



Regular Meeting Agenda

Monday, July 20, 2020

Published by Ann Arbor District Library

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Regular Meeting, Monday, July 20, 2020 at 7:00 p.m.
 Ann Arbor District Library
 343 S. Fifth Avenue, Ann Arbor, MI 48104
 Aadl.org

REGULAR MEETING AGENDA

- 20-123 I. CALL TO ORDER
- 20-124 II. ATTENDANCE
- 20-125 III. APPROVAL OF AGENDA (pp. 1-2)
 (Item of action)
 Roll call vote
- 20-126 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote
- CA-1 Approval of Minutes of June 15, 2020 and June 29, 2020
 (pp. 3-24)
- CA-2 Approval of June 2020 Disbursements (pp. 25-27)
- 20-127 V. CITIZENS' COMMENTS
- 20-128 VI. FINANCIAL REPORTS (pp. 28-32)
 Josie B. Parker, Director
- 20-129 VII. COMMITTEE REPORTS
- 20-130 A. EXECUTIVE COMMITTEE
 (10 minutes)
- 20-131 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director
- 20-132 IX. OLD BUSINESS
- 18-049 A. UPDATE ON CONSTRUCTION PROJECTS
 Len Lemorie, Associate Director
 (10 minutes)

- 19-181 B. RESOLUTION TO INCREASE 4TH FLOOR MEETING ROOM PROJECT DOWNTOWN TO INCLUDE A/V AND CONTROL ROOM EQUIPMENT (p. 33)
(Item of action)
Roll call vote
- 20-113 C. BLACK LIVES MATTER
(Item of discussion)
- 20-133 X. NEW BUSINESS
- 20-134 A. SPECIAL AADL BOARD POLICY COMMITTEE CHARGE
(Item of discussion)
- 20-135 B. RESOLUTION OF THANKS TO TIM GRIMES ON HIS RETIREMENT (p. 34)
(Item of action)
Roll call vote
- 20-136 XI. CITIZENS' COMMENTS
- 20-137 XII. ADJOURNMENT

CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD

1. Persons who wish to address the Library Board may submit comments via email to ask@aadl.org, by voicemail to 734.327.4245, or via live chat on YouTube during the meeting at <https://aadl.org/aboutus/boardvideos>
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, JUNE 15, 2020

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

20-101 I. CALL TO ORDER

President Song called the meeting to order at 7:03 p.m.

20-102 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Molly Kleinman,
 Jim Leija, S. Kerene Moore, Linh Song, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger, Len Lemorie

20-103 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote

Vice President Moore, supported by Secretary Leija, moved to approve the agenda as presented.

Trustee Vander Broek, supported by Secretary Leija, moved to amend the agenda adding under New Business Discussion of Recent Black Lives Matter Protest.

The amendment to the agenda was voted on.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander
 Broek

NAYS: None

Motion passed 7-0.

The amended agenda was voted on.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander
 Broek

NAYS: None

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

Motion passed 7-0.

20-104 IV. CONSENT AGENDA
 (Item of action)
 Roll call vote

CA-1 Approval of Minutes of May 18, 2020

CA-2 Approval of May 2020 Disbursements

Vice President Moore, supported by Treasurer Akmon, moved to approve the consent agenda.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander
 Broek

NAYS: None

Motion passed 7-0.

20-105 V. CITIZENS' COMMENTS

Thor Ham

Hi Board of Trustees, my name is Thor Ham and I am going into 6th grade. My question for you is how do you plan to reopen and keep the libraries safe? Another thing that I have is how will summer game prizes be delivered; if the summer game shop is open? Thank you for all that you do.

Audio Comment submitted:

Hi, this is in response to the Summer Game. I just wanted to thank you for all the hard work. I just love the game and I'm trying to submit a citizens comment. The games are great and my family loves them. Keep up the good work.

Deanna Lynch

I, Deanna Lynch, just want to thank the Ann Arbor District Library for having the best summer games program and for also doing the Bummer Games to help with the covid stay at home order boredom. The Summer Games is one of my favorite part of Summer.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

Kanchan M.

Hello, My name is Kanchan. I just want to say I truly appreciate AADL. It's not just a library but a lot more than that. In this crazy time AADL Bummer games and AADL TV have been a lovely friend. Participating in the Bummer game gave me that little escape from all chaos, negative, disheartening news around me. Plus I learn something new with every badge! Thank you so much AADL and its lovely kind librarians and staff. I miss talking to our Library people and their energy and kindness they show in all events. I miss volunteering for AADL and can't wait for time when it is safe for everyone to bring back volunteering. Looking forward to summer games. Thanks again AADL.

Cherie Burkheiser

All of our activities this year have been cancelled and we are very glad the Summer Game wasn't among them. Thank you also for adding the Bummer Games when everything closed down. ~ the Burkheiser family

General question: since the meetings are streamed to YouTube, does that mean the meetings (and therefore the codes) are available at anytime after the meeting has happened? This would be great for those unable to watch live.

Christina Bell

Hi, My name is Christina Bell and I would like to leave the following comment for the board of AADL: Thanks so much for all the hard work you put into AADL. My kids and I have have lots of fun reading and doing the summer game.

Evan Max

This is Evan. This is a citizens comment. I want to tell you if you do curbside pickup the people will be very happy because the old people don't want to get out and pick it at the lockers and go inside to pickup. This comment is for the Board meeting.

Audrey

I really enjoyed the bummer games! Thank you for all the work and dedication during the virus shutdown. I really appreciated everything the library was doing and putting out. I am also very happy with the planned roll out for how the reopening is going to work.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

Susan Collet

Dear Board of Trustees, COVID related measures caused Ann Arbor citizens to have a decrease in city of Ann Arbor services. The availability of library, public transportation, and parks and recreation programs have been impacted. The citizens of Ann Arbor should receive a reduction in the amount of property taxes required since the amount spent must have decreased.

Kathy Scott

Thank you for your thoughtful responses and hard work of all the staff to the library closures: the holds and due dates management, the Bummer Game, the AADL TV, video storytimes and other events, As always, the AADL staff is amazing.

Jennifer and Amber German

Hello! My daughter and I each have a Citizen's Comment for today's Board of Trustee meeting. The first, from my daughter "Good job running the library. Thank you."

Jennifer German-Video presentation

Hello, Ann Arbor District Library Board of Trustees. I just wanted to give you a message about how much my family loves the AADL. I'm going to use the word love a lot and maybe just a couple of suggestions or requests for the summer game. So first, I mean, I love that I can rent, borrow rather, a telescope pretty much anytime it's so amazing to be able to use that and I've seen Saturn's rings, I've seen the specks of lights around the moons of Jupiter. It's just crazy and amazing and I love it. Also the fact that I can borrow DVD's and not have to buy them or pay for them, for the movies before I know I like them. That is great for me. My youngest daughter, she's almost five. She loves going to the branches with the touch screen laptops in the kids section because its an actual computer she can control and use on her own. So that feels like it empowers her. My oldest daughter is an avid reader and I'm not even sure the Ann Arbor District Library has enough books for her but I certainly can't keep up buying books for her with the amounts that she reads. The library is immensely helpful for both of us. She loves going, picking out books, new ones even ones she's read over and over. So thank you all for that. My family, we also love the summer game because it's something we can do as a family. We've been doing it for years. My youngest is now doing her own profile. So, I wanted to show you, you can see the t-shirt, the hat, a prize we really like. We loved dottie, I mean I've worn her out, the zipper is broken and I would love to get another one but the other coolers, I've got a couple of these work great and lunch

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

bags. My favorite prize is actually this messenger bag. But the reason it's my favorite is because my older daughter three years ago spent so much time earning the points going and doing all, finding the codes out and about at the libraries, at the parks and everything and we had so much fun together and she wanted to earn the 20,000 points to buy this for me. And she did. I was so proud of her for that and I just, I love it and it's still a great memory for me. So thank you. Personally I love collecting pins. Those are really great. My oldest daughter has your sg pants collection, owl, giraffe, fox and unicorn. We started the year after owl pants. Anyone out there that has one my daughter would love to complete her collection. And then personally I also am a AADL solar system ambassador and the patch you gave out last year I loved so much I put it on the shirt that I use for my presentations. So thank you so much for all that the library does for me and my family and community.

Ashley Recker

I have always been a huge AADL fan, but this pandemic has highlighted what a wonderful resource for this community AADL is. From the bumper/summer game to downloadable resources to audiobooks available through overdrive, I am so thankful you all were here to keep me sane while everything else is so abnormal! Thank you, thank you, thank you!

Megan & Maddie Kanous

Thank you very much for all of your efforts while your branches were closed during March thru June. My family appreciated all of the AADL.TV content that your staff provided these last few months, especially virtual story time. We were lucky enough to be able to use Libby and Overdrive to check out digital books. We are looking forward to the Summer Game and hope that everyone stays healthy as AADL begins to work towards physical check outs.

Thank you for the Story Times that we watched on TV. I can't wait to check out more books. -Maddie Kanous, Age 8

Amanda Hess

Hello board, Please bring back popular prizes from years past (2011-2017). Whether you put them in the current year shop or the classic shop is up to you. Thank you.

Edward Vielmetti

To the board, Thank you and all the staff for the work you have

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

done to keep the library going during the time of no libraries, and I'm so much looking forward to Opening Day again. Thanks again.

Susan Vaughn

Hi, my name is Susan Vaughn and I want to express my gratitude for the staff for making the Bummer Game. I appreciate all the hard work that went into it along with AADL TV. It was something to look forward to when shut down. Thank you all.

Harper, Anna, Makenzie Rumschik

The summer game is our favorite! We love to get slurpies and go code hunting. The park ones are our favorites. Thanks for putting it together for us! PS - we walked around the downtown library looking for Josie's code and didn't find anything, so we'll gladly take a hint...Player - Harper (aka: Anakin), Anna (aka: Lucy), Makenzie (aka: Elsa)--Mark Rumschik

Zawacki Family

Hello, This is a comment from the Zawacki family (Molly, Jay, Sylvie and Gus). Thanks for all the activities and badges while you've been closed! We really enjoyed the bummer game badges and are looking forward to the summer game ones next. As a parent I found myself gaining a grudging appreciation for some of the youtubers I learned about, and we also liked participating in the trivia shows. Also, thank you for supporting Overdrive eBooks, which allowed us to continue some our favorite series during the shutdown. Last but not least, long live Finny Flinger!

Jeanne Getty

Thank you very much to the AADL staff for the Bummer Game during the Coronavirus pandemic! Mid-March was a troubling and stressful time as Ann Arbor businesses closed and work conditions changed, and everything was depressing news....until the wonderful email from the AADL announcing a Bummer Game!! Suddenly, there was good news, great humor, and a fun challenge to keep our spirits up. The humor of the Bummer Game was well-needed, and the game was challenging, educational and fun. Thank you to the AADL for your efforts to produce the Bummer Game during a tough time in Ann Arbor, it was great fun!!

Cecilia Hendricks

I'd like to thank the library for their flexibility over the past three months. The Bummer Game was a wonderful distraction during the worst of the pandemic, and I'm so pleased to have the summer

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

game again even if it will be different this year. Thanks so much for everything you're doing.

AADL Fan

This is a great way to get people to watch a board meeting! I love the aadl summer game! Signed, An AADL Fan!!

Joy Schultz

Good evening! I wanted to share my gratitude for the Bummer Game, the Summer Game, and how responsive everyone has been to questions about reopening! Thank you all very much.

Jasper Wise

Hello, name is Jasper Wyse, I am 10 years old. I wanted to let the Library Board know that I love the summer game, it was fun when you did the key badges over the school year last year, it would be nice if you could do that again! You are the best library ever, hopefully I can come back soon! Thank you so much Board!

Stephanie Pocsi-Morrison

Hello! I wanted to thank everyone at the library for their hard work and dedication to the community! I am so thankful to benefit from the work that y'all do and I will continue to support in any way I can. Again thank you all!

Shannon, Bret, Graham, and Ian Hautamaki

Hi members of the AADL Board, This was supposed to be my year to not chicken out and speak in person at a library board meeting! Unfortunately, COVID has other plans for all of us. I just want to say that my family really appreciates all you do and especially have been doing to keep us engaged in learning and reading even though we have to be socially distant. We can't wait to come back and enjoy programs in person, obviously when the time is right. Thank you also for taking care of your amazing staff and thinking about their health and safety long term when it comes to reopening. Our family has two little boys, Graham and Ian, ages five and two, and right now the library story times are totally their jam. It's really quite funny to watch them emulate Christopher, Ellie, Allison, and Amanda's mannerisms because they "see" them so often. But long term, we would love to see a remodel of the downtown branch especially with a better Teen section. We love the kid area there, but it does feel catered to the especially young. Kids only get bigger, and the current teen area near the main lobby not that conducive to either socializing or studying. Other ideas we have

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

are a better mobile site or app for renewing or checking out books. Oh and would it even be possible in a post-COVID world to have different shaped cake pans to check out? Mostly all praise and love, and please let us and the community know what we can do to make the library run even better post-COVID. Looking forward to playing the Summer Game this year as well. Fingers crossed we can get an AADL shirt in a 2T for Ian! All our best.

Himaja Motheram

I want to say a big Thank You to everyone at AADL who worked so hard throughout the beginning of the virus outbreak till now to create online resources and programs for the community.

Latitude & Tom Brown

Will there be vintage summer game pins in the shop this year? We are very excited for the summer game.

Alex Kate

Hi! Thank you so much for adding the Bummer Game onto what is already an amazing Summer Game program. I'm curious if there is any plan to bring back Nerd Nite events in a virtual way?

Elaine Wong

Love the Summer Game. We have been introduced to so many new things and learning so much as a result! Happy to see the faces of the Board of Trustees!

Ganesh Pal

Hi, thank you for all the work you put in. This is the only reason I read in the summer. The badges are interesting and help me in trivia nights.

Anne Yu

Our family loves the AADL! Keep up the great work.

Hajar Mek

Hello AADL Board of Trustees. You are all so kind to do the bummer game during Covid. I'm just curious, how do you choose AADL board members? Thank you for all you do, I really appreciate it.

Jenny Clark

I love these live board meetings. The cake pan loan idea would be great!

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

20-106 VI. FINANCIAL REPORTS
 Josie B. Parker, Director

Director Parker reviewed the Financial Reports presented in the Board Packet. Cash has decreased by \$1.2 million at the end of May. Tax receipts are at 97.7% of the budgeted amount with just under \$400,000 outstanding for collection. She noted the fund balance has increased from April to just over \$8.2 million in May. Actual cash receipts are just over \$17.7 million.

Year to date revenue over expenditures is at \$1.8 million. Actual cash receipts are at 100.01% of the budget with actual expenditures at 87.34% of the budget.

Under Grants & Memorials the Friends contributed \$75,000 this fiscal year with expenditures of \$73,455 leaving a balance of \$65,970 in Friends donations. The archives grant fund currently is at \$45,352. The Ladies Library Association has committed \$250,000 towards the purchase of a digital screen and an anonymous donor has pledged funds towards the balance of the purchase. Those funds are anticipated to be received by the end of June.

Budget lines that need adjusting are being addressed in a resolution later on the agenda.

20-107 VII. COMMITTEE REPORTS

20-108 A. EXECUTIVE COMMITTEE
 (10 minutes)

President Song reported the Executive Committee met earlier today and discussed the Black Lives Matter topic, having no Board retreat this year and preparing for a candidates' event next week. The Library Board will have four seats open in the November election.

20-109 VIII. DIRECTOR'S REPORT
 Josie B. Parker, Director

Director Parker reviewed AADL's service phasing plan based on the MI Safe Start Plan's Stage 4 through Stage 6 for reopening during and after the COVID-19 pandemic.

An all staff meeting was held via Zoom to review the transition to

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

back to work for all staff. 215 staff members attended the two hour meeting.

The Library is calling for stories related to the pandemic and the Black Lives Matter movement. Black Lives Matter book discussion series is being held on Zoom. Book recommendations are being provided online and in AADL newsletters. A call will be going out to design a Black Lives Matter mural for the Downtown Library fence on Library Lane.

AADL TV has had 91,000 video views and 625,000 minutes of watch time. AADL has sent out three newsletters in June with a total of 40,600 opens.

Summer Game banners are on AADL branches, street flags and the AADL truck. Codes will also be on the exterior of AAATA buses. Over 100 parks located within the city will have codes. Township parks will be used in future summer games.

PPE is readily available to staff coming back into work. Staff space is being adapted to promote social distancing.

A summary of public and staff comments was viewed.

20-110 IX. OLD BUSINESS

18-049 X. A. RESOLUTION TO INCREASE THE PROJECT SCOPE OF PUBLIC MEETING SPACES IN AADL BRANCHES

(Item of action)

Roll call vote

Secretary Leija, supported by Trustee Vander Broek moved, the Board resolves as follows: To increase the project scope of public meeting spaces in AADL branches to include acoustical treatments at Malletts Creek, Traverwood and Pittsfield Branches; to increase the project scope at Traverwood Branch to include construction of a cold storage room and installing a track system for the program room doors; to authorize the Capital Project Funds total project increase of \$168,837.10; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Associate Director Lemorie reviewed the additions to the project. He noted that the original project budget was approved at \$569,000.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

This project is separate from the Downtown Library 4th floor project which will be reviewed next month along with a proposal for generators in the branches.

Director Parker noted that the Café project for the Downtown Library has been placed on an indefinite hold.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander Broek

NAYS: None

Motion passed 7-0.

20-111 XI. NEW BUSINESS

20-112 A. RESOLUTION TO AMEND THE 2019-2020 APPROVED BUDGET
 (Item of action)
 Roll call vote

President Song, supported by Secretary Leija, moved the Board resolves as follows: To transfer \$50,000 from Salaries & Wages to Custodial Services; to transfer \$150,000 from Salaries & Wages to Accounting & Auditing; to transfer \$20,000 from Salaries & Wages to Property Insurance; to transfer \$50,000 from Salaries & Wages to Communications; to transfer \$20,000 from Salaries & Wages to Copier Expense; to transfer \$160,000 from Salaries & Wages to Capital Outlay; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander Broek

NAYS: None

Motion passed 7-0.

20-113 B. BLACK LIVES MATTER
 (Item of discussion)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

Trustee Vander Broek led the discussion on recent events around Black Lives Matter. She noted that AADL staff is thinking and programming on this topic and felt that it was time for the AADL Board to discuss and provide a statement.

Comments from the Board included:

- Asking staff to closely examine progress working towards recruiting, retaining and promoting a diverse staff.
- That the Library should be a voice and a public accommodation that serves everyone.
- Thinking about safety and how AADL operates and safety for more vulnerable users. Reevaluate how we define safety.
- Making sure that staff training is cohesive system-wide.
- Need to consider issues outside of the box and consider those options.
- How AADL works with AAPD.
- Determine whether changes are needed to customer service.
- Do a more thorough policy review over the next year.
- Choose some time for a retreat over next the year with anti-racism training. Concept in learning that anti-racism is different than diversity and inclusion training.
- Encourage programs dismantling racism and white supremacy.
- Work currently being done at AADL is progressive.
- Continuation of this topic at next month's meeting.
- Presentation from staff on becoming more anti-racist and the how applied in the hiring process.

20-114 XII. CITIZENS' COMMENTS

Barbara Lawrence

As a winter visitor to A2, I had heard about your summer games from my daughter and son-in-law, but had never participated before your Bummer Games gave me some activities to enjoy here in quarantine at an adult-care facility in Florida. You have made many good times for me since I started in May, though it took help from you for my final badge. Since the Summer Games started, I have completed the badges that do not require me to physically be in A2 (or have chalk and a sidewalk). I plan to see how much I can complete this summer. I just wish I could get a library card. Thank you for a way to keep my mind active.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

Aarna Kirankumar Desai

Love aadl would like to say a big thank you to everyone at AADL for making summer game and bummer game possible. And you could do all this in these hard times. Big THANK YOU!!!! To all of you guys at aadl!

Swarup Sathe

Thank you for all that you do.

Diane 'Bogie' Bogenrieder

Great explanation on finances. And a fantastic way with the Summer Game getting folks interested in the Board meetings.

Lily

Thank you to AADL for being inclusive and amazing! I'm very grateful for the summer game, event, and catalogue. My question is what will AADL be doing as an active ally in current times?

Hillary Watson

Whose board positions are open in this year's election?

Jenny Clark

Thank you for explaining "freezing". Makes much more sense to hear it than the email did.

Diane 'Bogie' Bogenrieder

Parks with codes is great addition.

Aynsley Martindale

So excited for how you guys have made the summer game happen this year! My daughter and I have particularly enjoyed watching Storytime With Ellie on Mondays. - Aynsley (and Delia) Fant

Hillary Watson

This is a great conversation, I really appreciate being able to listen in.

Sorkin Family

Hiiiiiiiiiiii

Beth Manuel

Thank you for bringing this up, Jamie!

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 15, 2020

20-115 XIII. ADJOURNMENT

President Song adjourned the meeting at 9:06 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 June 15, 2020 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.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 18-049**

**RESOLUTION TO INCREASE THE PROJECT SCOPE OF PUBLIC MEETING
SPACES IN AADL BRANCHES**

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 15th day of June, 2020 at 7:03 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Secretary Leija, and supported by Trustee Vander Broek:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To increase the project scope of public meeting spaces in AADL branches to include acoustical treatments at Malletts Creek, Traverwood and Pittsfield Branches.
- 2.) To increase the project scope at Traverwood Branch to include construction of a cold storage room and installing a track system for the program room doors.
- 3.) To authorize the Capital Project Funds total project increase of \$168,837.10.
- 4.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on June 15, 2020 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.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-112**

RESOLUTION TO AMEND THE 2019-2020 APPROVED BUDGET

Minutes of a regular meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 15th day of June, 2020 at 7:03 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

ABSENT: None

The following resolution was offered by President Song, and supported by Secretary Leija:

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To transfer \$50,000 from Salaries & Wages to Custodial Services.
- 2.) To transfer \$150,000 from Salaries & Wages to Accounting & Auditing.
- 3.) To transfer \$20,000 from Salaries & Wages to Property Insurance.
- 4.) To transfer \$50,000 from Salaries & Wages to Communications.
- 5.) To transfer \$20,000 from Salaries & Wages to Copier Expense.
- 6.) To transfer \$160,000 from Salaries & Wages to Capital Outlay.
- 7.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a regular Board meeting held on June 15, 2020 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.

Jim Leija, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JUNE 29, 2020

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE SPECIAL MEETING
MONDAY, JUNE 29, 2020

20-116 I. CALL TO ORDER

President Song called the meeting to order at 6:34 p.m.

President Song clarified for those interested in running for a position on the AADL Board of Trustees applications are to be filed by July 16, 2020 for the November election.

20-117 II. ATTENDANCE

Board Present: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore, Linh Song, Jamie Vander Broek
 Board Absent: None
 Staff: Josie Parker, Eli Neiburger

20-118 III. APPROVAL OF AGENDA
 (Item of action)
 Roll call vote

Secretary Leija, supported by Trustee Kleinman, moved to approve the agenda as presented.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander Broek
 NAYS: None

Motion passed 7-0.

20-119 IV. NEW BUSINESS

20-120 A. RESOLUTION TO AMEND AND RESTATE THE ANN ARBOR DISTRICT LIBRARY 403(B) TAX SHELTERED ANNUITY PLAN

Amy Christen, Dykema
 (Item of action)
 Roll call vote

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JUNE 29, 2020

Trustee Kleinman, supported by Treasurer Akmon, moved NOW THEREFORE, BE IT RESOLVED, that the amended and restated Plan is approved and adopted retroactively effective as of January 1, 2010 as permitted by the IRS, except as otherwise specifically provided in the Adoption Agreement or Basic Plan Document.

FURTHER RESOLVED, the undersigned hereby delegates to the Executive Director the full and discretionary authority, power and duty to:

- Act as the Plan Administrator and Named Fiduciary of the Plan with the full and discretionary power to administer the Plan.
- Amend, modify, restate or otherwise alter the terms of the Plan as required to comply with law, collective bargaining agreements or otherwise reflect plan design changes.
- Appoint and remove trustees, custodians, payroll slot vendors and other third party administrators for the Plan.
- Manage and invest the assets of the Plan, including the power to:
 - Adopt and maintain an Investment Policy for the investment of Plan assets;
 - Select and monitor the investment choices, including those that are available for Participant-directed investments under the Plan; and
 - Appoint one or more investment advisors to assist in evaluating the investment performance of Plan assets or educating and advising plan participants regarding their self-directed investment choices under the Plan.

RESOLVED FURTHER, notwithstanding the Executive Director's amendment authority granted hereunder, the Employer, through the Board of Trustees, reserves and retains the right, at any time, to amend, modify or otherwise alter this delegation of authority and/or the Plan, as well as the exclusive power to terminate the Plan.

RESOLVED FURTHER, the Executive Director shall be indemnified by the Employer, to the extent permitted by state law, against any and all liabilities arising by reason of any act or failure to act made in good faith pursuant to the provisions of the Plan, including expenses reasonably incurred in the defense of any claim relating thereto.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JUNE 29, 2020

RESOLVED FURTHER, that any actions taken previously by the Executive Director, Employer's Human Resources Department in implementing the benefit design, administrative or other changes necessary to comply with recent law changes for the Plan are hereby ratified, confirmed, and approved.

RESOLVED FURTHER, that the Executive Director is authorized and directed to execute the Plan, and take such other action as may be necessary or appropriate to implement the Plan or these resolutions.

RESOLVED FURTHER, that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Director Parker noted that the Board originally authorized her in 2014 to execute and restate the 403(b) plan. With a completely new Board since that time she felt it was appropriate to make the Board aware of the process.

Amy Christen from Dykema was introduced. Ms. Christen reported that the IRS has opened up adoption of IRS pre-approved plan documents. The use of a pre-approved plan document allows for the Library's vendor to maintain 403(b) changes made by the IRS within the Library's plan. This does not affect the union negotiated documents.

A roll call vote was taken.

AYES: Akmon, Green, Kleinman, Leija, Moore, Song, Vander Broek

NAYS: None

Motion passed 7-0.

20-121 V. CITIZENS' COMMENTS

Jackson Potter

I am really enjoying the Bizarre We There Yet badge series. My all-time favorite codes were the Goblin codes. Will there be a version of Goblin riddle codes this year in July? Will the summer game shop open? I love the summer game. Thank you.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE SPECIAL MEETING
MONDAY, JUNE 29, 2020

20-122 VI. ADJOURNMENT

President Song adjourned the meeting at 6:57 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 special meeting held on June 29, 2020 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.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-120**

**RESOLUTION TO AMEND AND RESTATE THE ANN ARBOR DISTRICT LIBRARY
403(B) TAX SHELTERED ANNUITY PLAN**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 29th day of June, 2020 at 6:34 p.m.

PRESENT: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

ABSENT: None

The following resolution was offered by Trustee Kleinman, and supported by Treasurer Akmon:

WHEREAS, the Employer sponsors and maintains the Ann Arbor District Library 403(b) Tax Sheltered Annuity Plan (the “Plan”) for the benefit of eligible employees.

WHEREAS, the Employer desires to amend and restate the Plan to utilize an IRS pre-approved volume submitter plan Adoption Agreement and Basic Plan document sponsored by Journey Retirement Plan Services, LLC.

WHEREAS, under the terms of the Plan, the Employer, through its Board of Trustees, may appoint and remove plan representatives, amend and restate the Plan, and delegate and transfer to third parties the authority and power to administer, amend and terminate the Plan.

NOW THEREFORE, BE IT RESOLVED, that the amended and restated Plan is approved and adopted retroactively effective as of January 1, 2010 as permitted by the IRS, except as otherwise specifically provided in the Adoption Agreement or Basic Plan Document.

FURTHER RESOLVED, the undersigned hereby delegates to the Executive Director the full and discretionary authority, power and duty to:

- Act as the Plan Administrator and Named Fiduciary of the Plan with the full and discretionary power to administer the Plan.
- Amend, modify, restate or otherwise alter the terms of the Plan as required to comply with law, collective bargaining agreements or otherwise reflect plan design changes.
- Appoint and remove trustees, custodians, payroll slot vendors and other third party administrators for the Plan.
- Manage and invest the assets of the Plan, including the power to:
 - Adopt and maintain an Investment Policy for the investment of Plan assets;

- Select and monitor the investment choices, including those that are available for Participant-directed investments under the Plan; and
- Appoint one or more investment advisors to assist in evaluating the investment performance of Plan assets or educating and advising plan participants regarding their self-directed investment choices under the Plan.

RESOLVED FURTHER, notwithstanding the Executive Director's amendment authority granted hereunder, the Employer, through the Board of Trustees, reserves and retains the right, at any time, to amend, modify or otherwise alter this delegation of authority and/or the Plan, as well as the exclusive power to terminate the Plan.

RESOLVED FURTHER, the Executive Director shall be indemnified by the Employer, to the extent permitted by state law, against any and all liabilities arising by reason of any act or failure to act made in good faith pursuant to the provisions of the Plan, including expenses reasonably incurred in the defense of any claim relating thereto.

RESOLVED FURTHER, that any actions taken previously by the Executive Director, Employer's Human Resources Department in implementing the benefit design, administrative or other changes necessary to comply with recent law changes for the Plan are hereby ratified, confirmed, and approved.

RESOLVED FURTHER, that the Executive Director is authorized and directed to execute the Plan, and take such other action as may be necessary or appropriate to implement the Plan or these resolutions.

RESOLVED FURTHER, that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES: Dharma Akmon, Victoria Green, Molly Kleinman, Jim Leija, S. Kerene Moore,
Linh Song, Jamie Vander Broek

NAYS: None

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at a special Board meeting held on June 29, 2020 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.

Jim Leija, Board Secretary

System: 7/14/2020 2:55:10 PM
 User Date: 7/14/2020

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: richmondc

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	6/1/2020
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063190	A.M. SERV	A.M. SERVICES, INC	6/9/2020	CHECK	PMCHK00002438	\$2,675.30
063191	AARBAT	AARON BATZDORFER	6/9/2020	CHECK	PMCHK00002438	\$200.00
063192	AGRSER	A GROWING SERVICE LLC	6/9/2020	CHECK	PMCHK00002438	\$340.00
063193	ALLENT	ALLIANCE ENTERTAINMENT	6/9/2020	CHECK	PMCHK00002438	\$4,759.27
063194	AMYTAR	AMY C. TARRANT	6/9/2020	CHECK	PMCHK00002438	\$150.00
063195	ANDYUN	ANDREA SOOYOUNG YUN	6/9/2020	CHECK	PMCHK00002438	\$100.00
063196	APPIMA	APPLIED IMAGING	6/9/2020	CHECK	PMCHK00002438	\$6,587.21
063197	ASHHUG	ASHLEY HUGHES	6/9/2020	CHECK	PMCHK00002438	\$50.00
063198	B&H	B&H PHOTO-VIDEO	6/9/2020	CHECK	PMCHK00002438	\$1,613.36
063199	BAKTAY	BAKER & TAYLOR	6/9/2020	CHECK	PMCHK00002438	\$97,347.03
063200	BETBAT	ELIZABETH SNOVER-TAIT BATTEY	6/9/2020	CHECK	PMCHK00002438	\$180.00
063201	BETNEA	BETHANY NEAL	6/9/2020	CHECK	PMCHK00002438	\$200.00
063202	BHAVEE	BHAVANA VEERAVALLI	6/9/2020	CHECK	PMCHK00002438	\$50.00
063203	BKFD	BKFD	6/9/2020	CHECK	PMCHK00002438	\$300.00
063204	BLAAUD	BLACKSTONE PUBLISHING	6/9/2020	CHECK	PMCHK00002438	\$4,504.78
063205	BREWER	BREWER'S	6/9/2020	CHECK	PMCHK00002438	\$30.40
063206	CDW-G	CDW GOVERNMENT	6/9/2020	CHECK	PMCHK00002438	\$2,987.38
063207	DELCHR	DELANEY CHRISTY	6/9/2020	CHECK	PMCHK00002438	\$50.00
063208	DEVSAN	DEVIN SANDERS	6/9/2020	CHECK	PMCHK00002438	\$100.00
063209	DEWCOR	DEW-EL CORPORATION	6/9/2020	CHECK	PMCHK00002438	\$9,361.85
063210	DIADUD	DIANNE LYNN DUDLEY	6/9/2020	CHECK	PMCHK00002438	\$100.00
063211	DIGKEY	DIGI-KEY ELECTRONICS	6/9/2020	CHECK	PMCHK00002438	\$104.99
063212	DRADES	DRAPLIN DESIGN COMPANY, LLC	6/9/2020	CHECK	PMCHK00002438	\$4,004.00
063213	DT&J	DT&J, INC	6/9/2020	CHECK	PMCHK00002438	\$6,358.00
063214	ELYGAM	ELYSE GAMBINO	6/9/2020	CHECK	PMCHK00002438	\$200.00
063215	ELYTHO	ELYSE THOMAS	6/9/2020	CHECK	PMCHK00002438	\$50.00
063216	EMMWAS	EMMA WASHBURN	6/9/2020	CHECK	PMCHK00002438	\$250.00
063217	EQUOSOF	EQUINOX OPEN LIB INIT, INC	6/9/2020	CHECK	PMCHK00002438	\$2,062.50
063218	EUNCHE	EUNJAE CHEON	6/9/2020	CHECK	PMCHK00002438	\$100.00
063219	GOYETTTE	GOYETTE MECHANICAL	6/9/2020	CHECK	PMCHK00002438	\$34,659.10
063220	GRALEE	GRACE LEE	6/9/2020	CHECK	PMCHK00002438	\$75.00
063221	HEBABD	HEBATALLAH MOHMOUD ABDELAAL	6/9/2020	CHECK	PMCHK00002438	\$100.00
063222	HUGGAL	HUBERT GALLAGHER	6/9/2020	CHECK	PMCHK00002438	\$200.00
063223	ICRA	ICRA	6/9/2020	CHECK	PMCHK00002438	\$200.00
063224	INTSYS	INTELLIGENT CONTROL SYSTEMS	6/9/2020	CHECK	PMCHK00002438	\$362.50
063225	JAKBLO	JAKE BLOUNT	6/9/2020	CHECK	PMCHK00002438	\$350.00
063226	JASLYM	JASON LYMANGROVER	6/9/2020	CHECK	PMCHK00002438	\$300.00
063227	JEAKIM	JEANNIE KIM	6/9/2020	CHECK	PMCHK00002438	\$100.00
063228	JENCHI	JENNIFER CHIU	6/9/2020	CHECK	PMCHK00002438	\$100.00
063229	JEWISHNE	JCMWC, LLC	6/9/2020	CHECK	PMCHK00002438	\$278.00
063230	KAPEAR	KAPLAN EARLY LEARNING CO.	6/9/2020	CHECK	PMCHK00002438	\$638.01
063231	KATLAKIN	KATHRYN LAKIN	6/9/2020	CHECK	PMCHK00002438	\$100.00
063232	LEID	LEID	6/9/2020	CHECK	PMCHK00002438	\$27,209.50
063233	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	6/9/2020	CHECK	PMCHK00002438	\$1,340.00
063234	LOLSIM	LOLA SIMON	6/9/2020	CHECK	PMCHK00002438	\$125.00
063235	LORSTR	LORI STRATTON	6/9/2020	CHECK	PMCHK00002438	\$100.00
063236	LUCROE	LUCY ROEHRIG	6/9/2020	CHECK	PMCHK00002438	\$10.27
063237	MAGLAR	MAGGIE LAREAU	6/9/2020	CHECK	PMCHK00002438	\$250.00
063238	MARDIG	MARIA CONSUELO DIGON ARROBA	6/9/2020	CHECK	PMCHK00002438	\$100.00
063239	MARKOU	MARGARET ALEX KOURVO	6/9/2020	CHECK	PMCHK00002438	\$650.00
063240	MARSTU	MARTHA RUTH STUIT	6/9/2020	CHECK	PMCHK00002438	\$300.00
063241	MICKRE	MICHELLE KRELL KYDD	6/9/2020	CHECK	PMCHK00002438	\$700.00
063242	MICLIBC	MCLS	6/9/2020	CHECK	PMCHK00002438	\$250.00
063243	MIDTAP	MIDWEST TAPE	6/9/2020	CHECK	PMCHK00002438	\$12,971.45
063244	MOMFIF	MOMOKO FIFE	6/9/2020	CHECK	PMCHK00002438	\$100.00
063245	NATTIM	NATIONAL TIME & SIGNAL	6/9/2020	CHECK	PMCHK00002438	\$245.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063246	PAUBOW	PAUL BOWLING	6/9/2020	CHECK	PMCHK00002438	\$300.00
063247	PAYCOO	PAYTON COOK	6/9/2020	CHECK	PMCHK00002438	\$560.00
063248	PREPET	PREUSS PETS	6/9/2020	CHECK	PMCHK00002438	\$686.92
063249	PRIPAL	PRINTLINK PALMER	6/9/2020	CHECK	PMCHK00002438	\$339.84
063250	RANKAP	RANDALL LEIGH KAPLAN	6/9/2020	CHECK	PMCHK00002438	\$700.00
063251	REBSCH	REBECCA SCHUMACHER	6/9/2020	CHECK	PMCHK00002438	\$150.00
063252	RECANN	RECYCLE ANN ARBOR	6/9/2020	CHECK	PMCHK00002438	\$262.50
063253	RECBOO	RECORDED BOOKS, INC.	6/9/2020	CHECK	PMCHK00002438	\$497.96
063254	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	6/9/2020	CHECK	PMCHK00002438	\$23,686.66
063255	ROBNEE	ROBERT W NEEDHAM	6/9/2020	CHECK	PMCHK00002438	\$200.00
063256	ROBROB	ROBIN ROBINSON	6/9/2020	CHECK	PMCHK00002438	\$100.00
063257	SCHELE	SCHINDLER ELEVATOR CORPORATION	6/9/2020	CHECK	PMCHK00002438	\$3,265.68
063258	SCHSOU	SCHEDULE SOURCE, INC	6/9/2020	CHECK	PMCHK00002438	\$1,030.00
063259	SHAFEL	SHANELLE FELIPE	6/9/2020	CHECK	PMCHK00002438	\$125.00
063260	SHINDIG	SHINDIGS, LLC	6/9/2020	CHECK	PMCHK00002438	\$750.00
063261	SHOBRO	SHOCK BROTHERS FLOORCOVERING	6/9/2020	CHECK	PMCHK00002438	\$82,400.00
063262	SIEBRO	SIERRA BROWN	6/9/2020	CHECK	PMCHK00002438	\$400.00
063263	SOPADA	SOPHIA ADALAINE ZHOU	6/9/2020	CHECK	PMCHK00002438	\$300.00
063264	UNDGRO	UNDERGROUND PRINTING	6/9/2020	CHECK	PMCHK00002438	\$15,214.00
063265	WASHTR	WASHTENAW COUNTY TREASURER	6/9/2020	CHECK	PMCHK00002438	\$3,850.41
063266	ZEIWOZ	ZEIMET WOZNIAK & ASSOCIATES	6/9/2020	CHECK	PMCHK00002438	\$5,100.00
063267	ZIAHU	ZIAOYING HU	6/9/2020	CHECK	PMCHK00002438	\$75.00
063268	LIAIGE	LIAH IGEL	6/9/2020	CHECK	PMCHK00002438	\$50.00
063269	ADAOUT	ADAMS OUTDOOR ADVERTISING	6/23/2020	CHECK	PMCHK00002441	\$150.00
063270	AEPEX	AEPEX CONTEMP PERFORMANCE	6/23/2020	CHECK	PMCHK00002441	\$500.00
063271	AFSMITH	A.F. SMITH ELECTRIC, INC.	6/23/2020	CHECK	PMCHK00002441	\$37,675.00
063272	ALELON	ALEC LONGSTRETH	6/23/2020	CHECK	PMCHK00002441	\$300.00
063273	ALLSUP	ALLIED-EAGLE SUPPLY CO	6/23/2020	CHECK	PMCHK00002441	\$3,943.12
063274	AMASCH	AMANDA SCHOTT	6/23/2020	CHECK	PMCHK00002441	\$29.99
063275	AMYVAL	AMY VALADE	6/23/2020	CHECK	PMCHK00002441	\$43.69
063276	APPLE	APPLE, INC.	6/23/2020	CHECK	PMCHK00002441	\$19.00
063277	B&H	B&H PHOTO-VIDEO	6/23/2020	CHECK	PMCHK00002441	\$7,395.90
063278	BAKTAY	BAKER & TAYLOR	6/23/2020	CHECK	PMCHK00002441	\$29,305.49
063279	BETBEC	BETSY JANE BECKERMAN	6/23/2020	CHECK	PMCHK00002441	\$1,110.00
063280	CARBRO	CARPENTER BROS.	6/23/2020	CHECK	PMCHK00002441	\$98.24
063281	CDW-G	CDW GOVERNMENT	6/23/2020	CHECK	PMCHK00002441	\$12,440.16
063282	CECLAP	CECELIA LAPOINTE	6/23/2020	CHECK	PMCHK00002441	\$100.00
063283	CHECLE	CHET'S CLEANING, INC	6/23/2020	CHECK	PMCHK00002441	\$5,249.75
063284	CHRSNYDER	CHRISTINE M. SNYDER	6/23/2020	CHECK	PMCHK00002441	\$100.00
063285	DANYOU	DANAE YOUNGE	6/23/2020	CHECK	PMCHK00002441	\$25.00
063286	DEBTAY	DEBBIE TAYLOR	6/23/2020	CHECK	PMCHK00002441	\$100.00
063287	DEMCO	DEMCO	6/23/2020	CHECK	PMCHK00002441	\$3,428.65
063288	DICBLI	BLICK ART MATERIALS	6/23/2020	CHECK	PMCHK00002441	\$265.96
063289	FASTSI	FASTSIGNS	6/23/2020	CHECK	PMCHK00002441	\$6,600.00
063290	FORFRA	FORMAT FRAMING	6/23/2020	CHECK	PMCHK00002441	\$2,790.65
063291	GORRUS	GORDON RUSS	6/23/2020	CHECK	PMCHK00002441	\$425.00
063292	GRAPHX	GRAPH-X	6/23/2020	CHECK	PMCHK00002441	\$1,975.00
063293	HEIPRA	HEIDI PRATT	6/23/2020	CHECK	PMCHK00002441	\$58.33
063294	HOOHAT	HOOPER HATHAWAY, P.C.	6/23/2020	CHECK	PMCHK00002441	\$1,312.00
063295	INFOD	INFORMATION TODAY, INC.	6/23/2020	CHECK	PMCHK00002441	\$455.03
063296	JOURET	JOURNEY RETIREMENT PLAN LLC	6/23/2020	CHECK	PMCHK00002441	\$231.25
063297	LAKLEA	LAKESHORE LEARNING MATERIALS	6/23/2020	CHECK	PMCHK00002441	\$413.79
063298	LAURAY	LAURA PERSHIN RAYNOR	6/23/2020	CHECK	PMCHK00002441	\$50.00
063299	LEXMAT	MATTHEW BENDER & CO., INC.	6/23/2020	CHECK	PMCHK00002441	\$2,015.24
063300	LIBDES	LIBRARY DESIGN ASSOCIATES, INC	6/23/2020	CHECK	PMCHK00002441	\$4,297.00
063301	LOWE'S	LOWES BUSINESS ACCOUNT	6/23/2020	CHECK	PMCHK00002441	\$170.05
063302	MARBAN	MARTIN BANDYKE	6/23/2020	CHECK	PMCHK00002441	\$400.00
063303	MARROB	MARNA CLOWNEY ROBINSON	6/23/2020	CHECK	PMCHK00002441	\$100.00
063304	METCOM	METCOM	6/23/2020	CHECK	PMCHK00002441	\$3,887.79
063305	MIDTAP	MIDWEST TAPE	6/23/2020	CHECK	PMCHK00002441	\$139.37
063306	MINCEN	MINDCENTRIC	6/23/2020	CHECK	PMCHK00002441	\$1,873.00
063307	MLIVE	MLIVE MEDIA GROUP	6/23/2020	CHECK	PMCHK00002441	\$139.94
063308	NATTIM	NATIONAL TIME & SIGNAL	6/23/2020	CHECK	PMCHK00002441	\$1,682.22

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
063309	OCLINS	OCLC, INC.	6/23/2020	CHECK	PMCHK00002441	\$7,034.85
063310	ONEACON	O'NEAL CONSTRUCTION	6/23/2020	CHECK	PMCHK00002441	\$87,615.05
063311	PATSCO	PATRICK SCOTT	6/23/2020	CHECK	PMCHK00002441	\$100.00
063312	PITCHA	PITTSFIELD CHARTER TOWNSHIP	6/23/2020	CHECK	PMCHK00002441	\$19.20
063313	PLAWIS	PLANTWISE	6/23/2020	CHECK	PMCHK00002441	\$8,290.00
063314	RAILAG	RAINA LAGRAN	6/23/2020	CHECK	PMCHK00002441	\$100.00
063315	RECBOO	RECORDED BOOKS, INC.	6/23/2020	CHECK	PMCHK00002441	\$72.00
063316	SARKEL	SARA MELTON KELLER	6/23/2020	CHECK	PMCHK00002441	\$360.00
063317	SCHSEC	SCHILKE SECURITY	6/23/2020	CHECK	PMCHK00002441	\$840.00
063318	SHASON	SHAMBAUGH	6/23/2020	CHECK	PMCHK00002441	\$13,846.66
063319	STAMAK	RUBBER STAMPS UNLIMITED	6/23/2020	CHECK	PMCHK00002441	\$43.20
063320	STEJAS	STEPHANIE JUNE JASS	6/23/2020	CHECK	PMCHK00002441	\$50.00
063321	UNUMPRO	UNUM LIFE INSURANCE	6/23/2020	CHECK	PMCHK00002441	\$4,346.52
063322	UNUMPRO1	UNUM LIFE INSURANCE	6/23/2020	CHECK	PMCHK00002441	\$3,973.71
063323	USBORNE	USBORNE	6/23/2020	CHECK	PMCHK00002441	\$19.98
063324	WASHTR	WASHTENAW COUNTY TREASURER	6/23/2020	CHECK	PMCHK00002441	\$9.01
063325	WESENT	WESTGATE ENTERPRISES, LLC	6/23/2020	CHECK	PMCHK00002441	\$64,127.96
063326	DKAGEN	D.K. AGENCIES (P) LTD.	6/25/2020	CHECK	PMCHK00002444	\$997.60
EFT01109	AMACORP	AMAZON	6/4/2020	CHECK	PMCHK00002437	\$887.86
EFT01110	OFFDEP	OFFICE DEPOT, INC.	6/16/2020	CHECK	PMCHK00002439	\$659.94
EFT01111	TDSMET	TDS	6/16/2020	CHECK	PMCHK00002439	\$8,891.55
EFT01112	TRISOL	TRIONFO SOLUTIONS	6/16/2020	CHECK	PMCHK00002439	\$728.00
EFT01113	ULINE	ULINE, INC.	6/16/2020	CHECK	PMCHK00002439	\$1,642.24
EFT01114	UNIPAR	UNITED PARCEL SERVICE	6/16/2020	CHECK	PMCHK00002439	\$124.00
EFT01115	VERWIRC	VERIZON WIRELESS	6/16/2020	CHECK	PMCHK00002439	\$936.80
EFT01116	WASMAN	WASTE MANAGEMENT OF MICHIGAN	6/16/2020	CHECK	PMCHK00002439	\$303.48
EFT01117	AIRTABLE	AIRTABLE	6/23/2020	CHECK	PMCHK00002440	\$96.00
EFT01118	BACBLA	BACKBLAZE	6/23/2020	CHECK	PMCHK00002440	\$1,557.21
EFT01119	FACEBOOK	FACEBOOK ADS	6/23/2020	CHECK	PMCHK00002440	\$1,069.19
EFT01120	GOOGLE	GOOGLE	6/23/2020	CHECK	PMCHK00002440	\$212.06
EFT01121	IRCCLOUD	IRCCLOUD	6/23/2020	CHECK	PMCHK00002440	\$128.75
EFT01122	PUBSTO	PUBLIC STORAGE	6/23/2020	CHECK	PMCHK00002440	\$524.00
EFT01123	TRELLO	TRELLO.COM	6/23/2020	CHECK	PMCHK00002440	\$75.00
EFT01124	TWILIO	TWILIO	6/23/2020	CHECK	PMCHK00002440	\$50.10
EFT01125	TWITTER	TWITTER	6/23/2020	CHECK	PMCHK00002440	\$51.84
EFT01126	AMABOOK	SYNCB/AMAZON	6/23/2020	CHECK	PMCHK00002442	\$5,254.95
EFT01127	ATTMOB	AT&T MOBILITY	6/25/2020	CHECK	PMCHK00002443	\$652.83
EFT01129	CITWATER	CITY OF AA WATER UTILITIES	6/25/2020	CHECK	PMCHK00002443	\$4,032.13
EFT01132	QUADIENT	QUADIENT FINANCE USA, INC	6/25/2020	CHECK	PMCHK00002443	\$489.74
EFT01133	TDSMET	TDS	6/25/2020	CHECK	PMCHK00002443	\$9,055.46
EFT01134	DTEENE	DTE ENERGY	6/25/2020	CHECK	PMCHK00002443	\$21,677.76

Total Checks: 160

Total Amount of Checks: \$748,912.11

Ann Arbor District Library Financial Summary for the Twelve Months Ended June 30, 2020 Draft

Cash

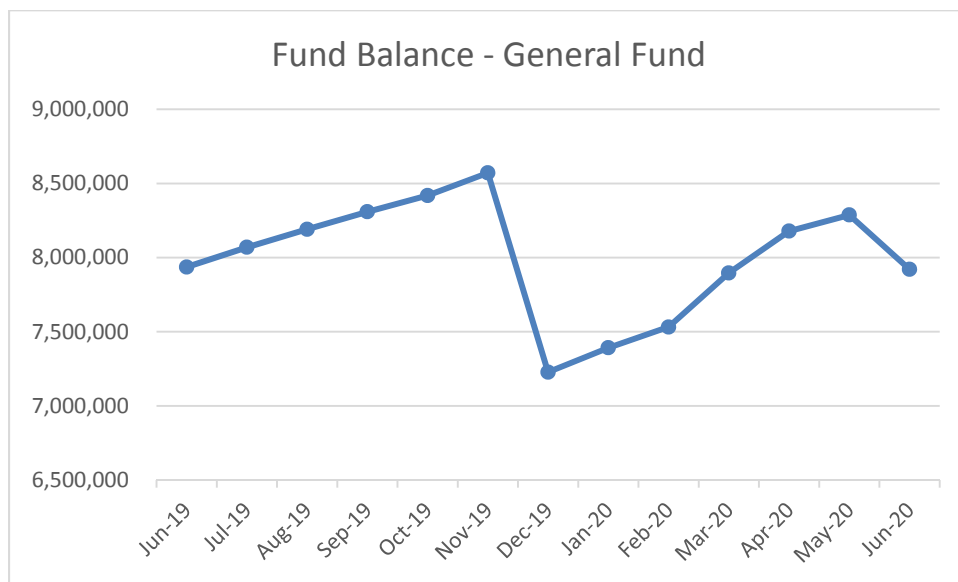
Cash, including investments, decreased \$1,220,248 from \$11,657,805 on May 31, 2020 to \$10,437,557 as of June 30, 2020.

Tax Receipts

As of June 30, 2020, the Library has received \$16,898,062 which is 99.98% of the annual budgeted tax receipts of \$16,902,626.

Fund Balance Activity

The Library general fund balance decreased from \$8,287,341 as of May 31, 2020 to \$7,921,011 as of June 30, 2020. The sharp drop in the depiction below in the month of December was due to a transfer of \$1,500,000 to the Capital Fund.



Ann Arbor District Library
Financial Summary for the Twelve Months Ended June 30, 2020

Draft

Revenue:

Year-to-date revenues equal \$17,650,617 of which \$470,609 is due from other governmental units for penal fines, state aid and the balance of 2019 tax receipts. Total cash receipts through June 30, 2020 equal \$17,453,266.

Expenditures

Year-to-date expenditures totaled \$16,133,487 from the general fund and \$744,109 from the capital fund as of June 30, 2020 of which \$637,236 has not been paid. As of June 30, 2020, \$420,671 has been prepaid for expenses not yet incurred. Total cash expended through June 30, 2020 equals \$16,300,897.

Revenue Over/(Under) Expenditures:

Year-to-date revenue over expenditures is \$1,517,131. Current revenue is 99.88% of the approved budget and current expenses are 91.29% of the approved budget.

Actual cash receipts are 98.76% of budget and actual cash expended is 92.24% of budget.

Grants & Memorials:

Friends of the AADL began the year with a balance of \$65,970. During the fiscal year the Friends contributed \$75,000 of which \$80,076 was spent leaving a balance of \$60,894.

The archives grant began the year with a balance of \$47,942. Archives received donations totaling \$1,075 and had expenditures totaling \$3,665 leaving a balance of \$45,352.

The Library received a gift of \$50,000 in January for a new digital screen. There have not been any expenses for this project year-to-date.

ANN ARBOR DISTRICT LIBRARY

Balance Sheet
 Governmental Funds
 For the Twelve Months Ending 6/30/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
Assets				
Cash and cash equivalents	\$2,755,930	\$1,975,355	\$792,285	\$5,523,570
Investments	4,913,987	-	-	4,913,987
Due from other governmental units	470,609	-	-	470,609
Other accounts receivable	-	-	500	500
Prepaid items	420,671	-	-	420,671
Total Assets	<u>\$8,561,197</u>	<u>\$1,975,355</u>	<u>\$792,785</u>	<u>\$11,329,337</u>
Liabilities				
Accounts payable	\$289,027	-	-	\$289,027
Accrued payroll and benefits	348,236	-	-	348,236
Total Liabilities	<u>637,263</u>	<u>-</u>	<u>-</u>	<u>637,263</u>
Deferred Outflows				
Unavailable property tax revenue	-	-	-	-
Deferred rental revenue	2,923	-	-	2,923
Total deferred outflows	<u>2,923</u>	<u>-</u>	<u>-</u>	<u>2,923</u>
Fund Balances				
Nonspendable:				
Prepaid items	420,671	-	-	420,671
Permanent corpus	-	-	325,000	325,000
Restricted by donor	-	-	467,785	467,785
Committed for capital projects	-	1,975,355	-	1,975,355
Unassigned	7,500,340	-	-	7,500,340
Total fund balance - general fund	<u>7,921,011</u>	<u>1,975,355</u>	<u>792,785</u>	<u>10,689,151</u>
Total liabilities and fund balances	<u>\$8,561,197</u>	<u>\$1,975,355</u>	<u>\$792,785</u>	<u>\$11,329,337</u>

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures

General Fund

For the Twelve Months Ending 6/30/2020

	June ACTUAL	YTD ACTUAL	FY 2020 BUDGET	BUDGET REMAINING	YTD %
REVENUES:					
Property taxes, net	\$1,403,989	\$16,898,062	\$16,902,626	\$4,564	99.97%
State aid	7,500	90,000	90,000		100.00%
State penal fines	18,750	225,000	225,000		100.00%
Interest income	3,747	176,886	20,000	(156,886)	884.43%
Copier revenue		24,969	35,000	10,031	71.34%
Grants and memorials	2,000	82,025	100,000	17,975	82.03%
Library fines, fees and other	1,112	109,223	250,000	140,777	43.69%
Non-resident fees		15,225	18,500	3,275	82.30%
Rental revenue	5,845	29,227	31,110	1,883	93.95%
TOTAL REVENUES	\$1,442,943	\$17,650,617	\$17,672,236	\$21,619	99.88%
EXPENDITURES:					
Personnel:					
Salaries and wages	942,464	7,903,605	8,052,255	148,650	98.15%
Employee benefits	175,516	1,754,724	1,832,836	78,112	95.74%
Employment taxes	71,178	593,340	638,000	44,660	93.00%
Purchased services:					
Custodial services	28,936	289,490	337,000	47,510	85.90%
Accounting and auditing	11,500	138,452	175,000	36,548	79.12%
Legal	2,100	18,363	50,000	31,637	36.73%
Professional services	25,015	181,182	261,000	79,818	69.42%
Utilities	25,940	374,954	462,000	87,046	81.16%
Property insurance	10,985	110,969	125,000	14,031	88.77%
Communications	15,584	220,755	250,000	29,245	88.30%
Materials	219,846	1,618,343	1,876,000	257,657	86.27%
Software licenses / materials	11,034	123,612	150,000	26,388	82.41%
Building rental	28,035	657,345	680,000	22,655	96.67%
Seminars, conferences and travel	884	19,293	28,700	9,407	67.22%
Copier expense		46,173	55,000	8,827	83.95%
Library programming	73,967	545,107	790,000	244,893	69.00%
Grant and memorial expenses	6,622	80,076	100,000	19,924	80.08%
Operating supplies	30,268	232,284	314,595	82,311	73.84%
Repairs and maintenance	25,496	502,844	570,500	67,656	88.14%
Postage	1,322	12,411	30,000	17,589	41.37%
Other operating expenses	894	16,696	34,350	17,654	48.60%
Capital outlay	101,688	693,468	860,000	166,532	80.64%
TOTAL EXPENDITURES	1,809,272	16,133,487	17,672,236	1,538,749	91.29%
REVENUE OVER (UNDER) EXPENDITURES	(366,329)	1,517,131		(1,517,131)	0.00%

ANN ARBOR DISTRICT LIBRARY

Statement of Revenues and Expenditures
Governmental Funds
For the Twelve Months Ending 6/30/2020

	GENERAL FUND	CAPITAL FUND	RESTRICTED GRANTS	TOTAL GOVERNMENTAL FUNDS
REVENUES:				
Property taxes, net	\$16,898,062	-	-	\$16,898,062
State aid	90,000	-	-	90,000
State penal fines	225,000	-	-	225,000
Interest income	176,886	-	887	177,773
Copier revenue	24,969	-	-	24,969
Grants and memorials	82,025	-	279,325	361,350
Library fines, fees and other	109,223	-	-	109,223
Non-resident fees	15,225	-	-	15,225
Rental revenue	29,227	-	-	29,227
TOTAL REVENUES	\$17,650,617	-	\$280,212	\$17,930,829
EXPENDITURES:				
Personnel:				
Salaries and wages	\$7,903,605	-	-	\$7,903,605
Employee benefits	1,754,724	-	-	1,754,724
Employment taxes	593,340	-	-	593,340
Purchased services:				
Custodial services	289,490	-	-	289,490
Accounting and auditing	138,452	-	-	138,452
Legal	18,363	-	-	18,363
Professional servies	181,182	-	-	181,182
Utilities	374,954	-	-	374,954
Property insurance	110,969	-	-	110,969
Communications	220,755	-	-	220,755
Materials	1,618,343	-	29,257	1,647,600
Software licenses / materials	123,612	-	-	123,612
Building rental	657,345	-	-	657,345
Seminars, conferences and travel	19,293	-	-	19,293
Copier expense	46,173	-	-	46,173
Library programming	545,107	-	1,296	546,403
Grant and memorial expenses	80,076	-	-	80,076
Operating supplies	232,284	-	-	232,284
Repairs and maintenance	502,844	-	-	502,844
Postage	12,411	-	-	12,411
Other operating expenses	16,696	-	-	16,696
Capital outlay	693,468	744,109	3,664	1,441,241
TOTAL EXPENDITURES	\$16,133,487	\$744,109	\$34,218	\$16,911,813
REVENUE OVER (UNDER) EXPENDITURES	\$1,517,131	(\$744,109)	\$245,994	\$1,019,016
Interfund Transfer	(1,500,000)	1,500,000	-	-
Fund balance, beginning of year	\$7,903,881	\$1,219,464	\$546,791	\$9,670,136
Fund balance, end of year	<u>\$7,921,011</u>	<u>\$1,975,355</u>	<u>\$792,785</u>	<u>\$10,689,151</u>

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 19-181**

**RESOLUTION TO INCREASE 4TH FLOOR MEETING ROOM PROJECT
DOWNTOWN TO INCLUDE A/V AND CONTROL ROOM EQUIPMENT**

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 20th day of July at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) To increase the project scope of the 4th floor meeting room project in the Downtown Library to include audio-visual and control room equipment.
- 2.) To authorize the Capital Project Funds project increase of \$99,127.00.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 20-135**

RESOLUTION OF THANKS TO TIM GRIMES UPON HIS RETIREMENT

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 20th day of July at 7:00 p.m.

PRESENT:

ABSENT:

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

THE BOARD RESOLVES AS FOLLOWS:

- 1.) That it would like to officially thank Tim Grimes upon his retirement for his service as an employee from November 19, 1985 to July 31, 2020 of the Ann Arbor District Library.
- 2.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Jim Leija, Board Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Dharma Akmon
Victoria Green
Molly Kleinman
Jim Leija
S. Kerene Moore
Linh Song
Jamie Vander Broek

2020 OFFICERS

President Linh Song
Vice President S. Kerene Moore
Treasurer Dharma Akmon
Secretary Jim Leija

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy 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