



Regular Meeting Agenda

Monday, May 22, 2023

Published by Ann Arbor District Library

May 2023

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 AADL Board Mtg	23	24	25	26	27
28	29 Closed Holiday	30	31			

June 2023

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

July 2023

S	M	T	W	T	F	S
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2	3	4 Closed Holiday	5	6	7	8
9	10	11	12	13	14	15
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23 30	24 AADL Board 31	25	26	27	28	29

MEMORANDUM

To: District Library Board
 From: Eli Neiburger, Director
 Subject: Regular Meeting, Monday, May 22, 2023 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

REGULAR MEETING AGENDA

- 23-070 I. CALL TO ORDER
 Scott Trudeau, President
- 23-071 II. ATTENDANCE
- 23-072 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S
 EVALUATION
 (Item of action)
 Roll call vote
- 23-073 IV. RECESS TO CLOSED SESSION
- 23-074 V. RECONVENE TO PUBLIC HEARING ON BUDGET FOR
 FISCAL YEAR 2023-2024 AT 7:00PM
- 23-075 VI. CALL FOR PUBLIC COMMENT ON THE 2023-2024 BUDGET
- 23-076 VII. RECONVENE TO REGULAR MEETING IMMEDIATELY
 FOLLOWING PUBLIC HEARING ON THE 2023-2024
 BUDGET
- 23-077 VIII. ATTENDANCE
- 23-078 IX. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)
- 23-079 X. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of April 24, 2023 (pp. 4-8)
- CA-2 Approval of April 2023 Disbursements (pp. 9-17)
- 23-080 XI. CITIZENS' COMMENTS
- 23-081 XII. FINANCIAL REPORTS (pp. 18-22)
 Eli Neiburger, Director

- 23-082 XIII. COMMITTEE REPORTS
- 23-083 A. EXECUTIVE COMMITTEE
Scott Trudeau, Chair
(10 minutes)
- 23-084 B. BUDGET & FINANCE COMMITTEE
Onna Solomon, Chair
(10 minutes)
- 23-085 XIV. LIBRARY REPORT
Eli Neiburger, Director
- 23-086 XV. OLD BUSINESS
- 22-080 A. PARKLAND PLAZA FACILITY UPGRADE UPDATE
Len Lemorie, Associate Director
(10 minutes)
- 23-066 B. RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (pp. 23-32)
(Item of action)
- 23-067 C. FLEET PURCHASES
(Item of discussion)
Len Lemorie, Associate Director
- 23-087 XVI. NEW BUSINESS
- 23-088 A. FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
Garrett Scott, FAADL Treasurer
- 23-089 B. RESOLUTION RECOGNIZING THE 70TH ANNIVERSARY OF THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY (p. 33)
(Item of action)
- 23-090 C. RESOLUTION TO APPROVE ANNUAL BUDGET FOR THE FISCAL YEAR 2023-2024 (pp. 34-37)
(Item of action)
- 23-091 D. RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE LEVIED BY TAXING AUTHORITIES (pp. 38-39)
(Item of action).
- 23-092 E. RESOLUTION TO ADOPT THE 2023-2024 BUDGET AS A LINE ITEM BUDGET AND COMPLIANCE OF DISBURSEMENTS (pp. 40-41)
(Item of action)

23-093 XVII. CITIZENS' COMMENTS

23-094 XVIII. 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, APRIL 24, 2023

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 24, 2023

- 23-049 I. CALL TO ORDER
 Scott Trudeau, President
- President Trudeau called the meeting to order at 6:02 p.m.
- 23-050 II. ATTENDANCE
- Board Present: Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau
 Board Absent: Catherine Hadley, Jamie Vander Broek
 Staff: Eli Neiburger, Karen Wilson (Recorder)
- 23-051 III. VOTE FOR CLOSED SESSION FOR DIRECTOR’S EVALUATION
 (Item of action)
 Roll call vote
- Secretary Sova, supported by Vice President Kleinman, moved to recess for a closed session for director’s evaluation.
- A roll call vote was taken.
- AYES: Kleinman, Leija, Solomon, Sova, Trudeau
 NAYS: None
- Motion passed 5-0.
- 23-052 IV. RECESS TO CLOSED SESSION
- 23-053 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- President Trudeau reconvened to the regular meeting at 7:03 p.m.
- 23-054 VI. ATTENDANCE
- Board Present: Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau
 Board Absent: Catherine Hadley, Jamie Vander Broek
 Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Karen Wilson (Recorder)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 24, 2023

23-055 VII. APPROVAL OF AGENDA
 (Item of action)

Secretary Sova, supported by Treasurer Solomon, moved to approve the agenda.

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

Motion passed 5-0.

23-056 VIII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of March 20, 2023

CA-2 Approval of March 2023 Disbursements

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

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

Motion passed 5-0.

23-057 IX. CITIZENS' COMMENTS

There were no citizens' comments.

23-058 X. FINANCIAL REPORTS
 Eli Neiburger, Director

Director Neiburger reported that cash was down from \$11,209,480 from February to \$10,316,593 at the end of March. Tax receipts are at 101.33% of the budgeted amount. The Fund Balance has risen from \$7,036,527 at the end of February to \$7,273,507 at the end of March. An insurance rebate of \$11,902 was received from the Michigan Municipal League resulting in a reduction of that line item. Some budget adjustments are anticipated for June. Year-to-date revenue exceeds expenses by \$1,559,585. Actual cash receipts are at 102% of the budgeted amount with actual cash expended at 63% of the budget.

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23-059 XI. COMMITTEE REPORTS

23-060 A. EXECUTIVE COMMITTEE
 Scott Trudeau, Chair

President Trudeau reported the Executive Committee last week and reviewed the Board meeting agenda.

23-061 B. BUDGET & FINANCE COMMITTEE
 Onna Solomon, Chair

Treasurer Solomon reported the committee met earlier in the month and reviewed the draft 2023-2024 budget. Final numbers are needed from the County and for a proposed salary structure adjustment.

23-062 XII. LIBRARY REPORT
 Eli Neiburger, Director

Director Neiburger began the Library Report by reviewing a recent report *AADL Benchmarking Analysis* created by Katie Cmil, Willow Zhou and Yifan Zhao, University of Michigan LSA QMSS students. Their document consisted of analysis of Wifi sessions vs. Web Visits; YouTube subscribers views vs. uploads; Instagram statistics including comparisons with other library systems.

He continued his report noting the following:

- AACME is back for the first time since 2019 and is being held on May 6th.
- On May 21st AADL will be hosting the Gardening & DIY Fest.
- The Staff Spotlight featured Aaron Berg, with 12 years at AADL. Aaron is currently a Desk Clerk.
- AADL observes Asian American Pacific Island Heritage Month with several activities this month.
- The Seed Sampler is back with ten different packets of seeds available.
- AADL is partnering with both the women's and men's AFC Ann Arbor teams this summer and we are featured on their game-day jerseys.
- Mention of the Month, Compliment of the Month and Complaint of the Month were reviewed.

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- Michigan Library Advocacy Day is scheduled for tomorrow and Director Neiburger will be attending and talking with local State Representatives in Lansing.

23-063 XIII. OLD BUSINESS

22-080 A. PARKLAND PLAZA FACILITY UPGRADE UPDATE
 Len Lemorie, Associate Director

Associate Director Lemorie reported that the full site plan has been submitted and a meeting has been scheduled with Scio Township planning commission staff for May 2nd. Once the site plans have been approved we are ready to begin construction.

To complete the process the first meeting is with the planning commission staff, next with the Planning Commission and then with the Township Board.

23-064 XIV. NEW BUSINESS

23-065 A. DISCUSSION OF PROPOSED 2023-2024 BUDGET
 Eli Neiburger, Director
 (Item of discussion)

Director Neiburger reviewed the proposed 2023-2024 budget presented in the Board packet. He noted adjustments are still needed to the budget. The Equalization Report from the County anticipates a 6.7% increase in property taxes is possible. The current proposed budget reflects a 2.5% increase. Under expenses a new salary structure was viewed. Under benefits the Library is changing dental carriers and a different vendor for providing accidental disability. Salaries also reflect a 3% merit pool in addition to salary rate changes. The Capital Fund budget was also reviewed. The proposed budget will be fine-tuned and brought before the Board in May for approval along with the millage rate.

23-066 B. SPACE USE AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY
 Eli Neiburger, Director
 (Item of discussion)

Director Neiburger noted that the proposed Space Use Agreement with the Friends is unchanged from the prior year. He will discuss the document with the Friends at their upcoming Board meeting

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 24, 2023

and bring it back to the Board in May for approval. He also noted that next month is the 70th anniversary of FAADL.

23-067

C. FLEET VEHICLES

Len Lemorie, Associate Director
 (Item of discussion)

Associate Director Lemorie reviewed the current status of AADL's four vehicles. The box truck, the main delivery vehicle, is a 2014 with over 100,000 miles and has had \$13,000 in repairs and rental fees for a replacement vehicle this fiscal year. He reviewed several electric vehicle options from an F150 truck at \$70,000 to an EV option box truck at \$250,000. Battery life and charging stations were also discussed. The Board and Administration discussed pros and cons of the purchase of an EV box truck for deliveries along with purchasing another truck with snow plowing capabilities. Deliberations will continue regarding replacing the current delivery box truck. The Board requested figures be brought forward regarding a truck with snow plowing capabilities.

23-068

XV. CITIZENS' COMMENTS

No citizens' comments were received.

23-069

XVI. ADJOURNMENT

President Trudeau adjourned the meeting at 8:35 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 24, 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.

Aidan Sova, Board Secretary



Ann Arbor District Library

Check Report

By Check Number

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR						
Payment Type: Bank Draft						
VEN01732	All Partitions	04/04/2023	Bank Draft	0.00	36.00	DFT0000783
VEN01558	American Society of Employers, Inc	04/04/2023	Bank Draft	0.00	350.00	DFT0000784
VEN01680	AnyCubic	04/04/2023	Bank Draft	0.00	644.53	DFT0000785
VEN01700	Beanstalk Books	04/04/2023	Bank Draft	0.00	99.96	DFT0000786
VEN01621	Chicago Tribune	04/04/2023	Bank Draft	0.00	433.16	DFT0000787
VEN01699	Dash Into Learning	04/04/2023	Bank Draft	0.00	352.12	DFT0000788
VEN01667	Delicious Gold	04/04/2023	Bank Draft	0.00	256.10	DFT0000789
VEN01656	Discount Ramps	04/04/2023	Bank Draft	0.00	799.98	DFT0000790
VEN01630	Display Fake Foods	04/04/2023	Bank Draft	0.00	52.86	DFT0000791
VEN01666	Ebay	04/04/2023	Bank Draft	0.00	8.35	DFT0000792
VEN01744	Envelopes.Com	04/04/2023	Bank Draft	0.00	768.72	DFT0000793
VEN01310	Etsy	04/04/2023	Bank Draft	0.00	63.82	DFT0000794
VEN01670	Fine Art America	04/04/2023	Bank Draft	0.00	135.43	DFT0000795
VEN01393	French Paper	04/04/2023	Bank Draft	0.00	745.94	DFT0000796
VEN01347	Hollanders	04/04/2023	Bank Draft	0.00	80.41	DFT0000797
VEN01307	Home Depot	04/04/2023	Bank Draft	0.00	180.43	DFT0000798
VEN01135	IRCloud	04/04/2023	Bank Draft	0.00	215.88	DFT0000799
VEN01725	Jiffy Shirts	04/04/2023	Bank Draft	0.00	295.21	DFT0000800
VEN01295	JoAnn	04/04/2023	Bank Draft	0.00	72.01	DFT0000801
VEN01731	Johnson Sign Company	04/04/2023	Bank Draft	0.00	250.00	DFT0000802
VEN01573	MDesign Home Decor	04/04/2023	Bank Draft	0.00	254.36	DFT0000803
VEN01679	Menards	04/04/2023	Bank Draft	0.00	299.41	DFT0000804
VEN01316	Michaels	04/04/2023	Bank Draft	0.00	80.61	DFT0000805
VEN01718	Mudpuppy	04/04/2023	Bank Draft	0.00	1,590.88	DFT0000806
VEN01719	New York Puzzle Company	04/04/2023	Bank Draft	0.00	1,264.00	DFT0000807
VEN01323	Oriental Trading	04/04/2023	Bank Draft	0.00	62.73	DFT0000808
VEN01724	Over the River Felt	04/04/2023	Bank Draft	0.00	23.65	DFT0000809
VEN01720	Pomegranate	04/04/2023	Bank Draft	0.00	1,141.20	DFT0000810
VEN01542	Q&A Reporting, Inc	04/04/2023	Bank Draft	0.00	1,958.90	DFT0000811
VEN01701	Reda A Taleb Speaks	04/04/2023	Bank Draft	0.00	56.04	DFT0000812
VEN01741	School Fix	04/04/2023	Bank Draft	0.00	67.85	DFT0000813
VEN01128	Star's Cafe Ann Arbor	04/04/2023	Bank Draft	0.00	197.16	DFT0000814
VEN01398	Sticker Mule	04/04/2023	Bank Draft	0.00	179.00	DFT0000815
VEN01711	Swank Movie Licensing USA	04/04/2023	Bank Draft	0.00	200.00	DFT0000816
VEN01690	Tamara Natalie Madden	04/04/2023	Bank Draft	0.00	58.49	DFT0000817
VEN01644	Thrive Magazine	04/04/2023	Bank Draft	0.00	130.50	DFT0000818
VEN01716	ToyPro LLC	04/04/2023	Bank Draft	0.00	17.91	DFT0000819
VEN01717	True Leaf Market	04/04/2023	Bank Draft	0.00	9.38	DFT0000820
VEN01722	Two Birds Film	04/04/2023	Bank Draft	0.00	231.00	DFT0000821
VEN01682	Victo Ngai	04/04/2023	Bank Draft	0.00	1,373.00	DFT0000822

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01379	Walmart	04/04/2023	Bank Draft	0.00	147.00	DFT0000823
Total Bank Draft:				0.00	15,183.98	

Bank Code CREDIT CARD- BAA 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	44	41	0.00	15,183.98
EFT's	0	0	0.00	0.00
	44	41	0.00	15,183.98

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE						
Payment Type: Bank Draft						
VEN01131	AWS	04/18/2023	Bank Draft	0.00	128.34	DFT0000850
VEN01132	Backblaze	04/18/2023	Bank Draft	0.00	1,747.59	DFT0000851
VEN01154	Conlin Travel	04/18/2023	Bank Draft	0.00	1,178.40	DFT0000852
VEN01133	Drupalize OSIO Labs	04/18/2023	Bank Draft	0.00	35.00	DFT0000853
VEN01615	JBM Packaging Company	04/18/2023	Bank Draft	0.00	3,374.87	DFT0000854
VEN01515	Oh Dear	04/18/2023	Bank Draft	0.00	15.97	DFT0000855
VEN01143	OpenCage	04/18/2023	Bank Draft	0.00	50.00	DFT0000856
VEN01200	Proof Pest Control	04/18/2023	Bank Draft	0.00	109.00	DFT0000857
VEN01654	TablePlus	04/18/2023	Bank Draft	0.00	51.94	DFT0000858
VEN01139	Trello	04/18/2023	Bank Draft	0.00	75.00	DFT0000859
VEN01140	Twilio	04/18/2023	Bank Draft	0.00	837.76	DFT0000860
VEN01379	Walmart	04/18/2023	Bank Draft	0.00	2,205.00	DFT0000861
VEN01142	Zoom	04/18/2023	Bank Draft	0.00	130.00	DFT0000862
Total Bank Draft:				0.00	9,938.87	

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	13	13	0.00	9,938.87
EFT's	0	0	0.00	0.00
	13	13	0.00	9,938.87

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES						
Payment Type: Regular						
VEN01062	Print-Tech, Inc.	04/25/2023	Regular	0.00	-1,020.12	67432
VEN01780	Luisa LaRoche	04/11/2023	Regular	0.00	-113.67	67609
VEN01684	Adrian Bradley	04/04/2023	Regular	0.00	150.00	67633
VEN01012	Alliance Entertainment	04/04/2023	Regular	0.00	515.78	67634
VEN01013	Blackstone Publishing	04/04/2023	Regular	0.00	76.00	67635
VEN01017	Cengage Learning Inc/Gale	04/04/2023	Regular	0.00	28.49	67636
VEN01082	Crawford Door Sales	04/04/2023	Regular	0.00	352.50	67637
VEN01275	Demco, Inc	04/04/2023	Regular	0.00	350.53	67638
VEN01657	Dew-El Corporation	04/04/2023	Regular	0.00	4,611.05	67639
VEN01216	FAADL - Friends of the Ann Arbor District Librar	04/04/2023	Regular	0.00	6,174.55	67640
VEN01148	Graduate Ann Arbor	04/04/2023	Regular	0.00	396.90	67641
VEN01408	Julie Cruz	04/04/2023	Regular	0.00	720.00	67642
VEN01501	Karin Tuthill	04/04/2023	Regular	0.00	65.00	67643
VEN01234	Keegan Rodgers	04/04/2023	Regular	0.00	200.00	67644
VEN01574	Lia Giannotti Photography	04/04/2023	Regular	0.00	675.00	67645
VEN01298	Lucy Schramm	04/04/2023	Regular	0.00	150.12	67646
VEN01016	Midwest Tape	04/04/2023	Regular	0.00	688.01	67647
VEN01193	Patti F. Smith	04/04/2023	Regular	0.00	200.00	67648
VEN01027	PlantWise	04/04/2023	Regular	0.00	1,500.00	67649
VEN01062	Print-Tech, Inc.	04/04/2023	Regular	0.00	258.93	67650
VEN01320	Quanta, Inc	04/04/2023	Regular	0.00	424.05	67651
VEN01057	Sawa Books	04/04/2023	Regular	0.00	949.55	67652
VEN01213	ScheduleSource, Inc	04/04/2023	Regular	0.00	956.00	67653
VEN01058	Sentrum Bookstore	04/04/2023	Regular	0.00	2,552.00	67654
VEN01034	Stadium Hardware	04/04/2023	Regular	0.00	335.90	67655
VEN01068	Staples	04/04/2023	Regular	0.00	439.63	67656
VEN01283	Sweetwater Music Instruments & Pro Audio	04/04/2023	Regular	0.00	3,795.00	67657
VEN01480	Underwood Nursery, LLC	04/04/2023	Regular	0.00	226.00	67658
VEN01822	A2SF	04/11/2023	Regular	0.00	14,000.00	67659
VEN01367	Amanda Schott	04/11/2023	Regular	0.00	139.74	67660
VEN01233	Amy Lynn Sumerton	04/11/2023	Regular	0.00	2,860.00	67661
VEN01498	Andy Kirshner Films, LLC	04/11/2023	Regular	0.00	500.00	67662
VEN01493	Ann Arbor News	04/11/2023	Regular	0.00	423.47	67663
VEN01206	Ann Arbor Observer	04/11/2023	Regular	0.00	2,065.50	67664
VEN01781	Ann Arbor Sewing Center	04/11/2023	Regular	0.00	1,040.00	67665
VEN01246	Arsenal Handicraft	04/11/2023	Regular	0.00	1,000.00	67666
VEN01274	B & H Photo-Video	04/11/2023	Regular	0.00	809.03	67667
VEN01120	Barnes & Noble, Inc.	04/11/2023	Regular	0.00	209.52	67668
VEN01049	Betsy Beckerman	04/11/2023	Regular	0.00	840.00	67669
VEN01163	Blick Art Materials	04/11/2023	Regular	0.00	86.25	67670
VEN01816	Bradly Hammond	04/11/2023	Regular	0.00	150.00	67671
VEN01040	Brewer's North Campus Service Inc.	04/11/2023	Regular	0.00	876.29	67672
VEN01691	Colby Schoene	04/11/2023	Regular	0.00	500.00	67673
VEN01799	Cumulus Media - Ann Arbor	04/11/2023	Regular	0.00	630.00	67674
VEN01806	Emily Howard	04/11/2023	Regular	0.00	33.86	67675
VEN01130	FastSigns	04/11/2023	Regular	0.00	2,155.00	67676
VEN01740	Hadil Ghoneim	04/11/2023	Regular	0.00	150.00	67677
VEN01809	Jeff Kass	04/11/2023	Regular	0.00	200.00	67678
VEN01208	Jewish Community Media of Washtenaw	04/11/2023	Regular	0.00	300.00	67679
VEN01199	Laura Pershin Raynor	04/11/2023	Regular	0.00	400.00	67680
VEN01780	Luisa LaRoche	04/11/2023	Regular	0.00	113.67	67681
VEN01318	Marley Boone	04/11/2023	Regular	0.00	100.00	67682
VEN01026	Metcom, Inc	04/11/2023	Regular	0.00	5,579.88	67683
VEN01800	Millcraft	04/11/2023	Regular	0.00	5,149.30	67684
VEN01106	MLA	04/11/2023	Regular	0.00	5,519.00	67685
VEN01063	O'Neal Construction, Inc.	04/11/2023	Regular	0.00	137,577.17	67686
VEN01027	PlantWise	04/11/2023	Regular	0.00	2,650.00	67687
VEN01435	Pride Source Media Group	04/11/2023	Regular	0.00	483.00	67688
VEN01062	Print-Tech, Inc.	04/11/2023	Regular	0.00	5,154.74	67689

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01594	Rahmberg Stover & Associates, LLC	04/11/2023	Regular	0.00	2,525.00	67690
VEN01652	Shannon Gibney	04/11/2023	Regular	0.00	500.00	67691
VEN01068	Staples	04/11/2023	Regular	0.00	1,062.60	67692
VEN01767	Tamara Denby	04/11/2023	Regular	0.00	20.38	67693
VEN01795	Terry and Leslie Butler, LLC	04/11/2023	Regular	0.00	209.00	67694
VEN01097	Unique	04/11/2023	Regular	0.00	483.30	67695
VEN01204	VanArchitects, PLLC	04/11/2023	Regular	0.00	320.00	67696
VEN01290	Zilka Joseph	04/11/2023	Regular	0.00	630.00	67697
VEN01079	AF Smith Electric	04/18/2023	Regular	0.00	1,454.20	67698
VEN01158	Alex Kourvo	04/18/2023	Regular	0.00	450.00	67699
VEN01267	Alex Pierzchala	04/18/2023	Regular	0.00	246.67	67700
VEN01012	Alliance Entertainment	04/18/2023	Regular	0.00	1,341.18	67701
VEN01039	Allstar Alarm, LLC	04/18/2023	Regular	0.00	277.92	67702
VEN01066	Ann Arbor Cleaning Supply Company	04/18/2023	Regular	0.00	444.72	67703
VEN01549	Ann Arbor Trout Unlimited	04/18/2023	Regular	0.00	180.00	67704
VEN01010	Applied Imaging	04/18/2023	Regular	0.00	4,632.38	67705
VEN01813	Beth Manuel	04/18/2023	Regular	0.00	82.02	67706
VEN01155	Bethany Neal	04/18/2023	Regular	0.00	450.00	67707
VEN01017	Cengage Learning Inc/Gale	04/18/2023	Regular	0.00	338.12	67708
VEN01727	David Lawson	04/18/2023	Regular	0.00	400.00	67709
VEN01689	Digi-Key	04/18/2023	Regular	0.00	104.31	67710
VEN01769	Emily Murphy	04/18/2023	Regular	0.00	50.00	67711
VEN01044	Fatema Haque	04/18/2023	Regular	0.00	150.00	67712
VEN01835	Heidi Pratt	04/18/2023	Regular	0.00	126.78	67713
VEN01837	Josh Barnhart	04/18/2023	Regular	0.00	200.00	67714
VEN01759	Kayla Zochowski	04/18/2023	Regular	0.00	150.00	67715
VEN01747	Kelly Baptist	04/18/2023	Regular	0.00	500.00	67716
VEN01829	Lily Valeen	04/18/2023	Regular	0.00	150.00	67717
VEN01613	Matt Dubay	04/18/2023	Regular	0.00	1,682.42	67718
VEN01025	McIntosh Grounds Maint, Inc.	04/18/2023	Regular	0.00	7,097.67	67719
VEN01016	Midwest Tape	04/18/2023	Regular	0.00	26.46	67720
VEN01071	MindCentric	04/18/2023	Regular	0.00	1,899.00	67721
VEN01746	National Business Furniture	04/18/2023	Regular	0.00	830.00	67722
VEN01187	OCLC Inc	04/18/2023	Regular	0.00	4,592.00	67723
VEN01548	OverDrive, Inc	04/18/2023	Regular	0.00	628.08	67724
VEN01625	Pittsfield Charter Township Taxes	04/18/2023	Regular	0.00	5.33	67725
VEN01028	Preuss Pets	04/18/2023	Regular	0.00	1,132.69	67726
VEN01170	Recycle Ann Arbor	04/18/2023	Regular	0.00	91.00	67727
VEN01030	RNA	04/18/2023	Regular	0.00	22,001.00	67728
VEN01160	Royal Limousine Service Inc	04/18/2023	Regular	0.00	249.70	67729
VEN01203	Schilke Security	04/18/2023	Regular	0.00	150.00	67730
VEN01058	Sentrum Bookstore	04/18/2023	Regular	0.00	121.20	67731
VEN01032	Shambaugh & Son, L.P.	04/18/2023	Regular	0.00	3,190.00	67732
VEN01045	Sheela Lal	04/18/2023	Regular	0.00	150.00	67733
VEN01296	Sierra Brown	04/18/2023	Regular	0.00	600.00	67734
VEN01068	Staples	04/18/2023	Regular	0.00	346.50	67735
VEN01107	UNUM Flex Life	04/18/2023	Regular	0.00	4,409.60	67736
VEN01108	UNUM LTD STD	04/18/2023	Regular	0.00	4,677.02	67737
VEN01402	Voss Lighting	04/18/2023	Regular	0.00	597.60	67738
VEN01012	Alliance Entertainment	04/25/2023	Regular	0.00	645.43	67739
VEN01250	Amber Adams-Fall	04/25/2023	Regular	0.00	125.00	67740
VEN01274	B & H Photo-Video	04/25/2023	Regular	0.00	703.13	67741
VEN01607	Beth Battey	04/25/2023	Regular	0.00	200.00	67742
VEN01013	Blackstone Publishing	04/25/2023	Regular	0.00	5,059.63	67743
VEN01812	CrossBow	04/25/2023	Regular	0.00	600.00	67744
VEN01285	Crowley Digital Preservation Solutions	04/25/2023	Regular	0.00	735.91	67745
VEN01275	Demco, Inc	04/25/2023	Regular	0.00	13,590.25	67746
VEN01399	Graph-X	04/25/2023	Regular	0.00	1,975.00	67747
VEN01715	Laurence Cotton	04/25/2023	Regular	0.00	300.00	67748
VEN01694	Merit Network, Inc	04/25/2023	Regular	0.00	2,325.00	67749
VEN01016	Midwest Tape	04/25/2023	Regular	0.00	5,609.95	67750

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01637	Multi Cultural Books and Videos	04/25/2023	Regular	0.00	987.28	67751
VEN01062	Print-Tech, Inc.	04/25/2023	Regular	0.00	1,020.12	67752
VEN01217	Recon Management Systems, Inc	04/25/2023	Regular	0.00	273.00	67753
VEN01592	Robotodd Industries	04/25/2023	Regular	0.00	1,250.00	67754
VEN01314	Scio Township Utility Dept	04/25/2023	Regular	0.00	150.63	67755
VEN01032	Shambaugh & Son, L.P.	04/25/2023	Regular	0.00	26,340.00	67756
VEN01033	Sherwin-Williams	04/25/2023	Regular	0.00	71.50	67757
VEN01283	Sweetwater Music Instruments & Pro Audio	04/25/2023	Regular	0.00	938.98	67758
VEN01204	VanArchitects, PLLC	04/25/2023	Regular	0.00	4,380.00	67759
VEN01202	Vanguard Fire & Security Systems	04/25/2023	Regular	0.00	723.50	67760
VEN01402	Voss Lighting	04/25/2023	Regular	0.00	1,661.00	67761
VEN01118	Washtenaw News	04/25/2023	Regular	0.00	1,071.00	67762
Total Regular:				0.00	360,044.78	

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
VEN01007	Amazon	04/04/2023	Bank Draft	0.00	3,603.52	DFT0000824
VEN01008	Amazon Collections	04/04/2023	Bank Draft	0.00	2,331.60	DFT0000825
VEN01023	Cintas	04/04/2023	Bank Draft	0.00	207.95	DFT0000826
VEN01023	Cintas	04/04/2023	Bank Draft	0.00	69.93	DFT0000827
VEN01023	Cintas	04/04/2023	Bank Draft	0.00	449.73	DFT0000828
VEN01098	City of Ann Arbor Alarm Services	04/04/2023	Bank Draft	0.00	82.00	DFT0000829
VEN01042	City of Ann Arbor Water Utilities	04/04/2023	Bank Draft	0.00	1,670.23	DFT0000830
VEN01070	Office Depot	04/04/2023	Bank Draft	0.00	28.82	DFT0000831
VEN01018	Trionfo Solutions, LLC	04/04/2023	Bank Draft	0.00	659.75	DFT0000832
VEN01019	UPS	04/04/2023	Bank Draft	0.00	23.96	DFT0000833
VEN01035	Waste Management of Michigan	04/04/2023	Bank Draft	0.00	576.40	DFT0000834
VEN01011	Baker Taylor	04/03/2023	Bank Draft	0.00	16,823.27	DFT0000835
VEN01011	Baker Taylor	04/04/2023	Bank Draft	0.00	51.87	DFT0000836
VEN01007	Amazon	04/11/2023	Bank Draft	0.00	3,734.36	DFT0000837
VEN01101	AT&T	04/11/2023	Bank Draft	0.00	306.79	DFT0000838
VEN01041	City of Ann Arbor Waste Services	04/11/2023	Bank Draft	0.00	2,442.00	DFT0000839
VEN01023	Cintas	04/11/2023	Bank Draft	0.00	207.95	DFT0000840
VEN01023	Cintas	04/11/2023	Bank Draft	0.00	68.43	DFT0000841
VEN01023	Cintas	04/11/2023	Bank Draft	0.00	69.93	DFT0000842
VEN01104	DTE	04/11/2023	Bank Draft	0.00	3,456.30	DFT0000843
VEN01070	Office Depot	04/11/2023	Bank Draft	0.00	351.30	DFT0000844
VEN01019	UPS	04/11/2023	Bank Draft	0.00	30.00	DFT0000845
VEN01011	Baker Taylor	04/11/2023	Bank Draft	0.00	310.60	DFT0000846
VEN01011	Baker Taylor	04/11/2023	Bank Draft	0.00	1,225.99	DFT0000847
VEN01011	Baker Taylor	04/11/2023	Bank Draft	0.00	13,730.24	DFT0000848
VEN01007	Amazon	04/18/2023	Bank Draft	0.00	4,401.68	DFT0000863
VEN01008	Amazon Collections	04/18/2023	Bank Draft	0.00	385.50	DFT0000864
VEN01077	BCBS	04/18/2023	Bank Draft	0.00	239.63	DFT0000865
VEN01077	BCBS	04/18/2023	Bank Draft	0.00	3,808.85	DFT0000866
VEN01078	BCN	04/18/2023	Bank Draft	0.00	98,497.06	DFT0000867
VEN01023	Cintas	04/18/2023	Bank Draft	0.00	68.43	DFT0000868
VEN01023	Cintas	04/18/2023	Bank Draft	0.00	69.93	DFT0000869
VEN01023	Cintas	04/18/2023	Bank Draft	0.00	207.95	DFT0000870
VEN01104	DTE	04/18/2023	Bank Draft	0.00	1,138.70	DFT0000871
VEN01104	DTE	04/18/2023	Bank Draft	0.00	5,893.50	DFT0000872
VEN01024	Lowe's	04/18/2023	Bank Draft	0.00	755.04	DFT0000873
VEN01257	Quadient (NeoFunds & Neopost)	04/18/2023	Bank Draft	0.00	711.36	DFT0000874
VEN01019	UPS	04/18/2023	Bank Draft	0.00	30.00	DFT0000875
VEN01100	Verizon	04/18/2023	Bank Draft	0.00	1,110.18	DFT0000876
VEN01085	Anna Miklosovich	04/17/2023	Bank Draft	0.00	-1,850.00	DFT0000877
VEN01085	Anna Miklosovich	04/17/2023	Bank Draft	0.00	1,850.00	DFT0000877
VEN01011	Baker Taylor	04/17/2023	Bank Draft	0.00	171.71	DFT0000878
VEN01011	Baker Taylor	04/18/2023	Bank Draft	0.00	3,165.44	DFT0000879
VEN01011	Baker Taylor	04/18/2023	Bank Draft	0.00	3,368.10	DFT0000880
VEN01007	Amazon	04/25/2023	Bank Draft	0.00	6,882.03	DFT0000883
VEN01023	Cintas	04/25/2023	Bank Draft	0.00	231.41	DFT0000884
VEN01023	Cintas	04/25/2023	Bank Draft	0.00	68.43	DFT0000885
VEN01023	Cintas	04/25/2023	Bank Draft	0.00	69.93	DFT0000886
VEN01104	DTE	04/25/2023	Bank Draft	0.00	2,559.48	DFT0000887
VEN01104	DTE	04/25/2023	Bank Draft	0.00	3,073.05	DFT0000888
VEN01104	DTE	04/25/2023	Bank Draft	0.00	1,161.91	DFT0000889
VEN01104	DTE	04/25/2023	Bank Draft	0.00	13,132.50	DFT0000890
VEN01104	DTE	04/25/2023	Bank Draft	0.00	178.12	DFT0000891
VEN01104	DTE	04/25/2023	Bank Draft	0.00	14.89	DFT0000892
VEN01104	DTE	04/25/2023	Bank Draft	0.00	4,672.17	DFT0000893
VEN01104	DTE	04/25/2023	Bank Draft	0.00	533.22	DFT0000894
VEN01070	Office Depot	04/25/2023	Bank Draft	0.00	250.35	DFT0000895
VEN01080	Oxford Property Management	04/25/2023	Bank Draft	0.00	11,586.45	DFT0000896
VEN01080	Oxford Property Management	04/25/2023	Bank Draft	0.00	0.95	DFT0000897
VEN01173	TDS	04/25/2023	Bank Draft	0.00	6,838.05	DFT0000898

Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01061	ULINE	04/25/2023	Bank Draft	0.00	839.62	DFT0000899
VEN01019	UPS	04/25/2023	Bank Draft	0.00	30.00	DFT0000900
VEN01174	Westgate Enterprises	04/25/2023	Bank Draft	0.00	46,498.34	DFT0000901
VEN01011	Baker Taylor	04/25/2023	Bank Draft	0.00	6,528.99	DFT0000902
VEN01011	Baker Taylor	04/25/2023	Bank Draft	0.00	15.78	DFT0000903
VEN01011	Baker Taylor	04/25/2023	Bank Draft	0.00	105.14	DFT0000904
Total Bank Draft:				0.00	281,806.79	

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	204	130	0.00	361,178.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-1,133.79
Bank Drafts	844	66	0.00	281,806.79
EFT's	0	0	0.00	0.00
	1048	198	0.00	641,851.57

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	204	130	0.00	361,178.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-1,133.79
Bank Drafts	901	120	0.00	306,929.64
EFT's	0	0	0.00	0.00
	1105	252	0.00	666,974.42

Fund Summary

Fund	Name	Period	Amount
101	General Fund	4/2023	666,974.42
			666,974.42

Ann Arbor District Library Financial Summary for the Ten Months Ended April 30, 2023

Cash

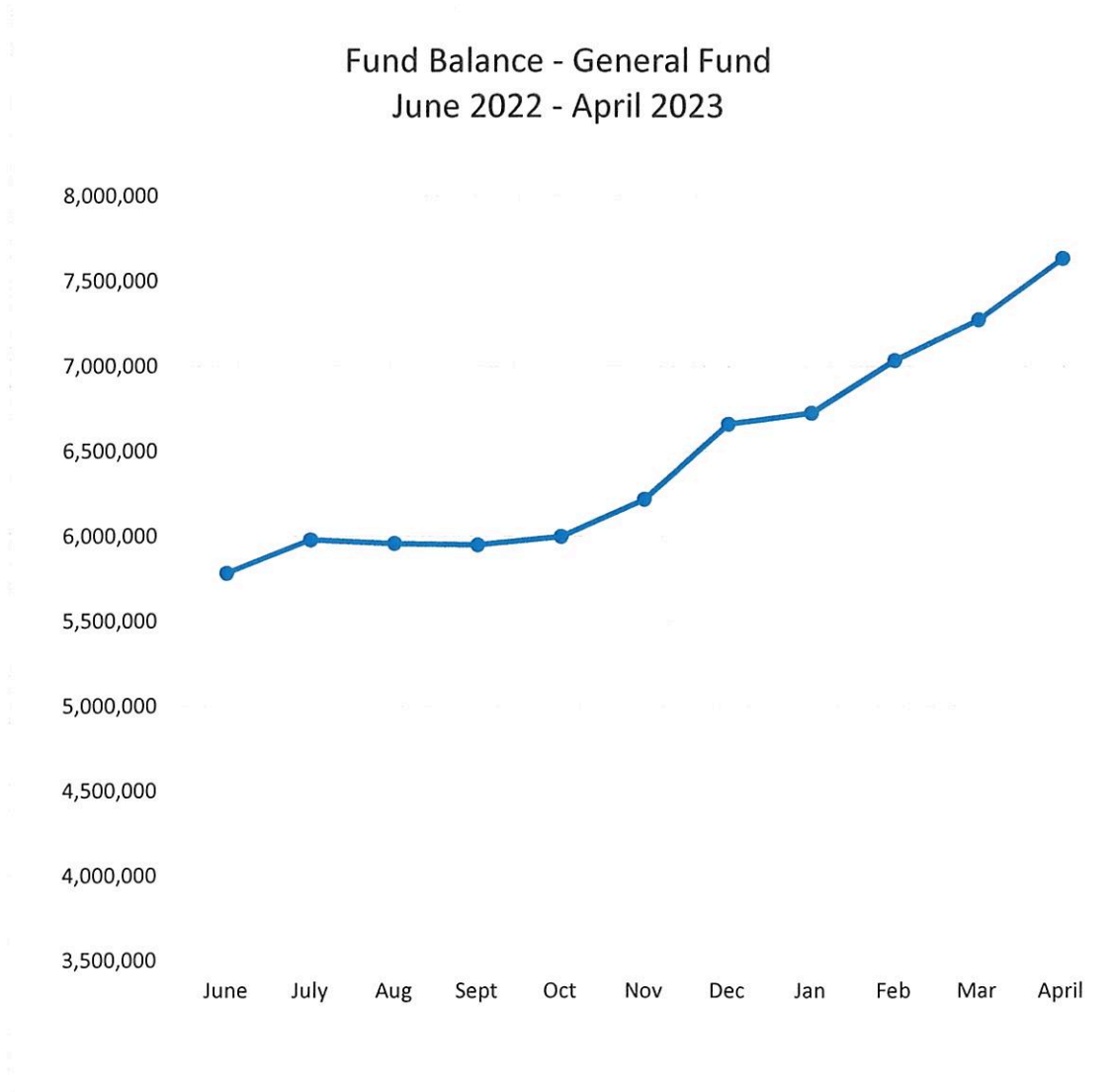
Cash, not including investments, decreased \$1,480,857 from \$10,316,593 on March 31, 2023 to \$8,835,736 as of April 30, 2023.

Tax Receipts

The Library received \$19,017,270 in tax revenues through April, 2023 which is 101.16% of the annual budgeted tax receipts of \$18,800,000.

Fund Balance Activity

The Library's general fund balance increased from \$7,273,507 as of March 31, 2023 to \$7,634,373 as of April 30, 2023.



Ann Arbor District Library

Financial Summary for the Ten Months Ended April 30, 2023

Revenue:

Year-to-date revenues equal \$16,241,510 of which \$146,362 is due from other governmental units for penal fines and state aid. \$3,350,603, of taxes received have been deferred until they are earned. Total cash receipts through April 30, 2023 equal \$19,712,945.

Expenditures

Year-to-date expenditures total \$14,321,059 of which \$517,119 has not been paid. As of April 30, 2023, \$397,920 has been prepaid for expenses not yet incurred. Total cash expended through April 30, 2023 equals \$13,763,092.

Management anticipates that budget adjustments will be required for Employee Benefits, MPSERS pass-through (both revenue and expense), Copier Expense, Grant and Memorial Expenses, Repairs and Maintenance and Other Operating Expenditures.

Revenue Over/(Under) Expenditures

Year-to-date revenues exceed expenses by \$1,920,451. Current revenues are 85% of the approved budget and current expenses are 75% of the approved budget after ten months or 83% of the fiscal year. Actual cash receipts are 103% of budget and actual cash expended is 72% 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	\$ 338,817	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,008	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 9,136	
Price	\$ 33,842	
Schafer	\$ 10,623	
Westerman	\$ 33,172	The Board designated \$30,000 for children's programming
WLBPD	\$ 52,109	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 April 30, 2023

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 6,240,310	\$ 2,090,720	\$ 504,706	\$ 8,835,736
Investments	4,717,503	-	-	4,717,503
Due from other governmental units	146,362	-	-	146,362
Prepaid items	397,920	-	-	397,920
Total assets	\$ 11,502,095	\$ 2,090,720	\$ 504,706	\$ 14,097,521
Liabilities				
Accounts payable	437,495	-	-	437,495
Accrued expenses	79,624	-	-	79,624
Total liabilities	\$ 517,119	\$ -	\$ -	\$ 517,119
Deferred outflows				
Unavailable property tax revenue	3,350,603	-	-	3,350,603
Total deferred outflows	\$ 3,350,603	\$ -	\$ -	\$ 3,350,603
Fund balances				
Nonspendable:				
Prepaid items	\$ 397,920	\$ -	\$ -	\$ 397,920
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	179,706	179,706
Committed for capital projects	-	2,090,720	-	2,090,720
Unassigned	7,236,453	-	-	7,236,453
Total fund balances	\$ 7,634,373	\$ 2,090,720	\$ 504,706	\$ 10,229,799
Total liabilities and fund balances	\$ 11,502,095	\$ 2,090,720	\$ 504,706	\$ 14,097,521

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes
Actual vs Budget
For the Ten Months Ended April 30, 2023

	April Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
REVENUES:					
Property taxes, net	\$ 1,787,075	\$ 15,668,764	\$ 18,800,000	\$ 3,131,236	83.34%
State aid	7,500	75,000	90,000	15,000	83.33%
State penal fines	14,000	140,000	125,000	(15,000)	112.00%
State Local Stabilization Funding	-	42,671	-	(42,671)	
MPSERS Pass-through	35,811	115,963	75,000	(40,963)	154.62%
Other State Revenue	-	6,656	-	(6,656)	
Investment Gains (Losses)	10,595	92,831	25,000	(67,831)	371.32%
Copier revenue	648	5,208	10,000	4,792	52.08%
Grants and memorials	1,117	11,915	5,000	(6,915)	238.30%
Library fines, fees and other	2,710	38,335	20,000	(18,335)	191.68%
Non-resident fees	2,737	14,940	10,000	(4,940)	149.40%
Rental revenue	5,845	29,227	32,500	3,273	89.93%
TOTAL REVENUES:	\$ 1,868,038	\$ 16,241,510	\$ 19,192,500	\$ 2,950,990	84.62%
EXPENDITURES:					
Current:					
Personnel:					
Salaries and wages	\$ 671,244	\$ 6,842,085	\$ 9,015,000	2,172,915	75.90%
Employee benefits	246,691	2,063,011	2,217,200	154,189	93.05%
MPSERS Pass-through	35,811	115,963	75,000	(40,963)	154.62%
Employment taxes	51,164	518,531	685,500	166,969	75.64%
Purchased services:					
Custodial services	22,001	220,010	290,000	69,990	75.87%
Accounting/Audit	11,950	135,803	170,000	34,197	79.88%
Legal	-	36,777	75,000	38,223	49.04%
Purchased services	11,293	134,911	218,500	83,589	61.74%
Utilities	35,273	400,721	523,000	122,279	76.62%
Property Insurance	11,823	102,903	150,000	47,097	68.60%
Communications	18,050	145,115	250,000	104,885	58.05%
Materials	132,003	1,357,307	1,603,150	245,843	84.67%
Software Licenses/Maint	6,684	104,019	150,000	45,981	69.35%
Building Rental	58,086	578,588	705,000	126,412	82.07%
Seminars, conferences and travel	4,817	16,631	29,100	12,469	57.15%
Copier Expense	4,632	48,124	50,000	1,876	96.25%
Library Programming	63,679	571,877	717,000	145,123	79.76%
Grant and Memorial Expenditures	346	4,037	-	(4,037)	
Operating Supplies	30,666	168,961	296,000	127,039	57.08%
Repairs & Maintenance	65,143	498,733	570,500	71,767	87.42%
Postage	4,175	17,916	25,000	7,084	71.66%
Other Operating Expenditures	1,783	39,314	27,550	(11,764)	142.70%
Capital Outlay	19,858	199,722	1,350,000	1,150,278	14.79%
TOTAL EXPENDITURES:	\$ 1,507,172	\$ 14,321,059	\$ 19,192,500	\$ 4,871,441	74.62%
Revenue over (under) expenditures	\$ 360,866	\$ 1,920,451	\$ -	\$ 1,920,451	
Fund balance, beginning of year		\$ 5,713,922	\$ 5,713,922	\$ -	
Fund balance, end of year		\$ 7,634,373	\$ 5,713,922	\$ 1,920,451	

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 For the Period Ended April 30, 2023

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 15,668,764	\$ -	\$ -	\$ 15,668,764
State aid	75,000	-	-	75,000
State penal fines	140,000	-	-	140,000
State Local Stabilization Funding	42,671	-	-	42,671
MPSERS pass-through	115,963	-	-	115,963
Other State revenue	6,656	-	-	6,656
Interest income	92,831	-	2,165	94,996
Copier revenue	5,208	-	-	5,208
Grants and memorials	11,915	-	11,900	23,815
Library fines, fees and other	38,335	-	-	38,335
Non-resident fees	14,940	-	-	14,940
Rental revenue	29,227	-	-	29,227
TOTAL REVENUES:	\$ 16,241,510	\$ -	\$ 14,065	\$ 16,255,575
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 6,842,085	\$ -	\$ -	\$ 6,842,085
Employee benefits	2,063,011	-	-	2,063,011
MPSERS pass-through	115,963	-	-	115,963
Employment taxes	518,531	-	-	518,531
Purchased services:				
Custodial services	220,010	-	-	220,010
Accounting/Audit	135,803	-	-	135,803
Legal	36,777	-	-	36,777
Professional services	134,911	-	-	134,911
Utilities	400,721	-	-	400,721
Property insurance	102,903	-	-	102,903
Communications	145,115	-	-	145,115
Materials	1,357,307	-	-	1,357,307
Software Licenses/Maint	104,019	-	-	104,019
Building Rental	578,588	-	-	578,588
Seminars, conferences and travel	16,631	-	-	16,631
Copier Expense	48,124	-	-	48,124
Library Programming	571,877	-	6,000	577,877
Grant and Memorial Expenditures	4,037	-	-	4,037
Operating Supplies	168,961	-	-	168,961
Repairs and Maintenance	498,733	-	-	498,733
Postage	17,916	-	-	17,916
Other Operating Expenditures	39,314	-	-	39,314
Capital Outlay/Maintenance Expense	199,722	130,689	-	330,411
TOTAL EXPENDITURES:	\$ 14,321,059	\$ 130,689	\$ 6,000	\$ 14,457,748
Revenue over (under) expenditures	\$ 1,920,451	\$ (130,689)	\$ 8,065	\$ 1,797,827
Fund balance, beginning of year	\$ 5,713,922	\$ 2,221,409	\$ 496,641	\$ 8,431,972
Fund balance, end of year	\$ 7,634,373	\$ 2,090,720	\$ 504,706	\$ 10,229,799

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is entered into this 22nd 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 provide, for FAADL's use, enough wheeled carts, shelving units, or pallets to hold FAADL's existing inventory as of the time of the relocation.

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: _____

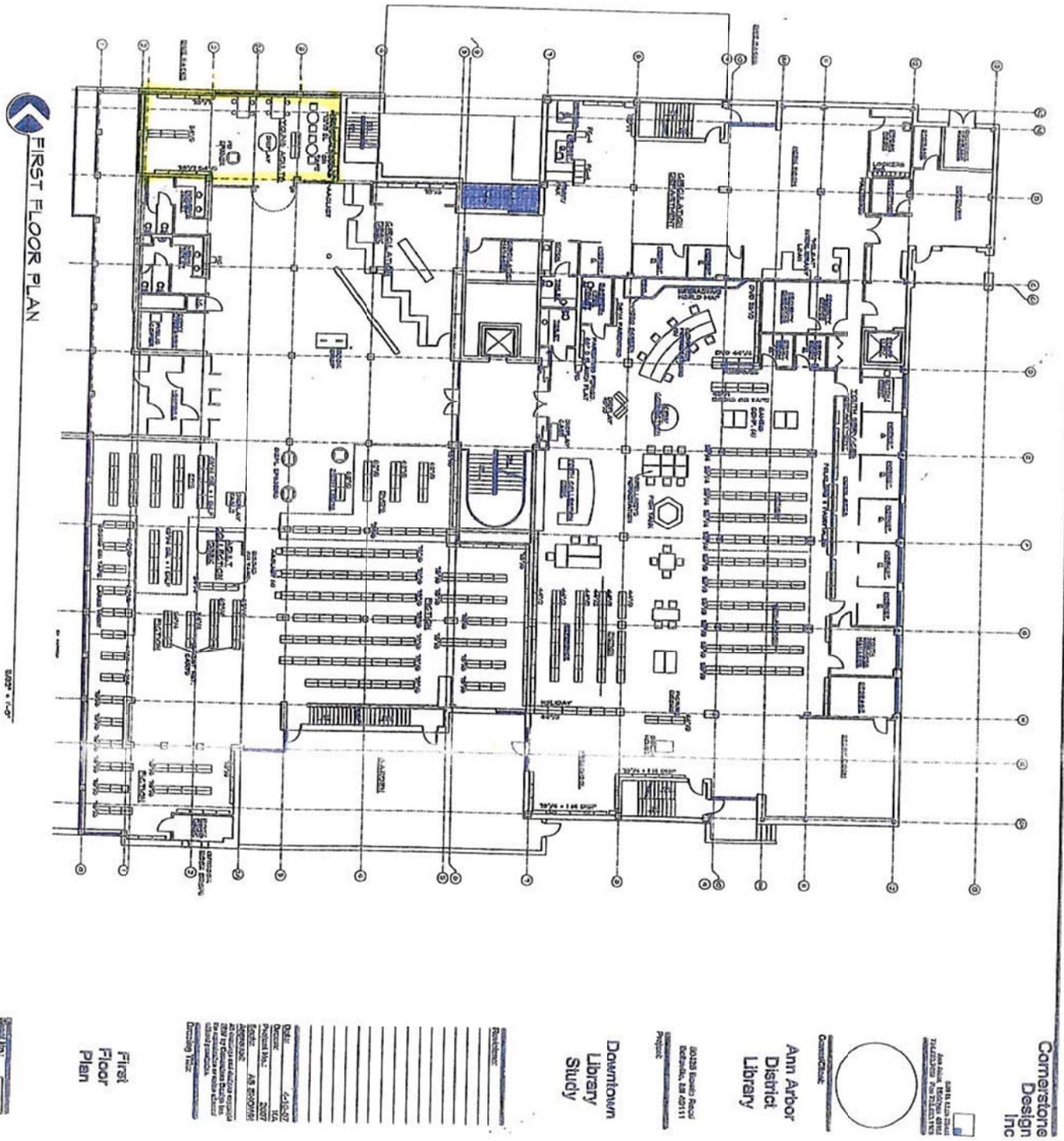
By: _____

Print Name: Kim Clark

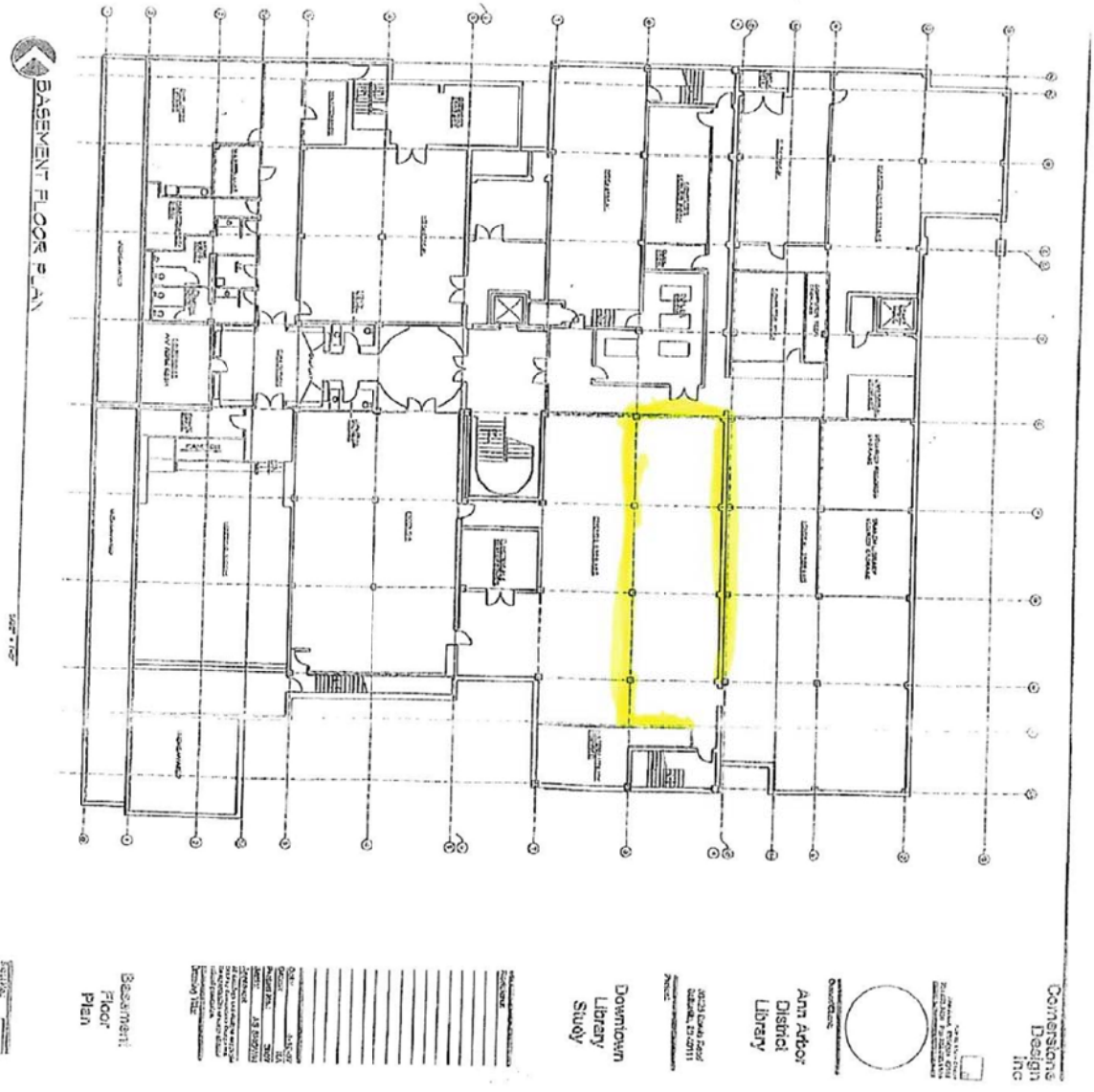
Title: FAADL Board Co-President

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



**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-066**

**RESOLUTION TO EXTEND SPACE USE AGREEMENT WITH THE FRIENDS OF
THE ANN ARBOR DISTRICT LIBRARY (FAADL)**

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 day of May, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the President of the Board of Trustees of Ann Arbor District Library be authorized to sign a one year extension of the space use agreement along with the Co-Presidents' of the Board of the Friends of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Aidan Sova, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-089**

**RESOLUTION TO RECOGNIZE THE FRIENDS OF THE
ANN ARBOR DISTRICT LIBRARY UPON THEIR 70TH ANNIVERSARY**

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 day of May, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board congratulates the Friends of the Ann Arbor District Library upon their 70th anniversary and acknowledges the many contributions of their volunteers and Boards over the years.
- 2.) That it officially recognizes the Friends of the Ann Arbor District Library for their ongoing support of Ann Arbor District Library events and programs, including the Library's Summer Game.
- 3.) That it looks forward to many more years of partnership and collaboration with the Friends of the Ann Arbor District Library.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Aidan Sova, Board Secretary

Ann Arbor District Library Proposed Budget Fiscal Year 2023 - 2024

Revenues

Tax Revenue – The tax revenue shown is the projected revenue at 1.8228 mills. This should yield the library more than the additional \$1.1M budgeted when compared to current year projections. However, due to the likelihood of increased abatements at the end of the fiscal year, management determined that conservative revenue projections were prudent.

State Aid – State Aid will decline in the new fiscal year due to Library of Michigan certification requirements. In FY25 AADL will receive no State Aid. This does not affect Penal Fines or other minor revenue from the State.

Grants & Memorials – Grant revenue will increase as donations from the Friends of AADL return after briefly discontinuing due to COVID.

All Other Revenue – Projections for all other revenues either remain primarily unchanged from the FY22-23 budget or, have been slightly modified to align with actual results in the prior two years.

Expenses

Salaries and Wages – This reflects the inclusion of increases specified by the new AADL Salary Schedule, plus a one-time 5% merit pool, made possible for FY24 by the combination of significant growth in the tax base without a Headlee rollback, and simultaneously low cost increases associated with benefit renewals.

Employee Benefits – This number includes:

- Costs for health, dental, vision, life and LTD insurances based on the employee's current family status.
- MPSERS employer contribution percentage of 28.1%
- 403(b) employer contribution percentage of 10%
- Costs for worker's comp. insurance and state unemployment costs.
- MPSERS pass-through costs that are reimbursed via State Aid.

Employment Taxes – This is the employer portion of Social Security and Medicare for the proposed salaries.

Accounting/Audit – The cost of the audit. Accounting services will no longer be outsourced.

Building Rental – The reduction in expense is a result of the new GASB accounting requirements. Please note the inclusion of Principal Retirement and Interest included with Operating Capital Outlays.

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

Communications – This includes phone and internet charges.

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

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

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

Minor Equipment Purchases – This includes the cost of equipment purchased that does not reach the \$5K capitalization threshold.

Operating Supplies – This includes departmental supplies including, building, circulation, and technology supplies.

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

Postage – This includes outgoing postage and freight.

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

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

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

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

Utilities – This includes costs for utilities at all locations.

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.

Capital Projects Fund - The proposal includes transferring \$2M of the anticipated FYE 2023 surplus to the Capital Projects Fund to fund the final build-out at Parkland Plaza.

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

OPERATING BUDGET	Audited	Projected	Approved	Proposed	Proposed Vs.	Proposed Vs.
	2021 - 2022	2022 - 2023	2022 - 2023	2023 - 2024	Projected	Approved
	Actual	Estimate	Budget	Budget	Variance	Variance
Revenue:						
Tax Collections - Operating (net of abatements)	\$ 18,079,966	\$ 19,100,000	\$ 18,800,000	\$ 20,200,000	\$ 1,100,000	\$ 1,400,000
Penal Fines	167,720	150,000	125,000	150,000	-	25,000
State Aid (including MPSERS pass-through)	209,148	212,823	165,000	145,000	(67,823)	(20,000)
Investment Gains (Losses)	(234,633)	-	25,000	-	-	(25,000)
Copier Revenue	3,715	6,080	10,000	9,000	2,920	(1,000)
Grants/Memorials	6,078	26,000	5,000	35,000	9,000	30,000
Library Fines, Fees and Other	54,564	47,500	20,000	50,000	2,500	30,000
Non-Resident Fees	17,363	16,270	10,000	15,000	(1,270)	5,000
Sweetwater's Rent	33,888	35,076	32,500	35,000	(76)	2,500
Other Income	727	-	-	-	-	-
Total Revenue:	18,338,536	19,593,749	19,192,500	20,639,000	1,045,251	1,446,500
Expenditures:						
Salaries & Wages	8,354,659	8,298,344	9,015,000	9,169,150	870,806	154,150
Employee Benefits (including MPSERS pass-through)	2,114,015	2,609,450	2,292,200	2,945,000	335,550	652,800
Employment Taxes	602,108	623,156	685,500	650,000	26,844	(35,500)
Total Personnel Cost:	11,070,782	11,530,950	11,992,700	12,764,150	1,233,200	771,450
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	169,420	250,000	250,000	80,580	-
Copier Expense	49,478	58,290	50,000	65,000	6,710	15,000
Custodial Services	264,012	264,012	290,000	290,000	25,988	-
Grants /Memorials	15,008	4,921	-	50,000	45,079	50,000
Legal Expense	66,261	51,885	75,000	75,000	23,115	-
Library Programming	548,442	677,597	717,000	756,000	78,403	39,000
Materials	1,640,468	1,633,739	1,603,150	1,764,000	130,261	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	18,321	25,000	21,000	2,679	(4,000)
Property Insurance	119,663	136,739	150,000	150,000	13,261	-
Purchased Services	158,802	164,824	218,500	237,500	72,676	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	487,264	523,000	497,000	9,736	(26,000)
Total Operating Expense:	4,983,698	5,653,474	5,849,800	5,974,850	321,376	125,050
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	1,900,000	1,666,758	550,000
Total Expenditures:	16,978,492	17,417,667	19,192,500	20,639,000	3,221,333	1,446,500
Net Surplus (Defecit)	\$ 1,360,044	\$ 2,176,082	\$ -	\$ -	\$ (2,176,082)	\$ -
CAPITAL PROJECT FUND BUDGET						
	Audited	Projected	Proposed			
	2021-2022	2022-2023	2023-2024			
	Actual	Estimate	Budget			
Beginning Balance	964,984	2,221,409	1,921,409			
Transfer from General Fund	5,804,299	-	2,000,000			
Available Funds	6,769,283	2,221,409	3,921,409			
Capital Project Fund Expenses	4,547,874	300,000	-			
Ending Balance	\$ 2,221,409	\$ 1,921,409	\$ 3,921,409			

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-090**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR 2023-2024
OF THE ANN ARBOR DISTRICT LIBRARY**

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 day of May, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

Pursuant to Act 2, Michigan Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended (“Act 43”), and Act No. 267 of the Public Acts of Michigan 1976, as amended. Pursuant to Act 43, notice of a public hearing on the proposed budget of the District Library must be given by publication in a newspaper of general circulation in the Library District at least 6 days prior to the date of such hearing.

The Board, after due and proper notice, conducted a public hearing on Monday, May 22, 2023, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2024, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Aidan Sova, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-091**

**RESOLUTION AUTHORIZING MILLAGE RATE TO BE LEVIED BY TAXING
AUTHORITIES**

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 day of May, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the “Library”) has given due reflection to the budget and operational requirements of the Library as to the 2023-2024 fiscal year.

The said Board of Trustees is desirous of providing for the appropriate certification of operational millage relative to the Library.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That as to the 2023-2024 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8228 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2023 except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Aidan Sova, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-092**

**RESOLUTION TO ADOPT THE 2023-2024 BUDGET AS A LINE ITEM BUDGET AND
COMPLIANCE OF DISBURSEMENTS**

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 day of May, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, on an annual basis the Board adopts an Operating Budget for the Library and;

WHEREAS, the Michigan Department of Treasury's Uniform Accounting Procedures Manual includes the following requirements for approval of disbursements:

All disbursements must be approved by the legislative body prior to disbursement unless addressed otherwise in the charter. The legislative body may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must be very limited and a list of payments made prior to approval must be presented to the legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2023-2024 the total amount of \$20,639,000 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Deputy Director of the Library, the Associate Directors of the Library, HR Manager or Finance Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library

funds for payments that are for recurring expenses and are necessary to avoid finance or late charges, such as payments for utilities, equipment leases and similar expenses, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.

- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$33,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$33,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Aidan Sova, Board Secretary

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