



# Regular Meeting Agenda

Monday November 18, 2024

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## MEMORANDUM

To: District Library Board  
 From: Eli Neiburger, Director  
 Subject: Regular Meeting, Monday November 18, 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

- 24-184 I. CALL TO ORDER  
 Molly Kleinman, President
- 24-185 II. ATTENDANCE
- 24-186 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE  
 (Item of action)  
 Roll call vote
- 24-187 IV. RECESS TO CLOSED SESSION
- 24-188 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 24-189 VI. ATTENDANCE
- 24-190 VII. APPROVAL OF AGENDA (pp. 1-3)  
 (Item of action)
- 24-191 VIII. CONSENT AGENDA  
 (Item of action)
- CA-1 Approval of Minutes of October 28, 2024 (pp. 4-20)
- CA-2 Approval of October 2024 Disbursements (pp. 21-28)
- 24-192 IX. CITIZENS' COMMENTS
- 24-193 X. FINANCIAL REPORTS (pp. 29-34)  
 Eli Neiburger, Director
- 24-194 XI. COMMITTEE REPORTS
- 24-195 A. EXECUTIVE COMMITTEE  
 Molly Kleinman, Chair  
 (10 minutes)

- 24-196                    B. BUDGET & FINANCE COMMITTEE  
Aidan Sova, Chair  
(10 minutes)
- 24-197                    C. FACILITIES COMMITTEE  
Scott Trudeau, Chair  
(10 minutes)
- 24-198            XII.    LIBRARY REPORT  
Eli Neiburger, Director
- 24-199            XIII.   OLD BUSINESS
- 24-106                    A. UPDATE ON THE EXTERIOR AND STRUCTURAL  
SYSTEM OF THE DOWNTOWN LIBRARY  
Len Lemorie, Facilities Director  
(10 minutes)
- 24-163                    B. UPDATE ON REZONING OF THE DOWNTOWN  
LIBRARY  
Eli Neiburger, Director  
(10 minutes)
- 24-200            XIV.    NEW BUSINESS
- 24-201                    A. POLICY UPDATES (pp. 34-61)  
(Item of discussion)
- 24-202                    B. VOTE TO CANCEL THE DECEMBER 16, 2024 REGULAR  
BOARD MEETING  
(Item of action)
- 24-203            XV.    CITIZENS' COMMENTS
- 24-204            XVI.   ADJOURNMENT

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

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 734.327.8311 by 5:00 PM of the weekday preceding the meeting or submit comments via email to ask@aadl.org, by voicemail to 734.327.4245. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.

3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

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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 OCTOBER 28, 2024**

- 24-166 I. CALL TO ORDER  
Molly Kleinman, President
- President Kleinman called the meeting to order at 7:00 p.m.
- 24-167 II. ATTENDANCE
- Board Present: Lisa Campbell, Molly Kleinman, Jim Leija, Onna Solomon, Scott Trudeau  
Board Absent: Catherine Hadley, Aidan Sova  
Staff: Eli Neiburger, Sherlonya Zobel, Jodene Poirier (Recorder)
- 24-168 III. APPROVAL OF AGENDA  
(Item of action)
- Trustee Campbell, supported by Vice President Solomon, moved to approve the agenda.
- AYES: Campbell, Kleinman, Leija, Solomon, Trudeau  
NAYS: None
- Motion passed 5-0.
- 24-169 IV. CONSENT AGENDA  
(Item of action)
- CA-1 Approval of Minutes of September 23, 2024
- CA-2 Approval of September 2024 Disbursements
- Vice President Solomon, supported by Trustee Trudeau, moved to approve the consent agenda.
- AYES: Campbell, Kleinman, Leija, Solomon, Trudeau  
NAYS: None
- Motion passed 5-0.
- 24-170 V. CITIZENS' COMMENTS

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There were no citizens' comments.

24-171 VI. FINANCIAL REPORTS  
 Eli Neiburger, Director

Director Neiburger began by stating that 92.3% of budgeted revenue had been received, which was normal for the time of year. The Fund Balance was at \$8.6 million, enough to fund six months of operations. Director Neiburger noted that the amount was slightly higher than typical and that the overage would be acted upon later in the meeting. Total revenues were at 25.5% of the budget after 25% of the fiscal year. Total Expenditures were at 21% of the budget after 25% of the fiscal year. Director Neiburger then addressed the funds listed under Grants & Memorials. He stated that the funds were mostly sitting unused and some plans for their use would be discussed with the Finance Committee in the future. Director Neiburger added that any action taken with the funds would be brought to the board for appropriation. Lastly, Director Neiburger went over lines that were over budget after 25% of the fiscal year on the Statement of Revenues, Expenditures, and Changes. Lines over budget were: Accounting/Audit, Copier Expense, Legal Expenses, Repairs and Maintenance, Software Licenses, Utilities, and Capital Outlay.

24-172 VII. COMMITTEE REPORTS

24-173 A. EXECUTIVE COMMITTEE  
 Molly Kleinman, Chair

President Kleinman reported that the Executive Committee met right before the board meeting. She stated that they discussed personnel issues, event updates, space and facilities updates, an update on the rezoning application, policy updates, and future agenda items.

24-174 B. BUDGET & FINANCE COMMITTEE  
 Aidan Sova, Chair

In Treasurer Sova's absence, Director Neiburger reported that the Budget & Finance Committee did not meet and added that there were two resolutions on the agenda regarding fund transfers that had been discussed at a past Budget & Finance Committee

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meeting.

24-175

C. FACILITIES COMMITTEE  
 Scott Trudeau, Chair

Trustee Trudeau reported that the Facilities Committee discussed several items at their October 1 meeting. He stated that the committee received an update from Facilities Director Lemorie regarding several small maintenance projects going on throughout all locations. He mentioned two notable projects, which were in relation to replacing the drains in the parking garage at Traverwood and replacing the roof at Malletts Creek. In addition, Trustee Trudeau reported on rezoning of the Downtown Library and planning of the Residents' Participation Meeting, a requirement in the rezoning application process. He also reported that FAADL's opening day went well, generating over \$7,000 on their first day. A possibility for more overflow parking at Parkland Plaza, as well as an outbuilding for storage of the electric vehicles in order to keep the batteries in a climate-controlled environment, was also discussed.

24-176

VIII. LIBRARY REPORT  
 Eli Neiburger, Director

Director Neiburger started his report with the Stat of the Month, which was in regards to public computer sessions by location from fiscal years 2019-2024. He explained that over the next few meetings, he wanted to go over some of the services that had been offered by the library for a long time and how their trends should be responded to if a new Downtown Library were to be built. Director Neiburger presented a chart that showed the number of total computer sessions by location over the past five years. He noted that in FY2020, the library had been closed for a whole quarter of the fiscal year and the library had been closed for the entire fiscal year of 2021 due to the Covid 19 pandemic. Once all locations reopened, the number of computer sessions rebounded and began to slowly tick up, although he pointed out that the curve was beginning to flatten out with no big growth expected. Director Neiburger added that he did not foresee a time when the library would stop offering public computing at all locations, although there would be changes regarding the amount of computing offered. One change that Director Neiburger reported had already occurred was that every other computer station in the

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Downtown Library had been removed to give patrons more space. He also explained that the percentage of computer sessions that were ended due to another patron waiting on a computer was reviewed. He said that even before the pandemic, the percentage was at less than 1% and the ultimate goal was to let patrons be able to use the computers for as long as they want to. Director Neiburger presented another chart that showed the number of public computer sessions in FYs 2019, 2023, and 2024 in the first three columns, the change in percentage vs FY23 in the fourth column and the percentage change vs FY19 in the last column. The rows consisted of each location. The chart showed that each location had about half as many public computing sessions in FY23 than they did in FY19. Director Neiburger said that there were likely less public computing sessions due to most patrons owning a smart phone. The total number of public computer sessions in FY2023 was 73,686. President Kleinman asked Director Neiburger if he could foresee any further adjustments to the public computer stations due to the plateau. Director Neiburger answered that he did not necessarily see any and was more about how the computer stations were placed, along with the amenities that go along with them. This included the stations being placed close to staff. Director Neiburger added that there was a time when there was a possibility of re-adding computer stations at the Downtown Library, but it ended up being unnecessary. Vice President Solomon asked if the average length of time of computer sessions was known. Director Neiburger answered that he did not know the exact number at that time but he presumed that the average length of time was about an hour.

Upcoming events included:

- A2 Community Bookfest, Sunday November 3, Downtown Library
- Tiny Expo, Saturday December 14, Downtown Library
- WAPUR, Sunday December 15, 265 Parkland Plaza

The Event Report was in regards to the Trick or Treat Parade and the AADL Costume Contest, which both took place on Sunday October 27. Director Neiburger reported that there were 600-700 people waiting outside of the Downtown Library to march in the parade. He stated that planning for the following year would be done differently and it was the first year that the library had this type of partnership with the Main Street Area Association.



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Director Neiburger added that there would also be two showings of the Preschool Halloween Show on October 31 at the Downtown Library.

New AADL Releases included an exhibit outside of the Downtown Multipurpose Room of art from Caldecott Medal winners Philip and Erin Stead, along with their Caldecott winning book in different languages and their actual Caldecott Medal. The exhibit would continue through November 29. The New Releases also consisted of 9 new books from AADL's Fifth Avenue Press, which would be released at the A2 Community Bookfest reception on Sunday November 3.

For AADL in the Community, Director Neiburger reported that on October 19, a tour of AADL's Archives was given to AADL Byte Club members and another tour for Byte Club members was scheduled for Saturday November 9. Director Neiburger also noted that the Byte Club was up to 300 members. Director Neiburger then caught the board up on AA200 releases 132-151.

The Staff Spotlight was shown on Desk Clerk Kelly Konarske.

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

President Kleinman commented that the covers for the new books were gorgeous and asked about who usually designs the covers. Director Neiburger answered that some covers are designed in-house and some are designed by outside illustrators. President Kleinman asked if the books would be available on Libby, to which Director Neiburger responded that he did not believe so but they would be in the AADL catalog for immediate download. Trustee Campbell asked if physical copies would be available for purchase. Director Neiburger answered that they would be for sale and a link would be provided on the Fifth Avenue Press website when the author decided to start selling online, as well as retail locations around town. Vice President Solomon commented that one of the books was being sold at Literati.

24-177

IX. OLD BUSINESS

24-038

A. RESOLUTION TO ADOPT THE LAND  
ACKNOWLEDGEMENT AS POLICY

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(Item of action)

Before President Kleinman read the resolution, Director Neiburger gave some context. He explained that after the Land Acknowledgement was brought to the board in March, the board wanted to get feedback from members of Indigenous communities. Director Neiburger said that he met with 7 different members of various Indigenous nations, ages, and occupations, to get their feedback on what they thought of the document. The feedback was taken back to the library staff Land Acknowledgement team and the board was being presented with the final draft. He further explained that the overwhelming feedback received from the 7 Indigenous contributors was positive and appreciative. Director Neiburger also clarified that the only part of the document that would be approved by the board was the Land Acknowledgement itself, not the Context or Challenge. He added that once the Land Acknowledgement was approved, 6 plaques would be made and mounted at each AADL location. Director Neiburger said that once approved, the Land Acknowledgement would be posted on the library's "About Us" page on the website with the Mission Statement, Vision, Values, and Sustainability Statement, along with a link to a page that contained the Context and Challenge.

Vice President Solomon, supported by Trustee Trudeau, moved; to adopt the following Land Acknowledgement as policy: The Ann Arbor District Library acknowledges that it benefits from the colonization of Indigenous lands. The Library pledges to support Indigenous people and culture through partnership with, and recognition of, Anishinaabek artists, writers, teachers, and performers; that all resolutions that conflict with the provisions of this resolution are rescinded.

Trustee Trudeau asked if the Land Acknowledgement is what would be read at relevant events, as discussed during a previous board meeting, and Director Neiburger answered in the affirmative. Trustee Trudeau then commented that he was glad that the board took their time to get feedback before bringing the Land Acknowledgement on the agenda for approval. Trustee Campbell agreed with Trustee Trudeau. Trustee Leija asked about making a motion to amend the resolution to include the word "scholars" in the Land Acknowledgement in order to encompass a range of artists, creators, and thinkers. President Kleinman agreed to a motion for an amendment.

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Trustee Leija, supported by President Kleinman, moved; to amend the Resolution #24-038 to add the word “scholars” to the Land Acknowledgement.

Trustee Trudeau asked if the word “scholars” came up in any conversation that the board had in regards to the Land Acknowledgement. Director Neiburger responded that the word did not come up in relation to the Land Acknowledgement itself, but scholarship had come up when discussing an Anishinaabek Fellowship at the library. Director Neiburger suggested that if the board were to amend the Land Acknowledgement to add the word “scholars”, it should be added between the words “writers” and “teachers, to which the board agreed. Trustee Campbell expressed concern about amending a policy that was written by a community that was not represented by the board and that she did not feel comfortable making a change. She also added that the board had a process to amend the Acknowledgement if feedback from the community was received in regards to adding the word “scholars”. President Kleinman stated that she shared some of the same feelings with Trustee Campbell about making a change and that there could be further discussion and feedback. Trustee Campbell said that her desired outcome was not additional discussion or revision and would like to see the resolution approved that day. Trustee Leija stated that Anishinaabek scholars and scholarships exist and leaving the word “scholars” out could raise concern further down the road. He also said that he understood Trustee Campbell’s point of view and that he believed the process to finalize the Acknowledgement was great.

A vote was taken to amend the Land Acknowledgement to add the word “scholars” in between the words “writers” and “teachers”:

AYES: Leija

NAYS: Campbell, Kleinman, Solomon, Trudeau

Motion denied 1-4.

A vote was then taken to adopt the Land Acknowledgement as policy:

AYES: Campbell, Kleinman, Leija, Solomon, Trudeau

NAYS: None

Motion passed 5-0.

24-106

B. UPDATE ON THE EXTERIOR AND STRUCTURAL  
SYSTEM OF THE DOWNTOWN LIBRARY

Len Lemorie, Facilities Director  
(10 minutes)

Director Neiburger gave the update on the exterior and structural system of the Downtown Library in Facilities Director Lemorie's absence.

Director Neiburger began by presenting a photo of the repair that was in-process to the brick façade on the south side of the building. He pointed out the flashing and how water was getting into the interior of the façade. Next, Director Neiburger showed a photo of the formerly rusty beams that had been epoxy primed, along with the new tiebacks. Another photo showed a larger view of the south wall and Director Neiburger pointed out the areas where pieces were separating from each other. He further explained that the spot would be opened up more, along with about 10 other spots around the building's exterior. A photo of the east side of the building over the staff parking lot showed more areas where the building's seams were separating. It was then noted that once the exploratory work and repairs were completed, mesh would be installed over the seam around the entirety of the building, a semi-permanent solution.

Trustee Campbell asked if there had been any noticeable changes to the façade since the issue was first discovered. Director Neiburger responded in the affirmative and stated that it was noticed after the plywood, which had been up most of the summer, was removed. Trustee Leija asked about the water problem not being solved after what had been repaired. Director Neiburger answered that the issues would be fixed where the building was being opened and flashing was being repaired. However, the entire building was not going to be opened up and the goal was to bring the building up to code. President Kleinman asked how ugly the appearance of the mesh would be and Director Neiburger stated that it was pretty ugly. He added that visibly, it would be hard to miss but it would hide the fact that the color of the new bricks did not match. Trustee Trudeau asked to clarify that the short-term risk to the deteriorating façade was falling bricks and

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the long-term risk was to corrosion of the steel structural system. Vice President Solomon asked if the cost of the project was what Director Neiburger was expecting. Director Neiburger answered that if the cost were to exceed what was previously asked for, more funds would be asked for from the board.

- 24-163 C. UPDATE ON REZONING OF THE DOWNTOWN LIBRARY  
 Len Lemorie, Facilities Director  
 (10 minutes)

Director Neiburger reported that the library had begun the process to apply for rezoning of the 3 parcels of land that house the Downtown Library with the Planning Department to enable the possibility for a project like the Feasibility Study that was released in 2019. He noted that rezoning would not do anything other than make the project possible. Director Neiburger also stated that the Planning Department waived the requirement for a drawing of the project because there was no project planned. The rezoning was based on zoning of the surrounding parcels and the location within Downtown. Director Neiburger further explained that the engagement process would be the same as with any rezoning, which was to notify any person living within 1000 feet of the Downtown Library of a Residents' Feedback Meeting, scheduled to take place on November 19 from 6:30 P.M.-7:30 P.M. in the basement of the Downtown Library. Feedback and comments from citizens would be put into a report and given to the Planning Department as part of the application process. Director Neiburger said that there would be updates to some surveys of the property, such as the ALTA Survey and an Existing Conditions Survey, and the library was working with Washtenaw Engineering to complete the surveys. Once these tasks were completed and given back to the city, it would take 2-3 weeks to be put onto the Planning Agenda. If approved by the Planning Department, it would be forwarded to City Council. Director Neiburger stated that he was hoping for the rezoning process to be completed in December or January.

- 24-178 X. NEW BUSINESS

- 24-179 A. RESOLUTION TO TRANSFER \$2,446,201 FROM THE FUND BALANCE TO THE CAPITAL PROJECTS FUND  
 (Item of action)

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Trustee Campbell, supported by Trustee Leija, moved; to transfer \$2,446,201 from the undesignated Fund Balance to the Capital Projects Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Neiburger stated that the dollar amount to be transferred was the amount of surplus remaining from the previous fiscal year and the transfer would bring the General Fund down to about \$6 million, or about 1/3 of annual budget. He added that the Capital Fund was low due to completing the work on Parkland Plaza so a transfer was needed to replenish that fund.

AYES: Campbell, Kleinman, Leija, Solomon, Trudeau  
 NAYS: None

Motion passed 5-0.

24-180

B. RESOLUTION TO TRANSFER \$80,000 FROM THE FUND BALANCE TO THE SPECIAL PROJECTS FUND  
 (Item of action)

Trustee Campbell, supported by Vice President Solomon, moved; to transfer \$80,000 from the undesignated Fund Balance to the Special Projects Fund, a sub-fund of the General Fund; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Neiburger stated that the Finance Committee created a Special Projects Fund to have a fund to place money into that was not tax revenue. The funds would go toward things that the library could not justify spending tax revenue on. Examples of income that would go into the Special Projects Fund included: Sweetwaters rent, incubator space rent, and undesignated donations. The \$80,000 amount was from the payment received from the project at 333 E. William St. for using AADL's airspace. The reason for the transfer at the time of the meeting was due to having received the funds in the previous fiscal year into the Undesignated Fund Balance. Director Neiburger noted that there were no appropriations on the Special Projects Fund unless it was included in the budget.

President Kleinman asked if Director Neiburger had any thoughts

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on what the money would be spent on. Director Neiburger said there was nothing specific. However, as an example, he explained that there was an idea to animate an interview between John Lennon, Yoko Ono, John Sinclair, and Leni Sinclair. Director Neiburger stated that this is something that would not be appropriate to spend tax revenue on but could be paid for with the Special Projects Fund. President Kleinman commented that there was a similar fund at the University of Michigan in the department she worked for. Trustee Campbell asked for less specific examples of types of projects that tax revenue should not be used for. Examples given were gifts for staff and various giveaways. Trustee Leija asked if the Special Projects Fund was still subject to the conservative investment rules. Director Neiburger answered in the affirmative and explained that the funds are still owned by the citizens. Trustee Leija then suggested that instead of a Special Projects Fund, the fund be made into a Director's Discretionary Fund to give Director Neiburger or the board the opportunity to spend on things that may be inappropriate for tax dollars. He added that many of the things the library spends money on could be considered inappropriate for tax dollars. President Kleinman responded that all of those things could be done with the Special Projects Fund. Trustee Leija agreed but said that he wanted to make the distinction between things that tax payers fund and things that they do not fund. Director Neiburger answered that spending from the account would be a judgement call and while the library was not going to call the Special Projects Fund the Director's Discretionary Fund, it would be administratively driven in practice. Trustee Leija stated that it was a resource that would exist outside of the Annual Operating Budget. He said that it was less about what the tax payer can fund and more about what activities are special but cannot be anticipated in an annual operating budget. President Kleinman asked Trustee Leija if part of the reason why he wanted to make the fund a Director's Discretionary Fund was to remove the board approval process. Trustee Leija said no, it was for Director Neiburger to act on special ideas or opportunities that would not be conceivable under the Annual Operating Budget while still adhering to policy. He also stated that he believed that having a Special Projects Fund was wise in order to have the ability to take advantage of special opportunities. Vice President Solomon commented that the Special Project Fund's name was good but also agreed with Trustee Leija about having an unrestricted fund for special or experimental opportunities, as well as giving leeway while still

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having checks and balances. She also said an example would be Fifth Avenue Press, where the community had access to not only the consumption of media, but the production of media as well. Vice President Solomon said that she could see funds in the Special Projects Fund contributing to production through Fifth Avenue Press. Director Neiburger agreed and said that he could see some of the funds being used to fund printing for a partner project. Trustee Campbell commented that the conversation was more about naming rather than changing checks and balances that were already in place and agreed that the name of the Special Projects Fund should be kept as is since AADL is not the director. Trustee Trudeau commented that he was not hung up on the name and asked if the non-tax related streams of revenue, like Sweetwaters rent, would be deposited into the Special Projects Fund automatically. Director Neiburger said yes, that it had already begun, pointed out that the fund was on the Statement of Revenues, Expenditures, and Changes, and it that already included a Sweetwaters rent payment. Vice President Solomon asked about FAADL revenue. Director Neiburger said that FAADL revenue was already in its own fund. President Kleinman clarified to the rest of the board that the Special Projects Fund already existed and the main talking point was about the transfer. She acknowledged that it was the first time that the board had interacted with the fund. Trustee Campbell asked for clarification about which fund certain revenue, such as Sweetwaters rent, went into before the creation of the Special Projects Fund and followed up by asking if it went into the Undesignated Fund Balance, to which Director Neiburger answered yes. However, the Sweetwaters rent was booked as revenue and was included in the budget. He also stated that the Special Projects Fund was still part of the General Fund but was listed in a separate column for transparency purposes.

AYES: Campbell, Kleinman, Leija, Solomon, Trudeau

NAYS: None

Motion passed 5-0.

24-181

C. RESOLUTION OF THANKS TO KELLY KONARSKE  
UPON HER RETIREMENT  
 (Item of action)

Trustee Leija, supported by Trustee Campbell, moved; that it would like to officially thank Kelly Konarske upon her retirement for her



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dedicated service as an employee of the Ann Arbor District Library from July 7, 2003 to November 2, 2024; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Neiburger commented that Kelly had been a rock for the library's desk service for many years. He stated that Kelly had worked at Westgate since the branch was in its old location and almost anybody who had been to Westgate had had an interaction with her. He praised Kelly for setting the standard for customer service, friendliness, and grace under pressure. Director Neiburger said that Kelly was a friend to all and that she would be missed by staff and patrons. He wished Kelly the best and thanked her for her service.

AYES: Campbell, Kleinman, Leija, Solomon, Trudeau

NAYS: None

Motion passed 5-0.

24-182      XI.      CITIZENS' COMMENTS

There were no citizens' comments.

24-183      XII.      ADJOURNMENT

President Kleinman adjourned the meeting at 8:09 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 October 28, 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 24-038**

**RESOLUTION TO ADOPT THE LAND ACKNOWLEDGEMENT 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 28th day of October 2024, at 7:00 p.m.

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

The following resolution was offered by Vice President Solomon, supported by Trustee Trudeau:

THE BOARD RESOLVES:

- 1) To adopt the following Land Acknowledgement as policy:

The Ann Arbor District Library acknowledges that it benefits from the colonization of Indigenous lands. The Library pledges to support Indigenous people and culture through partnership with, and recognition of, Anishinaabek artists, writers, teachers, and performers.

- 2) That all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Campbell, Kleinman, Leija, Solomon, 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 October 28, 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 24-179**

**RESOLUTION TO TRANSFER \$2,446,201 FROM THE FUND BALANCE TO  
THE CAPITAL PROJECTS FUND**

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 28th day of October, 2024 at 7:00 p.m.

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

The following resolution was offered by Trustee Campbell, supported by Trustee Leija:

THE BOARD RESOLVES:

- 1.) To transfer \$2,446,201 from the undesignated Fund Balance to the Capital Projects Fund.
- 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, Kleinman, Leija, Solomon, 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 October 28, 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 24-180**

**RESOLUTION TO TRANSFER \$80,000 FROM THE FUND BALANCE TO THE  
SPECIAL PROJECTS FUND**

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 28th day of October, 2024 at 7:00 p.m.

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

The following resolution was offered by Trustee Campbell, supported by Vice President Solomon:

THE BOARD RESOLVES:

- 1.) To transfer \$80,000 from the undesignated Fund Balance to the Special Projects Fund.
- 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, Kleinman, Leija, Solomon, 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 October 28, 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 24-181**

**RESOLUTION OF THANKS TO KELLY KONARSKE UPON HER  
RETIREMENT**

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 28th day of October, 2024 at 7:00 p.m.

PRESENT: Lisa Campbell, Molly Kleinman, Jim Leija, Onna Solomon, Scott Trudeau

ABSENT: Catherine Hadley, Aidan Sova

The following resolution was offered by Trustee Leija, supported by Trustee Campbell:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Kelly Konarske upon her retirement for her dedicated service as an employee of the Ann Arbor District Library from July 7, 2003 to November 2, 2024.
- 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, Kleinman, Leija, Solomon, 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 October 28, 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

21  
**Check Report**

By Check Number

Date Range: 10/01/2024 - 10/31/2024



Ann Arbor District Library

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR</b>						
VEN02653	American Thermoform	10/26/2024	Bank Draft	0.00	49.99	DFT0002899
VEN01363	Displays2Go	10/26/2024	Bank Draft	0.00	1,123.96	DFT0002900
VEN01590	Glove Nation	10/26/2024	Bank Draft	0.00	828.00	DFT0002901
VEN02665	Great Northern Weaving	10/26/2024	Bank Draft	0.00	59.70	DFT0002902
VEN01307	Home Depot	10/26/2024	Bank Draft	0.00	348.50	DFT0002903
VEN02195	Homeless Training	10/26/2024	Bank Draft	0.00	2,899.00	DFT0002904
VEN01762	Jakprints	10/26/2024	Bank Draft	0.00	854.76	DFT0002905
VEN01316	Michaels	10/26/2024	Bank Draft	0.00	85.92	DFT0002906
VEN02664	Old Mill Yarn	10/26/2024	Bank Draft	0.00	20.59	DFT0002907
VEN01720	Pomegranate	10/26/2024	Bank Draft	0.00	706.27	DFT0002908
VEN02624	Rotate Watches	10/26/2024	Bank Draft	0.00	222.00	DFT0002909
VEN02510	Showfire Displays	10/26/2024	Bank Draft	0.00	464.00	DFT0002910
VEN01095	Stadium Trophy	10/26/2024	Bank Draft	0.00	119.75	DFT0002911
VEN02620	Studio Jago Limited	10/26/2024	Bank Draft	0.00	400.89	DFT0002912
VEN01103	Target	10/26/2024	Bank Draft	0.00	200.00	DFT0002913
VEN01632	Ubiquiti	10/26/2024	Bank Draft	0.00	3,805.00	DFT0002914
VEN01606	Webstaurant Store	10/26/2024	Bank Draft	0.00	403.34	DFT0002915

**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	20	17	0.00	12,591.67
EFT's	0	0	0.00	0.00
	<b>20</b>	<b>17</b>	<b>0.00</b>	<b>12,591.67</b>

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE</b>						
VEN02683	Association of Bookmobile & Outreach Services	10/21/2024	Bank Draft	0.00	650.00	DFT0002884
VEN01131	AWS	10/21/2024	Bank Draft	0.00	195.78	DFT0002885
VEN01132	Backblaze	10/21/2024	Bank Draft	0.00	1,863.83	DFT0002886
VEN02434	Displays4sale	10/21/2024	Bank Draft	0.00	954.64	DFT0002887
VEN01135	IRCCloud	10/21/2024	Bank Draft	0.00	215.00	DFT0002888
VEN01515	Oh Dear	10/21/2024	Bank Draft	0.00	16.65	DFT0002889
VEN01143	OpenCage	10/21/2024	Bank Draft	0.00	50.00	DFT0002890
VEN02073	Stamps.com (Postage)	10/21/2024	Bank Draft	0.00	877.74	DFT0002891
VEN01654	TablePlus	10/21/2024	Bank Draft	0.00	250.16	DFT0002892
VEN02105	T-Mobile	10/21/2024	Bank Draft	0.00	1,557.50	DFT0002893
VEN01139	Trello	10/21/2024	Bank Draft	0.00	75.00	DFT0002894
VEN01140	Twilio	10/21/2024	Bank Draft	0.00	1,177.49	DFT0002895
VEN01565	Uppercase Publishing	10/21/2024	Bank Draft	0.00	130.00	DFT0002896
VEN01386	USPS - Shipping Online Account	10/21/2024	Bank Draft	0.00	46.40	DFT0002897
VEN01142	Zoom	10/21/2024	Bank Draft	0.00	130.00	DFT0002898

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	16	15	0.00	8,190.19
EFT's	0	0	0.00	0.00
	<b>16</b>	<b>15</b>	<b>0.00</b>	<b>8,190.19</b>

## Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES</b>						
VEN01062	Print-Tech, Inc.	10/03/2024	EFT	0.00	14,598.93	1577
VEN02642	123.NET, INC	10/03/2024	EFT	0.00	2,837.65	1578
VEN02605	Maximum Fun Inc	10/03/2024	EFT	0.00	5,000.00	1579
VEN01008	Amazon Collections	10/03/2024	EFT	0.00	1,927.72	1580
VEN01157	Formagrid Inc	10/03/2024	EFT	0.00	67.19	1581
VEN01068	Staples	10/03/2024	EFT	0.00	1,562.25	1582
VEN01007	Amazon	10/03/2024	EFT	0.00	2,379.55	1583
VEN02613	BMS CAT	10/03/2024	EFT	0.00	7,975.00	1584
VEN01274	B & H Photo-Video	10/03/2024	EFT	0.00	616.41	1585
VEN01038	Underground Printing	10/03/2024	EFT	0.00	22,568.55	1586
VEN01044	Fatema Haque	10/03/2024	EFT	0.00	150.00	1587
VEN01094	Rachel Hoekstra	10/03/2024	EFT	0.00	125.00	1588
VEN01155	Bethany Neal	10/03/2024	EFT	0.00	450.00	1589
VEN01211	Roos Roast	10/03/2024	EFT	0.00	1,632.40	1590
VEN02663	Katherin Donohoe	10/03/2024	EFT	0.00	1,500.00	1591
VEN01753	Arifa Javed	10/03/2024	EFT	0.00	1,500.00	1592
VEN01045	Sheela Lal	10/03/2024	EFT	0.00	150.00	1593
VEN02661	Sreyashi Dey	10/03/2024	EFT	0.00	228.97	1594
VEN02593	Mark Jewett	10/03/2024	EFT	0.00	1,200.00	1595
VEN01194	Jenn McKee	10/03/2024	EFT	0.00	100.00	1596
VEN01216	FAADL - Friends of the Ann Arbor District Librar	10/03/2024	EFT	0.00	3,372.96	1597
VEN02518	Jennifer Heitler-Klevans	10/03/2024	EFT	0.00	600.00	1598
VEN01030	RNA	10/08/2024	EFT	0.00	23,381.00	1599
VEN01181	ProQuest, LLC	10/08/2024	EFT	0.00	6,883.51	1600
VEN01062	Print-Tech, Inc.	10/08/2024	EFT	0.00	2,748.72	1601
VEN02580	Jackson Manufacturers Co Inc	10/08/2024	EFT	0.00	13,172.96	1602
VEN01032	Shambaugh & Son, L.P.	10/08/2024	EFT	0.00	2,835.00	1603
VEN01268	Kapnick	10/08/2024	EFT	0.00	5,410.00	1604
VEN01063	O'Neal Construction, Inc.	10/08/2024	EFT	0.00	1,602.03	1605
VEN01187	OCLC Inc	10/08/2024	EFT	0.00	284.68	1606
VEN02622	Shaun Manning	10/08/2024	EFT	0.00	150.00	1607
VEN02486	Angela Easterling	10/08/2024	EFT	0.00	550.00	1608
VEN01348	Zenab Bastawala	10/08/2024	EFT	0.00	4,250.00	1609
VEN01250	Amber Adams-Fall	10/08/2024	EFT	0.00	125.00	1610
VEN01499	Yaoyi Wang	10/08/2024	EFT	0.00	150.00	1611
VEN01607	Elizabeth Battey	10/08/2024	EFT	0.00	200.00	1612
VEN01194	Jenn McKee	10/08/2024	EFT	0.00	234.24	1613
VEN01847	Andrea Yun	10/08/2024	EFT	0.00	150.00	1614
VEN02626	Tillie Walden	10/08/2024	EFT	0.00	300.00	1615
VEN01049	Betsy Beckerman	10/08/2024	EFT	0.00	800.00	1616
VEN02677	Roger Rapoport	10/08/2024	EFT	0.00	150.00	1617
VEN02236	Harmony Counseling Center PLLC	10/15/2024	EFT	0.00	150.00	1618
VEN02621	Upasna Kakroo	10/15/2024	EFT	0.00	7,736.00	1619
VEN02655	Jason Schneider	10/15/2024	EFT	0.00	210.00	1620
VEN02479	Caleb Rainey	10/15/2024	EFT	0.00	500.00	1621
VEN01006	Dykema Gossett	10/15/2024	EFT	0.00	3,373.65	1622
VEN02414	Black Men Read	10/15/2024	EFT	0.00	500.00	1623
VEN02644	Michael Denton	10/15/2024	EFT	0.00	1,250.00	1624
VEN01513	Kroll, LLC	10/15/2024	EFT	0.00	2,000.00	1625
VEN01062	Print-Tech, Inc.	10/15/2024	EFT	0.00	144.43	1626
VEN01102	Apple, Inc	10/15/2024	EFT	0.00	1,915.00	1627
VEN01008	Amazon Collections	10/15/2024	EFT	0.00	692.64	1628
VEN01117	CDW-G	10/15/2024	EFT	0.00	1,937.90	1629
VEN01062	Print-Tech, Inc.	10/22/2024	EFT	0.00	1,109.09	1630
VEN01032	Shambaugh & Son, L.P.	10/22/2024	EFT	0.00	26,070.00	1631
VEN01007	Amazon	10/22/2024	EFT	0.00	6,331.26	1632
	**Void**	10/22/2024	EFT	0.00	0.00	1633
VEN01038	Underground Printing	10/22/2024	EFT	0.00	12,936.61	1634
VEN01050	MITAI	10/22/2024	EFT	0.00	1,550.00	1635
VEN01063	O'Neal Construction, Inc.	10/22/2024	EFT	0.00	197,827.82	1636



## Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01102	Apple, Inc	10/22/2024	EFT	0.00	2,319.00	1637
VEN01006	Dykema Gossett	10/22/2024	EFT	0.00	4,441.15	1638
VEN02706	Granite Industries, Inc.	10/22/2024	EFT	0.00	14,000.00	1639
VEN01372	7 Cylinders Studio	10/22/2024	EFT	0.00	5,500.00	1640
VEN01250	Amber Adams-Fall	10/22/2024	EFT	0.00	125.00	1641
VEN02346	Jennifer Howard	10/22/2024	EFT	0.00	3,000.00	1642
VEN01155	Bethany Neal	10/22/2024	EFT	0.00	450.00	1643
VEN02675	Stacie Sheldon	10/22/2024	EFT	0.00	100.00	1644
VEN02622	Shaun Manning	10/22/2024	EFT	0.00	2,150.00	1645
VEN02705	Eric Gallippo	10/22/2024	EFT	0.00	200.00	1646
VEN02634	Heather Bruegl	10/22/2024	EFT	0.00	150.00	1647
VEN02682	Kelly Roenicke	10/22/2024	EFT	0.00	300.00	1648
VEN01126	Ariel Ojibway	10/22/2024	EFT	0.00	100.00	1649
VEN01824	Sarah McLusky	10/22/2024	EFT	0.00	150.00	1650
VEN02659	Nicholas Church	10/22/2024	EFT	0.00	615.00	1651
VEN02597	Brooke Ratliff	10/29/2024	EFT	0.00	800.00	1652
VEN01158	Alex (Margaret) Kourvo	10/29/2024	EFT	0.00	450.00	1653
VEN02690	Kimberly Gray	10/29/2024	EFT	0.00	-150.00	1654
VEN02690	Kimberly Gray	10/29/2024	EFT	0.00	150.00	1654
VEN01607	Elizabeth Battey	10/29/2024	EFT	0.00	525.00	1655
VEN02019	Michelle Krell Kydd	10/29/2024	EFT	0.00	700.00	1656
VEN02275	Paloma Nunez-Regueiro	10/29/2024	EFT	0.00	200.00	1657
VEN01117	CDW-G	10/29/2024	EFT	0.00	3,196.65	1658
VEN01062	Print-Tech, Inc.	10/29/2024	EFT	0.00	6,452.30	1659
VEN01032	Shambaugh & Son, L.P.	10/29/2024	EFT	0.00	5,335.99	1660
VEN01285	Crowley Digital Preservation Solutions	10/22/2024	Regular	0.00	-5,696.00	70251
VEN01028	Preuss Pets	10/03/2024	Regular	0.00	1,048.59	70267
VEN01332	Momoko Fife aka Momo Kajiwara	10/03/2024	Regular	0.00	150.00	70268
VEN01037	4imprint, Inc	10/03/2024	Regular	0.00	4,080.17	70269
VEN02520	The Library Store	10/03/2024	Regular	0.00	2,094.87	70270
VEN01275	Demco, Inc	10/03/2024	Regular	0.00	5,325.97	70271
VEN01478	Format Framing	10/03/2024	Regular	0.00	4,661.20	70272
VEN02672	The 53rd Group LLC	10/03/2024	Regular	0.00	720.00	70273
VEN01190	Martha Stuit	10/03/2024	Regular	0.00	600.00	70274
VEN01022	Carpenter Brothers	10/03/2024	Regular	0.00	29.96	70275
VEN01010	Applied Imaging	10/03/2024	Regular	0.00	561.60	70276
VEN01766	Raquel Gomez	10/03/2024	Regular	0.00	150.00	70277
VEN01073	Grainger	10/03/2024	Regular	0.00	275.66	70278
VEN01017	Cengage Learning Inc/Gale	10/03/2024	Regular	0.00	52.48	70279
VEN01500	McMaster- Carr	10/03/2024	Regular	0.00	77.98	70280
VEN01264	Duke Roofing Company	10/03/2024	Regular	0.00	619.75	70281
VEN02651	Polonia Bookstore	10/03/2024	Regular	0.00	686.32	70282
VEN02670	Manistee County Library	10/03/2024	Regular	0.00	35.00	70283
VEN01032	Shambaugh & Son, L.P.	10/03/2024	Regular	0.00	10,063.00	70284
VEN01362	Glasco Corporation	10/03/2024	Regular	0.00	2,480.00	70285
VEN01012	Alliance Entertainment	10/03/2024	Regular	0.00	315.43	70286
VEN01967	Toshiba Business Solutions	10/03/2024	Regular	0.00	96.80	70287
VEN01158	Alex (Margaret) Kourvo	10/03/2024	Regular	0.00	450.00	70288
VEN01223	Dave McMillan	10/03/2024	Regular	0.00	100.00	70289
VEN01130	FastSigns	10/03/2024	Regular	0.00	1,700.00	70290
VEN01733	Corinne Lenz	10/03/2024	Regular	0.00	900.00	70291
VEN01087	Midwest Collaborative for Library Services	10/03/2024	Regular	0.00	5,999.50	70292
VEN01213	ScheduleSource, Inc	10/03/2024	Regular	0.00	1,024.50	70293
VEN01120	Barnes & Noble, Inc.	10/03/2024	Regular	0.00	169.27	70294
VEN01026	Metcom, Inc	10/03/2024	Regular	0.00	618.64	70295
VEN02063	Hamburg Township Library	10/03/2024	Regular	0.00	21.99	70296
VEN02010	University of Detroit Mercy - McNichols Campu	10/03/2024	Regular	0.00	42.00	70297
VEN01183	Infobase	10/03/2024	Regular	0.00	12,693.33	70298
VEN02689	Jo-Ann Stores, LLC	10/03/2024	Regular	0.00	4,312.50	70299
VEN02092	Vault of Midnight	10/03/2024	Regular	0.00	1,408.70	70300
VEN01016	Midwest Tape	10/03/2024	Regular	0.00	4,068.02	70301

## Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	**Void**	10/03/2024	Regular	0.00	0.00	70302
VEN01208	Jewish Community Media of Washtenaw	10/15/2024	Regular	0.00	300.00	70303
VEN01525	Ann Arbor Public Schools	10/15/2024	Regular	0.00	152.13	70304
VEN02614	Trung Le Capecchi-Nguyen	10/15/2024	Regular	0.00	300.00	70305
VEN01733	Corinne Lenz	10/15/2024	Regular	0.00	900.00	70306
VEN01175	Pittsfield Charter Township Water	10/15/2024	Regular	0.00	708.78	70307
VEN01331	Groundcover News	10/15/2024	Regular	0.00	800.00	70308
VEN01493	Ann Arbor News	10/15/2024	Regular	0.00	415.48	70309
VEN01275	Demco, Inc	10/15/2024	Regular	0.00	7,576.94	70310
VEN02125	Brandon Barrieault	10/15/2024	Regular	0.00	200.00	70311
VEN02639	Ebony Victoria Flowers Kalir	10/15/2024	Regular	0.00	300.00	70312
VEN01344	Robin Robinson	10/15/2024	Regular	0.00	150.00	70313
VEN01021	Busch's	10/15/2024	Regular	0.00	299.52	70314
VEN01204	VanArchitects, PLLC	10/15/2024	Regular	0.00	555.00	70315
VEN01848	Eunjae Cheon	10/15/2024	Regular	0.00	150.00	70316
VEN01404	Yeo & Yeo	10/15/2024	Regular	0.00	2,000.00	70317
VEN01031	Schindler Elevator Corp	10/15/2024	Regular	0.00	10,142.39	70318
VEN01040	Brewer's North Campus Service Inc.	10/15/2024	Regular	0.00	573.50	70319
VEN01353	Duggan's Construction Services, LLC	10/15/2024	Regular	0.00	5,102.50	70320
VEN02672	The 53rd Group LLC	10/15/2024	Regular	0.00	360.00	70321
VEN01046	Ashley Hughes	10/15/2024	Regular	0.00	225.00	70322
VEN01097	Unique	10/15/2024	Regular	0.00	433.40	70323
VEN01574	Lia Giannotti Photography	10/15/2024	Regular	0.00	843.75	70324
VEN01551	Wayne State University Press	10/15/2024	Regular	0.00	2,975.00	70325
VEN01171	Maner Costerisan	10/15/2024	Regular	0.00	27,974.40	70326
VEN01022	Carpenter Brothers	10/15/2024	Regular	0.00	14.99	70327
VEN02687	Dustin Krcatovich	10/15/2024	Regular	0.00	150.00	70328
VEN02685	The Creature Conservancy	10/15/2024	Regular	0.00	450.00	70329
VEN01054	Matthew Bender & Co, Inc.	10/15/2024	Regular	0.00	770.91	70330
VEN01013	Blackstone Publishing	10/15/2024	Regular	0.00	537.55	70331
VEN01027	PlantWise	10/15/2024	Regular	0.00	4,175.00	70332
VEN01315	Washtenaw County Treasurer	10/15/2024	Regular	0.00	8,924.98	70333
VEN02678	Sokolya Ukrainian Books LLC	10/15/2024	Regular	0.00	257.15	70334
VEN01296	Sierra Laurel-Dawn Brown	10/15/2024	Regular	0.00	750.00	70335
VEN01206	Ann Arbor Observer	10/15/2024	Regular	0.00	6,108.30	70336
VEN01967	Toshiba Business Solutions	10/15/2024	Regular	0.00	7,355.53	70337
VEN01319	Varsity Ford	10/15/2024	Regular	0.00	66.01	70338
VEN01369	AAATA	10/15/2024	Regular	0.00	3,595.00	70339
VEN01148	Graduate Ann Arbor	10/15/2024	Regular	0.00	2,579.85	70340
VEN01034	Stadium Hardware	10/15/2024	Regular	0.00	284.51	70341
VEN02529	DJ's Lawn Service LLC	10/15/2024	Regular	0.00	3,661.36	70342
VEN01071	MindCentric	10/15/2024	Regular	0.00	1,977.00	70343
VEN01073	Grainger	10/15/2024	Regular	0.00	102.32	70344
VEN01016	Midwest Tape	10/15/2024	Regular	0.00	4,266.40	70345
	**Void**	10/15/2024	Regular	0.00	0.00	70346
	**Void**	10/15/2024	Regular	0.00	0.00	70347
VEN01017	Cengage Learning Inc/Gale	10/15/2024	Regular	0.00	59.23	70348
VEN01012	Alliance Entertainment	10/15/2024	Regular	0.00	1,605.14	70349
VEN01300	Intelligent Control Systems. Inc	10/15/2024	Regular	0.00	2,375.00	70350
VEN01028	Preuss Pets	10/15/2024	Regular	0.00	450.15	70351
VEN02703	Reginald R Pettibone	10/23/2024	Regular	0.00	200.00	70352
VEN01734	Sierra Clark	10/23/2024	Regular	0.00	100.00	70353
VEN01402	Voss Lighting	10/23/2024	Regular	0.00	598.70	70354
VEN02646	Megan St Andrew	10/23/2024	Regular	0.00	100.00	70355
VEN02116	Ulliance, Inc.	10/29/2024	Regular	0.00	3,750.00	70356
VEN02203	Marguerita Croft	10/29/2024	Regular	0.00	250.00	70357
VEN01493	Ann Arbor News	10/29/2024	Regular	0.00	2,285.92	70358
VEN01315	Washtenaw County Treasurer	10/29/2024	Regular	0.00	1,283.03	70359
VEN01826	First Write	10/29/2024	Regular	0.00	472.58	70360
VEN01017	Cengage Learning Inc/Gale	10/29/2024	Regular	0.00	331.38	70361
VEN01511	Bloomfield Township Public Library	10/29/2024	Regular	0.00	22.00	70362

## Check Report

Date Range: 10/01/2024 - 10/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01353	Duggan's Construction Services, LLC	10/29/2024	Regular	0.00	3,250.00	70363
VEN02686	George Otieno	10/29/2024	Regular	0.00	500.00	70364
VEN01026	Metcom, Inc	10/29/2024	Regular	0.00	5,608.40	70365
VEN01039	Allstar Alarm, LLC	10/29/2024	Regular	0.00	219.00	70366
VEN01034	Stadium Hardware	10/29/2024	Regular	0.00	299.61	70367
VEN01034	Stadium Hardware	10/29/2024	Regular	0.00	-299.61	70367
VEN02525	Fred Karsch	10/29/2024	Regular	0.00	600.00	70368
VEN02701	Fabio Cosmo Da Cunha	10/29/2024	Regular	0.00	250.00	70369
VEN01027	PlantWise	10/29/2024	Regular	0.00	4,175.00	70370
VEN01013	Blackstone Publishing	10/29/2024	Regular	0.00	76.00	70371
VEN01458	Monroe County Library System	10/29/2024	Regular	0.00	27.00	70372
VEN01781	Ann Arbor Sewing Center	10/29/2024	Regular	0.00	3,592.00	70373
VEN01148	Graduate Ann Arbor	10/29/2024	Regular	0.00	595.35	70374
VEN02656	Dwayne McCartt	10/29/2024	Regular	0.00	1,631.00	70375
VEN02586	Terracon Consultants-MI, Inc	10/29/2024	Regular	0.00	5,000.00	70376
VEN01079	AF Smith Electric	10/29/2024	Regular	0.00	433.84	70377
VEN01332	Momoko Fife aka Momo Kajiwara	10/29/2024	Regular	0.00	150.00	70378
VEN01422	Tim Scott	10/29/2024	Regular	0.00	500.00	70379
VEN02182	Chris Diaz	10/29/2024	Regular	0.00	550.00	70380
VEN01314	Scio Township Utility Dept	10/29/2024	Regular	0.00	782.46	70381
VEN01065	Computer Alley	10/29/2024	Regular	0.00	253.86	70382
VEN01289	Bridgeport Consulting, LLC	10/29/2024	Regular	0.00	843.75	70383
VEN01105	Hooper Hathaway, P.C.	10/29/2024	Regular	0.00	3,780.00	70384
VEN02687	Dustin Krcatovich	10/29/2024	Regular	0.00	67.50	70385
VEN01190	Martha Stuit	10/29/2024	Regular	0.00	200.00	70386
VEN01012	Alliance Entertainment	10/29/2024	Regular	0.00	460.22	70387
VEN01169	Afternoon Delight	10/29/2024	Regular	0.00	470.00	70388
VEN01305	McNaughton-McKay Electric Company	10/29/2024	Regular	0.00	242.55	70389
VEN01016	Midwest Tape	10/29/2024	Regular	0.00	5,791.88	70390
	**Void**	10/29/2024	Regular	0.00	0.00	70391
VEN01331	Groundcover News	10/29/2024	Regular	0.00	400.00	70392
VEN01087	Midwest Collaborative for Library Services	10/29/2024	Regular	0.00	7,274.40	70393
VEN01893	Penguin Random House Speakers Bureau	10/29/2024	Regular	0.00	2,500.00	70394
VEN01439	Orion Township Public Library	10/29/2024	Regular	0.00	26.99	70395
VEN01494	Pioneer Omega	10/29/2024	Regular	0.00	300.00	70396
VEN02158	Media Academica, LLC	10/29/2024	Regular	0.00	1,668.00	70397
VEN01031	Schindler Elevator Corp	10/29/2024	Regular	0.00	6,204.00	70398
VEN01010	Applied Imaging	10/29/2024	Regular	0.00	624.00	70399
VEN01203	Schilke Security	10/29/2024	Regular	0.00	900.00	70400
VEN01550	Sarmed Jabra Nur Creative Studio, LLC	10/29/2024	Regular	0.00	300.00	70401
VEN01766	Raquel Gomez	10/29/2024	Regular	0.00	150.00	70402
VEN02205	Midwest Maintenance Inc.	10/29/2024	Regular	0.00	1,640.00	70403
VEN02697	Oxford Public Library	10/29/2024	Regular	0.00	7.99	70404
VEN01078	BCN	10/01/2024	Bank Draft	0.00	117,233.58	DFT0002691
VEN01042	City of Ann Arbor Water Utilities	10/03/2024	Bank Draft	0.00	2,234.99	DFT0002692
VEN01173	TDS	10/12/2024	Bank Draft	0.00	6,488.27	DFT0002745
VEN01977	Delta Dental	10/05/2024	Bank Draft	0.00	8,644.44	DFT0002746
VEN01011	Baker Taylor	10/03/2024	Bank Draft	0.00	12,170.19	DFT0002747
VEN01011	Baker Taylor	10/03/2024	Bank Draft	0.00	16,654.73	DFT0002748
VEN01104	DTE	10/02/2024	Bank Draft	0.00	5,189.84	DFT0002750
VEN01104	DTE	10/04/2024	Bank Draft	0.00	4,239.81	DFT0002751
VEN01104	DTE	10/04/2024	Bank Draft	0.00	3,519.92	DFT0002752
VEN01104	DTE	10/07/2024	Bank Draft	0.00	5,105.12	DFT0002753
VEN01104	DTE	10/07/2024	Bank Draft	0.00	15,180.05	DFT0002754
VEN01104	DTE	10/04/2024	Bank Draft	0.00	983.54	DFT0002755
VEN01104	DTE	10/04/2024	Bank Draft	0.00	17.62	DFT0002756
VEN01104	DTE	10/04/2024	Bank Draft	0.00	69.29	DFT0002757
VEN01104	DTE	10/04/2024	Bank Draft	0.00	3,569.79	DFT0002758
VEN01042	City of Ann Arbor Water Utilities	10/24/2024	Bank Draft	0.00	1,656.13	DFT0002759
VEN01080	Oxford Property Management	10/03/2024	Bank Draft	0.00	-719.80	DFT0002761
VEN01080	Oxford Property Management	10/03/2024	Bank Draft	0.00	719.80	DFT0002761

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01018	Trionfo Solutions, LLC	10/06/2024	Bank Draft	0.00	682.50	DFT0002762
VEN01019	UPS	10/07/2024	Bank Draft	0.00	32.90	DFT0002765
VEN01100	Verizon	10/05/2024	Bank Draft	0.00	2,722.41	DFT0002766
VEN01011	Baker Taylor	10/03/2024	Bank Draft	0.00	62.38	DFT0002767
VEN01011	Baker Taylor	10/03/2024	Bank Draft	0.00	378.45	DFT0002768
VEN01023	Cintas	10/03/2024	Bank Draft	0.00	1,578.69	DFT0002769
VEN01070	Office Depot aka ODP	10/03/2024	Bank Draft	0.00	429.28	DFT0002770
VEN01257	Quadient (NeoFunds & Neopost)	10/03/2024	Bank Draft	0.00	756.60	DFT0002771
VEN01061	ULINE	10/03/2024	Bank Draft	0.00	2,505.20	DFT0002772
VEN01011	Baker Taylor	10/08/2024	Bank Draft	0.00	10,553.45	DFT0002774
VEN01019	UPS	10/14/2024	Bank Draft	0.00	47.71	DFT0002775
VEN01035	Waste Management of Michigan	10/27/2024	Bank Draft	0.00	2,045.94	DFT0002776
VEN01070	Office Depot aka ODP	10/08/2024	Bank Draft	0.00	538.69	DFT0002777
VEN01061	ULINE	10/08/2024	Bank Draft	0.00	364.30	DFT0002778
VEN01077	BCBS	10/28/2024	Bank Draft	0.00	3,949.28	DFT0002805
VEN01077	BCBS	10/28/2024	Bank Draft	0.00	110.78	DFT0002806
VEN01019	UPS	10/21/2024	Bank Draft	0.00	47.70	DFT0002807
VEN01100	Verizon	10/21/2024	Bank Draft	0.00	1,143.49	DFT0002808
VEN01011	Baker Taylor	10/15/2024	Bank Draft	0.00	1,684.03	DFT0002811
VEN01023	Cintas	10/15/2024	Bank Draft	0.00	1,052.46	DFT0002812
VEN01024	Lowe's	10/15/2024	Bank Draft	0.00	1,640.11	DFT0002813
VEN01070	Office Depot aka ODP	10/15/2024	Bank Draft	0.00	535.53	DFT0002814
VEN01011	Baker Taylor	10/15/2024	Bank Draft	0.00	10,606.65	DFT0002815
VEN01011	Baker Taylor	10/22/2024	Bank Draft	0.00	6,811.20	DFT0002835
VEN01101	AT&T	10/22/2024	Bank Draft	0.00	383.59	DFT0002836
VEN01019	UPS	10/28/2024	Bank Draft	0.00	32.90	DFT0002839
VEN01011	Baker Taylor	10/22/2024	Bank Draft	0.00	5.78	DFT0002840
VEN01070	Office Depot aka ODP	10/22/2024	Bank Draft	0.00	251.10	DFT0002841
VEN01257	Quadient (NeoFunds & Neopost)	10/22/2024	Bank Draft	0.00	500.00	DFT0002842
VEN01011	Baker Taylor	10/29/2024	Bank Draft	0.00	13,726.83	DFT0002843
VEN01104	DTE	10/31/2024	Bank Draft	0.00	4,367.95	DFT0002845
VEN01104	DTE	10/23/2024	Bank Draft	0.00	116.92	DFT0002846
VEN01104	DTE	10/29/2024	Bank Draft	0.00	362.39	DFT0002850
VEN02020	Mutual of Omaha	10/24/2024	Bank Draft	0.00	6,954.40	DFT0002856
VEN01011	Baker Taylor	10/29/2024	Bank Draft	0.00	1,351.64	DFT0002859
VEN01023	Cintas	10/29/2024	Bank Draft	0.00	1,052.46	DFT0002860
VEN01070	Office Depot aka ODP	10/29/2024	Bank Draft	0.00	77.69	DFT0002861
VEN01080	Oxford Property Management	10/02/2024	Bank Draft	0.00	12,926.77	DFT0002869
VEN01174	Westgate Enterprises	10/02/2024	Bank Draft	0.00	35,760.82	DFT0002870

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	248	134	0.00	253,325.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-5,995.61
Bank Drafts	1040	57	0.00	331,108.28
EFT's	172	85	0.00	451,414.21
	<b>1460</b>	<b>282</b>	<b>0.00</b>	<b>1,029,852.69</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	248	134	0.00	253,325.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-5,995.61
Bank Drafts	1076	89	0.00	351,890.14
EFT's	172	85	0.00	451,414.21
	<b>1496</b>	<b>314</b>	<b>0.00</b>	<b>1,050,634.55</b>

### Fund Summary

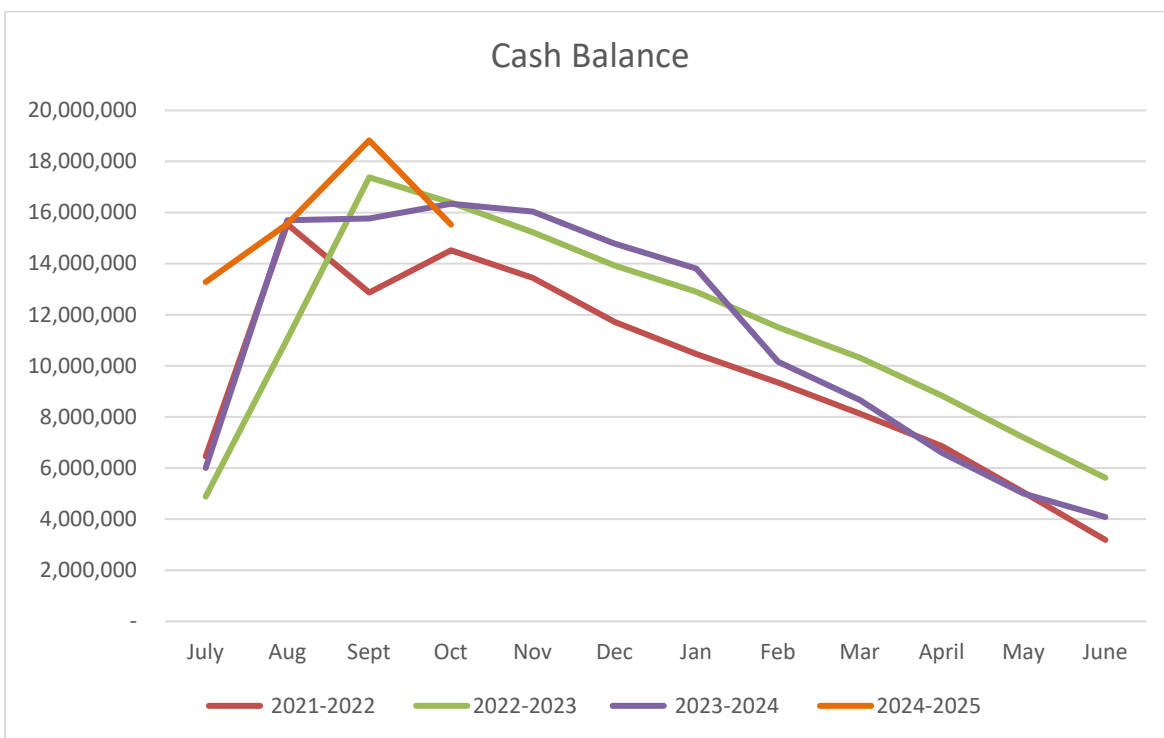
Fund	Name	Period	Amount
101	General Fund	10/2024	1,050,634.55
			<b>1,050,634.55</b>



# Ann Arbor District Library Financial Analysis For Four Months Ended October 31, 2024

## Cash

The general fund cash balance, not including investments, was \$15,527,141 which would cover approximately nine months of expenses. At the October 2024 Board meeting, the Board of Trustees approved transfers of \$2,446,201 and \$80,000 to the Capital Fund and Special Projects Fund, respectively.



## Tax Receipts

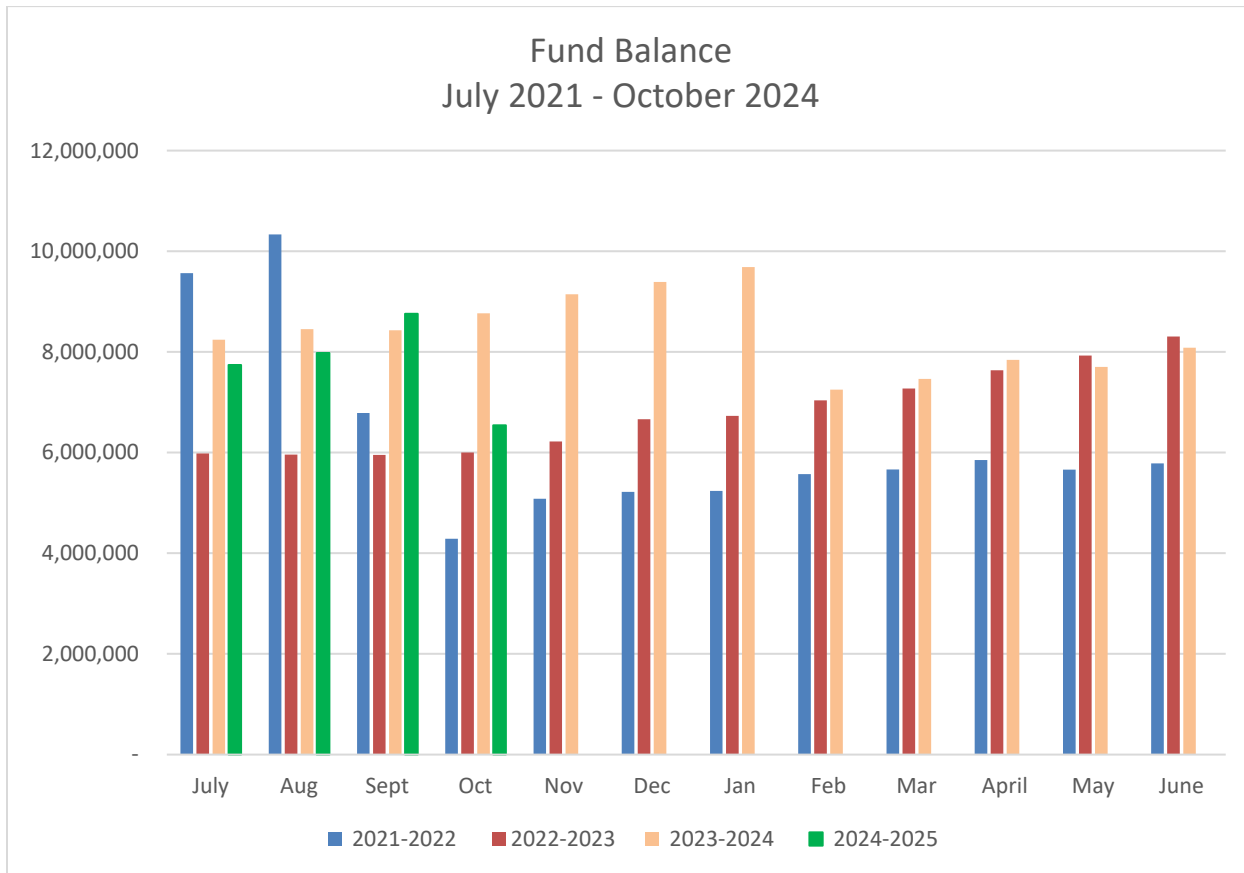
Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,791,670 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts less refunds through October 31, 2024 were \$21,309,688 or 99.11% of budget.

## Fund Balance Activity

The unassigned fund balance was \$6,539,664 as of October 31, 2024. Funds are allowed to grow strategically to allow for future investments. The current fund balance would fund approximately 4 months of operations. The cash transfers noted above caused the substantial decrease in fund balance.



# Ann Arbor District Library Financial Analysis For Four Months Ended October 31, 2024



**Revenue and Expenditures:**

Total revenues of \$7,504,999 are 34.18% of budget after 33% of the fiscal year. Actual cash receipts were \$21,829,901 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$6,625,972 are 30.18% of budget after 33% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in was \$7,300,806.

Revenue earned less expenditures realized resulted in an increase in net assets of \$879,027 as of October 31<sup>st</sup> and cash received less cash expended resulted in an increase to cash of \$14,529,095.

After the fourth month of the fiscal year, line items to watch for budget variances include Copier Expense, Legal Expense, Repairs & Maintenance and Capital Outlay.



Ann Arbor District Library  
Financial Analysis  
For Four Months Ended October 31, 2024

Grants and Memorials:

	Bank Balance	Restrictions and Designations
Holtrey	\$ 344,877	\$300,000 is permanently restricted by the donor
Keniston	\$ 28,076	\$25,000 is permanently restricted by the donor
Archives	\$ 43,922	
Friends of AADL	\$ 408	
LLA	\$ 1,512	
Price	\$ 34,287	
Schafer	\$ 10,763	
Westerman	\$ 34,265	The Board designated \$30,000 for children's programming
WLBDP	\$ 50,472	



## ANN ARBOR DISTRICT LIBRARY

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

	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 15,527,141	91,844	\$ 2,600,749	\$ 551,455	\$ 18,771,189
Investments	4,989,788	-	-	-	4,989,788
Due from other governmental units / funds	80,403	-	-	-	80,403
Prepaid items	461,585	-	-	-	461,585
<b>Total assets</b>	<b>\$ 21,058,917</b>	<b>\$ 91,844</b>	<b>\$ 2,600,749</b>	<b>\$ 551,455</b>	<b>\$ 24,302,965</b>
<b>Liabilities</b>					
Accounts payable	270,803	-	-	-	270,803
Accrued expenses	96,442	-	-	-	96,442
<b>Total liabilities</b>	<b>\$ 367,245</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 367,245</b>
<b>Deferred outflows</b>					
Unavailable property tax and other revenue	14,152,008	80,000	-	-	14,152,008
<b>Total deferred outflows</b>	<b>\$ 14,152,008</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,152,008</b>
<b>Fund balances</b>					
Nonspendable:					
Prepaid items	\$ 461,585	\$ -	\$ -	\$ -	\$ 461,585
Permanent corpus	-	-	-	325,000	325,000
Restricted for special purpose	-	-	-	226,455	226,455
Committed for capital projects	-	-	2,600,749	-	2,600,749
Unassigned	6,078,079	11,844	-	-	6,089,923
<b>Total fund balances</b>	<b>\$ 6,539,664</b>	<b>\$ 11,844</b>	<b>\$ 2,600,749</b>	<b>\$ 551,455</b>	<b>\$ 9,703,712</b>
<b>Total liabilities and fund balances</b>	<b>\$ 21,058,917</b>	<b>\$ 91,844</b>	<b>\$ 2,600,749</b>	<b>\$ 551,455</b>	<b>\$ 24,222,965</b>

## ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes  
Actual vs Budget  
Four Months Ended October 31, 2024

	Current Month Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
<b>REVENUES:</b>					
Property taxes, net	\$ 1,791,670	\$ 7,166,680	\$ 21,500,000	\$ 14,333,320	33.33%
State aid	3,420	13,320	150,000	136,680	8.88%
State penal fines	12,500	50,000	125,000	75,000	40.00%
Local Community Stabilization	83,461	83,461	25,000	(58,461)	-
State revenue - other	-	5,476	-	(5,476)	-
Investment Gains (Losses)	(9,254)	150,904	50,000	(100,904)	-
Copier revenue	1,368	3,512	7,500	3,988	46.83%
Donations	-	1,585	-	(1,585)	-
Library fines, fees and other	12,265	24,961	50,000	25,039	49.92%
Non-resident fees	1,275	5,100	15,000	9,900	34.00%
Rental revenue	-	-	35,000	35,000	0.00%
<b>TOTAL REVENUES:</b>	<b>\$ 1,896,705</b>	<b>\$ 7,504,999</b>	<b>\$ 21,957,500</b>	<b>\$ 14,452,501</b>	<b>34.18%</b>
<b>EXPENDITURES:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 1,125,680	\$ 3,166,362	\$ 10,575,550	7,409,188	29.94%
Employee benefits	271,895	836,993	2,880,000	2,043,007	29.06%
Employment taxes	85,930	241,707	793,000	551,293	30.48%
	<u>1,483,505</u>	<u>4,245,062</u>	<u>14,248,550</u>	<u>10,003,488</u>	<u>29.79%</u>
Accounting/Audit	1,600	22,600	40,000	17,400	56.50%
Building Rental	48,688	196,571	605,500	408,929	32.46%
Communications	16,828	78,179	260,000	181,821	30.07%
Copier Expense	2,984	14,908	35,000	20,092	42.59%
Custodial Services	23,381	93,524	285,000	191,476	32.82%
Legal Expense	7,441	20,763	50,000	29,237	41.53%
Library Programming	61,229	327,590	1,430,000	1,102,410	22.91%
Materials	139,428	596,555	2,013,000	1,416,445	29.64%
Minor Equipment Purchases	12,117	48,791	200,000	151,209	24.40%
Operating Supplies	13,773	73,633	301,000	227,367	24.46%
Other Operating Expenditures	702	4,997	71,350	66,353	7.00%
Postage	1,585	10,255	35,000	24,745	29.30%
Property Insurance	12,265	49,060	150,000	100,940	32.71%
Purchased Services	24,044	50,545	187,500	136,955	26.96%
Repairs and Maintenance	61,987	298,627	640,000	341,373	46.66%
Seminars/Conferences/Training & Travel	8,608	17,237	59,600	42,363	28.92%
Software Licenses/Maintenance	10,738	62,866	200,000	137,134	31.43%
Utilities	41,047	170,681	496,000	325,319	34.41%
Capital Outlay	28,585	243,528	650,000	406,472	37.47%
<b>TOTAL EXPENDITURES:</b>	<b>\$ 2,000,535</b>	<b>\$ 6,625,972</b>	<b>\$ 21,957,500</b>	<b>\$ 15,331,528</b>	<b>30.18%</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (103,830)</b>	<b>\$ 879,027</b>	<b>\$ -</b>	<b>\$ 879,027</b>	
<b>Fund balance, beginning of year</b>		<b>\$ 8,186,838</b>	<b>\$ 8,186,838</b>	<b>\$ -</b>	
<b>Transfers Out</b>		<b>(2,526,201)</b>	<b>(2,526,201)</b>	<b>-</b>	
<b>Fund balance, end of year</b>		<b>\$ 6,539,664</b>	<b>\$ 5,660,637</b>	<b>\$ 879,027</b>	

## ANN ARBOR DISTRICT LIBRARY

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 Governmental Funds  
 Four Months Ended October 31, 2024

	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
<b>REVENUES:</b>					
Property taxes, net	\$ 7,166,680	\$ -	\$ -	\$ -	\$ 7,166,680
State aid (including MPERS pass-through)	13,320	-	-	-	13,320
State penal fines	50,000	-	-	-	50,000
State revenue - other	5,476	-	-	-	5,476
Local Community Stabilization	83,461	-	-	-	83,461
Investment Gains (Losses)	150,904	-	-	1,940	152,844
Copier revenue	3,512	-	-	-	3,512
Donations	1,585	644	-	250	2,479
Library fines, fees and other	24,961	-	-	-	24,961
Non-resident fees	5,100	-	-	-	5,100
Rental revenue	-	11,200	-	-	11,200
<b>TOTAL REVENUES:</b>	<b>\$ 7,504,999</b>	<b>\$ 11,844</b>	<b>\$ -</b>	<b>\$ 2,190</b>	<b>\$ 7,519,033</b>
<b>EXPENDITURES:</b>					
<b>Current:</b>					
<b>Personnel:</b>					
Salaries and wages	\$ 3,166,362	\$ -	\$ -	\$ -	\$ 3,166,362
Employee benefits (inc MPERS pass-through)	836,993	-	-	-	836,993
Employment taxes	241,707	-	-	-	241,707
	4,245,062	-	-	-	4,245,062
Accounting/Audit	22,600	-	-	-	22,600
Building Rental	196,571	-	-	-	196,571
Communications	78,179	-	-	-	78,179
Copier Expense	14,908	-	-	-	14,908
Custodial Services	93,524	-	-	-	93,524
Grants /Memorials	-	-	-	21,666	21,666
Legal Expense	20,763	-	-	-	20,763
Library Programming	327,590	-	-	-	327,590
Materials	596,555	-	-	-	596,555
Minor Equipment Purchases	48,791	-	-	-	48,791
Operating Supplies	73,633	-	-	-	73,633
Other Operating Expenditures	4,997	-	-	-	4,997
Postage	10,255	-	-	-	10,255
Property Insurance	49,060	-	-	-	49,060
Purchased Services	50,545	-	-	-	50,545
Repairs and Maintenance	298,627	-	-	-	298,627
Seminars/Conferences/Training/Travel	17,237	-	-	-	17,237
Software Licenses/Maintenance	62,866	-	-	-	62,866
Utilities	170,681	-	-	-	170,681
Capital Outlay	243,528	-	360,241	-	603,769
<b>TOTAL EXPENDITURES:</b>	<b>\$ 6,625,972</b>	<b>\$ -</b>	<b>\$ 360,241</b>	<b>\$ 21,666</b>	<b>\$ 7,007,879</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 879,027</b>	<b>\$ 11,844</b>	<b>\$ (360,241)</b>	<b>\$ (19,476)</b>	<b>\$ 511,154</b>
Fund balance, beginning of year	\$ 8,186,838	\$ -	\$ 514,789	\$ 570,931	\$ 9,272,558
Transfers	\$ (2,526,201)	\$ 80,000	\$ 2,446,201	\$ -	\$ -
<b>Fund balance, end of year</b>	<b>\$ 6,539,664</b>	<b>\$ 91,844</b>	<b>\$ 2,600,749</b>	<b>\$ 551,455</b>	<b>\$ 9,783,712</b>

## Proposed AADL Policy Changes

### **CODE OF ETHICS** (based on the American Library Association Code of Ethics)

We recognize the importance of codifying and making known to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. This Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment. We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

- We strive to provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We seek to uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- We seek to protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We recognize and respect intellectual property rights, including those granted through the public domain and fair use.
- We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our Library.
- We seek to avoid the advancement of private interests at the expense of library users, colleagues, or the Ann Arbor District Library.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of aims of the Ann Arbor District Library.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the

professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995 Revisions adopted March 15, 1999*

### **Access to Stations Dedicated to Children**

Access to the Ann Arbor District Library youth Internet stations at the Downtown Library is restricted to users aged 14 and under and their ~~parents~~ adults. ~~Parents~~ Adults must be accompanied by a child.

### **Child Safety on the Internet**

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children, under 18 years of age, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents or guardians are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

### **User Responsibilities**

All users of the Internet are expected to use this Library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- ~~Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.~~
- Refraining from illegal or unethical use of the Internet.

- ~~Respecting intellectual property rights by making only authorized copies of copyrighted, licensed, or otherwise controlled software or data residing on the internet.~~
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refraining from altering or damaging software or data residing in the Internet.
- Refraining from the deliberate propagation of computer worms and/or viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

### **Compliance with the Library Policy and Guidelines**

In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

*Policy adopted by the Ann Arbor District Library Board August 22, 1996  
Revisions adopted January 20, 1998, December 18, 2000, March 24, 2003,  
June 19, 2006 and February 17, 2014*

### **MICHNET MERIT ACCEPTABLE USE POLICY**

#### **Purpose**

The purpose of Michnet Merit is given in Article II of Merit Network Inc.'s Bylaws updated July 6, 2007, which state in part that "...In pursuance of its academic mission to support teaching, research, and public service, Merit also provides network-related applications and services. It is the role of Merit as the operator of a high-speed research and education network to contribute broadly to educational and economic development in Michigan...."

## Merit Acceptable Use Policy

### INTERNET USE POLITENESS STATEMENT

~~Please be considerate of others in the library when you are accessing images over the internet that may be disturbing or offensive. We count on your discretion in this matter. Thank you very much.~~

~~Policy adopted by the Ann Arbor District Library Board July 22, 1996~~

## 5. Patron Behavior

### RULES OF BEHAVIOR

#### Behavior in the Public Sectors of the Ann Arbor District Library

The Board of Trustees of the Ann Arbor District Library is empowered by the District Library Establishment Act, MCL 397.171 et seq., to supervise and control Library property, to adopt bylaws and regulations, not inconsistent with the Act and to do any other thing necessary for conducting the Library service.

The Board of Trustees of the Ann Arbor District Library has adopted this policy regarding behavior in the public sectors of the Library defining those as physical and ~~virtual~~ online spaces where the Library provides services, programming or events. Library policies and procedures shall seek to make Library property and/or services available to everyone on a safe and equitable basis, to allow staff members to conduct Library business, and to safeguard the Library's property. The Library Director or the Library Director's designee will offer a library environment that welcomes all, physically and ~~virtually~~ online, to utilize the AADL and to participate in its events and programming. The AADL will support, assist and refer patrons to the extent possible when conflicts occur regarding a person's ability to comply with these rules of behavior. The AADL ~~realizes~~ recognizes that it is not in the community's interest to revoke library ~~privileges~~ building access as a default unless a person poses a material threat to themselves or to others.

Behavior prohibited by Ann Arbor City or Pittsfield Township Charter and Ordinances, as appropriate, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.

**In addition, the Ann Arbor District Library:**

1. Prohibits the consumption or possession of alcoholic beverages on Library property. Non- alcoholic beverages in covered containers are permissible.
2. Prohibits smoking in or on any Library property that constitutes a “public place” pursuant to Michigan Clean Indoor Air Act, MCL 333.12601 et seq., or other Library property (indoor or outdoor) that is posted with NO SMOKING signs or the international “no smoking” symbol. In accordance with AADL Policy 6.5 Tobacco, tobacco products and/or other burnable or vaporized products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display of tobacco, other burnable products, electronic cigarettes, personal vaporizers or other electronic delivery systems.
3. Bans all weapons from Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

**~~PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHOLDING OF LIBRARY PRIVILEGES BUILDING ACCESS AS FOLLOWS:~~**

**~~FIRST OFFENSE LIBRARY PRIVILEGES WILL BE REVOKED FOR SIX MONTHS~~**

**~~SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.~~**

4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.
5. Prohibits the disturbance of other Library patrons, or interference with other Library patrons’ use of the facilities through extremely poor personal hygiene.
6. Prohibits sleeping on Library property.
7. Prohibits the use of roller skates, roller blades, skateboards or other similar devices on Library property.



8. Prohibits patrons from bringing bicycles into the Library buildings, securing bicycles to the ramp railing at any entrance or exit, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
9. Prohibits in-person gambling on Library property.
10. Bans conversation and other sounds in louder volume than the general noise level of the area.
11. Bans animals from the Library and entrance/exit areas except service animals used to assist persons with disabilities.
12. Campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or other speech or conduct, cannot disrupt normal Library use. These activities cannot impede access to library entrances when occurring outside of buildings.
13. Prohibits the posting of flyers or posters by patrons except through the Library's submission and approval process.
14. Prohibits the use of patron-supplied furniture or appliances on library property.
15. Prohibits physical, verbal, or written threats toward patrons and staff.

**PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES BUILDING ACCESS AS FOLLOWS:**

**Whenever possible, warnings are given by Safety staff or those supervising a building before a person is asked to leave library premises.**

**FIRST OFFENSE: OUT FOR THE DAY.**

**SECOND OFFENSE: LIBRARY PRIVILEGES BUILDING ACCESS WILL BE REVOKED FOR ONE WEEK.**

**THIRD OFFENSE: LIBRARY PRIVILEGES BUILDING ACCESS WILL BE REVOKED FOR ONE MONTH.**

**SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES BUILDING ACCESS WILL BE REVOKED FOR ONE YEAR.**

**Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed or trespassed from**

**the Ann Arbor District Library, in accordance with Local, State or Federal Law, if his or her presence or conduct on the premises poses an immediate, and imminent, or ongoing danger to any person or property. The Library reserves the right to suspend Library Building Access to patrons based on their demonstrated risk to other patrons or library staff.**

Persons whose Library building access ~~privileges is~~ are withheld for any duration pursuant to the above rules may appeal to the Library Director and will be offered an Appeal Card with the Director's contact information at the time building access privileges is are revoked.

Persons whose Library ~~privileges building access are is~~ withheld for more than 30 days pursuant to the above rules may appeal to the Library Board of Trustees by appearing in person during the Citizens' Comments portion of the agenda at a special or regularly-scheduled Board meeting. The Board may choose to call a special meeting to address an appeal request. This appearance must be within sixty (60) days after the Library's mailing of notice of withholding of ~~privileges building access~~. Such persons' suspension from Library premises shall be rescinded for the limited purpose of attending any Board meeting at which they appear to appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal sufficient time to address the Board. The Board shall hear the appeal, and respond in writing within 10 days.

*Policy adopted 12/12/95; Revisions adopted 8/1/97; 12/98; 10/20/03; 9/20/04; 1/28/08; 2/17/14; 5/20/19 and 11/17/20.*

## **BUDGET ADJUSTMENT POLICY**

For the Board budget adjustment process that occurs after June 30 or budget adjustments that require Board action:

- ~~• The Director shall provide the Board with an up to date organizational chart for all budget(s). The chart shall contain the budget manager's position, area covered, and budget or budget(s), and the budget amounts.~~

- ~~The Board shall set a date that the Director shall provide the Board with his/her recommended plan as well as his/her alternative plan(s).~~
- ~~The Director shall then submit to the Board plans that shall accomplish the overall district goals of budget adjustments and complies with all district policies. The director shall sign and date the plan that she/he recommends to the Board.~~
- ~~The details of the plan submitted by the Director shall be available for review at the request of the Board or an individual Board member.~~
- The Board shall then discuss in an open meeting all aspects of the budget adjustments and take necessary action.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995*

## **BUDGET POLICY**

With respect to fiscal planning, the Director may not jeopardize either programmatic or fiscal integrity of the district. Accordingly he or she may not cause or allow budgeting which:

- Plans the expenditure in any fiscal year of more funds than are projected to be received in that period.
- Deviates from board-stated mission, goals, and annual priorities in its allocation among competing budgetary needs.
- Permits waste, inefficiencies, or unnecessary duplication of efforts/services within operating units of the district.
- ~~Causes overall spending of the district to increase faster than growth of the community served by the district.~~
- Fails to provide fair and equitable wages for all employees and benefits for all regular or part time regular employees.
- Depletes board-mandated cash reserves intended to meet unexpected and/or extraordinary financial needs of the district.
- Fails to provide for proper maintenance and replacement of the physical plant, equipment, and systems throughout the district, resulting in an unfavorable or inadequate learning or working environment for our patrons and employees.

- Favors ongoing activities over potential new programs or approaches which may be more cost-effective or better meet the board-stated mission, goals, and annual priorities.
- Creates inequitable distribution of resources within the district.
- Does not consider activities or spending of district funds for operations or services that could be more effectively and economically provided by other agencies of government or the private sector.
- Discourages independent budget decision-making at the appropriate administrative level.
- Contains too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trails. (Alternatively, contains too much detail to enable reasonable people to get the big picture of how money is spent.)
- Fails to examine on a periodic basis (no longer than every five years) every detail in each budget category for potential economies.
- Does not involve in an active and meaningful way broad constituencies within the community in the design and development of the annual budget and budget priorities.

Ann Arbor District Library Board directs the Director to make all necessary plans and preparations to disseminate and implement these policies in order of priority and to bring to the Ann Arbor District Library Board and the community such items as require Board or community approval to advance these district policies.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995 Revisions adopted June 19, 2006*

## **PURCHASING POLICY**

To preserve the integrity of the purchasing process and maximize our spending power, good safeguards and controls must exist but must not be so restrictive as to stifle the professional judgment and personal initiative necessary for the purchasing official to function effectively in the public interest. Therefore, it is the policy of the Ann Arbor District Library to:

1. Conduct all purchasing activities according to the laws and regulations of the state and accepted professional principles and practices.

2. Conduct all purchasing activities in such a manner as to develop and maintain good public, vendor, and library relationships.
3. Establish a practical degree of standardization of supplies and equipment with due allowance for the varying requirements of the district.
4. Encourage by every legitimate means active and vigorous competition for library district business.
5. Obtain the most favorable prices possible through large scale buying and purchasing, whenever feasible, directly from the manufacturer or producer.
6. Extend honest, courteous and impartial treatment; assure fair and equal opportunity to all interested, qualified vendors.
7. Prohibit any employee of the library district from having financial interest or any other personal beneficial interest, either directly or indirectly, in the purchase of any commodities or contractual services for the library district.
8. Accept or reject any or all bids (or any part thereof) in the interest of the library district.
9. Determine uniform guidelines for solicitation of bids and quotations for goods and/or services as follows:
  - a. If the cost of required materials, equipment, goods, supplies, or services to be obtained does not exceed thirty three thousand dollars (\$33,000) (to be increased each year by the C.P.I. using 2017 as the base year), the Business Services Office Purchasing Agent may make the acquisition on the open market in a manner consistent with sound purchasing procedure. In such cases, informal quotes should be used to determine competitiveness, quality, and availability. Bids within the price limitations need not be recommended to the District Library Board but must be approved by the Finance Manager. Purchase of materials, equipment, goods, supplies or services shall not be made without the

execution of the proper requisition form, with the exception of petty cash funds.

b. If the cost of required materials, equipment, goods, supplies, or services can reasonably be expected to exceed a base of \$33,000 (to be increased each year by the C.P.I. using 2017 as the base year), specifications shall be prepared describing the kind, quantity, and quality of all materials, equipment, goods, supplies, or services which may be needed for any designated period. Notice of time and place of receiving bids shall be ~~given by publication by two insertions in the local media posted to the AADL website appearing at intervals of ten (10) and five (5) days prior to the time of receiving bids.~~

c. If AADL needs to hire outside services from professionals, including but not limited to lawyers, accountants, auditors, consultants, architects, construction managers, AADL may either use the procedures set forth in paragraph 9(b) above or a qualifications selection process. The qualifications selection process purpose is to determine the best service provider for expertise-based function(s). If the selection process is used, it shall be approved by the relevant committee of the Board, and discussed with the Board prior to soliciting proposals. Distribution of the finalists' qualifications shall be distributed to the entire Board for review prior to any vote to award a contract for professional services. Service providers' work shall be reviewed at least every two years in order to determine whether services have met expectations both in expertise and cost. Any service provider, no matter under which procedure selected, shall be subject to the non-discrimination requirements set forth in paragraph 10.

d. The District Library Board will review the recommendations for purchases, and awards of contract shall be approved by the District Library Board and so indicated in the official minutes of the District Library Board.

e. All instances whereby real estate is purchased, rented or sold shall be submitted to the District Library Board for approval and shall be recorded in the official minutes of the District Library Board.

10. Require vendors, contractors, and subcontractors not to discriminate against any employee or applicant for employment to be employed in the performance of contracts with respect to hire, tenure, or terms,

conditions or privileges of employment because of race, color, religion, national origin or ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law. Breach of this covenant may be regarded as a material breach of the contract or purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed thereunder.

11. Emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. This action, the purchase of goods and/or services, contravening the policy statements above must be approved by the Library Director and/or his/her designee. Detailed rationale must be submitted with the request to purchase. Notification of the District Library Board is to be made regarding all such emergencies in accordance with the above-mentioned guidelines.

12. ~~Major library~~ Vendors that are supplying computer hardware and software, books, audio-visual materials, and periodical subscriptions vendors to the Ann Arbor District Library will be exempt from the above bid process.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995 Revisions adopted September 16, 1996, August 13, 2001, June 19, 2006 and November 13, 2017*

## **IDENTIFICATION AND DISPOSITION OF OBSOLETE, SURPLUS OR SALVAGE PROPERTY**

### **Policy:**

Efficient administration of the Ann Arbor District Library ("Library") requires the identification, recording and disposition of personal property no longer necessary or appropriate for Library programs and operations. Accordingly, the Library shall maintain an effective program for identification, recording, and disposition of obsolete, surplus or salvage property owned by the Library. This policy applies to personal property of the Library, which is defined as all items of moveable or fixed equipment and supplies owned by the Library. The identification, recording, and disposition of all obsolete, surplus or salvage property shall be consistent with this Policy. The unauthorized removal, disposal, or expropriation of Library owned, loaned, or donated property,

regardless of value, constitutes a serious breach of Library policy and may constitute grounds for termination of employment. The procedures outlined below developed by Library Staff shall govern the process for:

- Determining whether Library property is obsolete, surplus or salvage property
- Recording of Library property that is obsolete, surplus or salvage property
- Disposition of Library property in a manner that is in the best interests of the Library and consistent with its status as a public body and tax-exempt organization
- Offering Library property to be disposed of directly to the public, with the goals of minimizing waste and providing equitable access to former Library property
- Assuring that all funds collected from the sale of obsolete, surplus or salvage property are deposited in a Library account consistent with applicable financial and accounting policies

### **Procedure:**

~~1. The Facilities Manager of the Library shall direct the periodic review of all Library property, implement a process for recording of obsolete, surplus or salvage property, and undertake disposition by sale, donation, trade, or discard of any property not required or appropriate for Library purposes.~~

~~2. Process for Identification of Obsolete, Surplus or Salvage Property. Each Department Manager shall be responsible for identifying Library property within his or her Department that is obsolete, surplus or salvage property. For all items, the Department Manager will complete an Idle Equipment Disposition Form and email the completed form to the Facilities Manager or his or her designee.~~

~~3. Surplus Property List and Internal Re-circulation. The Facilities Manager will review all Idle Equipment Disposition Forms and identify property that may have some use in other Library departments. All such items shall be recorded on a Surplus Property List and posted on the Facilities Department's internet web page dedicated to Surplus Property. To encourage the internal re-circulation of surplus property within and among Library departments, items on the Surplus Property List will be available only for internal transfer (via requisition) among Library departments for an initial listing period of thirty (30) days. After~~



the thirty (30) day period has elapsed, surplus items that are not appropriate for disposition will be stored for future use. All other items will be subject to disposition as provided in this procedure.

4. ~~Criteria for Disposition.~~ Property identified by the Facilities Manager as obsolete, surplus, or salvage will be inspected to determine the condition and usability of such items for Library programs and operations. The following criteria may assist in identifying whether property is no longer serviceable or usable: repair parts for the equipment are no longer readily available; repair records indicate that the equipment/item has no usable life remaining; the equipment/item no longer contributes to Library operations or programs; or the equipment/item poses a safety or environmental hazard.

5. ~~Disposition of Obsolete, Surplus or Salvage Property.~~

a. ~~Condition of Property.~~ Property for disposition (other than for sale as scrap or discard as provided in subparagraphs B.(iv) and (v)) should be in reasonable condition given the age and type of property. Cabinets, desks and other equipment with drawers should be free of supplies and materials. Equipment for disposition should include all component parts and mechanical items should include applicable operation manuals or brochures, if possible.

b. ~~Disposition Options.~~ After property is determined to be appropriate for disposition, the Facilities Manager shall determine the best method for disposition. Depending on the nature and condition of the property, it may be disposed through trade-in, sold to the public as usable property, donated, sold as scrap or discarded.

i. ~~Trade-in:~~ If equipment/items are obsolete, appropriate for replacement, and cannot be used in their current condition by another Department, the Facilities Manager should explore the possibility of a trade-in. If the equipment vendor will accept trade-in of old equipment, the bid solicitation should require bid prices both with and without trade-in and indicate that an award may be made on either basis. The best trade-in offer can then be evaluated against the expected sale price for the obsolete item.

ii. If neither re-circulation of property within the Library nor trade-in is feasible, the Facilities Manager may arrange to sell obsolete or surplus

items to the general public by posting the items on the Library's website. The established sale price should be consistent with fair market value as reasonably determined by the Facilities Manager based on the original cost and net book value of the equipment/property, the type, age and condition of the equipment/property, and any other relevant information. The Finance Manager reserves the right to reject any bid that is not in the interest of the Library. For all sales the Library, shall include the following disclaimers:

~~THE SALE OF THIS PROPERTY OF THE ANN ARBOR DISTRICT LIBRARY TO YOU IS EXPRESSLY CONDITIONED UPON AND SUBJECT TO THE FOLLOWING. THIS PROPERTY IS SOLD "AS IS" AND WITHOUT ANY EXPRESS WARRANTIES OR ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PURCHASER BEARS ALL RESPONSIBILITY FOR INSPECTION OF THE PROPERTY PRIOR TO PURCHASE AND PAYMENT OF THE PURCHASE PRICE SHALL BE DEEMED TO BE ACCEPTANCE OF THE PROPERTY. ALL SALES ARE FINAL. UPON SALE OF THE PURCHASED PROPERTY TO PURCHASER, THE ANN ARBOR DISTRICT LIBRARY SHALL HAVE NO LIABILITY WHATSOEVER AS TO THE USE OR FITNESS OF THE PURCHASED ITEMS.~~

~~All purchasers must pay the established purchase price prior to receipt of the property. Acceptable payment terms include: cash, money order, credit card or certified or cashier's check. No personal checks may be accepted. The purchaser shall be responsible for packing and transporting all purchased property.~~

~~iii. Donation: If obsolete, surplus or salvage property is not sold as provided in this Policy within 2 months after posting on the Library website, the Facilities Manager, with the concurrence of the Finance Manager, may elect to donate obsolete, surplus or salvage property to one or more governmental or private nonprofit organizations recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donation of property must be consistent with the best interests of the Library and are subject to the conflict of interest provisions of this Policy.~~

~~iv. Sale as Scrap: Items of personal property that are subject to disposition but that are unsuitable for their original use and purpose may be sold as scrap or recycled when determined by the Facilities Manager to be appropriate and fiscally responsible. Library property sold as scrap shall be sold to the highest bidder.~~

v. ~~Discard of Property Unsuitable for Use or Salvage: Items of personal property that are subject to disposition but that are unsuitable for use or salvage or that may pose a safety or environmental hazard shall be discarded and disposed of by the Library in a safe and responsible manner.~~

e. ~~Security. Property for disposition should not be left on loading docks and ramps, in hallways or building exits in an unsecured manner. Property awaiting disposition should remain in a secure area until such time it is collected by the purchaser, who assumes responsibility for the property upon payment.~~

6. ~~Conflict of Interest. To address conflicts of interests and the appearance of impropriety in connection with the disposition of Library property, Library employees may not submit bids or purchase obsolete, surplus or salvage property if they participated in the process of identifying such property for disposition or the decision to dispose of it. Additionally, no donation (i.e., transfer of ownership without compensation) of Library property to Library employees or members of their immediate families will be permitted.~~

7. ~~Records. The Facilities Manager shall maintain appropriate records of property identified as obsolete, surplus or salvage property, the method of disposition, and funds received from the sale or other disposition of the property. The Finance Manager or his designee will be responsible for handling any funds received from the disposition of Library property. Records of sales, donation, or other disposition of Library property pursuant to this Policy shall be retained by the Facilities Manager for a period of not less than seven (7) years.~~

*Policy adopted by the Ann Arbor District Library Board December 12, 1995 Revisions adopted June 19, 2006 and November 13, 2017*

## **STANDARDIZATION OF EQUIPMENT PURCHASES**

Standardization of equipment purchased for library, office, or other use is to be achieved whenever practicable. District wide effort and support to fill consolidated requirements in standard off-the-shelf office equipment, copiers, audio-visual equipment, computer hardware, and other equipment should result in lower purchasing and repair costs and thereby optimize purchasing power. The Director or his/her designee is

responsible for establishing and implementing rules and regulations governing the application of this policy.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995 Revisions adopted June 19, 2006*

## **INSURANCE OF PROPERTY**

The ~~District Library Board~~ Library Administration shall insure district property unless otherwise directed by the ~~district electors~~ The District Library Board. Such insurance may be obtained from mutual, stock, or other responsible companies licensed to do business in the State of Michigan. The status of the insurance program in its entirety shall be reviewed annually by the Treasurer with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance agents, their representatives, associations, or companies.

*Policy adopted by the Ann Arbor District Library Board December 12, 1995*

## **LIBRARY POLICY FOR ACCEPTANCE OF PAYMENTS VIA FINANCIAL TRANSACTION DEVICES**

The Library is authorized by the Board of Trustees and adopts this policy pursuant to MCL §129.221 et seq. to accept payment of any and all fees and other funds due to the Library via an electronic funds transfer card, a credit card, or a debit card (collectively, "approved financial transaction devices"). The ~~Treasurer~~ Finance Manager of the Library is responsible for determining any additional types of financial transaction devices that may be accepted by the Library. The types of fees that may be paid to the Library via an approved financial transaction device include without limitation donations from and fees due to the Library from Library patrons.

The Finance Manager is responsible for accounting, monitoring, and overseeing compliance with this policy. Payments to the Library via approved financial transaction devices shall be subject to the current Library payment procedures and internal controls.

*Policy adopted by the Ann Arbor District Library Board July 20, 2009  
Revisions adopted November 13, 2017*

## **PAY FOR PERFORMANCE POLICY FOR NON-REPRESENTED EMPLOYEES**

### **I. Purpose**

It is the purpose of this policy to provide a means for the regular review and, where appropriate, the adjustment of each employee's compensation consistent with his/her contributions to the Library, internal equity, and the external market.

### **II. Statement of Policy**

A. It is the policy of the Ann Arbor District Library to provide compensation that will attract and retain qualified staff, encourage employees to make superior contributions to organizational success and assure internally equitable and externally competitive rates of pay.

B. The Administration shall be responsible for promulgating a program for adjusting employees' compensation, subject to the following guidelines:

- All general compensation increases shall take effect on or about July 1 of each year.
- Salary ranges shall be adjusted based upon a survey of benchmarked positions deemed to be comparable in the local area, state, and region every two to five years, as necessary. Between survey, the salary ranges shall be adjusted based upon changes in the consumer price index for southeast Michigan over the preceding year.
- ~~As part of the annual budget process, the Administration will propose, for the Board's consideration, a "compensation pool" amount to be factored into the budget of the next year's compensation adjustments.~~ A merit rating of "Meets Expectations" should receive the same increase as represented staff.
- A distribution model shall be developed to assist in determining appropriate percentage compensation adjustments based upon each employee's performance, with proposed adjustments to be

brought to the board through the Budget development process.  
~~The aggregate total of all compensation adjustments may not exceed the maximum amount designated by the board for that purpose.~~

- Step increases may be paid to an employee whose performance meets expectations and is presently compensated at or above the salary low limit and below the competitive minimum. It is expected that the employee will be advanced annually toward the competitive minimum based upon the acquisition of additional experience and skills. Once fully functioning, an employee may continue to be advanced through the salary range, up to the competitive maximum of the range, provided his/her performance is perceived to warrant such advancement, and is approved by the Director.
- In extraordinary circumstances, adjustments may be approved beyond the competitive maximum of the salary range. For purposes of this provision, extraordinary circumstances shall be limited to those cases in which (1) the employee possesses extensive qualifications or experience and performs at level dramatically above the expectations of the Library for that position, or (2) the external market rate for the position is shown to clearly in excess of the rate then established for the competitive maximum of the salary range. All exceptions based on extraordinary circumstances require Board approval.
- ~~• No employee receiving a rating below "Meets Expectations" may receive a pay adjustment of any kind.~~
- Except in the extraordinary circumstances referenced above, an employee may receive an adjustment in base salary only to the competitive maximum. An employee who is at or above the competitive maximum may, however, receive compensation in the form of a bonus (not added to base salary).

### **III. Definitions**

None

### **IV. Application**

This policy shall apply to all non-represented employees of the Ann Arbor District Library.

**V. Responsibility** ~~The Associate Director of Finance and Administrative Services~~ Finance Manager shall be responsible for implementation of this policy, subject to the guidance, direction and oversight of the Director.

**VI. Administrative Procedure** To be determined by the Administration.

*Policy adopted by the Ann Arbor District Library Board July 20, 1998*

## **WORKPLACE VIOLENCE AND WEAPONS POLICY**

The Ann Arbor District Library is committed to providing a safe work environment to its employees. Accordingly, no employee is permitted to bring weapons or firearms of any sort into the workplace or carry them in library vehicles or in personal vehicles parked on Library property. In addition, threatening behavior by employees, patrons, or others will not be tolerated. Such threatening behavior includes, but is not limited to, physical attacks, verbal or physical threats, destruction of property, harassment, intimidation, abusive language, or other words or acts which are intended to harm or intimidate or have the effect of harming or intimidating another person. Employees are to report to management any possession of weapons or threatening behavior they have witnessed, or of which they are aware. Employees should also report any behavior they regard as intimidating or potentially dangerous, even if no actual violence or direct threat has occurred. This includes threats or intimidating behavior from other employees, ~~patrons, or others~~ when a risk has the potential of occurring at the workplace. Threatening behavior should be reported immediately to a supervisor or manager. If the situation dictates, public emergency resources should be called by dialing 911. Employees who engage in behavior that threatens the safety of employees or patrons, or others who may be in the workplace, will be subject to disciplinary action, up to and including termination.

*Policy adopted by the Ann Arbor District Library Board May 17, 1999*

## **SOFTWARE USE POLICY**

~~It is the policy of the Library that every copy of software used on any Library personal computer (PC) shall be a legitimate copy that the Library properly purchased or licensed. This policy applies even if the PC~~

is not located on Library property. To clarify any uncertainty regarding lawful use of computer software the Library acquires and to prevent any possible violations of the U.S. Copyright Act, the Library hereby adopts the following policies:

### **Installation, Use, and Copying of PC Software**

Under the U.S. Copyright Act, each software program the Library acquires can be installed and used on only one PC at a time, unless additional permission is obtained from the software publisher. All other use of software is specifically prohibited. Accordingly, to ensure that we comply with the Copyright Act, the Associate Director of Finance and Administrative Services will handle all software acquisitions, and no employee of the Library may do any of the following without first receiving approval from the Associate Director of Finance and Administrative Services:

- Install or store any software on the hard disk of any Library PC.
- Copy any software for personal use, for the use of third parties, or for any other purpose, except for copies reasonably required for backup or archival purposes.
- Lend the original or any copy of any software to other Library offices or departments, or to third parties.
- Remove a copy of any software from the Library premises to run on a home or other non-Library PC, or for any other purpose.
- Bring to the Library premises, or run on a Library PC, any software acquired for use on a home or other non-Library computer.

### **Monitoring of Software Use and Copying**

Each employee of the Library must assist in maintaining the integrity of this policy by becoming aware of the status of each software program he or she uses, and reporting any suspected illegal copying to his/her supervisor or to the Associate Director of Finance and Administrative Services. The Associate Director of Finance and Administrative Services will be responsible for maintaining files on all software that the Library purchases or licenses, and for monitoring all software that is used on each Library PC, to verify that each copy of each program stored on each Library PC is an authorized copy that was legally installed on that



~~computer. To this end, the Associate Director of Finance and Administrative Services will make periodic unannounced audits of all software programs stored on Library PC's. If the Associate Director of Finance and Administrative Services is unable to verify that a program stored on a Library PC is an authorized copy legally installed on that computer, the department/employee responsible for operating that computer will be required to provide appropriate verification by producing a copy of the purchase order or the license agreement for the software, along with the original vendor supplied documentation and the original vendor supplied system diskettes for the software. Otherwise, the software will have to be removed from the computer. All Library employees shall respect the integrity of the system or network. Under no circumstances shall any Library employee intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system. Alterations to any system or network software or data component shall be made only under specific instructions from authorized staff.~~

~~Policy adopted by the Ann Arbor District Library Board May 19, 1997  
Revisions adopted April 19, 2004~~

## **BONUS POLICY**

From time to time, the Personnel Committee Library Board may, at its discretion, review the performance of the Director and make a determination as to what bonus payment, if any, will be paid to the Director. From time to time, the Director may review, at his/her discretion, the performance of the Associate Director(s) and/or Managers and make a determination as to what bonus payment, if any, may be paid to these individuals. The Director's bonus payment recommendations will be sent to the Personnel Committee Library Board for review. Any approved bonus payments shall be determined prior to the final approval of the budget, and will be included in such budget.

*Policy adopted by the Ann Arbor District Library Board April 19, 2004*

## **SOCIAL SECURITY PRIVACY POLICY**

## **I. Policy**

Pursuant to Michigan state law, it is the policy of the Ann Arbor District Library (the "Library") to protect the confidentiality of social security numbers. No person shall knowingly acquire, disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.

## **II. Administrative Procedures/Rules**

### **A. Social Security Number Defined**

As used in this policy, the term "social security number" includes both the entire nine digit number and more than 4 sequential digits of the number.

### **B. Public Display**

Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers shall be kept out of public view at all times.

### **C. Access to Social Security Numbers**

Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.

### **D. Mailed or Transmitted Documents**

Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:

~~(i) State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.~~

~~(ii) The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.~~

~~(iii) The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.~~

~~(iv) The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.~~

~~(v) The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.~~

~~(vi) The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.~~

~~Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package. Social security numbers shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.~~

## **E. Storage and Disposal**

All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

## **F. Information Collected**

Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

## **G. Accountability**

Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.

## **H. Policy Guidance**

If any questions regarding social security number privacy and security should arise, contact Human Resources for policy clarification and guidance.

*Policy adopted by the Ann Arbor District Library Board December 19, 2005*

## **ANN ARBOR DISTRICT LIBRARY BOARD OF TRUSTEES**

### **BYLAWS**

**5.4 Agenda for Regular Meetings.** The agenda for regular meetings shall include the following items:

Call to order and attendance  
Approval of agenda  
Consent Agenda  
Approval of minutes  
~~Citizens'~~ Public comments  
Financial report  
Committee reports  
Old Business  
New Business  
Adjournment

## Public Comment to the Ann Arbor District Library Board of Trustees

The board recognizes the value of public comment on issues before the Ann Arbor District Library Board of Trustees, and the importance of allowing members of the public to express themselves on such matters. All Regular and Special meetings of the AADL Board of Trustees shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information or fulfill a condition precedent to attendance.

Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting. The rules for public participation in meetings adopted by the board shall be available at all meetings.

In order to ensure that persons who wish to appear before the board may be heard and, at the same time, conduct meetings in an orderly and efficient manner, the following procedures will be adhered to during the public comment period of the Ann Arbor District Library Board of Trustees meetings:

1. Public participation shall be permitted as indicated on the order of business.
2. Anyone wishing to speak before the board related to Ann Arbor District Library Board of Trustees matters or matters within the authority of the Ann Arbor District Library Board of Trustees will be heard at the time allotted on the agenda for "public comment". Unless an extension of time is granted, each speaker shall be limited to three minutes.
3. Unless otherwise permitted by the presiding officer, participation in the public comment period shall be limited to those who fill out a form available at all board meetings, giving topic of interest, name, address within the district if applicable, and, if representing a group or organization, its name. This form must be presented to the Executive Assistant to the Director by the speaker (not a representative) prior to the beginning of the public comment agenda items at an Ann Arbor District Library Board of Trustees meeting.
4. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and/or group affiliation, if and when appropriate.
5. No participant may speak more than once per meeting.
6. Participants shall direct all comments to the board and not to staff or other participants.
7. Participants shall use civil language at all times and should not engage in personal attacks against a board member or Ann Arbor District Library employee(s) that are unrelated to the administration of the Ann Arbor District Library.
8. Participants are expected to abide by the Ann Arbor District Library Rules of Behavior.
9. The Board vests in its president (or other presiding officer) authority to interrupt, warn, or terminate the remarks of any individual when they do not adhere to these rules or when, in the opinion of the presiding office, they disrupt the order of the board meeting.

In addition to Public Comment agenda items at meetings of the Ann Arbor District Library Board of Trustees, comments may be emailed at any time to [boardcomments@aadl.org](mailto:boardcomments@aadl.org) . Such comments will be presented to the board via email and will be included in the minutes of board meetings, but will not be read aloud during a meeting.

If an accommodation is needed to participate in a meeting due to a disability, please contact the Executive Assistant to the Director at 734-327-8311 or by emailing [ask@aadl.org](mailto:ask@aadl.org) .

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