



Ann Arbor District Library
Annual Meeting
Agenda

Monday, January 19, 2015

Published by Ann Arbor District Library

January 2015

S	M	T	W	T	F	S
				1 Closed- New Years Day	2	3
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11	12	13	14	15	16	17
18	19 AADL Board Mtg	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 AADL Board Mtg- Tentative	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 AADL Board Mtg- Tentative	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Monday, January 19, 2015 at 6:00 p.m.
 Ann Arbor District Library, 4th Floor Board Meeting Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 15-001 I. CALL TO ORDER
- 15-002 II. ATTENDANCE
- 15-003 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 15-004 IV. RECONVENE ANNUAL MEETING AT 7:00 PM
- 15-005 V. ADMINISTRATION OF OATH OF MEMBERS
 Judge Elizabeth Hines, Presiding

- A. Jim Leija
 B. Jan Barney Newman
 C. Ed Surovell

“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.”

- 15-006 VI. PRESIDENT’S REMARKS
- 12-007 VII. 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

- 12-008 VIII. 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.”
- 12-009 IX. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 15-010 X. APPROVAL OF AGENDA (pp. 1-3)
(Item of action)
- 15-011 XI. APPROVAL OF MINUTES OF DECEMBER 15, 2014 (pp. 4-11)
(Item of action)
- 15-012 XII. CITIZENS’ COMMENTS
- 15-013 XIII. FINANCIAL REPORTS (pp. 12-15)
- 15-014 XIV. APPROVAL OF DISBURSEMENTS (pp. 16-18)
(Item of action)
- 15-015 XV. DIRECTOR’S REPORT
- 15-016 XVI. MONTHLY STATISTICS
- 15-017 XVII. NEW BUSINESS
- 15-018 A. APPROVAL OF BOARD MEETING DATES FOR 2015 (pp. 19-21)
(Item of action)
- 15-019 XVIII. CITIZENS’ COMMENTS
- 15-020 XIX. 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 327-8311 by 5:00 PM of the weekday preceding the meeting. 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, DECEMBER 15, 2014

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 15, 2014

- 14-350 I. CALL TO ORDER
- President Rosenthal called the meeting to order at 5:33 p.m.
- 14-351 II. ATTENDANCE
- Present: Head, Kaplan, Leary (arr. 5:54 p.m.), Barney Newman, Rosenthal, Surovell
Absent: Murphy
Staff: Hadler, Neiburger, Parker, Wilson (recorder)
Others Present: Jim Leija; William Stapleton, Hooper Hathaway P.C.; Daniel Schairbaum, Dykema (arr. 6:13 p.m.)
- 14-352 III. RECESS TO CLOSED SESSION FOR DISCUSSION OF REAL ESTATE AND OPINION OF LEGAL COUNSEL
- 14-353 IV. RECONVENE REGULAR MEETING AT 7:00 PM
- President Rosenthal reconvened the meeting at 7:01 p.m.
- 14-354 V. APPROVAL OF AGENDA
(Item of action)
- Trustee Kaplan, supported by Secretary Head, moved to approve the agenda.
- AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal, Surovell
NAYS: None
- Motion passed 6-0.
- 14-355 VI. APPROVAL OF MINUTES OF NOVEMBER 17, 2014
(Item of action)
- Trustee Surovell, supported by Trustee Leary, moved to approve the minutes of November 17, 2014.
- AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal,

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 15, 2014

Surovell

NAYS: None

Motion passed 6-0.

14-356 VII. CITIZENS' COMMENTS

There were no citizens' comments.

14-357 VIII. FINANCIAL REPORTS

CFO Hadler reported the November report showed an unrestricted cash balance just under \$15 million. Tax receipts over \$11.3 million, reflecting 97.4% of the budgeted amount, have been received through the end of November. Budget versus actual showed an operating surplus of just over \$5,600. The fund balance stands just above \$8.3 million. Six line items are over budget and should come back into line later in the year.

14-358 IX. APPROVAL OF DISBURSEMENTS

(Item of action)

Secretary Head, supported by Trustee Kaplan, moved to approve the November 2014 disbursements.

AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal,
Surovell

NAYS: None

Motion passed 6-0.

14-359 X. COMMITTEE REPORTS

14-360 A. BUDGET & FINANCE COMMITTEE

Chairperson Barney Newman reported the committee consisting of herself and Trustees Kaplan and Murphy met on December 3rd. Nate Baldermann from Rehmann presented the draft 2013-2014 audit. Karin Tuthill presented the Section 125 Plan. Resolutions recommending adoption of both items are being presented under New Business.

14-361 XI. DIRECTOR'S REPORT

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 15, 2014

Director Parker reported a recent article in the *Michigan Daily* outlined steps being taken at AADL to address issues of homeless patrons with the help of CSTS staff and the AAPD Community Engagement task force.

This past Saturday the Downtown Library saw a door count of over 3,000 due to The Tiny Expo, Classical Bells program, and the Friends book sale.

AADL was visited by JP Porcaro who is running for President of the American Library Association.

The Friends Book Shop is doing a brisk business. Their year-end sale was very successful and netted \$11,000. They plan to be out of the old bookshop by the end of the year.

For the Washtenaw County Photo ID program, AADL was consulted on what the requirements are for obtaining a library card. The ID cards will be accepted at AADL.

AADL staff adopts a family every year at Christmas and collected well over \$500 this year for them.

14-362 XII. MONTHLY STATISTICS

Deputy Director Neiburger gave an overview of Minecraft, AADL's Minecraft server, and the ALA sponsored Minecraft Hunger Games event.

14-363 XIII. NEW BUSINESS

14-364 A. AUDITOR'S REPORT
 Nate Baldermann, Rehmann

CFO Hadler introduced Nate Baldermann of Rehmann to the Board.

Mr. Baldermann presented the Ann Arbor District Library 2013-2014 Audit Report. He reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/14. No material audit adjustments were needed. No material weaknesses were found and an unmodified opinion of the financial statements was given.

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 15, 2014

AT THE JANUARY 19, 2015 ANNUAL BOARD MEETING
 (Item of action)
 (roll call vote)

Trustee Leary, supported by Secretary Head, moved to hold a closed session at the January 19, 2015 annual meeting for discussion of real estate and opinion of legal counsel.

A roll call vote was taken.

AYES: Head, Kaplan, Leary, Barney Newman, Rosenthal,
 Surovell

NAYS: None

Motion passed 6-0.

14-368 XIV. CITIZENS' COMMENTS

There were no additional citizens' comments.

14-369 XV. ADJOURNMENT

President Rosenthal adjourned the meeting at 8:16 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 the regular meeting held on December 15, 2014 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.

Rebecca Head, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-365**

RESOLUTION TO ACCEPT THE 2013-2014 FINANCIAL AUDIT

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 December 2014 at 5:30 p.m.

PRESENT: Rebecca Head, Nancy Kaplan, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Barbara Murphy

The following resolution was offered by Trustee Kaplan and supported by Secretary Head:

THE BOARD RESOLVES:

- 1.) To accept the 2013-2014 financial audit prepared by Rehmann.
- 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: Head, Kaplan, Leary, Barney Newman, Rosenthal, Surovell

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 December 15, 2014 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.

Rebecca Head, Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-366**

**RESOLUTION TO AMEND AND RESTATE THE ANN ARBOR DISTRICT
LIBRARY SECTION 125 CAFETERIA PLAN**

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 December 2014 at 5:30 p.m.

PRESENT: Rebecca Head, Nancy Kaplan, Margaret Leary, Jan Barney Newman, Prue Rosenthal, Ed Surovell

ABSENT: Barbara Murphy

The following resolution was offered by Trustee Kaplan and seconded by Secretary Head:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Section 125 Cafeteria Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved.
- 2.) That the appropriate officers of the Ann Arbor District Library be, and they hereby are, authorized and directed to execute the Plan on behalf of the Ann Arbor District Library.
- 3.) That the officers of the Ann Arbor District Library be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.
- 4.) 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: Head, Kaplan, Leary, Barney Newman, Rosenthal, Surovell

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 December 15, 2014 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.

Rebecca Head, Secretary

Ann Arbor District Library Financial Summary for December 2014

Cash:

The unrestricted cash balance as of December 31, 2014 was \$14,331,216 down from \$14,790,511 in November.

Tax Receipts:

The Library has received tax receipts totaling \$11,347,311, 97.5% of the budgeted amount, as of December 31.

Budget vs. Actual:

The Library showed an operating surplus of \$105,415 through December 31. This gives the Library a positive fund balance of \$8,385,471 as of December 31, up from \$8,382,335 at the end of November.

Year-to-Date Revenue (Budget vs. Actual):

Tax, penal fine and state aid revenues are being recognized monthly at the monthly budgeted amount. These line items will be reconciled with actual receipts during year-end close.

Year-to-Date Expenditures (Budget vs. Actual):

The following operating expense line items are over budget through December.

Purchased Services – Architectural fees and temporary staffing costs adversely affected December YTD compared to budget.

Communications – The annual payment for internet connectivity paid in August adversely affected December YTD compared to budget.

Materials – An annual payment for an online tutoring service paid in December adversely affected December YTD compared to budget.

Software – The annual payment for the library automation system paid in August adversely affected December YTD compared to budget.

Other Operating Expenditures – Annual association dues paid in July adversely affected December YTD compared to budget.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Six Months Ending December 31, 2014

	<i>December</i>			<i>YTD</i>		
	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>
Revenue						
Tax Collections - Operating	\$969,750	\$969,750		\$5,818,500	\$5,818,500	
State Aid	6,667	6,667		40,002	40,000	2
Penal Fines	18,750	18,750		112,500	112,500	
Interest	55,762	8,333	47,429	78,258	50,000	28,258
Copiers	2,325	2,500	(175)	15,245	15,000	245
Grants/Memorials	3,400	7,500	(4,100)	11,035	45,000	(33,965)
Library Fines & Fees	25,224	31,667	(6,443)	171,281	190,000	(18,719)
Non-Resident Fees	1,613	1,250	363	8,986	7,500	1,486
Fund Bal./Restricted Funds		917	(917)		699,621	(699,621)
Total Revenue	\$1,083,491	\$1,047,334	\$36,157	\$6,255,807	\$6,978,121	(\$722,314)
Expenditures						
Salaries & Wages	469,116	497,333	(28,217)	2,845,875	2,984,000	(138,125)
Employee Benefits	113,175	135,250	(22,075)	752,857	811,500	(58,643)
Employment Taxes	35,619	38,083	(2,464)	211,675	228,500	(16,825)
Total Employment Cost	\$617,910	\$670,666	(\$52,756)	\$3,810,407	\$4,024,000	(\$213,593)
Custodial and Electrical	\$14,091	\$16,668	(\$2,577)	\$90,232	\$100,000	(\$9,768)
Accounting/Audit	280	1,000	(720)	5,280	6,000	(720)
Legal	5,240	8,000	(2,760)	47,514	48,000	(486)
Purchased Services	11,394	12,000	(606)	95,343	72,000	23,343
Utilities	37,448	37,333	115	194,410	224,000	(29,590)
Property Insurance	7,121	7,500	(379)	42,724	45,000	(2,276)
Communications	13,051	15,000	(1,949)	112,731	90,000	22,731
Materials	167,975	145,833	22,142	875,441	874,999	442
Software Licenses/Maintenanc	6,791	12,500	(5,709)	117,878	75,000	42,878
Building Rental	10,063	12,917	(2,854)	71,433	77,500	(6,067)
Seminars/Conferences/Travel	192	2,333	(2,141)	5,065	14,000	(8,935)
Copier Expense	3,390	3,750	(360)	16,709	22,500	(5,791)
Library Programming	35,929	26,667	9,262	157,562	210,001	(52,439)
Grants/Memorials	2,413	7,500	(5,087)	43,716	45,000	(1,284)
Supplies	8,239	15,417	(7,178)	75,646	92,500	(16,854)
Repairs and Maintenance	12,747	26,000	(13,253)	111,399	156,000	(44,601)
Postage	231	2,917	(2,686)	6,500	17,500	(11,000)
Lcards/Circ Cards	1,775	5,500	(3,725)	8,826	33,000	(24,174)
Other Operating Expenditures	1,371	2,000	(629)	14,938	12,000	2,938
Total Operating Expense	\$339,741	\$360,835	(\$21,094)	\$2,093,347	\$2,215,000	(\$121,653)
Capital Outlays	\$26,078	\$15,833	\$10,245	\$246,638	\$739,121	(\$492,483)
Total Expenditures	\$983,729	\$1,047,334	(\$63,605)	\$6,150,392	\$6,978,121	(\$827,729)
Net	\$99,762		\$99,762	\$105,415		\$105,415

Balance Sheet

ASSETSAs of 12/31/2014Current Assets:

Cash	
CASH-COMMERCIAL CHECKING	\$77,933.40
CASH-PAYROLL	7,457.31
HOLTREY FUND	332,496.63
CASH-SAVINGS	6,402,077.61
KENISTON FUND	30,390.86
SHAFER FUND	10,484.86
WESTERMAN FUND	39,255.36
PETTY CASH	2,400.00
WLBPD ACCOUNT	37,264.70
PRICE FUND	20,090.05
ICS Money Market	2,001,863.48
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Total Cash	\$8,961,714.26
Investments	
BANK OF ANN ARBOR INVESTMENT	\$3,424,078.46
UNITED BANK AND TRUST INVESTMENT	1,945,423.06
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Total Investments	\$5,369,501.52
Accounts Receivable	
ACCOUNTS RECEIVABLE	\$130,566.34
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Total Accounts Receivable	\$130,566.34
Property Taxes Receivable	
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Total Property Taxes Receivable	\$0.00
Prepaid Expenses	
PRE-PAID INSURANCE	\$21,207.83
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Total Prepaid Expenses	\$21,207.83
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Total Current Assets	\$14,482,989.95
<u>Capital Assets:</u>	
BUILDINGS	\$26,027,639.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	541,835.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,361,944.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,261,083.00
VEHICLES	108,889.00
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Total Capital Assets	\$32,068,968.15
<u>Amount Provided for Long-Term Debt:</u>	
LONG TERM SICK	\$28,025.46
LONG TERM VACATION	201,926.00
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Total Provided for Long-Term Debt	229,951.46
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TOTAL ASSETS	\$46,781,909.56
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Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	\$26,011.07
ACCRUED ACCOUNTS PAYABLE	9,100.00
ACCRUED PAYROLL	191,985.10
EE 403(b) deduction / EE Miors Pmt	1,491.85
ER 403(b) Contribution	67.61
ACCRUED LIABILITY-VACATION S/T	86,539.71

Total Current Liabilities	\$315,195.34
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	201,926.00

Total Long-Term Liabilities	229,951.46
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,068,968.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$160,394.88
DEFERRED REVENUE - PROPERTY TAX	5,516,514.69
FUND BALANCE - UNDESIGNATED	8,385,470.99
EXCESS REVENUE (SPENDING)	105,414.05

Total Fund Balance	\$14,167,794.61
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Total Fund Equity	\$46,236,762.76
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TOTAL LIABILITIES AND FUND EQUITY	\$46,781,909.56
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Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2014 12/31/2014
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
049294	AGRSER	A GROWING SERVICE LLC	12/19/2014	CHECK	PMCHK00001700	\$340.00
049172	AFSMITH	A.F. SMITH ELECTRIC, INC.	12/1/2014	CHECK	PMCHK00001694	\$267.20
049293	AFSMITH	A.F. SMITH ELECTRIC, INC.	12/19/2014	CHECK	PMCHK00001700	\$261.96
049195	AASCH	AAPS/WISD TRANSPORTATION	12/8/2014	CHECK	PMCHK00001697	\$1,258.50
049291	ACCREC	ACCLARION RECORDS	12/19/2014	CHECK	PMCHK00001700	\$400.00
049251	AFTDEL	AFTERNOON DELIGHT	12/15/2014	CHECK	PMCHK00001699	\$135.95
049252	ALLENL	ALLIANCE ENTERTAINMENT	12/15/2014	CHECK	PMCHK00001699	\$1,562.07
049295	AMACOM	AMAZON.COM CREDIT PLAN	12/19/2014	CHECK	PMCHK00001700	\$8,730.01
049253	AMEX	AMERICAN EXPRESS	12/15/2014	CHECK	PMCHK00001699	\$77,908.48
049171	AAFILM	ANN ARBOR FILM FESTIVAL	12/1/2014	CHECK	PMCHK00001694	\$960.00
049254	ANNARB	ANN ARBOR OBSERVER	12/15/2014	CHECK	PMCHK00001699	\$2,512.60
049194	APPLE	APPLE, INC.	12/3/2014	CHECK	PMCHK00001696	\$129.00
049255	ARBSPR	ARBOR SPRING WATER CO.	12/15/2014	CHECK	PMCHK00001699	\$72.00
049296	ASSOCMUT	ASSOCIATED MUTUAL INSURANCE	12/19/2014	CHECK	PMCHK00001700	\$579.39
049173	ATTMOB	AT&T MOBILITY	12/1/2014	CHECK	PMCHK00001694	\$800.13
049333	ATTMOB	AT&T MOBILITY	12/23/2014	CHECK	PMCHK00001701	\$788.20
049297	BANMED	BANG MEDIA	12/19/2014	CHECK	PMCHK00001700	\$350.00
049222	BARNOB1	BARNES & NOBLE INC.	12/9/2014	CHECK	PMCHK00001698	\$288.39
049256	BARNOB1	BARNES & NOBLE INC.	12/15/2014	CHECK	PMCHK00001699	\$198.80
049223	BEADEL	BEAU DELOACH	12/9/2014	CHECK	PMCHK00001698	\$125.00
049224	BETBAT	BETH BATTEY	12/9/2014	CHECK	PMCHK00001698	\$190.00
049225	BETBEC	BETSY BECKERMAN	12/9/2014	CHECK	PMCHK00001698	\$450.00
049226	BLAAUD	BLACKSTONE AUDIO BOOKS	12/9/2014	CHECK	PMCHK00001698	\$1,277.80
049176	DICBLI	BLICK ART MATERIALS	12/1/2014	CHECK	PMCHK00001694	\$212.41
049200	DICBLI	BLICK ART MATERIALS	12/8/2014	CHECK	PMCHK00001697	\$144.09
049334	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	12/23/2014	CHECK	PMCHK00001701	\$57,380.73
049298	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/19/2014	CHECK	PMCHK00001700	\$7,108.79
049299	BP	BP	12/19/2014	CHECK	PMCHK00001700	\$359.06
049300	BRAINFUSE	BRAINFUSE, INC.	12/19/2014	CHECK	PMCHK00001700	\$9,000.00
049227	BREWER	BREWER'S	12/9/2014	CHECK	PMCHK00001698	\$415.95
049196	BRIAUD	BRILLIANCE PUBLISHING, INC.	12/8/2014	CHECK	PMCHK00001697	\$440.00
049197	BUSCAR	BUSINESS CARD	12/8/2014	CHECK	PMCHK00001697	\$4,061.71
049174	CAMINN	CAMPUS INN	12/1/2014	CHECK	PMCHK00001694	\$438.90
049198	CAMINN	CAMPUS INN	12/8/2014	CHECK	PMCHK00001697	\$183.75
049301	CARNOW	CAROLYN NOWAK	12/19/2014	CHECK	PMCHK00001700	\$100.00
049228	CDW-G	CDW GOVERNMENT, INC.	12/9/2014	CHECK	PMCHK00001698	\$250.78
049229	CINCOR	CINTAS CORPORATION	12/9/2014	CHECK	PMCHK00001698	\$1,630.99
049257	CITOF1	CITY OF ANN ARBOR TREASURER	12/15/2014	CHECK	PMCHK00001699	\$2,620.01
049302	CITOF1	CITY OF ANN ARBOR TREASURER	12/19/2014	CHECK	PMCHK00001700	\$2,640.55
049175	COMCAS	COMCAST	12/1/2014	CHECK	PMCHK00001694	\$297.96
049335	COMCAS	COMCAST	12/23/2014	CHECK	PMCHK00001701	\$44.65
049199	COMALLW	COMPUTER ALLEY WEST	12/8/2014	CHECK	PMCHK00001697	\$9.96
049303	CULHIS	CULINARY HISTORIANS OF ANN ARB	12/19/2014	CHECK	PMCHK00001700	\$20.00
049258	DAWHEN	DAWN HENRY	12/15/2014	CHECK	PMCHK00001699	\$450.00
049259	DEMCO	DEMCO	12/15/2014	CHECK	PMCHK00001699	\$27.60
049304	DONGYU	DONG YU CHINA MARKET	12/19/2014	CHECK	PMCHK00001700	\$273.75
049230	DOUFRE	DOUG FRENCH	12/9/2014	CHECK	PMCHK00001698	\$100.00
049177	DTEENE	DTE ENERGY	12/1/2014	CHECK	PMCHK00001694	\$11,661.35
049305	DTEENE	DTE ENERGY	12/19/2014	CHECK	PMCHK00001700	\$20,743.96
049260	DYKGOS	DYKEMA GOSSETT	12/15/2014	CHECK	PMCHK00001699	\$430.37
049231	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/9/2014	CHECK	PMCHK00001698	\$5,010.74
049261	ERGDES	ERGO DESKTOP	12/15/2014	CHECK	PMCHK00001699	\$1,354.00
049201	FISWIN	FISH WINDOW CLEANING	12/8/2014	CHECK	PMCHK00001697	\$523.00
049232	FRIOF	FRIENDS OF THE ANN ARBOR	12/9/2014	CHECK	PMCHK00001698	\$677.50
049189	THOGAL	GALE/CENGAGE LEARNING, INC	12/1/2014	CHECK	PMCHK00001694	\$338.82
049286	THOGAL	GALE/CENGAGE LEARNING, INC	12/15/2014	CHECK	PMCHK00001699	\$170.37

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
049178	GANDOR	GANDOL DOORS & HARDWARE	12/1/2014	CHECK	PMCHK00001694	\$821.60
049262	GAYBRO	GAYLORD BROS.	12/15/2014	CHECK	PMCHK00001699	\$172.03
049307	GLOEQU	GLOBAL EQUIPMENT CO.	12/19/2014	CHECK	PMCHK00001700	\$111.23
049290	WWGRAI	GRAINGER	12/15/2014	CHECK	PMCHK00001699	\$2,332.94
049306	FIRMAR	GREEN ROAD ASSOCIATES, LP	12/19/2014	CHECK	PMCHK00001700	\$3,208.33
049202	HFGROUP	HF GROUP LLC	12/8/2014	CHECK	PMCHK00001697	\$564.57
049263	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	12/15/2014	CHECK	PMCHK00001699	\$4,810.00
049330	VANTIGU	INFORM STUDIO	12/19/2014	CHECK	PMCHK00001700	\$2,075.29
049203	INGLIB	INGRAM LIBRARY SERVICES INC.	12/8/2014	CHECK	PMCHK00001697	\$742.40
049264	INGLIB	INGRAM LIBRARY SERVICES INC.	12/15/2014	CHECK	PMCHK00001699	\$300.00
049234	JEFPRI	JEFF PRICE	12/9/2014	CHECK	PMCHK00001698	\$100.00
049235	JERUGAR	JERUSALEM GARDEN	12/9/2014	CHECK	PMCHK00001698	\$638.25
049265	JERDRO	JERZY DROZD	12/15/2014	CHECK	PMCHK00001699	\$200.00
049266	JOEREI	JOE REILLY	12/15/2014	CHECK	PMCHK00001699	\$500.00
049308	KMODES	KAREN MOELLER DESIGN	12/19/2014	CHECK	PMCHK00001700	\$6,845.00
049267	KATCHY	KATIE CHYNOWETH	12/15/2014	CHECK	PMCHK00001699	\$64.34
049268	KELCAU	KELSEY CAULEY	12/15/2014	CHECK	PMCHK00001699	\$81.37
049236	KOLAMI	KOL AMI	12/9/2014	CHECK	PMCHK00001698	\$233.62
049309	LEACEN	LEARNING CENTER	12/19/2014	CHECK	PMCHK00001700	\$466.50
049310	LEXMAT	LEXISNEXIS MATTHEW BENDER	12/19/2014	CHECK	PMCHK00001700	\$129.83
049269	LIBJOU	LIBRARY JOURNAL, LLC	12/15/2014	CHECK	PMCHK00001699	\$157.99
049179	MANPOW	MANPOWER	12/1/2014	CHECK	PMCHK00001694	\$140.80
049204	MANPOW	MANPOWER	12/8/2014	CHECK	PMCHK00001697	\$1,020.80
049237	MANPOW	MANPOWER	12/9/2014	CHECK	PMCHK00001698	\$704.00
049311	MANPOW	MANPOWER	12/19/2014	CHECK	PMCHK00001700	\$704.00
049336	MANPOW	MANPOWER	12/23/2014	CHECK	PMCHK00001701	\$651.20
049270	MARBAN	MARTIN BANDYKE	12/15/2014	CHECK	PMCHK00001699	\$400.00
049193	MATRIX	MATRIX TRUST CO AttnTPA000320	12/2/2014	CHECK	PMCHK00001695	\$20,305.02
049271	MATRIX	MATRIX TRUST CO AttnTPA000320	12/15/2014	CHECK	PMCHK00001699	\$20,458.09
049272	MCNMCK	MCNAUGHTON-MCKAY	12/15/2014	CHECK	PMCHK00001699	\$226.04
049273	MELHUD	MELISSA HUDSON	12/15/2014	CHECK	PMCHK00001699	\$100.00
049205	METCOM	METCOM	12/8/2014	CHECK	PMCHK00001697	\$78.13
049312	METLIFE	METLIFE SBC	12/19/2014	CHECK	PMCHK00001700	\$6,918.82
049313	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	12/19/2014	CHECK	PMCHK00001700	\$525.00
049180	MICOFF	MICHIGAN OFFICE SOLUTIONS	12/1/2014	CHECK	PMCHK00001694	\$1,895.00
049181	MIDTAP	MIDWEST TAPE	12/1/2014	CHECK	PMCHK00001694	\$10,988.53
049238	MIDTAP	MIDWEST TAPE	12/9/2014	CHECK	PMCHK00001698	\$22,733.28
049314	MIDTAP	MIDWEST TAPE	12/19/2014	CHECK	PMCHK00001700	\$4,703.52
049239	MITEC	MITEC	12/9/2014	CHECK	PMCHK00001698	\$1,787.96
049250	AANEWS	MLIVE MEDIA GROUP	12/15/2014	CHECK	PMCHK00001699	\$1,392.00
049240	MONHIG	MONICA HIGMAN	12/9/2014	CHECK	PMCHK00001698	\$100.00
049315	MORNIN	MORNINGSTAR, INC.	12/19/2014	CHECK	PMCHK00001700	\$175.00
049206	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	12/8/2014	CHECK	PMCHK00001697	\$295.50
049274	MULBOO	MULTI-CULTURAL BOOKS & VIDEOS	12/15/2014	CHECK	PMCHK00001699	\$201.65
049182	MUSRET	MUSTARD'S RETREAT	12/1/2014	CHECK	PMCHK00001694	\$500.00
049207	NICWIL	NICHOLAS WILCOX	12/8/2014	CHECK	PMCHK00001697	\$800.00
049275	NICOWIL	NICOLE WILLIAMS	12/15/2014	CHECK	PMCHK00001699	\$13.83
049208	NUWAVE	NUWAVE AQUARIUMS	12/8/2014	CHECK	PMCHK00001697	\$115.00
049241	NUWAVE	NUWAVE AQUARIUMS	12/9/2014	CHECK	PMCHK00001698	\$238.94
049209	OCLINS	OCLC, INC.	12/8/2014	CHECK	PMCHK00001697	\$3,891.60
049210	OFFDEP	OFFICE DEPOT, INC.	12/8/2014	CHECK	PMCHK00001697	\$450.83
049317	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/19/2014	CHECK	PMCHK00001700	\$112.38
049211	PRITEC	PRINT TECH INC.	12/8/2014	CHECK	PMCHK00001697	\$1,492.58
049276	PRITEC	PRINT TECH INC.	12/15/2014	CHECK	PMCHK00001699	\$871.99
049318	PRITEC	PRINT TECH INC.	12/19/2014	CHECK	PMCHK00001700	\$537.27
049277	PUBWEE	PUBLISHERS WEEKLY	12/15/2014	CHECK	PMCHK00001699	\$249.99
049319	QUACK!	QUACK!MEDIA	12/19/2014	CHECK	PMCHK00001700	\$10,470.00
049242	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/9/2014	CHECK	PMCHK00001698	\$13,243.00
049278	RACYAN	RACHEL YANIKOGLU	12/15/2014	CHECK	PMCHK00001699	\$32.31
049320	RACYAN	RACHEL YANIKOGLU	12/19/2014	CHECK	PMCHK00001700	\$100.85
049212	RANHOU	RANDOM HOUSE, INC.	12/8/2014	CHECK	PMCHK00001697	\$4,518.00
049279	RANHOU	RANDOM HOUSE, INC.	12/15/2014	CHECK	PMCHK00001699	\$30.00
049183	RECBOO	RECORDED BOOKS, INC.	12/1/2014	CHECK	PMCHK00001694	\$2,215.20

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
049213	RECBOO	RECORDED BOOKS, INC.	12/8/2014	CHECK	PMCHK00001697	\$1,946.44
049280	RECBOO	RECORDED BOOKS, INC.	12/15/2014	CHECK	PMCHK00001699	\$829.37
049321	RECANN	RECYCLE ANN ARBOR	12/19/2014	CHECK	PMCHK00001700	\$290.80
049184	REGBOO	REGENT BOOK CO., INC.	12/1/2014	CHECK	PMCHK00001694	\$15.01
049214	ROYLIM	ROYAL LIMOUSINE	12/8/2014	CHECK	PMCHK00001697	\$322.55
049281	ROYLIM	ROYAL LIMOUSINE	12/15/2014	CHECK	PMCHK00001699	\$345.80
049282	RTI	RTI	12/15/2014	CHECK	PMCHK00001699	\$409.55
049243	SARKEK	SARA MELTON KELLER	12/9/2014	CHECK	PMCHK00001698	\$375.00
049283	SCHSOU	SCHEDULE SOURCE, INC	12/15/2014	CHECK	PMCHK00001699	\$945.50
049323	SCHSEC	SCHILKE SECURITY	12/19/2014	CHECK	PMCHK00001700	\$135.00
049244	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/9/2014	CHECK	PMCHK00001698	\$603.31
049322	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/19/2014	CHECK	PMCHK00001700	\$437.82
049316	PACMEC	SHAMBAUGH & SON, L.P	12/19/2014	CHECK	PMCHK00001700	\$3,592.88
049284	SHAKUC	SHANNON KUCHERA	12/15/2014	CHECK	PMCHK00001699	\$700.00
049215	SPRINT	SPRINT PCS	12/8/2014	CHECK	PMCHK00001697	\$411.91
049337	SPRINT	SPRINT PCS	12/23/2014	CHECK	PMCHK00001701	\$412.91
049245	STAHAR	STADIUM HARDWARE	12/9/2014	CHECK	PMCHK00001698	\$121.02
049285	STAPOO	STANDARD & POOR'S	12/15/2014	CHECK	PMCHK00001699	\$720.00
049324	STAPOO	STANDARD & POOR'S	12/19/2014	CHECK	PMCHK00001700	\$720.00
049216	STAPLE	STAPLES ADVANTAGE	12/8/2014	CHECK	PMCHK00001697	\$27.96
049246	STAPLE	STAPLES ADVANTAGE	12/9/2014	CHECK	PMCHK00001698	\$58.90
049185	STAMIC4	STATE OF MICHIGAN	12/1/2014	CHECK	PMCHK00001694	\$390.00
049247	STEOSB	STEVE OSBURN	12/9/2014	CHECK	PMCHK00001698	\$75.00
049186	SWESOU	SWEETWATER SOUND INC.	12/1/2014	CHECK	PMCHK00001694	\$379.00
049217	SWESOU	SWEETWATER SOUND INC.	12/8/2014	CHECK	PMCHK00001697	\$359.00
049325	SWESOU	SWEETWATER SOUND INC.	12/19/2014	CHECK	PMCHK00001700	\$935.85
049187	TANMED	TANTOR MEDIA	12/1/2014	CHECK	PMCHK00001694	\$1,145.78
049188	TDSMET	TDS METROCOM	12/1/2014	CHECK	PMCHK00001694	\$6,964.83
049218	THEANN	THE ANN MAGAZINE	12/8/2014	CHECK	PMCHK00001697	\$500.00
049233	GENSOC	THE GENEALOGICAL SOCIETY OF WA	12/9/2014	CHECK	PMCHK00001698	\$10.00
049219	TMGROU	THE TM GROUP INC	12/8/2014	CHECK	PMCHK00001697	\$1,621.25
049326	TMGROU	THE TM GROUP INC	12/19/2014	CHECK	PMCHK00001700	\$42.50
049190	TOMSMI	TOM SMITH	12/1/2014	CHECK	PMCHK00001694	\$56.27
049327	TRACSYS	TRACSYSTEMS	12/19/2014	CHECK	PMCHK00001700	\$2,120.00
049292	ADTSEC	TYCO INTEGRATED SECURITY	12/19/2014	CHECK	PMCHK00001700	\$1,025.87
049288	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	12/15/2014	CHECK	PMCHK00001699	\$1,333.55
049191	UNIPAR	UNITED PARCEL SERVICE	12/1/2014	CHECK	PMCHK00001694	\$176.01
049248	UNIPAR	UNITED PARCEL SERVICE	12/9/2014	CHECK	PMCHK00001698	\$49.35
049287	UNIPAR	UNITED PARCEL SERVICE	12/15/2014	CHECK	PMCHK00001699	\$94.49
049328	UNIPAR	UNITED PARCEL SERVICE	12/19/2014	CHECK	PMCHK00001700	\$30.24
049220	USTREAS	UNITED STATES TREASURY	12/8/2014	CHECK	PMCHK00001697	\$2,500.00
049338	UNUMPRO	UNUM LIFE INSURANCE	12/23/2014	CHECK	PMCHK00001701	\$3,818.00
049340	UNUMPRO	UNUM LIFE INSURANCE	12/23/2014	CHECK	PMCHK00001702	\$987.29
049329	VALLINP	VALUE LINE PUBLISHING INC.	12/19/2014	CHECK	PMCHK00001700	\$6,050.00
049192	VERWIRC	VERIZON WIRELESS	12/1/2014	CHECK	PMCHK00001694	\$879.75
049221	VERWIRC	VERIZON WIRELESS	12/8/2014	CHECK	PMCHK00001697	\$1,388.27
049339	VERWIRC	VERIZON WIRELESS	12/23/2014	CHECK	PMCHK00001701	\$1,241.78
049289	WASHTR	WASHTENAW COUNTY TREASURER	12/15/2014	CHECK	PMCHK00001699	\$1,681.31
049249	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/9/2014	CHECK	PMCHK00001698	\$242.34
049331	WESENT	WESTGATE ENTERPRISES, LLC	12/19/2014	CHECK	PMCHK00001700	\$6,855.00
049332	WORBOO	WORLD BOOK, INC.	12/19/2014	CHECK	PMCHK00001700	\$4,245.00

Total Checks: 170

Total Amount of Checks: \$450,270.09

DISCUSSION OF BOARD MEETING DATES FOR 2015 CALENDAR YEAR

I. Statement:

Per AADL Board By-Laws, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. With the move of the date of elections to November the annual meeting will now be held in January.

II. Background:

During the 2014 calendar year the Board made the following date changes:

Board meetings cancelled: August 18, 2014

Board meeting dates changed: None

Special meetings called: July 29, 2014

III. Options:

2015

The Board can decide to continue to meet on the third Monday of each month. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet.

Board Retreats

Generally the Board holds one retreat within the first quarter of a new year (previous years were based on AADL fiscal calendar - due to 2010 change in the election cycle, the Board now follows a calendar year).

The Board can choose to have a Regular Meeting or a Retreat and/or both. Administration is recommending a Board Retreat in either March or April to discuss the Strategic Plan.

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 2015 are recommended by Administration for the third Monday of the month with the exception of February and December.

Administration recommends adopting the following calendar:

Monday, **February 9, 2015**

Monday, **March 16, 2015**

Monday, **April 20, 2015**

Monday, **May 18, 2015**

Monday, **June 15, 2015**

Monday, **July 20, 2015**

Monday, **August 17, 2015**

Monday, **September 21, 2015**

Monday, **October 19, 2015**

Monday, **November 16, 2015**

Monday, **December 14, 2015**

Monday, **January 18, 2016**

V. General Information:

2015 Library related conferences:

January 30-February 3, 2015—ALA Midwinter Meeting, Chicago, IL

June 25-June 30, 2015—ALA Annual Conference, San Francisco, CA

October 27-30, 2015—Michigan Library Association Annual Conference, Novi, MI

January 8-12, 2016—ALA Midwinter Meeting, Boston, MA



ANN ARBOR DISTRICT LIBRARY BOARD 2015 PROPOSED MEETING SCHEDULE

MONDAY, JANUARY 19, 2015
MONDAY, FEBRUARY 9, 2015
MONDAY, MARCH 16, 2015
MONDAY, APRIL 20, 2015
MONDAY, MAY 18, 2015
MONDAY, JUNE 15, 2015
MONDAY, JULY 20, 2015
MONDAY, AUGUST 17, 2015
MONDAY, SEPTEMBER 21, 2015
MONDAY, OCTOBER 19, 2015
MONDAY, NOVEMBER 16, 2015
MONDAY, DECEMBER 14, 2015
MONDAY, JANUARY 18, 2016

All Regular Meetings occur in the 4th Floor Board Room of the Downtown Library, 343 South Fifth Avenue, Ann Arbor unless otherwise noted. Meetings generally begin at 7:00 p.m. Please verify meeting date and time by calling 734.327.8311 or visiting our website at www.aadl.org/aboutus/board.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act. Such changes and additions will be posted at the Ann Arbor District Library, 343 South Fifth Avenue, our branch locations, our website www.aadl.org/aboutus/board, and other locations as appropriate.

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 and services should write the Ann Arbor District Library Board at Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, MI 48104, email wilsonk@aadl.org or call 734.327.8311.

ANN ARBOR DISTRICT LIBRARY BOARD

Rebecca Head
Nancy Kaplan
Margaret Leary
Jim Leija
Jan Barney Newman
Prue Rosenthal
Edward Surovell

2015 OFFICERS

President
Vice President
Treasurer
Secretary

ADMINISTRATION

Josie Parker Director
Eli Neiburger Deputy Director
Bruce Hadler.....Chief Financial Officer

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