



# Annual Meeting Agenda

Monday, January 29, 2024

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## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday, January 29, 2024 at 7:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Meeting Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## ANNUAL MEETING AGENDA

- 24-001 I. CALL TO ORDER  
 Scott Trudeau, President
- 24-002 II. ATTENDANCE
- 24-003 III. ELECT LIBRARY BOARD OFFICERS
1. PRESIDENT  
 (Item of action)  
 Roll call vote
  2. VICE PRESIDENT  
 (Item of action)  
 Roll call vote
  3. TREASURER  
 (Item of action)  
 Roll call vote
  4. SECRETARY  
 (Item of action)  
 Roll call vote
- 24-004 IV. INSTALLATION OF OFFICERS  
 “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL  
 ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF  
 MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 24-005 V. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 24-006 VI. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 24-007 VII. CONSENT AGENDA

(Item of action)

CA-1 Approval of Minutes of November 27, 2023 (pp. 4-12)

CA-2 Approval of November and December 2023 Disbursements (pp. 13-23)

- 24-008 VIII. CITIZENS' COMMENTS
- 24-009 IX. FINANCIAL REPORTS (pp. 24-37)  
Eli Neiburger, Director
- 24-010 X. COMMITTEE REPORTS
- 24-011 A. EXECUTIVE COMMITTEE  
Scott Trudeau, Chair  
(10 minutes)
- 24-012 B. BUDGET & FINANCE COMMITTEE  
Onna Solomon, Chair  
(10 minutes)
- 24-013 XI. LIBRARY REPORT  
Eli Neiburger, Director
- 24-014 XII. OLD BUSINESS
- 22-080 PARKLAND PLAZA FACILITY UPGRADE UPDATE  
Len Lemorie, Facilities Director  
(10 minutes)
- 24-015 XIII. NEW BUSINESS
- 24-016 A. RESOLUTION TO APPROVE THE PURCHASE OF 31  
WORKSTATIONS FROM MADISON LIQUIDATORS AT  
PARKLAND PLAZA (pp. 38-42)  
(Item of action)
- 24-017 B. RESOLUTION TO APPROVE WALK-IN COOLER  
REPAIRS AND MODIFICATIONS BY MW MORSS AT  
PARKLAND PLAZA (pp. 43-44)
- 24-018 C. APPROVAL OF BOARD MEETING DATES FOR 2024 (pp. 45-46)  
(Item of discussion & action)
- 24-019 D. DISCUSSION AND DECISION OF BOARD MEMBER

REPLACEMENT

(Item of discussion &amp; action)

Roll Call Vote

24-020      XIV.    CITIZENS' COMMENTS24-021      XV.    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, NOVEMBER 27 2023

**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, NOVEMBER 27, 2023**

- 23-187 I. CALL TO ORDER  
 Scott Trudeau, President
- President Trudeau called the meeting to order at 7:00 p.m.
- 23-188 II. ATTENDANCE
- Board Present: Catherine Hadley, Molly Kleinman, Jim Leija (arr. 7:01 p.m.), Onna Solomon, Aidan Sova, Scott Trudeau  
 Board Absent: None  
 Staff: Eli Neiburger, Sherlonya Zobel, Len Lemorie
- 23-189 III. APPROVAL OF AGENDA  
 (Item of action)
- Secretary Sova, supported by Treasurer Solomon, moved to approve the agenda.
- AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
 NAYS: None
- Motion passed 6-0.
- 23-190 IV. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of October 23, 2023
- CA-2 Approval of October 2023 Disbursements
- Trustee Hadley, supported by Secretary Sova, moved to approve the consent agenda.
- AYES: Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
 NAYS: None
- Motion passed 6-0.
- 23-191 V. CITIZENS' COMMENTS
- There were no citizens' comments.

ANN ARBOR DISTRICT LIBRARY BOARD  
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23-192 VI. FINANCIAL REPORTS  
 Eli Neiburger, Director

Director Neiburger reported receipts for the month at \$19.6 million. 97.33% of budget. The undesignated fund balance was at \$8.2 million, which would fund about five months of operations. Total revenues were at \$6.9 million, 33.8% of budget. Year-to-date expenditures were at \$6.5 million, 31.6% of budget. Revenue minus expenditures year-to-date were at \$463,618. The accounting and audit expense was at 157%. Director Neiburger commented that an adjustment to the budget will be made toward the end of the fiscal year and explained that it was due to a staff resignation in accounts payable. He stated that there are plans to discontinue use of accounting contractors and that the work will be completed by in-house staff after the first of the year. Director Neiburger reported that there was an error during budget development regarding rent and the budget will be adjusted accordingly. Director Neiburger reported that after reviewing the audit report, the library will be asking the board for a transfer of last year's surplus into the capital fund for future projects after the audit is complete and accepted.

23-193 VII. COMMITTEE REPORTS

23-194 A. EXECUTIVE COMMITTEE  
 Scott Trudeau, Chair

President Trudeau reported that the committee discussed filling the vacancy on the board. He stated that the board will be seeking candidates to fill the vacancy for the 2024 term and asked that interested parties email a letter of interest to the board. President Trudeau explained that the Executive Committee will review the applicants and will have an recommendation at the January board meeting. Trustee Leija asked when the deadline for applications would be and President Trudeau answered that the deadline is at the end of December. Trustee Leija then inquired about the process for vetting candidates. Vice President Kleinman answered that they have not discussed that yet and President Trudeau stated that the committee is open to feedback regarding the process. Trustee Leija commented that he found it strange in the past to have not heard from the candidates and suggested that it may be something for the board to consider. President Trudeau responded that interviewing individual candidates may be plausible if a number of applications are received and the committee is having a

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, NOVEMBER 27 2023

difficult time making a decision. Trustee Leija suggested narrowing the pool down to two or three candidates then having President Trudeau speak to those candidates individually via a 10–15-minute phone call, reporting back to the board afterward. Secretary Sova agreed with Trustee Leija regarding the process. Trustee Leija then suggested that an announcement regarding the candidate search is made beyond the AADL website, such as The Observer. Director Neiburger responded that announcement will be made to the front page of the AADL website, as well as through social media.

23-195

B. BUDGET & FINANCE COMMITTEE  
 Onna Solomon, Chair

Treasurer Solomon reported that the committee received an in-depth presentation of the auditor’s report prior to the board meeting.

23-196

VIII. LIBRARY REPORT  
 Eli Neiburger, Director

Director Neiburger began by reporting that USB cell phone charging ports are being given away to patrons per request at the library desks as a basic necessity.

The Stat of the Month was regarding check-ins. Director Neiburger reported the check-ins for 2023 as being higher in the summer time due to the Summer Reading Program, then dropping during the fall.

Upcoming events include:

- Okyung Noh Artist Q&A on December 6th
- Tiny Expo on December 9<sup>th</sup>.
- WAPUR on December 16th.
- Writing contests, It’s All Write for teens and Write On! for grades 3-5 opening January 8th.

For facilities updates, Director Neiburger reported that the carpet in the youth area at Westgate will be replaced and furniture will be reupholstered beginning December 5<sup>th</sup>.

Director Neiburger reported that Fifth Avenue Press was honored at Strand bookstore in New York City for making the shortlist of The Alice award for the most richly illustrated book. Director Neiburger then reported that AADL’s Winter Coat Swap that

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recently took place drew 146 attendees and that the library had been collecting coats in the month leading up to the event. Director Neiburger then noted that the book, “How the Word is Passed” by Clint Smith, was chosen as the 2024 Washtenaw Read.

The Staff Spotlight was shown on Emily Howard, with six years as a Desk Clerk, then as a Library Tech.

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

23-197 X. NEW BUSINESS

23-198 A. AUDITOR’S REPORT  
 Alan Panter, Yeo & Yeo, CPAs  
 (30 minutes)

Mr. Panter began by reporting that the audit was fine overall but some difficulties were encountered. He stated that several journal entries were received after receiving the trial balance and the implementation of a new accounting standard. Mr. Panter stated that the unassigned fund balance was slightly above \$8 million, about 46% of annual expenditures. He reported that last year it was at 25%. Mr. Panter explained that 15-20% is the minimum recommended. He then noted that the fund balance increased by about \$2.5 million during the year. Total revenues in the general fund were \$19.8 million, an increase of about \$1.5 million from last year. This was mostly due to an increase in property taxes. There was about \$107,000 in interest income, whereas interest income was negative the previous year. Expenditures for the year were \$17.3 million, up about \$336,000, roughly 2%, due to an increase in library programming. Mr. Panter reviewed graphs in relation to revenues, expenditures, and resulting fund balance. The last item Mr. Panter reported on was the governance letter. He noted that there was one management letter comment in regards to receiving eighteen journal entries after receiving the trial balance.

When Mr. Panter completed the presentation, Vice President Kleinman commented on the fact that in a past audit, there no significant issues noted. She clarified with Mr. Panter as to whether the issues identified in the governance letter was a process issue rather than a content issue. Mr. Panter responded that the management letter comment was not considered a significant issue and that no significant issues were identified.



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23-199

B. RESOLUTION TO ACCEPT THE 2022-2023 FINANCIAL AUDIT  
 (Item of action)

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

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.

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

NAYS: None

23-200

C. DISCUSSION OF BOARD MEMBER REPLACEMENT  
 (Item of discussion)

President Trudeau noted that the board member replacement was discussed during the Executive Committee update. He reiterated that letters of interest can be emailed to the board from potential candidates, which will be reviewed by the Executive Committee, then 2-3 applicants will be interviewed by himself. Afterward, a recommendation will be presented to the rest of the board at the January board meeting. Vice President Kleinman added that the board plans to vote to appoint a candidate at the January meeting. Trustee Hadley asked if the Executive Committee would consider establishing payment for board members to generate a different pool of candidates. Trustee Leija commented that paying board members is allowed up to a certain dollar amount per meeting but has not due to care for taxpayer dollars. President Trudeau responded that the topic is one that the Executive Committee can discuss and that it is worth considering. Treasurer Solomon added that the matter will not be resolved before the new candidate is appointed. Trustee Hadley stated that payment could be beneficial for the next election. Trustee Leija added that a board member would be able to decline payment if they choose to.

23-201

D. RESOLUTION OF APPRECIATION TO JAMIE VANDER BROEK

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, NOVEMBER 27 2023

(Item of action)

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

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.

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

NAYS: None

23-202

E. VOTE TO CANCEL THE DECEMBER 18, 2023 REGULAR BOARD MEETING  
 (Item of action)

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

NAYS: None

23-203

XI. CITIZENS' COMMENTS

There were no citizens' comments.

23-204

XII. ADJOURNMENT

President Trudeau adjourned the meeting at 7:51 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 November 27, 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.

ANN ARBOR DISTRICT LIBRARY BOARD  
PROPOSED MINUTES OF THE REGULAR MEETING  
MONDAY, NOVEMBER 27 2023

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Aidan Sova, Board Secretary

**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 27<sup>th</sup> day of November, 2023 at 7:00 p.m.

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

ABSENT: None

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 27, 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 23-201**

**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 27<sup>th</sup> day of November, 2023 at 7:00 p.m.

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

ABSENT: None

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on November 27, 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

13  
**Check Report**

By Check Number

Date Range: 11/01/2023 - 11/30/2023



Ann Arbor District Library

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>						
VEN02163	Barry Bagels	11/27/2023	Bank Draft	0.00	292.50	DFT0001767
VEN02260	Belle Tire	11/27/2023	Bank Draft	0.00	1,630.93	DFT0001768
VEN02168	Bivouac	11/27/2023	Bank Draft	0.00	25.00	DFT0001769
VEN02178	Bookshop.org	11/27/2023	Bank Draft	0.00	78.53	DFT0001770
VEN01377	CFRA	11/27/2023	Bank Draft	0.00	445.00	DFT0001771
VEN01757	Cheap Totes	11/27/2023	Bank Draft	0.00	839.50	DFT0001772
VEN02185	Citadel Packaging	11/27/2023	Bank Draft	0.00	1,782.18	DFT0001773
VEN02180	Coveyou Scenic Farms	11/27/2023	Bank Draft	0.00	77.75	DFT0001774
VEN02035	Eden Botanicals	11/27/2023	Bank Draft	0.00	272.14	DFT0001775
VEN01130	FastSigns	11/27/2023	Bank Draft	0.00	70.00	DFT0001776
VEN01393	French Paper	11/27/2023	Bank Draft	0.00	158.54	DFT0001777
VEN01590	Glove Nation	11/27/2023	Bank Draft	0.00	3,045.00	DFT0001778
VEN02259	GoFundMe	11/27/2023	Bank Draft	0.00	100.00	DFT0001779
VEN02041	Good Docs	11/27/2023	Bank Draft	0.00	199.00	DFT0001780
VEN01762	Jakprints	11/27/2023	Bank Draft	0.00	160.67	DFT0001781
VEN02159	JetPens.com	11/27/2023	Bank Draft	0.00	108.00	DFT0001782
VEN02160	Missouri Star Quilt Company	11/27/2023	Bank Draft	0.00	79.65	DFT0001783
VEN02190	OpenTip	11/27/2023	Bank Draft	0.00	21.89	DFT0001784
VEN01323	Oriental Trading	11/27/2023	Bank Draft	0.00	206.65	DFT0001785
VEN01724	Over the River Felt	11/27/2023	Bank Draft	0.00	84.00	DFT0001786
VEN01671	Produce Station	11/27/2023	Bank Draft	0.00	3,077.50	DFT0001787
VEN02046	Regents of University of Michigan	11/27/2023	Bank Draft	0.00	650.00	DFT0001788
VEN02176	Richard W. Cartwright	11/27/2023	Bank Draft	0.00	1,844.15	DFT0001789
VEN01543	Rock the Booth, LLC	11/27/2023	Bank Draft	0.00	600.00	DFT0001790
VEN01211	Roos Roast	11/27/2023	Bank Draft	0.00	2,000.00	DFT0001791
VEN02142	Send Chinatown Love	11/27/2023	Bank Draft	0.00	109.00	DFT0001792
VEN01329	Seville Classics	11/27/2023	Bank Draft	0.00	399.99	DFT0001793
VEN02152	Sizzix	11/27/2023	Bank Draft	0.00	286.13	DFT0001794
VEN02223	Skyline Friends of the Arts	11/27/2023	Bank Draft	0.00	300.00	DFT0001795
VEN01095	Stadium Trophy	11/27/2023	Bank Draft	0.00	113.54	DFT0001796
VEN02167	Sweetwaters Coffee & Tea	11/27/2023	Bank Draft	0.00	275.00	DFT0001797
VEN01103	Target	11/27/2023	Bank Draft	0.00	680.00	DFT0001798
VEN01401	Venmill Industries	11/27/2023	Bank Draft	0.00	266.00	DFT0001799

**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	37	33	0.00	20,278.24
EFT's	0	0	0.00	0.00
	<b>37</b>	<b>33</b>	<b>0.00</b>	<b>20,278.24</b>

Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE</b>						
VEN01680	AnyCubic	11/22/2023	Bank Draft	0.00	925.00	DFT0001739
VEN01131	AWS	11/22/2023	Bank Draft	0.00	268.08	DFT0001740
VEN01132	Backblaze	11/22/2023	Bank Draft	0.00	2,068.20	DFT0001741
VEN02191	Cafe Zola Restaurant	11/22/2023	Bank Draft	0.00	146.06	DFT0001742
VEN01154	Conlin Travel	11/22/2023	Bank Draft	0.00	559.45	DFT0001743
VEN02169	Downtown Home & Garden	11/22/2023	Bank Draft	0.00	450.00	DFT0001744
VEN01133	Drupalize OSIO Labs	11/22/2023	Bank Draft	0.00	35.00	DFT0001745
VEN02174	Encore Records	11/22/2023	Bank Draft	0.00	25.00	DFT0001746
VEN02195	Homeless Training	11/22/2023	Bank Draft	0.00	2,899.00	DFT0001747
VEN01135	IRCCloud	11/22/2023	Bank Draft	0.00	215.00	DFT0001748
VEN01490	Laundry Care	11/22/2023	Bank Draft	0.00	67.00	DFT0001749
VEN02036	Lenovo	11/22/2023	Bank Draft	0.00	269.01	DFT0001750
VEN01648	Main Street Area Associations	11/22/2023	Bank Draft	0.00	250.00	DFT0001751
VEN01515	Oh Dear	11/22/2023	Bank Draft	0.00	15.93	DFT0001752
VEN01143	OpenCage	11/22/2023	Bank Draft	0.00	50.00	DFT0001753
VEN02196	QNAP Sytems, Inc.	11/22/2023	Bank Draft	0.00	178.00	DFT0001754
VEN02179	Raul Cruz	11/22/2023	Bank Draft	0.00	1,638.93	DFT0001755
VEN01160	Royal Limousine Service Inc	11/22/2023	Bank Draft	0.00	791.40	DFT0001756
VEN01641	Spun	11/22/2023	Bank Draft	0.00	45.00	DFT0001757
VEN02073	Stamps.com (Postage)	11/22/2023	Bank Draft	0.00	1,378.99	DFT0001758
VEN01128	Star's Cafe Ann Arbor	11/22/2023	Bank Draft	0.00	180.00	DFT0001759
VEN02262	Tacit Studio	11/22/2023	Bank Draft	0.00	84.95	DFT0001760
VEN01139	Trello	11/22/2023	Bank Draft	0.00	75.00	DFT0001761
VEN01140	Twilio	11/22/2023	Bank Draft	0.00	837.80	DFT0001762
VEN01974	Type High Design	11/22/2023	Bank Draft	0.00	666.59	DFT0001763
VEN01386	USPS - Shipping Online Account	11/22/2023	Bank Draft	0.00	70.25	DFT0001764
VEN02175	Zingerman's Delicatessen	11/22/2023	Bank Draft	0.00	525.00	DFT0001765
VEN01142	Zoom	11/22/2023	Bank Draft	0.00	130.00	DFT0001766

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	28	0.00	14,844.64
EFT's	0	0	0.00	0.00
	<b>30</b>	<b>28</b>	<b>0.00</b>	<b>14,844.64</b>

## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN02138	Sonya C Vann DeLoach	11/14/2023	EFT	0.00	1,000.00	1103
VEN01063	O'Neal Construction, Inc.	11/14/2023	EFT	0.00	15,767.31	1104
VEN01607	Elizabeth Battey	11/21/2023	EFT	0.00	300.00	1105
VEN01488	Lindsey Smith	11/21/2023	EFT	0.00	1,170.00	1106
VEN01155	Bethany Neal	11/21/2023	EFT	0.00	450.00	1107
VEN01287	Verbit, Inc	11/21/2023	EFT	0.00	15,000.00	1108
VEN01022	Carpenter Brothers	11/02/2023	Regular	0.00	39.46	68832
VEN01032	Shambaugh & Son, L.P.	11/02/2023	Regular	0.00	27,754.73	68833
VEN01331	Groundcover News	11/02/2023	Regular	0.00	1,200.00	68834
VEN01013	Blackstone Publishing	11/02/2023	Regular	0.00	2,220.78	68835
VEN01264	Duke Roofing Company	11/02/2023	Regular	0.00	2,706.00	68836
VEN01062	Print-Tech, Inc.	11/02/2023	Regular	0.00	2,353.73	68837
VEN01195	Hugh Gallagher	11/02/2023	Regular	0.00	500.00	68838
VEN01171	Maner Costerisan	11/02/2023	Regular	0.00	5,415.12	68839
VEN02189	El Harissa	11/02/2023	Regular	0.00	1,825.00	68840
VEN01298	Lucy Schramm	11/02/2023	Regular	0.00	14.83	68841
VEN02194	GOBI	11/02/2023	Regular	0.00	155.48	68842
VEN01027	PlantWise	11/02/2023	Regular	0.00	4,175.00	68843
VEN01190	Martha Stuit	11/02/2023	Regular	0.00	300.00	68844
VEN01526	LARA Bureau of Construction Codes	11/02/2023	Regular	0.00	195.00	68845
VEN01066	Ann Arbor Cleaning Supply Company	11/02/2023	Regular	0.00	444.56	68846
VEN01649	Jessica Beemsterboer	11/02/2023	Regular	0.00	150.00	68847
VEN01848	Eunjae Cheon	11/02/2023	Regular	0.00	150.00	68848
VEN01102	Apple, Inc	11/02/2023	Regular	0.00	6,980.00	68849
VEN01506	Central Michigan University	11/02/2023	Regular	0.00	17.96	68850
VEN01296	Sierra Laurel-Dawn Brown	11/02/2023	Regular	0.00	450.00	68851
VEN01505	Canton Public Library	11/02/2023	Regular	0.00	31.00	68852
VEN01068	Staples	11/02/2023	Regular	0.00	523.47	68853
VEN01320	Quanta, Inc	11/02/2023	Regular	0.00	864.75	68854
VEN01073	Grainger	11/02/2023	Regular	0.00	402.95	68855
VEN01906	Ultra Pro	11/02/2023	Regular	0.00	3.60	68856
VEN01016	Midwest Tape	11/02/2023	Regular	0.00	5,312.15	68857
	**Void**	11/02/2023	Regular	0.00	0.00	68858
VEN01608	Carol Ullmann	11/02/2023	Regular	0.00	150.00	68859
VEN02205	Midwest Maintenance Inc.	11/02/2023	Regular	0.00	2,300.00	68860
VEN01604	Southfield Public Library	11/02/2023	Regular	0.00	75.00	68861
VEN01012	Alliance Entertainment	11/02/2023	Regular	0.00	913.36	68862
VEN01087	Midwest Collaborative for Library Services	11/02/2023	Regular	0.00	12,726.00	68863
VEN01206	Ann Arbor Observer	11/02/2023	Regular	0.00	1,489.50	68864
VEN01047	Monica Higman	11/02/2023	Regular	0.00	150.00	68865
VEN01314	Scio Township Utility Dept	11/02/2023	Regular	0.00	189.21	68866
VEN01399	Graph-X	11/02/2023	Regular	0.00	172.80	68867
VEN01990	Grosse Pointe Public Library	11/02/2023	Regular	0.00	13.95	68868
VEN02211	Nate Pocsi Morrison	11/02/2023	Regular	0.00	652.69	68869
VEN01305	McNaughton-McKay Electric Company	11/02/2023	Regular	0.00	51.70	68870
VEN02202	Theatre Guild Booster Club	11/02/2023	Regular	0.00	425.00	68871
VEN01847	Andrea Yun	11/02/2023	Regular	0.00	150.00	68872
VEN01480	Underwood Nursery, LLC	11/02/2023	Regular	0.00	226.00	68873
VEN01702	Paul Bowling	11/02/2023	Regular	0.00	450.00	68874
VEN01266	Conti	11/02/2023	Regular	0.00	3,229.00	68875
VEN02187	Melissa Ann Cunningham	11/02/2023	Regular	0.00	233.64	68876
VEN01148	Graduate Ann Arbor	11/02/2023	Regular	0.00	1,257.90	68877
VEN01100	Verizon	11/07/2023	Regular	0.00	2,376.51	68878
VEN01035	Waste Management of Michigan	11/07/2023	Regular	0.00	234.50	68879
VEN01023	Cintas	11/07/2023	Regular	0.00	74.47	68880
VEN01070	Office Depot aka ODP	11/07/2023	Regular	0.00	301.42	68881
VEN01019	UPS	11/07/2023	Regular	0.00	209.85	68882
VEN02200	Roseville Public Library	11/07/2023	Regular	0.00	18.99	68883
VEN01601	Ypsilanti District Library	11/07/2023	Regular	0.00	26.00	68884
VEN01022	Carpenter Brothers	11/07/2023	Regular	0.00	20.14	68885



## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02209	Redford Township District Library	11/07/2023	Regular	0.00	21.95	68886
VEN01444	Garrett Schumann	11/07/2023	Regular	0.00	250.00	68887
VEN01037	4imprint, Inc	11/07/2023	Regular	0.00	233.49	68888
VEN02139	Elizabeth Lombard	11/07/2023	Regular	0.00	165.00	68889
VEN02171	Brandi K. Larsen	11/07/2023	Regular	0.00	450.00	68890
VEN01675	Natalia Holtzman	11/07/2023	Regular	0.00	100.00	68891
VEN01120	Barnes & Noble, Inc.	11/07/2023	Regular	0.00	226.60	68892
VEN01202	Vanguard Fire & Security Systems	11/07/2023	Regular	0.00	870.41	68893
VEN01094	Rachel Hoekstra	11/07/2023	Regular	0.00	125.00	68894
VEN02039	Georgetown Township Public Library	11/07/2023	Regular	0.00	10.00	68895
VEN01204	VanArchitects, PLLC	11/07/2023	Regular	0.00	640.00	68896
VEN01190	Martha Stuit	11/07/2023	Regular	0.00	150.00	68897
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	11/07/2023	Regular	0.00	90.00	68898
VEN01079	AF Smith Electric	11/07/2023	Regular	0.00	468.97	68899
VEN01493	Ann Arbor News	11/07/2023	Regular	0.00	2,083.91	68900
VEN01034	Stadium Hardware	11/07/2023	Regular	0.00	163.84	68901
VEN01332	Momoko Fife aka Momo Kajiwara	11/07/2023	Regular	0.00	150.00	68902
VEN01996	Mason County District Library	11/07/2023	Regular	0.00	16.00	68903
VEN02009	St Clair Shores Public Library	11/07/2023	Regular	0.00	24.99	68904
VEN01065	Computer Alley	11/07/2023	Regular	0.00	1,343.55	68905
VEN01275	Demco, Inc	11/07/2023	Regular	0.00	1,957.46	68906
VEN01967	Toshiba Business Solutions	11/07/2023	Regular	0.00	859.96	68907
VEN01032	Shambaugh & Son, L.P.	11/07/2023	Regular	0.00	3,334.64	68908
VEN01506	Central Michigan University	11/07/2023	Regular	0.00	60.00	68909
VEN01049	Betsy Beckerman	11/07/2023	Regular	0.00	600.00	68910
VEN01758	Bull and Monkey, LLC	11/07/2023	Regular	0.00	1,000.00	68911
VEN01990	Grosse Pointe Public Library	11/07/2023	Regular	0.00	18.99	68912
VEN01082	Crawford Door Sales	11/07/2023	Regular	0.00	1,030.00	68913
VEN01917	Elizabeth Smith	11/07/2023	Regular	0.00	28.75	68914
VEN01066	Ann Arbor Cleaning Supply Company	11/07/2023	Regular	0.00	247.25	68915
VEN01030	RNA	11/07/2023	Regular	0.00	22,001.00	68916
VEN02210	Montmorency County Public Libraries	11/07/2023	Regular	0.00	17.99	68917
VEN01733	Corinne Lenz	11/07/2023	Regular	0.00	750.00	68918
VEN01208	Jewish Community Media of Washtenaw	11/07/2023	Regular	0.00	300.00	68919
VEN01062	Print-Tech, Inc.	11/07/2023	Regular	0.00	3,748.59	68920
VEN01006	Dykema Gossett	11/07/2023	Regular	0.00	1,070.15	68921
VEN01213	ScheduleSource, Inc	11/07/2023	Regular	0.00	975.00	68922
VEN01016	Midwest Tape	11/07/2023	Regular	0.00	3,651.80	68923
VEN01012	Alliance Entertainment	11/07/2023	Regular	0.00	439.55	68924
VEN01967	Toshiba Business Solutions	11/14/2023	Regular	0.00	4,119.66	68925
VEN01017	Cengage Learning Inc/Gale	11/14/2023	Regular	0.00	306.64	68926
VEN01062	Print-Tech, Inc.	11/14/2023	Regular	0.00	585.72	68927
VEN02051	Mochimochi Land, LLC	11/14/2023	Regular	0.00	400.00	68928
VEN02201	Maria Judice	11/14/2023	Regular	0.00	1,000.00	68929
VEN01848	Eunjae Cheon	11/14/2023	Regular	0.00	150.00	68930
VEN01962	Trenton Veterans Memorial Library	11/14/2023	Regular	0.00	18.95	68931
VEN01532	Clarkston Independence District Library	11/14/2023	Regular	0.00	18.99	68932
VEN01071	MindCentric	11/14/2023	Regular	0.00	2,025.00	68933
VEN01245	Sophia Zhou	11/14/2023	Regular	0.00	500.00	68934
VEN02108	Jesse Deucher	11/14/2023	Regular	0.00	200.00	68935
VEN01740	Hadil Ghoneim	11/14/2023	Regular	0.00	150.00	68936
VEN01147	Martin Bandyke	11/14/2023	Regular	0.00	500.00	68937
VEN01847	Andrea Yun	11/14/2023	Regular	0.00	150.00	68938
VEN02144	Talaat Pasha	11/14/2023	Regular	0.00	600.00	68939
VEN01402	Voss Lighting	11/14/2023	Regular	0.00	896.40	68940
VEN01026	Metcom, Inc	11/14/2023	Regular	0.00	5,591.25	68941
VEN02109	Sarah Kairis	11/14/2023	Regular	0.00	200.00	68942
VEN01040	Brewer's North Campus Service Inc.	11/14/2023	Regular	0.00	823.12	68943
VEN01821	Jamie John	11/14/2023	Regular	0.00	400.00	68944
VEN01130	FastSigns	11/14/2023	Regular	0.00	108.30	68945
VEN01190	Martha Stuit	11/14/2023	Regular	0.00	150.00	68946

## Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01097	Unique	11/14/2023	Regular	0.00	501.20	68947
VEN01318	Marley Boone	11/14/2023	Regular	0.00	213.00	68948
VEN01171	Maner Costerisan	11/14/2023	Regular	0.00	5,532.22	68949
VEN01477	Ann Arbor Civic Theatre	11/14/2023	Regular	0.00	50.00	68950
VEN01635	Kathy Gunderson	11/14/2023	Regular	0.00	150.00	68951
VEN01022	Carpenter Brothers	11/14/2023	Regular	0.00	69.24	68952
VEN01971	Maurice Imhoff	11/14/2023	Regular	0.00	300.00	68953
VEN01105	Hooper Hathaway, P.C.	11/14/2023	Regular	0.00	1,105.00	68954
VEN01194	Jenn McKee	11/14/2023	Regular	0.00	100.00	68955
VEN01766	Raquel Gomez	11/14/2023	Regular	0.00	150.00	68956
VEN02033	Karen Jennifer Dybis	11/14/2023	Regular	0.00	200.00	68957
VEN01013	Blackstone Publishing	11/14/2023	Regular	0.00	570.00	68958
VEN01016	Midwest Tape	11/14/2023	Regular	0.00	4,284.00	68959
VEN02086	Samantha Root	11/14/2023	Regular	0.00	9.37	68960
VEN01082	Crawford Door Sales	11/21/2023	Regular	0.00	432.50	68961
VEN01158	Alex (Margaret) Kourvo	11/21/2023	Regular	0.00	450.00	68962
VEN01068	Staples	11/21/2023	Regular	0.00	1,406.88	68963
VEN02229	Terri Sarris	11/21/2023	Regular	0.00	1,300.00	68964
VEN02231	Jennifer Proctor	11/21/2023	Regular	0.00	1,009.00	68965
VEN01175	Pittsfield Charter Township Water	11/21/2023	Regular	0.00	356.69	68966
VEN01102	Apple, Inc	11/21/2023	Regular	0.00	423.00	68967
VEN02228	Aimee McDonald	11/21/2023	Regular	0.00	1,500.00	68968
VEN02226	Alvah N Belding Memorial Library	11/21/2023	Regular	0.00	10.00	68969
VEN01028	Preuss Pets	11/21/2023	Regular	0.00	2,135.94	68970
VEN01458	Monroe County Library System	11/21/2023	Regular	0.00	7.99	68971
VEN01560	Jerusalem Garden	11/21/2023	Regular	0.00	1,561.00	68972
VEN02047	Alro Steel Corporation	11/21/2023	Regular	0.00	94.50	68973
VEN01150	EBSCO	11/21/2023	Regular	0.00	37,829.99	68974
VEN01438	Calvin University - Hekman Library	11/21/2023	Regular	0.00	50.00	68975
VEN01203	Schilke Security	11/21/2023	Regular	0.00	570.00	68976
VEN01553	Cummins Sales and Service	11/21/2023	Regular	0.00	1,279.92	68977
VEN01250	Amber Adams-Fall	11/21/2023	Regular	0.00	125.00	68978
VEN01031	Schindler Elevator Corp	11/21/2023	Regular	0.00	901.37	68979
VEN01045	Sheela Lal	11/21/2023	Regular	0.00	-150.00	68980
VEN01045	Sheela Lal	11/21/2023	Regular	0.00	150.00	68980
VEN02125	Brandon Barrieault	11/21/2023	Regular	0.00	280.00	68981
VEN02206	Linette Lao	11/21/2023	Regular	0.00	150.00	68982
VEN01414	Richard Retyi	11/21/2023	Regular	0.00	467.11	68983
VEN01037	4imprint, Inc	11/21/2023	Regular	0.00	3,576.89	68984
VEN01065	Computer Alley	11/21/2023	Regular	0.00	99.90	68985
VEN01013	Blackstone Publishing	11/21/2023	Regular	0.00	583.16	68986
VEN01022	Carpenter Brothers	11/21/2023	Regular	0.00	87.46	68987
VEN01967	Toshiba Business Solutions	11/21/2023	Regular	0.00	494.97	68988
VEN01021	Busch's	11/21/2023	Regular	0.00	809.56	68989
VEN02230	Martin Thoburn	11/21/2023	Regular	0.00	2,000.00	68990
VEN01216	FAADL - Friends of the Ann Arbor District Librar	11/21/2023	Regular	0.00	5,621.10	68991
VEN01044	Fatema Haque	11/21/2023	Regular	0.00	150.00	68992
VEN01872	Michael Alex Mossey Library - Hillsdale College	11/21/2023	Regular	0.00	100.00	68993
VEN01599	Kent District Library	11/21/2023	Regular	0.00	18.99	68994
VEN01017	Cengage Learning Inc/Gale	11/21/2023	Regular	0.00	180.68	68995
VEN01274	B & H Photo-Video	11/21/2023	Regular	0.00	369.24	68996
VEN01038	Underground Printing	11/21/2023	Regular	0.00	41.12	68997
VEN02219	Grand Rapids Public Library	11/21/2023	Regular	0.00	35.29	68998
VEN01025	McIntosh Grounds Maint, Inc.	11/21/2023	Regular	0.00	5,979.17	68999
VEN01010	Applied Imaging	11/21/2023	Regular	0.00	561.60	69000
VEN02227	Frederic M Culpepper	11/21/2023	Regular	0.00	1,500.00	69001
VEN01011	Baker Taylor	11/07/2023	Bank Draft	0.00	6,524.99	DFT0001576
VEN01023	Cintas	11/07/2023	Bank Draft	0.00	717.45	DFT0001577
VEN01042	City of Ann Arbor Water Utilities	11/07/2023	Bank Draft	0.00	2,843.65	DFT0001578
VEN01070	Office Depot aka ODP	11/07/2023	Bank Draft	0.00	306.15	DFT0001579
VEN01018	Trionfo Solutions, LLC	11/07/2023	Bank Draft	0.00	750.75	DFT0001580

Check Report

Date Range: 11/01/2023 - 11/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01008	Amazon Collections	11/07/2023	Bank Draft	0.00	799.82	DFT0001581
VEN01063	O'Neal Construction, Inc.	11/07/2023	Bank Draft	0.00	185,464.49	DFT0001582
VEN01077	BCBS	11/14/2023	Bank Draft	0.00	3,927.95	DFT0001583
VEN01077	BCBS	11/14/2023	Bank Draft	0.00	145.32	DFT0001584
VEN01078	BCN	11/14/2023	Bank Draft	0.00	104,330.97	DFT0001585
VEN01104	DTE	11/14/2023	Bank Draft	0.00	2,096.91	DFT0001586
VEN01104	DTE	11/14/2023	Bank Draft	0.00	1,623.05	DFT0001587
VEN01100	Verizon	11/14/2023	Bank Draft	0.00	1,105.42	DFT0001588
VEN01024	Lowe's	11/14/2023	Bank Draft	0.00	618.85	DFT0001589
VEN01035	Waste Management of Michigan	11/14/2023	Bank Draft	0.00	1,428.67	DFT0001590
VEN01011	Baker Taylor	11/14/2023	Bank Draft	0.00	5.39	DFT0001591
VEN01011	Baker Taylor	11/14/2023	Bank Draft	0.00	7,793.09	DFT0001594
VEN01011	Baker Taylor	11/14/2023	Bank Draft	0.00	589.28	DFT0001595
VEN01011	Baker Taylor	11/21/2023	Bank Draft	0.00	9,113.42	DFT0001672
VEN01011	Baker Taylor	11/21/2023	Bank Draft	0.00	402.06	DFT0001673
VEN01007	Amazon	11/21/2023	Bank Draft	0.00	3,669.40	DFT0001674
VEN01011	Baker Taylor	11/21/2023	Bank Draft	0.00	62.95	DFT0001675
VEN01008	Amazon Collections	11/21/2023	Bank Draft	0.00	3,383.89	DFT0001676
VEN01101	AT&T	11/21/2023	Bank Draft	0.00	315.14	DFT0001677
VEN01977	Delta Dental	11/21/2023	Bank Draft	0.00	8,008.58	DFT0001678
VEN01104	DTE	11/21/2023	Bank Draft	0.00	2,365.91	DFT0001679
VEN01104	DTE	11/21/2023	Bank Draft	0.00	786.71	DFT0001680
VEN01104	DTE	11/21/2023	Bank Draft	0.00	12,462.25	DFT0001681
VEN01104	DTE	11/21/2023	Bank Draft	0.00	784.59	DFT0001682
VEN01104	DTE	11/21/2023	Bank Draft	0.00	3,406.09	DFT0001683
VEN01104	DTE	11/21/2023	Bank Draft	0.00	4,459.91	DFT0001684
VEN01104	DTE	11/21/2023	Bank Draft	0.00	2,864.49	DFT0001685
VEN01173	TDS	11/21/2023	Bank Draft	0.00	6,062.73	DFT0001686
VEN01019	UPS	11/21/2023	Bank Draft	0.00	144.46	DFT0001687
VEN01023	Cintas	11/21/2023	Bank Draft	0.00	761.59	DFT0001688
VEN01070	Office Depot aka ODP	11/21/2023	Bank Draft	0.00	399.41	DFT0001689
VEN02020	Mutual of Omaha	11/21/2023	Bank Draft	0.00	6,061.50	DFT0001690
VEN01080	Oxford Property Management	11/21/2023	Bank Draft	0.00	1,710.14	DFT0001691
VEN01007	Amazon	11/08/2023	Bank Draft	0.00	1,149.39	DFT0001800
VEN01174	Westgate Enterprises	11/02/2023	Bank Draft	0.00	46,992.52	DFT0001803
VEN01080	Oxford Property Management	11/02/2023	Bank Draft	0.00	12,296.40	DFT0001804
VEN01011	Baker Taylor	11/07/2023	Bank Draft	0.00	27,899.85	DFT11072023

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	269	169	0.00	248,806.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-150.00
Bank Drafts	802	42	0.00	476,635.58
EFT's	6	6	0.00	33,687.31
<b>Total</b>	<b>1077</b>	<b>219</b>	<b>0.00</b>	<b>758,979.01</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	269	169	0.00	248,806.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-150.00
Bank Drafts	869	103	0.00	511,758.46
EFT's	6	6	0.00	33,687.31
	<b>1144</b>	<b>280</b>	<b>0.00</b>	<b>794,101.89</b>

### Fund Summary

Fund	Name	Period	Amount
101	General Fund	11/2023	794,101.89
			<b>794,101.89</b>

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**Check Report**

By Check Number

Date Range: 12/01/2023 - 12/31/2023



Ann Arbor District Library

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN01318	Marley Boone	12/07/2023	EFT	0.00	300.00	1109
VEN01607	Elizabeth Battey	12/07/2023	EFT	0.00	300.00	1110
VEN01194	Jenn McKee	12/07/2023	EFT	0.00	100.00	1111
VEN01062	Print-Tech, Inc.	12/12/2023	EFT	0.00	6,475.49	1112
VEN01063	O'Neal Construction, Inc.	12/12/2023	EFT	0.00	229,181.89	1113
VEN01696	Green Things Farm Collective	12/12/2023	EFT	0.00	5,101.25	1114
VEN01234	Keegan Rodgers	12/12/2023	EFT	0.00	400.00	1115
VEN01193	Patti F. Smith	12/12/2023	EFT	0.00	200.00	1116
VEN02232	Amy Tarrant	12/12/2023	EFT	0.00	250.00	1117
VEN01062	Print-Tech, Inc.	12/21/2023	EFT	0.00	195.16	1118
VEN01194	Jenn McKee	12/21/2023	EFT	0.00	306.00	1119
VEN01049	Betsy Beckerman	12/21/2023	EFT	0.00	880.00	1120
VEN02014	Gabriella Vanessa Jones-Monserrate	12/21/2023	EFT	0.00	3,570.70	1121
VEN02172	Carl Lavigne	12/21/2023	EFT	0.00	450.00	1122
VEN02019	Michelle Krell Kydd	12/21/2023	EFT	0.00	700.00	1123
VEN01318	Marley Boone	12/21/2023	EFT	0.00	305.00	1124
VEN01751	Cameron C. Finch	12/21/2023	EFT	0.00	200.00	1125
VEN02243	Benjamin Zink	12/21/2023	EFT	0.00	150.00	1126
VEN02138	Sonya C Vann DeLoach	12/21/2023	EFT	0.00	1,000.00	1127
VEN01837	Josh Barnhart	12/21/2023	EFT	0.00	100.00	1128
VEN02266	Rebecca Sinclair	12/21/2023	EFT	0.00	450.00	1129
VEN01194	Jenn McKee	12/07/2023	Regular	0.00	100.00	69002
VEN01194	Jenn McKee	12/07/2023	Regular	0.00	-100.00	69002
VEN01332	Momoko Fife aka Momo Kajiwara	12/12/2023	Regular	0.00	-150.00	69003
VEN01332	Momoko Fife aka Momo Kajiwara	12/12/2023	Regular	0.00	150.00	69003
VEN01206	Ann Arbor Observer	12/12/2023	Regular	0.00	-1,489.50	69004
VEN01206	Ann Arbor Observer	12/12/2023	Regular	0.00	1,489.50	69004
VEN01847	Andrea Yun	12/12/2023	Regular	0.00	150.00	69005
VEN01847	Andrea Yun	12/12/2023	Regular	0.00	-150.00	69005
VEN01245	Sophia Zhou	12/12/2023	Regular	0.00	-500.00	69006
VEN01245	Sophia Zhou	12/12/2023	Regular	0.00	500.00	69006
VEN01071	MindCentric	12/12/2023	Regular	0.00	2,031.00	69007
VEN01402	Voss Lighting	12/12/2023	Regular	0.00	639.60	69008
VEN01213	ScheduleSource, Inc	12/12/2023	Regular	0.00	1,017.00	69009
VEN01675	Natalia Holtzman	12/12/2023	Regular	0.00	100.00	69010
VEN01967	Toshiba Business Solutions	12/12/2023	Regular	0.00	2,235.83	69011
VEN02000	Kyler Jordan Wilkins	12/12/2023	Regular	0.00	2,500.00	69012
VEN01319	Varsity Ford	12/12/2023	Regular	0.00	315.12	69013
VEN01130	FastSigns	12/12/2023	Regular	0.00	498.00	69014
VEN01097	Unique	12/12/2023	Regular	0.00	545.95	69015
VEN01449	Stamp Maker	12/12/2023	Regular	0.00	54.70	69016
VEN01190	Martha Stuit	12/12/2023	Regular	0.00	300.00	69017
VEN01848	Eunjae Cheon	12/12/2023	Regular	0.00	150.00	69018
VEN01250	Amber Adams-Fall	12/12/2023	Regular	0.00	125.00	69019
VEN01610	Open Spot Theatre	12/12/2023	Regular	0.00	2,370.00	69020
VEN01274	B & H Photo-Video	12/12/2023	Regular	0.00	609.12	69021
VEN01034	Stadium Hardware	12/12/2023	Regular	0.00	377.15	69022
VEN01109	Katie Monkiewicz	12/12/2023	Regular	0.00	37.45	69023
VEN01855	Yvonne Chan	12/12/2023	Regular	0.00	1,610.00	69024
VEN01022	Carpenter Brothers	12/12/2023	Regular	0.00	45.40	69025
VEN02145	Doug Coombe	12/12/2023	Regular	0.00	200.00	69026
VEN01079	AF Smith Electric	12/12/2023	Regular	0.00	1,011.73	69027
VEN01006	Dykema Gossett	12/12/2023	Regular	0.00	4,597.23	69028
VEN01017	Cengage Learning Inc/Gale	12/12/2023	Regular	0.00	158.94	69029

## Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01016	Midwest Tape	12/12/2023	Regular	0.00	20,250.55	69030
	**Void**	12/12/2023	Regular	0.00	0.00	69031
	**Void**	12/12/2023	Regular	0.00	0.00	69032
	**Void**	12/12/2023	Regular	0.00	0.00	69033
	**Void**	12/12/2023	Regular	0.00	0.00	69034
	**Void**	12/12/2023	Regular	0.00	0.00	69035
VEN01087	Midwest Collaborative for Library Services	12/12/2023	Regular	0.00	7,062.30	69036
VEN01806	Emily Howard	12/12/2023	Regular	0.00	28.56	69037
VEN01201	Journey Retirement Plan Services, LLC	12/12/2023	Regular	0.00	231.25	69038
VEN01064	Johnson Controls	12/12/2023	Regular	0.00	949.42	69039
VEN01217	Recon Management Systems, Inc	12/12/2023	Regular	0.00	28.00	69040
VEN01740	Hadil Ghoneim	12/12/2023	Regular	0.00	150.00	69041
VEN02236	Harmony Counseling Center PLLC	12/12/2023	Regular	0.00	100.00	69042
VEN01331	Groundcover News	12/12/2023	Regular	0.00	400.00	69043
VEN01105	Hooper Hathaway, P.C.	12/12/2023	Regular	0.00	807.50	69044
VEN02237	Visions: Integrated Planning and Video Producti	12/12/2023	Regular	0.00	700.00	69045
VEN01187	OCLC Inc	12/12/2023	Regular	0.00	147.86	69046
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	12/12/2023	Regular	0.00	400.00	69047
VEN01878	Traverse Area District Library	12/12/2023	Regular	0.00	6.95	69048
VEN01033	Sherwin-Williams	12/12/2023	Regular	0.00	40.49	69049
VEN02005	Plymouth District Library	12/12/2023	Regular	0.00	14.40	69050
VEN02019	Michelle Krell Kydd	12/12/2023	Regular	0.00	700.00	69051
VEN01208	Jewish Community Media of Washtenaw	12/12/2023	Regular	0.00	300.00	69052
VEN01040	Brewer's North Campus Service Inc.	12/12/2023	Regular	0.00	797.28	69053
VEN01203	Schilke Security	12/12/2023	Regular	0.00	2,025.00	69054
VEN02119	Aaron Schillinger	12/12/2023	Regular	0.00	550.00	69055
VEN02204	Robertson Morrison INC.	12/12/2023	Regular	0.00	17,118.00	69056
VEN01188	Value Line Publishing LLC	12/12/2023	Regular	0.00	11,325.00	69057
VEN01094	Rachel Hoekstra	12/12/2023	Regular	0.00	125.00	69058
VEN01027	PlantWise	12/12/2023	Regular	0.00	4,175.00	69059
VEN02242	Good Design Group	12/12/2023	Regular	0.00	6,907.74	69060
VEN01102	Apple, Inc	12/12/2023	Regular	0.00	1,942.00	69061
VEN02225	Cody Daigle	12/12/2023	Regular	0.00	200.00	69062
VEN02125	Brandon Barrieault	12/12/2023	Regular	0.00	200.00	69063
VEN01082	Crawford Door Sales	12/12/2023	Regular	0.00	625.00	69064
VEN01824	Sarah McLusky	12/12/2023	Regular	0.00	150.00	69065
VEN01867	Bichini Bia Congo Dance Theater Company	12/12/2023	Regular	0.00	600.00	69066
VEN01148	Graduate Ann Arbor	12/12/2023	Regular	0.00	233.45	69067
VEN01047	Monica Higman	12/12/2023	Regular	0.00	150.00	69068
VEN01012	Alliance Entertainment	12/12/2023	Regular	0.00	3,573.51	69069
VEN01163	Blick Art Materials	12/12/2023	Regular	0.00	841.23	69070
	**Void**	12/12/2023	Regular	0.00	0.00	69071
VEN01011	Baker Taylor	12/12/2023	Bank Draft	0.00	1,526.75	DFT0001692
VEN01007	Amazon	12/12/2023	Bank Draft	0.00	7,481.28	DFT0001693
VEN01019	UPS	12/12/2023	Bank Draft	0.00	33.98	DFT0001694
VEN01077	BCBS	12/12/2023	Bank Draft	0.00	152.15	DFT0001695
VEN01077	BCBS	12/12/2023	Bank Draft	0.00	3,927.95	DFT0001696
VEN01078	BCN	12/12/2023	Bank Draft	0.00	102,579.54	DFT0001697
VEN01042	City of Ann Arbor Water Utilities	12/12/2023	Bank Draft	0.00	9,121.63	DFT0001698
VEN01104	DTE	12/12/2023	Bank Draft	0.00	14.87	DFT0001699
VEN01104	DTE	12/12/2023	Bank Draft	0.00	123.55	DFT0001700
VEN01104	DTE	12/12/2023	Bank Draft	0.00	3,522.03	DFT0001701
VEN01100	Verizon	12/12/2023	Bank Draft	0.00	2,376.51	DFT0001702
VEN01024	Lowe's	12/12/2023	Bank Draft	0.00	393.59	DFT0001703
VEN01035	Waste Management of Michigan	12/12/2023	Bank Draft	0.00	1,088.47	DFT0001704
VEN01023	Cintas	12/12/2023	Bank Draft	0.00	614.65	DFT0001705
VEN01070	Office Depot aka ODP	12/12/2023	Bank Draft	0.00	303.07	DFT0001706
VEN01257	Quadient (NeoFunds & Neopost)	12/12/2023	Bank Draft	0.00	999.99	DFT0001707
VEN01018	Trionfo Solutions, LLC	12/12/2023	Bank Draft	0.00	750.75	DFT0001708
VEN01061	ULINE	12/12/2023	Bank Draft	0.00	3,037.17	DFT0001709
VEN01011	Baker Taylor	12/12/2023	Bank Draft	0.00	40,273.30	DFT0001710

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01011	Baker Taylor	12/21/2023	Bank Draft	0.00	29,190.71	DFT0001806
VEN01035	Waste Management of Michigan	12/21/2023	Bank Draft	0.00	196.20	DFT0001808
VEN01173	TDS	12/21/2023	Bank Draft	0.00	6,068.38	DFT0001809
VEN02020	Mutual of Omaha	12/21/2023	Bank Draft	0.00	6,291.62	DFT0001810
VEN01104	DTE	12/21/2023	Bank Draft	0.00	11,050.98	DFT0001811
VEN01977	Delta Dental	12/21/2023	Bank Draft	0.00	8,280.33	DFT0001812
VEN01101	AT&T	12/21/2023	Bank Draft	0.00	329.50	DFT0001813
VEN01008	Amazon Collections	12/21/2023	Bank Draft	0.00	1,058.27	DFT0001814
VEN01100	Verizon	12/21/2023	Bank Draft	0.00	1,105.42	DFT0001815
VEN01023	Cintas	12/21/2023	Bank Draft	0.00	810.37	DFT0001816
VEN01007	Amazon	12/21/2023	Bank Draft	0.00	3,277.20	DFT0001817
VEN01008	Amazon Collections	12/21/2023	Bank Draft	0.00	282.00	DFT0001822
VEN01104	DTE	12/21/2023	Bank Draft	0.00	4,987.49	DFT0001823
VEN01080	Oxford Property Management	12/01/2023	Bank Draft	0.00	12,296.40	DFT0001825
VEN01174	Westgate Enterprises	12/31/2023	Bank Draft	0.00	46,992.52	DFT0001826

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	164	64	0.00	107,774.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-2,389.50
Bank Drafts	762	34	0.00	310,538.62
EFT's	32	21	0.00	250,615.49
	<b>958</b>	<b>130</b>	<b>0.00</b>	<b>666,538.82</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	164	64	0.00	107,774.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-2,389.50
Bank Drafts	762	34	0.00	310,538.62
EFT's	32	21	0.00	250,615.49
	<b>958</b>	<b>130</b>	<b>0.00</b>	<b>666,538.82</b>

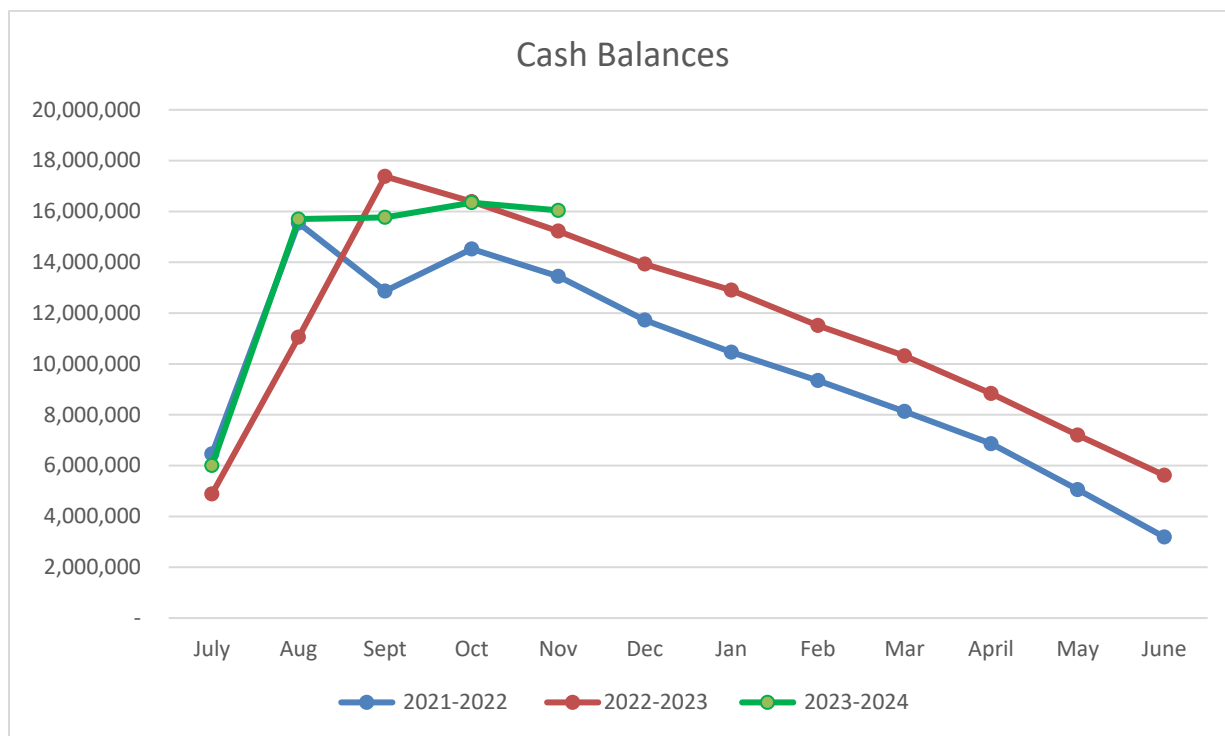
### Fund Summary

Fund	Name	Period	Amount
101	General Fund	12/2023	666,538.82
			<b>666,538.82</b>



Cash

The general fund cash balance, not including investments, was \$16,039,585 as of November 30<sup>th</sup> which would cover approximately 10 months of expenses.

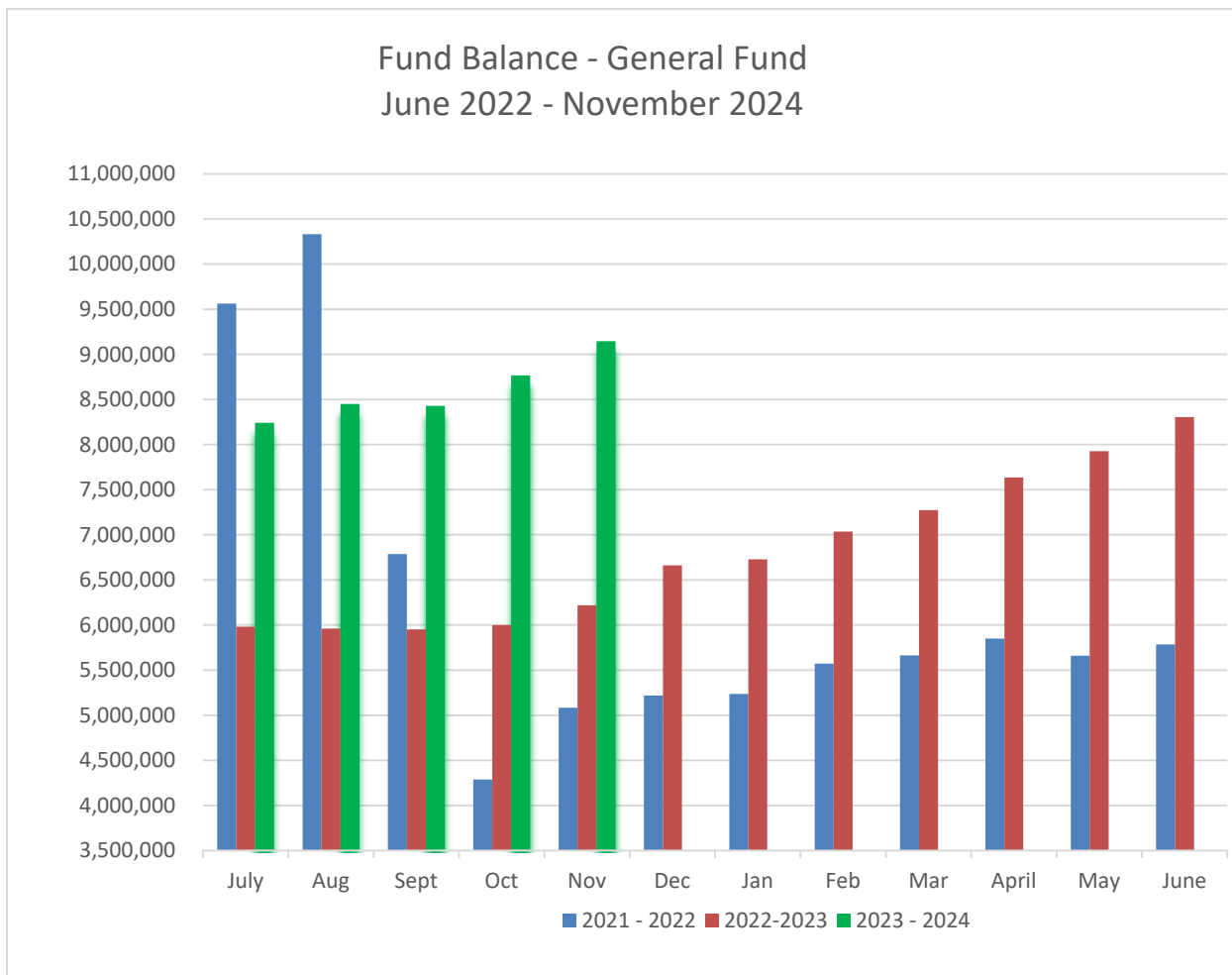


Tax Receipts

Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,683,333 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts through November 30, 2023 were \$20,044,430 or 99.23% of budget.

Fund Balance Activity

The general fund balance was \$9,145,679 as of November 30, 2023. Funds are allowed to strategically grow strategically to allow for future investments. The current fund balance would fund approximately 5.5 months of operations.



### Revenue and Expenditures:

Total revenues of \$8,890,242 are 43.07% of budget after 41.67% of the fiscal year. Actual cash receipts were \$20,805,405 with deferred revenue and accounts receivable factored in.

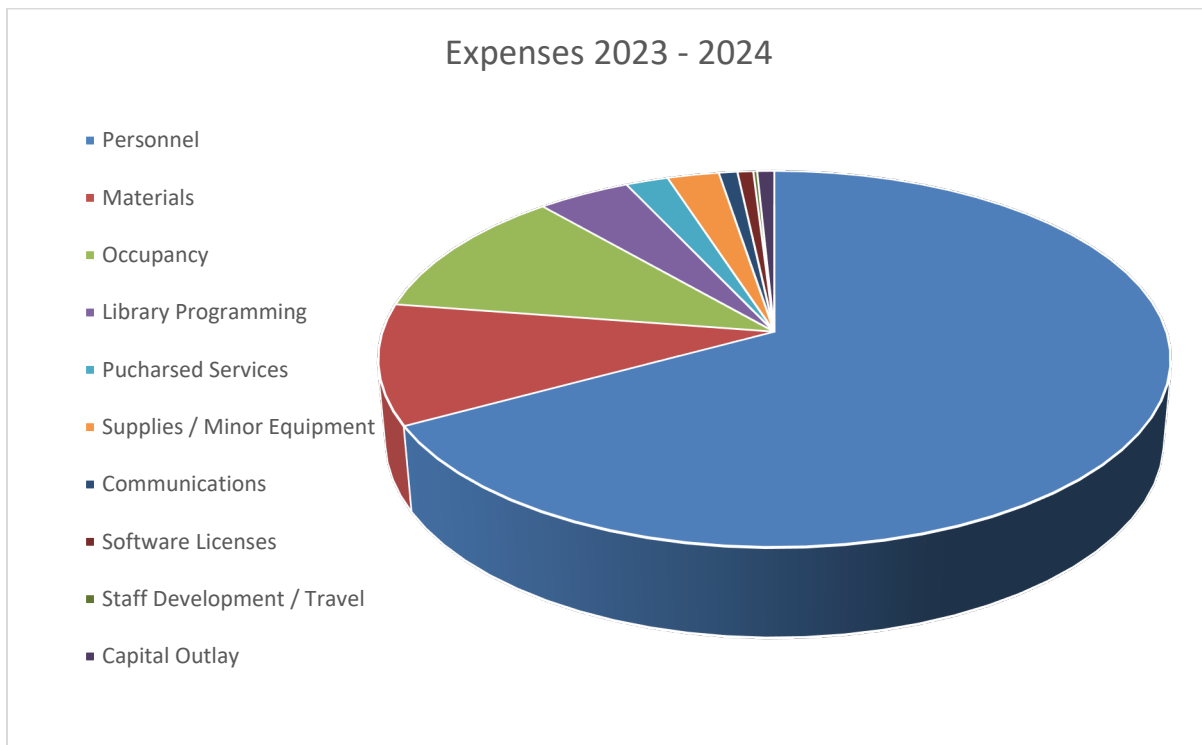
Year-to-date expenditures of \$8,010,677 are 38.81% of budget after 41.67% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in were \$7,956,849.

Revenue earned less expenditures realized resulted in a year-to-date increase in net assets of \$400,988 for the month of November and \$879,565 year-to-date.

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.

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.

Legal expenses and seminars/conferences/training & travel are running high. Management believes these line items will end the year within the annual budget due to large expenses in the first few months of the year.



### 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	\$ 341,090	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,368	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 1,483	
Price	\$ 34,004	
Schafer	\$ 10,674	
Westerman	\$ 33,733	The Board designated \$30,000 for children's programming
WLBDP	\$ 52,358	

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**  
**Governmental Funds**  
**November 30, 2023**

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 16,039,585	\$ 1,231,794	\$ 500,710	\$ 17,772,089
Investments	4,811,581	-	-	4,811,581
Due from other governmental units / funds	79,625	-	-	79,625
Prepaid items	183,290	-	-	183,290
<b>Total assets</b>	<b>\$ 21,114,081</b>	<b>\$ 1,231,794</b>	<b>\$ 500,710</b>	<b>\$ 22,846,585</b>
<b>Liabilities</b>				
Accounts payable	200,991	-	-	200,991
Accrued expenses	140,297	-	-	140,297
<b>Total liabilities</b>	<b>\$ 341,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 341,288</b>
<b>Deferred outflows</b>				
Unavailable property tax revenue	11,627,114	-	-	11,627,114
<b>Total deferred outflows</b>	<b>\$ 11,627,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,627,114</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 183,290	\$ -	\$ -	\$ 183,290
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	175,710	175,710
Committed for capital projects	-	1,231,794	-	1,231,794
Unassigned	8,962,389	-	-	8,962,389
<b>Total fund balances</b>	<b>\$ 9,145,679</b>	<b>\$ 1,231,794</b>	<b>\$ 500,710</b>	<b>\$ 10,878,183</b>
<b>Total liabilities and fund balances</b>	<b>\$ 21,114,081</b>	<b>\$ 1,231,794</b>	<b>\$ 500,710</b>	<b>\$ 22,846,585</b>

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes  
Actual vs Budget  
For the Five Months Ended November 30, 2023**

	November Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,681,257	\$ 8,417,283	\$ 20,200,000	\$ 11,782,717	41.67%
State aid (including MPSERS pass-through)	93,997	107,697	145,000	37,303	74.27%
State penal fines	12,500	62,500	150,000	87,500	41.67%
Local Community Stabilization	-	60,906	-	(60,906)	-
State revenue - other	10,594	13,420	-	(13,420)	-
Investment Gains (Losses)	102,113	175,783	-	(175,783)	-
Copier revenue	713	2,814	9,000	6,186	31.27%
Grants and memorials	1,258	12,335	35,000	22,665	35.24%
Library fines, fees and other	2,638	17,713	50,000	32,287	35.43%
Non-resident fees	563	8,100	15,000	6,900	54.00%
Rental revenue	2,923	11,691	35,000	23,309	33.40%
<b>TOTAL REVENUES:</b>	<b>\$ 1,908,556</b>	<b>\$ 8,890,242</b>	<b>\$ 20,639,000</b>	<b>\$ 11,748,758</b>	<b>43.07%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 764,905	\$ 3,874,018	\$ 9,169,150	5,295,132	42.25%
Employee benefits (inc MPSERS pass-through)	265,502	1,205,683	2,945,000	1,739,317	40.94%
Employment taxes	57,606	294,295	650,000	355,705	45.28%
	<u>1,088,013</u>	<u>5,373,996</u>	<u>12,764,150</u>	<u>7,390,154</u>	<u>42.10%</u>
Accounting/Audit	14,540	61,805	30,000	(31,805)	206.02%
Building Rental (inc principle retirement and interest)	59,288	295,586	360,000	64,414	82.11%
Communications	9,860	69,494	250,000	180,506	27.80%
Copier Expense	561	8,241	65,000	56,759	12.68%
Custodial Services	22,001	110,005	290,000	179,995	37.93%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	5,702	47,330	75,000	27,670	63.11%
Library Programming	56,853	349,944	756,000	406,056	46.29%
Materials	127,492	828,410	1,764,000	935,590	46.96%
Minor Equipment Purchases	2,524	53,245	350,000	296,755	15.21%
Operating Supplies	30,728	112,098	302,500	190,402	37.06%
Other Operating Expenditures	103	5,495	23,250	17,755	23.63%
Postage	2,578	14,887	21,000	6,113	70.89%
Property Insurance	11,823	59,115	150,000	90,885	39.41%
Purchased Services	6,442	51,110	237,500	186,390	21.52%
Repairs and Maintenance	36,196	238,732	580,000	341,268	41.16%
Seminars/Conferences/Training & Travel	8,315	14,430	23,600	9,170	61.14%
Software Licenses/Maintenance	6,737	59,398	150,000	90,602	39.60%
Utilities	38,634	193,084	497,000	303,916	38.85%
Capital Outlay	17,118	102,212	1,900,000	1,797,788	5.38%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,545,508</b>	<b>\$ 8,048,617</b>	<b>\$ 20,639,000</b>	<b>\$ 12,590,383</b>	<b>39.00%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 363,048</b>	<b>\$ 841,625</b>	<b>\$ -</b>	<b>\$ 841,625</b>	
<b>Fund balance, beginning of year</b>		<b>\$ 8,304,054</b>	<b>\$ 8,304,054</b>	<b>\$ -</b>	
<b>Fund balance, end of year</b>		<b>\$ 9,145,679</b>	<b>\$ 8,304,054</b>	<b>\$ 841,625</b>	

## ANN ARBOR DISTRICT LIBRARY

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

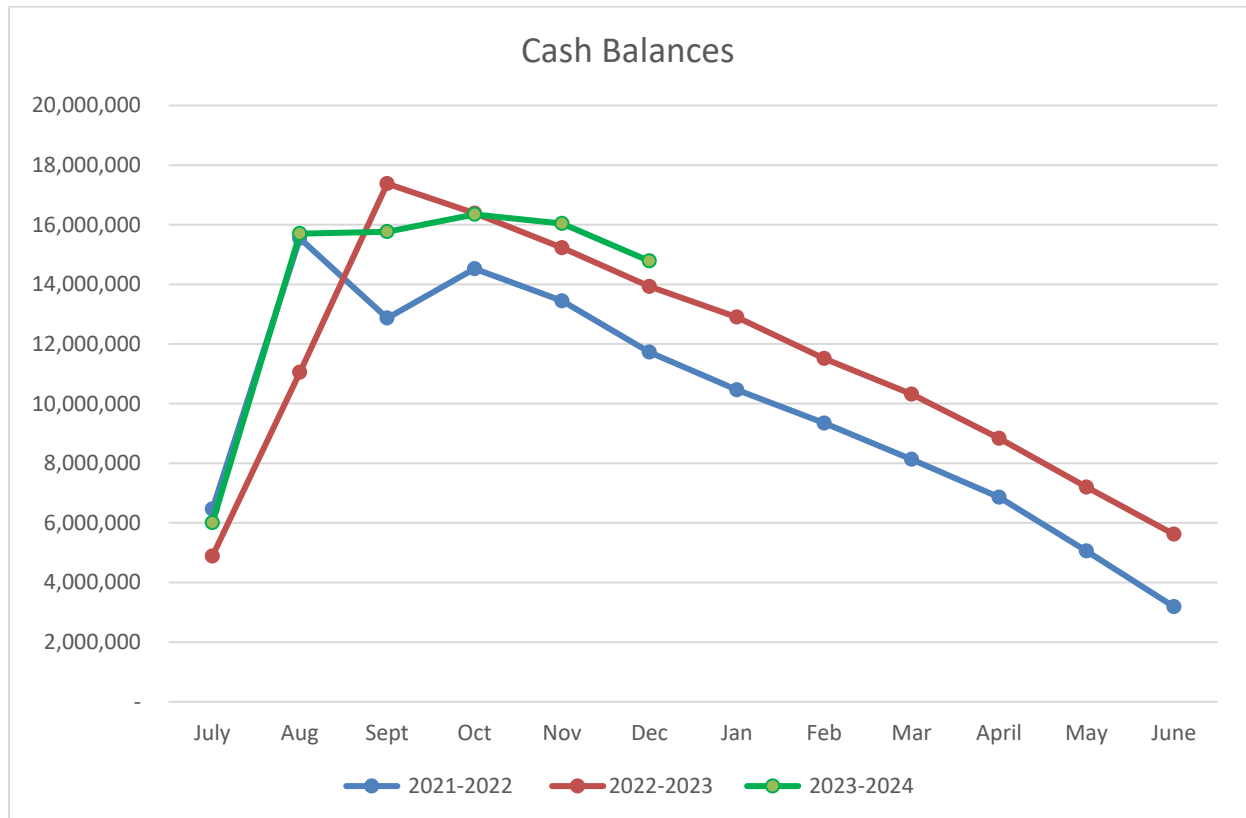
Governmental Funds

For the Five Months Ended November 30, 2023

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 8,417,283	\$ -	\$ -	\$ 8,417,283
State aid (including MPSERS pass-through)	107,697	-	-	107,697
State penal fines	62,500	-	-	62,500
State revenue - other	13,420	-	-	13,420
Local Community Stabilization	60,906	-	-	60,906
Investment Gains (Losses)	175,783	-	2,208	177,991
Copier revenue	2,814	-	-	2,814
Grants and memorials	12,335	-	250	12,585
Library fines, fees and other	17,713	-	-	17,713
Non-resident fees	8,100	-	-	8,100
Rental revenue	11,691	-	-	11,691
<b>TOTAL REVENUES:</b>	<b>\$ 8,890,242</b>	<b>\$ -</b>	<b>\$ 2,458</b>	<b>\$ 8,892,700</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 3,874,018	\$ -	\$ -	\$ 3,874,018
Employee benefits (inc MPSERS pass-thr	1,205,683	-	-	1,205,683
Employment taxes	294,295	-	-	294,295
	5,373,996	-	-	5,373,996
Accounting/Audit	61,805	-	-	61,805
Building Rental (inc principle retiremen	295,586	-	-	295,586
Communications	69,494	-	-	69,494
Copier Expense	8,241	-	-	8,241
Custodial Services	110,005	-	-	110,005
Grants /Memorials	-	-	7,661	7,661
Legal Expense	47,330	-	-	47,330
Library Programming	349,944	-	-	349,944
Materials	828,410	-	-	828,410
Minor Equipment Purchases	53,245	-	-	53,245
Operating Supplies	112,098	-	-	112,098
Other Operating Expenditures	5,495	-	-	5,495
Postage	14,887	-	-	14,887
Property Insurance	59,115	-	-	59,115
Purchased Services	51,110	-	-	51,110
Repairs and Maintenance	238,732	-	-	238,732
Seminars/Conferences/Training/Travel	14,430	-	-	14,430
Software Licenses/Maintenance	59,398	-	-	59,398
Utilities	193,084	-	-	193,084
Capital Outlay	102,212	379,800	-	482,012
<b>TOTAL EXPENDITURES:</b>	<b>\$ 8,048,617</b>	<b>\$ 379,800</b>	<b>\$ 7,661</b>	<b>\$ 13,810,074</b>
Revenue over (under) expenditures	\$ 841,625	\$ (379,800)	\$ (5,203)	\$ (4,917,374)
Fund balance, beginning of year	\$ 8,304,054	\$ 1,611,594	\$ 505,913	\$ 10,421,561
Fund balance, end of year	\$ 9,145,679	\$ 1,231,794	\$ 500,710	\$ 10,878,183

## Cash

The general fund cash balance, not including investments, was \$16,039,585 as of December 31<sup>st</sup> which would cover approximately 9 months of expenses.



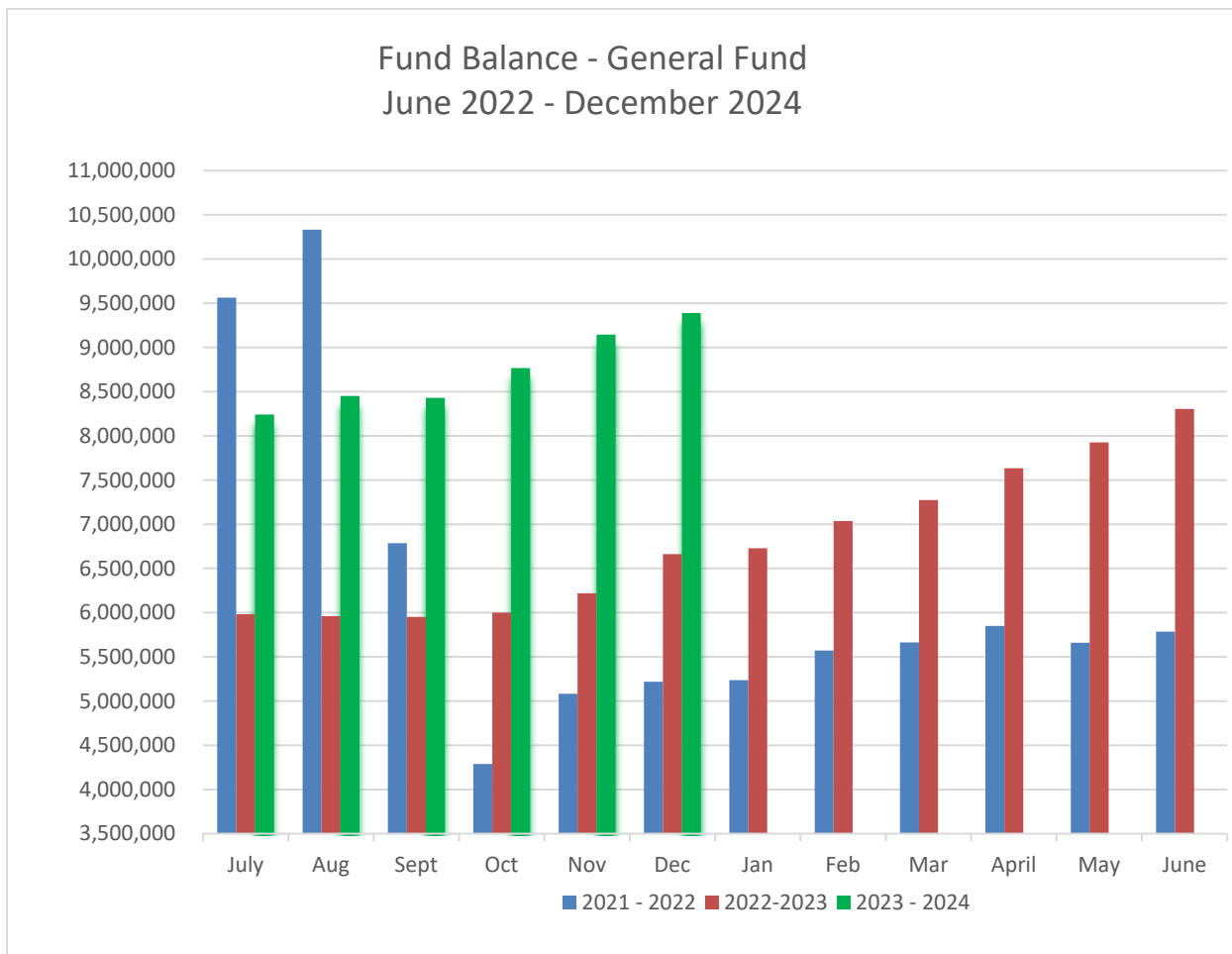
## Tax Receipts

Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,683,333 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts through December 31, 2023 were \$20,105,248 or 99.53% of budget.

## Fund Balance Activity

The general fund balance was \$9,388,446 as of December 31, 2023. Funds are allowed to strategically grow to allow for future investments. The current fund balance would fund approximately 5.6 months of operations.





### Revenue and Expenditures:

Total revenues of 10,654,410 are 51.62% of budget after 50% of the fiscal year. Actual cash receipts were \$20,962,263 with deferred revenue and accounts receivable factored in.

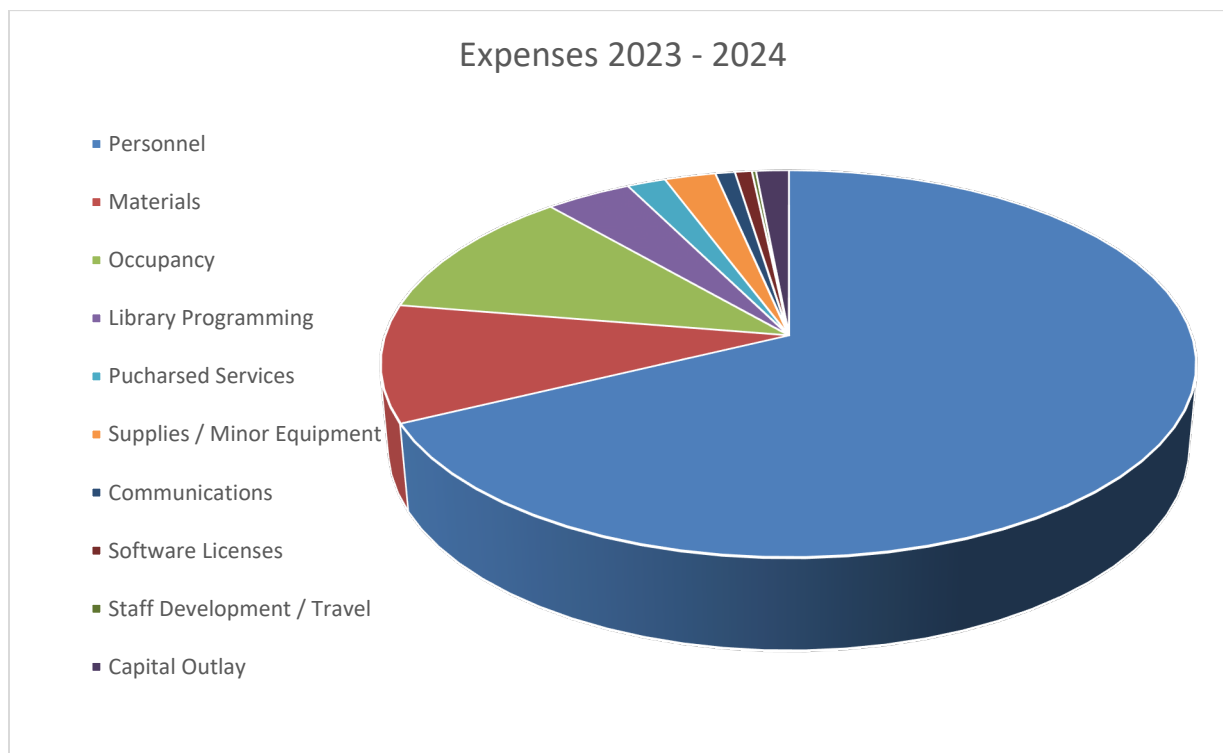
Year-to-date expenditures of \$9,570,018 are 46.37% of budget after 50% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in were \$9,339,383.

Revenue earned less expenditures realized resulted in a year-to-date increase in net assets of \$242,767 for the month of December and 1,084,392 year-to-date.

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 had been filled by outsourced accounting staff and has since been eliminated.

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.

Legal expenses and seminars/conferences/training & travel are running high. Management believes these line items will end the year within the annual budget due to large expenses in the first few months of the year.



### 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	\$ 341,415	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,387	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
LLA	\$ 1,483	
Price	\$ 34,028	
Schafer	\$ 10,681	
Westerman	\$ 33,757	The Board designated \$30,000 for children's programming
WLBPD	\$ 52,396	

## ANN ARBOR DISTRICT LIBRARY

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

	General Fund	Capital Fund	Restricted Grants	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 14,783,357	\$ 1,001,652	\$ 501,149	\$ 16,286,158
Investments	4,848,223	-	-	4,848,223
Due from other governmental units / funds	95,550	-	-	95,550
Prepaid items	200,822	-	-	200,822
<b>Total assets</b>	<b>\$ 19,927,952</b>	<b>\$ 1,001,652</b>	<b>\$ 501,149</b>	<b>\$ 21,430,753</b>
<b>Liabilities</b>				
Accounts payable	307,812	-	-	307,812
Accrued expenses	227,815	-	-	227,815
<b>Total liabilities</b>	<b>\$ 535,627</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 535,627</b>
<b>Deferred outflows</b>				
Unavailable property tax revenue	10,003,879	-	-	10,003,879
<b>Total deferred outflows</b>	<b>\$ 10,003,879</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,003,879</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 200,822	\$ -	\$ -	\$ 200,822
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	176,149	176,149
Committed for capital projects	-	1,001,652	-	1,001,652
Unassigned	9,187,624	-	-	9,187,624
<b>Total fund balances</b>	<b>\$ 9,388,446</b>	<b>\$ 1,001,652</b>	<b>\$ 501,149</b>	<b>\$ 10,891,247</b>
<b>Total liabilities and fund balances</b>	<b>\$ 19,927,952</b>	<b>\$ 1,001,652</b>	<b>\$ 501,149</b>	<b>\$ 21,430,753</b>

## ANN ARBOR DISTRICT LIBRARY

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

	November Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,683,333	\$ 10,100,616	\$ 20,200,000	\$ 10,099,384	50.00%
State aid (including MPSERS pass-through)	3,425	111,122	145,000	33,878	76.64%
State penal fines	12,500	75,000	150,000	75,000	50.00%
Local Community Stabilization	-	60,906	-	(60,906)	-
State revenue - other	-	13,420	-	(13,420)	-
Investment Gains (Losses)	55,214	230,997	-	(230,997)	-
Copier revenue	440	3,254	9,000	5,746	36.16%
Grants and memorials	3,850	16,185	35,000	18,815	46.24%
Library fines, fees and other	833	18,546	50,000	31,454	37.09%
Non-resident fees	1,650	9,750	15,000	5,250	65.00%
Rental revenue	2,923	14,614	35,000	20,386	41.75%
<b>TOTAL REVENUES:</b>	<b>\$ 1,764,168</b>	<b>\$ 10,654,410</b>	<b>\$ 20,639,000</b>	<b>\$ 9,984,590</b>	<b>51.62%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 787,514	\$ 4,661,532	\$ 9,169,150	4,507,618	50.84%
Employee benefits (inc MPSERS pass-through)	268,779	1,474,462	2,945,000	1,470,538	50.07%
Employment taxes	59,542	353,837	650,000	296,163	54.44%
	1,115,835	6,489,831	12,764,150	6,274,319	50.84%
Accounting/Audit	2,566	64,371	30,000	(34,371)	214.57%
Building Rental	59,679	355,265	360,000	4,735	98.68%
Communications	15,796	85,290	250,000	164,710	34.12%
Copier Expense	-	8,241	65,000	56,759	12.68%
Custodial Services	22,001	132,006	290,000	157,994	45.52%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	808	48,138	75,000	26,862	64.18%
Library Programming	27,500	377,444	756,000	378,556	49.93%
Materials	108,327	936,737	1,764,000	827,263	53.10%
Minor Equipment Purchases	3,697	56,942	350,000	293,058	16.27%
Operating Supplies	24,539	136,637	302,500	165,863	45.17%
Other Operating Expenditures	848	6,343	23,250	16,907	27.28%
Postage	251	15,138	21,000	5,862	72.09%
Property Insurance	11,823	70,938	150,000	79,062	47.29%
Purchased Services	5,382	56,492	237,500	181,008	23.79%
Repairs and Maintenance	28,236	266,968	580,000	313,032	46.03%
Seminars/Conferences/Training & Travel	3,427	17,857	23,600	5,743	75.67%
Software Licenses/Maintenance	14,107	73,505	150,000	76,495	49.00%
Utilities	35,517	228,601	497,000	268,399	46.00%
Capital Outlay	41,062	143,274	1,900,000	1,756,726	7.54%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,521,401</b>	<b>\$ 9,570,018</b>	<b>\$ 20,639,000</b>	<b>\$ 11,068,982</b>	<b>46.37%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 242,767</b>	<b>\$ 1,084,392</b>	<b>\$ -</b>	<b>\$ 1,084,392</b>	
<b>Fund balance, beginning of year</b>		<b>\$ 8,304,054</b>	<b>\$ 8,304,054</b>	<b>\$ -</b>	
<b>Fund balance, end of year</b>		<b>\$ 9,388,446</b>	<b>\$ 8,304,054</b>	<b>\$ 1,084,392</b>	

## ANN ARBOR DISTRICT LIBRARY

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

Governmental Funds

For the Six Months Ended December 31, 2023

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 10,100,616	\$ -	\$ -	\$ 10,100,616
State aid (including MPSERS pass-through)	111,122	-	-	111,122
State penal fines	75,000	-	-	75,000
State revenue - other	13,420	-	-	13,420
Local Community Stabilization	60,906	-	-	60,906
Investment Gains (Losses)	230,997	-	2,647	233,644
Copier revenue	3,254	-	-	3,254
Grants and memorials	16,185	-	250	16,435
Library fines, fees and other	18,546	-	-	18,546
Non-resident fees	9,750	-	-	9,750
Rental revenue	14,614	-	-	14,614
<b>TOTAL REVENUES:</b>	<b>\$ 10,654,410</b>	<b>\$ -</b>	<b>\$ 2,897</b>	<b>\$ 10,657,307</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 4,661,532	\$ -	\$ -	\$ 4,661,532
Employee benefits (inc MPSERS pass-thr)	1,474,462	-	-	1,474,462
Employment taxes	353,837	-	-	353,837
	6,489,831	-	-	6,489,831
Accounting/Audit	64,371	-	-	64,371
Building Rental	355,265	-	-	355,265
Communications	85,290	-	-	85,290
Copier Expense	8,241	-	-	8,241
Custodial Services	132,006	-	-	132,006
Grants /Memorials	-	-	7,661	7,661
Legal Expense	48,138	-	-	48,138
Library Programming	377,444	-	-	377,444
Materials	936,737	-	-	936,737
Minor Equipment Purchases	56,942	-	-	56,942
Operating Supplies	136,637	-	-	136,637
Other Operating Expenditures	6,343	-	-	6,343
Postage	15,138	-	-	15,138
Property Insurance	70,938	-	-	70,938
Purchased Services	56,492	-	-	56,492
Repairs and Maintenance	266,968	-	-	266,968
Seminars/Conferences/Training/Travel	17,857	-	-	17,857
Software Licenses/Maintenance	73,505	-	-	73,505
Utilities	228,601	-	-	228,601
Capital Outlay	143,274	609,942	-	753,216
<b>TOTAL EXPENDITURES:</b>	<b>\$ 9,570,018</b>	<b>\$ 609,942</b>	<b>\$ 7,661</b>	<b>\$ 10,187,621</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 1,084,392</b>	<b>\$ (609,942)</b>	<b>\$ (4,764)</b>	<b>\$ 469,686</b>
Fund balance, beginning of year	\$ 8,304,054	\$ 1,611,594	\$ 505,913	\$ 10,421,561
<b>Fund balance, end of year</b>	<b>\$ 9,388,446</b>	<b>\$ 1,001,652</b>	<b>\$ 501,149</b>	<b>\$ 10,891,247</b>

**Madison Liquidators LLC**  
 2224 Pleasant View Rd Suite 6  
 Middleton, WI 53562  
 (608) 831-1012  
 info@madisonliquidators.com



# Estimate

**ESTIMATE #** 16075  
**DATE** 01/19/2024  
**EXPIRATION DATE** 01/26/2024

**ADDRESS**  
 Len Lemorie  
 Ann Arbor District Library  
 Ann Arbor, MI 48105

**SHIP TO**  
 Len Lemorie  
 Ann Arbor District Library  
 Ann Arbor, MI 48105

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

**SALES PERSON**

Brittany

ACTIVITY	ITEM	QTY	RATE	AMOUNT
	***** FIRST FLOOR *****			
	273" x 225" 4 Person Cubicle Workstation (x2)			
PMF6742WH01	Panel, 67H x 42W, White Finish/Drift Fabric, Non Power	24	390.00	9,360.00T
PMF6748WH01	Panel, 67H x 48W, White Finish/Drift Fabric, Non Power	12	410.00	4,920.00T
PCO67-3WWW	Connector 3-Way 90, 67H, White/White	4	185.00	740.00T
PCO67-4WWW	Connector 4-Way 90, 67H, White/White	2	220.00	440.00T
PEC67WW	End Cap, 67", White/White	12	70.00	840.00T
PCO67-2WWW	Connector 2-Way 90, 67H, White/White	8	160.00	1,280.00T
PDR67	Draw Rod, 67H, Black	32	25.00	800.00T
PRC-C36	Raceway Cover w/Power Access, 36W Black (Set of 2)	12	25.00	300.00T
PRC-S42	Raceway Cover, Smooth, 42W, Black (Set of 2)	24	30.00	720.00T
PRC-S48	Raceway Cover, Smooth, 48W, Black (Set of 2)	12	35.00	420.00T
PRC-S36	Raceway Cover, Smooth, 36W, Black (Set of 2)	7	25.00	175.00T
PMF6736WH01	Panel, 67H x 36W, White Finish/Drift Fabric, Non Power	8	365.00	2,920.00T
PMF6736WH01E	Powered Panel, 67H x 36W, White Finish/Drift Fabric	12	480.00	5,760.00T
PWJU-PTP	Jumper panel to panel (19.42")	8	45.00	360.00T
PWJU-PTC	Jumper panel connector panel (23.12")	2	60.00	120.00T
PWRE-A	Receptacle A, Black	8	20.00	160.00T
PWRE-B	Receptacle B, Black	8	20.00	160.00T
PWRE-C	Receptacle C, Black	8	20.00	160.00T
PW-OC	Outlet Cover, Black	20	5.00	100.00T
PWBF-L	Base Feed Left Hand, Black	2	205.00	410.00T
A2EB322-SV	Electric Base 3-Stage /2-Leg Motor with Memory Handset- Silver	8	900.00	7,200.00T
842T26-__	72X24 Top	8	250.00	2,000.00T
NAP-43-__	Napa Credenza Shell 71X24	8	315.00	2,520.00T
NAP-65-__	Napa Box/Box/File Pedestal	8	370.00	2,960.00T
NAP-152-__	Napa Storage Cabinet 22.5"X24"X65"	8	1,020.00	8,160.00T

Signature \_\_\_\_\_ Date \_\_\_\_\_

ACTIVITY	ITEM	QTY	RATE	AMOUNT
				Subtotal: 52,985.00
	273" x 114" 2 Person Cubicle Workstation			
PMF6742WH01	Panel, 67H x 42W, White Finish/Drift Fabric, Non Power	8	390.00	3,120.00T
PMF6748WH01	Panel, 67H x 48W, White Finish/Drift Fabric, Non Power	4	410.00	1,640.00T
PCO67-3WWW	Connector 3-Way 90, 67H, White/White	2	185.00	370.00T
PEC67WWW	End Cap, 67", White/White	4	70.00	280.00T
PCO67-2WWW	Connector 2-Way 90, 67H, White/White	2	160.00	320.00T
PMF6736WH01	Panel, 67H x 36W, White Finish/Drift Fabric, Non Power	2	365.00	730.00T
PDR67	Draw Rod, 67H, Black	10	25.00	250.00T
PRC-C36	Raceway Cover w/Power Access, 36W Black (Set of 2)	3	25.00	75.00T
PRC-S42	Raceway Cover, Smooth, 42W, Black (Set of 2)	8	30.00	240.00T
PRC-S48	Raceway Cover, Smooth, 48W, Black (Set of 2)	4	35.00	140.00T
PRC-S36	Raceway Cover, Smooth, 36W, Black (Set of 2)	2	25.00	50.00T
PMF6736WH01E	Powered Panel, 67H x 36W, White Finish/Drift Fabric	3	480.00	1,440.00T
PWJU-PTP	Jumper panel to panel (19.42")	2	45.00	90.00T
PWRE-A	Receptacle A, Black	2	20.00	40.00T
PWRE-B	Receptacle B, Black	2	20.00	40.00T
PWRE-C	Receptacle C, Black	2	20.00	40.00T
PW-OC	Outlet Cover, Black	6	5.00	30.00T
PWBF-L	Base Feed Left Hand, Black	1	205.00	205.00T
A2EB322-SV	Electric Base 3-Stage /2-Leg Motor with Memory Handset- Silver	2	900.00	1,800.00T
842T26-__	72X24 Top	2	250.00	500.00T
NAP-43-___	Napa Credenza Shell 71X24	2	315.00	630.00T
NAP-65-___	Napa Box/Box/File Pedestal	2	370.00	740.00T
NAP-152-___	Napa Storage Cabinet 22.5"X24"X65"	2	1,020.00	2,040.00T
				Subtotal: 14,810.00

	138" x 225" 2 Person Cubicle Workstation (x2)			
PCO67-3WWW	Connector 3-Way 90, 67H, White/White	2	185.00	370.00T
PMF6736WH01	Panel, 67H x 36W, White Finish/Drift Fabric, Non Power	4	365.00	1,460.00T
PEC67WWW	End Cap, 67", White/White	6	70.00	420.00T
PDR67	Draw Rod, 67H, Black	20	25.00	500.00T
PRC-C36	Raceway Cover w/Power Access, 36W Black (Set of 2)	12	25.00	300.00T
PRC-S42	Raceway Cover, Smooth, 42W, Black (Set of 2)	12	30.00	360.00T
PRC-S48	Raceway Cover, Smooth, 48W, Black (Set of 2)	6	35.00	210.00T
PRC-S36	Raceway Cover, Smooth, 36W, Black (Set of 2)	4	25.00	100.00T
PMF6742WH01	Panel, 67H x 42W, White Finish/Drift Fabric, Non Power	12	390.00	4,680.00T
PMF6748WH01	Panel, 67H x 48W, White Finish/Drift Fabric, Non Power	6	410.00	2,460.00T
PCO67-2WWW	Connector 2-Way 90, 67H, White/White	8	160.00	1,280.00T
PMF6736WH01E	Powered Panel, 67H x 36W, White Finish/Drift Fabric	12	480.00	5,760.00T
PWJU-PTP	Jumper panel to panel (19.42")	8	45.00	360.00T
PWJU-PTC	Jumper panel connector panel (23.12")	2	60.00	120.00T
PWRE-A	Receptacle A, Black	4	20.00	80.00T

Signature \_\_\_\_\_ Date \_\_\_\_\_



ACTIVITY	ITEM	QTY	RATE	AMOUNT
PWRE-B	Receptacle B, Black	4	20.00	80.00T
PWRE-C	Receptacle C, Black	4	20.00	80.00T
PW-OC	Outlet Cover, Black	24	5.00	120.00T
PWBF-L	Base Feed Left Hand, Black	2	205.00	410.00T
A2EB322-SV	Electric Base 3-Stage /2-Leg Motor with Memory Handset- Silver	4	900.00	3,600.00T
842T26-__	72X24 Top	4	250.00	1,000.00T
NAP-43-___	Napa Credenza Shell 71X24	4	315.00	1,260.00T
NAP-65-___	Napa Box/Box/File Pedestal	4	370.00	1,480.00T
NAP-152-___	Napa Storage Cabinet 22.5"X24"X65"	4	1,020.00	4,080.00T

Subtotal: 30,570.00

138" x 114" 1 Person Cubicle Workstation

PMF6742WH01	Panel, 67H x 42W, White Finish/Drift Fabric, Non Power	4	390.00	1,560.00T
PMF6748WH01	Panel, 67H x 48W, White Finish/Drift Fabric, Non Power	2	410.00	820.00T
PCO67-2WWW	Connector 2-Way 90, 67H, White/White	3	160.00	480.00T
PEC67WWW	End Cap, 67", White/White	2	70.00	140.00T
PMF6736WH01	Panel, 67H x 36W, White Finish/Drift Fabric, Non Power	1	365.00	365.00T
PDR67	Draw Rod, 67H, Black	6	25.00	150.00T
PRC-C36	Raceway Cover w/Power Access, 36W Black (Set of 2)	3	25.00	75.00T
PRC-S42	Raceway Cover, Smooth, 42W, Black (Set of 2)	4	30.00	120.00T
PRC-S48	Raceway Cover, Smooth, 48W, Black (Set of 2)	2	35.00	70.00T
PRC-S36	Raceway Cover, Smooth, 36W, Black (Set of 2)	1	25.00	25.00T
PMF6736WH01E	Powered Panel, 67H x 36W, White Finish/Drift Fabric	3	480.00	1,440.00T
PWJU-PTP	Jumper panel to panel (19.42")	2	45.00	90.00T
PWRE-A	Receptacle A, Black	1	20.00	20.00T
PWRE-B	Receptacle B, Black	1	20.00	20.00T
PWRE-C	Receptacle C, Black	1	20.00	20.00T
PW-OC	Outlet Cover, Black	3	5.00	15.00T
PWBF-L	Base Feed Left Hand, Black	1	205.00	205.00T
A2EB322-SV	Electric Base 3-Stage /2-Leg Motor with Memory Handset- Silver	1	900.00	900.00T
842T26-__	72X24 Top	1	250.00	250.00T
NAP-43-___	Napa Credenza Shell 71X24	1	315.00	315.00T
NAP-65-___	Napa Box/Box/File Pedestal	1	370.00	370.00T
NAP-152-___	Napa Storage Cabinet 22.5"X24"X65"	1	1,020.00	1,020.00T

Subtotal: 8,470.00

\*\*\*\*\* SECOND FLOOR \*\*\*\*\*

225" x 114" 2 Person Cubicle Pod (x8)

PCO53-2WWW	Connector 2-Way 90, 53H, White/White	32	135.00	4,320.00T
PCO53-3WWW	Connector 3-Way 90, 53H, White/White	16	160.00	2,560.00T
PMF5336WH01	Panel, 53H x 36W, White Finish/Drift Fabric, Non Power	112	315.00	35,280.00T
PCF5336WH01	Panel w/Clear Glass, 53H x 36W, White Finish/Drift Fabric, Non Power	16	615.00	9,840.00T

Signature \_\_\_\_\_ Date \_\_\_\_\_

ACTIVITY	ITEM	QTY	RATE	AMOUNT
PDR53	Draw Rod, 53H, Black	80	25.00	2,000.00T
PRC-S36	Raceway Cover, Smooth, 36W, Black (Set of 2)	80	25.00	2,000.00T
PEC53WW	End Cap, 53", White/White	32	60.00	1,920.00T
PMF5330WH01E	Powered Panel, 53H x 30W, White Finish/Drift Fabric	16	380.00	6,080.00T
PMF5348WH01E	Powered Panel, 53H x 48W, WHite Finish/Drift Fabric	8	505.00	4,040.00T
PWJU-PTP	Jumper panel to panel (19.42")	16	45.00	720.00T
PWRE-A	Receptacle A, Black	16	20.00	320.00T
PWRE-B	Receptacle B, Black	16	20.00	320.00T
PWRE-C	Receptacle C, Black	16	20.00	320.00T
PW-OC	Outlet Cover, Black	48	5.00	240.00T
PWBF-R	Base Feed Right Hand, Black	8	205.00	1,640.00T
PRC-C30	Raceway Cover w/Power Access, 30W, Black (Set of 2)	16	20.00	320.00T
PWS7230____	Worksurface 72"x30" (specify color)	16	315.00	5,040.00T
A2EB322-SV	Electric Base 3-Stage /2-Leg Motor with Memory Handset- Silver	16	900.00	14,400.00T
NAP-45-____	Napa Return Shell 48X24	16	260.00	4,160.00T
NAP-SL2-____	SUPPORT LEG 11DX28H (2-PACK)	16	85.00	1,360.00T
NAP-101-____	71X30 DESK SHELL	16	380.00	6,080.00T
NAP-69-____	Napa MultiFile Ped 31"x23"x29"	16	720.00	11,520.00T
NAP-12-____	Napa 2-Drawer Lateral File 36X22	16	680.00	10,880.00T

Subtotal: 125,360.00

Shipping	Standard Freight	1	19,736.57	19,736.57
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Please see our Freight Receiving Instructions Here:  
<https://www.madisonliquidators.com/receiving-freight/>

Lift Gate Service	Lift Gate Service	1	150.00	150.00
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Notes	All orders need to be paid in full with either credit card (Visa, Mastercard, or Discover), ACH (using your own routing/checking account number, we do not give out ours), or by physical check! We cannot process orders without that payment! Just a heads up about sending a check, we will not be able to process your order until we get that check in hand!	1	0.00	0.00T
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SUBTOTAL	252,081.57
DISCOUNT 20%	-50,416.31
TAX	11,145.36
<b>TOTAL</b>	<b>\$212,810.62</b>

Accepted By

Accepted Date

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-016**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF 31 WORKSTATIONS  
FROM MADISON LIQUIDATORS FOR 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 29th day of January, 2024 at 7:00 p.m.

PRESENT:

ABSENT:

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

\_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) To authorize the purchase of 31 workstations from Madison Liquidators for Parkland Plaza in the amount of \$201,665.26.
- 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.

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Board Secretary



15423 OAKWOOD DR.  
ROMULUS, MI 48174

Phone: 734-942-0840  
Fax: 734-942-1114  
Email: info@morsssroofing.com  
Web: www.morsssroofing.com

# PROPOSAL

To:

**Job Name:** AADL – Archives  
**Location:** 265 Parkland Plaza  
Ann Arbor, MI 48103  
**Phone:**  
**Date:** 01/15/24

We hereby submit specifications and estimates to:

@ Cooler  
Furnish and Install Metl-Span 2” insulated metal panels inside cooler  
Girts/insulation as necessary to provide continuous thermal break  
Level up wall where previous damage has pushed wall outward  
All trims/enclosures to create a standard sealed system  
\*Does not include ceiling or any work on the moving door

**TOTAL LABOR AND MATERIAL** **\$46,780**  
Remove all job related debris

Contract payable as follows: Full Payment Upon Substantial Completion

**BILLING:** Payment is due upon substantial completion of the work identified herein. Any invoice which is not paid within seven (7) days of the date said payment is due shall bear interest at a rate of one and one-half (1-1/2%) percent per month until paid in full. Further, I agree to pay any and all costs and expenses, including actual attorney fees and any fees charged by any collection companies incurred by M.W. Morss in collecting any outstanding accounts.

Authorized By: Michael Lee  
Title: Sheet Metal Project Estimator  
Authorized Signature: \_\_\_\_\_

We accept payment via check, ACH/electronic check, and the following major credit cards: Mastercard, Visa, American Express, and Discover. A 2.5% processing fee will be applied to credit card charges of \$5,000.00 or more.

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

**WARRANTY:** M.W. Morss hereby assigns any and all manufacturers warranties to Customer. M.W. Morss is not making any other representations and warranties, express or implied of any kind or nature and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose.

State of Michigan license #32775

Affiliated with Sheet Metal Local #80 and Roofers Union Local #149

**INSURANCE:** Our workers are fully covered by workmen’s compensation insurance.

**Acceptance of Proposal-** The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-017**

**RESOLUTION TO APPROVE WALK-IN COOLER REPAIRS AND  
MODIFICATIONS BY MW MORSS 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 29th day of January, 2024 at 7:00 p.m.

PRESENT:

ABSENT:

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

\_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) To approve walk-in cooler repairs and modifications by MW Morss for Parkland Plaza in the amount of \$46,780.00.
- 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.

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Board Secretary

## DISCUSSION OF BOARD MEETING DATES FOR 2024 CALENDAR YEAR

### **I. Statement:**

Per AADL Board By-Laws and in accordance with the Michigan Open Meetings Act, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. The annual meeting is held in January.

### **II. Background:**

During the 2021 calendar year the Board made the decision to move meeting dates from the third Monday of the month to the fourth Monday of the month. In addition the following date changes we made in 2023:

Board meetings cancelled: August 28, 2023; December 18, 2023

Board meeting dates changed: June 26, 2023 was moved to June 30, 2023 (power outage)

Special meetings called: September 13, 2023

### **III. Options:**

#### 2024

The Board can decide to continue to meet on the fourth Monday of each month or change their regular meeting date to another day of the week. The library will be closed on May 27<sup>th</sup> for the Memorial Day holiday when the Board would be regularly scheduled to meet on the fourth Monday.

#### Board Retreats

Generally the Board holds one retreat within the first quarter of a new calendar year. No retreats were held in 2020 or 2021 due to the pandemic. 2022 saw a Library Director search and a new Library Director, no retreat was held. No retreat was held in 2023.

The Board can choose to have a Regular Meeting or a Retreat and/or both.

**The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.**

### **IV. Recommendations:**

Meeting dates for calendar year 2024 are recommended by Administration for the fourth Monday of the month except as outlined below. Meetings are generally scheduled to begin at 7:00 p.m. and any closed sessions held generally begin at 6:00 prior to a Board meeting.

Administration recommends adopting the following calendar:

Monday, **February 26, 2024** (University of Michigan Spring Break week)  
 Monday, **March 25, 2024** (Monday, March 25<sup>th</sup> is AAPS Spring Break week)  
 Monday, **April 22, 2024** (Passover begins at sundown on 4/22/24)  
 Monday, **May 20, 2024** (Monday, May 27<sup>th</sup> is Memorial Day)  
 Monday, **June 24, 2024**  
 Monday, **July 22, 2024**  
 Monday, **August 26, 2024**  
 Monday, **September 23, 2024**  
 Monday, **October 28, 2024**  
 Monday, **November 18, 2024**  
 Monday, **December 16, 2024**  
 Monday, **January 27, 2025**

#### **V. General Information:**

2024 Library related conferences:

March 7, 2024—MLA Spring Institute for Youth Services, Muskegon, MI  
 April 3-April 5, 2024—Public Library Association Conference, Columbus, OH  
 April 16, 2024—Michigan Library Advocacy Day  
 June 27-July 2, 2024—American Library Association Annual Conference, San Diego, CA  
 October 16-October 18, 2024—Michigan Library Association Annual Conference, Traverse  
 City, MI

ANN ARBOR DISTRICT LIBRARY BOARD

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

2024 OFFICERS

President .....  
Vice President .....  
Treasurer .....  
Secretary .....

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