



# Regular Meeting Agenda

Monday, October 23, 2023

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Published by Ann Arbor District Library

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### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	<b>9 Closed Staff Day</b>	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23 AADL Board Mtg</b>	24	25	26	27	28
29	30	31				

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

### December 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	<b>18 AADL Board Mtg</b>	19	20	21	22	23
<b>24 Closed Holiday</b>	<b>25 Closed Holiday</b>	26	27	28	29	30
<b>31 Closed 6pm</b>						

## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday, October 23, 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

- 23-164 I. CALL TO ORDER  
 Scott Trudeau, President
- 23-165 II. ATTENDANCE
- 23-166 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE  
 (Item of action)  
 Roll call vote
- 23-167 IV. RECESS TO CLOSED SESSION
- 23-168 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 23-169 VI. ATTENDANCE
- 23-170 VII. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 23-171 VIII. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of September 13, 2023 & September 18, 2023 (pp. 4-13)
- CA-2 Approval of September 2023 Disbursements (pp. 14-21)
- 23-172 IX. CITIZENS' COMMENTS
- 23-173 X. FINANCIAL REPORTS (pp. 22-27)  
 Eli Neiburger, Director
- 23-174 XI. COMMITTEE REPORTS
- 23-175 A. EXECUTIVE COMMITTEE  
 Scott Trudeau, Chair  
 (10 minutes)

- 23-176 B. BUDGET & FINANCE COMMITTEE  
Onna Solomon, Chair  
(10 minutes)
- 23-177 XII. LIBRARY REPORT  
Eli Neiburger, Director
- 23-178 XIII. OLD BUSINESS
- 22-080 A. PARKLAND PLAZA FACILITY UPGRADE UPDATE  
Len Lemorie, Facilities Director
- 23-159 B. STANDBY GENERATOR FOR WESTGATE BRANCH LIBRARY UPDATE  
(Item of discussion)  
Len Lemorie, Facilities Director
- 23-160 C. RESOLUTION TO ADOPT REVISIONS TO POLICY 3.1 CIRCULATION (pp. 28-33)  
(Item of action)
- 23-179 XIV. NEW BUSINESS
- 23-180 A. RESOLUTION TO AWARD CONTRACT FOR ASPHALT PAVING WORK AT PARKLAND PLAZA (pp. 34-38)  
(Item of discussion and action)  
Len Lemorie, Facilities Director
- 23-181 B. RESOLUTION TO AWARD CONTRACT FOR CONCRETE WORK AT PARKLAND PLAZA (pp. 39-42)  
(Item of discussion and action)  
Len Lemorie, Facilities Director
- 23-182 C. RESOLUTION TO AWARD CONTRACT FOR FENCING WORK AT PARKLAND PLAZA (pp. 43-44)  
(Item of discussion and action)  
Len Lemorie, Facilities Director
- 23-183 D. RESOLUTION TO AWARD CONTRACT FOR LANDSCAPING WORK AT PARKLAND PLAZA (pp. 45-47)  
(Item of discussion and action)  
Len Lemorie, Facilities Director
- 23-184 E. RESOLUTION OF THANKS TO KAREN WILSON UPON HER RETIREMENT (p. 48)  
(Item of action)

23-185      XV.      CITIZENS' COMMENTS

23-186      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 SPECIAL MEETING  
WEDNESDAY, SEPTEMBER 13, 2023

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE SPECIAL MEETING**  
**WEDNESDAY, SEPTEMBER 13, 2023**

- 23-136 I. CALL TO ORDER  
 Scott Trudeau, President
- President Trudeau called the meeting to order at 6:01 p.m.
- 23-137 II. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija (arr. 6:05 p.m.), Onna Solomon, Aidan Sova, Scott Trudeau, Jamie Vander Broek  
 Board Absent: None  
 Staff: Eli Neiburger, Sherlonya Zobel, Karen Wilson (Recorder)
- 23-138 III. APPROVAL OF AGENDA  
 (Item of action)
- Secretary Sova, supported by Treasurer Solomon, moved to approve the agenda.
- AYES: Hadley, Kleinman, Solomon, Sova, Trudeau, Vander Broek  
 NAYS: None
- Motion passed 6-0.
- 23-139 IV. NEW BUSINESS
- 23-140 A. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE LIBRARY ASSOCIATES AND THE ANN ARBOR DISTRICT LIBRARY  
 (Item of action)
- Treasurer Solomon, supported by Secretary Sova, moved the Board resolves as follows: to approve and ratify the Collective Bargaining Agreement effective July 1, 2023 through June 30, 2028 between the Library Associates and the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
WEDNESDAY, SEPTEMBER 13, 2023

Director Neiburger noted that staff from both units attended each negotiating sessions. 196 employees are covered between the two units. The average increase for salaries is about 12.4%. The terms of both contracts are for five years. The Library is paying up to 98% of medical benefits for staff. A new parental leave which includes all definitions of parents has been added. The salary structure for part-time and full-time employees is now the same.

Trustee Leija arrived at 6:05 p.m.

Trustee Vander Broek expressed her appreciation for the inclusion of parental leave.

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau,  
 Vander Broek

NAYS: None

Motion passed 7-0.

23-141

B. RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE AADL STAFF ASSOCIATES AND THE ANN ARBOR DISTRICT LIBRARY  
 (Item of action)

Treasurer Solomon, supported by Secretary Sova, moved the Board resolves as follows: to approve and ratify the Collective Bargaining Agreement effective July 1, 2023 through June 30, 2028 between the AADL Staff Associates and the Ann Arbor District Library; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau,  
 Vander Broek

NAYS: None

Motion passed 7-0.

23-142

V. CITIZENS' COMMENTS

Marisa Huston & Emily Howard

Hello, hi everyone. My name is Marisa and I am the President of the AADLA. I am Emily and I'm on the Events Team and I am Treasurer of AADLA. On behalf of our whole membership we

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE SPECIAL MEETING  
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want to thank the Board, the Library's bargaining team and members of our bargaining team for all their efforts in reaching this agreement. Our members did vote unanimously in support of it as well and we believe it will improve our lives and make AADL an even better place to work. And this contract is a great example that everyone wins when labor and management comes together to solve issues in the workplace and we look forward to doing more great work with you guys in the future. Thank you.

23-143      VI.      ADJOURNMENT

President Trudeau adjourned the meeting at 6:08 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a special meeting held on September 13, 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



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-140**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE  
LIBRARY ASSOCIATES OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a special 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 13<sup>th</sup> day of September, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija (arr. 6:05 p.m.), Onna Solomon, Aidan Sova, Scott Trudeau, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Treasurer Solomon, and supported by Secretary Sova:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To approve and ratify the Collective Bargaining Agreement effective July 1, 2023 through June 30, 2028 between the Library Associates and 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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,  
Scott Trudeau, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a special Board meeting held on September 13, 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

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-141**

**RESOLUTION TO APPROVE AND RATIFY AGREEMENT WITH THE  
AADL STAFF ASSOCIATES AND THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a special 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 13<sup>th</sup> day of September, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija (arr. 6:05 p.m.), Onna Solomon, Aidan Sova, Scott Trudeau, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Treasurer Solomon, and supported by Secretary Sova:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To approve and ratify the Collective Bargaining Agreement effective July 1, 2023 through June 30, 2028 between the AADL Staff Associates and 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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,  
Scott Trudeau, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a special Board meeting held on September 13, 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 BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, SEPTEMBER 18, 2023**

- 23-144 I. CALL TO ORDER  
 Scott Trudeau, President
- President Trudeau called the meeting to order at 5:59 p.m.
- 23-145 II. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau  
 Board Absent: Jamie Vander Broek  
 Staff: Eli Neiburger, Karen Wilson (Recorder)
- 23-146 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE & OPINION OF LEGAL COUNSEL  
 (Item of action)  
 Roll call vote
- Treasurer Solomon, supported by Trustee Leija, moved to recess for a closed session for discussion of real estate and opinion of legal counsel.
- A roll call vote was taken.
- AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
 NAYS: None
- Motion passed 6-0.
- 23-147 IV. RECESS TO CLOSED SESSION
- 23-148 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- President Trudeau reconvened to the regular meeting at 7:01 p.m.
- 23-149 VI. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau, Jamie Vander Broek (arr. 6:03 p.m.)

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PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023

Board Absent: None  
 Staff: Eli Neiburger, Len Lemorie, Karen Wilson (Recorder)

23-150 VII. APPROVAL OF AGENDA  
 (Item of action)

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

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau,  
 Vander Broek

NAYS: None

Motion passed 7-0.

23-151 VIII. CONSENT AGENDA  
 (Item of action)

CA-1 Approval of Minutes of July 24, 2023

CA-2 Approval of July & August 2023 Disbursements

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

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau,  
 Vander Broek

NAYS: None

Motion passed 7-0.

23-152 IX. CITIZENS' COMMENTS

There were no citizen's comments.

23-153 X. FINANCIAL REPORTS  
 Eli Neiburger, Director

Director Neiburger reported that both July and August 2023 financial reports were included in the packet. Both documents are drafts pending approval of the 2022-2023 audit.

He began with the August report noting that the document presentation has been revised with several different graphs. The

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023

Fund Balance sits at \$7,887,494, approximately 4 1/2 months of operating expenses. After the audit is complete Administration will be asking to move the remaining 2022-2023 operating surplus to the Capital Fund. Year to date revenue sits at \$3,451,324 with expenditures at \$3,304,366. A \$10,000 check was received from the Friends this month.

He reviewed line item budget standings noting that August was at 16.67% of the budget year. Due to a GASB change outstanding lease payments are required to be booked as debt. This will require a budget adjustment to the Building Rental line.

Trustee Leija inquired whether an additional column could be added to the financial reports showing spending within line items based on actual amounts versus a straight monthly percentage. Currently some line items show over budget, where in actuality the line is in a normal spending pattern. Director Neiburger noted that the Finance Manager is moving towards providing that information but it may not be forthcoming until closer to the end of the fiscal year.

23-154      XI.      COMMITTEE REPORTS

23-155      A.      EXECUTIVE COMMITTEE  
                  Scott Trudeau, Chair

President Trudeau reported the Executive Committee met last week and discussed the logistics of finalizing the union contracts and reviewed the draft policy changes presented today. The Committee is also working on a sustainability policy.

23-156      XII.      LIBRARY REPORT  
                  Eli Neiburger, Director

Director Neiburger began the Library Report with Summer Game wrap-up statistics. 2023 saw 25% more players than 2022. The top four badges included Spot the Ride, Log Jammer, Super Summer Reader and Finding Eli. Next year we plan on expanding free books to adults with 5<sup>th</sup> Avenue Press books.

Upcoming events include:

- Amal Walks Across America on Saturday, September 23<sup>rd</sup>.
- A2CAF Small and Indie Press on October 7<sup>th</sup>.

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PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023

- The Library will be closed for Staff Day on October 9<sup>th</sup>.
- 10 Years of the Living Oral History Project on October 15<sup>th</sup>.
- Reggie Watts at the Mendelssohn Theater on November 2<sup>nd</sup>.  
There is no charge for this event, but registration is required.

The Staff Spotlight was shown on Ramond Maxwell, with four years as AADL Finance Clerk.

Mention of the Month, Compliment of the Month and Complaint of the Month were reviewed.

23-157      XIII.    OLD BUSINESS

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

Associate Director Lemorie reported that all permits have been received for work at Parkland Plaza. Demo has been completed and work starts next Monday. We are looking at a June 2024 date for moving into the facility. There are several areas in the original plan submitted by the previous property owner that were not completed. AADL will be picking up those costs as they are in line with what the Township requires for a new building. They will be brought to the Board for approval at a later date.

23-158      XIV.    NEW BUSINESS

23-159      A.    STANDBY GENERATOR AT WESTGATE  
                  (Item of discussion)  
                  Len Lemorie, Associate Director

Associate Director Lemorie noted that during the original installation of generators at branches, Westgate was removed due to cost at the time and the location was not experiencing power outages. Power outages are now happening more at the Westgate location and the door count has increased considerably since that time.

When the remodeling was done at Westgate some infrastructure was added including a transfer switch. It is anticipated that acquiring a gas powered generator unit could take up to 12 months. As the property is not owned by AADL investment in other more expensive options were reviewed but are not being considered at this time.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 18, 2023

There was no Board objection to bringing a resolution forward at the October Board meeting.

23-160                    B. PROPOSED CHANGES TO POLICY 3.1 CIRCULATION  
 (Item of discussion)

Director Neiburger noted that the proposed changes to the policy focused on aligning it with current operational procedures and making the process of obtaining a library card easier. He reviewed the changes and will bring the document back at the October Board meeting for approval.

23-161                    C. PROPOSED POLICY FOR CITIZENS' COMMENTS  
 (Item of discussion)

Director Neiburger reviewed the draft policy for public comment at Board meetings. He noted that this document was drafted by legal counsel. Several Board members expressed concerns regarding accessibility issues for the public in addressing the Board. Concerns were also expressed regarding "civil language" noting that the Board did not want public speech constrained. The document will be revised for Board review at a later date.

23-162                    XV. CITIZENS' COMMENTS

There were no citizen's comments.

23-163                    XVI. ADJOURNMENT

President Trudeau adjourned the meeting at 8:27 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 September 18, 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: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR</b>						
VEN02053	Atomic Empire	09/26/2023	Bank Draft	0.00	261.29	DFT0001486
VEN02082	Berls.com	09/26/2023	Bank Draft	0.00	269.25	DFT0001487
VEN01333	Compliance Signs	09/26/2023	Bank Draft	0.00	32.90	DFT0001488
VEN01596	Eugene Textile Center	09/26/2023	Bank Draft	0.00	67.00	DFT0001489
VEN02041	Good Docs	09/26/2023	Bank Draft	0.00	199.00	DFT0001490
VEN02055	Gross Automation LLC	09/26/2023	Bank Draft	0.00	1,129.66	DFT0001491
VEN02085	Happy with Yarn	09/26/2023	Bank Draft	0.00	68.90	DFT0001492
VEN01347	Hollanders	09/26/2023	Bank Draft	0.00	208.58	DFT0001493
VEN02076	Ikea	09/26/2023	Bank Draft	0.00	578.60	DFT0001494
VEN02084	Inspired to Sew	09/26/2023	Bank Draft	0.00	429.25	DFT0001495
VEN01998	Jason W Guenzel	09/26/2023	Bank Draft	0.00	835.96	DFT0001496
VEN01295	JoAnn	09/26/2023	Bank Draft	0.00	574.74	DFT0001497
VEN02114	Library Marketing and Communications	09/26/2023	Bank Draft	0.00	475.00	DFT0001498
VEN01316	Michaels	09/26/2023	Bank Draft	0.00	273.85	DFT0001499
VEN01915	MLive Media Group	09/26/2023	Bank Draft	0.00	720.00	DFT0001500
VEN02045	Neenah Paper	09/26/2023	Bank Draft	0.00	229.93	DFT0001501
VEN01231	Nicole Ray Sloe Gin Fizz	09/26/2023	Bank Draft	0.00	384.00	DFT0001502
VEN02103	Realtruck.com	09/26/2023	Bank Draft	0.00	1,249.99	DFT0001503
VEN02015	Rocofilms	09/26/2023	Bank Draft	0.00	350.00	DFT0001504
VEN01643	Safari Ltd	09/26/2023	Bank Draft	0.00	26.00	DFT0001505
VEN01398	Sticker Mule	09/26/2023	Bank Draft	0.00	2,754.00	DFT0001506
VEN01103	Target	09/26/2023	Bank Draft	0.00	2,400.00	DFT0001507
VEN01083	T'onna Clemons Art	09/26/2023	Bank Draft	0.00	295.00	DFT0001508
VEN02092	Vault of Midnight	09/26/2023	Bank Draft	0.00	240.00	DFT0001509
VEN02100	Weathertech	09/26/2023	Bank Draft	0.00	409.30	DFT0001510
VEN02072	Wyrd Byrd	09/26/2023	Bank Draft	0.00	24.28	DFT0001511

**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	34	26	0.00	14,486.48
EFT's	0	0	0.00	0.00
	<b>34</b>	<b>26</b>	<b>0.00</b>	<b>14,486.48</b>



## Check Report

Date Range: 09/01/2023 - 09/30/2023

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	09/01/2023	Bank Draft	0.00	169.97	DFT0001424
VEN01132	Backblaze	09/01/2023	Bank Draft	0.00	1,827.89	DFT0001425
VEN01154	Conlin Travel	09/01/2023	Bank Draft	0.00	762.80	DFT0001426
VEN01133	Drupalize OSIO Labs	09/01/2023	Bank Draft	0.00	35.00	DFT0001427
VEN01135	IRCCloud	09/01/2023	Bank Draft	0.00	215.00	DFT0001428
VEN02036	Lenovo	09/01/2023	Bank Draft	0.00	2,259.00	DFT0001429
VEN01383	Monoprice	09/01/2023	Bank Draft	0.00	49.90	DFT0001430
VEN01515	Oh Dear	09/01/2023	Bank Draft	0.00	16.40	DFT0001431
VEN01143	OpenCage	09/01/2023	Bank Draft	0.00	50.00	DFT0001432
VEN02031	Riverside.fm	09/01/2023	Bank Draft	0.00	288.00	DFT0001433
VEN01160	Royal Limousine Service Inc	09/01/2023	Bank Draft	0.00	249.70	DFT0001434
VEN02025	SHRM	09/01/2023	Bank Draft	0.00	244.00	DFT0001435
VEN01128	Star's Cafe Ann Arbor	09/01/2023	Bank Draft	0.00	260.40	DFT0001436
VEN01139	Trello	09/01/2023	Bank Draft	0.00	75.00	DFT0001437
VEN01140	Twilio	09/01/2023	Bank Draft	0.00	2,248.07	DFT0001438
VEN01974	Type High Design	09/01/2023	Bank Draft	0.00	124.85	DFT0001439
VEN01142	Zoom	09/01/2023	Bank Draft	0.00	130.00	DFT0001440
VEN01976	1Password	09/21/2023	Bank Draft	0.00	38.54	DFT0001463
VEN01102	Apple, Inc	09/21/2023	Bank Draft	0.00	99.00	DFT0001464
VEN01131	AWS	09/21/2023	Bank Draft	0.00	183.06	DFT0001465
VEN01132	Backblaze	09/21/2023	Bank Draft	0.00	1,968.65	DFT0001466
VEN02070	Bjooks	09/21/2023	Bank Draft	0.00	54.75	DFT0001467
VEN02027	Blechfabrik.de	09/21/2023	Bank Draft	0.00	407.48	DFT0001468
VEN01154	Conlin Travel	09/21/2023	Bank Draft	0.00	1,220.60	DFT0001469
VEN01133	Drupalize OSIO Labs	09/21/2023	Bank Draft	0.00	35.00	DFT0001470
VEN01135	IRCCloud	09/21/2023	Bank Draft	0.00	215.00	DFT0001471
VEN01295	JoAnn	09/21/2023	Bank Draft	0.00	164.84	DFT0001472
VEN01137	Matomo Piwik	09/21/2023	Bank Draft	0.00	598.00	DFT0001473
VEN01515	Oh Dear	09/21/2023	Bank Draft	0.00	16.57	DFT0001474
VEN01143	OpenCage	09/21/2023	Bank Draft	0.00	50.00	DFT0001475
VEN01200	Proof Pest Control	09/21/2023	Bank Draft	0.00	114.45	DFT0001476
VEN01160	Royal Limousine Service Inc	09/21/2023	Bank Draft	0.00	249.70	DFT0001477
VEN02028	Sheraton Ann Arbor Hotel	09/21/2023	Bank Draft	0.00	4,440.87	DFT0001478
VEN02073	Stamps.com (Postage)	09/21/2023	Bank Draft	0.00	3,359.64	DFT0001479
VEN02083	Thomas Reed O'Beirne	09/21/2023	Bank Draft	0.00	1,000.00	DFT0001480
VEN01139	Trello	09/21/2023	Bank Draft	0.00	75.00	DFT0001481
VEN01140	Twilio	09/21/2023	Bank Draft	0.00	2,978.22	DFT0001482
VEN01386	USPS - Shipping Online Account	09/21/2023	Bank Draft	0.00	396.00	DFT0001483
VEN01142	Zoom	09/21/2023	Bank Draft	0.00	7,122.20	DFT0001484
VEN01308	AliExpress	09/21/2023	Bank Draft	0.00	77.09	DFT0001485

## 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	46	40	0.00	33,870.64
EFT's	0	0	0.00	0.00
	<b>46</b>	<b>40</b>	<b>0.00</b>	<b>33,870.64</b>

## Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN01684	Adrian Bradley	09/01/2023	Regular	0.00	-150.00	67633
VEN01684	Adrian Bradley	09/01/2023	Regular	0.00	150.00	67633
VEN01037	4imprint, Inc	09/05/2023	Regular	0.00	606.44	68494
VEN01169	Afternoon Delight	09/05/2023	Regular	0.00	1,035.00	68495
VEN02101	Allison Jones	09/05/2023	Regular	0.00	70.61	68496
VEN01584	Andrews University - James White Library	09/05/2023	Regular	0.00	52.00	68497
VEN01498	Andy Kirshner Films, LLC	09/05/2023	Regular	0.00	1,000.00	68498
VEN01102	Apple, Inc	09/05/2023	Regular	0.00	7,580.00	68499
VEN01010	Applied Imaging	09/05/2023	Regular	0.00	796.53	68500
VEN01837	Josh Barnhart	09/05/2023	Regular	0.00	600.00	68501
VEN01013	Blackstone Publishing	09/05/2023	Regular	0.00	114.00	68502
VEN01318	Marley Boone	09/05/2023	Regular	0.00	100.00	68503
VEN01185	Brainfuse, Inc	09/05/2023	Regular	0.00	14,000.00	68504
VEN01919	Amy Cantu	09/05/2023	Regular	0.00	73.10	68505
VEN01848	Eunjae Cheon	09/05/2023	Regular	0.00	150.00	68506
VEN01532	Clarkston Independence District Library	09/05/2023	Regular	0.00	27.99	68507
VEN01216	FAADL - Friends of the Ann Arbor District Librar	09/05/2023	Regular	0.00	6,746.54	68508
VEN01073	Grainger	09/05/2023	Regular	0.00	459.82	68509
VEN01399	Graph-X	09/05/2023	Regular	0.00	1,975.00	68510
VEN01331	Groundcover News	09/05/2023	Regular	0.00	800.00	68511
VEN01991	Howell Carnegie District Library	09/05/2023	Regular	0.00	5.00	68512
VEN02098	Michael Bierylo	09/05/2023	Regular	0.00	300.00	68513
VEN01149	Michigan Power Rodding, Inc	09/05/2023	Regular	0.00	294.00	68514
VEN01016	Midwest Tape	09/05/2023	Regular	0.00	4,463.12	68515
	**Void**	09/05/2023	Regular	0.00	0.00	68516
VEN01728	Sean Miller	09/05/2023	Regular	0.00	300.00	68517
VEN01832	Brian Ottum	09/05/2023	Regular	0.00	150.00	68518
VEN01896	Vincenza Mueller - Pinnacle Performance, LLC	09/05/2023	Regular	0.00	2,000.00	68519
VEN01027	PlantWise	09/05/2023	Regular	0.00	4,175.00	68520
VEN01062	Print-Tech, Inc.	09/05/2023	Regular	0.00	5,499.17	68521
VEN01231	Nicole Ray Sloe Gin Fizz	09/05/2023	Regular	0.00	240.00	68522
VEN01030	RNA	09/05/2023	Regular	0.00	1,900.00	68523
VEN01912	Rosemarine Textiles LLC	09/05/2023	Regular	0.00	658.00	68524
VEN02086	Samantha Root	09/05/2023	Regular	0.00	7.27	68525
VEN01213	ScheduleSource, Inc	09/05/2023	Regular	0.00	978.50	68526
VEN01032	Shambaugh & Son, L.P.	09/05/2023	Regular	0.00	2,645.11	68527
VEN02043	Stephen Mack Jones	09/05/2023	Regular	0.00	500.00	68528
VEN01190	Martha Stuit	09/05/2023	Regular	0.00	150.00	68529
VEN02113	Timothy Monger	09/05/2023	Regular	0.00	1,000.00	68530
VEN02116	Ulliance, Inc.	09/05/2023	Regular	0.00	3,750.00	68531
VEN01847	Andrea Yun	09/05/2023	Regular	0.00	150.00	68532
VEN01130	FastSigns	09/05/2023	Regular	0.00	1,600.00	68533
VEN01208	Jewish Community Media of Washtenaw	09/05/2023	Regular	0.00	300.00	68534
VEN01250	Amber Adams-Fall	09/12/2023	Regular	0.00	125.00	68535
VEN01857	Aerial Associates Photography, Inc	09/12/2023	Regular	0.00	1,350.00	68536
VEN01079	AF Smith Electric	09/12/2023	Regular	0.00	1,652.50	68537
VEN01012	Alliance Entertainment	09/12/2023	Regular	0.00	712.20	68538
VEN01039	Allstar Alarm, LLC	09/12/2023	Regular	0.00	1,035.00	68539
VEN02104	Andre F. Peltier	09/12/2023	Regular	0.00	150.00	68540
VEN01206	Ann Arbor Observer	09/12/2023	Regular	0.00	2,979.00	68541
VEN01102	Apple, Inc	09/12/2023	Regular	0.00	2,173.00	68542
VEN01120	Barnes & Noble, Inc.	09/12/2023	Regular	0.00	318.74	68543
VEN01040	Brewer's North Campus Service Inc.	09/12/2023	Regular	0.00	1,120.89	68544
VEN01022	Carpenter Brothers	09/12/2023	Regular	0.00	10.89	68545
VEN01065	Computer Alley	09/12/2023	Regular	0.00	188.97	68546
VEN01082	Crawford Door Sales	09/12/2023	Regular	0.00	517.00	68547
VEN01553	Cummins Sales and Service	09/12/2023	Regular	0.00	3,471.24	68548
VEN02111	Dearborn Public Library	09/12/2023	Regular	0.00	19.95	68549
VEN01275	Demco, Inc	09/12/2023	Regular	0.00	3,157.54	68550
VEN01299	Dennison Dorsey	09/12/2023	Regular	0.00	87.02	68551

## Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01627	Demario Dotson	09/12/2023	Regular	0.00	500.00	68552
VEN01073	Grainger	09/12/2023	Regular	0.00	348.05	68553
VEN02120	James Rocker	09/12/2023	Regular	0.00	750.00	68554
VEN02108	Jesse Deucher	09/12/2023	Regular	0.00	100.00	68555
VEN01201	Journey Retirement Plan Services, LLC	09/12/2023	Regular	0.00	231.25	68556
VEN01025	McIntosh Grounds Maint, Inc.	09/12/2023	Regular	0.00	5,979.17	68557
VEN01026	Metcom, Inc	09/12/2023	Regular	0.00	2,911.05	68558
VEN01016	Midwest Tape	09/12/2023	Regular	0.00	3,883.99	68559
	**Void**	09/12/2023	Regular	0.00	0.00	68560
VEN01746	National Business Furniture	09/12/2023	Regular	0.00	3,909.75	68561
VEN01594	Rahmberg Stover & Associates, LLC	09/12/2023	Regular	0.00	740.00	68562
VEN01030	RNA	09/12/2023	Regular	0.00	22,001.00	68563
VEN01440	Rochester Hills Public Library	09/12/2023	Regular	0.00	27.99	68564
VEN02109	Sarah Kairis	09/12/2023	Regular	0.00	100.00	68565
VEN01034	Stadium Hardware	09/12/2023	Regular	0.00	416.47	68566
VEN01068	Staples	09/12/2023	Regular	0.00	41.06	68567
VEN01124	Sherlonya Turner Zobel	09/12/2023	Regular	0.00	331.89	68568
VEN01097	Unique	09/12/2023	Regular	0.00	465.40	68569
VEN02112	Warren Public Library	09/12/2023	Regular	0.00	37.00	68570
VEN01037	4imprint, Inc	09/19/2023	Regular	0.00	3,078.82	68571
VEN01012	Alliance Entertainment	09/19/2023	Regular	0.00	485.92	68572
VEN01403	City of Ann Arbor Information Technology	09/19/2023	Regular	0.00	35,614.85	68573
VEN01209	Arbor Teas	09/19/2023	Regular	0.00	120.00	68574
VEN01147	Martin Bandyke	09/19/2023	Regular	0.00	500.00	68575
VEN01049	Betsy Beckerman	09/19/2023	Regular	0.00	920.00	68576
VEN01013	Blackstone Publishing	09/19/2023	Regular	0.00	76.00	68577
VEN01163	Blick Art Materials	09/19/2023	Regular	0.00	361.37	68578
VEN01684	Adrian Bradley	09/19/2023	Regular	0.00	150.00	68579
VEN01022	Carpenter Brothers	09/19/2023	Regular	0.00	26.97	68580
VEN01017	Cengage Learning Inc/Gale	09/19/2023	Regular	0.00	151.44	68581
VEN01065	Computer Alley	09/19/2023	Regular	0.00	379.92	68582
VEN01375	Destination Ann Arbor	09/19/2023	Regular	0.00	100.00	68583
VEN01815	Katie Dudek-Wike	09/19/2023	Regular	0.00	8.78	68584
VEN02132	Ferguson Enterprises LLC #2000	09/19/2023	Regular	0.00	343.72	68585
VEN01331	Groundcover News	09/19/2023	Regular	0.00	400.00	68586
VEN01047	Monica Higman	09/19/2023	Regular	0.00	150.00	68587
VEN01046	Ashley Hughes	09/19/2023	Regular	0.00	100.00	68588
VEN02127	Jennifer Harley	09/19/2023	Regular	0.00	500.00	68589
VEN02117	John A Porcellino	09/19/2023	Regular	0.00	150.00	68590
VEN01045	Sheela Lal	09/19/2023	Regular	0.00	150.00	68591
VEN01733	Corinne Lenz	09/19/2023	Regular	0.00	900.00	68592
VEN01574	Lia Giannotti Photography	09/19/2023	Regular	0.00	843.75	68593
VEN02107	Malaka Gharib	09/19/2023	Regular	0.00	300.00	68594
VEN01171	Maner Costerisan	09/19/2023	Regular	0.00	5,369.52	68595
VEN01025	McIntosh Grounds Maint, Inc.	09/19/2023	Regular	0.00	2,720.00	68596
VEN01223	Dave McMillan	09/19/2023	Regular	0.00	80.00	68597
VEN01149	Michigan Power Rodding, Inc	09/19/2023	Regular	0.00	95.00	68598
VEN01016	Midwest Tape	09/19/2023	Regular	0.00	3,082.61	68599
VEN01071	MindCentric	09/19/2023	Regular	0.00	1,947.00	68600
VEN01063	O'Neal Construction, Inc.	09/19/2023	Regular	0.00	81,764.45	68601
VEN01175	Pittsfield Charter Township Water	09/19/2023	Regular	0.00	3,103.14	68602
VEN01835	Heidi Pratt	09/19/2023	Regular	0.00	59.02	68603
VEN01028	Preuss Pets	09/19/2023	Regular	0.00	1,438.50	68604
VEN01062	Print-Tech, Inc.	09/19/2023	Regular	0.00	239.28	68605
VEN01414	Richard Retyi	09/19/2023	Regular	0.00	486.72	68606
VEN02089	Rosemary Valero-O'Connell	09/19/2023	Regular	0.00	-10,000.00	68607
VEN02089	Rosemary Valero-O'Connell	09/19/2023	Regular	0.00	10,000.00	68607
VEN01203	Schilke Security	09/19/2023	Regular	0.00	455.83	68608
VEN01367	Amanda Schott	09/19/2023	Regular	0.00	28.95	68609
VEN01296	Sierra Laurel-Dawn Brown	09/19/2023	Regular	0.00	600.00	68610
VEN01283	Sweetwater Music Instruments & Pro Audio	09/19/2023	Regular	0.00	566.14	68611

## Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01186	New York Times	09/19/2023	Regular	0.00	3,411.20	68612
VEN02113	Timothy Monger	09/19/2023	Regular	0.00	200.00	68613
VEN01059	Tsai Fong Books, Inc.	09/19/2023	Regular	0.00	7,038.37	68614
VEN02081	Vanessa Parrack	09/19/2023	Regular	0.00	125.00	68615
VEN01315	Washtenaw County Treasurer	09/19/2023	Regular	0.00	10,705.01	68616
VEN01376	Whitlam Group	09/19/2023	Regular	0.00	3,213.32	68617
VEN01010	Applied Imaging	09/19/2023	Regular	0.00	530.40	68618
VEN02150	J. Ryan Stradal	09/19/2023	Regular	0.00	1,257.90	68619
VEN01372	7 Cylinders Studio	09/26/2023	Regular	0.00	1,000.00	68620
VEN02148	Abby Schell	09/26/2023	Regular	0.00	25.55	68621
VEN02128	Alan Robert Paul	09/26/2023	Regular	0.00	100.00	68622
VEN01012	Alliance Entertainment	09/26/2023	Regular	0.00	494.66	68623
VEN01274	B & H Photo-Video	09/26/2023	Regular	0.00	873.81	68624
VEN01013	Blackstone Publishing	09/26/2023	Regular	0.00	152.00	68625
VEN01163	Blick Art Materials	09/26/2023	Regular	0.00	74.21	68626
VEN02125	Brandon Barrieault	09/26/2023	Regular	0.00	320.00	68627
VEN01428	Hannah Burr	09/26/2023	Regular	0.00	76.00	68628
VEN01117	CDW-G	09/26/2023	Regular	0.00	4,208.35	68629
VEN01017	Cengage Learning Inc/Gale	09/26/2023	Regular	0.00	245.16	68630
VEN01796	Julian Chambliss	09/26/2023	Regular	0.00	500.00	68631
VEN01065	Computer Alley	09/26/2023	Regular	0.00	233.92	68632
VEN02145	Doug Coombe	09/26/2023	Regular	0.00	100.00	68633
VEN02079	Etelka L Lehoczy	09/26/2023	Regular	0.00	200.00	68634
VEN01332	Momoko Fife aka Momo Kajiwara	09/26/2023	Regular	0.00	150.00	68635
VEN01826	First Write	09/26/2023	Regular	0.00	2,660.76	68636
VEN01766	Raquel Gomez	09/26/2023	Regular	0.00	150.00	68637
VEN01696	Green Things Farm Collective	09/26/2023	Regular	0.00	150.00	68638
VEN01094	Rachel Hoekstra	09/26/2023	Regular	0.00	125.00	68639
VEN01284	Hollinger Metal Edge, Inc	09/26/2023	Regular	0.00	400.25	68640
VEN02153	Jianping Fu	09/26/2023	Regular	0.00	509.58	68641
VEN01513	Kroll, LLC	09/26/2023	Regular	0.00	2,000.00	68642
VEN01045	Sheela Lal	09/26/2023	Regular	0.00	150.00	68643
VEN01429	Pauline Loewenhardt	09/26/2023	Regular	0.00	75.00	68644
VEN01026	Metcom, Inc	09/26/2023	Regular	0.00	5,598.65	68645
VEN02019	Michelle Krell Kydd	09/26/2023	Regular	0.00	700.00	68646
VEN01050	MITAI	09/26/2023	Regular	0.00	2,400.00	68647
VEN01016	Midwest Tape	09/26/2023	Regular	0.00	2,333.19	68648
	**Void**	09/26/2023	Regular	0.00	0.00	68649
VEN01746	National Business Furniture	09/26/2023	Regular	0.00	303.26	68650
VEN01182	NewsBank	09/26/2023	Regular	0.00	18,315.00	68651
VEN01430	Kristin Northrop	09/26/2023	Regular	0.00	15.00	68652
VEN02048	Peisy Alamsjah Sulimin	09/26/2023	Regular	0.00	700.00	68653
VEN01893	Penguin Random House Speakers Bureau	09/26/2023	Regular	0.00	2,862.21	68654
VEN01267	Alex Pierzchala	09/26/2023	Regular	0.00	9.10	68655
VEN01062	Print-Tech, Inc.	09/26/2023	Regular	0.00	2,353.87	68656
VEN02154	Rebecca Biber	09/26/2023	Regular	0.00	54.00	68657
VEN01217	Recon Management Systems, Inc	09/26/2023	Regular	0.00	54.40	68658
VEN02151	Rendel's Upholstery & Interiors	09/26/2023	Regular	0.00	4,158.00	68659
VEN01298	Lucy Schramm	09/26/2023	Regular	0.00	49.00	68660
VEN01032	Shambaugh & Son, L.P.	09/26/2023	Regular	0.00	2,955.39	68661
VEN01463	Emily Siwek	09/26/2023	Regular	0.00	66.00	68662
VEN02138	Sonya C Vann DeLoach	09/26/2023	Regular	0.00	1,400.00	68663
VEN02138	Sonya C Vann DeLoach	09/26/2023	Regular	0.00	-1,400.00	68663
VEN01068	Staples	09/26/2023	Regular	0.00	1,935.06	68664
VEN01427	Debbie Taylor	09/26/2023	Regular	0.00	470.00	68665
VEN01795	Terry and Leslie Butler, LLC	09/26/2023	Regular	0.00	38.00	68666
VEN02147	Toko Shiiki	09/26/2023	Regular	0.00	3,250.00	68667
VEN01038	Underground Printing	09/26/2023	Regular	0.00	36,368.13	68668
	**Void**	09/26/2023	Regular	0.00	0.00	68669
	**Void**	09/26/2023	Regular	0.00	0.00	68670
VEN01204	VanArchitects, PLLC	09/26/2023	Regular	0.00	960.00	68671

## Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01441	Rebecca Wittekindt	09/26/2023	Regular	0.00	40.00	68672
VEN01404	Yeo & Yeo	09/26/2023	Regular	0.00	18,000.00	68673
VEN02155	Ypsilanti Historical Society	09/26/2023	Regular	0.00	460.00	68674
VEN01011	Baker Taylor	09/26/2023	Regular	0.00	6,401.66	68675
VEN01174	Westgate Enterprises	09/05/2023	Bank Draft	0.00	46,992.52	DFT0001361
VEN01019	UPS	09/05/2023	Bank Draft	0.00	73.31	DFT0001362
VEN01018	Trionfo Solutions, LLC	09/05/2023	Bank Draft	0.00	796.25	DFT0001363
VEN01104	DTE	09/05/2023	Bank Draft	0.00	14.89	DFT0001364
VEN01080	Oxford Property Management	09/05/2023	Bank Draft	0.00	12,431.30	DFT0001365
VEN01042	City of Ann Arbor Water Utilities	09/05/2023	Bank Draft	0.00	4,613.83	DFT0001366
VEN01023	Cintas	09/05/2023	Bank Draft	0.00	325.02	DFT0001367
VEN01007	Amazon	09/05/2023	Bank Draft	0.00	1,524.31	DFT0001368
VEN01011	Baker Taylor	09/05/2023	Bank Draft	0.00	20,859.20	DFT0001374
VEN01011	Baker Taylor	09/05/2023	Bank Draft	0.00	496.65	DFT0001375
VEN01011	Baker Taylor	09/12/2023	Bank Draft	0.00	5,285.55	DFT0001376
VEN01011	Baker Taylor	09/12/2023	Bank Draft	0.00	371.12	DFT0001377
VEN01023	Cintas	09/12/2023	Bank Draft	0.00	2,421.73	DFT0001383
VEN01104	DTE	09/12/2023	Bank Draft	0.00	80.02	DFT0001384
VEN01024	Lowe's	09/12/2023	Bank Draft	0.00	174.93	DFT0001385
VEN01070	Office Depot aka ODP	09/12/2023	Bank Draft	0.00	586.49	DFT0001386
VEN01019	UPS	09/12/2023	Bank Draft	0.00	75.78	DFT0001387
VEN01035	Waste Management of Michigan	09/12/2023	Bank Draft	0.00	1,302.13	DFT0001388
VEN01007	Amazon	09/12/2023	Bank Draft	0.00	1,533.12	DFT0001389
VEN01104	DTE	09/19/2023	Bank Draft	0.00	4,634.94	DFT0001403
VEN01104	DTE	09/19/2023	Bank Draft	0.00	3,333.37	DFT0001404
VEN01104	DTE	09/19/2023	Bank Draft	0.00	6,883.59	DFT0001405
VEN01104	DTE	09/19/2023	Bank Draft	0.00	1,165.86	DFT0001406
VEN01104	DTE	09/19/2023	Bank Draft	0.00	3,363.33	DFT0001407
VEN01104	DTE	09/19/2023	Bank Draft	0.00	14,876.48	DFT0001408
VEN01104	DTE	09/19/2023	Bank Draft	0.00	551.02	DFT0001409
VEN01077	BCBS	09/19/2023	Bank Draft	0.00	3,456.61	DFT0001410
VEN01077	BCBS	09/19/2023	Bank Draft	0.00	165.81	DFT0001411
VEN01078	BCN	09/19/2023	Bank Draft	0.00	103,574.86	DFT0001412
VEN01977	Delta Dental	09/19/2023	Bank Draft	0.00	8,034.89	DFT0001413
VEN01173	TDS	09/19/2023	Bank Draft	0.00	6,004.87	DFT0001414
VEN01019	UPS	09/19/2023	Bank Draft	0.00	35.86	DFT0001415
VEN01100	Verizon	09/19/2023	Bank Draft	0.00	1,105.42	DFT0001416
VEN01070	Office Depot aka ODP	09/19/2023	Bank Draft	0.00	1,532.62	DFT0001417
VEN01257	Quadient (NeoFunds & Neopost)	09/19/2023	Bank Draft	0.00	4,803.58	DFT0001418
VEN01007	Amazon	09/19/2023	Bank Draft	0.00	3,535.09	DFT0001419
VEN01008	Amazon Collections	09/19/2023	Bank Draft	0.00	258.22	DFT0001420
VEN01011	Baker Taylor	09/19/2023	Bank Draft	0.00	17,172.77	DFT0001422
VEN01011	Baker Taylor	09/19/2023	Bank Draft	0.00	1,046.12	DFT0001423
VEN01019	UPS	09/26/2023	Bank Draft	0.00	30.00	DFT0001441
VEN01011	Baker Taylor	09/26/2023	Bank Draft	0.00	14,352.19	DFT0001442
VEN01101	AT&T	09/26/2023	Bank Draft	0.00	306.80	DFT0001443
VEN01042	City of Ann Arbor Water Utilities	09/26/2023	Bank Draft	0.00	6,071.19	DFT0001445
VEN02020	Mutual of Omaha	09/26/2023	Bank Draft	0.00	12,250.25	DFT0001446
VEN01019	UPS	09/26/2023	Bank Draft	0.00	33.66	DFT0001447
VEN01023	Cintas	09/26/2023	Bank Draft	0.00	903.17	DFT0001448
VEN01070	Office Depot aka ODP	09/26/2023	Bank Draft	0.00	101.26	DFT0001449
VEN01080	Oxford Property Management	09/28/2023	Bank Draft	0.00	12,295.45	DFT0001451

**Check Report**

**Date Range: 09/01/2023 - 09/30/2023**

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
VEN01174	Westgate Enterprises	09/28/2023	Bank Draft	0.00	46,992.52	DFT0001452

**Bank Code GENERAL AP INVOICES Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	354	178	0.00	440,798.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-11,550.00
Bank Drafts	738	49	0.00	378,829.95
EFT's	0	0	0.00	0.00
	<b>1092</b>	<b>235</b>	<b>0.00</b>	<b>808,078.23</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	354	178	0.00	440,798.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-11,550.00
Bank Drafts	818	115	0.00	427,187.07
EFT's	0	0	0.00	0.00
	<b>1172</b>	<b>301</b>	<b>0.00</b>	<b>856,435.35</b>

### Fund Summary

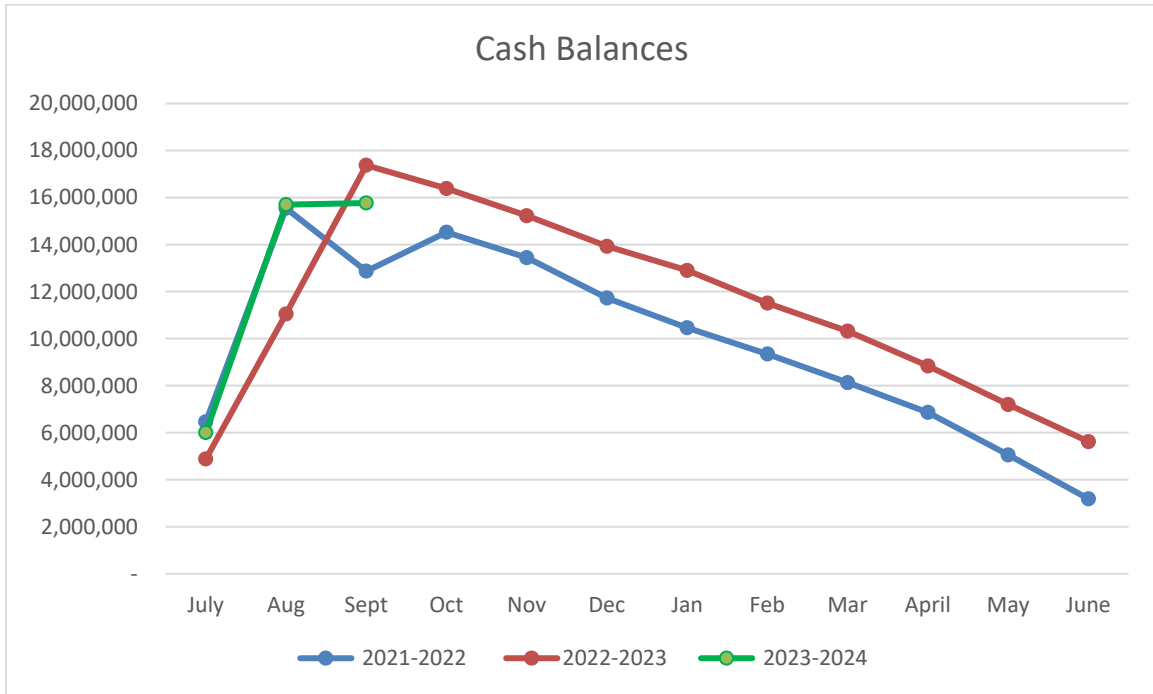
Fund	Name	Period	Amount
101	General Fund	9/2023	856,435.35
			<b>856,435.35</b>



# Ann Arbor District Library Financial Analysis Three Months Ended September 30, 2023

## Cash

The cash balance, not including investments, as of September 30, 2023 was \$15,766,556 which would cover approximately 9 1/2 months of expenses.



## Tax Receipts

Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,683,333 per month. All other receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts through September 30, 2023 were \$17,854,836 or 88.39% of budget.

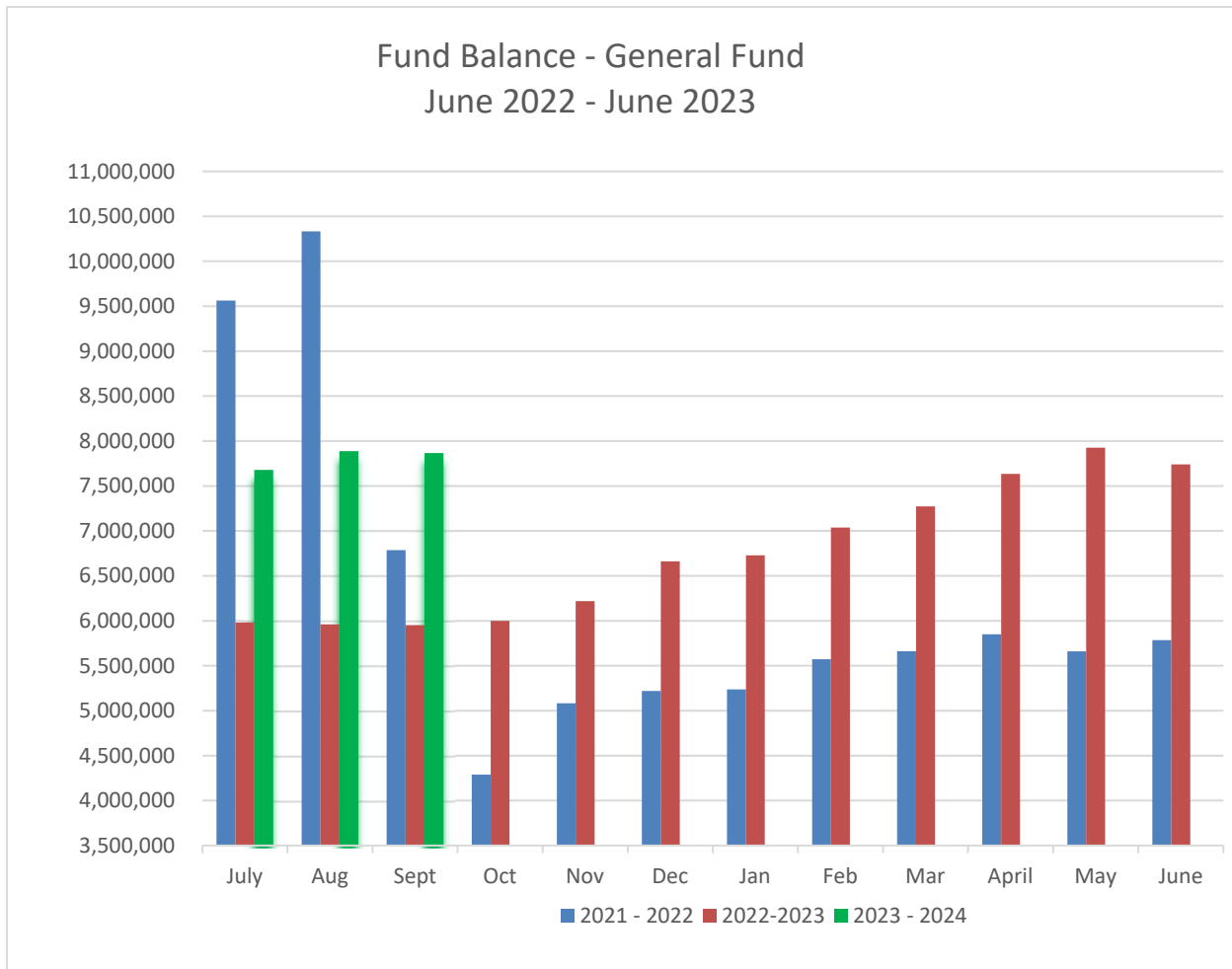
## Fund Balance Activity

The fund general fund balance was \$7,866,023 as of September 30, 2023. Funds are allowed to strategically grow strategically to allow for future investments. The current fund balance would fund approximately 5 months of operations.





Ann Arbor District Library  
Financial Analysis  
Three Months Ended September 30, 2023



### Revenue and Expenditures:

Total revenues of \$5,160,571 are 25% of budget after 25% of the fiscal year. Actual cash receipts were \$18,218,880 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$5,035,084 are 24.4% of budget after 25 % of the fiscal year. Actual cash receipts with prepaid expenses and accounts payable factored in were \$5,277,176.

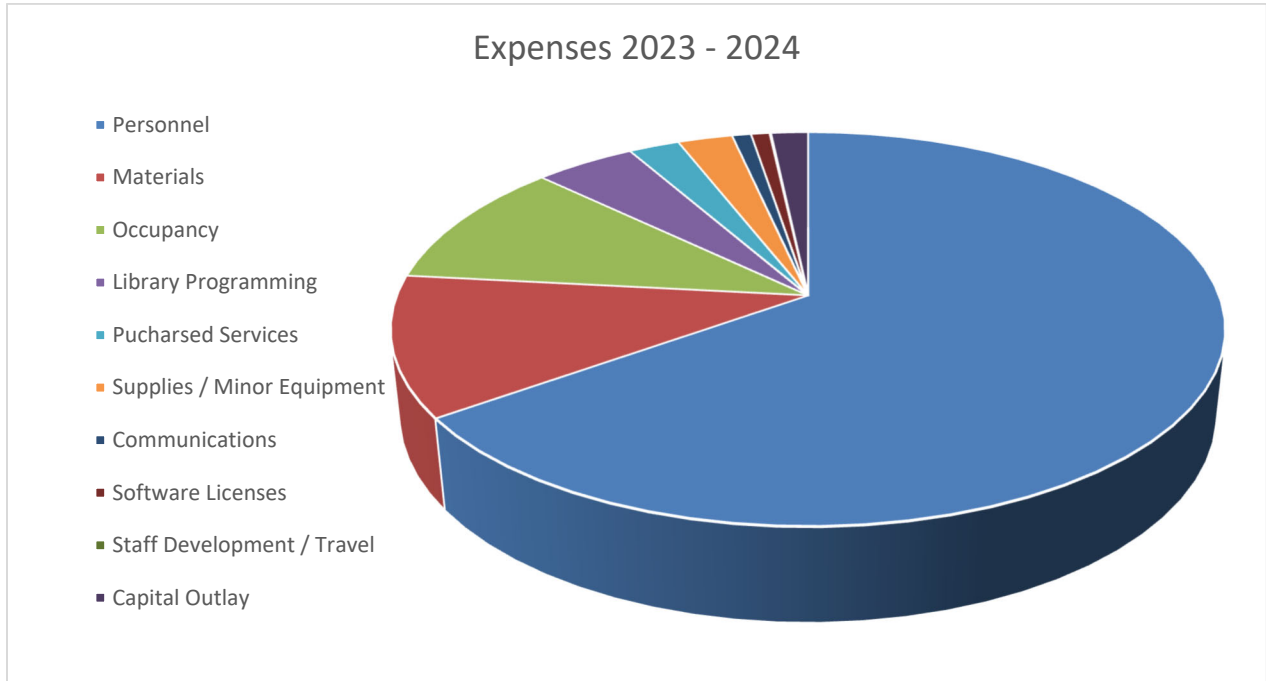
Revenue earned less expenditures realized resulted in a year-to-date increase in net assets of \$125,487.

Accounting/Audit expenses are over budget. We were not aware that there would be a vacancy in accounting when the budget was presented to the Board of Trustees. That vacancy has been filled by outsourced accounting staff.



## Ann Arbor District Library Financial Analysis Three Months Ended September 30, 2023

The Building Rental budget does not include principal or interest and will end the year over budget. This will be included in budget adjustments in the Spring.



### Contributions and Memorials:

The Friends donation fund benefiting the Ann Arbor District Library began the year with a balance of \$32,072. The Library received a donation of \$10,000 in September bringing the balance to \$42,072.

	Bank Balance	Restrictions and Designations
Holtrey	\$ 340,396	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,326	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 1,481	
Price	\$ 33,952	
Schafer	\$ 10,658	
Westerman	\$ 33,681	The Board designated \$30,000 for children’s programming
WLBPD	\$ 52,279	

## ANN ARBOR DISTRICT LIBRARY

### Balance Sheet Governmental Funds September 30, 2023

*DRAFT Pending Completion of the Audit*

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 15,766,556	\$ 1,425,655	\$ 499,771	\$ 17,691,982
Investments	4,715,880	-	-	4,715,880
Due from other governmental units / funds	47,775	-	-	47,775
Prepaid items	373,252	-	-	373,252
<b>Total assets</b>	<b>\$ 20,903,463</b>	<b>\$ 1,425,655</b>	<b>\$ 499,771</b>	<b>\$ 22,828,889</b>
<b>Liabilities</b>				
Accounts payable	166,885	-	-	166,885
Accrued expenses	68,445	-	-	68,445
<b>Total liabilities</b>	<b>\$ 235,330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 235,330</b>
<b>Deferred outflows</b>				
Deferred property tax revenue	12,802,110	-	-	12,802,110
<b>Total deferred outflows</b>	<b>\$ 12,802,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,802,110</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 373,252	\$ -	\$ -	\$ 373,252
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	174,771	174,771
Committed for capital projects	-	1,425,655	-	1,425,655
Unassigned	7,492,771	-	-	7,492,771
<b>Total fund balances</b>	<b>\$ 7,866,023</b>	<b>\$ 1,425,655</b>	<b>\$ 499,771</b>	<b>\$ 9,791,449</b>
<b>Total liabilities and fund balances</b>	<b>\$ 20,903,463</b>	<b>\$ 1,425,655</b>	<b>\$ 499,771</b>	<b>\$ 22,828,889</b>

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes  
Actual vs Budget  
For the Three Months Ended September 30, 2023  
DRAFT Pending Completion of the Audit**

	September Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,672,627	\$ 5,039,294	\$ 20,200,000	\$ 15,160,706	24.95%
State aid (including MPSERS pass-through)	3,425	10,275	145,000	134,725	7.09%
State penal fines	12,500	37,500	150,000	112,500	25.00%
State revenue - other	-	2,826	-	(2,826)	
Investment Gains (Losses)	3,113	35,570	-	(35,570)	
Copier revenue	549	1,661	9,000	7,339	18.46%
Grants and memorials	10,023	10,714	35,000	24,286	30.61%
Library fines, fees and other	1,725	10,923	50,000	39,077	21.85%
Non-resident fees	2,363	5,963	15,000	9,037	39.75%
Rental revenue	2,922	5,845	35,000	29,155	16.70%
<b>TOTAL REVENUES:</b>	<b>\$ 1,709,247</b>	<b>\$ 5,160,571</b>	<b>\$ 20,639,000</b>	<b>\$ 15,478,429</b>	<b>25.00%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 806,095	\$ 2,335,899	\$ 9,169,150	6,833,251	25.48%
Employee benefits (inc MPSERS pass-through)	291,404	766,968	2,945,000	2,178,032	26.04%
Employment taxes	61,637	178,295	650,000	471,705	27.43%
	1,159,136	3,281,162	12,764,150	9,482,988	25.71%
Accounting/Audit	23,370	41,850	30,000	(11,850)	139.50%
Building Rental (inc principle retirement and interest)	59,290	177,008	360,000	182,992	49.17%
Communications	14,485	43,763	250,000	206,237	17.51%
Copier Expense	530	7,105	65,000	57,895	10.93%
Custodial Services	22,001	66,003	290,000	223,997	22.76%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	23,315	40,558	75,000	34,442	54.08%
Library Programming	113,671	231,866	756,000	524,134	30.67%
Materials	139,040	579,641	1,764,000	1,184,359	32.86%
Minor Equipment Purchases	17,988	39,535	350,000	310,465	11.30%
Operating Supplies	25,395	65,426	302,500	237,074	21.63%
Other Operating Expenditures	1,124	3,848	23,250	19,402	16.55%
Postage	9,452	9,811	21,000	11,189	46.72%
Property Insurance	11,823	35,469	150,000	114,531	23.65%
Purchased Services	9,171	34,454	237,500	203,046	14.51%
Repairs and Maintenance	31,010	125,906	580,000	454,094	21.71%
Seminars/Conferences/Training/Travel	815	3,214	23,600	20,386	13.62%
Software Licenses/Maintenance	12,906	42,634	150,000	107,366	28.42%
Utilities	46,469	120,737	497,000	376,263	24.29%
Capital Outlay	9,727	85,094	1,900,000	1,814,906	4.48%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,730,718</b>	<b>\$ 5,035,084</b>	<b>\$ 20,639,000</b>	<b>\$ 15,603,916</b>	<b>24.40%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (21,471)</b>	<b>\$ 125,487</b>	<b>\$ -</b>	<b>\$ 125,487</b>	
<b>Fund balance, beginning of year</b>		<b>\$ 7,740,536</b>	<b>\$ 7,740,536</b>	<b>\$ -</b>	
<b>Fund balance, end of year</b>		<b>\$ 7,866,023</b>	<b>\$ 7,740,536</b>	<b>\$ 125,487</b>	

## ANN ARBOR DISTRICT LIBRARY

## Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Three Months Ended September 30, 2023

DRAFT Pending Completion of the Audit

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 5,039,294	\$ -	\$ -	\$ 5,039,294
State aid (including MPERS pass-through)	10,275	-	-	10,275
State penal fines	37,500	-	-	37,500
State revenue - other	2,826	-	-	2,826
Investment Gains (Losses)	35,570	-	1,269	36,839
Copier revenue	1,661	-	-	1,661
Grants and memorials	10,714	-	250	10,964
Library fines, fees and other	10,923	-	-	10,923
Non-resident fees	5,963	-	-	5,963
Rental revenue	5,845	-	-	5,845
<b>TOTAL REVENUES:</b>	<b>\$ 5,160,571</b>	<b>\$ -</b>	<b>\$ 1,519</b>	<b>\$ 5,162,090</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 2,335,899	\$ -	\$ -	\$ 2,335,899
Employee benefits (inc MPERS pass-th	766,968	-	-	766,968
Employment taxes	178,295	-	-	178,295
	3,281,162	-	-	3,281,162
Accounting/Audit	41,850	-	-	41,850
Building Rental (inc principle retiremer	177,008	-	-	177,008
Communications	43,763	-	-	43,763
Copier Expense	7,105	-	-	7,105
Custodial Services	66,003	-	-	66,003
Grants /Memorials	-	-	7,661	7,661
Legal Expense	40,558	-	-	40,558
Library Programming	231,866	-	-	231,866
Materials	579,641	-	-	579,641
Minor Equipment Purchases	39,535	-	-	39,535
Operating Supplies	65,426	-	-	65,426
Other Operating Expenditures	3,848	-	-	3,848
Postage	9,811	-	-	9,811
Property Insurance	35,469	-	-	35,469
Purchased Services	34,454	-	-	34,454
Repairs and Maintenance	125,906	-	-	125,906
Seminars/Conferences/Training/Travel	3,214	-	-	3,214
Software Licenses/Maintenance	42,634	-	-	42,634
Utilities	120,737	-	-	120,737
Capital Outlay	85,094	185,939	-	271,033
<b>TOTAL EXPENDITURES:</b>	<b>\$ 5,035,084</b>	<b>\$ 185,939</b>	<b>\$ 7,661</b>	<b>\$ 5,228,684</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 125,487</b>	<b>\$ (185,939)</b>	<b>\$ (6,142)</b>	<b>\$ (66,594)</b>
Fund balance, beginning of year	\$ 7,740,536	\$ 1,611,594	\$ 505,913	\$ 9,858,043
<b>Fund balance, end of year</b>	<b>\$ 7,866,023</b>	<b>\$ 1,425,655</b>	<b>\$ 499,771</b>	<b>\$ 9,791,449</b>

Ann Arbor District Library  
Circulation

3.1A Issuance of Library Cards

Application for a new library card may be made at any public service point of the Ann Arbor District Library. The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor. A library card may be issued to anyone (babies included) regardless of age. The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof are developed by Library Management and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee. Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Employees of businesses, institutions, or organizations who work at locations within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business, institution, or organization may apply for a library card. Applicants will be required to prove their current employment with an eligible business, institution, or organization to receive a library card. Procedures for such proof are developed by Library Management and approved by the Director.

3.1Bd Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card for no fee. ("Retiree" includes all former W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to retirement.)

Ann Arbor District Library  
Circulation

3.1Be K-12 Staff and Students

Non-resident-staff and students of approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee. Applicants will be required to prove their enrollment status to receive a library card. Procedures for such proof, and a list of approved schools, are developed by Library Management and approved by the Director.

3.1Bf Washtenaw Library for the Blind and Physically Disabled @ AADL Patrons and their Families

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and Physically Disabled @ AADL and their families. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials. Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for a temporary library card for no fee.

3.1C Library Cards for a fee

A person or business that does not qualify for a no fee library card under Section 3.1B of this policy is eligible for a non-resident library card. Procedures for library card application are developed by Library Management and approved by the Director. The fee for a non-resident library card is \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address. Monthly payment of \$12.50 is the minimum that will be accepted. Non-resident cards issued will expire at the end of the paid period. Upon request, a portion of the fee (\$150.00) for an annual non-resident library card will be refunded prorated on a monthly basis for any unexpired months.

3.1D MILibraryCard

The Ann Arbor District Library does not participate in the MILibraryCard program.

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102; 2/13/96—Resolution 96-102; 11/18/96—Resolution 97-108; 8/18/97—Resolution 98-036; 9/15/97; 3/16/98—Resolution 98-158; 3/13/00—Resolution 00-144; 1/9/01—Resolution 01-114; 9/11/01—Resolution 01-233; 10/8/01; 12/15/03—Resolution 04-113; 6/20/05; 6/19/06—Resolution 06-201; 1/26/09—Resolution 09-140; 2/17/14—Resolution 14-061; 11/13/17—Resolution 17-164; 5/23/22—Resolution 22-127

This document was printed on 10/17/23

Ann Arbor District Library  
Circulation

3.1E Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound is eligible to request Homebound Service.

3.1F Privacy of Patron Records

3.1Fa Michigan Library Privacy Act (MLPA)

The MLPA (MCL 397.601 *et seq.*) Section 3 provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1Fb Confidentiality of Library Record

Absent a court order, documents, records or other information retained by the Ann Arbor District Library that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library ("Library Record") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record. A patron may request information about their library card record over the telephone. They must provide their borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron. A Library Record is not subject to disclosure under the Michigan Freedom of Information Act. Transactions cannot be transferred from one patron record to another, including fines or fees. A patron's record is not to be used to determine residency for anyone else. Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron. Patrons may opt in to a checkout history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1G Renewal of Library Card

A patron may renew their library card at any public service point of the Ann Arbor District Library. Renewal procedures are developed by Library Management and approved by the Director.



Ann Arbor District Library  
Circulation

3.1H Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1I Reference Materials

Reference materials do not circulate to staff members or patrons without permission from a department manager or supervisor.

3.1J Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1K Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found.

3.1L Refunds for "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned after being designated as "lost" or "billed" by the Library. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item.

3.1M Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed online, or at any public service point.

3.1N Return of Materials

Library materials may be returned to any Ann Arbor District Library location.

3.1O Payment Policy

Borrowing privileges under an individual's library card will be suspended once the amount owed on the card exceeds \$25.00. Partial payments will be accepted.

3.1P Fines

Library Administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Ann Arbor District Library  
Circulation

Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Tools-Reserved	Up to \$50.00	Cost of Item

3.1 Q Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$25.00 or more of fines, fees, and/or replacement charges. A non-refundable \$10.00 fee will be applied to accounts referred to a collection agency.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-160**

**RESOLUTION TO ADOPT REVISIONS TO CIRCULATION POLICY 3.1**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That Circulation Policy 3.1 is revised as proposed.
- 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



# 2A

## Asphalt Paving

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	Subcontractor		Curbco	
<b>Location:</b> Ann Arbor, MI	Phone #		810-232-2121	
<b>Job Number:</b> 1563	Contact		David Wurtz	
<b>Date:</b> 10/18/23	BID \$		<b>25,631.10</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	Yes			
Union	No			No issues in the past
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2A Asphalt Paving	Yes			
Asphalt demolition	Yes			
Aggregate base for asphalt	Yes			Assumes existing no additional aggregate base included
New asphalt paving as shown on the drawings	Yes			
Restriping/removal of existing striping	No			Willing to provided at additional costs
Any earthwork/grading/excavation/backfill necessary	Yes			
<b>Post Bid Review Items</b>				
Includes (3) handicap and (1) stop signs	No			Willing to provided at additional costs
<b>ITEM TOTAL</b>			<b>\$25,631.10</b>	<b>*Costs valid if awarded Bid Category 3A</b>
<b>Schedule</b>				
Single mobilization included				Spring 2024
<b>Voluntary Alternates</b>				
<b>EMR</b>				
EMR Rate			0.85	



# 2A

## Asphalt Paving

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	<b>Subcontractor</b>		<b>BMS CAT JARVIS</b>	
<b>Location:</b> Ann Arbor, MI	Phone #		586-954-4700	
<b>Job Number:</b> 1563	Contact		John Nowak	
<b>Date:</b> 9/11/23	<b>BID \$</b>		<b>\$19,500</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	No			
Union	No			No issues in the past
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2A Asphalt Paving	Yes			
Asphalt demolition	Yes			
Aggregate base for asphalt	Yes			
New asphalt paving as shown on the drawings	Yes			
Restriping/removal of existing striping	Yes			
Any earthwork/grading/excavation/backfill necessary	Yes			
<b>Post Bid Review Items</b>				
Includes (3) handicap and (1) stop signs	Yes			
<b>ITEM TOTAL</b>			<b>\$19,500</b>	<b>*Costs valid if awarded Bid Category 3A</b>
<b>Schedule</b>				
No additional costs for mobilization				
<b>Voluntary Alternates</b>				
<b>EMR</b>				
EMR Rate			0.89	


**BID TABULATION FORM**

# 2A

**Asphalt Paving**

<b>Project Name:</b> AADL Plaza	Subcontractor		Nagle Paving	
<b>Location:</b> Ann Arbor, MI	Phone #		248-765-3107	
<b>Job Number:</b> 1563	Contact		Chris Oliver	
<b>Date:</b> 9/15/23	BID \$		<b>\$36,975</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	Yes			
Union	Yes			
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2A Asphalt Paving	Yes			
Asphalt demolition	Yes			Includes saw cutting
Aggregate base for asphalt	Yes			
New asphalt paving as shown on the drawings	Yes			
Restriping/removal of existing striping	Yes			
Any earthwork/grading/excavation/backfill necessary	Yes			
<b>Post Bid Review Items</b>				
Includes (3) handicap and (1) stop signs	Yes			
<b>ITEM TOTAL</b>			<b>\$36,975</b>	
<b>Schedule</b>				
Single mobilization included				Spring 2024
<b>Voluntary Alternates</b>				
<b>EMR</b>				
EMR Rate			0.65	



# 2A

## Asphalt Paving

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	Subcontractor		ASI	
<b>Location:</b> Ann Arbor, MI	Phone #		248-334-4570	
<b>Job Number:</b> 1563	Contact		Max Labe	
<b>Date:</b> 9/13/23	BID \$		<b>\$45,000</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	No			
Union	No			No issues in the past
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2A Asphalt Paving	Yes			
Asphalt demolition	Yes			Includes saw cutting and dumpster No concrete removal
Aggregate base for asphalt	Yes			
New asphalt paving as shown on the drawings	Yes			
Restriping/removal of existing striping	Yes			
Any earthwork/grading/excavation/backfill necessary	Yes			
<b>Post Bid Review Items</b>				
Includes (3) handicap and (1) stop signs	Yes			Willing to provide
<b>ITEM TOTAL</b>			<b>\$45,000</b>	
<b>Schedule</b>				
Single mobilization included				Confirmed spring 2024 acceptable
<b>Voluntary Alternates</b>				
<b>EMR</b>				
EMR Rate			0.76	

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-180**

**RESOLUTION TO AWARD CONTRACT FOR ASPHALT PAVING WORK AT  
PARKLAND PLAZA**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize O’Neal Construction to award the contract for asphalt paving work at Parkland Plaza to Curbcoco in the amount of \$25,631.10.
- 2.) That the expenditure be authorized from the Capital Fund.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Aidan Sova, Board Secretary





# 3A

**BID TABULATION FORM**

Site Concrete

<b>Project Name:</b> AADL Plaza	Subcontractor		Curbco	
<b>Location:</b> Ann Arbor, MI	Phone #		810-232-2121	
<b>Job Number:</b> 1563	Contact		David Wurtz	
<b>Date:</b> 9/11/23	BID \$		<b>\$88,322.21</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	Yes			
Union	No			No issues in past
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 3A Site Concrete	Yes			
All concrete work shown on drawings	Yes			
dumpster pad	Yes			Doesn't include footing, but willing to provide at additional costs
sidewalks	ADD	\$30,991.88		For safety path along Parkland Plaza Includes detectable warning set in place
driveway approach	Yes			
curb & gutter	Yes			Assumes existing aggregate base per integral curb detail
Concrete demolition	Yes			
All earthwork, excavation & backfill required for this work	Yes			
<b>Post Bid Review Items</b>				
Includes cleaning sumps	No			
Includes bike hoop	No			
Includes masonry & bollards at new dumpster enclosure	No			Willing accommodate installation
<b>ITEM TOTAL</b>			<b>\$119,314.09</b>	<b>*Costs valid if awarded Bid Category 2A</b>
<b>Schedule</b>				
No additional costs for mobilizations				Spring 2024
<b>Voluntary Alternates</b>				
Includes pond standpipe repair per note 2				
<b>EMR</b>				
EMR Rate			0.85	



# 3A

**BID TABULATION FORM**

Site Concrete

<b>Project Name:</b> AADL Plaza	Subcontractor		GM & Sons
<b>Location:</b> Ann Arbor, MI	Phone #		517-749-8979
<b>Job Number:</b> 1563	Contact		Hugo Gallegos
<b>Date:</b> 10/18/23	BID \$		<b>\$136,500</b>
<b>NOTES</b>			
<b>Specific Scope</b>			
Bid bond	Yes		
Union	Yes		
Sales tax	Yes		
Responsibilities of each subcontractor	Yes		
Comply with MIOSHA & O'Neal safety program	Yes		
Weekly safety paperwork	Yes		
Bid Category 3A Site Concrete	Yes		
All concrete work shown on drawings	Yes		
dumpster pad	Yes		Doesn't include footing, but willing to provide at additional costs
sidewalks	Yes		
driveway approach	Yes		Includes 6 in aggregate base for drive approach
curb & gutter	Yes		
Concrete demolition	Yes		
All earthwork, excavation & backfill required for this work	Yes		
<b>Post Bid Review Items</b>			
Includes cleaning sumps	No		
Includes bike hoop	No		
Includes bollards at new dumpster enclosure	No		To be verified, but willing to provide
<b>ITEM TOTAL</b>			<b>\$136,500</b>
<b>Schedule</b>			
Single mobilization included			Spring 2024
<b>Voluntary Alternates</b>			
<b>EMR</b>			
EMR Rate		1.12	



# 3A

**BID TABULATION FORM**

Site Concrete

<b>Project Name:</b> AADL Plaza	Subcontractor		BMS CAT JARVIS
<b>Location:</b> Ann Arbor, MI	Phone #		586-954-4700
<b>Job Number:</b> 1563	Contact		John Nowak
<b>Date:</b> 9/11/23	BID \$		<b>\$189,500</b>
			<b>NOTES</b>
<b>Specific Scope</b>			
Bid bond	No		
Union	No		No issues in the past
Sales tax	Yes		
Responsibilities of each subcontractor	Yes		
Comply with MIOSHA & O'Neal safety program	Yes		
Weekly safety paperwork	Yes		
Bid Category 3A Site Concrete	Yes		
All concrete work shown on drawings	Yes		
dumpster pad	Yes		Includes 12" earth formed footing
sidewalks	Yes		Includes detactable warning set in place & 4 in aggregate base
driveway approach	Yes		Includes 6 in aggregate base
curb & gutter	Yes		Includes 4 in aggregate base
Concrete demolition	Yes		
All earthwork, excavation & backfill required for this work	Yes		
<b>Post Bid Review Items</b>			
Includes cleaning sumps	Yes		
Includes bike hoop	Yes		
Includes masonry & bollards at new dumpster enclosure	Yes		
<b>ITEM TOTAL</b>		<b>\$189,500</b>	<b>*Costs valid if awarded Bid Category 2A</b>
<b>Schedule</b>			
No additional costs for mobilizations			Willing to complete sidewalks in fall 2023
<b>Voluntary Alternates</b>			
Includes pond standpipe repair per note 2			
<b>EMR</b>			
EMR Rate		0.89	

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-181**

**RESOLUTION TO AWARD CONTRACT FOR CONCRETE WORK AT  
PARKLAND PLAZA**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize O’Neal Construction to award the contract for concrete work at Parkland Plaza to Curbco in the amount of \$119,314.09.
- 2.) That the expenditure be authorized from the Capital Fund.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Aidan Sova, Board Secretary



# 2C

## Fencing

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	Subcontractor	Future Fence	
<b>Location:</b> Ann Arbor, MI	Phone #	586-755-0900	
<b>Job Number:</b> 1563	Contact	Bob Labadie	
<b>Date:</b> 9/14/23	BID \$	<b>\$23,886</b>	<b>NOTES</b>

Specific Scope			
Bid bond	Yes		
Union	Yes		
Sales tax	Yes		
Responsibilities of each subcontractor	Yes		
Comply with MIOSHA & O'Neal safety program	Yes		
Weekly safety paperwork	Yes		
Bid Category 2C Fencing	Yes		
Dumpster enclosure gates	Yes		Does not include demolition

Post Bid Review Items			
<b>ITEM TOTAL</b>		<b>\$23,886</b>	

Schedule			
Shop Drawings		(2) weeks	Fall 2023/Spring 2024
Fabrication		(2) weeks	Fall 2023/Spring 2024
Voluntary Alternates			
Cost savings for galvanized in leu of aluminum			
EMR			
EMR Rate		0.66	

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-182**

**RESOLUTION TO AWARD CONTRACT FOR FENCING WORK AT  
PARKLAND PLAZA**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize O’Neal Construction to award the contract for fencing work at Parkland Plaza to Future Fence in the amount of \$23,866.00.
- 2.) That the expenditure be authorized from the Capital Fund.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Aidan Sova, Board Secretary



# 2B

## Landscaping

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	<b>Subcontractor</b>		Margolis	
<b>Location:</b> Ann Arbor, MI	<b>Phone #</b>		734-482-0771	
<b>Job Number:</b> 1563	<b>Contact</b>		Merrill Bumstead	
<b>Date:</b> 9/20/23	<b>BID \$</b>		<b>\$38,000</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	Yes			
Union	-			Agreement with Laborer Union, No issues in the past
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2B Landscaping	Yes			
All work shown on drawings AB-1, LP-2, & LP-3	Yes			Includes irrigation with truck to planting beds and trees for first year
All grading, excavation, & backfill required for this work	Yes			
Supply/placement of all topsoil or other soils/mixes	Yes			
<b>Post Bid Review Items</b>				
Lawn restoration to access and include geothermal well field	ADD		\$1,800	
<b>ITEM TOTAL</b>			<b>\$39,800</b>	
<b>Schedule</b>				
Installation			(1) week	Spring 2024
<b>Voluntary Alternates</b>				
Fully automated irrigation system				Not included, but willing to add if desired
<b>EMR</b>				
EMR Rate			0.79	



# 2B

## Landscaping

### BID TABULATION FORM

<b>Project Name:</b> AADL Plaza	<b>Subcontractor</b>		WH Canon	
<b>Location:</b> Ann Arbor, MI	<b>Phone #</b>		734-941-3900	
<b>Job Number:</b> 1563	<b>Contact</b>		Kim Ennett	
<b>Date:</b> 9/11/23	<b>BID \$</b>		<b>\$165,140</b>	<b>NOTES</b>
<b>Specific Scope</b>				
Bid bond	Yes			
Union	Yes			
Sales tax	Yes			
Responsibilities of each subcontractor	Yes			
Comply with MIOSHA & O'Neal safety program	Yes			
Weekly safety paperwork	Yes			
Bid Category 2B Landscaping	Yes			
All work shown on drawings AB-1, LP-2, & LP-3	Yes			
All grading, excavation, & backfill required for this work	Yes			
Supply/placement of all topsoil or other soils/mixes	Yes			Spoils to remain onsite
<b>Post Bid Review Items</b>				
Lawn restoration to access and include geothermal well field				Included
<b>ITEM TOTAL</b>			<b>\$165,140</b>	
<b>Schedule</b>				
Installation		(1) month	Spring 2024	
<b>Voluntary Alternates</b>				
Fully automated irrigation system	DEDUCT	-\$17,200	Includes all new to landscape beds only	
<b>EMR</b>				
EMR Rate		0.92		



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-183**

**RESOLUTION TO AWARD CONTRACT FOR LANDSCAPING WORK AT  
PARKLAND PLAZA**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) To authorize O’Neal Construction to award the contract for landscaping work at Parkland Plaza to Margolis in the amount of \$39,800.00.
- 2.) That the expenditure be authorized from the Capital Fund.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Aidan Sova, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 23-184**

**RESOLUTION TO HONOR KAREN WILSON UPON HER RETIREMENT**

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 23<sup>rd</sup> day of October, 2023 at 6:00 p.m.

PRESENT:

ABSENT:

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

WHEREAS, Karen Wilson has served as Executive Assistant to the Director of Ann Arbor District Library since March 14 of 2007,

WHEREAS Karen has provided excellent service to patrons, staff, administration, and Trustees for the past 16 years,

WHEREAS Karen's attention to detail, dedication, and expertise has provided outstanding benefit to the Library and to the Community;

NOW, THEREFORE BE IT RESOLVED:

- 1.) That the AADL Board of Trustees honors and congratulates Karen Wilson on her retirement as of November 1st, 2023, and thanks her for her many years of service.
- 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.

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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  
Sherlonya Zobel . . . . . Deputy Director  
Len Lemorie . . . . . Facilities 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