



# Regular Meeting Agenda

Monday April 29, 2024

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## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday, April 29, 2024 at 6:00 p.m.  
 Ann Arbor District Library, 4<sup>th</sup> Floor Meeting Room  
 343 S. Fifth Avenue, Ann Arbor, MI 48104

## REGULAR MEETING AGENDA

- 24-060 I. CALL TO ORDER  
 Molly Kleinman, President
- 24-061 II. ATTENDANCE
- 24-062 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S EVALUATION  
 (Item of action)  
 Roll call vote
- 24-063 IV. RECESS TO CLOSED SESSION
- 24-064 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 24-065 VI. ATTENDANCE
- 24-066 VII. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 24-067 VIII. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of March 18, 2024 (pp. 4-12)
- CA-2 Approval of March 2024 Disbursements (pp. 13-22)
- 24-068 IX. CITIZENS' COMMENTS
- 24-069 X. FINANCIAL REPORTS (pp. 23-28)  
 Eli Neiburger, Director
- 24-070 XI. COMMITTEE REPORTS
- 24-071 A. EXECUTIVE COMMITTEE  
 Molly Kleinman, Chair  
 (10 minutes)

- 24-072                    B. BUDGET & FINANCE COMMITTEE  
Aidan Sova, Chair  
(10 minutes)
- 24-073                    C. FACILITIES COMMITTEE  
Scott Trudeau, Chair  
(10 minutes)
- 24-074                    XII. LIBRARY REPORT  
Eli Neiburger, Director
- 24-075                    XIII. OLD BUSINESS
- 22-080                    A. PARKLAND PLAZA FACILITY UPGRADE UPDATE  
Len Lemorie, Facilities Director  
(10 minutes)
- 24-039                    B. RESOLUTION TO ADOPT THE SUSTAINABILITY  
STATEMENT AS POLICY (pp. 29-30)  
(Item of discussion and action)
- 24-076                    XIV. NEW BUSINESS
- 24-077                    A. RESOLUTION TO AWARD CONTRACT FOR LAWN  
MAINTENANCE AND SNOW REMOVAL SERVICES FOR  
THREE YEARS (pp. 31-47)  
(Item of discussion and action)  
Len Lemorie, Facilities Director
- 24-078                    B. RESOLUTION TO AMEND THE 2023-2024 APPROVED  
BUDGET (p. 48)  
(Item of discussion and action)  
Eli Neiburger, Director
- 24-079                    C. RESOLUTION TO AUTHORIZE THE DIRECTOR TO SIGN  
THE TEMPORARY CONSTRUCTION AND AIR RIGHTS  
EASEMENT AGREEMENT BETWEEN THE ANN ARBOR  
DISTRICT LIBRARY AND CORE ANN ARBOR  
WILLIAM, LLC (p.49)  
(Item of discussion and action)
- 24-080                    D. DISCUSSION OF PROPOSED 2024-2025 BUDGET (p. 50)  
(Item of discussion)
- 24-081                    XV. CITIZENS' COMMENTS

**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 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.

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**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, MARCH 18, 2024**

- 24-044 I. CALL TO ORDER  
Molly Kleinman, President
- President Kleinman called the meeting to order at 7:01 p.m.
- 24-045 II. ATTENDANCE
- Board Present: Lisa Campbell, Catherine Hadley, Molly Kleinman, Jim Leija, Onna Solomon, Aidan Sova, Scott Trudeau  
Board Absent: None  
Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Jodene Poirier (Recorder)
- 24-046 III. APPROVAL OF AGENDA  
(Item of action)
- Trustee Leija, supported by Treasurer Sova, moved to approve the agenda.
- AYES: Campbell, Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
NAYS: None
- Motion passed 7-0.
- 24-047 VI. CONSENT AGENDA  
(Item of action)
- CA-1 Approval of Minutes of February 26, 2024
- CA-2 Approval of February 2024 Disbursements
- Trustee Leija, supported by Treasurer Sova, moved to approve the consent agenda.
- AYES: Campbell, Hadley, Kleinman, Leija, Solomon, Sova, Trudeau  
NAYS: None

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Motion passed 7-0.

24-048 V. CITIZENS' COMMENTS

There were no citizens' comments.

24-049 VI. FINANCIAL REPORTS

Eli Neiburger, Director

The financial report began with cash balance of \$10.2 million dollars at the end of February, enough to cover six months of expenses. The board had approved a transfer of \$2.5 million at the February board meeting. Director Neiburger then stated that the library has received 100.08% of budgeted tax receipts for the year. The unassigned Fund Balance was at \$7.2 million dollars after the \$2.5 million transfer, enough to fund four months of operations.

Revenues were \$14.1 million, or 60.51% of budget after 2/3 of the fiscal year. Year-to-date expenditures were at 60.56% of budget 2/3 though the fiscal year. Director Neiburger stated that the surplus was at \$1.6 million but expected that number to decrease as summer spending begins.

Director Neiburger moved on to the Statement of Revenues, Expenditures, and Changes. He stated that any line above 66% was ahead of budget, while anything below that percentage was below budget. For revenues, Library Fees and Grants and Memorials were running ahead. Director Neiburger noted that Grants and Memorials were ahead due to FAADL giving more money this year. Total revenues were at 68.5%. For expenditures, personnel expenses were right where they should have been at that point in the year. Accounting and Audit expenses were over and Director Neiburger stated that there may be an adjustment for that expense toward the end of the fiscal year. He then noted that the Building Rental budget adjustment would occur at the next board meeting.

Trustee Leija asked where FAADL revenues may end up. Director Neiburger answered that the library has received \$25,000 and expected to receive another \$10,000. He explained that FAADL is helping contribute to a project in partnership with the Summer Festival that will be occurring in the fall. Director Neiburger said that he expects the year to end with about \$45,000

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of FAADL revenue.

24-050 VII. COMMITTEE REPORTS

24-051 A. EXECUTIVE COMMITTEE  
 Molly Kleinman, Chair

President Kleinman reported that the Executive Committee met right before the board meeting and they talked about the director's evaluation process. She said that at the April board meeting, the full board will receive the director's narrative and a form to provide feedback. President Kleinman mentioned that the evaluation process will end in May. She said that the committee also received updates from the committees and that the Executive Committee spoke about personnel.

24-052 B. BUDGET & FINANCE COMMITTEE  
 Onna Solomon, Chair

Vice President Solomon stated that the Budget & Finance Committee did not meet and there was nothing to report.

24-053 C. FACILITIES COMMITTEE  
 Scott Trudeau, Chair

Trustee Trudeau reported that the Facilities Committee had their first meeting on March 8 and they received several updates. He spoke about the project next door to the Downtown library at 333 E. William St. would begin soon and the managers of that project were working with the library regarding concerns about debris falling into the library's parking lot. Trustee Trudeau explained that the project managers plan to put scaffolding over the parking lot and that they will make up for any staff parking lost to the scaffolding during construction.

Trustee Trudeau then reported that the committee will be coming up with a capital plan for maintenance of the branch buildings due to the buildings aging.

He moved onto an update regarding installation of a generator at Westgate and the desire to make sure that the correct equipment is purchased. Regarding Westgate, the committee

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was also informed that the lease for the building would be ending at the end of June and the library will be extending the lease.

24-054      VIII.    LIBRARY REPORT  
 Eli Neiburger, Director

Director Neiburger began the report with the Stat of the Month, which was regarding total requests placed by pick-up point. He referred to a graph that showed the number of pick-up requests by location over the course of the past five years. The graph showed the decrease in pick-up requests during the three-month covid closure, followed by a large increase when vestibule service took place. The graph then showed a decrease in requests when the library began full services again. In the two years following the reinstatement of full services, the number of requests stayed flat. President Kleinman asked how we think about the relative numbers across the branches and what the numbers mean, mainly referring to the Malletts Creek branch. Director Neiburger stated that Malletts Creek is just a very busy branch, that it is used mostly by patrons who live in the area around the branch, and that the patrons are using that branch typically need more help and services. He compared Malletts Creek to Westgate, which is not a destination on its own. Patrons may choose Westgate for pick-ups because they are also visiting the businesses in the Westgate Mall.

Director Neiburger gave the Event Report. The Barbara McQuade author event took place in the Downtown library on March 7 and it drew a large crowd of 416 attendees, along with 350+ YouTube views. Upcoming events included:

- Total Solar Eclipse, Monday April 8
- Game Con, Saturday April 13
- Washtenaw Reads Keynote Event with Ashley Rogers, Director of the Whitney Plantation, Sunday April 15
- Record Store Day, Saturday April 20
- Gardening & Farm Fest, Sunday April 21

For New Releases, Director Neiburger reported that the Seed Sampler 2024 began the same day (March 18). He stated that patrons would be able to order bundles of seeds grouped together by category (ex: Leafy greens bundle, flower bundle, root vegetable bundle).



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For AADL Observes, Director Neiburger stated that the library would be observing Arab American Heritage Month, which was to occur in April. He said that the library would be hosting a number of in-person events, archived events, video, and more.

Director Neiburger reported on for AADL in the Community. Community High School Students and staff gathered at the Michigan Theater to watch the AADL film, “There Went the Neighborhood: The Closing of Jones School” on March 6. He reported that AADL was offered space in the Pittsfield Township Community Development office to promote the library. A display with past Summer Game prizes and posters of AADL events was installed and would be up through March. Next, Director Neiburger caught the board up with Ann Arbor 200.

The Staff Spotlight was shown on Librarian Elle Bogdan.

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

24-055 IX. OLD BUSINESS

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

Facilities Director Lemorie reported that after the budget adjustment from the last board meeting, the change orders were able to be awarded. The paper vault issues had been solved and painting was coming along and the fixed offices were nearly complete. He also reported that the civil site work would begin in April and that the Plaza project was on schedule to be completed around May 1.

24-038 B. DISCUSSION OF LAND ACKNOWLEDGEMENT  
 (Item of discussion)

Director Neiburger began by stating that while Land Acknowledgement was discussed last month, it was brought back to give the board members that were absent a chance to discuss. He said that there were two changes to the Land Acknowledgement. “These harms can never be undone” was changed to, “these harms cannot be undone” due to the strong

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meaning of the word “never”. “The library pledges to collect...” was rephrased to, “The library pledges to provide public access to...”.

Secretary Hadley asked about the goal behind the line, “...through the recognition of Anishinaabe artists, writers, teachers, and performers”. Director Neiburger answered that the library plans to establish an Anishinaabe librarian fellowship to give members of that community who want to work in libraries an opportunity. The fellowship would be a one-year, full-time position. Secretary Hadley asked if the library was working with a member of the Anishinaabe community regarding the role and Director Neiburger answered in the affirmative.

Treasurer Sova asked about including the introduction and challenge parts of the Land Acknowledgement, which will go onto a plaque, on the AADL website. Director Neiburger answered that there will be a page on the website that includes those sections. He stated that only the Land Acknowledgement itself will be policy. He also mentioned that the Land Acknowledgement will be read before events that are related to Indigenous culture.

Trustee Leija stated that he believes Land Acknowledgements are not words but process and action. He said that local leaders in the Indigenous community should be consulted and should be allowed to give feedback before the board approves the Land Acknowledgement. Trustee Leija said that it is too early for the board to consider approving until those leaders are consulted. Treasurer Sova asked if there can be a forum for the public to give their feedback, to which Director Neiburger answered in the affirmative. Trustee Leija suggested to start by inviting the existing collaborators to look at the Land Acknowledgement and structure it to how they see fit, as he felt that he was not in the position to validate the Land Acknowledgment being disconnected from the community it is meant to serve. He said that he wants to approve a Land Acknowledgement and is very much in support, but wants feedback from the community before giving approval. Treasurer Sova agreed with Trustee Leija. President Kleinman added that there is a challenge of inviting input without asking for labor and agreed with Trustee Leija regarding inviting

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collaborators first. She mentioned that she and Treasurer Sova have concerns regarding who may show up to a public forum. She said that she is open to continuing discussion about bringing in Anishinaabe community members before the board approves the Land Acknowledgement. Secretary Hadley noted that accessibility is important for a forum and that the library should offer other channels for participation. Vice President Solomon said that partners in the Indigenous community would likely be happy about the library asking for their input. Trustee Leija mentioned that the University of Michigan has been sitting on a Land Acknowledgement for several years. The processes involved with adopting a Land Acknowledgement can be complicated and can take a long time.

24-039

C. DISCUSSION OF THE SUSTAINABILITY STATEMENT  
 (Item of discussion)

Director Neiburger stated that the Sustainability Statement is also up for discussion again for the board members absent at the last meeting would have an opportunity to give their input. He said that there was one change to the statement he wanted to discuss and that would be for the statement to reflect demand on the library system. A potential way to address that would be to add, "...demand on the current library system..." as a factor to consider when the board is making decisions.

Treasurer Sova stated that he wanted to emphasize that the Sustainability Statement is a proactive effort as opposed to a reactive effort. He mentioned adding the word "proactive" into the statement.

Trustee Leija wondered if the application Sustainability Statement had to be reported out on, would having the statement help to do so. He also mentioned that the phrase, "careful consideration", was ambiguous. President Kleinman answered that the statement is mostly for the board to have something to point to when considering costs vs environmental impact. Trustee Leija added that there should also be something in the statement about how libraries are about the sharing economy.

Secretary Hadley stated that things can be stated explicitly in the statement as a way to give an explanation for why more

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money may be spent to remain sustainable. She noted that by being blunt in the statement, future decisionmakers may feel more empowered to make decisions that keep up with sustainability. Treasurer Sova responded that he liked the generalness of the statement as it was but wanted the specifics referred to by Secretary Hadley to be added.

Trustee Leija added that he thought the Sustainability Statement should be adopted as a policy rather than just be a statement. He suggested implementing ten practices, such as reducing single use plastics at library events. Treasurer Sova said that he would like a statement and a policy. Vice President Solomon added that a policy should be broadly-worded due to rapid changes regarding sustainability. She stated that a line about balancing fiscal responsibility and sustainability should be added. President Kleinman agreed but stated that policies do not always handle ambiguity well. Trustee Leija said that a plan rather than a policy may be more feasible. Trustee Campbell mentioned that statements and policies can be revised. She said that there have been times where a decision needed to be made but there was nothing written to point to when making that decision. She also stated pros and cons need to be considered when taking a longer time to adopt a statement or policy. Trustee Trudeau mentioned that he is comfortable with the statement as is and agreed with Trustee Campbell that something does need to be in writing as guidance. Treasurer Sova and Trustee Campbell agreed with Trustee Trudeau that they are comfortable adopting the Sustainability Statement in its current state at the next board meeting.

24-056 XI. NEW BUSINESS

24-057 BOARD BUDGET AND FINANCE COMMITTEE  
APPOINTMENTS  
 (Item of discussion & action)

Treasurer Sova, supported by Trustee Leija, moved to approve the Budget and Finance Committee appointments

AYES: Campbell, Hadley, Kleinman, Leija, Solomon, Sova,  
 Trudeau

NAYS: None

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24-058      XI.      CITIZENS' COMMENTS

There were no citizens' comments.

24-059      XII.      ADJOURNMENT

President Kleinman adjourned the meeting at 8:02 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on March 18, 2024 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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Catherine Hadley, Board Secretary



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>						
VEN01364	Adafruit	03/01/2024	Bank Draft	0.00	9.55	DFT0002022
VEN01757	Cheap Totes	03/01/2024	Bank Draft	0.00	4.99	DFT0002023
VEN02308	CTA Digital	03/01/2024	Bank Draft	0.00	331.00	DFT0002024
VEN01360	Dero	03/01/2024	Bank Draft	0.00	417.50	DFT0002025
VEN02035	Eden Botanicals	03/01/2024	Bank Draft	0.00	154.25	DFT0002026
VEN01683	Greater Ann Arbor SHRM	03/01/2024	Bank Draft	0.00	70.00	DFT0002027
VEN01347	Hollanders	03/01/2024	Bank Draft	0.00	71.90	DFT0002028
VEN01622	Kirkus Reviews	03/01/2024	Bank Draft	0.00	179.00	DFT0002029
VEN02258	Maker Shed	03/01/2024	Bank Draft	0.00	250.00	DFT0002030
VEN02248	Mega Chess	03/01/2024	Bank Draft	0.00	161.00	DFT0002031
VEN01647	Michigan Chamber Services, Inc	03/01/2024	Bank Draft	0.00	271.36	DFT0002032
VEN02304	Michigan Theatre Group	03/01/2024	Bank Draft	0.00	500.00	DFT0002033
VEN01323	Oriental Trading	03/01/2024	Bank Draft	0.00	96.89	DFT0002034
VEN01620	Publishers Weekly	03/01/2024	Bank Draft	0.00	179.49	DFT0002035
VEN01103	Target	03/01/2024	Bank Draft	0.00	228.36	DFT0002036
VEN02298	The Street Project	03/01/2024	Bank Draft	0.00	250.00	DFT0002037
VEN01632	Ubiquiti	03/01/2024	Bank Draft	0.00	636.00	DFT0002038
VEN01787	A24 Films	03/26/2024	Bank Draft	0.00	270.00	DFT0002167
VEN02311	Buried Without Ceremony	03/26/2024	Bank Draft	0.00	44.99	DFT0002168
VEN01621	Chicago Tribune	03/26/2024	Bank Draft	0.00	433.16	DFT0002169
VEN01310	Etsy	03/26/2024	Bank Draft	0.00	154.00	DFT0002170
VEN01130	FastSigns	03/26/2024	Bank Draft	0.00	50.00	DFT0002171
VEN02310	Galison	03/26/2024	Bank Draft	0.00	391.92	DFT0002172
VEN02335	High Mowing Seeds	03/26/2024	Bank Draft	0.00	225.62	DFT0002173
VEN01307	Home Depot	03/26/2024	Bank Draft	0.00	52.91	DFT0002174
VEN02338	Hudson Valley Seeds	03/26/2024	Bank Draft	0.00	313.58	DFT0002175
VEN01762	Jakprints	03/26/2024	Bank Draft	0.00	242.92	DFT0002176
VEN02352	Janus Films	03/26/2024	Bank Draft	0.00	200.00	DFT0002177
VEN02135	Jar Store	03/26/2024	Bank Draft	0.00	137.85	DFT0002178
VEN01295	JoAnn	03/26/2024	Bank Draft	0.00	18.30	DFT0002179
VEN02365	John Neal Books	03/26/2024	Bank Draft	0.00	168.37	DFT0002180
VEN02309	Lego.com	03/26/2024	Bank Draft	0.00	445.09	DFT0002181
VEN01316	Michaels	03/26/2024	Bank Draft	0.00	49.75	DFT0002182
VEN02129	Mountain Woodcarvers	03/26/2024	Bank Draft	0.00	578.00	DFT0002183
VEN02393	Mount-It	03/26/2024	Bank Draft	0.00	79.98	DFT0002184
VEN01718	Mudpuppy	03/26/2024	Bank Draft	0.00	2,190.72	DFT0002185
VEN01719	New York Puzzle Company	03/26/2024	Bank Draft	0.00	552.00	DFT0002186
VEN01323	Oriental Trading	03/26/2024	Bank Draft	0.00	118.91	DFT0002187
VEN01724	Over the River Felt	03/26/2024	Bank Draft	0.00	280.50	DFT0002188
VEN02312	Perler.com	03/26/2024	Bank Draft	0.00	168.42	DFT0002189
VEN01720	Pomegranate	03/26/2024	Bank Draft	0.00	419.00	DFT0002190
VEN02342	Territorial Seed	03/26/2024	Bank Draft	0.00	98.45	DFT0002191
VEN02355	The Bitter Southerner General Store	03/26/2024	Bank Draft	0.00	52.89	DFT0002192
VEN02297	The Museum of Flight Store	03/26/2024	Bank Draft	0.00	157.75	DFT0002193
VEN02387	Tote Bag Factory	03/26/2024	Bank Draft	0.00	615.60	DFT0002194

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01634	Woolery	03/26/2024	Bank Draft	0.00	155.81	DFT0002195

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	48	46	0.00	12,477.78
EFT's	0	0	0.00	0.00
	<b>48</b>	<b>46</b>	<b>0.00</b>	<b>12,477.78</b>

## Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE</b>						
VEN01756	American Button Machines	03/15/2024	Bank Draft	0.00	4,896.54	DFT0002084
VEN01131	AWS	03/15/2024	Bank Draft	0.00	135.98	DFT0002085
VEN01132	Backblaze	03/15/2024	Bank Draft	0.00	2,397.63	DFT0002086
VEN01154	Conlin Travel	03/15/2024	Bank Draft	0.00	854.88	DFT0002087
VEN01133	Drupalize OSIO Labs	03/15/2024	Bank Draft	0.00	35.00	DFT0002088
VEN01310	Etsy	03/15/2024	Bank Draft	0.00	121.09	DFT0002089
VEN02347	EveryLibrary	03/15/2024	Bank Draft	0.00	543.64	DFT0002090
VEN02208	Firdous Books	03/15/2024	Bank Draft	0.00	52.39	DFT0002091
VEN01307	Home Depot	03/15/2024	Bank Draft	0.00	295.14	DFT0002092
VEN01135	IRCCloud	03/15/2024	Bank Draft	0.00	210.00	DFT0002093
VEN01615	JBM Packaging Company	03/15/2024	Bank Draft	0.00	5,635.29	DFT0002094
VEN01490	Laundry Care	03/15/2024	Bank Draft	0.00	167.00	DFT0002095
VEN01646	Maclocks	03/15/2024	Bank Draft	0.00	644.80	DFT0002096
VEN02360	Millennium Downtown New York Hotel	03/15/2024	Bank Draft	0.00	120.51	DFT0002097
VEN01515	Oh Dear	03/15/2024	Bank Draft	0.00	16.63	DFT0002098
VEN01143	OpenCage	03/15/2024	Bank Draft	0.00	50.00	DFT0002099
VEN02306	PIXLR	03/15/2024	Bank Draft	0.00	12.99	DFT0002100
VEN02073	Stamps.com (Postage)	03/15/2024	Bank Draft	0.00	907.74	DFT0002101
VEN01398	Sticker Mule	03/15/2024	Bank Draft	0.00	147.00	DFT0002102
VEN02284	The Wooden Wagon	03/15/2024	Bank Draft	0.00	2,349.06	DFT0002103
VEN02105	T-Mobile	03/15/2024	Bank Draft	0.00	1,557.50	DFT0002104
VEN01139	Trello	03/15/2024	Bank Draft	0.00	75.00	DFT0002105
VEN01140	Twilio	03/15/2024	Bank Draft	0.00	837.93	DFT0002106
VEN01280	Washington Post	03/15/2024	Bank Draft	0.00	1,248.00	DFT0002107
VEN01142	Zoom	03/15/2024	Bank Draft	0.00	130.00	DFT0002108
VEN01308	AliExpress	03/21/2024	Bank Draft	0.00	11.12	DFT0002196
VEN01131	AWS	03/21/2024	Bank Draft	0.00	159.88	DFT0002197
VEN01132	Backblaze	03/21/2024	Bank Draft	0.00	2,327.17	DFT0002198
VEN02318	Bat Conservation & Management	03/21/2024	Bank Draft	0.00	3,052.10	DFT0002199
VEN02330	Chessex	03/21/2024	Bank Draft	0.00	217.00	DFT0002200
VEN01154	Conlin Travel	03/21/2024	Bank Draft	0.00	481.20	DFT0002201
VEN02358	Delta Airlines	03/21/2024	Bank Draft	0.00	246.20	DFT0002202
VEN01133	Drupalize OSIO Labs	03/21/2024	Bank Draft	0.00	35.00	DFT0002203
VEN02366	Hilton Hotels	03/21/2024	Bank Draft	0.00	337.37	DFT0002204
VEN01135	IRCCloud	03/21/2024	Bank Draft	0.00	210.00	DFT0002205
VEN01560	Jerusalem Garden	03/21/2024	Bank Draft	0.00	226.85	DFT0002206
VEN02332	Mayapple Press	03/21/2024	Bank Draft	0.00	20.76	DFT0002207
VEN02368	Minisforum	03/21/2024	Bank Draft	0.00	3,491.64	DFT0002208
VEN01515	Oh Dear	03/21/2024	Bank Draft	0.00	16.34	DFT0002209
VEN01143	OpenCage	03/21/2024	Bank Draft	0.00	50.00	DFT0002210
VEN02339	Orlandi	03/21/2024	Bank Draft	0.00	288.75	DFT0002211
VEN02306	PIXLR	03/21/2024	Bank Draft	0.00	12.99	DFT0002212
VEN01200	Proof Pest Control	03/21/2024	Bank Draft	0.00	105.00	DFT0002213
VEN01160	Royal Limousine Service Inc	03/21/2024	Bank Draft	0.00	263.80	DFT0002214
VEN02450	Sheraton Hotel Kansas City	03/21/2024	Bank Draft	0.00	717.96	DFT0002215
VEN02073	Stamps.com (Postage)	03/21/2024	Bank Draft	0.00	2,203.74	DFT0002216
VEN01103	Target	03/21/2024	Bank Draft	0.00	2,775.00	DFT0002217
VEN01139	Trello	03/21/2024	Bank Draft	0.00	75.00	DFT0002218
VEN01140	Twilio	03/21/2024	Bank Draft	0.00	937.91	DFT0002219



Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01142	Zoom	03/21/2024	Bank Draft	0.00	130.00	DFT0002220

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	53	50	0.00	41,834.52
EFT's	0	0	0.00	0.00
	<b>53</b>	<b>50</b>	<b>0.00</b>	<b>41,834.52</b>

## Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN02217	Catherine M Novak	03/04/2024	EFT	0.00	74.57	1158
VEN02171	Brandi K. Larsen	03/04/2024	EFT	0.00	450.00	1159
VEN01155	Bethany Neal	03/04/2024	EFT	0.00	450.00	1160
VEN01912	Rosemarine Textiles LLC	03/04/2024	EFT	0.00	175.30	1161
VEN01667	Delicious Gold	03/04/2024	EFT	0.00	215.00	1162
VEN02172	Carl Lavigne	03/04/2024	EFT	0.00	450.00	1163
VEN02019	Michelle Krell Kydd	03/04/2024	EFT	0.00	700.00	1164
VEN01234	Keegan Rodgers	03/04/2024	EFT	0.00	200.00	1165
VEN01193	Patti F. Smith	03/04/2024	EFT	0.00	200.00	1166
VEN02370	John Marshall T Vital	03/04/2024	EFT	0.00	500.00	1167
VEN02147	Toko Shiiki	03/04/2024	EFT	0.00	3,250.00	1168
VEN01147	Martin Bandyke	03/04/2024	EFT	0.00	500.00	1169
VEN02266	Rebecca Sinclair	03/04/2024	EFT	0.00	450.00	1170
VEN01607	Elizabeth Battey	03/04/2024	EFT	0.00	300.00	1171
VEN02275	Paloma Nunez-Regueiro	03/04/2024	EFT	0.00	290.00	1172
VEN02282	Kate Chenli	03/04/2024	EFT	0.00	150.00	1173
VEN01102	Apple, Inc	03/04/2024	EFT	0.00	5,753.00	1174
VEN01062	Print-Tech, Inc.	03/04/2024	EFT	0.00	2,277.14	1175
VEN01006	Dykema Gossett	03/04/2024	EFT	0.00	478.80	1176
VEN02389	HoneyBee Creative, LLC	03/12/2024	EFT	0.00	2,900.00	1177
VEN01063	O'Neal Construction, Inc.	03/12/2024	EFT	0.00	381,240.52	1178
VEN01062	Print-Tech, Inc.	03/12/2024	EFT	0.00	6,419.24	1179
VEN01194	Jenn McKee	03/12/2024	EFT	0.00	200.00	1180
VEN01147	Martin Bandyke	03/12/2024	EFT	0.00	500.00	1181
VEN02232	Amy Tarrant	03/12/2024	EFT	0.00	250.00	1182
VEN01094	Rachel Hoekstra	03/12/2024	EFT	0.00	125.00	1183
VEN02344	Michelle Hinojosa	03/12/2024	EFT	0.00	1,766.00	1184
VEN02370	John Marshall T Vital	03/12/2024	EFT	0.00	500.00	1185
VEN01607	Elizabeth Battey	03/12/2024	EFT	0.00	300.00	1186
VEN01607	Elizabeth Battey	03/19/2024	EFT	0.00	-200.00	1187
VEN01607	Elizabeth Battey	03/19/2024	EFT	0.00	200.00	1187
VEN02394	Melissa Beth Dude Duhaime	03/19/2024	EFT	0.00	-150.00	1188
VEN02394	Melissa Beth Dude Duhaime	03/19/2024	EFT	0.00	150.00	1188
VEN01155	Bethany Neal	03/19/2024	EFT	0.00	450.00	1189
VEN01155	Bethany Neal	03/19/2024	EFT	0.00	-450.00	1189
VEN01062	Print-Tech, Inc.	03/19/2024	EFT	0.00	234.53	1190
VEN01102	Apple, Inc	03/19/2024	EFT	0.00	1,842.00	1191
VEN02394	Melissa Beth Dude Duhaime	03/19/2024	EFT	0.00	150.00	1192
VEN02412	Zachary Damon	03/19/2024	EFT	0.00	1,000.00	1193
VEN01155	Bethany Neal	03/19/2024	EFT	0.00	450.00	1194
VEN01607	Elizabeth Battey	03/19/2024	EFT	0.00	200.00	1195
VEN01016	Midwest Tape	03/01/2024	Regular	0.00	8,336.57	69356
	**Void**	03/01/2024	Regular	0.00	0.00	69357
	**Void**	03/01/2024	Regular	0.00	0.00	69358
	**Void**	03/01/2024	Regular	0.00	0.00	69359
VEN01021	Busch's	03/01/2024	Manual	0.00	164.89	69360
VEN02287	Brandan Freeman	03/01/2024	Manual	0.00	200.00	69361
VEN01126	Ariel Ojibway	03/01/2024	Manual	0.00	200.00	69362
VEN02197	Guiliana Cusumano	03/01/2024	Manual	0.00	19.00	69363
VEN02199	Shane Soules	03/01/2024	Manual	0.00	150.00	69364
VEN01813	Beth Manuel	03/01/2024	Manual	0.00	37.65	69365
VEN01068	Staples	03/01/2024	Manual	0.00	1,761.06	69366
VEN01158	Alex (Margaret) Kourvo	03/01/2024	Manual	0.00	450.00	69367
VEN01044	Fatema Haque	03/01/2024	Manual	0.00	150.00	69368
VEN01117	CDW-G	03/01/2024	Manual	0.00	9,879.60	69369
VEN01012	Alliance Entertainment	03/01/2024	Manual	0.00	344.65	69370
VEN01203	Schilke Security	03/01/2024	Manual	0.00	367.50	69371
VEN01473	Allied Eagle	03/01/2024	Manual	0.00	424.54	69372
VEN02293	Victor J. Chen	03/01/2024	Manual	0.00	200.00	69373
VEN01190	Martha Stuit	03/01/2024	Manual	0.00	450.00	69374

## Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01648	Main Street Area Associations	03/01/2024	Manual	0.00	170.00	69375
VEN02233	Evenstar's Chalice	03/01/2024	Manual	0.00	150.00	69376
VEN01083	T'onna Clemons Art	03/01/2024	Manual	0.00	500.00	69377
VEN01149	Michigan Power Rodding, Inc	03/01/2024	Manual	0.00	245.00	69378
VEN01331	Groundcover News	03/01/2024	Manual	0.00	400.00	69379
VEN02385	Ann Arbor Hands-On Museum	03/01/2024	Manual	0.00	1,500.00	69380
VEN01217	Recon Management Systems, Inc	03/01/2024	Manual	0.00	98.80	69381
VEN01171	Maner Costerisan	03/01/2024	Manual	0.00	4,065.89	69382
VEN01414	Richard Retyi	03/01/2024	Manual	0.00	409.95	69383
VEN01025	McIntosh Grounds Maint, Inc.	03/01/2024	Manual	0.00	7,279.17	69384
VEN01635	Kathy Gunderson	03/01/2024	Manual	0.00	150.00	69385
VEN01289	Bridgeport Consulting, LLC	03/01/2024	Manual	0.00	562.50	69386
VEN01065	Computer Alley	03/01/2024	Manual	0.00	900.58	69387
VEN02329	Willow Dimmer	03/01/2024	Manual	0.00	16.96	69388
VEN01610	Open Spot Theatre	03/01/2024	Manual	0.00	2,580.00	69389
VEN01148	Graduate Ann Arbor	03/01/2024	Manual	0.00	595.35	69390
VEN01525	Ann Arbor Public Schools	03/01/2024	Manual	0.00	4,631.23	69391
VEN02384	Jiayan Liu	03/01/2024	Manual	0.00	29.00	69392
VEN01499	Yaoyi Wang	03/01/2024	Manual	0.00	300.00	69393
VEN02010	University of Detroit Mercy - McNichols Campu	03/01/2024	Manual	0.00	80.00	69394
VEN01109	Katie Monkiewicz	03/01/2024	Manual	0.00	50.41	69395
VEN01532	Clarkston Independence District Library	03/01/2024	Manual	0.00	11.99	69396
VEN01574	Lia Giannotti Photography	03/01/2024	Manual	0.00	1,012.50	69397
VEN01298	Lucy Schramm	03/01/2024	Manual	0.00	83.74	69398
VEN01186	New York Times	03/01/2024	Manual	0.00	2,376.00	69399
VEN01344	Robin Robinson	03/01/2024	Manual	0.00	150.00	69400
VEN01066	Ann Arbor Cleaning Supply Company	03/01/2024	Manual	0.00	283.50	69401
VEN01294	Erin Helmrich	03/01/2024	Manual	0.00	548.79	69402
VEN01821	Jamie John	03/01/2024	Manual	0.00	15.00	69403
VEN02304	Michigan Theatre Group	03/01/2024	Manual	0.00	1,068.84	69404
VEN02299	Robert Leonard Harvilla	03/01/2024	Manual	0.00	200.00	69405
VEN01157	Airtable	03/01/2024	Manual	0.00	22,410.00	69406
VEN01208	Jewish Community Media of Washtenaw	03/01/2024	Manual	0.00	300.00	69407
VEN01857	Aerial Associates Photography, Inc	03/01/2024	Manual	0.00	1,050.00	69408
VEN02354	Kelli Anderson	03/01/2024	Manual	0.00	150.00	69409
VEN02189	El Harissa	03/01/2024	Manual	0.00	1,540.00	69410
VEN01187	OCLC Inc	03/01/2024	Manual	0.00	230.16	69411
VEN01045	Sheela Lal	03/01/2024	Manual	0.00	150.00	69412
VEN01705	Washtenaw County Legal News	03/01/2024	Manual	0.00	80.00	69413
VEN01017	Cengage Learning Inc/Gale	03/01/2024	Manual	0.00	149.94	69414
VEN01175	Pittsfield Charter Township Water	03/01/2024	Manual	0.00	149.10	69415
VEN02351	Cinco Books	03/01/2024	Manual	0.00	1,012.85	69416
VEN01064	Johnson Controls	03/01/2024	Manual	0.00	1,020.63	69417
VEN02145	Doug Coombe	03/01/2024	Manual	0.00	150.00	69418
VEN01079	AF Smith Electric	03/01/2024	Manual	0.00	445.52	69419
VEN01267	Alex Pierzchala	03/01/2024	Manual	0.00	73.95	69420
VEN01028	Preuss Pets	03/01/2024	Manual	0.00	1,084.72	69421
VEN02362	Stericycle, Inc.	03/01/2024	Manual	0.00	104.85	69422
VEN02125	Brandon Barrieault	03/01/2024	Manual	0.00	260.00	69423
VEN01740	Hadil Ghoneim	03/01/2024	Manual	0.00	150.00	69424
VEN01822	A2SF	03/01/2024	Manual	0.00	41,000.00	69425
VEN01082	Crawford Door Sales	03/01/2024	Manual	0.00	1,062.50	69426
VEN01195	Hugh Gallagher	03/01/2024	Manual	0.00	100.00	69427
VEN01022	Carpenter Brothers	03/01/2024	Manual	0.00	43.39	69428
VEN01328	Lakeshore Learning	03/01/2024	Manual	0.00	2,337.72	69429
VEN01206	Ann Arbor Observer	03/01/2024	Manual	0.00	1,519.20	69430
VEN01296	Sierra Laurel-Dawn Brown	03/01/2024	Manual	0.00	300.00	69431
VEN02222	James DuFresne	03/01/2024	Manual	0.00	100.00	69432
VEN01878	Traverse Area District Library	03/01/2024	Manual	0.00	16.95	69433
VEN01806	Emily Howard	03/01/2024	Manual	0.00	277.90	69434
VEN01201	Journey Retirement Plan Services, LLC	03/01/2024	Manual	0.00	231.25	69435

## Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01010	Applied Imaging	03/01/2024	Manual	0.00	561.60	69436
VEN01013	Blackstone Publishing	03/12/2024	Manual	0.00	2,134.44	69437
VEN02372	Baltimore County Public Library	03/12/2024	Manual	0.00	16.95	69438
VEN01033	Sherwin-Williams	03/12/2024	Manual	0.00	144.85	69439
VEN01061	ULINE	03/12/2024	Manual	0.00	253.23	69440
VEN01017	Cengage Learning Inc/Gale	03/12/2024	Manual	0.00	187.43	69441
VEN01917	Elizabeth Smith	03/12/2024	Manual	0.00	24.66	69442
VEN01066	Ann Arbor Cleaning Supply Company	03/12/2024	Manual	0.00	233.43	69443
VEN01216	FAADL - Friends of the Ann Arbor District Librar	03/12/2024	Manual	0.00	11,872.10	69444
VEN01071	MindCentric	03/12/2024	Manual	0.00	2,057.00	69445
VEN02229	Terri Sarris	03/12/2024	Manual	0.00	2,200.00	69446
VEN01025	McIntosh Grounds Maint, Inc.	03/12/2024	Manual	0.00	5,979.17	69447
VEN01034	Stadium Hardware	03/12/2024	Manual	0.00	82.45	69448
VEN01478	Format Framing	03/12/2024	Manual	0.00	142.75	69449
VEN01988	Cheboygan Area Public Library	03/12/2024	Manual	0.00	40.00	69450
VEN01766	Raquel Gomez	03/12/2024	Manual	0.00	150.00	69451
VEN01298	Lucy Schramm	03/12/2024	Manual	0.00	71.39	69452
VEN01213	ScheduleSource, Inc	03/12/2024	Manual	0.00	1,000.00	69453
VEN01015	HF Group, LLC	03/12/2024	Manual	0.00	527.71	69454
VEN01016	Midwest Tape	03/12/2024	Manual	0.00	623.84	69455
VEN01967	Toshiba Business Solutions	03/12/2024	Manual	0.00	9,494.31	69456
VEN01332	Momoko Fife aka Momo Kajiwara	03/12/2024	Manual	0.00	150.00	69457
VEN02362	Stericycle, Inc.	03/12/2024	Manual	0.00	96.10	69458
VEN01217	Recon Management Systems, Inc	03/12/2024	Manual	0.00	84.00	69459
VEN01012	Alliance Entertainment	03/12/2024	Manual	0.00	1,982.57	69460
VEN01440	Rochester Hills Public Library	03/12/2024	Manual	0.00	33.00	69461
VEN01491	Hutzel	03/12/2024	Manual	0.00	688.87	69462
VEN02323	Mario Zucca	03/12/2024	Manual	0.00	5,000.00	69463
VEN01190	Martha Stuit	03/12/2024	Manual	0.00	150.00	69464
VEN01039	Allstar Alarm, LLC	03/12/2024	Manual	0.00	1,035.00	69465
VEN01402	Voss Lighting	03/12/2024	Manual	0.00	946.40	69466
VEN01204	VanArchitects, PLLC	03/12/2024	Manual	0.00	4,911.25	69467
VEN01250	Amber Adams-Fall	03/12/2024	Manual	0.00	125.00	69468
VEN01274	B & H Photo-Video	03/12/2024	Manual	0.00	1,044.75	69469
VEN02401	Jack C Theiss	03/12/2024	Manual	0.00	55.96	69470
VEN01117	CDW-G	03/12/2024	Manual	0.00	6,051.58	69471
VEN01506	Central Michigan University	03/12/2024	Manual	0.00	50.00	69472
VEN01733	Corinne Lenz	03/12/2024	Manual	0.00	1,350.00	69473
VEN01319	Varsity Ford	03/12/2024	Manual	0.00	31.38	69474
VEN01040	Brewer's North Campus Service Inc.	03/12/2024	Manual	0.00	858.04	69475
VEN01328	Lakeshore Learning	03/12/2024	Manual	0.00	457.70	69476
VEN02417	Mitch Gross	03/12/2024	Manual	0.00	22.00	69477
VEN01073	Grainger	03/12/2024	Manual	0.00	267.92	69478
VEN01058	Sentrum Bookstore	03/12/2024	Regular	0.00	304.80	69479
VEN01097	Unique	03/12/2024	Regular	0.00	492.50	69480
VEN01022	Carpenter Brothers	03/19/2024	Regular	0.00	10.58	69481
VEN02322	Anthony Brogdon	03/19/2024	Regular	0.00	250.00	69482
VEN02265	Sondra Soderborg	03/19/2024	Regular	0.00	150.00	69483
VEN01057	Sawa Books	03/19/2024	Regular	0.00	139.30	69484
VEN02362	Stericycle, Inc.	03/19/2024	Regular	0.00	165.15	69485
VEN01274	B & H Photo-Video	03/19/2024	Regular	0.00	93.40	69486
VEN01117	CDW-G	03/19/2024	Regular	0.00	5,618.09	69487
VEN01030	RNA	03/19/2024	Regular	0.00	44,002.00	69488
VEN01017	Cengage Learning Inc/Gale	03/19/2024	Regular	0.00	179.93	69489
VEN01481	Andrew Olsen	03/19/2024	Regular	0.00	700.00	69490
VEN01013	Blackstone Publishing	03/19/2024	Regular	0.00	228.00	69491
VEN01754	Marisa Huston	03/19/2024	Regular	0.00	180.90	69492
VEN01676	Jeff Wawrzaszek	03/19/2024	Regular	0.00	450.00	69493
VEN01016	Midwest Tape	03/19/2024	Regular	0.00	2,520.87	69494
VEN01275	Demco, Inc	03/19/2024	Regular	0.00	279.51	69495
VEN01283	Sweetwater Music Instruments & Pro Audio	03/19/2024	Regular	0.00	2,319.96	69496

## Check Report

Date Range: 03/01/2024 - 03/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01061	ULINE	03/19/2024	Regular	0.00	1,094.33	69497
VEN01068	Staples	03/19/2024	Regular	0.00	319.99	69498
VEN01065	Computer Alley	03/19/2024	Regular	0.00	156.44	69499
VEN02086	Samantha Root	03/19/2024	Regular	0.00	7.99	69500
VEN01163	Blick Art Materials	03/19/2024	Regular	0.00	301.02	69501
VEN01058	Sentrum Bookstore	03/19/2024	Regular	0.00	1,289.90	69502
VEN01331	Groundcover News	03/19/2024	Regular	0.00	400.00	69503
VEN01478	Format Framing	03/19/2024	Regular	0.00	4,669.33	69504
VEN01794	American Library Association Memberships	03/19/2024	Regular	0.00	1,363.00	69505
VEN01073	Grainger	03/19/2024	Regular	0.00	964.96	69506
VEN01949	Morningstar	03/19/2024	Regular	0.00	205.00	69507
VEN01021	Busch's	03/19/2024	Regular	0.00	235.47	69508
VEN01689	Digi-Key	03/19/2024	Regular	0.00	43.23	69509
VEN01158	Alex (Margaret) Kourvo	03/19/2024	Regular	0.00	450.00	69510
VEN01806	Emily Howard	03/19/2024	Regular	0.00	16.45	69511
VEN01011	Baker Taylor	03/01/2024	Bank Draft	0.00	9,222.36	DFT0001970
VEN01011	Baker Taylor	03/01/2024	Bank Draft	0.00	3,397.08	DFT0001971
VEN01011	Baker Taylor	03/01/2024	Bank Draft	0.00	16,768.24	DFT0001972
VEN01007	Amazon	03/01/2024	Bank Draft	0.00	2,388.79	DFT0001999
VEN01008	Amazon Collections	03/01/2024	Bank Draft	0.00	2,284.00	DFT0002000
VEN01101	AT&T	03/01/2024	Bank Draft	0.00	320.80	DFT0002001
VEN01011	Baker Taylor	03/01/2024	Bank Draft	0.00	1,582.55	DFT0002002
VEN01023	Cintas	03/01/2024	Bank Draft	0.00	1,162.13	DFT0002003
VEN01977	Delta Dental	03/01/2024	Bank Draft	0.00	7,586.85	DFT0002004
VEN01104	DTE	03/01/2024	Bank Draft	0.00	11,652.33	DFT0002005
VEN01104	DTE	03/01/2024	Bank Draft	0.00	5,686.94	DFT0002006
VEN01104	DTE	03/01/2024	Bank Draft	0.00	1,107.23	DFT0002007
VEN01104	DTE	03/01/2024	Bank Draft	0.00	2,721.22	DFT0002008
VEN01104	DTE	03/01/2024	Bank Draft	0.00	17.63	DFT0002009
VEN01104	DTE	03/01/2024	Bank Draft	0.00	1,156.61	DFT0002010
VEN01104	DTE	03/01/2024	Bank Draft	0.00	3,796.48	DFT0002011
VEN01104	DTE	03/01/2024	Bank Draft	0.00	1,076.26	DFT0002012
VEN01104	DTE	03/01/2024	Bank Draft	0.00	6,411.49	DFT0002013
VEN01104	DTE	03/01/2024	Bank Draft	0.00	281.47	DFT0002014
VEN02020	Mutual of Omaha	03/01/2024	Bank Draft	0.00	6,295.05	DFT0002015
VEN01070	Office Depot aka ODP	03/01/2024	Bank Draft	0.00	88.84	DFT0002016
VEN01173	TDS	03/01/2024	Bank Draft	0.00	12,231.33	DFT0002017
VEN01018	Trionfo Solutions, LLC	03/01/2024	Bank Draft	0.00	750.75	DFT0002018
VEN01061	ULINE	03/01/2024	Bank Draft	0.00	3,826.51	DFT0002019
VEN01019	UPS	03/01/2024	Bank Draft	0.00	32.90	DFT0002020
VEN01100	Verizon	03/01/2024	Bank Draft	0.00	4,295.84	DFT0002021
VEN01011	Baker Taylor	03/12/2024	Bank Draft	0.00	15,446.07	DFT0002063
VEN01008	Amazon Collections	03/12/2024	Bank Draft	0.00	1,184.30	DFT0002066
VEN01077	BCBS	03/12/2024	Bank Draft	0.00	120.47	DFT0002069
VEN01077	BCBS	03/12/2024	Bank Draft	0.00	3,927.95	DFT0002070
VEN01078	BCN	03/12/2024	Bank Draft	0.00	102,035.96	DFT0002071
VEN01042	City of Ann Arbor Water Utilities	03/12/2024	Bank Draft	0.00	2,656.27	DFT0002072
VEN01104	DTE	03/12/2024	Bank Draft	0.00	3,519.74	DFT0002073
VEN01052	Kol-Ami	03/12/2024	Bank Draft	0.00	-347.45	DFT0002075
VEN01052	Kol-Ami	03/12/2024	Bank Draft	0.00	347.45	DFT0002075
VEN01024	Lowe's	03/12/2024	Bank Draft	0.00	25.35	DFT0002076
VEN01257	Quadient (NeoFunds & Neopost)	03/12/2024	Bank Draft	0.00	500.00	DFT0002077
VEN01019	UPS	03/12/2024	Bank Draft	0.00	32.90	DFT0002080
VEN01035	Waste Management of Michigan	03/12/2024	Bank Draft	0.00	1,548.26	DFT0002081
VEN01011	Baker Taylor	03/12/2024	Bank Draft	0.00	12.38	DFT0002082
VEN01011	Baker Taylor	03/19/2024	Bank Draft	0.00	3,855.61	DFT0002110
VEN01100	Verizon	03/19/2024	Bank Draft	0.00	1,105.42	DFT0002111
VEN01007	Amazon	03/19/2024	Bank Draft	0.00	5,059.73	DFT0002112
VEN01008	Amazon Collections	03/19/2024	Bank Draft	0.00	705.52	DFT0002113
VEN01101	AT&T	03/19/2024	Bank Draft	0.00	320.80	DFT0002114
VEN01011	Baker Taylor	03/19/2024	Bank Draft	0.00	68.32	DFT0002115

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01023	Cintas	03/19/2024	Bank Draft	0.00	1,163.71	DFT0002116
VEN01977	Delta Dental	03/19/2024	Bank Draft	0.00	7,908.25	DFT0002117
VEN01104	DTE	03/19/2024	Bank Draft	0.00	5,013.63	DFT0002118
VEN01104	DTE	03/19/2024	Bank Draft	0.00	1,157.21	DFT0002119
VEN02367	Madison Liquidators LLC	03/19/2024	Bank Draft	0.00	201,657.26	DFT0002120
VEN01070	Office Depot aka ODP	03/19/2024	Bank Draft	0.00	241.75	DFT0002121
VEN01019	UPS	03/19/2024	Bank Draft	0.00	296.67	DFT0002122
VEN01007	Amazon	03/21/2024	Bank Draft	0.00	8,511.63	DFT0002123

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	34	0.00	77,938.67
Manual Checks	171	119	0.00	185,953.55
Voided Checks	0	3	0.00	0.00
Bank Drafts	750	54	0.00	474,216.84
EFT's	47	41	0.00	414,941.10
	<b>1067</b>	<b>251</b>	<b>0.00</b>	<b>1,153,050.16</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	34	0.00	77,938.67
Manual Checks	171	119	0.00	185,953.55
Voided Checks	0	3	0.00	0.00
Bank Drafts	851	150	0.00	528,529.14
EFT's	47	41	0.00	414,941.10
	<b>1168</b>	<b>347</b>	<b>0.00</b>	<b>1,207,362.46</b>

### Fund Summary

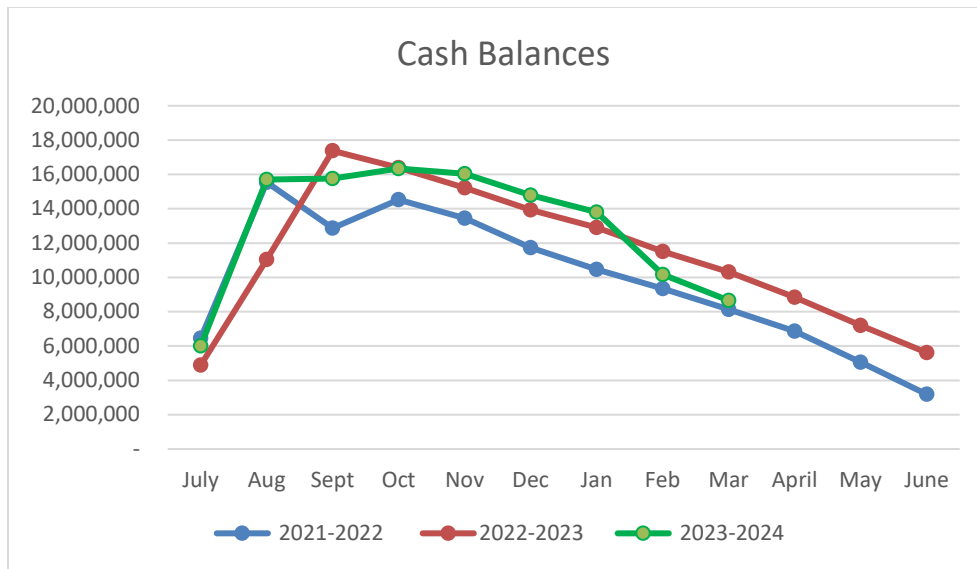
Fund	Name	Period	Amount
101	General Fund	3/2024	1,207,362.46
			<b>1,207,362.46</b>



# Ann Arbor District Library Financial Analysis Nine Months Ended March 31, 2024

## Cash

The general fund cash balance, not including investments, was \$8,660,238 as of March 31<sup>st</sup> which would cover approximately 6 months of expenses. The Board of Trustees approved the transfer of \$2,500,000 to the Capital Fund at their February 26<sup>th</sup> meeting.



## 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 March 31, 2024 were \$20,253,858 or 100.27% of budget.

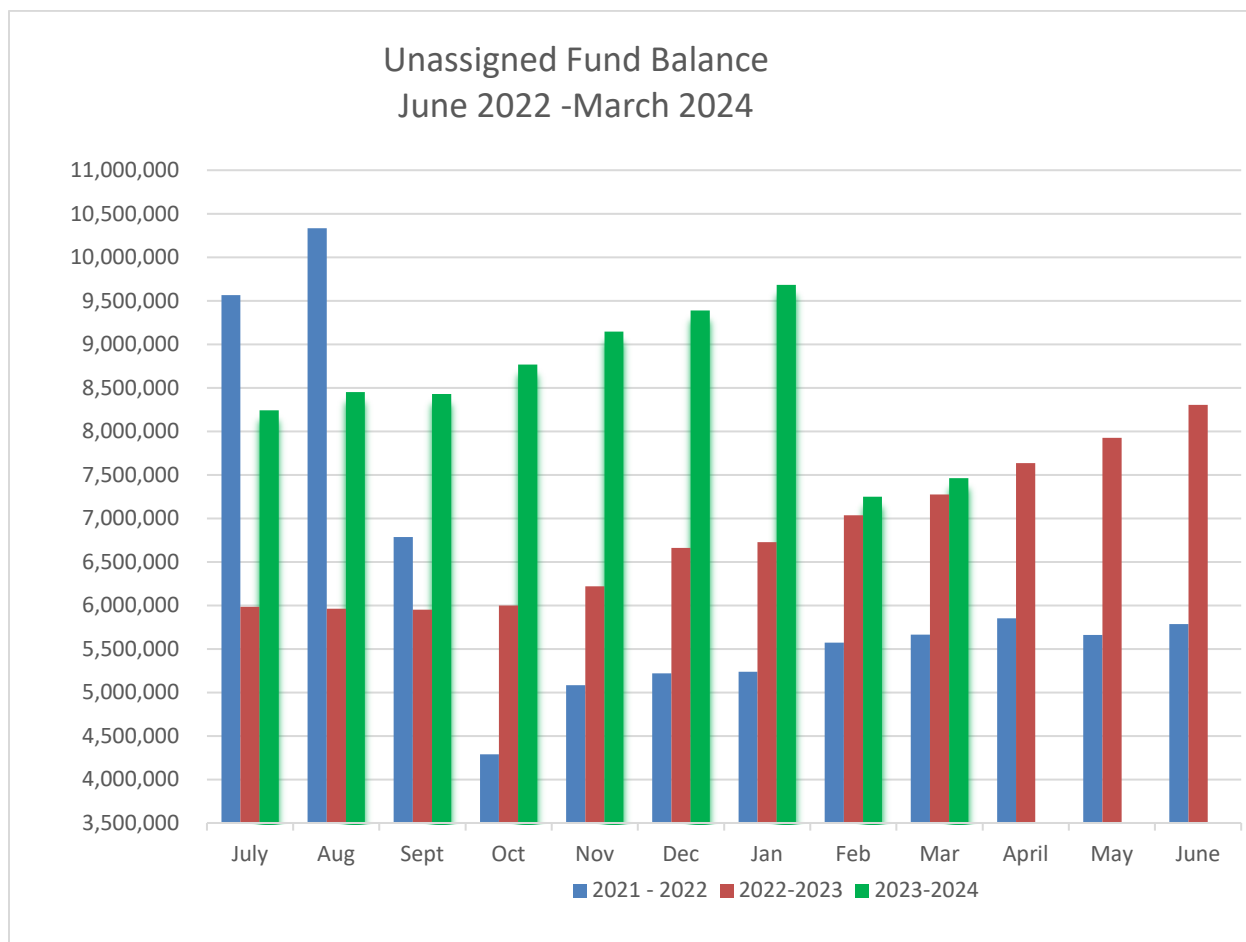
## Fund Balance Activity

The unassigned fund balance was \$7,462,157 as of March 31, 2024. Funds are allowed to grow strategically to allow for future investments. The current fund balance would fund approximately 4 months of operations. The decline in Fund Balance is a result of the cash transfer to the Capital Fund.





## Ann Arbor District Library Financial Analysis Nine Months Ended March 31, 2024



### Revenue and Expenditures:

Total revenues of \$15,837,148 are 76.73% of budget after 75% of the fiscal year. Actual cash receipts were \$21,273,138 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$13,953,472 are 67.61% of budget after 75% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in were \$13,174,987.

Revenue earned less expenditures realized resulted in an increase in net assets of \$244,095 for the month of March and \$1,883,676 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. Postage and Seminars, etc. are also over budget year-to-date. These four line-items will be included in budget adjustments in the Spring.



Ann Arbor District Library  
 Financial Analysis  
 Nine Months Ended March 31, 2024

Software Licenses and Maintenance is running high and will likely require a budget adjustment at year end. An adjustment was made due to a classification error for the new copier maintenance contract resulting in negative expense in Purchase Services for the month of March and higher than usual Copier Expense.

The Finance Committee requested that the Friends funds be moved out of the General Fund and be accounted for in the Grants & Memorials fund. This adjustment has been made resulting in negative revenue in the General Fund for the month of March.

Contributions and Memorials:

	Bank Balance	Restrictions and Designations
Holtrey	\$ 342,438	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,449	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
Friends of AADL	\$ 67,072	
LLA	\$ 565	
Price	\$ 34,104	
Schafer	\$ 10,705	
Westerman	\$ 33,833	The Board designated \$30,000 for children's programming
WLBPD	\$ 52,514	

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**  
**Governmental Funds**  
**March 31, 2024**

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 8,660,238	\$ 1,671,370	\$ 569,601	\$ 10,901,209
Investments	4,857,598	-	-	4,857,598
Due from other governmental units / funds	123,708	-	-	123,708
Prepaid items	192,874	-	-	192,874
<b>Total assets</b>	<b>\$ 13,834,418</b>	<b>\$ 1,671,370</b>	<b>\$ 569,601</b>	<b>\$ 16,075,389</b>
<b>Liabilities</b>				
Accounts payable	662,418	-	920	663,338
Accrued expenses	413,111	-	-	413,111
<b>Total liabilities</b>	<b>\$ 1,075,529</b>	<b>\$ -</b>	<b>\$ 920</b>	<b>\$ 1,076,449</b>
<b>Deferred outflows</b>				
Unavailable property tax revenue	5,103,858	-	-	5,103,858
<b>Total deferred outflows</b>	<b>\$ 5,103,858</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,103,858</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 192,874	\$ -	\$ -	\$ 192,874
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	243,681	243,681
Committed for capital projects	-	1,671,370	-	1,671,370
Unassigned	7,462,157	-	-	7,462,157
<b>Total fund balances</b>	<b>\$ 7,655,031</b>	<b>\$ 1,671,370</b>	<b>\$ 568,681</b>	<b>\$ 9,895,082</b>
<b>Total liabilities and fund balances</b>	<b>\$ 13,834,418</b>	<b>\$ 1,671,370</b>	<b>\$ 569,601</b>	<b>\$ 16,075,389</b>

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes  
Actual vs Budget  
For the Nine Months Ended March 31, 2024**

	March Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,685,163	\$ 15,151,077	\$ 20,200,000	\$ 5,048,923	75.01%
State aid (including MPERS pass-through)	3,425	121,397	145,000	23,603	83.72%
State penal fines	12,500	112,500	150,000	37,500	75.00%
Local Community Stabilization	-	60,906	-	(60,906)	-
State revenue - other	-	18,422	-	(18,422)	-
Investment Gains (Losses)	21,950	286,872	-	(286,872)	-
Copier revenue	923	5,464	9,000	3,536	60.71%
Grants and memorials	(34,550)	8,292	35,000	26,708	23.69%
Library fines, fees and other	1,598	33,538	50,000	16,462	67.08%
Non-resident fees	750	12,375	15,000	2,625	82.50%
Rental revenue	5,846	26,305	35,000	8,695	75.16%
<b>TOTAL REVENUES:</b>	<b>\$ 1,697,605</b>	<b>\$ 15,837,148</b>	<b>\$ 20,639,000</b>	<b>\$ 4,801,852</b>	<b>76.73%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 775,948	\$ 6,957,173	\$ 9,169,150	2,211,977	75.88%
Employee benefits (inc MPERS pass-through)	190,288	1,995,303	2,945,000	949,697	67.75%
Employment taxes	59,081	528,973	650,000	121,027	81.38%
	1,025,317	9,481,449	12,764,150	3,282,701	74.28%
Accounting/Audit	-	69,938	30,000	(39,938)	233.13%
Building Rental	61,818	552,185	360,000	(192,185)	153.38%
Communications	8,329	128,067	250,000	121,933	51.23%
Copier Expense	15,221	23,462	65,000	41,538	36.10%
Custodial Services	22,001	199,389	290,000	90,611	68.75%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	213	50,905	75,000	24,095	67.87%
Library Programming	47,484	593,076	756,000	162,924	78.45%
Materials	117,765	1,270,509	1,764,000	493,491	72.02%
Minor Equipment Purchases	38,834	156,226	350,000	193,774	44.64%
Operating Supplies	21,248	181,598	302,500	120,902	60.03%
Other Operating Expenditures	2,482	11,914	23,250	11,336	51.24%
Postage	2,863	24,297	21,000	(3,297)	115.70%
Property Insurance	11,823	106,408	150,000	43,592	70.94%
Purchased Services	(918)	77,271	237,500	160,229	32.54%
Repairs and Maintenance	32,980	363,213	580,000	216,787	62.62%
Seminars/Conferences/Training & Travel	2,390	23,826	23,600	(226)	100.96%
Software Licenses/Maintenance	11,393	134,063	150,000	15,937	89.38%
Utilities	26,216	333,044	497,000	163,956	67.01%
Capital Outlay	6,051	172,632	1,900,000	1,727,368	9.09%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,453,510</b>	<b>\$ 13,953,472</b>	<b>\$ 20,639,000</b>	<b>\$ 6,685,528</b>	<b>67.61%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 244,095</b>	<b>\$ 1,883,676</b>	<b>\$ -</b>	<b>\$ 1,883,676</b>	
<b>Fund balance, beginning of year</b>		\$ 8,271,355	\$ 8,271,355	\$ -	
<b>Transfers Out</b>		(2,500,000)	(2,500,000)	-	
<b>Fund balance, end of year</b>		<b>\$ 7,655,031</b>	<b>\$ 5,771,355</b>	<b>\$ 1,883,676</b>	

## ANN ARBOR DISTRICT LIBRARY

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

Governmental Funds

For the Nine Months Ended March 31, 2024

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 15,151,077	\$ -	\$ -	\$ 15,151,077
State aid (including MPERS pass-through)	121,397	-	-	121,397
State penal fines	112,500	-	-	112,500
State revenue - other	18,422	-	-	18,422
Local Community Stabilization	60,906	-	-	60,906
Investment Gains (Losses)	286,872	-	4,026	290,898
Copier revenue	5,464	-	-	5,464
Grants and memorials	8,292	-	35,250	43,542
Library fines, fees and other	33,538	-	-	33,538
Non-resident fees	12,375	-	-	12,375
Rental revenue	26,305	-	-	26,305
<b>TOTAL REVENUES:</b>	<b>\$ 15,837,148</b>	<b>\$ -</b>	<b>\$ 39,276</b>	<b>\$ 15,876,424</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 6,957,173	\$ -	\$ -	\$ 6,957,173
Employee benefits (inc MPERS pass-through)	1,995,303	-	-	1,995,303
Employment taxes	528,973	-	-	528,973
	9,481,449	-	-	9,481,449
Accounting/Audit	69,938	-	-	69,938
Building Rental	552,185	-	-	552,185
Communications	128,067	-	-	128,067
Copier Expense	23,462	-	-	23,462
Custodial Services	199,389	-	-	199,389
Grants /Memorials	-	-	8,580	8,580
Legal Expense	50,905	-	-	50,905
Library Programming	593,076	-	-	593,076
Materials	1,270,509	-	-	1,270,509
Minor Equipment Purchases	156,226	-	-	156,226
Operating Supplies	181,598	-	-	181,598
Other Operating Expenditures	11,914	-	-	11,914
Postage	24,297	-	-	24,297
Property Insurance	106,408	-	-	106,408
Purchased Services	77,271	-	-	77,271
Repairs and Maintenance	363,213	-	-	363,213
Seminars/Conferences/Training/Travel	23,826	-	-	23,826
Software Licenses/Maintenance	134,063	-	-	134,063
Utilities	333,044	-	-	333,044
Capital Outlay	172,632	2,440,224	-	2,612,856
<b>TOTAL EXPENDITURES:</b>	<b>\$ 13,953,472</b>	<b>\$ 2,440,224</b>	<b>\$ 8,580</b>	<b>\$ 16,402,276</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 1,883,676</b>	<b>\$ (2,440,224)</b>	<b>\$ 30,696</b>	<b>\$ (525,852)</b>
Fund balance, beginning of year	\$ 8,271,355	\$ 1,611,594	\$ 537,985	\$ 10,420,934
Transfers	\$ (2,500,000)	\$ 2,500,000	\$ -	\$ -
<b>Fund balance, end of year</b>	<b>\$ 7,655,031</b>	<b>\$ 1,671,370</b>	<b>\$ 568,681</b>	<b>\$ 9,895,082</b>

### AADL Sustainability Statement

The Ann Arbor District Library recognizes the impact of its operations on the environment, and the challenges of adapting to a changing climate. AADL commits to careful consideration of the demands on the library system and current and future environmental impact of its decisions, including energy use, plastic waste, and facilities development and maintenance.

AADL uses its resources and knowledge to decrease emissions, waste, pollution, and consumption, while increasing reuse, resilience, and sharing in our community. AADL looks for, and creates proactive opportunities to make progress towards a more sustainable library, and a more sustainable community.

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-039**

**RESOLUTION TO ADOPT THE SUSTAINABILITY STATEMENT AS POLICY**

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 April 2024, at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1) That the draft of the Sustainability Statement be adopted as policy.
- 2) All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Catherine Hadley, Board Secretary




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**Submitted To:** Ann Arbor District Library  
 Len Lecomie  
 353 S 5Th Ave.  
 Ann Arbor, MI 48105

**Project:** EST41179  
 AADL - Downtown - LS 24/27  
 353 S. Fifth Ave  
 Ann Arbor, MI 48104

**Return To:** 3460 E Ellsworth  
 Ann Arbor, MI 48108  
 Ph: 734-973-0930 F: 734-973-1643

**Proposal Date:** 3/29/2024

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Branch	Lawn Maintenance (Seasonal)	Irrigation System Managemet (Seasonal)	Snow Plowing (Seasonal)	Sidewalk - Clearing and Shoveling (Seasonal)	Parking Lot Salt (Seasonal)	Sidewalk - Salting (Seasonal)	Seasonal Services - Total
Mallets Creek	\$ 1,884.00	\$ 200.00	\$ 1,890.00	\$ 1,834.00	\$ 2,176.00	\$ 4,351.00	\$ 12,334.00
Pittsfield	\$ 3,276.00	\$ 350.00	\$ 1,260.00	\$ 1,740.00	\$ 2,758.00	\$ 3,166.00	\$ 12,549.00
Traverwood	\$ 1,638.00	\$ 350.00	\$ 2,520.00	\$ 1,834.00	\$ 1,902.00	\$ 7,147.00	\$ 15,190.00
Downtown	N/A	N/A	\$ 1,260.00	\$ 1,740.00	\$ 887.00	\$ 4,217.00	\$ 8,104.00

**LAWN MAINTENANCE**

Twenty-six (26) regularly scheduled lawn maintenance visits. Concrete walks/drives will receive mechanical edging during the growing season as conditions warrant.

**IRRIGATION SYSTEM MANAGEMENT**

Includes system activation in spring and system winterization in the fall. Unless otherwise specified, needed repairs are completed with spring activation and invoiced on a time and material basis.

**SNOW PLOWING PARKING LOTS**

Plowing of parking lots.

**SIDEWALK CLEARING**

Shoveling and clearing of private and public sidewalks.

**PARKING LOT SALTING**

Treating of parking lots following a plowing operation, or in the event of a measurable snowfall of less than one (1) inch or in the event of freezing rain and/or ice.

**SIDEWALK SALTING**

Treating of sidewalks and entryways following a clearing operation, or in the event of a measurable snowfall of less than one (1) inch or in the event of freezing rain and/or ice.



**ADDITIONAL SERVICES:**

The following additional services are provided for your consideration but are not currently included in your proposed contracted amount. If you wish to accept an additional service, please initial the service(s) selected in the signed contract you return to our offices. Additional services will be added to contracted total or invoiced upon completion, as presumed appropriate by contractor.

**Fertilization & Weed Control (Per Time)**

Per time price for three (3) applications comprised of pre-emergent crabgrass control, post emergent broadleaf weed control, and balanced applications of controlled release fertilizer will be applied throughout the season. All fertilizers to be used are phosphorus free and incorporate organic ingredients. Includes a proactive approach to prevent grub damage in the turf. Application consists of a systemic insecticide to control grubs feeding on the turf. For best results, application should be completed by August 1st. Application will be scheduled to occur during round 2 of the fertilizer program.

Accept: \_\_\_\_\_

Branch	Fertilization & Weed Control (Per Time)
Mallets Creek	\$ 112.00
Pittsfield	\$ 259.00
Traverwood	\$ 112.00
Downtown	N/A

**Core Aeration (Per Time)**

Per time price for one (1) visit to aerate lawn areas in order to allow oxygen, nutrients, and sunlight a direct route to the root zone. Aeration also reduces compaction. "Soil cores" from this process are left on the lawn to naturally decompose.

Accept: \_\_\_\_\_

Branch	Core Aeration (Per Time)
Mallets Creek	\$ 210.00
Pittsfield	\$ 420.00
Traverwood	\$ 210.00
Downtown	N/A

**Irrigation System Preventative Maintenance (Per Time)**

Per time price for two (2) preventative maintenance visits during the season. The goal of preventative irrigation system maintenance is to discover and repair system components before the landscape suffers detrimental effects and is unsightly. During these visits a technician will review the system head by head to ensure peak performance. Unless otherwise specified, needed repairs are completed and invoiced on a time and material basis, not to exceed \$1,500 without written authorization.

Accept: \_\_\_\_\_

Branch	Preventative Maintenance (Per Time)
Mallets Creek	\$ 100.00
Pittsfield	\$ 100.00
Traverwood	\$ 100.00
Downtown	N/A

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2024/25 Contract Services Total - Mallets Creek Branch:	\$12,334.00 (12 Monthly Payments of \$1,027.83)
2024/25 Contract Services Total - Pittsfield Branch:	\$12,549.00 (12 Monthly Payments of \$1,045.75)
2024/25 Contract Services Total - Traverwood Branch:	\$15,190.00 (12 Monthly Payments of \$1,265.83)
2024/25 Contracted Snow Services Total - Downtown Branch:	\$8,104.00 (5 Monthly Payments of \$1,620.80)

This is a three (3) year lawn and snow agreement. An annual cost of living increase will be applied to year two (2) and three (3) according to [www.ssa.gov/cola](http://www.ssa.gov/cola) with a minimum of a 3% increase. The seasonal contracted amount will be invoiced in twelve (12) equal installments each season. The first (1st) installment will be due April 1, 2024 and the final installment will be due March 1, 2027. Late sign up may affect your installment schedule. Feel free to contact your account manager with any questions.

*\*NOTE: The proposed service agreement pricing is valid for thirty (30) days from the proposal date.*

**DJ'S LANDSCAPE MANAGEMENT, INC.'S  
STANDARD TERMS AND CONDITIONS**

1. This document outlines DJ's Landscape Management, Inc.'s ("DJ's") Standard Terms and Conditions ("Terms"). All services performed by DJ's are subject to these Terms unless otherwise agreed to in writing by DJ's. Customer's written initiation of the services detailed in a proposal shall constitute a binding agreement ("Contract") between DJ's and the Customer, subject to these Terms. These Terms supersede all previous oral and written agreements made before the date of the Contract. These Terms prevail over any of Customer's general terms and conditions regardless of whether or when Customer has submitted for proposal, order, or provided such terms. DJ's provision of services to Customer does not constitute acceptance of any of Customer's terms and conditions and does not serve to amend or modify these Terms. It is the Customer's responsibility to

review these Terms. All desired addendum / change orders must be agreed upon by both DJ's and the Customer and shall be clearly documented.

2. "Landscape Management" and "Snow & Ice Management" seasons are presumed to cover the time periods April 15 through November 30, and November 15 through April 14, respectively. Unless otherwise set forth in the Contract, DJ's will invoice Customer near the fifteenth (15th) and thirtieth (30th) of each month. The first invoice will include the monthly installment and any additional services rendered through the date of invoice. The second invoice is only generated if additional services are rendered after the first invoice of the month. Customer agrees to pay 1.5% finance charge (18% APR) on accounts past the due date each month until the balance is paid in full. Charges for work completed outside the current invoicing period are still valid in their full amount. Customer shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties or charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Customer under these Terms or the Contract.

3. Customer understands and agrees that delays in payments made to DJ's may result in suspension of services, and appropriate legal action being taken to collect monies owed to DJ's. Customer agrees that costs of such legal action, including without limitation, lawyer's fees, costs, and expenses of suit or collection, will be Customer's obligation to pay when DJ's is the prevailing party in any litigation. Any checks that are returned to DJ's for insufficient funds will be accessed an additional \$25.00 service fee. This service fee will be added to the Customer's account balance and become due immediately.

4. All work will be completed to the specifications outlined in the Contract and these Terms. Additional specifications such as call or check-ins requirements, service logging/reporting, specialized invoicing, or any other special consideration which causes DJ's to incur additional cost may be subject to a revision of the Contract or additional fee.

5. In the event Customer is not satisfied with workmanship or quality, DJ's will investigate and remedy the concern if the work has not been completed to the specifications of the Contract. Industry standards for substantially similar services provided in the same or similar location and during the same season will govern any disputes between Customer and DJ's in connection with the services provided under the Contract.

6. Customer is aware some services, such as, but not limited to Core Aeration and/or Plant Installations, may result in unpreventable damages to unmarked irrigation systems, utility lines, drain tile, or other unmarked below-grade utilities. DJ's shall not be responsible for the cost of repairing these items if they are not properly and clearly marked or flagged. If requested, DJ's can mark underground obstacles for an additional fee. For services requiring excavation to a depth greater than ten (10) inches, DJ's will contact the appropriate utility company to mark underground public utility lines which include gas, electric, telephone/cable, and water/sewer. This service will be included in the Contract unless otherwise stated. Private lines, such as irrigation, drain tile, and other non-public utilities, are not included in this service but can be staked for an additional fee. Customer understands that there may be unforeseen, additional costs associated with project work for which it will be responsible.

7. Customer shall notify DJ's in writing, within twenty-four (24) hours of discovery, of any damage to Customer's property, including irrigation system, suspected to be caused by services performed by DJ's. DJ's shall not be liable for any damages unless given opportunity to investigate and repair. The quality of repairs is to be governed by industry standards.

8. In no event shall DJ's be liable to customer or to any third party for any loss of use, revenue or profit, or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damages were foreseeable and whether or not DJ's has been advised of the possibility of such damages, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

9. All materials, i.e. irrigation parts, green material (plants, trees, turf, and any other living "material"), landscape materials, carry a one (1) year warranty from the date of installation unless otherwise specified in the Contract. Warranty claims will only be considered if payment for the work has occurred, and Customer's account is current. Improper care, tampering, vandalism, or any other event outside DJ's control is, including involvement of a third party, will render the warranty null and void. The warranty does not cover green material that is not watered by an automated, professionally installed, operating irrigation system unless other provisions for this care have been discussed and approved by DJ's in writing. This warranty does not cover annuals, or bulbs. Provided the above stipulations are met and/or not violated, DJ's will complete a one-time only replacement of the green material. An additional labor charge for green material removal and reinstallation will apply. Timing of replacement may, at DJ's discretion, be predicated upon seasonal availability and weather conditions.

10. The Contract may be terminated or modified by Customer only as follows: For termination by convenience, ninety (90) day written notice to DJ's of Customer's intent to terminate the Contract is required to avoid a termination fee (termination fee is to be twenty-five (25) percent of the greater of Contract value on the notice date or previous 12-month's billings.) In the event Customer wishes to terminate the Contract for service delivery and/or quality issues, written notice to DJ's of intention to terminate Contract and specific violation(s) of work specifications is required. DJ's will be allowed thirty (30) working days after said notice to correct cited violation(s). If after thirty (30) working days the violations have not been corrected or satisfactory arrangements for the completion thereof made, the Contract may, at the option of the Customer, be terminated without a termination fee. In the event of termination of any kind, DJ's will evaluate the value of work completed to date and generate a final invoice. Payment in full for all installments and/or services performed to date of termination and any applicable termination fee shall become due in fifteen (15) days.

11. DJ's reserves the right to terminate the Contract without notice in the event of Customer's failure to make timely payments, pending bankruptcy or sale of property, and/or actions by Customer to circumvent, interrupt or otherwise adversely impact, any relationship between a

subcontractor and DJ's. In addition, abusive or threatening behavior towards DJ's will not be tolerated and will be grounds for immediate Contract termination and the imposition by DJ's of the termination fee described in paragraph 10 above.

12. Customer acknowledges requests made outside of standard operating hours or emergency requests will result in additional charges. DJ's Landscape Management office hours are Monday thru Friday, 8:00 AM to 5:00 PM. A 24-hour answering service may be utilized through the automated menu for emergencies. Hours of operation for Landscape Management Services are Monday thru Friday, 7:00 AM to 5:00 PM. Winter operation hours are 12:00 AM to 5:00 PM Monday thru Saturday and 12:00 AM to 7:00 AM on Sundays. Winter operational hours may vary with weather conditions.

13. DJ's reserves the right to add surcharges and amend pricing should extreme market conditions occur which are beyond the scope of DJ's control. Examples include, but are not limited to, gasoline or diesel prices increasing more than 20% since the Proposal Date, as determined by [http://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_r20\\_m.htm](http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_m.htm) global or national raw material shortages supported by multiple sources; an annual Cost-of-Living Adjustment greater than 5% (<https://www.ssa.gov/cola/>); or a Consumer Price Index increase greater than 5% in a year-over-year period (<https://www.bls.gov/cpi/home.htm>). A surcharge which is determined to be necessary is applicable regardless of Contract billing type. DJ's commits to informing Customer of any potential surcharge prior to billing.

SNOW SERVICES: (for the avoidance of doubt, paragraphs 1 through 12 of these Terms shall be incorporated herein by reference)

14. The Contract price for snow plowing is for clearing of parking areas and/or driveways only. Unless specifically stated in the Contract, sidewalk shoveling is not part of the snow services. This service does not include salt spreading services or front-end loader service unless specified in the Contract. For the purposes of these Terms, references to "snow clearing" or "clearing" shall refer to plowing and/or shoveling.

15. Unless otherwise specified in the Contract, snow clearing services will be dispatched at one (1) inch of new snow accumulation. Quoted rate is for clearing that is done as part of a regular service when all other accounts are being checked or cleared. Weather conditions permitting, snow services will be performed between the hours of 12:00 AM and 7:00 AM. Customer acknowledges the timeliness of services may be affected by late snowfall, wet/heavy snow, elevated accumulations, fast accumulating snowfall, equipment breakdowns, or other unforeseen and uncontrollable circumstances. DJ's reserves the right to limit services during business hours due to the increased opportunity for accidents to occur. Customer is expected to have communicated daytime service requirements to DJ's prior to proposal generation and signing.

16. Customer agrees to allow DJ's to decide if clearing is warranted based upon snow accumulations at the site where clearing is to take place. Customer waives any claim against DJ's based on such decision and agrees to indemnify, defend and hold DJ's, its owners, directors, officers, employees, successors, assigns and contractors harmless for any claims brought against DJ's by any third party related to or arising out of, directly or indirectly, such decision. Such indemnification to include payment to DJ's of all attorney fees and other costs incurred in defense against such claims. DJ's will exercise its best judgment based upon weather forecasts and existing conditions at the time. Customer is aware that weather may change rapidly and without notice. Changes in weather conditions are considered to be an "Act of God" for which DJ's assumes no liability.

17. Additional clearing services such as clearing an area where cars were parked when original clearing occurred, clearing areas where ice and snow pack has loosened to slush, clearing areas which have snow accumulation due to drifting, and any other reason other than new snow accumulation of one (1) inch will be subject to a fee.

18. DJ's reserves the right to make only one visit per 24 hours. In the event of significant snowfall over a prolonged period of time, return visits may be made only after all properties serviced by DJ's have been cleared at least once and available resources allow. For contracts where billing is determined by quantity of visits, should snowfall cleared during one visit exceed six (6) inches of new accumulation, two (2) occurrences of the service shall be counted/invoiced. If snowfall cleared during one visit exceeds ten (10) inches, plowing and shoveling services may be billed on a time and material basis for any contract-type as larger equipment and/or additional time will be needed to properly clear the snow. This may also apply to situations where less than ten (10) inches of new accumulation occurs, but due to drifting snow or layout of area, equipment other than the standard plowing equipment factored for the Contract, becomes required to safely and effectively clear the contracted area.

19. DJ's will clear snow from surfaces only in areas where it is deemed safe. To avoid damage, there will always be a small strip of snow along garage doors and other objects/buildings that will not be plowed. In the event DJ's is unable to clear the entire contracted area due to obstacles outside of DJ's control, such as parking spot(s) between two (2) parked cars, or the open half of a 2-stall driveway with a vehicle parked in it, only areas accessible and safe will be cleared. DJ's does not prorate services in this instance.

20. Customer understands that snow plowing, by its very nature, involves pushing a steel blade over the surface of the pavement. If the pavement is defective, deteriorated, weakened, frost heaved, or was installed improperly, the results of these previous conditions are more likely to appear after snow plowing. Customer acknowledges and agrees that DJ's is not responsible for damages to or resulting from objects hidden in the snow, such as but not limited to; speed bumps, manhole covers, or truck chocks. In addition to the general scraping damages which are expected from normal plowing, DJ's shall have no liability for any damages occurring as a result of plowing asphalt before the final coat. Customer accepts the responsibility to notify DJ's in writing of any specification concerning the type of plow or material needed for their property and understands communication of this information after the Contract has been executed could result in revision to pricing.

21. Customer understands that clearing and/or salting of a particular location may not clear to "bare pavement" and slippery conditions may continue to prevail even after clearing or salt application. Unless otherwise stated in the Contract, it shall be the responsibility of the Customer to

notify DJ's in writing in the event that weather conditions cause melting and re-freezing of any previously treated surface area. Customer understands that DJ's assumes no liability for this naturally occurring condition and agrees to release DJ's from liability therefore and to defend and hold harmless and indemnify DJ's, its owners, directors, employees, officers, successors, assigns, and contractors, from and against all claims that may arise as a result of or are in any way related to this naturally occurring condition.

22. DJ's will clearly stake the areas to be plowed as needed. Customer allows DJ's to use our best judgment as to where snow should be stored unless otherwise specified. If Customer does not believe snow should be stored in a particular area of the property, it is their responsibility to make DJ's aware of this preference in writing prior to proposal generation and signing. If a small number of snow storage areas are designated, Customer is aware that additional damage may be caused to the landscaping as a result of all the snow being piled in only a few places. Customer agrees to pay for the associated repair costs which are above and beyond the standard expectation, as determined by DJ's. Additionally, DJ's operators are only authorized to operate equipment on paved surfaces. Customer will be responsible for all landscape repair costs resulting from instructing/requesting DJ's operators to leave the paved surface to store snow, or for any other purpose.

23. DJ's shall have no responsibility for damages, including property damages, resulting from the weight of snow and ice. This includes snow and ice plowed / moved by DJ's in the normal course of fulfilling a Contract or completing additional services requested by the Customer. DJ's will only accept responsibility for repair of the damaged property when there is clear visual evidence an impact between DJ's equipment and the damaged object has occurred causing such damage to the object. In some cases, it may be necessary for DJ's to reenact the suspected incident, with the corresponding equipment, to determine the validity of a claim. Please reference paragraph 7. for additional stipulations.

24. Customer understands that sidewalk crews may not work safely if temperature and wind conditions combine to make wind chill factors below zero (0) degrees Fahrenheit. Customer agrees and understands that DJ's reserves the right to stop working in these severe conditions (without penalty) so as not to force unsafe conditions upon employees.

25. Unless otherwise specified in the Contract, DJ's will make one (1) visit after the end of the "Snow & Ice Management" season to remove plow stakes and repair landscaping damage resulting from snow clearing. Customer understands that lawn and landscape areas which are damaged will take time to return to their original state and this condition is a normal and expected consequence of snow plowing. Lawn areas will be repaired with topsoil, grass seed, and beneficial penn mulch. Existing sod pieces will be used to aid in repair but at no point will DJ's furnish new sod to repair damages. DJ's is not responsible for damage to landscaping caused by salt residue run-off, salt overspreading, or soil contamination as the frequency of the salting applications is directed by Customer. DJ's is not responsible for gravel, sand, dirt, or other deposits remaining in a snow storage area after snow has melted. If damage is extreme and the result of Customer instructions, it will be the responsibility of the Customer to pay for the necessary repairs.

26. If requested, specialty equipment and hauling trucks are available upon request. Equipment is priced per hour with a minimum of two (2) hour charge in addition to mobilization charges. When completing these specialty services, DJ's shall have no responsibility for objects in the snow or for any damages to the Customer's property resulting from the work Customer has requested DJ's to complete.

27. In no event shall DJ's aggregate liability arising out of or related to these terms or the contract, whether arising out of or related to breach of contract, tort (including negligence) or otherwise, exceed the aggregate amounts paid or payable to DJ's in the twelve (12) month period preceding the event giving rise to the claim.

28. All matters arising out of or relating to these Terms and the Contract are governed by and construed in accordance with the internal laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Michigan.

29. These Terms and the Contract may only be amended or modified in a writing which specifically states that it amends these Terms or the Contract (as applicable) and is signed by an authorized representative of each party.

30. Customer shall not assign any of its rights or delegate any of its obligations under these Terms or the Contract without the prior written consent of DJ's. Any purported assignment or delegation in violation of this paragraph is null and void. No assignment or delegation relieves Customer of any of its obligations under these Terms or the Contract.

Rev. 10/15/2022

**AGREEMENT ACCEPTANCE:**

The above prices, specifications and conditions are satisfactory and are hereby accepted. DJ's is authorized to do the work as specified and payment will be made as outlined above. This contract will become valid forty-eight (48) hours upon receipt. Both signees represent, warrant and covenant they have full legal right to authorize the work as described above. Agreement is binding between DJ's and Authorized Agent and is subject to DJ's Landscape Management Inc.'s Standard Terms and Conditions located at [www.djlandscape.com/termsandconditions](http://www.djlandscape.com/termsandconditions).

**Please sign this copy and return it to our offices to start services. Thank you!**

Respectfully Submitted By:

Acceptance:

\_\_\_\_\_  
Jake Sawecki  
DJ's Landscape Management

Date

\_\_\_\_\_  
Len Lemorie

Date



**PROPOSAL**

TO: Ann Arbor District Library: Traverwood Len Lemorie 3333 Traverwood Dr. Ann Arbor MI 48105	Phone: 734-327-4281 Date: 3/12/24  Job Location: 3333 Traverwood Dr, Ann Arbor MI
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Yearly Services: based on 12 monthly installments	Yearly Total	Installment Amt
3-year period, beginning May 1, 2024 through April 30, 2027	\$21,537.00	\$1,794.75
	per year	per month

**Summer Services:**

**Mowing and Trimming: based on 26 occurrences**

Weekly or as needed, string trimming any areas the mower cannot reach, machine blowing all driveways, roadways and sidewalks removing all grass clippings throughout the mowing season.

**Mechanical Edging: based on 6 occurrences**

Cutting a thin, even vertical line between the grass and hard surfaces such as cement, sidewalks or curbing to create a crisp, clean edge. Performed monthly.

**Aeration: based on 1 occurrence**

To alleviate soil compaction which is accomplished through the use of a machine equipped with cylinder-like tines designed to penetrate and shatter the soil. Cores of thatch, soil and grass are actually pulled out of the ground during this process. This opens up the soil, allowing grass plants to breathe, permits better utilization of fertilizer, air and water, and promotes a deeper, healthier root system. Over seeding, if needed, is also an option with this service at an additional cost. *McIntosh Grounds Maintenance cannot be held liable for any unmarked underground objects hit or damaged (i.e. irrigation lines, on-site lighting, etc.).*

**Irrigation: based on 1 zone**

Start-up: turn water on, program controller, inspect each head  
 Winterization: turn water off and blow out system

**Winter Services:**

**Snow Plowing:**

- Parking lots and driveways; making every attempt to place snow in areas for maximum parking use
- Trigger depth of 1"
- Placing snow piles in areas to help prevent snow from melting and draining into parking lot, potentially causing ice situations

**Snow Shoveling:**

- Building and city sidewalks
- Trigger depth of 1"

**Salt and/or Ice Melt:**

- Salt applied to parking lots and driveways as needed
- Ice melt product applied to sidewalks as needed

**Snow and Ice Watch Program:**

- On-site weekday, pre-dawn checks of property any day the temperature is below 37° or when there may be a chance of slip and fall conditions

Authorized Signature     *Doug McIntosh*    

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

Signature \_\_\_\_\_

By signing you agree to our pricing and terms and conditions.

Date of Acceptance: \_\_\_\_\_

Please return signed (white) copy March 25, 2024 by to ensure a spot on our list. Thank you.

**PROPOSAL**

TO: Ann Arbor District Library: Pittsfield  
 Len Lemorie  
 2359 Oak Valley Dr.  
 Ann Arbor MI 48103

Phone 734-327-4281 Date 3/12/24

Job Location  
 2359 Oak Valley Dr., Ann Arbor MI

<b>Yearly Services: based on 12 monthly installments</b>	<b>Yearly Total</b>	<b>Installment Amt</b>
3-year period, beginning May 1, 2024 through April 30, 2027	\$20,142.00	\$1,678.50
	per year	per month

**Summer Services:**

**Mowing and Trimming: based on 26 occurrences**

Weekly or as needed, string trimming any areas the mower cannot reach, machine blowing all driveways, roadways and sidewalks removing all grass clippings throughout the mowing season.

**Mechanical Edging: based on 6 occurrences**

Cutting a thin, even vertical line between the grass and hard surfaces such as cement, sidewalks or curbing to create a crisp, clean edge. Performed monthly.

**Aeration: based on 1 occurrence**

To alleviate soil compaction which is accomplished through the use of a machine equipped with cylinder-like tines designed to penetrate and shatter the soil. Cores of thatch, soil and grass are actually pulled out of the ground during this process. This opens up the soil, allowing grass plants to breathe, permits better utilization of fertilizer, air and water, and promotes a deeper, healthier root system. Over seeding, if needed, is also an option with this service at an additional cost. *McIntosh Grounds Maintenance cannot be held liable for any unmarked underground objects hit or damaged (i.e. irrigation lines, on-site lighting, etc.).*

**Irrigation: based on 1 zone**

Start-up: turn water on, program controller, inspect each head  
 Winterization: turn water off and blow out system



**Winter Services:****Snow Plowing:**

- Parking lots and driveways; making every attempt to place snow in areas for maximum parking use
- Trigger depth of 1"
- Placing snow piles in areas to help prevent snow from melting and draining into parking lot, potentially causing ice situations

**Snow Shoveling:**

- Building and city sidewalks
- Trigger depth of 1"

**Salt and/or Ice Melt:**

- Salt applied to parking lots and driveways as needed
- Ice melt product applied to sidewalks as needed

**Snow and Ice Watch Program:**

- On-site weekday, pre-dawn checks of property any day the temperature is below 37° or when there may be a chance of slip and fall conditions

Authorized Signature     *Doug McIntosh*    

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

Signature \_\_\_\_\_  
By signing you agree to our pricing and terms and conditions.

Date of Acceptance: \_\_\_\_\_

Please return signed (white) copy March 25, 2024 by to ensure a spot on our list. Thank you.



**PROPOSAL**

TO: Ann Arbor District Library: Malletts Creek  
 Len Lecomie  
 3090 E. Eisenhower Pkwy  
 Ann Arbor MI 48103

Phone: 734-327-4281  
 Date: 3/12/24

Job Location: 3090 E. Eisenhower Pkwy, Ann Arbor MI

<b>Yearly Services: based on 12 monthly installments</b>	<b>Yearly Total</b>	<b>Installment Amt</b>
3-year period, beginning May 1, 2024 through April 30, 2027	\$18,428.00	\$1,535.67
	per year	per month

**Summer Services:**

**Mowing and Trimming: based on 26 occurrences**

Weekly or as needed, string trimming any areas the mower cannot reach, machine blowing all driveways, roadways and sidewalks removing all grass clippings throughout the mowing season.

**Mechanical Edging: based on 6 occurrences**

Cutting a thin, even vertical line between the grass and hard surfaces such as cement, sidewalks or curbing to create a crisp, clean edge. Performed monthly.

**Aeration: based on 1 occurrence**

To alleviate soil compaction which is accomplished through the use of a machine equipped with cylinder-like tines designed to penetrate and shatter the soil. Cores of thatch, soil and grass are actually pulled out of the ground during this process. This opens up the soil, allowing grass plants to breathe, permits better utilization of fertilizer, air and water, and promotes a deeper, healthier root system. Over seeding, if needed, is also an option with this service at an additional cost. *McIntosh Grounds Maintenance cannot be held liable for any unmarked underground objects hit or damaged (i.e. irrigation lines, on-site lighting, etc.).*

**Irrigation: based on 1 zone**

Start-up: turn water on, program controller, inspect each head  
 Winterization: turn water off and blow out system

**Winter Services:**

**Snow Plowing:**

- Parking lots and driveways; making every attempt to place snow in areas for maximum parking use
- Trigger depth of 1"
- Placing snow piles in areas to help prevent snow from melting and draining into parking lot, potentially causing ice situations

**Snow Shoveling:**

- Building and city sidewalks
- Trigger depth of 1"

**Salt and/or Ice Melt:**

- Salt applied to parking lots and driveways as needed
- Ice melt product applied to sidewalks as needed

**Snow and Ice Watch Program:**

- On-site weekday, pre-dawn checks of property any day the temperature is below 37° or when there may be a chance of slip and fall conditions

Authorized Signature  Doug McIntosh

Signature \_\_\_\_\_

By signing you agree to our pricing and terms and conditions.

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

Date of Acceptance: \_\_\_\_\_

Please return signed (white) copy March 25, 2024 by to ensure a spot on our list. Thank you.

**PROPOSAL**

TO: Ann Arbor District Library: Downtown  
 Len Lemorie  
 343 S. 5th Ave  
 Ann Arbor MI 48104

Phone 734-327-4281 Date 3/12/24

Job Location  
 343 S. 5th Ave, Ann Arbor MI

Yearly Services: based on 12 monthly installments	Yearly Total	Installment Amt
3-year period, beginning May 1, 2024 through April 30, 2027	\$13,385.00	\$1,115.42
	per year	per month

**Summer Services:**

**Irrigation: based on 1 zone**  
 Start-up: turn water on, program controller, inspect each head  
 Winterization: turn water off and blow out system

**Winter Services:**

- Snow Plowing:**
- Parking lots and driveways; making every attempt to place snow in areas for maximum parking use
  - Trigger depth of 1"
  - Placing snow piles in areas to help prevent snow from melting and draining into parking lot, potentially causing ice situations
- Snow Shoveling:**
- Building and city sidewalks
  - Trigger depth of 1"
- Salt and/or Ice Melt:**
- Salt applied to parking lots and driveways as needed
  - Ice melt product applied to sidewalks as needed
- Snow and Ice Watch Program:**
- On-site weekday, pre-dawn checks of property any day the temperature is below 37° or when there may be a chance of slip and fall conditions

Authorized Signature Doug McIntosh

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

Signature \_\_\_\_\_  
 By signing you agree to our pricing and terms and conditions.

Date of Acceptance: \_\_\_\_\_  
 Please return signed (white) copy March 25, 2024 by to ensure a spot on our list. Thank you.



## 2024 AADL Full Season Maintenance Proposal

**ANN ARBOR DISTRICT LIBRARY  
3333 TRAVERWOOD DRIVE  
ANN ARBOR, MICHIGAN 48105**

**Sales:** Avery Munoz  
**AADL 2024 Maintenance Proposal**  
3333 Traverwood Drive Ann Arbor, Michigan 48105

**Est ID:** EST2517924 2024

**Date:** Mar-23-2024

Great Outdoors agrees to furnish the following services on a timely and professional basis. All equipment and labor will be supplied by Great Outdoors. Worker’s compensation and liability insurance is provided and certificates of insurance will be sent if requested, upon the receipt of this signed contract. Customers shall provide to Great Outdoors all information necessary for Great Outdoors to perform service in accordance with this proposal. Great Outdoors is not responsible for damage to hidden, buried or other objects which are not visible including invisible dog fences and irrigation lines. This is a continuous contract in which we will continue service from season to season, unless otherwise notified in writing. We will contact you prior to each season before beginning services. **This Contract is valid for all 4 of the Ann Arbor District Library, which includes the Traverwood, Oak Valley, Downtown, and Mallets Creek locations.**

<b>CONTRACT SERVICES</b>	<b>Billing Type</b>	<b>Visit Price</b>	<b>Season Price</b>	<b>OK?</b>
<b>Lawn Mowing- Weekly</b>	<b>Per Season</b>	<b>\$450.00</b>	<b>\$12,150.00</b>	<input type="checkbox"/>

Lawn Mowing is performed for Traverwood, Oak valley, and Mallets Creek locations on a weekly basis with experienced operators. The mower blades are sharpened every other day to ensure a quality cut.

We will attempt to alternate patterns each visit. Each visit will include string trimming in hard to reach areas and around trees and buildings.

All hard surfaces will be blown off after mowing, including the curbs. Edging on hard services is included 1x per month during the growing season.

<b>Irrigation Turn on</b>	<b>Per Season</b>	<b>\$800.00</b>	<b>\$800.00</b>	<input type="checkbox"/>
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Irrigation turn on for all 4 locations. Repairs and replacements can be added for an additional cost.

<b>Irrigation Shut Down</b>	<b>Per Season</b>	<b>\$1,800.00</b>	<b>\$1,800.00</b>	<input type="checkbox"/>
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Great Outdoors  
P.O. Box 1940  
Ann Arbor, Michigan  
48106

P.734-663-2200

www.gogreatoutdoors.com  
avery@gogreatoutdoors.com

CONTRACT SERVICES	Billing Type	Visit Price	Season Price	OK?
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Irrigation shut down for all 4 locations. Repairs and replacements can be added for an additional cost.

<b>Commercial Snow Plowing</b>	<b>Per Season</b>	<b>\$750.00</b>	<b>\$9,000.00</b>	<input type="checkbox"/>
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Plow parking lot and drives for all for location when any snowfall exceeds 1 inch. Partial plowing will be performed to accommodate daily business activity.

**Snow Relocation:** Snow can be hauled away and disposed off site for an additional cost of **\$190 per man, per hour.**

<b>Commercial Bulk Salt Application</b>	<b>Per Season</b>	<b>\$673.00</b>	<b>\$17,498.00</b>	<input type="checkbox"/>
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Bulk Salt will be spread on any freezing precipitation under 1 inch of accumulation and after plowing.

<b>Commercial Snow Removal- Walkways</b>	<b>Per Season</b>	<b>\$720.00</b>	<b>\$12,960.00</b>	<input type="checkbox"/>
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Clear all walks when snowfall exceeds 1 inch. Snow will be stored at locations determined before season start.

<b>Commercial Ice Management- Walkways</b>	<b>Per Season</b>	<b>\$505.00</b>	<b>\$13,130.00</b>	<input type="checkbox"/>
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Ice Melter will be spread on any freezing precipitation under 1 inch of accumulation or after walks are cleared.

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<b>SubTotal (All Contract Services)</b>	<b>\$67,338.00</b>
<b>Taxes</b>	<b>\$0.00</b>
<b>Total (All Contract Services)</b>	<b>\$67,338.00</b>

***The total price of all seasonal services is \$67,338.00 collected in 12 payments of \$5,611.50 per payment (\$5,611.50 after tax).***

**All (4) AADL Locations will be staked with sidewalk and parking lot marking before the beginning of the snow season**

The above services will be billed on a monthly basis with payments. Customers will be billed on the 1st of each month. Payment is due 20 days from date of billing. Late charges of 1.5% will be billed each month if there is an overdue balance

and Great Outdoors reserves to itself any rights under Michigan law. Any outstanding balance of more than 60 days can result in the suspension of service, at the sole discretion of Great Outdoors, until payment is rendered. Customer shall also pay to Great Outdoors any collection or related cost incurred by Great Outdoors including attorney's fees and expenses. Any alterations or deviations from above specifications will be executed only upon written orders and will become an extra charge over and above the estimate. By signing the above proposal, I agree that the prices and terms are agreeable and do authorize Great Outdoors to perform such services. This proposal is void if not accepted within 30 days.

**Estimate authorized by:**   
\_\_\_\_\_

Avery Munoz

**Estimate approved by:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

03/23/2024

**Signature Date:** \_\_\_\_\_

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-077**

**RESOLUTION TO AWARD CONTRACT FOR LAWN MAINTENANCE AND  
SNOW REMOVAL SERVICES FOR THREE YEARS**

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 April, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the contract for lawn maintenance and snow removal services be awarded to DJ's Landscape Management. from May 1, 2024 and ending April 30, 2027 for the annual bid amount of \$48,177.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-078**

**RESOLUTION TO AMEND THE 2023-2024 APPROVED BUDGET**

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 29<sup>th</sup> day of April, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1). To transfer \$400,000.00 from Capital Outlays to Building Rent.
- 2). That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-079**

**RESOLUTION TO AUTHORIZE THE DIRECTOR TO SIGN THE  
TEMPORARY CONSTRUCTION AND AIR RIGHTS EASEMENT  
AGREEMENT BETWEEN THE ANN ARBOR DISTRICT LIBRARY AND  
CORE ANN ARBOR WILLIAM, LLC**

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 29<sup>th</sup> day of April 2024, at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1) To authorize the Director to sign the temporary construction and air rights agreement between the Ann Arbor District Library and Core Ann Arbor William, LLC in regards to the demolition project at 333 E. William St.
- 2) All resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary

**ANN ARBOR DISTRICT LIBRARY  
Budget Proposal 2024 - 2025**

**OPERATING BUDGET**

	<b>Audited 2022 - 2023 Actual</b>	<b>Actual as of 3/31/2024</b>	<b>Approved 2023 - 2024 Budget</b>	<b>Projected 2023 -2024 Estimate</b>	<b>Proposed 2024 - 2025 Budget</b>	<b>Proposed Vs. Projected Variance</b>	<b>Proposed Vs. Approved Variance</b>
<b>Revenue:</b>							
Tax Collections - Operating (net of abatements)	19,140,891	\$ 15,151,077	20,200,000	20,201,436	21,000,000	\$ 798,564	\$ 800,000
Penal Fines	140,445	112,500	150,000	150,000	125,000	(25,000)	(25,000)
Local Community Stabilization	42,676	60,906	-	81,208	25,000	(56,208)	25,000
State Aid (including MPSERS pass-through)	249,598	139,819	145,000	186,425	150,000	(36,425)	5,000
Investment Gains (Losses)	107,738	286,872	-	382,496	50,000	(332,496)	50,000
Copier Revenue	6,703	5,464	9,000	7,285	7,500	215	(1,500)
Grants/Memorials	49,798	8,292	35,000	11,056	-	(11,056)	(35,000)
Library Fines, Fees and Other	50,440	33,538	50,000	44,717	50,000	5,283	-
Non-Resident Fees	18,083	12,375	15,000	16,500	15,000	(1,500)	-
Sweetwater's Rent	35,073	26,305	35,000	35,073	35,000	(73)	-
Proceeds from Subscription Arrangements	53,014	-	-	-	-	-	-
<b>Total Revenue:</b>	<b>19,894,459</b>	<b>15,837,148</b>	<b>20,639,000</b>	<b>21,116,197</b>	<b>21,457,500</b>	<b>341,303</b>	<b>818,500</b>
<b>Expenditures:</b>							
Salaries & Wages	8,282,514	6,957,173	9,169,150	9,276,231	10,575,550	1,299,319	1,406,400
Employee Benefits (including MPSERS pass-through)	2,295,395	1,995,303	2,945,000	2,660,404	2,790,000	129,596	(155,000)
Employment Taxes	630,938	528,973	650,000	705,297	783,000	77,703	133,000
<b>Total Personnel Cost:</b>	<b>11,208,847</b>	<b>9,481,449</b>	<b>12,764,150</b>	<b>12,641,932</b>	<b>14,148,550</b>	<b>1,506,618</b>	<b>1,384,400</b>
Accounting/Audit	180,653	69,938	30,000	93,251	40,000	(53,251)	10,000
Building Rental	800,078	552,185	360,000	736,247	605,500	(130,747)	245,500
Communications	180,176	128,067	250,000	170,756	260,000	89,244	10,000
Copier Expense	59,348	23,462	65,000	31,283	35,000	3,717	(30,000)
Custodial Services	253,861	199,389	290,000	265,852	285,000	19,148	(5,000)
Grants /Memorials	-	-	50,000	-	-	-	(50,000)
Legal Expense	42,484	50,905	75,000	67,873	50,000	(17,873)	(25,000)
Library Programming	785,638	593,076	756,000	790,768	1,330,000	539,232	574,000
Materials	1,638,262	1,270,509	1,764,000	1,694,012	1,913,000	218,988	149,000
Minor Equipment Purchases	116,782	156,226	350,000	208,301	200,000	(8,301)	(150,000)
Operating Supplies	122,079	181,598	302,500	242,131	301,000	58,869	(1,500)
Other Operating Expenditures	20,441	11,914	23,250	15,885	71,350	55,465	48,100
Postage	20,243	24,297	21,000	32,396	35,000	2,604	14,000
Property Insurance	126,549	106,408	150,000	141,877	150,000	8,123	-
Purchased Services	145,597	77,271	237,500	103,028	187,500	84,472	(50,000)
Repairs and Maintenance	568,587	363,213	580,000	484,284	640,000	155,716	60,000
Seminars/Conferences/Training/Travel	21,069	23,826	23,600	31,768	59,600	27,832	36,000
Software Licenses/Maintenance	97,836	134,063	150,000	178,751	200,000	21,249	50,000
Utilities	468,644	333,044	497,000	444,059	496,000	51,941	(1,000)
<b>Total Operating Expense:</b>	<b>5,648,327</b>	<b>4,299,391</b>	<b>5,974,850</b>	<b>5,732,521</b>	<b>6,858,950</b>	<b>1,126,429</b>	<b>884,100</b>
Operating Capital Outlays	457,598	172,632	1,900,000	230,176	450,000	219,824	(1,450,000)
<b>Total Expenditures:</b>	<b>17,314,772</b>	<b>13,953,472</b>	<b>20,639,000</b>	<b>18,604,629</b>	<b>21,457,500</b>	<b>2,852,871</b>	<b>818,500</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 2,579,687</b>	<b>\$ 1,883,676</b>	<b>\$ -</b>	<b>\$ 2,511,568</b>	<b>\$ -</b>	<b>\$ (2,511,568)</b>	<b>\$ -</b>

**CAPITAL PROJECT FUND BUDGET**

	<b>Audited 2022-2023 Actual</b>	<b>Actual 2023-2024 Budget</b>	<b>Proposed 2024-2025 Budget</b>
Beginning Balance	2,221,409	1,611,594	111,594
Transfer from General Fund	-	2,500,000	-
<b>Available Funds</b>	<b>2,221,409</b>	<b>4,111,594</b>	<b>111,594</b>
Capital Project Fund Expenses	609,815	4,000,000	-
<b>Ending Balance</b>	<b>\$ 1,611,594</b>	<b>\$ 111,594</b>	<b>\$ 111,594</b>

ANN ARBOR DISTRICT LIBRARY BOARD

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

2024 OFFICERS

President .....	Molly Kleinman
Vice President .....	Onna Solomon
Treasurer .....	Aidan Sova
Secretary .....	Catherine Hadley

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