



Annual Meeting Agenda

Monday January 27, 2025

Published by Ann Arbor District Library

MEMORANDUM

To: District Library Board
 From: Eli Neiburger, Director
 Subject: Regular Meeting, Monday, January 27, 2025 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 25-001 I. CALL TO ORDER
 Molly Kleinman, President
- 25-002 II. ADMINISTRATION OF OATH OF MEMBERS
 The Honorable S. Kerene Moore, Justice, Presiding
- A. Lisa Campbell
 B. Molly Kleinman
 C. Onna Solomon
 D. Scott Trudeau
- “I, (state name), DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF MICHIGAN, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF MEMBER OF THE DISTRICT LIBRARY BOARD OF THE ANN ARBOR DISTRICT LIBRARY, WASHTENAW COUNTY, MICHIGAN ACCORDING TO THE BEST OF MY ABILITY.”
- 25-003 III. ATTENDANCE
- 25-004 IV. VOTE FOR CLOSED SESSION FOR OPINION OF LEGAL COUNSEL
 (Item of action)
 Roll call vote
- 25-005 V. RECESS TO CLOSED SESSION
- 25-006 VI. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- 25-007 VII. ATTENDANCE
- 25-008 VIII. ELECT LIBRARY BOARD OFFICERS

1. PRESIDENT
(Item of action)
Roll call vote
 2. VICE PRESIDENT
(Item of action)
Roll call vote
 3. TREASURER
(Item of action)
Roll call vote
 4. SECRETARY
(Item of action)
Roll call vote
- 25-009 IX. INSTALLATION OF OFFICERS
- “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 25-010 X. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 25-011 XI. APPROVAL OF AGENDA (pp. 1-4)
(Item of action)
- 25-012 XII. CONSENT AGENDA
(Item of action)
- CA-1 Approval of Minutes of November 18, 2024 (pp. 5-13)
- CA-2 Approval of November and December 2024 Disbursements (pp. 14-26)
- 25-013 XIII. CITIZENS’ COMMENTS
- 25-014 XIV. FINANCIAL REPORTS (pp. 27-38)
Eli Neiburger, Director
- 25-015 XV. COMMITTEE REPORTS
- 25-016 A. EXECUTIVE COMMITTEE
Molly Kleinman, Chair
(10 minutes)
- 25-017 B. BUDGET & FINANCE COMMITTEE

- Aidan Sova, Chair
(10 minutes)
- 25-018 C. FACILITIES COMMITTEE
 Scott Trudeau, Chair
 (10 minutes)
- 25-019 XVI. LIBRARY REPORT
 Eli Neiburger, Director
- 25-020 XVII. OLD BUSINESS
- 24-163 A. UPDATE ON REZONING OF THE DOWNTOWN
 LIBRARY
 Eli Neiburger, Director
 (10 minutes)
- 23-161 B. RESOLUTION TO ADOPT PUBLIC COMMENT TO THE
 ANN ARBOR DISTRICT LIBRARY BOARD POLICY (pp.
 39-40)
 (Item of discussion and action)
- 24-201 C. RESOLUTION TO ADOPT REVISIONS TO POLICIES (pp.
 41-55)
 (Item of discussion and action)
- 25-021 XVIII. NEW BUSINESS
- 25-022 A. APPROVAL OF BOARD MEETING DATES FOR 2025 (pp.
 56-57)
 (Item of discussion & action)
- 25-023 B. BOARD BUDGET & FINANCE COMMITTEE
 APPOINTMENTS
 (Item of discussion & action)
- 25-024 C. BOARD FACILITIES COMMITTEE APPOINTMENTS
 (Item of discussion & action)
- 25-025 XIX. CITIZENS' COMMENTS
- 25-026 XX. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

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

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

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

- 24-184 I. CALL TO ORDER
Molly Kleinman, President
- President Kleinman called the meeting to order at 6:00 p.m.
- 24-185 II. ATTENDANCE
- Board Present: Lisa Campbell, Catherine Hadley, Molly Kleinman, Aidan Sova, Scott Trudeau
Board Absent: Jim Leija, Onna Solomon
Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Jodene Poirier (Recorder)
- 24-186 III. VOTE FOR CLOSED SESSION FOR DISCUSSION OF REAL ESTATE
(Item of action)
Roll call vote
- Treasurer Sova, supported by Trustee Campbell, moved to recess for a closed session for discussion of real estate.
- A roll call vote was taken.
- AYES: Campbell, Hadley, Kleinman, Sova, Trudeau
NAYS: None
- Motion passed 5-0.
- 24-187 IV. RECESS TO CLOSED SESSION
- The board moved into the closed session at 6:01 p.m.
- 24-188 V. RECONVENE TO REGULAR MEETING AT 7:00 P.M.
- President Kleinman reconvened to the regular meeting at 7:00 p.m.
- 24-189 VI. ATTENDANCE

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

Board Present: Lisa Campbell, Catherine Hadley, Molly Kleinman, Onna Solomon (arr. 7:10 p.m.), Aidan Sova, Scott Trudeau

Board Absent: Jim Leija

Staff: Eli Neiburger, Len Lemorie, Sherlonya Zobel, Jodene Poirier (Recorder)

24-190 VII. APPROVAL OF AGENDA
 (Item of action)

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

AYES: Campbell, Hadley, Kleinman, Sova, Trudeau

NAYS: None

Motion passed 5-0.

24-191 VIII. CONSENT AGENDA
 (Item of action)

CA-1 Approval of Minutes of October 28, 2024

CA-2 Approval of October 2024 Disbursements

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

AYES: Campbell, Hadley, Kleinman, Sova, Trudeau

NAYS: None

Motion passed 5-0.

24-192 IX. CITIZENS' COMMENTS

There were no citizens' comments.

24-193 X. FINANCIAL REPORTS
 Eli Neiburger, Director

Director Neiburger began his report by highlighting the decrease cash balance on the line graph displayed in the meeting packet. He explained that the decrease was due to the board transferring

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

funds from the General Fund to the Capital Fund and the Special Projects Fund.

He continued his report with the tax receipts, which were at 99.11% of budgeted revenue. The Unassigned Fund Balance was at \$6.5 million, which would fund about four months of operations.

Revenues were at 34% of budget after 33% of the fiscal year. Director Neiburger stated that it was mostly driven by strong investment returns and conservative budgeting on said investment returns. Year-to-date expenditures were 30.1% of budget after 33% of the fiscal year.

Director Neiburger commented that there would be a Budget & Finance Committee meeting scheduled before the end of the year to discuss what to do with the small funds.

Director Neiburger moved on to the Statement of Revenues, Expenditures, and Changes. He pointed out that around \$150,000 in Investment Gains had been received and \$50,000 had been budgeted for the whole fiscal year. However, he stated that the returns for the month of October were negative, which showed that there was no way of knowing how Investment Gains/Losses could go. Revenues that were over budget included Copier Revenue and Library Fines, Fees, and Other. Expenditures that were over budget included Accounting/Audit, Copier Expense, Legal Expense, Repairs and Maintenance, Utilities, and Capital Outlay. Overall, the library was at 30% of Expenses after 33% of the fiscal year.

The last items that Director Neiburger reported on were the totals in some of the funds. The General Fund was at \$6.5 million, the Special Projects Fund was at around \$92,000, the Capital Fund was at \$2.6 million, and Grants & Memorials was at \$551,000.

24-194 XI. COMMITTEE REPORTS

24-195 A. EXECUTIVE COMMITTEE
 Molly Kleinman, Chair

President Kleinman reported that the Executive Committee did not meet.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

24-196 B. BUDGET & FINANCE COMMITTEE
 Aidan Sova, Chair

Treasurer Sova reported that the Budget & Finance Committee did not meet. He reiterated what Director Neiburger mentioned regarding the committee meeting in the future to discuss the smaller funds. Director Neiburger added that an RFP for the new auditors would also be brought to the future Budget & Finance Committee meeting.

24-197 C. FACILITIES COMMITTEE
 Scott Trudeau, Chair

Trustee Trudeau reported that the Facilities Committee met on November 5 and discussed several topics. The committee received an update about the vending machines and the fact that the hot drink machines would not be available after the change in vending companies due to hot drink machines not being maintainable. Director Neiburger added that the library would see how it went without hot drink machines and would find an alternate solution if necessary. Trustee Trudeau continued his report by stating that the committee received an update regarding the exterior brick façade on the Downtown building, to which an update would be given later in the board meeting. Trustee Trudeau said that the committee discussed the potential outbuilding, to be used for electric vehicle, at the Parkland Plaza facility. Trustee Trudeau then stated that the committee received an update regarding the project at 333 E. William St. and about how the shed placed by the construction crew near the Downtown staff parking lot was blocking visibility of the bike lane. The last item that Trustee Trudeau discussed was regarding the postcards for the Residents' Participation Meeting, a requirement for rezoning, having been sent out to residents within 1000 feet of the Downtown Library. He added that the meeting would be taking place the next day, November 19, at the Downtown Library.

24-198 XII. LIBRARY REPORT
 Eli Neiburger, Director

Director Neiburger began the Library Report with the Stat of the Month, which was in regards to door counts from October 18-November 17. He presented a line graph with five lines, each in a

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

different color and each representing one of the five libraries. Director Neiburger noted that there was one day shown on the graph where Malletts Creek had more patrons come through the door than Downtown, something that had never happened before. This was due to early voting. He also showed that there were spikes on the first and last days of early voting. The graph also displayed a large number of patrons through the door at Westgate, also due to early voting. While Downtown had no early voting, a large spike in the door counts the day after early voting began was due to the library's Costume Contest and Treat Parade. A large spike for Downtown on the last day of early voting was due to Bookfest taking place on that date. The door count dropped off for one day at Downtown, then jumped again due to Election Day. Director Neiburger noted that normally, Downtown and Westgate are very close in attendance but when a large event occurs, attendance jumps at the location of the event. The three other branches often have very similar attendance to each other. In relation to the Stat of the Month, Director Neiburger reported on Downtown Room Use in 2024. He said that the library often had to turn partners away for events due to room or space unavailability. Since the beginning of the year with 316 days open, there were 984 Room Bookings (excluding Patron Bookings) and 263 days where room use was in contention, including 96 days with 4+ Downtown Bookings. There were 83 Downtown events during the year with over 100 attendees including: 24 events with over 200 attendees, 11 events with over 500 attendees, and 8 events with over 1000 attendees.

Upcoming events included:

- Last Summer: A New One-Act Play, December 7, Downtown Library
- Tiny Expo, December 14, Downtown Library
- WAPUR, December 15, 265 Parkland Plaza

For AADL New Releases, Director Neiburger began with the A2 Community Bookfest, which took place on November 3. Fifth Avenue Press released 9 new works by local authors. As of November 3, Fifth Avenue Press had helped release 60 books since its founding in 2017. Director Neiburger then reported that the new Black History Bicentennial Mural had been installed on Library Lane and a reception was held at the Downtown Library on November 15. The mural was comprised of eight panels that

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

consisted of the artists' interpretations of photos from AADL's Archives. Two additional panels would be featured at AADL's Archives, along with the panels from the old mural.

Director Neiburger moved on to AADL in the Community and presented AA200 releases 152-163.

The Staff Spotlight was shown on Archives Technician Darla Welshons.

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

Trustee Campbell asked if the application success rate for vendors factored into the application process, such as a vendor being rejected a number of times, and if it were to have any bearing on their acceptance or rejection in regards to Tiny Expo. Director Neiburger answered that it is one factor, along with quality, type of work, price, professionalism of their work, and whether or not they had been in the show before. He added that the focus was mainly on local vendors.

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)

Facilities Director Lemorie reported that the metal had been secured in the first opening of the building, brick ties had been added, and the first opening had been closed. In the last month, Terracon had opened and closed the horizontal deflection where it appeared that material could fall off of the building. Brick ties had been added to this section as well. Facilities Director Lemorie stated that by the Wednesday following the board meeting, the south side of the building would be finished and cleaned up. He added that he would be having a meeting with Terracon on the same day to discuss the next steps of opening ten holes on other areas of the building's exterior, along with mesh and strapping on the deflection around the seam around the 1990's addition of the building. Facilities Director Lemorie stated that Phase 1 and Phase 2, what he considered the most dangerous areas, were

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

completed and there was no longer a risk of bricks falling off of the building's façade. Exploration of the building was the next phase in the project.

Director Neiburger asked whether or not Terracon would be addressing the problems with the water infiltration and if the next phase was just about attaching the brick more securely. Facilities Director Lemorie responded that the areas where the infill had been completed the water issue would be improved with the new flashing detail. However, the issue was not yet remedied in the areas that had not been opened up. Secretary Hadley asked what the shelf life was on the tiebacks and the new flashing. Facilities Director Lemorie answered that the life of the work that had been completed would be good for decades since the tiebacks were on the first steel and he reiterated that he was only referring to the area that had been completed, not the whole building. Director Neiburger asked a clarifying question regarding the focus being on the brick, not the structural system and Facilities Director Lemorie answered in the affirmative. Trustee Trudeau asked if the exploration and repatching would be done before winter. Facilities Director Lemorie answered that the question was the reason why he would be meeting with Terracon on the Wednesday following the board meeting. He said that there had been four days when the weather was too poor to do work and Terracon was concerned about opening areas before the winter weather became too poor to close those areas up. Facilities Director Lemorie commented that he believed opening up the other areas of the building's exterior would show the same thing as the first opening showed.

24-163

B. UPDATE ON REZONING OF THE DOWNTOWN LIBRARY

Eli Neiburger, Director
 (10 minutes)

Director Neiburger reported that the Residents' Participation Meeting for rezoning would be taking place the following evening and that over 3,000 postcards had been sent out on November 4 to addresses within 1000 feet of the Downtown Library. He mentioned that a number of the postcards had been returned but a majority of the cards had been received by the Thursday of the week they had been mailed. Director Neiburger then explained that the idea of the presentation was to show why the library was

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

requesting rezoning, what sort of projects other cities had done to show what could be considered, and an explanation of why rezoning would be required in order to consider similar projects. He summarized that the library was currently zoned Public Land (PL), which would preclude private use. The idea would be after rezoning would be private developers developing above a new Downtown Library and using the proceeds from the developers to fund the new library. The library and the land would still belong to the board and the public. However, in order to build private homes above the new library, it could not be zoned as PL. Director Neiburger added that as a comparison, none of the other library locations were zoned as PL. Director Neiburger then stated that we would see what type of questions would be asked by the public and after the meeting, a report would be prepared. The report, building surveys, and any other required documents would be submitted to the Planning Department. After the application and documents were reviewed by the Planning Department, the next step would be City Council for their review and decision.

Secretary Hadley expressed her excitement regarding rezoning of the Downtown Library.

24-200 XIV. NEW BUSINESS

24-201 A. POLICY UPDATES
 (Item of discussion)

President Kleinman began the discussion by stating that policies had not been reviewed since 2019 or 2020 and it was a good time to review them again. Director Neiburger then said he would be going over the proposed changes and at the next board meeting, the changes would be brought back to the board for a vote.

Director Neiburger then presented the proposed changes. Changes included: eliminating procedures from the policies, updating outdated language, eliminating outdated policies, adding more inclusive language, and adding and making changes to the Rules of Behavior.

Secretary Hadley commented that in #7 of the Public Comment Policy, she did not like the wording of “civil language”, as the meaning was difficult to interpret. She stated that she would like the wording to be more legally protected, such as “hate speech”. Also in regards to the Public Comment policy, Secretary Hadley

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY NOVEMBER 18, 2024

stated that while she agreed that there should be no personal attacks against the employees. However, in a legal context, she was unsure if being a public servant allowed for language regarding a patron being disallowed to criticize. Trustee Campbell commented that she believed the language in the User Responsibilities policy should have been updated even further due to outdated wording. Her suggestion was to change the words “worm” and “virus” to “malware” in relation to the library’s computers. Secretary Hadley then praised the language change in policies related to children from “parents” to “adults” or “guardians”, as it was more inclusive. She also praised the contact information for disabled patrons in the Public Comment policy.

24-202

B. VOTE TO CANCEL THE DECEMBER 16, 2024 REGULAR BOARD MEETING
 (Item of action)

Trustee Campbell, supported by Secretary Hadley, moved to cancel the December 16, 2024 board meeting.

President Kleinman stated that the December board meeting is often cancelled.

AYES: Campbell, Hadley, Kleinman, Solomon, Sova, Trudeau
 NAYS: None

Motion passed 6-0.

24-203

XV. CITIZENS’ COMMENTS

There were no citizens’ comments.

24-204

XVI. ADJOURNMENT

President Kleinman adjourned the meeting at 7:48 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular meeting held on November 18, 2024 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Catherine Hadley, Board Secretary



Ann Arbor District Library

14 Check Report

By Check Number

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR						
VEN02699	Blipblox	11/26/2024	Bank Draft	0.00	364.00	DFT0003015
VEN01189	Brewery Outfitters	11/26/2024	Bank Draft	0.00	720.00	DFT0003016
VEN01670	Fine Art America	11/26/2024	Bank Draft	0.00	190.81	DFT0003017
VEN01393	French Paper	11/26/2024	Bank Draft	0.00	315.43	DFT0003018
VEN01762	Jakprints	11/26/2024	Bank Draft	0.00	195.73	DFT0003019
VEN02674	Jann's Netcraft	11/26/2024	Bank Draft	0.00	43.96	DFT0003020
VEN02684	Meowy Janes	11/26/2024	Bank Draft	0.00	89.04	DFT0003021
VEN01103	Target	11/26/2024	Bank Draft	0.00	713.59	DFT0003022
VEN01322	Tulika	11/26/2024	Bank Draft	0.00	462.50	DFT0003023
VEN01401	Venmill Industries	11/26/2024	Bank Draft	0.00	132.44	DFT0003024

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	11	10	0.00	3,227.50
EFT's	0	0	0.00	0.00
	11	10	0.00	3,227.50

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE						
VEN02594	American Ideas Institute	11/22/2024	Bank Draft	0.00	60.00	DFT0002998
VEN01131	AWS	11/22/2024	Bank Draft	0.00	170.03	DFT0002999
VEN01132	Backblaze	11/22/2024	Bank Draft	0.00	1,895.51	DFT0003000
VEN01154	Conlin Travel	11/22/2024	Bank Draft	0.00	409.59	DFT0003001
VEN02681	Dropbox	11/22/2024	Bank Draft	0.00	3,456.00	DFT0003002
VEN01310	Etsy	11/22/2024	Bank Draft	0.00	472.43	DFT0003003
VEN01135	IRCCloud	11/22/2024	Bank Draft	0.00	215.00	DFT0003004
VEN01515	Oh Dear	11/22/2024	Bank Draft	0.00	16.82	DFT0003005
VEN01143	OpenCage	11/22/2024	Bank Draft	0.00	50.00	DFT0003006
VEN01200	Proof Pest Control	11/22/2024	Bank Draft	0.00	249.00	DFT0003007
VEN01160	Royal Limousine Service Inc	11/22/2024	Bank Draft	0.00	791.40	DFT0003008
VEN02073	Stamps.com (Postage)	11/22/2024	Bank Draft	0.00	1,703.49	DFT0003009
VEN02673	Sunlu	11/22/2024	Bank Draft	0.00	143.88	DFT0003010
VEN02105	T-Mobile	11/22/2024	Bank Draft	0.00	778.75	DFT0003011
VEN01139	Trello	11/22/2024	Bank Draft	0.00	75.00	DFT0003012
VEN01140	Twilio	11/22/2024	Bank Draft	0.00	837.90	DFT0003013
VEN01142	Zoom	11/22/2024	Bank Draft	0.00	130.00	DFT0003014

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	19	17	0.00	11,454.80
EFT's	0	0	0.00	0.00
	19	17	0.00	11,454.80

Check Report

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES						
VEN02642	123.NET, INC	11/07/2024	EFT	0.00	4,480.50	1661
VEN01274	B & H Photo-Video	11/07/2024	EFT	0.00	322.76	1662
VEN01372	7 Cylinders Studio	11/07/2024	EFT	0.00	4,000.00	1663
VEN02217	Catherine M Novak	11/07/2024	EFT	0.00	150.00	1664
VEN01211	Roos Roast	11/07/2024	EFT	0.00	901.00	1665
VEN01499	Yaoyi Wang	11/07/2024	EFT	0.00	150.00	1666
VEN01194	Jenn McKee	11/07/2024	EFT	0.00	410.00	1667
VEN01216	FAADL - Friends of the Ann Arbor District Librar	11/07/2024	EFT	0.00	3,218.95	1668
VEN02690	Kimberly Gray	11/07/2024	EFT	0.00	150.00	1669
VEN02708	Philip Stead	11/07/2024	EFT	0.00	3,000.00	1670
VEN02708	Philip Stead	11/07/2024	EFT	0.00	-3,000.00	1670
VEN02711	Marcia L Marchello	11/07/2024	EFT	0.00	2,000.00	1671
VEN02171	Brandi K. Larsen	11/07/2024	EFT	0.00	450.00	1672
VEN02644	Michael Denton	11/14/2024	EFT	0.00	653.23	1673
VEN01062	Print-Tech, Inc.	11/14/2024	EFT	0.00	2,539.85	1674
VEN01039	Allstar Alarm, LLC	11/14/2024	EFT	0.00	3,667.00	1675
VEN01038	Underground Printing	11/14/2024	EFT	0.00	221.66	1676
VEN01068	Staples	11/14/2024	EFT	0.00	2,083.10	1677
VEN01611	Michigan Researchers Associates Inc	11/14/2024	EFT	0.00	17,887.50	1678
VEN01030	RNA	11/14/2024	EFT	0.00	7,694.00	1679
VEN01007	Amazon	11/14/2024	EFT	0.00	2,158.99	1680
	Void	11/14/2024	EFT	0.00	0.00	1681
VEN02716	The Art Conservation Laboratory of Michigan	11/14/2024	EFT	0.00	1,100.00	1682
VEN02716	The Art Conservation Laboratory of Michigan	11/14/2024	EFT	0.00	-1,100.00	1682
VEN01187	OCLC Inc	11/14/2024	EFT	0.00	148.34	1683
VEN01331	Groundcover News	11/14/2024	EFT	0.00	800.00	1684
VEN01016	Midwest Tape	11/14/2024	EFT	0.00	4,429.41	1685
	Void	11/14/2024	EFT	0.00	0.00	1686
VEN01008	Amazon Collections	11/14/2024	EFT	0.00	765.82	1687
VEN02578	Heather Buchanan-Gueringer	11/14/2024	EFT	0.00	350.00	1688
VEN02721	Hector Figueroa	11/14/2024	EFT	0.00	220.00	1689
VEN02019	Michelle Krell Kydd	11/14/2024	EFT	0.00	700.00	1690
VEN02726	James S Ottaviani	11/14/2024	EFT	0.00	1,600.00	1691
VEN02707	Andrew Thomas Saunders	11/14/2024	EFT	0.00	300.00	1692
VEN02727	Colby Halloran	11/14/2024	EFT	0.00	-165.00	1693
VEN02727	Colby Halloran	11/14/2024	EFT	0.00	165.00	1693
VEN02720	Mouna Ammar	11/14/2024	EFT	0.00	219.89	1694
VEN02722	Bettina Barillas Senga	11/14/2024	EFT	0.00	220.00	1695
VEN01847	Andrea Yun	11/14/2024	EFT	0.00	150.00	1696
VEN02438	Thomas H Carey	11/14/2024	EFT	0.00	1,500.00	1697
VEN01049	Betsy Beckerman	11/14/2024	EFT	0.00	640.00	1698
VEN02628	Anusree Sattaluri	11/14/2024	EFT	0.00	2,000.00	1699
VEN01607	Elizabeth Battey	11/14/2024	EFT	0.00	200.00	1700
VEN01194	Jenn McKee	11/14/2024	EFT	0.00	200.00	1701
VEN02693	Robin Harper	11/14/2024	EFT	0.00	1,185.98	1702
VEN01094	Rachel Hoekstra	11/14/2024	EFT	0.00	125.00	1703
VEN01454	Amy Hepp	11/14/2024	EFT	0.00	165.00	1704
VEN01910	Outfront	11/19/2024	EFT	0.00	1,650.00	1705
VEN01063	O'Neal Construction, Inc.	11/19/2024	EFT	0.00	65,635.23	1706
VEN01331	Groundcover News	11/19/2024	EFT	0.00	312.00	1707
VEN01006	Dykema Gossett	11/19/2024	EFT	0.00	1,789.20	1708
VEN01102	Apple, Inc	11/19/2024	EFT	0.00	6,592.00	1709
VEN01062	Print-Tech, Inc.	11/19/2024	EFT	0.00	382.57	1710
VEN01016	Midwest Tape	11/19/2024	EFT	0.00	507.28	1711
VEN01155	Bethany Neal	11/19/2024	EFT	0.00	450.00	1722
VEN02634	Heather Bruegl	11/27/2024	EFT	0.00	200.00	1722
VEN01250	Amber Adams-Fall	11/27/2024	EFT	0.00	125.00	1723
VEN02109	Sarah Kairis	11/19/2024	EFT	0.00	200.00	1723
VEN02623	Robert Harris Hoffman	11/27/2024	EFT	0.00	20,000.00	1724
VEN02720	Mouna Ammar	11/19/2024	EFT	0.00	579.71	1724

Check Report

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02722	Bettina Barillas Senga	11/19/2024	EFT	0.00	420.00	1725
VEN02462	Neha Chheda	11/27/2024	EFT	0.00	1,600.00	1725
VEN01281	Dale Carlson	11/27/2024	EFT	0.00	250.00	1726
VEN02108	Jesse Deucher	11/19/2024	EFT	0.00	200.00	1726
VEN01234	Keegan Rodgers	11/27/2024	EFT	0.00	400.00	1727
VEN02723	Houston Patton	11/19/2024	EFT	0.00	420.00	1727
VEN02731	Leanne Su	11/27/2024	EFT	0.00	372.00	1728
VEN01158	Alex (Margaret) Kourvo	11/19/2024	EFT	0.00	450.00	1728
VEN02733	Silke-Maria Weineck	11/27/2024	EFT	0.00	550.00	1729
VEN01454	Amy Hepp	11/19/2024	EFT	0.00	280.00	1729
VEN02623	Robert Harris Hoffman	11/19/2024	EFT	0.00	40,000.00	1730
VEN02734	Meg Lewis	11/27/2024	EFT	0.00	4,000.00	1730
VEN02721	Hector Figueroa	11/19/2024	EFT	0.00	500.00	1731
VEN01027	PlantWise	11/27/2024	EFT	0.00	4,175.00	1731
VEN01117	CDW-G	11/27/2024	EFT	0.00	2,500.84	1732
VEN01912	Rosemarine Textiles LLC	11/27/2024	EFT	0.00	657.30	1733
VEN01331	Groundcover News	11/27/2024	EFT	0.00	400.00	1734
VEN01016	Midwest Tape	11/27/2024	EFT	0.00	10,910.50	1735
	Void	11/27/2024	EFT	0.00	0.00	1736
VEN01062	Print-Tech, Inc.	11/27/2024	EFT	0.00	6,810.86	1737
VEN01746	National Business Furniture	11/27/2024	EFT	0.00	1,291.92	1738
VEN02716	The Art Conservation Laboratory of Michigan	11/27/2024	EFT	0.00	1,100.00	1739
VEN01274	B & H Photo-Video	11/27/2024	EFT	0.00	1,116.42	1740
VEN01032	Shambaugh & Son, L.P.	11/27/2024	EFT	0.00	1,475.00	1741
VEN01013	Blackstone Publishing	11/14/2024	Regular	0.00	418.00	70405
VEN02492	MAD Creative Concepts	11/14/2024	Regular	0.00	-1,303.50	70406
VEN02492	MAD Creative Concepts	11/14/2024	Regular	0.00	1,303.50	70406
VEN01733	Corinne Lenz	11/14/2024	Regular	0.00	1,350.00	70407
VEN02189	El Harissa	11/14/2024	Regular	0.00	1,310.00	70408
VEN01203	Schilke Security	11/14/2024	Regular	0.00	802.50	70409
VEN02704	Addison Township Public Library	11/14/2024	Regular	0.00	19.99	70410
VEN01402	Voss Lighting	11/14/2024	Regular	0.00	936.40	70411
VEN01526	State of Michigan- LARA Bureau of Constructior	11/14/2024	Regular	0.00	75.00	70412
VEN01404	Yeo & Yeo	11/14/2024	Regular	0.00	1,600.00	70413
VEN01071	MindCentric	11/14/2024	Regular	0.00	2,121.00	70414
VEN01190	Martha Stuit	11/14/2024	Regular	0.00	400.00	70415
VEN02584	Virginia Loh Hagan	11/14/2024	Regular	0.00	1,000.00	70416
VEN01213	ScheduleSource, Inc	11/14/2024	Regular	0.00	1,017.00	70417
VEN01444	Garrett Schumann	11/14/2024	Regular	0.00	1,300.00	70418
VEN02729	Janet Szeto	11/14/2024	Regular	0.00	8.99	70419
VEN01012	Alliance Entertainment	11/14/2024	Regular	0.00	250.22	70420
VEN02231	Jennifer Proctor	11/14/2024	Regular	0.00	1,509.00	70421
VEN01223	Dave McMillan	11/14/2024	Regular	0.00	100.00	70422
VEN01148	Graduate Ann Arbor	11/14/2024	Regular	0.00	198.45	70423
VEN01163	Blick Art Materials	11/14/2024	Regular	0.00	41.79	70424
VEN01040	Brewer's North Campus Service Inc.	11/14/2024	Regular	0.00	607.92	70425
VEN01225	Matthew Ball	11/14/2024	Regular	0.00	350.00	70426
VEN02529	DJ's Lawn Service LLC	11/14/2024	Regular	0.00	5,282.16	70427
VEN01206	Ann Arbor Observer	11/14/2024	Regular	0.00	1,519.20	70428
VEN02688	William Oakley	11/14/2024	Regular	0.00	500.00	70429
VEN01574	Lia Giannotti Photography	11/14/2024	Regular	0.00	843.75	70430
VEN02672	The 53rd Group LLC	11/14/2024	Regular	0.00	360.00	70431
VEN01848	Eunjae Cheon	11/14/2024	Regular	0.00	150.00	70432
VEN02074	Farmington Community Library	11/14/2024	Regular	0.00	15.12	70433
VEN01594	Rahmberg Stover & Associates, LLC	11/14/2024	Regular	0.00	1,790.00	70434
VEN01034	Stadium Hardware	11/14/2024	Regular	0.00	289.01	70435
VEN01766	Raquel Gomez	11/14/2024	Regular	0.00	150.00	70436
VEN01021	Busch's	11/14/2024	Regular	0.00	182.52	70437
VEN01073	Grainger	11/14/2024	Regular	0.00	144.48	70438
VEN02708	Philip Stead	11/14/2024	Regular	0.00	3,000.00	70439
VEN02718	Mary Rachel Parr	11/14/2024	Regular	0.00	200.00	70440

Check Report

Date Range: 11/01/2024 - 11/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01120	Barnes & Noble, Inc.	11/14/2024	Regular	0.00	327.54	70441
VEN01525	Ann Arbor Public Schools	11/14/2024	Regular	0.00	3,319.41	70442
VEN01610	Open Spot Theatre	11/14/2024	Regular	0.00	2,460.00	70443
VEN01208	Jewish Community Media of Washtenaw	11/14/2024	Regular	0.00	300.00	70444
VEN01082	Crawford Door Sales	11/14/2024	Regular	0.00	1,010.00	70445
VEN01017	Cengage Learning Inc/Gale	11/14/2024	Regular	0.00	78.72	70446
VEN01478	Format Framing	11/14/2024	Regular	0.00	4,620.62	70447
VEN02709	Allendale Township Library	11/14/2024	Regular	0.00	28.99	70448
VEN01967	Toshiba Business Solutions	11/14/2024	Regular	0.00	2,360.11	70449
VEN01022	Carpenter Brothers	11/14/2024	Regular	0.00	22.98	70450
VEN02576	African American Cultural & Historical Museum	11/26/2024	Regular	0.00	380.00	70451
VEN01013	Blackstone Publishing	11/26/2024	Regular	0.00	1,284.26	70452
VEN02227	Frederic M Culpepper	11/26/2024	Regular	0.00	9,500.00	70453
VEN02656	Dwayne McCartt	11/26/2024	Regular	0.00	1,284.00	70454
VEN02187	Melissa Ann Cunningham	11/26/2024	Regular	0.00	25.96	70455
VEN01148	Graduate Ann Arbor	11/26/2024	Regular	0.00	396.90	70456
VEN01017	Cengage Learning Inc/Gale	11/26/2024	Regular	0.00	442.34	70457
VEN01116	Fraza	11/26/2024	Regular	0.00	915.00	70458
VEN01065	Computer Alley	11/26/2024	Regular	0.00	552.82	70459
VEN01967	Toshiba Business Solutions	11/26/2024	Regular	0.00	940.26	70460
VEN01028	Preuss Pets	11/26/2024	Regular	0.00	1,534.59	70461
VEN01428	Hannah Burr	11/26/2024	Regular	0.00	206.00	70462
VEN02409	William W Maynard	11/26/2024	Regular	0.00	150.00	70463
VEN01073	Grainger	11/26/2024	Regular	0.00	275.66	70464
VEN01150	EBSCO	11/26/2024	Regular	0.00	38,143.70	70465
VEN01082	Crawford Door Sales	11/26/2024	Regular	0.00	3,995.00	70466
VEN02000	Kyler Jordan Wilkins	11/26/2024	Regular	0.00	2,500.00	70467
VEN01880	West Bloomfield Township Public Library	11/26/2024	Regular	0.00	5.57	70468
VEN02542	Maya Fu	11/26/2024	Regular	0.00	13.00	70469
VEN01460	St Clair County Library	11/26/2024	Regular	0.00	16.00	70470
VEN02530	Molly Raynor	11/26/2024	Regular	0.00	75.00	70471
VEN01105	Hooper Hathaway, P.C.	11/26/2024	Regular	0.00	1,305.00	70472
VEN01426	Judy Wenzel	11/26/2024	Regular	0.00	60.00	70473
VEN01511	Bloomfield Township Public Library	11/26/2024	Regular	0.00	22.00	70474
VEN01583	Batteries Plus Bulbs	11/26/2024	Regular	0.00	96.75	70475
VEN02490	Ann Arbor Cabinet & Counter, LLC	11/26/2024	Regular	0.00	12,850.00	70476
VEN01012	Alliance Entertainment	11/26/2024	Regular	0.00	2,398.43	70477
VEN01010	Applied Imaging	11/26/2024	Regular	0.00	592.80	70478
VEN02219	Grand Rapids Public Library	11/26/2024	Regular	0.00	42.50	70479
VEN02727	Colby Halloran	11/26/2024	Regular	0.00	285.00	70480
VEN01441	Rebecca Wittekindt	11/26/2024	Regular	0.00	120.00	70481
VEN02074	Farmington Community Library	11/26/2024	Regular	0.00	10.49	70482
VEN01463	Emily Siwek	11/26/2024	Regular	0.00	50.00	70483
VEN01163	Blick Art Materials	11/26/2024	Regular	0.00	226.82	70484
VEN01175	Pittsfield Charter Township Water	11/26/2024	Regular	0.00	895.34	70485
VEN01078	BCN	11/01/2024	Bank Draft	0.00	116,653.57	DFT0002804
VEN01977	Delta Dental	11/05/2024	Bank Draft	0.00	8,605.17	DFT0002837
VEN01173	TDS	11/11/2024	Bank Draft	0.00	6,683.59	DFT0002838
VEN01042	City of Ann Arbor Water Utilities	11/21/2024	Bank Draft	0.00	2,956.60	DFT0002844
VEN01104	DTE	11/04/2024	Bank Draft	0.00	3,956.42	DFT0002847
VEN01104	DTE	11/04/2024	Bank Draft	0.00	4,001.60	DFT0002848
VEN01104	DTE	11/05/2024	Bank Draft	0.00	4,743.29	DFT0002849
VEN01104	DTE	11/04/2024	Bank Draft	0.00	14,183.28	DFT0002851
VEN01104	DTE	11/04/2024	Bank Draft	0.00	974.83	DFT0002852
VEN01104	DTE	11/04/2024	Bank Draft	0.00	17.62	DFT0002853
VEN01104	DTE	11/04/2024	Bank Draft	0.00	87.40	DFT0002854
VEN01104	DTE	11/04/2024	Bank Draft	0.00	3,257.40	DFT0002855
VEN01019	UPS	11/04/2024	Bank Draft	0.00	32.90	DFT0002857
VEN01100	Verizon	11/05/2024	Bank Draft	0.00	2,723.02	DFT0002858
VEN01011	Baker Taylor	11/07/2024	Bank Draft	0.00	7,829.91	DFT0002862
VEN01018	Trionfo Solutions, LLC	11/08/2024	Bank Draft	0.00	682.50	DFT0002863

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01019	UPS	11/11/2024	Bank Draft	0.00	32.90	DFT0002864
VEN01035	Waste Management of Michigan	11/29/2024	Bank Draft	0.00	1,789.12	DFT0002865
VEN01061	ULINE	11/07/2024	Bank Draft	0.00	517.86	DFT0002866
VEN01011	Baker Taylor	11/14/2024	Bank Draft	0.00	6,337.57	DFT0002871
VEN01077	BCBS	11/28/2024	Bank Draft	0.00	3,949.28	DFT0002872
VEN01077	BCBS	11/28/2024	Bank Draft	0.00	110.78	DFT0002873
VEN01098	City of Ann Arbor Alarm Services	11/04/2024	Bank Draft	0.00	-250.00	DFT0002875
VEN01098	City of Ann Arbor Alarm Services	11/04/2024	Bank Draft	0.00	250.00	DFT0002875
VEN01104	DTE	11/21/2024	Bank Draft	0.00	1,238.36	DFT0002877
VEN02020	Mutual of Omaha	11/11/2024	Bank Draft	0.00	7.58	DFT0002878
VEN01019	UPS	11/18/2024	Bank Draft	0.00	32.90	DFT0002879
VEN01100	Verizon	11/21/2024	Bank Draft	0.00	1,143.53	DFT0002880
VEN01011	Baker Taylor	11/14/2024	Bank Draft	0.00	277.47	DFT0002881
VEN01023	Cintas	11/14/2024	Bank Draft	0.00	1,052.46	DFT0002882
VEN01070	Office Depot aka ODP	11/14/2024	Bank Draft	0.00	122.64	DFT0002883
VEN01024	Lowe's	11/19/2024	Bank Draft	0.00	1,170.45	DFT0002916
VEN01070	Office Depot aka ODP	11/19/2024	Bank Draft	0.00	107.94	DFT0002917
VEN01257	Quadient (NeoFunds & Neopost)	11/19/2024	Bank Draft	0.00	500.00	DFT0002918
VEN01101	AT&T	11/22/2024	Bank Draft	0.00	370.82	DFT0002919
VEN01019	UPS	11/25/2024	Bank Draft	0.00	32.90	DFT0002921
VEN01011	Baker Taylor	11/19/2024	Bank Draft	0.00	8,175.41	DFT0002922
VEN02731	Leanne Su	11/19/2024	Bank Draft	0.00	372.00	DFT0002924
VEN02731	Leanne Su	11/19/2024	Bank Draft	0.00	-372.00	DFT0002924
VEN02020	Mutual of Omaha	11/19/2024	Bank Draft	0.00	6,951.42	DFT0002936
VEN01011	Baker Taylor	11/26/2024	Bank Draft	0.00	64.68	DFT0002939
VEN01023	Cintas	11/26/2024	Bank Draft	0.00	1,133.29	DFT0002940
VEN01070	Office Depot aka ODP	11/26/2024	Bank Draft	0.00	296.65	DFT0002941
VEN01011	Baker Taylor	11/26/2024	Bank Draft	0.00	5,079.74	DFT0002944
VEN01080	Oxford Property Management	11/04/2024	Bank Draft	0.00	12,926.77	DFT0002965
VEN01174	Westgate Enterprises	11/04/2024	Bank Draft	0.00	35,760.82	DFT0002966

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	81	0.00	127,265.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-1,303.50
Bank Drafts	469	46	0.00	266,572.44
EFT's	172	84	0.00	247,360.81
	756	212	0.00	639,895.31

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	115	81	0.00	127,265.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-1,303.50
Bank Drafts	499	73	0.00	281,254.74
EFT's	172	84	0.00	247,360.81
	786	239	0.00	654,577.61

Fund Summary

Fund	Name	Period	Amount
101	General Fund	11/2024	654,577.61
			654,577.61

Check Report

By Check Number

Date Range: 12/01/2024 - 12/31/2024



Ann Arbor District Library

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- BAA-CREDIT CARD - BANK OF ANN ARBOR						
VEN02719	Candy Machines	12/26/2024	Bank Draft	0.00	610.28	DFT0003068
VEN02035	Eden Botanicals	12/26/2024	Bank Draft	0.00	67.56	DFT0003069
VEN01670	Fine Art America	12/26/2024	Bank Draft	0.00	232.78	DFT0003070
VEN01762	Jakprints	12/26/2024	Bank Draft	0.00	191.73	DFT0003071
VEN02728	Jam Paper & Envelope	12/26/2024	Bank Draft	0.00	164.78	DFT0003072
VEN02492	MAD Creative Concepts	12/26/2024	Bank Draft	0.00	2,607.00	DFT0003073
VEN02151	Rendel's Upholstery & Interiors	12/26/2024	Bank Draft	0.00	200.00	DFT0003074
VEN02387	Tote Bag Factory	12/26/2024	Bank Draft	0.00	338.58	DFT0003075

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	8	8	0.00	4,412.71
EFT's	0	0	0.00	0.00
	8	8	0.00	4,412.71

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: CREDIT CARD- CHASE-CREDIT CARD- CHASE						
VEN01976	1Password	12/21/2024	Bank Draft	0.00	2,058.84	DFT0003048
VEN02698	Amazon (Finance - Credit Card)	12/21/2024	Bank Draft	0.00	899.94	DFT0003049
VEN02356	Association of Writers & Writing Programs	12/21/2024	Bank Draft	0.00	325.00	DFT0003050
VEN01131	AWS	12/21/2024	Bank Draft	0.00	339.26	DFT0003051
VEN01132	Backblaze	12/21/2024	Bank Draft	0.00	1,994.74	DFT0003052
VEN01135	IRCCloud	12/21/2024	Bank Draft	0.00	215.00	DFT0003053
VEN01055	Lireka	12/21/2024	Bank Draft	0.00	1,391.63	DFT0003054
VEN01515	Oh Dear	12/21/2024	Bank Draft	0.00	16.33	DFT0003055
VEN01143	OpenCage	12/21/2024	Bank Draft	0.00	50.00	DFT0003056
VEN02714	Origami-shop	12/21/2024	Bank Draft	0.00	44.84	DFT0003057
VEN01200	Proof Pest Control	12/21/2024	Bank Draft	0.00	149.00	DFT0003058
VEN01160	Royal Limousine Service Inc	12/21/2024	Bank Draft	0.00	443.00	DFT0003059
VEN02028	Sheraton Ann Arbor Hotel	12/21/2024	Bank Draft	0.00	1,500.00	DFT0003060
VEN01420	Sprout Social, Inc	12/21/2024	Bank Draft	0.00	3,312.54	DFT0003061
VEN02073	Stamps.com (Postage)	12/21/2024	Bank Draft	0.00	2,050.74	DFT0003062
VEN02246	Tayda Electronics	12/21/2024	Bank Draft	0.00	328.91	DFT0003063
VEN02105	T-Mobile	12/21/2024	Bank Draft	0.00	778.75	DFT0003064
VEN01139	Trello	12/21/2024	Bank Draft	0.00	75.00	DFT0003065
VEN01140	Twilio	12/21/2024	Bank Draft	0.00	837.81	DFT0003066
VEN01142	Zoom	12/21/2024	Bank Draft	0.00	130.00	DFT0003067

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	22	20	0.00	16,941.33
EFT's	0	0	0.00	0.00
	22	20	0.00	16,941.33

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: GENERAL AP INVOICES-GENERAL ACCOUNT PAYABLE INVOICES						
VEN01016	Midwest Tape	12/03/2024	EFT	0.00	184.47	1742
VEN01008	Amazon Collections	12/03/2024	EFT	0.00	1,210.32	1743
VEN01063	O'Neal Construction, Inc.	12/03/2024	EFT	0.00	702.80	1744
VEN01007	Amazon	12/03/2024	EFT	0.00	2,302.82	1745
	Void	12/03/2024	EFT	0.00	0.00	1746
VEN01032	Shambaugh & Son, L.P.	12/03/2024	EFT	0.00	6,500.00	1747
VEN02634	Heather Bruegl	12/03/2024	EFT	0.00	100.00	1748
VEN01260	Avery Williamson	12/03/2024	EFT	0.00	1,500.00	1749
VEN01499	Yaoyi Wang	12/03/2024	EFT	0.00	150.00	1750
VEN01733	Corinne Lenz	12/03/2024	EFT	0.00	1,050.00	1751
VEN01191	Davida Napoleon	12/03/2024	EFT	0.00	300.00	1752
VEN02675	Stacie Sheldon	12/03/2024	EFT	0.00	100.00	1753
VEN02666	Kathy Kosins	12/03/2024	EFT	0.00	1,500.00	1754
VEN01607	Elizabeth Battey	12/03/2024	EFT	0.00	100.00	1755
VEN02707	Andrew Thomas Saunders	12/03/2024	EFT	0.00	150.00	1756
VEN01194	Jenn McKee	12/03/2024	EFT	0.00	200.00	1757
VEN01045	Sheela Lal	12/03/2024	EFT	0.00	150.00	1758
VEN01234	Keegan Rodgers	12/13/2024	EFT	0.00	400.00	1759
VEN02511	Jenny Kalejs	12/13/2024	EFT	0.00	5,000.00	1760
VEN02622	Shaun Manning	12/13/2024	EFT	0.00	300.00	1761
VEN01190	Martha Stuit	12/13/2024	EFT	0.00	150.00	1762
VEN02019	Michelle Krell Kydd	12/13/2024	EFT	0.00	700.00	1763
VEN01250	Amber Adams-Fall	12/13/2024	EFT	0.00	125.00	1764
VEN01046	Ashley Hughes	12/13/2024	EFT	0.00	225.00	1765
VEN01488	Lindsey Smith	12/13/2024	EFT	0.00	397.50	1766
VEN02171	Brandi K. Larsen	12/13/2024	EFT	0.00	800.00	1767
VEN01049	Betsy Beckerman	12/13/2024	EFT	0.00	760.00	1768
VEN02737	Brittany Simmons	12/13/2024	EFT	0.00	500.00	1769
VEN02326	Kyunghee Chen	12/13/2024	EFT	0.00	600.00	1770
VEN02346	Jennifer Howard	12/13/2024	EFT	0.00	1,500.00	1771
VEN02747	ID Enterprises	12/13/2024	EFT	0.00	2,320.00	1772
VEN01274	B & H Photo-Video	12/13/2024	EFT	0.00	302.40	1773
VEN02676	Ann Arbor Lactation LLC	12/13/2024	EFT	0.00	200.00	1774
VEN01040	Brewer's North Campus Service Inc.	12/13/2024	EFT	0.00	524.68	1775
VEN01016	Midwest Tape	12/13/2024	EFT	0.00	4,306.19	1776
VEN01331	Groundcover News	12/13/2024	EFT	0.00	400.00	1777
VEN01062	Print-Tech, Inc.	12/13/2024	EFT	0.00	1,892.77	1778
VEN01689	Digi-Key	12/13/2024	EFT	0.00	586.47	1779
VEN01030	RNA	12/13/2024	EFT	0.00	23,381.00	1780
VEN01026	Metcom, Inc	12/13/2024	EFT	0.00	5,610.15	1781
VEN01039	Allstar Alarm, LLC	12/13/2024	EFT	0.00	1,186.80	1782
VEN01034	Stadium Hardware	12/13/2024	EFT	0.00	95.01	1783
VEN01525	Ann Arbor Public Schools	12/13/2024	EFT	0.00	2,496.72	1784
VEN01117	CDW-G	12/13/2024	EFT	0.00	4,815.40	1785
VEN02672	The 53rd Group LLC	12/13/2024	EFT	0.00	360.00	1786
VEN02642	123.NET, INC	12/13/2024	EFT	0.00	4,480.50	1787
VEN02108	Jesse Deucher	12/01/2024	Regular	0.00	-200.00	69684
VEN02472	Brian Christopher Graham Beal	12/01/2024	Regular	0.00	-100.00	69709
VEN02472	Brian Christopher Graham Beal	12/01/2024	Regular	0.00	100.00	69709
VEN01126	Ariel Ojibway	12/01/2024	Regular	0.00	-200.00	69742
VEN02524	Micah Vanderhoof	12/01/2024	Regular	0.00	-1,750.00	69796
VEN01927	Annabella Mi	12/01/2024	Regular	0.00	-50.00	69859
VEN01766	Raquel Gomez	12/01/2024	Regular	0.00	-150.00	69911
VEN01046	Ashley Hughes	12/10/2024	Regular	0.00	-225.00	70322
VEN01054	Matthew Bender & Co, Inc.	12/03/2024	Regular	0.00	756.46	70486
VEN01073	Grainger	12/03/2024	Regular	0.00	3,490.87	70487
VEN01202	Vanguard Fire & Security Systems	12/03/2024	Regular	0.00	2,015.00	70488
VEN01017	Cengage Learning Inc/Gale	12/03/2024	Regular	0.00	78.72	70489
VEN01012	Alliance Entertainment	12/03/2024	Regular	0.00	230.59	70490
VEN02742	Matthew L.M. Fletcher	12/03/2024	Regular	0.00	100.00	70491

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01213	ScheduleSource, Inc	12/03/2024	Regular	0.00	1,006.00	70492
VEN01182	NewsBank	12/03/2024	Regular	0.00	11,956.00	70493
VEN01223	Dave McMillan	12/03/2024	Regular	0.00	100.00	70494
VEN01745	Palmer Moving Services	12/03/2024	Regular	0.00	5,324.00	70495
VEN01734	Sierra Clark	12/03/2024	Regular	0.00	100.00	70496
VEN02652	Pan Asian Publications (USA) Inc	12/03/2024	Regular	0.00	1,130.20	70497
VEN02586	Terracon Consultants-MI, Inc	12/03/2024	Regular	0.00	4,500.00	70498
VEN02646	Megan St Andrew	12/13/2024	Regular	0.00	100.00	70499
VEN02749	Northern Illinois University	12/13/2024	Regular	0.00	100.00	70500
VEN02757	State Street District	12/13/2024	Regular	0.00	150.00	70501
VEN01188	Value Line Publishing LLC	12/13/2024	Regular	0.00	12,095.00	70502
VEN01022	Carpenter Brothers	12/13/2024	Regular	0.00	6.98	70503
VEN01967	Toshiba Business Solutions	12/13/2024	Regular	0.00	2,360.11	70504
VEN01665	Make Music Alliance	12/13/2024	Regular	0.00	500.00	70505
VEN01766	Raquel Gomez	12/13/2024	Regular	0.00	150.00	70506
VEN02313	Aliyah Mitchell	12/13/2024	Regular	0.00	1,825.00	70507
VEN01893	Penguin Random House Speakers Bureau	12/13/2024	Regular	0.00	1,252.39	70508
VEN01458	Monroe County Library System	12/13/2024	Regular	0.00	30.00	70509
VEN01017	Cengage Learning Inc/Gale	12/13/2024	Regular	0.00	197.93	70510
VEN01012	Alliance Entertainment	12/13/2024	Regular	0.00	184.80	70511
VEN01315	Washtenaw County Treasurer	12/13/2024	Regular	0.00	5,746.92	70512
VEN01440	Rochester Hills Public Library	12/13/2024	Regular	0.00	14.99	70513
VEN01285	Crowley Digital Preservation Solutions	12/13/2024	Regular	0.00	4,421.50	70514
VEN02429	House Aquemini	12/13/2024	Regular	0.00	100.00	70515
VEN01021	Busch's	12/13/2024	Regular	0.00	207.20	70516
VEN01319	Varsity Ford	12/13/2024	Regular	0.00	4,344.53	70517
VEN01206	Ann Arbor Observer	12/13/2024	Regular	0.00	3,877.20	70518
VEN02051	Mochimochi Land, LLC	12/13/2024	Regular	0.00	1,000.00	70519
VEN01747	Kelly Baptist	12/13/2024	Regular	0.00	700.00	70520
VEN01594	Rahmberg Stover & Associates, LLC	12/13/2024	Regular	0.00	390.00	70521
VEN01073	Grainger	12/13/2024	Regular	0.00	427.17	70522
VEN01208	Jewish Community Media of Washtenaw	12/13/2024	Regular	0.00	300.00	70523
VEN01377	CFRA	12/13/2024	Regular	0.00	1,920.00	70524
VEN02225	Cody Daigle	12/13/2024	Regular	0.00	250.00	70525
VEN01097	Unique	12/13/2024	Regular	0.00	1,467.65	70526
VEN01078	BCN	12/01/2024	Bank Draft	0.00	114,333.53	DFT0002874
VEN01977	Delta Dental	12/05/2024	Bank Draft	0.00	8,487.36	DFT0002876
VEN01173	TDS	12/12/2024	Bank Draft	0.00	6,515.51	DFT0002920
VEN01104	DTE	12/02/2024	Bank Draft	0.00	3,983.61	DFT0002926
VEN01104	DTE	12/03/2024	Bank Draft	0.00	3,597.99	DFT0002927
VEN01104	DTE	12/03/2024	Bank Draft	0.00	3,497.45	DFT0002928
VEN01104	DTE	12/04/2024	Bank Draft	0.00	3,746.66	DFT0002929
VEN01104	DTE	12/02/2024	Bank Draft	0.00	755.30	DFT0002930
VEN01104	DTE	12/04/2024	Bank Draft	0.00	12,757.40	DFT0002931
VEN01104	DTE	12/03/2024	Bank Draft	0.00	875.07	DFT0002932
VEN01104	DTE	12/03/2024	Bank Draft	0.00	17.62	DFT0002933
VEN01104	DTE	12/03/2024	Bank Draft	0.00	95.00	DFT0002934
VEN01104	DTE	12/03/2024	Bank Draft	0.00	2,635.43	DFT0002935
VEN01019	UPS	12/02/2024	Bank Draft	0.00	71.22	DFT0002937
VEN01100	Verizon	12/05/2024	Bank Draft	0.00	2,723.06	DFT0002938
VEN01011	Baker Taylor	12/03/2024	Bank Draft	0.00	7,807.30	DFT0002945
VEN01042	City of Ann Arbor Water Utilities	12/26/2024	Bank Draft	0.00	3,255.83	DFT0002946
VEN01018	Trionfo Solutions, LLC	12/07/2024	Bank Draft	0.00	682.50	DFT0002947
VEN01019	UPS	12/09/2024	Bank Draft	0.00	47.70	DFT0002948
VEN01011	Baker Taylor	12/03/2024	Bank Draft	0.00	182.81	DFT0002949
VEN01070	Office Depot aka ODP	12/03/2024	Bank Draft	0.00	344.89	DFT0002951
VEN01061	ULINE	12/03/2024	Bank Draft	0.00	176.08	DFT0002952
VEN01011	Baker Taylor	12/10/2024	Bank Draft	0.00	5,833.51	DFT0002953
VEN01019	UPS	12/16/2024	Bank Draft	0.00	45.83	DFT0002955
VEN01100	Verizon	12/21/2024	Bank Draft	0.00	1,143.49	DFT0002956
VEN01035	Waste Management of Michigan	12/27/2024	Bank Draft	0.00	1,784.99	DFT0002957

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01011	Baker Taylor	12/13/2024	Bank Draft	0.00	56.29	DFT0002958
VEN01023	Cintas	12/13/2024	Bank Draft	0.00	607.83	DFT0002959
VEN01024	Lowe's	12/13/2024	Bank Draft	0.00	1,035.18	DFT0002960
VEN01070	Office Depot aka ODP	12/13/2024	Bank Draft	0.00	265.37	DFT0002961
VEN01061	ULINE	12/13/2024	Bank Draft	0.00	907.35	DFT0002962
VEN01101	AT&T	12/22/2024	Bank Draft	0.00	370.82	DFT0002969
VEN01077	BCBS	12/28/2024	Bank Draft	0.00	3,949.28	DFT0002970
VEN01077	BCBS	12/28/2024	Bank Draft	0.00	110.78	DFT0002971
VEN01104	DTE	12/26/2024	Bank Draft	0.00	2,705.63	DFT0002975
VEN02020	Mutual of Omaha	12/19/2024	Bank Draft	0.00	6,737.73	DFT0002985
VEN01019	UPS	12/23/2024	Bank Draft	0.00	82.23	DFT0002988
VEN01019	UPS	12/30/2024	Bank Draft	0.00	50.04	DFT0002989
VEN01174	Westgate Enterprises	12/03/2024	Bank Draft	0.00	35,760.82	DFT0003025

Bank Code GENERAL AP INVOICES Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	42	0.00	75,007.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-2,675.00
Bank Drafts	237	39	0.00	238,036.49
EFT's	88	46	0.00	80,616.00
	381	134	0.00	390,984.70

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	42	0.00	75,007.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	7	0.00	-2,675.00
Bank Drafts	267	67	0.00	259,390.53
EFT's	88	46	0.00	80,616.00
	411	162	0.00	412,338.74

Fund Summary

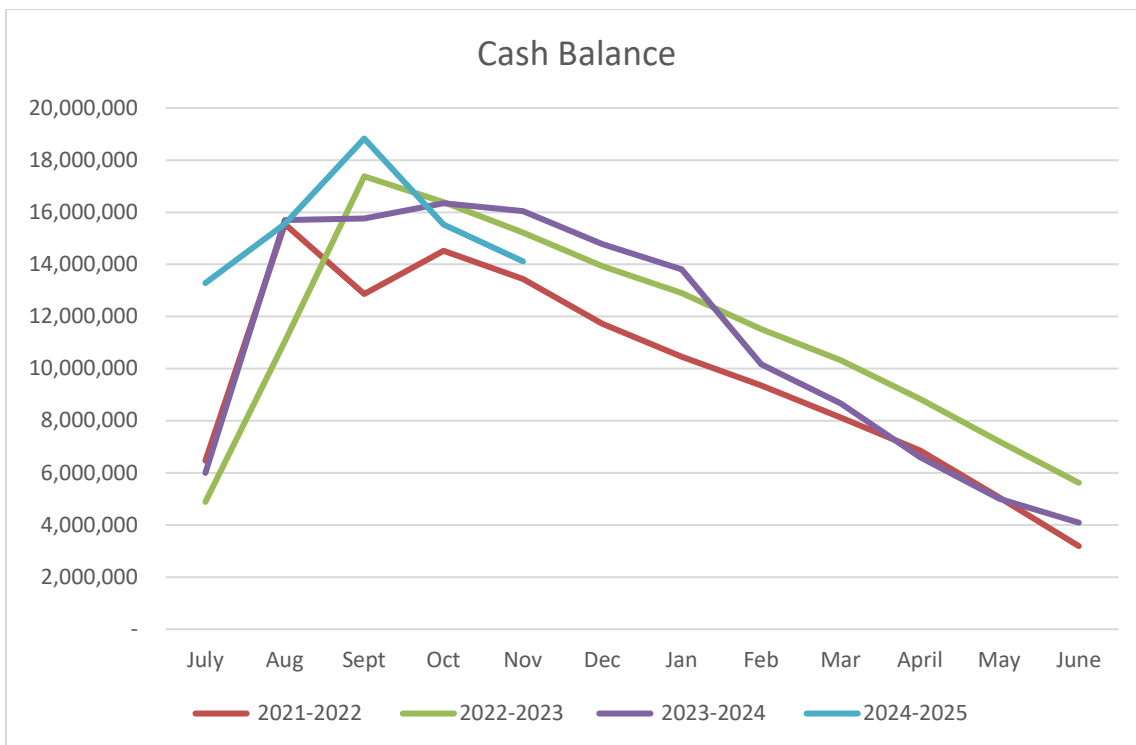
Fund	Name	Period	Amount
101	General Fund	12/2024	412,338.74
			412,338.74



Ann Arbor District Library Financial Analysis For Five Months Ended November 30, 2024

Cash

The general fund cash balance, not including investments, was \$14,192,914 which would cover approximately eight and one-half months of expenses. At the October 2024 Board meeting, the Board of Trustees approved transfers of \$2,446,201 to the Capital Fund.



Tax Receipts

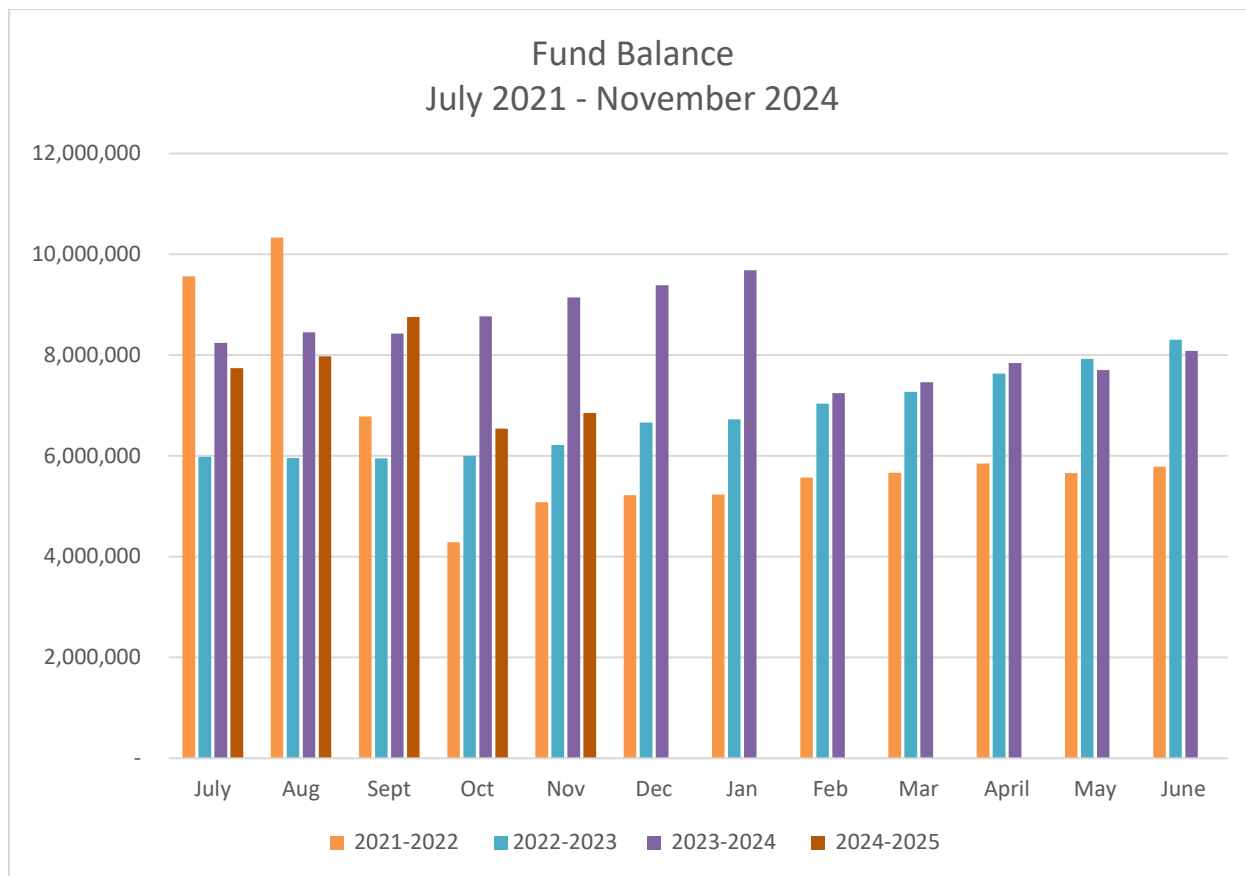
Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,791,670 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts less refunds through November 30, 2024 were \$21,386,890 or 99.47% of budget.

Fund Balance Activity

The unrestricted fund balance was \$6,350,333 as of November 30, 2024. Funds are allowed to grow strategically to allow for future investments. The current fund balance would fund approximately 4 months of operations. The transfer to the Capital Projects Fund in October of this year is responsible for the decrease in fund balance between FYE 2024 and FYE 2025.



Ann Arbor District Library Financial Analysis For Five Months Ended November 30, 2024



Revenue and Expenditures:

Total revenues of \$9,470,344 are 43.13% of budget after 41.67% of the fiscal year. Actual cash receipts were \$22,213,022 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$8,358,131 are 38.07% of budget after 41.67% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in was \$9,010,404.

Revenue earned less expenditures realized resulted in an increase in net assets of \$1,112,213 as of November 30th and cash received less cash expended resulted in an increase to cash of \$13,202,618.

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



Ann Arbor District Library
 Financial Analysis
 For Five Months Ended November 30, 2024

Grants and Memorials:

	Bank Balance	Restrictions and Designations
Holtrey	\$ 345,206	\$300,000 is permanently restricted by the donor
Keniston	\$ 28,137	\$25,000 is permanently restricted by the donor
Archives	\$ 2,323	
Friends of AADL	\$ 3,678	
LLA	\$ 1,512	
Price	\$ 34,311	
Schafer	\$ 10,770	
Westerman	\$ 34,290	The Board designated \$30,000 for children's programming
WLBDP	\$ 50,070	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
November 30, 2024

	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
Assets					
Cash and cash equivalents	\$ 14,112,914	97,519	\$ 2,535,114	\$ 510,298	\$ 17,255,845
Investments	5,024,248	-	-	-	5,024,248
Due from other governmental units / funds	95,536	-	-	-	95,536
Prepaid items	502,517	-	-	-	502,517
Total assets	\$ 19,735,215	\$ 97,519	\$ 2,535,114	\$ 510,298	\$ 22,878,146
Liabilities					
Accounts payable	334,296	-	-	-	334,296
Accrued expenses	199,529	-	-	-	199,529
Total liabilities	\$ 533,825	\$ -	\$ -	\$ -	\$ 533,825
Deferred outflows					
Unavailable property tax and other revenue	12,428,540	80,000	-	-	12,428,540
Total deferred outflows	\$ 12,428,540	\$ 80,000	\$ -	\$ -	\$ 12,428,540
Fund balances					
Nonspendable:					
Prepaid items	\$ 502,517	\$ -	\$ -	\$ -	\$ 502,517
Permanent corpus	-	-	-	325,000	325,000
Restricted for special purpose	-	-	-	185,298	185,298
Committed for capital projects	-	-	2,535,114	-	2,535,114
Unassigned	6,270,333	17,519	-	-	6,287,852
Total fund balances	\$ 6,772,850	\$ 17,519	\$ 2,535,114	\$ 510,298	\$ 9,835,781
Total liabilities and fund balances	\$ 19,735,215	\$ 97,519	\$ 2,535,114	\$ 510,298	\$ 22,798,146

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes
Actual vs Budget
Five Months Ended November 30, 2024

	Current Month Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
REVENUES:					
Property taxes, net	\$ 1,791,670	\$ 8,958,350	\$ 21,500,000	\$ 12,541,650	41.67%
State aid	74,706	88,026	150,000	61,974	58.68%
State penal fines	12,500	62,500	125,000	62,500	50.00%
Local Community Stabilization	-	83,461	25,000	(58,461)	-
State revenue - other	30,567	36,043	-	(36,043)	-
Investment Gains (Losses)	54,282	205,186	50,000	(155,186)	-
Copier revenue	693	4,205	7,500	3,295	56.07%
Donations	73	1,658	-	(1,658)	-
Library fines, fees and other	367	25,328	50,000	24,672	50.66%
Non-resident fees	487	5,587	15,000	9,413	37.25%
Rental revenue	-	-	35,000	35,000	0.00%
TOTAL REVENUES:	\$ 1,965,345	\$ 9,470,344	\$ 21,957,500	\$ 12,487,156	43.13%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$ 937,151	\$ 4,103,513	\$ 10,575,550	6,472,037	38.80%
Employee benefits	249,704	1,086,697	2,880,000	1,793,303	37.73%
Employment taxes	70,614	312,321	793,000	480,679	39.38%
	<u>1,257,469</u>	<u>5,502,531</u>	<u>14,248,550</u>	<u>8,746,019</u>	<u>38.62%</u>
Accounting/Audit	-	22,600	40,000	17,400	56.50%
Building Rental	48,687	245,258	605,500	360,242	40.51%
Communications	18,291	96,470	260,000	163,530	37.10%
Copier Expense	2,979	17,887	35,000	17,113	51.11%
Custodial Services	23,381	116,905	285,000	168,095	41.02%
Legal Expense	3,094	23,857	50,000	26,143	47.71%
Library Programming	67,731	395,321	1,430,000	1,034,679	27.64%
Materials	124,305	720,860	2,013,000	1,292,140	35.81%
Minor Equipment Purchases	14,387	63,178	200,000	136,822	31.59%
Operating Supplies	18,965	92,598	301,000	208,402	30.76%
Other Operating Expenditures	1,556	6,553	71,350	64,797	9.18%
Postage	2,574	12,829	35,000	22,171	36.65%
Property Insurance	12,265	61,325	150,000	88,675	40.88%
Purchased Services	9,553	60,098	187,500	127,402	32.05%
Repairs and Maintenance	42,769	341,396	640,000	298,604	53.34%
Seminars/Conferences/Training & Travel	8,513	25,750	59,600	33,850	43.20%
Software Licenses/Maintenance	11,924	74,790	200,000	125,210	37.40%
Utilities	38,520	209,201	496,000	286,799	42.18%
Capital Outlay	25,196	268,724	650,000	381,276	41.34%
TOTAL EXPENDITURES:	\$ 1,732,159	\$ 8,358,131	\$ 21,957,500	\$ 13,599,369	38.07%
Revenue over (under) expenditures	\$ 233,186	\$ 1,112,213	\$ -	\$ 1,112,213	
Fund balance, beginning of year		\$ 8,186,838	\$ 8,186,838	\$ -	
Transfers Out		(2,446,201)	(2,446,201)	-	
Fund balance, end of year		\$ 6,852,850	\$ 5,740,637	\$ 1,112,213	

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

Five Months Ended November 30, 2024

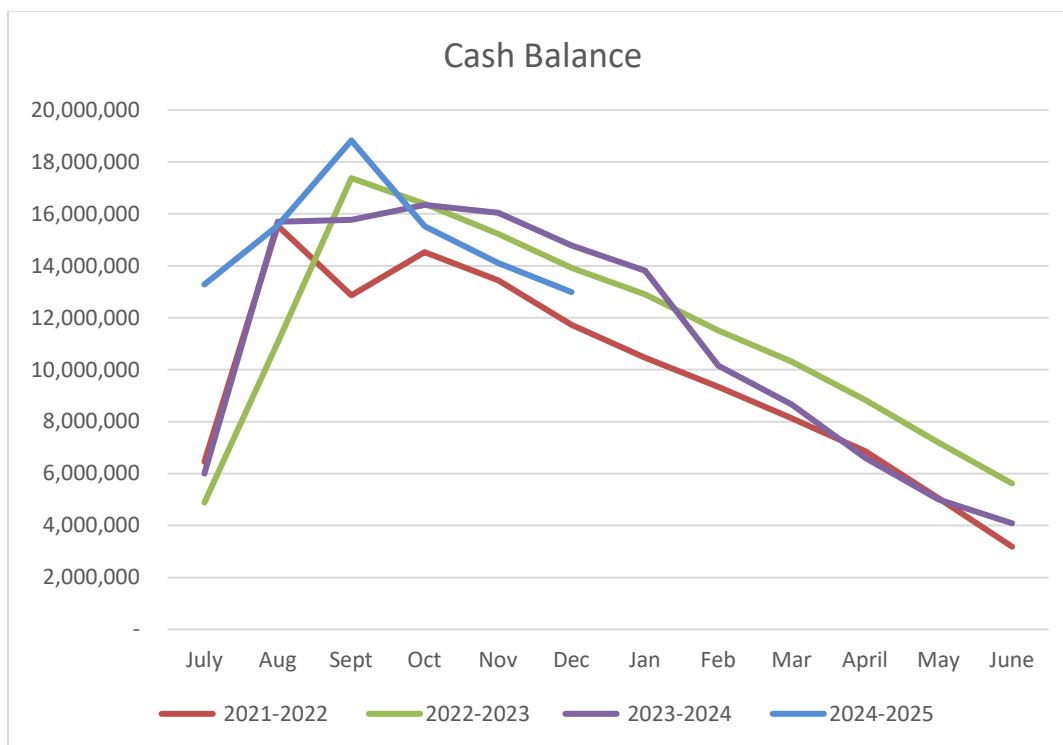
	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
REVENUES:					
Property taxes, net	\$ 8,958,350	\$ -	\$ -	\$ -	\$ 8,958,350
State aid (including MPERS pass-through)	88,026	-	-	-	88,026
State penal fines	62,500	-	-	-	62,500
State revenue - other	36,043	-	-	-	36,043
Local Community Stabilization	83,461	-	-	-	83,461
Investment Gains (Losses)	205,186	-	-	2,382	207,568
Copier revenue	4,205	-	-	-	4,205
Donations	1,658	3,519	-	250	5,427
Library fines, fees and other	25,328	-	-	-	25,328
Non-resident fees	5,587	-	-	-	5,587
Rental revenue	-	14,000	-	-	14,000
TOTAL REVENUES:	\$ 9,470,344	\$ 17,519	\$ -	\$ 2,632	\$ 9,490,495
EXPENDITURES:					
Current:					
Personnel:					
Salaries and wages	\$ 4,103,513	\$ -	\$ -	\$ -	\$ 4,103,513
Employee benefits (inc MPERS pass-through)	1,086,697	-	-	-	1,086,697
Employment taxes	312,321	-	-	-	312,321
	5,502,531	-	-	-	5,502,531
Accounting/Audit	22,600	-	-	-	22,600
Building Rental	245,258	-	-	-	245,258
Communications	96,470	-	-	-	96,470
Copier Expense	17,887	-	-	-	17,887
Custodial Services	116,905	-	-	-	116,905
Grants /Memorials	-	-	-	21,666	21,666
Legal Expense	23,857	-	-	-	23,857
Library Programming	395,321	-	-	-	395,321
Materials	720,860	-	-	-	720,860
Minor Equipment Purchases	63,178	-	-	-	63,178
Operating Supplies	92,598	-	-	-	92,598
Other Operating Expenditures	6,553	-	-	-	6,553
Postage	12,829	-	-	-	12,829
Property Insurance	61,325	-	-	-	61,325
Purchased Services	60,098	-	-	-	60,098
Repairs and Maintenance	341,396	-	-	-	341,396
Seminars/Conferences/Training/Travel	25,750	-	-	-	25,750
Software Licenses/Maintenance	74,790	-	-	-	74,790
Utilities	209,201	-	-	-	209,201
Capital Outlay	268,724	-	425,876	41,599	736,199
TOTAL EXPENDITURES:	\$ 8,358,131	\$ -	\$ 425,876	\$ 63,265	\$ 8,847,272
Revenue over (under) expenditures	\$ 1,112,213	\$ 17,519	\$ (425,876)	\$ (60,633)	\$ 643,223
Fund balance, beginning of year	\$ 8,186,838	\$ -	\$ 514,789	\$ 570,931	\$ 9,272,558
Transfers	\$ (2,446,201)	\$ -	\$ 2,446,201	\$ -	\$ -
Fund balance, end of year	\$ 6,852,850	\$ 17,519	\$ 2,535,114	\$ 510,298	\$ 9,915,781



Ann Arbor District Library Financial Analysis For Six Months Ended December 31, 2024

Cash

The general fund cash balance, not including investments, was \$12,989,231 which would cover approximately eight months of expenses. At the October 2024 Board meeting, the Board of Trustees approved transfers of \$2,446,201 to the Capital Fund.

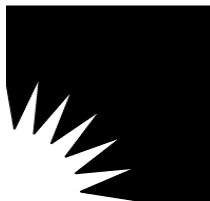


Tax Receipts

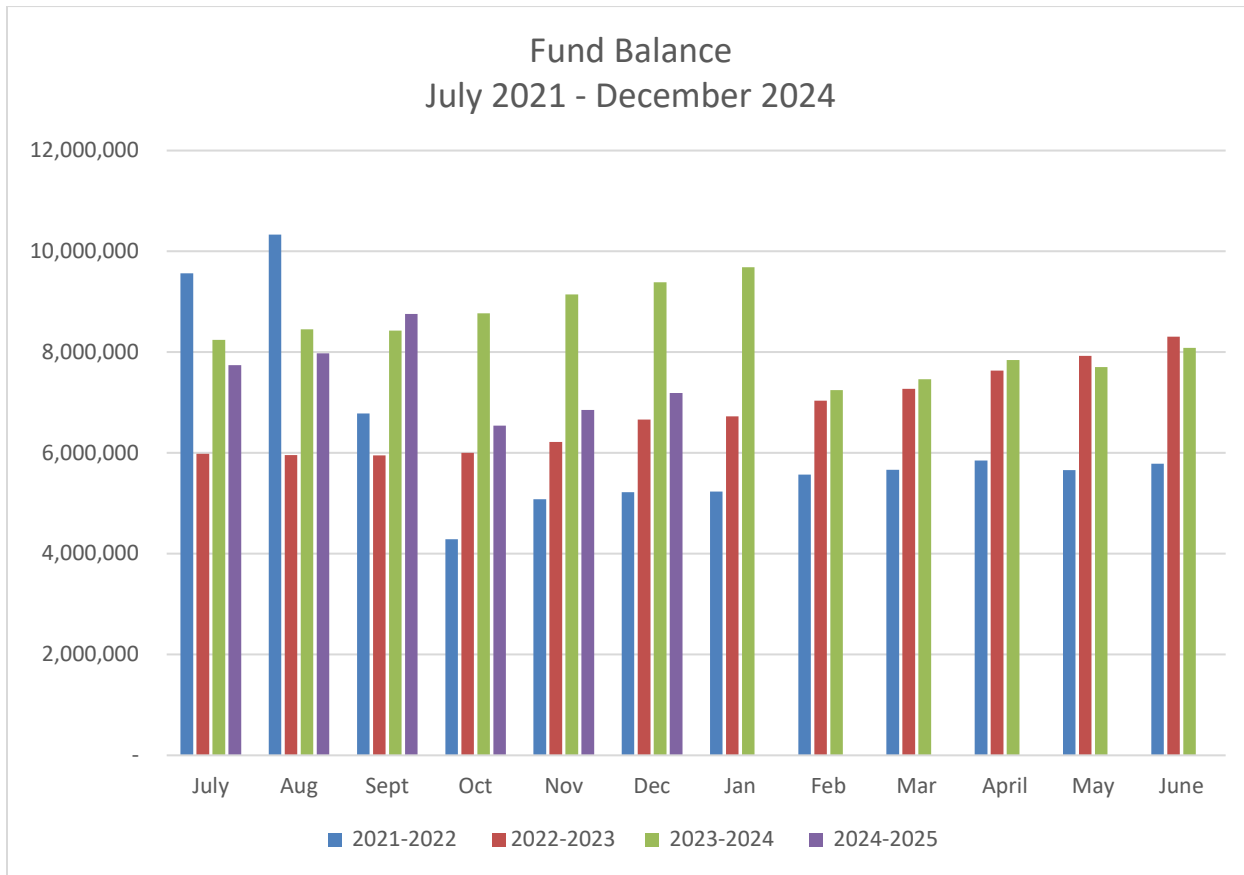
Tax receipts are recorded as they are earned based on the approved annual budget, or approximately \$1,791,670 per month. All other tax receipts are recorded as deferred revenue. Actual receipts will be reconciled at fiscal year-end. Total receipts less refunds through December 31, 2024 were \$21,429,573 or 99.67% of budget.

Fund Balance Activity

The unrestricted fund balance was \$6,679,734 as of December 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 transfer to the Capital Projects Fund in October of this year is responsible for the decrease in fund balance between FYE 2024 and FYE 2025.



Ann Arbor District Library Financial Analysis For Six Months Ended December 31, 2024



Revenue and Expenditures:

Total revenues of \$11,303,787 are 51.48% of budget after 50% of the fiscal year. Actual cash receipts were \$23,092,171 with deferred revenue and accounts receivable factored in.

Year-to-date expenditures of \$9,855,469 are 44.88% of budget after 50% of the fiscal year. Actual cash paid out with prepaid expenses and accounts payable factored in was \$10,392,177.

Revenue earned less expenditures realized resulted in an increase in net assets of \$1,448,318 as of December 31st and cash received less cash expended resulted in a decrease to cash of \$11,699,994.

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



Ann Arbor District Library
 Financial Analysis
 For Six Months Ended December 31, 2024

Grants and Memorials:

	Bank Balance	Restrictions and Designations
Holtrey	\$ 345,569	\$300,000 is permanently restricted by the donor
Keniston	\$ 28,159	\$25,000 is permanently restricted by the donor
Archives	\$ 2,323	
Friends of AADL	\$ 3,678	
LLA	\$ 1,513	
Price	\$ 34,338	
Schafer	\$ 10,779	
Westerman	\$ 34,317	The Board designated \$30,000 for children's programming
WLBPD	\$ 50,110	

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
Governmental Funds
December 31, 2024

	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
Assets					
Cash and cash equivalents	\$ 12,989,231	104,305	\$ 2,535,114	\$ 510,786	\$ 16,139,436
Investments	5,015,858	-	-	-	5,015,858
Due from other governmental units / funds	109,771	-	-	-	109,771
Prepaid items	509,221	-	-	-	509,221
Total assets	\$ 18,624,081	\$ 104,305	\$ 2,535,114	\$ 510,786	\$ 21,774,286
Liabilities					
Accounts payable	456,565	-	-	-	456,565
Accrued expenses	299,008	-	-	-	299,008
Total liabilities	\$ 755,573	\$ -	\$ -	\$ -	\$ 755,573
Deferred outflows					
Unavailable property tax and other revenue	10,679,553	80,000	-	-	10,679,553
Total deferred outflows	\$ 10,679,553	\$ 80,000	\$ -	\$ -	\$ 10,679,553
Fund balances					
Nonspendable:					
Prepaid items	\$ 509,221	\$ -	\$ -	\$ -	\$ 509,221
Permanent corpus	-	-	-	325,000	325,000
Restricted for special purpose	-	-	-	185,786	185,786
Committed for capital projects	-	-	2,535,114	-	2,535,114
Unassigned	6,679,734	24,305	-	-	6,704,039
Total fund balances	\$ 7,188,955	\$ 24,305	\$ 2,535,114	\$ 510,786	\$ 10,259,160
Total liabilities and fund balances	\$ 18,624,081	\$ 104,305	\$ 2,535,114	\$ 510,786	\$ 21,694,286

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes
Actual vs Budget
Six Months Ended December 31, 2024

	Current Month Actual	YTD Actual	Approved Budget	Budget Remaining	YTD %
REVENUES:					
Property taxes, net	\$ 1,791,670	\$ 10,750,020	\$ 21,500,000	\$ 10,749,980	50.00%
State aid	3,420	91,446	150,000	58,554	60.96%
State penal fines	12,500	75,000	125,000	50,000	60.00%
Local Community Stabilization	-	83,461	25,000	(58,461)	-
State revenue - other	-	36,043	-	(36,043)	-
Investment Gains (Losses)	11,413	216,599	50,000	(166,599)	-
Copier revenue	673	4,878	7,500	2,622	65.04%
Donations	7,923	9,581	-	(9,581)	-
Library fines, fees and other	1,546	26,874	50,000	23,126	53.75%
Non-resident fees	4,298	9,885	15,000	5,115	65.90%
Rental revenue	-	-	35,000	35,000	0.00%
TOTAL REVENUES:	\$ 1,833,443	\$ 11,303,787	\$ 21,957,500	\$ 10,653,713	51.48%
EXPENDITURES:					
Personnel:					
Salaries and wages	\$ 836,291	\$ 4,939,804	\$ 10,575,550	5,635,746	46.71%
Employee benefits	185,140	1,271,837	2,880,000	1,608,163	44.16%
Employment taxes	63,409	375,730	793,000	417,270	47.38%
	<u>1,084,840</u>	<u>6,587,371</u>	<u>14,248,550</u>	<u>7,661,179</u>	<u>46.23%</u>
Accounting/Audit	-	22,600	40,000	17,400	56.50%
Building Rental	36,186	281,444	605,500	324,056	46.48%
Communications	18,317	114,787	260,000	145,213	44.15%
Copier Expense	6,086	23,973	35,000	11,027	68.49%
Custodial Services	23,381	140,286	285,000	144,714	49.22%
Legal Expense	2,072	25,929	50,000	24,071	51.86%
Library Programming	58,766	454,087	1,430,000	975,913	31.75%
Materials	94,102	814,962	2,013,000	1,198,038	40.48%
Minor Equipment Purchases	1,189	64,367	200,000	135,633	32.18%
Operating Supplies	20,765	113,363	301,000	187,637	37.66%
Other Operating Expenditures	2,471	9,024	71,350	62,326	12.65%
Postage	1,262	14,091	35,000	20,909	40.26%
Property Insurance	12,265	73,590	150,000	76,410	49.06%
Purchased Services	16,133	76,231	187,500	111,269	40.66%
Repairs and Maintenance	42,102	383,498	640,000	256,502	59.92%
Seminars/Conferences/Training & Travel	1,127	26,877	59,600	32,723	45.10%
Software Licenses/Maintenance	5,095	79,885	200,000	120,115	39.94%
Utilities	39,467	248,668	496,000	247,332	50.13%
Capital Outlay	31,712	300,436	650,000	349,564	46.22%
TOTAL EXPENDITURES:	\$ 1,497,338	\$ 9,855,469	\$ 21,957,500	\$ 12,102,031	44.88%
Revenue over (under) expenditures	\$ 336,105	\$ 1,448,318	\$ -	\$ 1,448,318	
Fund balance, beginning of year		\$ 8,186,838	\$ 8,186,838	\$ -	
Transfers Out		(2,446,201)	(2,446,201)	-	
Fund balance, end of year		\$ 7,188,955	\$ 5,740,637	\$ 1,448,318	

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 Six Months Ended December 31, 2024

	General Fund	Special Projects Fund	Capital Fund	Grants & Memorials	Total Governmental Funds
REVENUES:					
Property taxes, net	\$ 10,750,020	\$ -	\$ -	\$ -	\$ 10,750,020
State aid (including MPERS pass-through)	91,446	-	-	-	91,446
State penal fines	75,000	-	-	-	75,000
State revenue - other	36,043	-	-	-	36,043
Local Community Stabilization	83,461	-	-	-	83,461
Investment Gains (Losses)	216,599	-	-	2,870	219,469
Copier revenue	4,878	-	-	-	4,878
Donations	9,581	7,382	-	250	17,213
Library fines, fees and other	26,874	-	-	-	26,874
Non-resident fees	9,885	-	-	-	9,885
Rental revenue	-	16,923	-	-	16,923
TOTAL REVENUES:	\$ 11,303,787	\$ 24,305	\$ -	\$ 3,120	\$ 11,331,212
EXPENDITURES:					
Current:					
Personnel:					
Salaries and wages	\$ 4,939,804	\$ -	\$ -	\$ -	\$ 4,939,804
Employee benefits (inc MPERS pass-through)	1,271,837	-	-	-	1,271,837
Employment taxes	375,730	-	-	-	375,730
	6,587,371	-	-	-	6,587,371
Accounting/Audit	22,600	-	-	-	22,600
Building Rental	281,444	-	-	-	281,444
Communications	114,787	-	-	-	114,787
Copier Expense	23,973	-	-	-	23,973
Custodial Services	140,286	-	-	-	140,286
Grants /Memorials	-	-	-	21,666	21,666
Legal Expense	25,929	-	-	-	25,929
Library Programming	454,087	-	-	-	454,087
Materials	814,962	-	-	-	814,962
Minor Equipment Purchases	64,367	-	-	-	64,367
Operating Supplies	113,363	-	-	-	113,363
Other Operating Expenditures	9,024	-	-	-	9,024
Postage	14,091	-	-	-	14,091
Property Insurance	73,590	-	-	-	73,590
Purchased Services	76,231	-	-	-	76,231
Repairs and Maintenance	383,498	-	-	-	383,498
Seminars/Conferences/Training/Travel	26,877	-	-	-	26,877
Software Licenses/Maintenance	79,885	-	-	-	79,885
Utilities	248,668	-	-	-	248,668
Capital Outlay	300,436	-	425,876	41,599	767,911
TOTAL EXPENDITURES:	\$ 9,855,469	\$ -	\$ 425,876	\$ 63,265	\$ 10,344,610
Revenue over (under) expenditures	\$ 1,448,318	\$ 24,305	\$ (425,876)	\$ (60,145)	\$ 986,602
Fund balance, beginning of year	\$ 8,186,838	\$ -	\$ 514,789	\$ 570,931	\$ 9,272,558
Transfers	\$ (2,446,201)	\$ -	\$ 2,446,201	\$ -	\$ -
Fund balance, end of year	\$ 7,188,955	\$ 24,305	\$ 2,535,114	\$ 510,786	\$ 10,259,160

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 not engage in personal attacks against Ann Arbor District Library employees, patrons, or other participants 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 officer, they breach the peace or 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 . 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 .

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 23-161**

**RESOLUTION TO ADOPT PUBLIC COMMENT TO THE ANN ARBOR
DISTRICT LIBRARY BOARD 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 27th day of January, 2025 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the Board adopts the proposed Policy 1.12 Public Comment to the Ann Arbor District Library Board of Trustees.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 24-201**

RESOLUTION TO ADOPT REVISIONS TO POLICIES

Minutes of the regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 27th day of January, 2025 at 6:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES:

- 1.) That the attached Library Policies are revised as proposed.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Board Secretary

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.

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 adults. 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 illegal or unethical use of 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 the deliberate propagation of malware.
- Refraining from the transmission of threatening, harassing or abusive language and images.

MERIT ACCEPTABLE USE POLICY

Purpose

The purpose of 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...."

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 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 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 recognizes that it is not in the community's interest to revoke library 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, or use of 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.
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. Prohibits the use of patron-supplied furniture, or space heating or cooking devices, except as part of a library-produced event.
13. 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, and signs may not be posted without the specific approval of library administration.
14. Prohibits physical, verbal, or written threats toward patrons and staff.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY 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 BUILDING ACCESS WILL BE REVOKED FOR ONE WEEK.

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

SUBSEQUENT OFFENSE: LIBRARY 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 immediate, 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 is 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 is revoked.

Persons whose Library building access 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 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.

BUDGET ADJUSTMENT POLICY

For the Board budget adjustment process that occurs after June 30 or budget adjustments that require Board action, the Board shall discuss in an open meeting all aspects of the budget adjustments and take necessary action.

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.
- 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.

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 posted to the AADL website.

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

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 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

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.

INSURANCE OF PROPERTY

The Library Administration shall insure district property unless otherwise directed by the 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.

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 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.

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.
- 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.
- 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.

- 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 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

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.

BONUS POLICY

From time to time, the Personnel Committee 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 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.

SOCIAL SECURITY PRIVACY 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.

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
- Public comments
- Financial report
- Committee reports

Old Business
New Business
Adjournment

DISCUSSION OF BOARD MEETING DATES FOR 2025 CALENDAR YEAR

I. Statement:

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

II. Background:

During the 2021 calendar year the Board made the decision to move meeting dates from the third Monday of the month to the fourth Monday of the month. In addition, the following date changes we made in 2024:

Board meetings cancelled: August 26, 2024; December 16, 2024

Board meeting dates changed: January 22, 2024 was moved to January 29, 2024

Special meetings called: None

III. Options:

2025

The Board can decide to continue to meet on the fourth Monday of each month or change their regular meeting date to another day of the week. The library will be closed on May 26th for the Memorial Day holiday when the Board would be regularly scheduled to meet on the fourth Monday.

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

IV. Recommendations:

Meeting dates for calendar year 2025 are recommended by Administration for the fourth Monday of the month except as outlined below. Meetings are generally scheduled to begin at 7:00 p.m. and any closed sessions held generally begin at 6:00 prior to a Board meeting.

Administration recommends adopting the following calendar:

Monday, **February 24, 2025**

Tuesday, **April 1, 2025** (Monday, March 24th is week of AAPS Spring Break and Monday, March 31st is unavailable)

Monday, **April 28, 2025**

Monday, **May 19, 2025** (Monday, May 26th is Memorial Day)

Monday, **June 23, 2025**

Monday, **July 28, 2025**

Monday, **August 25, 2025**

Monday, **September 22, 2025**

Monday, **October 27, 2025**

Monday, **November 17, 2025** (Monday, November 24th is week of Thanksgiving)

Monday, **December 15, 2025** (Monday, December 22nd is week of Christmas holiday)

Monday, **January 26, 2026**

V. General Information:

2025 Library related conferences:

April 10-11, 2025—MLA Spring Institute for Youth Services, Frankenmuth, MI

April 30, 2025—Michigan Library Advocacy Day

June 26-July 1, 2025—American Library Association Annual Conference, Philadelphia, PA

October 29-October 31, 2025—Michigan Library Association Annual Conference, Lansing,
MI

ANN ARBOR DISTRICT LIBRARY BOARD

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

2024 OFFICERS

President
Vice President
Treasurer
Secretary

ADMINISTRATION

Eli Neiburger Director
Sherlonya Zobel Deputy Director
Len Lemorie Facilities Director

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

Ann Arbor District Library
Board of Trustees
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
734.327.8311