA	3/22/2022	CHECK	PMCHK00002675	\$481.84
065613	PRITEC	PRINT TECH INC.	3/22/2022	CHECK	PMCHK00002675	\$250.78
065614	SHELAL	SHEELA LAL	3/22/2022	CHECK	PMCHK00002675	\$150.00
065615	THOGAL	CENGAGE LEARNING INC/GALE	3/22/2022	CHECK	PMCHK00002675	\$80.97
065616	UNUMPRO	UNUM LIFE INSURANCE	3/22/2022	CHECK	PMCHK00002675	\$4,403.05
065617	UNUMPRO1	UNUM LIFE INSURANCE	3/22/2022	CHECK	PMCHK00002675	\$4,062.67
065618	ARIFKIN	A. RIFKIN CO.	3/22/2022	CHECK	PMCHK00002675	\$6,578.26
065619	USBORNE	USBORNE	3/22/2022	CHECK	PMCHK00002675	\$157.54
EFT02151	3M	3M	3/1/2022	CHECK	PMCHK00002664	\$1,012.51
EFT02152	BOOKLIST	BOOKLIST / ALA	3/1/2022	CHECK	PMCHK00002664	\$169.50
EFT02153	LUCSCE	LUCKY SCENT INC	3/1/2022	CHECK	PMCHK00002664	\$116.00
EFT02154	MICCHA	MICHIGAN CHAMBER SERVICES, INC	3/1/2022	CHECK	PMCHK00002664	\$375.00
EFT02155	PAYPAL	PAYPAL, INC.	3/1/2022	CHECK	PMCHK00002664	\$602.86
EFT02156	PRON95	PROJECT N95	3/1/2022	CHECK	PMCHK00002664	\$2,015.86

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 User Date: 4/12/2022

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT02157	UBIQUITI	UBIQUITI INC	3/1/2022	CHECK	PMCHK00002664	\$379.00
EFT02158	WASHPOST	THE WASHINGTON POST	3/1/2022	CHECK	PMCHK00002664	\$144.00
EFT02159	AMABOOK	SYNCB/AMAZON	3/1/2022	CHECK	PMCHK00002665	\$1,353.76
EFT02160	CINTAS	CINTAS CORPORATION	3/1/2022	CHECK	PMCHK00002665	\$365.18
EFT02161	OFFDEP	OFFICE DEPOT, INC.	3/1/2022	CHECK	PMCHK00002665	\$96.41
EFT02162	OXFPRO	2725-2805 ASSOCIATES, LLC	3/1/2022	CHECK	PMCHK00002665	\$11,374.21
EFT02163	TRISOL	TRIONFO SOLUTIONS	3/1/2022	CHECK	PMCHK00002665	\$637.00
EFT02164	ULINE	ULINE, INC.	3/1/2022	CHECK	PMCHK00002665	\$362.89
EFT02165	UNIPAR	UNITED PARCEL SERVICE	3/1/2022	CHECK	PMCHK00002665	\$36.00
EFT02166	VERWIRC	VERIZON WIRELESS	3/1/2022	CHECK	PMCHK00002665	\$2,511.65
EFT02167	CINTAS	CINTAS CORPORATION	3/1/2022	CHECK	PMCHK00002666	\$61.81
EFT02168	CINTAS	CINTAS CORPORATION	3/1/2022	CHECK	PMCHK00002666	\$207.95
EFT02169	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$10,425.40
EFT02170	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$3,583.13
EFT02171	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$6,583.66
EFT02172	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$2,592.61
EFT02173	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$747.04
EFT02174	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$277.32
EFT02175	DTEENE	DTE ENERGY	3/1/2022	CHECK	PMCHK00002666	\$2,075.71
EFT02176	OXFPRO	2725-2805 ASSOCIATES, LLC	3/1/2022	CHECK	PMCHK00002666	\$0.95
EFT02177	CINTAS	CINTAS CORPORATION	3/8/2022	CHECK	PMCHK00002669	\$207.95
EFT02178	CITWATER	CITY OF ANN ARBOR TREASURER	3/8/2022	CHECK	PMCHK00002669	\$4,793.20
EFT02179	DTEENE	DTE ENERGY	3/8/2022	CHECK	PMCHK00002669	\$4,299.62
EFT02180	METLIFE	METLIFE - GROUP BENEFITS	3/8/2022	CHECK	PMCHK00002669	\$9,679.62
EFT02181	QUADIENT	QUADIENT	3/8/2022	CHECK	PMCHK00002669	\$2,000.00
EFT02182	UNIPAR	UNITED PARCEL SERVICE	3/8/2022	CHECK	PMCHK00002669	\$36.00
EFT02183	CINTAS	CINTAS CORPORATION	3/8/2022	CHECK	PMCHK00002670	\$60.27
EFT02184	CINTAS	CINTAS CORPORATION	3/8/2022	CHECK	PMCHK00002670	\$61.81
EFT02185	WASMAN	WASTE MANAGEMENT OF MICHIGAN	3/8/2022	CHECK	PMCHK00002670	\$329.20
EFT02186	AT&TMOB	AT&T MOBILITY	3/15/2022	CHECK	PMCHK00002672	\$331.96
EFT02187	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	3/15/2022	CHECK	PMCHK00002672	\$89,300.16
EFT02188	CITWATER	CITY OF ANN ARBOR TREASURER	3/15/2022	CHECK	PMCHK00002672	\$1,017.28
EFT02189	DTEENE	DTE ENERGY	3/15/2022	CHECK	PMCHK00002672	\$1,049.66
EFT02190	LOWE'S	LOWES BUSINESS ACCOUNT	3/15/2022	CHECK	PMCHK00002672	\$179.33
EFT02191	OFFDEP	OFFICE DEPOT, INC.	3/15/2022	CHECK	PMCHK00002672	\$708.79
EFT02192	ULINE	ULINE, INC.	3/15/2022	CHECK	PMCHK00002672	\$69.57
EFT02193	UNIPAR	UNITED PARCEL SERVICE	3/15/2022	CHECK	PMCHK00002672	\$36.00
EFT02194	VERWIRC	VERIZON WIRELESS	3/15/2022	CHECK	PMCHK00002672	\$1,116.26
EFT02195	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/15/2022	CHECK	PMCHK00002672	\$2,985.46
EFT02196	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/15/2022	CHECK	PMCHK00002672	\$0.02
EFT02197	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	3/15/2022	CHECK	PMCHK00002673	\$232.77
EFT02198	CINTAS	CINTAS CORPORATION	3/15/2022	CHECK	PMCHK00002673	\$60.27
EFT02199	CINTAS	CINTAS CORPORATION	3/15/2022	CHECK	PMCHK00002673	\$61.81
EFT02200	CINTAS	CINTAS CORPORATION	3/15/2022	CHECK	PMCHK00002673	\$207.95
EFT02201	AMABOOK	SYNCB/AMAZON	3/18/2022	CHECK	PMCHK00002674	\$4,459.92
EFT02202	AWS	AMAZON WEB SERVICES	3/22/2022	CHECK	PMCHK00002676	\$115.94
EFT02203	BACBLA	BACKBLAZE	3/22/2022	CHECK	PMCHK00002676	\$4,861.53
EFT02204	DRUPALIZE	DRUPALIZE ME OSIO LABS	3/22/2022	CHECK	PMCHK00002676	\$35.00
EFT02205	IRCCLOUD	IRCCLOUD	3/22/2022	CHECK	PMCHK00002676	\$211.15
EFT02206	OPENCAGE	OPENCAGE	3/22/2022	CHECK	PMCHK00002676	\$51.50
EFT02207	PUBSTO	PUBLIC STORAGE	3/22/2022	CHECK	PMCHK00002676	\$765.00
EFT02208	TRELLO	TRELLO.COM	3/22/2022	CHECK	PMCHK00002676	\$75.00
EFT02209	TWILIO	TWILIO	3/22/2022	CHECK	PMCHK00002676	\$300.21
EFT02210	ZOOM	ZOOM VIDEO	3/22/2022	CHECK	PMCHK00002676	\$130.00
EFT02211	CINTAS	CINTAS CORPORATION	3/23/2022	CHECK	PMCHK00002677	\$60.27
EFT02212	CINTAS	CINTAS CORPORATION	3/23/2022	CHECK	PMCHK00002677	\$207.95
EFT02213	DTEENE	DTE ENERGY	3/23/2022	CHECK	PMCHK00002677	\$5,558.67
EFT02214	DTEENE	DTE ENERGY	3/23/2022	CHECK	PMCHK00002677	\$10,442.51
EFT02215	TDSMET	TDS	3/23/2022	CHECK	PMCHK00002677	\$9,167.79
EFT02216	UNIPAR	UNITED PARCEL SERVICE	3/23/2022	CHECK	PMCHK00002677	\$48.58

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Ann Arbor District Library
VENDOR CHECK REGISTER REPORT
Payables Management

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	179				Total Amount of Checks:	\$583,298.16
						=====

Ann Arbor District Library

Financial Summary for the Nine Months Ended March 31, 2022

Cash

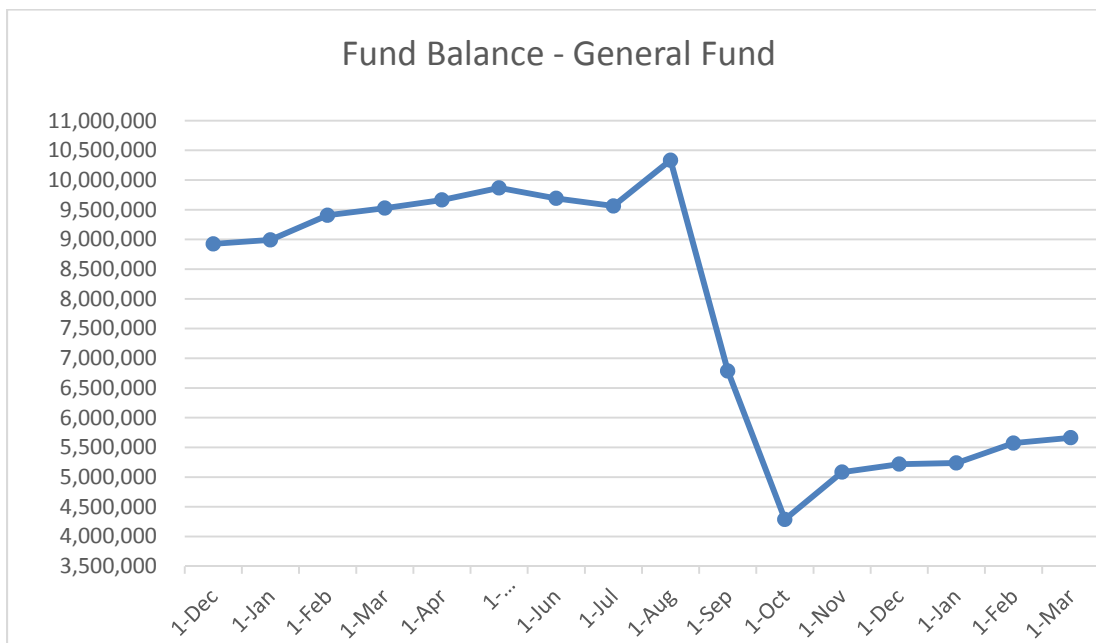
Cash, not including investments, decreased \$1,217,056 from \$9,345,166 on February 28, 2022 to \$8,128,110 as of March 31, 2022.

Tax Receipts

As of March 31st, the Library had received \$17,923,740 which is 100.2% of the annual budgeted tax receipts of \$17,884,000.

Fund Balance Activity

The Library general fund balance increased from \$5,572,877 as of February 28, 2022 to \$5,686,925 as of March 31, 2022.



Ann Arbor District Library

Financial Summary for the Nine Months Ended March 31, 2022

Revenue:

Year-to-date revenues equal \$13,555,292 of which \$202,571 is due from other governmental units for penal fines and state aid. \$4,585,321 of property taxes received have been deferred and will be recognized as revenue as it is earned. Total cash receipts through March 31, 2022 equal \$18,255,195.

Expenditures

Year-to-date expenditures total \$12,150,589 of which \$535,018 has not been paid. As of March 31, 2022, \$550,268 has been prepaid for expenses not yet incurred. Total cash expended through March 31, 2022 equals \$12,511,002.

Revenue Over/(Under) Expenditures:

Year-to-date revenues exceed expenses by \$1,404,703. Current revenues are 74.09% of the approved budget and current expenses are 66.42% of the approved budget after nine months or 75% of the fiscal year. Actual cash receipts are 99.78% of budget and actual cash expended is 68.39% of budget.

Grants & Memorials:

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

Balances for all other restricted funds are as follows:

Holtrey	\$ 337,132	\$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	\$ 33,724	
Schafer	\$ 10,586	
Westerman	\$ 31,410	
WLBPD	\$ 51,927	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Nine Months Ending 3/31/2022

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$5,282,522	\$2,305,096	\$540,492	\$8,128,110
Investments	4,771,904	-	-	4,771,904
Due from other governmental units	202,571	-	-	202,571
Other accounts receivable	-	-	-	-
Prepaid items	550,268	-	-	550,268
Total Assets	<u>\$10,807,265</u>	<u>\$2,305,096</u>	<u>\$540,492</u>	<u>\$13,652,853</u>
Liabilities				
Accounts payable	\$255,713	-	-	\$255,713
Accrued payroll and benefits	279,305	-	-	279,305
Total Liabilities	<u>535,018</u>	<u>-</u>	<u>-</u>	<u>535,018</u>
Deferred Outflows				
Unavailable property tax revenue	4,585,321	-	-	4,585,321
Deferred rental revenue	-	-	-	-
Total deferred outflows	<u>4,585,321</u>	<u>-</u>	<u>-</u>	<u>4,585,321</u>
Fund Balances				
Nonspendable:				
Prepaid items	550,268	-	-	550,268
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	215,492	215,492
Committed for capital projects	-	2,305,096	-	2,305,096
Unassigned	5,136,657	-	-	5,136,657
Total fund balance - general fund	<u>5,686,925</u>	<u>2,305,096</u>	<u>540,492</u>	<u>8,532,513</u>
Total liabilities and fund balances	<u>\$10,807,265</u>	<u>\$2,305,096</u>	<u>\$540,492</u>	<u>\$13,652,853</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
General Fund
For the Nine Months Ending 3/31/2022

	<u>March ACTUAL</u>	<u>YTD ACTUAL</u>	<u>FY 2022 BUDGET</u>	<u>BUDGET REMAINING</u>	<u>YTD %</u>
REVENUES:					
Property taxes, net	\$1,418,989	\$13,344,231	\$17,884,000	\$4,539,769	74.62%
State penal fines	16,750	151,850	125,000	(26,850)	121.48%
State aid	7,500	67,500	90,000	22,500	75.00%
Interest income	(52,139)	(159,512)	25,000	184,512	(638.05%)
Copier revenue	312	2,373	10,000	7,627	23.73%
Grants and memorials	308	4,959	2,500	(2,459)	198.37%
Library fines, fees and other	9,303	38,404	18,000	(20,404)	213.35%
Non-resident fees	1,463	10,238	7,500	(2,738)	136.50%
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	\$1,405,408	\$13,555,292	\$18,294,500	\$4,739,208	74.09%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$670,701	\$6,033,539	\$8,997,200	\$2,963,661	67.06%
Employee benefits	150,454	1,510,527	2,086,500	575,973	72.40%
Employment taxes	50,945	425,279	668,000	242,721	63.66%
MPSERS pass-through		74,903	100,000	25,097	74.90%
Purchased services:					
Custodial services	44,002	242,011	265,000	22,989	91.32%
Accounting and auditing	11,950	122,150	165,000	42,850	74.03%
Legal	4,089	40,010	50,000	9,990	80.02%
Professional services	22,806	109,648	267,500	157,852	40.99%
Utilities	39,096	314,961	472,000	157,039	66.73%
Property insurance	(13,243)	74,915	125,000	50,085	59.93%
Communications	11,574	159,260	250,000	90,740	63.70%
Materials	105,591	1,154,793	1,876,000	721,207	61.56%
Software licenses / materials	8,602	136,168	150,000	13,832	90.78%
Building rental	103,905	509,854	713,000	203,146	71.51%
Seminars, conferences and travel	3,360	18,029	29,300	11,271	61.53%
Copier expense	4,098	36,144	60,000	23,857	60.24%
Library programming	19,147	237,971	614,311	376,340	38.74%
Grant and memorial expenses		15,008	25,689	10,681	58.42%
Operating supplies	16,301	148,059	326,250	178,191	45.38%
Repairs and maintenance	17,123	405,864	540,500	134,636	75.09%
Postage	1,657	14,452	25,000	10,548	57.81%
Other operating expenses	2,387	13,120	38,250	25,130	34.30%
Capital outlay	14,134	353,925	450,000	96,075	78.65%
TOTAL EXPENDITURES	\$1,288,679	\$12,150,589	\$18,294,500	\$6,143,911	66.42%
REVENUE OVER (UNDER) EXPENDITURES	\$116,729	\$1,404,703		(\$1,404,703)	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	\$116,729	\$5,686,925		(\$5,686,925)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Nine Months Ending 3/31/2022

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$13,344,231	-	-	\$13,344,231
State penal fines	151,850	-	-	151,850
State aid	67,500	-	-	67,500
Interest income	(159,512)	-	162	(159,350)
Copier revenue	2,373	-	-	2,373
Grants and memorials	4,959	-	778	5,738
Library fines, fees and other	38,404	-	-	38,404
Non-resident fees	10,238	-	-	10,238
Rental revenue	20,347	-	-	20,347
MPSERS pass-through	74,903	-	-	74,903
TOTAL REVENUES	\$13,555,292	-	\$940	\$13,556,233
EXPENDITURES:				
Personnel:				
Salaries and wages	\$6,033,539	-	-	\$6,033,539
Employee benefits	1,510,527	-	-	1,510,527
Employment taxes	425,279	-	-	425,279
MPSERS pass-through	74,903	-	-	74,903
Purchased services:				
Custodial services	242,011	-	-	242,011
Accounting and auditing	122,150	-	-	122,150
Legal	40,010	-	-	40,010
Professional services	109,648	-	-	109,648
Utilities	314,961	-	-	314,961
Property insurance	74,915	-	-	74,915
Communications	159,260	-	-	159,260
Materials	1,154,793	-	-	1,154,793
Software licenses / materials	136,168	-	-	136,168
Building rental	509,854	-	-	509,854
Seminars, conferences and travel	18,029	-	-	18,029
Copier expense	36,144	-	-	36,144
Library programming	237,971	-	-	237,971
Grant and memorial expenses	15,008	-	-	15,008
Operating supplies	148,059	-	-	148,059
Repairs and maintenance	405,864	-	-	405,864
Postage	14,452	-	-	14,452
Other operating expenses	13,120	-	-	13,120
Capital outlay	353,925	4,464,188	-	4,818,112
TOTAL EXPENDITURES	\$12,150,589	\$4,464,188	-	\$16,614,777
REVENUE OVER (UNDER) EXPENDITURES	\$1,404,703	(\$4,464,188)	\$940	(\$3,058,544)
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>\$5,686,925</u>	<u>\$2,305,096</u>	<u>\$540,492</u>	<u>\$8,532,513</u>

Ann Arbor District Library Proposed Budget Fiscal Year 2022 - 2023

Revenues

Tax Revenue – The tax revenue shown is a 2% increase over FY21-22 projections while we await for current taxable values to be reported.

MPERS Pass-through – Both the revenue and expense are declining as enrollment in the plan declines.

All Other Revenue – Projections for all other revenues either remain unchanged from the FY21-22 budget or, have been slightly modified to align with actual results in the prior two years.

Expenses

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

Employee Benefits – This number includes:

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

Employment Taxes – This is the employer portion of FICA for the proposed salaries and wages and any unemployment claims paid out.

Custodial – Includes janitorial service, carpet cleaning, window cleaning, etc. for all locations.

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

Legal – Increased to allow for upcoming collective bargaining.

Utilities – This includes costs for utilities at all locations.

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

Communications – This includes phone and internet charges.

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

Software Licenses/Maintenance – Includes costs for license and maintenance agreements for all existing and new software in the Library.

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

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

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

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

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

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

Postage – This includes outgoing postage and freight.

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

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

**ANN ARBOR DISTRICT LIBRARY
Budget Proposal 2022 - 2023**

OPERATING BUDGET	1.8333 MIL					
	Audited	Projected	Approved	Proposed	Proposed Vs.	Proposed Vs.
	2020-2021	2021-2022	2021-2022	2022-2023	Projected	Approved
	Actual	Estimate	Budget	Budget	Variance	Variance
Revenue:						
Tax Collections - Operating (net of abatements)	\$ 17,567,374	\$ 17,923,740	\$ 17,884,000	\$ 18,250,000	\$ 326,260	\$ 366,000
Penal Fines	223,194	125,000	125,000	125,000	-	-
State Aid	203,362	175,000	90,000	90,000	(85,000)	-
MPSERS Pass-through	91,350	74,903	100,000	60,000	(14,903)	(40,000)
Investment Gains (Losses)	29,586	-	25,000	25,000	25,000	-
Copier Revenue	-	3,093	10,000	10,000	6,907	-
Grants/Memorials	53,938	5,000	2,500	5,000	-	2,500
Library Fines, Fees and Other	24,807	43,650	18,000	20,000	(23,650)	2,000
Non-Resident Fees	1,200	13,163	7,500	10,000	(3,163)	2,500
Sweetwater's Rent	14,614	30,521	32,500	32,500	1,980	-
Other Income	100	-	-	-	-	-
Total Revenue:	18,209,525	18,394,069	18,294,500	18,627,500	233,431	333,000
Expenditures:						
Salaries & Wages	7,879,436	8,044,719	8,997,200	8,815,000	770,281	(182,200)
Employee Benefits	2,051,475	2,014,036	2,086,500	2,417,200	403,164	330,700
MPSERS Pass-through	91,350	74,903	100,000	60,000	(14,903)	(40,000)
Employment Taxes	568,696	561,501	668,000	685,500	123,999	17,500
Total Personnel Cost:	10,590,957	10,695,159	11,851,700	11,977,700	1,282,541	126,000
Custodial Services	255,697	297,013	265,000	290,000	(7,013)	25,000
Accounting/Audit	154,250	165,300	165,000	170,000	4,700	5,000
Legal Expense	13,877	11,532	50,000	75,000	63,468	25,000
Purchased Services	144,186	412,120	267,500	518,500	106,380	251,000
Utilities	368,978	439,983	472,000	523,000	83,017	51,000
Property Insurance	133,717	132,237	125,000	150,000	17,763	25,000
Communications	234,909	221,528	250,000	250,000	28,472	-
Materials	1,417,322	1,574,180	1,876,000	1,603,150	28,970	(272,850)
Software Licenses/Maintenance	130,398	147,243	150,000	150,000	2,757	-
Building Rental	715,550	685,986	713,000	705,000	19,014	(8,000)
Seminars/Conferences/Training/Travel	1,320	22,121	29,300	29,100	6,979	(200)
Copier Expense	39,769	48,068	60,000	50,000	1,932	(10,000)
Library Programming	437,043	335,562	614,311	717,000	381,438	102,689
Grants /Memorials	43,258	25,689	25,689	-	(25,689)	(25,689)
Operating Supplies	90,453	175,797	326,250	296,000	120,203	(30,250)
Repairs and Maintenance	504,374	267,762	540,500	270,500	2,738	(270,000)
Postage	19,685	19,193	25,000	25,000	5,807	-
Other Operating Expenditures	15,497	21,000	38,250	27,550	6,550	(10,700)
Total Operating Expense:	4,720,283	5,002,314	5,992,800	5,849,800	847,486	(143,000)
Operating Capital Outlays	864,024	436,129	450,000	800,000	363,871	350,000
Total Expenditures:	16,175,264	16,133,602	18,294,500	18,627,500	2,493,898	333,000
Net Surplus (Defecit)	\$ 2,034,261	\$ 2,260,467	\$ -	\$ -	\$ (2,260,467)	\$ -

CAPITAL PROJECT FUND BUDGET	Audited	Projected	Proposed
	2020-2021	2021-2022	2022-2023
	Actual	Estimate	Budget
Beginning Balance	1,702,705	964,984	769,283
Approved Transfer from General Fund	-	5,804,299	-
Available Funds	1,702,705	6,769,283	769,283
Capital Project Fund Expenses	737,721	6,000,000	-
Ending Balance	\$ 964,984	\$ 769,283	\$ 769,283

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 22-102**

**RESOLUTION AUTHORIZING ADDITIONAL AGENTS FOR ANN ARBOR
DISTRICT LIBRARY AT THE BANK OF ANN ARBOR**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 25th of April, 2022 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) 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 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, and to conduct any other business as deemed necessary and, further grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals: Len Lemorie, Associate Director and Sherlonya Zobel, Associate Director.
- 2.) That the elected Ann Arbor District Library Board Secretary has the authority to certify this resolution.
- 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.

S. Kerene Moore, Board Secretary

SPACE USE AGREEMENT

This Space Use Agreement ("Agreement") is entered into this ____ day of ____, 2022 (the "Effective Date"), between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (the "Library") and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation ("FAADL").

RECITALS

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

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

C. Pursuant to its corporate charter, FAADL engages in sales of books for fundraising purposes and for the benefit of the Library.

D. By execution of this Agreement, the Library and FAADL intend to provide for use of space by FAADL as designated by the Library for the purpose of conducting book sales under the terms and conditions provided in this Agreement.

AGREEMENT

I. DESIGNATION AND USE OF PREMISES

1.1 Premises. The Library will make available to FAADL throughout the Term (as defined below) of this Agreement space located on the first floor of the Downtown Library building (the "Lobby Bookshop") and space in the basement of the Downtown Library building (the "Basement Workspace") as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and shelf space in the branch Library locations as determined by the Library to be available and appropriate to FAADL book sales (the "Branch Library Shelf Space", together with the Lobby Bookshop and the Basement Workspace, herein collectively referred to as the "Premises"). The Library may designate alternative space for FAADL book sales in the Downtown Library and branch Library locations upon reasonable notice. FAADL acknowledges and agrees that during the Term, the Library intends to relocate FAADL from the Lobby Bookshop and the Basement Workspace in the Downtown Library to certain space in the building located at 265 Parkland Plaza, Ann Arbor, Michigan (the "Plaza"). The new premises within the Plaza shall include: (i) 2600 contiguous square feet, subject to temporary or permanent relocation within the Plaza as determined by the Library; (ii) an enclosed office with a lockable door; (iii) up to twenty (20) pallets of storage, which storage shall be handled by the Library

and located outside of the areas specified in subsections (i) and (ii) above (collectively, the “New Premises”). The Library will move FAADL’s furniture, equipment and supplies (“FAADL’s Personal Property”) from the Premises to the New Premises at the Library’s sole cost. Upon the Library’s move of FAADL’s Personal Property, the New Premises together with the Branch Library Shelf Space shall be deemed to be the Premises hereunder. FAADL may access the Premises only during hours that the Downtown Library, the Plaza and branch Library locations (as applicable) are open to the public and will comply with the Library’s policies as to entry procedures and security. The Library retains all property rights and interests in and to the Premises. During the Term, FAADL will have the right to use one (1) telephone line and the Library’s WIFI connection. FAADL will maintain at its own expense its own internet website for its operations, which shall be separate from that of the Library.

1.2 Permitted Uses. FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. FAADL will bear full legal responsibility for any and all of its operations on the Premises. FAADL acknowledges and agrees that the Library may occasionally, upon reasonable prior notice to FAADL, interrupt FAADL’s use of and/or access to the Premises, whenever and for as long as may be reasonably necessary (but in no instance longer than one (1) week), to allow the Library to conduct any public events at the Downtown Library, the Plaza or any branch library locations.

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

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

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

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

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

2. OTHER OBLIGATIONS OF FAADL.

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

- (a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;
- (b) Hold a current Michigan Charitable Solicitations License;
- (c) Have in effect policies and procedures for handling cash and other donations;
- (d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;
- (e) Commencing with the 2021-2022 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;
- (f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and
- (g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its

operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

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

3. OBLIGATIONS OF the Library.

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

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water.

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

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

3.5 Transportation of Materials. During the Term, the Library will transport FAADL materials between the various branch Library locations.

3.6 Special Sales. Upon reasonable prior written notice to the Library, FAADL may host special sales events ("Special Sales Events") at the Premises. The Special Sales Events shall occur no more than four times during the Term and shall be held within areas specified by the Library. The Library shall have the right to sell any items during any Special Sales Events, including but not limited to idle equipment and withdrawn materials. Proceeds from the sale of any idle equipment shall go entirely to the Library. Proceeds from the sale of any withdrawn materials shall be retained by FADDL.

3.7 Promotion and Advertising. The Library shall pass along FAADL's reasonable informational messages to the general public no more than one (1) time per week on its social media channels and no more than one (1) time per month in its print publications. In addition, the Library shall promote Special Sales events in its print publications.

4. TERM AND TERMINATION.

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

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

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

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

5. GENERAL PROVISIONS.

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

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

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

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

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

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

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

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

[SIGNATURE PAGE FOLLOWS]

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

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

By: _____

Print Name: Jim Leija

Title: AADL Board President

Date: _____

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

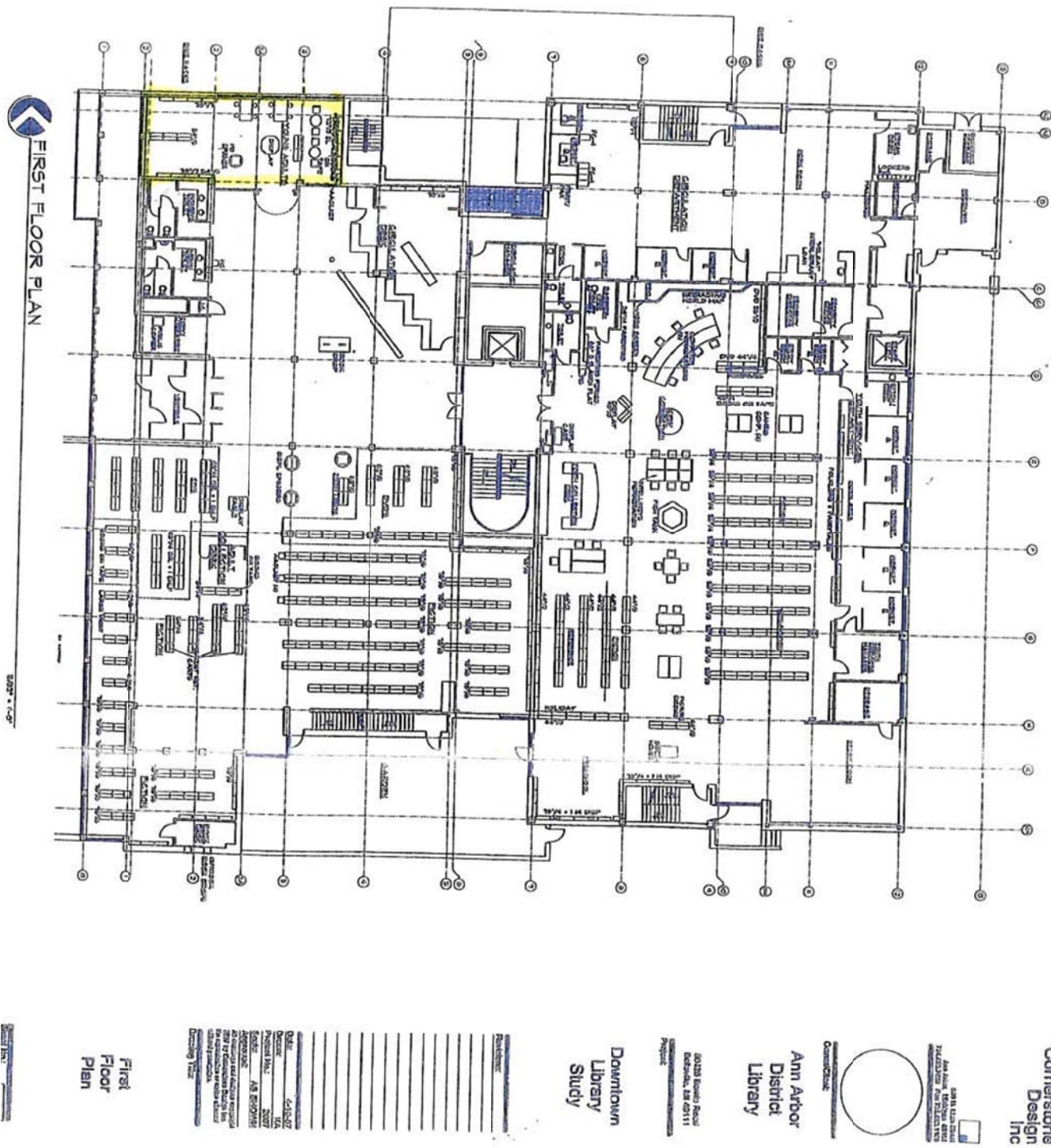
By: _____

Print Name: Pat McDonald

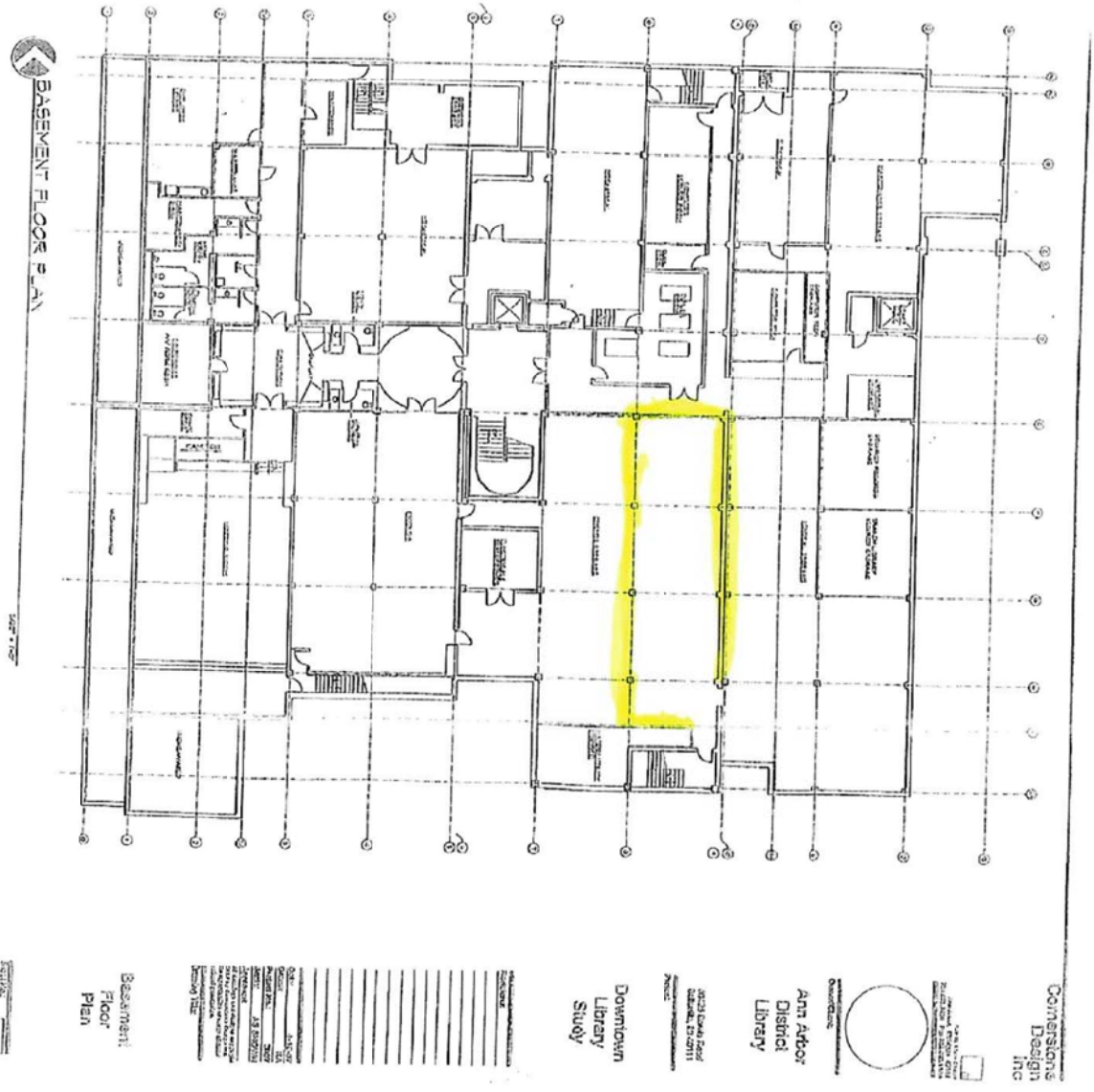
Title: FAADL Board President

Date: _____

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



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



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

Eli Neiburger	Director
Len Lemorie	Associate Director
Sherlonya Zobel	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