



# Regular Meeting Agenda

Monday May 20, 2024

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## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday May 20, 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

- 24-083 I. CALL TO ORDER  
 Molly Kleinman, President
- 24-084 II. ATTENDANCE
- 24-085 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S  
 EVALUATION  
 (Item of action)  
 Roll call vote
- 24-086 IV. RECESS TO CLOSED SESSION
- 24-087 V. RECONVENE TO PUBLIC HEARING ON BUDGET FOR  
 FISCAL YEAR 2024-2025 AT 7:00 P.M.
- 24-088 VI. CALL FOR PUBLIC COMMENT ON THE 2024-2025 BUDGET
- 24-089 VII. RECONVENE TO REGULAR MEETING IMMEDIATELY  
 FOLLOWING PUBLIC HEARING ON THE 2024-2025  
 BUDGET
- 24-090 VIII. ATTENDANCE
- 24-091 IX. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 24-092 X. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of April 29, 2024 (pp. 4-19)
- CA-2 Approval of April 2024 Disbursements (pp. 20-27)
- 24-093 XI. CITIZENS' COMMENTS
- 24-094 XII. FINANCIAL REPORTS (pp. 28-33)

Eli Neiburger, Director

- 24-095      XIII.    COMMITTEE REPORTS
- 24-096      A.    EXECUTIVE COMMITTEE  
Molly Kleinman, Chair  
(10 minutes)
- 24-097      B.    BUDGET & FINANCE COMMITTEE  
Aidan Sova, Chair  
(10 minutes)
- 24-098      C.    FACILITIES COMMITTEE  
Scott Trudeau, Chair  
(10 minutes)
- 24-099      XIV.   LIBRARY REPORT  
Eli Neiburger, Director
- 24-100      XV.    OLD BUSINESS
- 22-080                    PARKLAND PLAZA FACILITY UPGRADE UPDATE  
Eli Neiburger, Director  
(10 minutes)
- 24-101      XVI.   NEW BUSINESS
- 24-102      A.    RESOLUTION TO APPROVE ANNUAL BUDGET FOR  
THE FISCAL YEAR 2024-2025 (pp. 34-37)  
(Item of action)
- 24-103      B.    RESOLUTION TO AUTHORIZE MILLAGE RATE TO BE  
LEVIED BY TAXING AUTHORITIES (pp. 38-39)  
(Item of action)
- 24-104      C.    RESOLUTION TO ADOPT THE 2024-2025 BUDGET AS A  
LINE ITEM BUDGET AND COMPLIANCE OF  
DISBURSEMENTS (pp. 40-41)  
(Item of action)
- 24-105      D.    RESOLUTION TO APPROVE THE SPACE USE  
AGREEMENT WITH THE FRIENDS OF THE ANN ARBOR  
DISTRICT LIBRARY (pp. 42-50)  
(Item of discussion and action)
- 24-106      E.    UPDATE ON THE EXTERIOR AND STRUCTURAL

SYSTEM OF THE DOWNTOWN LIBRARY  
(Item of discussion)

24-107      XVII.    CITIZENS' COMMENTS

24-108      XVIII.   ADJOURNMENT

**CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 by 5:00 PM of the weekday preceding the meeting or submit comments via email to ask@aadl.org, by voicemail to 734.327.4245. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

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PROPOSED MINUTES OF THE REGULAR MEETING  
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**ANN ARBOR DISTRICT LIBRARY BOARD**  
**343 S. FIFTH AVENUE, ANN ARBOR, MI**  
**MINUTES OF THE REGULAR MEETING**  
**MONDAY, APRIL 29, 2024**

- 24-060 I. CALL TO ORDER  
Molly Kleinman, President
- President Kleinman called the meeting to order at 6:00 p.m.
- 24-061 II. ATTENDANCE
- Board Present: Lisa Campbell, Catherine Hadley, Molly Kleinman, Onna Solomon, Aidan Sova, Scott Trudeau  
Board Absent: Jim Leija  
Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Jodene Poirier (Recorder)
- 24-062 III. VOTE FOR CLOSED SESSION FOR DIRECTOR'S EVALUATION  
(Item of action)  
Roll call vote
- Trustee Trudeau, supported by Treasurer Sova, moved to recess to a closed session for the director's evaluation.
- A roll call vote was taken.
- AYES: Campbell, Hadley, Kleinman, Solomon, Sova, Trudeau  
NAYS: None
- Motion passed 6-0.
- 24-063 IV. RECESS TO CLOSED SESSION
- The board moved into the closed session at 6:01 p.m
- 24-064 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- President Kleinman reconvened to the regular meeting at 7:02 p.m.
- 24-065 VI. ATTENDANCE

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Board Present: Lisa Campbell, Catherine Hadley, Molly Kleinman, Onna Solomon, Aidan Sova, Scott Trudeau  
 Board Absent: Jim Leija  
 Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Jodene Poirier (Recorder)

24-066 VII. APPROVAL OF AGENDA  
 (Item of action)

Treasurer Sova, supported by Trustee Trudeau, moved to approve the agenda.

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

NAYS: None

Motion passed 6-0.

24-067 VIII. CONSENT AGENDA  
 (Item of action)

CA-1 Approval of Minutes of March 18, 2024

CA-2 Approval of March 2024 Disbursements

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

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

NAYS: None

Motion passed 6-0.

24-068 IX. CITIZENS' COMMENTS

There were no citizens' comments.

24-069 X. FINANCIAL REPORTS  
 Eli Neiburger, Director

General Fund cash balance was at \$8.6 million as of March 31.  
 Tax receipts were about \$1.68 million per month and receipts

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through March 31 were \$20.25 million, or 100.27% of budget. Director Neiburger noted that the number will increase slightly each month as delinquent payments arrive and estimated that at year end, the receipts will be at about 100.5% of budget.

Unassigned Fund Balance was down after the \$2.5 million transfer that was approved at the previous board meeting, leaving the balance at about \$7.4 million, enough to fund approximately four months of operations.

As of March 31, the library had received 76.73% of budgeted revenues after 75% of the fiscal year. Expenditures were at 67.61% after 75% of the fiscal year. Director Neiburger stated that year-to-date, there was a surplus of approximately \$1.8 million. Director Neiburger also noted that the surplus was expected to decrease closer to the end of the fiscal year and mentioned that there would be a resolution to transfer from the surplus to Rent Expense to account for a miscalculation of rent expenses later in the meeting.

Director Neiburger reported that at the Budget and Finance Committee meeting, the committee discussed FAADL becoming its own fund as opposed to a revenue and expense line that is budgeted for.

On the Statement of Revenues, Expenditures, and Changes, Director Neiburger pointed out the removal of FAADL as a revenue and expense in the Grants/Memorials line. Personnel costs were low at 74%. Benefits costs were better than expected and taxes were higher than expected. Building Rent was higher but would be adjusted later in the meeting as stated previously. Other expenses running higher than expected were Programming, Postage, Seminars/Conferences, and Software.

24-070      XI.      COMMITTEE REPORTS

24-071      A.      EXECUTIVE COMMITTEE  
                  Molly Kleinman, Chair

President Kleinman reported that the committee met and spoke about the director's evaluation process. She stated that the process was underway and would be presented at the next public meeting.

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24-072                    B. BUDGET & FINANCE COMMITTEE  
                                  Aidan Sova, Chair

Treasurer Sova reported that the Budget and Finance Committee met and spoke about the budget adjustment for rent that Director Neiburger mentioned earlier. He stated that the committee also discussed the proposed 2024-2025 budget

24-073                    C. FACILITIES COMMITTEE  
                                  Scott Trudeau, Chair

Trustee Trudeau reported that the Facilities Committee met and discussed the ongoing negotiations for the air rights and easement agreement regarding the demolition project at 333 E. William St. Loss of staff parking due to the project was also discussed as part of the demolition project negotiations. Trustee Trudeau said that the committee also discussed lawn and snow contract bids. He noted that the committee was given an update on the Parkland Plaza construction project.

24-074                    XII    LIBRARY REPORT  
                                  Eli Neiburger, Director

Director Neiburger began the Library Report with the Stat of the Month, which was in regards to the door counts at all locations. He stated that the library had a very busy month and presented a line graph showing the daily door count over the past 30 days. Director Neiburger noted that the lines for Downtown and Westgate tracked each other very closely and the other three branches also tracked each other similarly. He said that the trends make it easy to see when there are big events and how the events affect attendance. Director Neiburger also spoke about how the number of room bookings affected the door counts. Overall, there were 223 AADL events with a total of nearly 13,000 attendees. The ages of attendees were 75% adults, 22% kids, and 3% teens. The average number of event attendees was 58 per event. Vice President Solomon asked if story times were included in the events and Director Neiburger answered in the affirmative. Vice President Solomon expressed her surprise and delight that there was an average of seven events per day across all library locations. President Kleinman then inquired about the self-bookings, if the library as a sense of what the bookings are for, and about no-shows. Director Neiburger stated that no-shows are pretty rare and



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explained that the stats reflect only pre-bookings, not same-day use. Vice President Solomon asked if small businesses use or book the rooms. Director Neiburger responded that small businesses use the rooms occasionally for meetings and most of the bookings are for educational purposes. President Kleinman asked how the ages of event attendees is known. Director Neiburger answered that patron ages are reported by the staff members in charge of the event based upon their observations during the event. Director Neiburger added that for large events, the door count is used as the event attendee number.

Upcoming events included:

- AACME on Sunday May 5, Downtown
- Kylyn Festival in May & June
- FAADL Spring Bag Sale on Saturday May 18-Sunday May 19

For AADL Observes, Director Neiburger reported that AADL would be observing Asian American & Pacific Islander Heritage Month with in-person events, archived events, videos, and more.

For AADL in the Community, Director Neiburger began by explaining that at the request of the family, AADL livestreamed the funeral of John Sinclair in the Downtown lobby. He noted that AADL Archives has an extensive collection related to John Sinclair and the John Sinclair Freedom Rally in 1971. Director Neiburger then featured first graders from A2 STEAM who did a project examining the hidden history of their school. He explained that the students visited an Archives exhibit on display at Traverwood then took part in a panel discussion with community members involved in the creation of their school or attended the former Northside Elementary. Director Neiburger moved on to discussing a partnership with Washtenaw Intermediate School District regarding an exhibit of a Braille Enhanced StoryWalk on the accessible paved walkways of High Point School. Next, Director Neiburger mentioned that AADL would be working with several partners to present Solo Acts: A Solo Aging Symposium and Theatrical Performance about aging alone in Ann Arbor. The event would take place on May 10. The last subject that Director Neiburger presented for AADL in the Community was the new releases by AA200. He stated that there had been 30 new releases since the previous board meeting and briefly went through all 30

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releases.

Production Technician Jackie Meloche was featured the Staff Spotlight.

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

24-075 XIII. OLD BUSINESS

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

Facilities Director Lemorie began by stating that the Parkland Plaza project was behind by a week or two. He explained that the decision was made to delay the carpet installation, as there was still work to do that would produce a large amount of dirt and debris. Facilities Director Lemorie stated that the civil site work was on schedule and he stated that the windows were scheduled to be cut in the week after the board meeting. He noted that the project was on schedule to be completed by June 1. He then reported that the fixed offices, and cubicles for the open area were slated to be completed around the last week of May. FAADL shelving and office furniture was estimated to be completed around the beginning of June.

Facilities Director Lemorie then presented slides containing pictures of the project. He showed the completed wall that separates the office space from the warehouse and noted that the library plans to do put up a mural or some art pieces on the wall. Director Neiburger stated that there are plans for a new mural to replace the BLM mural on an exterior fence at the Downtown library and that the BLM mural would be permanently relocated to the wall in the warehouse. Facilities Director Lemoire then presented a slide showing the mezzanine for the geothermal pumps that houses the equipment on top with open space below. Next to the mezzanine, Facilities Director Lemorie showed the domestic outdoor air system that mixes the outdoor air with the indoor air. Next, he showed a slide of the finished first floor paper vault where the Archives will be. He mentioned that there will be a similar space on the second floor that had not been completed yet. The next slide showed the space for the fixed offices and the slide after that showed where the ADA access lift would be on the first

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floor. Facilities Director Lemorie moved onto a slide showing the first-floor cubicle area where the Collections department and bindery would be relocated to. The slide after that showed the second-floor cubicle area where the Archives cubicles would be located. The next few slides showed the staff kitchenette area and the FAADL bookshop. The last two slides showed the walk-in cooler.

Trustee Trudeau commented about how he had visited the space and about his excitement of seeing the project come together.

24-039

B. RESOLUTION TO ADOPT THE SUSTAINABILITY STATEMENT AS POLICY  
 (Item of discussion and action)

Trustee Trudeau, supported by Secretary Hadley, moved to adopt the Sustainability Statement as policy.

Treasurer Sova stated that he was glad to help making informed decisions. He said that he was proud and excited for the statement and that it will be beneficial for the current and future boards, particularly from a budgetary perspective. Trustee Trudeau commented that after all of the discussion the board has had regarding the Sustainability Statement, he felt confident that the board was ready to adopt the statement. Vice President Solomon stated that she was happy to adopt the statement as well.

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

NAYS: None

24-076

XIV. NEW BUSINESS

24-077

A. RESOLUTION TO AWARD CONTRACT FOR LAWN MAINTENANCE AND SNOW REMOVAL SERVICES FOR THREE YEARS  
 (Item of discussion and action)  
 Len Lemorie, Facilities Director

Facilities Director Lemorie stated that the library was at the end of its lawn and snow contract and bids were solicited publicly via the AADL website. He said that three responses were received: DJ's, McIntosh (current contractor), and Great Outdoors. He read the

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annual bids from the three companies. DJ's bid was significantly lower than the other two and Facilities Director Lemorie said that he had some concerns about the low bid. He noted that the library used the same contractor in the past under their previous name "A.M. Services" and stated that he spoke to the project manager regarding the low bid. He said that project manager explained that the scope of the work had changed from what it had been in the past and that their company could complete the services for the lower dollar amount. Facilities Director Lemorie said that while he liked current vendor, he recommended that the board go with the lowest bid. Vice President Solomon asked how the large discrepancy could be understood. Facilities Director Lemorie responded by stating again that the scope of work had changed and gave examples such as: the mulch was no longer part of the contract, a change regarding herbicides and pesticides no longer being used, and a lack of turf grass needing to be mowed. Secretary Hadley asked if any of the contractors were using electric motors in their equipment. Facilities Director Lemorie answered that while most of the handheld equipment was electric, larger equipment was mostly gas-powered. Trustee Trudeau asked if there was any way out of the contract if the library was not satisfied. Facilities Director Lemorie responded that there was a 30 day out for the library and for the contractor. He then asked if Parkland Plaza was included in the contract, to which Facilities Director Lemorie answered that it is not and that the plan has always been for library staff to maintain plaza landscaping and snow removal. President Kleinman then asked about how well DJ's compensated their employees. Facilities Director Lemorie read the hourly wages and benefits for their staff. Trustee Campbell stated that she appreciated the other board members asking questions to interrogate the bids to evaluate the best course of action. She mentioned that the recommendation represents a large cost savings and that she supported the recommendation based upon how the library values the stewardship of public funds.

Trustee Trudeau, supported by Trustee Campbell, moved to award the contract for lawn maintenance and snow removal services for three years.

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

NAYS: None

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- 24-078                    B. RESOLUTION TO AMEND THE 2023-2024 APPROVED BUDGET  
 (Item of discussion and action)

Director Neiburger explained that due to a GASB change in accounting where rent must be factored as a debt service, there was an error in budget development and a transfer of funds to rent expense was necessary to correct the error. He noted that the issue had been fixed for the upcoming fiscal year's budget.

Treasurer Sova, supported by Vice President Solomon, moved to amend the 2023-2024 approved budget.

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

NAYS: None

- 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  
 (Item of discussion and action)

Director Neiburger explained that the agreement was a fairly typical easement agreement giving permission to the construction company working on the demolition project at 333 E William to swing a crane without a live load in AADL's airspace. The agreement also included the construction of a canopy on the east side of the staff parking lot to protect staff vehicles from debris and to give the workers a laydown space for materials. Director Neiburger stated that the project was estimated to last 24-28 months and the library will be paid \$80,000 for the right to use the library's space, which is roughly what it would cost to replace the parking lot. Director Neiburger also mentioned that the construction company would pay for parking lost in the lot due to the project. Trustee Campbell asked if loading dock operations would be affected and Director Neiburger responded that they would not. Facilities Director Lemorie added that once several functions moved to Parkland Plaza in the next couple of months, the situation would improve. Vice President Solomon asked when the work would begin affecting the library and Director Neiburger answered that the canopy would likely go up in late May or early

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June. Secretary Hadley asked if it was possible to make sure that the replacement parking provided be at the most adjacent area to the library. Director Neiburger responded that the only two options he could see were the Library Lane parking structure or the Fourth and William structure. Trustee Campbell commented that she had two concerns going into the project. One of her concerns was that the library would not be properly compensated for the project but felt as if the objective was met. Her other concern was mitigating against risk of the project taking longer than expected and stated that the agreement did include language to account for the duration of the project

Trustee Campbell, supported by Trustee Trudeau, moved 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.

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

NAYS: None

24-080

D. DISCUSSION OF PROPOSED 2024-2025 BUDGET (p. 50)  
 (Item of discussion)

Director Neiburger began the discussion by stating that a final budget proposal would be brought to the May board meeting for approval, along with the final millage rate. He then spoke about the draft budget proposal. Director Neiburger explained that the tax collections assumed a 4% increase for tax collection revenue, which he noted was a conservative estimate.

Director Neiburger went over a change to Grants and Memorials in relation to FAADL being its own fund, as previously stated.

Director Neiburger said that the proposed budget showed an \$818,000 increase in revenue.

Next, he spoke about expenditures. Total personnel costs showed an increase of \$1.3 million over the course of the year. This was due to two factors: the addition of six new full-time positions and an increase of part-time hours. Director Neiburger then discussed an increase in budling rental of \$245,500 versus the pre-corrected budget from the current fiscal year. He explained that the cost

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would actually be less than the current fiscal year because of the termination of the Archives lease and as of June 30, the library would no longer be paying Westgate Enterprises back for the buildout costs. He noted that the eight-year lease for Westgate was ending and the library would be entering the first of two five-year lease extensions. Similarly, Sweetwaters would be ending their first sublease and would also be entering the first of two five-year leases with AADL. Director Neiburger moved on to the budget increase for Programming, which was due to plans for more large events. The Materials Collection budget also increased due to a request for more funds by the Collections Manager. The minor equipment purchases decreased due to much of the minor equipment becoming major equipment. Director Neiburger discussed was a decrease the Capital Outlays line of \$450,000. He explained that for the last fiscal year, several Plaza expenses were budgeted for that the library did not end up needing. The last expense discussed was medical insurance renewal. Director Neiburger stated that medical insurance rates were increasing by 6.7% and explained that there would be an increase in contributions by both the library and staff by 6.7%. He mentioned that the cost would be very small out of pocket for staff.

President Kleinman stated in the past, the Materials budget was decreased because it was found that there was less spending on items such as DVDs. She asked why the budget was increased after being decreased. Director Neiburger responded that it was due to the spending going in a different direction, such as an increase in spending on licensing and Fifth Avenue Press productions. The initial decrease was also due to format changes and the decrease in production of physical media. Vice President Solomon then asked about the Other Operating Expenditures line and what it represents. Director Neiburger answered that it is a line for miscellaneous revenues and expenses that do not fall into any other category and he gave the example of costs associated with a subscription that are not the subscription itself. Trustee Campbell asked if there were any areas in the budget where the library was found wishing they had more funds or where the math appeared to be a bit tricky. Director Neiburger responded in the negative and stated that the library was in a good position. He stated that there were very few places when planning the budget where the library was put in a tough position.

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There were no citizens' comments.

24-082      XVI.    ADJOURNMENT

President Kleinman adjourned the meeting at 8:01 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on April 29, 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



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

ABSENT: Jim Leija

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular Board meeting held on April 29, 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

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

ABSENT: Jim Leija

The following resolution was offered by Trustee Trudeau, and supported by Trustee Campbell:

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular Board meeting held on April 29, 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

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

ABSENT: Jim Leija

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

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular Board meeting held on April 29, 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

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

ABSENT: Jim Leija

The following resolution was offered by Trustee Campbell, and supported by Trustee Trudeau:

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

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular Board meeting held on April 29, 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



Ann Arbor District Library

# 20 Check Report

By Check Number

Date Range: 04/01/2024 - 04/30/2024

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>						
VEN02415	4AllPromos	04/26/2024	Bank Draft	0.00	404.94	DFT0002264
VEN01794	American Library Association Memberships	04/26/2024	Bank Draft	0.00	79.00	DFT0002265
VEN02410	DollarDays	04/26/2024	Bank Draft	0.00	186.08	DFT0002266
VEN01310	Etsy	04/26/2024	Bank Draft	0.00	40.00	DFT0002267
VEN01760	Fiber Artist Supply Co.	04/26/2024	Bank Draft	0.00	276.25	DFT0002268
VEN01683	Greater Ann Arbor SHRM	04/26/2024	Bank Draft	0.00	350.00	DFT0002269
VEN01851	HeatPress Nation	04/26/2024	Bank Draft	0.00	119.88	DFT0002270
VEN01307	Home Depot	04/26/2024	Bank Draft	0.00	1,099.96	DFT0002271
VEN02406	IDN-Inc	04/26/2024	Bank Draft	0.00	1,673.23	DFT0002272
VEN01762	Jakprints	04/26/2024	Bank Draft	0.00	495.24	DFT0002273
VEN01295	JoAnn	04/26/2024	Bank Draft	0.00	31.56	DFT0002274
VEN01316	Michaels	04/26/2024	Bank Draft	0.00	27.63	DFT0002275
VEN01688	National Audubon Society	04/26/2024	Bank Draft	0.00	50.00	DFT0002276
VEN01323	Oriental Trading	04/26/2024	Bank Draft	0.00	670.11	DFT0002277
VEN01724	Over the River Felt	04/26/2024	Bank Draft	0.00	96.60	DFT0002278
VEN01329	Seville Classics	04/26/2024	Bank Draft	0.00	119.98	DFT0002279
VEN01103	Target	04/26/2024	Bank Draft	0.00	270.00	DFT0002280
VEN02386	The Origami Paper Shop	04/26/2024	Bank Draft	0.00	102.75	DFT0002281
VEN02333	Upliftdesk.com	04/26/2024	Bank Draft	0.00	2,468.00	DFT0002282
VEN01634	Woolery	04/26/2024	Bank Draft	0.00	198.00	DFT0002283
VEN02416	ZenSupply	04/26/2024	Bank Draft	0.00	576.72	DFT0002284

### 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	24	21	0.00	9,335.93
EFT's	0	0	0.00	0.00
	<b>24</b>	<b>21</b>	<b>0.00</b>	<b>9,335.93</b>

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE</b>						
VEN01794	American Library Association Memberships	04/22/2024	Bank Draft	0.00	79.00	DFT0002323
VEN01131	AWS	04/22/2024	Bank Draft	0.00	185.35	DFT0002324
VEN01132	Backblaze	04/22/2024	Bank Draft	0.00	2,356.42	DFT0002325
VEN02403	Barkley Movie	04/22/2024	Bank Draft	0.00	458.83	DFT0002326
VEN01154	Conlin Travel	04/22/2024	Bank Draft	0.00	1,002.40	DFT0002327
VEN01133	Drupalize OSIO Labs	04/22/2024	Bank Draft	0.00	35.00	DFT0002328
VEN02411	Enabling Technology	04/22/2024	Bank Draft	0.00	305.09	DFT0002329
VEN02377	Flying Media Group	04/22/2024	Bank Draft	0.00	45.00	DFT0002330
VEN02122	FM Expressions	04/22/2024	Bank Draft	0.00	591.50	DFT0002331
VEN02395	Freedom U.S. Acquisition Corp.	04/22/2024	Bank Draft	0.00	1,480.00	DFT0002332
VEN01590	Glove Nation	04/22/2024	Bank Draft	0.00	888.00	DFT0002333
VEN01135	IRCCloud	04/22/2024	Bank Draft	0.00	210.00	DFT0002334
VEN01560	Jerusalem Garden	04/22/2024	Bank Draft	0.00	453.70	DFT0002335
VEN02428	Nintendo.com	04/22/2024	Bank Draft	0.00	67.70	DFT0002336
VEN01515	Oh Dear	04/22/2024	Bank Draft	0.00	16.29	DFT0002337
VEN01143	OpenCage	04/22/2024	Bank Draft	0.00	50.00	DFT0002338
VEN02306	PIXLR	04/22/2024	Bank Draft	0.00	122.90	DFT0002339
VEN01200	Proof Pest Control	04/22/2024	Bank Draft	0.00	105.00	DFT0002340
VEN02378	Road & Track Magazine	04/22/2024	Bank Draft	0.00	40.00	DFT0002341
VEN02073	Stamps.com (Postage)	04/22/2024	Bank Draft	0.00	1,394.79	DFT0002342
VEN02105	T-Mobile	04/22/2024	Bank Draft	0.00	1,557.50	DFT0002343
VEN01139	Trello	04/22/2024	Bank Draft	0.00	75.00	DFT0002344
VEN01140	Twilio	04/22/2024	Bank Draft	0.00	837.83	DFT0002345
VEN01632	Ubiquiti	04/22/2024	Bank Draft	0.00	5,813.00	DFT0002346
VEN01386	USPS - Shipping Online Account	04/22/2024	Bank Draft	0.00	9.80	DFT0002347
VEN02380	Woman's Day	04/22/2024	Bank Draft	0.00	60.00	DFT0002348
VEN01142	Zoom	04/22/2024	Bank Draft	0.00	130.00	DFT0002349

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	31	27	0.00	18,370.10
EFT's	0	0	0.00	0.00
	<b>31</b>	<b>27</b>	<b>0.00</b>	<b>18,370.10</b>

## Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN01102	Apple, Inc	04/02/2024	EFT	0.00	9,824.00	1196
VEN01062	Print-Tech, Inc.	04/02/2024	EFT	0.00	2,065.28	1197
VEN01063	O'Neal Construction, Inc.	04/02/2024	EFT	0.00	451,927.46	1198
VEN01006	Dykema Gossett	04/02/2024	EFT	0.00	212.80	1199
VEN02019	Michelle Krell Kydd	04/02/2024	EFT	0.00	700.00	1200
VEN02422	Meriam Metoui	04/02/2024	EFT	0.00	200.00	1201
VEN01045	Sheela Lal	04/02/2024	EFT	0.00	150.00	1202
VEN02232	Amy Tarrant	04/02/2024	EFT	0.00	250.00	1203
VEN01499	Yaoyi Wang	04/02/2024	EFT	0.00	150.00	1204
VEN01607	Elizabeth Battey	04/02/2024	EFT	0.00	225.00	1205
VEN01049	Betsy Beckerman	04/02/2024	EFT	0.00	800.00	1206
VEN01044	Fatema Haque	04/02/2024	EFT	0.00	150.00	1207
VEN01062	Print-Tech, Inc.	04/16/2024	EFT	0.00	7,529.70	1208
VEN01063	O'Neal Construction, Inc.	04/16/2024	EFT	0.00	4,030.55	1209
VEN02350	Samaritan Way of Michigan	04/16/2024	EFT	0.00	300.00	1210
VEN01102	Apple, Inc	04/16/2024	EFT	0.00	4,567.00	1211
VEN02086	Samantha Root	04/16/2024	EFT	0.00	186.47	1212
VEN02216	Lihong Shen	04/16/2024	EFT	0.00	350.00	1213
VEN01155	Bethany Neal	04/16/2024	EFT	0.00	450.00	1214
VEN01847	Andrea Yun	04/16/2024	EFT	0.00	150.00	1215
VEN02455	Andrea Hannah	04/16/2024	EFT	0.00	200.00	1216
VEN01194	Jenn McKee	04/16/2024	EFT	0.00	202.40	1217
VEN01045	Sheela Lal	04/16/2024	EFT	0.00	150.00	1218
VEN01912	Rosemarine Textiles LLC	04/16/2024	EFT	0.00	457.30	1219
VEN01044	Fatema Haque	04/16/2024	EFT	0.00	150.00	1220
VEN01049	Betsy Beckerman	04/16/2024	EFT	0.00	840.00	1221
VEN01191	David Napoleon	04/16/2024	EFT	0.00	500.00	1222
VEN02344	Michelle Hinojosa	04/16/2024	EFT	0.00	1,766.00	1223
VEN02217	Catherine M Novak	04/16/2024	EFT	0.00	150.00	1224
VEN02448	Jeffrey Mortimer	04/16/2024	EFT	0.00	10,000.00	1225
VEN02147	Toko Shiiki	04/16/2024	EFT	0.00	1,000.00	1226
VEN02414	Black Men Read	04/17/2024	EFT	0.00	300.00	1227
VEN01062	Print-Tech, Inc.	04/17/2024	EFT	0.00	159.77	1228
VEN02369	Phill Cameron	04/17/2024	EFT	0.00	150.00	1229
VEN02404	Benjamin Donaldson	04/17/2024	EFT	0.00	150.00	1230
VEN02404	Benjamin Donaldson	04/17/2024	EFT	0.00	-150.00	1230
VEN02325	James C. Hines	04/17/2024	EFT	0.00	200.00	1231
VEN02404	Benjamin Donaldson	04/22/2024	EFT	0.00	-150.00	1232
VEN02404	Benjamin Donaldson	04/22/2024	EFT	0.00	150.00	1232
VEN01062	Print-Tech, Inc.	04/23/2024	EFT	0.00	2,483.81	1233
VEN01068	Staples	04/23/2024	EFT	0.00	449.04	1234
VEN01746	National Business Furniture	04/23/2024	EFT	0.00	1,129.00	1235
VEN01007	Amazon	04/23/2024	EFT	0.00	2,120.52	1236
	**Void**	04/23/2024	EFT	0.00	0.00	1237
VEN01689	Digi-Key	04/23/2024	EFT	0.00	93.38	1238
VEN01707	Michigan Municipal League Liability and Proper	04/23/2024	EFT	0.00	147,181.00	1239
VEN01008	Amazon Collections	04/23/2024	EFT	0.00	68.46	1240
VEN01187	OCLC Inc	04/23/2024	EFT	0.00	1,002.47	1241
VEN02446	Elizabeth Isakson -Dado	04/23/2024	EFT	0.00	300.00	1242
VEN01030	RNA	04/30/2024	EFT	0.00	22,001.00	1243
VEN01007	Amazon	04/30/2024	EFT	0.00	4,155.23	1244
VEN01117	CDW-G	04/30/2024	EFT	0.00	25,787.64	1246
VEN01062	Print-Tech, Inc.	04/30/2024	EFT	0.00	3,128.97	1247
VEN01006	Dykema Gossett	04/30/2024	EFT	0.00	593.60	1248
VEN01102	Apple, Inc	04/30/2024	EFT	0.00	10,490.40	1249
VEN01607	Elizabeth Battey	04/30/2024	EFT	0.00	200.00	1250
VEN02499	Wessam Elmeligi	04/30/2024	EFT	0.00	150.00	1251
VEN01847	Andrea Yun	04/30/2024	EFT	0.00	150.00	1252
VEN01167	A2 Aviary, LLC	04/30/2024	EFT	0.00	625.00	1253
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	04/30/2024	Regular	0.00	-400.00	67837

## Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01740	Hadil Ghoneim	04/30/2024	Regular	0.00	-150.00	67902
VEN01126	Ariel Ojibway	04/30/2024	Regular	0.00	-200.00	67917
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	04/30/2024	Regular	0.00	-625.00	67935
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	04/30/2024	Regular	0.00	-90.00	68898
VEN01266	Conti	04/02/2024	Regular	0.00	2,244.10	69512
VEN01250	Amber Adams-Fall	04/02/2024	Regular	0.00	125.00	69513
VEN01501	Karin Tuthill	04/02/2024	Regular	0.00	133.60	69514
VEN01769	Emily Murphy	04/02/2024	Regular	0.00	200.00	69515
VEN02278	Mad's World, LLC	04/02/2024	Regular	0.00	700.00	69516
VEN01848	Eunjae Cheon	04/02/2024	Regular	0.00	150.00	69517
VEN01026	Metcom, Inc	04/02/2024	Regular	0.00	5,591.25	69518
VEN01022	Carpenter Brothers	04/02/2024	Regular	0.00	82.85	69519
VEN01402	Voss Lighting	04/02/2024	Regular	0.00	1,242.50	69520
VEN01188	Value Line Publishing LLC	04/02/2024	Regular	0.00	2,950.00	69521
VEN01203	Schilke Security	04/02/2024	Regular	0.00	230.00	69522
VEN01148	Graduate Ann Arbor	04/02/2024	Regular	0.00	466.90	69523
VEN01061	ULINE	04/02/2024	Regular	0.00	168.67	69524
VEN01781	Ann Arbor Sewing Center	04/02/2024	Regular	0.00	802.19	69525
VEN01130	FastSigns	04/02/2024	Regular	0.00	455.59	69526
VEN01195	Hugh Gallagher	04/02/2024	Regular	0.00	100.00	69527
VEN02429	House Aquemini	04/02/2024	Regular	0.00	500.00	69528
VEN01587	Eastern Michigan University - Halle Library	04/02/2024	Regular	0.00	22.00	69529
VEN02399	Putnam District Library	04/02/2024	Regular	0.00	17.00	69530
VEN01967	Toshiba Business Solutions	04/02/2024	Regular	0.00	4,833.96	69531
VEN01016	Midwest Tape	04/02/2024	Regular	0.00	7,860.96	69532
	**Void**	04/02/2024	Regular	0.00	0.00	69533
VEN02391	Adam Vass	04/02/2024	Regular	0.00	1,000.00	69534
VEN02443	Qiana Hunt	04/02/2024	Regular	0.00	113.51	69535
VEN01031	Schindler Elevator Corp	04/02/2024	Regular	0.00	1,373.50	69536
VEN01120	Barnes & Noble, Inc.	04/02/2024	Regular	0.00	194.25	69537
VEN01010	Applied Imaging	04/02/2024	Regular	0.00	561.60	69538
VEN01536	Cornerstone University Miller Library	04/02/2024	Regular	0.00	35.80	69539
VEN02239	Gerald DeCaire	04/02/2024	Regular	0.00	550.00	69540
VEN01604	Southfield Public Library	04/02/2024	Regular	0.00	23.00	69541
VEN02381	Irie-AT Inc.	04/02/2024	Regular	0.00	12,570.00	69542
VEN02233	Evenstar's Chalice	04/02/2024	Regular	0.00	150.00	69543
VEN01012	Alliance Entertainment	04/02/2024	Regular	0.00	2,198.44	69544
VEN01157	Airtable	04/02/2024	Regular	0.00	1,822.50	69545
VEN01740	Hadil Ghoneim	04/02/2024	Regular	0.00	150.00	69546
VEN01772	Michigan Radio	04/02/2024	Regular	0.00	2,560.00	69547
VEN02125	Brandon Barrieault	04/02/2024	Regular	0.00	240.00	69548
VEN01525	Ann Arbor Public Schools	04/02/2024	Regular	0.00	1,082.40	69549
VEN01013	Blackstone Publishing	04/02/2024	Regular	0.00	645.10	69550
VEN01217	Recon Management Systems, Inc	04/02/2024	Regular	0.00	120.00	69551
VEN01991	Howell Carnegie District Library	04/02/2024	Regular	0.00	23.00	69552
VEN01514	National Time & Signal	04/02/2024	Regular	0.00	2,902.96	69553
VEN01583	Batteries Plus Bulbs	04/02/2024	Regular	0.00	348.00	69554
VEN02253	Michael Hensel	04/02/2024	Regular	0.00	1,500.00	69555
VEN02280	Nathan LaMoreaux	04/02/2024	Regular	0.00	4,075.00	69556
VEN01047	Monica Higman	04/02/2024	Regular	0.00	150.00	69557
VEN01879	Troy Public Library	04/02/2024	Regular	0.00	5.99	69558
VEN01028	Preuss Pets	04/02/2024	Regular	0.00	964.92	69559
VEN01017	Cengage Learning Inc/Gale	04/02/2024	Regular	0.00	113.21	69560
VEN01274	B & H Photo-Video	04/02/2024	Regular	0.00	377.11	69561
VEN01204	VanArchitects, PLLC	04/02/2024	Regular	0.00	5,920.00	69562
VEN01491	Hutzel	04/02/2024	Regular	0.00	199.00	69563
VEN02396	Matt Swinehart	04/02/2024	Regular	0.00	225.00	69564
VEN02419	Macomb Community College	04/02/2024	Regular	0.00	30.00	69565
VEN01767	Tamara Denby	04/02/2024	Regular	0.00	175.37	69566
VEN01650	Pint Size Polkas	04/02/2024	Regular	0.00	800.00	69567
VEN01331	Groundcover News	04/02/2024	Regular	0.00	400.00	69568



## Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02137	Laszlo Slomovits	04/02/2024	Regular	0.00	600.00	69569
VEN01065	Computer Alley	04/02/2024	Regular	0.00	904.86	69570
VEN01175	Pittsfield Charter Township Water	04/02/2024	Regular	0.00	187.33	69571
VEN01213	ScheduleSource, Inc	04/02/2024	Regular	0.00	1,025.50	69572
VEN01058	Sentrum Bookstore	04/02/2024	Regular	0.00	1,737.60	69573
VEN01052	Kol-Ami	04/02/2024	Regular	0.00	347.45	69574
VEN01082	Crawford Door Sales	04/16/2024	Manual	0.00	1,775.00	69575
VEN01106	MLA	04/16/2024	Manual	0.00	5,519.00	69576
VEN01345	Mail Shoppe, Inc	04/16/2024	Manual	0.00	810.00	69577
VEN01071	MindCentric	04/16/2024	Manual	0.00	2,067.00	69578
VEN02383	Stephen Ketcham	04/16/2024	Manual	0.00	150.00	69579
VEN01332	Momoko Fife aka Momo Kajiwara	04/16/2024	Manual	0.00	150.00	69580
VEN02453	Mei-Chih Peggy Chiu	04/16/2024	Manual	0.00	150.00	69581
VEN01130	FastSigns	04/16/2024	Manual	0.00	401.13	69582
VEN01742	Alexandra Hall	04/16/2024	Manual	0.00	200.00	69583
VEN01216	FAADL - Friends of the Ann Arbor District Librar	04/16/2024	Manual	0.00	6,645.05	69584
VEN02420	Zahra Fatima Hankir	04/16/2024	Manual	0.00	2,500.00	69585
VEN01266	Conti	04/16/2024	Manual	0.00	2,317.68	69586
VEN01012	Alliance Entertainment	04/16/2024	Manual	0.00	641.37	69587
VEN02425	Jeremy Hallum	04/16/2024	Manual	0.00	150.00	69588
VEN02319	Ashley Rogers	04/16/2024	Manual	0.00	3,000.00	69589
VEN01175	Pittsfield Charter Township Water	04/16/2024	Manual	0.00	189.66	69590
VEN02240	Vicki Brett -Gach	04/16/2024	Manual	0.00	450.00	69591
VEN02466	Spoon Man Inc	04/16/2024	Manual	0.00	100.00	69592
VEN02451	Avery Alder	04/16/2024	Manual	0.00	400.00	69593
VEN01073	Grainger	04/16/2024	Manual	0.00	53.40	69594
VEN01025	McIntosh Grounds Maint, Inc.	04/16/2024	Manual	0.00	5,979.17	69595
VEN02109	Sarah Kairis	04/16/2024	Manual	0.00	200.00	69596
VEN01458	Monroe County Library System	04/16/2024	Manual	0.00	30.00	69597
VEN01458	Monroe County Library System	04/16/2024	Regular	0.00	-30.00	69597
VEN01480	Underwood Nursery, LLC	04/16/2024	Manual	0.00	226.00	69598
VEN01158	Alex (Margaret) Kourvo	04/16/2024	Manual	0.00	450.00	69599
VEN02405	James Pozenel	04/16/2024	Manual	0.00	100.00	69600
VEN01040	Brewer's North Campus Service Inc.	04/16/2024	Manual	0.00	758.25	69601
VEN02460	John Kelly	04/16/2024	Manual	0.00	100.00	69602
VEN01457	Capital Area District Libraries	04/16/2024	Manual	0.00	12.79	69603
VEN02413	Christopher Salzman	04/16/2024	Manual	0.00	100.00	69604
VEN02440	Peter Dillman	04/16/2024	Manual	0.00	200.00	69605
VEN01208	Jewish Community Media of Washtenaw	04/16/2024	Manual	0.00	300.00	69606
VEN01027	PlantWise	04/16/2024	Manual	0.00	10,500.00	69607
VEN02437	Interlochen Center for the Arts	04/16/2024	Manual	0.00	20.45	69608
VEN01477	Ann Arbor Civic Theatre	04/16/2024	Manual	0.00	50.00	69609
VEN01117	CDW-G	04/16/2024	Manual	0.00	4,924.32	69610
VEN01206	Ann Arbor Observer	04/16/2024	Manual	0.00	2,358.00	69611
VEN02326	Kyunghee Kim	04/16/2024	Manual	0.00	200.00	69612
VEN02361	Office Express	04/16/2024	Manual	0.00	20,000.00	69613
VEN01034	Stadium Hardware	04/16/2024	Manual	0.00	240.26	69614
VEN01294	Erin Helmrich	04/16/2024	Manual	0.00	112.49	69615
VEN01121	Barron's	04/16/2024	Manual	0.00	359.88	69616
VEN01289	Bridgeport Consulting, LLC	04/16/2024	Manual	0.00	675.00	69617
VEN02463	Donald Lee Stroud	04/16/2024	Manual	0.00	100.00	69618
VEN01227	Christopher Becker	04/16/2024	Manual	0.00	79.00	69619
VEN02008	Saginaw Chippewa Tribal Library	04/16/2024	Manual	0.00	17.99	69620
VEN02465	Jen-Hwen Wang	04/16/2024	Manual	0.00	150.00	69621
VEN01257	Quadient (NeoFunds & Neopost)	04/16/2024	Manual	0.00	790.00	69622
VEN01583	Batteries Plus Bulbs	04/16/2024	Manual	0.00	287.50	69623
VEN02436	Romeo District Library	04/16/2024	Manual	0.00	15.69	69624
VEN01965	University Translators Services LLC	04/16/2024	Manual	0.00	2,362.50	69625
VEN01305	McNaughton-McKay Electric Company	04/16/2024	Manual	0.00	53.64	69626
VEN01017	Cengage Learning Inc/Gale	04/16/2024	Manual	0.00	57.73	69627
VEN02341	James G. Hall	04/16/2024	Manual	0.00	100.00	69628

## Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02418	Kalamazoo College Library	04/16/2024	Manual	0.00	60.00	69629
VEN02430	Takeisha Jefferson	04/16/2024	Manual	0.00	1,000.00	69630
VEN01815	Katie Dudek-Wike	04/16/2024	Manual	0.00	154.27	69631
VEN02456	Norbert L Vance	04/16/2024	Manual	0.00	150.00	69632
VEN01920	Carolyn Countegan	04/16/2024	Manual	0.00	124.19	69633
VEN02407	Sean D. Nicol	04/16/2024	Manual	0.00	100.00	69634
VEN02101	Allison Jones	04/16/2024	Manual	0.00	58.49	69635
VEN01022	Carpenter Brothers	04/16/2024	Manual	0.00	82.85	69636
VEN01702	Paul Bowling	04/16/2024	Manual	0.00	450.00	69637
VEN01298	Lucy Schramm	04/16/2024	Manual	0.00	159.45	69638
VEN01190	Martha Stuit	04/16/2024	Manual	0.00	300.00	69639
VEN01746	National Business Furniture	04/16/2024	Manual	0.00	697.35	69640
VEN01733	Corinne Lenz	04/16/2024	Manual	0.00	1,150.00	69641
VEN01917	Elizabeth Smith	04/16/2024	Manual	0.00	29.41	69642
VEN02204	Robertson Morrison INC.	04/16/2024	Manual	0.00	3,250.00	69643
VEN02431	Toby Shearman	04/16/2024	Manual	0.00	150.00	69644
VEN01391	Harbor House Publishers	04/16/2024	Manual	0.00	395.00	69645
VEN01203	Schilke Security	04/16/2024	Manual	0.00	210.00	69646
VEN01331	Groundcover News	04/16/2024	Manual	0.00	800.00	69647
VEN01217	Recon Management Systems, Inc	04/16/2024	Manual	0.00	60.00	69648
VEN02432	FutureRoot	04/16/2024	Manual	0.00	500.00	69649
VEN02408	Sam White	04/16/2024	Manual	0.00	150.00	69650
VEN01548	OverDrive, Inc	04/16/2024	Manual	0.00	250.00	69651
VEN01097	Unique	04/16/2024	Manual	0.00	453.10	69652
VEN01603	Ann Arbor Film Festival	04/16/2024	Manual	0.00	1,000.00	69653
VEN01068	Staples	04/16/2024	Manual	0.00	1,393.67	69654
VEN01170	Recycle Ann Arbor	04/16/2024	Manual	0.00	515.00	69655
VEN01016	Midwest Tape	04/16/2024	Manual	0.00	2,994.94	69656
VEN01011	Baker Taylor	04/02/2024	Bank Draft	0.00	24,104.55	DFT0002125
VEN01035	Waste Management of Michigan	04/02/2024	Bank Draft	0.00	628.53	DFT0002126
VEN02427	Precision Interiors	04/02/2024	Bank Draft	0.00	476.35	DFT0002127
VEN01070	Office Depot aka ODP	04/02/2024	Bank Draft	0.00	221.51	DFT0002128
VEN01042	City of Ann Arbor Water Utilities	04/02/2024	Bank Draft	0.00	1,821.08	DFT0002129
VEN01104	DTE	04/02/2024	Bank Draft	0.00	1,013.26	DFT0002130
VEN01104	DTE	04/02/2024	Bank Draft	0.00	12,694.36	DFT0002131
VEN01104	DTE	04/02/2024	Bank Draft	0.00	3,148.13	DFT0002132
VEN01104	DTE	04/02/2024	Bank Draft	0.00	1,191.23	DFT0002133
VEN01104	DTE	04/02/2024	Bank Draft	0.00	17.63	DFT0002134
VEN01104	DTE	04/02/2024	Bank Draft	0.00	195.87	DFT0002135
VEN01104	DTE	04/02/2024	Bank Draft	0.00	2,399.93	DFT0002136
VEN01104	DTE	04/02/2024	Bank Draft	0.00	4,556.47	DFT0002137
VEN02020	Mutual of Omaha	04/02/2024	Bank Draft	0.00	6,274.01	DFT0002138
VEN01019	UPS	04/02/2024	Bank Draft	0.00	65.80	DFT0002139
VEN01011	Baker Taylor	04/02/2024	Bank Draft	0.00	37.02	DFT0002141
VEN01011	Baker Taylor	04/16/2024	Bank Draft	0.00	9,664.05	DFT0002146
VEN01077	BCBS	04/16/2024	Bank Draft	0.00	3,927.95	DFT0002147
VEN01077	BCBS	04/16/2024	Bank Draft	0.00	120.47	DFT0002148
VEN01078	BCN	04/16/2024	Bank Draft	0.00	102,912.76	DFT0002149
VEN01104	DTE	04/16/2024	Bank Draft	0.00	1,159.11	DFT0002150
VEN01104	DTE	04/16/2024	Bank Draft	0.00	3,345.20	DFT0002151
VEN01018	Trionfo Solutions, LLC	04/16/2024	Bank Draft	0.00	773.50	DFT0002152
VEN01019	UPS	04/16/2024	Bank Draft	0.00	109.69	DFT0002153
VEN01035	Waste Management of Michigan	04/16/2024	Bank Draft	0.00	782.99	DFT0002154
VEN01008	Amazon Collections	04/16/2024	Bank Draft	0.00	620.55	DFT0002158
VEN01011	Baker Taylor	04/16/2024	Bank Draft	0.00	37.71	DFT0002159
VEN01023	Cintas	04/16/2024	Bank Draft	0.00	1,752.42	DFT0002160
VEN01024	Lowe's	04/16/2024	Bank Draft	0.00	399.93	DFT0002161
VEN01061	ULINE	04/16/2024	Bank Draft	0.00	399.90	DFT0002162
VEN01070	Office Depot aka ODP	04/16/2024	Bank Draft	0.00	781.76	DFT0002163
VEN01100	Verizon	04/16/2024	Bank Draft	0.00	3,934.80	DFT0002164
VEN01007	Amazon	04/18/2024	Bank Draft	0.00	11,635.04	DFT0002166

Check Report

Date Range: 04/01/2024 - 04/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01080	Oxford Property Management	04/23/2024	Bank Draft	0.00	2,508.24	DFT0002258
VEN01070	Office Depot aka ODP	04/23/2024	Bank Draft	0.00	856.11	DFT0002260
VEN01023	Cintas	04/23/2024	Bank Draft	0.00	1,593.33	DFT0002261
VEN01011	Baker Taylor	04/25/2024	Bank Draft	0.00	8,017.21	DFT0002263
VEN01101	AT&T	04/30/2024	Bank Draft	0.00	334.10	DFT0002285
VEN01104	DTE	04/30/2024	Bank Draft	0.00	2,204.34	DFT0002286
VEN01104	DTE	04/30/2024	Bank Draft	0.00	3,029.19	DFT0002287
VEN01104	DTE	04/30/2024	Bank Draft	0.00	2,444.36	DFT0002288
VEN01104	DTE	04/30/2024	Bank Draft	0.00	5,485.58	DFT0002289
VEN01104	DTE	04/30/2024	Bank Draft	0.00	17.63	DFT0002290
VEN01104	DTE	04/30/2024	Bank Draft	0.00	173.42	DFT0002291
VEN01104	DTE	04/30/2024	Bank Draft	0.00	12,084.32	DFT0002292
VEN01104	DTE	04/30/2024	Bank Draft	0.00	984.67	DFT0002293
VEN01104	DTE	04/30/2024	Bank Draft	0.00	4,419.75	DFT0002294
VEN02020	Mutual of Omaha	04/30/2024	Bank Draft	0.00	6,134.61	DFT0002295
VEN01173	TDS	04/30/2024	Bank Draft	0.00	6,061.08	DFT0002296
VEN01018	Trionfo Solutions, LLC	04/30/2024	Bank Draft	0.00	773.50	DFT0002297
VEN01019	UPS	04/30/2024	Bank Draft	0.00	81.43	DFT0002298
VEN01977	Delta Dental	04/30/2024	Bank Draft	0.00	7,760.22	DFT0002299
VEN01100	Verizon	04/30/2024	Bank Draft	0.00	1,105.42	DFT0002300
VEN01174	Westgate Enterprises	04/02/2024	Bank Draft	0.00	47,600.52	DFT0002313
VEN01080	Oxford Property Management	04/02/2024	Bank Draft	0.00	11,817.53	DFT0002314

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	106	62	0.00	77,278.97
Manual Checks	113	82	0.00	96,217.67
Voided Checks	0	7	0.00	-1,495.00
Bank Drafts	665	55	0.00	326,690.12
EFT's	132	59	0.00	722,553.25
	<b>1016</b>	<b>265</b>	<b>0.00</b>	<b>1,221,245.01</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	106	62	0.00	77,278.97
Manual Checks	113	82	0.00	96,217.67
Voided Checks	0	7	0.00	-1,495.00
Bank Drafts	720	103	0.00	354,396.15
EFT's	132	59	0.00	722,553.25
	<b>1071</b>	<b>313</b>	<b>0.00</b>	<b>1,248,951.04</b>

### Fund Summary

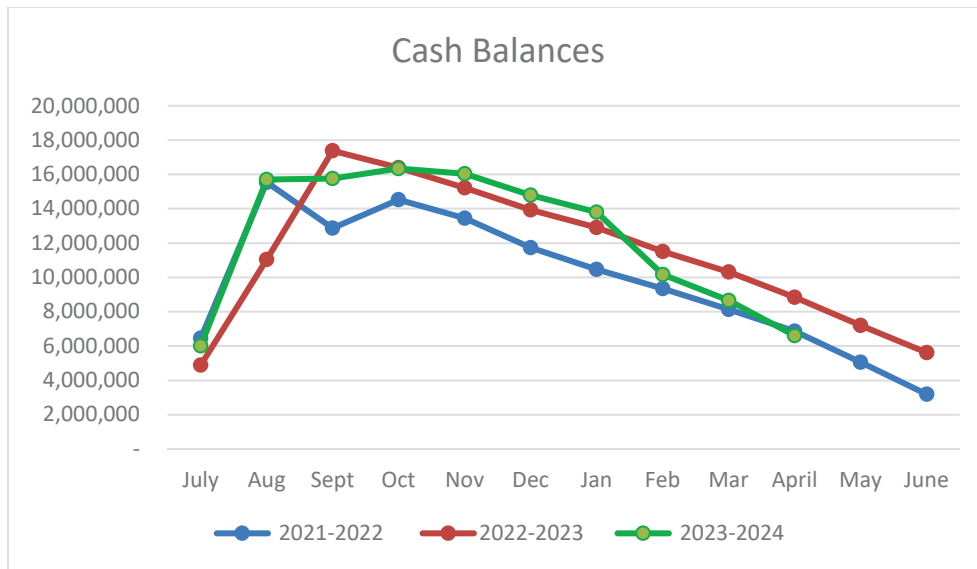
Fund	Name	Period	Amount
101	General Fund	4/2024	1,248,951.04
			<b>1,248,951.04</b>



# Ann Arbor District Library Financial Analysis Ten Months Ended April 30, 2024

## Cash

The general fund cash balance, not including investments, was \$6,602,894 as of April 30<sup>th</sup> which would cover approximately 4 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

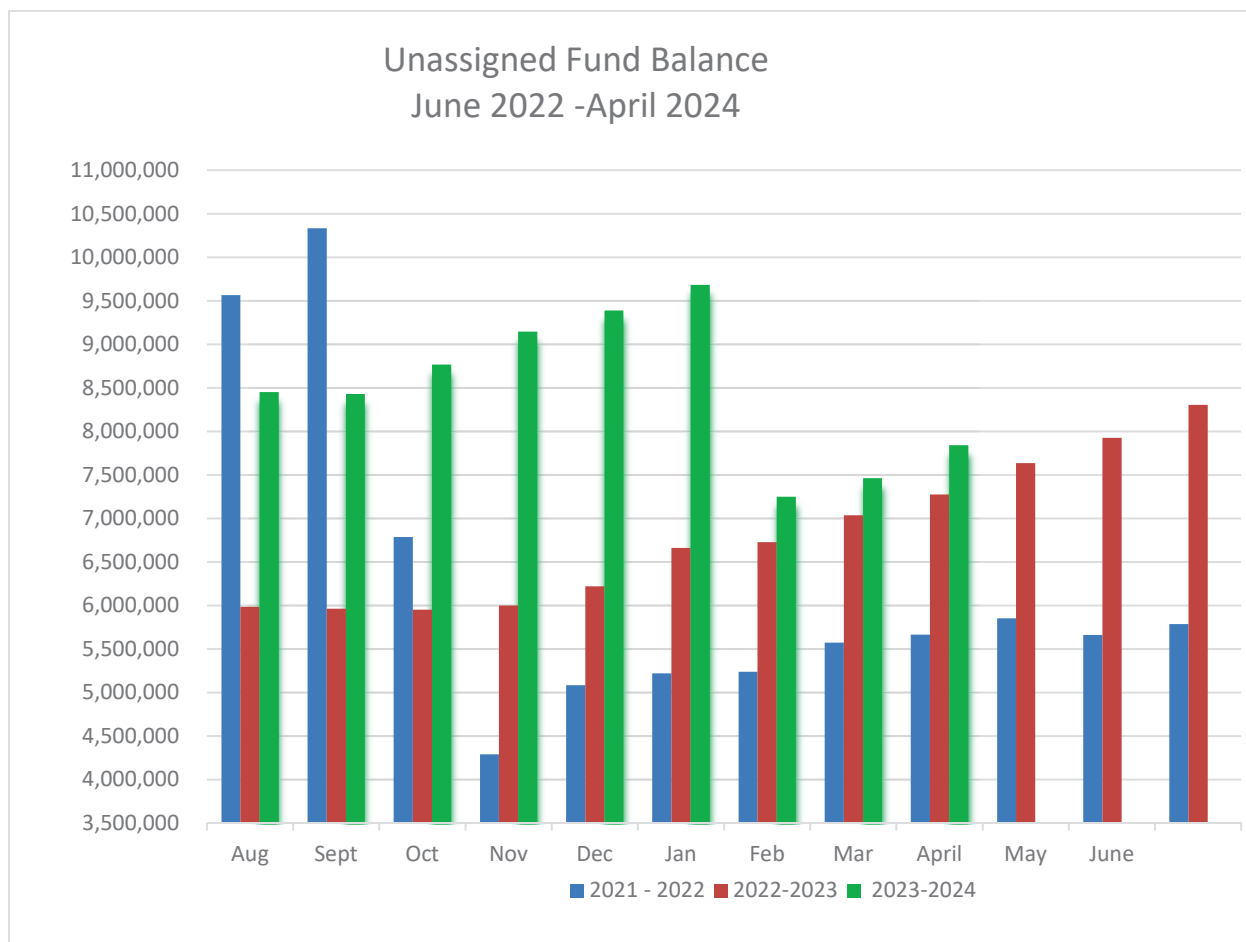
Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,683,333 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts through March 31, 2024 were \$20,261,232 or 100.3% of budget.

## Fund Balance Activity

The unassigned fund balance was \$7,840,892 as of April 30, 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 Ten Months Ended April 30, 2024



### Revenue and Expenditures:

Total revenues of \$17,531,854 are 84.95% of budget after 83% of the fiscal year. Actual cash receipts were \$21,307,809 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$15,462,317 are 74.92% of budget after 83% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in was \$15,259,315.

Revenue earned less expenditures realized resulted in an increase in net assets of \$185,861 for the month of April and \$2,069,537 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.

Postage and Seminars, etc. are over budget year-to-date. These three line-items will be included in budget adjustments in June.



Ann Arbor District Library  
Financial Analysis  
Ten Months Ended April 30, 2024

Software Licenses and Maintenance is running high and will likely require a budget adjustment at year-end.

The Finance Committee requested that the Friends funds be moved out of the General Fund and be accounted for in the Grants & Memorials fund.

Contributions and Memorials:

	Bank Balance	Restrictions and Designations
Holtrey	\$ 342,798	\$300,000 is permanently restricted by the donor
Keniston	\$ 27,971	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
Friends of AADL	\$ 73,085	
LLA	\$ 565	
Price	\$ 34,131	
Schafer	\$ 10,714	
Westerman	\$ 33,860	The Board designated \$30,000 for children's programming
WLBPD	\$ 52,555	

## ANN ARBOR DISTRICT LIBRARY

**Balance Sheet**  
**Governmental Funds**  
**April 30, 2024**

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 6,602,894	\$ 1,289,749	\$ 576,098	\$ 8,468,741
Investments	4,833,435	-	-	4,833,435
Due from other governmental units / funds	139,633	-	500	140,133
Prepaid items	293,991	-	-	293,991
<b>Total assets</b>	<b>\$ 11,869,953</b>	<b>\$ 1,289,749</b>	<b>\$ 576,598</b>	<b>\$ 13,736,300</b>
<b>Liabilities</b>				
Accounts payable	596,240	-	919	597,159
Accrued expenses	4,923	-	-	4,923
<b>Total liabilities</b>	<b>\$ 601,163</b>	<b>\$ -</b>	<b>\$ 919</b>	<b>\$ 602,082</b>
<b>Deferred outflows</b>				
Unavailable property tax revenue	3,427,898	-	-	3,427,898
<b>Total deferred outflows</b>	<b>\$ 3,427,898</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,427,898</b>
<b>Fund balances</b>				
Nonspendable:				
Prepaid items	\$ 293,991	\$ -	\$ -	\$ 293,991
Permanent corpus	-	-	325,000	325,000
Restricted for special purpose	-	-	250,679	250,679
Committed for capital projects	-	1,289,749	-	1,289,749
Unassigned	7,546,901	-	-	7,546,901
<b>Total fund balances</b>	<b>\$ 7,840,892</b>	<b>\$ 1,289,749</b>	<b>\$ 575,679</b>	<b>\$ 9,706,320</b>
<b>Total liabilities and fund balances</b>	<b>\$ 11,869,953</b>	<b>\$ 1,289,749</b>	<b>\$ 576,598</b>	<b>\$ 13,736,300</b>



## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes**  
**Actual vs Budget**  
**For the Ten Months Ended April 30, 2024**

	April Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,682,256	\$ 16,833,333	\$ 20,200,000	\$ 3,366,667	83.33%
State aid (including MPSERS pass-through)	3,425	124,822	145,000	20,178	86.08%
State penal fines	12,500	125,000	150,000	25,000	83.33%
Local Community Stabilization	-	60,906	-	(60,906)	-
State revenue - other	-	18,422	-	(18,422)	-
Investment Gains (Losses)	(12,724)	274,148	-	(274,148)	-
Copier revenue	1,058	6,522	9,000	2,478	72.47%
Grants and memorials	226	8,518	35,000	26,482	24.34%
Library fines, fees and other	4,890	38,428	50,000	11,572	76.86%
Non-resident fees	3,075	15,450	15,000	(450)	103.00%
Rental revenue	-	26,305	35,000	8,695	75.16%
<b>TOTAL REVENUES:</b>	<b>\$ 1,694,706</b>	<b>\$ 17,531,854</b>	<b>\$ 20,639,000</b>	<b>\$ 3,107,146</b>	<b>84.95%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 725,507	\$ 7,682,680	\$ 9,169,150	1,486,470	83.79%
Employee benefits (inc MPSERS pass-through)	201,330	2,196,633	2,945,000	748,367	74.59%
Employment taxes	55,227	584,200	650,000	65,800	89.88%
	982,064	10,463,513	12,764,150	2,300,637	81.98%
Accounting/Audit	1,269	71,207	30,000	(41,207)	237.36%
Building Rental	61,926	614,111	760,000	145,889	80.80%
Communications	14,669	142,736	250,000	107,264	57.09%
Copier Expense	7,656	31,118	65,000	33,882	47.87%
Custodial Services	22,001	221,390	290,000	68,610	76.34%
Grants /Memorials	-	-	50,000	50,000	0.00%
Legal Expense	594	51,499	75,000	23,501	68.67%
Library Programming	68,329	661,405	756,000	94,595	87.49%
Materials	95,325	1,365,834	1,764,000	398,166	77.43%
Minor Equipment Purchases	57,619	213,845	350,000	136,155	61.10%
Operating Supplies	21,586	203,184	302,500	99,316	67.17%
Other Operating Expenditures	2,036	13,950	23,250	9,300	60.00%
Postage	3,555	27,852	21,000	(6,852)	132.63%
Property Insurance	12,673	119,081	150,000	30,919	79.39%
Purchased Services	3,406	80,677	237,500	156,823	33.97%
Repairs and Maintenance	69,777	432,990	580,000	147,010	74.65%
Seminars/Conferences/Training & Travel	725	24,551	23,600	(951)	104.03%
Software Licenses/Maintenance	11,159	145,222	150,000	4,778	96.81%
Utilities	51,778	384,822	497,000	112,178	77.43%
Capital Outlay	20,698	193,330	1,500,000	1,306,670	12.89%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,508,845</b>	<b>\$ 15,462,317</b>	<b>\$ 20,639,000</b>	<b>\$ 5,176,683</b>	<b>74.92%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 185,861</b>	<b>\$ 2,069,537</b>	<b>\$ -</b>	<b>\$ 2,069,537</b>	
<b>Fund balance, beginning of year</b>		<b>\$ 8,271,355</b>	<b>\$ 8,271,355</b>	<b>\$ -</b>	
<b>Transfers Out</b>		<b>(2,500,000)</b>	<b>(2,500,000)</b>	<b>-</b>	
<b>Fund balance, end of year</b>		<b>\$ 7,840,892</b>	<b>\$ 5,771,355</b>	<b>\$ 2,069,537</b>	

## ANN ARBOR DISTRICT LIBRARY

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

Governmental Funds

For the Ten Months Ended April 30, 2024

	General Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>				
Property taxes, net	\$ 16,833,333	\$ -	\$ -	\$ 16,833,333
State aid (including MPERS pass-through)	124,822	-	-	124,822
State penal fines	125,000	-	-	125,000
State revenue - other	18,422	-	-	18,422
Local Community Stabilization	60,906	-	-	60,906
Investment Gains (Losses)	274,148	-	4,512	278,660
Copier revenue	6,522	-	-	6,522
Grants and memorials	8,518	-	46,750	55,268
Library fines, fees and other	38,428	-	-	38,428
Non-resident fees	15,450	-	-	15,450
Rental revenue	26,305	-	-	26,305
<b>TOTAL REVENUES:</b>	<b>\$ 17,531,854</b>	<b>\$ -</b>	<b>\$ 51,262</b>	<b>\$ 17,583,116</b>
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Personnel:</b>				
Salaries and wages	\$ 7,682,680	\$ -	\$ -	\$ 7,682,680
Employee benefits (inc MPERS pass-through)	2,196,633	-	-	2,196,633
Employment taxes	584,200	-	-	584,200
	10,463,513	-	-	10,463,513
Accounting/Audit	71,207	-	-	71,207
Building Rental	614,111	-	-	614,111
Communications	142,736	-	-	142,736
Copier Expense	31,118	-	-	31,118
Custodial Services	221,390	-	-	221,390
Grants /Memorials	-	-	17,676	17,676
Legal Expense	51,499	-	-	51,499
Library Programming	661,405	-	-	661,405
Materials	1,365,834	-	-	1,365,834
Minor Equipment Purchases	213,845	-	-	213,845
Operating Supplies	203,184	-	-	203,184
Other Operating Expenditures	13,950	-	-	13,950
Postage	27,852	-	-	27,852
Property Insurance	119,081	-	-	119,081
Purchased Services	80,677	-	-	80,677
Repairs and Maintenance	432,990	-	-	432,990
Seminars/Conferences/Training/Travel	24,551	-	-	24,551
Software Licenses/Maintenance	145,222	-	-	145,222
Utilities	384,822	-	-	384,822
Capital Outlay	193,330	2,821,845	-	3,015,175
<b>TOTAL EXPENDITURES:</b>	<b>\$ 15,462,317</b>	<b>\$ 2,821,845</b>	<b>\$ 17,676</b>	<b>\$ 18,301,838</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 2,069,537</b>	<b>\$ (2,821,845)</b>	<b>\$ 33,586</b>	<b>\$ (718,722)</b>
Fund balance, beginning of year	\$ 8,271,355	\$ 1,611,594	\$ 542,093	\$ 10,425,042
Transfers	\$ (2,500,000)	\$ 2,500,000	\$ -	\$ -
<b>Fund balance, end of year</b>	<b>\$ 7,840,892</b>	<b>\$ 1,289,749</b>	<b>\$ 575,679</b>	<b>\$ 9,706,320</b>

## **Ann Arbor District Library Proposed Budget Fiscal Year 2024 - 2025**

### **Revenues**

**Tax Revenue** – The tax revenue budgeted is the projected revenue at 1.8228 mills. This should yield the library more than the additional \$1.3M budgeted when compared to current-year projections. However, due to the uncertainty of the amount of abatements, management has budgeted conservatively.

**State Aid** – Prior year’s State Aid included funding that is no longer received due to Library of Michigan certification requirements. The State Aid budget includes WLBDP funding and MPSERS pass-through income.

**Investment Gains (Losses)** – Includes interest earned as well as unrealized gains and losses. Management budgeted conservatively due to the volatility of the bond markets over the past several years.

**Grants & Memorials** – Friends of the Ann Arbor District Library funding has been moved to Governmental Funds, hence the elimination of any proposed budget.

**All Other Revenue** – Projections for all other revenues either remain primarily unchanged from the FY23-24 budget or have been slightly modified to align with actual results in the prior two years.

### **Expenses**

**Salaries and Wages** – This reflects the inclusion of increases specified by the new AADL Salary Schedule for represented staff and a merit pool for non-represented staff.

**Employee Benefits** – This number includes:

- Costs for health, dental, vision, life and LTD insurances based on the employee’s current family status.
- MPSERS employer contribution percentage of 31.34%
- 403(b) employer contribution percentage of 10%
- Costs for worker’s comp. insurance and state unemployment reimbursements
- MPSERS pass-through costs that are reimbursed via State Aid
- A 6.7% increase for Health Insurance costs, applied to both employee and employer contributions

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

**Accounting/Audit** – The cost of the audit.

**Building Rental** – The reduction in expense is a result of the elimination of the rent for Archives and the expiration of the reimbursement for build-out costs at Westgate.

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

**Communications** – This includes phone and internet charges.

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

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

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

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

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

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

**Postage** – This includes outgoing postage and freight.

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

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

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

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

**Utilities** – This includes costs for utilities at all locations.

**Capital Outlays** – This includes anticipated costs for furniture, computers, and other equipment, as well as costs for improvements and upgrades over and above normal repairs and maintenance to all facilities.

**Capital Projects Fund** – No large capital projects are budgeted for FY24-25

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

<b>OPERATING BUDGET</b>	<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	21,500,000	\$ 1,298,564	\$ 1,300,000
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>21,957,500</b>	<b>841,303</b>	<b>1,318,500</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	2,880,000	219,596	(65,000)
Employment Taxes	630,938	528,973	650,000	705,297	793,000	87,703	143,000
<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>14,248,550</b>	<b>1,606,618</b>	<b>1,484,400</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	1,430,000	639,232	674,000
Materials	1,638,262	1,270,509	1,764,000	1,694,012	2,013,000	318,988	249,000
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>7,058,950</b>	<b>1,326,429</b>	<b>1,084,100</b>
Operating Capital Outlays	457,598	172,632	1,900,000	230,176	650,000	419,824	(1,250,000)
<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>21,957,500</b>	<b>3,352,871</b>	<b>1,318,500</b>
<b>Net Surplus (Defecit)</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>

<b>CAPITAL PROJECT FUND BUDGET</b>	<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>

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-102**

**RESOLUTION APPROVING ANNUAL BUDGET FOR THE FISCAL YEAR 2024-2025  
OF THE ANN ARBOR DISTRICT LIBRARY**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of May, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

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

The Board, after due and proper notice, conducted a public hearing on Monday May 20, 2024, on the approval of the proposed budget.

THE BOARD RESOLVES AS FOLLOWS:

- 1.) The Board approves and adopts the budget for the fiscal year ending June 30, 2025, as presented.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-103**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of May, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

The said Board of Trustees of the Ann Arbor District Library (the "Library") has given due reflection to the budget and operational requirements of the Library as to the 2024-2025 fiscal year.

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

**THE BOARD RESOLVES AS FOLLOWS:**

- 1.) That as to the 2024-2025 fiscal year of the Ann Arbor District Library, and as to that portion of said Library within the City of Ann Arbor, and that portion of the Library within the territory, townships, or areas outside the City of Ann Arbor, the voted millage for Library operational purposes shall be the amount of 1.8228 mills.
- 2.) That the foregoing amounts are levied by the Ann Arbor District Library and the Secretary of the Board of Trustees is authorized and directed to report the same as the Library tax levy to the proper assessing officer(s) of the appropriate agencies and the Secretary may provide copies of this resolution when requested by any appropriate agency.
- 3.) That the amounts certified are essential for the fiscal year of the Ann Arbor District Library commencing July 1, 2024 except as subsequently altered or amended by appropriate certification.
- 4.) That a certified copy of this Resolution may be issued as though the original with the certification provided.
- 5.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-104**

**RESOLUTION TO ADOPT THE 2024-2025 BUDGET AS A LINE ITEM BUDGET AND  
COMPLIANCE OF DISBURSEMENTS**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of May, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1.) Appropriations by the Board. As the Legislative Body of the Library, the Board hereby appropriates for fiscal year 2024-2025 the total amount of \$21,957,500 for the expenditure categories set forth in the budget.
- 2.) Disbursements for Payroll and Related Payroll Taxes and Withholdings. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, the Director of the Library, the Deputy Director of the Library, the Facilities Director of the Library, HR Manager or Finance Manager of the Library (each as "Authorized Officer") are hereby authorized to provide for the disbursement of Library funds for payroll (including related payroll taxes and withholdings) provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 3.) Disbursements for Recurring Expenses that are necessary to Avoid Finance of Late Charges. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library

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

- 4.) Disbursements for Appropriated Amounts. As provided by the Uniform Accounting Procedures Manual of the Department of Treasury, each Authorized Officer is hereby authorized to provide for the disbursement of Library funds for expenditures that have been previously appropriated by the Board pursuant to Paragraph No. 1 of this Resolution, provided such disbursements are within the budgeted amounts set forth in the Approved Budget.
- 5.) Presentation of Disbursements to the Library Board. All disbursements made pursuant to the authority of this Resolution must be presented to the Library Board for approval at a subsequent Board meeting.
- 6.) Limitation of Disbursements to \$42,000. Notwithstanding any provision to the contrary in this Resolution, no Authorized Officer shall be allowed to approve any single expenditure in excess of \$42,000 unless that expenditure has been previously approved in a resolution by the Library Board or in an agreement authorized by the Library Board.
- 7.) Requirement for Dual Signatures. Nothing in this Resolution shall be construed as modifying the current Library Board policy that requires two authorized signatures on all checks, excluding payroll checks, in the amount of \$2,500 or more.
- 8.) Prior Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary

## SPACE USE AGREEMENT

This Space Use Agreement ("Agreement") is entered into this \_\_\_\_ day of May, 2024 (the "Effective Date"), between the ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate (the "Library") and the FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation ("FAADL").

### RECITALS

A. The Library is organized as a district library pursuant to the Michigan District Library Establishment Act, MCL 397.171 *et seq.*, and operates the Downtown Library located at 343 S. Fifth Street, Ann Arbor, Michigan ("Downtown Library") in addition to multiple branch Library locations within its library district.

B. FAADL was organized as a Michigan nonprofit corporation effective May 22, 1953, and is recognized by the Internal Revenue Service as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. FAADL is not owned, operated, or legally related to the Library.

C. Pursuant to its corporate charter, FAADL engages in sales of books for fundraising purposes and for the benefit of the Library.

D. By execution of this Agreement, the Library and FAADL intend to provide for use of space by FAADL as designated by the Library for the purpose of conducting book sales under the terms and conditions provided in this Agreement.

## AGREEMENT

### I. DESIGNATION AND USE OF PREMISES

1.1 Premises. The Library will make available to FAADL throughout the Term (as defined below) of this Agreement certain space in the building located at 265 Parkland Plaza, Ann Arbor, Michigan (the "Plaza") as designated on the floor plans attached to, and incorporated in, this Agreement as Exhibit A, and space on shelves or carts at Library locations as determined by the Library to be available and appropriate to FAADL book sales (the "Library Sales Space", together with the designated space at the Plaza, herein collectively referred to as the "Premises"). The Library may designate alternative space for FAADL book sales in the Downtown Library and branch Library locations upon reasonable notice. The premises within the Plaza shall include: (i) 2600 square feet, subject to temporary or permanent relocation within the Plaza as determined by the Library; (ii) an enclosed office with a lockable door; (iii) up to twenty (20) pallets of storage, which storage shall be handled by the Library and located outside of the areas specified in subsections (i) and (ii) above. The Library will move FAADL's furniture, equipment and supplies ("FAADL's Personal Property") from the Downtown Library to the Plaza at the Library's sole cost. FAADL may access the Premises only during hours that the Downtown Library, the Plaza and branch Library locations (as applicable) are open to the public

and will comply with the Library's policies as to entry procedures and security. When the Plaza is not open to the Public, FAADL may access the Premises from 9 AM – 6 PM Weekdays, plus Weekend hours by prior arrangement with the Library. The Library retains all property rights and interests in and to the Premises. During the Term, FAADL will have the right to use one (1) telephone line and the Library's WIFI connection. FAADL will maintain at its own expense its own internet website for its operations, which shall be separate from that of the Library.

1.2 Permitted Uses. FAADL may use the Premises for book sales and activities integral to such sales during hours that the Library is open to the public. FAADL will bear full legal responsibility for any and all of its operations on the Premises. FAADL acknowledges and agrees that the Library may occasionally, upon reasonable prior notice to FAADL, interrupt FAADL's use of and/or access to the Premises, whenever and for as long as may be reasonably necessary (but in no instance longer than one (1) week), to allow the Library to conduct any public events at the Downtown Library, the Plaza or any branch library locations.

1.3 Obligation to Maintain Premises Free from Hazards. FAADL will keep the Premises in a neat, orderly condition and free from hazards at all times. In particular, entrances to and passageways through the Premises will be maintained free of obstacles or debris that could impede emergency access to, and egress from, the Premises.

1.4 No Alterations or Signage. FAADL may not alter the Premises or place signs on or in the Premises unless approved by the Library.

1.5 Compliance; Security; Nondiscrimination. In the use of the Premises, FAADL will comply with all laws, codes, and regulations, including requirements of state and local fire safety codes or ordinances applicable to the Premises, state and federal requirements under the Americans With Disabilities Act and other laws that address nondiscrimination and access to public facilities, and compliance with all applicable policies and procedures of the Library with respect to use of the Premises. Specifically, FAADL employees, volunteers and agents ("FAADL Agents") will comply with all Library policies and procedures for security and safety, including compliance with fire drills and emergency evacuation procedures. FAADL Agents will not bring items, materials or substances onto Library premises that are prohibited under Library policies. The Library will provide FAADL with copies of pertinent policies and procedures relevant to this Agreement. In the use of the Premises, FAADL will not discriminate against any person because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

1.6 Name Badges. FAADL Agents will wear name badges on the Premises that include the name of the individual and FAADL. FAADL Agents will not hold themselves out as agents or employees of the Library.

1.7 Library Right of Access. The Library will have the right to enter the Premises at any time for any purpose, including to inspect the Premises or for the purpose of making repairs, additions, or alterations. If the Library determines that repairs or maintenance activities are reasonably likely to disrupt FAADL's use of the Premises, Library will provide three (3) days advance notice of such repairs

or maintenance. Advance notice to FAADL will not be required for any emergency repairs or maintenance determined by the Library to be necessary for safe use of the Premises or the Library building as a whole. If the Library observes, in its reasonable judgment, any unsafe practices or operations by FAADL or noncompliance with applicable laws or Library policies, the Library will notify FAADL within twenty-four (24) hours. FAADL will investigate the practices or operations identified in the notice within twenty-four (24) hours and will either (i) notify the Library that all practices and operations are in compliance, including the reasons for such conclusions; or (ii) notify the Library of any corrective action to be taken by FAADL and the timeframe for completing the correction.

## **2. OTHER OBLIGATIONS OF FAADL.**

2.1 Operational Issues. The FAADL agrees that, as of the date of execution of this Agreement and for the entire term this Agreement remains in effect, it will:

- (a) Be a Michigan nonprofit corporation in good standing and recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended;
- (b) Hold a current Michigan Charitable Solicitations License;
- (c) Have in effect policies and procedures for handling cash and other donations;
- (d) Appoint or elect a full slate of directors and officers and promptly fill any vacancies in such positions;
- (e) Commencing with the 2021-2022 fiscal year and every third fiscal year thereafter, obtain audited financial statements for the fiscal year then ended, including an auditor opinion that the financial statements fairly represent, in all material respects, the financial position of FAADL and the changes in net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America;
- (f) For each fiscal year it does not obtain the audited financial statement provided in Section 2.1(e) above, have a review performed in accordance with accounting principles generally accepted in the United States of America, including a review of the handling of cash utilizing the same procedures normally used in the performance of an audit; and
- (g) Timely file its IRS Form 990 and post that, the IRS exempt organization determination letter, and its audited financial statements on its website for public disclosure and inspection purposes.

2.2 Sales Taxes on Book Sales; Liens. FAADL will be solely responsible for determining the amount of sales tax due on book sales on the Premises, any exemptions from sales tax that may apply to such sales, and for compliance with any and all applicable sales tax or other tax laws pertinent to its operations. If sales taxes are due to taxing authorities for book sales by FAADL on the Premises, FAADL will be solely responsible for remitting any sales tax collected to applicable taxing authorities. FAADL will keep any property located on the Premises free of liens and encumbrances including any state or federal tax liens.

2.3 Insurance. During the term of this Agreement, the FAADL will maintain in effect a comprehensive general liability insurance policy that names the Library as an additional insured.

### **3. OBLIGATIONS OF the Library.**

3.1 Maintenance; Repair; Janitorial Services. The Library will maintain the Premises in good condition and repair. The Library will be responsible for routine cleaning and janitorial services for the Premises, including basic trash disposal. The Library is not responsible for disposal of unwanted books or other materials of the FAADL. The Library will arrange for, and incur the cost of, recycling services for books or other materials designated for recycling by the FAADL, unless such costs increase by more than 25% of the recycling costs being paid by the Library as of the Effective Date. If the Library incurs or will incur recycling costs related to FAADL materials in excess of the foregoing amounts, FAADL will either reimburse the Library for such costs or, at the Library's request, make its own arrangements for recycling services. The Library will not be responsible for loss of items or property of FAADL or FAADL Agents that are deposited in or near trash containers, stored on floors without proper labeling or that could, in the reasonable judgment of Library, be mistaken as refuse.

3.2 Utilities. Library will provide utilities for the Premises including electricity, heat and water.

3.3 Insurance. During the term of this Agreement, the Library will maintain in effect a comprehensive general liability insurance policy that names the FAADL as an additional insured.

3.4 Library Point of Sale Service. The Library will provide point of sale service, using the Library's personnel and at the Library's cost, at the Downtown Library and Branch libraries for sales of FAADL material available on bookcarts and shelves for purchase by the public. The Library will provide monthly reconciliation and reimbursement to FAADL for sales from book carts or shelves at the Downtown Library, and branch library locations. The Library will also provide, at FAADL request, Point of Sale Service for Special Sales at the Plaza when the Library is also offering items for sale.

3.5 Parking. The Library will allow FAADL personnel to park in the Plaza parking lot when they are working at the Plaza, with the exception of days when the Plaza is in use for special public events.

3.6 Transportation of Materials. During the Term, the Library will transport FAADL materials between the various Library locations.

3.7 Shelving. To assist FAADL in the equipping of the Plaza Premises, AADL will provide shelving as designated by FAADL for the Plaza Bookshop, subject to the Library's approval.

3.8 Special Sales. Upon reasonable prior written notice to the Library, FAADL may host special sales events ("Special Sales Events") at the Premises. The Special Sales Events shall occur no more than four times during the Term and shall be held within areas specified by the Library. The Library shall have the right to sell any items during any Special Sales Events, including but not limited to

idle equipment and withdrawn materials. Proceeds from the sale of any idle equipment shall go entirely to the Library. Proceeds from the sale of any withdrawn materials shall be retained by FADDL.

3.9 Promotion and Advertising. The Library shall pass along FAADL's reasonable informational messages to the general public no more than one (1) time per week on its social media channels and no more than one (1) time per month in its print publications. In addition, the Library shall promote Special Sales events in its print publications.

#### **4. TERM AND TERMINATION.**

4.1 Term. This Agreement will become effective on the Effective Date and will remain in effect for a one (1) year term (the "Term"). The parties may renew this Agreement for successive one (1) year terms upon mutual written consent.

4.2 Termination. This Agreement may be terminated without cause by either party upon seven (7) days written notice of termination to the other party.

4.3 Additional Remedies for Material Breach. Upon a material breach of this Agreement by FAADL, as determined in the sole discretion of the Library, the Library may suspend book sales by FAADL on the Premises until such time that the breach is cured to the reasonable satisfaction of the Library or this Agreement is terminated. The Library's right to suspend book sales under this Section will be in addition any other rights or remedies the Library has under this Agreement, including termination. A material breach of this Agreement will include, without limitation, a material failure by FAADL to comply with all operational requirements applicable to it under Section 2.1 of this Agreement.

4.4 FAADL Obligations on Termination. In the event this Agreement is terminated by either party, FAADL will remove all books and other property from the Premises within thirty (30) days after the effective date of termination. Should FAADL fail to do so, the Library may remove FAADL books and property and FAADL will reimburse the Library its reasonable and necessary costs.

#### **5. GENERAL PROVISIONS.**

5.1 Independent Contractors. The parties acknowledge that FAADL is an independent contractor of the Library. In no event will FAADL or any FAADL Agents be deemed a joint venture party, partner, employee, or agent of Library by virtue of this Agreement. The Library will exercise no control over the manner or method by which FAADL conducts its operations on the Premises provided that FAADL's operations are in compliance with this Agreement.

5.2 Entire Agreement. This Agreement supersedes any and all other agreements related to use of the Premises, either oral or written, between the parties hereto and contains all the covenants and agreements between the parties with respect to its subject matter.

5.3 Amendments. The terms of this Agreement may not be amended or modified except by a further written statement signed by the parties specifically referencing this Agreement.

5.4 Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Michigan.

5.5 Books, Documents, and Records Availability. FAADL will make its books and records available for inspection by the Library if review of such books and records may be required, in the reasonable judgment of the Library, to determine compliance with any terms or conditions herein. FAADL will make the requested books and records available for inspection by Library within ten (10) days of receipt of a request for access.

5.6 Successors/Assigns. This Agreement may not be assigned by a party hereto without the express written consent of the other party.

5.7 No Third Party Beneficiaries. There are no intended third party beneficiaries of this Agreement.

5.8 Waiver or Rights. The failure of a party to exercise its rights in the event of a breach of this Agreement will not constitute a waiver of any rights with respect to that or any subsequent breach.

[SIGNATURE PAGE FOLLOWS]



In WITNESS WHEREOF, the parties hereto, or their duly authorized officers or agents, have executed, sealed, and delivered this Agreement intending to be legally bound.

ANN ARBOR DISTRICT LIBRARY, a Michigan district library and public body corporate

By: \_\_\_\_\_

Print Name:  Molly Kleinman

Title:  AADL Board President

Date: \_\_\_\_\_

FRIENDS OF THE ANN ARBOR DISTRICT LIBRARY, a Michigan nonprofit corporation

By: \_\_\_\_\_

Print Name:  Susan Hellerman

Title:  FAADL Board Co-President

Date: \_\_\_\_\_

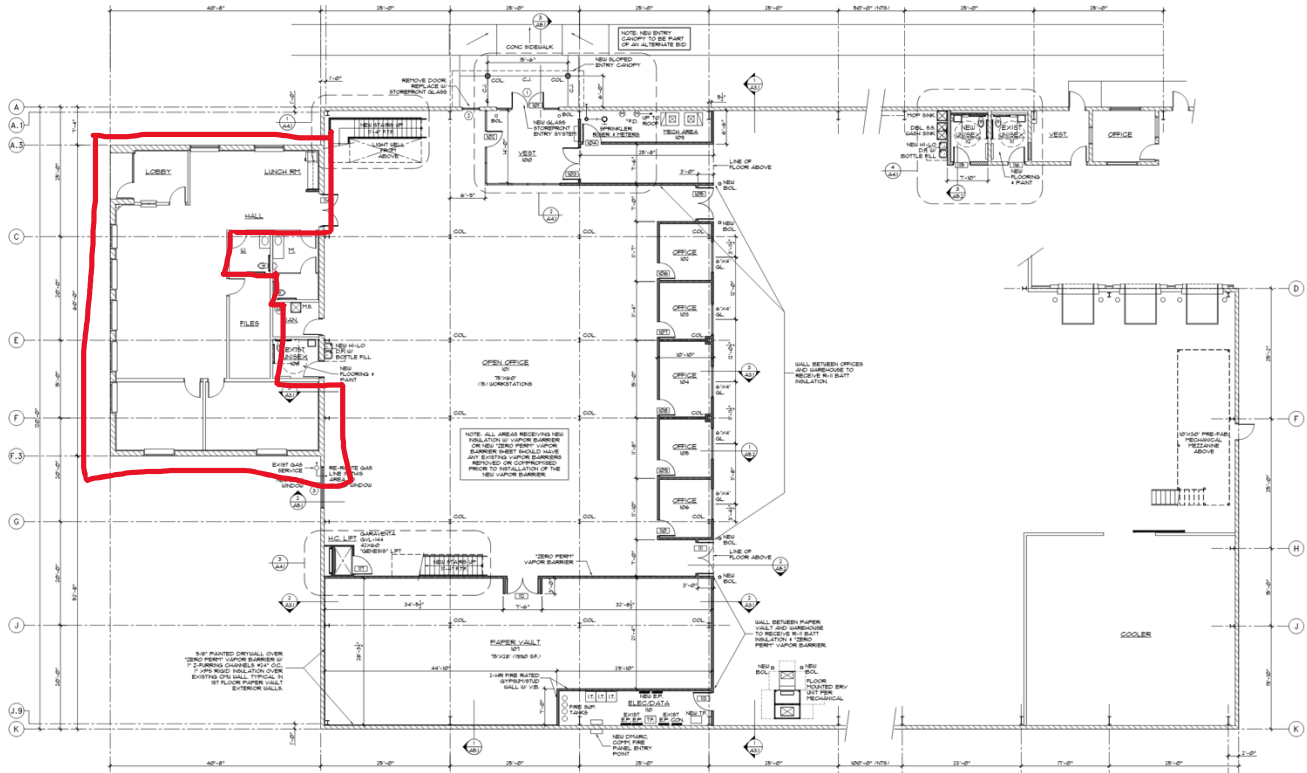
By: \_\_\_\_\_

Print Name:  Kim Clark

Title:  FAADL Board Co-President

Date: \_\_\_\_\_

Space Use Agreement – Exhibit A  
Ann Arbor District Library  
Plaza Plan



**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 24-105**

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

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of May, 2024 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

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

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Catherine Hadley, Board Secretary

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