



Regular Meeting Agenda

Monday, November 27, 2023

Published by Ann Arbor District Library

NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	Closed Holiday	23	24
26	AADL Board Mtg	27	28	29	30	

DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	AADL Board Mtg	18	19	20	21	22
Closed Holiday	Closed Holiday	24	25	26	27	28
Closed 6 PM	31					

JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	Closed Holiday	01	02	03	04	05
06						
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	AADL Board Mtg	22	23	24	25	26
27						
28	29	30	31			

MEMORANDUM

To: District Library Board
 From: Eli Neiburger, Director
 Subject: Regular Meeting, Monday, November 27, 2023 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104
 Dinner will be served in Conference Room A at 6:30 p.m.

REGULAR MEETING AGENDA

- 23-187 I. CALL TO ORDER
 Scott Trudeau, President
- 23-188 II. ATTENDANCE
- 23-189 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
- 23-190 IV. CONSENT AGENDA
 (Item of action)
- CA-1 Approval of Minutes of October 23, 2023 (pp. 3-13)
- CA-2 Approval of October 2023 Disbursements (pp. 20-26)
- 23-191 V. CITIZENS' COMMENTS
- 23-192 VI. FINANCIAL REPORTS (pp. 27-32)
 Eli Neiburger, Director
- 23-193 VII. COMMITTEE REPORTS
- 23-194 A. EXECUTIVE COMMITTEE
 Scott Trudeau, Chair
 (10 minutes)
- 23-195 B. BUDGET & FINANCE COMMITTEE
 Onna Solomon, Chair
 (10 minutes)
- 23-196 VIII. LIBRARY REPORT
 Eli Neiburger, Director
- 23-197 IX. NEW BUSINESS
- 23-198 A. AUDITOR'S REPORT
 Alan Panter, Yeo & Yeo, CPAs

(30 minutes)

- 23-199 B. RESOLUTION TO ACCEPT THE 2022-2023 FINANCIAL AUDIT (p. 33)
(Item of action)
- 23-200 C. DISCUSSION OF BOARD MEMBER REPLACEMENT
(Item of discussion)
- 23-201 D. RESOLUTION OF APPRECIATION TO JAMIE VANDER BROEK (p. 34)
(Item of action)
- 23-202 E. VOTE TO CANCEL THE DECEMBER 18, 2023 REGULAR BOARD MEETING
(Item of action)
- 23-203 X. CITIZENS' COMMENTS
- 23-204 XI. 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, OCTOBER 23 2023

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23, 2023

- 23-164 I. CALL TO ORDER
Molly Kleinman, Vice President
- Vice President Kleinman called the meeting to order at 6:01 p.m.
- 23-165 II. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova
Board Absent: Scott Trudeau, Jamie Vander Broek
Staff: Eli Neiburger, Sherlonya Zobel, Len Lemorie, Karen Wilson, Jodene Poirier (Recorder)
- 23-166 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- Trustee Leija, supported by Secretary Sova, 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
NAYS: None
- Motion passed 5-0.
- 23-167 IV. RECESS TO CLOSED SESSION
- 23-168 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- Vice President Kleinman reconvened to the regular meeting at 7:00 p.m.
- 23-169 VI. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

Onna Solomon, Aidan Sova, Jamie Vander Broek (arr. 6:20 p.m.)
 Board Absent: Scott Trudeau
 Staff: Eli Neiburger, Sherlonya Zobel, Len Lemorie, Karen
 Wilson, Jodene Poirier (Recorder)

23-170 VII. APPROVAL OF AGENDA
 (Item of action)

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

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Vander Broek
 NAYS: None

Motion passed 6-0.

p23-171 VIII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of September 13, 2023 & September 18, 2023

CA-2 Approval of September 2023 Disbursements

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

23-172 IX. CITIZENS' COMMENTS

There were no citizens' comments.

23-173 X. FINANCIAL REPORTS
 Eli Neiburger, Director

Director Neiburger reported that the September financial report was included in the packet after the check register.

Director Neiburger began by stating that the cash balance is at \$15,766,556, which is flat compared to last month and is expected at this time of year.

Tax receipts were recorded as they are earned and are about \$1,683,333 per month. Total receipts through September 30 were \$17,854,836, or 88.39% of the budget.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

The general fund undesignated balance was at \$7,886,023 as of September 30, which funds about five months of operation and is about as low as the library wants it to get. After the audit next month, discussion about what to do with last year's surplus will begin.

Director Neiburger referred to a chart showing the Fund Balance vs General Fund for the past three years. The chart showed that the library has a larger fund balance than in the previous year and explained that it is because we have not made any allocations from the fund balance. He noted that a large expense shown in the chart for 2021 was for the purchase of Parkland Plaza.

Total revenues of \$5,160,571 are 25% of the budget and expenditures are at 24.4% after 25% of the fiscal year. There has been a year-to-date increase of net assets of \$125,487.

A miscalculation was discovered during budget development in relation to rent amounts and will need to be adjusted later in the year. Director Neiburger stated later in the meeting that rent is at 50% of budget when it should be at 25% at this point in the year. When the expenditure gets closer to 100% later in the year, other line items will be looked at to see where the adjustment can be made.

FAADL made a \$10,000 donation to the library in September

Salaries and wages are on track at 25.7%. However, accounting and audit is at 140%. This is due to the resignation of the library's part-time Accounts Payable clerk. Since the position has not been filled, outsourced staff has been used, and the contract with the outside accounting firm has been continued. The plan is to be done with the outside firm by January. An adjustment will be made at the end of the fiscal year. Trustee Leija asked if the financial operations will return to being internal once the position is filled. Director Neiburger answered that the library does not plan to fill the position and is instead looking at other internal resources to take on Accounts Payable.

Legal expenses are at 54%, which is to be expected due to labor negotiations and should fall back into place over the course of the year.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

The auditors will meet with the Budget and Finance Committee in November, then will attend the November board meeting to present their findings.

23-174 XI. COMMITTEE REPORTS

23-175 A. EXECUTIVE COMMITTEE
Molly Kleinman, Vice Chair

Vice President Kleinman reported that the Executive Committee met and discussed what would be one in the event of trustee resignation. Director Neiburger stated that the discussion would be continued.

23-176 B. BUDGET & FINANCE COMMITTEE
Onna Solomon, Chair

Treasurer Solomon stated that the Budget and Finance Committee met with the banks that handle the library's investments. She reported that the meeting was straightforward since the library is almost exclusively invested in municipal bonds. The library will most likely continue investing in municipal bonds but may possibly invest in federal bonds.

23-177 XII. LIBRARY REPORT
Eli Neiburger, Director

Director Neiburger began the Library Report with festival and expo attendance statistics. The events with the highest attendance numbers were Tiny Expo and A2CAF. The library is considering combining some of the smaller events together into one larger event to take place earlier in the year. Director Neiburger stated that there are about sixteen large events per year. Vice President Kleinman mentioned that the library would be taking on certain community events and asked about it. Director Neiburger responded by pointing out some of the events that were shown, such as the Community Bookfest, the CSA Fair, and the Preschool Expo. Trustee Leija asked if attendance numbers were the only important metric for large events. Director Neiburger responded that attendance numbers are not the sole metric when determining if an event is important to the library. Trustee Leija then asked

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

how the library determines if a certain type of event is missing and Director Neiburger responded that people often let the library know what is missing. Trustee Vander Broek stated that she has been receiving questions about the library hosting an Art Book Fair but thought there may be some alignment with other events that the library hosts. Director Neiburger agreed.

Upcoming events include:

- Halloween Costume Contest on October 29th.
- Halloween Show (2 shows) on October 31st.
- Reggie Watts at the Mendelssohn Theater on November 2nd.
- Tiny Expo on December 9th.
- WAPUR (Washtenaw Area Pick Up Robotics) at Parkland Plaza on December 16th.
- AAFAX (Ann Arbor Fiber Arts Expo) on February 11th.

For facilities updates, Director Neiburger reported that the Traverwood garage had been closed for a week to replace the drain that catches water that rolls down the hill towards the garage. The project was completed and the garage was reopened.

New items in the collection:

- Portable Blu-Ray, CD, and DVD players.
- Home radon detectors.
- Binoculars and monoculars.
- Multi track recorder.
- Mending loom.

The Staff Spotlight was shown on Chris Porter, with seven years as a Library Tech.

AADL Observes/Celebrates Native American Heritage Month.

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

23-178 XIII. OLD BUSINESS

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

Facilities Director Lemorie began by stating that all of the saw cutting inside of the building has been completed, and all of the footings for vertical columns have been placed. All of the steel for the work had been acquired and delivered on-site. The temporary shoring to hold up the roof was removed. He predicted that by the next week, all of the decking and steel would be up so that the second floor could be poured. Facilities Director Lemorie said that he received the construction schedule and the work is projected to be done by April 15, 2024.

23-159

B. STANDBY GENERATOR FOR WESTGATE BRANCH
LIBRARY UPDATE

(Item of discussion)

Len Lemorie, Facilities Director

Facilities Director Lemorie stated that while a possible resolution for the standby generator at Westgate was pushed for this month, it is still in discussion. An electrician looked over it to ensure that the budget was accurate but he found that it was not. The quote was for a 125kw generator for the library's space but it did not include Sweetwaters. Facilities Director Lemorie stated that he would like to do a power load to see what the increase would be and does not expect it to change the budget very much. He predicted that it could increase the budget by about \$30,000. With the size of the unit, the generator could have up to a twelve-month lead time.

23-160

C. RESOLUTION TO ADOPT REVISIONS TO POLICY 3.1
CIRCULATION

(Item of action)

Secretary Sova, supported by Trustee Hadley, moved the Board resolves that: Circulation Policy 3.1 is revised as proposed; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Neiburger explained that the revision of the policy allows for employees of any organization in the AADL service area to receive a library card without the permission of their employer, as long as they have proof of their employment. It also removes the word "instructional" from the section about free cards for AAPS employees to allow for any AAPS employee to receive a library

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

card. Another addition to the revision allows patrons outside of the service area who are paying for their AADL cards to pay \$12.50 monthly instead of for the current quarterly rate. The wording of “Service Desk” will be changed to “Service Point” to make it more clear to patrons that they are able to conduct library business online. Trustee Hadley confirmed that the library card application is now a gender-neutral document.

AYES: Hadley, Kleinman, Leija, Solomon, Sova, Vander Broek
 NAYS: None

Motion passed 6-0.

23-179 XIV. NEW BUSINESS

23-180 A. RESOLUTION TO AWARD CONTRACT FOR ASPHALT PAVING WORK AT PARKLAND PLAZA
 (Item of discussion and action)
 Len Lemorie, Facilities Director

Motion by Trustee Leija, supported by Secretary Sova, that the Board resolves to authorize O’Neal Construction to award asphalt paving work to Curbcoco in the amount of \$25,631.10; that the expenditure be authorized from the Capital Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Director Lemorie reported that four bids were placed for the asphalt work at Parkland Plaza and O’Neal Construction recommended that the contract be awarded to Curbcoco Inc. for \$25,631.10. He noted that Curbcoco Inc. will only accept if they are also awarded the contract for concrete work as well, due to asphalt work and concrete work touching each other. Trustee Hadley asked about a note on the bid stating that Curbcoco is not union but there have been no issues in the past. Facilities Director Lemorie and Director Neiburger explained that it is a comment from the construction manager. It is regarding prevailing wages and their past experience working with Curbcoco. Trustee Vander Broek asked why Curbcoco would be the choice when they are second lowest bid. Facilities Director Lemorie explained that combined with the concrete contract, the bid is overall much lower.

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

NAYS: None

Motion passed 6-0.

23-181

B. RESOLUTION TO AWARD CONTRACT FOR CONCRETE WORK AT PARKLAND PLAZA

(Item of discussion and action)

Len Lemorie, Facilities Director

Motion by Trustee Leija, supported by Treasurer Solomon, that the Board resolves to authorize O’Neal Construction to award concrete work to Curbcoc in the amount of \$119,314.09; that the expenditure be authorized from the Capital Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Director Lemorie reported that three bids were received for concrete work. Since the combined bid for asphalt paving with Curbcoc is overall lower, the bid by Curbcoc Inc. for \$119,314.09 is recommended.

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

NAYS: None

23-182

C. RESOLUTION TO AWARD CONTRACT FOR FENCING WORK AT PARKLAND PLAZA

(Item of discussion and action)

Len Lemorie, Facilities Director

Motion by Secretary Sova, supported by Trustee Leija, that the Board resolves to authorize O’Neal Construction to award fencing work to Future Fence in the amount of \$23,866.00; that the expenditure be authorized from the Capital Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Director Lemorie reported that there was only one bid for the fencing work from Future Fencing for \$23,866.00 and was in line with O’Neal’s construction budget.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

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

NAYS: None

23-183

D. RESOLUTION TO AWARD CONTRACT FOR
LANDSCAPING WORK AT PARKLAND PLAZA

(Item of discussion and action)

Len Lemorie, Facilities Director

Motion by Trustee Leija, supported by Secretary Sova, that the Board resolves to authorize O'Neal Construction to award landscaping work to Margolis in the amount of \$39,800.00; that the expenditure be authorized from the Capital Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Facilities Director Lemorie reported that there were two responses. Margolis has an agreement to pay prevailing wages. He also reported that the bid from Margolis was significantly lower than the bid by WH Cannon and that O'Neal suggested going with Margolis for the much lower bid. Trustee Leija asked about the extent of the landscaping. Facilities Director Lemorie explained that it is mostly from the front to the north-facing side of the building and that the property was not well-maintained before being sold to AADL. He also noted that the ordinance for 20% of green space has already been met.

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

NAYS: None

23-184

E. RESOLUTION OF THANKS TO KAREN WILSON UPON
HER RETIREMENT

(Item of action)

The following resolution was offered by Secretary Sova, and supported by Trustee Vander Broek:

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

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.

Trustee Leija, Secretary Sova, Treasurer Solomon, Trustee Vander Broek, and Director Neiburger expressed their thanks, gratitude, and appreciation to Executive Assistant Wilson for her excellent service to the board and to the administration over the past 16 years.

AYES: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

NAYS: None

23-185 XV. CITIZENS' COMMENTS

There were no citizens' comments.

Trustee Vander Broek submitted her letter of resignation to the Board of Trustees.

Trustee Leija thanked Trustee Vander Broek for her service and expressed his appreciation for their time together on the library board.

23-186 XVI. ADJOURNMENT

Vice President Kleinman adjourned the meeting at 7:52 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,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 23 2023

at a regular meeting held on October 23, 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

**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 23rd day of October, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Secretary Sova, and supported by Trustee Hadley:

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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
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 October 23, 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

**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 23rd day of October, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Trustee Leija, and supported by Secretary Sova:

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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 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 October 23, 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

**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 23rd day of October, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Trustee Leija, and supported by Treasurer Solomon:

THE BOARD RESOLVES:

- 1.) To authorize O'Neal Construction to award the contract for concrete work at Parkland Plaza to Curbcoco 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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 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 October 23, 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

**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 23rd day of October, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Secretary Sova, and supported by Trustee Leija:

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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 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 October 23, 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

**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 23rd day of October, 2023 at 6:00 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Trustee Leija, and supported by Secretary Sova:

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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

NAYS: None

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 23rd day of October, 2023 at 6:01 p.m.

PRESENT: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 Jamie Vander Broek

ABSENT: Scott Trudeau

The following resolution was offered by Secretary Sova, and supported by Trustee Vander Broek:

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: Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova,
 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 October 23, 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



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR						
VEN01007	Amazon	10/10/2023	Bank Draft	0.00	600.00	DFT0001540
VEN01724	Over the River Felt	10/26/2023	Bank Draft	0.00	117.50	DFT0001619
VEN02124	Sticker Giant	10/26/2023	Bank Draft	0.00	228.00	DFT0001620
VEN01495	MeetUp	10/26/2023	Bank Draft	0.00	98.94	DFT0001621
VEN02131	Crazy Wisdom, Inc	10/26/2023	Bank Draft	0.00	790.00	DFT0001622
VEN01783	Chela's Restaurant & Taqueria	10/26/2023	Bank Draft	0.00	1,632.40	DFT0001623
VEN01295	JoAnn	10/26/2023	Bank Draft	0.00	129.47	DFT0001624
VEN01396	Bloomberg Businessweek	10/26/2023	Bank Draft	0.00	745.00	DFT0001625
VEN02122	FM Expressions	10/26/2023	Bank Draft	0.00	652.00	DFT0001626
VEN01643	Safari Ltd	10/26/2023	Bank Draft	0.00	34.20	DFT0001627
VEN02130	Steelcase Inc.	10/26/2023	Bank Draft	0.00	1,690.50	DFT0001628
VEN02157	LibraryWorks, Inc.	10/26/2023	Bank Draft	0.00	49.00	DFT0001629
VEN01379	Walmart	10/26/2023	Bank Draft	0.00	100.88	DFT0001630
VEN02141	Bulk Glitters	10/26/2023	Bank Draft	0.00	114.42	DFT0001631
VEN02164	Booksweet	10/26/2023	Bank Draft	0.00	50.00	DFT0001632
VEN02143	A Book Apart	10/26/2023	Bank Draft	0.00	42.00	DFT0001633
VEN01325	Candy Warehouse	10/26/2023	Bank Draft	0.00	638.58	DFT0001634
VEN01323	Oriental Trading	10/26/2023	Bank Draft	0.00	15.98	DFT0001635
VEN01331	Groundcover News	10/26/2023	Bank Draft	0.00	312.00	DFT0001636
VEN02092	Vault of Midnight	10/26/2023	Bank Draft	0.00	25.00	DFT0001637
VEN01211	Roos Roast	10/26/2023	Bank Draft	0.00	75.00	DFT0001638
VEN01316	Michaels	10/26/2023	Bank Draft	0.00	93.36	DFT0001639
VEN02166	Literati Bookstore	10/26/2023	Bank Draft	0.00	225.00	DFT0001640
VEN02165	Copper World	10/26/2023	Bank Draft	0.00	82.12	DFT0001641

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	25	24	0.00	8,541.35
EFT's	0	0	0.00	0.00
	25	24	0.00	8,541.35

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE						
VEN01976	1Password	10/23/2023	Bank Draft	0.00	31.21	DFT0001642
VEN01131	AWS	10/23/2023	Bank Draft	0.00	166.41	DFT0001643
VEN01132	Backblaze	10/23/2023	Bank Draft	0.00	1,974.06	DFT0001644
VEN01324	Candy Store For Me	10/23/2023	Bank Draft	0.00	426.30	DFT0001645
VEN01154	Conlin Travel	10/23/2023	Bank Draft	0.00	1,120.60	DFT0001646
VEN01133	Drupalize OSIO Labs	10/23/2023	Bank Draft	0.00	35.00	DFT0001647
VEN01307	Home Depot	10/23/2023	Bank Draft	0.00	128.83	DFT0001648
VEN01135	IRCCloud	10/23/2023	Bank Draft	0.00	215.00	DFT0001649
VEN01762	Jakprints	10/23/2023	Bank Draft	0.00	182.10	DFT0001650
VEN02135	Jar Store	10/23/2023	Bank Draft	0.00	137.56	DFT0001651
VEN01490	Laundry Care	10/23/2023	Bank Draft	0.00	200.00	DFT0001652
VEN02115	Lightdox	10/23/2023	Bank Draft	0.00	1,532.81	DFT0001653
VEN01055	Lireka	10/23/2023	Bank Draft	0.00	1,529.71	DFT0001654
VEN01316	Michaels	10/23/2023	Bank Draft	0.00	21.35	DFT0001655
VEN01515	Oh Dear	10/23/2023	Bank Draft	0.00	16.41	DFT0001656
VEN01143	OpenCage	10/23/2023	Bank Draft	0.00	50.00	DFT0001657
VEN01323	Oriental Trading	10/23/2023	Bank Draft	0.00	417.87	DFT0001658
VEN01200	Proof Pest Control	10/23/2023	Bank Draft	0.00	105.00	DFT0001659
VEN02123	Rawanda Issa	10/23/2023	Bank Draft	0.00	324.74	DFT0001660
VEN01160	Royal Limousine Service Inc	10/23/2023	Bank Draft	0.00	653.32	DFT0001661
VEN02073	Stamps.com (Postage)	10/23/2023	Bank Draft	0.00	2,167.49	DFT0001662
VEN01128	Star's Cafe Ann Arbor	10/23/2023	Bank Draft	0.00	176.87	DFT0001663
VEN01139	Trello	10/23/2023	Bank Draft	0.00	75.00	DFT0001664
VEN01140	Twilio	10/23/2023	Bank Draft	0.00	1,143.36	DFT0001665
VEN01129	U-Haul Rental	10/23/2023	Bank Draft	0.00	226.92	DFT0001666
VEN01355	USA Carpets, Inc	10/23/2023	Bank Draft	0.00	2,541.86	DFT0001667
VEN01386	USPS - Shipping Online Account	10/23/2023	Bank Draft	0.00	70.40	DFT0001668
VEN02136	VMware Inc.	10/23/2023	Bank Draft	0.00	500.00	DFT0001669
VEN01142	Zoom	10/23/2023	Bank Draft	0.00	130.00	DFT0001670

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	30	29	0.00	16,300.18
EFT's	0	0	0.00	0.00
	30	29	0.00	16,300.18

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES						
VEN01037	4imprint, Inc	10/10/2023	Regular	0.00	9,232.80	68676
VEN01524	Abrams Planetarium Sky Calendar	10/10/2023	Regular	0.00	176.00	68677
VEN02110	Alexander Hoffman	10/10/2023	Regular	0.00	100.00	68678
VEN01012	Alliance Entertainment	10/10/2023	Regular	0.00	1,768.25	68679
VEN02101	Allison Jones	10/10/2023	Regular	0.00	49.00	68680
VEN01066	Ann Arbor Cleaning Supply Company	10/10/2023	Regular	0.00	82.72	68681
VEN01206	Ann Arbor Observer	10/10/2023	Regular	0.00	1,489.50	68682
VEN01822	A2SF	10/10/2023	Regular	0.00	10,000.00	68683
VEN02102	Anne Haddox Buckwalter	10/10/2023	Regular	0.00	100.00	68684
VEN02090	Ayah Krisht	10/10/2023	Regular	0.00	100.00	68685
VEN01274	B & H Photo-Video	10/10/2023	Regular	0.00	827.37	68686
VEN01121	Barron's	10/10/2023	Regular	0.00	1,439.52	68687
VEN01013	Blackstone Publishing	10/10/2023	Regular	0.00	143.56	68688
VEN01163	Blick Art Materials	10/10/2023	Regular	0.00	34.47	68689
VEN01318	Marley Boone	10/10/2023	Regular	0.00	100.00	68690
VEN01065	Computer Alley	10/10/2023	Regular	0.00	467.63	68691
VEN01082	Crawford Door Sales	10/10/2023	Regular	0.00	3,950.00	68692
VEN02078	Cristina Siqueira	10/10/2023	Regular	0.00	100.00	68693
VEN01006	Dykema Gossett	10/10/2023	Regular	0.00	23,187.15	68694
VEN01330	Easy English News	10/10/2023	Regular	0.00	175.00	68695
VEN02091	Emma Jayne Meehl	10/10/2023	Regular	0.00	100.00	68696
VEN01216	FAADL - Friends of the Ann Arbor District Librar	10/10/2023	Regular	0.00	6,117.70	68697
VEN01130	FastSigns	10/10/2023	Regular	0.00	908.25	68698
VEN02132	Ferguson Enterprises LLC #2000	10/10/2023	Regular	0.00	558.62	68699
VEN01332	Momoko Fife aka Momo Kajiwara	10/10/2023	Regular	0.00	150.00	68700
VEN01195	Hugh Gallagher	10/10/2023	Regular	0.00	200.00	68701
VEN01740	Hadil Ghoneim	10/10/2023	Regular	0.00	240.00	68702
VEN01399	Graph-X	10/10/2023	Regular	0.00	415.00	68703
VEN01105	Hooper Hathaway, P.C.	10/10/2023	Regular	0.00	127.50	68704
VEN02093	Jaime Hernandez	10/10/2023	Regular	0.00	300.00	68705
VEN01208	Jewish Community Media of Washtenaw	10/10/2023	Regular	0.00	300.00	68706
VEN02077	Jillian Tamaki	10/10/2023	Regular	0.00	300.00	68707
VEN01328	Lakeshore Learning	10/10/2023	Regular	0.00	228.85	68708
VEN02140	Margarett McBride	10/10/2023	Regular	0.00	663.80	68709
VEN01194	Jenn McKee	10/10/2023	Regular	0.00	100.00	68710
VEN01087	Midwest Collaborative for Library Services	10/10/2023	Regular	0.00	4,108.08	68711
VEN02158	Media Academica, LLC	10/10/2023	Regular	0.00	2,582.00	68712
VEN01736	Michigan Public Employer Labor Relations Assoc	10/10/2023	Regular	0.00	50.00	68713
VEN01016	Midwest Tape	10/10/2023	Regular	0.00	4,007.14	68714
	Void	10/10/2023	Regular	0.00	0.00	68715
VEN01458	Monroe County Library System	10/10/2023	Regular	0.00	29.95	68716
VEN02134	Nicholas Shea Stellanova	10/10/2023	Regular	0.00	100.00	68717
VEN02126	Nicole Miazgowicz LLC	10/10/2023	Regular	0.00	200.00	68718
VEN01187	OCLC Inc	10/10/2023	Regular	0.00	117.34	68719
VEN01063	O'Neal Construction, Inc.	10/10/2023	Regular	0.00	13,718.63	68720
VEN01610	Open Spot Theatre	10/10/2023	Regular	0.00	150.00	68721
VEN01494	Pioneer Omega	10/10/2023	Regular	0.00	300.00	68722
VEN01062	Print-Tech, Inc.	10/10/2023	Regular	0.00	7,540.78	68723
VEN01320	Quanta, Inc	10/10/2023	Regular	0.00	864.75	68724
VEN01320	Quanta, Inc	10/10/2023	Regular	0.00	-864.75	68724
VEN01030	RNA	10/10/2023	Regular	0.00	22,001.00	68725
VEN02089	Rosemary Valero-O'Connell	10/10/2023	Regular	0.00	10,300.00	68726
VEN02089	Rosemary Valero-O'Connell	10/10/2023	Regular	0.00	-10,300.00	68726
VEN01213	ScheduleSource, Inc	10/10/2023	Regular	0.00	979.50	68727
VEN01367	Amanda Schott	10/10/2023	Regular	0.00	49.00	68728
VEN02173	Shock Brothers Floorcovering, Inc.	10/10/2023	Regular	0.00	6,575.00	68729
VEN01034	Stadium Hardware	10/10/2023	Regular	0.00	138.86	68730
VEN01190	Martha Stuit	10/10/2023	Regular	0.00	150.00	68731
VEN01967	Toshiba Business Solutions	10/10/2023	Regular	0.00	5,159.96	68732
VEN01672	Two of a Kind	10/10/2023	Regular	0.00	600.00	68733

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01038	Underground Printing	10/10/2023	Regular	0.00	50.56	68734
VEN01097	Unique	10/10/2023	Regular	0.00	393.80	68735
VEN02161	Waterford Township Public Library	10/10/2023	Regular	0.00	7.99	68736
VEN01792	White Lake Community Library	10/10/2023	Regular	0.00	13.00	68737
VEN02080	Yhasmine Wilder	10/10/2023	Regular	0.00	100.00	68738
VEN01250	Amber Adams-Fall	10/17/2023	Regular	0.00	125.00	68739
VEN01012	Alliance Entertainment	10/17/2023	Regular	0.00	1,132.46	68740
VEN01493	Ann Arbor News	10/17/2023	Regular	0.00	421.47	68741
VEN01049	Betsy Beckerman	10/17/2023	Regular	0.00	840.00	68742
VEN01318	Marley Boone	10/17/2023	Regular	0.00	300.00	68743
VEN02171	Brandi K. Larsen	10/17/2023	Regular	0.00	450.00	68744
VEN01040	Brewer's North Campus Service Inc.	10/17/2023	Regular	0.00	912.83	68745
VEN01021	Busch's	10/17/2023	Regular	0.00	416.32	68746
VEN01022	Carpenter Brothers	10/17/2023	Regular	0.00	42.99	68747
VEN01117	CDW-G	10/17/2023	Regular	0.00	13,544.69	68748
VEN01264	Duke Roofing Company	10/17/2023	Regular	0.00	714.75	68749
VEN01826	First Write	10/17/2023	Regular	0.00	1,217.04	68750
VEN01658	Casey Gamble	10/17/2023	Regular	0.00	1,483.32	68751
VEN01369	Get Downtown Program	10/17/2023	Regular	0.00	3,595.00	68752
VEN01740	Hadil Ghoneim	10/17/2023	Regular	0.00	150.00	68753
VEN01148	Graduate Ann Arbor	10/17/2023	Regular	0.00	1,921.15	68754
VEN01073	Grainger	10/17/2023	Regular	0.00	183.84	68755
VEN01491	Hutzl	10/17/2023	Regular	0.00	1,235.00	68756
VEN02188	Jacob Best	10/17/2023	Regular	0.00	150.00	68757
VEN01158	Alex (Margaret) Kourvo	10/17/2023	Regular	0.00	450.00	68758
VEN02181	Kristie Good	10/17/2023	Regular	0.00	200.00	68759
VEN01328	Lakeshore Learning	10/17/2023	Regular	0.00	62.07	68760
VEN01733	Corinne Lenz	10/17/2023	Regular	0.00	600.00	68761
VEN01025	McIntosh Grounds Maint, Inc.	10/17/2023	Regular	0.00	6,316.67	68762
VEN01194	Jenn McKee	10/17/2023	Regular	0.00	200.00	68763
VEN02187	Melissa Ann Cunningham	10/17/2023	Regular	0.00	233.64	68764
VEN02187	Melissa Ann Cunningham	10/17/2023	Regular	0.00	-233.64	68764
VEN01016	Midwest Tape	10/17/2023	Regular	0.00	1,887.27	68765
VEN01071	MindCentric	10/17/2023	Regular	0.00	1,993.00	68766
VEN01191	Davida Napoleon	10/17/2023	Regular	0.00	300.00	68767
VEN02126	Nicole Miazgowicz LLC	10/17/2023	Regular	0.00	200.00	68768
VEN01063	O'Neal Construction, Inc.	10/17/2023	Regular	0.00	3,253.40	68769
VEN01199	Laura Pershin Raynor	10/17/2023	Regular	0.00	200.00	68770
VEN01175	Pittsfield Charter Township Water	10/17/2023	Regular	0.00	536.05	68771
VEN01027	PlantWise	10/17/2023	Regular	0.00	4,175.00	68772
VEN01435	Pride Source Media Group	10/17/2023	Regular	0.00	675.50	68773
VEN01062	Print-Tech, Inc.	10/17/2023	Regular	0.00	6,864.61	68774
VEN01181	ProQuest, LLC	10/17/2023	Regular	0.00	6,650.73	68775
VEN01320	Quanta, Inc	10/17/2023	Regular	0.00	108.41	68776
VEN01344	Robin Robinson	10/17/2023	Regular	0.00	150.00	68777
VEN01508	Saline District Library	10/17/2023	Regular	0.00	15.95	68778
VEN01031	Schindler Elevator Corp	10/17/2023	Regular	0.00	13,023.51	68779
VEN01750	Small House LLC aka Bevin Cohen	10/17/2023	Regular	0.00	300.00	68780
VEN02138	Sonya C Vann DeLoach	10/17/2023	Regular	0.00	1,000.00	68781
VEN01068	Staples	10/17/2023	Regular	0.00	141.30	68782
VEN01190	Martha Stuit	10/17/2023	Regular	0.00	150.00	68783
VEN01196	Frank Uhle	10/17/2023	Regular	0.00	279.65	68784
VEN01880	West Bloomfield Township Public Library	10/17/2023	Regular	0.00	71.24	68785
VEN01245	Sophia Zhou	10/17/2023	Regular	0.00	500.00	68786
VEN01290	Ziilka Joseph	10/17/2023	Regular	0.00	350.00	68787
VEN01250	Amber Adams-Fall	10/24/2023	Regular	0.00	250.00	68788
VEN01857	Aerial Associates Photography, Inc	10/24/2023	Regular	0.00	750.00	68789
VEN01169	Afternoon Delight	10/24/2023	Regular	0.00	300.00	68790
VEN01102	Apple, Inc	10/24/2023	Regular	0.00	622.00	68791
VEN01010	Applied Imaging	10/24/2023	Regular	0.00	574.68	68792
VEN01274	B & H Photo-Video	10/24/2023	Regular	0.00	225.84	68793

Check Report

Date Range: 10/01/2023 - 10/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01120	Barnes & Noble, Inc.	10/24/2023	Regular	0.00	177.18	68794
VEN01837	Josh Barnhart	10/24/2023	Regular	0.00	200.00	68795
VEN01163	Blick Art Materials	10/24/2023	Regular	0.00	211.36	68796
VEN01776	Peter Boykin	10/24/2023	Regular	0.00	600.00	68797
VEN01022	Carpenter Brothers	10/24/2023	Regular	0.00	11.98	68798
VEN01117	CDW-G	10/24/2023	Regular	0.00	94.72	68799
VEN01017	Cengage Learning Inc/Gale	10/24/2023	Regular	0.00	317.88	68800
VEN02182	Chris Diaz	10/24/2023	Regular	0.00	370.00	68801
VEN01065	Computer Alley	10/24/2023	Regular	0.00	321.94	68802
VEN02132	Ferguson Enterprises LLC #2000	10/24/2023	Regular	0.00	14.30	68803
VEN02184	Frederick Storz Beldin	10/24/2023	Regular	0.00	100.00	68804
VEN01148	Graduate Ann Arbor	10/24/2023	Regular	0.00	592.90	68805
VEN02197	Guiliana Cusumano	10/24/2023	Regular	0.00	19.00	68806
VEN01635	Kathy Gunderson	10/24/2023	Regular	0.00	150.00	68807
VEN01044	Fatema Haque	10/24/2023	Regular	0.00	150.00	68808
VEN01491	Hutzel	10/24/2023	Regular	0.00	85.30	68809
VEN01158	Alex (Margaret) Kourvo	10/24/2023	Regular	0.00	450.00	68810
VEN02183	Kyle Nicolaidis	10/24/2023	Regular	0.00	12.00	68811
VEN01045	Sheela Lal	10/24/2023	Regular	0.00	150.00	68812
VEN02121	Merrie Fuller	10/24/2023	Regular	0.00	225.00	68813
VEN02019	Michelle Krell Kydd	10/24/2023	Regular	0.00	700.00	68814
VEN01016	Midwest Tape	10/24/2023	Regular	0.00	5,564.44	68815
VEN01155	Bethany Neal	10/24/2023	Regular	0.00	900.00	68816
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	10/24/2023	Regular	0.00	300.00	68817
VEN01187	OCLC Inc	10/24/2023	Regular	0.00	72.04	68818
VEN01028	Preuss Pets	10/24/2023	Regular	0.00	928.30	68819
VEN01062	Print-Tech, Inc.	10/24/2023	Regular	0.00	5,693.27	68820
VEN01516	Production Management One, Inc	10/24/2023	Regular	0.00	4,700.00	68821
VEN01234	Keegan Rodgers	10/24/2023	Regular	0.00	200.00	68822
VEN01057	Sawa Books	10/24/2023	Regular	0.00	1,775.07	68823
VEN01193	Patti F. Smith	10/24/2023	Regular	0.00	200.00	68824
VEN02113	Timothy Monger	10/24/2023	Regular	0.00	1,800.00	68825
VEN01354	Township of Scio	10/24/2023	Regular	0.00	96.30	68826
VEN01059	Tsai Fong Books, Inc.	10/24/2023	Regular	0.00	6,539.27	68827
VEN01011	Baker Taylor	10/24/2023	Regular	0.00	3,109.65	68828
	Void	10/24/2023	Regular	0.00	0.00	68829
	Void	10/24/2023	Regular	0.00	0.00	68830
	Void	10/24/2023	Regular	0.00	0.00	68831
VEN02022	City of Ann Arbor Treasurer	10/10/2023	Bank Draft	0.00	2,775.00	DFT0001453
VEN01104	DTE	10/10/2023	Bank Draft	0.00	72.71	DFT0001454
VEN01104	DTE	10/10/2023	Bank Draft	0.00	900.61	DFT0001455
VEN01104	DTE	10/10/2023	Bank Draft	0.00	14.87	DFT0001456
VEN01018	Trionfo Solutions, LLC	10/10/2023	Bank Draft	0.00	750.75	DFT0001457
VEN01100	Verizon	10/10/2023	Bank Draft	0.00	1,105.42	DFT0001458
VEN01100	Verizon	10/10/2023	Bank Draft	0.00	2,373.41	DFT0001462
VEN01011	Baker Taylor	10/10/2023	Bank Draft	0.00	41,095.64	DFT0001515
VEN01077	BCBS	10/17/2023	Bank Draft	0.00	145.32	DFT0001517
VEN01077	BCBS	10/17/2023	Bank Draft	0.00	3,927.95	DFT0001518
VEN01078	BCN	10/17/2023	Bank Draft	0.00	103,243.81	DFT0001519
VEN01098	City of Ann Arbor Alarm Services	10/17/2023	Bank Draft	0.00	250.00	DFT0001520
VEN01042	City of Ann Arbor Water Utilities	10/17/2023	Bank Draft	0.00	1,498.55	DFT0001521
VEN01104	DTE	10/17/2023	Bank Draft	0.00	2,676.89	DFT0001522
VEN01104	DTE	10/17/2023	Bank Draft	0.00	82.77	DFT0001523
VEN01104	DTE	10/17/2023	Bank Draft	0.00	14.87	DFT0001524
VEN01104	DTE	10/17/2023	Bank Draft	0.00	790.88	DFT0001525
VEN01104	DTE	10/17/2023	Bank Draft	0.00	1,079.95	DFT0001526
VEN01104	DTE	10/17/2023	Bank Draft	0.00	13,147.33	DFT0001527
VEN01104	DTE	10/17/2023	Bank Draft	0.00	2,703.34	DFT0001528
VEN01104	DTE	10/17/2023	Bank Draft	0.00	2,878.02	DFT0001529
VEN01104	DTE	10/17/2023	Bank Draft	0.00	85.81	DFT0001530
VEN01104	DTE	10/17/2023	Bank Draft	0.00	4,095.28	DFT0001531

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01035	Waste Management of Michigan	10/17/2023	Bank Draft	0.00	98.10	DFT0001532
VEN01007	Amazon	10/10/2023	Bank Draft	0.00	3,744.10	DFT0001539
VEN01023	Cintas	10/10/2023	Bank Draft	0.00	441.59	DFT0001541
VEN01257	Quadient (NeoFunds & Neopost)	10/10/2023	Bank Draft	0.00	711.36	DFT0001542
VEN01061	ULINE	10/10/2023	Bank Draft	0.00	656.17	DFT0001543
VEN01035	Waste Management of Michigan	10/10/2023	Bank Draft	0.00	970.60	DFT0001544
VEN01011	Baker Taylor	10/17/2023	Bank Draft	0.00	18,549.81	DFT0001550
VEN02089	Rosemary Valero-O'Connell	10/17/2023	Bank Draft	0.00	10,300.00	DFT0001552
VEN01007	Amazon	10/24/2023	Bank Draft	0.00	1,766.22	DFT0001554
VEN01007	Amazon	10/24/2023	Bank Draft	0.00	2,102.37	DFT0001555
VEN01070	Office Depot aka ODP	10/24/2023	Bank Draft	0.00	59.28	DFT0001556
VEN01023	Cintas	10/24/2023	Bank Draft	0.00	964.71	DFT0001557
VEN01173	TDS	10/24/2023	Bank Draft	0.00	6,057.78	DFT0001558
VEN02020	Mutual of Omaha	10/24/2023	Bank Draft	0.00	7,459.77	DFT0001559
VEN01977	Delta Dental	10/24/2023	Bank Draft	0.00	8,084.54	DFT0001560
VEN01101	AT&T	10/24/2023	Bank Draft	0.00	307.07	DFT0001561
VEN01008	Amazon Collections	10/24/2023	Bank Draft	0.00	3,335.44	DFT0001562
VEN01104	DTE	10/24/2023	Bank Draft	0.00	491.44	DFT0001563

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	318	152	0.00	263,798.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-11,398.39
Bank Drafts	832	41	0.00	251,809.53
EFT's	0	0	0.00	0.00
	1150	200	0.00	504,209.45

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	318	152	0.00	263,798.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-11,398.39
Bank Drafts	887	94	0.00	276,651.06
EFT's	0	0	0.00	0.00
	1205	253	0.00	529,050.98

Fund Summary

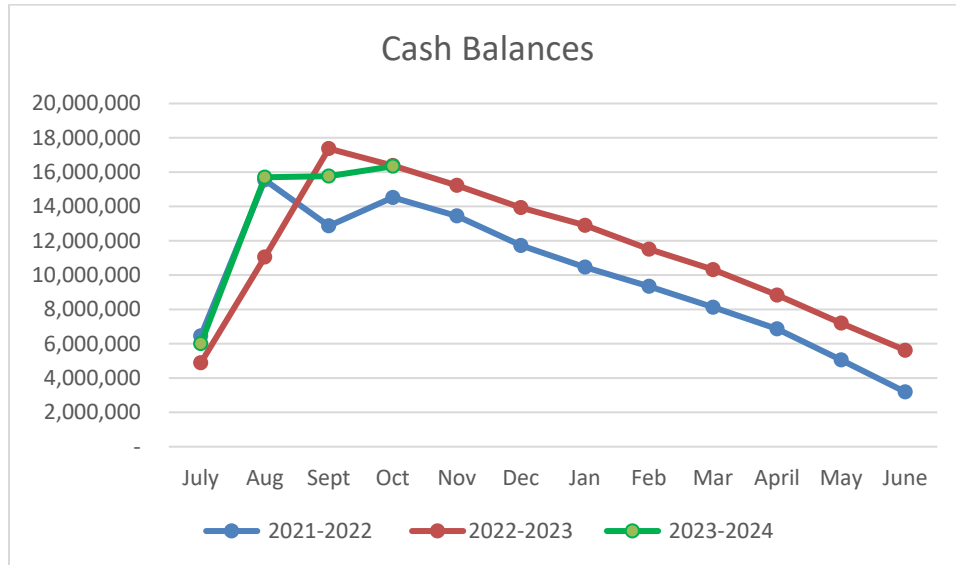
Fund	Name	Period	Amount
101	General Fund	10/2023	529,050.98
			529,050.98



Ann Arbor District Library Financial Analysis Four Months Ended October 31, 2023

Cash

The general fund cash balance, not including investments, was \$16,345,108 as of October 31st which would cover approximately 10 months of expenses.



Tax Receipts

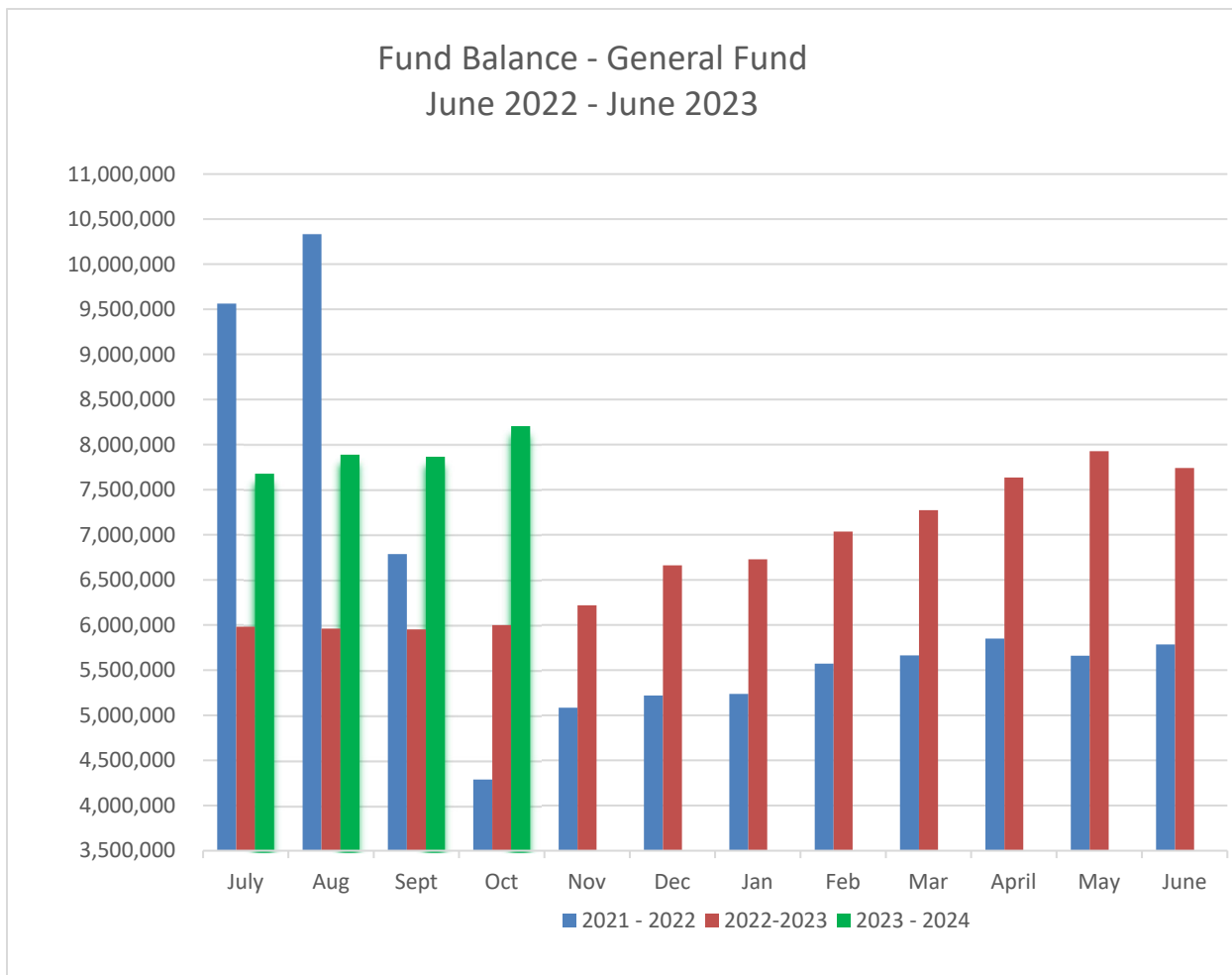
Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,683,333 per month. All other receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts through October 31, 2023 were \$19,660,101 or 97.33% of budget.

Fund Balance Activity

The general fund balance was \$8,204,154 as of October 31, 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 Four Months Ended October 31, 2023



Revenue and Expenditures:

Total revenues of \$6,981,686 are 33.8% of budget after 33.3% of the fiscal year. Actual cash receipts were \$20,177,851 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$6,518,068 are 31.6% of budget after 33.3 % of the fiscal year. Actual cash receipts with prepaid expenses and accounts payable factored in were \$6,661,271.

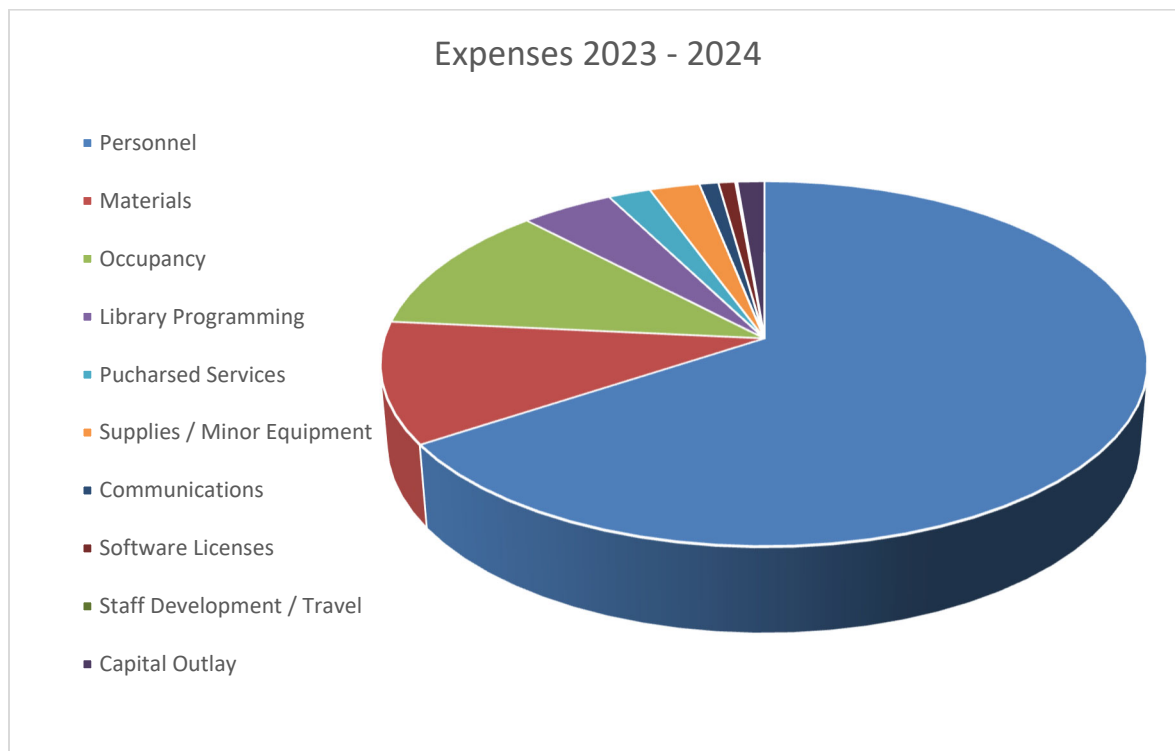
Revenue earned less expenditures realized resulted in a year-to-date increase in net assets of \$463,618.

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 Four Months Ended October 31, 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	\$ 340,754	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,348	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 1,481	
Price	\$ 33,979	
Schafer	\$ 10,666	
Westerman	\$ 33,707	The Board designated \$30,000 for children’s programming
WLBPD	\$ 52,320	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
October 31, 2023

DRAFT Pending Completion of the Audit

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 16,345,108	\$ 1,417,578	\$ 507,916	\$ 18,270,602
Investments	4,730,354	-	-	4,730,354
Due from other governmental units / funds	63,700	-	-	63,700
Prepaid items	333,898	-	-	333,898
Total assets	\$ 21,473,060	\$ 1,417,578	\$ 507,916	\$ 23,398,554
Liabilities				
Accounts payable	160,193	-	7,660	167,853
Accrued expenses	184,672	-	-	184,672
Total liabilities	\$ 344,865	\$ -	\$ 7,660	\$ 352,525
Deferred outflows				
Unavailable property tax revenue	12,924,041	-	-	12,924,041
Total deferred outflows	\$ 12,924,041	\$ -	\$ -	\$ 12,924,041
Fund balances				
Nonspendable:				
Prepaid items	\$ 333,898	\$ -	\$ -	\$ 333,898
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	175,256	175,256
Committed for capital projects	-	1,417,578	-	1,417,578
Unassigned	7,870,256	-	-	7,870,256
Total fund balances	\$ 8,204,154	\$ 1,417,578	\$ 500,256	\$ 10,121,988
Total liabilities and fund balances	\$ 21,473,060	\$ 1,417,578	\$ 507,916	\$ 23,398,554

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes
Actual vs Budget
For the Four Months Ended October 31 2023
DRAFT Pending Completion of the Audit

	October Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
REVENUES:					
Property taxes, net	\$ 1,696,732	\$ 6,736,026	\$ 20,200,000	\$ 13,463,974	33.35%
State aid (including MPSERS pass-through)	3,425	13,700	145,000	131,300	9.45%
State penal fines	12,500	50,000	150,000	100,000	33.33%
Local Community Stabilization	60,906	60,906	-	(60,906)	-
State revenue - other	-	2,826	-	(2,826)	-
Investment Gains (Losses)	38,100	73,670	-	(73,670)	-
Copier revenue	440	2,101	9,000	6,899	23.34%
Grants and memorials	363	11,077	35,000	23,923	31.65%
Library fines, fees and other	4,152	15,075	50,000	34,925	30.15%
Non-resident fees	1,574	7,537	15,000	7,463	50.25%
Rental revenue	2,923	8,768	35,000	26,232	25.05%
TOTAL REVENUES:	\$ 1,821,115	\$ 6,981,686	\$ 20,639,000	\$ 13,657,314	33.83%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$ 773,214	\$ 3,109,113	\$ 9,169,150	6,060,037	33.91%
Employee benefits (inc MPSERS pass-through)	173,213	940,181	2,945,000	2,004,819	31.92%
Employment taxes	58,394	236,689	650,000	413,311	36.41%
	1,004,821	4,285,983	12,764,150	8,478,167	33.58%
Accounting/Audit	5,415	47,265	30,000	(17,265)	157.55%
Building Rental (inc principle retirement and interest)	59,290	236,298	360,000	123,702	65.64%
Communications	15,871	59,634	250,000	190,366	23.85%
Copier Expense	575	7,680	65,000	57,320	11.82%
Custodial Services	22,001	88,004	290,000	201,996	30.35%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	1,070	41,628	75,000	33,372	55.50%
Library Programming	61,225	293,091	756,000	462,909	38.77%
Materials	121,277	700,918	1,764,000	1,063,082	39.73%
Minor Equipment Purchases	11,186	50,721	350,000	299,279	14.49%
Operating Supplies	15,944	81,370	302,500	221,130	26.90%
Other Operating Expenditures	1,544	5,392	23,250	17,858	23.19%
Postage	2,498	12,309	21,000	8,691	58.61%
Property Insurance	11,823	47,292	150,000	102,708	31.53%
Purchased Services	10,214	44,668	237,500	192,832	18.81%
Repairs and Maintenance	91,589	217,495	580,000	362,505	37.50%
Seminars/Conferences/Training/Travel	2,901	6,115	23,600	17,485	25.91%
Software Licenses/Maintenance	10,027	52,661	150,000	97,339	35.11%
Utilities	33,713	154,450	497,000	342,550	31.08%
Capital Outlay	-	85,094	1,900,000	1,814,906	4.48%
TOTAL EXPENDITURES:	\$ 1,482,984	\$ 6,518,068	\$ 20,639,000	\$ 14,120,932	31.58%
Revenue over (under) expenditures	\$ 338,131	\$ 463,618	\$ -	\$ 463,618	
Fund balance, beginning of year		\$ 7,740,536	\$ 7,740,536	\$ -	
Fund balance, end of year		\$ 8,204,154	\$ 7,740,536	\$ 463,618	

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Four Months Ended October 31 2023

DRAFT Pending Completion of the Audit

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
REVENUES:				
Property taxes, net	\$ 6,736,026	\$ -	\$ -	\$ 6,736,026
State aid (including MPSERS pass-through)	13,700	-	-	13,700
State penal fines	50,000	-	-	50,000
Local Community Stabilization	60,906	-	-	60,906
State revenue - other	2,826	-	-	2,826
Investment Gains (Losses)	73,670	-	1,754	75,424
Copier revenue	2,101	-	-	2,101
Grants and memorials	11,077	-	250	11,327
Library fines, fees and other	15,075	-	-	15,075
Non-resident fees	7,537	-	-	7,537
Rental revenue	8,768	-	-	8,768
TOTAL REVENUES:	\$ 6,981,686	\$ -	\$ 2,004	\$ 6,983,690
EXPENDITURES:				
Current:				
Personnel:				
Salaries and wages	\$ 3,109,113	\$ -	\$ -	\$ 3,109,113
Employee benefits (inc MPSERS pass-thr)	940,181	-	-	940,181
Employment taxes	236,689	-	-	236,689
	4,285,983	-	-	4,285,983
Accounting/Audit	47,265	-	-	47,265
Building Rental (inc principle retirement)	236,298	-	-	236,298
Communications	59,634	-	-	59,634
Copier Expense	7,680	-	-	7,680
Custodial Services	88,004	-	-	88,004
Grants /Memorials	-	-	7,661	7,661
Legal Expense	41,628	-	-	41,628
Library Programming	293,091	-	-	293,091
Materials	700,918	-	-	700,918
Minor Equipment Purchases	50,721	-	-	50,721
Operating Supplies	81,370	-	-	81,370
Other Operating Expenditures	5,392	-	-	5,392
Postage	12,309	-	-	12,309
Property Insurance	47,292	-	-	47,292
Purchased Services	44,668	-	-	44,668
Repairs and Maintenance	217,495	-	-	217,495
Seminars/Conferences/Training/Travel	6,115	-	-	6,115
Software Licenses/Maintenance	52,661	-	-	52,661
Utilities	154,450	-	-	154,450
Capital Outlay	85,094	194,016	-	279,110
TOTAL EXPENDITURES:	\$ 6,518,068	\$ 194,016	\$ 7,661	\$ 6,719,745
Revenue over (under) expenditures	\$ 463,618	\$ (194,016)	\$ (5,657)	\$ 263,945
Fund balance, beginning of year	\$ 7,740,536	\$ 1,611,594	\$ 505,913	\$ 9,858,043
Fund balance, end of year	\$ 8,204,154	\$ 1,417,578	\$ 500,256	\$ 10,121,988

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-199**

RESOLUTION TO ACCEPT THE 2022-2023 FINANCIAL AUDIT

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 27th day of November, 2023 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To accept the 2022-2023 financial audit prepared by Yeo & Yeo, CPAs.
- 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 23-201**

RESOLUTION OF APPRECIATION TO JAMIE VANDER BROEK

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 27th day of November, 2023 at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That the Ann Arbor District Library Board would like to officially thank Jamie Vander Broek for her eight years of outstanding service as an Ann Arbor District Library Board Trustee and her service as President of the Board.
- 2.) That the Ann Arbor District Library Board would like to recognize Jamie Vander Broek for her dedication, leadership, and commitment to the Library, community and staff.
- 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

ANN ARBOR DISTRICT LIBRARY BOARD

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

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