



# Regular Meeting Agenda

Monday, April 24, 2023

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### April 2023

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

### May 2023

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	<b>22 AADL Board Mtg</b>	23	24	25	26	27
28	<b>29 Closed Holiday</b>	30	31			

### June 2023

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	<b>26 AADL Board Mtg</b>	27	28	29	30	

## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday, April 24, 2023 at 6:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Meeting Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 23-049 I. CALL TO ORDER  
 Scott Trudeau, President
- 23-050 II. ATTENDANCE
- 23-051 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S EVALUATION  
 (Item of action)  
 Roll call vote
- 23-052 IV. RECESS TO CLOSED SESSION
- 23-053 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 23-054 VI. ATTENDANCE
- 23-055 VII. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 23-056 VIII. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of March 20, 2023 (pp. 3-6)
- CA-2 Approval of March 2023 Disbursements (pp. 7-12)
- 23-057 IX. CITIZENS' COMMENTS
- 23-058 X. FINANCIAL REPORTS (pp. 13-17)  
 Eli Neiburger, Director
- 23-059 XI. COMMITTEE REPORTS
- 23-060 A. EXECUTIVE COMMITTEE  
 Scott Trudeau, Chair  
 (10 minutes)

- 23-061                    B. BUDGET & FINANCE COMMITTEE  
Onna Solomon, Chair  
(10 minutes)
- 23-062            XII. LIBRARY REPORT  
Eli Neiburger, Director
- 23-063            XIII. OLD BUSINESS
- 22-080            A. PARKLAND PLAZA FACILITY UPGRADE UPDATE  
Len Lemorie, Associate Director  
(10 minutes)
- 23-064            XIV. NEW BUSINESS
- 23-065            A. DISCUSSION OF PROPOSED 2023-2024 BUDGET (p. 18)  
Eli Neiburger, Director  
(Item of discussion)
- 23-066            B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE  
ANN ARBOR DISTRICT LIBRARY (pp. 19-27)  
Eli Neiburger, Director  
(Item of discussion)
- 23-067            C. FLEET VEHICLES  
Len Lemorie, Associate Director  
(Item of discussion)
- 23-068            XV. CITIZENS' COMMENTS
- 23-069            XVI. 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 REGULAR MEETING  
MONDAY, MARCH 20, 2023

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, MARCH 20, 2023**

23-035 I. CALL TO ORDER  
Scott Trudeau, President

President Trudeau called the meeting to order at 7:00 p.m.

23-036 II. ATTENDANCE

Board Present: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau, Jamie Vander Broek (arr. 7:02 p.m.)  
Board Absent: None  
Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Karen Wilson (Recorder)  
Others Present: John Cavanagh, EPIC-MRA

23-037 III. APPROVAL OF AGENDA  
(Item of action)

Secretary Sova, supported by Trustee Leija, moved to approve the agenda.

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
NAYS: None

Motion passed 6-0.

23-038 IV. CONSENT AGENDA  
(Item of action)

CA-1 Approval of Minutes of February 27, 2023

CA-2 Approval of February 2023 Disbursements

Trustee Leija, supported by Secretary Sova, moved to approve the consent agenda.

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
NAYS: None

Motion passed 6-0.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, MARCH 20, 2023

23-039 V. CITIZENS' COMMENTS

There were no citizens' comments.

23-040 VI. FINANCIAL REPORTS  
 Eli Neiburger, Director

Director Neiburger reported that cash decreased from \$12,901,385 in January to \$11,509,480 at the end of February. Tax receipts of 101.04% of the budgeted amount have been received. The Fund Balance sits at \$7,036,527. Total cash receipts through the end of February sit at \$19,419,734.

Trustee Vander Broek arrived at 7:02 p.m.

He reviewed current revenue and expenditure line items. Current revenue is at 66.21% of the budgeted amount. Director Neiburger noted that several expenditure line items will need adjustment prior to the end of the fiscal year. The Capital Outlay line has had minimal expenditure due to delays in the Parkland Plaza site renovation. Some expense from that line item may be coming if an electric delivery truck is vetted and approved for purchase by the Board. Year-to-date revenue exceeds expenditures by \$1,377,206.

23-041 VII. COMMITTEE REPORTS

23-042 A. EXECUTIVE COMMITTEE  
 Scott Trudeau, Chair

President Trudeau reported the Executive Committee prior to tonight's meeting and discussed the need for closed sessions prior to the April and May Board meetings. April's closed session will be for the Director's evaluation and May will be for opinion of legal counsel. An evaluation form will be sent to the Board this week and he will work with Vice President Kleinman on preparation of the final evaluation document.

23-043 B. BUDGET & FINANCE COMMITTEE  
 Onna Solomon, Chair

Treasurer Solomon reported the Budget & Finance Committee met earlier in the month. Director Neiburger gave new committee members and overview of the budget process. A draft budget will be reviewed by the committee in April before it is brought to the

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, MARCH 20, 2023

Board at the April Board meeting. The equalization report provided by the County will be needed for the final draft budget and is expected in early May.

23-044 VIII. LIBRARY REPORT  
 Eli Neiburger, Director

Director Neiburger began the Library Report reviewing usage statistics of meeting room via self bookings from July 2022 to February 2023.

He continued his report noting the following:

- On Friday, April 7<sup>th</sup> AADL's FoolMoon processional from the Downtown Library to Kerrytown begins at 8:30 p.m.
- The Staff Spotlight featured Matt Gauntlett, with 13 years at AADL. Matt is currently a Production Technician.
- AADL will be observing Arab American Heritage Month in April with a number of scheduled events.
- AADL is a sponsor for AFC Ann Arbor men's and women's soccer teams. On April 8<sup>th</sup> season ticket holders will be able to pick up their tickets at the Westgate Branch Library.
- The former owner of Dom Bakeries in Ypsilanti reached out to AADL after finding that his photo appeared in the 2022/23 Archives calendar. He currently operates Dom Bakeries in North Carolina.
- Mention of the Month, Compliment of the Month and Complaint of the Month were reviewed.

23-045 IX. NEW BUSINESS

23-046 A. EPIC-MRA SURVEY PRESENTATION  
 John Cavanagh, EPIC-MRA

President Trudeau introduced John Cavanagh from EPIC-MRA and noted that this survey was the fifth in a series beginning in 2012.

Mr. Cavanagh noted that this survey was conducted in the first quarter of 2023. Within AADL's taxing district, four hundred were contacted, of which 70 percent were contacted via cell phone. He then reviewed responses received regarding library visitation and the effect of the pandemic on usage.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, MARCH 20, 2023

Takeaways include:

- \* Residents responding were not students and three-quarters expressed the desire to remain in the Ann Arbor area for the foreseeable future.
- \* Total visitation proportions are a little lower than reported in 2018 (72% vs. 80%) but frequency of visitation asked was in the past few years.
- \* Just under three-quarters of all patrons reported the Downtown, Westgate, and Malletts Creek branches are the most used.
- \* Two thirds of respondents reported an interest in a service that would facilitate borrowing from others' private collections.
- \* Overall customer satisfaction is at 82%.
- \* On the topic of the Downtown Library facility 55% opt for renovation of the building over new construction to address facility needs. Higher support (76%) was reported for exploring a co-location alternative such as a mix of age and income levels for any multi-unit housing. No dollar amounts had been attached to the questions which could change responses.

Board members discussed several of the responses and the impact the pandemic has had on the library in general.

23-047      X.      CITIZENS' COMMENTS

There were no citizens' comments.

23-048      XI.      ADJOURNMENT

President Trudeau adjourned the meeting at 8:00 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 20, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Aidan Sova, Board Secretary





Ann Arbor District Library

# Check Report

By Check Number

Date Range: 03/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE</b>						
VEN01131	AWS	03/28/2023	Bank Draft	0.00	160.89	DFT0000746
VEN01132	Backblaze	03/28/2023	Bank Draft	0.00	1,920.70	DFT0000747
VEN01154	Conlin Travel	03/28/2023	Bank Draft	0.00	1,492.44	DFT0000748
VEN01133	Drupalize OSIO Labs	03/28/2023	Bank Draft	0.00	35.00	DFT0000749
VEN01515	Oh Dear	03/28/2023	Bank Draft	0.00	16.50	DFT0000750
VEN01143	OpenCage	03/28/2023	Bank Draft	0.00	50.00	DFT0000751
VEN01139	Trello	03/28/2023	Bank Draft	0.00	75.00	DFT0000752
VEN01140	Twilio	03/28/2023	Bank Draft	0.00	938.09	DFT0000753
VEN01142	Zoom	03/28/2023	Bank Draft	0.00	130.00	DFT0000754

### Bank Code CREDIT CARD- CHASE Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	4,818.62
EFT's	0	0	0.00	0.00
	<b>9</b>	<b>9</b>	<b>0.00</b>	<b>4,818.62</b>

## Check Report

Date Range: 03/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN01267	Alex Pierzchala	03/07/2023	Regular	0.00	32.27	67506
VEN01012	Alliance Entertainment	03/07/2023	Regular	0.00	2,048.43	67507
VEN01039	Allstar Alarm, LLC	03/07/2023	Regular	0.00	1,393.00	67508
VEN01206	Ann Arbor Observer	03/07/2023	Regular	0.00	2,268.90	67509
VEN01102	Apple, Inc	03/07/2023	Regular	0.00	2,156.00	67510
VEN01753	Arifa Javed	03/07/2023	Regular	0.00	800.00	67511
VEN01749	Aurora Lee	03/07/2023	Regular	0.00	123.28	67512
VEN01120	Barnes & Noble, Inc.	03/07/2023	Regular	0.00	131.33	67513
VEN01121	Barron's	03/07/2023	Regular	0.00	299.88	67514
VEN01697	BookPage	03/07/2023	Regular	0.00	4,800.00	67515
VEN01040	Brewer's North Campus Service Inc.	03/07/2023	Regular	0.00	809.99	67516
VEN01751	Cameron C. Finch	03/07/2023	Regular	0.00	400.00	67517
VEN01264	Duke Roofing Company	03/07/2023	Regular	0.00	600.00	67518
VEN01611	EPIC - MRA	03/07/2023	Regular	0.00	14,575.00	67519
VEN01216	FAADL - Friends of the Ann Arbor District Library	03/07/2023	Regular	0.00	5,695.65	67520
VEN01195	Hugh Gallagher	03/07/2023	Regular	0.00	300.00	67521
VEN01194	Jenn McKee	03/07/2023	Regular	0.00	100.00	67522
VEN01208	Jewish Community Media of Washtenaw	03/07/2023	Regular	0.00	278.00	67523
VEN01201	Journey Retirement Plan Services, LLC	03/07/2023	Regular	0.00	231.25	67524
VEN01199	Laura Pershin Raynor	03/07/2023	Regular	0.00	500.00	67525
VEN01754	Marisa Huston	03/07/2023	Regular	0.00	162.63	67526
VEN01087	Midwest Collaborative for Library Services	03/07/2023	Regular	0.00	12,355.35	67527
VEN01752	Michael Jones	03/07/2023	Regular	0.00	400.00	67528
VEN01016	Midwest Tape	03/07/2023	Regular	0.00	2,478.35	67529
VEN01332	Momoko Fife	03/07/2023	Regular	0.00	150.00	67530
VEN01187	OCLC Inc	03/07/2023	Regular	0.00	4,618.46	67531
VEN01614	Pretty In Ink Press	03/07/2023	Regular	0.00	500.00	67532
VEN01062	Print-Tech, Inc.	03/07/2023	Regular	0.00	553.75	67533
VEN01594	Rahmberg Stover & Associates, LLC	03/07/2023	Regular	0.00	4,640.00	67534
VEN01030	RNA	03/07/2023	Regular	0.00	22,001.00	67535
VEN01213	ScheduleSource, Inc	03/07/2023	Regular	0.00	958.00	67536
VEN01033	Sherwin-Williams	03/07/2023	Regular	0.00	29.18	67537
VEN01034	Stadium Hardware	03/07/2023	Regular	0.00	209.18	67538
VEN01068	Staples	03/07/2023	Regular	0.00	374.66	67539
VEN01283	Sweetwater Music Instruments & Pro Audio	03/07/2023	Regular	0.00	2,090.00	67540
VEN01079	AF Smith Electric	03/14/2023	Regular	0.00	980.30	67541
VEN01012	Alliance Entertainment	03/14/2023	Regular	0.00	1,323.31	67542
VEN01367	Amanda Schott	03/14/2023	Regular	0.00	19.60	67543
VEN01102	Apple, Inc	03/14/2023	Regular	0.00	2,072.00	67544
VEN01046	Ashley Hughes	03/14/2023	Regular	0.00	100.00	67545
VEN01274	B & H Photo-Video	03/14/2023	Regular	0.00	62.88	67546
VEN01049	Betsy Beckerman	03/14/2023	Regular	0.00	360.00	67547
VEN01013	Blackstone Publishing	03/14/2023	Regular	0.00	105.99	67548
VEN01685	Brian Kruger	03/14/2023	Regular	0.00	500.00	67549
VEN01021	Busch's	03/14/2023	Regular	0.00	68.21	67550
VEN01022	Carpenter Brothers	03/14/2023	Regular	0.00	3.76	67551
VEN01168	Carrot-Top Industries, Inc.	03/14/2023	Regular	0.00	684.82	67552
VEN01017	Cengage Learning Inc/Gale	03/14/2023	Regular	0.00	390.60	67553
VEN01769	Emily Murphy	03/14/2023	Regular	0.00	130.45	67554
VEN01073	Grainger	03/14/2023	Regular	0.00	305.03	67555
VEN01105	Hooper Hathaway, P.C.	03/14/2023	Regular	0.00	85.00	67556
VEN01491	Hutzel	03/14/2023	Regular	0.00	344.67	67557
VEN01538	Jewish Community Center of Greater Ann Arbor	03/14/2023	Regular	0.00	152.54	67558
VEN01408	Julie Cruz	03/14/2023	Regular	0.00	1,800.00	67559
VEN01025	McIntosh Grounds Maint, Inc.	03/14/2023	Regular	0.00	6,823.53	67560
VEN01071	MindCentric	03/14/2023	Regular	0.00	1,885.00	67561
VEN01514	National Time & Signal	03/14/2023	Regular	0.00	2,538.40	67562
VEN01187	OCLC Inc	03/14/2023	Regular	0.00	701.96	67563
VEN01063	O'Neal Construction, Inc.	03/14/2023	Regular	0.00	12,887.42	67564
VEN01745	Palmer Moving Services	03/14/2023	Regular	0.00	995.00	67565

## Check Report

Date Range: 03/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01546	Parker Sophie Kehrig	03/14/2023	Regular	0.00	150.00	67566
VEN01763	Phillip Driscoll	03/14/2023	Regular	0.00	300.00	67567
VEN01028	Preuss Pets	03/14/2023	Regular	0.00	834.79	67568
VEN01062	Print-Tech, Inc.	03/14/2023	Regular	0.00	1,961.91	67569
VEN01094	Rachel Hoekstra	03/14/2023	Regular	0.00	125.00	67570
VEN01068	Staples	03/14/2023	Regular	0.00	1,260.19	67571
VEN01097	Unique	03/14/2023	Regular	0.00	545.95	67572
VEN01547	Xochi Julian Sanchez	03/14/2023	Regular	0.00	150.00	67573
VEN01158	Alex Kourvo	03/28/2023	Regular	0.00	450.00	67574
VEN01742	Alexandra Hall	03/28/2023	Regular	0.00	100.00	67575
VEN01012	Alliance Entertainment	03/28/2023	Regular	0.00	2,232.33	67576
VEN01367	Amanda Schott	03/28/2023	Regular	0.00	168.32	67577
VEN01250	Amber Adams-Fall	03/28/2023	Regular	0.00	125.00	67578
VEN01794	American Library Association Memberships	03/28/2023	Regular	0.00	1,300.00	67579
VEN01066	Ann Arbor Cleaning Supply Company	03/28/2023	Regular	0.00	283.50	67580
VEN01525	Ann Arbor Public Schools	03/28/2023	Regular	0.00	1,012.40	67581
VEN01781	Ann Arbor Sewing Center	03/28/2023	Regular	0.00	999.00	67582
VEN01777	Antonio Cooper	03/28/2023	Regular	0.00	1,000.00	67583
VEN01102	Apple, Inc	03/28/2023	Regular	0.00	3,178.00	67584
VEN01010	Applied Imaging	03/28/2023	Regular	0.00	4,632.38	67585
VEN01274	B & H Photo-Video	03/28/2023	Regular	0.00	4,050.55	67586
VEN01155	Bethany Neal	03/28/2023	Regular	0.00	450.00	67587
VEN01013	Blackstone Publishing	03/28/2023	Regular	0.00	76.00	67588
VEN01163	Blick Art Materials	03/28/2023	Regular	0.00	290.90	67589
VEN01022	Carpenter Brothers	03/28/2023	Regular	0.00	7.76	67590
VEN01117	CDW-G	03/28/2023	Regular	0.00	11,371.44	67591
VEN01017	Cengage Learning Inc/Gale	03/28/2023	Regular	0.00	29.24	67592
VEN01733	Corinne Lenz	03/28/2023	Regular	0.00	295.75	67593
VEN01082	Crawford Door Sales	03/28/2023	Regular	0.00	2,116.50	67594
VEN01281	Dale Carlson	03/28/2023	Regular	0.00	200.00	67595
VEN01689	Digi-Key	03/28/2023	Regular	0.00	124.48	67596
VEN01006	Dykema Gossett	03/28/2023	Regular	0.00	2,101.63	67597
VEN01044	Fatema Haque	03/28/2023	Regular	0.00	150.00	67598
VEN01478	Format Framing	03/28/2023	Regular	0.00	10,310.11	67599
VEN01116	Fraza	03/28/2023	Regular	0.00	50.00	67600
VEN01195	Hugh Gallagher	03/28/2023	Regular	0.00	100.00	67601
VEN01194	Jenn McKee	03/28/2023	Regular	0.00	103.60	67602
VEN01649	Jessica Beemsterboer	03/28/2023	Regular	0.00	150.00	67603
VEN01635	Kathy Gunderson	03/28/2023	Regular	0.00	150.00	67604
VEN01328	Lakeshore Learning	03/28/2023	Regular	0.00	342.70	67605
VEN01526	LARA Bureau of Construction Codes	03/28/2023	Regular	0.00	120.00	67606
VEN01126	Ariel Ojibway	03/28/2023	Regular	0.00	200.00	67607
VEN01298	Lucy Schramm	03/28/2023	Regular	0.00	118.85	67608
VEN01780	Luisa LaRoche	03/28/2023	Regular	0.00	113.67	67609
VEN01171	Maner Costerisan	03/28/2023	Regular	0.00	11,950.00	67610
VEN01318	Marley Boone	03/28/2023	Regular	0.00	106.00	67611
VEN01190	Martha Stuit	03/28/2023	Regular	0.00	150.00	67612
VEN01305	McNaughton-McKay Electric Company	03/28/2023	Regular	0.00	356.02	67613
VEN01016	Midwest Tape	03/28/2023	Regular	0.00	8,902.57	67614
	**Void**	03/28/2023	Regular	0.00	0.00	67615
	**Void**	03/28/2023	Regular	0.00	0.00	67616
VEN01047	Monica Higman	03/28/2023	Regular	0.00	150.00	67617
VEN01062	Print-Tech, Inc.	03/28/2023	Regular	0.00	1,564.52	67618
VEN01542	Q&A Reporting, Inc	03/28/2023	Regular	0.00	1,884.48	67619
VEN01320	Quanta, Inc	03/28/2023	Regular	0.00	210.38	67620
VEN01414	Richard Retyi	03/28/2023	Regular	0.00	63.58	67621
VEN01203	Schilke Security	03/28/2023	Regular	0.00	220.00	67622
VEN01728	Sean Miller	03/28/2023	Regular	0.00	300.00	67623
VEN01045	Sheela Lal	03/28/2023	Regular	0.00	150.00	67624
VEN01033	Sherwin-Williams	03/28/2023	Regular	0.00	103.05	67625
VEN01296	Sierra Brown	03/28/2023	Regular	0.00	600.00	67626

## Check Report

Date Range: 03/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01767	Tamara Denby	03/28/2023	Regular	0.00	24.50	67627
VEN01713	Trevor Stone	03/28/2023	Regular	0.00	3,750.00	67628
VEN01107	UNUM Flex Life	03/28/2023	Regular	0.00	4,529.72	67629
VEN01108	UNUM LTD STD	03/28/2023	Regular	0.00	4,622.07	67630
VEN01708	WonderFool Productions	03/28/2023	Regular	0.00	20,000.00	67631
VEN01770	Zheng Consulting Ltd	03/28/2023	Regular	0.00	2,463.02	67632
VEN01011	Baker Taylor	03/06/2023	Bank Draft	0.00	5,706.97	DFT0000723
VEN01011	Baker Taylor	03/07/2023	Bank Draft	0.00	37.31	DFT0000724
VEN01011	Baker Taylor	03/07/2023	Bank Draft	0.00	213.48	DFT0000725
VEN01007	Amazon	03/07/2023	Bank Draft	0.00	2,680.59	DFT0000727
VEN01008	Amazon Collections	03/07/2023	Bank Draft	0.00	1,292.13	DFT0000728
VEN01023	Cintas	03/07/2023	Bank Draft	0.00	449.73	DFT0000729
VEN01023	Cintas	03/07/2023	Bank Draft	0.00	207.95	DFT0000730
VEN01023	Cintas	03/07/2023	Bank Draft	0.00	69.93	DFT0000731
VEN01070	Office Depot	03/07/2023	Bank Draft	0.00	102.79	DFT0000732
VEN01018	Trionfo Solutions, LLC	03/07/2023	Bank Draft	0.00	659.75	DFT0000733
VEN01019	UPS	03/07/2023	Bank Draft	0.00	30.00	DFT0000734
VEN01007	Amazon	03/14/2023	Bank Draft	0.00	2,493.10	DFT0000735
VEN01077	BCBS	03/14/2023	Bank Draft	0.00	239.63	DFT0000736
VEN01077	BCBS	03/14/2023	Bank Draft	0.00	3,808.85	DFT0000737
VEN01078	BCN	03/14/2023	Bank Draft	0.00	94,743.67	DFT0000738
VEN01023	Cintas	03/14/2023	Bank Draft	0.00	136.86	DFT0000739
VEN01104	DTE	03/14/2023	Bank Draft	0.00	4,083.66	DFT0000740
VEN01024	Lowe's	03/14/2023	Bank Draft	0.00	929.98	DFT0000741
VEN01070	Office Depot	03/14/2023	Bank Draft	0.00	961.33	DFT0000742
VEN01019	UPS	03/14/2023	Bank Draft	0.00	30.00	DFT0000743
VEN01035	Waste Management of Michigan	03/14/2023	Bank Draft	0.00	534.81	DFT0000744
VEN01011	Baker Taylor	03/14/2023	Bank Draft	0.00	15,296.05	DFT0000745
VEN01007	Amazon	03/28/2023	Bank Draft	0.00	3,087.25	DFT0000755
VEN01101	AT&T	03/28/2023	Bank Draft	0.00	306.97	DFT0000756
VEN01023	Cintas	03/28/2023	Bank Draft	0.00	625.84	DFT0000757
VEN01023	Cintas	03/28/2023	Bank Draft	0.00	209.79	DFT0000758
VEN01023	Cintas	03/28/2023	Bank Draft	0.00	68.43	DFT0000759
VEN01042	City of Ann Arbor Water Utilities	03/28/2023	Bank Draft	0.00	2,490.58	DFT0000760
VEN01104	DTE	03/28/2023	Bank Draft	0.00	5,932.89	DFT0000761
VEN01104	DTE	03/28/2023	Bank Draft	0.00	12,512.61	DFT0000762
VEN01104	DTE	03/28/2023	Bank Draft	0.00	227.33	DFT0000763
VEN01104	DTE	03/28/2023	Bank Draft	0.00	5,882.49	DFT0000764
VEN01104	DTE	03/28/2023	Bank Draft	0.00	14.96	DFT0000765
VEN01104	DTE	03/28/2023	Bank Draft	0.00	1,091.21	DFT0000766
VEN01104	DTE	03/28/2023	Bank Draft	0.00	3,276.57	DFT0000767
VEN01104	DTE	03/28/2023	Bank Draft	0.00	2,692.08	DFT0000768
VEN01104	DTE	03/28/2023	Bank Draft	0.00	607.00	DFT0000769
VEN01104	DTE	03/28/2023	Bank Draft	0.00	1,212.05	DFT0000770
VEN01172	MetLife	03/28/2023	Bank Draft	0.00	10,170.04	DFT0000771
VEN01080	Oxford Property Management	03/28/2023	Bank Draft	0.00	11,586.45	DFT0000772
VEN01080	Oxford Property Management	03/28/2023	Bank Draft	0.00	0.95	DFT0000773
VEN01257	Quadient (NeoFunds & Neopost)	03/28/2023	Bank Draft	0.00	1,654.85	DFT0000774
VEN01173	TDS	03/28/2023	Bank Draft	0.00	6,182.83	DFT0000775
VEN01061	ULINE	03/28/2023	Bank Draft	0.00	1,041.79	DFT0000776
VEN01019	UPS	03/28/2023	Bank Draft	0.00	110.03	DFT0000777
VEN01100	Verizon	03/28/2023	Bank Draft	0.00	2,196.85	DFT0000778
VEN01100	Verizon	03/28/2023	Bank Draft	0.00	1,027.76	DFT0000779
VEN01174	Westgate Enterprises	03/28/2023	Bank Draft	0.00	46,498.34	DFT0000780
VEN01011	Baker Taylor	03/26/2023	Bank Draft	0.00	17,777.62	DFT0000781

Check Report

Date Range: 03/01/2023 - 03/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01011	Baker Taylor	03/28/2023	Bank Draft	0.00	1,230.85	DFT0000782

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	227	125	0.00	240,315.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	642	50	0.00	274,424.98
EFT's	0	0	0.00	0.00
	<b>869</b>	<b>177</b>	<b>0.00</b>	<b>514,740.85</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	227	125	0.00	240,315.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	651	59	0.00	279,243.60
EFT's	0	0	0.00	0.00
	<b>878</b>	<b>186</b>	<b>0.00</b>	<b>519,559.47</b>

### Fund Summary

Fund	Name	Period	Amount
101	General Fund	3/2023	519,559.47
			<b>519,559.47</b>

## Ann Arbor District Library Financial Summary for the Nine Months Ended March 31, 2023

### Cash

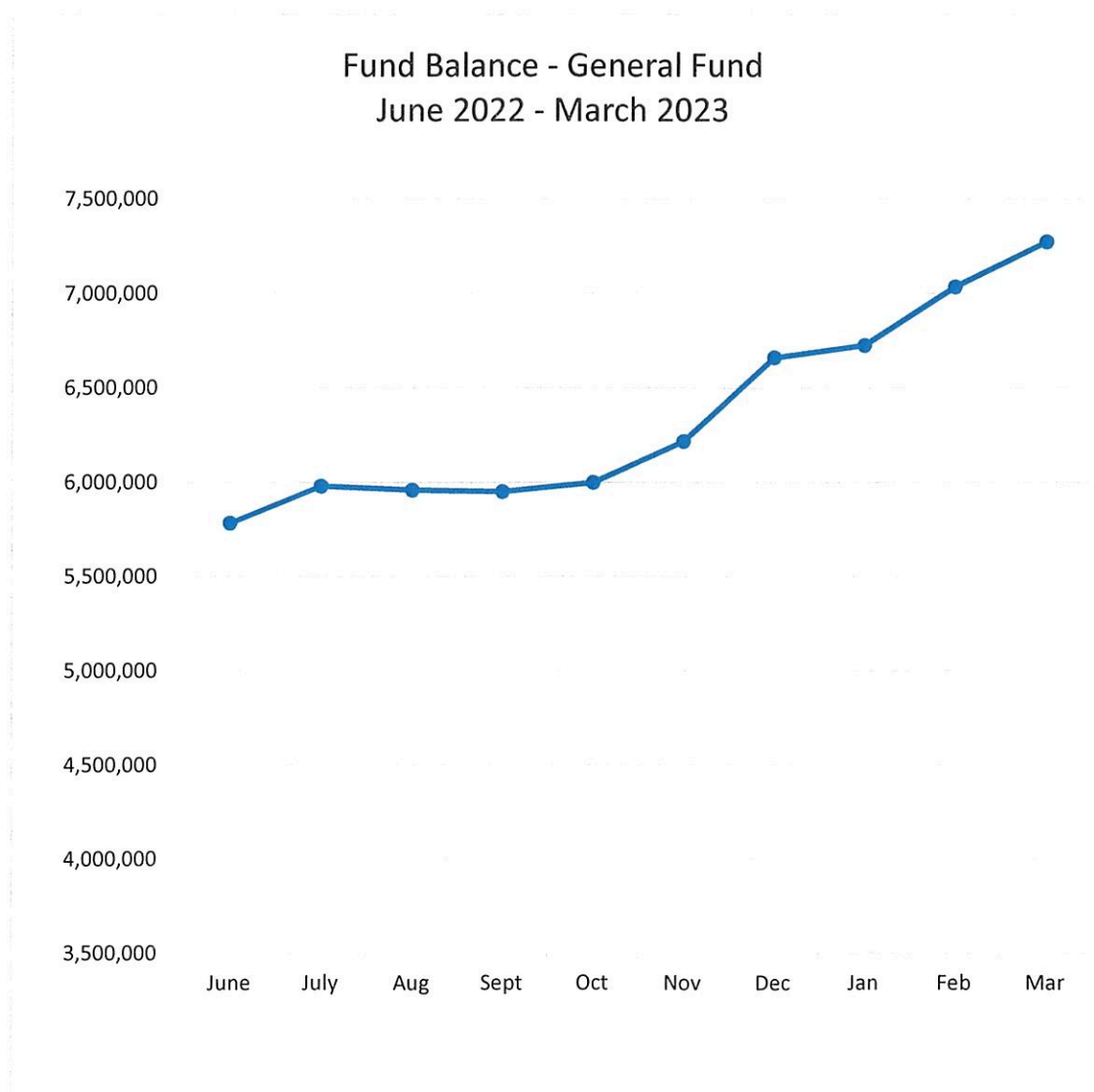
Cash, not including investments, decreased \$892,527 from \$11,209,480 on February 28, 2023 to \$10,316,593 as of March 31, 2023.

### Tax Receipts

The Library received \$19,050,040 in tax revenues through March 31, 2023 which is 101.33% of the annual budgeted tax receipts of \$18,800,000.

### Fund Balance Activity

The Library's general fund balance increased from \$7,036,527 as of February 28, 2023 to \$7,273,507 as of March 31, 2023.



## Ann Arbor District Library Financial Summary for the Nine Months Ended March 31, 2023

Revenue:

Year-to-date revenues equal \$14,373,472 of which \$172,964 is due from other governmental units for penal fines and state aid. \$5,128,271 of taxes received have been deferred until they are earned. Total cash receipts through March 31, 2023 equal \$19,591,076.

Expenditures

Year-to-date expenditures total \$12,813,887 of which \$716,048 has not been paid. As of March 31, 2023, \$507,406 has been prepaid for expenses not yet incurred. Total cash expended through March 31, 2023 equals \$12,166,477.

The Library received an insurance rebate of \$11,902 from the Michigan Municipal League resulting in a net reduction in expense for the month of March.

Management anticipates that budget adjustments will be required for Employee Benefits, MPERS pass-through (both revenue and expense), Copier Expense, and Other Operating Expenditures.

Revenue Over/(Under) Expenditures

Year-to-date revenues exceed expenses by \$1,559,585. Current revenues are 75% of the approved budget and current expenses are 67% of the approved budget after nine months or 75% of the fiscal year. Actual cash receipts are 102% of budget and actual cash expended is 63% of budget.

Grants & Memorials:

The Friends donation fund benefiting the AADL began the year with a balance of \$10,681. \$3,368 of these funds have been used year-to-date leaving a balance of \$7,313.

Holtrey	\$ 338,547	\$300,000 is permanently restricted by the donor
Keniston	\$ 26,993	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 9,134	
Price	\$ 33,824	
Schafer	\$ 10,617	
Westerman	\$ 32,405	The Board designated \$30,000 for children’s programming
WLBDP	\$ 52,081	



## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**  
 Governmental Funds  
 March 31, 2023

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 7,721,881	\$ 2,090,720	\$ 504,352	\$ 10,316,953
Investments	4,715,575	-	-	4,715,575
Due from other governmental units	172,964	-	-	172,964
Prepaid items	507,406	-	-	507,406
<b>Total assets</b>	<b>\$ 13,117,826</b>	<b>\$ 2,090,720</b>	<b>\$ 504,352</b>	<b>\$ 15,712,898</b>
<b>Liabilities</b>				
Accounts payable	231,612	-	-	231,612
Accrued expenses	484,436	-	-	484,436
<b>Total liabilities</b>	<b>\$ 716,048</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 716,048</b>
<b>Deferred outflows</b>				
Unavailable property tax revenue	5,128,271	-	-	5,128,271
<b>Total deferred outflows</b>	<b>\$ 5,128,271</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,128,271</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 507,406	\$ -	\$ -	\$ 507,406
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	179,352	179,352
Committed for capital projects	-	2,090,720	-	2,090,720
Unassigned	6,766,101	-	-	6,766,101
<b>Total fund balances</b>	<b>\$ 7,273,507</b>	<b>\$ 2,090,720</b>	<b>\$ 504,352</b>	<b>\$ 9,868,579</b>
<b>Total liabilities and fund balances</b>	<b>\$ 13,117,826</b>	<b>\$ 2,090,720</b>	<b>\$ 504,352</b>	<b>\$ 15,712,898</b>

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes  
Actual vs Budget  
For the Nine Months Ended March 31, 2023**

	March Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,567,644	\$ 13,881,689	\$ 18,800,000	\$ 4,918,311	73.84%
State aid	7,500	67,500	90,000	22,500	75.00%
State penal fines	14,000	126,000	125,000	(1,000)	100.80%
State Local Stabilization Funding	-	42,671	-	(42,671)	
MPSERS Pass-through	-	80,152	75,000	(5,152)	106.87%
Other State Revenue	-	6,656	-	(6,656)	
Investment Gains (Losses)	70,882	82,236	25,000	(57,236)	328.94%
Copier revenue	633	4,560	10,000	5,440	45.60%
Grants and memorials	403	10,798	5,000	(5,798)	215.96%
Library fines, fees and other	3,831	35,625	20,000	(15,625)	178.13%
Non-resident fees	1,800	12,203	10,000	(2,203)	122.03%
Rental revenue	-	23,382	32,500	9,118	71.94%
<b>TOTAL REVENUES:</b>	<b>\$ 1,666,693</b>	<b>\$ 14,373,472</b>	<b>\$ 19,192,500</b>	<b>\$ 4,819,028</b>	<b>74.89%</b>
<b>EXPENDITURES:</b>					
<b>Current:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 771,952	\$ 6,170,841	\$ 9,015,000	2,844,159	68.45%
Employee benefits	156,839	1,816,320	2,217,200	400,880	81.92%
MPSERS Pass-through	-	80,152	75,000	(5,152)	106.87%
Employment taxes	54,092	467,367	685,500	218,133	68.18%
<b>Purchased services:</b>					
Custodial services	22,001	198,009	290,000	91,991	68.28%
Accounting/Audit	11,950	123,853	170,000	46,147	72.85%
Legal	2,187	36,777	75,000	38,223	49.04%
Purchased services	24,397	123,618	218,500	94,882	56.58%
<b>Utilities</b>	47,592	365,448	523,000	157,552	69.88%
<b>Property Insurance</b>	(79)	91,080	150,000	58,920	60.72%
<b>Communications</b>	19,105	127,065	250,000	122,935	50.83%
<b>Materials</b>	152,774	1,225,304	1,603,150	377,846	76.43%
<b>Software Licenses/Maint</b>	2,899	97,335	150,000	52,665	64.89%
<b>Building Rental</b>	58,086	520,502	705,000	184,498	73.83%
<b>Seminars, conferences and travel</b>	537	11,814	29,100	17,286	40.60%
<b>Copier Expense</b>	4,632	43,492	50,000	6,508	86.98%
<b>Library Programming</b>	76,870	508,198	717,000	208,802	70.88%
<b>Grant and Memorial Expenditures</b>	1,885	3,691	-	(3,691)	
<b>Operating Supplies</b>	12,814	138,295	296,000	157,705	46.72%
<b>Repairs &amp; Maintenance</b>	33,460	433,590	570,500	136,910	76.00%
<b>Postage</b>	1,825	13,741	25,000	11,259	54.96%
<b>Other Operating Expenditures</b>	4,127	37,531	27,550	(9,981)	136.23%
<b>Capital Outlay</b>	24,369	179,864	1,350,000	1,170,136	13.32%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,484,314</b>	<b>\$ 12,813,887</b>	<b>\$ 19,192,500</b>	<b>\$ 6,378,613</b>	<b>66.77%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 182,379</b>	<b>\$ 1,559,585</b>	<b>\$ -</b>	<b>\$ 1,559,585</b>	
<b>Fund balance, beginning of year</b>		\$ 5,713,922	\$ 5,713,922	\$ -	
<b>Fund balance, end of year</b>		<b>\$ 7,273,507</b>	<b>\$ 5,713,922</b>	<b>\$ 1,559,585</b>	

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 Governmental Funds  
 For the Period Ended March 31, 2023

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 13,881,689	\$ -	\$ -	\$ 13,881,689
State aid	67,500	-	-	67,500
State penal fines	126,000	-	-	126,000
State Local Stabilization Funding	42,671	-	-	42,671
MPSERS pass-through	80,152	-	-	80,152
Other State revenue	6,656	-	-	6,656
Interest income	82,236	-	1,811	84,047
Copier revenue	4,560	-	-	4,560
Grants and memorials	10,798	-	11,900	22,698
Library fines, fees and other	35,625	-	-	35,625
Non-resident fees	12,203	-	-	12,203
Rental revenue	23,382	-	-	23,382
<b>TOTAL REVENUES:</b>	<b>\$ 14,373,472</b>	<b>\$ -</b>	<b>\$ 13,711</b>	<b>\$ 14,387,183</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 6,170,841	\$ -	\$ -	\$ 6,170,841
Employee benefits	1,816,320	-	-	1,816,320
MPSERS pass-through	80,152	-	-	80,152
Employment taxes	467,367	-	-	467,367
<b>Purchased services:</b>				
Custodial services	198,009	-	-	198,009
Accounting/Audit	123,853	-	-	123,853
Legal	36,777	-	-	36,777
Professional services	123,618	-	-	123,618
<b>Utilities</b>	365,448	-	-	365,448
<b>Property insurance</b>	91,080	-	-	91,080
<b>Communications</b>	127,065	-	-	127,065
<b>Materials</b>	1,225,304	-	-	1,225,304
<b>Software Licenses/Maint</b>	97,335	-	-	97,335
<b>Building Rental</b>	520,502	-	-	520,502
<b>Seminars, conferences and travel</b>	11,814	-	-	11,814
<b>Copier Expense</b>	43,492	-	-	43,492
<b>Library Programming</b>	508,198	-	6,000	514,198
<b>Grant and Memorial Expenditures</b>	3,691	-	-	3,691
<b>Operating Supplies</b>	138,295	-	-	138,295
<b>Repairs and Maintenance</b>	433,590	-	-	433,590
<b>Postage</b>	13,741	-	-	13,741
<b>Other Operating Expenditures</b>	37,531	-	-	37,531
<b>Capital Outlay/Maintenance Expense</b>	179,864	130,689	-	310,553
<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,813,887</b>	<b>\$ 130,689</b>	<b>\$ 6,000</b>	<b>\$ 12,950,576</b>
Revenue over (under) expenditures	\$ 1,559,585	\$ (130,689)	\$ 7,711	\$ 1,436,607
Fund balance, beginning of year	\$ 5,659,321	\$ 2,221,409	\$ 496,641	\$ 8,377,371
Fund balance, end of year	<b>\$ 7,218,906</b>	<b>\$ 2,090,720</b>	<b>\$ 504,352</b>	<b>\$ 9,813,978</b>

**ANN ARBOR DISTRICT LIBRARY  
Budget Proposal 2023 - 2024**

OPERATING BUDGET	Audited	Projected	2022 - 2023	Proposed	Proposed Vs.	Proposed Vs.
	2021 - 2022	2022 - 2023		2023 - 2024	Projected	Approved
	Actual	Estimate	Budget	Budget	Variance	Variance
<b>Revenue:</b>						
Tax Collections - Operating (net of abatements)	\$ 18,079,966	\$ 19,100,000	\$ 18,800,000	\$ 19,281,850	\$ 181,850	\$ 481,850
Penal Fines	167,720	150,000	90,000	150,000	-	60,000
State Aid (including MPERS pass-through)	209,148	170,152	200,000	200,000	29,848	-
Investment Gains (Losses)	(234,633)	-	25,000	-	-	(25,000)
Copier Revenue	3,715	9,109	10,000	9,000	(109)	(1,000)
Grants/Memorials	6,078	20,000	5,000	35,000	15,000	30,000
Library Fines, Fees and Other	54,564	47,691	20,000	50,000	2,309	30,000
Non-Resident Fees	17,363	15,605	10,000	15,000	(605)	5,000
Sweetwater's Rent	33,888	35,076	32,500	35,000	(76)	2,500
Other Income	727	-	-	-	-	-
<b>Total Revenue:</b>	<b>18,338,536</b>	<b>19,547,633</b>	<b>19,192,500</b>	<b>19,775,850</b>	<b>228,217</b>	<b>583,350</b>
<b>Expenditures:</b>						
Salaries & Wages	8,354,659	8,298,344	9,015,000	9,112,500	814,156	97,500
Employee Benefits	2,114,015	2,609,450	2,292,200	2,945,000	335,550	652,800
Employment Taxes	602,108	619,913	685,500	648,500	28,587	(37,000)
<b>Total Personnel Cost:</b>	<b>11,070,782</b>	<b>11,527,707</b>	<b>11,992,700</b>	<b>12,706,000</b>	<b>1,178,293</b>	<b>713,300</b>
Accounting/Audit	163,975	167,855	170,000	30,000	(137,855)	(140,000)
Building Rental	341,802	693,624	705,000	360,000	(333,624)	(345,000)
Communications	222,368	161,940	250,000	250,000	88,060	-
Copier Expense	49,478	58,290	50,000	60,000	1,710	10,000
Custodial Services	264,012	264,012	290,000	290,000	25,988	-
Grants /Memorials	15,008	2,709	-	50,000	47,291	50,000
Legal Expense	66,261	51,885	75,000	75,000	23,115	-
Library Programming	548,442	646,992	717,000	756,000	109,008	39,000
Materials	1,640,468	1,608,795	1,603,150	1,764,000	155,205	160,850
Minor Equipment Purchases	20,722	127,890	-	350,000	222,110	350,000
Operating Supplies	147,536	188,222	296,000	302,500	114,278	6,500
Other Operating Expenditures	18,166	50,106	27,550	23,250	(26,856)	(4,300)
Postage	22,242	17,874	25,000	21,000	3,126	(4,000)
Property Insurance	119,663	136,739	150,000	150,000	13,261	-
Purchased Services	158,802	148,832	218,500	237,500	88,668	19,000
Repairs and Maintenance	570,453	600,195	570,500	580,000	(20,195)	9,500
Seminars/Conferences/Training/Travel	21,024	16,916	29,100	23,600	6,684	(5,500)
Software Licenses/Maintenance	174,728	141,654	150,000	150,000	8,346	-
Utilities	418,548	476,784	523,000	497,000	20,216	(26,000)
<b>Total Operating Expense:</b>	<b>4,983,698</b>	<b>5,561,314</b>	<b>5,849,800</b>	<b>5,969,850</b>	<b>408,536</b>	<b>120,050</b>
Principle Retirement	376,440			400,000	400,000	400,000
Interest and Fiscal Charges	23,470			27,500	27,500	27,500
Operating Capital Outlays	524,102	233,243	1,350,000	1,100,000	866,758	(250,000)
<b>Total Expenditures:</b>	<b>16,978,492</b>	<b>17,322,264</b>	<b>19,192,500</b>	<b>19,775,850</b>	<b>2,453,586</b>	<b>583,350</b>
<b>Net Surplus (Defecit)</b>	<b>\$ 1,360,044</b>	<b>\$ 2,225,369</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,225,369)</b>	<b>\$ -</b>

**CAPITAL PROJECT FUND BUDGET**

	Audited	Projected	Proposed
	2021-2022	2022-2023	2023-2024
	Actual	Estimate	Budget
Beginning Balance	964,984	2,221,409	2,021,409
Approved Transfer from General Fund	5,804,299	-	2,000,000
<b>Available Funds</b>	<b>6,769,283</b>	<b>2,221,409</b>	<b>4,021,409</b>
Capital Project Fund Expenses	4,547,874	200,000	-
<b>Ending Balance</b>	<b>\$ 2,221,409</b>	<b>\$ 2,021,409</b>	<b>\$ 4,021,409</b>

## SPACE USE AGREEMENT

This Space Use Agreement ("Agreement") is entered into this \_\_\_\_ day of May, 2023 (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 ("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 space on shelves or carts at Library locations as determined by the Library to be available and appropriate to FAADL book sales (the "Library Sales 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 Library Sales 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. When the Plaza is not open to the Public, FAADL may access the Premises from 9 AM – 6 PM Weekdays, plus Weekend hours by prior arrangement with the Library. 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 book carts or shelves at the Downtown Library, branch Library locations and the Plaza. The Library will also provide, at FAADL request, Point of Sale Service for Special Sales at the Plaza when the Library is also offering items for sale.

3.5 Parking. The Library will allow FAADL personnel to park in the Plaza parking lot when they are working at the Plaza, with the exception of days when the Plaza is in use for special public events.

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



3.7 Shelving. To assist FAADL in the initial equipping of the Plaza Premises, AADL will construct up to 40 wheeled shelving units for FAADL use.

3.8 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.

3.9 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: Scott Trudeau

Title: AADL Board President

Date: \_\_\_\_\_

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

By: \_\_\_\_\_

Print Name: Susan Hellerman

Title: FAADL Board Co-President

Date: \_\_\_\_\_

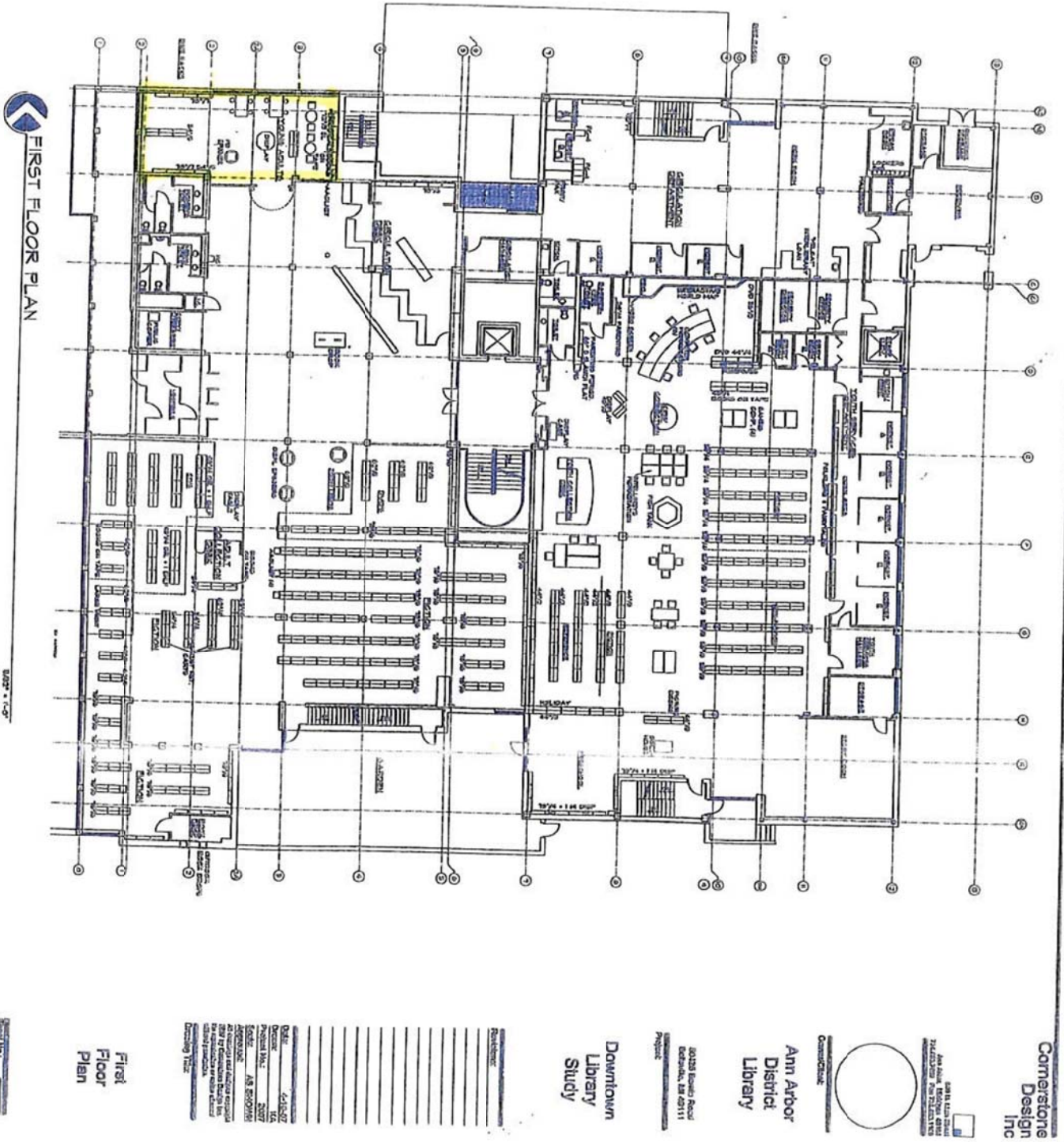
By: \_\_\_\_\_

Print Name: Kim Clark

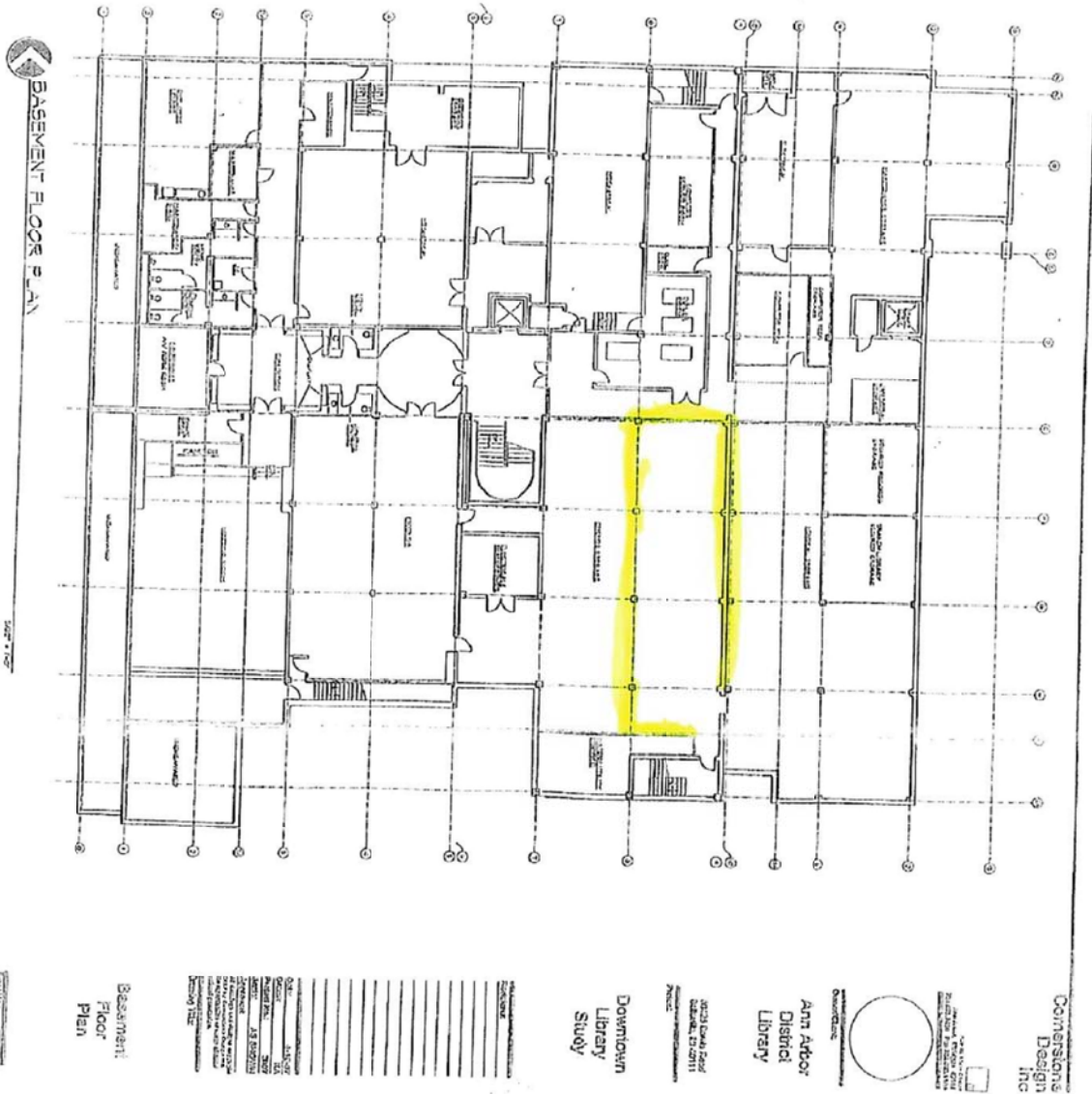
Title: FAADL Board Co-President

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

Catherine Hadley  
Molly Kleinman  
Jim Leija  
Onna Solomon  
Aidan Sova  
Scott Trudeau  
Jamie Vander Broek

2023 OFFICERS

President ..... Scott Trudeau  
Vice President ..... Molly Kleinman  
Treasurer ..... Onna Solomon  
Secretary ..... Aidan Sova

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